**CITY OF MORO**

**MINUTES OF APRIL 5, 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, April 05, 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, Heather Coffie- Azure Standard, Dan Talley-Moro, Oregon, Roberta Aldrich-Moro, Pat Green (Moro), Perry Thurston (Moro), Jeff and Cindy Judah- Moro, Deborah Rudometkin (Moro), Carol/Paul Sather (Kent), Nick Gall (Moro), Jennifer Smith (Moro, Teleconference)

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

There was a motion **(vonBorstelCranston)** to approve the March 2022 Regular Council Meeting minutes**. Motion Carried**

There was a motion **(Anderson/vonBorstel)** to accept the financial report and approve March’s bills totaling $19,354.56, check #’s 12949-12963, and 15120 **Motion Carried**

***7:00 Public Hearing-*Paul Sather, Property Line Adjustment Home/Shop and Weaver Street Development**

Mayor Perisho opened the public hearing at 07:05 pm and read the standard script for land use hearings, no abstentions, conflicts of interest or public question of Council right to hear the matter were heard. City Planner Kirk Fatland presented the staff report: Mr. Sather requests preliminary approval of a Property Line Adjustment to allow for the development of a future home and garage on his property located at 502 Jefferson Street.

2.The property is planned and zoned Residential (R-5) and is legally described as Lots 3 and 4, Block 3, Mowry’s First Addition to the City of Moro. 3. The request is to eliminate the lot line bisecting Lots 3 and 4 and creating a single lot. He further advised that The applicant proposes developing the portion of Weaver Street that abuts his property to a standard to be approved by the Public Works Director. Additionally, a property line adjustment is requested to remove the interior lot line creating a single lot within which a future home and shop are to be placed. The subject site is currently occupied by a manufactured home to be removed before construction of any additional dwelling. Planner Fatland recommendation was approval, with conditions to include: 1, The applicant to sign a waiver of remonstrance, ensuring future participation in a local improvement district. 2. Weaver Street to be developed to a standard determined by the City Council.

**Proponents were Heard:**

**Applicant Paul Sather** stated the goal is to build a home and shop, and he understands that he is waiting for his survey to be complete/received after any potential approval tonight, and then the process to approve a building permit is all administrative via the City Administrator.

**Moro Resident Roberta Aldrich** spoke for the proposal saying that she was in favor of people building in Moro.

**Moro Resident Jeff Judah** said that he sold the property to Paul, his intent was always to have the property developed and he would love to have Paul as a neighbor.

**Opponents were Heard:** \*None

**Public Agency Comment:** **DPW English** advised that he had nothing, and had received nothing from Moro Fire.

The public hearing was closed (**vonBorstel/Cranston**) and the Council moved into deliberation. **Motion Carried** A motion was made (**Cranston/vonBorstel**) to approve the property line adjustment with the conditions as written. **Motion Carried**

**Visitors/Correspondence**

\* **Letter from Undersheriff James Burgett- Mobile Radar Trailer** – CA Glover advised Council the City had received an email from Undersheriff Burgett discussing mobile radar trailers, and potential county funding assistance. CA Glover read the letter in full. Brief discussion was had by Council who directed CA Glover to look into County cost share, and potential equipment cost share with Grass Valley.

**Citizens Comment Items on Agenda**

* **Paul Sather** provided a brief commentary on his earlier development intent. Mr. Sather advised that has the lot lines been platted different he could have built no problem, but due to two physical lots and meeting setbacks this process had to be undertaken and it was expensive. He shared that his Weaver/Jefferson property was surveyed several times over the years, and questioned why it had to happen again? Mr. Sather shared that if a property owner owns two adjacent platted lots they should be able to build across a lot line. Mr. Sather advised that the City needs to evaluate the building functionality of the City.
* **Perry Thurston-** advised that the way it has been done in the past a survey was not required, why doesn’t the City require surveys in all land use actions? How is it shown as one lot at the County, but two lots by us. Mr. Thurston also added that bigger and brighter speed signs are necessary, he is unfamiliar with the cost, but the South radar signage needs to be moved further out of town.
* **Deborah Rudometkin** shared that she is in favor of the mobile radar trailer. Ms. Rudometkin detailed some concerns about speed on Highway 97 through Moro. She also advised that the current north side radar sign and speed zone 25 mph is obstructed by an engine brakes prohibited sign. She requested the City discuss getting the sign moved or a larger 25 mph sign to help alleviate this concern.

**PROJECT PRIORITIES** –

**WATER SYSTEM** – DPW English shared that level transducer at Cemetery Well is providing odd readings. Previous he and CA Glover were able to get it operable, but did not have success this time, as the sensor was likely at-least ten years old. He advised that Simtek was going to be on site later in the week to replace it.

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

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

DPW English advised that the packets contained an email from Brad Baird, and the project was still in the drafting phase. Due to staff difficulties the drafting department was running behind, AP had hired a drafted so he anticipated it would be available previous to the May meeting. Engineer Baird indicated that he understands the project is an unfunded shelf project, and they are currently prioritizing projects that are funded and trying to get out to bid this year.

**Kirk Fatland City Planner Moro Zoning Ordinance Revision-**City Planner Kirk Fatland shared that during a review of the zoning ordinance draft CA Glover raised the question of RV’s. Planner Fatland advised that he did some digging found a temporary use permit from The Dalles, Oregon which he read in full. Kirk advised RV’s can’t connect to sanitary service, under this permit. Brief discussion by Council. Planner Fatland advised that if a day count method or maximum is used, with no permit tracking and compliance becomes an issue. Council concluded they did not want a permit for temporary guests, but was not opposed to something like more than 4 days requiring a permit. Council advised the goal was RV’s not becoming a residence. It was generally concluded by Council a permit was required to stay more than 30 days in a 90 day period. Councilor Anderson advised that theft of services, and setbacks was a concern with RV’s setting up on vacant lots. Planner Fatland advised that this would not be for vacant lots, just adjacent to occupied residences. It was generally concluded by Council to proceed with a permit, and a hardship request of up to 90 days to be approved via City Council decision. Planner Fatland advised that a full draft review, or the final adoption hearing can take place in May 2022, what did the Council prefer? Council concluded they would like an opportunity to review the complete/final draft in full and adopt in June 2022.

Councilor Anderson spoke to Paul Sather, who expressed frustration with building/planning process of the City earlier in the meeting. He advised Mr. Sather that the City has been working on this ordinance, form improvements and process enhancements for quite some time and feels it would address some of his concerns.

 **FEMA Backup Generator Project Water System**

CA Glover advised that following the last meeting he attempted to purchase a CAT generator, he was advised that they are not accepting orders at present due to re-tooling their manufacturing line. The order board would not open again until early in 2023. He advised he was evaluating Kohler, Generac, and Cummins options.

**ODOT ADA RAMP PROJECT**

DPW English advised that he contacted Wade Luckman of ODOT who is the project manager. He advised that the project would go out to bid in 2 weeks, start in July and August. Mayor Perisho inquired as to if ODOT was doing the project in phases, due to right of way issues. DPW English advised he had no information on that.

**PAST DUE WATER/SEWER ACCOUNTS** – CA Glover advised that there were 5 shutoffs sent, 4 paid and the City was working to make contact with 1 who has never been late before.

**Establishing Rate/Fee Schedule for Out of City Limits Water Rates**

CA Glover advised that the resolution and policy, and annexation documents were approved at the last meeting. The fee structure for monthly water rates, as well as new connection/hookup costs on the program were never established. CA Glover shared that the packets and his staff report contained a market analysis report, on what other Cities charged out of city limits customers as a special service. The analysis showed most cities charge between 50-100% to outside City limits customers for the base rate/connection charge, as well 50-100% more on monthly metered water usage. Brief discussion options presented in the staff report, Option A retain existing flat rate structure at 50-100% more than in City limits customers pay, Option B bulk water/meter only rate, and Option C base rate, and metered usage for out of city limits customers took place. CA Glover shared that with current billing Option A would be the easiest to administer, an extra charge of 50% seemed in line with most other communities, and would help make up for these customers not paying property tax revenues into the City, but using City services. Councilor Alley shared he felt a 30% increase was justified, but not 50% or double. Following brief discussion, a motion was made (**Cranston/Anderson**) *to set/establish the monthly rate for out of City limits water customers at 1.5 times applicable inside City limits rates* **Motion Carried** CA Glover also advised that the staff report contained a report about SDC or connection charges to water system, and what fees would be if adjusted for inflation. Charge been $1000 since around 1995 when it was established. The charge would be $1,800.16 via inflation alone. CA Glover shared his study also connection charges for Prineville, The Dalles, Condon, Maupin, costs to connect to water and sewer for those communities ranged from $2,000 to $18,000 so Moro was below market at $1,500. Following the same logic of outside City limits water connections being a special service, it seemed reasonable to conclude that these customers should be paying a larger connection fee, as a special service and due to the complexity of water outside City limits, and to make up for the lack of property tax revenue from these properties.

A motion was made (**Cranston/vonBorstel**) *to set the outside City limits water connection charge at 1.5 times inside city limits charge for a 1 unit/EDU residential home, or a charge of $1,500 per connection.* **Motion Carried**

**Business License Ordinance Discussion**

Councilor Alley advised he did a report on the agenda item, it was in the packets, but he would present a summary. Councilor Alley reported his preference would be to see a registry separated out from a licensed business. Free registry to have business contact information. Brief discussion took place on Baker City, Boardman, Stanfield, Salem and Bend business license ordinances as they were used for compactors. Brief discussion by Council. Councilor vonBorstel advised that he was all for a business license, the City is working with two chambers of commerce and needs a valid way to obtain contact information for businesses. Brief discussion on home based businesses. Council directed Councilor Alley to work with City Planner Fatland, and CA Glover to put together a draft ordinance for a business license program for the next meeting.

**Discussion on Paul Sather Development Corner of Weaver and Jefferson**

Brief discussion on roadway design standards for private development of Weaver Street to facilitate access by Paul Sather. Paul Sather explained his concern was having to develop 60-66’ right of way. Brief discussion by Council who shared that it is 20-24’ of paved road surface, or rock surface set centered in road prism 60-66’ is right of way in the area, including curbs, utility strip, sidewalks etc. Paul Sather was advised to locate centerline of road and work out from that, and ensure elevation meets City standards for roadways.

**SEI ETHICS FILING DUE ONLINE BY APRIL 15th**

CA Glover advised the filing deadline for Ethics Reports to the State Ethics Commission was April 15th, 2022 and reminded Council to make sure they are in, as fees will accrue.

**2022-2023 Budgetary Items**

 **1) Consumer Price Index (CPI) water sewer rates**- CA Glover advised that CPI-W was 7.9%, water would be increased to $56.90 and Sewer $58.90, combined total $115.80 per month/per unit. CA Glover also shared he understands it is a large increase, but he performed some cost analyses on items frequently used by the City in their operations and maintenance. He profiled ten or so items, and ran a cost from what the City would pay now, compared to a year ago. The lowest percentage of the items studied was increase was 12% for a solar light, 16% for park restroom supplies, the highest was 536% for a plumbing t fitting. PVC pipe for water and sewer system had increased 72% alone. Overall average increase of all items in one year was 103%.

**2) Capital Improvement-** DPW English advised that his most important piece of equipment desired would be a hydro jetter. The City sewer snake can reliably reach 80 feet or so, the hydro jetter could reach 400 feet, contingent upon suitable hose. DPW English also shared that he has to call an outside hydro jet contractor 3-4 times a year, and the bills average $800 each time, and is subject to their availability. Another aspect he likes about the hydro jetter it that it can be used for routine cleaning on a yearly basis, to help eliminate potential trouble areas in the sewer infrastructure all together. DPW English shared that he was in discussion with the Public Works Director from Wasco, Oregon and they also needed a hydro jetter. DPW English shared a jetter costs around $12,000, and proposed that the Cities each spend $6,000 to go in 50/50 on purchasing a shared jetter. A motion was made (**Cranston/Anderson**) **to approve the request for a 50% Cost Share with Wasco to purchase a hydro jetter, contingent upon CA Glover drafting suitable written agreement.** **Motion Carried** Council advised CA Glover they would like shared maintenance terms, availability and agreement on where the equipment/how it would be stored in the written agreement.

DPW English advised that he would like to consider the purchase of a gas dump truck to replace the current aged City diesel Chevy dump truck. It has maintenance issues, frequent electrical issues making it in operable on occasion when the City needs it. He felt a low miles, used medium duty, gas dump truck with snow plow could be purchased for around $35,000 delivered according to his research. DPW English shared he looked at new ones which would be had for around $45,000 with no snow plow; his preference is used, since it sits a lot of the year, unlike the backhoe which is used frequently, and the old one could be surplused to raise extra money. DPW English clarified the current truck is operable/serviceable, but it is difficult sometimes. DPW English shared he also liked the idea of saving an extra $15,000 to have on hand for backhoe repair or replacement since that is the most important tool the City has. Councilor vonBorstel requested fund balance for Equipment Reserve Fund, CA Glover advised that it had $117,541. A motion was made (**Cranston/vonBorstel**) ***to approve the purchase of a used dump-truck meeting DPW English specs, up to a $40,000 price cap****.* **Motion Carried**

***3) EMPLOYEE COLA/MERIT RAISE***

CA Glover advised that the County did a 6% COLA, CPI-W inflation was 7.9%. Council approved a 2% COLA last year, when the County did a 2.5% increase, historically the City matches the county. CA Glover explained that packets also contained an article called “the Great Resignation” written by circuit rider Hans Schroeder in the OAWU magazine, that detailed the difficulties in retention and hiring right now, especially in the water and waste water fields, young workers do not have an interest in getting in the field. His suggestion was for the Council to consider a 7.9% combined merit and COLA increase, DPW English has not requested or received a merit increase since 07/2018. Councilor Alley advised that he works for a large corporation, 60% of its local workforce has left, and received 20-30% wage increases from changing employers, and that he understands some county employees are not thrilled about the 6% COLA given CPI numbers. Brief discussion on the item by Council, a motion was made (**vonBorstel/Cranston**) ***to approve a 7.9% combined COLA and Merit Increase for CA Glover and DPW English, for 22-23 FY***. **Motion Carried**

**SIP/VERIZON FUNDS PLACEMENT/ COUNCIL LONG TERM PLAN/ PROJECT PRIORITY LIST**

DPW English advised that he and CA Glover were working on water system plc/telemetry quotes, and did not need additional funding in that line item.

 CA Glover provided a summary of the 2020-2021 Prioritization: $50,000 to Apex/Vista/Pinkerton Sewer System and Terracotta Removal in Moro, $20,000 to PLC/Water System, $20,000 to Backup/Emergency Generator, $10,000 to Main Street Façade Program.

2021-2022 Prioritization- $100,000 in 2021-2022 SIP funds as follows: $50,000 to Apex/Vista/Pinkerton Sewer System and Terracotta Removal in Moro, $20,000 to PLC/Water System, $30,000 to Backup/Emergency Generator

A motion was made (**Cranston/Anderson**) to prioritize the FY 2022-2023 SIP as follows, $50,000 to Water System/New Well, $50,000 to Vista/Apex/Pinkerton Sewer/Storm Sewer and Terracotta Removal in Moro. **Motion Carried**

Verizon funds will continue going to the Equipment Reserve Fund.

**BUDGET COMMITTEE APPOINTMENTS**

CA Glover advised position was advertised locally, and in the Times Journal. No new applicants, and Jim Payne’s passing resulted in a vacancy in that seat as well. Will need a motion to appoint Dave Messenger, Jerrilea Mayfield, Shawn Payne, to budget committee for 22-23 FY. Council approved the appointments, CA Glover advised Wednesday May 11th at 7pm was slated for the budget committee meeting.

**POSSIBLE MERGER OF MORO RURAL FIRE /CITY FIRE DEPARTMENT/TAX RATE DISCUSSION**

Councilor Cranston advised he requested this item be on the agenda, Ernie Moore from the Moro Rural Fire District was unable to attend tonight so he requested it be moved to next month’s meeting.

**SPIRE and CREP GRANTS STATE OF OREGON**

CA Glover advised that he had fact sheets for the SPIRE and CREP programs in the Council packets. SPIRE grants were no cost match for the City, and was for mitigation or response to emergencies, and it designed to spread emergency response equipment across the state. Available equipment included things such as trailer mounted portable backup generators, water tanks, lighting equipment or flood rescue vehicles. The City is required to maintain and store the free equipment from the State as their expense, but it was no cost to purchase/receive. The City is required to relinquish control if requested by the State for response to an emergency. CA Glover advised that backup generators, and a central location for a shelter/cooking facility was noted on the County Hazard Mitigation plan. CA Glover shared his thought was to apply for grants for a backup generator or two, to be used for something like operating the Moro fuel pumps (only source of fuel in the community), or powering the Senior Center or Fairgrounds Event Center, as they were the only two community locations big enough to serve as a shelter/community gathering facility, with cooking facilities, outside of the school, and potentially another well site for Moro. Councilor vonBorstel shared it costs around $5,000 to $10,000 to equip a location with backup generator integration, so it is another item to factor in. A motion was made (**Cranston/vonBorstel**) ***to Approve CA Glover writing and submitting a grant application to the SPIRE program for the purposes of obtaining trailer mounted, diesel powered backup generators for the community.*** **Motion Carried**

CA Glover advised that he received info on the CREP program, or Community Renewable Energy Program grant opportunity in the last few days. From his quick initial review, $12,000,000 was available, a healthy share of it was line itemed to rural communities, no cost share/ funds 100% the costs to integrate renewable energy equipment into City facilities for resiliency purposes, or to create a micro grid/renewable energy project owned by the Community. CA Glover advised his thought was solar panels/battery backups on City infrastructure, which would also save money on utility bills, the City maybe could even sell power back. Brief discussion by Council. Councilor vonBorstel shared that solar seemed good, it would be good for the City to look into electric vehicle charging stations too. Councilor Cranston liked the idea, but wanted to prioritize a project or projects, and directed CA Glover to perform some research for the next Council meeting and report back for Council prioritization.

**Director of Public Works Extra Help- Agenda Addition**

DPW English advised he hoped to cover this earlier under Capital Improvement, but it got missed. DPW English advised that currently the City employs a temporary, part time max 600 hours a year Assistant who has been an eager learner, and very helpful on projects and allowed DPW English to take a vacation on occasion. The assistant will be graduating from high school soon, and desires to stay around the area and get into the public works field. DPW English advised his request was to re-class the Assistant to Public Works Director, to full time status from temporary effective July 01, 2022. CA Glover advised that Council had a staff report in their packets for an analysis he performed on this request. He advised that a big concern of the Council has been to never fund routine expenses, or long-term personnel costs or create new positions, with SIP funds. He ran the budget for the City of Moro back to 2015-2016, and factored out the SIP. On average the City of Moro runs around 30% personnel services budgetary category, to full City budget. He forward forecasted the estimated revenues for all five funds of the City, using 20-21 actual revenues, 1.9% current FY CPI increase, and appx 2% property taxes increase. CA Glover also added that he had a excel spreadsheet in packets showing loaded rate for full personnel costs breakdown, with the addition of a new employee. He ran the numbers at $15 an hour at 40 a week, $17 an hour at 40 a week, and $17 per hour at .75 FTE. His professional opinion was that the City should open a position at $15, and not more than $17 per hour, at .75 FTE to leave a bit of surplus since the numbers were just his best estimates using available data. The addition of a 1FTE position for Assistant to Public Works Director, would have the City around 40% Personnel Services line in the budget. 30-40% was well within industry average. CA Glover shared he contacted The Dalles Oregon earlier in the day, and they currently run at 40% Personnel Services to budget total, it was down in percent from previous year’s budget, but they expected it to increase again due to COLA increases. Furthermore, the City of Wasco has two full time public works employees, the City of Rufus has the same. Brief discussion took place by Council, who supported the idea. A motion was made (**Cranston/Anderson**) to re-class the Part-time Assistant to Public Works Director position from 600 hours max per year, to 40 hours a week/1 FTE with benefits at $17.00 per hour starting wage, effective July 1, 2022. **Motion Carried**

**City Administrator Position**

CA Glover advised that he had no updates at present.

**Zoning Ordinance Additional Item**

Planner Fatland advised that it was missed in the current draft regarding the City allowing, or disallowing storage containers, and requested guidance from Council. Guidance was to prohibit storage containers/connexes as accessory structures.

**COMMENTS FROM CITIZENS CONCERNING ITEMS NOT ON THE AGENDA
Perry Thurston Moro Oregon** – Shared that he hoped the City would be coordinating with Moro Fire/Fire District regarding fire hazard surveys soon. He added he applauds the work of the City on cleaning Barnum Creek. Mr. Thurston shared that he had a concern about Bidwell drain sizing, and thought a half culvert may be reasonable.

**Cindy Heater Judah Moro Oregon-** Shared that when she was on Councilfront doors of homes had to face the street. Planner Fatland advised that it doesn’t exist right now, but interfacing with the street will be a requirement in the future, or a front porch that faces the street.

**Nick Gall 408 Columbus Moro Oregon** Shared that he recently had a truck drive past his house up Columbus Street, the dead end and no trucks truck sign is gone. He had to go outside and move his dumpster so the semi truck could back down the hill. Mr. Gall requested the placement of Dead End, and No Trucks Sign on Columbus Street. DPW English advised he would do it

**GOOD OF THE ORDER**

**Council President Anderson** – Advised that he really liked to see the amount of people attending the meeting tonight, and really appreciated everyone being here tonight.

Meeting adjourned at 09:01 pm.

**The Next Council Meeting is scheduled for May 3, 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