MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
6:00 PM JANUARY 23, 2019

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

ATTENDEES:
Jim Kindle
Kim Cutsforth
Corey Sweeney
David Gunderson
Teresa Hughes
Adam Doherty
John Bowles
Chad Doherty

Absent: Dale Bates

Members of the Public: Sheryll Bates

1. Call to Order. The January 23, 2019 meeting of the City of Heppner City Council was called to order by Mayor Jim Kindle at 6:10 PM.

2. Transition for City Manager

It will probably take at least 90 days to hire a new City Manager. Kim Cutsforth will be able to fill in part time as Interim City Manager until the position is filled. If the Treasurer position is filled soon, Kim will be able to get the City through the Budget process. She will start working on the Street Project and has already been involved in the Sewer Project and will continue to work on that.

3. Discuss Treasurer Position

Sherron Woodside is filling in until the Treasurer is hired. She is currently training with Brandy until her last day on Monday January 28. The installation of the Accounting system is 3 months out as they did not receive all of the information they needed to build the program. This will give time for the new Treasurer to get familiar with things and then be trained for the new system.
4. Review 2018 goals

1. Continue to work on the Transportation Systems Plan – Done
2. Continue to work on the EAP – Not done, will continue to work on this.
3. IGSA/UGB – not done – Will continue to work on this.
4. Fence the perimeter of the City yard on Riverside Ave – Done
5. Joint Wastewater plan by 2021 – Will no longer be working on this.
6. Downtown Improvement Evaluation, Lights, Trees, Sidewalks – Still working on this, it is very expensive to replace streetlights and we need to start budgeting funds for that this year. It is possible to get Community enhancement funds for signs.
7. Street Maintenance – Transfer $25,000.00 from the general fund and state gas tax. This will be taken off of the goals and will be part of the Budget process.
8. OM Manual – This is almost done.
9. Change the Backflow charge from a lump sum, inform the public of state requirements – This does not have to be on the goals list, this can be handled in the office. Customers can be given the choice to pay monthly installments or a lump sum.
10. Upgrade the Conference room – This will be tabled as we need to reprioritize the funds to do the upgrades that were discussed.
11. Repair the Conference Room – This needs to be evaluated to determine the extent of damage and the cost of repairs. It has not degraded for quite a while so there may not be any continuing damage.
12. Install a web camera – This is installed in the Bisbee building. It will be running as soon as the renovations allow.
13. Look into upgrading the City’s Website - Done
14. Chamber Budget – This has been completed.
15. Utilities Payment Review – This has been completed.
16. Water Station Budget line – The previous Mayors salary was donated to this we will keep the line in the budget.

2019 Goals

1. Continue work on the sewer/lagoon project, have bid ready plans.
2. Continue work on the street projects, have bid ready plans.
3. Review the City’s flood emergency plan, review the County’s Emergency Action Plan, make amendments and adopt.
4. Downtown improvement evaluation – determine course of action to replace street lights, improve information signage and repair sidewalks.
5. Update Urban Growth Area (UGA) Code and Inter Governmental Agreement with Morrow County for UGA. Review extending city limits to Fuller Canyon Road.
6. Plan to improve the mini park at the Post Office – Bottle filler, information station, complete pavilion/gazebo, improve fencing and planters.
7. Evaluate and prioritize future street projects, budget reserves for street improvements.
8. Evaluate and plan for City Hall maintenance items, furnace, windows, roof.

5. Barnett & Moro contract

Due to the extensive work they did on the Audit they will be increasing the contract from $10,000.00 to $18,000.00 for the next three years with an adjustment to not less than $14,000.00 depending on how much time they have to spend on the audit.

Motion to accept the audit proposal from Barnett and Moro by: Teresa. Seconded by: David Gunderson. Motion Carried

6. Executive Session to discuss employee contract ORS192.660(2)(a)

Executive Session opened at 7:25 PM

Open session at 8:01

Motion to approve the contract for Kim Cutsforth as interim City Manager and approving her as a check signer for the City of Heppner by: Teresa Hughes. Seconded by: John Bowles. Motion Carried.

7. Adjourn at 8:05