

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

Absent: Bill Kuhn, Nathen Braun

Members of the Public: Barb Orwick, Phil Sanfiroenzo, Doug & Kelly Holland

On Zoom: None

1. GENERAL BUSINESS

- A. Call to Order. Corey Sweeney called the July 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 – The Sheriff's Office sent the hours report on Saturday after the packets were completed and delivered on Friday. The report is on the table.
- D. Correspondence - None
- E. Requests - None

F. Presentations – Barb Orwick gave the report for the Neighborhood Center. The number of food boxes for June was 76. Total volunteer hours were 130. Some other things that they assist people with are electrical, water & sewer, rent assistance, and a \$25.00 voucher for gas. Assistance checks are issued directly to the company as they do not give out cash. The limit per person is \$200.00. They don't have a lot of prescription assistance although there is a wonderful individual that will assist people with that.

2. COMMUNICATIONS FROM THE PUBLIC – Doug and Kelly Holland wanted to follow up on a previous issue. John has reached out to the property owner and has not heard back from them yet.

3. CONSENT AGENDA

A. June 10, 2024, City Council meeting minutes.

Motion to approve the minutes by Ralph Klock. Seconded by Dale Bates. Motion Carried

B. Approval of Monthly Bills

Motion to approve the monthly bills by Dale Bates. Seconded by Adam Doherty. Motion Carried

C. Financial Statement – John reported on the Fidelity Investment. We have periodic investments come out and then they look at what the best available are to reinvest. There are some T Bills coming up for reinvestment. Options can be discussed at the next Council Work Session.

4. REPORTS

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

- 4 Lift Assists
- 6 Secure Landing Zone
- 1 Assist EMS crew
- 1 MVA non-injury
- 1 Natural vegetation fire, mutual aid to lone
- 1 controlled burn RFPD
- 1 Natural Vegetation Fire RFPS
- 1 CPR with AED
- 1 Search and Rescue
- 1 Controlled Burn in city limits
- 1 Vendor trailer and shop fire in city limits
- 1 Extinguish Debris pile at the helipad

1 Cat rescue on Church Street
1 4-H Lambs herded back to pen
1 Body removal

91 Calls to Date

12 Chief Calls for the month.

Conducting smoke detector installations. New Tactical Tender delivery expected in July per OSFM. Training Academy for NFPA firefighter 1 completed. Scheduled final inspection with Maintenance on Ladder Truck.

B. Morrow County Sheriff's Department – Nathen Braun was absent, there was no report.

There was a total of 462.25 hours for June.

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

Water Dept. – Public works replaced the water meter and the customer side meter stop and installed a new meter box at 280 E Matlock. Put in the air conditioner at Well2. Chad finished the Consumer Confidence Report. Tarina mailed the flyer to ratepayers, and the public works crew handed individual sheets to businesses and apartment buildings. We also sent an educational flyer on the importance of a backflow device. Continued to adjust wells manually. Ordered water backstock and received the order from HD Fowler. Met with John about the cost share for well-meter upgrades for water resources. Contacted TAG on Well 3. We are having problems with the drive since the telemetry has been offline. Well 2 variable drive went out. Contacted Lexington Pump about the issue. It turned out to be burnt wires in a junction box on the side of the motor. The motor was down for about 12 hours. Trained Kosta on making well adjustments and helped Alea set up an autogun on the new meter phone. Public Works changed water meters at 220 W Center, 235 Baltimore, 280 W Center, and 413 N Main St. Met with Hans Schroeder from OAWU about installing a 2' water meter off a 4" line and the impacts it could have on the houses downstream. We determined that since this line was not going to be used continuously but only for fill, the impacts should be minimal.

Sewer Dept. – Cleaned the contact basins twice. Did 9 Septic dumps. Responded to an email from Anderson & Perry on biosolids. Also met with Dane Maben from A & P on the golf course and recycled water issues.

Streets Dept. – Weed-trimmed 290/300 Chase Street lots. Hauled a deer to the ODOT yard. Took down the HHS Senior Banners. Caleb worked multiple days on the May St drip system irrigation problem. He ended up capping the line at May and Main St. (by Forest Service) and installing a new service on May St. Caleb worked on the fountain at the food court. Had to order part of one of the drinking fountains, but the bottle filler and another fountain are working. Sprayed weeds on the bridge that connects

Chase St. to Court St. The crew kept a close eye on hanging flower baskets. Met with John on street sign issues.

Parks Dept. – Public Works fixed two broken irrigation lines and a valve box at Heritage Plaza Park. Swapped the grass handling deck for the mulching deck on the 2009 mower. Pulled weeds at the City Park turnaround. Fertilized the hanging baskets twice. Public Works participated in Mustang Mop Up with the High School. Built a new flowerpot area in front of the library and museum. Both crews worked hard, and the project looked great! Fertilized City and Hager Parks.

Park District- Fertilized the Fit Park. Public Works replaced the broken basketball backboard at the Fit Park. Continued to mow the Fit Park and the pool area.

Shop Dept.- Caleb, John and Chad attended the Blue Mountain Safety Conference at the Pendleton Convention Center. Attended a meeting with Cetera Investments on the City's 457 plan. Attended an Anderson & Perry luncheon in Hermiston with John.

D. City Manager Report

1. Chip Seal project: Completed Invitation to Bid and sent to potential contractors, and Hermiston and Tri Cities Plan Center for bidding. Reviewed responses. Met with Mayor to discuss plans and budget for project.
2. GEODC- Attended monthly meeting and quarterly CEDS meeting. CEDS meeting moved to semi-yearly and sub-groups to work together throughout the year.
3. Chase St properties update. Kim C. able to get elevation certificates and will move towards title paperwork.
4. Blue Mountain Networks: Contract for service to Hager Park signed, fiber run 07-03 and Verkada camera online 07-05.
5. Transient Room Tax- Bill Kuhn in communication with property owner's lawyer on payment of tax.
6. City 457-B voluntary retirement offering: Logan Hagen of Cetera Investments met with City employees to discuss program and assisted employees with enrollment process.
7. Worked with Chad and Tony Clement (MCPW,) to mow County properties to lessen fire danger.
8. DaBella – Worked with MCSO to require home improvement company soliciting door-to-door after calls from public.
9. ORSOP – Worked with County on requirements for 2025 changes to recycling regulations for municipalities.
10. MC Assessor: Filed paperwork for City property leases for tax assessment. Filed City budget documents with Assessor.
11. MC Clerk: Work with Clerk's office for General Election requirements with City and applicants.

12. Attended Anderson Perry luncheon with Chad.
13. Lone Pine – Re-invested City funds from matured bonds, reviewed investment portfolio and reports.
14. Met with Pacific Office Automation regarding copier
15. Heppner Housing Authority: Attended monthly meeting and work with group on filling vacancies, reviewed operations contract.
16. POM – attended monthly and special sessions via Zoom.
17. Hager field – review City lease with USACE and schedule electrical inspection and prep documents for new lease.
18. City Park remodel – Completed grant applications for MCURD and Good Shepherd, working with Oregon Community Foundation on possible funds sourcing.
19. City of Hermiston IT: received IGA for IT service and reviewed for presentation to Council.
20. LOC Free Legal Advice Program: Reviewed contract renewal and created resolution for presentation to Council.
21. Review Barnett & Moro letter of engagement for fall 2024 budget audit.
22. Reviewed City payroll, accounts payable, financial statements, and year-end budget.
23. Gale St alley – Work on access to alley property owner access, will discuss in new business.
24. Had performance review.
25. WCVEDG – Approval of new business and community enhancement grants, received updates from agencies.
26. Septage contractors: sent letter for upcoming year, included price increases, assisted providers with DEQ filing needs.
27. Work with Deputy Stutzman on several safety and code compliance issues.
28. ST Alphonsus – “Mammomobile,” will be set up in City’s Chase St lot the week of August 6th for screenings.
29. Economic Development Committee – Held 1st meeting on 06-26, information in Minutes of Commission Meetings.
30. Attended MCURD budget meeting and review of grant requests.
31. Compiled complete list of City-owned properties with zoning, ownership, size (area,) etc.
32. OR SOS – received letter regarding “Plan of Action,” from FY23-audit, have been unable to receive reply from office.
33. CIS Benefits: Work with Heather and Amy-Wheatland on liability coverage for City, invoicing, and employee benefits for next year.
34. Review various Public Works items with Chad, including street signage, code compliance, meters, and parks irrigation.
35. ODOT ramp project: Final stages being completed; one sign remaining to install and discussion with Chad on possible irrigation damage due to construction.
36. Zoning: several calls from RE agents and prospective buyers on zoning regulations for several properties in City.

37. Anderson Perry – held phone call with Dane Maben in regards to schedules for WSMP and Wastewater plans, discussed EOR process, and Gilmore St rebuild. Attended Teams meeting along w/Chad and members of AP and OR DEQ on Wastewater studies, possible repairs, permit changes, regulations, etc.
38. Completed Council agenda and packet and distributed.

At the Anderson Perry & DEQ meeting they discussed a feasibility study. The last one was done in 2015 which was for a lagoon system. They are now not looking into a lagoon system. A study needs to be done to apply for grants. They want to remove the media from the trickling filter, clean the sludge out and replace the old media. They think that addressing the trickling filter will lower the ammonia. The next step is a Bioreactor which will remove the ammonia. The old plan for lagoons was a much more expensive option. Will be meeting with Anderson Perry tomorrow to discuss the Water System Master Plan, which should be completed in the fall.

The request to MCURD for funding to upgrade the City Park playground was denied.

5. BUSINESS

A. Old Business

1. Intergovernmental Agreement Between The City of Hermiston and The City of Heppner for Ongoing Information Technology Services.

This is a 3-year agreement. Pending approval it will go to Hermiston's City Council. If approved, the contract will start on August 1st. The council discussed the contract, costs and services. The cost is based on an hourly rate of 8 hours a month. This is an average and if we go over, the cost will be reevaluated at the time of renewal.

Motion to approve an Intergovernmental Agreement Between the City of Hermiston and The City of Heppner for Ongoing Information Technology Services by Cody High. Seconded by Sharon Inskeep. Motion Carried

2. Review of CR Contracting bid for chip seal of streets.

Everything that we crack sealed last October we wanted to chip seal this year. Originally, we hoped to have Morrow County do it. They now will not be able to as their schedule is full. CR Contracting was the only contractor that submitted a bid as all the others are already scheduled for the year. \$225,000 was budgeted for this year. Their bid was \$376,500. The crack sealing helped a lot and there are no large cracks that need to be addressed now. We would be better off waiting until next year and getting competitive bids.

B. New Business

1. Resolution 1080-24 A Resolution Authorizing the City's Participation in the League of Oregon Cities' Legal Advice Program Providing Limited Free Legal Advice to Oregon Cities Located in LOC'S Regions 11 and 12 - Eastern Oregon

This is the yearly renewal of the 2018 contract.

Motion to approve Resolution 1080-24 A Resolution Authorizing the City's Participation in the League of Oregon Cities' Legal Advice Program Providing Limited Free Legal Advice to Oregon Cities Located in LOC'S Regions 11 and 12 - Eastern Oregon by Dale Bates. Seconded by Ian Murray. Motion Carried

2. Barnett & Moro Letter of Engagement

This is the third year of the 3 year contract with them. This is just the yearly agreement letter.

Motion to approve signing the Letter of Engagement Letter with Barnett & Moro by Cody High. Seconded by Adam Doherty. Motion Carried

3. Gale Street Alley – Update and recommendations.

Still working on options to repair the access to the Wilhelm and old Gonty properties. John met with CBEC as this may require moving power poles. CBEC could do that without charging. John met with Silver Creek earlier this year and needs to meet with them again. The access needs to be repaired so that emergency services, fuel trucks etc. can get to the Wilhelm home. The estimated cost should be under \$25,000. This has been budgeted for already. The bid should come in before the next council meeting. John is requesting permission to do a Council phone poll to approve the bid.

Motion to approve the City Manager to accept any bid under \$25,000 by Cody High. Seconded by Sharon Inskip. Ian Murray abstained due to a possible conflict. Motion Carried

The property owners will be involved in the planning of the project.

6. MINUTES OF COMMISSION MEETINGS – For information only.

7. REPORT FROM CITY ATTORNEY – None

8. REPORT FROM MAYOR, CITY COUNCILORS – Heppner Daycare has secured over \$1,000,000 in funding to build a new Daycare Center. They have an opportunity to receive a

onetime grant for childcare infrastructure that is up to \$2,000,000. In order to apply they need to find a site that is large enough to accommodate the facility and have the proper studies done. They are trying to get the word out that they are looking for land as they must apply within the next 4 months.

Heppner will be hosting the Quarterly Region 12 LOC meeting on July 25th at 11:00 AM.

The City/County/Port meeting will be held at City Hall on July 30th at 6:00 PM.

A Council work session was scheduled for July 26th from 11:00 AM to 1:00 PM.

The Council congratulated Chad Doherty on his graduation from Blue Mountain Community College with an Associate Business Degree on June 14th.

9. ADJOURNMENT – Meeting adjourned at 8:27 PM.