



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873

**CITY COUNCIL
REGULAR MEETING
January 10, 2017**

Present Council

Bill Williams

Melissa Pettyjohn

Brad Smith

Andrea Combs

Public

Matt Wenick

**Josh Walker, City Recorder/Manager –
Minutes taken by Mindy Walker/Raamin Burrell**

Mayor Combs called the meeting to order at 5:59pm.

Elected Council Member Swear-In:

City Manager Walker read the results of the county council elections. Melissa Pettyjohn and Brad Smith were the top two electors. Mayor Combs stood, had Councilor Pettyjohn and Councilor Smith raise their right hands, take the oath, and swear them in. Both Councilors agreed.

Selection of Mayor:

Mayor Combs called for selection of Mayor.

-Councilor Pettyjohn made the motion to nominate Andrea Combs. Councilor Smith seconded it. All were in favor, motion passes. Andrea Combs accepted the nomination.

Open Floor:

Mayor Combs called for open floor. There were no open floor items.

Approval of Minutes:

The minutes from the Regular Council Meeting from December 13, 2016 were read prior to the meeting by all council members. Mayor Combs asked if there were any additions or corrections that needed to be made to the minutes. There were no changes.



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873

- *Councilor Smith made the motion to accept the meeting minutes. Councilor Pettyjohn seconded it. All were in favor, motion passed.*

Resolution 01-17- A Resolution to Transfer Appropriations in the General Fund:

Mayor Combs directed the council's attention to the resolutions in their council packets and read the title of the resolution out loud. She explained/confirmed why the insurance rates were different than previously budgeted for. The development and training of the fire department has increased the workman's compensation approximately \$3,500 for the year. City Manager Walker explained that this is due to an assumed wage that is being paid to the firefighters during months that they are attending training of \$800 per person per month, even though trainings are attended as volunteers. City Manager Walker explained to the council that this will be accounted for in next years budget.

-Councilor Pettyjohn made the motion to accept Resolution 01-17. Councilor Smith seconded it. All were in favor, motion passes.

Resolution 02-17- A Resolution Amending the Sewer Rates for Residential, Business, and School/Lodging Facility Sewer Users Under City Code 8-3-9 C and All Amendments Thereof:

Mayor Combs read the Resolution title aloud to the council. City Manager Walker stated that Resolution 02-17 is a reflection of what was discussed at the last council meeting regarding the sewer rates. The council made the appropriate date corrections on the resolution. City Manager Walker pointed out a proposed change that was made on the resolutions that made Grayback Forestry at the same rates as the school for all utilities. He pointed out that Grayback and the Seneca School bring approximately the same amount of trash to the transfer station throughout the year. The council discussed this and brought up Timbers Inn and the RV Park. Mayor Combs didn't feel that the RV Park creates as much trash as Grayback and the Seneca School. The other councilors agreed, but then also discussed how and when you draw the line. Part of the discussion included the zoning and usage ordinances in place for multi-use facilities, specifically referring to the amount of time people



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873

stay in a particular dwelling or at a facility. The council agreed to research definitions to define what a lodging facility encompasses. City Manager Walker reminded the council that we also need to research rates for the Industrial Park. The council agreed to remove “Lodging Facilities” from the Resolution and revisit it at a future time.

-Councilor Smith made the motion to approve Resolution 02-17 with suggested corrections. Councilor Pettyjohn seconded it. All were in favor, motion passes.

Resolution 03-17 – A Resolution Setting the Dumping Rates for All Users of the Seneca City Transfer Station:

Mayor Combs read the title aloud. She reiterated that “Lodging Facility” should be removed from this resolution as well. She asked if there were any changes or discussion. There were none.

-Councilor Pettyjohn made the motion to approve Resolution 03-17. Councilor Smith seconded it. All were in favor, motion passes.

2nd Street Right-of-Way:

Mayor Combs directed the council’s attention to the letters in their packets from the city’s attorney Wyatt Baum regarding vacating the section of 2nd street that abuts Grayback Forestry’s property. The letter stated there are two separate ways to proceed. City Manager Walker said that Grayback signed a 20-year encroachment permit when they purchased the building. After-the-fact Dave Hannibal approached City Manager Walker and said they were not satisfied with the encroachment and that they want the property vacated. City Manager Walker stated that the process seems to be more streamlined if the city initiated the vacating process. Mayor Combs suggested proposing this to Dave Hannibal. City Manager Walker also suggested that it may be an option for the City to vacate it to ourselves, survey it, and then sell that portion of the property to Grayback Forestry. If they did this, we can also offer a slightly larger amount of land to them and then split the lot off and sell the other lot with a bid. This would get Grayback what they need and also be a potential money-maker for the City by selling the other lot. Mayor Combs was adamant that Grayback foot the bill for the surveying and any other costs for the portion going to them or splitting



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873

the cost on the entire proposed lot, whichever they would agree to. The council agreed to have the City initiate the vacation. City Manager Walker will research the legality of sharing costs of surveying if the City initiates and present it at the next Council Meeting. Mayor Combs asked if there were any more questions or discussion, there were none.

Long's Response Letter:

City Manager Walker handed copies of the Long's response letter to each of the council members and let them read through it. At the council's request, the City had sent a letter to Bill and Kris Long at an earlier date inquiring about their property that they are building a shop on and have since removed their residence from the property. The letter informed them of the City Ordinance that requires a dwelling on any property that is zoned residential and that has an accessory building. The Long's response letter did not outline any plans for a dwelling and did not answer any of the specific questions in the letter. Mayor Combs suggested drafting another letter to them outlining the City's willingness to agree to realistic timelines for residents to meet code requirements following the construction of an accessory structure, as other properties in town have done with timelines ranging from 3-5 years. City Manager Walker would propose a required response within 30 days. The council agreed. City Manager Walker will draft a letter outlining what the council discussed.

City Cell Phone Plan Cancellation:

City Manager Walker explained to the council what the past and current Verizon cell phone plans are. He stated how the city cell phones are not being used. The Verizon Cell Phone plan is up at the end of January 2017. City Manager Walker said he can set the city phone to forward to a cell phone instead of having the plan. They will set it to forward it to City Manager Walker's phone at less than \$2 per month forward versus over \$140 per month for the Verizon plan. Mayor Combs asked if Jerrywayne gets paid to use his personal cell phone. Currently he does not. The council agreed that Jerrywayne and City Manager Walker should get stipends for their cell phone usage for City business. Mayor Combs said that CCS allows for \$70 per month for their stipend. City Manager Walker suggested \$25 or \$30 for him and for Jerrywayne. City Manager Walker uses his to check the City's email, takes/makes phone



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873

calls, etc. The council agreed to pay a stipend to the City Manager and City Maintenance Worker.

-Councilor Pettyjohn made the motion to cancel the contract with Verizon and instead pay a stipend designated as \$40 for the City Manager and \$20 for the City Maintenance Worker. Councilor Smith seconded it. All were in favor, motion passes.

City Manager Agreement:

A draft of new city manager agreement was provided to council members in their packets. Mayor Combs asked City Manager Walker why he had highlighted a portion of the agreement regarding benefits. City Manager Walker stated that he had highlighted it because eventually he will be dropping hours and may become part-time rather than full-time, and Raamin will be picking up some of those hours. In the agreement it could state that benefits will be given as long as the employee works a minimum of 30 hours. City Manager Walker explained how he will be going to hourly immediately because with the addition of Raamin it has become clear that he will be able to drop hours sooner rather than later. He noted that his current salary is based on an hourly rate of approximately \$18/hr, but he has proposed a \$20/hr rate for consideration based off of duties and passed performance. The council agreed and asked City Manager Walker to research what the State of Oregon considers full-time. He will research this, draft up a new agreement and bring it to the next city council meeting.

Employee Update:

City Manager Walker reminded the council that John Saunders is still an employee of the City of Seneca because he maintained the city's only Wastewater Operator certification. City Manager Walker informed the council that he received his certification in December and therefore there is no necessity to maintain Mr. Saunders employment. He also explained, however, that he felt the way John was asked to step down as head of public works was unprofessional and did not represent the long commitment that he had to our city. He feels that we, as the City, should do something very nice for him for everything he has done. The council agreed and discussed some ideas that the city could present to him. City



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873


Manager Walker suggested something like an engraved knife on a plaque officially thanking him for his service. City Manager Walker suggested that the he and the council bring ideas for a gift to the next meeting. They also felt that a small informal dinner in which the gift is presented would be appropriate. The council discussed that Mr. Saunders mentioned he would like to fill-in for the transfer station attendant position. City Manager Walker said he will discuss it with him.

Bills Before Council:

Since the Councilors didn't change, then the banking signatures don't need updating. City Manager Walker let the Council know that the office printer was broken and a new one was on the way. As soon as it arrived then bills would be printed and signatures gathered. The summary of bills was provided for review.

- *Councilor Pettyjohn made the motion to pay the bills. Councilor Smith seconded it. All were in favor, motion passes.*

Mayor Combs adjourned the meeting at 6:58pm

Mayor: 
Attest: 