

Wasco City Council

Meeting Minutes

December 16th, 2025

Call to Order

Mayor McCurdy called to order the Regular session of the Wasco City Council at 6:33 PM.

The following persons were present: Mayor Beth McCurdy; Council members Julie McAllister-Wynne, Robert Anglin, Ben Altman, Ken DeGrange, and Bill Minter; City employees: Ian Melzer (City Clerk), Melissa Carlson (Assistant Clerk), Jessica Wheeler (Wasco Depot and Wasco School Events Center), Curtis Hollibaugh (City Maintenance), and Tyler Henricksen (City Maintenance)

Visitors: Dee Jackson-Ashley (Resident), Jaime Crawford (Bell Design), Nathan Bischoff

The following individuals attended remotely: Lani Hickey

Flag Salute

Additions/Changes to the Agenda

- Infinity Solar has been removed from this month's agenda.
- A community garden update was added under Council Reports.

Consent Agenda

- Cnc. Altman motioned to approve the November 18th, 2025 minutes as presented.
 - Cnc. Anglin seconded.
 - In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, DeGrange, Minter
 - Motion passed.
- City Bills/Invoices
 - Cnc. McAllister-Wynne motioned to accept and pay the October/November bills.
 - Cnc. Altman seconded.
 - In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, Minter
 - Cnc. DeGrange abstained.
 - Motion passed.
- WSEC Bills/Invoices
 - See attached.
 - Cnc. McAllister-Wynne motioned to accept the bills.
 - Cnc. Altman seconded.

- In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, DeGrange, Minter
- Motion passed.

Visitors' Comments

- There were no visitor or citizen comments.

Public Hearing >>> Resolutions >>> Ordinances

Public Hearing commenced at 6:48 PM

- **SOS Family LLC / Ed Staub and Sons Petroleum Inc. - Propane Tank Conditional Use - 1102 Hwy 206**
 - A public hearing was opened at 6:48 PM.
 - Mayor McCurdy asked if any councilor had a conflict of interest; none were declared, and she read the hearing procedures.
 - Jaime Crawford of Bell Design provided the staff report, noting that the application was for a conditional use in the Commercial zone for placement of a 30,000-gallon propane tank to replace an existing structure. The proposed use is not open to the general public and is intended for internal operations. Staff reviewed applicable conditional use criteria, including compatibility with surrounding uses, potential external impacts, setback considerations, traffic ingress and egress for delivery trucks, and floodplain mapping. Conditions of approval were presented, including requirements related to site access and updated site plan information.
 - Lani Hickey, the applicant's representative, addressed the Council, stating that the proposal was straightforward and consistent with similar installations in other jurisdictions. Ms. Hickey noted that all installations are subject to review and approval by Oregon State Fire Marshal and that traffic impacts were expected to be minimal due to the number of delivery vehicles.
 - Public testimony was received. Dee Jackson-Ashley addressed the Council with concerns regarding safety and potential traffic impacts associated with the proposed use. Cnc. DeGrange asked whether the site would be fenced in for security purposes and referenced prior commercial use of the property. Staff and the applicant responded to questions regarding anticipated traffic, safety oversight, and site security.
 - Council discussion followed, including questions regarding driveway access, fencing, fire safety requirements, floodplain considerations, and anticipated project timing.
 - Additional questions were asked regarding the estimated start of construction, with staff indicating that work would likely occur in the spring, weather permitting.
 - The public hearing was closed at 7:11 PM.
 - Following Council discussion, concern was raised regarding the timing of distribution of the staff report and the potential for future appeal. Council discussed holding the record open to allow additional written testimony, if needed.
 - Motion by Cnc. Altman, second by Cnc. Minter, to approve the application based on the staff report, with the record held open for seven (7) days before the decision becomes final.
 - In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, DeGrange, Minter
 - Motion passed.

- **Infinity Solar - Accessory Building Variance - 820 Harrison St.**
 - This item was canceled due to illness and will be rescheduled for a future meeting.

Memorial Day/Depot/WSEC Report

- See attached.
- Jessica Wheeler provided an update on WSEC operations, including rental activity, recent community events, and upcoming planning efforts. Updates included revisions to rental documents and fees, adjustments to cleaning deposits, and evaluation of future events based on vendor participation.
- Mrs. Wheeler reported on proposed sound and lighting improvements in the auditorium and discussed potential use of HB 5202 Community Development Funds as matching funds for grant-supported upgrades.
- Council discussed funding options and timing.
- Motion by Cnc. Altman, second by Cnc. McAllister-Wynne, to approve \$1,800 from the HB 5202 Fund for WSEC curtains and lighting.
 - In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, DeGrange, Minter
 - Motion passed.
- Mrs. Wheeler reported that the diesel tank sludge removal had been completed and that soil testing and cleanup efforts are being coordinated through the Brownfields program, with no cost to the City. One soil sample returned contaminated, and next steps have been approved by the overseeing board.
- Additional updates included holiday decorations, donor outreach efforts, and future grant opportunities related to facility improvements.
- Mrs. Wheeler reported that the preschool is proceeding with its second phase of development, including playground improvements. Council discussed safety concerns regarding an existing playground slide and emphasized the need for timely removal or repair to mitigate liability.
 - No formal action was taken.
- Council discussed the need to obtain at least three bids for the Depot decking project as required by grant conditions. Mrs. Wheeler reported on contractor outreach efforts and documentation of responses.
 - Mayor McCurdy directed continuing the bid process and documenting contractor contacts to meet procurement requirements.
- Council received updates regarding potential volunteer support for the Depot, including assistance with visitor engagement and historical exhibits.
- Mrs. Wheeler also noted preliminary discussions regarding the formation of an advisory committee for planning assistance related to a new business application.

Mayor's, Council, and City Staff Reports

Maintenance Report

- Maint. Tech Hollibaugh reported that routine maintenance activities are ongoing. Updates included work on water meters, meter box repairs, winter maintenance activities, and vehicle maintenance. Mr. Hollibaugh noted continued training and certification work, as well as progress on addressing infrastructure repairs using existing materials. No action was taken.

City Hall Report

- City Clerk Melzer provided updates on facility operations, including office scheduling during the holiday period, billing timelines, and administrative workload. Assistant City Clerk Carlson noted

that year-end billing and administrative tasks would continue to be prioritized despite holiday closures. No formal action was taken.

Council Reports

- Councilors provided updates regarding population data, water meter planning, stewardship of the community garden, intergovernmental agreements, and appreciation for recent holiday decorations and WSEC improvements.

Mayor's Report

- Mayor McCurdy provided general guidance regarding budget awareness, project prioritization, and the importance of maintaining focus during meetings. No formal action was taken.

HB 5202 Community Development Funds

- None

Old/Unfinished Business

- **Well #1 Motor/Pump Replacement Bid**
 - Staff reported that a bid had been received from Mathers and Sons in the amount of \$29,249 for replacement of the Well No. 1 pump. It was noted that additional contractors were contacted, but either did not respond or declined to submit a bid.
 - Cnc. Altman motioned to pay Mathers & Sons \$29,249.05.
 - Cnc. Anglin seconded.
 - In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, DeGrange, Minter
 - Motion passed.
- **Bell Design Contract - Engineering and Planning Services**
 - Staff presented a proposed professional services agreement with Bell Design for engineering services. It was noted that the contract would be limited to \$25,000 for planning services and up to \$100,000 for engineering services for the remainder of the fiscal year, in compliance with procurement requirements.
 - Council discussed procurement thresholds and the option to reevaluate services during the next budget cycle.
 - Cnc. McAllister-Wynne motioned to authorize the mayor to sign the professional services agreement with Bell Design for engineering services, subject to the stated fiscal year limitations.
 - Cnc. Altman seconded.
 - In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, DeGrange, Minter
 - Motion passed unanimously.
- **Pioneer Surveying & Engineering - Clark Street Sidewalk West Side Replacement**

- Dustin Conroy and Nathan Bischoff presented design plans, cost estimates, and bid documents for the proposed sidewalk improvements on the west side of Clark Street. The presentation included discussion of construction phasing, business access during construction, fencing, existing concrete conditions, underground utilities, and coordination with property owners.
- Staff noted that the project qualifies for solicitation through the City's small works procurement process.
- Council discussion followed regarding construction timing, utility coordination, bid solicitation, and maintaining access to adjacent businesses.
- Cnc. Altman made a motion to have Pioneer Engineering continue working.
 - Cnc. DeGrange seconded.
 - In favor: Mayor McCurdy, Cncs Altman, Anglin, McAllister-Wynne, DeGrange, Minter
 - Motion passed.
- **Pipe Rack for Biggs/Lower Shop Bid**
 - Staff reported receiving a bid from Kent Home & Building in the amount of \$18,895 for construction of a pipe rack at the shop facility. Staff noted the rack is required for safe storage of pipe materials and to address OSHA safety concerns.
 - Council discussed cost concerns, budget impacts, and potential funding sources. No action was taken pending additional information regarding OSHA requirements and funding options.
 - Action: Item tabled for January 2026 meeting.

New Business

- **2010 Ford F250 Super Duty Truck Transmission**
 - Staff provided a brief update regarding mechanical issues with the City truck, noting the transmission repair may be covered under warranty. Additional information will be provided at a future meeting.
- **Residential Code (Planning Assistance Grant) - Advisory Committee**
 - Staff discussed the need to form an advisory committee to assist with residential code updates and planning efforts. Council discussed potential membership and community participation. No formal action was taken.
- **Bigelow Canyon Solar Project - Water Purchase Discussion**
 - Staff informed Council that representatives of the Bigelow Canyon solar project have requested to enter discussions regarding purchasing water from the City during construction. Staff noted potential impacts on the City's water system and the need for further evaluation.
 - Council discussed system capacity, potential revenue, infrastructure impacts, and the need for engineering and legal review prior to any agreement.
 - Direction: Council provided direction to staff to gather additional information, including an engineering evaluation and legal review, and to return with recommendations at a future meeting.

Adjournment

Mayor McCurdy adjourned the meeting at 8:30 PM.

Minutes submitted by: Melissa Carlson, Asst. City Clerk

Signed _____

Signed _____