

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM February 13, 2017**

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

ATTENDEES:

**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, Randy Rayburn, Tareena Healy, Jim Healy, Marlen Bowles, Jay Keithley and Dave Sykes.

1. GENERAL BUSINESS

A. Call to Order. The February 13, 2017 meeting of the City of Heppner City Council was called to order by Cody High at 7:00 PM.

B. Pledge of Allegiance. Cody High led attendees in the Pledge of Allegiance to the Flag.

C. Announcements – Agenda additions and deletions

Cody High said that #7 under Old Business and #1 under New Business have been deleted from the Agenda.

D. Correspondence - None

E. Requests – None

F. Presentations

1. Fire Department Appreciation Plaque – Corey Sweeney presented a plaque to Rusty Estes in gratitude to the men and women that volunteer themselves to protect our citizens and property.

2. COMMUNICATIONS FROM THE PUBLIC - None

3. CONSENT AGENDA

- A. January 9, 2017 City Council meeting minutes.
- B. Monthly Financial Statement
- C. Approval of Monthly Bills

Cody asked to make a change in the January minutes where he spoke about filling the vacancies for the Commissions.

Motion to approve the consent agenda with changes to the minutes by: Joanne Burleson. Seconded by: Teresa Bedortha. Motion carried.

4. REPORTS

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

- 1 Lift Assist
- 1 Structure fire call, it was a Christmas tree on fire in a garbage can behind the house
- 1 Flue Fire
- 2 False Alarms at HES
- 1 Structure Fire, with 2 rekindles
- 5 Motor Vehicle Accidents

- 22 Chief Calls

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

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

Water Dept. – Thawed and or replaced 7 water meters. Repaired a broken water line on Main Street Bridge, by the Kids Park. Attended to a broken water main on the bridge behind the Elementary School. Fixed a broken water line at 235 Willow Street that was on the City's side. Had numerous calls to shut off meters for broken water lines.

Sewer Dept. – Cleaned the contact basins once. Did 8 septic dumps. Cleaned the sewer line on South Court Street. Fixed a broken air release valve on the effluent line to the golf course. Chad finished the recycled water report for the golf course irrigation and sent it off the DEQ.

Streets Dept. – There were multiple snow events and Public Works were out sanding and plowing numerous days. De-iced roads and sidewalks multiple days. Replaced the chain on the sander. Replaced the clutch cylinder on the F-350 plow vehicle. Installed the backup plow on the F-250. Took down the Christmas wreaths and banners. Swept rock in town twice.

Parks Dept. – Took down the Christmas lights from the parks. Removed the arborvitae trees from Hager Park.

Other – Worked multiple days on the new public works office. Had a couple days of CDL drive training.

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

1. Kim has been working with CES, the engineering firm that is doing our sewer study. They requested information from both Chad and Kim. They have been compiling it and reviewing maps. Kim expects a physical meeting the last week of February.
2. Kim reviewed the Ordinance for the declaration of a dangerous building and consulted with the Sheriff's office. Kim did the posting, notifications and advertisement to begin the procedure for property clean-up of a dangerous building.
3. Kim monitored the City Manager applicant resumes. Responded to questions, clarified job requirements, compiled and forwarded information to the Council.
4. Kim worked with the installer to make the electrical changes that would allow the installation of the washing machine and dryer at the fire hall. Those changes are complete. Installation has been delayed because of weather.
5. Kim met with the Fire Department to review the last details of the project and close out the job. Apollo has been advised that we have accepted the job as complete.
6. Kim met with David Allstott to prepare for the beginning of the bathroom construction. They are scheduled to start the week of February 13th. The table storage cabinet has been started.

7. Kim prepared for the goal setting session, reviewed last year's goals and presented it to the council. Reviewed the meeting and worked out some transitional details.

Teresa asked if we had come up with the extra funds for the bathroom project. Kim said yes, Dave Allstott found a way to cut \$1,200.00.

Cody asked if Kim was able to contact ODOT regarding the handicapped parking spaces on Main Street. Kim said that she had emailed them, but hasn't heard back from them yet. Chad said that he has ordered the stencils for the ground. The signs need to be moved because when the parking was re-stripped it changed the spaces so that the signs don't line up with them properly.

5. PUBLIC HEARINGS

A. Declaring a Building at 480 Water Street a Dangerous Structure

Open Public Hearing at 7:17

Tareena Healy said that the structure has been torn down, and she is working on getting a dump truck to haul it away. She said that the basement was unaffected and still has some belongings in it. Marlen Bowles said that all of the dangerous issues have been taken care of. Randy Rayburn said that the back and front wall are still standing. He said that he is concerned about someone being able to fall through the floor into the basement. There is also a lot of debris covering the whole property. He said that the tenants had done some digging in the ground and the holes could possibly collapse. Bill Kuhn asked Randy what kind of debris is on the property. Randy said that some is the burned debris left, also furniture and personal items. Marlen said that they are working on getting their belongings removed. Kim asked when the dump truck will be hauling the debris away. Tareena Healy said that she has not yet spoken about a specific time with her friend that has the dump truck. She also said that they will try and get the spot in the floor that is hazardous covered with some plywood. Bill Kuhn asked if there was insurance on the property or if there were any plans to rebuild. Tareena said not at this time, there was no insurance. She would like to rebuild but she does not have the means to do so. Kim said that what this process does is turn the clock on, and get a time schedule to get this taken care of. Randy said that the livability for the neighbors is a big issue. Teresa said that she heard that there is debris coming down the hill into the neighbor's yard. Tareena said they have been monitoring the property and haven't seen any one trespassing.

Close Public Hearing at 7:27

Council Comments and Discussion

Teresa said that she has talked to one of the neighbors and miscellaneous items have ended up in their yard from the property. John Bowles asked Tareena about when she said that she didn't have a time frame for the dump truck coming in. She said that their friend has been working nights and it has been hard to get a time set. John said that this is something that they definitely should not wait on; they need to make this a priority and get it done. Tareena said that they want to get this done as soon as possible as she does not want anyone to get hurt. Adam Doherty said that he is concerned that if the City doesn't do anything, and Tareena is saying that they are going to do something and then nothing gets done. Then they will be back next month and nothing has been done. He understands the weather is bad etc. but you also have to look at it from the City's position. Joann asked if the time allowed for the clean-up is 30 days. Cody said yes, that is the time they are allowed to get something done. After that the City can step in. John asked if this was something that they could get done in 30 days. Tareena said that it may not be complete by then but they can get the majority of it done by then. Marlen asked what the City's expectations of what needs to be done. In 30 days, a Deputy, the Fire Chief and a City Representative will walk the property and make sure that it is in an condition that will no longer be bothering the neighbors. Randy said that he would like some clarification of the allowed work hours, as he has received complaints about the noise after hours. Bill Kuhn said that the hours are 7:00 AM to 6:00 PM. Cody asked how they plan to secure the basement. Tareena said that it is a complete structure with a door and a lock. Once they cover the area of the upper floor it will be secure. The other concern was the tunnel. Tareena and Marlen said that the hole is under a shed that is locked, so there is no issue with that. Kim said that a County inspector will probably also be involved in the final decision on whether the property is no longer dangerous. Cody said that before the Council makes a decision he wants to reiterate that this is just a time line. The City is not coming to do anything now, but this has to be done. He said that if it takes 31 days, it's probably not a big deal. If there is no progress for 29 days, that could be a problem.

B. Resolution 908-17, A Resolution Declaring a Structure to be a Dangerous Building and Ordering Actions that Alleviate the Dangerous Condition.

Motion to approve Resolution 908-17, A Resolution Declaring a Structure to be a Dangerous Building and Ordering Actions that Alleviate the Dangerous Condition by: Adam Doherty. Seconded by: Joann Burleson. John Bowles abstained. Motion Carried.

6. BUSINESS

A. Old Business

1. Goal Setting meeting, adopt 2017 goals. Resolution 909-17, A Resolution Adopting the Heppner City Councils Goals for 2017.

Cody asked if everyone had a chance to review the goals list and if they had any changes or additions. There were none.

Motion to approve Resolution 908-17, A Resolution Adopting the Heppner City Councils Goals for 2017 by: Joann Burleson. Seconded by: Dale Bates. Motion Carried

2. Resolution 910-17, A Resolution Canvassing the Results of the November 8, 2016 General Election for the Mayor and City Council Positions and Declaring the Results.

Motion to approve Resolution 910-17, A Resolution Canvassing the Results of the November 8, 2016 General Election for the Mayor and City Council Positions and Declaring the Results by Dale Bates. Seconded by Adam Doherty. Motion Carried

3. Intergovernmental Agreement between Morrow County and The City of Heppner for Provision of Judicial Services.

Cody asked if everyone had time to review the agreement. Dale Bates said that he went over this and did not completely understand it. Corey asked what abatement code 4-1-8 is. Kim said that this is the City's nuisance abatement code for garbage, debris and tall weeds. If someone is asked to clean up a nuisance issue and does not, they will be cited and the City will retain the uncollected fine and the City will have the ability to lien the property to recover those costs. Cody said that he encourages everyone to go online and look at the code book. Bill Kuhn said that this agreement to allow for additional enforcement. Currently if people are fined for a nuisance and they don't pay, nothing really happens. If someone does pay their fines Morrow County will keep them. If they don't get paid the City has the ability to make the Justice Court enforce a lien against the property for those fines. Right now all the City can do is go in and clean the nuisance properties and lien for the clean-up costs. This allows the city to have some more enforcement in a critical nuisance situation.

Motion to approve an Intergovernmental Agreement between Morrow County and The City of Heppner for Provision of Judicial Services by: Corey Sweeney. Seconded by Adam Doherty. Motion Carried

4. City Manager Recruitment

The Council met, interviewed candidates for the position and have chosen a City Manager. They are working on the contract and it will be 4 to 6 weeks until the person will arrive. Kim has agreed to stay until March 1st. After that her new position does not allow her to be employed by a government entity. Kim said that she is willing to stay and help the new person transition but it would have to be unpaid after March 1st. Bill Kuhn said that the Mayor has the authority to appoint an interim City Manager for a term of up to 4 months without council approval. The Council agreed that if possible they would like to keep Kim as a volunteer interim City Manager. Cody said that he has some concerns about having a volunteer City Manager. He said that it is great that she is willing to stay and help, but is it in the best interest of the City to have an unpaid volunteer City Manager. Kim said that she is committed to this and is taking this seriously. She won't be paid but she will be working. Cody said the concern is that a volunteer position will not be a priority. Kim said that it is his choice but she offered to do this because she is committed to it. She said she wouldn't have volunteered if she wasn't willing to do it. Cody said that he is not ready to make a decision and he wants some more time to think about it.

5. City Manager Project List

Kim has been working on this.

6. Legal Review of Heppner Housing Authority update

Bill Kuhn has done a review of the Housing Authority board. The Council appoints the commission. There are 5 people on the board but the City charter says that there is supposed to be 7 members. It is a good idea to have a resident of the facility on the board but it is not mandatory. Cody said that he would like to have 7 members on the board; the issue is getting enough people to have a quorum for a meeting.

7. Lease money from Howard and Beth Bryant Foundation for painting City Hall update

When the inside of City Hall was painted, the room which was the Chamber office was not painted and it is in bad shape. Kim did a phone poll of the Council and asked if it was ok to take the rent for the Howard and Beth Bryant foundation to pay to have the office painted. The council agreed, but this needs to be discussed at the meeting.

8. Flood Plain Manager Certificate

Kim has a Flood Plain Manager Certificate. This allows the community to save about a point on their flood insurance. Kim wants to keep this certification and is willing to

volunteer to help people with flood maps and answer questions, if the City would pay the certification fee.

B. NEW BUSINESS

1. Fire Hydrants

There is currently one fire hydrant in the city that does not work. It is near the Mortuary. The water line that it is on is in very bad shape. Working on the hydrant could cause further damage to the line. Chad said that he would like to figure out a way to get the whole line replaced. Rusty said that there are hydrants near enough to this that it isn't a big problem. The fire trucks carry enough hose to run to a nearby hydrant. This does cause the equipment to be further away from the fire. Cody said that he had heard people say that there were a few hydrants that were not working, he is glad that it is only one that isn't working. They discussed shrubbery etc. that may cover the hydrants. Public works tries to keep an eye on this. The fire department tests the hydrants once a year and if they see any issues they report it to Chad.

2. Windwave and Inland Development Corporation Franchise Agreement Renewal

This is a renewal of the Franchise Agreement for Windwave and Inland Development which are the same company. The agreement is unchanged from the previous one.

Motion to approve a Franchise Agreement for Windwave and Inland Development Corporation Franchise Agreement Renewal by: Teresa Bedortha. Seconded by: Joann Burleson. Motion Carried

3. Council Approval of ODOT Initial Donation Contribution approval form for the Transportation Systems Plan.

The City received a grant from ODOT that will probably be over \$100,000.00. The City has to buy into that, the cost is \$5,000.0. This is an agreement that the City will do in-kind instead of paying the \$5,000.00.

Motion to approve the ODOT Initial Donation Contribution approval form for the Transportation Systems Plan by: Corey Sweeney. Seconded by: Teresa Bedortha. Motion Carried

7. MINUTES OF COMMISSION MEETINGS For information only

8. REPORT FROM CITY ATTORNEY

Everything that he has been working on was already discussed earlier in the meeting.

9. REPORT FROM MAYOR, CITY COUNCILORS – None

10. ADJOURNMENT Meeting adjourned at 8:34 PM.