

# City of Sodaville

## Regular Session Agenda

July 20, 2023

7:00 PM – City Hall

Teleconference # 669-900-6833 Meeting ID: 816 6528 8067 \* Passcode: 699682

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Visitors**
5. **Bills**
6. **Minutes**
  - June 15, 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. Resolution 23-10 LGIP Transfer
  - b. Contract Review Board
  - c. Ordinance 23-05 Amending Ordinance No. 2
  - d. Ordinance 23-06 Amending Ordinance 12-01
  - e. Accessory Use Structure
11. **Old Business**
  - A. TMDL Plan Approval
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. Projected beginning cash on hand of \$196,000 was exceeded. Actual cash on hand at the beginning of the fiscal year is over \$207,000.

### City Updates

Office hours have switched to 8AM-4PM Monday-Thursday now that the legislative session has ended. This keeps staff time in town synchronized. Rep. Jami Cate secured \$370,00 for the City's water system expansion. Keller & Associates will have a contract prepared for the Council's approval. Once a contract is signed, Keller can move forward with the City to prepare an updated cost estimate and finally receive the IFA loan.

Expected travel this summer and fall includes:

- August 9-11 CIS Annual Conference. Salishan Resort near Lincoln City, Oregon.
- September 20-22 Oregon Association of Municipal Recorders, Annual Academy + Annual Conference. Spirit Mountain Casino near Grand Ronde, Oregon.
- October 12-4 League of Oregon Cities Annual Conference, attending with Mayor Lewis. Eugene, Oregon.

## 10.a. Resolution 23-10 LGIP Transfer

### Staff Summary

The City received \$7,917.19 in State Revenue and Property Taxes between May-June 2023. This amount is to be transferred from the LGIP Account into the City's operating account.

The City also collected at least the minimum service charge from all rate payers. The amount of \$496.00 is to be transferred from the City's operating account into the City's LGIP Account in accordance with Ordinance 17-01 Section 1.C.2.

**Suggested Motion:** *I move to adopt Resolution 23-10.*

### **A RESOLUTION DECLARING THE TRANSFER OF FUNDS FROM THE STATE POOL ACCOUNT #7975**

#### **THE CITY OF SODAVILLE RESOLVES AS FOLLOWS:**

The City shall authorize the transfer of funds from the State Pool Account to the City's Checking Account ending in 7975 at J P Morgan Chase in the amount of \$7,917.19.

The City shall authorize the transfer of funds from the City's Checking Account ending in 7975 at J P Morgan Chase to the State Pool Account in the amount of \$496.00.

## 10.b. Contract Review Board

### **Staff Summary - MidCo Diving**

MidCo Diving presented the attached bid for RFP 2023-1 for tank diving and cleaning services. The attached proposal is within cost ranges approved for the 2023-2024 budget.

**Suggested Motion:** *I move to approve the contract with MidCo Diving.*

### **Staff Summary - Keller & Associates**

Keller & Associates presented the attached bid for RFP 2022-2 for well planning services. The purpose of this contract is to provide an updated cost estimate to construct and integrate a new municipal well that will allow the City to receive an IFA loan.

**Suggested Motion:** *I move to approve the contract with Keller & Associates.*

## 10.c. Ordinance 23-05 Amending Ordinance No. 2

### **Staff Summary - Personnel Titles**

The City Council has designated a chief administrative officer regularly since 1880. The title has variably changed between “Recorder” and “Administrator” since that time. City Ordinances have accordingly delegated power to the same position while referencing different titles over time, resulting in a confusing municipal code. Ordinance 22-05 is introduced to Amend Ordinance No. 2 (1953) to change the title from City Recorder to City Administrator/Recorder. This change does not afford the office with any change in compensation or benefits. The title change is also presented as an amendment to Ordinance No. 2 and clarifies that all references to Administrator or Recorder in Ordinances and Resolutions reference this position. This change prevents any need to revise 70 years worth of ordinance with variable references to the title of this position.

**Suggested Motion:** *I move to adopt Ordinance 23-05.*

## 10.d. Ordinance 23-06 Amending Ordinance 12-01

### **Staff Summary - Legal Counsel Contact**

At the June 2023 meeting, the Council requested changes to the procedure by which Councilors may contact the City’s legal counsel. The changes to Ordinance 12-01, “Council Rules and Procedures,” will allow:

- The Council President to contact legal counsel if they or another Councilor suspect that the Mayor and City Administrator/Recorder are jointly involved in a legal issue;
- Any two Councilors to contact legal counsel if they suspect that the Mayor, Council President, and City Administrator/Recorder are jointly involved in a legal issue; or
- Any one Councilor to contact legal counsel if they suspect that all other Councilors and the City Administrator/Recorder are jointly involved in a legal issue.

The Ordinance will also require the legal counsel to review all such matters with all parties involved prior to making a determination or writing a legal opinion containing unverified allegations.

**Suggested Motion:** *I move to adopt Ordinance 23-06.*

## 10.e. Accessory Use Structure

### Staff Summary

Resolution 3-02 Section 2 says, “There may be special circumstances when an accessory use needs to be constructed on a lot prior to the development of the primary use of the property, or the accessory use may be the only use on a lot. A decision to authorize the accessory use on a lot prior to the construction of a primary use shall be referred to the City Council.” A resident has submitted an application to construct a garage on an empty lot adjacent to the separate property where his house is constructed.

**Suggested Motion:** *I move to approve the construction of the accessory structure on property (X) as the only use on this lot.*

## 11.a. TMDL Plan Approval

### Staff Summary

The City worked with the Department of Environmental Quality to approve a TMDL implementation plan. The attached plan meets the specifications of DEQ. The Council’s approval is required so that the Mayor can sign the plan and it can be presented to DEQ.

**Suggested Motion:** *I move to approve the TMDL Plan.*

## 11.b. 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. Legal fees were \$60. Employee hours spent on the proposal are estimated around 5 in total, or \$150 in staff time.

**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.*

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# City of Sodaville

## Regular Session Agenda

June 15, 2023

7:00 PM – City Hall

### 1. Call to Order

- Mayor Brian Lewis called the meeting to order at 7:00PM.

### 2. Pledge of Allegiance

- Mayor Lewis led the pledge of allegiance.

### 3. Roll Call

- Councilors: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joe Parsons.

### 4. Visitors

- Members of the Public: Budget Committee Member Tim Bartley, Gary Hahn, Councilor Emeritus Ray Jackman.

### 5. Bills

- Council President Perry moved to pay outstanding bills, second by Councilor Parsons.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*

### 6. Minutes

- **May 18, 2023**
  - Council President Perry moved to approve the minutes, second by Councilor Hensley.
  - Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
  - No: N/A.
  - Abstain: N/A.
  - *Motion passes.*

### 7. Public Comment

- Public comment was received from Gary Hahn.

### 8. City Recorder's Report

### 9. Public Works Report

### 10. New Business:

#### a. **2023-2024 Budget**

- Mayor Lewis called the public hearing on the 2023-2024 fiscal year at 7:51PM.
- Mayor Lewis closed the public hearing at 7:55PM.



- Councilor Hensley moved to adopt the 2023-2024 Budget, second by Council President Perry.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*

**b. 2022-2023 Supplemental Budget**

- Mayor Lewis called the public hearing on the 2022-2023 supplemental budget to order at 7:56PM.
- Mayor Lewis closed the public hearing on the 2022-2023 supplemental budget at 8:01PM.
- Councilor Parsons moved to adopt the supplemental budget, second by Council President Perry.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*

**c. Diving Services RFP**

- Councilor Parsons moved to adopt Ordinance 23-04, second by Councilor Hensley.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*

**d. Street Vacation Application**

- Councilor Parsons moved to table the item until legal fees are submitted, second by Council President Perry.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*

**e. Ordinance 23-04 Camping**

- Mayor Lewis opened the public hearing at 8:20PM.
- Councilor Parsons moved to read the ordinance by title only, second by Councilor Hensley.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*
- City Recorder McHaddad read the ordinance by title.

- Mayor Lewis closed the public hearing at 8:30PM.
- Councilor Hensley moved to adopt Ordinance 23-04, second by Council President Perry.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*
  
- Councilor Parsons moved to refer Ordinance 23-04 to legal counsel for review, second by Councilor Olivares.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Motion passes.*

#### **11. Old Business**

- a. Contract Review Board - Water Hauling Contract
  - Mayor Lewis called the Contract Review Board to order at 8:33PM.
    - Mayor Lewis closed the public hearing at 8:35PM.
    - Councilor Hensley moved to adopt the amendments to the potable water transport contract with Ray Jackman Repair, second by Council President Perry.
    - Council President Perry moved to approve the minutes, second by Councilor Hensley.
    - Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
    - No: N/A.
    - Abstain: N/A.
    - *Motion passes.*

#### **12. Council Reports**

#### **13. Public Comment**

Asked and none received.

#### **14. Adjourn**

- Council President Perry moved to adjourn, second by Councilor Hensley.
- Yes: Mayor Lewis, Council President Perry, Councilor Hensley, Councilor Olivares, Councilor Parsons.
- No: N/A.
- Abstain: N/A.
- *Meeting adjourned at 8:41PM.*

<b>Resources to 6/30/23</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Received</b>
<b>Available Cash On Hand</b>	\$203,200.00	-\$464.94	\$203,664.94
<b>Interest</b>	\$700.00	-\$2,616.42	\$3,316.42
<b>Franchise Fees</b>	\$19,100.00	-\$1,250.71	\$20,350.71
<b>Grants</b>	\$38,300.00	-\$14.82	\$38,314.82
<b>Metered Water Sales</b>	\$130,000.00	\$11,300.07	\$118,699.93
Construction Apps/Site Reviews/Permits	\$500.00	-\$797.42	\$1,297.42
<b>Zoning Apps and Permits</b>	\$350.00	\$350.00	\$0.00
<b>Refunds</b>	\$500.00	-\$22.31	\$522.31
<b>Donations</b>	\$1,000.00	\$600.00	\$400.00
<b>Administrative Services Charges/Lien Search</b>	\$400.00	\$220.00	\$180.00
<b>Sale of maps, Publications &amp; Photocopies</b>	\$100.00	\$100.00	\$0.00
<b>Cigarette Taxes</b>	\$450.00	\$186.37	\$263.63
<b>Liquor Taxes</b>	\$6,200.00	-\$1,360.65	\$7,560.65
<b>State Highway Fund</b>	\$25,000.00	-\$3,064.79	\$28,064.79
<b>State Revenue Sharing</b>	\$3,000.00	-\$905.18	\$3,905.18
<b>Taxes estimated to be received</b>	\$8,000.00	-\$808.86	\$8,808.86
<b>Previously Levied Taxes</b>	\$0.00	-\$193.98	\$193.98
<b>TOTAL</b>	<b>\$436,800.00</b>	<b>\$1,450.34</b>	<b>\$435,349.66</b>

<b>Administration to 6/30/23</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
Mayor	\$400.00	\$400.00	\$0.00
Public Works Director	\$5,500.00	\$1,458.81	\$4,041.19
City Recorder	\$21,300.00	\$4,782.94	\$16,517.06
Payroll Taxes	\$4,800.00	\$1,207.05	\$3,592.95
Health Benefits and PFMLI	\$5,800.00	\$43.33	\$5,756.67
Consultants-Attorney, Auditor, Planner	\$3,000.00	\$0.69	\$2,999.31
Operating Expenses	\$750.00	\$585.48	\$164.52
Supplies and Duplication	\$500.00	\$14.22	\$485.78
Communications-LD, Postage, Notices	\$1,000.00	\$180.09	\$819.91
Utilities & Maintenance-Bldg/Grnd/Equip	\$2,600.00	\$1,383.85	\$1,216.15
Insurance-Fidelity, Liability, Property	\$1,900.00	\$4.32	\$1,895.68
Community Relations	\$500.00	\$356.65	\$143.35
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	\$554.39	\$2,445.61
City Hall Building Improvements	\$500.00	\$453.64	\$46.36
TOTAL	\$53,150.00	\$13,025.46	\$40,124.54
<b>Streets 6/30/23</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
City Recorder	\$7,000.00	\$1,494.31	\$5,505.69
Payroll Taxes	\$8,000.00	\$1,936.84	\$6,063.16
Public Works Director	\$14,200.00	\$3,941.54	\$10,258.46
Health Benefits	\$6,000.00	\$1,777.74	\$4,222.26
Consultants/Auditor/Planner	\$1,700.00	\$22.17	\$1,677.83
Operating Expenses - Street Lights	\$5,500.00	\$1,615.63	\$3,884.37
Operating Expenses - Rock Grading	\$49,100.00	\$49,100.00	\$0.00
Administrative Supplies	\$500.00	\$40.15	\$459.85
Communication - LD Fax Postage & Notices	\$500.00	\$90.08	\$409.92
Equipment Expenses	\$800.00	\$779.22	\$20.78
Liability Insurance	\$1,300.00	\$25.41	\$1,274.59
Contract Services - Maintenance & Repair	\$2,500.00	\$2,500.00	\$0.00
TOTAL	\$97,100.00	\$63,323.09	\$33,776.91
<b>Water to 6/30/23</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
Utility Administration - Public Works Director	\$18,400.00	\$1,613.42	\$16,786.58
City Recorder	\$7,000.00	\$1,494.31	\$5,505.69
Health Benefits	\$15,000.00	\$5,815.47	\$9,184.53
Payroll Taxes	\$16,500.00	\$3,323.86	\$13,176.14
Electricity	\$4,500.00	\$32.93	\$4,467.07
Monthly Water Quality Monitoring	\$2,000.00	\$1,655.00	\$345.00
Non-Routine Quality Monitoring	\$2,000.00	\$80.00	\$1,920.00
Operating Supplies	\$2,000.00	-\$128.21	\$2,128.21
Equipment & Facility Repair & Maintenance	\$9,500.00	\$5,021.89	\$4,478.11
Operating Expenses - Equipment Rental	\$1,500.00	\$1,164.00	\$336.00
Contract Services - Maintenance & Repair	\$1,500.00	\$1,500.00	\$0.00
Water Acquisition	\$60,000.00	\$26,419.56	\$33,580.44
Consultants-Audit, Legal, Engineering, Water Rig	\$7,200.00	-\$118.29	\$7,318.29
Dues, Mileage, Training	\$6,500.00	\$88.63	\$6,411.37
Administrative Supplies & Duplication	\$1,500.00	\$0.00	\$1,500.00
Communication - Phone LD, fax, postage, notices	\$3,500.00	\$552.65	\$2,947.35
State Review, Condition Use	\$500.00	\$500.00	\$0.00
Insurance	\$2,500.00	\$24.00	\$2,476.00
Bad Debts	\$200.00	\$200.00	\$0.00
Equipment and Upgrades	\$30,000.00	\$2,747.95	\$27,252.05
TOTAL	\$191,800.00	\$51,987.17	\$139,812.83
<b>Debt Service to 6/30/23</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
Vehicle	\$3,000.00	\$703.20	\$2,296.80
USDA & IFA	\$7,050.00	\$3.56	\$7,046.44
TOTAL	\$10,050.00	\$706.76	\$9,343.24
Contingency to 6/30/23	\$6,350.00	\$4,350.00	\$2,000.00
<b>TOTALS to 6/30/23</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Spent</b>
TOTALS	\$298,950.00	\$73,892.48	\$225,057.52

9:58 AM

07/05/23

**City of Sodaville**  
**Reconciliation Summary**  
100-1010 LGIP, Period Ending 06/30/2023

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	<u>Jun 30, 23</u>
<b>Beginning Balance</b>	128,085.20
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-5,711.86
Deposits and Credits - 8 items	3,809.56
	<u>-1,902.30</u>
<b>Cleared Balance</b>	<b><u>126,182.90</u></b>
<b>Register Balance as of 06/30/2023</b>	126,182.90
<b>Ending Balance</b>	126,182.90

**City of Sodaville**  
**Reconciliation Detail**  
 100-1010 LGIP, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						128,085.20
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	06/01/2023			X	-0.10	-0.10
Transfer	06/16/2023			X	-5,711.76	-5,711.86
Total Checks and Payments					-5,711.86	-5,711.86
<b>Deposits and Credits - 8 items</b>						
Deposit	06/01/2023			X	17.72	17.72
Deposit	06/07/2023			X	528.34	546.06
Deposit	06/13/2023			X	181.53	727.59
Deposit	06/16/2023			X	248.00	975.59
Deposit	06/20/2023			X	2,303.91	3,279.50
Deposit	06/28/2023			X	20.85	3,300.35
Deposit	06/28/2023			X	87.26	3,387.61
Deposit	06/30/2023			X	421.95	3,809.56
Total Deposits and Credits					3,809.56	3,809.56
Total Cleared Transactions					-1,902.30	-1,902.30
Cleared Balance					-1,902.30	126,182.90
Register Balance as of 06/30/2023					-1,902.30	126,182.90
<b>Ending Balance</b>					<b>-1,902.30</b>	<b>126,182.90</b>

**A RESOLUTION DECLARING THE TRANSFER OF FUNDS FROM THE STATE  
POOL ACCOUNT #7975**

**THE CITY OF SODAVILLE RESOLVES AS FOLLOWS:**

The City shall authorize the transfer of funds from the State Pool Account to the City's Checking Account ending in 7975 at J P Morgan Chase in the amount of \$7,917.19.

The City shall authorize the transfer of funds from the City's Checking Account ending in 7975 at J P Morgan Chase to the State Pool Account in the amount of \$496.00.

Approved by the City Council this 20 day of July, 2023.

Approved by the Mayor this \_\_\_\_ day of July, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

# MIDCO

## DIVING & MARINE SERVICES

July 10, 2023

### City of Sodaville

Attn: JD Burns  
30723 Sodaville Rd  
Lebanon, OR 97355

### RE: 2023 Tank Maintenance Project

Thank you for considering Midco Diving & Marine Services, Inc. – a proud member and supporter of the National Rural Water Association (NRWA). We are pleased to provide the following proposal to perform the scope of work outlined below.

All diving operations are fully insured for “**Commercial Diving Operations**” including: General Liability, Workman’s Compensation, Hull Machinery, Protection and Indemnity, Pollution Liability, Maritime Employer’s Liability, Contractor’s Pollution, Automotive Liability, U.S.L.H., and Umbrella/Excess Liability/Bumbershoot. **Verifiable Certificates of Insurance with Current Limits** are available upon request.

Midco Diving & Marine Services, Inc. is in full compliance with OSHA 29 CFR 1910, Subpart T – Commercial Diving Operations regulations. OSHA specifies that the minimum acceptable dive crew size is three qualified divers. Not all firms comply with this mandate and continue to use two-person dive crews or unqualified personnel; please be aware of the safety concerns when evaluating our proposal.

Current diver and equipment certifications will be available on-site for review:

**Diver training – from an accredited commercial dive school (each dive team member)**

**Current First Aid/CPR training (each dive team member)**

**Annual medical examination determining diver is fit to perform assigned tasks (each dive team member)**

**Air purity test for break air source(s) – tested every 6 months**

**Breathing gas supply hoses – tested at least annually to 1.5 times their working pressure**

**Depth gauges – calibrated every 6 months**

### TANK DESCRIPTION(S)

Tank	Capacity	Dimensions	Type
Sodaville Tank	150k Gallons	30’ High x 30’ Diameter	Steel Welded On Grade

### Inspection

The diver inspection with a live video recording will be transferred to a flash drive documenting our findings in each tank(s). Inspection procedures include, but are not limited to:

- Inlet / Outlet
- Overflow
- Roof and Roof Hatch
- Walls and Floors
- Baffles / Support Walls
- Interior Ladders
- Roof Vents
- Exterior Ladder & Rails
- Sumps
- Internal Plumbing
- Joints & Seams
- Telemetry
- Interior Coatings
- Exterior Coatings
- Sediment Depths
- Thermal Stratification
- Bio-film Buildup
- Passive / Active Mixers

### Cleaning

Midco will remove up to three inches (**3”**) of accumulated material from the storage tank floor using underwater vacuum procedures as needed. Material(s) that cannot be removed by normal vacuum procedures or material(s) in excess of three inches (3”) will be removed for an **additional charge** with an estimated price given on site. Material(s) such as sand, gravel, and concrete are considered debris and will be removed by hand at an **additional charge**. All discharged materials, including water, are the responsibility of the Client, Owner, or Owners Representative unless prior arrangements are made.

**Potable Water Operations** – All Midco divers and associated in-tank equipment are fully disinfected in accordance with ANSI/AWWA Standard C652-19. All system entries will be conducted in accordance with applicable OSHA regulations pertaining to Diving & Confined Space; including 1910.401 – 1910.441. Specialty equipment may include but is not limited to; appropriate OSHA climbing and personal fall protection, AWWA, and ADCI-approved commercial diving equipment as it relates to in-service potable water operations.



800.479.1558 (P)  
800.238.0217 (F)  
605.791.3030 (O)  
www.midcodiving.com  
info@midcodiving.com

PO Box 513, Rapid City, SD. 57709



Revision Date: 01-06-2023



# MIDCO

DIVING & MARINE SERVICES

<b>Cleaning &amp; Inspection Pricing (Including Inspection Video)</b> .....	<b>\$3,786.00</b>
<b>Additional Services</b>	
<input type="checkbox"/> <b>Confidential Report Utilizing EPA Guidelines</b> .....	<b>\$325.00 Each</b>
<input type="checkbox"/> <b>Confidential Full Written Report Utilizing EPA or State Guidelines</b> .....	<b>\$450.00 Each</b>
<input type="checkbox"/> <b>No Report(s) Requested</b>	
<i>Pricing above does not include Local, State or Franchise Taxes – if any.</i>	

This proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of the Client, Owner, or Owners Representative and Midco hereby represents and certifies that they are fully empowered to bind the respective parties to this contract. Any contract that is not fulfilled will be subject to a cancellation fee. **Terms are net 10 days from completed on-site work;** interest accrues at 1.5% monthly on any unpaid balance. Any fees required to obtain a city business license or any additional permits will be added to the final invoice at the current city rate plus appropriate markup. Please note the above pricing **does not include;** contract review, comprehensive dive plans, additional insurance requirements, third-party vendor verification site requirements, and/or any repair work unless stated with the above pricing. This proposal is valid for thirty (30) days from receipt.

- To expedite your project please be aware of the following:**
- The tank(s) must be full to overflow and in-service prior to the crews' arrival. In order to ensure diver safety, the headspace or air gap cannot exceed 10' from the access hatch regardless of overflow elevation.
  - Access into the reservoirs must be sufficient for safe diver entry and exit. A minimum hatch size of 24" in diameter, no hatch obstructions, and unobstructed road access to the tank is required.
  - Working with our scheduling department to complete the project in a timely and proficient manner, which may require weekend and/or holiday access.
  - It will be the responsibility of the Client, Owner, or Owner Representative to notify antenna operator and/or owners prior to crews' arrival for proper lockout of all antennas, RF devices (Radio Frequency Antennas) and EME sources (Electromagnetic Energy) that may interfere with Midco team safety and access to the water reservoirs.

This quote has been prepared exclusively for your firm using the information you provide. Incorrect or inaccurate information used for estimate purposes that delays progress may influence your final price. The utility is responsible for all-weather access for Midco crew(s) and equipment. Any damages related to tank and/or site location(s) because of poor site conditions, (ex. snow, rain, mud, etc.) and obstructed road access may result in additional fees and/or a nominal trip charge to be applied to the final invoice. Interruptions in the work progression, not in control of Midco Diving & Marine Services, Inc., such as weather or other delays may also affect your final pricing. If Midco Diving & Marine Services, Inc. is unable to complete the work as described above due to lack of weekend and/or holiday access, tank access, water levels, safety issues, etc. a nominal trip charge and/or standby fee will be added. The contents of this quotation are considered confidential and are not to be divulged to third parties. Please note, it is the Client, Owner, and Owner Representative's responsibility to test and maintain for water quality.

All Midco Diving quotes are subject to the availability of personnel and equipment. Upon approval, please sign and return by fax, email, or mail to Midco Diving & Marine Services, Inc.

City of Sodaville  
30723 Sodaville Rd  
Lebanon, OR 97355

Midco Diving & Marine Services, Inc.  
PO Box 513  
Rapid City, SD. 57709  
P: (800) 479-1558  
F: (800) 238-0217

*I have read, understand, and agree to the terms of this proposal:*

By: \_\_\_\_\_

By: *Carissa McDonald*

Title: \_\_\_\_\_

Title: Oregon Regional Account Manager

Date: \_\_\_\_\_

Date: July 10, 2023



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Revision Date: 01-06-2023

**Ordinance 23-05**  
**Amending Ordinance No. 2**

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Section 1. Ordinance No. 2 Section 2 is amending to read the following:

Section 2.

City **Administrator**/Recorder. The person named to this combined office shall ex officio be clerk of the council; attend all meetings of the body and keep a proper record of the proceedings thereof; receive all moneys for the city and ensure the disbursement of the same on order of the council; ensure the keeping the books of the city in an orderly and approved manner and make monthly reports in writing of all receipts and disbursements, together with the current position of the several and separate funds; and report all interim activities necessary to the conduct of the combined offices, which because of their nature, do not require action of the council; and perform other duties as assigned. The appointee shall be responsible for the enforcement of city ordinances specified by the Council as per the City Enforcement Ordinance. **All references to City Administrator and City Recorder contained in existing City Ordinances and Resolutions shall pertain to the office of City Administrator/Recorder.**

Approved by the City Council this 20 day of July, 2023.

Approved by the Mayor this \_\_\_\_ day of July, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

**Ordinance 23-06  
Amending Ordinance 12-01**

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Section 1. Ordinance 12-01 Section 9 is amending to read the following:

Requests to the City attorney for advice shall not be made by a Councilor except with the concurrence of the majority of the Council present in person or by speaker phone. The City shall not accept financial responsibility for any legal requests to the City Attorney made by private citizens. Before requesting research or other action by the City attorney, the Council is encouraged to consider consulting with the City Administrator to ascertain whether the request of action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Administrator/**Recorder** or the Mayor-, **unless the following conditions are met:**

- **If a Councilor suspects that both the City Administrator/Recorder and Mayor are involved in activities that require the City Attorney’s intervention or review, they may refer a request to contact the City Attorney to the Council President;**
- **If a Councilor suspects that the City Administrator/Recorder, Mayor, and Council President are involved in activities that require the City Attorney’s intervention or review, they may jointly contacts the City Attorney with another Councilor; or**
- **If a Councilor suspects that the City Administrator/Recorder and all other members of the Council are involved in activities that require the City Attorney’s intervention or review, they may unilaterally make the decision to contact the City Attorney.**

**All allegations communicated to the City Attorney will require review with all parties prior to making a determination or writing a legal opinion containing unverified allegations.**

Approved by the City Council this 20 day of July, 2023.

Approved by the Mayor this \_\_\_\_ day of July, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

TOWN # 170-11-1  
UPPER 4

4.02 ACRES

9-2



Spring St.

A.02  
new parcel

Proposed  
24 X 30  
Street Grid

SEE MAP 12 2W 36

9-4

800  
0.386 AC  
Ray Nelson  
Home  
C.S. 19203

SEE MAP 12 2W 25

BLK 2

BLK 3

C.R. NO. 31

ADD. FIRST  
C.S. 22233

P.U.D. VIEW NORTH  
TR. B

WASHINGTON ST

VIEW NORTH  
TRACT A

ROWLEY'S  
ADDITION

INITIAL POINT

INITIAL POINT

INITIAL POINT

SEE MAP 12 2W 36 AD

C.S. 18410

C.S. 17435

C.S. 17642

DATE: 1/14/2009  
PROJECT: 12 2W 36  
DRAWN BY: JAMES M. HARRIS, P.E.

SCALE: 1" = 1000'

City of Sodaville

Willamette Basin Bacteria, Mercury and Temperature TMDL implementation plan (2023-2028)

City is adjacent to Oak Creek in the South Santiam Subbasin, but it does not discharge to surface waters

Pollutant: Bacteria							
Source	Strategy	How	Measure	Timeline	Milestone	Funding	Status Updates
Septic Systems	A. Provide outreach and education about septic system repair, maintenance and resources for system owners.	A. Include information about septic system maintenance, repair and grants or loans available to septic system owners in City Newsletter.	A. Information is included in City newsletter at least one time a year.	A. Annual Review: Ongoing.	A. City identifies information and resources to include in City newsletter.	City Budget: Public Works.	
	B. Work with Linn County on septic system issues.	B. Report failing septic systems to Linn County Onsite program.	B. Document failing septic system referrals reported to Linn County Onsite program.	B. Annual Review: Ongoing	B. Staff are trained to contact Linn County Onsite program when septic system issues need addressed.	City Budget: Public Works.	
	C. Maintain "pit toilet" in park.	C. Pit toilet already exists and open to public	C. Toilets are maintained	C. Annual Review: Ongoing	C. Toilets already open to the public and maintenance is ongoing.	City Budget: Public Works	
Pet Waste	A. Provide outreach and education about importance of picking up pet waste	A. Include information about importance of picking up pet waste in City newsletter.	A. Document information provided in City newsletter.	A. Annual Review: Ongoing	A. City identifies information to include in City newsletter.	City Budget: Public Works.	
	B. Address issues with pet waste in park on as-needed basis.	B. Staff monitor and clean-up pet waste as	B. Issues with pet waste are documented and addressed.	B. Annual Review: Ongoing.	B. Staff monitor park on regular basis. No issues to date.	City Budget: Public Works.	
Stormwater runoff	See Mercury Section						

City of Sodaville

Willamette Basin Bacteria, Mercury and Temperature TMDL implementation plan (2023-2028)

City is adjacent to Oak Creek in the South Santiam Subbasin, but it does not discharge to surface waters

Pollutant: Mercury							
Source	Strategy	How	Measure	Timeline	Milestone	Funding	Status Updates
Construction stormwater runoff	A. Ordinance 02-05 requires erosion control on all construction projects. 13-11.6  Construction stormwater runoff requirements implemented by Linn County through agreement with the City	A. Enforce ordinance and development codes.	A. Monitor construction projects for compliance with City permits	A. Annual Review: Ongoing.	A. Ordinances are enforced.	City Budget: Public Works	
	B. Development greater than 1 acre 13-11.5	B. Inform developers of DEQ 1200-C permit	B. Linn County to provide DEQ 1200- information To developers as part of permitting process.  City will provide link to information on city website	B. Annual Review: Ongoing.	B. Confirm link to DEQs 1200-C permit on city website is current	City Budget: Public Works	
Post- construction stormwater runoff	Require post-construction stormwater treatment	Adopt ordinance for post-construction stormwater runoff from new and impervious surfaces ¼ acre or more  Integrate requirements into Linn	Ordinance adopted and enforced	Complete by 2032	Draft ordinance by 2030	City Budget: Public Works	

City of Sodaville

Willamette Basin Bacteria, Mercury and Temperature TMDL implementation plan (2023-2028)

City is adjacent to Oak Creek in the South Santiam Subbasin, but it does not discharge to surface waters

		County's permitting process for implementation in Sodaville					
	Maintain bioswales and vegetation in open stormwater conveyance ditches belonging to the City.	Monitor vegetation in bioswales and stormwater ditches belonging to the City.  Perform maintenance per maintenance per schedule and as needed.	Document maintenance schedule of City owned bioswales and maintain open ditches with vegetation.	Annual Review: Ongoing.	Maintenance schedule drafted	City Budget: Public Works	
Illicit Discharge Detection and elimination (IDDE)	Adopt IDDE ordinance to restrict non-stormwater discharges	City completes assessment of whether IDDE ordinance is needed based on city's stormwater system and current nuisance ordinance, and if needed adopt IDDE ordinance.	Years 1-3: Review ordinances and codes and provide documentation in Year 3 that identifies links to water quality.  Year 4: Develop draft list of potential gaps in ordinances/codes.  Year 5: Identify interim milestones to meet compliance date of 3/3/2027.	Complete assessment of city's stormwater system and current nuisance code related to IDDE	If needed, based on assessment, adopt and fully implement IDDE requirements/enforcement by 3/3/2027	City Budget: Public Works	
Pollution Prevention and good housekeeping	Maintain city facilities to reduce discharge of mercury and mercury-	Ensure any city facilities that require DEQ 1200-Z permit have permit coverage	City facilities include city park, WWTP and City Hall (no 1200-Z required).	Annual Review: Ongoing.	Assess if city maintenance activities contribute to pollutant loading	City Budget: Public Works	

City of Sodaville

Willamette Basin Bacteria, Mercury and Temperature TMDL implementation plan (2023-2028)

City is adjacent to Oak Creek in the South Santiam Subbasin, but it does not discharge to surface waters

	related pollutants		Facilities continue to be maintained to prevent discharge of mercury and mercury- related pollutants, e.g. sediment and erosion				
Public Involvement	Provide opportunity for public to effectively participate in stormwater control measures	The City Council holds monthly meetings and invites public comment at the beginning and end of each meeting.	Current City staff utilize public comment feedback to advise the Council on priorities for administration and policies.	Annual Review: Ongoing.	Continue implementing public engagement and feedback process	City Budget: Public Works	
Outreach and Education	Provide outreach and education about mercury and mercury-related pollutants, e.g. sediment and erosion, on annual basis.	Educate community members about actions they take to reduce mercury-related pollutants from entering rivers and streams	Conduct qualitative assessment of at least one outreach and education effort/ event on annual basis	Annual Review: Ongoing.	Identify info and materials to be used on annual basis	City Budget: Public Works	

Pollutants: Bacteria, Mercury, Temperature							
Source	Strategy	How	Measure	Timeline	Milestone	Funding	Status Updates
Community knowledge and actions	Outreach and Education about TMDL parameters and protecting water quality	The City provides educational notices about municipal topics in the monthly newsletter distributed	Newsletter includes relevant water quality information each month	Monthly newsletter	Topics identified on annual basis	City Budget: Public Works	



City of Sodaville

Willamette Basin Bacteria, Mercury and Temperature TMDL implementation plan (2023-2028)

City is adjacent to Oak Creek in the South Santiam Subbasin, but it does not discharge to surface waters

		with water bills.					
TMDL implementation strategies	Track and report on TMDL implementation	Submit annual and year- five reports to DEQ; use adaptive management when necessary	Annual and year- five reports submitted by due date	Annual Review: Ongoing.	Track due dates	City Budget: Public Works	
	Contract with Linn County to implement some TMDL- related strategies	The City will initiate an IGA with Linn County to ensure compliance. Sodaville will suggest following the model provided by Lane County and Eugene.	Completed IGA/ documentation clearly articulating the TMDL- related strategies Linn County implements on behalf of the city	Year 1-2: Draft agreement with County Year 3: IGA or other document a tion articulates County and City roles	Schedule meeting w/ County staff before end of 2023	City Budget: Public Works	
City Council support for implementing TMDL's.	Keep Council up-to-date on TMDL implementation requirements and progress/ challenges	City staff present TMDL matrix and annual report of year-five review	TMDL update to Council on annual basis	Annual Review: Ongoing.	TMDL discussion on Council agenda	City Budget: Public Works	

**Pollutants: Temperature**

City does not own or manage stream side areas. City will include temperature- related information in outreach and education efforts, and focus on reducing potential for warm discharges to roadside ditches through mercury TMDL IDDE strategy.