

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF AUGUST 10, 2021**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA L. WEST, CITY MANAGER
SUBJECT: RESOLUTION NO. 21-22-004

ISSUE

Shall the City Council adopt Resolution 21-22-004 confirming receipt of a Notice of Acquisition of a Temporary and Permanent Easement, donating those easements to the City of Willamina, and authorizing the City Manager to execute any and all documents effectuating that donation?

RECOMMENDATION:

Adopt Resolution 21-22-004.

SUMMARY AND BACKGROUND

The City of Willamina City Council previously approved the February 2015 Water Master Plan (hereinafter "Plan"). That plan recommends that due to an eroding riverbank which deposits large amounts of sand and silt into the City's water intake system, that the City of Willamina intake system should be moved to a location downstream from its current location.

In 2018, a gravel bar migrated within the river and landed on the City's water intake. The City was able to remove that portion of the gravel bar that landed on the intake. This year (2021) that same gravel bar once again migrated and has landed on the City's water intake. The City is currently working with our engineers and all federal and state agencies to once again get into the water and remove that portion of the gravel bar that landed on the intake.

With the original 2015 problem of sand and silt being deposited in the City's water intake system due to the eroding riverbank, and the 2018 and 2021 problem of a shifting gravel bar, the City's engineers have opined that within the next two to three years, the City's water intake system would be inoperable due to one or both of these issues resulting in the City's inability to provide potable water to its citizens, the Willamina School, and the West Valley Fire District.

In addition, the City's engineers recommended that the City not only undertake moving the water intake system, but also that the City upgrade subordinate water system elements including improvements to the intake pump station, the 12" main from the

water intake to the water treatment plant, and the 6th street booster station which services those lines. Further, it was recommended that the City install a new main line from the Water Treatment Plant to the Willamina School District.

The City applied for and received a 2018 Community Block Grant in the sum of \$500,000 from Business Oregon for the design of the project. In addition, the City applied for and received a 2021 Community Block Grant in the sum of \$300,000 from Business Oregon for the increased design costs. The total cost for the design portion of the project is expected to be to \$800,000.

The City must plan for the construction phase of this project. This phase includes, among other things, locating necessary funding, acquisition of easements, and construction of the project as designed.

The City has sent out a number of letters to those individuals and businesses who own property upon which the City will require an easement. Some of those individuals and businesses have offered to donate the easements to the City. City staff believe it is due to the desperate need of the community for continued water service and the community-minded individuals and businesses who own these easements.

The City of Willamina owns a property upon which both a temporary and a permanent easement is necessary to complete this construction phase of this project. Although it seems counterintuitive, the federal funders of this project will require documentation proving that the City provided official notice to the City, and that the City wishes to donate the easements to the City. Therefore, City staff have prepared the attached Resolution No. 21-22-004 confirming the City's receipt of the Notice and the City's desire to donate the easements.

FACTS AND FINDINGS

1. The City of Willamina City Council previously approved a February 2015 Water Master Plan which recommends moving the City's water intake system due to sand and silt being deposited in that system due to an eroding riverbank.
2. In addition to the sand and silt deposits, a gravel bar is migrating toward the City's intake and has deposited large amounts of gravel and silt on the City's intake vents.
3. Due to these two factors, the City's engineers are of the opinion that the City's intake will fail within the next two to three years. Therefore, the City must move the intake as soon as feasible in order to continue to provide water to the community.

4. City staff applied for and the City has received \$800,000 in grants to complete the design of the project which includes moving the intake, placing larger main lines from the intake, upgrading the booster plant, and placing a large main line to the Willamina School Campus.
5. There remains \$5.4 million in funding needed to complete the construction phase of the project.
6. In order to complete the project, the City must acquire temporary and permanent easements across land owned by a number of individuals and businesses. As required by law, letters were sent to those property owners. A number of those businesses and individuals have offered to donate the needed easements to the City.
7. The City of Willamina owns property upon which both a temporary and permanent easement is needed to complete the project. The federal funders require that the City confirm receipt of a notice of easement letter from the City and that should the City wish to donate those easements, that the City also receive written verification from the City to donate those easements.
8. The attached Resolution No. 21-22-004 provides the necessary verification and documentation as required by the federal funders.

Proposed Motion: I move the City Council adopt Resolution 21-22-004.

Kenna L. West

Kenna L. West, City Manager

Attachment: Resolution No. 21-22-004 with attachments

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA
SITTING IN A REGULAR MEETING**

RESOLUTION NUMBER 21-22-004

A Resolution of the Willamina City Council Confirming Receipt of a Notice of Acquisition of a Temporary and Permanent Construction Easement and Donation of that Easement to the City of Willamina

WHEREAS, the City of Willamina is participating in a water improvement project (Project) to replace approximately 4,280 linear feet of existing raw water pipeline throughout the City of Willamina, installing approximately 3,410 linear feet of new distribution mains to improve pressure to the Willamina school complex, and relocating the water intake location in Willamina Creek to provide an increased supply of water to the community; and

WHEREAS, the City of Willamina has been awarded federal grant funds from the Oregon Community Development Block Grant Program to assist with this important Project; and

WHEREAS, the City of Willamina owns the property described as Tax Lot R6701AD 00200 as seen on the enclosed map which by this reference is incorporated herein, upon which both a permanent and temporary easement is necessary to complete the installation of a water line to the Willamina School Complex facility. This water line will provide the required fire flow pressures which are necessary for the safety of our children should a fire break out at the school complex; and

WHEREAS, a notification letter, attached to this Resolution and by this reference incorporated herein, explaining the Project, informing the City of its rights under federal law, and delineating the proposed temporary and permanent construction easement by both letter and map; and

WHEREAS, the notification letter also indicates an opportunity for the City to donate the proposed temporary and permanent construction easement for the Project; and

WHEREAS, the Project will benefit the residents of the City of Willamina.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA THAT:

Section 1: The City of Willamina confirms receipt of the letter attached to this Resolution; and

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Section 2: The City of Willamina hereby authorizes the donation of the proposed temporary and permanent construction easement as delineated in the attached letter and attached map, and further authorizes the City Manager to execute any and all necessary documents to effectuate same.

PASSED and **ADOPTED** this 10th day of August, 2021 by the following votes:

Councilor Baller: aye
Councilor Johnson: aye
Councilor McKnight: aye
Councilor Wilson: aye
Councilor Wooden: aye



Robert Burr
Robert Burr, Mayor

ATTEST:

Bridget Meneley
Bridget Meneley, Deputy City Recorder