

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM May 14, 2018**

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

ATTENDEES:

Cody High

Edie Ball

Teresa Hughes

Corey Sweeney

Joann Burleson

Dale Bates

Adam Doherty

John Bowles

Bill Kuhn, City Attorney

Chad Doherty

Rusty Estes

Absent: None

Members of the Public: Sheryll Bates, Sharon Inskeep, Deanna Koerner, Don & Joann Shannon, Jay Keithley, and Dave Sykes.

1. GENERAL BUSINESS

A. Call to Order. The May 14, 2018 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 – None

D. Correspondence - None

E. Requests

1. Animal Permits

a. Zaleta Masterson – one sheep and one goat at 275 Church St.

b. Zabrena Masteron – one sheep at 275 Church St.

c. Zandra Masterson – one sheep and one goat at 275 Church St.

The permits are for Fair Animals, they have been getting them for several years.

Motion to approve an animal permits for Zaleta, Zabrena and Zandra Masterton for three sheep and two goats at 275 Church St. by: John Bowles. Seconded by: Teresa Hughes. Motion Carried

F. Presentations – None

2. COMMUNICATIONS FROM THE PUBLIC

Jay Keithley asked about dog licenses. He said that he gets his dog licensed and it stays in his yard. Other unlicensed dogs are running around town and coming over to harass his dog. When someone complains about a dog on the loose, the Sheriff's Office will pick it up and take it to the City Pound. If the owner is located they are required to get the dog licensed. If the dog is not claimed and it does not have a license, it is taken to pet rescue. Cody encouraged everyone to call when they see a dog running loose.

Sharon Inskeep wanted to know what was going on with the 3 Million Dollars from the State for street repairs. The engineers have been hired but construction cannot begin until 2020. She would like to have something done about the potholes on Summit Dr. None of that money will be used for Summit Dr. as it will likely be all used by the planned projects. Public Works will go up and take a look at it and see what can be done.

3. CONSENT AGENDA

A. April 9, 2018 City Council meeting minutes

B. Approval of Monthly Bills

C. Approval of October 25, 2017 Special City Council Meeting minutes as corrected.

A correction is needed for the October 25, 2018 minutes. It said that \$10,000.00 would be taken from Streets to pay for the Vactor truck. It should have said Water.

Motion to approve the minutes and monthly bills by: Joann Burluson. Seconded by: Corey Sweeney. Motion carried.

4. REPORTS

A. Fire Chief Report

- 2 Motor vehicle accidents
- 1 Secure landing zone
- 2 False alarms
- 22 Chief calls

B. Morrow County Sheriff's Department – John Bowles read the hours report.

The reported hours for the month were 337.5 that report is missing hours for Deputy Mike Wilson who had 160 hours for the month. There were no questions.

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

Water Dept. – Repaired and repainted the hydrant that was run over on Main St. Blew off the dead end streets of Baltimore and Center. Attempted to isolate Morrow County Sheriff's office meter with no luck. Worked multiple days on locating Reservoir 3 transmission line and valves to isolate this line. Installed 20 radio reads.

Sewer Dept. – Cleaned the contact basins twice. Did 13 septic dumps.

Streets Dept. – Sprayed the swale by the new Community Counseling building. Cleaned the catch basin and swale by City Park. Sprayed weeds in the bubble outs downtown. Picked up and filled in the hole for the speed sign that was hit on Riverside Ave. Spread rock to fill in pot holes on Linden Way alley.

Parks Dept. – Sprayed hemlock in parks and around town. Sprayed weeds in all the parks. Fixed and replaced the teeter totter at Hager Park. Turned on the irrigation at all of the parks. Replaced the timer and cut down at tree a Groshens Spring Fountain. (also known as Victory Park)

Shop Dept. – continued to work on the pavilion area. Put in footings. The locator quit working and it was sent to Ridgid, to be repaired and returned ASAP. Cleared out the spoils from the city yard.

Other – Robert and Caleb attended AWWA conference in Ontario.

D. City Manager Report

Presented a report to the Morrow County Budget Committee on the \$38,651.00 of County funds the City received last year from the County. Reported that the funds will be set aside for the sewer main on Gale Street that will not be compromised by the street construction. The County also decided to double the amount of funds for the Cities.

Attended the Utilities Commission meeting.

The IT Committee met twice. Members are Shawn Cutsforth, Dale Bates, Pat Lauritsen, John Bowles, Chad Doherty and Cody High. Major deficiencies noted in city computer system is, no backup; no firewall; no network. Current computers need replaced. A computer maintenance line will be included in the upcoming budget. The next meeting is on May 21st, Vision Solutions is giving a presentation of their accounting system.

Attended Morrow County Citizens Economic Development Task Force meeting.

Met with staff from Regional Solutions, Business Oregon and DEQ on wastewater regional system. Discussed if a regional system is affordable and estimated it to cost \$25 million. Reviewed the CES feasibility study done for Heppner on wastewater options. DEQ warned upgrading the current sewer treatment plant would not be a good option as DEQ wants treated wastewater out of the streams.

Attended the Chamber Luncheon.

Worked on the upcoming Budget; Budget Committee meeting is on May 29th.

E. Heppner Housing Authority

They had to postpone the last meeting. The bid for the new roof was approved. They received bids for the new heating system. They received \$7,500.00 from the St. Patrick's walk to help pay for improvements.

5. BUSINESS

A. Old Business

1. Small City Allotment

The contract is here. South East Court Street was selected. The City will get \$50,000.00. The repairs will cost about \$75,000.00, the City will have to come up with the additional \$25,000.00. It will probably be an overlay.

Motion to accept the contract and add the additional \$25,000.00 by: Dale Bates.
Seconded by: Joann Burlison.

B. New Business

1. Resolution 936-18, A Resolution Creating an Information Technology Committee (for information only)

This is a copy of the Resolution that was passed at the April 9th meeting.

2. Resolution 937-18, A Resolution Ratifying Appointments to City Committees, Boards, Commissions, and Positions.

This Resolution is to ratify the appointments to the new IT Committee.

Motion to approve Resolution 937-18, A Resolution Ratifying Appointments to City Committees, Boards, Commissions, and Positions by Adam Doherty. Seconded by: Joann Burleson. Motion Carried.

3. Resolution 938-18, A Resolution Appointing the City Manager as Budget Officer for the City of Heppner.

This is a yearly Resolution to appoint the City Manager as Budget Officer for the City of Heppner.

Motion to approve Resolution 938-18, A Resolution Appointing the City Manager as Budget Officer for the City of Heppner by Joann Burleson. Seconded by: Corey Sweeney. Motion Carried.

4. Resolution 939-18, A Resolution Establishing the Cost of Living Adjustment for Employee Compensation for Fiscal Year 2018-2019.

This Resolution is to set the cost of living increase for the City of Heppner. The LGPI recommendation this year is 4.2%. The percentage is based on a mathematical equation. This is the increase that the City always uses. This is much higher than previous years which were 1.2% in 2016 and 2.1% in 2017. The Sewer and Water rates go up by whatever percentage is adopted by the Council. Edie had emailed information to the council last week, including what other cities were doing. The Council discussed whether or not this higher increase was formulated for the Portland area and may be too high for smaller communities. This needs to be decided in order to complete the Budget. The Council agreed to get some more information, do more research and meet on May 21, 2018 at 5:30 PM to make a decision.

5. Resolution 940-18, A Resolution to Approve the Morrow County Sheriff's Contract for Fiscal Year 2018-2019.

This Resolution will be 939-18 to keep the Resolutions in numbered order, as the cost of living Resolution was not yet approved.

This is a yearly Resolution to approve the Morrow County Sheriff's Contract. The contract is the same as last year with no changes.

Motion to approve Resolution 939-18, A Resolution to Approve the Morrow County Sheriff's Contract for Fiscal Year 2018-2019 by: Dale Bates. Seconded by: Joann Burleson. Motion Carried.

6. Surplus Equipment

Public Works has some equipment that is no longer being used, some is in need of repair. Council approval is needed in order to sell the property. An ad will be put in the paper. Closed bids will be accepted and will be opened at the June 11, 2018 regular Council meeting. The Council agreed to sell the equipment.

7. Weed Spraying at Old City Dump – Osmin

Al Osmin has been spraying for weeds at the old City dump near his property that the City uses occasionally. The spraying helps to keep weeds from spreading into his fields. He is requesting some assistance with the cost of spray. He thinks that \$300.00 will be able to last for several years.

Motion to approve paying \$300.00 to Al Osmin to spray weeds at the old city dump by: Teresa Hughes. Seconded by: Joann Bureson. Motion Carried.

8. Budget Meeting May 29th at 6:00 PM

This is a reminder that the Budget Meeting is on Tuesday May 29th at 6:00 PM.

6. MINUTES OF COMMISSION MEETINGS - For information only

7. REPORT FROM CITY ATTORNEY

He has been working on the Ferguson contract and the Small City Allotment contract. He provided franchise information to PrineTIME Internet Solutions. He is also still working on an agreement with Community Counseling. He has the Healy cleanup bill ready; it just needs to be delivered. The Park Ordinance will be presented to the Council in June. The Public Hearing will be in July.

8. REPORT FROM MAYOR, CITY COUNCILORS

Cody High had three things he wanted to talk about.

1. Set a work date for the IGA with Morrow County that is on the City's Goals. The date will be decided at the May 21st meeting.
2. The Corps of Engineers are thinking about having an annual live flood alarm test on June 14th. This would start in 2019. It could be a memorial of the flood on June 14th 1903.
3. Stop sign on the South side of North Court St. The stop sign would be located at the corner of Old Hags Pizza, and the Courthouse, as you are coming in to town. This was in the TSP as a possible fix for the visibility issues in that intersection. There would then be a stop at each side of Court Street where it intersects with May Street.

9. ADJOURNMENT – Meeting adjourned at 8:19 PM

10. EXECUTIVE SESSION ORS 192.660(2)(b) DISCIPLINE OF PUBLIC EMPLOYEES

11. RESUME REGULAR SESSION

Regular session was resumed at 9:44 PM

City Council decision regarding grievance filed by Chad Doherty (Public Works Director) against Edie Ball (City Manager) concerning annual evaluation.

After Review of the issue at hand, the Council had decided that the score on the annual evaluation will stand as is. We see no need to change the score. It is a subjective evaluation and each City Manager will have a different set of standards. We don't see the score as cause for alarm or a sign of a drop in performance, but rather as an opportunity to work on the areas addressed if needed and move forward in personal growth.

- That the date range on the evaluation should be changed to reflect the true time period involved in the evaluation. 7/16-4/18.
- That the next yearly evaluation should include the time period 4/18-7/19.
- That when issues arise that are substantial they are addressed in a quicker fashion so employee growth is encouraged and allowed and not left to fester until annual evaluation.
- That the Council is happy with the performance of both parties and highly recommends that communication between parties is worked on. Neither one of them can perform their duties without the other.

Motion by John Bowles to approve the recommendation on the Mayors tablet.
Seconded by Joann Burleson. Motion Carried 6 to 1. Adam Doherty abstained.