

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM DECEMBER 11, 2023**

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

ATTENDEES:

**Corey Sweeney
JoAnna Lamb
Sharon Inskeep
Cody High
Ian Murray
Dale Bates
John Doherty
Chad Doherty
Steve Rhea
Bill Kuhn**

Absent: None

Members of the Public: Nathen Braun, Barb Orwick, Jean Collins, Ralph Klock, Phil Sanfiorenzo

On Zoom: Adam Doherty, Heppner Gazette

1. GENERAL BUSINESS

A. Call to Order. Corey Sweeney called the December 11, 2023 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 - None

F. Presentations

1. Barb Orwick gave the November report for the Neighborhood Center.

The food truck came the day before Thanksgiving. Since it came in so late they gave out food boxes early and gave people the option to come back when the truck came in. They had 218 getting a first food box and 83 of them came back and got the second food box. They collected 1,400 pounds of food from the food drive. She is very thankful as South Morrow County has been very generous. The kids shopping day went very well with over 51 hours of volunteer help. Ten families were scheduled and 14 families showed up, which served 23 children.

2. COMMUNICATIONS FROM THE PUBLIC - None

3. CONSENT AGENDA

A. November 13, 2023 City Council meeting minutes.

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

B. Approval of Monthly Bills

Motion to approve the monthly bills by JoAnna Lamb. Seconded by Dale Bates. Motion Carried

C. Financial Statement – For information only

4. REPORTS

A. Fire Chief Report

- 14 Lift Assists
- 3 Secure Landing Zone
- 1 Motor Vehicle Accidents, non-injury
- 1 Alarm activation at St. Pat's Apartments
- 1 Alarm Activation at USFS
- 1 Standby for high speed pursuit
- 2 Alarm activation at the Grade School
- 1 Cancelled enroute mutual aid to Boardman
- 1 Cancelled before going enroute
- 1 Body removal
- 1 EMS support
- 1 Structure Fire RFPD at Hardman
- 1 Flooded basement at St. Pat's Apartments
- 1 Power lines and pole down on Willow Creek Road

207 Calls to Date

36 Chief Calls

Awaiting Ready to Build with options of a Type 3 Engine for RFPD.
Held Fire Safety Awareness for Heppner Senior Meal Site.
Conducting Smoke Detector Installation.
Awaiting new Tactical Tender delivery OSFM.
Received new protection classification from ISO effective 1/1/24.

B. Morrow County Sheriff's Department

Nathen Braun gave the Sheriff's report. There were 362.50 hours for November. Total Incidents were 128. John Doherty commented that we really appreciate Deputy Thomas. He is really good at checking in, communication and following up on things.

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

Water Dept. – Fixed a leaking copper tube line at the Red Barn pressure reducing station. Worked on the water balance report. Took well #3 source sample. Replaced two water meters for the Wilkinson Ranch property and one at the Bonavia Timber property. Worked on updating the backflow list. Working on getting them all on GIS. Replaced the meter and raised the meter box at 335 August St. Worked on updating the water meter master list.

Sewer Dept. – The crew cleaned the contact basins twice. Did 10 septic dumps. Sent industrial water survey to Pioneer Memorial Hospital. Sent the finished survey to Anderson & Perry.

Streets Dept. – Friends & Neighbors finished the crack sealing. Cleaned leaves on Main Street for multiple days. Put up lights around trees on Main Street. Hung Christmas decorations from streetlights on Main Street. Installed the sander and plow for winter. Made the Ford Ranger ready to deice streets. Deiced streets one day. Plowed the streets once.

Parks Dept. – Took the soccer goals at Hager Park down. Raked and mowed leaves in City Park multiple days. Decorated Heritage Plaza with Christmas Lights on multiple days. Removed the horseshoe pits at Hager Park. Worked multiple days on refinishing City Park picnic tables. Attended and turned on the lights at Heritage Plaza for the park lighting event.

Other. – Hauled spoils to Balm Fork yard. Received 2018 Ram #1 from Hops Auto Body.

Dale Bates commented that the lights look awesome.
The street sweeper should be here within two weeks.

D. City Manager Report

1. ODOT Heppner, met with Bob Griesen, covered ODOT cutbacks and winter maint.
2. Lone Pine Investments – Several conference calls with Heather K, researched options and reinvested City funds from Treasury Bill that matured.
3. Attended WCVEDG and POM meetings on behalf of City.
4. Attended MC Planning Commission meeting on behalf of City.
5. HB2017 project – Consor completed surveys and data sent to ODOT. All of the ramps failed. Some of the failures wouldn't have happened with an engineer on site. Most of it is due to the design. The yellow mats are not wide enough. The gap between the mats and the curb is too wide.
6. Heppner Housing Authority – attended Nov meeting and offered assistance as needed.
7. ODOT ADA ramp project – Communication with John Bice on concerns with work quality, and timeframe, and completion timeline.
8. Attended POM meetings via Zoom, presented City updates. Discussed upcoming capital projects and CREZ II & CREZ III distributions.
9. Willow Creek Terrace – Chad verified City water supply and WCT discovered procedural issue, concerns dismissed by MCHD.
10. CAPECO – completed LHWA agreement (ext. through 03-24,) conference call with CAPECO & Tarina regarding CAPECO communication of water payments with City.
11. Kuhn Law – Calls and meetings with Bill regarding City leases, resolutions, ordinances, and alley vacate.
12. Barnett & Moro – Covered Audit findings and comments prior to submittal to State.
13. Reviewed City finances including AP, AR, and payroll.
14. Hunter's garbage removed @ end of elk season. Reviewed costs and discussed with Tarina, Heather, and Chad. Will review procedure prior to 2024 hunting seasons. This is a large cost and local residents keep dumping their garbage there.
15. WCPD – Katie approached City about possibly taking over maintenance and grounds keeping. Informational meeting with Chad and Katie.
16. Deputy Thomas providing daily updates and addressing concerns of City.
17. LPSCC (Local Public Safety Coordinating Council,) meeting, attended with City, County, and State agencies and relief organizations. Discuss mental health, housing, Victims Services, and ways to track success of grants & programs.
18. CenturyLink sent Letter of Performance and City informed them they can proceed with steps in fiber optic pole for OEM/MCSO.
19. Continue Grant Writing class through BMCC/SBDC.
20. Fielded several Code complaints, viewed properties and in-process of remedy.
21. E May St property clean up. Spoke with property representative and cleanup is complete until spring when new fence will be built.
22. Dynamic Computer Consulting upgraded
23. Dollar General – several calls and visits due to water line break and excess water usage, irrigation system shut down.
24. Wheatland – met with Amy to clarify recent appraisal of City buildings.

25. CRS – Community Rating System, completed 2023 report and Tarina prepared and mailed yearly “Living in a Floodplain,” notice to residents.
26. Anderson Perry – Calls and emails with Dane Maben on progress and upcoming dates for City projects.
27. OEM – Flood plain mitigation meeting with Kim Cutsforth and Hannah Fattor from OEM for introductions prior to 12-14-2023 meeting to include COE and FEMA. They are hoping to get some areas pulled out of the floodway.
28. Planning – no meeting necessary in November. Utilities Commission meeting cancelled due to conflicting schedules of members. December meeting scheduled.
29. SMCSM – attended luncheon 12-05-2023 with Mayor Sweeney.
30. Had employee appreciation lunch 12-07-2023.
31. Resolution 1063-23 COH authorized individuals for investments drafted.
32. Resolution 1064-23 Public Records Policy and Request form/Fee Schedule drafted.
33. City of Lone contacted in regards to water, and possibly contracting COH to assist/sign-off with their department. Will work with Chad and Lone after Lone defines needs.
34. Informal meetings throughout the month with members of public, Council, and Mayor.

5. BUSINESS

A. Old Business

1. Sewer Project Update – The biosolids report was back from DEQ the week of November 27th. Anderson & Perry is working on it. Dane Maben will attend the January council meeting to present an update and wants to schedule a February work session.
2. Water System Update – The water rates meet the qualifications for grant funding. John is working on the water feasibility study. The Water Feasibility Study: recycled water use will be in draft form in January. Once DEQ has seen it they will make comments to Anderson Perry and they will resubmit. The Recycled Water and Biosolids are a smaller part of DEQ approval. After the Wastewater Feasibility and the Water Master Plan are completed and approved, Anderson Perry will conduct a one stop meeting. They will have a variety of options for how to fund the projects. Then the City can choose whether we want to hire Anderson Perry as the project manager/engineer.
3. Street Project Update – We will soon be getting more information on what HB 2017 funds the city will be getting back. It will not be feasible to rip out and rebuild all of the failed ramps. It would not look favorable for the city to go after Premier for the quality of work as they performed the work without an engineer on site.

ODOT ADA project crosswalk beacons are operational. The sign posts at Main and May Streets are delayed as they needed to be redesigned. The failed concrete was replaced at E Willow and Center Street. The Davidson/Lankford driveway and also The Loop driveway were completed. The color concrete at Thomson Square was completed. Still working on the sprinklers that were not reinstalled, the dedication bricks and the concrete splatter on the Bisbee building.

4. A Resolution 1063-23, A Resolution Listing Authorized Individuals for City of Heppner Investment of Funds.

This was discussed at the earlier work session.

Motion to approve Resolution 1063-23, A Resolution Listing Authorized Individuals for City of Heppner Investment of Funds by Cody High. Seconded by Dale Bates. Motion Carried

5. Review Proposed Ordinance 590-23, Prohibiting the Feeding of Feral and Unowned Cats.

The Council reviewed the Ordinance. They noted a few typos that need to be corrected. It was decided to make a limit of 6 cats allowed per household within the city limits.

6. Lone Pine Investments

The council has not yet approved Lone Pine Advisory Services as their External Investment Manager.

Motion to accept Lone Pine Advisory Services as the External Investment Manager for the City of Heppner by Cody High. Seconded by Ian Murray. Motion Carried

7. Council Vacancy

The council reviewed applications to replace JoAnna Lamb (position#1) as she has submitted her resignation. Each of the 3 applicants were given a chance to speak about their qualifications to serve on City Council. Mayor Corey Sweeney asked the Council to vote for the applicant they prefer. There were seven votes. The vote was tied between Ralph Klock and Jean Collins. Corey asked the council to vote again for either Ralph or Jean. The votes were collected. Ralph Klock was chosen to fill the vacancy for position #1. He will be sworn in at the January meeting as JoAnna will serve until the end of 2023.

Motion to appoint Ralph Klock to council position #1 by Cody High. Seconded by JoAnna Lamb. Motion Carried

B. New Business

1. Resolution 1064-23, A Resolution Adopting a Public Records Request Policy.

This was discussed at the earlier work session.

Motion to approve Resolution 1064-23, A Resolution Adopting a Public Records Request Policy by Dale Bates. Seconded by JoAnna Lamb. Cody High voted opposed. Motion Carried

6. MINUTES OF COMMISSION MEETINGS – For information only.

7. REPORT FROM CITY ATTORNEY – Worked on the Cat Ordinance. Worked on the Lauritsen property vacation. He sent the consent form for the neighbors to sign and is waiting for it to be returned. He worked on leases and a tenant's eviction. The tenant has been difficult and has refused to pay rent for December.

8. REPORT FROM MAYOR, CITY COUNCILORS – Mayor Corey Sweeney would like to schedule a Goal Setting meeting. The council agreed on January 19th, 2024 at 11:00 AM. Corey thanked JoAnna Lamb for her service on city council as this will be her last meeting.

9. ADJOURNMENT – Meeting adjourned at 8:21 PM