

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM JANUARY 8, 2024**

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

ATTENDEES:

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

Absent: None

Members of the Public: Nathen Braun, David Sykes, Richard Stoddard, Matt Jensen, Brandi & Colton Hanson

On Zoom: Adam Doherty, Heppner Gazette, Julie Jensen

1. GENERAL BUSINESS

A. Call to Order. Corey Sweeney called the January 8, 2024 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. Installation of Councilor (Swearing-in)

Mayor Corey Sweeney swore in Councilor Ralph Klock.

2. Barnett & Moro

Rick Stoddard from Barnett & Moro gave the audit report. On page 5 the financial statements are fairly presented. Its hard to decide what to talk about since there are several new councilors and new management. One thing worth noting is on page 8; Cash and Investments. There is about 2.7 million dollars. Rick looked at prior year reports and it has gradually worked its way up through the pandemic time. In 2019, pre pandemic times, it was about half of that. Throughout the pandemic there were a lot of grants from the state and federal government and CREZ. On page 10 in the upper right corner, the total is noticeably less than the 2.7 million. This is the stuff that's with the governmental funds and pretty much every fund of the city except for the Water Fund and the Sewer Fund. It has about 2.3 million. What makes it interesting is all the places that its obligated to go. Highways and Streets have about a quarter million of that. Public Safety has about \$45,000. Utilities and other where we got a big grant from the state for Community Development. It went to the Community Development Fund, and a bunch of it is still sitting there to be used for the purpose. It's restricted and that's really all you can really use it for. Down the page there are a whole lot of other balances listed under a heading that says committed. Restricted means that it is restricted by the people that gave it to you. Committed means that the City has made the decision at the council level to use that money for a specific purpose. In the back of the report on page 50 is about some of the things that they found. The Budget was over expended for a bit. A Supplemental Budget was passed and it wasn't published in the newspaper as required by Oregon Law. There will need to be a Resolution later that will go to the Secretary of State with the plan of action. On Page 51 they talk about Internal Control. It's hard to segregate the duties with such a small staff. There are some other checks and balances that the city does with the resources that are available. When we passed the 2022-2023 Budget that did not balance. One page didn't match another page and didn't match the summary.

Steve Rhea asked about grants that are multi year disbursement and how to handle it on the budget so it doesn't look so out of balance. Rick said that it is just important to keep an eye on the total fund balance. As long as that's in a pretty good place it should convey what is going on with it.

3. Morrow County

Matt Jensen gave a presentation about the Ambulance Service Plan. He is doing outreach to all the communities to have a forum to answer questions. Morrow County is statutorily obligated to manage all emergency services (ORS 682). He has checked ambulance service agreements in 25 out of the 36 Oregon counties,

and Morrow is the only one that is different. Since 1998 management has been given to Morrow County Health District. At that time it was ran by volunteers. It's been done that way since then. It does have some contradictories In the agreement that's different than any other county in Oregon. The issues they have run into is appointment of the advisory committee, determination of providers and review of performance. In effect we have a provider managing and providing services. That creates a conflict of interest. It has been decided to use the existing ASA as a template to try to ease the pain and make sure that the language is the same. In doing that they have made some changes to establish the County as the authority for ambulance service. They will establish the EMS as the ASA Advisory Committee to be independent from any providers. They are establishing up to 3 areas for ambulance service. This is not to say that there will be 3 ambulance providers. It is just recognizing that there are 3 geographical areas that could be split up. The Advisory Committee will maintain providers and make sure that things are looking good. Right now that is appointed by MCHD. As they have switched over to full time ambulance paramedics and EMT's it has unfortunately created an overwhelming representation of MCHD employees on that committee. What they have proposed is that the ASA or EMS Advisory Committee will be appointed by the Board of Commissioners with representation throughout the county from the providers. They will be looking at the overall performance of the service instead of peer to peer reviews. If there are multiple providers, this would be the committee that could hear and reconcile any issues. We are a small county and it needs to make fiscal and responsible sense. The process has been prolonged, as there has been a change in Commissioners and Administrators. MCHD and Boardman Fire will get 48 hours to look at the draft. The final draft will then be sent to OHA for review. After that there will be final updates and feedback, then there will be at least one public hearing. Any final changes will then be made and it can be sent to OHA for approval. They will have to decide who the initial providers are. MCHD has submitted a 90 day notice to cease ambulance service. The county is looking into a couple of different options. They will make sure that there will be no interruption in ambulance service. They are still in discussions with MCHD to try and get them to extend the 90 day notice and help cover until the ASA is complete. Change is hard but they feel very strongly that it is needed. The county has no intention of seizing any equipment from MCHD. The ASA board will consist of physicians, nurses, 911, public health and fire district staff appointed by the BOC. They are working on getting the plan in place before talking about who the providers will be. There has been no predetermination on providers. The easiest option is to reach an agreement to have MCHD continue ambulance services. If they can't reach an agreement, an interim service will be appointed until a permanent solution can be found so that there is no interruption in service.

2. COMMUNICATIONS FROM THE PUBLIC

Brandi Hanson expressed her concerns about the proposed Circuit Court building location. She is worried about the possible negative effects that it could have on the community from things she has heard.

3. CONSENT AGENDA

A. December 11, 2023 Special and City Council meeting minutes.

Motion to approve the minutes by Cody High. Seconded by Dale Bates. Motion Carried

B. Approval of Monthly Bills

Motion to approve the monthly bills by Cody High. Seconded by Ian Murray. Motion Carried

C. Financial Statement – For information only

4. REPORTS

A. Fire Chief Report

1 Lift assist EMS

1 Secure Landing Zone

1 Motor Vehicle Accident, non injury

1 Cancelled Secure Landing Zone

1 Possible Gas leak in Heppner

212 Calls to date

38 Chief Calls

Awaiting Ready to Build with options of a Type 3 Engine for RFPD.

Held a Fire Safety Awareness at the Heppner Senior Mealsite.

Conducting Smoke Detector Installation

Awaiting New Tactical Tender Delivery in January

B. Morrow County Sheriff's Department

Nathen Braun gave the Sheriff's report. There were 410.5 hours for December. Total Incidents were 154.

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

Water Dept. – Finished current list of backflows known to be in the system. Started adding backflows to the GIS. About 50% done. Cleaned the chlorine lines at Reservoir 1 and replaced the check valve. Along with John, met with the City of Lone

on becoming their temporary DRC (Direct Responsible Charge). GIS for missing water meters. Continued to update water master meter list. Replaced the broken valve box near the PRV station on Willow Creek Highway. Replaced the 2" backflow at the softball field. Removed the grade school meter to see if debris was affecting the reading. Found no debris and the meter needs to be replaced.

Sewer Dept. – The crew cleaned contact basins twice. Did 7 Septic dumps. Cleaned the sewer line coming into the treatment plant. Installed a new temperature monitor in the in fluent line. Cleaned the sewer line from the Elks to Les Schwab's. fixed multiple outlets at the Sewer Plant.

Streets Dept. – Removed a dead tree behind the city yard. Burnt the pile for the tree at the city yard. Hauled multiple deer to the ODOT yard. Drained the puddle by Murrays Drug multiple days. Fixed a downed sign on Morgan Street. Filled in potholes on Morgan St, S Main St, Green and Willow Streets. Grinded stumps by Les Schwab on May St. and by Elks on Main St. Installed a "No Overnight Parking" sign in the Chase St. lot.

Parks Dept. – Sanded picnic tables multiple days. Moved the Dogipot station and "No Smoking Sign" at City Park. Fixed leaning posts. Replaced the throttle cable on a mower.

Shop Dept.- Lubed the power doors at the Public Works Office. Spent some time cleaning and organizing both shops. Changed the air filters on the Vactor Truck. Cleaned the vents in City Hall.

D. City Manager Report

- Submitted Investment Policy to Oregon Short Term Board for January review.
- Attended Heppner Chamber Celebrate Christmas event with Mayor.
- City website – Tarina has updated website with Public Records Request & Commission minutes.
- Update City information with MC Clerk, LOC.
- City of Lone – Chad and I met with Liz Peterson & Shad Hass about assisting with water issues.
- Utilities Commission meeting held.
- Gazette published public notice on Ordinance 590-24, cat ordinance.
- HB2017 project – Communication with Michelle Owen on timeframe to complete, invoicing.
- ODOT ADA ramp project – Continued communication with John Bice on completion timeline.
- Kuhn Law – Work with Bill on eviction of tenant.
- Barnett & Moro – Reviewed audit, signed management letter, audit submitted to SOS. Mindy Wilson assisted Heather with journal postings from audit findings.

- Reviewed City finances including AP, AR, and payroll.
- Deputy Thomas providing daily updates and addressing concerns of City.
- Continue Grant Writing class through BMCC/SBDC.
- Fielded several Code complaints to investigate.
- Anderson Perry – Calls and emails with Dane Maben on progress and upcoming dates for City projects. AP to attend Feb meeting & work session
- Water, Sewer, Wastewater – review/study all past and current studies.
- Corps of Engineers - Flood plain mitigation meeting with Kim Cutsforth and Hannah Fattor from OEM on 12-14-2023. Informational, will set monthly update meetings.
- Planning – no meeting necessary in December.
- Employee Christmas Party @ Broken Spoke 12-20-2023.
- Informal meetings throughout the month with members of public, Council, and Mayor.
- SMCSM – attended luncheon 01-02-2024.
- Chamber – attended St Patrick's Committee, first of season.
- Applied for St Pat's Parade permit with ODOT.
- Completed lease renewals for Dickenson & Cutsforth.
- CBH&C eviction process. Tenant was asked to vacate. 140 Gale St property vacant and will be advertised for lease.
- Met with ODOT bridge division regarding resident property erosion @ Main St Bridge.

Anderson Perry couldn't make it to the meeting tonight. They would like to schedule a work session at 6:00 pm right before the regular February 12th Council Meeting. There will probably be several work sessions in 2024.

The ODOT sidewalk project is still not completed. This is a State project and the city has no authority over it. With the bad weather it is unlikely to be completed any time soon.

Will try to schedule a Police Commission meeting to review the Sheriff's Contract.

5. PUBLIC HEARINGS

- A. Ordinance 590-24, An Ordinance Prohibiting the Feeding of Feral and Unowned Cats; Prohibiting Ownership of Over Six Cats; and Declaring an Emergency

Open Public Hearing at 8:30

No public comments.

Close Public Hearing at 8:31

Council Comments and Discussion: Cody High noted that at the December meeting the Council had agreed to make the limit 6 cats per household, the Ordinance says 6 cats per person. It will be changed to 6 per household.

1. Council Action: Ordinance 590-24, An Ordinance Prohibiting the Feeding of Feral and Unowned Cats; Prohibiting Ownership of Over 6 cats; and Declaring an Emergency.

Motion to approve Ordinance 590-24, An Ordinance Prohibiting the Feeding of Feral and Unowned Cats; Prohibiting Ownership of Over 6 cats; and Declaring an Emergency with changes by Cody High. Seconded by Sharon Inskeep. Motion Carried

6. BUSINESS

A. Old Business

1. Sewer Project Update – Most of this was covered in the Managers Report. Biosolids Report is done. Tomorrow John and Chad will have a call with DEQ and Anderson Perry.
2. Water System Update – Everything is still on track for the Water Master System Plan. The Cross Hill Project study should be done soon. John sent information to LOC about our upcoming water projects. They may be able to assist with seeking funding.
3. Street Project Update – Covered in the Managers Report.

B. New Business

1. Resolution 1065-24, A Resolution Ratifying Appointments to City Committees, Boards, Commissions, and Positions.

A correction to term dates was noted. Ralph Klock will be added to the Fire Advisory Committee. (The Resolution number was printed incorrectly as 1064-24 and will be changed to 1065-24.)

Motion to approve Resolution 1065-24, A Resolution Ratifying Appointments to City Committees, Boards, Commissions, and Positions with corrections by Cody High. Seconded by Dale Bates. Motion Carried

2. Lease Renewals

A. Dickenson Chiropractic

B. Howard and Beth Bryant Foundation

The Howard and Beth Bryant Foundation Lease has been changed to a month to month as they will be moving into their new building sometime later this year.

Motion to approve the lease renewals by Cody High. Seconded by Ian Murray. Motion Carried

6. MINUTES OF COMMISSION MEETINGS – For information only.

7. REPORT FROM CITY ATTORNEY – Worked on the tenant eviction. Still working on the street vacation. Phil Tellechea had questions about how much land he was getting and had concerns about a retaining wall and a shed that may be on his property. He will talk to Paul Lauritsen about it.

8. REPORT FROM MAYOR, CITY COUNCILORS – Sharon Inskeep attended the first St Patrick's Celebration meeting for the year. The next meeting will be in February. They are working on new vendors for food and new activities.

Steve Rhea is looking at an aerial truck that Umatilla wants to give to HFD. HFD will have 30 days to check out the truck before deciding if they want to keep it. It doesn't appear to have any issues so far.

Sharon Inskeep received an email from LOC that was about CDBG g grant fund requirements. They are requesting comments from cities regarding whether to change State grant requirements to match Federal requirements. This would allow cities to more easily use the funds for what they need. John Doherty saw the email and the grant is for Broadband Services or Climate Pollution Mitigation Study and Heppner doesn't need either of those but he will submit the councils comments to LOC.

9. ADJOURNMENT – Meeting adjourned at 8:55 PM