

MINUTES
STANFIELD CITY COUNCIL
REGULAR MEETING AND PUBLIC HEARING
TUESDAY, JUNE 18, 2019
CITY COUNCIL CHAMBERS
150 WEST COE AVENUE

CALL TO ORDER

The regular meeting of the Stanfield City Council was called to order at 6:00 p.m. by Mayor Thomas McCann at the Stanfield City Council Chambers, located at 150 West Coe Avenue, Stanfield, Oregon.

ROLL CALL

Members present were Mayor Tom McCann and Councilors Don Tyrrell, Scott Challis, Del Manley, Susan Whelan, Jason Sperr, and Ralph Parrish. City Staff present were City Manager Blair Larsen, Finance Director Jerry Carlson, City Clerk Sandy Endicott, Assistant Clerk Nikki McCann, Judge Rose Emerson, Public Works Director Scott Morris. Police Chief Bryon Zumwalt was absent.

FLAG SALUTE

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

APPROVAL OF MINUTES FROM JUNE 4, 2019

Mayor McCann asked if there were any comments or corrections to the minutes.

Jerry Carlson pointed out that Jason Sperr was absent from that meeting, though he was listed as present and voting on issues.

Mayor McCann approved the minutes for the June 4, 2019 City Council meeting as corrected.

ODOT PRESENTATION ON US 395 REPAVING PROJECT

Bryan Strasser, Daniel Fine, and Jeff Biggerstaff from ODOT gave a presentation explaining the work they will be doing in repaving 395 from Hermiston to I-84, which should give us another 15-20 years of use. They explained that in doing this project, they must upgrade all street corners to meet the newest ADA requirements for ramps, which could involve the construction of bulb outs. They had met previously with City Manager Blair Larsen to discuss this project, and he explained to them the vision we had for the down town area street-scaping. At that time ODOT did not have money in the budget for Stanfield, but rather presented this as a possible project for the not too distant future. After revisiting their budget, ODOT explained that they had extra money allocated to this project due to the changes in ADA ramp requirements.

If the city council approves the use of bulb out curbs, it will visually help slow down traffic and improve safety for pedestrians crossing 395, as they would have a shorter distance to cross in the active lanes of traffic. The bulb out curbs would also help ODOT as they would not need to relocate poles, electrical lines, light signals, etc. thus saving them money and time. It would also have a smaller impact to the businesses on those street corners. The city would have the opportunity to stub out for future water and electrical if it so chose, which would work toward the goals for the downtown area. The city would have to absorb the extra cost of any work over and above the paving and ramp work. ODOT said they could probably absorb minor changes to the design, but not the cost of major changes.

The bulb outs could be smaller, approximately 6 feet if we want to retain the five travel lanes we currently have, or they could be larger, approximately 12 feet if we use the recommended "road diet" which would decrease traffic to one lane each direction with a turn lane. This would also allow us to put in a bike lane and wider parking spaces, so people exiting their cars are not standing in the travel lanes. Blair Larsen noted that this would slow traffic to the speed limit and let people know that this is a city. It would give us a "sense of place" and make the downtown area more vibrant he stated. It would also encourage people to stop in the local businesses and

restaurants. It was mentioned that many people who come to the Municipal Court stated that the roadway was so wide and open they thought it was still a 55 mph highway zone. ODOT stated that landscaping visually encourages people to slow down too.

With the larger bulb outs ODOT would not clear snow behind them. Scott Morris explained that would not be an issue as he currently clears off the parking strip anyway. We would also be responsible for maintaining anything in the bulb out area. Scott explained that we currently maintain the median between here and Hermiston, so this would not be an issue.

Councilor Challis expressed concern about traffic merging from side streets as that is already an issue. ODOT explained that the road diet plan would make all cars drive the same speed which would create more gaps to merge, and you would only be watching three lanes instead of five when merging. They would also upgrade the traffic light to a video sensing system which would prevent cars from backing up too much at the lights, which would help prevent congestion. ODOT also mentioned that often times a semi-truck will stop at a cross walk for a pedestrian, but the car behind them doesn't see the pedestrian and will swerve around the truck striking the pedestrian. ODOT stated that there have been fatalities because of this. Having only one lane would remove that danger. ODOT played a short video clip and explained how the road diet plan was implemented in Milton-Freewater and other small cities with a highway running through. Strasser spoke of how people there were skeptical, but now are believers as it has worked well for them. The key they said is educating the public. When asked how much traffic Milton-Freewater has compared to us, ODOT said that they have more traffic, about 5,000 more cars per day than Stanfield. Milton-Freewater has about 300 trucks per day, and Stanfield has about 600 trucks per day. They encouraged people to drive to one of these cities and check it out for themselves.

ODOT said this project is in design phase until Fall of 2020 to Spring of 2021 when the sidewalk work would begin. Paving work would begin in the Spring/Summer of 2021. If we want to do the larger bulb outs, we need to tell ODOT in about two months. We would need to make some design decisions in the next couple of months, and budget for those decisions in our 2020/2021 budget.

When asked what they need from us at this time, ODOT replied that they need a decision on whether or not to do bulb outs. They did not need an answer on the size of the bulb out yet, just whether or not there would be one.

Councilors Whelan and Sperr moved and seconded that we approve ODOT to do the bulb outs. Ayes: Councilors Challis, Manley, Sperr, Whelan, Tyrrell, and Parrish. Nays: none. Motion carried.

Mayor McCann said he would like to hold a public meeting to discuss this matter with the citizens before making any decisions on the number of lanes. A public hearing with ODOT was set to be held at Stanfield High School on July 16th. ODOT was asked to present more visuals for the public as people will have a hard time envisioning the changes, as there was no objection, they agreed to do so.

Mayor McCann called for a five minute recess.

Mayor McCann called the meeting back to order.

WATER RATE STUDY PRESENTATION BY ANDERSON PERRY & ASSOCIATES

Dave Wildman and Derek Rich from the engineering firm of Anderson Perry & Associates gave a presentation on the water rate study recently completed for the city. This study was fully funded by the state through Business Oregon, via a forgivable loan. They reviewed our revenue and expenditures and said that our fund has been healthy in recent years, but with the trends they see in revenue versus expenses, we will need to raise our rates or we will be in the red by the year 2023. In addition to inflation, there are rising costs due to personnel, adding another public works position, equipment, and water quality testing.

They said that our rate structure is very complicated, and the proposed changes could help simplify it while making it more fair and equitable to all users.

There are over 2 million dollars in priority improvements that need to be made to the water distribution system. The core system is in good shape for now. They presented 4 options for changes using Portland State's population study and our annual water usage, as well as a 4% inflation rate. Blair Larsen noted that it has been six years since we had a raise in rates. If we

decide to go with any of these plans and the improvements are done, we don't have to raise rates at the prescribed dates if we don't need the money that year. Council will have the option to freeze the rates after the budget review.

Blair Larsen stated that our software has the capability to do any of these proposed rate changes.

Councilor Whelan asked if our meters are read monthly. Scott Morris replied yes, and this proposed base rate with 5,000 gallons included would be great for the months when we have deep snow and can't find the meters. It would give us at least a base to charge customers.

Option 1: The city would self-fund improvements with a 10% rate hike per year starting in 2020. This means we would have to save for years before doing the improvements.

Option 2: The city would get a loan to do all the improvements at once, paying back the loan by increasing the rates 25% in 2020 and 6% each year following. Costing the city more in the long run due to interest paid.

Option 3: All customers pay the same base rate of \$25.00 regardless of meter size. 5,000 gallons would be included, with a per 1,000 gallon charge over that. The council could set the next tier level to whatever they choose, but the engineers used 15,000 gallons. Low volume users would see a temporary reduction of rates. Employees felt that the public would like getting something included with the base rate. They are always asking how much water is included with the base rate. Again we would have to do projects as funds become available.

Option 4: Uses the same rate structure as option 3, but uses a loan to do all the improvements now.

Councilor Whelan said that option 3 seems to be the best option, others agreed. Blair Larsen pointed out that option 4 would not be bad if we could get a loan through a state program for 2% or less, which is below inflation. He said we went through a One-Stop process last June, and it was very simple to do. The new City Manager can check with Business Oregon.

The council thanked the Anderson Perry staff for their presentation, and expressed their appreciation for being given 4 different options to consider.

The engineers suggested the council may want to table further discussion until the new City Manager is on board to implement it. The council agreed to revisit this in October. Blair pointed out that the F/Y 2019-2020 budget has already been adopted using the current rate structure, so we don't have to do this immediately.

LAND USE PUBLIC HEARING REGARDING A PROPOSAL TO CHANGE RESIDENTIAL REAR YARD SETBACKS FROM 15 FEET TO 10 FEET

Mayor adjourned regular session to open the public hearing.

Comments from the audience:

Jerry Carlson expressed concern that the development code verbiage was not specific enough defining what the "rear yard" of the property is. This was determined to be an issue separate from this ordinance, and should be addressed by the Planning Commission.

Comments from the council. None.

Mayor McCann adjourned the public hearing and went back in to regular session.

FIRST READING OF ORD. NO. 438-2019: AN ORDINANCE AMENDING THE CITY OF STANFIELD DEVELOPMENT CODE

Mayor McCann did the first reading of ordinance 438-2019 changing the rear set back from 15 feet to 10 feet in the residential zone. The second reading will be at the July 16th council meeting.

Councilors Sperr and Manley motioned and seconded to approve the ordinance and present for second reading on July 16, 2019. Ayes: Challis, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

SUPPLEMENTAL BUDGET HEARING

Mayor McCann recessed the regular meeting and opened a public hearing on a proposed supplemental budget for the 2018-2019 Fiscal Year.

This is necessary because we sold 170 S. Main and the bank required us to pay off the loan for 160 and 170 S. Main with the proceeds from the sale. Since the payment of that loan is not money we had budgeted to spend, that money needs to be recognized and allocated in this 2018-2019 fiscal year.

Comments from the audience: None

Comments from the Council: None

The Public hearing was then closed, and regular meeting reconvened.

RESOLUTION NO. 08-2019 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019 AND MAKIING APPROPRIATION CHANGES FOR THE GENERAL FUND

Councilors Sperr and Manley moved and seconded to adopt resolution No. 08-2019 adopting a supplemental budget increasing the general fund 2018-2019 budget by \$119,298.00. Ayes: Challis, Whelan, Parrish, Sperr, Manley, and Tyrrell. Nays: None. Motion carried.

COMMITTEE REPORTS

Police/Court: Police and court reports were included in the packets. Chief Zumwalt was not present for comment. Sandy Endicott reported that the clerks and Judge will be meeting to discuss the new changes in court procedure and laws that have taken place, to be sure that we are still in compliance with the changes. Assistant Clerk Nikki McCann noted that our newest officer Alex Jensen has been doing a great job.

Public Works/Building: Scott Morris reports that his team is gearing up for the 4th of July celebration. A new job opening for the public works department is currently being advertised. He is hoping to have someone hired in July.

Finance/Administrative: Councilor Challis reports that he just got the checks reviewed, and Jerry Carlson has been gone for two weeks, so there is nothing to report.

Safety: None

Library: None

Comments from the audience: None

Councilors Whelan and Sperr motioned and seconded that we accept the committee reports. Ayes: Councilors Challis, Sperr, Whelan, Manley, Tyrrell, and Parrish. Nays: none. Motion carried.

OTHER BUSINESS

Blair Larsen brought up the proposal from Mark Seder of Seder Architecture and Design. He is the one who did the street-scape plan for us. He's proposing to do the concept design and feasibility study for converting the current council chambers in to a community room that can be used by the library, city council, and the public, including the area under the water tower. This does not include architectural drawings or the bidding process. Blair Larsen recommends we move forward with this, since we have funds budgeted for this project in the 2019-2020 budget.

Mr. Larsen also reported that the applicant review committee met today to review the six applications we received for the City Manager position. The committee felt all applicants met the minimum requirements, and four of them should be interviewed by phone. The committee consisted of Councilor Susan Whelan, City Manager Blair Larsen, Commissioner George Murdock, and Hermiston City Manager Byron Smith. The council needs to meet this week to determine who will be interviewed by phone, and staff can schedule that in. Mr. Larsen stated that no public notice needs to be given, since we have already advertised our timeline of executive session meetings to discuss recruitment.

Since Mr. Larsen is leaving, we need to designate a new authorized signer for the forgivable loan attached to the water rate study. Currently Mayor McCann, and Jerry Carlson are signers.

Councilors Manley and Sperr motioned and seconded to have Don Tyrrell designated as the new signer. Ayes: Councilors Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

It was also discussed that Councilor Parrish is currently a signer on city bank accounts, but his employment makes it difficult to be available during the day. Perhaps a different councilor should be selected. Currently Mayor McCann, Jerry Carlson, and Don Tyrrell are signers.

Councilor Whelan motioned to have Councilor Manley be a signer, but he declined.

Councilors Sperr and Manley motioned and seconded to have Councilor Whelan be the new signer. Ayes: Councilors Challis, Parrish, Sperr, Manley, Whelan, and Tyrrell. Nays: None. Motion carried.

Mr. Larsen brought up the fact that the council has not officially authorized Jerry Carlson and Sandy Endicott to be co-interim City Managers. This would authorize them to represent the city to vendors, or the public.

Councilors Sperr and Tyrrell motioned and seconded to authorize Mr. Carlson and Mrs. Endicott as co-interim City Managers. Ayes: Councilors Challis, Parrish, Sperr, Tyrrell, Whelan, and Manley. Nays: None. Motion carried.

COMMENTS FROM THE STUDENT REPRESENTATIVE

No student representative at this time.

COMMENTS FROM THE COUNCIL

Councilor Challis asked at the last meeting about painting the fire hydrants. Scott Morris stated that he talked to Carry Munro at the Fire Department, he's still waiting to hear back from him.

Councilor Sperr wanted to recognize Mr. Larsen for the six great years of hard work he has given to the City of Stanfield. It often went unsaid, but we do recognize the hard work he has done on behalf of the public and the council as well.

Councilor Whelan expressed her sadness at Mr. Larsen's departure, she stated that she has enjoyed working with him.

Councilor Whelan inquired about the process we need to follow to carry on with hiring a new City Manager. Mr. Larsen recommended the council meet this week in executive session to iron out the details. Mr. Larsen explained that we don't need to worry about having a quorum since we advertised our agenda for recruitment ahead of time. A meeting was set for Thursday June 19th at 6 pm at City Hall. Councilor Whelan offered to make an agenda for the meeting, Mayor McCann agreed. All council will be present except Councilor Tyrrell.

ADJOURNMENT

With no other business to consider, Mayor Thomas McCann adjourned the regular meeting of June 18, 2019 at 8:45 p.m. The next meeting was scheduled for July 16, 2019.

Respectfully Submitted,

Sandy Endicott Co-Interim City Manager

Attest: _____

Date of Approval: _____

Mayor