

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM December 12, 2016**

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

ATTENDEES:

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

Absent: None

Members of the Public: Judy Healy, Deanna Koerner, Jay Keithley, Cody High, Sharon Inskeep, Keith Lewis, Sheryll Bates, Carla McLane, Bruce McLane and Dave Sykes.

1. GENERAL BUSINESS.

- A. Call to Order. The December 12, 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 – Carla McLane: Natural Hazard Mitigation Plan

Carla McLane was present to speak about the Natural Hazard Mitigation Plan. The previous plan was known as the Pre-disaster Mitigation Plan. The reason for this plan is because in 2005 the Federal Government passed the Disaster Mitigation Act, which

requires this planning process. The objective of the plan is to recognize the potential hazards and what you might do to mitigate them. It is well known and documented that for every dollar you spend in mitigation, you can save four dollars or more in actual hazard costs. Example: it is cheaper to replace the culvert in the road than to replace the road when a flood washes it out. She said that there is a hammer and a carrot in this planning process. The carrot is that if you have one of these plans you are then eligible to receive grants to help you do things, like replace the culvert. The hammer is that should there be a hazard and there not be a plan you are then not eligible for response assistance. The County went through the process for the first time in 2006. That plan was adopted by the County and all five communities. The update process was initiated in 2011. It took a while to get through the process. About 2 years ago the City had the plan mostly completed, each of the communities were required to hold a public forum. When all of the communities adopt the Resolutions, they will be sent to FEMA and they will send a letter of approval. This is adopted by Resolution and not Ordinance as this is a non-regulatory plan. The plan doesn't say you have to do anything; it simply identifies the hazards, the recognition of what those hazards are, and what you could do to mitigate those hazards.

2. COMMUNICATIONS FROM THE PUBLIC - None

3. CONSENT AGENDA.

- A. November 14, 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: Teresa Bedortha. Motion carried.

4. REPORTS

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

Rusty said that November was the least amount of emergencies on record as far as he knows.

- 1 Cooking Fire
- 12 Chief Calls

The Fire Hall open house went well, 130 people attended.

- B. Morrow County Sheriff's Department – John Bowles read the hours report. The calls report was not available. There were no questions regarding the Sheriff's report.
- C. Public Works. Chad Doherty read the Public Works report.

Water Dept. – Insulated all city water meters and water sampling stations.

Sewer Dept. – Cleaned the contact basins once. Did 11 septic dumps. Put new packing on the sludge pump at the sewer plant. Replaced the recirculation pump at the sewer plant.

Streets Dept. – Trimmed the trees by Les Schwab. Swept Main Street and around town. Put the sander and plow on the F-350. Put the plow on the 4-wheeler. Put up Christmas banners and wreaths down town. Decorated the City trees on Main Street for Christmas. Removed a dead tree from the center of town and had it and another stump on Main Street ground out. Had the sweeper conveyor motor resealed. Replaced 3 street light bulbs down town.

Parks Dept. – Finished picking up leaves in the City Park. Decorated the trees and farm equipment at Heritage Plaza. Completed phase #2 of the City park irrigation auto timers.

Other – Put up a new flag pole and planted 3 trees at the new Fire Hall.

Skip asked if the gravel for the streets comes from the ODOT shed. Chad said yes, we have an agreement with them. The City helps them out with water and sweeping in return for gravel for the city.

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

1. Arranged for the removal of the community Christmas tree near the post office and had a stump removed. Ordered a replacement tree but the one that arrived was not acceptable.
2. Chad and Kim met with engineers from CES to discuss the Sewer Study. They also met with engineers from JUB.
3. Kim met with Brett Cook from the county building department to review a dangerous property situation, and attempt to address the ongoing situation.
4. The City received four sewer feasibility study proposals. The Utility Commission met and reviewed these proposals. After additional review and fact checking, a recommendation will be made to the Council.
5. Kim attended county court with Bill Kuhn to address the nuisance abatement violations.
6. Kim met with Lisa Master from CIS to review our best practices policies. At this time we are not likely to make any additions or changes to our current status.

7. We organized the annual light parade and downtown merchant's open houses. We also coordinated with the Elks Club to have their toy drive dinner at the same time. It was reported that they received more than three times their regular donations. The evening was fun with a great turnout.

Dale Bates asked what happened at the Utilities meeting that he missed regarding the Sewer Project proposals. Kim said that we received 4 proposals; Anderson Perry, CES, JUB and Sisal Engineering. The Utility Committee, Public Works and the Mayor reviewed the proposals. After making some referral calls, they decided to go with CES. Kim called Gary Neal from the Port of Morrow for a reference and he said that he highly recommended CES.

5. BUSINESS

A. Old Business

1. RFP for Sewer Project Engineer

The recommendation is for CES. Kim called the person who would be head engineer on the project. She asked if it was possible for them to spend less time on ammonia abatement for the study as this is not a good long term option for Heppner. They agreed to that. CES can meet with the Council in January. Cody asked about the previous lagoon study. Bill Kuhn said the Council looked seriously at the lagoon system. The owners of the property that they were focused on were strongly opposed to the City taking the property to use for lagoons, so the Council decided against it. Kim said that they got 25 years out of it before. We don't have 25 years now, we have maybe 5. She said that their scope and search maybe was too narrow. There is also new technology. She said that she is hoping to find property that will not need to be taken. Anderson Perry did that study 25 years ago.

Motion by Corey Sweeney to accept the Sewer Project Study Proposal from CES. Seconded by Joann Burleson. Motion Carried.

2. Office Lease

This is for the office lease to the Howard and Beth Bryant Foundation that was discussed at the November meeting. The office space was advertised and there was no interest.

Motion to approve an office lease to the Howard and Beth Bryant Foundation by Joann Burleson. Seconded by John Bowles. Motion Carried

3. Bathroom bid results

There was only one bid for installing a bathroom in the meeting area of City Hall. It was from Allstott Construction. This bid came in a little higher than anticipated. There were 2 separate bids for the work. The bid for the bathroom was \$21,897.00. The other part of the project was for storage for the tables that are currently stored in the area where the bathroom will be installed. That bid was \$7,331.00. The hope is that it would have been a little less to allow for some painting to be completed. Kim said that she would have to go to the Foundation Board to see if they would donate a little more money towards this project. She said she can discuss it with the contractor and see if there is any way to cut some of the costs. She would like to have approval to move forward if there was additional funding and to discuss cutting costs with the contractor.

Motion to accept the bid for the bathroom project pending adjustments on the bid by Skip Matthews. Seconded by Dale Bates. Motion Carried.

B. NEW BUSINESS

1. Resolution 905-16, A Resolution Adopting the Morrow County Natural Hazard Mitigation Plan.

This is an adoption of the Morrow County Natural Hazard Mitigation Plan that was presented by Carla McLane.

Motion to approve Resolution 905-16, A Resolution Adopting the Morrow County Natural Hazard Mitigation Plan by: Corey Sweeney. Seconded by Teresa Bedortha. Motion Carried.

2. Resolution 906-16, A Resolution Authorizing the City of Heppner to enter into a Loan Agreement with DEQ CWSRF for the Purposes of Planning and Establishing a Loan Reserve Account.

This is just a housekeeping measure to change some wording in a resolution that was previously adopted. The terms of the loan needed to be included in the resolution.

Motion to approve Resolution 906-16, A Resolution Authorizing the City of Heppner to enter into a Loan Agreement with DEQ CWSRF for the Purposes of Planning and Establishing a Loan Reserve Account by Adam Doherty. Seconded by Teresa Bedortha. Motion Carried.

3. Audit Report Review and Acceptance

The audit report from Barnett and Moro was presented to the Council for review and acceptance. As usual the separation of duties came up. We missed a payroll tax payment, this was due to an electronic issue. There was no penalty for this as this has never happened before. There is a franchisee that has not been making payments. They are now on a payment plan and are working to get caught up. There was a slight change where utility adjustments are concerned. This has not been a problem but now there is a policy for review of the adjustments. Kim said this is not an issue but it makes the auditors happy. There is hardly ever any writing off of utilities, but the auditors were looking very hard this year.

Motion to accept the Audit Report by John Bowles. Seconded by Teresa Bedortha. Motion Carried.

6. MINUTES OF COMMISSION MEETINGS. For information only

7. REPORT FROM CITY ATTORNEY. – Bill is still working on nuisance abatement. He and Kim attended a meeting with County Court regarding the City keeping the fines associated with City code nuisance violations. They are working on an agreement to allow the City to keep judgements in the ownership of the City for solid waste code violators. This would allow the City to file a lien on the property. He said that everyone was in agreement that it was a good idea. He has drafted an intergovernmental agreement and sent it out for review; he is still waiting to get feedback from a few people. Kim said that from all the small cities meetings and League of Oregon Cities meeting she attends, she has found that this is a problem everywhere. She said that in the future we will probably see other areas doing this.

8. REPORT FROM MAYOR, CITY COUNCILORS. – None

9. ADJOURNMENT. Meeting adjourned at 7:46 PM.

10. EXECUTIVE SESSION ORS 192.660 (1)(i) TO DISCUSS A PERSONNEL ISSUE