**CITY OF MORO**

**MINUTES OF MARCH 1, 2022**

**REGULAR COUNCIL MEETING**

*Written minutes may not contain a verbatim record of meeting events. If clarification or additional specific information is desired, please reference any available audio recording*

The Moro City Council met for a regular Council Meeting, Tuesday, March 01, 2022, 7:00 p.m,. The following were present, Councilors Andy Anderson, Bryan Cranston, James Alley, Seth vonBorstel, Erik Glover-City Administrator (CA), John English-Director of Public Works (DPW), Kirk Fatland Tenneson Engineering Contract Planner, James Baisinger-Azure Standard, Dan Talley-Moro, Oregon, Ray Mabe-Moro, Travis West (Moro), Amanda West (Moro), Carey Hughes (Moro), Steve Hainline (Moro), Scott Belshe (Moro) Carol Anderson (teleconference), Heather Coffie-Azure Standard (teleconference) Adam Szymanski (teleconference), Nick Gall (Moro)

**CONSENT AGENDA-MINUTES-BILLS-FINANCIAL REPORT**-

There was a motion **(Cranston/vonBorstel)** to approve the February 2022 Regular Council Meeting minutes**. Motion Carried**

There was a motion **(Alley/Cranston)** to accept the financial report and approve February’s bills totaling $20,776.24, check #’s 12934-12948, and 15119 **Motion Carried**

**Visitors/Correspondence**

\* **Carol Anderson Letter Animal Ordinance** – CA Glover advised Council the City had received a letter detailing an incident with a dog that almost attacked her/her dogs. Email requested guidance on City ordinance for animals on the loose, or what can be done to remedy in the future. Brief discussion on the matter. He requested guidance from Council. Council directed CA Glover to follow up with reporting party with the standard City complaint form.

**Sherman County Harvest Fest Street Closure Request** – CA Glover shared that the City received a street closure request for Dewey Street from K’lynn Lane representing the Sherman County Harvest Celebration Planning Committee. Committee members included Patti Fields, Jessica Wheeler, Brittany Dark, K’lynn Lane, Mary McNab, Jeremy Lanthorn, Amanda West, Carrie Kaseberg and Karissa Gorham. The event was scheduled for June 18th, between 2pm and 11pm. It will feature various artisans, creators, makers, live music, food and kids activities. A motion was made (**vonBorstel/Cranston**) to Approve the Closure of Dewey Street between the hours of 2pm and 11pm on the 18th of June 2022, for the Harvest Festival. **Motion Carried** CA Glover would make proper notification to emergency services, sheriff’s office and the public.

**Citizens Comment Items on Agenda**

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**PROJECT PRIORITIES** –

**WATER SYSTEM** – DPW English shared a summary of historic function problems with the pressure transducer on Cemetery Well, although it was currently functional it was very aged and the readings were questionable. He advised that a new sensor was purchased and would be installed as soon as Simtek can perform a site visit. DPW English advised the City was due for a 5 year cycle Reservoir Inspection/cleaning. He attempted contact with several companies, and one returned a quote for $2,500. A motion was made (**vonBorstel/Alley**) to Approve the Reservoir Inspection/Cleaning/Review with a quote of $2,500. **Motion Carried**

**Wastewater-** DPW English advised no updates.

***Anderson Perry Engineers- Vista/Apex/Pinkerton Sewer Engineering***

Councilor Anderson shared that the city has not received the emergency generator bid docs, no Vista/Apex/Pinkerton sewer design shelf plans, and no 3rd point of contact for City Staff with Anderson Perry, and suggested Council consider another letter to see why improvement hasn’t been made. CA Glover was directed to draft another letter to ask why the performance improvements/changes previous noted in an Anderson Perry response to the City have not been made. CA Glover was authorized to send letter following Mayor review/agreement.

. **Kirk Fatland City Planner Moro Zoning Ordinance Revision-**City Planner Kirk Fatland provided a summary of key changes to the ordinance, in Residential, agricultural, commercial and industrial zones. Discussion of izing of residential lots took place, with the decision made to retain existing 50 average minimum width of lots, due to lot and block structure of Moro. Brief discussion took place on demolition procedure, and it may be wise for a simple permit/notification form to be created due to concerns with protecting water sewer system and other utilities. Discussion on duplex, triplex, quadplex and townhomes. Discussion of minimum lot size took place, Council elected to retain 5000 sq foot lot minimum size. Planner Fatland reviewed proposed short term rental rules, advised CA would have the ability to approve applications, or submit to Council. Councilor Anderson clarified that the city is undertaking this update to make process simpler for users, and easier to administer. The City has forms with instruction sheets, and checkboxes coming out soon. James Baisinger with Azure Standard inquired as to when the changes would become live. Planner Fatland advised likely May with the DLCD minimum notification being 35 days before adoption.

 **FEMA Backup Generator Project Water System**

CA Glover advised that the City received an email and quote breakdown from City Engineer Brad Baird, which was in the packets. The City had obtained 3 quotes for generators for the backup system. Caterpillar at $39k, which is what the City initially speced for the project, Cummins at $60,000 (potentially as low as $50,000) and Generac at $60,000. Lead time on Cat was order date of June 2022, delivery best case in 1st Quarter of 2023. Cummins 45 weeks after order, and Generac at 50 weeks after submittal. Following brief discussion a motion was made (**vonBorstel/Cranston**) to approve CA Glover to proceed with the City direct grant funded purchase of a Cat generator, meeting project specs, up to a $39,000 spend. **Motion Carries**

**ODOT ADA RAMP PROJECT**

CA Glover advised he received an email about color of the ADA ramps, and crosswalk styles. Council directed CA Glover to proceed with requesting yellow/present style ada truncated domes, in lieu of red. General discussion about crosswalk styles, curb painting took place. Council elected to proceed with ladder style Highway 97 crosswalks. Council elected to retain full parallel/bar crosswalks on the side streets. DPW English advised he attempted to reach out to Wade Luckman ODOT project rep, on start date, but was unable to make contact. Would have an update at the next meeting. DPW English indicated he had some concerns as to whether the existing crosswalks on Highway 97 would be removed and how, and if curbs were going to be repainted or left up to City staff.

**PAST DUE WATER/SEWER ACCOUNTS** – CA Glover advised that there were 5 shutoffs sent, 2 paid and the City was working to make contact with 3.

**Review of Conditional Uses Old Moro Grade School**

Agenda item skipped

**Resolution 2022-01 A RESOLUTION AUTHORIZING THE CITY OF MORO TO PROVIDE WATER OUTSIDE OF CITY LIMITS-** CA Glover detailed suggestions made, following council direction at last meeting. Councilor Anderson requested clarification on Section 6, yard watering/irrigation. A pen and ink change was made to add language of yard size similar, to a 5,000-10,000 sq ft residential lot size lawn, for residential use only. Councilor vonBorstel read full resolution, CA Glover read Section 6 pen and ink change. Council also requested clarification on Section 8, to immediate shutoffs being available in the event of a water system emergency. Floor was opened for public discussion/comment at 08:22 pm, none was heard. A motion was made (**Cranston/vonBorstel**) to Approve Resolution 2022-01, as amended. **Motion Carries**

**Rate/Fee Schedule for Out of City Limits Water Rates, Agreement and Policy Documents**

CA Glover advised that direction for out of city limits water rates was needed. Service agreement/application, waiver of remonstrance/annexation agreement and policy documents for out of City limits water rates was in the packet for Council review. It was generally concluded by Council that they liked/accepted all with the original resolution.

**LIHWA Low Income Water Vendor Contract with Oregon Housing and Community Services**

CA Glover advised that he obtained legal advice pursuant to Council direction. CA Glover shared legal cleared the agreement, if the City receives an unreasonable request it can be cancelled within 10 days if the City elects to not proceed with an unreasonable request. Either party can cancel with 30 days notice. Legal suggestion was it wouldn’t hurt to clarify agreement on records requests to be in compliance with Oregon Public Records Law, but was not greatly concerned if that change wasn’t made. Councilor Alley asked CA Glover how much time each week he estimated would be devoted to administering this program. CA Glover advised in the realm of 1-2 hours additional work. Following brief discussion, a motion was made (**vonBorstel/Cranston**) to Approve the LIHWA Agreement, and to direct the Mayor to sign. **Motion Carried**

**Business License Ordinance Discussion**

Councilor Alley shared that he requested this be on the agenda, and is designed to address issues for businesses. At present, the City does not have a solid list of business operators in the City, it makes it difficult to know who to contact for City programs, or for potential notices for grant opportunities. Councilor Cranston advised that he liked the idea, it helps the City keep track, be professional and have a defined list for points of contact. Councilor Alley advised it was not designed to prohibit business. Brief public discussion took place. Scott Belshe shared that he felt a City could have a contact list, without a business license. He also inquired as to what the City Council involvement would be. Council President Anderson shared that things are constantly evolving with funding opportunities, and even the cities own Main Street Façade Program could rely on it being for license businesses only. He felt that there is a benefit to the City, to business owners and it is not the City wanting more administrative oversight. Councilor Cranston advised he would be a supporter of the idea. Carrie Hughes of Husky 97 Market advised that she would like the City to strongly consider the fee burden of any license, as she already has to maintain a large amount of permits/licenses with expensive fees. She also advised that the city Main Street Façade Program had an issue previously due to not having a solid registry of business contact information. Steven Hainline advised that it seemed like permission to not do something that was otherwise legal. Councilor Alley shared the City does not want it to be burdensome. Dan Tally of Apex NW in Moro, advised that he was fully in support of a business license ordinance. Amanda West of the Hotel Moro advised she was in favor of the business registry concept. Travis West of the Hotel Moro advised he was a supporter of the idea. Carrie Hughes of Husky 97 market advised that she has to maintain a large amount of licenses already, and sees situations of folks selling food stuff out of their garage without licenses. Councilor Cranston advised that he only viewed this as a way to make the town better. He had full faith in the Chamber of Commerce in Condon and wants the City to be able to give them accurate information on businesses, it also provided some recourse for the City to hold businesses accountable. Councilor vonBorstel advised this is why it needs to say license and not registry. Decision was made to revisit the item in a future meeting.

**City of Moro Oregon Main Street Program Merger with Oregon Frontier Chamber of Commerce**

Councilor Anderson advised that the Condon Chamber of Commerce was rebranding into the Oregon Frontier Chamber of Commerce. As a portion of the work the OFCC was going to assist on a regional level with administration of the Oregon Main Street Grant program for communities. The City could proceed with joining the OFCC for this program, or retain its own administration of the program. CA Glover advised that K’lynn Lane of OFCC had almost finished a grant application for the Old Moro Hotel, and the City was unable to submit two grant applications/have two programs per community. Councilor Anderson advised he spoke to Sheri Stewart with Oregon Main Street regarding potential pass through funding of the program, she advised that it may be possible to pool multiple buildings for the same project ie, shared roof repairs, awnings etc, or to use funds for obtaining a Downtown Master Plan for business owners and architectural design, but in general the program was designed to benefit one property per community, per grant. Following brief discussion, a motion was made (**Cranston/vonBorstel**) to Join/Approve the OFCC as administrator for Oregon Main Street program, and support the project they have identified (Old Moro Hotel). **Motion Carried**

**City of Moro City Council Long Term Plan/Project Priority List/Goal Setting**

It was concluded by Council to table major discussion until next month. A brief summary of possible projects from the earlier work session was presented. One being a new well, and the 2nd a rock production project for storage rock, which was depleted in previous City chip seal program. Rock would be sufficient for a single lift chip seal, to maintain the City streets.

**Addition-2-28-22- Discussion on Paul Sather Development Corner of Weaver and Jefferson**

CA Glover advised that the City had received an application for constructing a shop and house at 502 Jefferson Street in Moro, otherwise known as Lot 3 and 4 of the 1st Mowry Addition to Moro. He detailed some land use concerns, of crossing lot lines with a building and advised a staff report and submittal from Planner Fatland was in the packet. Council President Anderson shared that the request hoped to utilize currently undeveloped Weaver Street, as an access point to a private driveway. Council President Anderson advised he and DPW English performed a site visit, and felt that the applicant could stay within the road prism, without meeting full width specs, or paving the street. The City would then have a solid base to pave over if it was necessitated by development at a later point. DPW English shared that the property also appeared to have an existing approved access off of Jefferson Street. The Council would need to determine if a 2nd access is warranted. Councilor vonBorstel shared that the proposed site plan references Weaver Street as a private driveway. A private driveway cannot be overlaid over a plotted City Street so this needed to be corrected. Planner Fatland advised in his staff report that a delayed development agreement or equivalent may be a wise option for the City to consider, and would gladly investigate it further if Council would like to consider it. Council President Anderson advised that the private driveway language of Weaver Street needed changed, and the applicant needs to construct Weaver Street to City standard if he intended to use it. Planner Fatland indicated that this project would require a re-plat and public hearing, and the plat brought back to Council for final approval. Planner Fatland also advised that he would direct the applicant to DPW English for road design and construction standards.

**COMMENTS FROM CITIZENS CONCERNING ITEMS NOT ON THE AGENDA
Scott Belshe City of Moro Fire Chief**- Gave a report on a fire related emergency call he responded to in Moro. The citizen was burning a fire pit full of pallets, during the night. Once the fire department arrived the individual was aggressive and law enforcement had to be called to the scene. Chief Belshe requested guidance on what the City classifies as a fire pit. CA Glover would provide.

**James Baisinger Azure Standard-** Gave a report of prep work to be commenced for a possible warehouse extension. Provided a brief summary, and design concept for the Old Moro Grade School property and shared living spaces. James mentioned a request to start an indoor soccer league. James also shared that the warehouse expansion project is coming out of engineering, and the process to obtain City land use approval would begin in the near term. Azure expected to hire an excavation company and expected to begin work moving dirt, across Columbus road in the next Council meeting. Council President Anderson inquired about whether the use would be apartments or co-living spaces. James Baisinger indicated it would be co-living spaces/rented rooms, similar to a dorm and apartments. Councilor vonBorstel shared that it seemed similar to a “hostel.” James Baisinger advised that it would not be transient in nature.

**Travis West Owner of Hotel Moro**- Shared that he was working on grant applications for the Hotel Moro, he felt a letter of support from the City of Moro would be helpful for his project. Also shared that residents, business owners, and Council members are welcome to come visit the Hotel Moro and get a tour. Council President Anderson advised that CA Glover would provide a letter

**GOOD OF THE ORDER**

**Councilor Alley**- Requested CA Glover put Out of City Limits Water Rates/Fee Schedule on the April Council Meeting agenda.

**DPW English-** Shared that the City had an irrigation chlorination pump go offline last year, and he reverted to the backup pump. He wanted to thank Councilor vonBorstel for his generous volunteer time spent diagnosing the system and getting it back online. It was determined to an installation error/improper installation which took several years to fail.

**Councilor Cranston-** Requested the next agenda to have possible merger of Moro City Fire, and Moro Rural Fire Protection District on the agenda. The District is looking at having the Special Districts Association of Oregon come in to discuss the merger, it would increase taxes for residents of Moro to match the district rate.

**Council President Anderson-**Shared that Senator Jeff Merkley will be holding a town hall via zoom. He felt it would be useful for the City Council to watch it together at City Hall on March 2nd, at 4:30.

Meeting adjourned at 09:35 pm.

**The Next Council Meeting is scheduled for April 5, 2022 @ 07:00 p.m.**

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Bert Perisho, *Mayor*

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Date

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Attest, Erik Glover, City Administrator

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Date