

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING  
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON  
7:00 PM MARCH 14, 2022**

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

**ATTENDEES:**

**Corey Sweeney  
JoAnna Lamb  
John Bowles  
David Gunderson  
Adam Doherty  
Dale Bates  
Kraig Cutsforth  
Chad Doherty  
Steve Rhea  
Bill Kuhn**

**Absent: Jim Kindle**

**Members of the Public: Dave Sykes, Barb Orwick, Jimmy Wilhelm.**

**1. GENERAL BUSINESS**

- A. Call to Order. Corey Sweeney called the March 14, 2022 meeting of the City of Heppner City Council to order at 7:00 PM.
- B. Pledge of Allegiance. Corey Sweeney led attendees in the Pledge of Allegiance to the Flag.
- C. Announcements – None
- D. Correspondence - None
- E. Requests – Shauna Osburn, Animal Permit for two goats  
  
Motion to approve the Animal Permit to Shawna Osburn for two goats at 660 Elder ST by David Gunderson. Seconded by JoAnna Lamb. Motion Carried
- F. Presentations – None

**2. COMMUNICATIONS FROM THE PUBLIC** – Barb Orwick spoke for the Neighborhood Center. They delivered 15 food boxes to people that are unable to pick them up. In February,

they gave out 102 food boxes. One family received rent assistance. Seven families received electricity assistance. Three families received water assistance. A man was gifted a shirt and socks. Three families were gifted needed items for their home. Seventy-three pounds of food were donated to the pantry. Eighteen volunteers contributed 171 hours of service. They are always in need of grocery bags. They are accepting donations of clothing and household items throughout the week. Currently they are unable to accept large furniture donations.

Jimmy Wilhelm wants to know when the road below his house will be completed. He is having work done on his house and is concerned that they will not be able to get to it. Kraig believes that the construction crew will be coming in the next 30 days to complete the paving. It is hard for Jimmy to get in with his car and the Fire Dept. had difficulty getting to the house. Kraig said that he would discuss this with the engineers.

### **3. CONSENT AGENDA**

#### A. February 14, 2022 City Council meeting minutes.

Motion to approve the minutes by Dale Bates. Seconded by Adam Doherty. Motion Carried

#### B. Approval of Monthly Bills

Motion to approve the monthly bills by JoAnna Lamb. Seconded by John Bowles. Motion Carried

#### C. Financial Statement – for information only

### **4. REPORTS**

#### A. Fire Chief Report

Steve Rhea read the report.

1 Explosion Investigation

3 Motor Vehicle Accidents with injuries

1 Flue Fire

4 Lift Assist

1 Motor Vehicle Accident Cancelled enroute

1 Smoke Check for a Controlled Burn

3 Secure Landing Zone

1 Smoke Detector Activation

1 Vehicle Fire

1 Mutual Aid to Union County Fire Dept. for Shearers Fire

18 Chief Calls

Conducted burning of Natural Vegetation at the Golf Course. Conducted 5 Smoke Detector Installations. Completed NFPA Annual Report. Working on updating the SOP Manual.

#### B. Morrow County Sheriff's Department

John Bowles read the report. There were 419 hours for the month of February. Alarms and Citizen Assists were up a little. Code calls and trespasses are up. Overall calls are up.

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

Water Dept. – Fixed a water leak on N Chase St. Built a Manhole cover for Reservoir 2 to stop infiltration. Sealed up the Well buildings per Oregon Health Authority Requests. Installed da new Master Meter at Reservoir 1. Appears to be working perfectly.

Sewer Dept. – Cleaned the contact basins twice. Did 12 Septic dumps. Completed and turned in Biosolids and Inflow and Infiltration Reports to DEQ. TMG Services cleaned and repaired the CL2 and SO2 chemical feed machines. Completed and sent in Hazmat survey to State Fire Marshall. Cleaned sewer lines on S Court, N Main, Riverside, Lakeview Ct, Frank Gilliam Drive, Alfalfa and Hager Street.

Streets Dept. – Painted Shamrock. Installed “No Parking” sign on this side of the street on the West side of Gale from Willow to the Forest Service parking lot. Plowed and removed snow. Swept Main Street and the rest of town. Fixed pot holes around town. Used 2 one ton bags. Sprayed weeds in town.

Parks Dept. – Received and installed new tic-tac-toe panel at the Kids Park. Burned ditches at Kids and Memorial parks.

Shop Dept. – Butter Creek Spraying sprayed all weeds at Reservoir 1, Sewer plant, City Yard, Chase St lot, lot on Riverside and around the Fire Station.

Other – The Dodge Durango and the 2011 Ford on Govdeals.com. Corey asked if this income would go towards purchasing a new sweeper. Chad said yes is should, we need a new sweeper.

#### D. City Manager Report

Had meetings with Chamber, WCVEDG, ODOT on HB2017 and SCA projects.

Worked with County Grant writer on the Water Grant Application.

Worked with Anderson Perry on the sewer project and for updated Water Master Plan.

Spoke to people about property development zoning in the city.

Participated in several zoom meetings.  
Did some general maintenance around City Hall.  
Spoke with a resident about removing a house.  
Made grant application for SRTS (ODOT)  
Received reimbursement request to ODOT for HB2017.  
Helped with the sale of the surplus Ford 150.  
Prepared request for water funds to Greg Smith. It appears we will receive about \$500,000.  
Updated and certified with the Ethics Commission for annual compliance.  
Want to surplus two google modems no longer needed for City Hall.  
Went to Annual Fire Hall meeting and received the annual rural Fire District funds.  
Reviewed HR manual for updates.  
Helped with St. Pat's questions.  
Brainstormed on a new possible water conservation program.  
Did informal salary survey of like size community work positions.

Corey asked if the new accounting software was integrated yet. Kraig said that we had planned to have it done by July 1<sup>st</sup> so we have plenty of time.

## **5. BUSINESS**

### **A. Old Business**

#### 1. Sewer Project Update

Anderson Perry is working on it. The \$200,000 that we got from CREZ has been added to it. It is moving slowly along.

#### 2. Water System Update

We have a Resolution addressing that. We are trying to get the Water Master Plan done. Working on getting funding to get a tank above Rock Street. This will help get more pressure and allow more homes to be built in that area.

Corey asked where the CREZ money will be going. In the past the Council agreed that all of the money that comes from the County will go towards roads. We should set aside some for Streets and some for Sewer. The \$500,000 that we are about to get from the state can be allocated any way the Council wants. When Kraig does not have an answer he puts it in General Funds because that can fund anything. It can be done by Supplemental Budget or during the Budget process. Corey wants to make sure that funds that are earmarked for certain things, stay there. It is unknown if the City will get any CREZ money in the future. We do need money in Streets, Sewer and Water. The Council discussed the possibility of holding a special meeting prior to Budget to discuss this further.

## **B. New Business**

1. Resolution 1030-22, A Resolution Adopting an Addition to the City of Heppner Personnel Policy Manual

The new Juneteenth holiday is not in the Personnel Policy Manual. This would add the holiday to the manual as a paid holiday.

Motion to approve Resolution 1030-22, A Resolution Adopting an Addition to the City of Heppner Personnel Policy Manual by Adam Doherty. Seconded by John Bowles. Motion Carried

2. Resolution 1031-22, A Resolution Appointing the City Manager as Budget Officer for the City of Heppner

This is a yearly Resolution appointing the City manager as Budget Officer for the City of Heppner.

Motion to approve Resolution 1031-22, A Resolution Appointing the City Manager as Budget Officer for the City of Heppner by John Bowles. Seconded by David Gunderson. Motion Carried.

3. Resolution 1032-22, A Resolution Committing the Funds to Cover 20% of the Project Cost for the use of Water Master Plan Development and Telemetry Replacement for the Purpose of Applying for Grants.

We do not know how much this will cost yet but the funds that were already allocated will stay there. This would be for additional funding.

Motion to approve Resolution Committing the Funds to Cover 20% of the Project Cost for the Use of Water Master Plan Development and Telemetry Replacement for the Purpose of Applying for Grants by Dale Bates. Seconded by JoAnna Lamb. Motion Carried

4. Surplus City Property

Kraig purchased two modems for City Hall that were not needed. Kraig has already received an offer for them.

Motion to approve the surplus of two routers by Adam Doherty. Seconded by John Bowles. Motion Carried

## **6. MINUTES OF COMMISSION MEETINGS - For information only**

**7. REPORT FROM CITY ATTORNEY** – There are no problems to report.

**8. REPORT FROM MAYOR, CITY COUNCILORS** - Motion to authorize the Mayor who was absent to sign the Resolutions passed by the Council tonight by John Bowles. Seconded by Adam Doherty. Motion Carried

David Gunderson is concerned about a tarp structure blocking the sidewalk going to Lovers Lane bridge. Chad will take a look at it. John will stop by tomorrow and talk to the people about it. The dog poop situation is getting really bad around town. There are bags all over town for this, people just aren't using them. It's all over Hager Park and it ruins it for everyone. Kraig said that he can do some positive advertisement to encourage people to clean up after their dogs. Maybe we should raise the fee for licenses.

**9. ADJOURNMENT** – Meeting adjourned at 7:59 PM