

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM November 14, 2016**

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

ATTENDEES:

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

Absent: John Bowles

Members of the Public: Judy Healy, Deanna Koerner, Jay Keithley, Cody High, Sharon Inskeep and Dave Sykes.

1. GENERAL BUSINESS.

- A. Call to Order. The October 10, 2016 meeting of the City of Heppner City Council was called to order by Skip Matthews at 7:00 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 - None
- F. Presentations – None

2. COMMUNICATIONS FROM THE PUBLIC - None

3. CONSENT AGENDA.

- A. October 10, 2016 City Council meeting minutes.
- B. Monthly Financial Statement
- C. Approval of Monthly Bills

Action: Motion to approve the consent agenda by: Joanne Burleson. Seconded by: Dale Bates. Motion carried.

4. REPORTS

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

- 1 Ambulance Lift Assist
- 7 Secure Landing Zones
- 1 Wildland Fire in City limits
- 16 Chief Calls

The tentative date for the Fire Hall grand opening is December 3rd at 1:00 PM

- B. Morrow County Sheriff's Department – John Bowles was absent. There were no questions regarding the Sheriff's report.

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

Water Dept. – Replaced one water meter. Finished up the work on Well #4. Fixed a water leak on the pressure reducing valve near 710 Heppner Spray Hwy.

Sewer Dept. – Cleaned the contact basins twice. Did 15 septic dumps. Hauled 11 biosolids loads to site number 7. Unplugged the sewer main line near the Park District RV Park. Unplugged the sewer mainline on North Main Street. Extra samples were taken to Pendleton as there were some ammonia issues.

Streets Dept. – Filled in various pot holes on Rock Street. Took the hanging baskets down. Helped the High School with the noise parade.

Parks Dept. – Picked up leaves in City Park twice. The parks were mowed twice in October. Replaced the city park bathroom door handles twice due to vandalism. Completed phase #1 of the City Park automatic sprinkler timers.

Other – Hauled off spoils from the yard. Did CDL training with Mickey.

Skip asked about the door handles at the City Park. He wanted to know how much they cost to replace. Chad said they are about \$70.00 each and that he may have to change to a different style that may not be as easy to break. Chad said that there are surveillance cameras there, but it takes a very long time to search through the

footage. He said that he would be willing to take the time to see who the vandals are if he was certain that there would be police enforcement involved.

Deanna Koerner asked about getting help with a plumber bill that they had to pay when they discovered a leak on their side of the meter. They opened their meter box to check on the insulation and it was full of water. They then called a plumber. Kim said that she could submit a request to the Utilities Commission as they are the ones that handle this. The next Utilities meeting is at City Hall on Thursday November 17 at 9:00 AM.

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

1. The Community Rating System for FEMA was completed.
2. FEMA has given us the approval to finalize our Natural Hazard Mitigation Plan. We will be meeting with the Planning Department for Morrow County at the next Council meeting to adopt it and add it to the Morrow County NHMP.
3. Contacted a concrete cutting company to repair the sidewalks. A Core was here and ground down the edges of several parts of the sidewalks. Kim had met previously with the property owners with sidewalk issues and they agreed to share the cost of the project.
4. The request for proposals for the lagoon study was published in the Daily Journal of Commerce and on our web page. We have received numerous calls and had over 30 views on the website. Kim met with an engineer from JUB to discuss the study and we have appointments with two or more firms to review our request. Kim is hopeful about having several good options for an engineering study.
5. Kim and Chad are continuing to work with an ODOT representative to plan for the Transportation System Plan Grant.
6. Kim and Skip attended a LOC small cities meeting in Elgin. The topic was future transportation funding, and the outlook is bleak.
7. Kim met with Bill Kuhn to discuss a nuisance property on Main Street and to follow up on the nuisance amendment that will allow the City to lien properties. We are on the agenda for County Court on November 23rd to discuss the details with the Commissioners for tentative approval before pursuing this further.
8. The City organized the Heppner Haunt event and City hall was visited by hundreds of trick or treaters. We are currently working on the Christmas Light Parade and merchant open house. This event will be on December 1st.
9. Kim spent 45 minutes working on the park collaboration project.

5. PUBLIC HEARINGS

A. Supplemental Budget of the 2016-2017 Budget

Open Public Hearing at 7:18 PM

This is a Supplemental Budget for an unexpected \$25,000.00 grant that the City received to have an ADA restroom built in the meeting room area of City Hall.

Also there was a payment made after June 30, 2016 for the Fire Hall project. The City was not billed the final \$49,582.00 for the project until after July 1st. This was money that was planned to be spent before July 1st.

Jay asked if the bathroom will go out for bid again. Kim said that the City had advertised previously and received no bids. He asked about the design plans. She said that she is using the bathroom that was used in the new fire hall. Cody asked what happens if there is money left over. Kim said that the grant is for the cost of the bathroom for up to \$25,000.00. Only the cost of the improvements will be paid by the grant, there will be no money "leftover". Deanna Koerner asked what the source was for the grant. Kim said that it is the Howard and Beth Bryant Foundation. Cody asked when it will be completed. Kim said that it depends on when the contractor can get it done. She was hoping that it would be done by the end of the fiscal year.

Close Public Hearing at 7:24 PM

Council Comments and Discussion

Dale Bates asked what Kim meant about using the Fire Hall bathroom. Kim said that she took the ADA bathroom off of the fire hall plans. It fits in the space that is available in City Hall and meets all of the requirements. The plan is to put it in the closet space. It will not take up the entire space so there will be a locked door in the back that will lead to a storage area.

6. BUSINESS

A. Old Business

1. Lagoon Study RFP Schedule

There was some information included in the packet regarding the schedule. Skip asked if the Utilities Commission would be included in the selection. Kim said that there will probably be a special Utilities Commission meeting held during the bid opening.

B. NEW BUSINESS

1. Resolution 904-16, A Resolution Approving the Adoption of a Supplemental Budget of the 2016-2017 Budget.

Motion to approve Resolution 904-16, A Resolution Approving the Adoption of a Supplemental Budget of the 2016-2017 Budget by: Dale Bates. Seconded by Joann Burlison. Motion Carried.

2. Natural Hazard Mitigation Plan

This is just to inform the Council that we have been approved. Someone from Morrow County Planning will come to the next meeting and there will be adoption papers ready at that time.

3. Office Lease

There is a request for an office lease from the Beth and Howard Bryant Foundation for the lease of the office space where Chamber of Commerce used to be located. Teresa asked Kim that since she is the representative for the Foundation and also works in City Hall all day, how would she not be in that office during her City work day. Kim said that at first it is just going to be a desk and file cabinets because there is a lot of paperwork. There may be an employee in there at some point. Cody asked if the Foundation has administration costs. Kim said yes. Skip asked where the bathroom will be. Kim said that it will be put in the storage closet that is accessible from the meeting room so that people in meetings will not have to come through the City offices to use the bathroom. Dale asked if it was ok to have the office door locked to leave only one exit in case of a fire. Kim said that it would only be a problem if there are more than 45 people in the meeting room. If there were to be a larger meeting the office door would be unlocked. Teresa asked if there would be an employee other than Kim occupying the office. Kim said she didn't know, they haven't gotten to that point yet, but they do need an office. Cody asked if the office has been advertised to the public as being available for rent. Kim said that it hasn't. Teresa asked why Heppner Chamber of Commerce move out of the office. Kim said that originally the plan for the bathroom was to put it in the closet. A contractor said that there wasn't plumbing for it there, so the idea was to put it in the office area. We have since found out that there is no plumbing for a toilet in the office area. So it is back to the plan of putting it in the closet, and by that time the Chamber had already moved out. This way there would be a bathroom as well as an office space. Sharon Inskeep asked how Kim would be able to work for the Foundation, the Park District and the City, and be able to perform all of her duties. Kim said that she isn't sure if she is going to be working in the Foundation office, she just needs to get a space for it. Teresa asked for assurance that Kim's job wouldn't be in the Foundation instead of City Hall. Kim said that this will not take away from her job at City Hall. Corey asked if anyone else has shown any interest in renting the office. Kim said no, it has been used for storage and it hasn't been publicized yet. Cody said that the income would be nice for the City, but there is an image issue with this. There will be people questioning this decision. Kim asked if they would feel better if the office space to be advertised and see if there is any interest. The idea of the Foundation is to work closely with the community to help fund things in the community. It would be nice to be somewhere close, it doesn't have to be here but there are not a lot of options in Heppner. Cody said that Dave Sykes has some office space available, but he knows that Chamber of Commerce

struggled to find a place. He said that he just wants to remind the Council that there will be a lot of questions regarding this and that they are the ones that will either grant or deny this lease. Kim said that she guarantees that the office being at City Hall will not be an issue. Corey said that maybe the Council should wait to make a decision and see if there is any feedback regarding the office space. Kim said that she can get it advertised in the paper and wait until the December meeting.

8. MINUTES OF COMMISSION MEETINGS. For information only

9. REPORT FROM CITY ATTORNEY. – Bill Kuhn has been working on nuisance and the RFP for the sewer project. He and Kim will be going to County court regarding the nuisance issue. He will have more information regarding this at the next meeting.

10. REPORT FROM MAYOR, CITY COUNCILORS. – None

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