



Scio City Council Meeting
Scio City Hall – 38957 NW 1st Ave., Scio, Oregon



AGENDA

January 22, 2024 (6:00 PM)

CALL TO ORDER ** FLAG SALUTE **** ROLL CALL**

CONSENT AGENDA: *The following items(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a councilor requests. In this case, the item(s) will be removed from the Consent Agenda and considered separately.*

- Approval of January 8, 2024 City Council Minutes

CORRESPONDENCE: None

PRESENTATIONS: None

PUBLIC COMMENT(S): An opportunity for citizens to comment on items of city business.

REGULAR SESSION:

- 1) Resolution No. 24-01 – Unanticipated Revenue – Umpqua Bank
Presented by: Ginger Allen, Scio City Manager
Action: Vote to Approve Resolution No. 24-01
- 2) Resolution No. 24-02 – Unanticipated Revenue – Oregon State Library
Presented by: Ginger Allen, Scio City Manager
Action: Vote to Approve Resolution No. 24-02
- 3) Public Restroom – Request Letter to Award Bid
Presented by: Ginger Allen, Scio City Manager
Action: Vote to Approve or Deny Bid Award
- 4) Public Restroom – Acceptance of Project Cost
Presented by: Ginger Allen, Scio City Manager
Action: Vote to Approve or Deny Project Cost

CITY MANAGERS REPORT None

CITY ATTORNEY REPORT None

ITEMS FROM COUNCIL

ADJOURNMENT:

CITY HALL HOLIDAY CLOSURES

Monday, February 19, 2024

President's Day Observed

EFFECTIVE IMMEDIATELY – ALL SCIO CITY COUNCIL MEETINGS WILL BE HELD IN PERSON

As per **ORS 192.670 Meetings by means of telephone or electronic communication**, the City of Scio will use Zoom as a virtual means of access and attendance to "All Scio Public Meetings".

*** Any person wishing to attend via virtual means may do so by contacting city staff at 503-394-3342 or emailing cathy@sciooregon.gov, ginger@sciooregon.gov or lavonne@sciooregon.gov on or before 2:00 p.m. on the day of the public meeting. Once your request is submitted you will be instructed as to how to virtually join the meeting**.*

Consent Agenda

**City of Scio
City Council Minutes
January 8, 2024**

LOCATION: SCIO CITY COUNCIL CHAMBER, 38957 NW 1ST AVENUE, SCIO
Public was allowed to attend in person or via Zoom.

Time Start: 6:00 P.M.

Time End: 7:19 P.M.

CALL TO ORDER

The meeting was called to order at 6:00 pm by Mayor Debbie Nuber. Everyone stood for the Pledge of Allegiance. Roll call was taken by Cathy Martin, Administrative Assistant.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	SCIO STAFF
Mayor Debbie Nuber	Ginger Allen, City Manager
Councilor Karen Eckhart	Cathy Martin, Administrative Assistant
Councilor Joey Ferguson	LaVonne Murray, Librarian
Councilor Tom Gray	
Councilor Tom Meyer - Excused	
Councilor Dennis Shaffer	
Councilor Luke Zedwick	

AUDIENCE MEMBERS IN ATTENDANCE

Dustin Blumenstein	Dean Schrunk
Nadji Vogel	

AGENDA	ACTIONS
<p><u>CONSENT AGENDA</u></p> <ul style="list-style-type: none"> • November 13, 2023 Council Minutes • November & December 2023 Statement of Revenues & Expenditures • November & December 2023 Payment Journal 	<p>Motion from Councilor Ferguson seconded by Councilor Gray to approve the Consent Agenda as presented.</p> <p>Motion passed 5 yeas / 0 nays</p>
<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • Preliminary 2023 Population Estimate Report • Public Notice for Scio Public Meetings 	
<p><u>PRESENTATIONS</u></p> <p>Linn County Sheriff Report</p> <p>a. November & December 2023 Reports – Sgt Frambes</p>	<p>Sgt. Frambes reviewed December’s report with the council. Arrest was made for mental health concerns.</p> <p>Investigation of death was for natural causes.</p> <p>No property crimes in the Month of December.</p> <p>Busy training individuals. Will have a 2023 Year summary report at the February meeting.</p>

<p>Library Report</p> <p>a. Presentation by LaVonne Murray, Librarian</p>	<p>Scio’s crime rates are amazing. Proactive patrols, visible in the community help this.</p> <p>Nuber asked about the activity on Main Street over the weekend. Frambes stated that he will check into the incident and send a report to Ms. Allen.</p> <p>Eckhart asked about shootings on highways between Albany and Scio. Frambes stated that these incidents are being investigated by the Oregon State Police as occurred on the state highways. Publicity has stopped the incidents in the area.</p> <p>Gray great to see the deputies involved with the schools.</p> <p>Ms. Murray reported the following:</p> <ul style="list-style-type: none"> • Gingerbread House contest 26 entries – Adults to preschoolers, • Childrens programming – STEM Day • Took advantage of Black Friday sales and received over \$190 in free books for the library
<p><u>PUBLIC COMMENTS</u></p> <p>a. Dustin Blumenstein, 38840 N Ash Street</p> <p>b. Nadji Vogel, 38932 NW 2nd Avenue</p> <p>c. Dustin Blumenstein</p>	<p>Mr. Blumenstein registered his concern about the Covered Bridge Bakery closing. Ms. Allen stated that is not the nature of the city to call property owners over businesses that open or close. However, the city has been receiving calls and Ms. Allen stated she will be contacting Mr. McDonald and Mr. White.</p> <p>Mr. Blumenstein also asked about the new construction taking place near SW 3rd and SW Beech Street. It was noted that the construction was required by the developer of the city block, the infrastructure improvements must be completed before building permits can be issued.</p> <p>Ms. Vogel stated that she was curious about man living under bridge. She stated that she has seen him in town twice. She stated that she does not know for sure that he is staying under there. Ms. Allen stated that the city has no information.</p> <p>Mr. Blumenstein reported that he was aware of another individual, that comes and goes at the Scio Baptist Church. He does not know if it is the same person. May be staying with some people in the area.</p>

Ms. Allen will speak with Sgt. Frambes about the individuals.

REGULAR SESSION

City Manager Allen requested to move Agenda Item 2 to the first item of discussion. Council Agreed to the move.

Library Collection Policy Recommendation

Presented by – Carrie Jack, Advisory Committee Chairperson & LaVonne Murray, Librarian.

- a. Council Discussion

- b. Council Decision

Planning Commission Appointees

Staff report – Cathy Martin, Administrative Assistant

- c. Council Discussion

Ms. Murray stated that Ms. Jack was unable to attend the meeting. Ms. Murray apologized for the length of time it took to get the revised policy to the council. Ms. Murray stated that the policy is what the Library Advisory Committee felt was reasonable for the city’s library.

Ms. Allen stated that the questionnaire was reduced to 2 questions from 10.

Shaffer asked if there had ever been written requests to add or remove items in the collection. Ms. Murray responded that she has not received any during her tenure as Librarian.

Motion from Councilor Zedwick seconded by Councilor Ferguson to adopt Library Collection Policy as recommended by the Library Advisory Committee.

Motion passed 5 yeas / 0 nays

Ms. Martin asked that the council re-appoint the following planning commission members:

- Richard Androes
- Beau Buganski
- Katrina Clouse
- Eleanor Ferguson

Copies of the application forms for Ms. Clouse and Ms. Ferguson were handed to the Council. Mr. Androes and Mr. Buganski had verbally informed staff that they were willing to continue serving the city, however they did not submit the application forms.

Ms. Martin stated that by re-appointing these members, the planning commission will meet the minimum requirement for a quorum in order to conduct meetings. There will still be 3 open positions.

None.

<p>d. Council Decision</p>	<p>Motion from Councilor Ferguson seconded by Councilor Eckhart to appoint Richard Androes, Beau Buganski, Katrina Clouse and Eleanor Ferguson to the Planning Commission.</p> <p>Motion passed 5 yeas / 0 nays</p>
<p>TMDL 2023-2028 Five Year Implementation Plan – Thomas Creek Staff Report – Ginger Allen, Scio City Manager</p> <p>a. Council Discussion</p> <p>b. Council Decision</p>	<p>Ms. Allen presented the TMDL 2023-2028 Five Year Implementation Plan for Thomas Creek to the council. She stated that this plan is very intense. It requires a lot of staff time to complete. Along with the items identified in the plan, there is annual reporting and a larger report at the end of each 5-year period.</p> <p>Ms. Allen stated that everything in the plan has passed the requirements of DEQ. Council has to approve the plan. If city does not do a certain number of things, the city would be fined.</p> <p>Allen stated that the actions needing to be completed by the city are consistent with other jurisdictions Scio’s size.</p> <p>Motion from Councilor Eckhart seconded by Councilor Shaffer to approve the TMDL 2023-2028 Five Year Implementation Plan – Thomas Creek.</p> <p>Motion passed 5 yeas / 0 nays</p>
<p><u>COMMUNICATIONS FROM CITY STAFF</u></p> <p>a. City Manager’s Report</p> <p>b. City Attorney’s Report</p>	<p>Ms. Allen reviewed the City Manager’s report dated January 4, 2024</p> <ul style="list-style-type: none"> • Thomas Creek Park Improvements • Safe Routes to School Project • Small City Allotment Grant • City Hall Renovation Presentation #2 • Scio’s Sweeping Beauty • Public Restroom Bid <p>None</p>
<p><u>ITEMS FROM THE COUNCIL</u></p> <p>a. Councilor Shaffer</p> <p>b. Councilor Eckhart</p> <p>c. Councilor Zedwick</p>	<p>None</p> <p>Lights looked great for Christmas,</p> <p>Homeless funds – did anything come about on this issue?</p>

<p>d. Councilor Ferguson</p> <p>e. Councilor Gray</p> <p>f. Mayor Nuber</p>	<p>Nuber stated that there appeared to be some hidden stipulations concerning the funds and how they might be used.</p> <p>Allen agreed with Nuber’s statement and said that she still offered to place the item on the agenda for council presentation and the offer was turned down due to timing issues.</p> <p>Christmas Decorations were very nice.</p> <p>None</p> <p>Ms. Nuber stated she has concerns about vehicles crossing the walking bridge. Allen stated that additional bolsters could be placed that would prevent golf carts from crossing the bridge. Staff was tasked to look into the bolster possibility.</p>
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Meeting adjourned at 7:19 p.m.

Agenda Item 1



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Resolution 24-01, A Resolution Appropriating Unanticipated Revenue to the General Fund of the City of Scio

DATE: January 12, 2024

This resolution allows for the adoption of a \$1,000.00 grant received from Umpqua Bank. This grant was for the purchase of Christmas Lights for the Main Street Bridge.



City Of Scio, Oregon



RESOLUTION NO. 24-01

A RESOLUTION APPROPRIATING UNANTICIPATED REVENUE TO THE GENERAL FUND OF THE CITY OF SCIO.

WHEREAS, Oregon Budget Law, under ORS 294-326(2), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, the City of Scio has received a grant totaling \$1,000.00 from the Umpqua Bank; and

WHEREAS, Oregon Budget Law, under ORS 294.326(2) allows the City of Scio to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Scio City Council of the City of Scio that the following appropriations be made:

Revenue:

<u>General Fund</u>	<u>Budget Appropriation</u>	<u>Increase</u>	<u>Adjusted Budget</u>
10-4330 – Grants	<u>\$5,600.00</u>	<u>\$1,000.00</u>	<u>\$6,600.00</u>
Total =	<u>\$5,600.00</u>	<u>\$1,000.00</u>	<u>\$6,600.00</u>

Expenses:

10-6270 – Community Involvement	<u>\$15,600.00</u>	<u>\$1,000.00</u>	<u>\$16,600.00</u>
Total =	<u>\$15,600.00</u>	<u>\$1,000.00</u>	<u>\$16,600.00</u>

Passed by the City Council of the City of Scio this 22nd day of January 2024.

By: _____
 Debbie Nuber, Mayor
 Joey Ferguson, City Council President

ATTEST:

Virginia Allen, City Manager

Agenda Item 2



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

MEMORANDUM

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Resolution 24-02, A Resolution Appropriating Unanticipated Revenue to the General Fund of the City of Scio

DATE: January 12, 2024

This resolution allows for the adoption of a \$1,000.00 grant received from the Oregon State Library. This grant is for the 2024 Ready to Read Program. Program funds will be used for the 2024 Summer Reading Program.



City Of Scio, Oregon



RESOLUTION NO. 24-02

A RESOLUTION APPROPRIATING UNANTICIPATED REVENUE TO THE GENERAL FUND OF THE CITY OF SCIO.

WHEREAS, Oregon Budget Law, under ORS 294-326(2), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, the City of Scio has received a grant totaling \$1,000.00 from the Oregon State Library; and

WHEREAS, Oregon Budget Law, under ORS 294.326(2) allows the City of Scio to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Scio City Council of the City of Scio that the following appropriations be made:

Revenue:

<u>General Fund</u>	<u>Budget Appropriation</u>	<u>Increase</u>	<u>Adjusted Budget</u>
10-4263 – Library Grants	<u>\$0.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
Total =	\$0.00	\$1,000.00	\$1,000.00

Expenses:

10-6388 – Library – Grants	<u>\$750.00</u>	<u>\$1,000.00</u>	<u>\$1,750.00</u>
Total =	\$750.00	\$1,000.00	\$1,750.00

Passed by the City Council of the City of Scio this 22nd day of January 2024.

By: _____
 Debbie Nuber, Mayor
 Joey Ferguson, City Council President

ATTEST:

Virginia Allen, City Manager

Agenda Item 3



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

MEMORANDUM

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Public Restroom Project – Request Letter to Award Bid

DATE: January 17, 2024

Enclosed in your packets is a letter from Scio City Engineer, Ryan Quigley, requesting that the Public Restroom Bid be awarded to RJ Armstrong and Associates Construction Inc.

I was present with Ryan when the bids were opened and should there be a need to speak to Ryan, he will be available by phone on Monday, January 22, 2024.



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

January 12, 2024

Ginger Allen, City Manager
City of Scio
38957 NW 1st Avenue
Scio, Oregon 97374

RE: City of Scio
Public Restroom Site Development
Project No. 202.06

Dear Ginger:

This letter is to recommend action by the City of Scio in response to the quotes received on January 10, 2024 at 2:00 PM for the above referenced project. Three quotes were received, all were responsive and responsible. The Clinton Construction Quote had two calculation errors for the Quote Tab. The quotes were in the following amounts:

1. \$108,413.00 by RJ Armstrong and Associates Construction Inc.
2. \$128,800.00 by D&D Concrete and Utilities Inc.
3. \$137,904.17 by Clinton Construction Inc.

Dyer recommends that the City of Scio take the following action:

1. Accept the quotes.
2. Award a contract to RJ Armstrong and Associates Construction Inc. in the amount of \$108,413.00.

It is our opinion that RJ Armstrong and Associates Construction Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the City of Scio and Council concurs with our recommendation; we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our Coos Bay office. (Please do not date the Notice of Award.) We will date the Award following notification that the City of Scio accepts the quote and is determined to award the project.

Pursuant to ORS279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at:

<https://www.oregon.gov/boli/WHD/PWR/docs/wh81.pdf>

The Owner is also responsible for payment of a Public Works fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39 which is available at: <https://www.oregon.gov/boli/WHD/PWR/docs/wh39.pdf>

Sincerely,

Ryan Quigley, PE
Project Manager

Enclosures

Agenda Item 4



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

MEMORANDUM

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Public Restroom Project Cost

DATE: January 17, 2024

This memo is to serve as a cost update on the Public Restroom Project that was at one time scheduled to cost the city between \$170k and \$200K. The original estimate was pre-covid. Since that time the following circumstances took place:

- * Relocation of the Public Restroom was needed due to setback concerns and the need to relocate a NW Gas pipe line.
- * Installation of an additional power line
- * Mandatory handicap parking required
- * Two bid processes needed due to lack of interest in building a “stick built” structure.

For these reasons and due to the time lapse and increased costs of materials and supplies, the new estimated cost for this project is:

Engineering Costs:	\$ 26,500.00
Pre-Manufactured Building:	\$ 140,357.00
Site Development Contractor:	\$ 108,413.00
Electrician	\$ 18,500.00
Setting of Structure/Connection	\$ 35,000.00
Contingency Funds	<u>\$ 20,000.00</u>

Sub Total Costs	\$ 348,770.00
Already Paid out in 2023	\$ -150,412.00
Remaining Grant Funds	<u>\$ - 76,765.98</u>

Funding needed to complete project \$ 101,592.02

Once council approves the bid award to RJ Armstrong & Associates Construction, Inc., I will be seeking council approval for the continuation of this project. The project is due to be completed on or before May 15, 2024.