

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING  
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON  
7:00 PM MARCH 13, 2023**

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

**ATTENDEES:**

**Corey Sweeney  
JoAnna Lamb  
Adam Doherty  
Dale Bates  
Sharon Inskeep  
Kraig Cutsforth  
Chad Doherty  
Steve Rhea  
Bill Kuhn**

**Absent: Cody High**

**Members of the Public: Nathen Braun, Jimmy Wilhelm, Jack Malec**

**On Zoom: John Doherty, Heppner Gazette**

**1. GENERAL BUSINESS**

A. Call to Order. Corey Sweeney called the March 13, 2023 meeting of the City of Heppner City Council to order at 7:04 PM.

B. Pledge of Allegiance. Corey Sweeney led attendees in the Pledge of Allegiance to the Flag.

C. Announcements – Jack Malec from Verkada will be added under "Presentations". There are two additions under "New Business" #7 will be Utilities RFP and #8 will be Property purchase on Chase and Center.

D. Correspondence - None

E. Requests - None

F. Presentations – Installation of Councilors

1. Mayor Corey Sweeney swore in Councilor John Doherty.

2. Verkada Security Cameras

Jack Malec from Verkada gave a short presentation for the security cameras. They do extensive work in Oregon. Heppner is looking at 3 or 4 locations. The footage is stored on the camera but is also remotely stored on the cloud indefinitely. All of the products have a 10-year warranty. If one fails it will be replaced, no questions asked. Automatic software and firmware updates. Technical support is US based and is 24/7. The cameras will send an alert if they are tampered with. They work with local installers to set up. The cameras can also be used for public viewing.

## **2. COMMUNICATIONS FROM THE PUBLIC – None**

## **3. CONSENT AGENDA**

### A. February 13, 2023 City Council meeting minutes.

Motion to approve the minutes by Sharon Inskeep. Seconded by Dale Bates. Motion Carried

### B. Approval of Monthly Bills

Motion to approve the monthly bills by Joanna Lamb. Seconded by Sharon Inskeep. Motion Carried

### C. Financial Statement – We have achieved 102% of anticipated revenue. Public Works is over budget for fuel. There will be a supplemental budget to correct this. We are also considerably over budget for repairs at the Treatment Plant.

## **4. REPORTS**

### A. Fire Chief Report

- 3 Lift assists
- 4 Secure landing zone
- 1 Smoke check on Alfalfa Street
- 1 Tree fire
- 1 Controlled Burn not called in
- 2 MVA Cancelled enroute
- 1 Fire call on standby (lone)

Working on ISO Survey Review. Awaiting Ready to Build with options of a Type 3 Engine for RFPD. Toured Blake Ranch with Fire Risk Specialist and Regional Mobilization Coordinator fro Oregon State Fire Marshal and ODF. Attended the NRCS Annual Meeting and spoke about grants. Wrote 2 Grants Community Wildfire Risk Reduction

with OSFM One for City Protection and the other for the WUI at Blakes Ranch. Fire Advisory meeting with RFPD Board of Directors. Attended Area 9 Defense Board Meeting. Was elected President of the Oregon Trail Training Association. The new response vehicle arrived. Rural Fire District will pay for half of it. The lights etc. were ordered today.

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

Nathen Braun read the report. There were 356 hours for the month of February. Dog calls are up. They are encouraging the deputies to give out citations for repeat dog issues. They are watching the schools for speed, cell phones and seat belts. Sharon commented that log trucks are not stopping at the stop sign at May and Main, and they are speeding. JoAnna said she can hear them using Jake Brakes early in the morning.

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

Water Dept. – Took water meter brass to Davis Recycling in Hermiston. Replaced meters at 73973 Fuller Canyon and at the Gazette Times. Worked on the Water Emergency Response Plan. Updated meters in the GIS.

Sewer Dept. – Cleaned the contact basins once. Did 9 septic dumps. Completed the yearly Biosolids report and turned it into DEQ. Set up and installed new temperature monitors for the influent and effluent at the treatment plant. The Automation Group fixed the trickling filter pump overload. The starter and contactors were blown. Repaired the water backflow in the chlorine room at the treatment plant. TMG Services performed service and repairs on the chlorine system and sulfur dioxide system.

Streets Dept. – Sanded and plowed streets one day. De-iced streets multiple days. Cleaned out the guardrail on Barratt Blvd. Swept Main Street and around town once.

Parks Dept. – Replaced a tree at Memorial Park.

Shop Dept. – Worked on locates for the ODOT Main Street project. Chad attended the council work session. The City crew assisted Morrow County Public Works with a wash drain clean out.

We hired a new Public Works employee. He has a CDL and started work today. The ODOT project will be starting on March 27<sup>th</sup>. They will be putting in two lighted crosswalks and fixing the intersection at Main and Quaid.

#### D. City Manager Report

Had meetings with, Chamber, WCVEDG, DLCD, and County Planning.  
Worked with Anderson Perry on the Sewer Project and for updated Water Master Plan.  
Had Zoom meeting with group developing Natural Hazards update study.  
Had Zoom meeting with Housing Inventor Project Group.  
Received annual audit of City financials.  
Looked for a street sweeper for Public Works.  
Worked on recruitment for Public Works position.  
Received RFP on City Water/Sewer Telemetry system planning bids.  
Worked on internet and email issues.  
Helped Fire Department with ordering a First Response Vehicle.  
Received permits to paint the Shamrock and for the St. Pats parade.  
Worked on information regarding the burned house.  
Worked on the investment policy for the City.  
Met with Morrow County to get street work bids for 2023.  
Had a Zoom meeting with the security camera company.  
Held work session with the Council.  
Attended the Rural Fire District meeting. Received the annual payment.  
Met with the State Court Representative and Morrow County about the District Court.

There is funding available for the security cameras. The cost is \$20,000, plus licensing. We do not need bids for this as they are a preferred bidder for Oregon, we can get them through an Oregon contract. The council agreed to move forward with the purchase of the cameras.

## **5. PUBLIC HEARINGS -None**

## **6. BUSINESS**

### **A. Old Business**

1. Sewer Project Update – Still working on it. This was discussed at the Utilities Commission meeting. Still working with Anderson Perry.
2. Water System Update – This will be updated in New Business #7
3. Street Project Update – Combined with #4.
4. Premier Closing Bill – The Utilities Commission recommends that the City use the \$20,000 and have Public Works do the crosswalks etc. They recommended closing the contract with Premier minus the cost of striping.

Motion to pay the closing bill to Premier by Adam Doherty. Seconded by Dale Bates. Motion Carried

## B. New Business

1. Resolution 1052-03, A Resolution Ratifying Appointments to City Committees, Boards, Commissions and Positions.

Mike Jones is retiring from the Fire Dept. Stacy Lauritsen will take his place on the Fire Advisory Board.

Motion to approve Resolution 1052-03, A Resolution Ratifying Appointments to City Committees, Boards, Commissions and Positions with changes by Dale Bates. Seconded by Sharon Inskeep. Motion Carried

2. Resolution 1053-23, A Resolution Adopting Corrective Action for Fiscal Year 2021-2022 Audit Findings.

Separation of duties always comes up every year. This is due to low staff in the office. The same person that counts the cash register may also be using it. This is common. The other issue was there were no bids for the tank purchased by the Fire Department.

Motion to approve Resolution 1053-23, A Resolution Adopting Corrective Action for Fiscal Year 2021-2022 by JoAnna Lamb. Seconded by Adam Doherty. Motion Carried

3. 2023-2024 Budget Calendar

For information. The May 24<sup>th</sup> and May 31<sup>st</sup> meetings will be moved to May 23 and May 30<sup>th</sup>.

4. Resolution 1054-23, A Resolution Appointing the City Manager as Budget Officer for the City of Heppner.

Motion to approve Resolution 1054-23, A Resolution Appointing the City Manager as Budget Officer for the City of Heppner by Adam Doherty. Seconded by Dale Bates. Motion Carried

5. Investment Policy draft review

This policy will allow the city to invest money in order to get a higher interest rate on unused funds. A broker or advisor can come to talk to the council before they invest.

Motion to approve the Investment Policy draft review by JoAnna Lamb.  
Seconded by Sharon Inskeep. Motion Carried

6. Morrow County chip seal project

The Utilities Commission recommended hiring Morrow County to do chip seal on some of the newer streets to extend their life. Hopefully we can get the Fire Hall parking lot crack sealed. The cost of this is approximately \$150,000.

Motion to approve the chip seal project with Morrow County by Sharon Inskeep.  
Seconded by Adam Doherty. Motion Carried

7. Utilities RFP

The only bid received was from The Automation Group (TAG). Their home office is in Eugene. They have a local worker in Heppner. This bid is to repair the Telemetry System and SCADA. This system controls the wells and reservoirs and gives an alert if there are problems. This will make them our contractor of record. They will work directly with Anderson Perry with the Sewer Project as well.

Motion to approve the bid from The Automation Group by JoAnna Lamb.  
Seconded by Dale Bates. Motion Carried

8. Property purchase on Chase and Center

The owner will release the property for \$20,000. Bill Kuhn has been working on the earnest money agreement. WCVEDG will pay \$20,000 to remove the structure. The cost of asbestos removal is unknown at this time. The cost to the city will be between 22 and 25 thousand. The City could sell the property or use it for a parking lot.

Motion to approve moving forward with the property purchase by Dale Bates.  
Seconded by Adam Doherty. Motion Carried

**7. MINUTES OF COMMISSION MEETINGS** – For information only.

**8. REPORT FROM CITY ATTORNEY** – He drafted the sale agreement for the Chase and Center street property. He worked with Kraig on the effluent agreement with the Golf Course and Hoskins.

**9. REPORT FROM MAYOR, CITY COUNCILORS** - None

**10. ADJOURNMENT** – Meeting adjourned at 8:14 PM