

PUBLIC NOTICE
A MEETING OF THE HINES COMMON COUNCIL
July 14, 2020 AGENDA

- I. Meeting begins at 6:30pm
- II. Flag Salute
- III. Approval of July 14, 2020 Agenda VOTE
- IV. Approval of previous meeting minutes from May 19 and June 23, 2020 VOTE
- V. Approval of Accounts Payable for July 14, 2020 in the amount of \$62,332.53 VOTE

- VI. Department Reports
 - a) Fire Chief, Bob Spence
 - b) Public Works Superintendent, Jerry Lewellen
 - c) Police Chief, Ryan DeLange
 - d) City Administrator, Kirby Letham

- VII. Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply)

- VIII. Old Business VOTE
 - a) RFB package review – NW Park Underground Sprinklers
 - b) Lola Johnson – Chamber Report

- IX. New Business VOTE
 - a) Acceptance of Resignation by Councilor Hutchins; Review of Procedures VOTE
 - b) Several New Business Licenses VOTE
 - c) Sage DesignWorks – Business License and Mural Painting VOTE
 - d) *WIP - letter for additional funds.*
- X. Public Comment Period (Speaking time limitations may apply.)

- XI. Mayor and Council Comments

- XIII. Adjournment VOTE

This meeting is open to the public. It is anticipated to last approximately one hour and a half.

In accordance with ORS 192.630, City of Hines will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice.

***Due to the effects of the COVID-19 pandemic, all attendees are required to wear masks. If you do not want to attend in person, this meeting will be offered as a teleconference meeting. If you wish to call in to the meeting, please use your phone to dial-in using the following information:**

DIAL-IN NUMBER - (425) 436-6354
Access code: 710647

DATED this 14th day of July 2020



Kirby Letham, City Administrator

REGULAR MEETING OF HINES COMMON COUNCIL

July 14, 2020

AUDIENCE SIGN-IN SHEET

IF YOU WISH TO ADDRESS THE COUNCIL, PLEASE INDICATE
YOUR SUBJECT TO THE RIGHT OF YOUR NAME

PLEASE **PRINT** YOUR NAME

SUBJECT, IF YOU WISH TO SPEAK

Lola Johnson

Chamber

Eileen & Sally Hart

City Admin

- Sk 8 Park - donations & plans
- Thank you's
- M-Line, O-Line, schedules
- Recent changes - 10 people, masks. meetings.
-

City Council 7/14/20

Present: Mayor, Williams, Beers, Quick, Miller, Breshears.

I. ✓

II ✓

III - add d) in New Pres. ✓

Beers, Ray, Ayres

IV - Quick, Beers, Ayres

V - Beers, Ron, Ayres

VII - Dept. Reports

a) Fire Chief - 4th was busy, last month trucks annual pump test, passed this year

b) Jerry - 1.5 - 1.8 gallons / day water pumped; changed oil in pumps in shop tower; lagoons 145k galls/day. lagoons are looking good; spraying, trustee is bad; bathrooms are open, signs up; skate park was cleaned up; sand for the park; \$637 for sand; New locator for water & sewer lines.

c) Chief Delange: 277 cases; B.A. cases down; traffic up; DV cases same; shooting training; ~~Gov. Brian~~ State changes will bring big changes; They want state workers to be on scene; GoBE training; ~~with~~ Quick - thank you!

~~Elton~~ Hart - can you put hands on during an arrest?

Chief - yes

d) ~~Romy~~ Letnam

VIII Public

III a) RFB - Parks Sprinklers

b) Lola - highlights

• 4th was a hit

• Oregon Film trail - want to put up signs for movies made here

- Lola

- Mansallai will be at Chamber
- \$500 Kwame's donation to skate park, plus paint remaining equipment

IX. New Business

- Hutchins : Quick, ??, Ages. Process.
- Feathered Nest : Quick, Beers, Ages
Garo Ent. : Beers, Williams, Ages
HH Caulkins : Quick, Ray, Ages.
- Sage DesignWorks : Beers, Quick, Ages.
Ron = Deal breaker; No. write a letter asking them to finish
- W.I.P. - additional funds
 - Gary - How many don't work? Roughly 50 → Jenny
 - Bid is 783,825
 - Current meters over time will break down.
 - Beers, , Ages.

X. ~~Public~~ Public Comment

- Lola - thank you!

XI - Mayor & Council

Ray : Thanks to

Miller : Stop sign at Hamley & Reardon. Neighbors request.

Quick : No.

Beers : Mosquitoes, \$12K = 8 sprays : study; No issues w/ repository

• water rates
Dunbar - \$32K. Look at next year: fence around skate park - bike kids!

Mayor: fencing - get an estimate

Adjourn: Ron, Bees, Ages. @ 1:35 pm.

Administrator

From: FreeConferenceCall Services <noreply@freeconferencecall.com>
Sent: Tuesday, July 14, 2020 6:36 PM
To: Administrator
Subject: FreeConferenceCall.com Detail Report



See The Top 3 Reasons People Contribute and Learn How
Our
Community Helps Us Keep FreeConferenceCall.com Free

Learn
More

Account Information

Date: July 14, 2020 6:36:12 PM
Phone number: 🇺🇸 (425) 436-1111
Access code: 710647
Account: #s12080374

Audio

Phone Number	Service Type	Start Time	End Time	Duration
541 573 2251 - HINES CITY OR	🇺🇸	6:23:12 PM	6:36:14 PM	14m

Number of attendees: 1
Duration: 14m

Note: All times in Pacific Time

Thank you for choosing FreeConferenceCall.com, the most recognized conferencing brand on the planet. Enjoy the conference? Refer A Friend today.
If you have any questions, please contact our Customer Service Department at (844) 844-1322 or email us at support@freeconferencecall.com.

FreeConferenceCall.com

Box 41069 Long Beach, CA 90803

🇺🇸 (844) 844-1322

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
May 19, 2020
HELD AT THE HINES MIDDLE SCHOOL, 500 W. BARNES AVE., HINES, OR**

Present:

Mayor:

Nikki Morgan

Council:

Councilors Marsallai Quick, Ron Williams, Raymond Breshears and Duane Hutchins

Council (via teleconference):

Councilor Robert Beers

City Staff:

City Administrator Kirby Letham and Treasurer Amie Breshears

Budget Committee:

Jon Morgan, Son Burns, Josh Cummings and Becky Bates

Public Audience:

Stephen Martin, Hilda Allison, Kenny McLean, Chelsea Jones, and Lola Johnson

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

Approval of the May 19, 2020 Agenda:

The agenda was reviewed by the Council. Councilor Williams made a motion to approve the agenda as presented. Councilor Breshears seconded the motion. All ayes, the motion carried.

Approval of March 24, 2020 and April 28, 2020 Meeting Minutes:

The agenda was reviewed by the Council. Councilor Williams made a motion to approve the agenda as presented. Councilor Breshears seconded the motion. All ayes, the motion carried.

Accounts Payable for April 9, May 11, and May 19, 2020:

Councilor Hutchins asked for clarification on the payment for DEQ in the May 19 accounts payable asking if it was for the loan. Administrator Letham confirmed that it is, and that more explanation will be made during the budget portion of the meeting. Councilor

Hutchins then asked for clarification of the payment to Oster's. Administrator Letham explained that the City just received the final report from last year's audit, hence payment is being made. Councilor Hutchins made a motion to approve the Accounts Payable from April 9, 2020 in the amount of \$80,355.20, May 11, 2020 in the amount of \$150.00, and May 19, 2020 in the amount of \$55,000.90. Councilor Quick seconded the motion. All ayes, the motion carried.

Approve and Appoint the Budget Committee:

Jon Morgan, Son Burns, Josh Cummings and Becky Bates
Stephanie Radinovich and Taci Weil were not present

Councilor Hutchins made a motion to approve the Budget Committee. Councilor Breshears seconded the motion. All ayes, the motion carried.

Meeting was Adjourned at 6:48pm to Convene the Budget Meeting

Administrator Letham acting as Budget Officer explained to the Budget Committee how to nominate a Committee Chair. Jon Morgan nominated Son Burns as the Budget Committee Chairperson. Nomination was seconded by Becky Bates. All ayes, the motion carried.

Administrator Letham explained the duties of the Chairperson.

Chairperson Burns called the Budget Committee meeting to order. Mayor Morgan made a motion to approve the Budget Meeting agenda. Councilor Williams seconded the motion. All ayes, the motion carried.

Budget Officer Letham presented the Budget Message. He presented the proposed budget for 2020 – 2021 fiscal year of \$8,032,000 for review and approval. He explained that in past years the projected revenues received for the Water Improvement Project had not been included in the proposed budget. The auditors have suggested these funds be included moving forward. The proposed budget for this fiscal year reflects \$5,000,000 for the Water Improvement Project and the budget for normal operations at \$3,032,000. The budget was prepared in a manner consistent prior budget preparation. He discussed the impact COVID-19 is projected to have on the incoming revenue stream. The Water Improvement Project will begin in earnest and is expected to be completed in the Fall of 2021. The total cost is estimated to be \$7.2M. Currently we have spent approximately \$400K in the survey and preparation phase. The Mayor mentioned that we have received approximately \$675K in grants with an outstanding loan balance of \$6.3M. Chairperson Burns asked if the street project was funded out of these monies. Budget Officer Letham explained that the City has applied to the State for grants through the Small City

Allotments. For the past 3 years we have been awarded \$250K in grant money. Some of this money has been set aside for street paving and patching projects, with the focus on the W. Hanley Paving Project as the priority.

Councilor Hutchins asked about employee insurance benefits, and if the City paid 100% of these benefits. The Mayor explained that in comparison to other cities, the salaries paid to the staff are on the lower end of the scale, so the City chose to pay for the employee benefits as a way to balance out that difference. The Mayor explained that staff salaries and benefits by law are handled by the City Council through an Executive Session and does not fall under the Budget Committee.

Councilor Quick asked how an item could be added to the budget. Her example was mosquito spraying. Budget Officer Letham explained there is a line item in the budget for spraying. Ms. Quick said that this year given the uncertainties of revenue she understands why there is no funding allotted for this upcoming budget cycle. Councilor Beers commented that he has researched the costs involved in spraying and was told it would be approximately \$16K for two applications, but that it wouldn't work if the City of Burns and the County don't also spray. Budget Officer Letham mentioned that he spoke to a gentleman on the 18th who suggested a study be done to find out where the largest infestation is coming from, whether it's the lagoon, the culverts in the City, or even someone's garden. Kenny McLean stated that when the golf course would spray it would only last about 2 days. Councilor Breshears agreed that without the City of Burns or the County being involved it would not be effective.

Budget Committee Member Josh Cummings asked about street funding. He expressed concern about cuts in state funding. Budget Officer Letham explained that with the Small City Allotment grants, we will pay for the repairs and then the State will reimburse us with funds from the grants. W. Hanley is the number one priority for street repair. He will be speaking with the engineer tomorrow to discuss putting the project out to bid as soon as possible to make sure that project is completed this year. He explained that with the grants we currently have on the books, we can't receive another one until we have expended the funds from at least one of the grants we have already received, and we need to expend the funds by July 31st. Chairperson Burns asked if they would review the budget this evening or if they were to take it home to review. Budget Officer Letham said they would touch on the high points as he noticed some calculation errors that need to be corrected, and that he would send out a correction to the Committee tomorrow. He began reviewing the General Fund. Chairperson Burns asked if we knew what kind of impact revolving events, such as school sporting events, have on the Transient Lodging Tax (TLT). Budget Officer Letham said that he had not researched that but knows that the bulk of the lodging is done between now and August. He said that Lola Johnson from Harney County Chamber of Commerce may have additional insight. Ms. Johnson stated that the hotels are normally full every weekend starting with the Migratory Bird Festival in April through the end of August. Audience member Hilda Allison stated that much of that is from travelers passing through town, not staying for events, or BLM and US Forest Service employees, or construction projects where employees are coming in from out of

the area. LS Network is a new revenue stream for us. LS Network provides high-speed fiber optic internet and is a new provider in our area. Currently providing to businesses but hoping to roll out the option to residents sometime later this year. He touched on the decreased TLT revenue showing a decrease of 13%. Estimated revenue of \$41K to the Chamber of Commerce and \$6,500 that the City would retain. Councilor Hutchins read a letter with proposed changes. By law 25% of the TLT funds received from the State must be put back into tourism. In the past most of the funds have been disbursed to the Chamber of Commerce. He proposes that we share funding with the Chamber of Commerce 50/50. It would change the funding to the Chamber of Commerce from the current proposal of \$41K to \$23,750. He also proposed that each year we revisit how the TLT funds are disbursed. He proposed that the City create a tourism program. The Mayor said that this would allow those with event ideas to petition the City for funds and does not preclude the Chamber of Commerce from requesting additional funding for events. Committee member Cummings asked if the Chamber of Commerce and/or the City have plans in place to help promote tourism, especially with the impact this year has had on tourism. Budget Officer Letham explained that the City does not have such a plan. In the past when the TLT funding has come in, it had always been passed along to the Chamber of Commerce to promote tourism in Harney County. Recently, the City Council has discussed about wanting more accountability for these funds, and with the City retaining some of the funding, it allows such accountability. Mr. Cummings asked how someone would approach the City for such funding. Mr. Letham explained that before COVID-19 Boomer Inselman approached the City for funding stating that he wanted to hold a motorcycle rally in July. He said he was hoping to reach out to riders from across the country. He requested money to purchase t-shirts to be sold at the rally. Councilman Hutchins said that this proposal is still in the discussion phase. Councilor Quick asked who would oversee this? The Mayor answered that such requests would come before the City Council. Ms. Breshears added a clarification that the TLT funds must be spent on tourism. Mayor Morgan made a motion to adjust the TLT funds in the proposed budget so that the Chamber of Commerce and the City split the TLT funds 50/50. Councilor Breshears seconded the motion. All ayes, the motion carried.

Ms. Allison stood and said that the Chamber of Commerce should not think this limits the Chamber from asking for additional funds. That what this does with an application to the City Council is it shows accountability in how the funds are spent. It also gives others the opportunity to come up with additional ideas for tourism. Ms. Breshears asked a question about how would the City handle it if funds were not expended? Ms. Allison said she believes that is a question for the City's attorney. Ms. Johnson advised that 75% of the Chamber of Commerce's budget comes from TLT funding. The Mayor asked if any of the Chamber of Commerce's Board of Directors were present...they were not.

Budget discussions continued.

Chairperson Burns confirmed that the upcoming budget meetings scheduled for June 9th and June 23rd at 6:30 was okay with everyone.

Mayor Morgan motioned to adjourn the Budget Meeting. Councilor Hutchins seconded the motion. All ayes, the motion carried. Budget Meeting adjourned at 8:28pm.

City Council Meeting reconvened at 8:28pm

Public Comment (Non-Agenda Items Only)

No comments

City Administrator Report

Will present the Department reports at the next City Council meeting. Bids for the Water Improvement Project will be opened tomorrow (May 20th) at 2:00pm. The Council will need to be available to meet to award the contract next week.

Old Business

Resolution 2286 – A Resolution Transferring Monies Between Objects of Expenditure

Administrator Letham read Resolution 2286 in its entirety. Resolution 2286 is a resolution transferring monies between objects of expenditure. Councilor Williams made a motion to approve Resolution 2286 as read. Councilors Hutchins and Quick seconded the motion. All ayes, the motion carried.

New Business

Livestock Permit – Peasley

The Peasley's were not present. Administrator Letham advised the Council that they are moving in to 513 Hwy 20 N, owned by Stacey & Elaine Davies. They have applied to have horses on the property. The Mayor stated that allowing horses on the property had been grandfathered in as long as horses were maintained on the property, however there had not been horses for some time. Discussion ensued as to what the current ordinance is, and what it is that the City wants. Administrator Letham stated that he would like to speak to the City attorney about how best to re-write the current ordinance, as at this time horses are listed as livestock, and according to our ordinance it would be under the same restrictions as a market animal. Stephen Martin shared info regarding how many horses would be allowed per acre. Currently the permit application is incomplete. Administrator Letham will contact the Peasley's about getting the application completed. At that time, the application may be brought back before the Council.

Business License Permit – Kirby’s Thriftland/Bell’s Closet

Stephen Martin has applied for a business license. This business is the sale of used and previously owned goods. Current request is to have a home occupation license until such time as he can secure a store front. Councilor Williams made a motion to approve the license. Councilor Breshears seconded the motion. All ayes, the motion carried.

Donation Request – Kiwanis Club Fireworks

Council discussed donating \$100 to the Kiwanis Club. Councilor Williams made a motion to approve the license. Councilor Breshears seconded the motion. All ayes, the motion carried.

Donation Request – American Legion Post #63

The American Legion Post #63 does an annual calendar and have requested \$50.00 donation for advertising space in their calendar. Councilor Williams made a motion to approve the license. Councilor Breshears seconded the motion. All ayes, the motion carried.

Harney County Library/Children’s Services

City Hall is participating in a Unicorn Scavenger Hunt being held by the library. The library has asked various businesses to post the picture of the unicorn that had been sent, so that children can “social distance” and still participate in a library function.

Sale of Police Charger

Administrator Letham explained that the repairs necessary for the Charger would run approximately \$8,500. It was deemed more cost effective to purchase a new police vehicle rather than repair the Charger. Would like to do a sealed bid and sell the car by June 30th. Councilor Hutchins asked if we were going to list the damages. Administrator Letham stated that he would post the repair quote we received at the time we post it for sale. Councilor Breshears motioned that we post the vehicle for sale with the Kelly Blue Book value as the minimum bid. Councilor Quick seconded the motion. All ayes, the motion carried.

Public Comment Period

Kenny McLean finished the sprinklers at the Park. Councilor Hutchins asked about the efficiency. Project was completed on time and under budget.

Mayor and Council Comments

Councilor Breshears thanked the McLean’s for the work done on the sprinkler system. **Councilor Williams** thanked Administrator Letham and Treasurer Breshears for the work done on the budget presentation.

Mayor Morgan reminded the Council to sign the necessary paperwork. She then asked whose terms are up this year on the Council. Councilors Breshears, Williams and Beers terms are up this term. A reminder to them if they are going to run again, they need to get the necessary documentation in place.

Adjournment:

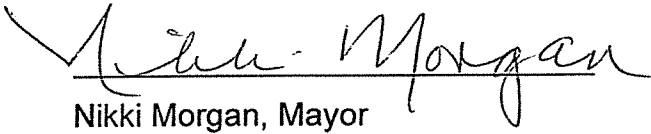
There being no further business, Councilor Williams made a motion to adjourn the meeting. Councilor Hutchins seconded the motion. All ayes, the motion carried, and the meeting adjourned at 9:04 pm.

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON JULY 14, 2020

A handwritten signature in black ink, appearing to read "Nikki Morgan", is written over a horizontal line.

Nikki Morgan, Mayor

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL AND BUDGET HEARING
June 23, 2020**

Present:

Mayor:

Nikki Morgan

Council:

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

City Staff:

City Administrator Kirby Letham

Public Audience:

Beth Paramore, Robert Paramore, Hyrum Paramore, Rachael Allison, Hilda Allison, Eldon Hart, Steve Davison, Doris Davison, and Lola Johnson

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

Approval of the June 23, 2020 Agenda

The agenda for June 23, 2020 was reviewed by the Council. Councilor Beers made a motion to approve the agenda as presented. Councilor Williams seconded the motion. *All ayes, the motion carried.*

Approval of the June 9, 2020 and June 16, 2020 Meeting Minutes

Councilor Williams made a motion to approve the meeting minutes from June 9, 2020 and June 16, 2020. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Accounts Payable for June 23, 2020

Councilor Beers made a motion to approve the accounts payable from June 23, 2020 in the amount of \$8,411.18. Councilor Quick seconded the motion. *All ayes, the motion carried.*

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

None

City Administrator Report:

Administrator Letham stated that the annual budget had occupied most of his time, so he had not been working on too many other projects. He mentioned how green the main park looks and is pleased with how well the new sprinkler system is working. He would like to begin moving forward with getting the remainder of the sprinklers finished as soon as possible. He said there has been word of outside protesters coming into the area. So far most of it has seemed unsubstantial. Law enforcement has been monitoring the situation. There has been no trouble to date. Steve Davison asked if protesters needed a permit. Mr. Letham said they do not. There will be a pre-construction meeting June 24th at 2:00pm for the Water Project. Eldon Hart asked if the Water Project is only for the water tower or if it would include new water lines. Mr. Letham explained that tank construction will be done concurrently with new water lines as well as new fire hydrants. He stated there will also be concentration on Well #3 (Jones Ave) as it has been taken offline due to mechanical issues.

New Business

Economic Development Grant Request – Country Washboard – Davison – The Davison's are asking for an Economic Development Grant from the City to install permanent signage and a decorative bench to the front of their business. They are requesting \$1,200.00. Councilor Quick made a motion to approve a grant to the Country Washboard in the amount of \$1200.00. Councilor Williams seconded the motion. *All ayes, motion carried.*

TLT Funds Request – Sage DesignWorks Mural Painting – Administrator Letham presented a request to the City to pay Sage DesignWorks to complete the mural on the Park bathroom. In 2019 the Schmidt's volunteered to paint the mural for the cost of materials, however their business has become very busy and he recommends that the City pay them \$2,000.00 to cover their time to finish the mural with the plan of having it completed within the next month. Councilor Quick commented that she is disappointed that although the Schmidt's volunteered to do the mural, it seems that the City cannot get on their schedule without paying for their labor. Hilda Allison (resident) questioned where the money would come from. Mr. Letham explained that it would come from this year's TLT funds. Steve Davison asked when the bathroom would be opened. Mr. Letham explained that the bathroom has remain closed due to Covid-19 concerns. He has been looking into what requirements need to be met now that restrictions have been relaxed. He is looking in to opening it in July. Councilor Williams asked if some of the TLT funds could be used to work on the Skate Park. He said it should be a top priority due to safety concerns. Mayor Morgan stated that she and Administrator Letham have been discussing the Skate Park. Councilor Williams stated that he believes the Skate Park should be a higher priority than the mural on the restroom due to safety concerns. He asked if the City had money for both the mural and Skate Park. Administrator Letham said there is funding in the new budget for park improvements. He is attending a meeting on June 25th regarding the Skate Park. The plan is to decide what items are of immediate concern and what can be done later. Mayor Morgan then asked how long the mural is expected to last. Administrator Letham said he knows it will be painted using exterior paint but does not

know how long it would last. Lola Johnson (Chamber Director) stated that Sage DesignWorks have completed 3 murals in the City of Burns and none of them have faded even though they have been exposed to the elements. Hilda Allison questioned whether the Schmidt's had donated their time for the 3 murals and Mrs. Johnson stated that no, all 3 had been paid for. Mayor Morgan asked if there were any further questions. She advised the Council that if they could table this discussion to give them more time to research this. Councilor Breshears motioned to table this discussion until the next City Council meeting. Councilor Beers seconded the motion. *All ayes, motion carried.*

TLT Funds Request – Greenbelt/Walkway Path – Robert Paramore – Mr. Paramore presented an idea for the Hines Paved Walking Trails. The trails would be beneficial for residents of the City as well as visitors. Both loops would be 2.27 miles of paved trails for people to walk/run/bike ride. He feels this is a safe way for people, rather than being on the streets. He spoke to Harney Rock who sent someone out to walk the loop and they are excited about it. They are working up a quote for him. Can be used year-round. He asked the Council to consider it. Mentioned that it could be done in two phases. The Mayor asked how wide he thinks it should be. He said that the equipment to be used would make it a minimum of 8 feet wide. The Mayor questioned about the surface, paved or dirt? He said paved would be easier to maintain. Discussion ensued about different surfaces. Lola Johnson from the Chamber said there are many inquiries made about the availability of walking trails in the area. Chris Pratt brought up the topic of a safety net to shield walkers/runners from the golf course. The Mayor asked Mr. Paramore to give the estimates to Mr. Letham once he receives them.

***Mayor Morgan adjourned the Hines Common Council meeting to begin the Budget Hearing at 7:10pm.**

***Mayor Morgan convened the Budget Hearing at 7:10pm.**

City Administrator Letham discussed a memo he had inserted into the Budget Packet concerning changing the name of one line item in the police budget to account for the expenditure of funds to acquire a police dog.

The Council reviewed the final budget for the 2020-2021 fiscal year. The Mayor at that time opened the floor for public comment.

Hilda Allison asked the City Council to hold off on giving TLT funds to the Chamber of Commerce. She said that the TLT funds could be used to develop the walking trails Mr. Paramore discussed. She mentioned that the City could install an electronic reader board. She said she spoke to a member of the Harney County Park & Rec. They hold a big swim meet every year and spoke to her about how they would like to make it a huge event, like a festival. She stated that if all the TLT funds are given to the Chamber, then many of the events that citizens would like to hold would not get funding. Councilor Miller commented that the pool is not open this year. She wants the Council to not give the Chamber any funds. The Mayor responded that she has been involved in this discussion for a very long

time. She feels this current City Council is taking notice. She does not want the City to be a detriment to the Chamber of Commerce. She said the Council will look at this every year but will start reviewing how funds are used earlier in the year to give time to research. The Mayor said she knows that Ms. Allison has discussed an electronic reader board and asked if she had information on it to share with the Council. Ms. Allison handed out information to the Council. Councilor Quick mentioned that the City Council meetings are open to the public. Councilor Williams was not at the last meeting so asked what the final split on the TLT funding was set at. Mr. Letham stated that the split was set at 85% to the Chamber and 15% to the City and that if funds are not spent in the fiscal year they can be carried over to the next.

***Mayor Morgan adjourned the Budget Hearing at 7:26pm.**

***Mayor Morgan reconvened the City Council Meeting at 7:26pm.**

Continued Business

Resolution 2288 – A Resolution Adopting the 2020-2021 Budget

Administrator Letham read Resolution No. 2288 in its entirety. Resolution 2288 is a resolution of the City of Hines to adopt the 2020-2021 Budget in the total amount of \$7,915,088. Councilor Williams made a motion to accept Resolution 2288 as read. Councilor Beers seconded the motion. *All ayes, motion carried.*

Resolution 2289 – A Resolution Declaring the City's Election to Receive State Revenues

Administrator Letham read Resolution No. 2289 in its entirety. Resolution 2289 is a resolution of the City of Hines to receive state revenues for fiscal year 2020-2021. Councilor Beers made a motion to accept Resolution 2289 as read. Councilor Williams seconded the motion. *All ayes, motion carried.*

Economic Development Grant Request – Harney County Sporting Goods – Boggs

Kerry Boggs the owner of Harney County Sporting Goods has applied for funding to add an archery section to his store. Mayor Morgan said that she believes the Council needs to review what these funds can be used for. Discussion ensued as to what the funds can be used for. The Mayor believes that the grant funds were set aside for beautification. This topic has been tabled until the next Council meeting.

Chamber of Commerce – Lola Johnson

Ms. Johnson advised the City Council that the Chamber Board has made a commitment to have someone attend every city council meeting. She presented the Council with a schedule showing who will attend each month. She stated that Board Members Tory Schmidt, Tyler Colley, and Dan Griggs have committed to attend the TLT Subcommittee meetings and knew that Councilor Quick has committed to joining. She also asked if any other Councilors would like to attend.

TLT Funding Ideas – Chris Pratt

Mr. Pratt presented his proposal to create possible tourism destination ideas to increase tourism in the City as well as the County.

Resolution 2290 – A Resolution Extending Workers' Compensation Coverage to Volunteers for The City of Hines

Administrator Letham read Resolution No. 2290 in its entirety. Resolution No. 2290 is a resolution to provide Workers' Compensation to city volunteer classes listed in this resolution. Councilor Beers made a motion to approve Resolution No. 2290 as read. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Resolution 2291 – Loss Prevention Program Annual Evaluation

Administrator Letham read Resolution No. 2291 in its entirety. A loss control/safety committee has been created for both City Hall and the Fire Department. This program is evaluated annually. Councilor Williams made a motion to approve Resolution No. 2291 as read. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Resolution 2292 – A Resolution Transferring Monies Between Objects of Expenditure

Administrator Letham read Resolution No. 2292 in its entirety. Resolution No. 2292 transfers monies between objects of expenditure for the 2019-2020 budget. *Councilor Quick motioned to approve Resolution No. 2292 as read. Councilor Breshears seconded the motion. All ayes, the motion carried.*

Resolution 2293 – A Resolution Accepting Certain Identified Unanticipated Revenues, in the Form of Grant and Loan Funds from Biz Oregon to be Added to the Water Department, and Authorizing its Expenditures

Administrator Letham read Resolution No. 2293 in its entirety. The City has been notified that unanticipated and unbudgeted funds in the amount of \$37,727.00 are available through a grant and/or loan from Biz Oregon. This money is authorized to be accepted into a revenue line entitled Water System Improvement and expended from a line entitled Water System/Tower Project. *Councilor Beers made a motion to approve Resolution No. 2293 as read. Councilor Williams seconded the motion. All ayes, the motion carried.*

Gas Tax Review

Administrator Letham advised the City Council that if they want to add a gas tax to the November ballot, the documentation needs to be submitted to the County by July 15, 2020. Councilors discussed if the City moves forward with this idea how will the public view it. The tax is to be used for street improvements. Councilors discussed that with the amount of out of town traffic that comes through it would help with road improvements. *Councilor Quick made a motion to add a \$.01/gal tax on the November ballot. Councilor Breshears seconded the motion. 4 Ayes (Breshears, Quick, Beers, Williams) - 1 Nay (Miller), the motion carried.*

Employee Vacation Review

Administrator Letham explained that according to the 2016 Employee Handbook, that any vacation time over 80 hours must be taken or paid out in each fiscal year. He would like to avoid paying out lump sums for unused vacation. He asked the Council for permission to carry over unused vacation time into the next fiscal year and he will work with department heads to make sure staff members are taking their vacation time. Councilor Williams made a motion to allow the City Administrator to let unused vacation time carry over from the 2019-2020 fiscal year to the 2020-2021 fiscal year. Councilor Miller seconded the motion. *All ayes, the motion carried.*

Public Comment (Speaking time limitations may apply)

None

Mayor and Council Comments

Councilor Miller – He thinks the walking trails are a great idea. Not sure how much tourism it would bring in. Could be expensive depending on the surface. Not sure that holding back TLT funds is a good idea as it could bring a lot of people in asking for funds. Mayor Morgan mentioned that is why it is good to have it reviewed annually.

Councilor Beers – He said that he has not been able to contact any mosquito spray companies as he believes they are out spraying. He asked that the item stay on the agenda as a reminder. He said he would bring the trap in from his house to be sent for testing. This item will be reviewed February/March 2021.

Mayor Morgan – Mayor Morgan wanted to remind everyone that when you work on a committee you are representing everyone. As a member of the City Council you represent the citizens of the City of Hines, and action taken now will impact the future.

Councilor Beers – Councilor Beers asked if TLT funds could be used to put a fence up along the highway side of the parks.

Administrator Letham – Administrator Letham wanted to remind the Council that if there is a project they want to do, that it can be planned and budgeted for. It may not get done in the immediate future, but it would eventually be done. Mayor Morgan commented that she is excited about the ideas that have been coming into the City.

Councilor Breshears – Councilor Breshears commented that the Council needs to remember what is done now sets the precedent for what happens in the future.

Eldon Hart (Member of the Public) – Mr. Hart said he remembered an idea of painting “Welcome to Hines” on the old mill smokestack and asked what happened with that idea. Mayor Morgan said the idea had been postponed as asbestos had been found in the smokestack. She said that she had been told that the outside of the smokestack had been re-finished however, she has heard that the documentation is with the Snow Mountain Pine documents, possible at the museum. Councilor Breshears said there could be

limitations due to safety concerns. Mr. Hart said that possibly using a high lift so a crew would not need to scale the smokestack itself. Administrator Letham reminded the Council that the smokestack belongs to the County and would need to work through that.

Adjournment:

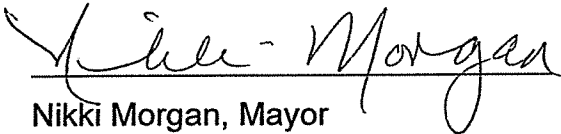
There being no further business, Councilor Williams made a motion to adjourn the meeting at 8:30pm. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Respectfully Submitted:


Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON JULY 14, 2020


Nikki Morgan, Mayor

	July 14, 2020												
VENDOR	COMMENTS	City Hall	Police	Fire	Parks	Water	Sewer	Streets	TOTAL				
A PARTS STORE	OIL FILTER						23.28		23.28				
AMERICAN WATER WORK ASSOCI	ANNUAL TERM RENEWAL					366.00			366.00				
ANDERSON PERRY	DRAW # 18					37726.88			37,726.88				
ANDERSON PERRY	WEST HANLEY IMPROVEMENTS							1991.25	1,991.25				
APLINE ALARM	ANNUAL EXTINGUISHER INF	50.00	75.00	149.00		70.00	70.00		414.00				
BOX R WATER	BOD/TSS, COLIFORM/ECOLI (2)					172.00			172.00				
BURNS BIG R	FACE SHIELD, ROUND UP, S	6.99		29.90	43.21		54.95		135.05				
BURNS FORD INC.	10W40 OIL						48.17		48.17				
BURNS TIMES HERALD	LEGAL ADS, DESTINATION A	925.00		195.00					1,120.00				
C&B SANITARY SERVICE	DISPOSAL CHARGE				10.40				10.40				
CENTURYLINK	PHONE BILL	240.44		59.64		31.32	31.31		362.71				
CFRC/BHS LIGHTS	3RD ANNUAL PAYMENT OF ?	185.00							185.00				
CHAVES CONSULTING	USER GROUP / UTILITY HEL	125.21				146.00			271.21				
CITY OF BURNS	JUDICIAL SERVICES JULY	300.00							300.00				
EBAR OIL	POLICE FUEL		316.17						316.17				
ED STAUB & SONS	LUBE OIL & WELL OIL					155.80			155.80				
HARNEY ROCK & PAVING	UTILITY PATCH / GRAVEL				632.61			2200.00	2,832.61				
HC CHAMBER	JUNE TLT FUNDS	2341.43							2,341.43				
HUGHESFIRE EQUIPMENT	PUMP TEST	507.77							507.77				
LEAGUE OF OREGON CITIES	MEMBERSHIP DUES	1378.77							1,378.77				
LES SCHWAB	4 NEW TIRES FOR RYAN'S CAR		944.72						944.72				
MALHEUR MACHINERY	LAWN MOWER PARTS				25.26				25.26				
MUNICODE	MUNIDOC 07/01/20 - 06/30/2	350.00							350.00				
OFFICE DEPOT	PAPER, BANKER BOXES, PE	92.80							92.80				
OREGON DATA SYSTEMS	WORK ON KIRBY'S COMPUT	187.50							187.50				
OTEC	POWER BILL	139.56		125.46	351.86	4954.87	279.34	1192.01	7,043.10				
PAULA VOLLMER	MAY & JUNE MILEAGE	40.94							40.94				
PERS	ADMIN FEE	18.20							18.20				
PITNEY BOWES	POSTAGE					1020.99			1,020.99				
ROBERT SPENCE	FUEL REIMBURSEMENT			300.00					300.00				
THE COUNTRY WASHBOARD	ECON DEVELOPMENT FUND	1200.00							1,200.00				
THE HINES MARKET	FUEL: LAWNMOWER, SEWER JET, CAN				30.53		20.83		51.36				
TIAA COMMERCIAL FINANCE	COPIER LEASE	128.75							128.75				
TIM SCOTT	REIMBURSEMENT FOR VEST REPAIRS		30.00						30.00				
US BANK VISA	LABOR POSTERS, SIGNED C	62.99	78.75	62.99		35.68			240.41				
C34													
Totals		8,281.35	1,444.64	921.99	1,093.87	44,679.54	527.88	5,383.26	62,332.53				
Grand Total		62,332.53							62,332.53				


7.14.20

CITY OF HINES
REQUEST FOR BID: PARK UNDERGROUND SPRINKLER SYSTEMS

The City of Hines, Oregon invites bids from qualified landscape contractor with backflow certification and parks construction experience. This project is intended to automate an underground irrigation system for the main area of Hines Park. Reduce water use and water man hours as well as have healthier turf and better user experience. Contract activities will support the intent.

General Conditions

The general conditions and requirements of the contract law apply to this section. Bid bond is not required. Contractor shall be licensed and bonded as required by State law.

Documents

Technical specifications are based upon Irrigation Plan Sheets dated 9/11/2019 and this document. Copies of these can be viewed at City Hall, 101 E. Barnes Ave. Hines, OR 97738.

Scope of Work

Provide all labor, material, equipment, tools and incidentals necessary to complete the work shown Irrigation plan sheets, Irrigation plans dated 9/11/19. There are three remaining parks to be completed – the Skate Park, City Hall Park, and Fire Hall Park.

Proposal Requirements

Proposals should include the following:

1. Firm name and address, as well as name and contact information for primary contact.
2. Licensing and bonding information. Must be currently licensed and bonded as required by Oregon State Law.
3. Include pricing for each park – The Skate Park, City Hall Park, and Fire Hall Park – as separate projects

4. Outline of a work plan and related time schedule for each park.

Performance period

Skate Park (Northwest Park)

– Begin 09/01/20. Complete 10/31/20 weather permitting. Completion date shall be flexible for spring completion if necessary.

City Hall Park (Southeast Park)

– Summer 2021. Begin 7/1/21. Complete 8/31/20.

Fire Hall Park (Northeast Park)

- Completed with one of two parks above. This park is unique in that there will be minimal underground work to be completed. Most of the work for this park will be replacing irrigation sprinklers while keeping existing connection points.

Materials

Materials shall be as specified on plans. RainBird products recommended and preferred to match products used in Main Park. Also, as suggested here:

- Galvanized threaded fittings and nipples for mainline point of connection and shut off valve. Glue and primer - Clear glue #705 is for solvent welding PVC pipe. Purple primer is for cleaning and pipe preparation. Blue, wet or dry type glues are unacceptable.
- Thread seal- Use Teflon tape for threaded fittings. Pipe dope is not acceptable.
- Thrust block- Dry ready mix concrete shall be placed for thrust blocking at tees and ends of main.

Execution

Preference will be given to an all phase landscape contractor with backflow certification and parks construction experience. In the case of discrepancies, resolution shall be in the best interest of quality, and cost shall be borne by the Contractor. Work shall be completed in a timely manner and coordinated with City Personnel and activities.

Excavate trenches true to line and grades. Avoid over digging of trenches to prevent settling and dis jointing pipe. Backfill and compact soil into trenches to prevent trench

settling. Clean up excess soil and fill low spots. Hand seed trenches with perennial rye grass seed at rate of 5 pounds per 1000 square feet.

Submission Process

A copy of the proposal must be submitted in a sealed envelope, plainly marked "Hines Park Underground Sprinkler Systems", addressed to City Administrator Kirby Letham, PO Box 336, 101 E. Barnes Avenue, Hines OR 97738. The proposal is due no later than 2:00 pm on Wednesday, August 19, 2020. For additional information, contact Kirby Letham at administrator@ci.hines.or.us or by calling (541) 573-2251.

Selection Procedure

Proposals will be opened at 2:00 pm Wednesday August 19, 2020 at a bid opening meeting by the City Administrator. An apparent "low bidder" will be announced and all bids will then be reviewed by the Public Works Superintendent, City Administrator, Treasurer and/or Mayor. Contractor's licensing and bonding will be reviewed as well as pricing of bids. A recommendation will be made to the Hines Common Council at their next regular meeting on Tuesday, August 25, 2020.

If you have any questions, please do not hesitate to call Kirby Letham at 541-573-2251, or email him at administrator@ci.hines.or.us.



June/July Monthly Report
June 1st through July 9th

- The Chamber has 175 members 44 of those members are established in Hines. As of July 9th, 2020.
- The Chamber handed out 4 relocation packages in the past month and have sent out 3 visitor information packets.
- The Chamber had 40 walk ins wanting to know about the county and what there is to do while they are here. We continue to hear the comment “we pass through this town for so many years, we finally came a day earlier to visit your cute towns.
- The 4th of July event went off without a hitch!! Numbers were such that we never were overcrowded, the people kept their distance. We had a few calls last week letting us know that it was a fun time and hope we will do it again next year. We had 22 cars in the car show, 6 floats, 2 vendors that weren’t with the farmers market, 3 food vendors and 4 local bands. Hines and Burns firefighters were a huge hit with the kids.
- I have been contacted by Jane Ridley from Oregon Film Trail. Oregon Film Trail provides signage of movies made in Oregon and they would like to put two signs up in Harney County. For the 2 movies, Lean on Pete and Meek’s Cutoff. One will be put at the fairgrounds since that was were it was mostly filmed. The other will be put at Hines park. It wasn’t filmed there; it was filmed on private property. Having the sign in the park will bring people to Hines to see the sign, and drive around Harney County to see the sights. You can go to <https://www.historicoregonfilmtrail.com/> to see what they have to offer. They pay for the sign we will have to get it installed and they would like to have a little ceremony when putting up the signs. It should take about a month or two to have everything in place. They have fast turnaround.
- The Hines Junket was this we had a

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: July 14, 2020
SUBJECT: Discussion – Formally Accept Councilor Duane Hutchins Resignation Letter

DISCUSSION 1:

Councilor Hutchins has resigned his position as a Council Member for the City of Hines, Position 6, as described in his email dated June 26, 2020.

The Council will formally acknowledge his resignation tonight.

POSSIBLE MOTION 1:

"I make a motion to formally accept Councilor Duane Hutchins' resignation and express gratitude for his service to the City of Hines."

DISCUSSION 2:

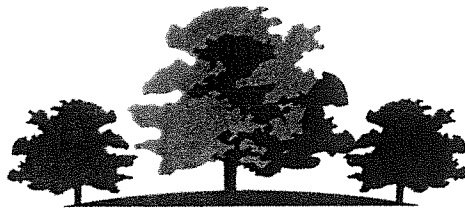
The Mayor will also formally announce a vacancy on the Council and explain the process for appointing a new Council Member.

Residents of the City of Hines, who qualify to be on the Council as outlined in the City Charter, Chapter III, Sections 3.3, 3.4, and 3.5 may submit a resume and a letter of interest outlining their qualifications to City Hall. All applications will be reviewed by the City Administrator and presented to the Council on a date determined by the Council to vote to appoint one of the applicants.

Section 3.3 In event of a vacancy on the Council, an appointee from the City at large shall be chosen by the Council to serve until the term expires and a successor is elected.

Section 3.4 Only those persons who are (1) residents in the City of Hines for 30 days next preceding the election, (2) citizens of the United States, (3) 18 years of age, and entitled under Oregon law to the privileges of an elector shall hold office in the City of Hines.

Section 3.5 Before assuming office, all elected officers must affirm by oath they will faithfully perform their duties of office and support the laws and constitution of the United States and State of Oregon, and the Charter and Ordinance of the City of Hines. Officers will be compensated for their services as provided by ordinance.



You are welcome in HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 cityofhines.com

APPLICATION FOR BUSINESS LICENSE

BUSINESS NAME: Feathered Nest Properties LLC.

BUSINESS PHONE NUMBER: 541 573 6024

CONTACT PERSON: Heidi Sands (mng.) Angela Lamborn (E.O.)

MAILING ADDRESS: PO Box 728 Burns OR 97720
175 Alder Burns (office)

PHYSICAL ADDRESS: 555 Westridge Ave Hines (Property)

EMAIL ADDRESS: info@featherednestllc.com

Description of the trade, shop, business, profession, occupation or calling:

Property management, townhouse Apartments

Fiscal Year for Business License: **JULY 1, 2020 - JUNE 30, 2021**

Licensing Fee:

☒ **\$65.00** (\$40.00 in-county vendor or seasonal business plus \$25.00 application fee)

☐ **\$105.00** (\$80.00 out of county business plus \$25.00 application fee)

Date: 5/26/2020

Angela Lamborn
Signature of applicant or agent

JUN - 8 2020

CH 1086 65.00

Your information will be available on-line to the public at www.cityofhines.com unless you indicate otherwise (in writing).

If the business is required by the state to have registration, bonding or insurance, attach a copy of those documents to this application and fill in information below:

Registration No.: 1320554-92 Bond No.: _____

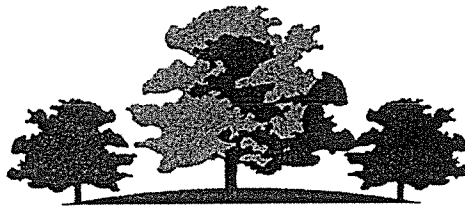
Insurance agent/agency: Steens mnt. Insurance.

FOR CITY USE ONLY:

License No. _____

Date issued: 7/14/20

Annual fee: 165.00



You are welcome in HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 cityofhines.com

APPLICATION FOR BUSINESS LICENSE

BUSINESS NAME: Giara Enterprises LLC

BUSINESS PHONE NUMBER: (541) 589-1698

CONTACT PERSON: Bryan Giara

MAILING ADDRESS: 280 W "C" St, Burns, OR 97720

PHYSICAL ADDRESS: Same

EMAIL ADDRESS: bryan.giara@gmail.com

Description of the trade, shop, business, profession, occupation or calling:

Construction Company


Fiscal Year for Business License: **JULY 1, 2020 – JUNE 30, 2021**

Licensing Fee:

☒ **\$65.00** (\$40.00 in-county vendor or seasonal business plus \$25.00 application fee)

☐ **\$105.00** (\$80.00 out of county business plus \$25.00 application fee)

Date: 06/30/2020


Signature of applicant or agent

Your information will be available on-line to the public at www.cityofhines.com unless you indicate otherwise (in writing).

If the business is required by the state to have registration, bonding or insurance, attach a copy of those documents to this application and fill in information below:


CCB#
Registration No.: 224345

Bond No.: QBWS5483783

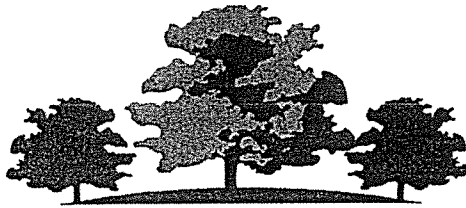
Insurance agent/agency: Dianne Alford /

FOR CITY USE ONLY:

License No. 6210

Date issued: 7/14/20


Annual fee: 40pd



You are welcome in HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 cityofhines.com

APPLICATION FOR BUSINESS LICENSE

BUSINESS NAME: HH Construction LLC

BUSINESS PHONE NUMBER: 541 589 4918

CONTACT PERSON: Maranda Calkins

MAILING ADDRESS: PO Box 134

PHYSICAL ADDRESS: 249 S Roanoke Ave

EMAIL ADDRESS: haileypheicconstruction@gmail.com

Description of the trade, shop, business, profession, occupation or calling:

Construction, Remodelo, Concrete, etc.

Fiscal Year for Business License: **JULY 1, 2020 - JUNE 30, 2021**

Licensing Fee:

☒ **\$65.00** (\$40.00 in-county vendor or seasonal business plus \$25.00 application fee)

☐ **\$105.00** (\$80.00 out of county business plus \$25.00 application fee)

Date: July 2, 2020

Maranda Calkins

Signature of applicant or agent

Your information will be available on-line to the public at www.cityofhines.com unless you indicate otherwise (in writing).

If the business is required by the state to have registration, bonding or insurance, attach a copy of those documents to this application and fill in information below:

Policy NO CS18001323-01 License # 219663
Registration No.: CS18001323-01 Bond No.: 219663

Insurance agent/agency: Paul Bentz / Bentz Insurance

FOR CITY USE ONLY:

License No.

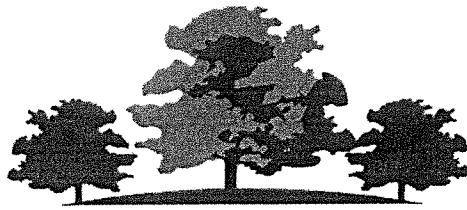
6218

Date issued:

7/14/20

Annual fee:

40pd



You are welcome in HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 cityofhines.com

APPLICATION FOR BUSINESS LICENSE

BUSINESS NAME: Sage DesignWorks

BUSINESS PHONE NUMBER: 541-678-2950

CONTACT PERSON: Tory Schmidt

MAILING ADDRESS: 714 West "B" St. Burns, OR 97720

PHYSICAL ADDRESS: 341 N. Broadway Ave Burns, OR 97720

EMAIL ADDRESS: sagedesignworks@gmail.com

Description of the trade, shop, business, profession, occupation or calling:

Graphic Design, Murals, Large Format Signs & Vinyl, Printed Products

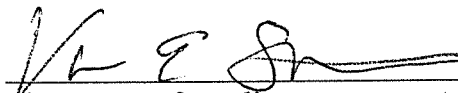
Fiscal Year for Business License: **JULY 1, 2020 - JUNE 30, 2021**

Licensing Fee:

☒ **\$65.00** (\$40.00 in-county vendor or seasonal business plus \$25.00 application fee)

☐ **\$105.00** (\$80.00 out of county business plus \$25.00 application fee)

Date: 7/08/2020


Signature of applicant or agent

Your information will be available on-line to the public at www.cityofhines.com unless you indicate otherwise (in writing).

If the business is required by the state to have registration, bonding or insurance, attach a copy of those documents to this application and fill in information below:

Registration No.: _____ Bond No.: _____

Insurance agent/agency: _____

FOR CITY USE ONLY:

License No. _____

Date issued: 7/14/20

Annual fee: _____

July 10, 2020

Shanna Bailey
Business Oregon
243 S.E. 4th Street
Pendleton, Oregon 97801

RE: City of Hines, Oregon - Water System Improvements - 2020

Dear Shanna:

The above-referenced project was recently awarded to Warrington Construction Corp. of Oregon for the total base bid price of \$4,895,100. The City has received funding to pay for line items such as Construction Storage, Construction Distribution Lines, and Construction Pump Stations all while having a Construction Contingency of \$471,000.

At this time, the City is requesting an additional \$300,000 in funding to enact Additive Alternative A - Water Service Meters. Without this additional funding, the existing Construction Contingency would be inadequate for this scale of project.

If approved, we are requesting this additional funding be added to the "Construction Distribution Lines" line item. Your assistance is greatly appreciated, and we look forward to hearing from you.

Sincerely,

CITY OF HINES, OREGON

By _____
Kirby Letham, City Administrator

**business
oregon**[®]

Final Draw? ☐ Yes ☒ No

to	5/15/20
----	---------

Certification: We certify that the data are correct and that the amount requested is not in excess of current needs.	
City Administrator	
Authorized Signature & Title	Date
Treasurer	Date
Kirby Letham	541-573-2251
Project Contact for Payment Notification	Phone Number
administrator@ci.hines.or.us	
E-Mail Address	

For OBDD Use Only: I have reviewed this request and approve payment to the above mentioned recipient in the amount(s) listed below.

Draw 18 - S18014 Hines Disbursement Request.xls

ANDERSON PERRY & ASSOCIATES, INC. P.O. BOX 1107 LA GRANDE, OREGON 97850		BID TABULATION City of Hines, Oregon Water System Improvements - 2020		BID OPENING May 20, 2020 2:00 pm Local Time	
BIDDER	TOTAL BASE BID PRICE	ADDITIVE ALT. A	ADDITIVE ALT. B	ADDITIVE ALT. C	First-Tier Form? (Y or N)
② TAPANI, INC.	\$4,950,000	\$860,525	\$167,800	\$358,800	Y Y
③ MORELLO CONSTRUCTION LLC	\$5,149,267	\$601,315	\$198,600	\$157,800	N Y
① WARRINGTON CONSTRUCTION	\$4,895,100	\$783,825	\$150,000	\$115,000	N Y
⑤ STETTLER SUPPLY COMPANY	\$5,527,175	\$595,155	\$209,800	\$157,300	Y Y
④ ROBINSON & OWEN	\$5,196,507	\$823,500	\$172,800	\$132,000	Y
"Apparent Low Bidder"					
- more, contact Brandon Mahon					
Engineer's Estimate	\$				

Current Scenario

Budgeted for Construction	\$ 5,373,000.00
Construction Contingency	\$ 471,000.00
total	\$ 5,844,000.00
Bid for Tank and Lines	\$ 4,895,100.00
Bid for New Meters	\$ 783,825.00
total	\$ 5,678,925.00
Contingency Funds	\$ 165,075.00

*Current Scenario depletes contingency funds

Added Funds Scenario

Suggested Add. Funds	\$ 300,000.00
Budgeted for Construction	\$ 5,373,000.00
Construction Contingency	\$ 471,000.00
total	\$ 6,144,000.00
Bid for Tank and Lines	\$ 4,895,100.00
Bid for New Meters	\$ 783,825.00
total	\$ 5,678,925.00
Contingency Funds	\$ 465,075.00

*Added funds maintains sufficient contingency funds