

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING  
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON  
7:00 PM AUGUST 12, 2024**

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

**ATTENDEES:**

**Corey Sweeney  
Ralph Klock  
Sharon Inskeep  
Adam Doherty (on Zoom)  
Dale Bates  
Cody High  
John Doherty  
Chad Doherty  
Steve Rhea  
Nathen Braun  
Bill Kuhn**

**Absent: Ian Murray**

**Members of the Public: Marie Johnson, Sue Wack, Barb Orwick, Sue Mecham, Lisa Cutsforth, Green Weygandt.**

**On Zoom: None**

**1. GENERAL BUSINESS**

A. Call to Order. Corey Sweeney called the August 12, 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 – Animal Permits

1. Mikalie Duncan, two 4-H Lambs
2. Hadlie Duncan, two 4-H Goats
3. Whitlie Duncan, two 4-H Lambs

These came in the day after the last council meeting. The animals will only be there for a few more days as this is fair week. Motion to approve the animal permits by Cody High. Seconded by Sharon Inskeep. Motion Carried

F. Presentations – Barb Orwick gave the report for the Neighborhood Center. Some Fire Crews donated 400 pounds of their extra food. There are lots of people moving and downsizing so they have a lot of nice stuff. They just need more shoppers and volunteers. They get most of their food from the income from what they sell at the store.

## **2. COMMUNICATIONS FROM THE PUBLIC – None**

## **3. CONSENT AGENDA**

A. July 8, 2024, City Council meeting and July 26, Work Session minutes.

Motion to approve the minutes by Dale Bates. Seconded by Ralph Klock. 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 – John gave information on the investments with Lone Pine. In the next 3 months we have \$700,000 that will mature. Interest rates will likely be cut on September 17<sup>th</sup>. At the beginning of August, interest rates for bonds were dropping, so will be seeing our yields dropping quite a bit. John is looking into locking things up for a longer term.

## **4. REPORTS**

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

- 2 Lift assists
- 3 Secure landing zone
- 2 MVA non-injury
- 1 Mutual Aid to Gilliam Co. for a Natural Vegetation Fire
- 5 Motor vehicle accidents with injuries
- 2 Good Intent Smoke call checks RFPD
- 3 Rural Natural Vegetation fires

- 1 Crane tip over and fire
- 1 Chem. Fallow Fire Wind Crew
- 2 Mutual Aid to Pilot Rock for lightning fires

It doesn't look like a lot of calls but some of these calls lasted 48 hours.

113 Calls to date

32 Chief Calls for the month.

Still conducting Smoke Detector Installations. New Tactical tender delivery has been delayed until August. Sent Type 6 for Umatilla Emergency Management to the Owens Fire for one day. Sent Type 6 and rotated 3 crews for 6 days on the Battle Mountain Fire. Final inspection with maintenance on the ladder truck TBD.

- B. Morrow County Sheriff's Department – Nathen Braun read the report. There was a total of 374 hours for July. There were no questions.

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

Water Dept. – The crew replaced the water meter and box at 210 Summit Drive and the water meter box at 230 Summit Drive. Replaced a leaking water meter at 285 Baltimore St. The city crew dug up a water line going to half of Linden Way for service at 213 Linden Way. The water line was a two-inch rather than a four-inch, as stated on the map. We were not able to install a new water service off this line. Put out meter hydrants for Morrow County Public Works and the Lone Rock spike fire camp. Completed our list of services we needed to inspect for the Lead and Copper Rule Revisions. The public works crew inspected 47 of the 109 services this month. A crew from Integrated Underwater Services inspected all three reservoirs. Met with the crew and took them to the reservoirs.

Sewer Dept. – Cleaned the contact basins four times. Did 7 Septic dumps. Sprayed and pulled tall weeds at the Sewer Plant. Met with John and Anderson & Perry on the wastewater feasibility study. Public Works cleaned the sewer line on Skyline Drive for a possible plug. Cleaned a plugged line on Garrigues St. Took quarterly samples at the treatment plant and drove them to Prineville.

Streets Dept. – Fertilized hanging baskets three times. Checked on hanging baskets multiple days. Had to fix three baskets that were not getting watered. Met with John and Anderson & Perry on GIS issues, also walked Thompson and Pioneer Drive. Caleb replaced the concrete and brick for the May St. irrigation fix. The crew painted the crosswalk striping at the Heppner Grade School. Pulled weeds around town.

Parks Dept. – Public Works crew fixed irrigation at Hager Park. Replaced timers at City and Memorial Parks. Ordered parts for mulching deck. Fixed mulching deck. Fixed broken irrigation at Heritage Plaza that Lumen hit last winter. Lumen replaced some

sod they damaged at Heritage Plaza. The crew replaced six sprinklers at City Park by the Museum. Public Works fixed a broken sprinkler at the City Park.

Park District- Filled a big hole in the Fit Park. Fixed the basketball hoop. Continued to mow the Fit Park and Pool area.

Shop Dept.- Along with John, attended the quarterly Chamber Luncheon. Attended a meeting about PERS with Cetera Investments.

Dale Bates commented that the Fit Park is looking better than ever.

#### D. City Manager Report

1. Anderson Perry – Meetings (Virtual, phone call, and in-person,) with Dane Perry to discuss progress, action items, deadlines for WSMP and Wastewater plans. Along with Chad, we visited onsite and discussed Gilmore St and Morgan St projects.
2. Heppner Housing Authority: Attended monthly meeting. Assisted HHA with seeking contractor bids for HVAC replacement, review of bids, and contractor selection. Drafted user documents for HHA/St Pats facilities and property usage. Multiple meetings throughout past 30 days serving as resource for HHA.
3. Responded to Public Information Request from PBS in regards to POM/Mill site.
4. City of Hermiston IT – Sent signed IGA and received approved/signed IGA from Hermiston. Contract went into effect August 1st. Hermiston IT has been onsite for transition.
5. Completed wage increase forms for submittal to CIS.
6. Completed Transient Room Tax survey for League of Cities.
7. MC Planning produced updated Zoning map for COH for review and revision.
8. Created Noise Permit as City did not have a form for permit that Code requires.
9. Verkada cameras – issues with cameras @ City Park that run through library internet. Worked with Chad, LTT, and finally City of Hermiston to get online after an extended outage.
10. Attended Heppner Chamber quarterly luncheon and gave COH update.
11. Meeting with Silvercreek Contracting on Gale St alley design.
12. Court St Alley complaint – work with family member on solution that abides by City code.
13. State Revenue Sharing – Submit paperwork and resolution and complete survey with DAS to receive State funds in FY 24-25.
14. Attend POM meeting via Zoom.
15. Transient Room Tax- continued pursuit of delinquent payment from property owner.
16. Code revision – researched other municipalities Code/Ordinance on short-term rentals, mobile home requirements, noise statutes, and animal permits for update/revision of Heppner Code.
17. USACE-Hager Field. Completed electrical inspection and worked with Heppner Youth Baseball for information for reporting to USACE. Met with Terry Gray, Glyn Phelps, and

Tim Farland on 07-31-2024 to tour facilities for renewal of our yearly lease for the Hager Little League field.

18. Completed Annual Housing Unit and Population Survey for PSU (state funds based on this study.)
19. GEODC- Met with Susan Christensen and reviewed upcoming City infrastructure projects and possibility of Federal grant eligibility. Discussed "tiny home" projects in GEODC region and future feasibility for Heppner.
20. Met with Matt Jensen to discuss OTLD-Heppner Library, Courthouse updates, and City/County/Port.
21. Work with Anderson Perry, Rep Greg Smith, and Legislative Director Dawson Quinton on CDS for Heppner street projects. AP created cost estimate and will submit application to Business Oregon for funds disbursement. Discussed near future and long-term streets projects with Rep Smith and his visions and City's needs.
22. Fair Parade/Shamrock painting: submitted permits to ODOT for activities.
23. Business Oregon, Water Planning Contract: Submit paperwork for final grant distribution for WSMP project funding.
24. WCVEDG – attended monthly meeting.
25. Gale St footbridge: met with Amy @ Wheatland and work with driver's insurance on repair to bridge. Requested repair estimates from contractor.
26. Economic Development Committee – Held July meeting.
27. LOC Region 11 Quarterly Meeting – City of Heppner hosted regional meeting on 07-25 with LOC ED Pattie Mulvihill, LOC President/Hermiston mayor Dave Drotzman, and in-person and virtual attendees from region.
28. Council Work Session – Held work session on 07-26 to discuss EOR, code revision, TRT.
29. City/County/Port – City of Heppner hosted quarterly City/County/Port meeting on 07-30. The meeting went well.
30. Met with landowner on zoning regulations for future home/office build.
31. Investment Policy – Worked with Don Leek on reinvestment of City funds taking into account lowered bond rates with expected future FED rate cuts and City's future capital needs.
32. Meeting with OTLD Kathy Street and Matt Jensen to discuss possible future capital projects at Heppner Library and historical agreements regarding land/building occupancy and ownership.
33. Attended "Build Boardman" workshop with Mayor Sweeney, presented by The Missing Middle Housing Fund. Workshop focusing on how to address affordable housing needs for middle income workforce, attendance included government leaders, employer representatives, building industry representatives, and capital partners
34. FEMA/NFIP/CRS – Upcoming future changes to all, reviewed requirements, completed initial survey and will have upcoming meetings and training.
35. Completed Resolution 1081-24 & Action Plan for submittal to SOS.
36. Completed draft RFQ for EOR.
37. Worked with delinquent homeowner on possibly selling property, put in contact with Realtor.

38. Multiple calls with current resident to discuss zoning regulations on several properties they are interested in purchasing and developing, ranging from home build to annexation of property from UGB to City Limits and subdividing.

The Library District wants to approve a Capitol Improvements Plan. The County owns the building and the City owns the property, the Library owns the books and tables. John met with Matt Jensen and Kathy Street. There is no plans or budget for this project yet. Kathy Street was invited to speak to the council but will not be able to make it until the September meeting.

There is no new information on the Circuit Courthouse yet. The test holes at the Mill Site have been completed and they are waiting for the environmental results.

## **5. BUSINESS**

### **A. Old Business**

#### 1. Engineer of Record

John completed an RFQ (Request for Qualifications). This process is required and will take about 10 weeks. The City can choose whoever they want. Financials are not discussed until someone is chosen. The Council gave permission to move forward with the process.

#### 2. General Election Filing Deadline

The deadline for filing for Council Positions 1, 2, 3 and Mayor is August 27<sup>th</sup> at 5:00 PM.

### **B. New Business**

#### 1. Resolution 1081-24, A Resolution Adopting Corrective Action for Fiscal Year 2022-2023 Audit Findings.

This is mostly to address the missed publication of the 2022-2023 Budget. The material weakness for lack of segregation of accounting duties is something that we will face every year.

Motion to approve Resolution 1081-24, A Resolution Adopting Corrective Action for Fiscal Year 2022-2023 Findings by Cody High. Seconded by Sharon Inskeep. Motion Carried

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

**7. REPORT FROM CITY ATTORNEY** – He reviewed the IGA from Morrow County Health District. The City of Heppner has been removed from the IGA so a Resolution of Support is not necessary.

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

**9. ADJOURNMENT** – Meeting adjourned at 7:47 PM.