



City Council Minutes

Irrigon City Council Meeting

January 18, 2011

6:00 PM

Irrigon City Hall

500 NE Main Avenue

1. Call to Order/Roll Call

Mayor David Burns called the meeting to order at 6:05 p.m.

Mayor Burns welcomed the audience in attendance.

Roll call was taken by City Manager Gerald Breazeale.

Council Members present: Arnold (Joe) Theisen, Linda Skendzel, Eleanor Partridge, Ken Matlack and Laura Clark. Councilor Kathy Simonis was present by way of conference phone.

Staff present: City Manager Gerald Breazeale, Finance Officer Amanda Slawson, City Clerk Penny Moore and Public Works Director Keith White.

Citizens present: Christine Sorenson, Irene Fetsch, Kathy Calvert, Ed Uhles, Morrow County Fair & Rodeo Ambassadors (Wendy McPherson, Morgan McPherson & Blake McPherson), Eileen Theisen, Bill Kelly, Merv Hussey, Mike Poe, Tom Bailor, Elizabeth Irvine, Tamara L Reid, Linda Neumann, Michelle Hagen, Barb Huwe, and Wayne Huwe.

Mayor Burns asked for everyone to stand for the Pledge of Allegiance.

2. Election of Mayor*

Mayor Burns opened nominations for mayor. Arnold (Joe) Theisen nominated David Burns for mayor, Ken Matlack seconded the motion. Vote was taken. All seven councilors voted David Burns for Mayor for the two year term.

3. Election of Mayor Pro-Tem*

Mayor Burns opened nominations for mayor pro-tem. Linda Skendzel nominated Joe Theisen for mayor pro-tem. Ken Matlack seconded the motion. Eleanor Partridge nominated Laura Clark for mayor pro-tem. Linda Skendzel seconded the motion. Vote was taken. **The vote for the mayor pro-tem was announced later is

the agenda after item (9) Resolution No. 11-01. There were three votes for Joe Theisen and four votes for Laura Clark for mayor pro-tem. Laura Clark was voted the new mayor pro-tem for the two year term.

4. Mayor's Comments

At this time Mayor Burns recognized the Morrow County Fair & Rodeo Ambassadors and invited them to address the audience. Wendy McPherson, Morgan McPherson and Blake McPherson briefly talked about the fair and rodeo which will be held August 17 through August 21, 2011.

Mayor Burns stated that tomorrow January 19, 2011 he would be attending the League of Oregon Cities Small Cities Region 7 meeting in Island City and he will present his proclamation on Domestic Violence for all small cities of region 7.

5. Approval of Minutes – December 21, 2010 Council Meeting*

Mayor Burns asked the council if they had read the minutes and asked if there were any corrections to the minutes. Councilor Theisen asked that on page 4, number 12, City Charter Revision, paragraph 4 to be struck the whole paragraph after "Councilor Theisen continued with the proposed charter draft changes".

It was moved by Councilor Matlack and seconded by Councilor Partridge to correct and accept the December 21, 2010 minutes. Vote was taken. Motion carried unanimously.

6. Correspondence

City Manager Gerald Breazeale talked about the correspondence received. There was a notice from Northwest Power and Conservation Council regarding an upcoming work session.

A letter from the Department of Environmental Quality regarding the 2009 groundwater results in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA). Manager Breazeale spoke about the how our city water is free of nitrates; however, the nitrates in the groundwater under Irrigon continue to rise around us. It was the consensus of the council to have Manager Breazeale continue participating and advocate for the Irrigon concerns.

Another item was from the Department of Revenue regarding when buyers of a business energy tax credit is considered to have obtained the credit.

Manager Breazeale stated that at this time only one citizen had come forward for the position on the Irrigon Planning Commission. A letter from Irene Fetsch was in the council packet. It was moved by Councilor Clark and seconded by Councilor Simonis to accept Irene Fetsch for the Irrigon Planning Commission. Vote was taken. Motion carried unanimously.

7. Presentation and Acceptance of the Annual Audit*

Mike Poe from Seydel, Lewis, Poe, Moeller & Gunderson, LLC presented the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of City of Irrigon for the year ended June 30, 2010. Mr. Poe briefly reported how the audit was conducted, tested, and confirm revenues matching disbursement approval. He reported that the city financials have a good control system. Mr. Poe commented on the budget at the time of the hearing changed and exceeded the limit to change. Mr. Poe then went over the financial report page by page with the council.

He stated that the city has good overall operations, good control and revenue. Mayor Burns stated to the manager and finance officer, "good job".

It was moved by Councilor Clark and seconded by Councilor Theisen to accept and adopt the annual audit report. Vote was taken. Motion carried unanimously.

8. Tom Bailor - Tai Chi Presentation

Council Skendzel introduced Tom Bailor. Mr. Bailor stated that Tai Chi is a low impact Chinese martial art that teaches health benefits and is especially helpful for senior citizens with joint concerns. The graceful, slow speed, coupled with an emphasis on deep breathing, motive wellness. He talked about the possibility of an Irrigon Wellness Day. He teaches Tai Chi at Good Shepherd Medical Center in Hermiston Mondays, Wednesdays and Fridays at 10 a.m. to 11 a.m.

Councilor Partridge stated that the Stokes Landing Senior Center would be a great place for him to come on a Monday at noon for the senior lunches.

Mayor Burns thanked Tom Bailor for coming and sharing Tai Chi with Irrigon.

7:20 p.m. Mike Poe and Tom Bailor left the meeting

9. Resolution No. 11- 01, A Resolution Setting Goals for the 2011-2012 Fiscal Year*

Manager Breazeale stated that resolution 11-01 was made from the charts used from the Goal Setting 2011 meeting Tuesday, January 11, 2011 session of eight goals that were developed.

It was moved by Councilor Matlack and seconded by Councilor Partridge to adopt resolution 11-01 goals for the 2011-2012 fiscal year. Vote was taken. Motion carried unanimously.

**The vote for the mayor pro-tem was announced.

10. Sidewalk Maintenance Discussion

City Manager Gerald Breazeale stated that he could not find any city that does not require the adjacent property owner to maintain the section of sidewalk that fronts their property. Public Works Director Keith White stated that he is not in favor of having the city maintain or repair the sidewalks. He feels more in favor of the corrections crew to clean snow from the sidewalks. Mayor Pro-Tem Clark stated that she did not think the citizens should be expected to care for the sidewalks. Mr. White said his concern is that the city only has 5 blocks of sidewalks at this time, however what happens when Irrigon has 2 miles of sidewalks? Council Theisen recommended that citizens help with the sidewalks.

Mayor Burns mentioned the utility bill card only has two short lines to put messages to the citizens; therefore he would like to have a newsletter mailed to the city citizens every quarter. Manager Breazeale stated that the goal setting meeting citizens requested more communication, which could be a newsletter and one way also is through e-mail. Also the citizens would like to see clean up committee groups.

7:45 the Morrow County Ambassadors left the meeting.

It was moved by Councilor Matlack and seconded by Councilor Theisen to table the sidewalk maintenance discussion. Vote was taken. Motion carried unanimously.

11. Approval of Personnel Committee Meeting Minutes – January 5, 2011*

Manager Breazeale reported that the Personnel Committee met January 5, 2011 at city hall regarding the city employees' paid sick leave policy. Resolution 11-02 would amend the sick leave policy to allow other employees to loan or donate a portion of their accumulated sick leave to another employee which would be paid back to the donating employee. Mayor Pro-Tem Clark stated that from the meeting there was a sample resolution from the City of Reedsport that the committee would like to draft from.

It was moved by Mayor Pro-Tem Clark and seconded by Mayor Burns to accept the Personnel Committee meeting minutes. Vote was taken by the two councilors present at that meeting, Councilor Clark and Mayor Burns. Motion carried unanimously.

12. Resolution No. 11-02, A Resolution Amending the Irrigon Sick Leave Policy and Amending the City of Irrigon Employee Handbook*

There was a discussion on the sick leave policy allowing the employee donating to the recipient employee and amending the employee handbook. Councilor Matlack talked about donating sick time hours not making the hours a loan; if you give your hours then they are gone.

There was a discussion on the reserve of hours, up to a maximum of 40 hours of sick time per calendar year, but must retain a minimum of 120 hours of sick leave. Councilor Matlack did not agree with that reserve of hours, he stated that he did not think it was enough hours to reserve.

The discussion continued with loan of hour's verses donating hours and the number of hours the donor needs to have in reserve.

It was moved by Councilor Skendzel and seconded by Councilor Partridge to approve amending Resolution No. 11-02 the City of Irrigon employee handbook sick leave policy to allow employees to *donate* hours only, as apposed to a loan (which will be struck), of a portion of their accumulated sick leave to a fellow employee. Vote was taken. Motion carried unanimously.

The Councilor could not come to a decision how many hours of accumulated sick leave to retain.

In the interest of time, it was moved by Councilor Theisen and seconded by Councilor Partridge to table Resolution No. 11-02 and referred back to the personnel committee. Vote was taken. Motion carried unanimously.

Mayor Burns stated that the personnel committee is not limited to just the three members, anyone could volunteer to be on the committee.

8:30 p.m. Wayne Huwe left the meeting.

13. LRA Report

City Manager Breazeale reported that the LRA is not active at this time and are waiting for the budget to be adopted by Congress.

It was announced that the City of Umatilla is not requesting a seat on the ILRA. The City of Umatilla believes it would be a potentially large expense for the city. However, the City of Umatilla does support Irrigon's

request to obtain a seat on the ILRA. At this time the ILRA has not been established. There was a discussion on Irrigon being able to resign from the ILRA if the project got too expensive.

Council Matlack inquired about extending the UGB to include Depot. Manger Breazeale talked about how extending the urban growth boundaries are very complicated under the Oregon statute and there is no support from Morrow County or the Port of Morrow on the LRA.

It was the consensus of the council for Manager Breazeale to continue to participate and to get all the information and notices of the LRA and ask for ex-officio status. This will not guarantee a voice for Irrigon.

It was moved by Councilor Clark and seconded by Councilor Partridge to try to secure a position as ex-officio member on the LRA. There was a discussion on how much this could cost the city; City Manager Breazeale stated that he did not believe there would be a cost to the city, rather than his time. Vote was taken. Motion carried unanimously.

Councilor Simonis left the meeting by way of conference phone.

14. California, Tenth, Thomas and Thirteenth Street LID

Manager Breazeale stated that prior to the meeting January 6, 2011 to discuss the LID project, information was received from the Buchannan family who owns property north of California Avenue and would be against the LID project with them owning three properties. This raised the question, if that would destroy the forming of the LID project. The property owners at the meeting indicated that the Buchannan property needed to be included to keep the cost down. It was noted that If 60% of the landowners oppose the project, it could be revisited in 6 months.

Manager Breazeale talked to the City Attorney Bill Kuhn about the Buchannan land and if they had enough to cause 60%. Attorney Bill Kuhn stated that they can only vote by their front footage rather than by the acreage of the property. The Buchannan families vote would be the same as anybody else's as far as the footage.

The other issue was, will the Buchannan family benefit from the project, is there a reason to take them out because they remonstrance. The answer was if the Buchannan family would benefit, then you have reason to include them, and it is believed that they would benefit. Manager Breazeale suggestion to the council was to leave the boundaries intact.

The City Attorney Bill Kuhn reviewed the Mayor's Report and approved it to form. It was stated that two parts are ready to go; the boundaries are set and the Mayor's Report. If the Mayor's Report is approved by the council, the next step would be to prepare an ordinance for adoption to form the LID and then a public hearing would hear from the property owner in that area to remonstrance against that project. If less than 60% remonstrances against the project, the project could go forward.

Citizen Merv Hussey, a property owner on California asked about the street maintenance and street lights and how much that would cost the property owners and how much does the city spend to maintain the streets and why are the property owner the only ones responsible for maintenance. Manager Breazeale stated that if the improvements go in, the city would assume the maintenance from then on.

Manager Breazeale stated that a \$25,000 small cities allotment grant has been applied for. If the grant is received, it will go into the project to reduce landowners total cost by \$25,000, which is not included in the draft. The estimate includes engineering, legal and administration. Manager Breazeale stated that at this

point we are not going to have to spend any of the engineering funds and will be able to hold legal expenses down also. The city ordinance will have all the upfront cost that is estimated.

Mr. Hussey asked when he would be able to have his final vote. Manager Breazeale stated that the amounts in the draft are believed to be the cost of the project, and will try to come in under that amount. If the LID is formed, the project will be built, then once all the costs are tabulated, then the final cost will be presented.

There was a question about why the street lights were placed where they are. Manager Breazeale stated that the street lights are located near a transformer.

Mayor Burns stated that the LID project is estimated to cost \$402,799 which is a lot of money, however, this was a high priority in the goal setting session. Mayor Burns stating this is a way for the landowner to develop their street when the city does not have funding to do the streets. The city income for streets is approximately \$50,000 a year. It was stated that is the reason the city went to the citizens, saying they couldn't fix the streets because the city doesn't get enough money and that was the object of the LID for the citizens that feel they might want to develop a LID. Councilor Matlack said he hopes that other areas in town that have smaller lots and with more citizens to participate which would cost less money will try to develop LID's. And Councilor Matlack stated that he understands that being a hardship for the Buchannan's because they have so much property. Street funding is hard to come by, Manager Breazeale stated. since the money comes in from gasoline tax and the state get most of that.

It was moved by Councilor Matlack and seconded by Mayor Pro-Tem Clark to approve the Mayor's Report for City of Irrigon, California, Tenth, Thomas and Thirteenth Street Local Improvement District paving project. Vote was taken. Motion carried unanimously.

15. City Charter Revision

Councilor Theisen announced there were no changes from last month; however, he had one correction, there are not any provisions in the charter for removing the mayor pro-tem, so he added a sentence to cover that issue. He also stated that he has prepared a news release for the website and a press release for the newspapers. The charter is available at city hall or on the website.

16. Water Rate Adjustment Consideration

City Manager Gerald Breazeale reviewed the water history from 2004 in which a 300,000 gallon reservoir served all of Irrigon. That reservoir was too small, and rusted. Nitrates were high and the water pipes were undersized. Irrigon now has a clean source of supply water, adequate water storage, gravity pressure regulation and adequate fire suppression.

At this time Manager Breazeale presented a PowerPoint presentation. The water improvement project has been completed and the loan payments are now coming due. The water system expenses are the debt service at \$167,974 a year, operating expenses \$269,100 with a reserve of \$20,000, total \$457,074. With the debt service divided by the 614 water services equal \$273.57 per year or \$22.80 per month for the loan payment/service. Operating & maintenance cost would equal \$438.27 per year or \$36.52 per month. Reserve cost/service equals \$32.57 per year or \$2.71 per month. Total cost of providing water/service comes to \$62.04 per month. The staff proposed to keep Irrigon below average in base rate and above average in usage rate but well below the highest rate that is set at a base rate of \$24 per service which includes 5,000 gallons instead of 3,000 gallons (1 cubic foot equals=7.48 gallons) and set usage charge at \$1.80 per 1,000 gallons after that.

Citizen Tammy Reid stated that the city should cut back on expenses so water rates don't go up. After a brief discussion, it was moved by Councilor Theisen and seconded by Mayor Pro-Tem Clark to approve the water rates be set at a base of \$24 which allows up to 5,000 gallons of water, and water usage over 5,000 gallons would be set at \$1.80 per thousand gallons.

9:40 p.m. Tamara Reid, Linda Neumann, and Michelle Hagen left the meeting.

17. Report from the Morrow County Sheriff

Sheriff Matlack talked about the contracted patrol and code hours for the City of Irrigon.

9:45 p.m. Merv Hussey, Kathy Calvert and Irene Fetsch left the meeting.

18. Staff Reports

There were no questions on the reports of the Public Works Director, the Finance Officer or the City Manager.

9:53 p.m. Amanda Slawson, Finance Officer left the meeting.

It was moved by Councilor Partridge and seconded by Councilor Skendzel to approve all three reports. Vote was taken. Motion carried unanimously. It was moved by Councilor Partridge and seconded by Councilor Skendzel to accept the Sheriff's report and the three staff reports. Vote was taken. Motion carried unanimously.

19. Accounts Payable

It was moved by Councilor Matlack and seconded by Mayor Pro-Tem Clark to approve and pay the accounts payable. Vote was taken. Motion carried unanimously.

20. Additional Discussion

There was a discussion on terminated residential wells. Manager Breazeale stated that in the past "in kind" was done by putting in the service and no cost to the customer.

A question on the "Greenway" being extended in the near future and putting in the water lines, and would the city want to stop where the property line is and continue to mow the two lots that are there. Manager Breazeale referred to a map on the wall showing a whole area missing where there is private property owned, however he would like to see the "Greenway" continued to Fourteenth Street. There was a discussion on the "Greenway" that stopped where the public properties are and that the city would not go beyond that unless there was a lease or an agreement with the property owners or the city purchase the property or if the property was donated.

Councilor Skendzel addressed the audience by saying that she understands that the citizens are not very happy with the prospect of water rates going up and she stated that she does agree with them and she also understands it is a necessary evil.

Councilor Skendzel would like to see some water conservation program with ideas shared or presented to the citizens from the city. Citizen Christine Sorenson stated that the Irrigon Chamber of Commerce has a speaker

for the March luncheon on xeriscaping. Mayor Pro-Tem Clark stated that she favors the water conservation program for citizens.

Mayor Pro-Tem Clark asked about the city line (limits) being at Fifteenth Street, and if that area and the city shop was in the Urban Growth Boundaries (UGB). The answer was yes and Mr. White stated that West Extension Water District (WEID) will soon be building a shop out in that area of the UGB. Mayor Pro-Tem Clark asked if that area should be annexed. Manager Breazeale stated that yes; the WEID property along with the other properties in that area should be annexed.

Adjournment It was moved by Councilor Partridge and seconded by Mayor Pro-Tem Clark to adjourn the meeting. Vote was taken. Motion carried unanimously at 10:12 p.m.

* A motion and vote required.

Next Regular Meeting Date – February 15, 2011

If you would like to attend and need assistance, please phone Irrigon City Hall at 1.541.922.3047 or TTY relay 1.800.735.2900

SIGNED:

ATTEST:

David Burns, Mayor

Gerald W. Breazeale, City Manager