



CITY COUNCIL

Regular Meeting Minutes May 13, 2024

Mayor Drotzmann called the regular meeting to order at 7:00pm. Present were Councilors McCarthy, Barron, Linton, Primmer, Hardin, Duron, and Peterson. Councilor Myers was excused. In attendance was City Staff to include: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Chief Edmiston, Finance Director Ignacio Palacios, Planning Director Clint Spencer, Court Administrator Jillian Viles, Parks and Recreation Director Brandon Artz, and City Recorder Lilly Alarcon-Strong. The pledge of allegiance was given.

Presentation- Hermiston School District Updates

Assistant Superintendent Jake Bacon gave Hermiston School District updates to include: 800 registered summer school students, continued 2nd grade swim lesson partnership with the Parks and Recreation Department, sporting and activities update to include information regarding the undefeated Lacross Team, May 28 Scholarship Award Night, 9th grade welcome, graduation walk on May 31st, Graduation at the Toyota Center on June 6th with a graduating class of about 320, and the last day of school for students is June 11th.

Presentation- Project PATH/Stepping Stones Alliance Updates

Executive Director Jesalyn Cole gave Project PATH/Stepping Stones Alliance updates to include (PowerPoint Presentation attached): their recent move to the permanent site which took 12 hours and many volunteers to make happen, there are a few issues that still need to be addressed and inspections completed by the state before guests are able to be issued individual units, sod has been installed, budgetary information with expected changes to be made due to the move to the permanent site, and grant applications and awards.

Proclamations

Mayor Drotzmann read aloud the following Proclamations:

- Inland Northwest Musicians
- National Police Week
- National Cities, Towns & Villages Month

Mayor Drotzmann asked that Chief Edmiston please thank his team for the exceptional service they provide to our community.

Citizen Input on Non-Agenda Items

Bruce Wilcox (145 W Moore)- Asked that the HART bus route be changed from this street to W. Highland Ave instead as the HART bus traveling on this street causes safety issues and concerns as cars park on both sides of this narrow street. Mr. Wilcox stated he has tried working with Assistant City Manager Morgan and Kayak but both have said that routes are reviewed each year in July and feels that this should be considered sooner as school bus routes were changed within 30-days of his request.

Mayor Drotzmann asked that City Manager Smith follow up with Mr. Wilcox regarding this issue.



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Daren Dufloth (160 W. Rio Senda, Umatilla)- Invited all to attend the grand opening ceremony of Keg & Kork on the corner of 4th and Main on June 6th and expressed his excitement to be part of the community, stating Keg & Kork will be a fantastic building with retail, food, and drinks for the family.

Consent Agenda Items

Councilor Duron moved and Councilor Hardin seconded to approve Consent Agenda items A-D below.
Motion carried unanimously.

- A. Committee Vacancy Announcements
- B. Confirmation Appointment of Brian Misner to Position #7 of the Planning Commission for a 3-year term ending March 31, 2027. 1
- C. Minutes of the April 22nd City Council Work Session and Regular Meetings
- D. Initiate annexation and comprehensive plan map amendment proceedings 4N2812C Tax lot 308 Reyes - 1088 E Newport Ave

Resolution No. 2321 - Renewal of IGA with the City of Pendleton for IT Services

City Manager Smith gave information regarding the renewal of the IT Services agreement with the City of Pendleton and apologized to the Council for not including the contract in the agenda packet as it was not returned to the City of Hermiston until this afternoon.

The Council asked that this item be tabled until the contract can be emailed and reviewed prior to making a decision. Upon request, City Recorder Alarcon-Strong emailed the contract to the Council for their review (attached).

Resolution No. 2322- T-Hangar Omnibus Grant Application Authorization

Assistant City Manager Morgan gave information regarding considering authorization to execute all anticipated grant documents for replacing the underutilized Open T-Hangars at the Airport with new enclosed T-Hangars, of which over 89% of this anticipated project will be paid for through a combination of FAA and State of Oregon grant funding.

Councilor McCarthy moved and Councilor Primmer seconded to approve Resolution No. 2322 and lay upon the record. Motion carried unanimously.

Continued.. Resolution No. 2321 - Renewal of IGA with the City of Pendleton for IT Services

After Council review of the contract and discussion, Councilor McCarthy moved and Councilor Hardin seconded to approve Resolution No. 2321 and lay upon the record. Motion carried unanimously.

Mobile Vendor Regulations Update

City Manager Smith and City Planner Spencer spoke regarding comments received during the public comment period at the last City Council meeting and daily citizen comments to planning staff regarding the restrictive mobile vending regulations, from finding a location that is at least 400ft away from an existing brick and mortar restaurants, to moving the vending unit each night, utility connections, and



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more. Staff spoke regarding different options to address these mobile vending complaints if the Council wanted to explore these possibilities. Currently, only three out of the six available licenses are being used as possible vendors cannot find a location that meets all of the requirements in order to be able to use the other three licenses.

Councilors Barron and Peterson spoke regarding loosening regulations to allow food vendors to more easily be able to do business in Hermiston, while other Council members cautioned reasons why these restrictions were set in place by the previous Council.

Mayor Drotzmann stated one of the reasons these regulations were set in place was to try to protect the capital investment restaurant owners devote to the community when they do business in a brick and mortar building and these items should be considered prior to possibly making changes. The Council agreed and asked that City staff research these items, survey the public and reach out to local restaurants regarding their thoughts on mobile vending and return to present this information at a Town Hall event for the public to be able to voice their opinion prior to the Council meeting and final decision that same night.

IGA with City of Pendleton to provide CDBG funded small business grants to support businesses impacted by COVID – Assistant City Manager Morgan stated the City of Pendleton, as lead applicant, has received CDBG funding to help small area businesses that were impacted by COVID-19 but did not receive any other federal funding. Grants are \$5,000 each and about 8 have already been received by businesses in the Hermiston and Umatilla area. The IGA is needed for documentation purposes.

After Council discussion, Councilor McCarthy moved and Councilor Hardin seconded to approve the IGA as presented. Motion carried unanimously.

Committee Reports

EOTEC Advisory Committee- Councilor Barron stated the Committee heard updates regarding: HEROS, operations, irrigation, and the financial report. There are lots of events that took place within the last month such as: UEC dinner, Rodeo events, and Lacross tournament which all happened on the same day. Larger event planners from Seattle and Walla Walla are also booking events at EOTEC. Councilor Barron thanked Patrick Collins for his leadership as Chair.

City Manager Smith gave barn updates stating construction is on schedule with anticipation of completion prior to this year's Fair and Rodeo.

Mayor Drotzmann stated he attended the Cinco de Mayo event at EOTEC which was also well attended.

Faith-Based Advisory Committee- Councilor Linton and Hardin spoke regarding information they received at the last Committee meeting to include: Stepping Stones Alliance with updates the Council received at



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tonight's meeting, I Love My City events happening this weekend, possible future volunteer clean up efforts at Oxbow Trail and throughout the City from Code Enforcement opportunities.

Public Safety Committee- Councilor Primmer stated the Committee met prior to the City Council meeting and heard reports from the Police Department and Municipal Court. There are no major issues to report on, however, the Committee was introduced to the many new officers who are currently undergoing field training and a lot of good work being done by both departments.

Per Mayor Drotzmann's request, Chief Edmiston spoke briefly about the Umatilla County Deflection Program stating a meeting was held today regarding the program with Umatilla and Morrow Counties participation. Another meeting is scheduled after summer to determine individual or combined entity participation.

Mayor Drotzmann asked that this issue be discussed during a work session once it has been finalized.

Mayor's Report

Mayor Drotzmann spoke regarding:

- Wished all the mothers a Happy Mother's Day
- Tactile Map Ribbon Cutting at Funland Park
- Skate Park Ribbon Cutting, phase one of two
- Recent LOC Spring Conference and encouraged the Council to attend in the future if they are able
- I Love My City two-day event. Saturday, May 18 from 9am to 12pm for community clean up service and Sunday, May 19 at EOTEC at 10am for the combined day of worship
- Congratulated and presented a proclamation to Fred Ziari for the 40-year anniversary of IRZ Engineering & Consulting and thanked Fred Ziari for the work he has done in our region
- Attended the CommuniCare Grant Program last week where \$15,000 was awarded to many different animal shelter and animal care organizations in Hermiston
- Spike Piersol Celebration of Life at EOTEC on May 18 at 11am
- Wished all election candidates good luck and encouraged all to vote
- Stated he will be on vacation and Council President Primmer will facilitate the upcoming Budget Committee meeting and Council meeting

Council Reports

Councilor Primmer stated he also attended the Cinco de Mayo event where it was well attended and fun. Recognized all who serve during National Police Week and stated Umatilla County will hold a recognition event for National Police Week in Pendleton this weekend and stated he will always support Law Enforcement as they are always there for the community and keep us all safe.

Councilor Peterson thanked the Council on behalf of Timothy Thomason who stated he received a warm welcome when he came to the City Council Meeting and spoke about the Equality and Exception event and parade for people to be proud of who they are.



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Councilor Linton thanked City staff for the condolence card she received.

Councilor McCarthy stated he will be attending the last meeting of the Civic Leadership Academy tomorrow and reminded the Council that the Budget Committee Meeting is next Thursday.

Youth Advisory Report

None present.

City Manager's Report

City Manager Smith stated all items he had planned to speak about have already been addressed by the Council.

Adjournment

Mayor Drotzmann adjourned the City Council meeting at 8:43pm as there was no other business.

SIGNED:

Doug Primmer, Council President

ATTEST:

Lilly Alarcon-Strong, CMC, City Recorder

Project PATH

3rd Quarter Report, FY 23-24

EXECUTIVE SUMMARY

This report is provided in accordance with the Service Agreement between Stepping Stones Alliance and the City of Umatilla as part of the West Umatilla County partnership to provide services to our community's homeless residents through Project PATH (Practical Assistance through Transitional Housing). This report provides an update on site preparations, community outreach, strategic plan, budget, and general services. More detailed materials are available upon request which might include draft/adopted operational policies and procedures, meeting minutes of Stepping Stones Alliance, or general member policies and code of conduct. This report is intended to serve as a high level update of the services provided and the general progress we have made thus far.

PERSONNEL

Stepping Stones is extremely happy with changing from in-house staff to contracting with Phoenix Security. As we prepare for the transition to on-site operations, we're evaluating scheduling and recruiting extra personnel to ensure coverage for all hours.

CONSTRUCTION SITE

Construction activities at Project PATH are underway with ongoing progress. Check out the latest updates from the site!

The power installation has been successfully finished and is now operational.

Comprehensive water health tests have been conducted and the water supply is active.

The paving of the site is scheduled for completion by the end of April.

We look forward to be Operational by May 1st!



TRANSPORTATION

Two shuttle vans with ADA accessible lifts were purchased. Staff and several volunteers went through training and have been certified to drive the shuttle vans.

- Pick up and drop off times occur in the morning and evening!
- Guest are pleased with the convenience of embarking and disembarking.

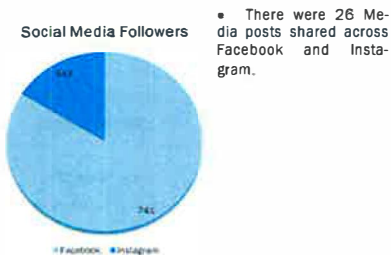




COMMUNITY OUTREACH

We continue with our social media campaigns; highlighting partners, sponsors, donors and sharing our needs via a grocery list weekly.

SOCIAL MEDIA OUTREACH



COMMUNITY ACTIVITIES

This quarter we participated in the following community activities;

- Hermiston Adelante Network Event
- Hermiston Chamber Network Luncheon
- Umatilla Chamber Network Luncheon
- Hermiston City Faith Advisory Council
- Hermiston City Hispanic Advisory Council

We were able to share updates, needs, and answer any questions that the groups had for us!

Navigation Director, Carolina, continued monthly outreach within encampments in the area in partnership with COPES and EOCIL to share what resources are available with those who need our services.

PIT Count was conducted in January. In February, outreach team met with 15 People.

No outreach field trip was conducted in March.

PARTNERSHIPS

Ongoing conversations and projects continue to strengthen partnerships. Received support and donations items from Churches and Businesses in the Community.

FUNDRAISING EFFORTS

GRANTS

The MDU Resources Foundation has provided us with a \$2,500 grant for the outdoor common Space. The funds will be granted in June.

Walmart Supercenter provided us with a \$3,000 grant to purchase appliances for the Navigation Center.

COMMITTEE

We will be selling tickets for the raffle happening in June.

SOCIAL EVENT WITH LIVE MUSIC

Stepping Stones Gala will be hosted on September 21, 2024 at EOTEC. There will be live music, plated dinner and live auction. Sponsorship opportunities will be available.

CAMPAIGNS

Delish Bistro is hosting a "Cocktail for a cause Campaign," during the Month of April. For every cocktail sold, \$2 will be contributed to our cause.

DONATIONS

We received sizable donations of items from churches and businesses in the community.

Sleep Center

January total of 370 guest stays, 41 unduplicated, 13 new guest and 17 came for meals on y.

February total of 370 guest stays, 51 unduplicated, 22 new guest and 23 came for meals on y.

March total of 378 guest stays, 45 unduplicated, 12 new guest and 19 came for meals on y.

Individual Shelter Units

All Units now equipped with power, heaters, and both interior and exterior lighting installed. Two volunteers dedicated a day to installing quarter round to enhance insulation stability. Curtain rods, curtains, and smoke detectors will be promptly installed.



VOLUNTEER INFORMATION

Volunteer outreach continues to be a focus as we need a large pool to draw from each month. We hosted an open house and posted a video of what a volunteer shift encompasses.

Below are total volunteer shifts:

January: 70 Shifts

February: 58 Shifts

March: 62 Shifts

Meals:

January: 34 Meals

February: 29 Meals

December: 31 Meals



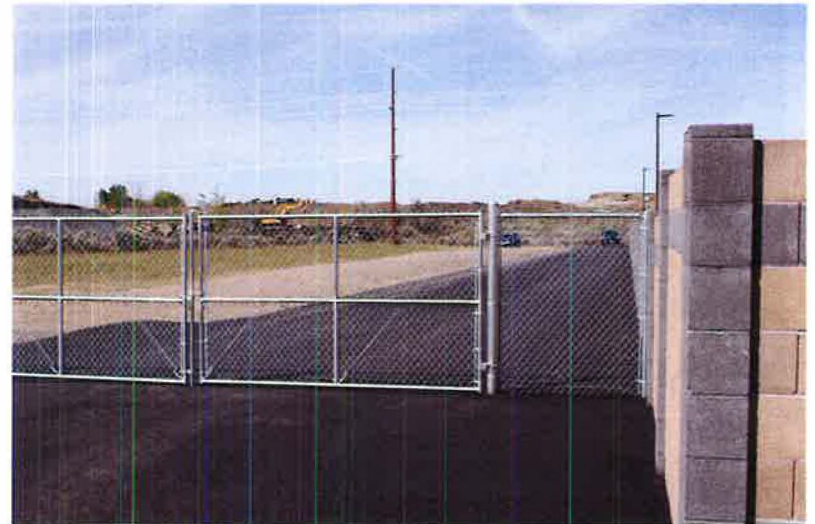
Looking Forward....

Stepping Stones Alliance is looking forward to moving onto the permanent site and transitioning guests into the ISUs. We're thrilled about advancing our navigation services and achieving our goals of providing comprehensive wrap-around services for our guests. Additionally, we're excited about expanding our team by hiring some staff and further strengthening the already formidable team comprising staff, volunteers, and board members.













RENEWAL OF INTERGOVERNMENTAL AGREEMENT FOR ONGOING INFORMATION TECHNOLOGY SERVICES

This Renewal of Intergovernmental Agreement for Ongoing Information Technology Services (“Renewal”) is made and entered into as of the last date signed below, (“Effective Date”) by and between the City of Hermiston (“COH”) and the City of Pendleton (“Pendleton”).

RECITALS

This renewal is made with reference to the following facts and circumstances:

- A. COH and Pendleton are parties to that certain Intergovernmental Agreement between the COH and the Pendleton for Ongoing Information Technology Services commencing on November 1, 2023, and expiring on June 30, 2024 (the “Agreement”).
- B. The Agreement provides that at the expiration of the above term that there is an optional three-year renewal option.
- C. The parties wish to renew the Agreement for a three-year term, with all terms and conditions of the original IGA not amended herein remaining in full force and effect.

TERMS AND CONDITIONS

Now therefore, the parties hereby agree that the above recitals are made a part of this Renewal and otherwise do hereby agree as follows:

1. Term. The Section titled “Term of Agreement” is hereby amended and restated in its entirety as follows:
Term of Agreement. This Agreement shall be for a term of three years commencing on July 1, 2024, and expiring on June 30, 2027, with an optional three-year renewal option, unless terminated earlier as set forth herein. Renewal of the agreement shall be in writing and subject to the mutual agreement of the parties.
2. Consideration. Paragraph 1 of the Section titled “Consideration” is hereby amended and restated in its entirety as follows:
 1. **Basic Services.** Pendleton agrees to pay \$123.60 per hour for an assumed 24 hours per week for a total of \$12,875 per month to COH for basic services. Pendleton agrees that the stated fees shall increase annually by an amount equal to the annual cost-of-living adjustment (“COLA”) provided to COH staff, such increase to be effective July 1, 2025, and will apply to each subsequent year in which the agreement is in effect. Pendleton will pay for devices and any other materials required to perform the services under this Agreement. In the event that there is a future change in the need for basic services by Pendleton, then the parties may mutually agree to increase or reduce basic services with a commensurate increase or reduction in basic services compensation.

3. Scope of Work. An updated Statement of Work is attached as Exhibit A.
4. Miscellaneous. As expressly amended and modified by this Renewal, the terms and provisions of the Agreement are hereby ratified and affirmed in their entirety. This Renewal may be amended only by an agreement in writing, signed by COH and Pendleton. This Renewal shall be governed by and construed in accordance with the laws of Oregon, and without regard to any principles of conflict of laws. This Renewal may be signed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same instrument. Any such counterpart may be executed by facsimile or electronic transmission. This Renewal constitutes the entire agreement of with respect to the renewal of the Agreement.

IN WITNESS WHEREOF, the City of Hermiston and the City of Pendleton, by their respective duly authorized representatives, have executed this Renewal of Intergovernmental Agreement on the date shown below.

CITY OF PENDLETON

Signature: 

Title: City Manager

Name (print): Robb W Corbett

Date: 5/13/2024

CITY OF HERMISTON

Signature: _____

Title: _____

Name (print): _____

Date: _____

Attachment A: Statement of Work

Period: July 1, 2024, to June 30, 2027.

24 assumed hours per week/month of service.

Hourly billing rate: \$123.60 per hour.

Current monthly billing rate: \$12,875 per month.

Fees increase annually by an amount equal to the annual cost-of-living adjustment ("COLA") provided to COH staff, such increase to be effective July 1, 2025, and will apply to each subsequent year in which the agreement is in effect.

Scope of work will be reviewed every March/April in preparation for the following fiscal year and COLA consideration. Any recommended adjustments, other than COLA adjustment, will be presented in an updated Exhibit A for budget consideration and approval by the authorized representatives of the City of Pendleton and City of Hermiston.

Managed Help Desk

- Monitor, triage and remediate IT issues submitted by Pendleton staff
- Provide SLA agreement
- Ensure Help Desk solution is updated/patched and configured, adhering to best practices
- Train Pendleton staff on process for submitting help requests

Managed Server and Network Infrastructure Support

- Monitor servers and network infrastructure
- Configure for optimal performance
- Maintain updates/patches for hardware and software
- Ensure compliancy for licensing/usage
- Remote management/support
- Installation and configuration of any new hardware such as servers, firewalls, switches, etc.

Active Directory

- Audit current AD environment
- Remediate issues
- Configure for best practices
- Review group policy

Expectations:

To ensure COH's ability to provide satisfaction to Pendleton, the following provisions apply as appropriate to services contracted with COH. COH is pleased to offer an IT support package of services for Pendleton. The IT support package is designed to handle Pendleton's

server and network technology-related needs. All servers and other network devices are considered covered items that will be maintained or serviced.

What this service covers and includes:

Vendor Liaison: COH will act as Pendleton's duly appointed representative and advocate. COH IT Team will diagnose problems and dispatch or contact third parties such as Internet service providers, hardware manufacturers, IT contractors, etc. when deemed necessary. The COH IT Team is not intended to replace third party/line-of-business applications support. Pendleton non-IT staff agrees to refrain from interacting with the third parties (except line-of-business application support) because it may result in misdirected activity and/or delay of resolution.

Best Interest: In the event of a failure or problem, remedial activities may commence prior to notifying Pendleton of the problem. This will allow the COH IT Team the ability to begin problem resolution, open trouble tickets with other vendors, or dispatch personnel with replacement parts when deemed necessary. In doing so, COH is acting in Pendleton's best interest to resolve the issue as quickly as possible. All efforts will be made to communicate any technology-related issues that arise to Pendleton as soon as possible.

Administrative Access: It is imperative that COH IT Team maintain and control administrative access to the Pendleton's network and be responsible for providing all other third parties with needed or requested access.

Approval of Hardware and Software: The COH IT Team will collaborate with Pendleton's appointed staff to procure hardware and software. COH's role will be to research, evaluate and recommend with final approval coming from Pendleton's designated IT liaison.

Advisory Role: To assist with proper planning and third-party services involving the network, telecommunications, data access, future growth or down-sizing, Pendleton will involve the COH IT Team in such discussions as an advisor.

IT Policy and Procedure: The COH IT Team will work with Pendleton's designated liaison to establish relevant IT policies and procedures based on best practices.

Support Tiers: The Help Desk will be the first point of contact for IT support requests and is considered Tier 1. Almost all support incidents begin in Tier 1, where the initial trouble ticket is created, the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated. Support incidents that cannot be resolved in Tier 1 immediately move to Tier 2 support. Generally, these are more complex support techniques on hardware/software issues that can be provided by more experienced support staff. Support incidents that cannot be resolved by Tier 2 support are escalated to Tier 3, where support is provided by the most qualified and experienced support staff who can collaborate with third party (vendor) support engineers to resolve the most complex issues.

Service Level Agreements (SLAs):

SLA 1: Service not available (not able to work, network down, workstation not turning on, etc.) This is an instant contact scenario. Submitting Help Desk Ticket is not required and may not be available. Contact information will be provided to Pendleton staff. Response time is immediate as possible.

SLA 2: Significant degradation in services (obvious slow network, internet, etc., but still functional). Submitting Help Desk Ticket required if possible. Depending on resources, impacted Pendleton staff will be provided with contact information for COH IT Team and instructed on appropriate time for direct contact. COH IT Team response time is within two hours during normal business hours.

SLA 3: Limited degradation of service. This is impacting resources, but business process can continue. Submitting Help Desk Ticket required. COH IT Team response time is within four hours during normal business hours.

SLA 4: Slight service degradation. This is when an issue needs to be researched or resolved but is not having a significant impact on business process. Submitting Help Desk Ticket required. COH IT Team will respond within one business day.

SLA 5: After hours support will be available for critical widespread outages as needed by Pendleton staff.