

City of Sodaville

Regular Session and Supplemental Budget Hearing Agenda

October 20, 2022

7:00 PM – City Hall

Phone: 253-215-8782 * ID 84472499757 * Passcode 148935

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Visitors**
5. **Bills**
6. **Minutes**
 - September 15, 2022 Minutes
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 & Zoning Ordinance Initiation
9. **Public Works Report**
 - Water Update
10. **New Business:**
 - a. Resolution 22-9 LGIP Transfer
 - b. Resolution 22-10 Water Restriction
 - c. Supplemental Budget Hearing
 - d. Ordinance 22-07 Amending Ordinance 82-08 and Declaring an Emergency
 - e. Ordinance 22-08 Amending Ordinance 15-03 and Declaring an Emergency
11. **Old Business - Contract Review Board**
12. **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.
13. **Council Reports**
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

The early fall season has been difficult due to attendance at multiple conferences coupled with two illnesses. I appreciated the opportunity to attend the Oregon Association of Municipal Recorders annual conference to learn more about what this organization provides to members. OAMR acts as the statewide accrediting facilitator for municipal employees to receive Certified Municipal Clerk and Master Municipal Clerk certifications from the International Institute of Municipal Clerks. CMC certification requires at least a two year membership period in the International Institute of Municipal Clerks and participation in local trainings provided in Oregon by OAMR and the Northwest Clerks institute at the University of Puget Sound, in addition to work experience. In order to receive this certification, I will require the support of the Council to attend conferences and training sessions.

Zoning Ordinance Change

In order to meet Total Maximum Daily Load regulatory requirements, the City needs to make amendments to the Zoning and Development Ordinance that address Construction and Post-Construction Stormwater Runoff. Following Council initiation of these amendments, City staff will procure model Ordinance language and submit amendments to legal counsel for review. Amendments will be considered at the November Council meeting.

Suggested Motion: *I move to initiate amendments to the City of Sodaville Zoning and Development Ordinance addressing Construction and Post-Construction Stormwater Runoff.*

9. Public Works Update

Water

- The city's wells produced 43,7369 gallons.
- The city trucked in 70,934 gallons.
- Reservoir + - 0 gallons
- The city sold 482,622 gallons
- Difference of 18,074 gallons. -5% Loss

Jackman well was tested.

Streets

Nothing to report.

Parks

Trees down by pit toilet have been removed.

10.a. Resolution 22-09

Staff Summary

The City's Local Government Investment Pool Account has received over \$10,000 in contributions from the State of Oregon and Linn County since July 1, 2022. Staff recommends transferring the exact amount detailed in Resolution 22-09 from the LGIP account to the Chase Account.

Suggested Motion: *I move to adopt Resolution 22-09.*

10.b. Resolution 22-10

Staff Summary

The City began operating under water restriction protocols in July under the advice of the Public Works Director. Ordinance 17-01 requires the City Council to formally declare water restrictions to be in effect. Resolution 22-10 recognizes that water restrictions have been in de facto effect since July 1, 2022, and will continue until the Public Works Director advises the City Council to end restrictions.

Suggested Motion: *I move to adopt Resolution 22-10.*

10.c. Supplemental Budget Hearing

Staff Summary

Under Senate Bill 5561, the Legislative Assembly appropriated \$60,000 to the City of Sodaville for community well assistance. At the end of the 22-23 fiscal year, \$5,280.14 of this grant remained. These excess funds were not anticipated and are thus incorporated into the Unappropriated Ending Fund Balance. This resource is to be used only under rare circumstances. Appropriation of these funds from the legislature is necessary to fulfill a legislative mandate, thus staff recommends appropriating \$5,250 to increase the Equipment & Facilities Repairs & Maintenance requirement in the General Fund Water Program. Increasing this Requirement will allow the City to pay for the final costs of the water meter installation project and a well test.

Suggested Motion: *I move to adopt Resolution 22-11.*

10.d. Ordinance 22-07 Amending Ordinance 82-08 and Declaring an Emergency

Staff Summary

The City of Sodaville currently has two different protocols for late fees and shutoff procedures separately detailed in Ordinances 82-08 and 17-01. Additionally, current administrative procedures for compiling and mailing water bills are out of compliance with city ordinances. Ordinance 22-07 amends Ordinance 82-08 to remove late fee and shutoff procedures, and the City will continue following late fee and shutoff procedures detailed in Ordinance 17-01. Additionally, billing procedures are updated to reflect current administrative procedures for generating monthly utility bills. Titles of current City official are updated. City staff have fulfilled requirements for the Ordinance to be read by title only.

Emergency Justification: The presence of multiple conflicting ordinances creates legal liabilities for the City when attempting to enforce shutoff procedures and collect late fees. This also creates confusion for citizens who may find themselves at risk of obeying incorrect procedures for timely water bill payments based on which ordinance they read now that ordinances are available online. City residents deserve to be governed by consistent rules.

Suggested Motion: *I move to read Ordinance 22-07 by title only and adopt Ordinance 22-07.*

10.e. Ordinance 22-08 Amending Ordinance 15-03 and Declaring an Emergency

Staff Summary

Sodaville residents have complained about excessive dust causing threats to health and safety, as well as causing financial burdens during water restriction periods. Due to public complaints, staff propose adopting an amendment to the City's Nuisance Ordinance to abate dust pollution. Code currently in use by the City of Oregon City is presented in modified form in order to amend Ordinance 15-03. City staff have fulfilled requirements for the Ordinance to be read by title only.

Emergency Justification: A property within the Sodaville City limits is generating repeated health and safety complaints regarding the contamination of adjacent properties due to excessive dust pollution. The City's Nuisance Ordinance does not currently prohibit contamination via dust pollution. Immediate passage and enforcement of this Ordinance allows affected property owners to seek relief from dust pollution.

Suggested Motion: *I move to read Ordinance 22-08 by title only and adopt Ordinance 22-08.*

11. New Business - Contract Review Board

Big Valley Pump conducted a 24-hour pump test the week of October 10th. A copy of the spreadsheet data report is provided in the packet. Big Valley pump summarizes the test results as follows:

“Here are the test results from the flow test. Things started out around 39gpm but came down to around 38.5gpm where it stayed through the rest of the test. We leveled off at 64ft and maintained that level. Definitely I think this is still a really good producing well, it should theoretically be able to pump a maximum 55,454 gallons per day though I know you guys have requirements on how long you can run them per day.”

City staff recommend moving forward on Business Oregon Project Number S18003 to convert this existing private well to a municipal well and construct a 75,000 gallon bolted steel reservoir. Because the contract expired, Business Oregon is in the process of preparing an amendment for the Council’s future approval. Business Oregon asks that the Council approve the attached contract entitled “Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards.” Business Oregon also requires a formal vote to move forward with Project Number S18003.

Suggested Motion: *I move to adopt the Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards.*

Suggested Motion: *I move to move forward with Business Oregon Project Number S18003.*

City of Sodaville
Regular Session Agenda
September 15, 2022
7:00 PM – City Hall

1. Call to Order

Mayor Roger Perry called the meeting to order at 7:00PM.

2. Pledge of Allegiance

Mayor Perry led the pledge of allegiance.

3. Roll Call

Councilors: Mayor Roger Perry, Council President Adina Olivares, Councilor Jeff Hensley, Councilor Ray Jackman, Councilor Brian Lewis.

Staff: City Recorder Alex McHaddad, Public Works Director J D Burns.

4. Visitors

N/A.

5. Bills

Councilor Jackman moved to pay the bills, second by Councilor Hensley.

Yes: Mayor Perry, Council President Olivares, Councilor Hensley, Councilor Jackman, Councilor Lewis.

No: N/A.

Abstain: N/A.

Motion passes.

6. Minutes

- July 14, 2022 (special). Councilor Jackman moved to approve the July 14, 2022 minutes, second by Council President Olivares.
 - Yes: Mayor Perry, Council President Olivares, Councilor Hensley, Councilor Jackman, Councilor Lewis.
 - No: N/A.
 - Abstain: N/A.
 - Motion passes.
- August 18, 2022 (regular). Council President Olivares moved to approve the August 18, 2022 minutes, second by Councilor Hensley.
 - Yes: Mayor Perry, Council President Olivares, Councilor Hensley, Councilor Jackman, Councilor Lewis.
 - No: N/A.
 - Abstain: N/A.
 - Motion passes.

7. Public Comment

Asked and none received.

8. City Recorder's Report

- a. City Finances
- b. City Update
 - Councilor Jackman moved to facilitate online bill pay through PayPal, second by Councilor Hensley.
 - Yes: Mayor Perry, Council President Olivares, Councilor Hensley, Councilor Jackman, Councilor Lewis.
 - No: N/A.
 - Abstain: N/A.
 - Motion passes.

9. Public Works Report

- a. Water Update
 - No action taken.*

10. New Business

No action taken.

11. Old Business:

- a. LOC Legislative Letter
 - Councilor Jackman moved to authorize the Mayor to sign a joint letter to the League of Oregon Cities regarding the legislative proposal process, second by Councilor Lewis.
 - Yes: Mayor Perry, Council President Olivares, Councilor Hensley, Councilor Jackman, Councilor Lewis.
 - No: N/A.
 - Abstain: N/A.
 - Motion passes.
- b. City Water
 - No action taken.*

12. Public Comment

Asked and none received.

13. Council Reports

No action taken.

14. Adjourn

Councilor Jackman moved to adjourn, second by Councilor Lewis.

- Yes: Mayor Perry, Council President Olivares, Councilor Hensley, Councilor Jackman, Councilor Lewis.
- No: N/A.
- Abstain: N/A.
- Motion passes.

Meeting adjourned at 7:48PM.

Resources 7/1/2022-9/30/2022	Budgeted	Remaining	Received
Available Cash On Hand	\$203,200.00	-\$464.94	\$203,664.94
Interest	\$700.00	\$332.98	\$367.02
Franchise Fees	\$19,100.00	\$15,025.80	\$4,074.20
Grants	\$38,300.00	-\$14.82	\$38,314.82
Metered Water Sales	\$130,000.00	\$103,761.21	\$26,238.79
Construction Apps/Site Reviews/Permits	\$500.00	\$260.00	\$240.00
Zoning Apps and Permits	\$350.00	\$350.00	\$0.00
Refunds	\$500.00	\$500.00	\$0.00
Donations	\$1,000.00	\$600.00	\$400.00
Administrative Services Charges/Lien Search	\$400.00	\$320.00	\$80.00
Sale of maps, Publications & Photocopies	\$100.00	\$100.00	\$0.00
Cigarette Taxes	\$450.00	\$378.10	\$71.90
Liquor Taxes	\$6,200.00	\$4,283.54	\$1,916.46
State Highway Fund	\$25,000.00	\$18,251.26	\$6,748.74
State Revenue Sharing	\$3,000.00	\$1,989.30	\$1,010.70
Taxes estimated to be received	\$8,000.00	\$8,000.00	\$0.00
Previously Levied Taxes	\$0.00	-\$179.83	\$179.83
TOTAL	\$436,800.00	\$153,672.43	\$283,127.57

Admin 7/1/2022-9/30/2022	Budgeted	Remaining	Spent
Mayor	\$400.00		\$0.00
Public Works Director	\$5,500.00		\$1,007.64
City Recorder	\$22,000.00		\$3,912.13
Payroll Taxes	\$4,800.00		\$845.48
Health Benefits and PFMLI	\$5,800.00	\$4,792.00	\$1,008.00
Consultants-Attorney, Auditor, Planner	\$2,500.00	\$1,776.88	\$723.12
Operating Expenses	\$750.00	\$673.20	\$76.80
Supplies and Duplication	\$500.00	\$432.34	\$67.66
Communications-LD, Postage, Notices	\$1,000.00	\$882.80	\$117.20
Utilities & Maintenance-Bldg/Grnd/Equip	\$2,600.00	\$2,239.96	\$360.04
Insurance-Fidelity, Liability, Property	\$1,700.00	-\$69.21	\$1,769.21
Community Relations	\$500.00	\$500.00	\$0.00
Planning Grant	\$1,000.00	\$1,000.00	\$0.00
Property Taxes	\$100.00	\$100.00	\$0.00
Office Equipment	\$500.00	\$500.00	\$0.00
Park Improvements	\$3,000.00	\$2,896.07	\$103.93
City Hall Building Improvements	\$500.00	\$500.00	\$0.00
TOTAL	\$53,150.00	\$43,158.79	\$9,991.21
Streets 7/1/2022-9/30/2022	Budgeted	Remaining	Spent
City Recorder	\$7,000.00	\$5,695.96	\$1,304.04
Payroll Taxes	\$8,000.00	\$6,573.22	\$1,426.78
Public Works Director	\$14,600.00	\$12,042.14	\$2,557.86
Health Benefits	\$6,000.00	\$4,944.00	\$1,056.00
Consultants/Auditor/Planner	\$1,400.00	\$995.05	\$404.95
Operating Expenses - Street Lights	\$5,500.00	\$5,500.00	\$0.00
Operating Expenses - Rock Grading	\$49,100.00	\$49,100.00	\$0.00
Administrative Supplies	\$500.00	\$432.34	\$67.66
Communication - LD Fax Postage & Notices	\$500.00	\$441.41	\$58.59
Equipment Expenses	\$800.00	\$800.00	\$0.00
Liability Insurances	\$1,200.00	\$12.13	\$1,187.87
Contract Services - Maintenance & Repair	\$2,500.00	\$2,500.00	\$0.00
TOTAL	\$97,100.00	\$89,036.25	\$8,063.75
Water 7/1/2022-9/30/2022	Budgeted	Remaining	Spent
Utility Administration - Public Works Director	\$23,600.00	\$19,414.41	\$4,185.59
City Recorder	\$7,000.00	\$5,695.96	\$1,304.04
Health Benefits	\$15,000.00	\$11,350.76	\$3,649.24

Admin 7/1/2022-9/30/2022	Budgeted	Remaining	Spent
Payroll Taxes	\$16,500.00	\$13,487.93	\$3,012.07
Electricity	\$3,500.00	\$1,919.64	\$1,580.36
Monthly Water Quality Monitoring	\$500.00	\$465.00	\$35.00
Non-Routine Quality Monitoring	\$500.00	\$500.00	\$0.00
Operating Supplies	\$1,000.00	\$540.15	\$459.85
Equipment & Facility Repair & Maintenance	\$9,500.00	\$7,831.50	\$1,668.50
Operating Expenses - Equipment Rental	\$1,500.00	\$1,500.00	\$0.00
Contract Services - Maintenance & Repair	\$1,500.00	\$1,500.00	\$0.00
Water Acquisition	\$60,000.00	\$60,000.00	\$0.00
Consultants-Audit, Legal, Engineering, Water Rights	\$6,000.00	\$4,235.57	\$1,764.43
Dues, Mileage, Training	\$6,500.00	\$2,692.57	\$3,807.43
Administrative Supplies & Duplication	\$1,500.00	\$1,368.21	\$131.79
Communication - Phone LD, fax, postage, notices	\$3,500.00	\$3,089.81	\$410.19
State Review, Condition Use	\$500.00	\$500.00	\$0.00
Insurance	\$2,000.00	-\$327.86	\$2,327.86
Bad Debts	\$200.00	\$200.00	\$0.00
Equipment and Upgrades	\$30,000.00	\$30,000.00	\$0.00
TOTAL	\$190,300.00	\$165,963.65	\$24,336.35
Debt Service 7/1/2022-9/30/2022	Budgeted	Remaining	Spent
Vehicle	\$3,600.00	\$2,910.96	\$689.04
USDA & IFA	\$6,450.00	\$6,450.00	\$0.00
TOTAL	\$10,050.00	\$9,360.96	\$689.04
TOTALS 7/1/2022-9/30/2022	Budgeted	Remaining	Spent
TOTALS	\$297,450.00	\$254,369.65	\$43,080.35

Resolution No. 22-09

**A RESOLUTION DECLARING THE TRANSFER OF FUNDS FROM THE STATE
POOL ACCOUNT #4043**

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

The City shall authorize the transfer of funds from the State Pool Account to the City's Checking Account #3930730333 at J P Morgan Chase in the amount of \$10,294.35.

Passed by the City Council this 20th day of October, 2022.

Approved by the Mayor this _____ day of October, 2022.

_____ Ayes _____ Nays

Mayor

City Recorder

Resolution No. 22-10

A RESOLUTION DECLARING WATER RESTRICTIONS

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Whereas the City's wells began showing signs of low water levels in July 2022,

Whereas the City's Public Works Director advised the City to begin water restrictions in July 2022,

Resolved, in accordance with Ordinance 17-01 Section 4.A.4., the City Council determines that Water Restrictions are in effect, effective July 1, 2022, and shall remain in effect until the Public Works Director advises the Council to end the restriction period.

Passed by the City Council this 20th day of October, 2022.

Approved by the Mayor this _____ day of October, 2022.

_____ Ayes _____ Nays

Mayor

City Recorder

**FORM
OR-LB-SBH**

Notice of Supplemental Budget Hearing
Oregon Department of Revenue

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for City of Sodaville, for the current fiscal year, will be
(District name)

held at 30723 Sodaville Rd Lebanon, OR 97355
(Location)

The hearing will take place on 10/20/2022 at 7:00 a.m. p.m. The purpose
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after 10/13/2022 at
(Date)

30723 Sodaville Rd Lebanon, OR 97355, between the hours of 8:00 a.m. p.m. and 2:00 a.m. p.m.
(Location)

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Unappropriated EFB	-\$ 5,250	1. Water MS Equip. & Fac. R&M	\$ 14,750
2. Grants	\$ 5,250	2.	
3.		3.	
Revised Total Fund Resources	\$ 436,800	Revised Total Fund Requirements	\$ 345,800

Explanation of changes:

SB5561 appropriated \$60,000 to the City of Sodaville for community well assistance. At the end of FY21-22, \$5,280.14 remained. These funds were grouped in the unappropriated ending fund balance because it was not anticipated that they would remain. These funds will be appropriated for use in the Equipment & Facilities Repair & Maintenance requirement in the Water Program to fund the cost of additional meter installs and a well pump test.

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1.	
2.		2.	
3.		3.	
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of changes:

Resolution No. 22-11

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Whereas the City did not spend all funds granted by SB 5561 at the end of the 2021-2022 fiscal year,

Whereas \$5,280.14 in funds granted by SB 5561 remain in the City's unappropriated ending fund balance,

Whereas the City has incurred additional community well assistance expenses during the 2022-2023 fiscal year,

Resolved, \$5,250 is appropriated from the Unappropriated Ending Fund Balance for the Equipment and Facility Repair and Maintenance Requirement in the General Fund's Water Program.

Passed by the City Council this 20th day of October, 2022.

Approved by the Mayor this _____ day of October, 2022.

_____ Ayes _____ Nays

Mayor

City Recorder

Ordinance 22-07
Amending Ordinance 82-08 and Declaring an Emergency

Whereas, Ordinance 82-08 ordains procedures governing the payment of water utility bills and shutoff procedures,

Whereas, Ordinance 17-01 ordains the most recent procedures governing the payment of water utility bills and shutoff procedures,

Whereas, the necessity for Sodaville citizens to be governed by uniform ordinances that do not conflict requires immediate changes to the City's water system ordinance,

Resolved,

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Ordinance 82-08 is hereby amended as follows:

Section 1.

Section 12 is amended as followed:

1. Meter readings:

1. The Water Utility will read all meters ~~quarterly or when service is terminated~~ **monthly, when service is terminated, and other occasions at the discretion of the Public Works Director.**

2. Meter reading accounts:

The Water Utility will keep an accurate account on its books of all readings of meters and such account so kept shall be offered at all times, places, and courts as prima facia evidence of the use of water service by the customer.

3. Rendering of bills:

1. The monthly minimum may be paid monthly without billing.
2. All meters shall be read and bills adjusted ~~quarterly~~ **monthly**.
3. Bills for other than normal billing period. Opening or closing bills, or bills that for any other reason cover a period containing 10 percent more days or 10 percent less days than in the normal billing period shall be prorated.
4. Adjustments on accounts shall be made after the ~~quarterly~~ **monthly** reading or at termination in order to reflect any overcharge or undercharge since the last actual reading.
5. Bills for more than one meter. All meters supplying a customer's premises shall be billed separately, except that where the Water Utility has for operating purposes installed two or more meters in place of one, the reading may be combined for billing.

6. **Bills shall be delivered by mail and postmarked no later than the 10th day of the month.**
4. Disputed bills: When a customer disputes the correctness of a bill, he shall deposit the amount of the disputed bill at the time the complaint is lodged, to preclude discontinuance of service pending final settlement of the bill or bills. Subsequent bills shall be paid or placed on deposit in a similar manner. Failure of the customer to make such a deposit shall warrant discontinuance of service as provided under subsection (6) of this section.
 5. Payment of bills: Payment is due at the Sodaville City Finance Office no later than the ~~twenty~~-fifth of the month **following the month the bill was mailed**. If the bill is not paid by the date, the account shall be considered delinquent, unless other arrangements have been made with the Water Department in writing that specify another due date.
 6. Method of payment: Checks or money orders will serve as receipts. Cash payments may also be made.*
 7. Delinquent Accounts: **shall be handled in the manner prescribed by the City's Fee Ordinance.**
 1. ~~Past Due Notice: A reminder that the account is delinquent will be sent on the tenth day after the account becomes delinquent.~~
 2. ~~Urgent Notice: On the twentieth day after the account becomes delinquent, an urgent notice will be sent to the customer's service address, and, if different to the property owner's address stating that if the account is not paid in full within 10 calendar days of the date of the Urgent Notice, the following may occur:~~
 1. ~~Water service at this location may be discontinued:~~
 2. ~~This delinquent account may be transferred to an other account that the customer may have within the city resulting in immediate disconnection of water service at these locations:~~
 3. ~~Legal proceedings may be instituted for collection the account:~~
 4. ~~A substantial deposit may be required in addition to payment of the delinquent accounts before water service will be resumed:~~

~~This action to be taken is within the City Council. A rebilling charge of \$2.50 will be added to the amount past due to cover the cost of processing this notice. The notice will also state that the Water Utility charges 1% a month service charge on the delinquent balance.~~

3. ~~Turn Off Notice: On the thirtieth day after the account becomes delinquent, a turn-off notice will be handed delivered to the service address stating that the water will be turned off if payment in full is not received within 5 days. A delivery of turn-off notice charge of \$7.50 will be added to the amount past due to cover the cost of delivering this notice:~~

~~4. Service turn-off: On the turn-off date, the Public Works Superintendent or other agent of the City of Sodaville shall deliver a written notice to the customer stating that the water service is being turned off until all delinquent amounts have been paid. The Public Works Superintendent or other agent of the City shall immediately thereafter turn off the service. A delivery to the premises served by the meter shall be considered a delivery to the customer. A turn-off charge of \$10.00 will be added to the amount past due.~~

~~— Installment payments of delinquent accounts: In cases of extreme hardship, the City Finance Officer shall have the discretion of renewing service to a delinquent account upon receipt of a satisfactory installment plan for the payment of the overdue amount, installment period not to exceed the period of time the account was delinquent.~~

Section 2.

The following references to "Public Works Superintendent" and "Common Council" shall be respectively replaced by "Public Works Director" and "City Council":

Section 3. ~~Common City Council~~: The legally elected group of Councilors and the Mayor, the ~~Common City Council~~ of the City of Sodaville, Oregon, having the power and authority to set rates, fees, penalties and other charges for the consumption of water and use of Water Utility facilities.

Section 3. Public Works ~~Superintendent~~ **Director**: The person hired by the ~~Common City Council~~ to superintend to the affairs of the Water Utility.

Section 5.5. Special Contracts: When the applicant's requirements for water are unusual or large, such as an independent water district, or necessitate considerable special or reserve equipment or capacity, the Public Works Department, by authorization of the ~~Common City Council~~, reserves the right to make special contract, the provisions of which are different from and have exceptions to the regularly published water rates, rules and regulations. This special contract shall be in writing, signed by the applicant and approved by the ~~Common City Council~~ and City Attorney and signed by the Mayor and City Recorder of the City of Sodaville.

Section 5.6. Resale of Water. Resale of water shall be permitted only under special contract, in writing, between the ~~Common City Council~~ and the persons, parties or corporation selling the water.

Section 7.1. Within the city limits: Water main extensions to areas within the city limits not presently served with water shall be installed by the developers of said areas, under provisions to be established by the ~~Common City Council~~, entirely at the expense of the developer.

Section 7.2. The ~~Common City Council~~ shall determine the size of the main extension and all extensions shall be of a suitable material approved by the ~~Common City Council~~.

Section 8.2. The Water System Charge shall be determined by the ~~Common City Council~~ and published in the current Fee Ordinance.

Section 8.4. The minimum size of service shall be five-eighths inch. The Water Utility may refuse to install a service line which is under-sized or oversized as determined by a study and report of the Public Works ~~Superintendent~~ **Director** to the ~~Common City Council~~.

Section 9.3. The size and type of meter: Applicant may request and receive any size meter regularly stocked or furnished by the Public Works Department, provided the request is

reasonable and further provided that the meter is not greatly oversized or undersized, as determined by the Public Works ~~Director~~ **Superintendent**.

Section 9.4. Location of meters: Meters shall normally be placed at the curb or property lines. The meter will be installed where the applicant desires within reason, but the location must be approved by the Public Works ~~Director~~ **Superintendent**.

Section 13.2.2. This fee shall be \$15.00 for meters 3/4 inch and smaller, and for meters larger than 3/4 inch shall be an estimate of the cost of testing the meter as determined by the Public Works ~~Director~~ **Superintendent**.

Section 17. All duly appointed employees of the Public Works Department, under the direction of the Public Works ~~Director~~ **Superintendent** shall have free access at all reasonable hours of the day to any and all parts of structures and premises in which water is or may be delivered for the purposes of inspecting connections, the conditions of conduits and fixtures, and the manner and extent in which the water is being used.

Section 3.

Section 6.5 is hereby abolished and Section 6.6 is hereby renumbered Section 6.5.

Section 4.

Section 9.2 is amended to read: Installation of water meters shall be performed only by authorized employees **or contractors authorized by the Public Works Director** ~~of the Public Works Department~~.

Section 5.

Section 10.4 is amended to read: The City ~~Recorder~~ ~~Finance Officer~~ shall have authority to deprive the property concerned of said water service for failure to pay the water service charges.

Section 6.

Section 15.1 is amended to read: Restoration of service after discontinuance for nonpayment of bills shall be made after payment of current and past due charges **in accordance with the City's Fee Ordinance** ~~plus \$10.00 for restoration charge and posting a deposit as hereinto provided.~~

Section 15.2 is amended to read: The restoration charge shall be **governed by the City's Fee Ordinance** ~~\$35.00 plus any other charges due or past due that the Water Utility may have incurred to correct the irregularity.~~

Section 7.

It is hereby declared that conditions in the City of Sodaville are such that this Ordinance is necessary for the immediate preservation of the peace, health, safety and general welfare of the City and the residents thereof, and an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage by the City Council and signing by the Mayor.

Passed by the City Council this 20th day of October, 2022.

Approved by the Mayor this _____ day of October, 2022.

_____ Ayes _____ Nays

Mayor

City Recorder

Ordinance 22-08
Amending Ordinance 15-03 and Declaring an Emergency

Whereas, Sodaville residents have complained about excessive dust causing threats to health and safety, as well as causing financial burdens during water restriction periods.

Resolved,

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Ordinance 15-03 is hereby amended as follows:

Section 1. Amending Section 5:

1. Subsection 18 is hereby added:

Section 18. “The City of Sodaville prohibits pollution or contamination of any public stream, river, lake, storm sewer or other surface water body with soil, sediments or dust or the contamination of any public or private street, road, or property with dirt, dust or mud from any construction, earth moving, vegetation removal, recreational activity, or development activity.”

Section 2.

It is hereby declared that conditions in the City of Sodaville are such that this Ordinance is necessary for the immediate preservation of the peace, health, safety and general welfare of the City and the residents thereof, and an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage by the City Council and signing by the Mayor.

Passed by the City Council this 20th day of October, 2022.

Approved by the Mayor this _____ day of October, 2022.

_____ Ayes _____ Nays

Mayor

City Recorder

Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards

Recipient City of Sodaville		Project Number S18003	
Signatures of Delegated Authorized Individuals to Request Payments (Two signatures are required to request disbursement of funds)			
_____ Typed Name and Title (1) a _____ Signature (Highest Elected Official must not sign here)		_____ Typed Name and Title (1) b _____ Signature (Highest Elected Official must not sign here)	
Additional Signatures (if desired)			
_____ Typed Name and Title (1) c _____ Signature (Highest Elected Official must not sign here)		_____ Typed Name and Title (1) d _____ Signature (Highest Elected Official must not sign here)	
I certify that the signatures above are of the individuals authorized to draw funds for the cited project. _____ Typed Name, Title and Date (2) _____ Signature of Highest Elected Official or duly authorized official for the Recipient (Must not be listed in item (1) a through (1) d above)		Agency Use Only: Date Received: 	

Oregon Business Development Department/Authorized Signature Card

Preparation of the Authorized Signature Card Form: If a mistake is made, or a change is necessary during the preparation of the signature card form, please prepare a new form, since erasures or corrections of any kind will not be acceptable. If you want to change individuals authorized to draw funds from the project, then please submit a new signature card. Any updated signature card will replace the previous one, so please be sure to include the names of all authorized individuals.

Item # Explanation

- (1) a-d Type the names and titles, and provide the signatures of the officials of your organization who are authorized to make draws on project funds. (Note: **Two** signatures are required. We recommend showing three or four signatures to allow adequate signature coverage.)
- (2) Enter the typed name, title, date and signature of the Highest Elected Official, or other official duly authorized by the governing body of the Recipient, certifying the authenticity of the signatures of individuals listed in Item (1) a through (1) d. The person signing here **must not be listed in Item (1) a through d.**
- (3) Leave blank—Oregon Business Development Department will sign here.

Complete one form and return it to: Oregon Business Development Department
 775 SUMMER ST NE STE 200
 SALEM OR 97301-1280