

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM JANUARY 11, 2016**

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

ATTENDEES:

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

Absent: None

Members of the Public: Sheryll Bates, Ken Wenberg and Dave Sykes.

1. GENERAL BUSINESS.

- A. Call to Order. The January 11, 2016 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. Announcements –None
- D. Correspondence-None
- E. Requests – Joshua and Marcie Miller, Animal Permit

Discussion: Joshua and Marcie Miller are requesting an animal permit to keep 8 ducks at 315 N Chase Street.

Motion to approve an Animal Permit for Joshua and Marcie Miller to keep 8 ducks at 315 N Chase Street by: Corey Sweeney. Seconded by John Bowles. Motion Carried.

F. Presentations – None

2. COMMUNICATIONS FROM THE PUBLIC - None

3. CONSENT AGENDA.

- A. December 14, 2015, City Council meeting minutes.
- B. Monthly Financial Statement
- C. Approval of Monthly Bills

Action: Motion to approve the consent agenda by: Joann Burleson. Seconded by: Teresa Bedortha. Motion carried.

4. REPORTS.

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

- 16 Motor Vehicle Accidents
- 27 Secure Landing Zone
- 17 Wildland Fires Out
- 3 Wildland Fires In
- 2 Flu Fires
- 7 Structure In
- 1 Structure Out
- 18 Ambulance Assist
- 7 False Alarms
- 2 Smoke Smell
- 1 Dumpster Fire
- 3 Vehicle Fires
- 3 Sheriff Office Assist

- Mutual Aid
- 4 lone
- 1 Boardman
- 3 Lexington
- 1 Pilot Rock

- 116 total page outs
- 335 Chief Calls

Rusty added that he forgot to account for the mutual aid that Heppner received from which was more than the mutual aid that Heppner provided.

B. Morrow County Sheriff's Department – John Bowles read the hours report and asked if there were any questions. There were none. The Sheriff's call report was not available.

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

Water Dept. – Replaced 2 water meters. Replaced a water line at the City Hall to fix a water leak.

Sewer Dept. – Cleaned the contact basins once. The Crew burned a brush pile at the plant. Did 10 septic dumps.

Streets Dept. – Hauled two dead deer away. Public Works de-iced the roads on multiple days. There was one snow event. The City Crew assisted with the light parade. Public Works hung up the Christmas banners. Cleaned all of the storm drains after a rain event.

Parks Dept. – Public Works hung lights in the spruce tree at Heritage Plaza. Fixed a broken toilet at the City Park. The Crew started working on rehabbing picnic tables. Replaced the old weed barrier paper and cedar chips at the City Park children's playground area. Some volunteers from the Baptist Church cleaned out the overgrowth of arborvitae bushes and pine trees at Shobe Corral. Public Works hauled off all of the spoils left over from the clean-up.

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

1. ODOT has approved the access permit for the Fire Hall on to Hwy 74. Kim has applied for the required ODOT construction permit.
2. Kim met with Morrow County to revise our intergovernmental agreement for our urban growth area. The new county administrator attended this meeting and they discussed joining in an agreement with Morrow County Weed Control for noxious weed management within the City limits. We expect to have these items finalized in February.
3. Kim has been working with Community Counseling Solutions to assist them in their site planning on Morgan/Sperry Street. The Planning Commission will be meeting in February to discuss this.
4. The Fire Hall Bonds went out to bid. Tom Wolff representing the Heppner Rural Fire Protection District and Kim have been conferencing with the Bond Council and the Bond Fund Advisor. The Bank of Eastern Oregon presented the best proposal and will be purchasing the bond.

5. Kim and Tom Wolff have met to prepare an intergovernmental agreement for the Rural and the City Fire Hall. They have prepared several Resolutions relating to the bond and use of the funds. Bill Kuhn has reviewed them.
6. The City received a \$20,000 grant to use as matching funds to purchase equipment for the Fire Hall. The Bond does not cover any equipment or furnishings. The City is seeking an additional \$45,000.
7. After completion of our Wastewater Treatment Plan, Kim prepared a project completion report for the Infrastructures Finance Authority. We received a reimbursement and the project was closed out.
8. Brett Moore of Anderson Perry and Carl Nadler from DEQ have been working with the City to resolve a possible ammonia restriction that could be placed on the Wastewater Permit. Brett is attempting to prove that the flow in Willow Creek is adequate, this will be based on flow records that we have received from the US Army Corps of Engineers.
9. Kim prepared a budget report and extension request for the grant money received for the City Park and Hager Park improvements.

5. PUBLIC HEARINGS - None

6. OLD BUSINESS

- A. Reminder to Council members about the Goal Setting meeting on January 25, 2016 from 11:00 AM to 2:00 PM.

Discussion: This is just a reminder for the City Council that the Goal Setting meeting will be held on Monday January 25, 2016 from 11:00 AM to 2:00 PM. Lunch will be provided.

- B. Rejected bids for the sale of Surplus City Vehicle, a 1998 Chevrolet 4x4 pickup.

Discussion: Kim said the City has the right to refuse any and all bids. The vehicle will be sold.

Motion for council approval to reject the bids for the sale of Surplus City Vehicle, a 1998 Chevrolet 4x4 pickup by: Teresa Bedortha. Seconded by: Joann Burleson.
Motion Carried.

7. NEW BUSINESS

A. Audit Report Review and Acceptance

Discussion: The only deficiency the Auditors noted was the internal control or separation of duties of the office staff. Skip Matthews said that he has seen 31 local audit reports and every single one has this notation. This is very common for small staff offices. The recommendation is to hire an additional office person, which is not feasible. The office staff currently separates duties as much as possible and two signatures are required on all of the City issued checks. The Council agreed that current procedures are working well. The City has sent in the required report to the Secretary of State Audits Division.

Motion to accept the Audit Report by: Joann Burlison. Seconded by Dale Bates. Motion Carried.

B. Dickenson Chiropractic Lease

Discussion: This is just the annual yearly renewal of the lease with Dickenson Chiropractic.

Motion to approve a one year lease extension for Dickenson Chiropractic by Corey Sweeney. Seconded by Teresa Bedortha. Motion Carried.

C. Remove Corey Sweeney as a check signer and replace him with Teresa Bedortha to allow the check signing process to be easier.

Discussion: Corey is no longer easily available to sign checks. Teresa works in town and will be easier to locate when a check needs to be signed.

Motion to remove Corey Sweeney as a check signer and replace him with Teresa Bedortha by: Joann Burlison. Seconded by John Bowles. Motion Carried.

D. Council approval for the City Manager to sign a Letter Agreement and IGA with the Heppner Rural Fire District.

Discussion: The City of Heppner and The Rural Fire Protection District sold bonds together to build a Fire Hall. Since the funds will be pooled together, they needed to have an agreement on how the funds would be managed. The key agreements in this are that the City of Heppner will own the Fire Hall and also that the contract between the City of Heppner and the Rural Fire Protection District will be at least 15 years instead of the current 5 year contract.

Motion to approve the City Manager to sign a letter agreement and IGA with the Heppner Rural Fire District by: Corey Sweeney. Seconded by Joann Burleson. Motion Carried.

- E. Resolution 883-16, A Resolution Ratifying Appointments to City Committees, Boards, Commissions and Positions.

Discussion: This is a yearly ratification of the Appointments to City committees, Boards, Commissions and Positions. Some of the terms were expired, the Mayor contacted them and they agreed to serve another term.

Motion to approve Resolution 883-16, A Resolution Ratifying Appointments to City Committees, Boards, Commissions and Positions by John Bowles. Seconded by Teresa Bedortha. Motion Carried.

- F. Resolution 884-16, A Resolution Establishing a Capitol Construction Fund and Appropriating the Fire Hall Bond Revenue.

Discussion: This is a Resolution approving a fund for the Capitol Construction Fund to enable the City to spend the Bond money when it is received.

Motion to approve Resolution 884-16, A Resolution Establishing a Capitol Construction Fund and Appropriating the Fire Hall Bond Revenue by: Corey Sweeney. Seconded by: Joann Burleson. Motion Carried.

- G. Resolution 885-16, A Resolution Authorizing Establishing a Construction Fund Checking Account with The Bank of Eastern Oregon for the City of Heppner Fire Hall Construction Project.

Discussion: This is a Resolution to allow the City Treasurer to open a checking account for the City of Heppner Fire Hall Construction Fund at The Bank of Eastern Oregon.

Motion to approve Resolution 885-16, A Resolution Authorizing Establishing a Construction Fund Checking Account with The Bank of Eastern Oregon for the City of Heppner Fire Hall Construction Fund by: Teresa Bedortha. Seconded by: Joann Burleson. Motion Carried.

- H. Resolution 886-16, A Resolution Appointing the City Manager as Budget Officer for The City of Heppner.

Discussion: This is a yearly Resolution to approve the City Manager as Budget Officer to allow her to work on the Budget for the City of Heppner.

Motion to approve Resolution 886-15, A Resolution Appointing the City Manager as Budget Officer for The City of Heppner by: John Bowles. Seconded by: Adam Doherty. Motion Carried.

- I. Resolution 887-16, A Resolution Authorizing the sale of the City of Heppner's General Obligation Bond by: Joann Burleson. Seconded by Adam Doherty. Motion Carried.

Discussion: The Bank of Eastern Oregon has submitted the best offer to buy the General Obligation Bond for the Fire Hall. This Resolution is to allow the City to sell the Bond to The Bank of Eastern Oregon.

Motion to approve 887-16, A Resolution Authorizing the sale of the City of Heppner's General Obligation Bond by: Joann Burleson. Seconded by Adam Doherty. Motion Carried.

7. MINUTES OF COMMISSION MEETINGS. For information only

8. REPORT FROM CITY ATTORNEY. – Bill Kuhn reported that he has done some work on the Fire Hall Project. He is continuing work on the Chronic Nuisance Ordinance, he will have a conversation with Kim and the Morrow County Sheriff's office and will have some more information for the February meeting. John Bowles said that he will talk to Steve Myren and Randy Rayburn about this also.

9. REPORT FROM MAYOR, CITY COUNCILORS. – Teresa Bedortha said that she has been contacted by Jeannie Collins to increase the list for Mustang Mop-Up this year, as they didn't have enough projects last year. Skip Matthews reminded everyone that the Heppner Chamber of Commerce "Town and Country" Awards are this Thursday.

10. ADJOURNMENT. Meeting adjourned at 7:42 PM.