



# CITY COUNCIL

## AGENDA

MONDAY, MARCH 25, 2024

COUNCIL CHAMBERS - 180 NE 2ND ST.

*Where Life is Sweet*

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Other ways of viewing or participating in live meetings are available through:  
YouTube at: <https://bit.ly/HermistonYoutube>

Zoom with Meeting ID: 862 2614 4112 Passcode: 203345 Telephone number to join is: 1 253  
215 8782; or submitting comments to [meetings@hermiston.gov](mailto:meetings@hermiston.gov)

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**1. CALL COUNCIL/CITY MANAGER WORK SESSION MEETING TO ORDER - 6:00 PM**

**A.** Discussion of Naming Rights for City Facilities

**2. ADJOURN WORK SESSION MEETING**

**3. CALL SPECIAL MEETING TO ORDER – 7:00 PM**

**4. PUBLIC HEARINGS**

**A.** 2024 Community Development Block Grant from Business Oregon

**5. ADJOURN SPECIAL MEETING**

**6. CALL REGULAR MEETING TO ORDER – 7:20 PM**

**7. DECLARATION OF QUORUM**

**8. FLAG SALUTE**

**9. PRESENTATIONS**

**A.** Presentation- Audit Report

**10. CITIZEN INPUT ON NON-AGENDA ITEMS**

*Anyone wishing to bring anything before the council that is not on the agenda is asked to please do the following: 1. Please limit comments to not more than FIVE minutes; 2. State your name and address; 3. Direct your comments to the Chair.*

**11. CONSENT AGENDA**

- [A.](#) Committee Vacancy Announcements
- [B.](#) Liquor License Application- Mainstreet Keg & Kork located at 395 E Main Street
- [C.](#) Public Notice of the May 21, 2024 Primary Election- Candidate Listing.
- [D.](#) Minutes of the March 25th, 2024 Special City Council Meeting (Minutes to be presented prior to the start of the March 25th Regular Meeting and will be included in the official meeting minutes of the Regular Meeting of March 25th)
- [E.](#) Minutes of the March 11th, City Council Regular Meeting

**12. ITEMS REMOVED FROM CONSENT AGENDA**

**13. RESOLUTIONS**

- [A.](#) Resolution 2318- Gladys & Main Water Line Replacement

**14. OTHER**

- [A.](#) Possible Action to Place a Question on the November 2024 Ballot related to the sale/taxation of Cannabis
- [B.](#) Possible Action to Adopt a Facility Naming Rights Policy - See Work Session Information
- [C.](#) Adoption of 2024 Council Goal Setting Report.

**15. COMMITTEE REPORTS**

- [A.](#) City Committee and Liaison:

Airport Advisory, Budget, Hispanic Advisory, Library Board, Parks and Recreation, Planning Commission, Recreation Projects Fund, Faith-Based Advisory, Community Enhancement, Community Accountability, Public Safety, Public Infrastructure, Transit Planning, EOTEC, Stepping Stones Alliance (not a City Committee).

- [B.](#) Mayor's Report
- [C.](#) Council Report
- [D.](#) Youth Advisory Report
- [E.](#) Manager's Report

**16. ADJOURN**

**\*\* AMERICANS WITH DISABILITIES ACT NOTICE\*\***

Please contact Hermiston City Hall, 180 NE 2nd Street, Hermiston, OR 97838 (Phone No. 541-567-5521) at least 48 hours prior to the scheduled meeting time if you need an

accommodation. TTY and TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900 or 711.



*Where Life is Sweet*

Mayor and Members of the City Council  
**STAFF REPORT**  
For the Meeting of March 25, 2024

**Title/Subject**

Discussion of Naming Rights for City Facilities

**Summary and Background**

A year or two ago, I had started some conversation with individual council members about naming rights for buildings/parks, etc. It kind of got put on the back burner with other projects taking precedence.

It has come to the front of the line due to a conversation I had with the HEROS fundraising committee. They have a potential donor that wants to donate enough for them to complete the lighting system which would be in the neighborhood of \$1 million. In exchange that donor would like their name on the facility.

The draft policy that is attached to this report has taken into consideration the feedback I have received from council and staff.

**Tie-In to Council Goals**

N/A

**Fiscal Information**

Could be large amounts of money to assist in the construction of many larger projects. Not possible to estimate very well.

**Alternatives and Recommendation**

Alternatives

1. Approve policy as written.
2. Make minor adjustments to the policy and approve as amended.
3. Direct staff to make major adjustments and return for further consideration.

Recommended Action/Motion

Motion to approve policy as written.

**Submitted By: Byron D. Smith**

## A POLICY FOR NAMING CITY FACILITIES AND PARKS INCLUDING COMMERCIAL NAMING RIGHTS

1. Definition: A facility refers to any structure or designated area that supports recreational activities and amenities for public use. These can include buildings (including community centers), parks, garden areas, playgrounds, sports fields (like soccer, baseball, or football fields), courts, picnic areas, shelters or pavilions, walking or cycling paths, restrooms, and swimming pools. The purpose of facilities is to enhance the recreation, provide spaces for physical activity and community gatherings, and promote the overall well-being of community members.

Items or features within an area or park that do not fall under the definition of a facility typically include natural features and landscaping elements such as trees, lawns, natural bodies of water (lakes, rivers, ponds), undeveloped land, and general open space areas. Additionally, small, non-structural amenities like park benches, signage, waste receptacles, and minor decorative elements are not considered facilities.

2. Policies and procedures for naming parks/facilities operated by the City.
  - a. Naming Objectives:
    - i. Identify the site/facility/area and create a site image.
    - ii. Provide a geographic location for the site/facility that could assist the public in easily locating a specific site within a park.
    - iii. Recognize those individuals/organizations that develop facilities/areas for public use.
    - iv. Honor a person for historical or commemorative reasons.
    - v. Carry current values into the future.
    - vi. Provide for added or enhanced development through the purchase of naming rights by commercial businesses, private individuals, or civic groups.
  - b. Procedure for naming new facilities/parks/areas or renaming existing facilities/parks/areas:
    - i. Staff or community member(s) propose name or new name.
    - ii. Parks and Recreation Committee uses guidelines provided in section c below to evaluate proposals for park naming/renaming.
    - iii. Parks and Recreation Committee recommends a name for park/facility.
    - iv. City Council approves name and any naming rights agreement.
  - c. Guidelines and/or considerations to be used for naming or renaming parks:
    - i. Be imaginative and creative.
    - ii. Utilize names of cultural places or features, i.e. streets, schools.
    - iii. Name after historic sites, events, or persons.
    - iv. Geographic or natural features, i.e. creeks, hills, or vegetation.
    - v. Names should express appreciation, educate, or convey historical significance.

1. Living People:
  - a. When 50 percent of the value of the park land, facility, or area is donated, or
  - b. When "substantially all" of the development is donated, or
  - c. When public individuals have made a significant contribution over a long period of time to, or
  - d. When public individuals have special interest in the park and/or other facility.
  - e. When a person is determined to have played an essential role in the evolution of the facility or area.
2. Deceased People:
  - a. When it is appropriate to name a park in honor of a deceased person, it may be a war or civilian hero or a person who has made a major contribution to the community and/or who has been instrumental in acquiring or developing the park area. The name of a deceased person for a park should not be considered until 6 months after the date of the death of that person and should be considered only if deemed appropriate.
3. Organizations:
  - a. When 50 percent of the value of the parkland, facility or area is donated, or
  - b. When substantially all the development is donated.
  - c. When a donation has been "deemed significant" in the development of a facility or area.
- vi. Commercial Naming Rights:
  1. When a negotiated percent of the facility/park/area is donated, or
  2. When a negotiated amount of funding is provided for the development or enhancement of the park/facility/area.
- vii. Naming rights to facilities and programs will not be allowed for alcoholic beverages, tobacco products and other businesses that do not reflect the wholesome nature of the facility and services provided and do not represent the mission and values of the City of Hermiston.
- viii. Length of rights will be determined through a negotiated contract, which will be approved by the City Council.
- ix. Avoid duplication with other names in the state and surrounding areas.
- x. The City of Hermiston reserves the right to refuse contributions.

# Barnett & Moro, P.C.

Certified Public Accountants

975 S.E. 4<sup>th</sup> St.

Hermiston, OR 97838

(541) 567-5215

www.barnettandmoro.com

Section 9, Item A.

DENNIS L. BARNETT, C.P.A.

PAUL A. BARNETT, C.P.A.

RICHARD L. STODDARD, C.P.A.

BETSY J. BENNETT, C.P.A.

DAVID J. BARNETT, C.P.A.

February 20, 2024

To the Mayor and City Council  
City of Hermiston  
180 NE 2<sup>nd</sup> St.  
Hermiston, OR 97838

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Hermiston, Oregon for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Government Auditing Standards and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 7, 2023. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Matters

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Hermiston, Oregon are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by City of Hermiston, Oregon during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of depreciable assets is based on past experience. Management's allocation of expenses by function is based on time records, usage, and other reasonable methods. We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

City of Hermiston  
Page 2  
February 20, 2024

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit’s financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated February 20, 2024.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses are not a condition to our retention.

Other matters

We applied certain limited procedures to the management’s discussion and analysis, the Schedule of the Proportionate Share of the Net Pension Liability, the Schedule of Contributions, the Schedule of Proportionate Share of the Net OPEB Liability (Asset), the Schedule of Contributions, the Schedule of Changes in the City’s OPEB Liability and Related Ratios, and the Notes to Required Supplementary Information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



City of Hermiston  
Page 3  
February 20, 2024

We were engaged to report on the budgetary comparison information for the General Fund, the State Street Tax Fund, and the supplementary information section, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on use

This information is intended solely for the information and use of the Mayor, City Council, and management of City of Hermiston, Oregon and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,  
Barnett & Moro, P.C.



Dennis L. Barnett, Shareholder



# PUBLIC ANNOUNCEMENT

The City is accepting applications for the following Committees:

**1) Planning Commission**

- Positions 7, 8, and 9: 3-year term ending March 31, 2027 (Advertised as of 02/01/2024)

**Deadline to apply for all Committees: Open Until Filled**

Interested persons are asked to submit an application to City Hall, 180 NE 2<sup>nd</sup> Street, Hermiston, or at [lalarcon-strong@hermiston.or.us](mailto:lalarcon-strong@hermiston.or.us) . Application forms are available at City Hall or on the City’s website at <https://hermiston.or.us/volunteer> . If you have questions, please call Lilly Alarcon-Strong at 541-567-5521.

Proposed appointment and confirmation of these positions are made by the City Council. All appointments to city boards and commissions shall be made in accordance with the ordinances and city charter. Appointees shall not be full-time employees of the city, shall not be elected officials of the city, shall not be appointed to more than two boards or commissions at a time, and shall not sell to the city or its boards and commissions over which the council has appointive powers and budget control either directly as a prime contractor or supplier, or indirectly as a first-tier subcontractor or supplier. Sales shall be construed to mean sales, services or fees aggregating \$7,500 or more in any one calendar year. Preference for appointees shall be given to city residents.




# HERMISTON POLICE DEPARTMENT

Section 11, Item B.



330 S. First Street  
Hermiston, Oregon 97838  
[www.hermiston.or.us/police/home](http://www.hermiston.or.us/police/home)  
*Sine Metu Sine Gratia*

Phone: 541-567-5519  
Fax: 541-567-8469  
Email: [records@hermiston.or.us](mailto:records@hermiston.or.us)  
*Without Fear Without Favor*

TO: City Manager Byron Smith  
FROM: Chief Jason Edmiston   
DATE: March 8<sup>th</sup>, 2024  
SUBJECT: Liquor License Application – Mainstreet Keg & Kork

After review of the liquor license application for Mainstreet Keg & Kork located at 395 E Main Street, Hermiston, I find nothing of substance after performing a criminal history check consistent with established parameters utilized by the city, to deny the application submitted by Paulette Dufloth, Daren Dufloth, Amy Smith, Slade Smith, Trevor Wiley, and Preslee Dufloth.

It is my recommendation this information/request be presented to the City Council.

CC: City Recorder Lilly Alarcon-Strong

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- New Outlet |  Change of Ownership |  Greater Privilege |  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

### Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

### Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

### Brewery

- Primary location
- Additional locations:  2nd  3rd

### Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

### Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

### Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

### Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

**LOCAL GOVERNMENT USE ONLY**

**LOCAL GOVERNMENT**  
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

**Name of City OR County** (not both)

City of Hermiston

Please make sure the name of the Local Government is printed legibly or stamped below

**Date application received:** 03-08-2024

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Mainstreet Keg & Kork

Trade Name

# LIQUOR LICENSE APPLICATION

Page 2 of 4

| APPLICANT INFORMATION  |  |
|--|--|
| <p><b>Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.</b></p> |  |
| Name of entity or individual applicant #1:<br><b>2xbrew LLC</b>  | Name of entity or individual applicant #2: |
| Name of entity or individual applicant #3:   | Name of entity or individual applicant #4: |

| BUSINESS INFORMATION   |   |                            |
|--|---|----------------------------|
| Trade Name of the Business (name customers will see):<br><b>Mainstreet Keg &amp; Kork</b>  |   |                            |
| Premises street address (The physical location of the business and where the liquor license will be posted):<br><b>395 E Main Street</b> |   |                            |
| City:<br><b>Hermiston</b>  | Zip Code:<br><b>97838</b>   | County:<br><b>Umatilla</b> |
| Business phone number:<br><b>541</b>   | Business email:<br><b>2xbrewllc@gmail.com</b>   |                            |
| Business mailing address (where we will send any items by mail as described in <u>OAR 845-004-0065[1]</u> ):<br><b>395 E Main Street</b> |   |                            |
| City:<br><b>Hermiston</b>  | State:<br><b>OR</b>   | Zip Code:<br><b>97838</b>  |
| Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                            |

| APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application. |   |
|---|---|
| Application Contact Name:<br><b>Paulette Dufloth</b>  |   |
| Phone number:<br><b>5415715445</b>  | Email:<br><b>paulette.dufloth@gmail.com</b> |

# LIQUOR LICENSE APPLICATION

Mainstreet Keg & Kork

Page 4 of 4

**Applicant Signature(s):** Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

|  |                                      |                          |
|--|--------------------------------------|--------------------------|
| <u>Amy Smith</u><br>Applicant name         | <u>Amy Smith</u><br>Signature        | <u>2-28-2024</u><br>Date |
| <u>Slade S. Smith</u><br>Applicant name    | <u>[Signature]</u><br>Signature      | <u>2-28-24</u><br>Date   |
| <u>PAULETTE DUFFLOTH</u><br>Applicant name | <u>[Signature]</u><br>Signature      | <u>2-29-24</u><br>Date   |
| <u>Dacen Duffloth</u><br>Applicant name    | <u>[Signature]</u><br>Signature      | <u>2/29/24</u><br>Date   |
| <u>Preslee Duffloth</u><br>Applicant name  | <u>Preslee Duffloth</u><br>Signature | <u>2/29/24</u><br>Date   |
| <u>Trevor Wiley</u><br>Applicant name      | <u>Trevor Wiley</u><br>Signature     | <u>2-29-24</u><br>Date   |

**Applicant/Licensee Representative(s):** If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

*Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.*



# OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Section 11, Item B.

Please Print or Type

Applicant Name: 2xbrew LLC Phone: 541 5715445

Trade Name (dba): Mainstreet Keg & Kork

Business Location Address: 395 E Main Street

City: Hermiston ZIP Code: 97838

## DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 8am to 9pm  
Monday 5am to 9pm  
Tuesday 5am to 9pm  
Wednesday 5am to 9pm  
Thursday 5am to 9pm  
Friday 5am to 10pm  
Saturday 8am to 10pm

Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Enclosed, how \_\_\_\_\_  
The exterior area is adequately viewed and/or supervised by Service Permittees.  
\_\_\_\_\_ (Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: winter hours would be shorter/summer hours would be longer.

change of hours will depend of the need of the business \*coffee hrs will be early am to afternoon - keg & kork hrs will be late am to 9or 10pm

## ENTERTAINMENT

Check ALL that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing  Nude Dancing
- Live Entertainment
- Minor Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

## DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

\*Minor Entertainers in an area prohibited to minors need prior approval from the OLCC

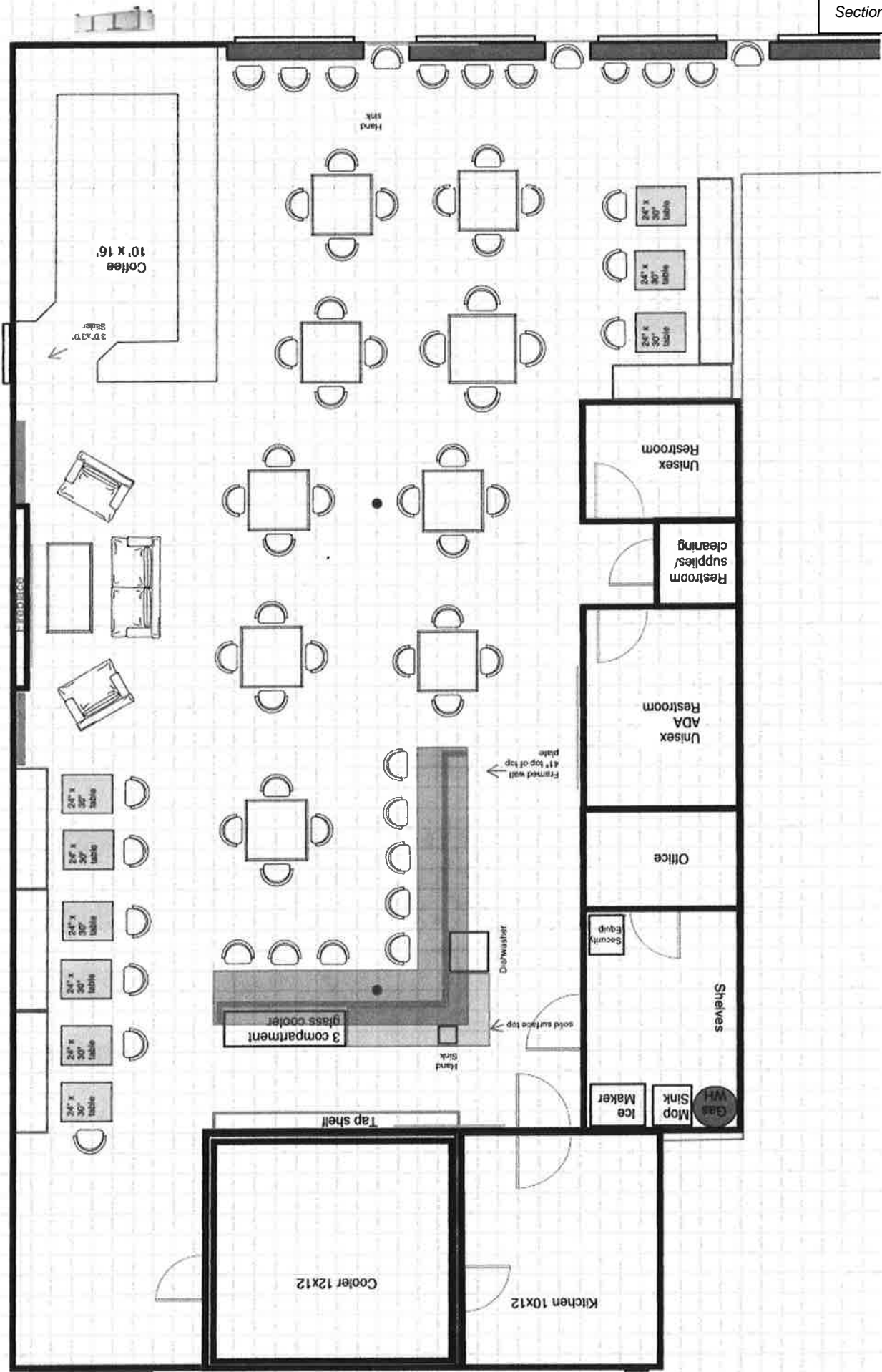
## SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_ Lounge: \_\_\_\_\_  
Banquet: \_\_\_\_\_ Other (explain): 70 Same Space Total Seating: 70

**OLCC USE ONLY**  
Investigator Verified Seating: \_\_\_\_\_(Y) \_\_\_\_\_(N)  
Investigator Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 2/29/24  
[www.oregon.gov/olcc](http://www.oregon.gov/olcc)







*Where Life is Sweet*

Mayor and Members of the City Council  
**STAFF REPORT**  
For the Meeting of March 25<sup>th</sup>, 2024

**Title/Subject**

Public Notice of the May 21, 2024 Primary Election- Candidate Listing.

**Summary and Background**

Notice is being given that on May 21, 2024 the City of Hermiston will hold an election for your choice of candidates for the following elected positions:

- Mayor- Four-year term beginning 01/01/2025 through 12/31/2028
  - Nancy Peterson
  - Jackie M. Linton
  - Doug Primmer
  - Manuel Salazar
  
- Municipal Judge – Two-year term beginning 01/01/2023 through 12/31/2024
  - Cameron Bendixsen

The City Charter states the Mayor and Municipal Judge candidates will run in the Primary Election. If there are two or less candidates then the Primary Election will determine who will be elected into office.

If three (3) or more candidates file, then the May Primary Election shall be considered the primary election and the two (2) candidates receiving the highest number of votes shall be the nominees whose names shall appear on the ballot for the November General Election. However, should any candidate receive a majority of all votes cast for the office at the May primary election, then the name of that candidate shall be printed separately on the ballot at the general election under the designation equivalent to “Vote for One” and no other name shall be printed on the ballot in opposition to such candidate, with the exception of one space left blank following such name in which the voter may insert the name of any person for whom the voter wishes to cast a ballot.

Attached you will find the Public Notice for the Primary Election – Candidate Listing, which is being published in the Hermiston Herald and posted at the following locations: City Hall, Library, Post Office, and on the City’s website and social media sites.

**Tie-In to Council Goals**

Community Communication and Engagement

**Fiscal Information**

Apart from a modest publication cost, there is no financial impact.

**Alternatives and Recommendation**

Alternatives

None. Information Only

Recommended Action/Motion

None. Information Only

**Submitted By:**

Lilly Alarcon-Strong, City Recorder



*Where Life is Sweet*

**CITY OF HERMISTON**  
**NOTICE OF ELECTION – CANDIDATE LISTING**

Notice is hereby given that on Tuesday, May 21, 2024, an election will be held in the City of Hermiston, Umatilla County, Oregon for your choice of candidates for the office of Mayor (four-year term) and Municipal Judge (two-year term). The election will be conducted by mail. Your choice of candidates will be presented upon the official ballots as follows and shall be voted upon by all qualified voters of the City:

**MAYOR**

- Nancy Peterson
- Jackie M. Linton
- Doug Primmer
- Manuel Salazar

**MUNICIPAL JUDGE**

- Cameron Bendixsen

Lilly Alarcon-Strong, CMC  
City Recorder/Elections Officer  
03/18/2024



# CITY COUNCIL

## Regular Meeting Minutes March 11, 2024

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

**Recognition- Recognizing the dedicated staff of the Street Department for their role in protecting public safety, the economy, and the environment** – Assistant City Manager Morgan recognized: Adam Cline, Municipal Service Lead; Alan Phillips, Municipal Service Worker; Gabriel Zacharias, Mechanic; Isaac Barajas, Municipal Service Worker; Jacob Noyes, Municipal Service Worker; and Ron Sivey, Street Superintendent for the exceptional work they do maintaining 150 miles of roadway including continuous efforts during snow and inclement weather, as well as maintenance of 400 drywells, collection boxes, piping, lift stations, management of stormwater runoffs and more.

Council President Primmer thanked the Street Department for all the important work they do. (Applause from the audience.)

**Presentation- Hermiston School District (HSD) Updates**

Assistant Superintendent Jake Bacon gave HSD updates to include: conferences, Spring Break, current sports and extra curricular activities, CTE Program, recognition of Classified Staff at tonight’s Hermiston School Board Meeting, and continued Mental Health Series being offered, this session will specifically focus on substance abuse and vaping.

**Citizen Input on Non-Agenda Items**

None given.

**Consent Agenda Items**

- A. Committee Vacancy Announcements
- B. Hermiston Urban Renewal Agency (HURA) Annual Report
- C. Minutes of the January 8, 2024, Public Infrastructure Committee meeting
- D. Solid Waste Advisory Committee minutes of the February 26, 2024 regular meeting
- E. Minutes of the February 26th City Council Work Session, Regular, & HURA Meeting

**Public Comment**

Nick Ridling (1003 SW Olive Court) - Mr. Ridling asked questions and made statements regarding item C specifically related to the City’s cost associated with infrastructure to accommodate one user.

Councilor Myers moved and Councilor Hardin seconded to approve Consent Agenda items A-E. Motion carried unanimously.



# CITY COUNCIL

Regular Meeting Minutes  
March 11, 2024

**Public Hearing- Annexation & Comprehensive Plan Amendment- Hermiston Home Works, Inc 4N2813 TL 200 & 500 - 1295 SE 10th St (Ordinance No. 2356 & 2357)**- Hearing no conflicts of interest from the Council, Planning Director Spencer read the hearing guidelines and President Primmer opened the hearing at 7:16pm.

City Planner Spencer gave information (PowerPoint Presentation attached) regarding Hermiston Home Works Inc. application to amend the comprehensive plan map designation for approximately 80 acres of land and to annex the amended land to the City for residential and commercial development with the intention of developing the land for residential and commercial use as indicated in the agenda packet.

Public Testimony

Proponents

Tyler Brandt (469 SW Cottonwood Dr)- stated he is the applicant and is hoping to address and help housing affordability and community growth as there isn't many available developable lots in Hermiston. Asked the Council to approve the application as the community needs this to meet housing demands.

Neutral

Nick Ridling (1003 SW Olive Court)- asked if there was a possibility for a 200 space RV Park to be developed in the proposed commercial property, stating he understands lower housing costs are needed but traffic will be different depending on what type of development is proposed and asked how will neighbors be notified of potential developments.

City Planner Spencer stated signage is placed on the property notifying all of the proposed land use and neighbors, within 100 feet of proposed developments, also receive mailed notices with the information as well as who and how to contact City staff with further information and questions.

There were no opponents present who wished to give public testimony and the hearing was closed at 7:42pm.

Councilor Myers moved and Councilor Duron seconded to adopt the Finds of Fact. Motion carried unanimously. Councilor Barron moved and Councilor Hardin seconded to impose conditions of approval. Motion carried unanimously.

**Ordinance No. 2356- Comprehensive Plan Amendment- Hermiston Home Works, Inc 4N2813 TL 200 & 500 - 1295 SE 10th St** – Assistant City Manager Morgan stated this information was presented during the Public Hearing.

Council President Primmer requested that the first reading be by title only. Hearing no opposition, City Attorney Tovey read the ordinance by title only. Council President Primmer requested the ordinance be put on for final adoption at this meeting and that the second reading be by title only. After City Attorney Tovey read the ordinance by title only, Councilor Myers moved and Councilor Barron seconded that Ordinance No. 2356 be adopted and become effective 30 days after co-adoption by the City Council and Umatilla County Board of Commissioners. Motion carried unanimously.



# CITY COUNCIL

Regular Meeting Minutes  
March 11, 2024

**Ordinance No. 2357- Annexation of Hermiston Home Works, Inc 4N2813 TL 200 & 500 - 1295 SE 10th St –**  
Assistant City Manager Morgan stated this information was presented during the Public Hearing.

Council President Primmer requested that the first reading be by title only. Hearing no opposition, City Attorney Tovey read the ordinance by title only. Council President Primmer requested the ordinance be put on for final adoption at this meeting and that the second reading be by title only. After City Attorney Tovey read the ordinance by title only, Councilor Hardin moved and Councilor Myers seconded that Ordinance No. 2357 be adopted and become effective 30 days after co-adoption by the City Council and Umatilla County Board of Commissioners of Ordinance No. 2356. Motion carried unanimously.

**Resolution No. 2316 – Airport Hangar Construction**

Assistant City Manager Morgan gave information regarding awarding a construction contract to Silvercreek Contracting for hangar construction improvements at the Hermiston Municipal Airport.

After further discussion, Councilor Duron moved and Councilor Peterson seconded to approve Resolution No. 2316 and lay upon the record. Motion carried unanimously.

**Resolution No. 2317 – Solid Waste Rate Adjustment**

Assistant City Manager Morgan and Kevin Miracle from Waste Connections, Inc. (WCI) dba Sanitary Disposal, gave information (PowerPoint Presentation attached) regarding requesting a rate increase to account for the full-scale operations of the service they provide, including an increase of costs associated with: operating equipment, maintenance, employee compensation, and more.

Mr. Miracle stated going forward WCI plans to reevaluate costs annually and propose smaller, possibly 3% annual increases, to stay within the consumer price index, instead of waiting many years in-between requesting an increase and then asking for a larger rate adjustment at that time. This rate adjustment request does not include future costs associated with recycling requirements that the State is imposing.

**Public Comment**

Nick Ridling (1003 SW Olive Court) – stated the City could lower the burden to rate payers by not having the increase percentage go into the general fund and instead have it go directly to the users.

Alberto Munoz (1480 NE Kenna Dr) – stated he understands the hesitation to implement the requested increase but WCI must also keep up with price increase impacts that effect their business as well. This service is an investment in Hermiston’s livability.

Councilor Barron stated although all this information was supplied in the agenda packet the week prior, he feels as though it should have been presented during a work session allowing additional time for the Council to review.

Assistant City Manager Morgan and Councilor Peterson stated the information was presented to the Solid Waste Advisory Committee for their review and recommendation similar to the process of other City Committee’s.



# CITY COUNCIL

## Regular Meeting Minutes March 11, 2024

After further discussion, Councilor Myers moved and Councilor Barron seconded to approve Resolution No. 2317 and lay upon the record. Motion carried unanimously.

### Committee Reports

Faith-Based Advisory Committee- Councilor Hardin stated the Committee heard information from Stepping Stones Alliance who are in need of volunteers, shuttle driver, and receptionist; updates on I Love My City which is planned for May 18<sup>th</sup>; and health updates for Lead Chaplain Terry Cummings.

### Council President’s Report

Council President Primmer announced the 2<sup>nd</sup> Annual Community Battle of the Books event will be taking place March 12<sup>th</sup> at 6:30pm in the Auditorium of Armand Larive. The public is encouraged to attend.

### Council Reports

None given.

### Youth Advisory Report

None present.

### Assistant City Manager’s Report

Assistant City Manager Morgan introduced the City’s new Finance Director Ignacio Palacios.

Finance Director Palacios stated he moved from the Valley and is happy to be here.

Assistant City Manager Morgan stated tomorrow at 5:00pm is the last day to file for candidacy for the Mayor and Municipal Judge Elected positions.

### Adjournment

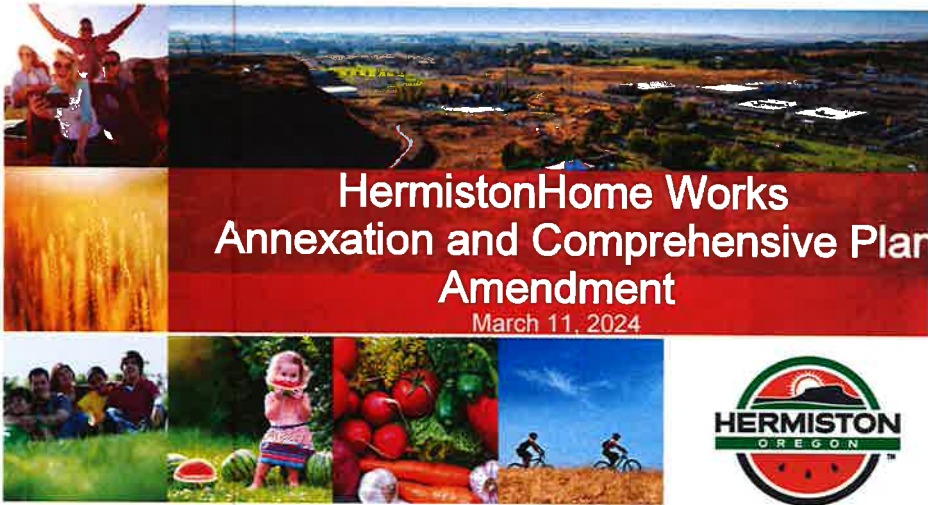
Council President Primmer adjourned the City Council meeting at 8:26pm as there was no other business.

SIGNED:

\_\_\_\_\_  
Doug Primmer, Council President

ATTEST:

\_\_\_\_\_  
Lilly Alarcon-Strong, CMC, City Recorder



## Comprehensive Plan Map Amendment and Annexation– Hermiston Home Works

Subject Property



## Comprehensive Plan Map Amendment and Annexation– Hermiston Home Works

Existing Comprehensive Plan and Zoning Designation

*Future Industrial Comp Plan*

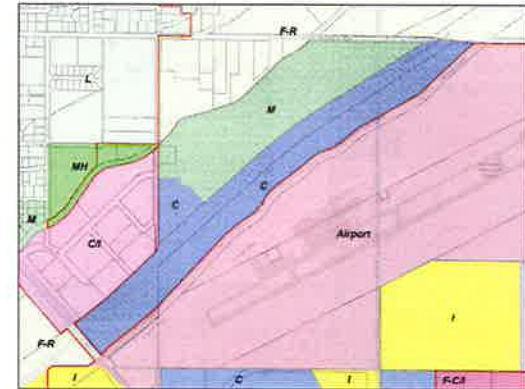
*F-2 General Rural Zoning*



## Comprehensive Plan Map Amendment and Annexation– Hermiston Home Works

Original Proposed Comprehensive Plan and Zoning Designation

- Medium Density Residential (R3) (47.9 Acres)
- Commercial (C-2) (32 Acres)





# Comprehensive Plan Map Amendment and Annexation— Hermiston Home Works

### Recommended Comprehensive Plan and Zoning Designation

- Low Density Residential (R2) (33.6 Acres)
- Medium Density Residential (R3) (15 Acres)
- Commercial (C-2) (32 Acres)



# Comprehensive Plan Map Amendment and Annexation— Hermiston Home Works



Southbound canal crossing



SE 10th St extension



Northbound canal crossing



# Comprehensive Plan Map Amendment and Annexation— Hermiston Home Works

- Impact on land supply
  - 80 acres of future industrial land in city's UGB
  - Factored into current employment land inventory
    - Part of overall 605-acre employment land supply
    - Reduces 605 acre supply by 50 acres
    - City requires at least 145 acres of employment lands for 20 years
  - Adds 50 acres to residential land inventory
    - City has a supply of 1,400 vacant and partially vacant residential acres
    - Adding 50 acres to the residential supply adds the capacity for at least 300 additional housing units
    - City has need of 2,045 housing units over 20 years
    - Existing land supply can support up to 18,000 housing units
- Industrial and residential land supplies are both able to accommodate proposed amendment



# Comprehensive Plan Map Amendment and Annexation— Hermiston Home Works

- Conditions of Approval
  - A trip cap of 657 peak hour trips is imposed upon the property. Residential trips shall be capped at 325 peak hour trips and the newly designated commercial area south of the railroad tracks shall be capped at 110 peak hour trips.
  - The city shall prohibit the outdoor storage of hazardous chemicals and underground storage of gasoline and diesel fuels.
  - Where restrictive foundation soils are evident, the city shall require a registered engineer's assessment of the design and structural techniques needed to mitigate potential hazards.
  - At such time as development is proposed, the city will notify the Oregon Department of State Lands of the development proposal, soliciting comment on the potential wetland status.
  - Annexation is contingent upon co-adoption of the comprehensive plan map amendment by Umatilla County. In the event that Umatilla County fails to co-adopt the map amendments, annexation shall fail, and a new comprehensive plan map amendment and annexation application shall be submitted.



**Resolution 2317**  
**Solid Waste Rates**  
 City Council: March 11, 2024

**HERMISTON** Overview

- Waste Connections, Inc. (DBA Sanitary Disposal)
  - Hermiston, Umatilla, Stanfield, Echo, Irrigon, Boardman, etc.
- Purchased SDI Business 2 Years Ago
  - Increasingly Complex (regulated)
  - Volatile
  - Expensive/Risky at Small Scale



**HERMISTON** Overview

- Operate & then Review Actual Costs
- Old Trucks/Equipment
  - Avg - 27 Years
  - **Deferred Capital Investment by SDI**



**HERMISTON** What's wrong with old Trucks?

- Downtime
  - **Expensive Driver Downtime**
  - **Missed Pickups or Extra Trucks**
- Replacement Parts/Changing Business Model
  - **Discontinued parts**
  - **Components more complex**



## HERMISTON **New Trucks/Wages**

- New Base Model Trucks
  - All Systems More Complex/Expensive
- Local Labor Market Increasingly Competitive
  - Minimum Wage up 42% since 2016
  - Increased Driver & Office wages



## HERMISTON **Comparable Services**

| Weekly Residential | Proposed Hermiston | Pendleton | Pilot Rock | West Richland |
|--------------------|--------------------|-----------|------------|---------------|
| 35 Gallon Cart     | \$ 17.46           | \$ 16.75  | \$ 23.25   | N/A           |
| 90 Gallon Cart     | \$ 29.05           | \$ 33.60  | \$ 43.25   | \$ 30.67      |

- Current Hermiston Rates
  - 35 Gal: \$12.70
  - 90 Gal: \$21.13



## HERMISTON **Comparable Services**

| Weekly Commercial  | Proposed Hermiston | Pendleton | Pilot Rock | West Richland |
|--------------------|--------------------|-----------|------------|---------------|
| 1.5 Yard Container | \$ 120.82          | \$ 124.92 | \$ 127.75  | \$ 136.52     |

- Current Hermiston Rates
  - 1.5 Yard Container: \$87.87



## HERMISTON **Additional**

- Effective Date: April 1
- Future Curbside Recycling
  - Not Included in this Request
  - Funding Model Still In -Flux
  - Impossible to predict that rate impact





# Fiscal Impact to City

- City does all billing services for Hermiston accounts (10% fee)
- Franchise Fee for exclusive franchise (3.5%)
- Current FY24 Fees (13.5%): \$480,000/yr
- Net Increase from this request: \$180,000/yr



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# QUESTIONS?

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Mayor and Members of the City Council  
**STAFF REPORT**  
For the Meeting of March 25, 2024

**Title/Subject**

Resolution 2318- Gladys & Main Water Line Replacement

**Summary and Background**

This project will be the major water main replacement project for 2024 as identified in the Capital Improvement Plan.

Work will generally consist of the replacement of an existing water line, which is located beneath approximately 5,000 feet of paved right-of-way, with new ductile iron piping. Work will also include replacement of non-copper service lines, a grind and overlay of approximately 1,000 feet of roadway, and full street reconstruction of approximately 1,400 feet of roadway.

This project will be fairly impactful to the east side of the downtown core area, with work occurring in the street in front of approximately 150 homes and businesses along the nearly mile-long route.

The sections of water main being replaced were selected due to their age and size as recommended by the 2019 Water System Master Plan. In combination with the aging water lines, different sections of the project have different roadway surface conditions. Based on previous experience from the first large-scale water line replacement project of the current CIP effort along West Ridgeway, it is anticipated that, depending on location of the pipe in the roadway cross-section and the age and type of construction of the roadway, it may be more cost effective to either patch-back the roadway surface, overlay the roadway surface for the full roadway width, or fully rebuild the entire roadway width.

Generally speaking, the types of work occurring at various locations are:

**Gladys Ave. (NE3rd to NE 7<sup>th</sup>)**

- 3<sup>rd</sup> to 7<sup>th</sup>: Water Main Replacement
- 3<sup>rd</sup> to 5<sup>th</sup>: Grind and Overlay full width of roadway surface
- 5<sup>th</sup> to 7<sup>th</sup>: Full-width full-street rebuild

**NE 7<sup>th</sup> (Gladys to Main)**

- Gladys to Main: Water Main Replacement
- Gladys to Main: Patch roadway trench cut

Main Street (NE 5<sup>th</sup> to NE 9<sup>th</sup>)

- 5<sup>th</sup> to 9<sup>th</sup>: Water Main Replacement
- 5<sup>th</sup> Intersection: Full street Rebuild of existing decorative “brick” crosswalk
- 5<sup>th</sup> to 9<sup>th</sup>: Patch roadway trench cut

Hurlburt Ave. (SE 6<sup>th</sup> to SE 7<sup>th</sup>)

- 6<sup>th</sup> to 7<sup>th</sup>: Water Main Replacement
- 6<sup>th</sup> to 7<sup>th</sup>: Full-Width Full Street Reconstruction.

Bids for the project were opened March 19, with the following responses:

- \$1,856,174.58 Culbert Construction, Inc.
- \$1,897,300.15 Eastern Oregon Contracting, LLC
- **\$1,930,020.00** **Engineer’s Estimate**
- \$1,976,730.00 Bolen Construction, LLC
- \$2,010,406.97 C&E Trenching, LLC
- \$2,018,615.65 Premier Excavation
- \$2,165,268.00 Titan Utilities, LLC

**Tie-In to Council Goals**

Goal #3: City Facilities: Public facilities that meet the community needs of today and the future

**Fiscal Information**

This project has been included in the approved Capital Improvements Plan since the first draft in 2017, and is included in the current FY’24 budget to be paid from the Water Reserve Fund.

**Alternatives and Recommendation**

Alternatives

1. Award the contract to Culbert Construction, Inc.
2. Reject all bids and re-advertise.

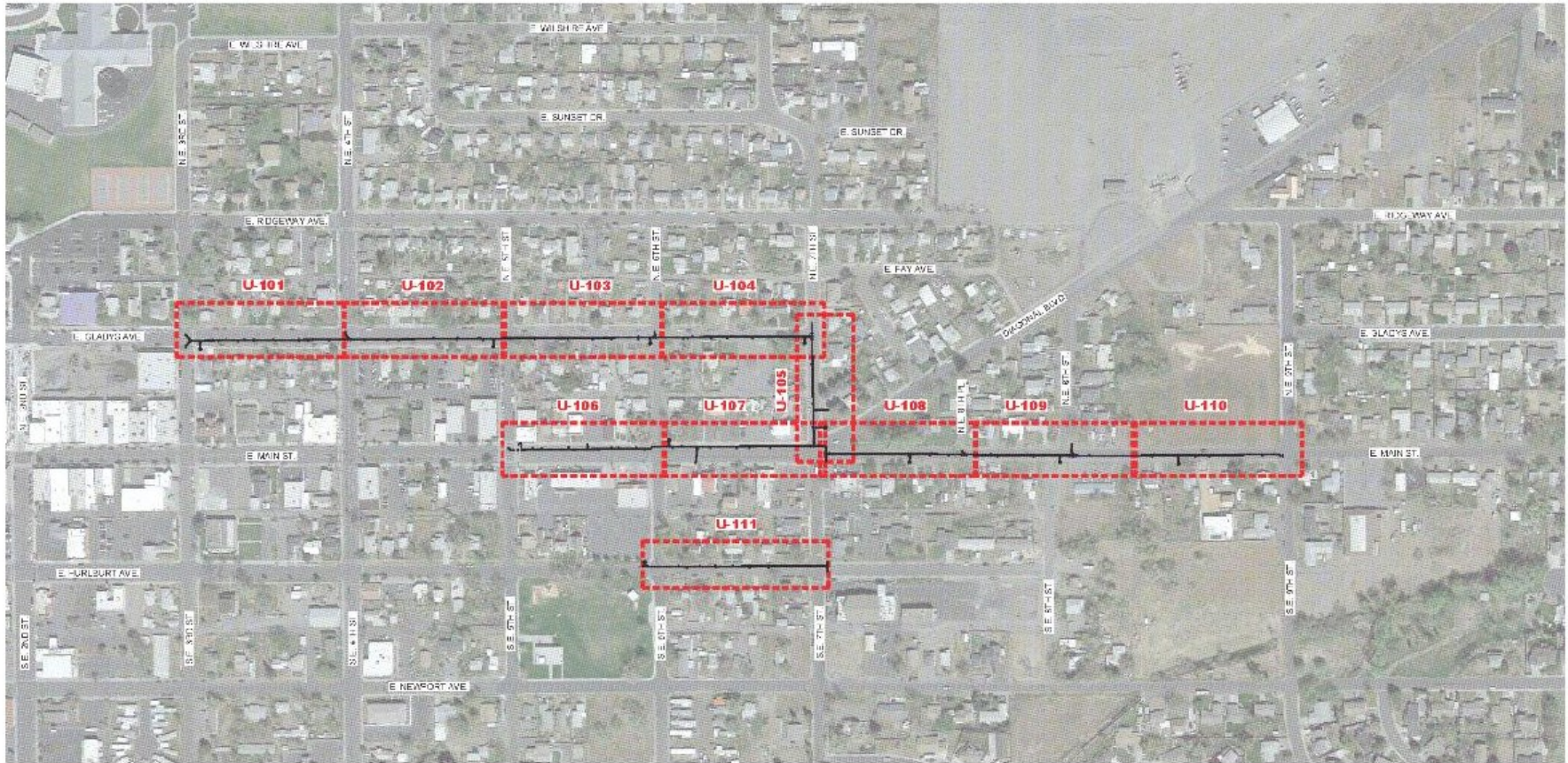
Recommended Action/Motion

Motion to approve Resolution 2318

**Submitted By:**

Mark Morgan

# Gladys & Main Water Line Replacement Area of Impact



**LEGEND**  
**X-XXX** SHEET NUMBER  
**[Red Dashed Box]** SHEET COVERAGE AREA  
**[Black Line with Arrow]** WATER LINE IMPROVEMENTS



|                           |   |            |     |
|---------------------------|---|------------|-----|
| REVISION                  | DATE  | BY         | CHK |
|                           |   |            |     |
| DESIGNED BY: C. FALL      | PROJECT NO: 736-133                                 | DATE: 2024 |     |
| DRAWN BY: L. MURPHY       | PLAN NO: 736-133-G-101                              |            |     |
| REVISION BY: J. M. GILMAN | COPYRIGHT 2024 BY ANDERSON PERRY & ASSOCIATES, P.C. |            |     |



**CITY OF HERMISTON**  
**E. GLADYS AVE. AND E. MAIN ST.**  
**WATER LINE REPLACEMENT**

SITE PLAN

SHEET  
**G-101**

3 OF 3

**RESOLUTION NO. 2318**

**A RESOLUTION AWARDED A CONTRACT FOR CONSTRUCTION OF THE GLADYS AND MAIN WATER LINE REPLACEMENT PROJECT AND AUTHORIZING THE CITY MANAGER TO SIGN ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY**

WHEREAS, the City of Hermiston (“City”) has developed the need for the construction of the Gladys and Main water line replacement project (“the Project”); and

WHEREAS, the Project includes replacement of existing water line with new ductile iron piping, replacing non-copper service lines, grind and overlay of approximately 1,000 feet of roadway, and full street reconstruction of approximately 1,400 feet of roadway; and

WHEREAS, notice was published, and bids were received, with Culbert Construction, Inc. being the lowest responsive and responsible bidder with a bid of \$1,856,174.58.

NOW, THEREFORE, THE CITY OF HERMISTON RESOLVES AS FOLLOWS:

1. That Culbert Construction, Inc. is awarded the contract for the Gladys and Main Water Line Replacement Project.
2. That the City Manager be, and is, hereby authorized to execute and deliver the contract to Culbert Construction, Inc. with such changes, additions, deletions, and modifications as the City Manager may approve.
3. That this resolution is effective immediately upon its passage.

PASSED by the Common Council this 25th day of March 2024.  
SIGNED by the Mayor this 25th day of March 2024.

\_\_\_\_\_  
Dr. David Drotzmann, MAYOR

ATTEST:

\_\_\_\_\_  
Lilly Alarcon-Strong, CMC, CITY RECORDER





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Mayor and Members of the City Council  
**STAFF REPORT**  
 For the Meeting of March 25, 2024

**Title/Subject**

Possible Action to Place a Question on the November 2024 Ballot related to the sale/taxation of Cannabis

**Summary and Background**

Ordinance No. 2234 was passed by the city council on November 23, 2015. This ordinance prohibited the sale of marijuana in the city and put the issue to a vote at the November 8, 2016 election. Electors voted to prohibit marijuana processing sites and all medical/retail marijuana sales by a 442-vote margin (2786 to 2344). This ordinance is now codified as 157.151(B) in the Hermiston Municipal Code.

Beginning in the summer of 2023, the City began a detailed discussion of the city's general fund budget and possible revenue sources that might be available to increase funding to cover current and possible future operations. City staff did not consider this revenue source to be very viable for a variety of reasons and so detailed discussions did not happen during the budget discussions.

However, during this process of budget and revenue discussions, the City utilized a couple of different surveys and offered a couple of different public input opportunities. Following is a summary of those results on this topic:

- In an initial online survey getting some general feedback about several budget issues including possible additional revenue sources, 75% of the respondents (out of 425 total) said that a cannabis tax should be considered as an additional revenue source.
- In the City's November 2023 Budget Town Hall, several of those that commented stated support for taxing cannabis.
- Finally, as a response to the feedback from the initial survey, the City did an online cannabis focused survey in early 2024. There were 447 respondents to the survey and there was a lot of support within that group of responses for taxing the sale of cannabis.

All this background is to say that the City is discussing this topic in response to feedback given by residents specific to recent budget-related discussions. Based on the Council's discussion at the February 26<sup>th</sup> work session, staff is bringing this to council for formal direction relative to placing this question on the ballot.

Now a discussion of options related to placing this question on the ballot.

Option #1- City Council takes no action on repealing the current ban on the sale of cannabis within the City of Hermiston.

- No change

Option #1A - Citizens in favor of repealing the existing ordinance may file an initiative to place the repeal on the ballot.

- Can only be placed on the primary or general election ballot in even numbered years. On those ballots there would be no cost to the City or the petitioner.
- Currently this action requires 1,625 registered voters within the City of Hermiston city limits. This number is based on the number of registered voters so this could change depending on the date a person files to begin the initiative process.
- Deadline would be June 7, 2024, to be on November 2024 ballot.

Option #2 - City Council votes to refer to the November 2024 election a question to repeal the current ban on the sale of cannabis within the City of Hermiston and institute a 3% tax on those sales.

Following a decision to place the issue on the ballot, City staff would need to prepare several documents with input from multiple departments and possibly a citizen task force of some sort. Following is an overview of that work without every detail defined:

- An ordinance repealing the prohibition ordinance and allowing the sale of marijuana, that would only become effective if there is a yes vote at the ballot, effective January 1 following the election or January 1 following the next statewide general election.
  - “Allowing the sale of marijuana” would need to be defined. ORS 475C.950 allows the establishment of one or more of the following: marijuana processing sites, medical marijuana dispensaries, marijuana producers, marijuana processors, and marijuana wholesalers or any combination of the entities described in this subsection.
- An ordinance imposing up to a 3% tax rate on retail marijuana sales, only becomes effective if there is a yes vote on the question of allowing the sale of marijuana, effective January 1 following the election or January 1 following the next statewide general election.
- A resolution approving the referral to the electors of the City of Hermiston the question of repealing the prohibition ordinance and allowing marijuana sales and imposing a 3% tax on the sale of marijuana products and to place the questions for a vote at the next statewide general election.
- Create ballot measure for either one question or two for the question of allowing marijuana sales and whether the city should institute up to a 3% sales tax and file it with county elections (needs to be done by September).
- Prepare ordinances regarding time, place, and manner restrictions for the processing, wholesale, or retail sale of marijuana including any zoning or land use changes as needed.
- Prepare ordinance regarding business license and associated fee.

All these documents will require hearings/action at the planning commission and/or council. There would also be a lot of discussion related to the specific content of all these items.

### **Tie-In to Council Goals**

Public Engagement

### **Fiscal Information**

Would require a large amount of staff time to prepare documents and execute processes to prepare for the ballot and what might happen at the election. Although it is very difficult to estimate the financial cost in staff time, it is certain to divert the focus of numerous high-level staff from other community priorities, which is also costly.

If tax is adopted our best estimate would be to expect revenue to ramp up to approximately \$400,000 per year after three years from the first business opening if a 3% tax rate on the retail sale of marijuana is approved.

As stated earlier in this report, this idea of changing the city's stance on allowing the sale of cannabis within the City came out of budget discussions. However, with the adoption of a number of expense cuts including substantial street maintenance fund cuts and the adoption of a law enforcement staffing fee, an increase in the Transient Room Tax rate, an increase in planning department fees, an anticipated adoption of a business license fee amount and the receipt of a COPS grant, there are no anticipated needs for the revenue that might be generated by a cannabis tax.

### **Alternatives and Recommendation**

#### Alternatives

- Follow Option #1-#1A by taking no action on repealing the current ban on the sale of cannabis within the City of Hermiston
- Follow Option #2 and vote to refer to the November 2024 election a question to repeal the current ban on the sale of cannabis within the City of Hermiston and institute a 3% tax on those sales.

#### Recommended Action/Motion

- Take no action on repealing the current ban on the sale of cannabis within the City of Hermiston

**Submitted By: Byron D. Smith**



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Mayor and Members of the City Council  
**STAFF REPORT**  
For the Meeting of March 25, 2024

**Title/Subject**

Adoption of 2024 Council Goal Setting Report.

**Summary and Background**

Attached is the report from a 1.5 day retreat held January 25-26, 2024 to review the Council’s goals, discuss current community projects and issues, and provide City staff with direction regarding the Council’s priorities for the coming years. This session is the tenth such retreat. For the ninth time, the City contracted with SSW Consulting, a professional strategic planning and facilitation firm to prepare and guide us through our discussion.

In advance of the retreat, SSW conducted outreach with the Council and staff to discuss community challenges, opportunities, and priorities on the horizon.

**Tie-In to Council Goals**

N/A

**Fiscal Information**

N/A

**Alternatives and Recommendation**

Alternatives

1. Adopt Report as presented.
2. Direct Staff to edit report and bring it back.

**Recommended Action/Motion**

Motion to adopt 2024 Council Goal Setting Report as presented.

**Submitted By:** Byron D. Smith



# CITY OF HERMISTON

2024 City Council Retreat



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**03 | Hermiston 2040 Vision + Core Values**

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**08 | 2024 Goals**

**12 | Team Agreement**

# INTRODUCTION

The City of Hermiston Council and management team gathered on January 25-26, 2024, for their annual Council Retreat. This retreat serves as an important opportunity for City leaders to engage in comprehensive discussion aimed at setting realistic goals aligned with community needs and opportunities, Hermiston's 2040 Vision, and the resources and capacities of City staff.

The retreat offers a unique environment conducive to fostering collaboration and open dialogue amongst Council members and staff. It allows the team to step away from the day-to-day responsibilities and engage in substantive conversations focused on the City's long-term vision and the strategic actions required to bring that shared vision to life. Furthermore, the retreat offers the opportunity for Council and staff to engage directly with one another share input and insights to develop a deeper understanding of the challenges and opportunities facing the community and organization. In this way, Council can harness the collective expertise and perspectives to identify realistic goals that are both aspirational and obtainable.

The City hired SSW Consulting, professional strategic planning and facilitation consultants, to guide the process for the retreat and goal setting. In preparation for the retreat, SSW conducted outreach with Council and staff to gather input on challenges and opportunities facing the organization and community. Informed by the results of the outreach, SSW partnered with staff to develop an agenda designed to achieve the following shared outcomes:

- Collectively tell the history of Hermiston to review past successes and challenges in order to harvest learning for the future;
- Develop a shared understanding of the current context of the organization and community to inform the goal refinement process;
- Refine City Council goals and objectives to guide the work of the organization, and;
- Build a strong and unified team among the Council and with staff to advance the goals.

The team engaged in collaborative exercises to develop a thorough assessment of the City's shared history and current environment to identify key learnings from past experiences and develop a shared understanding of the existing community landscape. Using this assessment as a shared foundation, the team discussed how to leverage the City's strengths to achieve future success in serving the Hermiston community for years to come.

The resulting 2024 Council Goals reflect a shared commitment of Council and staff to serve all community members in Hermiston to the best of their ability. As staff works to implement the goals over the coming year, they will provide regular progress updates to Council to support transparency and accountability to the Hermiston community.

# HERMISTON TEAM

## City Council

Mayor Dr. David A. Drotzmann  
 Jackie M. Linton, Ward 1  
 Roy N. Barron, Ward 2  
 Jackie C. Meyers, Ward 3  
 David P. McCarthy, Ward 4  
 Maria E. Duron, At Large  
 Rod S. Hardin, At Large  
 Nancy R. Peterson, At Large  
 Doug Primmer, At Large, Council President

## City Team

Byron D. Smith, City Manager  
 Mark Morgan, Assistant City Manager  
 Lilly Alarcon-Strong, City Recorder  
 Brandon Artz, Parks + Recreation Director  
 Al Davis, EOTEC General Manager  
 Jason Edmiston, Police Chief  
 Crystal Inners, Human Resource Specialist  
 Nate Rivera, Hermiston Energy Services Manager  
 Mark Rose, Library Director  
 Clint Spencer, Planning Director  
 Jordan Standley, IT Director  
 Richard Tovey, City Attorney  
 Jillian Viles, Court Administrator



Mayor Drotzmann



Councilor Linton  
Ward 1



Councilor Barron  
Ward 2



Councilor Meyers  
Ward 3



Councilor McCarthy  
Ward 4



Councilor Peterson  
At Large



Councilor Primmer  
Council President  
At Large



Councilor Hardin  
At Large



Councilor Duron  
At Large



# HERMISTON 2040 VISION + CORE VALUES

In 2022, the City Council adopted the Hermiston 2040 Vision and Action Plan to guide the City in making strategic decisions and allocating resources to address the current and future needs of the community over the next twenty years. The 2040 Vision is a result of broad engagement with the community and organization to identify priorities and develop specific strategies to achieve shared goals. The 2024 Council goals are designed to align with the 2040 Vision statement, goals areas, and guiding values.

## HERMISTON VISION

A Community where friendliness and opportunity abound.

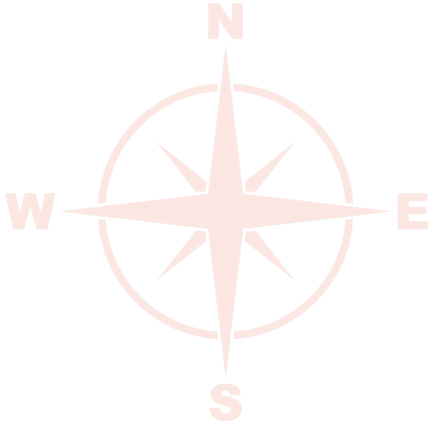


## HERMISTON 2040 VISION GOALS

- Growing + Prosperous Hermiston
- Safe + Healthy Hermiston
- Connected + Engaged Hermiston
- Sustainable Hermiston

# HERMISTON VALUES

**Values: What guides us,  
the lens through which we work**



**FISCAL PRUDENCE**  
We are responsible stewards of the City’s financial resources and exercise discretion in decision-making.

**ENGAGEMENT**  
We facilitate constructive relationships between the City and constituents to build trust and support equitable and sustainable decision-making.

**INCLUSIVE**  
We are committed to building an inclusive environment that values and respects the contributions of all people.

**PARTNERSHIPS**  
We collaborate with community organizations to leverage expertise and resources to best serve the public.

**LIVABILITY**  
We promote diverse housing options, convenient and accessible community assets, a healthy environment, and high-quality education.

# ENVIRONMENTAL SCAN

## Graphic History

Given the complex and interconnected landscape of local government, the choices made today have far-reaching implications for the well-being and prosperity of community and residents for years to come. Hermiston has changed significantly over the past thirty years with substantial growth and development, and community members today are beneficiaries of the work and strategic decisions made by previous City leaders. Considering the potentially significant Council transition on the horizon with the coming election, the current Council and management team participated in a graphic history exercise to look back at where the city has been to inform future goals and strategies. Specifically, the exercise aims to document community and organizational changes over time and discuss what factors have contributed to success. As a result, the graphic history builds continuity in institutional knowledge among the team to inform future decisions and strategic planning.

Hermiston has benefited from stability in leadership and a strong organization focused on intentional planning to serve all community members in Hermiston. The team has accomplished a lot over the years and developed a 'can-do' culture to create a place where people want to be, as witnessed by Hermiston growing to be the largest city in Eastern Oregon. To close the exercise, the team shared key insights to consider in the goal refinement process to support continued success in providing services to the community, preparing for future growth, and maintaining the spirit of the Hermiston. The following image summarizes the team's discussion.



# ENVIRONMENTAL SCAN

## Context Map

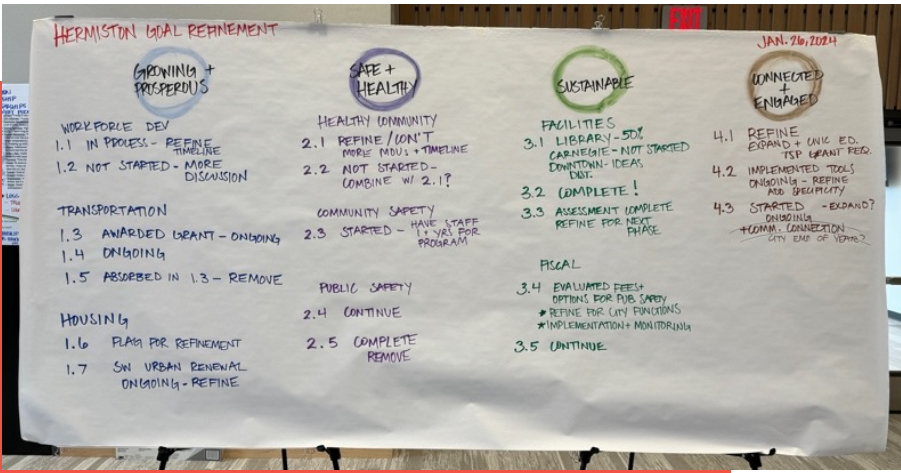
Examining the current context of the organization provides valuable information for strategic decision making in the goal refinement process. A thorough understanding of where the organization is today ensures the resulting goals are responsive to needs in the community and organization to support sustainable growth and the provision of quality city services.

Recognizing and celebrating successes is an important part of the process as it acknowledges the work of staff and sets a positive tone for the team moving forward. Being aware of the various department priorities for the coming year enables Council to stay informed on the breadth and depth of the City's work already underway. This insight supports the development of Council goals that are both realistic and aspirational to move the City forward strategically. Additionally, assessing the challenges and barriers facing the organization enables the team to collaboratively problem solve and prioritize resources to support a high-performing organization equipped to serve the community effectively.

Building on the discussion of the graphic history exercise, the team discussed the current environment facing the organization. As part of the outreach with staff, SSW gathered a list of accomplishments from 2023, priorities for 2024, and any barriers and challenges that threaten progress of department's work. At the retreat, participants reviewed and discussed the information together and made any additions for the team to consider in the goal refinement process. Additionally, City Manager Byron Smith offered an update on the City's financial position and forecast for the coming year.

# GOAL REFINEMENT PROCESS

City Council and staff meet on an annual basis to refine the Council goals to provide policy direction to the organization for the coming year. The Council goals guide the development of the City’s budget and department work plans to align resources and staff capacity accordingly. The team worked collaboratively to review the 2023 goals and supporting actions to determine which actions were complete, ongoing, or needing refinement. Building on the information and insights shared during the environmental scan, the team worked in small groups to discuss how the actions needing refinement should be updated to reflect the work completed in 2023 as well as opportunities on the horizon for 2024 and beyond. Additionally, the small groups discussed ideas for any new proposals for Council to consider adding to the 2024 goals. Following the small group exercise, the team reconvened to map the resulting proposals for refined and new actions. For each action, the team discussed the desired outcomes to ensure the actions are aligned with the Hermiston 2040 Vision. The following images summarize the results of the goal refinement process.



# GROWING + PROSPEROUS

HERMISTON IS CULTIVATING A VIBRANT COMMUNITY WITH A THRIVING ECONOMY, ASSORTMENT OF HOUSING OPPORTUNITIES, HIGH-QUALITY EDUCATION, AND SUPPORT SERVICES TO PRESERVE THE SMALL-TOWN FEEL.

| ACTION   | LEAD                             | TIMELINE  |
|--|----------------------------------|-----------|
| <b>ECONOMIC DEVELOPMENT: EXPAND, STRENGTHEN, AND DIVERSIFY THE LOCAL ECONOMY</b>   |                                  |           |
| 1.1 Examine the expansion of the Urban Growth Boundary (UGB) for commercial and industrial lands                                   | Planning + City Manager's Office | 2 years   |
| 1.2 Foster collaborative partnerships for workforce training and development   | Planning + City Manager's Office | 2 years   |
| 1.3 Evaluate retail business mix and pursue areas of need  | Planning + City Manager's Office | 2 years   |
| <b>TRANSPORTATION: IMPROVE MOBILITY AND TRANSPORTATION</b>   |                                  |           |
| 1.4 Complete Transportation System Plan Update (will include sidewalks)  | Planning + City Manager's Office | 1-2 years |
| 1.5 Develop Safe Streets for All comprehensive safety action plan  | Planning + City Manager's Office | 1-2 years |
| <b>HOUSING: INCREASE SENIOR, WORKFORCE, AND AFFORDABLE HOUSING, MARKET RATE RENTALS, AND PREVENT PEOPLE FROM BECOMING UNHOUSED</b> |                                  |           |
| 1.6 Attract market-rate rental housing developments to increase middle housing inventory   | Planning + City Manager's Office | 1-2 years |
| 1.7 Continue to fund infrastructure improvements to support new housing and enhance livability                                     | Planning + City Manager's Office | Ongoing   |

# SAFE + HEALTHY

HERMISTON ENSURES A HEALTHY AND SAFE ENVIRONMENT FOR ALL THROUGH ABUNDANT RECREATION AND WELLNESS OPPORTUNITIES, HIGH-QUALITY HEALTH CARE, COLLABORATION WITH COMMUNITY PARTNERS, AND A HEALTHY AND ATTRACTIVE BUILT ENVIRONMENT.

| ACTION  | LEAD                                | TIMELINE |
|---|-------------------------------------|----------|
| <b>WELLNESS: A HEALTHY COMMUNITY</b>  |                                     |          |
| <b>2.1</b> Update feasibility analysis of a Health, Wellness, and Aquatic Center  | Parks and Recreation + City Manager | 1 year   |
| <b>2.2</b> Finalize memorandums of understanding (MOUs) to solidify partnerships for a Health, Wellness, and Aquatic Center | Parks and Recreation + City Manager | 1 year   |
| <b>2.3</b> Identify and secure land for a health, wellness and aquatic center   | Parks and Recreation + City Manager | 1 year   |
| <b>PUBLIC SAFETY: IMPROVE TRAFFIC SAFETY AND ALIGN PUBLIC SAFETY RESOURCES WITH COMMUNITY NEEDS</b>                         |                                     |          |
| <b>2.4</b> Evaluate and possibly implement red light photo enforcements along Hwy 395                                       | Police + City Attorney              | 1 year   |
| <b>2.5</b> Develop plan to increase police officer staffing   | Police                              | 1 year   |

# SUSTAINABLE

HERMISTON RESPONSIBLY PLANS AND INVESTS IN COMMUNITY INFRASTRUCTURE AND THE BUILT ENVIRONMENT TO SUPPORT THE CRITICAL NEEDS OF DAILY LIFE AND SUSTAINABLE GROWTH FOR THE FUTURE.

| ACTION   | LEAD                   | TIMELINE  |
|--|------------------------|-----------|
| <b>CITY FACILITIES: PUBLIC FACILITIES THAT MEET THE COMMUNITY NEEDS OF TODAY AND THE FUTURE</b>                                    |                        |           |
| <b>3.1</b> Conduct public engagement to identify use scenarios, evaluate all options, and finalize plan for Carnegie Building      | City Manager's Office  | 1-2 years |
| <b>3.2</b> Complete public library renovation  | City Manager + Library | 1-2 years |
| <b>3.3</b> Complete public safety center renovation  | City Manager + Police  | 2 years   |
| <b>FISCAL: MAINTAIN SERVICE LEVELS, STRENGTHEN INTERNAL OPERATIONS TO SUPPORT SUSTAINABILITY, ACCOUNTABILITY, AND TRANSPARENCY</b> |                        |           |
| <b>3.4</b> Evaluate and update internal financial policies and procedures  | City Manager + Finance | 1 year    |
| <b>3.5</b> Develop five-year financial plan to support sustainable staffing and operations   | City Manager + Finance | 1-2 years |
| <b>3.6</b> Finalize water allocation for EOTEC   | City Manager + EOTEC   | 1-2 years |



# CONNECTED + ENGAGED

HERMISTON PROVIDES OPPORTUNITIES FOR STRONG SOCIAL CONNECTIONS, CELEBRATES DIVERSITY, AND HONORS OUR HISTORIC AND CULTURAL HERITAGE TO FOSTER A WELCOMING AND INCLUSIVE COMMUNITY FOR ALL

| ACTION   | LEAD                | TIMELINE         |
|--|---------------------|------------------|
| <b>COMMUNITY ENGAGEMENT: IMPROVE ENGAGEMENT AND CONNECTION WITH THE COMMUNITY</b>  |                     |                  |
| <p><b>4.1</b> Engage with education partners to develop and implement youth engagement plan to increase understanding of and involvement with City</p> | <p>City Manager</p> | <p>1-2 years</p> |
| <p><b>4.2</b> Evaluate and implement communication best practices and tools to improve connection with the community</p>                               | <p>City Manager</p> | <p>1-2 years</p> |
| <p><b>4.3</b> Develop and implement a formalized community service award program to recognize community members and employees</p>                      | <p>City Manager</p> | <p>1-2 years</p> |



# TEAM AGREEMENT

## The Hermiston City Council is committed to...

- **Collaboration for All:** The Council is committed to working together, collaborating for the benefit of all. We approach the work with an open mind, considering all options and listening and valuing the diverse perspectives in our community.
- **Partnership:** The Council is committed to their partnership with City staff, providing clear direction and exercising patience as the team pursues the implementation of community goals and Council priorities. We acknowledge the various factors at play in implementing the goals and we recognize that certain things will be outside of staff's control. Open communication is critical to this partnership and we are committed to proactive and collaborative two-way flow of information.
- **Preparation:** The Council is committed to being prepared and informed to support policy making to serve the shared interests of the Hermiston community. We will work with the City Manager to address any questions and gather additional information needed in advance of Council meetings. We will put aside our personal agendas to serve the larger community. We value the individual strengths and perspectives we bring to the role, and we will work with our team to support the consensus and/or majority position of the team.
- **Focus:** The Council is committed to their shared goals and priorities. We will stay on point in advancing the community's vision and supporting staff in implementing the goals. We will share our positions on "the why" behind the goals, yet be succinct and clear in our communication. We will be intentional with our requests to staff to support organizational efficiency and shared outcomes.

## The Hermiston City Staff is committed to...

- **Partnership:** City staff is committed to their partnership with the City Council. We will be transparent about timelines and priorities in the work plan. We will be direct and clear in our communication to support the Council in their policy making. We will provide all data and options available to Hermiston for City Council's consideration.
- **High-Performing Organization:** City staff is committed to cooperating and collaborating with the Council, community partners, and regional organizations to implement the goals and deliver high quality services to the people of Hermiston. We will speak up to ensure we have the direction needed to continue advancing the goals and community vision. We will respect and offer full support of the direction of the Council.



**CITY OF HERMISTON**

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