

**UMATILLA CITY COUNCIL MEETING  
AGENDA  
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882  
MARCH 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 & GENERAL ANNOUNCEMENTS**
  - 5.1 **General Announcements** *Suggested Action: n/a*
  - 5.2 **Project PATH Update** *Suggested Action: Staff and partner Stepping Stones Alliance will provide a general update to Council regarding the status of Project PATH and services currently being provided.*
  - 5.3 **Library Semi-Annual Report, July - December 2022** *Suggested Action: An electronic version of the report 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 **February Paid Invoices** *Suggested Action: Motion to approve*
  - 7.2 **February 7, 2023 Council Minutes** *Suggested Action: Approve minutes as presented.*
8. **PUBLIC HEARING**
  - 8.1 **Chapter 12 Transportation TSP Update (PA-1-23)** *Suggested Action: A Plan Amendment application to amend Chapter 12 of the City of Umatilla Comprehensive Plan. The proposed text amendment will adopt and implement the new transportation system plan (2023) into Chapter 12 of the Comprehensive Plan by reference. As well as adopt by reference the previously adopted Interchange Area Management Plan (2011) and Pedestrian and Bicycle Master Plan (2003). The amendment will also remove the old transportation system plan (1999), Interchange Area Management Plan (2010), and Pedestrian and Bicycle Master Plan (2003) in Chapter 12 of the Comprehensive Plan.*

*The Planning Commission held a public hearing at their February 28th, 2023 meeting and has made a recommendation of approval to the City Council.*

9. **NEW BUSINESS**

- 9.1 **City of Umatilla Arbor Day Proclamation and Grant** *Suggested Action: One requirement to maintain status as a Tree City USA member is to annually recognize and proclaim Arbor Day for the City of Umatilla. This year, Arbor Day will be celebrated on Friday, April 28 with tree planting and education. Trees will be planted at the Big River Golf Course. Volunteers will assist in the planting. 5th Grade classes from McNary Heights Elementary School have been invited to come learn about trees and participate in the Arbor Day celebration.*

*To support the tree planting and celebration, Noemy Vega, Recreation Coordinator, applied for and received the Oregon Community Tree's Oregon Arbor Month Booster grant for \$750.*

- Motion to approve Mayor Sipe's Arbor Day Proclamation and to accept a grant in the amount of \$750 from the Oregon Community Tree's Oregon Arbor Month Booster Grant.*
- 9.2 **Adoption of Ordinance No. 865- An ordinance proclaiming the annexation of tax lot 3200 on assessors map 5N2817CA, known as 328 Tucker Avenue, Umatilla, OR 97882, withdrawing said property from Umatilla county sheriff's law enforcement district; accepting written application for annexation from all of the owners of the area; making findings; setting the final boundaries of the property to be annexed; and setting the comprehensive plan map and zoning designation for the annexed property as City Single Family Residential.** *Suggested Action: The Council held a public hearing and approved Tejada Annexation ANX-2-22 at their February 7, 2022, Council meeting. Ordinance 865 will implement Tejada Annexation ANX-2-22 amending the Comprehensive Plan Map by expanding City Limits to include tax lot 3200 on assessors map 5N2817CA. The Council motioned for and heard the first reading of Ordinance No.865 by title only at their February 21, 2023 meeting.*

- Staff recommends a motion for approval of Ordinance No. 865.*
- 9.3 **Resolution No. 27-2023 - A resolution authorizing the City Manager to exercise a municipal water pipeline easement agreement from Onyx Land Company, LLC, to establish a municipal water pipeline easement.** *Suggested Action: As the City continues to grow, the need to invest and partner with developers for the construction of infrastructure continues to be necessary. This Resolution will provide for the City to implement some of those strategies and requirements as envisioned in the City's Comprehensive Plan and Water Master Plan to meet our water delivery demands.*

- Staff recommends a motion to approve Resolution No. 27-2023*
- 9.4 **Resolution 28-2023. A Resolution approving the First Amendment Agreement for Long-Term Rural Enterprise Zone Tax Abatement with Amazon Data Services, Inc. (West Wanapa).** *Suggested Action: In November 2021, the City and the County approved a Long-Term Rural Enterprise Zone (LTREZ) Agreement with Amazon Web Services (ADS) located at the end of Wanapa Road (West Wanapa). Certain elements of that agreement need to be amended. Specifically, revisions to the property description as now available according to the updated and final recording with the County, as well as embedding the*

plat map as Appendix 1.

*Staff recommends: "I move to approve Resolution 28-2023."*

- 9.5 [Resolution 29-2023. A Resolution approving the First Amendment Agreement for Long-Term Rural Enterprise Zone Tax Abatement with Amazon Data Services, Inc. \(PDX 194\).](#) *Suggested Action: In October 2022, the City and the County approved a Long-Term Rural Enterprise Zone (LTREZ) Agreement with Amazon Data Services (ADS) located on Powerline Road. Certain elements of that agreement need to be amended. Specifically, the addition of a revised property description and adjustments to the future bonding section to add clarification on how these funds are to be collected, appropriated, and used.*

*Staff recommends: "I move to approve Resolution 29-2023."*

- 9.6 [Resolution 30-2023. A Resolution approving the First Amendment Agreement for Long-Term Rural Enterprise Zone Tax Abatement with Amazon Data Services, Inc. \(PDX 260\).](#) *Suggested Action:*

*In October 2022, the City and the County approved a Long-Term Rural Enterprise Zone (LTREZ) Agreement with Amazon Data Services (ADS) located on Powerline Road. Certain elements of that agreement need to be amended. Specifically, the addition of a revised property description and adjustments to the future bonding section to add clarification on how these funds are to be collected, appropriated, and used.*

*Staff recommends: "I move to approve Resolution 30-2023."*

- 9.7 [Resolution 31-2023. A Resolution adopting City Council Rules, Policies and Procedures and repealing Resolution No. 39-2021.](#) *Suggested Action: The Council has been reviewing the Council Policies & Procedures since the beginning of the year. This Resolution will repeal the current rules and replace them with these newly adopted Rules.*

*Since the Council last met on 2/21/23, all updates remain the same except for four additional edits that have been added to this updated version at the request of one or more Councilmembers: 1) NEW - Stipend. This section establishes a policy and means for Umatilla elected officials to receive a monthly stipend should such be approved through the annual budget adoption process. 2) Conference & Seminars. Language was added regarding the requirement for an elected official to reimburse the City for funds received in association with attending a conference, seminar, or training where the official failed to attend for whatever reason. 3) Ethics or Professional Conduct Violations. Sub-Section D has been updated for the requirement to impose censure or sanction to its members to be a super majority of the Council, rather than by unanimous vote. 4) Legal Advice. Clarificatin language has been added to the fifteen-minute rule and exemption allowance.*

- 9.8 [Resolution 32-2023. A Resolution adopting the 2023-2025 City Council Goals & Strategic Plan](#) *Suggested Action: Council has been reviewing and considering the update to the City Council Goals & Strategic Plan since the beginning of 2023. These goals, together with other adopted city planning documents, are the result of that review and update work and*

*will guide the City over the next two years.*

- 9.9 **Memo from Recorder Sandoval** *Suggested Action: Move to Accept the City Recorder Sandoval's Memorandum and adopt its findings as the Council's own with the additional purpose to serve as the public's official notice and record of the occurrence of an improperly noticed serial meeting violation.*

10. **PUBLIC COMMENT**

11. **DISCUSSION ITEMS**

- 11.1 **Umatilla Chamber of Commerce & Visitor Center and City of Umatilla Personal Services Agreement** *Suggested Action: The existing Agreement between the City and Chamber is scheduled to expire June 30, 2023. Staff is seeking direction on updates to the PSA regarding annual contribution amounts, services related to Landing Days and other City sponsored events, and other potential areas of interest by the Council regarding this Agreement.*

- 11.2 **Draft of Ordinance No. 866- An ordinance amending Ordinance No. 563 to remove the definition of the Transient Room Tax Review Committee, amending Title 2, Chapter 5, and repealing Ordinance No. 596, Ordinance No. 761, and Ordinance No 763 in their entirety.** *Suggested Action:*

*The Transient Room Tax Review Committee last met in November 2019; before then, it was August 2018. At that time, the Committee discussed their frequent inability to meet quorum requirements to hold a public meeting and they sought guidance from Council on how to proceed. In May of 2021, the issue was brought forward again to Council. The discussion was to combine the Budget Committee with the Transient Room Tax Review Committee. Staff has done research on how to proceed and gathered information from various municipalities throughout the state. This research provided valuable information on how other cities operate their Transient Room Tax Fund. Of particular interest, staff found that the City of Newberg's policy and method appears to more closely align with our recent past practice of utilizing the Budget Committee and the City Council to determine expense and appropriations of these funds. This option gives the City Council the expressed authority to review the expenditure of the Transient Room Tax Fund, consistent and similar to how the City currently manages the Downtown Revitalization Grant and the Local Business Grant with presentations to the Council for and requiring an approval vote prior to expense.*

*Discussion only.*

- 11.3 **Community Center Lease** *Suggested Action: Since 2014 the Umatilla School District has leased the Community Center building from the City so as to ensure a public space was available for use. From 2014 through today, other than some infrequent maintenance performed by the City, the School District has born the cost of all services associated with the facility, including senior meals, general facility use and operations, and both public and private hosting of events. The current lease is scheduled to expire in June 2024. With the addition of the new Parks & Recreation Department and the desire to continue to expand recreational programs, and with anticipated proposed funding for facility improvements to occur in the next fiscal year, staff is seeking direction from Council if there is a desire to provide the six (6) month termination notice to the Umatilla School District. Staff has met with School District leadership who has voiced general support of an early termination, so*

*long as senior meals and general availability to the public remain.*

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: Discussion only.*

16. **RECONVENE**

17. **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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