

MINUTES  
STANFIELD CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JULY 2, 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 McCann at the Stanfield City Council Chambers, located at 150 West Coe Avenue, Stanfield, Oregon.

ROLL CALL

Members present were Mayor McCann, Council President Don Tyrrell, Councilors Scott Challis, Del Manley, Susan Whelan, Jason Sperr, and Ralph Parrish. City Staff present were Finance Director Jerry Carlson, City Clerk Sandy Endicott, Police Chief Bryon Zumwalt and Public Works Director Scott Morris. Library Director Cecili Longhorn was absent.

FLAG SALUTE

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

APPROVAL OF MINUTES FROM JUNE 18, 2019

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

Councilor Whelan pointed out that the review committee recommended only three people be interviewed, rather than four.

Mayor McCann approved the minutes for the June 18, 2019 City Council meeting with corrections.

ORDINANCE NO. 438-2019 AN ORDINANCE AMENDING THE STANFIELD DEVELOPMENT CODE CHANGING REAR SETBACKS FROM 15 FEET TO 10 FEET IN THE RESIDENTIAL ZONE.

Mayor McCann read the ordinance and asked for comments from the audience.

Bonnie Engum of 265 East Ball Ave. explained to the council her plans to replace her dilapidated shed. Ms. Engum explained that she has a limited timeline in which this work must be done. She has someone schedule to demolish the old structure, and prepare the site where the new structure will be placed. Ms. Engum's main concern is that the valuable belongings currently stored in the old structure, would have to sit out where they could be stolen. For this reason she is asking for the second reading and vote to be done tonight, to speed up the process.

Councilors Whelan and Parrish moved and seconded to adopt the ordinance effective 30 days from today. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

PROPOSAL BY MARK SEDER OF SEDER ARCHITECTURE

Mark Seder gave a slide show presentation regarding the proposed civic center project, which would convert the current council chamber to a multi-use public space.

Mr. Seder explained how his firm has helped other cities such as Ontario, The Dalles, and Maupin Oregon.

Mr. Seder shared how a small city such as Stanfield could complete a large project, without going to the public with a bond. Mr. Seder used the City of Maupin Oregon, population 420, as an example. Maupin recently completed a large multi-use facility using mainly state funds, with foundation funding to complete the finishing touches. Mr. Seder demonstrated how the new space could be connected to the current library hallway, allowing access for various library

programs and classes. A second bathroom could be added, and the renovated space could make use of the vacant space behind the current council chambers. Mr. Seder stated that Blair Larsen wanted to incorporate the space under the water tower in the design, using it as a possible splash park. Mr. Seder indicated that we might be able to receive state park funds for that portion of the project. A splash park with benches could entice travelers to stop, eat, and shop in Stanfield. This would take advantage of the high traffic counts traveling highway 395. Mr. Seder explained how rehabilitation of the council chambers and adjacent sidewalk area on Coe Street, could stimulate the growth of downtown businesses. It could also incorporate some of the streetscape design plans that were previously proposed, such as additional trees and lighting.

When asked, Mr. Seder stated that the design could be completed in 1-2 months depending on the timing of any public hearings that were held. Mr. Seder's firm could also make recommendations as to where, when, and who to apply to for funding.

Councilor Challis suggested we tie in this project with the highway 395 project slated to begin in 2020. Mr. Seder said that he could work with ODOT if we chose, to help the city realize the planned streetscape design.

Councilor Sperr stated that he didn't think the current city council chambers are that bad. All they need is some minor fixes. He felt that citizens would appreciate work done on the streetscape more. Mr. Seder stated that rehabilitation of the building would include changes to the exterior as well. Councilor Sperr suggested that the city review the streetscape plans and prioritize projects, keeping in mind that some of the proposed ideas may not work for Stanfield. Council members agreed. Noise from passing truck, and the wishes of the business owners would have to be taken in to consideration.

Councilor Whelan stated that she was impressed with Mr. Seder's work. The Council thanked Mr. Seder for his presentation.

Councilor Whelan proposed that we wait until the new city manager is hired and has a couple of months to assess the project before making any decisions.

Councilors Sperr and Parrish moved and seconded to table the discussion until a new city manager can be hired. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

#### SMALL CITIES ALLOTMENT GRANT

Jerry Carlson reported that the city has an opportunity once again to apply for a small cities allotment grant. Sandy Endicott explained that we currently have one of these grants to do a project on Harding Street. The current grant will only do one third to one half of the project, an additional grant could potentially do the remainder of the Harding Street project. Some grants have specific requirements to qualify, and we already know that Harding Street qualifies. Mr. Carlson pointed out that we could apply for a different street project should the council choose to do so.

Councilors Whelan and Challis moved and seconded to table the discussion until a new city manager can be hired. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

#### EMPLOYEE SALARY ADJUSTMENTS FOR 2019-2020 FISCAL YEAR

Mr. Carlson explained that Blair Larsen has budgeted for step raises in the 2019-2020 fiscal budget. Mr. Larsen recommended that all the long term employees be granted these step raises. He felt that the two newest employees Alex Jensen, and Trevor Morris, should be evaluated at their one year anniversary date before qualifying for a raise. Mr. Larsen proposed doing all evaluations and future raises on the anniversary of employees hire dates. The Council felt this would be harder on the supervisors, as they must constantly be mindful of anniversary dates and evaluations throughout the year. It would also be more work when budgeting for employee salaries as well. The Council did agree that all new hires should wait until their one year anniversary to qualify for step raises. The Council would like to ensure that the employee handbook reflects this.

Councilors Challis and Manley moved and seconded to institute the budgeted raises, with new hires being eligible after one year. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

## TEMPORARY SALARY INCREASES FOR ACTING CITY MANAGERS

Jerry Carlson asked Sandy Endicott to present their proposal for the temporary salary increases. Mrs. Endicott stated that in the past, the City Council had voted to split the City Manager's pay between the two of them. Mrs. Endicott and Mr. Carlson proposed \$2,500.00 each for themselves, and \$200.00 per month for Nikki McCann, as she has assumed extra duties when they are busy with City Manager projects.

Councilor Whelan asked if this is the total of Mr. Larsen's salary. Mrs. Endicott replied that it is less than Mr. Larsen's 2018/2019 salary rate.

Mr. Carson pointed out that in addition to the overtime they are both putting in, he has been working on Fridays which is beyond his normal 32 hour schedule. Mr. Carlson suggested that we pro-rate the month of June, for the work that they had performed after Mr. Larsen's departure.

Councilor Sperr expressed concern that this would set a precedent for the Police Chief and Public Works Director to request the full salary of missing employees in their departments. The Council decided that this is a separate issue that should be reviewed by the Administrative Committee.

Councilor Parrish asked if covering for the City Manager is mandatory for Mr. Carson and Mrs. Endicott as it would be for a department head, or if it was voluntary.

Councilor Tyrrell replied that he recommended asking Mr. Carlson and Mrs. Endicott to fill in as they are already employed by the city, and are familiar with the job having done it in the past. Mrs. Endicott replied that she was approached by Blair Larsen with the request. She also replied that hiring a stranger who is unfamiliar with our employees, technology, and practices would be more of a hindrance than a help. It would be more work to train someone, than it would be to do the job themselves.

Mayor McCann asked if we could use volunteer help. Mrs. Endicott replied in the negative, as new privacy laws don't allow for that.

Councilors Whelan and Manley motioned and seconded to pay the temporary salary increases as proposed. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

## COMMENTS FROM THE AUDIENCE

None.

## OTHER BUSINESS

Mr. Carlson brought up the fact that Washington State no longer grants a sales tax exemption to Oregon citizens. He suggested purchasing from Oregon vendors as much as possible. When asked why the city would buy from Washington vendors, Mrs. Endicott replied that often times there is only one vendor who sells the part that we need. Mayor McCann stated that if we save the receipts, we can submit them to the State of Washington for reimbursement at the end of the year. Department heads should keep this in mind when making purchases.

Mr. Carlson mentioned that we received the deed for the land that will be the new Panoramic Ridge Park from George Garlick. The title company says that the land is free of liens. He recommended that we record the deed as soon as possible, as taxes are assessed the first of July, and the County might waive the small amount of tax assessed.

Councilors Whelan and Sperr moved and seconded to accept the deed from George Garlick. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

## COMMITTEE REPORTS

Mr. Carlson asked the council to approve the Finance Reports from May 2019 today, since they were unavailable at the previous meeting.

Councilors Sperr and Parrish moved and seconded to approve the reports and pay the May 2019 bills in the amount of \$164,410.84 as funds become available. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

Councilors Whelan and Parrish motioned that the June 2019 court reports be approved as they were included in the packet as well. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

Mr. Carlson reported that the city has received information regarding the lawsuit with Idapro. He suggested that an executive session be held at the next council meeting to discuss the matter, as we did not advertise it for this meeting. The Council agreed.

#### COMMENTS FROM THE COUNCIL

Councilor Sperr asked about the status of the old Jesse James building. Mr. Carlson replied that the old banners are down.

Mayor McCann expressed his hope that the members of the council could attend the 4th of July festivities at Bard Park, and wished everyone a happy 4th of July.

#### EXECUTIVE SESSION UNDER ORS §192.660 (2)(i): City Manager Recruitment

Mayor McCann adjourned the regular meeting at 7:50 pm, and declared a five minute recess after which he opened executive session to discuss the new City Manager recruitment.

#### RECONVENE REGULAR MEETING

Mayor McCann asked if there is any other business.

Councilors Whelan and Manley motioned and seconded to have Mr. Carlson or Mrs. Endicott contact Mike Patterson for a face to face interview as soon as possible, as he will be leaving town on July 17<sup>th</sup>. Mr. Patterson will be given up to \$500.00 to cover his travel expenses. Ayes: Challis, Manley, Sperr, Whelan, Parrish, and Tyrrell. Nays: None. Motion carried.

#### ADJOURNMENT

With no other business to consider, Mayor McCann adjourned the regular meeting of July 2, 2019 at 8:15 p.m. The next meeting was scheduled for July 16, 2019.

Respectfully Submitted,

\_\_\_\_\_  
Sandy Endicott, Interim City Manager/Recorder

Attest: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Mayor