

MINUTES
STANFIELD CITY COUNCIL
REGULAR MEETING AND BUDGET COMMITTEE MEETING
TUESDAY, MAY 7, 2019
CITY COUNCIL CHAMBERS
150 WEST COE AVENUE

CALL TO ORDER

The regular meeting of the Stanfield City Council and Stanfield Budget Committee meeting was called to order at 6:00 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 and Councilors Scott Challis, Del Manley, Susan Whelan, Jason Sperr, Don Tyrrell, and Ralph Parrish and Student Representative Madison Poulson. City Staff present were City Manager Blair Larsen, Public Works Director Scott Morris, Librarian Cecili Longhorn, and Finance Director Jerry Carlson. Police Chief Bryon Zumwalt was absent.

Budget Committee members present were Nelly Chavez, Carlos Chavez, Bryn Braithwaite, Doug Alvarez, and Steve Otzenberger.

FLAG SALUTE

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

APPROVAL OF MINUTES FROM APRIL 16, 2019

Mayor McCann approved the minutes for the April 16, 2019 City Council Meeting as corrected.

PRESENTATION OF A PLAQUE TO FORMER CITY COUNCILOR JACK HUXOLL IN APPRECIATION OF HIS 20 YEARS OF SERVICE TO THE CITY

Mayor McCann presented a plaque to former City Councilor Jack Huxoll in gratitude for his 20 years of service.

FY2019-2020 BUDGET COMMITTEE MEETING

Mayor McCann adjourned the regular Council meeting and opened the budget committee meeting. He invited the committee to nominate a chairman of the committee.

Councilor Tyrrell nominated Doug Alvarez as chairman. Mayor McCann seconded the motion. Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Alvarez asked for clarifications on the increases on the salary and wages. Mr. Larsen explained that a salary and wage study was approved recently. He noted that the proposed budget reflects budgeted salaries, not actual raises—he said that employees still need to qualify for their merit increases. He said that the proposed budget also adds an entry-level position to Public Works. The committee discussed salary increases and personnel costs, and other uses for that funding.

Mr. Alvarez asked about economic development efforts with the newly changed urban growth boundary. Mr. Larsen explained the City's current position in the Greater Umatilla Enterprise Zone, and how that zone will be cease to exist soon. He said the City will be moving forward with creating its own enterprise zone.

Mr. Alvarez called for comments on the General Fund. The Committee discussed the Echo Police contract, the expected increase in fines and forfeitures, and fluctuations in personnel costs. Mr. Carlson suggested that funding in building maintenance be moved to Capital Outlay, since it will be paying for a new HVAC system. The Committee discussed the pending sale of 170 S. Main and the impact on the budget.

Mr. Otzenberger moved that the revenues and expenditures for the General Fund be approved as amended to move funding from building maintenance into Capital Outlay. Mr. Carlos Chavez seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Alvarez called for questions regarding the Street Fund. The Committee discussed the Harding Avenue repaving project, and the new franchise fees going into the Street Fund.

Mr. Carlos Chavez moved that the revenues and expenditures for the Street Fund be approved as presented. Mr. Otzenberger seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Alvarez called for comments on the Water Fund. The committee discussed the ongoing water rate study, and funding improvements on the historic water tower.

Mrs. Braithwaite moved that the revenues and expenditures for the Water Fund be approved as presented. Mr. Carlos Chavez seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Alvarez called for comments on the Sewer Fund. The committee discussed the sewer rate study.

Mr. Otzenberger moved that the revenues and expenditures for the Sewer Fund be approved as presented. Mrs. Braithwaite seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Alvarez called for comments on the Library Fund. The committee discussed planned donations and grants, and the interior remodeling of the library building. Mr. Larsen said that the building improvements should be listed as grant and donation funded.

Mr. Carlos Chavez moved that the revenues and expenditures for the Library Fund be approved with the description amended to state that the building improvements are grant and donation funded. Mr. Otzenberger seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Larsen explained what the Public Safety Fund is. The committee discussed the fee and the collection of the fee.

Mrs. Braithwaite moved that the revenues and expenditures for the Public Safety Fund be approved as presented. Mr. Otzenberger seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Larsen explained the purpose of the Utility Reserve Fund.

Mrs. Braithwaite moved that the revenues and expenditures for the Utility Reserve Fund be approved as presented. Mr. Carlos Chavez seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Larsen explained the purpose of the System Development Charge Fund.

Mr. Otzenberger moved that the revenues and expenditures for the System Development Charge Fund be approved as presented. Mrs. Braithwaite seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

The committee discussed the Garbage Fund.

Mr. Carlos Chavez moved that the revenues and expenditures for the Garbage Fund be approved as presented. Mrs. Braithwaite seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C.

Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Larsen explained the purpose and function of the Fuel Tax Fund. He said the proposed budget includes funding for beginning work on the Panoramic Ridge neighborhood park. The committee discussed parks and trails.

Mrs. Braithwaite moved that the revenues and expenditures for the Fuel Tax Fund be approved as presented. Mr. Otzenberger seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Otzenberger moved that the overall budget be recommended to the City Council for adoption, as amended. Mayor McCann seconded the motion. Ayes: Alvarez, Braithwaite, Challis, C. Chavez, N. Chavez, Manley, McCann, Otzenberger, Parrish, Sperr, Tyrrell, and Whelan. Nays: None. Motion carried.

Mr. Alvarez closed the Budget Committee meeting. Mayor McCann reopened the regular meeting, and thanked the members of the budget committee for their time and help.

COMMENTS FROM THE AUDIENCE

None.

OTHER BUSINESS

Mr. Larsen explained the proposed agreement with Intermountain Educational Service District to provide IT support. He said that he included this in the proposed budget. Councilor Sperr expressed concern about the limited hours. Mr. Larsen said that it is a good deal for the money, and the hours for the year can be used faster than only 4 hours per month. He said that there is an option for purchasing more hours in the future. He said that there would be some preventive maintenance provided that should decrease regular usage and make the hours the City does use more effective. Mr. Morris said that they do a great job for the School District. Mr. Larsen said that many area cities use them, and they are far cheaper than the other businesses he found. Councilor Whelan said that she would like City staff to spend their time doing other things.

Mr. Larsen distributed a memo and said that he'd been offered a position with another City, and would be leaving the City of Stanfield. He said his new job would be with the City of Sweet Home, Oregon as their Community and Economic Development Director. He said that he was proud of the work he had been able to do in the City, and he believed the City was in a better position than when he arrived. He thanked the Council and Staff for their support over the years, and said that he really enjoyed working with them. He said that his last day would be June 18th, so there is a lot of time to get the budget adopted and wrap up other work.

The Council and Staff discussed the City Manager position and salary and the process for recruiting a replacement. The consensus of the Council was to have the Finance and Administrative Committee meet before the end of the week to put together recommendations for the Council, and hold a special City Council meeting the following Tuesday.

COMMENTS FROM THE STUDENT REPRESENTATIVE

Ms. Poulson said that her graduation will be May 25th, at 10 am. She said she hopes to see some of the Council and staff there.

COMMENTS FROM THE COUNCIL

Councilor Sperr thanked Mr. Larsen for his service. Councilor Whelan said she would bring the proper accoutrements for Ms. Poulson at the next meeting. She also asked Mr. Morris about the possibility of Frisbee golf at the park on Ball Avenue. He said that it didn't occur to him to have it at that location, because he thought it was too small. She said that she wanted to draw more people to that park. Mr. Morris said he doesn't have a problem with the idea of Frisbee golf, if they can find the right place for it.

ADJOURNMENT

With no other business to consider, Mayor McCann adjourned the regular meeting of May 7, 2019 at 7:43 p.m. The next meeting was scheduled for Tuesday, May 14, 2019.

Respectfully Submitted,

W. Blair Larsen, City Manager/Recorder

Attest: _____

Mayor

Date of Approval: _____