

**UMATILLA CITY COUNCIL MEETING  
AGENDA  
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882  
FEBRUARY 7, 2023  
7:00 PM**

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1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **CITY MANAGER'S REPORT**

5.1 **Rock the Locks Music Festival Official Public Release** *Suggested Action: Staff will provide the City's official Final Band Announcement, including headliners, for our new annual Rock the Locks Music Festival. Council will be presented with our initial poster, radio advertisement/announcement, website launch and demonstration, and other general information. Official Announcement during Council Meeting, General Public Announcement the following morning (though media and others certainly will learn at our meeting). Website Go Live will be February 10th. Tickets on Sale Thursday, February 16th at noon.*

5.2 **Online Payment Updates** *Suggested Action:*

*The City of Umatilla has a new online payment provider. Xpress Bill Pay is the premier local government and service district payment provider. The switch was made to provide you with many new and enhanced features like full bill presentation, paperless billing, billing history, auto pay, stored payment info, email notifications, and many more. Staff will provide a demonstration of the utility bill portal and highlight other features.*

5.3 **League of Oregon Cities (LOC) Day at the Capital Recap** *Suggested Action: Manager Stockdale attended the LOC's Day at the Capital on January 25th. This will be a general summary of his interactions and experience of the day. [LOC's highlights can be found here.](#)*

6. **PUBLIC COMMENT** Public Comment is an opportunity for citizens to express opinions, raise issues, and provide information to the City Council. Comments presented during this segment should be on city-related issues and not on items that are scheduled for a Public Hearing on the same evening's agenda. If you wish to speak, please provide the requested information on the Sign-Up Sheet, being sure to note the topic on which you will speak. When called to the podium, begin by stating your name and address. You will have five minutes to speak, unless otherwise instructed.

7. **CONSENT AGENDA**

7.1 **January Paid Invoices** *Suggested Action: Motion to approve*

7.2 **January 17, 2023 Council Minutes** *Suggested Action: Approve minutes as presented.*

8. **PUBLIC HEARING**

8.1 **Tejeda Annexation (ANX-2-22)** *Suggested Action:*

*The applicant, Miguel Tejeda, seeks approval to have his property, Tax lot 3200 on Assessors map 5N2817CA, situated in the City of Umatilla's urban growth boundary annexed into the City limits. Miguel is connected to City Water and City Sewer and due to the contiguous border between his property and the City limits he has requested to Annex into the City.*

*The Planning Commission held a public hearing at their January, 24, 2023 meeting and made a unanimous recommendation of approval to City Council.*

8.2 **Public Hearing on Resolution No. 24-2023 - A resolution adjusting the budget for the 2022-23 fiscal year by adopting a supplemental budget, revising appropriations and increasing the approved FTE count** *Suggested Action: If a proposed supplemental budget will change any fund's expenditures by more than 10 percent, a public hearing must be held. In this case, the General Fund, Water Fund, Transient Room Tax Fund and Sewer Reserve Fund expenditures are changing by more than ten percent.*

9. **NEW BUSINESS**

9.1 **Resolution 24-2023 - A resolution adjusting the budget for the 2022-23 fiscal year by adopting a supplemental budget, revising appropriations and increasing the approved FTE count** *Suggested Action: Motion to approve Resolution 24-2023*

9.2 **Resolution 25-2023 - A resolution authorizing an operating interfund loan in an amount not to exceed \$1,500,000 from the General Fund to the Water Fund** *Suggested Action: Motion to approve Resolution 25-2023*

9.3 **Approval of Financial Support Letter for the Umatilla Hospital District** *Suggested Action: The City has been coordinating with the Umatilla Hospital District since early 2022 to assist them in their efforts to construct a new clinic to meet our community's needs and demands. In addition to providing the City's contracted grant writer at no cost to the District, Council has communicated their support, including financial support of the project. In addition to their own saved funds, the District continues to pursue grant and private funding, as well as partnership funds. To that extent, the District is seeking a letter of financial support. Staff is recommending the commitment of \$500,000 toward this project from the City's General Fund, which, if approved, will also be matched by Umatilla County for an additional \$500,000. Funding would be included in the FY24 Proposed Budget and Resolved/Adopted through that Budget adoption.*

*Motion to Approve the City Manager to draft and submit a letter of financial support in the amount of \$500,000 to the Umatilla Hospital District for the construction of a new clinic.*

9.4 **City Representative on the Chamber Board** *Suggested Action: The existing agreement between the City and Chamber requires the City Manager to recommend a city representative to the City Council. The representative cannot hold an officer position but is a voting at-large member of the Chamber Board. If confirmed by the Council the city representative must also be confirmed by the Chamber Board. Community Development Director, Brandon Seitz, has served as the city representative for the last two years.*

*Community Development Director, Brandon Seitz, is recommended for appointment as the city representative on the Chamber Board. Staff recommends a motion to confirm Community Development Director, Brandon Seitz, as the city representative on the Chamber Board.*

- 9.5 [Resolution No. 26-2023](#) - A resolution authorizing the City of Umatilla to enter into an Master Cultural Services Consulting Agreement with the Confederated Tribes of the Umatilla Indian Reservation, acting through its Cultural Resources Protection Program to provide professional cultural resource consulting services. *Suggested Action: The existing agreement between CTUIR and the City has expired. The City has a need for cultural resources consulting services on projects located through the city. Staff recommends a motion to approved Resolution No 26-2023.*
- 9.6 [Planning Commission Appointment](#) *Suggested Action: Mayor Sipe reviewed two applications for Planning Commission, interviewed the applicants, and recommends appointing Yesenia Leon-Tejeda to the Planning Commission.*

*Suggest motion:*

*I move to approve Mayor Sipe's recommendation to appoint Yesenia Leon-Tejeda to the Planning Commission.*

## 10. **PUBLIC COMMENT**

## 11. **DISCUSSION ITEMS**

- 11.1 [Transportation System Plan Discussion](#) *Suggested Action: A virtual open house was held from January 17, 2023 to January 31, 2023 to gather input on the draft Transportation System Plan. The comments received can be viewed at the link below:*

*<https://umatilla-transportation-plan-gatewaymapping.hub.arcgis.com/>*

- 11.2 [Council's Expectations of Staff's and Contractor's Time as it Relates to Answering Elected Official's Questions](#) *Suggested Action: City Manager Stockdale sent a Memo to Mayor Sipe and City Councilors on January 23, 2023 in response to a series of questions from Mayor Sipe relating to water concerns and water stewardship of the City. The work and effort necessary to appropriately respond required significant staff and contractor time. Previous communicated expectations by the Council to the City Manager as it relates to elected officials' requests was for elected officials to attempt to keep all requests to less than one hour of staff/contractor time, whenever possible, and for the City Manager to use discretionary caution when approving such requests that would take such time. Manager Stockdale is seeking further direction from Council on expectations as it relates to elected officials' individual requests. Direction from this discussion will be used to update Council's Adopted Policies and Procedures.*
- 11.3 [Review of Council Policies & Procedures](#) *Suggested Action: Pursuant to Chapter III, Section 10, of the Umatilla City Charter, the Council shall adopt Council Rules. Current adopted Council Policies & Procedures require that Council shall review and adopt these rules no later than March 31st of every odd numbered year. Sections that have been discussed over the previous two years that*

*are likely initially of interest: Makeup of Standing Committees (may require Code update), need to incorporate City's social media policy, need to include Council interaction with traditional news media (perhaps update to Representing the City), perhaps a need to waive/exempt travel/training reimbursement requirements, meeting times (may require code update), communication with staff, and others.*

*This work will not be completed at today's meeting and will be brought back to Council to review an updated draft at the 2/21/23 Council Meeting.*

- 11.4 **Review & Discussion of Council Goals** *Suggested Action: Council has been reviewing the existing adopted Council Goals since the beginning of the year and participated in a city-wide tour on January 28, 2023. This item is to continue that discussion further in effort to adopt new goals for the next two years.*

12. **MAYOR'S MESSAGE**

13. **COUNCIL INFORMATION & DISCUSSION**

14. **RECESS TO EXECUTIVE SESSION**

15. **EXECUTIVE SESSION**

- 15.1 **Executive Session - ORS 192.660 (2)(e) authorizes the executive session to consider a real property transaction.** *Suggested Action: n/a*

16. **ADJOURN** This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. Special accommodations to attend or participate in a city meeting or other function can be provided by contacting City Hall at (541) 922-3226 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance.

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