

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM February 9, 2015**

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

ATTENDEES:

**Mayor, Skip Matthews
City Manager, Kim Cutsforth
Corey Sweeney
Adam Doherty
Dale Bates
Joann Burleson
Chad Doherty
Rusty Estes
Phil Kuhn, City Attorney**

Absent: John Bowles

Members of the Public: Dave Sykes, Richard Stoddard, Sheryll Bates, Judy Healy, and Teresa Bedortha.

1. GENERAL BUSINESS.

A. Call to Order. The February 9, 2015 meeting of the City of Heppner City Council was called to order by Mayor Skip Matthews at 7:00 PM.

B. Pledge of Allegiance. Mayor Skip Matthews led attendees in the Pledge of Allegiance to the Flag.

C. Councilor swearing-in.

Mayor Skip Matthews informed the Council that the City had received only one application to fill the Vacancy for Council position #1. Teresa Bedortha was the applicant. He asked the Council if they agreed to accept the application.

Motion to appoint Teresa Bedortha to Council Position #1 by: Joann Burleson. Seconded by Adam Doherty. Motion Carried

Teresa was then sworn in by Mayor Skip Matthews and she joined the Council.

D. Correspondence-None

E. Requests-None

F. Presentations-Barnett & Moro Audit Report

Richard Stoddard CPA, who represents Barnett and Moro presented the City of Heppner's Audit Report. He explained how the audit process works. They are concerned about the City's debt covenants. When the City took out a loan for water improvements, they agreed to certain debt covenants as a condition of the loan. This is to ensure that the City has enough money to pay their debt as well as having enough left over to keep things in good repair. The covenant is that the City should have 110% income over the debt service. In order to do this, the City has to make sure that the rates are sufficient. He said that when they reviewed this, they were concerned as the City came up a little short. They sent a letter on October 17, 2014 to recommend that the City raise the rates. The other concern was segregation of accounting duties. This is common among small Cities and businesses, as it is a hardship to have enough employees to segregate the duties accordingly. He asked if anyone had questions or comments. Skip mentioned to Richard that the City had raised rates since their recommendation was sent, and said that hopefully it was enough to fix the problem.

2. COMMUNICATIONS FROM THE PUBLIC.

Jay Keithley asked if the notice for accepting bids for the Engineering of the new Fire Hall had been posted yet. Kim told him it has to be a request for a proposal and she has never done one before and has to do some research in order to make sure it is done correctly. It should be finished by next week.

3. CONSENT AGENDA.

- A. January 12, 2015 City Council meeting minutes.
- B. Monthly Financial Statement
- C. Approval of Monthly Bills

Action: Motion by Joann Burleson to accept the consent agenda.
Seconded by Dale Bates. Motion Carried.

4. REPORTS.

A. Fire Chief report

- 2 Lift Assists
- 1 Wildland Fire-False Alarm
- 3 Motor vehicle accidents
- 3 Secure Landing Zones
- 17 Chief Calls

B. Morrow County Sheriff's Department – John Bowles was absent. Skip Matthews asked if anyone had questions regarding the police report that was included in the Council packet. There were none.

C. Public Works. Chad Doherty reported the following:

Water Dept. – Cleaned out overflow drain at reservoir 3. Installed new radio reads on a few water meters.

Sewer Dept. – Cleaned contact basins at the sewer plant. Fixed the dewatering pump at the sewer plant. Cleaned sewer lines on Cannon, Matlock, and Morgan streets. Put down new gravel at the sewer plant. Put in a new alternator on the sewer Jet truck.

Streets Dept. – Swept the streets on multiple days. The City was called to pick up 2 dead deer this month. Took down the Christmas banners and wreaths in the downtown area. Cleaned out the swale at the Main City Park below the kids park, so storm water can flow. Patched a few pot holes around town. Put down new gravel by the city shop. Changed the brooms on the street sweeper. Refinished and repainted two city benches.

Parks Dept. – Fixed a picnic table with new wood and paint. Installed new door handles and a security system at the city park restroom.

Other - Started cleaning up the City yard. Helped paint City Hall. Wrote two new job descriptions for Public Works employees. Chip received his CDL. Chad also mentioned that this is the first time since he has worked for the City that all of Public Works has their CDL.

Jay Keithley asked if the sewer lines on Cannon and Matlock Street are bad as they always seem to have problems. Chad said they have a lot of tree roots that get in them frequently, Court and Morgan Street also have the same problem.

Corey Sweeney asked about the bike racks and when they will be installed. Kim said that the City had to get permission from ODOT as they would be

installed in their ride away. The approval just came in today and they should be starting to get them installed sometime this month.

C. City Manager. Kim Cutsforth reported the following:

1. Kim met with the Council to work on goal setting for 2015.
2. Continued to work on the Medical Marijuana Zoning Ordinance. The 35 day notice of proposed land use/zoning changes to the DLCDD was sent. She is preparing the staff report for the Planning Commission and the Ordinance for the Council.
3. Tarina and Kim have continued to work on amending the rate structure for multiple addresses on a single meter, and possibly adding other facilities. We will meet with the Utilities Commission with a proposal for the Council at the March meeting.
4. Have been meeting with the Sheriff's office to address the increase in criminal activities and ways to combat this. The Sheriff's office has been very diligent. Kim is continuing work on the nuisance abatement issues.
5. Kim has been working with the Heppner Fire Department and their potential engineer to discuss the placement and design of the new Fire Hall. Followed up with the title company, the County and the County Planning Department, and the County Surveyor. She is researching funding sources.
6. Working with Anderson Perry to begin updating our Water Master Plan.
7. Met with CTG Engineering and conferred with ODOT to research updating out Transportation Systems Plan.
8. Conferred with FEMA to continue attempts to correct and revise our flood plain maps.
9. Attended a CIS risk management training in Pendleton.
10. The staff began painting City Hall.

Skip asked Kim to explain why it is important to update the Transportation System Plan. Kim said that it is a list of priorities that the City has for projects. You cannot receive a grant unless you already have a plan for how you would use the money. The old list has things on it that are probably not a priority anymore and it needs to be updated.

5. BUSINESS

A. OLD BUSINESS

1. Resolution 863-15, A Resolution adopting the City Council goals for 2015.

Motion to approve Resolution 863-15, A Resolution adopting the City Council goals for 2015 by: Corey Sweeney. Seconded by Joann Burleson. Motion Carried

6. NEW BUSINESS

1. Change the check signer for City accounts.

Joe Perry had been a check signer. The Council president is usually appointed as a check signer. Skip Matthews was Council president before being elected Mayor. As Corey Sweeney is now the current president, he should be added as a signer.

Motion to change the check signer to Corey Sweeney by: Dale Bates. Seconded by: Teresa Bedortha. Motion Carried.

7. MINUTES OF COMMISSION MEETINGS. For information only

8. REPORT FROM CITY ATTORNEY. – There are no new issues. They have answered a few questions about the Medical Marijuana Zoning Ordinance.

9. REPORT FROM MAYOR, CITY COUNCILORS. - None

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

