

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM October 13, 2014**

NOTE: Where stated "Motion Carried" is considered unanimous, unless otherwise stated.

ATTENDEES:

**Mayor, Joe Perry
City Manager, Kim Cutsforth
Skip Matthews
Corey Sweeney
Judy Buschke
Dale Bates
Joann Burleson
Rusty Estes
Chad Doherty
Bill Kuhn, City Attorney**

Absent: John Bowles,

**Members of the Public: Deanna Koerner, Glorene Lesperance, Sheryll Bates,
Judy Healy.**

1. GENERAL BUSINESS.

A. Call to Order. The October 13, 2014 meeting of the City of Heppner City Council was called to order by Mayor Joe Perry at 7:00 PM.

B. Pledge of Allegiance. Mayor Joe Perry led attendees in the Pledge of Allegiance to the Flag.

C. Announcements - None

D. Correspondence – None

E. Requests – None

F. Presentations – None

2. COMMUNICATIONS FROM THE PUBLIC. - None

3. CONSENT AGENDA.

- A. September 15, 2014 City Council meeting minutes.
- B. Monthly Financial Statement
- C. Approval of Monthly Bills

Action: Motion by Joann Bureson to accept the consent agenda.
Seconded by Skip Matthews. Motion Carried.

4. REPORTS.

A. Fire Chief Rusty Estes reported the following for August:

- 2 Wild land fires
- 3 False Alarms, two were at HES and one at Lakeview Heights
- 4 Secure Landing Zones
- 1 Motorcycle Crash
- 2 Lift Assists
- 1 Mutual Aid to Lone
- 1 Smoke Smell
- 24 Chief Calls

B. Morrow County Sheriff's Department – Joe Perry read the Deputy Hours report and reported 344.5 hours for the month of September. He asked if there were any questions regarding the Police reports. There were none.

C. Housing Authority – Judy Buschke reported. The new on site manager is doing a fabulous job. There are still three vacancies. They had a meeting with Cascade Management to try and get the financial requirements changed in order to allow some of the applicants to qualify.

D. Public Works. Chad Doherty reported the following:

Water Dept. – Three old water meters were replaced with new meters. The City, along with homeowners performed lead & copper tests in September. The results are not back yet.

Sewer Dept. – Cleaned the contact basins at the Sewer Plant twice. The City crew hauled multiple loads of bio-solids to range land. We completed our yearly bio-solids hauling with a total of 20 loads. Cleaned sewer lines on Morgan, Fairview, South Court, and Center Streets. Finished phase 2 of the Sewer Plant irrigation and landscaping project.

Streets Dept. – Hauled off spoils from the City yard. Filled in potholes around town. The biggest problem area was on South Main St. Trimmed all of the

trees that were encroaching in the roadway on Fairview Way. The City crew cleaned up all the excess rock that was left over from the Hager St. chip seal project. The City crew also trimmed back a rose bush on South Chase St. that was encroaching on the roadway.

Parks Dept. – The Public Works crew took down the hanging baskets. The summer helper left in the middle of September so Public Works has had to keep up on the mowing.

D. City Manager. Kim Cutsforth reported the following:

- 1) We have continued to work on the Talking Rocks Program. Several of the plaques have been placed on the rocks. All of the rocks are now in place. There still more plaques yet to be installed.
- 2) The City has received a grant from the good Shepherd Community Health Foundation. The grant is to be used to purchase and install bike racks on Main Street.
- 3) Kim was recently notified that she received Certification for Flood Plain Manager. The FEMA training for flood plain management that she attended in Eugene was a precursor to a test; that she passed. She is now one of only three CFM's currently in Eastern Oregon.
- 4) Kim has attended several meetings to work with the county and neighboring cities on the Marijuana Task Force. Carla McLane and Kim will begin to put together a land use package that she can bring to the council before the end of the year.
- 5) Kim and Tarina completed the Community Rating System recertification. This involves community outreach with information about living in a flood plain. It is also a way that the National Flood Insurance Program determines flood insurance rates. We were found to be in compliance and recertified.
- 6) On an October note: The City will be once again be promoting Heppner Haunt on Halloween. We will help to invite all the children to come downtown and trick or treat at the businesses. Also there will be an article in the paper to remind people to insulate their water meters for the winter.

5. BUSINESS

A. OLD BUSINESS - None

B. NEW BUSINESS

1. Ordinance 575-14, rescinding Ordinance 573-14 as a Housekeeping measure to clarify that Abandoned Vehicle Storage Permits are available at no cost to the applicant.

There was a mistake in Ordinance 573-14 that it did not include that the Permits are available at no charge. The City Attorney advised that even though this is just a correction of what was discussed when the Ordinance was passed. The City has to go through the whole process again to make the change.

2. Discuss a recommendation to set a fee for service and repair of an insulated water meter. (as recommended by the Utilities Commission)

The Utilities Commission had recommended that the City start to charge homeowners for the repair of a frozen uninsulated Water meter. The City wants to encourage customers to protect and insulate their meters. A kit is available at Pettyjohn's for \$2.00. If someone had trouble getting into their meter box to insulate it, Public Works could come out and help them. The charge would be \$75.00 plus parts. If this is agreed upon by the Council, it will be passed by Resolution at next month's meeting.

Motion to agree to bring the Resolution to the next Council meeting by Skip Matthews. Seconded by Corey Sweeney. Motion Carried.

3. Discuss a recommendation to increase the fees for installation of a new Water Service. (as recommended by the Utilities Commission)

The charge for new Water and Sewer service installations is currently \$300.00 each. This charge is sufficient for Sewer installations but does not cover the costs for a new Water service. They recommended that the charge for a new water service be \$800.00 for a regular meter and \$1,000.00 for a 2" meter. Which will cover parts, equipment and some of the labor. The charge for Sewer will remain the same. If this is agreed upon by the Council, it will be passed by Resolution at next month's meeting.

Motion to agree to bring the Resolution to the next Council meeting by Dale Bates. Seconded by Joann Burlison. Motion Carried.

4. Discuss a recommendation from the Utilities Commission to have no late fee charged on balances under \$15.00.

Currently any account with a \$5.00 balance will be charged a late fee. This discussion came up at the last Council meeting. They are recommending raising the minimum balance to be charged a late fee to \$15.01. That way anyone that owes \$15.00 or less would not be charged. It has happened in the past that customers have intended to pay their bill in full and had mistakenly not paid the full amount were charged a late fee. This would give a little more grace to the way the system currently works. If this is agreed upon by the Council, it will be passed by Resolution at next month's meeting.

Motion to agree to bring the Resolution to the next Council meeting by Dale Bates. Seconded by Joann Burlison. Motion Carried.

5. Auditor recommendation to increase Water and Sewer rates.

The audit of the City of Heppner has been completed. The auditors are recommending an increase of Water and Sewer rates. Anderson & Perry has also recommended an increase. The last increase to Water was .25 cents in 2011. This increase is not enough to cover the costs of insurance, electricity, testing, chemicals, that it requires to provide water service to Heppner. The auditors suggested a \$5.00 increase to each service. Kim said that she thinks this is too harsh of an increase; she would like to do it gradually and gently. The City has a fiduciary obligation to provide an ongoing system and it would be financially irresponsible to put off implementing an increase. This will be brought up for discussion at the Utilities meeting this Thursday. We will try to complete a rate study and come up with a plan of action for the December Council meeting.

7. MINUTES OF COMMISSION MEETINGS. For information only

8. REPORT FROM CITY ATTORNEY.

The City Attorney had no report for the month of September.

9. REPORT FROM MAYOR, CITY COUNCILORS. - None

10. ADJOURNMENT. Meeting adjourned at 7:40 PM.

11. EXECUTIVE SESSION ORS 192.660 (1)(i) TO DISCUSS AN EMPLOYEES EVALUATION.

