

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM January 9, 2017**

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

ATTENDEES:

**Skip Matthews
Cody High
Joann Burleson
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, Sharon Inskeep, Sheryll Bates, Robert Whalen, and Joyce Kay Hollomon.

1. GENERAL BUSINESS.

- A. Call to Order. The January 9, 2017 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. Installation of new City Mayor and Councilors (Swearing-In)

Skip Matthews swore in Cody High as the new Mayor of Heppner.

Mayor Cody High swore in Corey Sweeney, John Bowles, Dale Bates and Teresa Bedortha as Council Members.

D. Election of President of the Council

Motion by Joann Burleson to re-elect Corey Sweeney as President of the City Council. Seconded by Teresa Bedortha. Motion Carried.

E. Announcements – Agenda additions and deletions

1. Animal Permit-Frank Jones

Frank Jones has submitted a request for a permit to allow them to keep a pig as a house pet.

Action: Motion by John Bowles to grant an animal permit to Frank Jones to keep a pig at their house. Seconded by Corey Sweeney. Joann Burleson was opposed. Motion Carried.

F. Correspondence - None

G. Requests – None

H. Presentations

2. COMMUNICATIONS FROM THE PUBLIC - None

3. CONSENT AGENDA.

- A. December 12, 2016 City Council meeting minutes.
- B. Monthly Financial Statement
- C. Approval of Monthly Bills

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.

Rusty presented the 2016 year report

- 1 MVA
- 37 Secure Landing Zone
- 6 Wildland Out

2 Wildland In
1 Flue Fires
5 Structures In
17 Ambulance Assist
1 Propane Leak
3 False Alarms
1 Power Pole Fire
1 Haystack Fire
3 Vehicle Fires

347 Chief Calls

Mutual Aid
Ione 5
Gilliam County 2
Boardman 1
Lexington 1
Tribal 1
Total Page outs 105

B. Morrow County Sheriff's Department – John Bowles read the hours report. There were no questions regarding the Sheriff's report. Cody asked if there was anything going on that John thinks the Council should be aware of. John said it is just mostly business as usual. The warrants are up a little more than normal.

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

Water Dept. – Thawed and repaired a water sample station that was frozen/broken. Had to clear snow from the road up to the reservoir.

Sewer Dept. – Cleaned the contact basins once. Did 10 septic dumps.

Streets Dept. – Had multiple snow events and we were out sanding and plowing numerous days. De-iced the roads and sidewalks multiple days. Removed the snow from storm drains to allow snow melt to drain off.

Parks Dept. – Cleared away the brush and trees from the fence at Hager Park. Moved most of the parks equipment to the old Fire Hall.

Other – Hauled off spoils from the City yard. Worked multiple days on the new Public Works office. Spent a couple of afternoons cleaning out the big shop. Had a couple of days of CDL drive training.

Chad said that the report looks a little short this month but they have been doing a lot of plowing, sanding and de-icing due to the bad weather. They have been doing a

lot of work inside on the shop. Joanne asked what will happen to the old Public Works office. Kim said that the intent was to rent for around \$450.00 to \$550.00 a month. Cody asked how the CDL driving training going. Chad said not very well right now with the bad weather. Caleb has his CDL. They are working on trying to get Mickey some more drive time. Teresa said that she has heard several compliments on the streets. Chad said that currently the plow vehicle and the sander are broken. The plow has been moved to another vehicle and he is waiting on parts to get the sander fixed.

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

1. Kim contacted the engineering firms that submitted proposals for our sewer study to advise them of the results. Kim made a scheduling arrangement with CES, the company that we selected to arrange for a contract for review and to begin the process. We are tabling the study until February.
2. Kim has continued to work with Brett Cook from the County Building Dept. to attempt to resolve a dangerous property situation. The building has been secured and the owners have stated that they will begin demolition within the next 30 days.
3. Kim set up the advertisement for the City Managers position, it has been placed with the League of Oregon Cities, the Oregon City and County Management Assoc. and the East Oregonian.
4. Kim negotiated with the supplier for the washing machine at the Fire Hall. We have met with installation problems. The supplier gave us a credit that will cover the cost of the additional equipment that will allow the washing machine to be installed.
5. Kim conferred with Apollo Inc. project manager to wrap up the last details of the project. After a few small items this project will be officially closed.
6. Kim met with Allstott Construction to review the bathroom project. The contract is with Bill Kuhn for review.
7. Kim continues to work on nuisance abatement. Although there appears to be small improvements here and there. The communication with the worst offenders is better and she thinks that with the support of the County Commissioners, we are on the right track to a solution.

Dale asked where the dangerous property is, Kim said that it is Mountain Glen Apartments. She said that they have boarded up the entire building. The fire was a year and a half ago.

Cody asked about the bathroom bid and if Kim was able to get the cost of the bid dropped or get additional funding. Kim said that she was able to get additional funding.

5. BUSINESS

A. Old Business - None

B. NEW BUSINESS

1. Dickenson Chiropractic Lease

This is the yearly lease renewal for Dickenson Chiropractic

Motion to approve the lease for Dickenson Chiropractic by: Joann Burleson.
Seconded by: Teresa Bedortha. Motion Carried.

2. Willow Renewable Energy Project Letter of Support

This is a request from Willow Renewable Energy Project for a letter of support from the City Council. This letter of support will be submitted to help them receive the grant money needed to get the Co-Gen plant up and running. They think that it will employ 15 people at the plant and an additional 7 drivers. The company is familiar with the facility and the community. They would like to hire locally. It will take about two years to get the plant running.

Motion to approve the letter of support by: Corey Sweeney. Seconded by: Dale Bates. Motion Carried.

3. Discuss City Manager Recruitment Process

The council needs to decide on a time to go over applications for City Manager. They will have an executive session following the goal setting meeting this month. Kim said that the City has received about 10 applications so far.

4. Police Commission Review of Options

Cody wants a review of the Morrow County Sheriffs contract. John said that they do a review of the contract on a yearly basis when it is renewed. Cody said that he would like to take this to the Police Commission for an in depth review, for a clear understanding of what we do and why we do it. The idea is to be more informed by the time that the contract needs to be renewed.

Motion to approve the Police Commission to review the Sheriffs contract by: Corey Sweeney. Seconded by: Dale Bates. Motion Carried.

5. Utilities Commission Municipal Wi-Fi Investigation

Cody has done some research on Municipal Wi-Fi. He said that other cities do this, but they are much larger areas than Heppner. He would like the Utilities Commission to look into it. Dale said that there is a lot of things involved in this and would be a difficult thing to do in Heppner. Joanne said that it could be something we could look at down the line but did not think it was necessary at this time. Kim

said that the Utilities Commission has two huge projects going on right now, the Transportation Systems Plan and the Sewer project. Maybe after those projects get rolling, by next August they may be able to start discussing it. John said that it would be a good thing to talk about at the goal setting meeting to see where it will fall on the list of priorities.

6. City Manager Project List

As the City Manager has resigned, Cody would like to have Kim compile a list of ongoing, recommended and in-progress projects. This would include the status, contacts and where the funding is coming from. He said that it would be good for the Councils knowledge and for an incoming City Manager. Kim said that she had been planning on this and would be happy to do it.

7. City E-mail for Mayor

Cody is requesting Council approval to get an email address with the city. He does not think he should be using a private email for city business. If an email account was created, all of the contacts and information could be passed on to future mayors.

Motion to approve creating an email account for the Mayor by: Dale Bates.
Seconded by John Bowles. Motion Carried.

8. Mayor "Office" Hours

Cody is requesting Council approval to set up some office hours at City Hall. He said that if he does this there would be interaction with city staff which may take some of their time. He would like to be available to talk to the public and answer any questions they may have. Right now the schedule would be on Mondays from 3-5 PM. He would also use this time to research and gain more knowledge to make more informed decisions. He may need some assistance from city staff to do this. John Bowles asked if the staff had any problem with this. Judy Healy said that there was no problem with this. The staff encourages the public, council members etc. to come in with questions. She said that in time he would know where everything is and be able to look things up for himself.

Motion to approve Mayor Office hours by: John Bowles. Seconded by: Teresa Bedortha. Motion Carried.

9. Legal review of Heppner Housing Authority

Cody would like a legal review of the HHA. He would like to have Bill Kuhn look over it and make sure it is being run as it should be. Kim said that she knows that the city is involved in it because they own the building, but it would be nice to have

more clarity. Bill said that they are an Independent Corporation that the City created. Its powers are statutory. The City appoints the Housing Authority members. In bigger municipalities, they provide housing on a large scale to city residents. The basic reason for creating the Housing Authority here is it allows us to get tenants with low income qualification for section 8 subsidies, and it keeps the building tax exempt. The housing board runs independent with a close relationship with the City. The City appoints the board members, and they run the day to day business. Cody wants to know if the appointed resident member can also be an employee. He added that they are doing a wonderful job, but the legalities of it scare him.

10. Review Appointment Terms

Cody wants to make sure that the terms for the Commission appointments are on track. Joann asked if it would be better to take this up with the individual committees when he meets with them. Joann said that in the past if someone wants to resign from the Committee, the individual Committee meets to discuss who would be a good fit as a replacement. Then the mayor would contact them to see if they would like to serve on the Committee. Joann said that when the Garden Club disbanded, there was a little money left and they advertised a meeting to invite people that were interested to come and be volunteers. She said that nobody showed up. Joyce Kay Hollomon said that that is how they do it for Housing Authority. They find people that are interested and they appoint them and have it ratified by the City Council. Cory Sweeney said that he thought it was the Mayor who does the appointments. Kim said yes the Mayor appoints them, and then the Council reviews and approves them. Cody said that the Mayor does make the appointments. Cody said that his biggest concern is that all of the Committees are operating as stated in the City Code. Joann said that she was concerned that John Bowles wasn't on the Police Commission. Cody said the Police Commission is supposed to have 3 members plus the Mayor, City Manager and a Law Enforcement representative, which would be John Bowles. Cody then went down the list of Commissions and the appointments, and asked each council member if they had a problem with the people he had picked. He asked if everyone was ok with holding off on appointing the St Patrick's Committee, the Light Parade and Heppner Housing Authority until he can review them. Everyone agreed on the Committee appointments.

11. Resolution 907-17, A Resolution Ratifying Appointments to City Committees, Boards, Commissions and Positions.

Motion to approve Resolution 907-17, A Resolution Ratifying Appointments to City Committees, Boards, Commissions and Positions by: Joann Burleson. Seconded by: Teresa Bedortha. Motion Carried.

12. Schedule a date for the City Council Goal Setting meeting

The Goal Setting meeting date was discussed and the Council agreed to have the meeting on Friday January 27, 2017, from 11AM to 2 PM. This meeting will be followed by an Executive Session to discuss the City Manager Recruitment.

13. Robert Whalen Promotion to Assistant Public Works Supervisor/Director

Chad Doherty said that Robert has been with the City for over 10 years. He always shows up for work, does a great job and does anything that is asked of him. Chad said that Kim, Judy and he had decided to promote Robert to Assistant Public Works Supervisor. Any promotion requires Council approval. Chad said that Robert already does all of the things that an Assistant would do. Kim said that everything Chad said about Robert is right. We have a great Public Works Dept. right now and Robert is invaluable and everyone loves him. Chad said that he does most of the training and knows where most of the water lines are in town. Cody asked if the funds were available for the promotion. Kim said that they reviewed it and they were available.

Motion to approve Robert Whalen's promotion to Assistant Public Works Supervisor/Director by: Teresa Bedortha. Seconded by: Joann Burleson. Motion Carried.

6. MINUTES OF COMMISSION MEETINGS. For information only

7. REPORT FROM CITY ATTORNEY.

Bill Kuhn said that there hasn't been much going on. He did the letter for the DEQ sewer study loan.

8. REPORT FROM MAYOR, CITY COUNCILORS. – None

9. ADJOURNMENT. Meeting adjourned at 8:18 PM.