

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING  
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON  
7:00 PM MAY 13, 2024**

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

**ATTENDEES:**

**Ralph Klock  
Sharon Inskeep  
Ian Murray  
Dale Bates  
John Doherty  
Chad Doherty  
Steve Rhea  
Bill Kuhn  
Nathen Braun**

**Absent: Corey Sweeney, Cody High, Adam Doherty**

**Members of the Public: Marie Johnson, Barb Orwick, Phil Sanfiorenzo**

**On Zoom: None**

**1. GENERAL BUSINESS**

- A. Call to Order. John Doherty called the May 13, 2024 meeting of the City of Heppner City Council to order at 7:00 PM.
- B. Pledge of Allegiance. John Doherty led attendees in the Pledge of Allegiance to the Flag.
- C. Announcements - None
- D. Correspondence

Barb Orwick reported for the Neighborhood Center. It was kind of a slow month. They gave out 67 food boxes in April. They delivered 12 home meals. They were awarded a WCVEDG Grant for food and another for things they need like cameras as people have been illegally dumping afterhours.

## E. Requests

1. Stacy Sarrels, 4 chickens - Animal Permit for five hens.

Motion to approve the Animal Permit request by Ian Murray. Seconded by Ralph Klock. Motion Carried

## F. Presentations – Marie Johnson

Cat Utopia helped her with spay and neuter. She received a WCVEDG grant for \$2,500 for spay and neuter that is just for Heppner cats. She has already used some of it for 6 cats that were trapped and fixed last week. Since April 22 she has gotten 19 cats fixed. Three additional cats were taken to rescue and 10 kittens will get shots and be transferred out of the Heppner area. Cat Utopia has given a dedicated 5 spots per week for spay and neuter. There is quite a few up by the hospital and she is trying to make arrangements to start trapping in that area.

## 2. COMMUNICATIONS FROM THE PUBLIC - None

## 3. CONSENT AGENDA

- A. April 8, 2024, 2024 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 Dale Bates. Seconded by Ralph Klock. Motion Carried

- C. Financial Statement – For information only

## 4. REPORTS

- A. Fire Chief Report – Steve Rhea read the report.

- 1 Lift Assist EMS
- 1 Secure Landing Zone
- 1 Cancelled before going enroute
- 1 MVA non-injury
- 1 Cancelled enroute mutual aid to lone Fire
- 1 CPR with AED in City
- 1 Controlled Burn RFPD

1 Body removal  
1 Vehicle fire  
1 Cancelled enroute MVA  
59 Calls to date  
28 Chief Calls for the month

Conducting Smoke Detector installation. New Tactical Tender Delivery expected in June. Training Academy for NFPA Firefighter 1 will be finishing this month. Asst. Chief and Training Officer went to FDIC Indianapolis, Indiana. Grant Request for \$35,000 Awarded Wildland Staffing with OSFM. Took 537 Brush Truck Mallory Safety & Supply to Longview for repairs.

- B. Morrow County Sheriff's Department – Nathen Braun read the report. There were 343.25 hours for April. Traffic Stops are down a bit. There were 12 dog complaints. There were 231 incidents. Two misdemeanor arrests and 3 felony arrests. In June Deputy Flores will be working days and Deputy Larsen will remain on weekend nights.
- C. Public Works. Chad Doherty read the Public Works report.

Water Dept. – Installed a new 2" water line and 1.5" meter for the new Heppner Community Foundation building. Repaired a water leak at Thompson Canyon #1. Dug up and found the meter at 643 N Gale St. Also replaced the meter and meter box. Replaced the water meter for the Fitness Park restroom. Blew off water main lines for air on Fairview Way and Rock St. Replaced water meters at 230 Water St., 687 Hager St., and 685 Hager St. Worked on GIS water and the water master meter spreadsheet. Spent a few days working on Oregon's Lead and Copper rule revisions.

Sewer Dept. – Cleaned the effluent storage tank at the Golf Course. Installed a filter screen and pressurized everything on the City side for Golf Course irrigation. Cleaned the contact basins twice. Did 23 Septic dumps.

Streets Dept. – Sold the old street sweeper for \$12,450 and the F350 for \$4,850 on GovDeals.com. Hauled a deer to the ODOT yard. Sprayed weeds around town multiple days. Installed limited time parking signs in front of City Hall. Turned on the Main Street irrigation.

Parks Dept. – Lots and lot of mowing and weed trimming. Started mowing and taking care of Willow Creek Park District facilities. Fixed sprinklers at Hager, City, Memorial, and Heritage Parks. Turned on all irrigation at City Parks and Fit Park. Caleb, John and Chad met with Skip Matthews and Joe Armato on pool overview and expectations. Fixed WCPD walk behind mower. Sprayed weeds in park multiple days.

Shop Dept.- Caleb attended conference in Ontario or CEU training. Replaced both headlights in 2021 Ram 1500.

#### D. City Manager Report

1. Budget – Completed FY 2024-2025 COH budget with input from department heads and front office.
2. Heppner Fire – Meetings with Steve Rhea, Bill Kuhn and Matt Jensen in regards to Heppner Fire response. IGA between City and County currently being worked on.
3. Gilmore St customer water leak – spent time with Chad and homeowners on finding customer leak and repairing leak.
4. Follow-up on dog/dog attack with both residents involved and MCSO. Ticket being handled by DA office.
5. Kuhn law – Conversations with Bill regarding City/County IGA, delinquent payments from former 140 Gale tenant, Deed transfer for “Old Pool,” sale of Chase St. properties.
6. City Park – Completed OPRD grant, WCVEDG grant. WCVEDG grant of \$50,000 approved. Met with contractors regarding design, contact with NW Playground, research and applications for additional grants.
7. CIS Insurance - Met with Amy from Wheatland to review next year P&L changes. Met with Steve and Chad to update inventory.
8. GEODC – attended monthly board meeting. Attended CEDS (comprehensive Economic Development Strategy) workshops. Both via Zoom
9. Attended SMCSM luncheon.
10. N Gale/May driveway. Chad and I looked at. Met with landowners and contractor for preliminary ideas to fix driveway approach.
11. St Pats Committee – attended close-out meeting. Met with Madison & Heather to discuss future invoicing and expenditures.
12. Beautification – Held April and May meetings.
13. Chamber Quarterly luncheon – attended with Chad and both presented current & upcoming City projects.
14. MC Planning – Two meetings in regards to UGB expansion (with Tamra, Daisy, and Dawn from DLCD,) and Robinson addition UGB, city limits, and zoning (Kyle Robinson, Tamra, and Daisy.)
15. MCPW – Met with Eric Imes about Gale St driveway, chip seal, and specs for RFQ for project. Kirsti –set up transfer station vouchers for city-sponsored cleanup.
16. Published public notices for Economic Development Committee, transfer station vouchers, Budget Committee meeting, and PW job opening.
17. Anderson Perry – calls with Dane regarding status of studies, upcoming bills, resources needed from City, and MHI for rate increases.
18. Flood mitigation – Meeting with update from USACE, with FEMA, OEM, & Kim Coil.
19. Code enforcement – contact residents in regards to violation.
20. Blue Mountain Networks – 2 Zoom meetings in regards to fiber install for City and BMN performance to PrineTime and EOT franchise agreements.
21. WCPD – Met with Chad, Caleb, and Skip Matthews regarding pool operations.
22. POM – attended 2 monthly meetings. Mill site flood mitigation work to begin soon.

23. ODOT ADA Ramp project – Communication with John Bice on completion and addressing needs of City.
24. Heppner Housing Authority – attended April meeting.
25. MCHD – Met, with Chad, Joey Munkers and Nicole Mahoney regarding help with signage and crosswalks needed at PMH.
26. NextEra – Met with Ryan Hill and discussed temp housing for contractors and possible community development funds.
27. Several meetings and calls with residents regarding zoning, construction, code enforcement, lot-lines, and ROWs.
28. 140 Gale – Allred Landworx is improving interior condition of building – panels, flooring, insulation, plumbing, and finish work.
29. ODOT grants – TGM won't provide funds for design, will look at other possibilities. SCA will open in July.
30. Work with Chad on adjustments to Water and Sewer fees.
31. WCVEDG – Monthly meeting. Community Enhancement grants reviewed and approved accordingly. WCVEDG is interested in Chase St property for "tiny homes."
32. Thomson Square – Met with tenant regarding housekeeping. Had Chad install locks on water after we were informed of person filling water containers on weekend.
33. Candidates Forum – Attended Commissioner and Circuit Court Judge Forum.
34. City/County/Port meeting – Attended with Mayor Sweeney. Updated current and future projects. Spoke with Lisa Mittelsdorf afterward to discuss city providing utilities to mill site, UGB expansion, and CDS for infrastructure project in FY 24-25. Heppner to host July meeting.
35. Attended CREZ II & III meeting – Lexington properties to be included into CREZ III.
36. Lone Pine –reinvested funds with small % in longer term maturity (3% up to 24 months out.)
37. Accounts Receivable – Discussed delinquent franchise fee payments with franchisee, delinquent invoice payments, and delinquent Transient Room Taxes (may have to resort to more aggressive methods to receive payments.)
38. Reviewed payroll, invoices, bank reconciliation, signing of checks.
39. Manager's luncheon – hosted Irrigon and Boardman for informal discussion of budgets, capital projects, and opportunities.

## **5. BUSINESS**

### **A. Old Business**

#### 1. Economic Development Committee

There is only one member so far. We still need two more members. There has been no response to the advertisements. There is someone who may be interested but hasn't officially applied yet.

## 2. Chase Street Properties

The 290/300 Chase Street properties will be sold together. John did some research and got a starting point for the minimum bid amount. It will be a sealed bid process with a minimum bid of \$24,000 for both lots. If we do not receive the minimum asking bid, the city can consider a lower bid. There will be an ad in the paper and the bids will be opened at the June City Council meeting.

## 3. City Park Update

John has done a lot of work on this. He has applied for a \$100,000 Grant from Oregon Parks and Recreation District. WCVEDG awarded \$50,000. John will apply for a Wildhorse Grant and MCURD as well as seeking corporate sponsors. The city has budgeted \$75,000. The entire project will be \$400,000-\$415,000. We want to do it right the first time so it will last. The project will include equipment, game tables, fencing, shade structure, and rubber matting. If we get more money, we can add more to it. If we get less money, we can cut some things out. The Heppner Senior class is donating to the project as they had some money left over.

## **B. New Business**

### 1. Approval of FY 2024-2025 Property and Liability Insurance

This is to approve the Property and Liability Insurance for the city. The policy was reviewed and the deductibles will remain the same. The increase this year is 18% to maintain the same level of coverage.

Motion to approve the Property and Liability Insurance for FY 2024-2025 by Ralph Klock. Seconded by Dale Bates. Motion Carried

### 2. Approval of Water, Sewer and Septage Fee Increases

Due to inflation, the annual increase for water and sewer rates will be 4%. Usage over 7,500 will go to \$1.10 per 1,000 gallons. This will also keep us within the rates for the Median Household Income which allows the City to qualify for low interest loans and grants. Septage fees have not increased since 2016. We are currently at \$.16 per gallon. The proposed increase is \$.20 per gallon with a minimum of \$100. Neighboring cities costs are: Irrigon \$.16 per gallon, Boardman \$.25 per gallon, Hermiston is \$.27 per gallon. Water connection fees will increase from \$800 to \$1,000. Sewer Connection fees will increase from \$300 to \$500. Neighboring cities costs for Water connection fees are: Boardman \$1,300-\$6,320, Irrigon \$2,750, Hermiston is \$630 but that rate goes up with labor and the size of

meter, Pendleton ranges from \$2,400 to \$7,500, depending on the size of the line. Neighboring cities costs for Sewer connection are; Irrigon \$7,500, Pendleton \$2,400-\$7,500.

Motion to approve Water, Sewer and Septage Fee increases by Dale Bates. Seconded by Ian Murray. Motion Carried

### 3. Streets Discussion

We will be getting \$1.5 million dollars of Congressional Directed Spending. This will have to be used by the end of the next fiscal year. Greg Smith got this for the city. This was earmarked for the transportation corridor to the hospital, mainly Gilmore Street. Old Sewer and Water lines need to be replaced at the same time. We need storm drains on Morrow Street.

The Wilhelm driveway access needs to be fixed. It was basically destroyed during construction and access for fuel trucks and EMS is nearly impossible. John has discussed it with Silver Creek and they have some ideas of how to resolve it. The drainage issue next to Murray's Drug also needs to be fixed. These problems were due to bad engineering.

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

**7. REPORT FROM CITY ATTORNEY** – Worked on the old pool property transfer. Along with John Doherty and Steve Rhea, discussed with Matt Jensen about the service that Heppner Fire can and cannot provide. The Fire Department will do what they can at the Fire Chief's discretion. Bill is working on an IGA (Intergovernmental Agreement).

### **8. REPORT FROM MAYOR, CITY COUNCILORS** – None

### **9. ADJOURNMENT** – Meeting adjourned at 7:57 PM