

MINUTES
STANFIELD CITY COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 15, 2019
STANFIELD CITY COUNCIL CHAMBERS
150 W. COE AVENUE

CALL TO ORDER

The regular meeting of the Stanfield City Council was called to order at 7:00 p.m. by Mayor Tom McCann at the Stanfield City Council Chambers, located at 150 West Coe Avenue, Stanfield, Oregon.

ROLL CALL

Members present were Mayor McCann, Councilors Scott Challis, Del Manley, Don Tyrrell, Susan Whelan, and Ralph Parrish and Student Representative Madison Poulson. Councilor Jason Sperr was absent. City Staff present were City Manager Blair Larsen, Police Chief Bryon Zumwalt, Librarian Cecili Longhorn, Municipal Judge Rose Emerson, and Finance Director Jerry Carlson.

FLAG SALUTE

Mayor McCann led the audience and members of the Council in the Pledge of Allegiance.

APPROVAL OF MINUTES FROM DECEMBER 18, 2018

Councilor Whelan pointed out a couple of errors, one in the motion for adopting Ordinance No. 431 and one in the suggested price for the building at 170 S. Main Street. Mayor McCann approved the minutes for the December 18, 2018 City Council Meeting as corrected.

SWEARING IN OF NEW AND REELECTED CITY COUNCILORS

Municipal Judge Rose Emerson swore in newly-elected City Councilor Scott Challis, as well as reelected Councilor Del Manley.

ELECTION OF NEW COUNCIL PRESIDENT

Councilor Manley nominated Don Tyrrell to serve again as Council President. Councilor Whelan seconded and moved that the nominations be closed. Councilor Parrish seconded that motion.

Ayes: Challis, Manley, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

COMMITTEE REPORTS

Mayor McCann announced the following Council Committee appointments: Don Tyrrell and Ralph Parrish as the Police/Court Committee, with Councilor Tyrrell as chair. Del Manley and Susan Whelan as the Public Works/Building Committee, with Councilor Manley as chair. Jason Sperr and Scott Challis as the Finance/Administrative Committee, with Councilor Sperr as chair. He said that he proposed no changes to the Safety Committee, which currently consists of Chief Zumwalt, Jerry Carlson, and Trevor Morris.

Police/Court: Chief Zumwalt submitted the report in writing. There were no questions about the Police or Court reports.

Public Works/Building: Mr. Morris said that they have been doing a lot of regular maintenance in December, and not much else. He said the new Public Works storage building is complete, and everything is moved in. He also said that the new sewer line for the next phase of the Panoramic Ridge subdivision was started last week.

Finance/Administrative: Councilor Whelan asked why there is a deferred compensation fund with a zero balance listed on the Finance Report. Mr. Larsen said that the City used to have a deferred compensation fund that existed as a pass-through fund. He said that fund was eliminated a couple of years ago, which is why it is zero. Mr. Carlson said that it is on the report simply because he did not change the report structure. He said that there are other funds that can be removed as well. Councilor Whelan asked what service connections in the Water fund are, and why we have collected so much more than what was budgeted. Mr. Carlson said that these are for new water meters installed at new homes. Mr. Larsen said that this is budgeted

conservatively, because the City doesn't usually know how many houses will be built in a given year.

Councilors Manley and Parrish moved and seconded to approve the Financial Report for the month of December, 2019. Ayes: Challis, Manley, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

Councilors Manley and Parrish moved and seconded to approve the payment of the bills for the month of December in the amount of \$159,190, as funds become available. Ayes: Challis, Manley, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

Safety: None.

Library: Ms. Longhorn said that the Library was very busy in December. She described the "Polar Express" event that the Library held. She said that the Library has also started conducting adult craft nights, and those have been completely booked. Councilor Whelan thanked Ms. Longhorn for her hard work and everything that the Library is doing. She also said that she has contacted the school, and they are doing an art display at the Library. She said that in February the Library will be holding fine forgiveness in exchange for canned food items.

Councilors Whelan and Manley moved and seconded to approve all the committee reports. Ayes: Challis, Manley, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

COMMENTS FROM THE AUDIENCE

Mr. Carlson asked about Mr. Morris' request to change the start time for Council meetings to 6:00 pm. Councilor Challis mentioned there seems to be public support for it in the survey. Councilor Manley said that he doesn't have a problem with it. Councilor Whelan said that it is common to eat dinner at 6:00 pm. Councilor Parrish said that he works until 5:00 pm, but most of the time should be able to make it to a 6:00 meeting.

Mr. Larsen said that he couldn't remember if the time of meetings was specified in the Council rules, but those can be amended by motion. He asked that any change in start time wait until March, as he has already advertised some public hearings in February.

Councilors Manley and Challis moved and seconded to change the time of Council meetings to 6:00 pm starting in March. Ayes: Challis, Manley, Parrish, and Tyrrell. Nays: Whelan. Motion carried.

OTHER BUSINESS

Mr. Larsen said that the City has a bank account for the new user fees, but the ordinance does not require it, and it only adds work for staff. He asked that the Council by motion order the closing of the account.

Councilors Whelan and Manley moved and seconded to close the new user fee bank account as recommended. Ayes: Challis, Manley, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

Mr. Larsen said that final results for the survey have been compiled and made available. Councilor Whelan asked what the plan was for using the information. Mr. Larsen said that he would use the information at the staff level to shape decisions, and he recommended that the Council also use the survey for future Council actions. Mayor McCann recommended that the surveys be used in future Council workshops. Mr. Larsen said that the surveys should be used when making coming budget discussions.

Mr. Larsen said that the sale of 170 South Main is moving forward, but the contract is not signed yet. He said the sale price will be \$122,000, as is, with the exception of the front door being replaced. He said that the City would split closing costs, and there will be a 3% realtor fee. He said that the buyer requested 3rd party verification that the HVAC unit is functioning. Mr. Larsen said that state law requires a public hearing on the sale of the property, and he is planning that for February 5th.

Mr. Larsen said that he provided a report on the status of the City's goals, and he is able to take questions on that.

Mr. Larsen gave a report on a meeting he attended about the 2020 U.S. Census. He outlined the importance of the Census, and how the City can aid that effort.

Mr. Larsen notified the Council that he learned from the City Manager of Irrigon that the City there is paying to put in cluster mail boxes, and their Post Office will take over the maintenance.

He asked if the Council is interested in pursuing a similar project, which would benefit citizens in much of the City, as they would no longer be required to get a Post Office box. The Council and Staff discussed the idea and how it would work.

Mr. Larsen asked if the Council would like to pursue the Library Community Room idea. He said there is some funding in the current year's budget that is currently set aside for 170 S. Main Street that could be repurposed to pay an architect to put together some conceptual drawings and plans. The Council and Staff discussed the idea. The consensus of the Council was to pursue the idea. Mayor McCann suggested waiting until after a contract is signed before repurposing those funds.

Mayor McCann asked about the status of 110 N. Main Street. Mr. Larsen did not have any new information to share. The Council and staff discussed the site and the need for improvements.

COMMENTS FROM THE STUDENT REPRESENTATIVE

Madison Poulson reported that the students raised \$500 for the wounded warrior project, and the funds were donated today. She said that will be a continuing project. She also said that they are talking about doing a "pennies for patients" fundraiser for leukemia survivors.

COMMENTS FROM THE COUNCIL

Councilor Whelan said that there is an LOC meeting in Irrigon, and goal setting is one of the topics. She said she thinks the City can do better on its goal setting efforts. Mayor disagreed, and said that the City has accomplished every goal it has set in the last twenty years, and it just takes time. Councilor Whelan said that the current goals are not a small enough target, and not very memorable. She said that City Hall hours were mentioned in the survey, and she asked about being open during the lunch hour. Mr. Larsen said in the past there have not been enough employees present to be open during lunch, because the City doesn't consistently have enough people present, because the times when there is only one person there are often enough that it would be difficult to schedule people. Mr. Larsen said that it is easier if there are two people present, so that someone can take phone calls and the other can talk to people at the counter. Councilor Manley said it is also a safety issue to have two people on duty. Mr. Larsen said that he is not opposed to it, but would rather not add that complexity right now. The Council and staff discussed the issue.

Councilor Challis said that there was a paragraph in the survey about library, and the commenter claimed it was hard to find, and the City should improve and promote what it has. Councilor Challis said that street signs directing people to the Library would be helpful. Mayor said there is one. The Council and staff discussed wayfinding signs in town.

ADJOURNMENT

With no other business to consider, Mayor McCann adjourned the regular meeting of January 15, 2019 at 8:23 p.m. The next meeting was scheduled for February 5, 2019.

Respectfully Submitted,

W. Blair Larsen, City Manager/Recorder

Attest: _____

Mayor

Date of Approval: _____