

**CITY OF UMATILLA
WORKSHOP
DECEMBER 19, 2017**

1. MEETING CALLED TO ORDER: Mayor Dufloth called the meeting to order at 6:07 p.m.

2. ROLL CALL

PRESENT: Councilors Keith, Ray, Roxbury, Ribich, and TenEyck.

ABSENT: Councilor Torres – Medrano.

STAFF PRESENT: Manager Pelleberg, Chief Huxel, Community Development Director Mabbott, Public Works Director Barron, Planner Seitz, and Recorder Sandoval.

3. DISCUSSION ITEMS:

3.1 Training – Recorder Sandoval presented “Council/Manager/Staff Relations – How Can We Work Together?” a video produced by League of Oregon Cities TV.

3.2 Open Discussion – Community Development Director Mabbott handed out 5 page project list and update to the Councilors. Below is the list she presented:

Short Term – September 1, 2017 thru first Quarter 2018

1. Assist City Manager with SIP agreements and terms. With attorney.
2. “Kiwanis Falls” landscaping
Solicit proposals for landscape design. (Russ may design in winter) Submit to ODOT for approval. Coordinate with Hermiston-Umatilla Kiwanis.
Removal of existing materials to be coordinated with Public Works in Spring/Summer 2018.
3. File final Plan Amendment for Goal 14 Exception to allow wastewater expansion to Army Depot. Final land use/planning step for city. Russ coordinating with CDA Director and ONG. Brandon is lead on land use piece. – January Planning Commission. February or March City Council agenda. Brandon is lead.
4. Registered for *Oregon Prospector.com*, site selector recruitment site for Business Oregon. No pending Business Recruitments from State. Work on refinement to “shovel ready” site for Port property within Umatilla city limits. Ongoing activity as projects are announced.
5. Chamber of Commerce Collaboration
Help as needed with staffing transition. Clarify roles/expectations of city.
Coordinate with Board on role of city in Travel Oregon grant to develop a Destination Management Plan. Opportunity to add value to the project with city mapping, etc. Review state contract and grant information.
6. Secured commitment from Cornelia Robinson, Amazon HR to participate in a housing and jobs recruitment forum. Possibly include Lamb-Weston and other employers.
Possibly joint venture activity with Chamber, depending upon staffing. Objective is to garner interest and promote living in city limits. Spring time target.
7. Submitted \$400,000 grant application “Central Park Water Re-Use Project” to Regional Solutions, a division of Business Oregon. Attended Regional Solutions Committee meeting in Boardman where project was ranked second (three or more projects to be funded depending upon amount). If top projects are not funded with Regional Solutions funds, projects will be forwarded by Courtney Crowell, Governor’s Regional Solutions Director for eastern Oregon to Governor and Legislature for funding.
8. Sent request to ODOT add crosswalk and signage at Brownell Blvd and Hwy 730. Follow up.

9. Lind Road (A north-south connection between Highway 730 and Bensel Road) Negotiate with county transfer of road – Russ is lead. Possible direct involvement of council. Currently county not discussing with city staff. Clarify “public ownership” prerequisite with Biz Oregon to qualify for IOF monies. Design standard to be city street design. Part of Vadata site review. Urgent to clarify in order to submit application to state (Biz Oregon) for Immediate Opportunity Funds (IOF).
10. Resolve Plan and Zoning Discrepancy of city-owned properties along Bud Draper Drive/ golf course. Preference of Council? Opportunity for niche residential development. Concept proposal to be presented to Planning Commission - Brandon is lead on rezone.
11. Awarded \$10,000 National Fitness Campaign (NFC) Location on ACOE lands. Promotion and fundraising to begin in Spring. Coordinate with Melissa on budget. May not be a budget priority.
12. Downtown Redevelopment
 - A. Secured commitment from PSU faculty for graduate Real Estate Course Spring Term. PSU student team will use downtown as project for course. Need to identify funding to pay for student travel and lodging.
 - B. Submitted \$35,000 grant application to Rural Opportunity Initiatives – funding to help pay for PSU students, chamber person (part of fte) and architectural design. Three public workshops in spring – with chamber and Port as co-sponsors. Design and develop business incubator for Umatilla businesses.
 - C. Sign up for Oregon Main Street Program. Apply for OMS Revitalization grant. www.oregonheritage.org.
 - D. Zoning Code Review with Laura Buhl. Is city code “form-based” to provide incentives, especially for downtown redevelopment?
 - E. Façade grants – understand policy, forms, funding. City has limited source of funding. Research status of applications and application process. Possibly wait for downtown redevelopment plan before issuing grants.
13. Update Master Park Plan.

Edit Russ’ draft. Finalize with Russ, Jason. Present to Parks & Rec Committee in January. Will require Parks and Rec committee review then City Council adoption.

 - A. Trail Plan development is underway. Matthew and Brandon are lead. Will be adopted as addendum to Master Park Plan or stand-alone plan.
 - B. Future waterfront redevelopment plan and Community Garden.
 - C. Coordinating with county on West County Regional Trail.
14. Russian Olive Tree removal along Umatilla River. Site visit. Landscape management plan. Met with ODFW and CTUIR. Kelly Nobles has initiated clearing projects on his property. City staff to clear along ACOE leased properties (boat launch to foot bridge). Matt to develop landscape management plan then city to submit to CTUIR for ACOE lands. ACOE to approve then identify and schedule resources. Possibly part of spring clean-up. Secured \$5,000 from County P4H GSHF grant. ODFW interested in creating more opportunities for anglers.
15. Develop Transitional Plan for Code Enforcement
Preliminary concept is to phase out Code Enforcement Board and transition to a Code Enforcement Advisory Committee. Coordinate with Police Chief and staff. Update code as needed. Write article for spring city newsletter explaining purpose of Code Enforcement and goal of council to increase compliance. Possibly target a neighborhood(s) as test case. Sign Code update and Abandoned Building Code adoption part of the overall program.
16. Adopt Abandoned/unsafe Building Code. Esmeralda researching model codes. Update code. Brandon is lead.

17. Update Sign Ordinance. With Brandon. Also part of program change to Code Enforcement Program. Target is July 2018. Roll out update with letter/article in city newsletter explaining the program and compliance, i.e. signs require a permit; part of city beautification/renovation effort. Followed by notices to landowners in violation.

Mid Term – First Quarter 2018 – fourth Quarter 2018

1. High priority goal to develop city 23 CSF water right.
December 2017 submitted \$4 million grant application to Oregon Safe Drinking Water Program which would fund new well(s) and pipeline to Power City area and Urban Growth Area to Bensel Road. Russ is lead, with JUB Engineering. Potable water to residential area. Non-potable water to industrial area, including Vadata.
Staff involved with Oregon Water Coalition and Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Committee to advocate for city projects and demonstrate city support for region.
2. Coordinate with Post Office to include Power City and Urban Growth area to be part of “Umatilla” 97882 address. – Brandon is lead
3. Zoning for Power City to Bensel Road Urban Growth Area – Create new zone for Power City residential areas to allow transitional rural and urban uses (e.g. livestock). Resolve Industrial and Commercial Zoning and Plan discrepancies. Brandon is lead on zone amendment.
4. Review policy on food trucks and food pods. Numerous interest in September and October. Esmeralda researching model codes/programs of other small cities. Present ideas/examples at council work session. What is Council perspective? If ok, move forward to Planning Commission.
5. Request to BLM to transfer ownership of lands located within city limits. Map with Brandon. Coordinate with Russ.
6. Housing Advocacy
Numerous groups and programs available, e.g. CASA group, etc. Numerous opportunities for affordable housing at state level. High priority for legislature and Governor. Clarify expectations of Council. City has large inventory of vacant residential lands. Several residential developments underway
7. Port of Umatilla
Ongoing coordination with Port on industrial development. Port also a co-sponsor on ROI project. Identify opportunities to master plan Port properties. Map wetlands and develop wetland mitigation bank. Find grants for Port Master Plan. Priority is parcel overlooking Columbia River. Follow up with Brian Campbell and Aaron Ray, Biz Oregon grants.
8. Relocate Fertilizer Plant. Met with owners then Kim Puzey, Port Manager. Next step is to set up to meeting with company owners and Port and tour available port lands with rail access. Identify financial and other programs and incentives for company. Part of implementation of Umatilla Together Framework.
9. Long term lease/license with Army Corps of Engineers (ACOE). Russ is lead; working with Kimberely Heimel, ACOE. Maps – Brandon. Plans – Tamra

Long Term – Fourth Quarter 2018 and Beyond

1. Develop Plan and strategy for Parks and Recreation *Program*. First milestone is adoption of Master Park Plan, followed by programming. Budget implications. Coordinate with Umatilla School District and possibly OSU. Future work session with council and budget committee.
2. Waterfront Redevelopment. Identify grant planning opportunities. Russ is securing grant from Oregon Marine Board for marina improvements.
3. Relocate ODOT Weigh Station to site inside city limits. Develop plan for site redevelopment.

Meet with State Senator Bill Hansell and State Representative Smith. Coordinate with ODOT and help expedite project as a priority. Relocation project included in IAMP. Restore funding and recognition of Welcome Center.

4. Continue collaboration with CTUIR on Old Town Site. Russ is lead and has made good progress.
5. Adopt Health in All Policies for City.
6. Review opportunity to lease (purchase option) of properties for Parks and Recreation Facilities.
7. Identify county-owned properties that may be surplus.

Other items discussed were having a retreat to talk about council goals. Council reached the consensus to have a coach or mentor help them through their goal setting process. They wanted to host this retreat on the week of February 19, 2018 – February 23, 2018.

Councilor Ray requested that we ask Councilor Torres – Medrano for her availability that week. Recorder Sandoval needed to send her an email to follow up to see if she had any schedule conflicts.

Staff were to look into getting a mediator scheduled for that week.

4. ADJOURN: Mayor Dufloth adjourned the meeting at 7:50 p.m.

Daren Dufloth - Mayor

ATTEST:

Nanci Sandoval – City Recorder