

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
August 11, 2020**

Present:

Mayor:

Nikki Morgan

Council:

Councilors Raymond Breshears, Robert Beers, Marsallai Quick, and Gary Miller

City Staff:

City Administrator Kirby Letham, Chief DeLange, Chief Spence, and Acting Superintendent Lewellen

Public Audience:

Lola Johnson and Misty Shepherd

***Mayor Nikki Morgan called the meeting to order at 6:30 pm and led the flag salute.**

Approval of the August 11, 2020 Agenda

The agenda for August 11, 2020 was reviewed by the Council. Councilor Beers made a motion to approve the agenda as presented. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Approval of the July 14, 2020 Meeting Minutes

Councilor Beers made a motion to approve the meeting minutes from July 14, 2020. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Accounts Payable for July 28, 2020 and August 11, 2020

Councilor Quick made a motion to approve the accounts payable from July 28, 2020 in the amount of \$56,944.81 and August 11, 2020 in the amount of \$94,407.61. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Department Reports

Chief Spence (Fire Department) – In the last month there have been four 911 calls. One was a fire in Hines, responded to an accident scene, assisted with a fire in Burns, and one was a fire at the Harney Rock Pit. Thanked the Mayor and City for the increase in the firefighters' wages. Will be assisting Burns FD with the Demolition Derby on Saturday the 15th. They have started the annual hose testing.

Superintendent Lewellen (Public Works) – Continuing to pump 1.5M – 1.8M gallons of water/day. Two wells are doing good. Lagoons are doing good. They are evaporating

quickly. The new sprinkler system in the Park is doing great. Water Improvement Project has been keeping them busy.

Chief DeLange (Police Department) – 270 calls for service. Mental health calls are up. Responded to an accident at the Pine Room today. No injuries. Two weeks ago, Office Mitchell and Officer Swartzlender (Burns PD), received information about a drug running car in town. They made two traffic stops. The officers seized 230 lbs. of marijuana and approximately \$30K that was headed for Ohio. Still waiting for the new police car. Traffic stops are way up.

Kirby Letham (City Administrator) – He received a call from ODOT the other day. They have a project and some grant money they want to change out the school cross walk lights to some that are a little more prominent. This should be completed this fall. City cellphones have been acquired for each of the police officers, two for the fire department, one for public works and one for the city administrator. Planning Commission had a meeting last week. There have been some inquiries to the Planning Commission about building in Hines. Superintendent Lewellen mentioned that he had seen some markings at the highway and the north end of Circle Drive. Administrator Letham said he believes that the lights at Barnes will be upgraded but that ODOT may install the crossings at both ends of the Park.

Councilor Breshears asked Chief DeLange about the use of body cams. Chief DeLange responded that there are cases where they do not use body cams, most of the calls do.

Public Comment Non-Agenda Items Only (Speaking time limits may apply):

None

Old Business:

Underground Sprinkler Project – Administrator Letham said that after thinking about it, rather than do a bid for one park this summer, the City will wait until the January timeframe and put out a Request for Bid for the completion of the remaining three parks.

Lola Johnson (Chamber of Commerce Director) and Councilor Quick (Hines City Council)

- Golf Ball Drop & Longest Drive – Tentatively scheduled for October 10th at Valley Golf Course. The plan is to sell chances to have your golf ball land in the hole. Winner to receive ½ of the ticket sales. This would also be a chance for the Golf Course to recruit new members.
- Oregon Film Trail – there will be two signs posted for the film trail, one located in Hines Park and the other at the Fairgrounds.
- BizHarney – Working with High Desert Partnership in a new collaboration called BizHarney. High Desert Partnership received a \$70K grant from Biz Oregon through their Rural Opportunities initiative. This is a group of community members working together to foster economic opportunity in Harney County. These funds will be put toward an “Idea to Ownership” program providing local entrepreneurs

with training and services to help them open businesses and fuel the local economy.

- New Business in Hines – a soda fountain shop is going into the old music/antique shop.

Review of Council Vacancy Applications – The City received one application to fill a City Council vacancy. Misty Shepherd submitted a letter of interest, a resume, and letters of reference. She introduced herself to the Council. The Mayor asked how long she had been away from the area. Mrs. Shepherd said she moved away after graduating. Now she has a family and wanted to raise her family in a small community. The Mayor described the duties of a City Council member. Councilor Miller motioned to accept Misty Shepherd as a City Council member. Councilor Quick seconded the motion. *All ayes, the motion carried.*

Council Positions Up for Election – Administrator Letham reminded council members that signatures need to be presented to the County for verification and then turned in to the City no later than August 27th to be included on the November ballot.

Resolution 2294 – A Resolution to Introduce a Fuel Tax on the November Ballot
Administrator Letham read Resolution No. 2294 in its entirety excluding Exhibit A. Resolution 2294 is a resolution of the City of Hines calling for an election on November 3, 2020, to refer to the voters of the City of Hines, a one cent (\$.01) per gallon motor vehicle fuel tax and adopting a ballot title. Councilor Beers made a motion to approve Resolution 2294 as read. Councilor Quick seconded the motion. *3 ayes, 1 nay, the motion carried.*

Brandon Mahon – Anderson Perry with an update on the Water Improvement Project.

The work has started on the water project. Kudos to Jerry for his help this past week. Mr. Mahon advised that the first request for payment from the Contractor will be forthcoming. As all invoices must clear through the Council, Administrator Letham suggested going back to the twice monthly meeting schedule so payments would not be delayed to the Contractor. Councilor Quick made a motion to authorize the City Administrator to process the payments with reporting to the City Council on all payments for this project. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Councilor Beers asked Mr. Mahon what happens to things in the way of the work being done and was told the Contractor will put things back to where they belong. They are also looking at GIS mapping the system so that Public Works will have an accurate map of the new water lines and fire hydrants.

West Hanley Paving Project – Mr. Mahon has asked the Contractor to complete the West Hanley section soon so that a Request for Bid can be issued for the paving project.

New Business

Request for Pricing – Repair Existing Park Restrooms

The main restrooms at the City park need to be repaired. Much of the drywall has been damaged and some of the plumbing needs to be updated and repaired as well. The City Administrator would like to issue a Request for Sealed Bid within the next week or two and present the low bid for Council approval at the next meeting, with work being completed by mid-October.

Sidewalk Repair Plan

There are many places along Highway 20 in Hines where the sidewalks are cracked, crumbling, bound up, and dangerous. Mason Watson, a local resident, has suggested that he'd be willing to head up a team of volunteer contractors who might be willing to donate their labor and time, if the concrete were purchased for them. After discussing this with the City's insurance company, and reviewing the City Code, the City Administrator was advised that it would be best if Mason and the volunteers work directly with the property owners along those areas to see if they would be willing to pay for the concrete. The City will assist with providing a list of the areas that are bad with the property owners along those areas.

Soaring Phoenix Martial Arts Academy of Harney County (Business License) –

Councilor Beers made a motion to grant a business license to Soaring Phoenix Martial Arts Academy of Harney County. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

CARES Relief Fund – The CARES Relief Fund is a Federally funded program to assist organizations to help cover the costs of anything related to the effects of the COVID-19 pandemic. The State of Oregon through several departments has made funds available to assist cities throughout the state. The Oregon Department of Administrative Services has created a portal where each City may register. The City of Hines was allotted \$50K. Administrator Letham has registered for these funds. Would like to use some of the funds to install technology to broadcast City meetings so that people may stay home and still attend meetings. Would also like to install a permanent "screen" at the front counter to maintain employee and public safety. Reimbursements must be submitted by mid-December to qualify.

Public Comment Period (Speaking time limits may apply):

Brandon Mahon – Asked Administrator Letham if the Council wanted to move forward with the Request for Bid process for West Hanley street repair so the Bid Request could be published before the next Council meeting. Councilor Beers made a motion to publish a Request for Bid for the West Hanley paving project. Councilor Quick seconded the motion. *All ayes, the motion carried.*

Mayor and Council Comments

Councilor Quick – Thanks to Brandon Mahon for keeping on top of the water project and thanks to the department heads.

Councilor Beers – Would like to do some additional research and discuss the water pricing with Administrator Letham, and possibly bring it back on the Council's agenda.

Councilor Breshears – Would like to thank the department heads for the wonderful jobs that they're doing. Asked where we are with the bathroom at the Pavilion Park? Administrator Letham has asked Anderson Perry to come up with a design to put out for bid.

Mayor Morgan – Mentioned that the Watson's at the Pine Mill House have purchased an old rail car that at one time was owned by Edward Hines. Their goal is to renovate it and display it at their place. The Mayor said that the Watson's will accept donations for the renovation as well as accept help if someone would like to donate time and energy.

Adjournment:

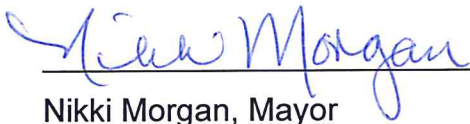
There being no further business, Councilor Miller made a motion to adjourn the meeting at 7:5pm. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON SEPTEMBER 8, 2020


Nikki Morgan, Mayor