

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING  
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON  
7:00 PM MAY 9, 2016**

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

**ATTENDEES:**

**Skip Matthews  
Joann Burleson  
Corey Sweeney  
Teresa Bedortha  
Adam Doherty  
John Bowles  
Dale Bates  
Kim Cutsforth  
Chad Doherty  
Rusty Estes  
Bill Kuhn, City Attorney**

**Absent: None**

**Members of the Public: Jay Keithley, Judy Healy, Cindi Doherty, Gayle Gutierrez and Dave Sykes.**

**1. GENERAL BUSINESS.**

A. Call to Order. The May 9, 2016 meeting of the City of Heppner City Council was called to order by Skip Matthews at 7:04 PM.

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

C. Announcements –None

D. Correspondence-None

E. Requests – MeLanie Eldridge, Animal Permit

Motion to approve Animal Permit for MeLanie Eldridge for one horse at 375 W Church Street by: Corey Sweeney. Seconded by John Bowles. Motion Carried.

F. Presentations – None

## **2. COMMUNICATIONS FROM THE PUBLIC**

Discussion: Cindi Doherty and Gayle Gutierrez were in attendance to represent Blas Elguezabal's group that had been using City Hall to exercise. They wanted to clarify with the City as to why they have been asked to stop using City Hall. Skip Matthews said that one thing is that this class is being done for profit by a paid instructor. He also said that they have not adhered to the guidelines for using the facility. Doors have been left unlocked, furniture has been moved and not replaced. Skip said that the meeting room being used for profit thing is a pretty big issue. The Yoga class is all volunteer and for no charge. Kim Cutsforth said that the City's insurance has become an issue with this. A City staff member needs to be present for after-hours meeting. A City staff member attends the Yoga classes. The doors being left unlocked when they leave is a big problem. People have been going into the office area, sitting at desks and disturbing things on and around the desks and filling garbage cans. Sheryll Bates said that she has had the meeting room set up for a Chamber function and when she comes in for the meeting in the morning, everything has been moved around. There was also a window that was broken by the exercise group. Kim said that the City would like them to go to a different area, due to the problems. There were no comments or questions from the Council.

## **3. CONSENT AGENDA.**

- A. April 11, 2016 City Council meeting minutes.
- B. Monthly Financial Statement
- C. Approval of Monthly Bills

Action: Motion to approve the consent agenda by: Joanne Bureson. Seconded by: Adam Doherty. Motion carried.

## **4. REPORTS.**

- A. Fire Chief Report – Rusty Estes read the Fire Chief Report.

- 1 Lift Assist
  - 4 Secure Landing Zone
  - 27 Chief calls

- B. Morrow County Sheriff's Department – John Bowles read the deputy hours report. He said there is a wide range of types of calls. Skip asked him to elaborate on the progress at a clean-up property on Water Street. John said that he has been talking to them and checking on how it is going. The City has put a dumpster for them to use. He said that some progress is being made. They have removed some of the vehicles and that a truck that was full of garbage has been emptied. Jay Keithley asked who

pays for the dumpster. Kim said that she applied for and received a grant from CREZ through WCVEDG for \$1000.00 to aid the City with the costs of clean-up efforts.

C. Public Works. Chad Doherty read the Public Works report.

Water Dept. – Installed a water meter for the Assisted Living facility

Sewer Dept. – Cleaned the contact basins twice. Put in new reduced pressure backflow at the treatment plant. Did 20 septic dumps. Replaced a section of the Sewer main line at 60 Canyon Drive. Replaced the effluent pump in the sewer plant chlorine contact basins. Cleaned the sewer line on South Court Street.

Streets Dept. – Painted the curb in front of the Court House. Hauled away spoils from the City yard. Sprayed weeds in the downtown area. Planted a new tree at Groshens Spring. Hauled away a dead deer. Worked on the wall on Gilmore Street.

Parks Dept. – Sprayed weeds in the Parks. Fertilized Hager and the Main City Park. Put up a no smoking sign at Hager Park. Mowing season is keeping Public Works busy. Trimmed trees in the parks. Edged sidewalks in the parks.

Chad attended training in Ontario. Public Works burned the debris pile at the Sewer plant. Mustang Mop-up is on May 12 and some of the students will be assisting Public Works with installing sod at the Hager Park soccer field as the grass that was previously planted there did not take well.

D. City Manager. Kim Cutsforth read the City Managers report:

1. Kim completed an evaluation of our marked crosswalks and made a request for marked crosswalks during the chip seal project with ODOT. Kim was asked to do this because ODOT does not allow marked crosswalks without an application and explanation of the placement of the marked crosswalks.
2. Kim completed the letter to DEQ requesting that a compliance schedule be added to the City's draft permit. The schedule was accepted by DEQ and the permit with the compliance schedule is out for public review. EPA has reviewed the permit and agreed prior to the public comment period to accept the permit as presented.
3. The City hosted the annual GEODC meeting/luncheon. Average attendance at these luncheons has been 35-40. We had over 60 attendees. It was a successful occasion and we received a lot of positive comments. It was a great way to introduce people from across the state to Heppner.
4. Kim met with Morrow County Public works and Granite Paving to discuss the Chase Street project, which will be an overlay. The costs for the project are above the special city allotment from ODOT. This was originally going to be a chip seal. However during the process of the grant application and getting the funds, the street became too deteriorated for a chip seal to be effective. Kim has been

meeting with other entities to find additional funding for the project. Morrow County has agreed to fund a portion of this.

5. The City completed several of the insurance CIS Best Practices policies and will be receiving a discount for these updates and documentation.
6. Heppner Planning Commission met to review three requests. James and Debbie Lankford were granted a setback variance for the construction of a shop on tax lot 2S 26 35 BC #200 AKA 535 Court Street. Community Counseling Solutions LLC was granted a conditional use permit to construct a medical facility/office building not for residential use, 2S 26 27 DB #1900. The planning commission also granted this property a lot line adjustment.
7. Kim completed the annual reports and forms to renew the City's lease with the Corp of Engineer's for the property at the dam. The lease is now effective until 2038.
8. As usual, nuisance abatement work continues. The City has supplied dumpsters to several extreme cases with the agreement that they be used and the properties cleaned. It is too soon to tell if this will be a successful approach. The City received a grant from WCVEDG for \$1000.00 to offset the cost of this program.

## **5. PUBLIC HEARINGS - None**

## **6. OLD BUSINESS**

- A. Budget Meeting on May 17, 2016 at 6:00 PM reminder

Discussion: Skip Matthews reminded the Council of the date and time of the Budget Meeting.

## **7. NEW BUSINESS**

- A. Resolution 891-16, A Resolution establishing the cost of living adjustment for employee compensation for Fiscal Year 2016-2017.

Discussion: This is a yearly Resolution. The 1.2% COLA increase is recommended by the Local Government Personnel Institute.

Motion to approve Resolution 891-16, A Resolution establishing the cost of living adjustment for employee compensation for Fiscal Year 2016-2017 by: Joann Burlison. Seconded by Teresa Bedortha. Motion Carried.

- B. Resolution 892-16, A Resolution to approve the Morrow County Sheriff's contract for Fiscal Year 2016-2017.

This is a yearly Resolution to approve the Morrow County Sheriffs contract. This year there is a \$7,891.00 increase. This is the first increase in several years.

Motion to approve Resolution 892-16, A Resolution to approve the Morrow County Sheriff's contract for Fiscal Year 2016-2017 by: Corey Sweeney. Seconded by Joann Burleson. Motion Carried

- C. Resolution 893-16, A Resolution to establish a 5% franchise fee on Sewer and Water in the City of Heppner.

Discussion: This would be an increase of \$2.65 for the basic rate of \$53.00 per month. This revenue is needed to fund street repairs, police service and the fire department.

Motion to approve Resolution 893-16, A Resolution to establish a 5% franchise fee on Sewer and Water in the City of Heppner by: Joann Burleson. Seconded by Adam Doherty. Corey Sweeney was opposed. Dale Bates abstained. Motion Carried.

- D. Resolution 894-16, A Resolution authorizing and supporting the 2016 Oregon Department of Transportation Growth Management Program Grant Application.

Discussion: Previously the Council approved Kim to work on the Oregon Department of Transportation Growth Management Program Grant Application. The application is due before the next Council meeting. Kim needs a Resolution with the application to prove that the Council supports this.

Motion to approve Resolution 894-16, A Resolution authorizing and supporting the 2016 Oregon Department of Transportation Growth Management Program Grant Application by: John Bowles. Seconded by Joann Burleson. Motion Carried.

- E. Resolution 895-16, A Resolution authorizing the City of Heppner to enter into a loan agreement with DEQ CWSRF for the purpose of planning and establishing a loan reserve account.

Discussion: This is a Resolution for City Council to approve the acceptance of the loan. If the City receives the loan they will advise us on June 1, 2016. The Resolution would be needed to accept the loan. If the loan is granted the interest rate is .89%. This loan covers the cost of a feasibility study for ammonia abatement.

Motion to approve Resolution 895-16, A Resolution authorizing the City of Heppner to enter into a loan agreement with DEQ CWSRF for the purpose of planning and establishing a loan reserve account by: John Bowles. Seconded by Corey Sweeney. Motion Carried.

- F. Resolution 896-16, A Resolution setting a fee for the disposal of septage at the City of Heppner Wastewater Treatment Facility and setting an after-hours fee.

Discussion: Currently the City charges ten cents per gallon to accept septage from companies that pump septic tanks. The rate needs to be increased in order to offset the costs of treating the septage at the sewer plant.

Motion to approve Resolution 896-16, A Resolution setting a fee for the disposal of septage at the City of Heppner Wastewater Treatment Facility and setting an after-hours fee by: Adam Doherty. Seconded by: Joann Burleson. Motion Carried.

**8. MINUTES OF COMMISSION MEETINGS.** For information only

**9. REPORT FROM CITY ATTORNEY.** – Bill Kuhn handed out a memo for the Council regarding the paving project on Chase Street. Granite paving will be in Heppner to work on the Fire Hall. Hiring Granite to do the paving on Chase Street at the same time would be the most inexpensive way to get it done. However the City is required to go through a formal bidding process unless the Council accepts Granite as the contractor. There will be a public hearing regarding this at the June City Council meeting. Kim said that this is not just a way to find the cheapest way to do this job. Granite does high quality work, and as they will already be in the area, they would not charge the City for mobilization.

**10. REPORT FROM MAYOR, CITY COUNCILORS.** – None

**11. ADJOURNMENT.** Meeting adjourned at 7:51 PM.