

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM JUNE 10, 2024**

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

ATTENDEES:

**Corey Sweeney
Ralph Klock
Sharon Inskeep
Ian Murray
Dale Bates
Adam Doherty
Cody High
John Doherty
Chad Doherty
Eric Chick
Bill Kuhn
Nathen Braun**

Absent: None

Members of the Public: Barb Orwick, Kelly Holland

On Zoom: Heppner Gazette

1. GENERAL BUSINESS

A. Call to Order. Corey Sweeney called the June 10, 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 – Barb Orwick

They gave away 75 food boxes which helped feed 195 people. They did 20 weekly home delivered meals, which feeds a person for a week. The weekly deliveries are for people that can't get out of the house due to injury, illness etc.

2. COMMUNICATIONS FROM THE PUBLIC – Kelly Holland asked about a previous discussion she had with Corey and John about people living in camp trailers in the city. Corey and John are working on it.

3. CONSENT AGENDA

A. May 13, 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 – Eric Chick read the report.

- 1 Structure Fire RFPD
- 6 Motor Vehicle Accidents
- 1 Vehicle Fire
- 1 Flood Assessment
- 30 Chief Calls

72 total calls for 2024.

B. Morrow County Sheriff's Department – Nathen Braun read the report.

There was a total of 401 hours for May. 12 Dog Complaints, 10 traffic stops, 2 citations and a total of 235 incidents. The Sheriff's Office appreciated all the assistance from the community with the Search and Rescue last weekend.

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

Water Dept. – Trained Kosta on water chores. Wrote out water chores standard operation procedures for the crew to have as a reference. Replaced water meters at 240 S Court, 67070 Willow Creek Rd, 625 Hager, 540 Hager, 675 Hager, 595 S Court, 355 Aiken and 375 Aiken. Worked on GIS water and the water master meter spreadsheet. Also spent a few days working on Oregon's Lead and Copper rule revisions. Close to implementing the fieldwork. Lead and Copper Rule applies to all Community and Non-Transient public water systems. EPA adopted revisions to the Lead and Copper Rule in 2021 that include a requirement for public water systems to conduct inventories of service lines and to identify service line material type. The intent of the service line inventory requirement is to identify those service lines made of lead so that they can be scheduled for removal and replacement. Public water systems must conduct an inventory of all service lines, on both the water system side and the homeowner side of the meter, and submit the results to OHA-Drinking Water services by October 16, 2024. We have 705-715 water services in town. If a building was built after 1985, there will be no lead pipes. If the line is 2" or larger or an irrigation line they can be crossed off. Once those services have been removed, 20% of the remaining services will be randomly chosen and have to be dug up on each side of the meter to inspect for lead lines. If it is on the homeowners side, the homeowner will have to get it replaced. It is very unlikely that there is any lead on the City side of the meter. Sent letters to customers with potential backflow issues on 5/8/24. Have received two responses out of the 9 letters sent. Will follow up with the others this month. Trouble shot the meter reading phone as it would not turn back on. Had to order a new phone and work with support on installing the software on the new phone. Tarina and I spent many hours on this issue. Updated the water balance report. Scheduled water reservoir cleaning for the third week of July. Reviewed 2021 water survey for 2024. Contacted drinking water services on a potential meeting date. Have not set a date yet. Helped Millers excavating on 355 Aiken St water line replacement. Sent an email to Gary Jenks of TAG on the water telemetry update. Will give an update in old business. A water line was hit at 355 Aiken St. (Had no idea that the neighbors service line was there.) Fixed the water line and put the service line in GIS. Water on this street had to be out for a little over an hour. Salvaged brass from old water meters.

Sewer Dept. – Cleaned the contact basins twice. Did 17 Septic dumps. Contacted Anderson & Perry on industrial survey. We have completed what we needed to do for the industrial survey. Took nutrient samples for recycled water monitoring. Coliform sample for recycled water on the week of May 13th came back too high. Took two resamples and those passed. Attended the LEPC meeting in Boardman. (Local Planning Committee.) Caleb and Chad watched a video on the use and care of the new high pressured grease gun for two valves at the Wastewater Treatment Plant. In watching the video, we discovered that we were sent the wrong grease. Contacted Ferguson to get the correct grease. Received an update from DEQ on issues with the

new Recycled Water Use Plan. Reviewed these issues and sent comments to John Doherty and Anderson & Perry.

Streets Dept. – MCHD had an OSHA audit. Their crosswalks are not safe and the speed limit around the hospital is too high. Will be assisting them with installation of safer crosswalks and speed signs. They will pay for all materials. Sprayed hemlock around town. Planted flowers in planters on Main Street. Received replacement light for the streetlight that went out in front of the Senior Center. The light was still under warranty at Carlson Electric. Replaced the pump on the Ranger that is used for basket watering and deicing streets in winter. Fixed all poles and waterlines in preparation for hanging the flower baskets. Received hanging baskets and placed them on Main Street. Swept Sage Hill Drive and Fairview Way.

Parks Dept. – Lots and lots of mowing and weed trimming. Adjusted irrigation due to rain. Met with Grow em' and Show em'' 4-H group. They planted flowers at Memorial Park and Heritage Plaza and pulled weeds. Went over the Library/Museum job with Caleb. Caleb removed all existing plants and fixtures for Mustang Mop Up. Ordered all supplies for that project. Attended the Beautification Meeting.

Park District- City crew began training on Pool maintenance. Removed the pool cover and cleaned the pool multiple days. Installed a new frost-free pipe in the Fit Park. Mowed the Fit Park and pool area.

Shop Dept.- Attended a meeting about IT service with the City of Hermiston. Changed the oil in the 2021 Ram 1500 #1. Burned the pile at the City Yard.

D. City Manager Report

1. Budget – Held Budget Committee meeting, revised figures per Committee recommendations. Posted Budget Hearing and completed DOR forms to be filed with State and County. Spoke with Rick @ Barnett & Moro regarding our FY 24-25 Budget.
2. City Park – Met with Jim Protiva of NW Playground Equipment, reviewed site and discussed options. Work with EOVA on grant solicitation. Completed request to Howard & Beth Bryant Foundation. Reached out to Business Oregon to look for Grant funding for parks.
3. Investment – Had in-person meeting with Donald Leek of Lone Pine, reinvested funds for matured bonds and bills.
4. Safety – Attended Blue Mountain Occupational Safety & Health Conference with Chad and Caleb. Group attended diverse classes to work on creation of safety program for City.
5. Chase St properties – Marketed properties for sale. Properties marketed for sale together and sealed bid submittal for review at Council.

6. GEODC – Attended monthly meeting and CEDS (Comprehensive Economic Development Strategy,) update meeting. Shared “cluster home” designs with Mayor and Kim C. Complete review of CEDS study.
7. District Courthouse – Attended Townhall on 05-15. Mayor & I participated in meeting with POM & County to discuss infrastructure to old mill site. Mayor & I surveyed Council on amount of future City funds we may invest on utility improvements for mill site. Attended BOC meeting on 06-05, County to pursue geotech study of mill site property before making final decision.
8. Zoning – Met/call with residents regarding several possible new housing projects. Reviewed zoning requirements and permitted use of these properties.
9. WCVEDG – Attended monthly meeting.
10. MC Planning – Meeting with Planning and Matt Jensen regarding UGB extension.
11. Transient Room Tax – Asked Bill Kuhn to draft letter to delinquent property owner, mailed on 05-22. Collected delinquent payment from separate Airbnb owner.
12. ARPA – Requested ARPA funds from County to assist with water telemetry project. BOC heard request, granted City \$110K for project.
13. HRFPD – Attended Budget Committee, gave assistance to board and Tommy Wolff on Cruson Station project.
14. WCPD – Participated on Budget Committee.
15. IT – Met with Jordan Standley from City of Hermiston regarding possible IT services for COH (with Chad, Tarina, and Heather.)
16. Blue Mountain Networks – In-person meeting regarding additional fiber runs in City and service for Hager Park.
17. Public Works – Meet with Chad regarding water & wastewater studies with AP, job posting, CDL training, safety program, effluent regulations, water brochure, water telemetry update, and grant funding.
18. Review payroll, bills, and bank reconciliation.
19. ODOT – Work with John Bice on completion of ADA ramp project in City, complete remaining items for Nelson.
20. Anderson Perry – work with Dane on additional items for WSMP and updates on wastewater studies.
21. LPSCC – Attend semi-monthly via Zoom.
22. POM – Attend regular and two special sessions via Zoom. Gave information regarding city utilities.
23. Cetera Investments – work with Logan Hagen on getting info on Penserv optional retirement savings for new employees and schedule in-person meeting.
24. Elections – Work on upcoming November General Election positions. Post positions in Gazette, return information to County Clerk, provide information to Council and available to Public.
25. Street projects – work on Bid packet information for chip seal and seal cote. Begin SCA grant work for Gilmore/Pioneer/Thompson Streets.
26. Heppner Housing Authority – attended May meeting.
27. Code enforcement – Handle animal complaints and property cleanup mailings.

5. PUBLIC HEARINGS

A. City of Heppner 2024-2025 Budget

Open Public Hearing at 7:29

There was an error on the OR-LB-1 form that was published in the June 5, 2024 Heppner Gazette-Times. Under the "Financial Summary", the figures for Debt Service and Interfund Transfers were interchanged. The figures were correct, and there is no change in the "Total Requirements". John contacted Richard Stoddard with Barnett and Moro, our contracted financial auditor, and discussed. Per Oregon DOR guidelines, as it was a simple error and does not change the overall budget, and re-publishing would delay the Budget Hearing, re-publishing is not required.

Close Public Hearing at 7:31

Council Comments and Discussion

All of the recommended items from the Budget Committee meeting have been addressed.

1. Resolution 1075-24, A Resolution Adopting the City of Heppner Budget for the Fiscal Year Commencing July 1, 2024, Making Appropriations, and Imposing and Categorizing Taxes.

Motion to approve Resolution 1075-24, A Resolution Adopting the City of Heppner Budget for the Fiscal Year Commencing July 1, 2024, Making Appropriations and Imposing and Categorizing Taxes by Ian Murray. Seconded by Ralph Klock. Motion Carried

6. BUSINESS

A. Old Business

1. District Courthouse Update: City of Heppner possible contribution to POM mill site utility extension.

The BOC looked at 4 different sites for the new Circuit Courthouse. Two at the old mill site, one on either side of the hwy. One near Morrow County Fairgrounds in Heppner and one in Boardman. Corey and John had a meeting with the County and POM, regarding the sites at the mill site. They discussed the City of Heppner contributing to the costs for infrastructure at the mill site. John and Corey discussed the amount that the City would be willing to contribute if they

choose the mill site. Last week the Morrow County narrowed down their choices to the Fairgrounds property or the west side of the highway at the old mill site. They have decided to move forward with a geotech study at the mill zone. They are trying to determine what the infrastructure costs will be. The city would be able to contribute up to \$800,000 towards the infrastructure project. The funds would have to come out of the 2025-2026 City Budget. The Port of Morrow would contribute \$500,000 in kind. Cody High thinks the mill site is a better location than the fairgrounds as some Heppner residents are strongly opposed to having it at the fairgrounds property.

Motion for the City of Heppner to contribute up to \$1,000,000 for infrastructure at the old mill site for the courthouse project by Cody High.

The council discussed the motion and wondered where the money would come from. \$600,000 of it can come from next years CREZ funds. Where would the remaining \$400,000 come from? The council discussed the importance of keeping the courthouse in this community and the jobs that come with it. How much should the city contribute to show that we want to keep it here? How much can we afford as there is no direct monetary return for that project? The city cannot qualify for low interest loans for projects outside of the city limits. We have some high dollar water and wastewater projects coming up where we will assume a lot of debt. Morrow County has 24 million dollars for this project, POM is contributing to it, can the city really afford it? When we say up to \$1,000,000 does that mean that we are committed to that if they don't need the full amount? The County may not end up needing the full amount from the City or any at all, but it is important for the City to show commitment to the project.

Motion for the City of Heppner to contribute up to \$1,000,000 for infrastructure at the old mill site for the courthouse project seconded by Ian Murray. Sharon Inskeep voted opposed. Motion Carried.

2. Economic Development Committee: approval of appointments, Corey Sweeney, Ian Murray, Joe Armato, Phillip Sanfiorenzo.

The committee needs one more member that can be approved later. There hasn't been much interest. It was advertised and John has asked people personally to serve on the committee. We still need to get started and have a first meeting.

Motion to approve the appointments for the Economic Development Committee by Cody High. Seconded by Ralph Klock. Motion Carried

The first meeting will be held at City Hall on June 26th at 7:00 PM.

3. Telemetry Update

Chad spoke to TAG and got an update. Engineering is working on a solar system for Reservoir #3. All the parts for the project have been ordered. Installation will start at the beginning of September. Last week at the BOC meeting John requested ARPA funds and was approved for \$110,000, which should pay for about half of the project.

B. New Business

1. Resolution 1076-24, A Resolution Declaring the City's Election to Receive State Revenues During Fiscal Year 2024-2025.

Motion to approve Resolution 1076-24, A Resolution Declaring the City's Election to Receive State Revenues During Fiscal Year 2024-2025 by Cody High. Seconded by Adam Doherty. Motion Carried

2. Resolution 1077-24, A Resolution Authorizing the Morrow County Treasurer to Invest the City of Heppner Funds Pursuant to ORS 294.035, 294.125 and Other General Authorizations.

Motion to approve Resolution 1077-24, A Resolution Authorizing the Morrow County Treasurer to invest the City of Heppner Funds Pursuant to ORS 294.035, 294.125 and Other General Authorizations by Cody High. Seconded by Adam Doherty. Motion Carried

3. Resolution 1078-24, A Resolution Adopting the City of Heppner Bonded Debt Resources and Requirements for the Fiscal Year Commencing July 1, 2024.

Motion to approve Resolution 1078-24, A Resolution Adopting the City of Heppner Bonded Debt Resources for the Fiscal Year Commencing July 1, 2024 by Cody High. Seconded by Adam Doherty. Motion Carried

4. Resolution 1079-24, A Resolution Extending Worker's Compensation Coverage to Volunteers of the City of Heppner.

Motion to approve Resolution 1079-24, A Resolution Extending Worker's Compensation Coverage to Volunteers of the City of Heppner by Dale Bates. Seconded by Ralph Klock. Motion Carried

5. Chase Street Property: Bid opening and Discussion.

One bid was received. Corey Sweeney opened the bid.

Motion to approve a bid of \$25,000 by WCVEDG to purchase the properties at 290/300 Chase Street by Ian Murray. Seconded by Cody High. Motion Carried

6. November General Election

June 5th was the first day the County Clerk will accept applications for the November election. August 27th is the final day to turn in an application. Positions 1 (Ian Murray), 2 (Ralph Klock), 3 (Cody High) and Mayor (Corey Sweeney) are the terms that expire at the end of the year. People cannot run for more than one position at a time and must state which position they are running for. There is a \$10 filing fee, a petition with signatures can be submitted in lieu of the filing fee.

7. IT Service Provider

The City's current IT provider is Dynamic Computer Consulting. John is not pleased with their service, and he has not personally met one person from their group. Emails sent to them are either not responded to at all or it takes a long time for them to respond. In the last year the cost has been an average of \$1,100 per month. John would like to change IT providers. The staff met with Jordan Standley from the City of Hermiston. They offer IT services to other government facilities. The quote for monthly fees is \$960. It may be higher at first to get set up. They would help replace the city's computers that need to be updated. Their legal counsel will draw up a service contract that would begin August 1st, if approved by the Heppner City Council.

8. Possible Special Session or Work Session

There will be a Work Session at the end of June regarding bids on the chip seal project.

9. Reservoir Cleaning

The Reservoir #3 cleaning will be done by Integrated Underwater Services. The cost will be \$9,988.00. This is under the \$10,000 limit for council approval but John wanted to inform the council.

7. MINUTES OF COMMISSION MEETINGS – For information only.

8. REPORT FROM CITY ATTORNEY – Drafted a letter to an Airbnb property owner about unpaid transient room tax. Worked on a rough draft of the Emergency Response Agreement. Worked on the Chase Street property bids. Working on the deed for the Mini Golf Course.

9. REPORT FROM MAYOR, CITY COUNCILORS – Heppner will be hosting the City/County Quarterly meeting on Tuesday, July 30th at 6:00 pm, dinner at 5:30.

10. ADJOURNMENT – Meeting adjourned at 8:25 PM.