

City of Sodaville

Regular Session Agenda

June 15, 2023

7:00 PM – City Hall

Teleconference Number: 253-215-8782 * Meeting ID: 847 8561 2053 * Passcode: 836549

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Visitors
5. Bills
6. Minutes
 - May 18, 2023
7. Public Comment

This is the time to speak to the City Council or Mayor on any subject **including what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
8. City Recorder's Report
 - City Finances
 - City Update
9. Public Works Report
 - Water Update
10. New Business:
 - a. 2023-2024 Budget
 - b. 2022-2023 Supplemental Budget
 - c. Diving Services RFP
 - d. Street Vacation Application
 - e. Ordinance 23-04 Camping
11. Old Business
12. Council Reports
13. Public Comment

This is the time to speak to the City Council or Mayor on any subject **other than what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
14. Adjourn

PUBLIC COMMENT There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. ***PUBLIC COMMENT is not accepted during the meeting other than at those times.*** The Council reserves the right to enter into Executive Session as needed to conduct City business in accordance with Oregon Public Meeting Law as clarified in the Oregon Attorney General's Public Records and Meetings Manual or advised by counsel.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting by calling 541-258-8882.

“The City of Sodaville is an equal opportunity provider and employer.”

8. City Recorder Update

City Finances

The finance reports are attached to the Council Packet.

City Updates

Mayor Lewis requests a discussion on changing the title of City Recorder to City Administrator or Manager. The city's chief administrative officer was given this title by Resolution 21-09. "Recorder" is a unique title with a complicated history of municipal use in Oregon. Most Oregon cities were incorporated in the early 1900's, at a time when many cities in the US first began transitioning from Mayor-Council systems, with elected chief executives, to Council-Manager systems, with appointed chief administrators. As the eminent office of cities transitioned from the Mayor to an appointed civil servant, 1800's-era cities like Sodaville simply made the Recorder the city manager, often without a title change. Larger cities often changed the title from Recorder to Manager or Administrator by the end of the 20th Century, especially as Recorders were often appointed alongside Managers/Administrators to serve three key functions: officiate elections, manage public records, and clerk city council meetings. In most other states, Recorders would be referred to as Clerks, also subordinate to City Managers. I estimate that a majority of City Recorders in Oregon solely function in the clerk role under the supervision of City Managers, with staff oversight roles limited to their own deputy clerks.

From 2011-2021, the Sodaville City Administrator exercised most administrative functions except for one key role: they did not oversee other city staff due to the marital relationship between the city's only two employees. In 2021, the position once again became the City's chief administrative officer with authority over other staff while at the same time the Council changed the position's title to City Recorder. Ironically, the title of City Recorder was more suitable for the position between 2011-2021 than it has been since staffing changes in 2021 and the abolition of the City Administrator title that year.

Use of the title "Recorder" in public causes a great deal of confusion when dealing with other governments and vendors. I always refer to myself in writing as "City Recorder" but often refer to myself as city manager when networking at conferences and intergovernmental meetings to reflect my job description. Often upon publicly referring to myself as City Recorder, I am asked to be introduced to my boss, always with the goal of getting in touch with a supposed Sodaville City Manager to whom I am assumed to be subordinate.

During a conversation with the Honorable Lori McAllen, Mayor in 2021 when Resolution 21-09 was passed, I recall that the Council changed the title to reflect Sodaville's small size and avoid grandiose implications. While I did not request a title change, I see the benefits of transitioning the title to City Administrator or Manager, and the topic of a title change is referred to the Council at the request of Mayor Lewis. It should be noted that the constant back-and-forth switching of the title since the 1950's has resulted in Ordinances and Resolutions variably referencing City Recorder or City Administrator, and the Council needs to pick one title and stick with it so that relevant City Ordinances and Resolutions can be standardized.

9. Public Works Update

Water

The city's wells produced 575279 gallons.

The city trucked in 0 gallons.

Reservoir +/- 0 gallons

The city sold 552537 gallons

Difference of 22742 gallons. 3.9-% Loss

- Reservoir pressure washed
- Jackman well options (see attached)

Streets

Parks

- Toilet/restroom down to vandalism

Misc.

- St Louis St. fire fuel reduction
- Council input on Vine St
- Fall defensible space clearing

Nugent Drilling Letter

To Whom it may concern.

This information is for the well that is currently on Ray Jackman's property on Sodaville-Mountain Home drive.

We believe there are 2 options that can be done to try to get an adequate well for the City of Sodaville's needs.

Option 1:

We can overdrill the existing casing with a larger diameter pipe and bit head, remove the casing, and install new 6" or 8" casing.

Pros:

Most likely to have the same water amount as previously tested.

Cons:

Overshooting is risky in the fact that the casing is over 50 years old and it could break off at any point during this process, which is out of our control. If this happens, then option 2 (read below) becomes our only option.

Also, since the well log is vague on what depth the water bearing zone is located, it is possible that when resealing the well, we could shut off some or even all of the water to bring the well up to State Code.

Option 2:

We can abandon the existing well in place and drill a new 6" or 8" cased well close to it.

Pros:

a.) This will be the least risky scenario as far as the drilling is concerned in lieu of option one.

b.) The cost will be less than option 1.

Cons:

We may not hit the same water vein that is currently there with the well log that was provided. This could be a big issue if we move over and drill another well, we may not hit adequate water or any water for that matter.

Costs for a new 6" 100' well would be approximately \$13,000-\$14,000

Costs for a new 8" 100' well would be approximately \$19,000-\$21,000

Cost for option one overdrilling would add approximately \$4,000-\$6,000 in addition to the new well cost above.

Cost for **option two** abandoning the existing well would cost about \$2,000 in addition to the new well cost above.

Conclusion:

I am unsure if you are interested in a 6" well or an 8" well therefore I supplied approximate costs for both. Currently, 6" wells are what the City of Sodaville has. However, if this well produces more water than what can safely be pulled out of a 6" well, then an 8" well might be the way to go. 8" cased wells can pull upwards of 250-300 Gallons per minute if the aquifer can sustain that rate.

Please reach out to me with any questions or concerns you may have,

Thank you for your consideration,

CJ Nugent

Nugent Drilling Co. LLC

36969 Rock Hill Dr.

Lebanon OR. 97355

541.258.7816

10.a. Budget

Staff Summary

A budget message is included in the Council packet.

Suggested Motion: *I move to adopt the 2023-2024 Budget.*

10.b. 2022-2023 Supplemental Budget

Staff Summary

Due to poor data and record-keeping, a few key budget requirements in the 2022-2023 Budget were not properly estimated. The 2022-2023 supplemental budget is included to modify the size of certain requirements in order to prevent overstepping appropriations prior to the end of the 2022-2023 fiscal year. A supplemental budget document is included in the Council packet.

Suggested Motion: *I move to adopt the 2022-2023 Supplemental Budget.*

10.c. Diving Services RFP

Staff Summary

RFP 2023-1 Diving Services is included in the Council Packet. The Council must issue this RFP in order for staff to solicit bids.

Suggested Motion: *I move to issue RFP 2023-1.*

10.d. Street Vacation Application

Staff Summary

Habitat for Humanity submitted an application for a street vacation. However, the application did not include letters of support from the one adjacent property owner, Sandridge Charter School. Sandridge Charter School will not be submitting a letter of support. As a result, the application cannot be brought to the City Council. Staff believe that the application fee of \$1,000 should be refunded in part, less the legal fees that resulted from a Habitat for Humanity employee appearing to inadvertently force a public hearing on the application without notice. The Council's decision regarding a full or partial refund is requested.

Suggested Motion: *I move to refund Habitat for Humanity's vacation application fee less related legal fees; (OR) I move to refund Habitat for Humanity's vacation application fee in full; (OR) I move to not refund Habitat for Humanity's vacation application fee.*

10.e. Ordinance 23-04 Camping

Staff Summary

HB 3115 gives cities in Oregon until June 30, 2023 to pass an ordinance banning camping on city property. While this rarely occurs due to Sodaville's distance from services and businesses, passing an Ordinance allows Sodaville to protect the peace and safety of public property. The proposed Ordinance is taken from the municipal code of the city of Jefferson, OR. A copy of this Ordinance is included in the Council Packet.

Suggested Motion: *I move to adopt Ordinance HB 23-04.*