

**UMATILLA CITY COUNCIL MEETING  
AGENDA  
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882  
SEPTEMBER 20, 2022  
6:00 PM**

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1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CITY MANAGER REPORT**

4.a Library Semi-Annual Report January - June 2022 *Suggested Action: No action, staff report only. You may view an electronic version of the report [HERE](#).*

5. **NEW BUSINESS**

5.a [Library Advisory Committee Resignation and Declare Vacancy](#) *Suggested Action: A motion to accept Wendi Damerval's resignation and declare a vacancy on the Library Advisory Committee.*

5.b [Budget Committee Resignations and Declare Vacancies](#) *Suggested Action: A motion to accept Wendi Damerval's and Roger Condie's resignations and declare vacancies on the Budget Committee.*

5.c [Resolution No. 06-2023 - A resolution authorizing the City Manager to sign a loan application for Bipartisan Infrastructure Law funds administered by Business Oregon's Safe Drinking Water Revolving Loan Fund, a Community Development Block Grant application and committing City reserves to fund the Power City/Brownell Water Service Project](#) *Suggested Action: Motion to approve Resolution No. 06-2023*

6. **RECESS TO EXECUTIVE SESSION**

7. **EXECUTIVE SESSION**

7.a [Executive Session - ORS 192.660 \(2\)\(e\) authorizes the executive session to consider a real property transaction.](#) *Suggested Action: None.*

8. **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.*

CITY OF UMATILLA

# UMATILLA PUBLIC LIBRARY SEMI-ANNUAL REPORT

JANUARY 2022- JUNE 2022

MISSION: We provide quality materials and services that fulfill educational, informational, and recreational needs of the community in an atmosphere that is welcoming, respectful, and businesslike.

I am pleased to present the Umatilla Public Library's Semi-Annual Report for the months of January - June of 2022. After years of having to cancel and postpone events and programs, we were excited to start up again.



This report focuses on the events and programs we had over the past 6 months and gives a bit of insight on how the Summer Reading Program went for us this year.

Susie Sotelo  
Umatilla Public Library

## JANUARY 2022

### CLOSED



Due to COVID, we closed the library, but continued curbside service. All scheduled events and programs were rescheduled for a future date.

### OPEN



After 3 weeks of being closed, we finally opened on January 31st on Winter Hours.

## LITTLE READERS PROGRAM



This program was designed to encourage the love of reading through fun books, crafts, songs, and dance. Every month, those who signed up for the program, receive a free book and craft. They are emailed a Storytime newsletter with videos and craft instructions that they can follow at home.

**Total Participants: 15**

## STORY WALK



**Total QR Scans: 14**

## FEBRUARY 2022

**February 2nd**

**World Read Aloud Day**



We partnered with Blue Mountain Early Learning Hub for World Read Aloud Day on February 2nd. They bought our monthly books for our Little Readers monthly program.

**We gave away 30 books**

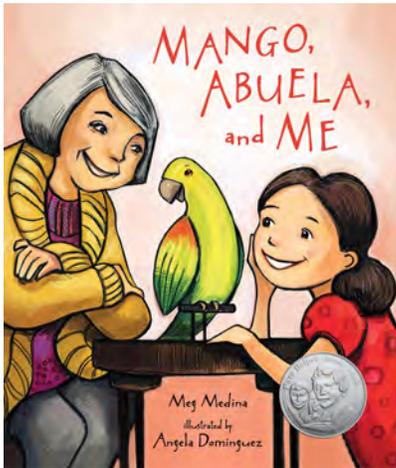
**DIY Clay Accessories**



Our first attempt at DIY Clay Accessories did not go as planned. We were not sure if it was the weather or our advertising.

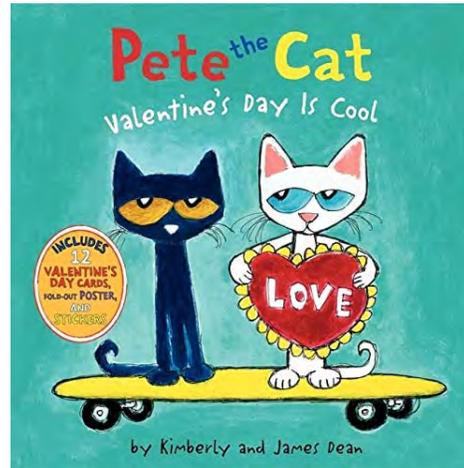
**Total Participants: 0**

## LITTLE READERS



Total Participants: 30

## STORYWALK



Total Participants: 17

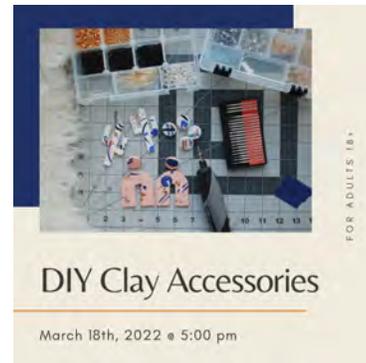
## MARCH 2022

### TEEN SURVEYS



Now that we had dedicated staff for teen programming, we decided to start surveying to get an idea of what teens wanted to see in the library. We had some great ideas and by far the most asked about program had to do with RPG games and Anime

### DIY CLAY ACCESSORIES



Our second attempt went a lot better!

Total Participants: 6

## WINE & ART



pngtree.com

**Total Participants: 15**

## SPRING BREAK AT THE LIBRARY



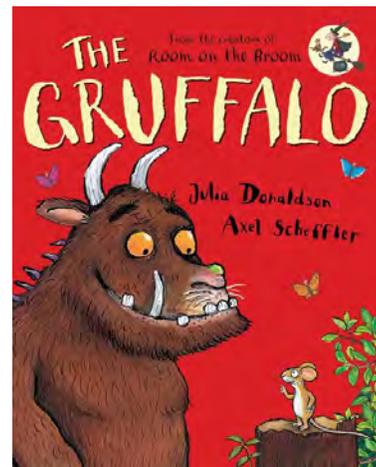
For Spring Break week, we had various crafts, movies, and games for kids to do at the library.

## LITTLE READERS



**Total Participants: 12**

## STORYWALK



**Total QR Scans: 6**

### 3 LITTLE PIGS EXHIBIT



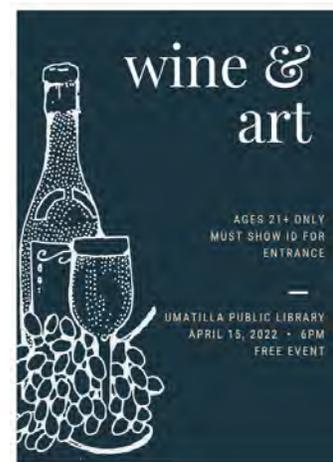
Thanks to the Pendleton Public Library, we got to host the 3 Little Pigs Exhibit. All the activities that children were able to do allowed them to build Narrative Skills, which is one of the 6 early literacy skills needed to prepare children to master reading.

### FAMILY MOVIE DAY



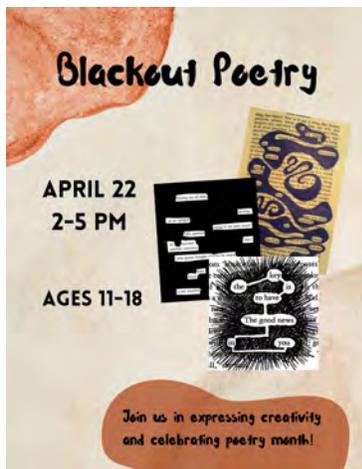
Total Participants: 4

### WINE & ART



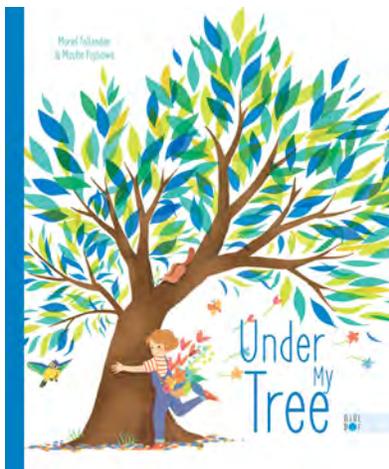
Total Participants: 13

### BLACK OUT POETRY



Total Participants: 3

### STORYWALK



Total Participants: 6

### LITTLE READERS



Total Participants: 12

# MAY 2022

## PAINTING & PLANTING



Total Participants: 5

## WINE & ART



Total Participants: 7

## MOVIE DAY



Total Participants: 9

## TEEN INTERN GRANT



We applied and got approved for a grant provided by the State Library of Oregon to host a teen intern for the summer. Open to ages 14-17 \$20hrs/week for 8 weeks at \$13.00 an hour.

We were 1 in 15 libraries in the state chosen!

The point of the grant is for the teen to work on creating a program, event, or resource that reflects their interest while providing a service to the community.

We did hire on a teen, but I won't talk too much about it since it is not covered in this report. We are already seeing the benefits of this teen internship and I hope we can budget for a teen intern next year.

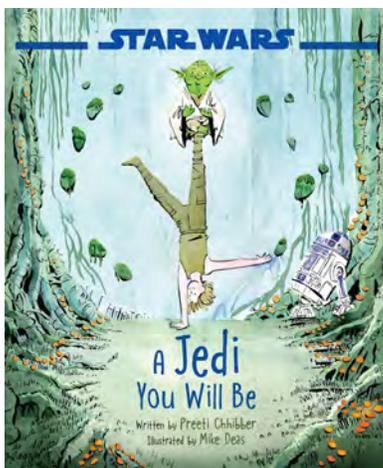
## CONEXION DE MADRE



We had the honor in continuing “Conexion de Madre”, a monthly support group for mothers.

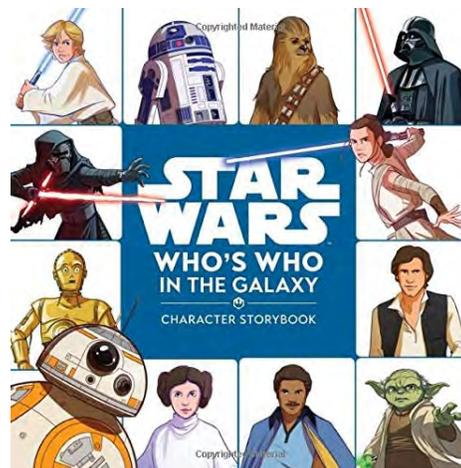
This support group allows mothers to connect with other mothers in the area. They also get to hear about free resources in the community from guest speakers like Good Shepherd Conexions and Nurse Partnership Program which provide anything from helpful resources to health care and even free diapers.

## STORYWALK



Total Participants: 14

## LITTLE READERS



Total Participants: 13

# JUNE 2022

## SUMMER READING 2022 "READ BEYOND THE BEATEN PATH"



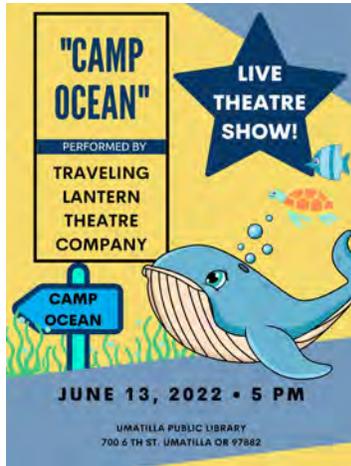
This year, we decided to have our Summer Reading Program start in June because it gave us more of an opportunity to connect with students and families who leave for the Summer. This was also the second year that we included Adults into our program. We also partnered with the Summer School Program to give tours and talk about the Summer Reading Program to grades K-8! We also gave library cards to every student!

**213 total!**

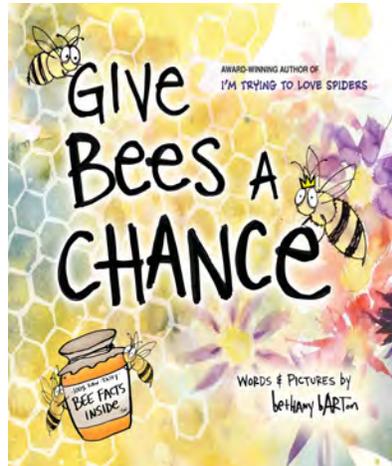
Thank you Mr. Lougee and all the teachers and assistants that helped out!

We also set the record for most Summer Reading Sign-Ups in our library's history . A total of **382!** Compared to the previous year of 145.

## CAMP OCEAN



## STORYWALK



## CONEXION DE MADRE



Camp Ocean was the kick off to our Summer Reading Program. Families got to watch a live interactive theatre show performed by "Traveling Lantern Theatre Company.

**Total Participants: 29**

**Total Participants: 6**

**Total Participants: 17**



## LANDING DAYS

This year, the library hosted the "Kid's Corner" at Landing Days. We helped rent out a carnival ride and inflatable games through Party Works in Portland. We purchased prizes that the community could win and we also got free craft kits from Home Depot. Desert Lanes Bowling also made it out. Overall, it was a successful event and we hope to do it again next year!

# BY THE NUMBERS

## Library Circulation Report January - June 2022

Data

Summary Details

Category	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Juvenile Fiction	35	89	209	132	71	212	748
Adult Fiction	69	78	121	128	106	139	641
E-Books	75	55	77	0	91	102	400
Movies	17	23	80	50	43	34	247
Audiobooks	32	34	42	10	26	55	199
Large Print	23	13	18	23	23	19	119
Adult Non-Fiction	10	6	18	16	26	31	107
Graphic Novel	2	9	25	10	19	38	103
E-books	0	0	0	75	0	0	75
Juvenile Non-Fiction	2	12	12	11	4	16	57
Young Adult	0	4	9	13	7	13	46
Equipment	5	4	6	7	7	7	36
Magazines	4	2	6	5	8	9	34
Spanish	0	2	7	8	2	5	24
<b>Total</b>	<b>274</b>	<b>331</b>	<b>630</b>	<b>488</b>	<b>433</b>	<b>680</b>	<b>2,836</b>

## Library Foot Traffic Report January - June 2022

Data

Summary Details

Foot Traffic Count	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Indoor	45	286	482	449	442	787	2,491
Delivery	3	7	8	8	9	8	43
Curbside	24	1	0	0	0	0	25
<b>Total</b>	<b>72</b>	<b>294</b>	<b>490</b>	<b>457</b>	<b>451</b>	<b>795</b>	<b>2,559</b>

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Library Advisory Committee Resignation and Declare Vacancy	<b>Meeting Date:</b> 2022-09-20
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<b>Department:</b> City Administration	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Nanci Sandoval	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> NA	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> NA	

<b>Reviewed by Finance Department:</b> No	<b>Previously Presented:</b> NA
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**Attachments to Agenda Packet Item:**

<b>Summary Statement:</b> A motion to accept Wendi Damerval's resignation and declare a vacancy on the Library Advisory Committee.
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<b>Consistent with Council Goals:</b> Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.
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CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Budget Committee Resignations and Declare Vacancies	<b>Meeting Date:</b> 2022-09-20
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<b>Department:</b> City Administration	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Nanci Sandoval	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> NA	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> NA	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> NA
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**Attachments to Agenda Packet Item:**

<b>Summary Statement:</b> A motion to accept Wendi Damerval's and Roger Condie's resignations and declare vacancies on the Budget Committee.
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<b>Consistent with Council Goals:</b> Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.
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CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Resolution No. 06-2023 - A resolution authorizing the City Manager to sign a loan application for Bipartisan Infrastructure Law funds administered by Business Oregon's Safe Drinking Water Revolving Loan Fund, a Community Development Block Grant application and committing City reserves to fund the Power City/Brownell Water Service Project	<b>Meeting Date:</b> 2022-09-20
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<b>Department:</b> Finance & Administrative Services	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Melissa Ince	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> \$8,086,500	<b>Fund(s) Name and Number(s):</b> Water - 02
<b>Amount Budgeted:</b> \$8,086,500	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> N/A
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**Attachments to Agenda Packet Item:**

[RES 06-2023.docx](#)

<b>Summary Statement:</b> Motion to approve Resolution No. 06-2023
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<b>Consistent with Council Goals:</b> Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.
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**RESOLUTION NO. 06-2023**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A LOAN APPLICATION FOR BIPARTISAN INFRASTRUCTURE LAW FUNDS ADMINISTERED BY BUSINESS OREGON'S SAFE DRINKING WATER REVOLVING LOAN FUND, A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION AND COMMITTING CITY RESERVES TO FUND THE POWER CITY/BROWNELL WATER SERVICE PROJECT**

**WHEREAS**, the City of Umatilla has been working on a final design project for extension of water services to the Power City and Brownell areas; and

**WHEREAS**, the City of Umatilla estimates that the construction of the project will cost approximately \$8,086,500; and

**WHEREAS**, Business Oregon's Infrastructure Finance Authority is accepting applications for the Bipartisan Infrastructure Law (BIL) Funds administered by the Safe Drinking Water Revolving Loan Fund (SDWRLF); and

**WHEREAS**, BIL Funds have the potential to provide forgivable loan awards that are much larger than those available under the base SDWRLF program; and

**WHEREAS**, Business Oregon's Community Development Block Grant (CDBG) program is also accepting applications for grants; and

**WHEREAS**, the City has accumulated System Development Charge (SDC) revenue in the Water Reserve Fund that must be used on capital projects that increase the city's water infrastructure capacity; and

**WHEREAS**, the City authorizes the debt to be supported by revenues of the Water Fund and, if necessary, transfers from the General Fund, specifically related to payments in lieu of taxes.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Umatilla City Council authorizes the City Manager to sign the BIL loan application for \$6,000,000 with SDWRLF, a grant application for \$1,906,500 from CDBG and commits \$180,000 from the City's established Water SDC reserves towards the City's match to fund the Power City/Brownell Water Project.
2. The Umatilla City Council authorizes the City Manager to sign all related loan and grant agreements and amendments.

**PASSED** by the Umatilla City Council and **APPROVED** by the Mayor this 20<sup>th</sup> day of September, 2022.

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Mary Dedrick, Mayor

ATTEST:

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Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

# AGENDA BILL

**Agenda Title:**

Executive Session - ORS 192.660 (2)(e) authorizes the executive session to consider a real property transaction.

**Meeting Date:**

2022-09-20

**Department:**

City Administration

**Director:**

David Stockdale

**Contact Person:**

David Stockdale

**Phone Number:**

**Cost of Proposal:**

n/a

**Amount Budgeted:**

n/a

**Fund(s) Name and Number(s):**

General Fund - 01

**Reviewed by Finance Department:**

Yes

**Previously Presented:**

n/a

**Attachments to Agenda Packet Item:**

**Summary Statement:**

None.

**Consistent with Council Goals:**

Goal 2: Promote Economic Development and Job Growth.