



Minutes
City of Irrigon Council Meeting
June 18, 2024 – 6:00 PM
Irrigon City Hall – 500 NE Main Ave
Irrigon, OR 97844

- Call to order/Pledge/ Roll Call

Mayor Michelle Patton called the meeting to order at 6:00 PM and led in the Pledge of Allegiance.

Councilors present: Mayor Michelle Patton, Mayor Pro-Tem Benji Calvert, Hector Cano, Melvin Lambert, Marlina Avila-Serratos, and Heather Bishop.

Councilors not present: Daren Strong, prearranged absence.

Staff present: City Manager Aaron Palmquist, City Clerk Trista Seastone.

Audience present: Barbara Hulse and Ruth Bostick.

- Mayor's Comments

Mayor Patton read a thank you letter from coaches and some youth from the Irrigon High School track program. The letter thanked the City of Irrigon for the financial support on behalf of the City of Irrigon to assist in the purchase of new pole vault equipment. A copy of the letter was in the council packet for review.

Patton reminded the community that Music in the Park will be starting at the Irrigon Park Marina every other Monday evening from 7-8 PM. The first concert will be on June 24, 2024, and will be featuring Shamrock & Sage.

Construction crews are rapping up the Hwy 730 sidewalk project. Patton stated that she has had multiple residents reach out to her and personally tell her how nice it looks and how excited people are to safely walk on the south side of the hwy.

Mayor Patton stated that Irrigon High School graduation was wonderful and now those students requiring the summer school program are enrolled and continuing their studies. Elementary students that require summer school help will start in July.

Patton wanted to welcome Parks and Recreation Director Ken Thompson for taking on the role and a big kudos for getting right to business and having a summer full of events planned for the kids in the community. Michelle stated that the first event to kick off summer was the Bike Rodeo where kids were given bike helmets and other safety equipment. The residents of Irrigon can look forward to having their youth engaged and being offered different activities.

The Irrigon Watermelon Festival will be celebrating their 40th Anniversary this year on July 27th. As usual the festivities will be kicked off with a parade and for the first time the festival will end

with a choreographed fireworks program, several music bands, Ax throwing, and a mechanical bull are among some activities that will be offered. Free face painting and of course lots of vendors and food will be there as well. The Watermelon Festival committee made some changes and has added activities that are free, trying to offer as much as possible for the entire community to participate.

Regarding the Irrigon Plaza Event Center, the mayor stated that she had concerns about people taking advantage of the structure during the night. Mayor Patton verified with staff that the Event Center is only open during business hours and is being unlocked and locked by staff on a regular basis. Staff acknowledged this with confirmation of the hours the plaza is open to the public: Monday – Friday 8:00 AM – 5:00 PM and is available for rent on the weekends.

Mayor Patton added one last item and that was a reminder to the community that there has been a speed reduction through town. The speed is now a posted 30 mph down from 35 mph. Please be aware and cautious when driving through Irrigon.

1. Public Comment

Resident Barbara Hulse stated that when the city had the Spring Clean Up in April, due to construction on Hwy 730 she was unable to have her items removed. Hulse stated she has a dryer and a refrigerator that still need to be picked up. Barbara stated that her neighbor Ruth Bostick also has an item needing to be picked up. Staff stated that arrangements will be made to have the items removed as soon as possible.

There were no further public comments.

2. *Consent Agenda

- a. Approval of Minutes June 18, 2024
- b. City Manager report and staff updates
- c. Accounts Payable
- d. Law Enforcement
- e. Municipal Court
- f. Correspondence

Councilor Melvin Lambert moved to approve and accept the Consent Agenda as presented.

Councilor Benji Calvert seconded the motion.

There was no discussion.

Motion passed unanimously.

3. *Annual Audit Engagement Agreement

This is an annual requirement that lists the requirements and the steps that take place for the 2024 audit. The fees and other costs associated with the reporting were budgeted and adopted in the Fiscal Year 2025 budget.

The Annual Audit Engagement letter from Rebecca Price, CPA was included in the city council packet for review.

City Councilor Benji Calvert moved to approve the annual audit engagement agreement as presented.

Councilor Heather Bishop seconded the motion.

There was no discussion.

Motion passed unanimously.

4. ***Resolution 24-07 "2024 Small City Allotment (SCA) Grant – NE Main Ave Sidewalk Project – Phase 1"**

This is an application to ODOT for the Small City Allotment Grant (SCA) for \$250,000. The sidewalk project is part of Irrigon's Transportation System Plan and is designated for safety improvements. The request for SCA funds will provide installation of sidewalks and ADA curbing along the south side of NE Main Ave, starting at the east side of the parking lot and heading east toward AC Houghton. The project is currently estimated to stop at NE Eighth Street, however if further funding is available at that time, the project could go further than Eighth Street.

City Councilor Heather Bishop moved to adopt Resolution 24-07 as presented for the 24/25 Small City Allotment.

Councilor Marlina Avila Serratos seconded the motion.

There was no discussion.

Motion passed unanimously.

5. ***Paving SE Fourth Street Quote acceptance and Award**

The City of Irrigon requested three (3) and received two (2) eligible quotes. American Rock did not return a bid; Granite Construction - \$105,245.00 and Nelson Construction - \$91,000.00. The request was to include all work prep and pave the road. Bid proposals were included in the council packets for review.

Funding from this project will come from saved reserves from the user fee charges, no tax dollars will be used, funds are available. All utilities have been installed and paving the road will complete the project. SE Fourth Street is a street that is on the top of the list of roads to be paved or repaired in Irrigon, as voted on by council February 2023. Nelson Construction will include all work prepared and will provide all the leveling and compacting for the asphalt application.

Street paving would not be started until July 1, 2024, the new fiscal year.

Councilor Melvin Lambert moved to accept and award the paving quote with Nelson Construction for \$91,000.00 as presented.

Councilor Benji Calvert seconded the motion.

Councilor Heather Bishop asked why the city had only requested three (3) bids for this project and asked if was put into publication. Staff stated that the project was less than \$150,000.00 and therefore did not require publication.

There were no further questions.

Motion passed unanimously.

6. *Award Document for HB1530 Housing Infrastructure Project Administered by Business Oregon

The City of Irrigon has been in contact with Business Oregon about the disbursement of State Legislator funds under HB1530 for infrastructure to help with Molly 1 and NW Columbia area development. The funds have been awarded; however, a signed agreement is necessary to complete the process.

The City of Irrigon was awarded \$1,705,000.00 for the infrastructure work. A copy of the Project Contract Information was included in the council packet for review.

City Councilor Benji Calvert moved to authorize the mayor to sign the agreement with Business Oregon regarding HB1530 infrastructure funds for \$1,705,000.00, following review by the Oregon Department of Justice (DOJ).

Councilor Melvin Lambert seconded the motion.

There was no discussion.

Motion passed unanimously.

7. City Theme/Motto/Logo Plan

The City of Irrigon, in 2019 established a 5-year strategic plan with a Mission, Vision, and Goals. There was no theme or motto developed at that time.

It was proposed by staff that the council have a contest that involves the students of Irrigon schools and residents to come up with a motto and logo that represents the City of Irrigon.

A similar contest was held recently by Hermiston and Boardman and had great success. A copy of the flier used by Boardman was included in the council packet for review.

The City Council had a short conversation and agreed that a contest would be a great way to get the entire community involved and engaged by allowing them to assist in creating the motto and logo for the City of Irrigon.

The council agreed to have the development of a flier for the contest added to the August 20, 2024 city council agenda.

8. Executive Session ORS 192.660 2 (i) To review and evaluate the employment-related performance of the chief executive officer of any public body.

At 6:31 PM the public was excused, and staff were sequestered as City Council members deliberated over the performance review of City Manager Aaron Palmquist.

9. *City Manager Evaluation

At 7:50 PM staff and council members reconvened in the chambers where City Manager Aaron Palmquist was asked if he had any questions or comments, at which time Palmquist stated no.

Mayor Patton stated that she had seen growth in the way communications are coming from the City Manager. She stated that not only can she see the growth within the City of Irrigon with so many new projects and more to come, but the involvement of staff with the community is great to see and appreciated.

Councilor Heather Bishop stated that she appreciated the way Palmquist follows policy and procedure and has shown great leadership.

Mayor Pro-Tem Benji Calvert also stated that he has learned a lot from his meetings with Aaron. Calvert stated that he feels he can ask questions and get answers in a timely manner, stating that he never has had to ask Palmquist twice for or about anything. Benji stated that he appreciated the knowledge of policy and procedures that Aaron has.

City Councilor Hector Cano stated that he thought City Manager Palmquist was doing a great job.

There was no further discussion.

City Councilor Heather Bishop moved to approve the City Manager's Evaluation as provided in the Executive Session.

City Councilor Marlina Avila-Serratos seconded the motion.

Motion passed unanimously.

10. Items for future Council meetings

- a. Ordinance 260-23 Camping and Homelessness – TBD
- b. Food Pod Project – TBD
- c. Lexipol Policies Ord 259-23 – TBD
- d. Boards and Commissions (Irrigon Code) – TBD
- e. Development Code – On going
- f. Public Contracting & Purchasing Policy – TBD

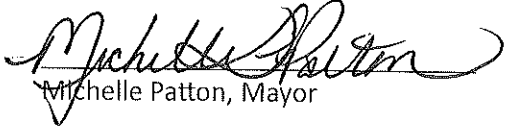
Adjournment:

Councilor Melvin Lambert moved to adjourn the meeting at 8:05 PM.

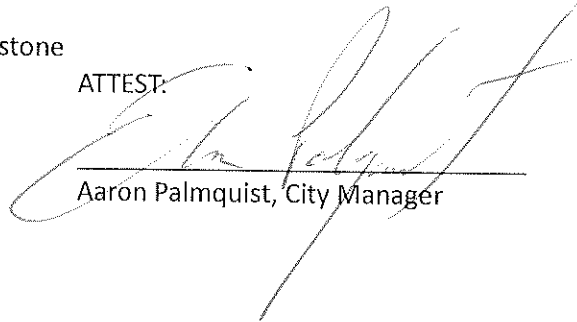
Next regular meeting is scheduled for: July 16, 2024

Minutes prepared by: City Clerk Trista Seastone

Signed:


Michelle Patton, Mayor

ATTEST:


Aaron Palmquist, City Manager