PUBLIC NOTICE
A MEETING OF THE HINES COMMON COUNCIL
July 26, 2022 AGENDA

I. FLAG SALUTE
II. APPROVAL OF JULY 26, 2022 AGENDA — VOTE
III. APPROVAL OF PREVIOUS MEETING MINUTES — VOTE
   a) Minutes from July 12, 2022
   b) Minutes from July 18, 2022
IV. APPROVAL OF ACCOUNTS PAYABLE: — VOTE
   a) for July 26, 2022 in the amount of $156,545.88

V. PUBLIC COMMENT: NON-AGENDA ITEMS ONLY (SPEAKING TIME MAY BE LIMITED)

VI. DEPARTMENT HEADS REPORT
   a) Kirby Letham, City Administrator

VII. COUNCIL BUSINESS
   a) Donation Request: The Burns Elks Lodge – Fundraiser To Replace Aging Boiler — VOTE
   b) Business Licenses (x10)
   c) Resolution 2329: Re-Establishing Charges for Water and Sewer Connections — VOTE
   d) Resolution 2330 Ordinance 332: Refer Psylocibin Facilities to Voters — VOTE
   e) Nuisance Report/Fire Hazard Letters
   f) LOC Legislative Policy Priorities
   g) NOTICE: Upcoming Council Elections – Positions 4, 5, and 6

VIII. PUBLIC COMMENT: (SPEAKING TIME MAY BE LIMITED)
IX. Mayor and Council Comments
X. 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.

DATED this 26th day of July 2022

Kirby Letham, City Administrator

approved 7/26/22
KLetham

City Council Mtg 7/26/22

Present: Mayor, Dean, Hilda, Shepherd, Quick
Beers, Amity

I ✓ @ 6:30 pm

II ✓ Beers, Hilda, Ayes

III a) 12th
b) 18th > Hilda, Beers/York, Ayes

IV AP Recn - Beers, Dean B., Ayes

V Public

- Deanna: Chamber
  - > Accounting for Skull 120
  - > Glass Parade? Jars around town → Beers ?'s
  - > Strategic Planning

VI Elks Lodge: Patty McNeil
- > Elks needs a new ~~heating~~ Heater - HVAC is swamped
- > Fund Raising - Now
- > depending on what's needed → 40-80K.
- > Elks does a lot for community
- > Council to discuss another

VII Bez Licenses
- Hines Pine mill - Quick, Beers/Hilda/York, Ayes
- Business Fabric - Quick, Misty, Ayes
- Rimark - Quick, Hilda, Ayes.
- HD Const. Elite Trucking - Quick, Hilda, Ayes
- Alpine Alarm - Hilda, Dean, Ayes
- Allen Key & Lock - Misty, Dean, Ayes → Quick?
- Marissa Earl Editing - Deana, Amity (?), Ayes

Cit Report
- > Bathroom Next week
- > other projects many
- > ?'s -

VII
- HC watershed — Quick, Bees/ Misty — Ayes
- Sound Windows — Hilda, Quick, > Ayes.
- Boise "
-

VIII Res 2329
- Bees, York, Ayes

~~VIII~~

IX ~~Res~~ ~~Psyfact~~ Psilocybin: Res., Ords,
- Discussion.
- Amnity - ~~Res~~ Has anyone looked into the benefits?
  - there is strong evidence ~~that~~ helps veterans.
  - OHA has learned more about how to do a program
  - Mayor: we have a big responsibility to ~~let~~ make decisions
  - Discussion
  - Misty, Dean, ~~&~~ 4 Aye, 1 Nay

> 2330 — Bees, Quick, 4 — 1 (York)
> ORD 332 — Hilda, Dean, 4 Ayes, 1 Nay (York

VII e) Fire Hazard Discussion
> Roxane Worley: concerned about open land around Golden Rule Farms. They haven't mowed brush.

e) Aaron Richardson
- Built a fire line
- ~~Ro~~ who is responsible if fire burns a property down – ~~the Cat~~ Golden Rule Farms? or home owner
- Quick – lets keep talking about this
- Golden Rule needs a letter
-

f) LOC

g) NOTICE:

VIII Public Comment: ~~Speak~~
> Brad:
- concerned about lack of regulation on AirBNB's.
- Possibly losing ~~to~~ TLT Revenues.
-

> York – we want to be proactive.

> Brad – not against Vacation Rental

Adjourn @ 9:04pm
Beers, Dean, Hyde

IX Mayor & Council
- Dean Thank
- Hyde Thank
- Shepherd – Thank
- Quick – Old Business

Beers – Live Free or Die!
York – Psylocibin – Not promoting Woodstock
– conservative approach could be helpful.

more ~~times~~ could be

HINES COMMON COUNCIL MEETING

July 26, 2022

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
BARBARA ORMOND	Business License
Judy Clogg	
Eldon [illegible]	
Joni Ott	
Jerry Ott	
ROGER H. HODGE II	BUSINESS LICENSE APPLICATION
Roxane Worley	US Dep. of Forestry
Patty McCl	Burn Elk - On agenda
Samuel Allen	Business License
Marissa Earl	Business License
Deanna Thrall	Chamber of Commerce
Brad Erbe	

MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
July 12, 2022

Present:

Council President:
Marsallai Quick

Council:
Councilors Dean Brizendine, Robert Beers, and Hilda Allison. Misty Shepherd attended via Microsoft Teams.

City Staff:
Kirby Letham City Administrator, Jerry Lewellen Public Works Superintendent, and Ryan DeLange Police Chief

Public Audience:
Scott Van Hoff, Dennis Jeney, Brett LaPlante, Donald Syriani, Tom Choate, Eldon Hart, The Hodge Family, Joe Witzel, Pete Joyce, Maryn Murphy, Wendy Shaw

Councilor Quick called the meeting to order at 6:30pm.

I. **Councilor Quick led the flag salute.**

II. **Approval of July 12, 2022 Agenda**
Councilor Beers made a motion to approve the July 12, 2022 agenda as presented. Councilor Brizendine seconded the motion. All ayes, motion carried.

III. **Approval of Minutes from June 14 and June 21, 2022**
Councilor Allison made a motion to approve the meeting minutes from June 14 and June 21, 2022. Councilor Beers seconded the motion. All ayes, motion carried.

IV. **Accounts Payable for June 30 and July 12, 2022**
Councilor Shepherd questioned the payment for Laura Eckstein Law and why was it for May, June and July. *Administrator Letham* explained that the Eckstein's had a family emergency and had not been able to provide services during the timeframe. The hours have been "banked" and will extend the period of performance. **Councilor Quick** asked about the Admin Support Fee payable to Civic Plus **Administrator Letham** explained that this payment is for three invoices. One is an annual admin fee, we also paid to work with one of their attorneys and we paid to have Municode (bought by CivicPlus) review all our code to make sure it is current with State code and to insert links to State code. **Councilor Shepherd** asked about the additional payment to CivicPlus. **Administrator Letham** explained that last year when the new zoning ordinance was passed, we will have them upload the zoning ordinance and put it in our code. This will make the ordinance searchable, which we have never had before. *Councilor Beers made a motion to approve the Accounts Payable for June 30, 2022 in the amount of $1,225.00 and for July 12, 2022 in the amount of $40,185.04. Councilor Brizendine seconded the motion. All ayes, motion carried.*

V. **Public Comment: Non-Agenda Items Only (Speaking Time May Be Limited)**
None

VI. **Department Head Reports**
Jerry Lewellen, Public Works Superintendent – Pumping about 1.5M gallons of water/day. Jones well is still offline. Bell Electric will be here to look at the solenoid. It is not resetting itself. Lagoons are pumping about 145K gallons/day. Sprayed the weeds around the lagoon. The new brush beater is here and works well. There

was a water line break on Jones, an old line. They are thinking to tie into the new line. The merry-go-round was broken beyond repair. Randy has been on vacation since July 4th. *Councilor Brizendine* asked about finishing the water project. Jerry advised all the new lines are in, they just have some tie-ins to complete.

Ryan DeLange, Police Chief – They had 176 calls for service, including forty-one traffic stops. Most calls are thefts. Still have a transient problem. They are starting to gather at the Park. Officer Mitchell was involved in a pursuit. They finally caught the juvenile at his home. Officer Mitchell also dealt with a shots fired call. Someone waving a gun at others. An arrest was made. He is also working a suspicious death case. New Police Officer position is open and posted. There are some people in the area that are starting to carry BB guns. They are carrying them concealed. It is not considered a weapon. They are working with the DA's office to see if there is anything that can be done. The new software is working great! Rattlesnakes are out and bad, be careful. *Councilor Brizendine* asked if the City could issue an ordinance about BB guns or anything that fires a projectile. *Chief DeLange and Administrator Letham* are both going to research to see if there is anything the City can do about this.

Kirby Letham, City Administrator –

- Caselle – Original plans did not include new water meters throughout the City. However, the old meters and meter reading software failed. The decision was made to replace all the meters and meter reading software as well as the billing software. The decision was made to switch our billing software to Caselle. They will be on-site for training August 8th – 12th. We hope to be online and using the new software by the end of August. We hope to start reading and bill usage this fall. We will notify residents prior to doing so.
- Position with the police department is open. Applications are available at City Hall, WorkSource Oregon, and eventually with Indeed.
- Last week Councilor Beers contacted City Hall to advise that there was a sewage leak in the parking lot in front of Rite Aid. Most of the development in that area is on a private sewer system. There is a private lift station that pumps the sewage from that area to the city system. It was discovered the system was jammed. It has been cleaned out and is working again. The property owners have been notified that they need to update their system.
- Brush, weeds and grasses are out of control. Councilor Shepherd made a list of properties where it needs to be addressed. Administrator Letham and Chief Spence have contacted property owners to get this taken care of.

VII. COUNCIL BUSINESS

a. **FEMA Silvies Phase 2 Floodplain Study Presentation – Wendy Shaw, FEMA – Engineer for Region X.** In the previous presentation she spoke about the engineering aspect of the project. This presentation is to explain what happens now. Also from FEMA is Donald Syriani, Brett LaPlante, Scott Van Hoff and Dennis Jeney. Phase 1 dealt more with the County, Phase 2 deals more with the cities of Hines and Burns and the Reservation. She discussed the update to the floodplain map, the impact to flood insurance, the impact it could have on development.

b. **Business License Application: K&J Construction & Landscaping, LLC – Joe Witzel** – Dryscaping, etc. *Councilor Allison made a motion to approve the business license for K&J Construction. Councilor Brizendine second the motion. All ayes, motion carried.*

c. **Community Outreach Programs – Roxane Worley, Sheriff's Office** – Lt. Worley explained that the outreach program is help teach a women's self-defense class to be offered to teenagers and women in the community. Training will be conducted by law enforcement. Washington County is currently offering this training and is working with the Harney County Sheriff's Office to develop this program. There would be a focus on situational awareness and physical self-defense techniques. The Sheriff's Office will be applying for grants to help fund this class. Lt. Worley thanked the City for allowing her to present to the City Council. Councilor Allison asked about fees for the training. Lt. Worley explained it would be offered free of charge. Council members mentioned how it is very much needed during these times.

e. **New Hines Pine Mill Owners – Roger and Shani Hodge** – Mr. and Mrs. Hodge introduced themselves to the Council. Mrs. Hodge said they are "Portland Refugees." They visited in 2020 during the HC Fair. They noticed that people here were "living life" and being kind to one another. They visited since then. They had started looking at residential properties, and then saw the Hines Pine Mill House listed. On Friday August 12th from 3:00p – 6:00p they would like to host a picnic and open house for former Edward Hines and Railroad employees. On Saturday August 13th from 11:00a – 3:00p they would like to host an open house for the community.

d. **Donation Request: Burns Paiute Pow-Wow – Anita Hawley** – Ms. Hawley was not able to be present. The Burns Paiute Pow-Wow & Lacrosse Games will be August 6th & 7th at the Harney County Fairgrounds. They are asking for a donation of TLT funds to help support the event. Councilor Brizendine suggested donating $250 of TLT funds for the event. *Councilor Shepherd made a motion to donate $500.00 to the Burns Paiute Pow-Wow and Lacrosse Games. Councilor Allison seconded the motion. All ayes, motion carried.*

f. **Golf Course Agreement Review: Valley Golf Club – James Howden, President** – Mr. Howden was not able to attend. **Administrator Letham** told the Council that they all have copies of the agreement in their packets and if they'd like to take the time to read it, they can re-visit the topic at the next meeting. He pointed out paragraphs #3 and #5 for their review. Paragraph #3 discusses the possibility of the Golf Club purchasing the property from the City. **Administrator Letham** explained that the land was donated with the stipulation that it had to be used for recreation purposes. **Ryan DeLange** spoke up and said as a resident he believes that the City should retain ownership of the property in case land values increase in the future. **Councilor Brizendine** believes paragraph #3 should be removed from the agreement as the Golf Club has had many years in which to approach the City about purchasing the land. **Councilor Shepherd** asked if it benefits the City. **Administrator Letham** explained that he believes it benefits the City as they hold tournaments during the year that bring in visitors from outside that spend money while they are here. **Councilor Allison** said that under paragraph #6, the Golf Club should be responsible for maintaining the well and pump as part of the required maintenance. *This will move forward to the next meeting.*

g. **SCA Allotment: North Saginaw Street Paving Project Review and Update** – The City received a Small Cities Allotment Grant from ODOT. The plan is to pave North Saginaw from Roe Davis and hopefully as far as Jamison. With the $100K from the grant and money from the fuel tax and other revenues we have budgeted this year around $300K for street paving. Anderson Perry will do the engineering packet and the bid packet. The design engineering packet from Anderson Perry will be $15K. Administrator Letham projects that the cost estimates will be more than expected two years ago. Cost estimate is more than $200K, this puts the City under stricter rules for bidding. *Councilor Beers* asked Brandon Mahon from Anderson Perry if the City is looking at $30K just to Anderson Perry. Brandon responded that the design engineering will be $15K, however, for the construction engineering, it is bid on an hourly basis, so will be $15K or less. *Councilor Brizendine made a motion to approve Anderson Perry Work Order #2022-4 as presented. Councilor Beers seconded the motion. Councilors Beers and Brizendine voted aye. Councilors Allison and Shepherd voted nay. Councilor Quick asked Councilors Allison and Shepherd, why they voted nay. Councilor Shepherd felt that $15K was a lot of money without a quote from someone else. Administrator Letham explained that Anderson Perry is the Engineer of Record for the City. He asked Anderson Perry to prepare the quote for the Design Engineering and Construction Engineering tasks. Councilor Allison asked if we have asked any other engineering firms for quotes. Councilor Shepherd expressed her opinion that $15K was a lot of money to not have competitive quotes. Councilor Allison said she knows of some paving companies that have their own engineers. Councilor Quick asked what would be the downside of looking at another engineering firm. Administrator Letham said time. A new firm would have to come in and get to know the project. Councilor Beers said look at the timeframe. We are already in July, if we go with another agency to write this, we may miss our window and the $100K would be gone. Councilor Quick asked if Brandon Mahon could explain what goes into the engineering that costs so much. Mr. Mahon explained that they would bring in surveyors to survey the project. It is the development of the design. Engineers would create the engineering design and contract documents. The City would have a bid package to be able to go out to bid. The specifications define what type of pavement, all the controls to*

help the contractor understand what the scope of the work is. Make sure we have the correct compaction. That is design effort. The construction effort is if the contractor has questions or if observation is needed Anderson Perry would be available. Industry standard for larger municipal projects is 10% of construction for design and 10% of construction for construction engineering. Mr. Mahon said they did what they could to trim out any excess in the project and he told Administrator Letham that if the cost is a concern, they can see about cutting out some of the scope, however, he isn't sure what they could take out and still leave the City with a fully biddable package. Councilor Quick voted aye. Ayes – 3, Nay – 2, motion carried. Councilor Allison asked what the distance is planned for the paving project. She said paving companies can tell you how much it costs per foot.

- **Tom Choate** – Said he believes there is no need for an engineer. He commented that the costs from Anderson Perry are too high. He said that the City of Bend does not use an engineer to engineer each paving job. He said that he and Councilor Allison know that you don't need engineering on every job You can put together a specification and a company can give you a bid from that. He said he understands that Anderson Perry has done a lot for the City and knows the City very well but thinks the City should look at getting competitive bids for engineering services. *Councilor Allison asked Mr. Choate if he is saying N. Saginaw has already been engineered.* Mr. Choate said it doesn't need to be engineered if you just do an overlay. The street can be put to a specified width and depth. If there is an issue it would be the engineer's fault, not the contractor. Once the engineer signs off on a job it is no longer the responsibility of the contractor. *Councilor Shepherd* expressed concern over water in that area. She asked if the City was going to pave over the street or is the City looking at making it a better road. *Administrator Letham* explained that a couple of years ago when the City first started looking at this project there was a thought to thoroughly replace the base. That option is very expensive. He explained that if we tried to do that now, he doesn't know if the City could afford that. *Councilor Brizendine* clarified that the City is looking at an a grind & replace instead of replacing the entire base and asphalt. *Councilor Shepherd* asked about the water that flows down King. *Administrator Letham* acknowledged that King does have a flooding issue. He has a grant application in for a flood study to mitigate that floodway area.
- **Brandon Mahon** – Mr. Mahon asked if he could speak regarding previous comments. Anderson Perry's fee estimates are in no way gouging the City. They are not "fluffing" up cost estimates thinking they are the only ones available. He hopes that the City and Anderson Perry have a good enough relationship to understand that is not how Anderson Perry operates or does business. He said on the last couple of road jobs Anderson Perry has lost money because they try to do them as cheaply as they can. Cities such as Baker City has design standards, etc. that they can utilize for some of their efforts. Hines does not have that. Anderson Perry's efforts are to control the quality of the work, and to say, here's the scope, here's the boundaries to perform inside, here's the quality control aspects we're putting in place, to make sure to the best of our ability that it does get constructed appropriately, has the appropriate compaction, etc. Those elements go into that design effort. *Councilor Brizendine* asked if there would be someone here from Anderson Perry to oversee the project. *Mr. Mahon* said yes, that is the intent of the Construction Engineering. *Councilor Beers* addressed Mr. Choate's comment about the park bathroom engineering quote from Anderson Perry that came in at $20K and the secondary quote that came in at $4K. He asked if the park bathroom was completed yet. **Mr. Choate** commented that the problem with the bathroom was that it wasn't put out to bid. **Mr. Mahon** agreed that the quote from the other company had come in less, and he knows that other company and had recommended that company to the City Council at that meeting.

i. **Park Bathroom: Project Review and Update** – Bid package will be ready this week for release. The plans are in the Council packets. Planned timeline is the bid package will be released at the end of July. Construction should begin by the end of August with completion before the end of October.

h. **Wastewater System Improvement South Saginaw Line Extension Quotes** – This project has to do with the new home being built on S. Saginaw. The City needed to extend the sewer line approximately 200'. The design needed to be run through DEQ. The City received approval from DEQ on June 27th. Solicitation

for Quote was then released on our website June 27th. On the 27th Administrator Letham also tried to get it in the paper for June 29th, but understandably the paper was full. He reached out to three different contractors, having staff email quote requests directly to these contractors, Palmer Excavation, Choate Construction and Warrington Construction. The City received one quote back which is included in the Council packet. **Tom Choate** asked if he could address the Council. He mentioned that when they received the quote, the turnaround time was insufficient. *Councilor Shepard* asked if the sewer line needed to be in place before the house could be sold. *Administrator Letham* explained that there was a timeline in place to try to get the home completed by the end of July. At this time, the contractor has had a supply issue which has pushed him back two weeks. So, at this point the Council can choose A) Go with the one quote that was received B) Ask everyone for a new quote and set a new timeframe. **Councilor Shepherd** asked if the money being quoted is part of the donation by the City and Administrator Letham said no. **Tom Choate** – asked how much the house will have to sell for to recoup the money everyone has put in. **Administrator Letham** responded that the contractor's cost was $278K and with other costs the house needs to sell for around $310K - $320K. *The Council requested that Administrator Letham request a resubmission of quotes.*

j. **Resolution 2328: Extending Worker's Compensation to Volunteers** – A resolution extending worker's compensation coverage to volunteers for the City of Hines. Administrator Letham read the resolution in its entirety. *Councilor Allison made a motion to approve Resolution No. 2328. Councilor Brizendine seconded the motion. All ayes, motion carried.*

k. **Measure 109 (ORS-475) Discussion** – In November 2020, Ballot Measure 109, the Oregon Psilocybin Services Act was passed. It created a license and regulatory framework for production of psilocybin and facilitation of psilocybin services for adults 21 and older and created the Oregon Psilocybin Advisory Board that makes recommendations to OHA. By default, all cities and counties are "opted in" to permitting psilocybin services. Cities and counties that desire to prohibit the establishment of psilocybin-related businesses may do so by referral as early as the November 8, 2022 election. If a city or county chooses not to refer the "opt-out" option to voters this November, it will not have another opportunity to do so until the next statewide general election in 2024. If voters elect to prohibit psilocybin services this November, the governing body must provide the text of the prohibiting ordinance to OHA. **Councilor Brizendine** asked if the City opted out, could someone make a purchase out of the area and bring it back and consume it here. **Administrator Letham** said no. It must be consumed in a licensed facility. **Chief DeLange** – if the City doesn't opt-out and a licensed manufacturing facility is opened and there is a break-in, suddenly you have psilocybin in the community. **Councilor Beers** asked how long the chemical stays in the body. **Chief DeLange** stated that it depends on different factors. **Councilor Brizendine** said this is the City trying to protect the citizens of Hines. **Tom Choate** – Making something illegal does not stop people from using. Medically there is probably benefits to a mushroom as there is cannabis. Education is needed. **Chief DeLange** agreed with Mr. Choate but said that as a governing body the City needs to do what it can. **Councilor Shepherd** said that as small as we are, we do not have the treatment facilities that are in places like Portland. **Councilor Beers** said its doubtful we could get the trained staff for this. **Councilor Brizendine** said it could allow for someone to grow here and there could be break-ins. **Administrator Letham** advised there are two options. There is a permanent ban or a two-year moratorium. To clarify, at this time, Measure 109 has passed and by default the whole state is "opted in" to the program. Cities and counties have the option to refer the measure to citizen vote for a permanent ban, or wait two years and vote in 2024, or do nothing. If the Council wants to opt-out, it either goes on the November 2022 ballot for the residents to decide now, or the City could opt for a moratorium and then put it on the ballot in 2024. Doing nothing automatically allows the program to start in Hines. The City of Burns has it on their agenda for the July 13th meeting. For placement on the November 2022 ballot, documentation must be received by the local election official by August 19, 2022. **Councilor Beers** commented that means the paperwork needs to be ready for Council's vote by the next meeting to meet the tight timeline. **Administrator Letham** said it would probably be cutting it close but could possibly wait until the August 9th meeting. **Councilors Beers and Brizendine** both requested **Administrator Letham** get it on the agenda for the July 26th meeting.

VIII. PUBLIC COMMENT: (Speaking Time May Be Limited)

Tom Choate - Told Councilor Quick that he thinks she did a fine job running the meeting.

IX. Mayor and Council Comments

Councilor Allison – The parks look amazing. Thanks to Chief DeLange for staying late.
Councilor Beers – Thanks Kirby and Public Works, and all the department heads. Special thanks to Kirby and Jerry for getting the sewage issue taken care of.
Councilor Brizendine – Thanks Kirby for everything you do for us, and to Ryan especially. Glad to hear the new position is open. As Council, I think we need to do research on Measure 109.
Councilor Shepherd – I have a close friend that has gone through the psilocybin treatment, and it can work, but I don't know if it's for everyone. Pettibone road patch needs to be done where they dug for the water project.
Councilor Allison - She said that when the contractors finished with E. Hanley, they did a good job of patching the street.
Councilor Quick – She noticed that the grass had started to die at the north park when they put in the sprinklers. Administrator Letham said the grass will come back now that the water is back on.
Administrator Letham – He wanted to publicly thank, on the record, Jerry Lewellen for his service. He took care of the sewer issue that Councilor Beers called in. He goes above and beyond and is a great guy to work with. **Chief DeLange** spoke up and said he seconds that. Jerry does a lot for the police.

Next Council meeting is scheduled for July 26, 2022, at 6:30pm.

Adjournment:
There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Allison seconded the motion. All ayes, the motion carried. Meeting adjourned at 9:09pm.

Respectfully Submitted:
Kirby Letham
City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON July 26, 2022.

Nikki Morgan, Mayor

MINUTES FROM
A SPECIAL MEETING OF THE HINES COMMON COUNCIL
July 18, 2022

Present:

Mayor:
Nikki Morgan

Council:
Councilors Beers, Shepherd, Councilor York, and Councilor Allison. Councilor Quick attended via Microsoft Teams.

City Staff:
Kirby Letham City Administrator, Jerry Lewellen Public Works Superintendent, and Ryan DeLange Police Chief

Public Audience:
Brandon Mahon, Dane Maban, Tammie Choate and Brooks Warrington

Mayor Morgan called the meeting to order at 5:38pm.

I. **Mayor Morgan led the flag salute.**

II. **Approval of July 18, 2022 Agenda**
Councilor Beers made a motion to approve the July 18, 2022 agenda as presented. Councilor Allison seconded the motion. All ayes, motion carried.

III. **COUNCIL BUSINESS**

a. **Review Quotes for South Saginaw Sewer Line Extension**
Harney Homes is building a home at 244 S. Saginaw. The City intends to extend the sewer line to service two more lots. Water services have already been installed. The City applied to DEQ to extend sewer services to these two lots. DEQ reviewed and approved the extension on June 27th. June 27th the City released a request for quotes for this work. The City received one quote. The City Council voted to resubmit the request for quote with the deadline set for 4pm today (June18, 2022). The City received three quotes.

- Choate Construction – Quote total was $35,950
- Warrington Construction – Quote total was $45,987
- Palmer Excavation – Quote total was $33,200

None of the quotes gave a lead time. However, Administrator Letham asked each of them, and notated in handwriting on the individual quotes that each of them affirmed they would have the project complete by the contract lead time of August 7, 2022.

b. **Council Discussion and Decision to Award the South Saginaw Project** – Councilor Quick asked if the quotes were itemized. Administrator Letham confirmed that two of the three were itemized, Palmer Excavation and Choate Construction. Councilor Quick asked if the contractors would need to sign that they agree to the deadline. Administrator Letham explained that once the Council selects the contractor, he will draft up a contract which will state the expectations of the City, and the selected contractor will sign the contract. The Mayor expressed concern about the work not being done on time. Councilor Beers confirmed with Administrator Letham that the contractors are all licensed and bonded. Councilor Quick asked if the City has worked with Palmer Excavation in the past. Administrator Letham said yes. Councilor Beers commented that Palmer Excavation gave the most detailed quote. Councilor Allison asked what the line on Choate Construction's quote for Testing means. Administrator Letham explained that once the line is installed and connected to the City's line there will be testing to make sure there are no leaks. *Councilor*

Beers made a motion to accept the quote from Palmer Excavation. Councilor Allison seconded the motion. 4-Ayes, 1- Abstained (Councilor Shepherd), motion carried.

IV. PUBLIC COMMENT: (Speaking Time May Be Limited)
None

V. Mayor and Council Comments
None

Next Council meeting is scheduled for July 26, 2022, at 6:30pm.

Adjournment:
There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Allison seconded the motion. All ayes, the motion carried. Meeting adjourned at 5:52pm.

Respectfully Submitted:
Kirby Letham
City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON July 26, 2022.

Nikki Morgan, Mayor

	July 26, 2022								
VENDOR	COMMENTS	City Hall	Police	Fire	Parks	Water	Sewer	Streets	TOTAL
ACCTECH SOLUTIONS, INC.	TECHNICAL SUPPORT SERV	$ 1,440.00							$ 1,440.00
ANDERSON PERRY	DRAW #					$ 10,058.22			$ 10,058.22
BRADY INDUSTRIES	DISINFECTANT						$ 80.15		$ 80.15
ANITA HAWLEY/BURNS PAIUTE TR	TLT DONATION - SOCIAL PO	$ 500.00							$ 500.00
BURNS TIMES-HERALD	OBSIDIAN DAYS AD, FIREMA	$ 981.00							$ 981.00
C&B SANITARY	3 DISPOSAL CHARGE / JULY SERVICE				$ 95.80				$ 95.80
CIS INSURANCE	LIABILITY INSURANCE	$ 5,945.39	$ 13,872.55	$ 12,386.22	$ 495.45	$ 8,422.63	$ 7,927.18	$ 495.45	$ 49,544.87
EBAR OIL CO	POLICE FUEL		$ 893.90						$ 893.90
ED STAUB & SONS	TANK RENT					$ 75.00			$ 75.00
HARNEY COUNTY CHAMBER	TRT PAYMENT #1	$ 2,083.34							$ 2,083.34
HARNEY COUNTY CLERK	RECORDING FEES - BUDGET	$ 425.00							$ 425.00
HARNEY COUNTY SPORTING GOOI	POLICE GUN & PRACTICE ROUNDS		$ 1,038.00						$ 1,038.00
OREGON TRAIL ELECTRIC COOP	ELECTRIC BILL	$ 142.92		$ 94.47	$ 375.42	$ 3,624.68	$ 318.05	$ 1,190.05	$ 5,745.59
SAFEGUARD	GENERAL ACCOUNT CHECK	$ 278.78							$ 278.78
SAIF	WORKER'S COMP PAYMENT	$ 20.80	$ 838.95	$ 20.50	$ 75.73	$ 447.18	$ 31.22	$ 166.67	$ 1,601.05
THE HINES MARKET	FUEL (GAS & DIESEL)			$ 20.45	$ 51.75				$ 72.20
THREE RIVERS MOSQUITO	FINAL PAYMENT	$ 3,125.00							$ 3,125.00
TIAA BANK - ACH	COPIER LEASE	$ 165.75							$ 165.75
UPS - ACH	SHIPPING		$ 68.58						$ 68.58
US BANK FEE - ACH	MONTHLY FEE	$ 130.52							$ 130.52
US BANK VISA - ACH	COMPUTER SCREENS, BUSI	$ 143.83	$ 147.21			$ 369.98			$ 661.02
US CELLULAR - ACH	EMERGENCY RESPONSE PHONES		$ 332.29						$ 332.29
WARRINGTON CONSTRUCTION	PAYMENT #14					$ 75,742.82			$ 75,742.82
YTURRI ROSE	LEGAL FEES - GENERAL FIL	$ 1,407.00							$ 1,407.00
									$ -
									$ -
									$ -
									$ -
C68									
Totals		**$ 16,789.33**	**$ 17,191.48**	**$ 12,521.64**	**$ 1,094.15**	**$ 98,740.51**	**$ 8,356.60**	**$ 1,852.17**	$ 156,545.88
Grand Total		**$ 156,545.88**							$ 156,545.88

7.26.22

Burns Elk Lodge No. 1680
BENEVOLENT AND PROTECTIVE ORDER OF ELKS
118 N. Broadway
Burns, OR 97720
(541) 573-6170

Dear fellow Harney Countian;
Whether you're an Elk member or not, chances are the Elks has impacted your life in some way.
As you know, the Burns Elks Lodge is a nonprofit benevolent organization. In addition to providing hundreds of food baskets to the local community each year, we provide a much needed facility for other organizations to hold their own fundraising event.
Organizations impacted by the Elks include 4H, Kids Club, Hospice, Rural school night on the town, Burns Booster Club, CAN Cancer, Park & Rec (just to name a few) as well as many medical benefits. Our venue is used for many funerals, receptions and class reunions as well as weekly Lions club meetings.
The Elks sponsors youth dances & BHS Graduating all night drug free parties, breakfast with Santa, free community monthly meals, veterans meals, and community Christmas and Thanksgiving meals.
The Elks also sponsors travel expenses for the annual youth hoop shoot, and financially supports the Casey eye institute.

Our lodge was built in 1962 and we are still using the original oil boiler system for heat. Due to the inefficiency, age and oil prices, we are in an urgent need to upgrade to a new system to improve efficiency. The expense for such a large building is tens of thousands of dollars.
We are asking for your sponsorship for our upcoming Casino night fundraiser to help us meet our goal. Any donation will help, and the following sponsorships will provide additional recognition at the Casino night.

$100 appetizer or conversation table sponsor
$350 blackjack/ poker table sponsor (1/2 sponsors available)
$450 craps table sponsor (1/2 sponsors available)
$500 funny money sponsor (your logo on all funny money used)
$750 event sponsor (we will hang your business banner if you provide)

All sponsor levels above earn your name printed on our new donor mural wall. The bigger the level, the larger your name will be. You will also receive tickets to the event (1-4 tickets depending on sponsorship level). The highest four full price levels will be included in promotional flyers. Your business name will also be shown on each table/ appetizer tray that you sponsor.

If you are unable to donate monetarily, please consider donating a prize or auction item which will also help us greatly.

Checks can be mailed to BPOE at 118 N Broadway Burns, OR 97720 (remember to notate 'heat'). Or contact Patty for auction item or check pick ups locally. (541) 589-0419.
Thank you for your consideration. Together we can continue to make a positive impact in Harnev County.
Most Sincerely,

Burns Elks Lodge

Dear Hines Council Members;

Enclosed is a letter explaining some of the fundraising efforts started for the Burns Elks Lodge. As you'll read, the Lodge supports ALL of Harney County- from Veterans, CAN Cancer recipients, students, athletes, 4H youth and more to help our entire community thrive.

We are in an urgent need to replace our 60 year old boiler heat system and we are humbly asking for your monetary support.

Thank you for your consideration,

Burns Elks Lodge

CITY OF HINES
101 E. BARNES, HINES, OR 97738
541-573-2251
FAX (541) 573-5827

OFFICE USE ONLY:
LICENSE NUMBER: _____

RECEIVED
JUL 18 2022

CITY OF HINES

BUSINESS LICENSE APPLICATION

- ☑ **NEW BUSINESS LICENSE $65.00**
- ☐ **RENEWAL BUSINESS LICENSE $40.00**
- ☐ **TEMPORARY BUSINESS LICENSE** *(30-day limit)* **$10.00**

BUSINESS NAME: HINES PINE MILL HOUSE
BUSINESS ADDRESS: 705 HIGHWAY 20 S HINES, OR 97738
MAILING ADDRESS, IF DIFFERENT THAN ABOVE: _____
BUSINESS TELEPHONE: 541 295 5650 **HOURS/DAYS OF OPERATION:** 7 DAYS/WEEK
BUSINESS EMAIL: hinespinemillhouse@gmail.com **BUSINESS WEBSITE:** hinespinemillhouse.com
GENERAL DESCRIPTION OF BUSINESS: Four-room inn, event center, gift shop, Harvest Hosts site
COMMERCIAL STORE-FRONT OR HOME OCCUPATION BUSINESS: Commercial store front

DO YOU OWN THE PROPERTY? (YES) NO
IF NO, PROPERTY OWNER NAME: _____ **PHONE:** _____

MAY WE PUT YOUR BUSINESS INFORMATION ON OUR CITY DIRECTORY/CITY WEBSITE? (YES) NO

MAY WE SHARE YOUR BUSINESS INFORMATION WITH THE HARNEY COUNTY CHAMBER OF COMMERCE? (YES) NO

DOES YOUR BUSINESS REQUIRE STATE LICENSES, BONDING, OR INSURANCE? (YES) NO
IF YES, PLEASE FILL IN THE INFORMATION BELOW:
LICENSE NO: OR Registry # 147680391 EIN 88-3178671
BOND NO: —
INSURANCE AGENT/AGENCY: Country Financial / Stacy Spahr / 503 722 7011

I DECLARE THAT THE STATEMENTS MADE HEREIN ARE MADE IN GOOD FAITH AND TO THE BEST OF MY KNOWLEDGE ARE TRUE, CORRECT, AND COMPLETE.

SIGNED: Shani N Hodge **DATE:** July 18, 2022
PRINTED NAME: SHANI N HODGE **TITLE:** OWNER/OPERATOR

PLEASE COMPLETE APPLICATION IN FULL. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE REJECTED.

The registration shall follow the fiscal year. Renewals will be due by July 1st. Licenses will be issued upon completion and accepted applications. The licenses shall be displayed within the business where patrons can see it.

approved 7/26

Application Received Date: 7/18/22 Amount Paid: 65.00 Check/(Cash)/MO/DC/CC

CITY OF HINES
101 E. BARNES, HINES, OR 97738
541-573-2251
FAX (541) 573-5827

OFFICE USE ONLY:
LICENSE NUMBER: 22-174

Home Occupation

BUSINESS LICENSE APPLICATION

CITY OF HINES

Homebased Business

- ☑ NEW BUSINESS LICENSE $65.00
- ☐ RENEWAL BUSINESS LICENSE $40.00
- ☐ TEMPORARY BUSINESS LICENSE *(30-day limit)* $10.00

BUSINESS NAME: Basement Fabric Sale

BUSINESS ADDRESS: 205 W. BENNETT - HINES

MAILING ADDRESS, IF DIFFERENT THAN ABOVE: PO Box 192

BUSINESS TELEPHONE: 541-589-2996 HOURS/DAYS OF OPERATION: FRIDAY - 8-2

BUSINESS EMAIL: _____ BUSINESS WEBSITE: _____

GENERAL DESCRIPTION OF BUSINESS: QUILTING FABRIC + NOTIONS

COMMERCIAL STORE-FRONT OR HOME OCCUPATION BUSINESS: HOME

DO YOU OWN THE PROPERTY? (YES) NO

IF NO, PROPERTY OWNER NAME: _____ PHONE: _____

MAY WE PUT YOUR BUSINESS INFORMATION ON OUR CITY DIRECTORY/CITY WEBSITE? (YES) NO

MAY WE SHARE YOUR BUSINESS INFORMATION WITH THE HARNEY COUNTY CHAMBER OF COMMERCE? (YES) NO

DOES YOUR BUSINESS REQUIRE STATE LICENSES, BONDING, OR INSURANCE? YES (NO)

IF YES, PLEASE FILL IN THE INFORMATION BELOW:

LICENSE NO: _____

BOND NO: _____

INSURANCE AGENT/AGENCY: _____

I DECLARE THAT THE STATEMENTS MADE HEREIN ARE MADE IN GOOD FAITH AND TO THE BEST OF MY KNOWLEDGE ARE TRUE, CORRECT, AND COMPLETE.

SIGNED: Barbara Ormond DATE: _____

PRINTED NAME: BARBARA ORMOND TITLE: OWNER

PLEASE COMPLETE APPLICATION IN FULL. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE REJECTED.

The registration shall follow the fiscal year. Renewals will be due by July 1st. Licenses will be issued upon completion and accepted applications. The licenses shall be displayed within the business where patrons can see it.

Approved 7/26

Application Received Date: 7/11 Amount Paid: 65.00 Check/Cash/MO/DC/CC

CITY OF HINES
101 E. BARNES, HINES, OR 97738
541-573-2251
FAX (541) 573-5827

OFFICE USE ONLY:
LICENSE NUMBER: N130

RECEIVED
JUN - 8 2022

CITY OF HINES

BUSINESS LICENSE APPLICATION

- [x] **NEW BUSINESS LICENSE $65.00**
- [x] **RENEWAL BUSINESS LICENSE $40.00**
- [ ] **TEMPORARY BUSINESS LICENSE** *(30-day limit)* **$10.00**

BUSINESS NAME: Rim Rock Properties
BUSINESS ADDRESS: 171 N Broadway Ave, Burns
MAILING ADDRESS, IF DIFFERENT THAN ABOVE: PO Box 561
BUSINESS TELEPHONE: 541-620-4242 HOURS/DAYS OF OPERATION: Varies
BUSINESS EMAIL: sam.rimrock@gmail.com BUSINESS WEBSITE: rimrockinvest.com

GENERAL DESCRIPTION OF BUSINESS: Real Estate
COMMERCIAL STORE-FRONT OR HOME OCCUPATION BUSINESS: Store front

DO YOU OWN THE PROPERTY? YES (NO)
IF NO, PROPERTY OWNER NAME: Forest Kelly PHONE: 541-678-3269

MAY WE PUT YOUR BUSINESS INFORMATION ON OUR CITY DIRECTORY/CITY WEBSITE? (YES) NO

MAY WE SHARE YOUR BUSINESS INFORMATION WITH THE HARNEY COUNTY CHAMBER OF COMMERCE? (YES) NO

DOES YOUR BUSINESS REQUIRE STATE LICENSES, BONDING, OR INSURANCE? (YES) NO
IF YES, PLEASE FILL IN THE INFORMATION BELOW:

LICENSE NO: ~~[illegible]~~ 201235481

BOND NO: —

INSURANCE AGENT/AGENCY: OREA

I DECLARE THAT THE STATEMENTS MADE HEREIN ARE MADE IN GOOD FAITH AND TO THE BEST OF MY KNOWLEDGE ARE TRUE, CORRECT, AND COMPLETE.

SIGNED: Sam M **DATE:** 6/6/22
PRINTED NAME: Sam Rawlins **TITLE:** Principal

PLEASE COMPLETE APPLICATION IN FULL. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE REJECTED.

The registration shall follow the fiscal year. Renewals will be due by July 1st. Licenses will be issued upon completion and accepted applications. The licenses shall be displayed within the business where patrons can see it.

Application Received Date: 6/8/22 Amount Paid: 105.00 Check/Cash/MO/DC/CC

CITY OF HINES
101 E. BARNES, HINES, OR 97738
541-573-2251
FAX (541) 573-5827

OFFICE USE ONLY:
LICENSE NUMBER: 22171

RECEIVED
JUN - 7 2022

CITY OF HINES

BUSINESS LICENSE APPLICATION

- ☑ **NEW BUSINESS LICENSE $65.00**
- ☐ **RENEWAL BUSINESS LICENSE $40.00**
- ☐ **TEMPORARY BUSINESS LICENSE** *(30-day limit)* **$10.00**

BUSINESS NAME: High Desert Construction & Trucking LLC, / DBA Elite Trucking
BUSINESS ADDRESS: 69800 S. Egan Blvd, Burns, OR 97720
MAILING ADDRESS, IF DIFFERENT THAN ABOVE: P.O. Box 624, Burns, OR 97720
BUSINESS TELEPHONE: (208) 908-3245 HOURS/DAYS OF OPERATION:
BUSINESS EMAIL: davismmi@yahoo.com BUSINESS WEBSITE: None

GENERAL DESCRIPTION OF BUSINESS: General/Residential Const. & Commercial Trucking
COMMERCIAL STORE-FRONT OR HOME OCCUPATION BUSINESS: N/A

DO YOU OWN THE PROPERTY? (YES) NO
IF NO, PROPERTY OWNER NAME: PHONE:

MAY WE PUT YOUR BUSINESS INFORMATION ON OUR CITY DIRECTORY/CITY WEBSITE? (YES) NO

MAY WE SHARE YOUR BUSINESS INFORMATION WITH THE HARNEY COUNTY CHAMBER OF COMMERCE? (YES) NO

DOES YOUR BUSINESS REQUIRE STATE LICENSES, BONDING, OR INSURANCE? (YES) NO
IF YES, PLEASE FILL IN THE INFORMATION BELOW:

LICENSE NO: CCB # 202426 ; USDOT # 2481787
~~BOND~~ Registry No: 790109-08 & 1005375-96
INSURANCE AGENT/AGENCY: Midtowne Insurance Agency, Nampa, ID

I DECLARE THAT THE STATEMENTS MADE HEREIN ARE MADE IN GOOD FAITH AND TO THE BEST OF MY KNOWLEDGE ARE TRUE, CORRECT, AND COMPLETE.

SIGNED: Lee W. Davis **DATE:** 6-4-22
PRINTED NAME: Lee W. Davis **TITLE:** Owner

PLEASE COMPLETE APPLICATION IN FULL. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE REJECTED.

The registration shall follow the fiscal year. Renewals will be due by July 1st. Licenses will be issued upon completion and accepted applications. The licenses shall be displayed within the business where patrons can see it. ✓ 7/22

Application Received Date: 6/7/22 Amount Paid: 65 Check/Cash/MO/DC/CC

CITY OF HINES
101 E. BARNES, HINES, OR 97738
541-573-2251
FAX (541) 573-5827

OFFICE USE ONLY:
LICENSE NUMBER: 22-170

RECEIVED
JUN - 8 2022
CITY OF HINES

BUSINESS LICENSE APPLICATION

- [x] NEW BUSINESS LICENSE $65.00
- [ ] RENEWAL BUSINESS LICENSE $40.00
- [ ] TEMPORARY BUSINESS LICENSE *(30-day limit)* $10.00

BUSINESS NAME: Alpine Alarm Communications & Construction LLC
BUSINESS ADDRESS: 10260 W 1st Street, Ste B Island City, OR 97850
MAILING ADDRESS, IF DIFFERENT THAN ABOVE: PO Box 3053 La Grande, OR 97850
BUSINESS TELEPHONE: 866-804-2698 HOURS/DAYS OF OPERATION: M-F 8Am-5pm
BUSINESS EMAIL: marl@alpinealarm.com BUSINESS WEBSITE:

GENERAL DESCRIPTION OF BUSINESS: Fire Extinguisher & fire alarm system inspections
COMMERCIAL STORE-FRONT OR HOME OCCUPATION BUSINESS: NONE

DO YOU OWN THE PROPERTY? YES (NO)
IF NO, PROPERTY OWNER NAME: Lanman Rentals PHONE: 541-962-7888

MAY WE PUT YOUR BUSINESS INFORMATION ON OUR CITY DIRECTORY/CITY WEBSITE? (YES) NO

MAY WE SHARE YOUR BUSINESS INFORMATION WITH THE HARNEY COUNTY CHAMBER OF COMMERCE? (YES) NO

DOES YOUR BUSINESS REQUIRE STATE LICENSES, BONDING, OR INSURANCE? (YES) NO
IF YES, PLEASE FILL IN THE INFORMATION BELOW:

LICENSE NO: 147798 CCB License

BOND NO:

INSURANCE AGENT/AGENCY: Bisnett Insurance - Lance Adams

I DECLARE THAT THE STATEMENTS MADE HEREIN ARE MADE IN GOOD FAITH AND TO THE BEST OF MY KNOWLEDGE ARE TRUE, CORRECT, AND COMPLETE.

SIGNED: Addie Hammond DATE: 6/8/2022
PRINTED NAME: Addie Hammond TITLE: Director of Finances

PLEASE COMPLETE APPLICATION IN FULL. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE REJECTED. 7/26

The registration shall follow the fiscal year. Renewals will be due by July 1st. Licenses will be issued upon completion and accepted applications. The licenses shall be displayed within the business where patrons can see it.

Application Received Date: 6/8/22 Amount Paid: Check/Cash/MO/DC/CC

4856 - 2006 - 0961 - 8700 6/22 132

CITY OF HINES
101 E. BARNES, HINES, OR 97738
541-573-2251
FAX (541) 573-5827

OFFICE USE ONLY:
LICENSE NUMBER: 22-169

RECEIVED
CITY OF HINES
JUN - 3 2022

BUSINESS LICENSE APPLICATION

- [x] **NEW BUSINESS LICENSE $65.00**
- [ ] **RENEWAL BUSINESS LICENSE $40.00**
- [ ] **TEMPORARY BUSINESS LICENSE** *(30-day limit)* **$10.00**

BUSINESS NAME: Allen Key N Lock
BUSINESS ADDRESS: 25 E. Madison Burns OR 97720
MAILING ADDRESS, IF DIFFERENT THAN ABOVE:
BUSINESS TELEPHONE: 541-589-0177 HOURS/DAYS OF OPERATION: M-S 9am-5pm / Varying
BUSINESS EMAIL: allenkeynlock@outlook.com BUSINESS WEBSITE: allen-key-n-lock.business.site

GENERAL DESCRIPTION OF BUSINESS: Locksmith
COMMERCIAL STORE-FRONT OR HOME OCCUPATION BUSINESS: Locksmith

DO YOU OWN THE PROPERTY? YES (NO)
IF NO, PROPERTY OWNER NAME: PHONE:

MAY WE PUT YOUR BUSINESS INFORMATION ON OUR CITY DIRECTORY/CITY WEBSITE? (YES) NO

MAY WE SHARE YOUR BUSINESS INFORMATION WITH THE HARNEY COUNTY CHAMBER OF COMMERCE? (YES) NO

DOES YOUR BUSINESS REQUIRE STATE LICENSES, BONDING, OR INSURANCE? (YES) NO
IF YES, PLEASE FILL IN THE INFORMATION BELOW:

LICENSE NO: CCB#237579 OCLS#6453
BOND NO: Western Surety Company
INSURANCE AGENT/AGENCY: State Farm Fire & Casualty

I DECLARE THAT THE STATEMENTS MADE HEREIN ARE MADE IN GOOD FAITH AND TO THE BEST OF MY KNOWLEDGE ARE TRUE, CORRECT, AND COMPLETE.

SIGNED: [signature] **DATE:** 6-3-22
PRINTED NAME: Samuel J. Allen **TITLE:** Owner

✓ 7/26

PLEASE COMPLETE APPLICATION IN FULL. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE REJECTED.

The registration shall follow the fiscal year. Renewals will be due by July 1st. Licenses will be issued upon completion and accepted applications. The licenses shall be displayed within the business where patrons can see it.

Application Received Date: 6/3/22 Amount Paid: 65.00 Check/Cash/MO/DC/(CC)

Published on *Hines Oregon* (https://www.cityofhines.com)

Home > Resources > Forms Directory > Business License > Webform results > Business License

Submission information

Form: Business License [1]
Submitted by Visitor (not verified)
Thu, 06/23/2022 - 10:04am
98.125.189.131

Home Occupation

Application

Business Name
Marissa Earl Editorial

Business Phone Number
(541) 215-4296

22-173

Contact Person
Marissa Earl

Physical Address
232 N Quincy Ave Hines, OR 97738

Mailing Address
PO Box 928 Hines, OR 97738

Email address
marissajoyearl@gmail.com

Description of the trade, shop, business, profession, occupation or calling
I edit and proofread documents, books, and other resources to prepare them for publishing.

Licensing Fee
- $25.00 (application fee for NEW business)
- $40.00 (in-county or seasonal business)

Registration No. (if required by the state)

Bond No. (if required by the state)

Insurance agent/agency
Hiscox

Source URL: https://www.cityofhines.com/node/1831/submission/601

Links
[1] https://www.cityofhines.com/city-hall/webform/business-license

✓ 7/26

CITY OF HINES
101 E. BARNES, HINES, OR 97738
541-573-2251
FAX (541) 573-5827

OFFICE USE ONLY:
LICENSE NUMBER: 22072

RECEIVED
JUL 18 2022

CITY OF HINES

BUSINESS LICENSE APPLICATION

- ☑ **NEW BUSINESS LICENSE $65.00**
- ☐ **RENEWAL BUSINESS LICENSE $40.00**
- ☐ **TEMPORARY BUSINESS LICENSE** *(30-day limit)* **$10.00**

BUSINESS NAME: Harney County Watershed Council
BUSINESS ADDRESS: 242 Hwy 20 S
MAILING ADDRESS, IF DIFFERENT THAN ABOVE: PO Box 1289 Hines OR 97738
BUSINESS TELEPHONE: 541-573-2000 HOURS/DAYS OF OPERATION:
BUSINESS EMAIL: hcwatershedcouncil@gmail.com BUSINESS WEBSITE: HCwatershedcouncil.com
GENERAL DESCRIPTION OF BUSINESS: Habitat restoration/Education/planning
COMMERCIAL STORE-FRONT OR HOME OCCUPATION BUSINESS: 501(C)(3) non-profit
Maintaining an office in Hines

DO YOU OWN THE PROPERTY? YES (NO)
IF NO, PROPERTY OWNER NAME: Larry Williams PHONE: 541-589-1730

MAY WE PUT YOUR BUSINESS INFORMATION ON OUR CITY DIRECTORY/CITY WEBSITE? (YES) NO

MAY WE SHARE YOUR BUSINESS INFORMATION WITH THE HARNEY COUNTY CHAMBER OF COMMERCE? (YES) NO

DOES YOUR BUSINESS REQUIRE STATE LICENSES, BONDING, OR INSURANCE? (YES) NO
IF YES, PLEASE FILL IN THE INFORMATION BELOW:

LICENSE NO: N/A
BOND NO: N/A
INSURANCE AGENT/AGENCY: Steens Mtn. Insurance D&O insurance/Liability

I DECLARE THAT THE STATEMENTS MADE HEREIN ARE MADE IN GOOD FAITH AND TO THE BEST OF MY KNOWLEDGE ARE TRUE, CORRECT, AND COMPLETE.

SIGNED: Karen Moon **DATE:** 7/10/22
PRINTED NAME: Karen Moon **TITLE:** Coordinator

PLEASE COMPLETE APPLICATION IN FULL. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE REJECTED. ✓ 7/26

The registration shall follow the fiscal year. Renewals will be due by July 1st. Licenses will be issued upon completion and accepted applications. The licenses shall be displayed within the business where patrons can see it.

Application Received Date: 7/18 Amount Paid: 40 Check/Cash/MO/DC/CC

Published on *Hines Oregon* (https://www.cityofhines.com)

Home > Resources > Forms Directory > Business License > Webform results > Business License

Submission information

Form: Business License [1]
Submitted by Visitor (not verified)
Fri, 07/08/2022 - 11:39am
50.200.9.158

Application

Business Name
Sound Window & Door, Inc DbA Renewal by Andersen of Washington

Business Phone Number
~~206-777-0960~~ 206-777-0908

Contact Person
Kathryn Marriott

Physical Address
700 S Renton Village Place ste 600, Renton, WA 98057

Mailing Address
700 S Renton Village Place ste 600, Renton, WA 98057

Email address
office@rbawa.com

Description of the trade, shop, business, profession, occupation or calling
Renovation of Windows & Doors. We will not have a physical location in Hines. We will travel to homeowner's houses to do the work at their home.
SOS Registry Number: 194457496, Oregon Construction Contractor Number: 240950

Licensing Fee
- $25.00 (application fee for NEW business)
- $80.00 (out of county business)

Registration No. (if required by the state)
240950

Bond No. (if required by the state)
OR5801947

Insurance agent/agency
Merchants Bonding Company (Mutual)

1) How soon are you wanting to start?
2) How does this work? How are orders generated?
3) Do you have orders already?
4)

✓ 7/26

Source URL: https://www.cityofhines.com/node/1831/submission/604

Links
[1] https://www.cityofhines.com/city-hall/webform/business-license

Published on *Hines Oregon* (https://www.cityofhines.com)

Home > Resources > Forms Directory > Business License > Webform results > Business License

Submission information

Form: Business License [1]
Submitted by Visitor (not verified)
Fri, 07/08/2022 - 11:45am
50.200.9.158

Application

Business Name
Boise Window & Door, LLC DbA Renewal by Andersen of Boise

Business Phone Number
~~206-777-0960~~

Contact Person
Kathryn Marriott

Physical Address
700 S Renton Village Pl, Ste 600, Renton, WA 98057

Mailing Address
700 S Renton Village Pl, Ste 600, Renton, WA

Email address
office@rbawa.com

Description of the trade, shop, business, profession, occupation or calling
Residential Replacement of Windows & Doors. We will have no physical location in Hines and will only be working at our buyers home.
SOS Registry Number: 194457298
Oregon Contractor License Number: 240948

Licensing Fee
- $25.00 (application fee for NEW business)
- $80.00 (out of county business)

Registration No. (if required by the state)
240948

Bond No. (if required by the state)
OR5801948

Insurance agent/agency
Merchants Bonding Company (Mutual)

Source URL: https://www.cityofhines.com/node/1831/submission/605

Links
[1] https://www.cityofhines.com/city-hall/webform/business-license

✓ 7/26

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: July 26, 2022

SUBJECT: Discussion – Resolution 2329

Attachment(s)

- Resolution 2329
- Copy of Resolution 2295

DISCUSSION:
Resolution 2295 was passed in March of 2020. It suspended fees to be charged for new utility connections. The intent was to promote new housing development. During that time there were at least four homes that were built and five additional properties that had utility connections installed, ready for future development. That could be viewed as a success.

As the program was only intended to be temporary, this resolution will end the program and reinstate charges for utility connections.

POSSIBLE MOTION:
"I make a motion to adopt Resolution 2329 as read."

RESOLUTION NO. 2329

A RESOLUTION OF THE CITY OF HINES OREGON, REPEALING RESOLUTION 2295 AND RESTABLISHING CHARGES FOR NEW UTILITY CONNECTIONS TO CITY SERVICES

WHEREAS, the City provides utility services in the form of water and sewer;

WHEREAS, the City Council, by Resolution 2295 temporarily suspended charges for new utility connections to City water and sewer services; and

WHEREAS, the City Council wishes to reinstitute charges for new utility connections; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF HINES, OREGON:

1. This resolution repeals Resolution 2295 and reinstates charges for new utility connections.
2. Connection fees will be charged for all new utility connections not previously established, whether water, sewer, or both.
3. Utility connection fees will be at the same rates being charged by the City at the passage of Resolution 2295:
    a. Water –
        i. Inside City Limits at $800.00 plus materials
        ii. Outside City Limits at $1,400.00 plus materials
    b. Sewer –
        i. Inside City Limits at $600.00
        ii. Outside City Limits at $1,200.00
4. Property owners are responsible for installing sewer lines with inspection by City Public Works Superintendent.
5. Payment for a new connection must be made TWO WEEKS prior to having the service installed.

ADOPTED by the Common Council of the City of Hines this 26th day of JULY 2022 by a vote of 6 "ayes" to 0 "nays", with 0 absent and 0 abstaining.

CITY OF HINES

By: Nikki Morgan

NIKKI MORGAN, Mayor

ATTESTED TO BY:

Kirby Letham

Kirby Letham, City Administrator

Copy

RESOLUTION NO. 2295

A RESOLUTION OF THE CITY OF HINES OREGON, TEMPORARILY SUSPENDING THE FEES CHARGED TO PROPERTY OWNERS DESIRING TO CONNECT TO CITY WATER AND SEWER SERVICES

FINDINGS: In recent years, development and construction of new residential homes has been slow or non-existent. This has created a shortage of housing in the City. It has been determined that permitting and construction costs, including fees charged by the City, are prohibitive to new development and construction.

WHEREAS, the City, through its governing body, desires to stimulate development and construction of new residential housing; and

WHEREAS, the City, currently charges $800 plus materials to connect to the City water system, and $600 plus materials to connect to the City sewer system; and

WHEREAS, the City sees the elimination of connection fees for water and sewer for new residential development and construction, known as System Development Charges, as a way of promoting new housing construction;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF HINES, OREGON:
That effective October 1, 2020, System Development Charges for any new development and construction for residential use in a property zoned Single Family Residential, Multi-Family Residential are suspended until September 30, 2021.
Also,

1. The City of Hines may review suspension of said fees at any time.
2. The City, through its governing body, may choose to extend the suspension of System Development Charges by resolution.

APPROVED and ADOPTED by the Hines Common Council this 24th day of March 2020.

CITY OF HINES

By: Nikki Morgan
NIKKI MORGAN, Mayor

ATTESTED TO BY:

Kirby Letham
Kirby Letham, City Administrator

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: July 26, 2022

SUBJECT: Discussion – Psilocybin

Attachment(s)

- Resolution 2330 and Ordinance 332: Permanent
- Resolution 2330 and Ordinance 332: Temporary
- Psylocibin FAQ's from OHA

DISCUSSION:

The following is instruction from our City Attorney, Brian DiFonzo:

"Because there are two (2) options on the table with respect to the ban, ...(1) a permanent ban (until revoked) and (2) a temporary (2 year ban), we will provide both resolutions and draft ordinances for review and discussion at the meeting. Of course, the council would elect one or the other, but both will be consistent with those being presented to the City of Burns....Keep in mind that the two-year ban is intended to delay implementation of psylocibin facilities and use in the City while reasonable time, place and manner restrictions can be put in place before activities commence. It is not clear at this point whether a permanent ban would be permitted at the end of the two-year ban period. This is something the council will want to be aware of when considering the option of the two year or permanent ban."

POSSIBLE MOTION:

Permanent Ban:

"I make a motion to adopt Resolution 2330 approving referral to the electors of the city of Hines on the question of prohibiting psilobin-related businesses as read."

AND, IF RESOLUTION PASSED:

"I make a motion to adopt Ordinance 332 declaring a ban on psilocybin-related businesses."

Temporary Ban:

"I make a motion to adopt Resolution 2330 as read approving referral to the electors of the city of Hines on the question of temporarily prohibiting psilobin-related businesses."

AND, IF RESOLUTION PASSED:

"I make a motion to adopt Ordinance 332 as read temporarily prohibiting psilocybin-related businesses."

Oregon Psilocybin Services Section

2021 Public Listening Sessions

Summary of Questions and Answers

The Oregon Health Authority (OHA) held a series of three virtual public listening sessions in December of 2021. The listening sessions were two hours in length and open to the public. OHA staff compiled questions across the three listening sessions and summarized questions and answers in this document.

The listening sessions were recorded and can be found on our Public Listening Sessions webpage. Input from the public listening sessions will continue to inform program development, educational materials, and community engagement in 2022.

Definitions

"RAC" = Rule Advisory Committee, made up of members of the public who participate in discussions about draft rules during the rulemaking process

"May Rules" = The spring rulemaking process will result in the first set of rules being adopted by the end of May

"The Board" = The Oregon Psilocybin Advisory Board

"M109" = Ballot Measure 109, the Oregon Psilocybin Services Act

* For more definitions of terms used in this document, please refer to Section 5 of the Oregon Psilocybin Services Act (M109)

General Questions

Q: When will rules be adopted for Oregon Psilocybin Services?
A: OHA will complete two rulemaking sessions in 2022. The first round of rulemaking in February will focus on training programs and products/testing, with rules likely to be adopted by the end of May 2022. The second round of rulemaking in the fall will focus on the remainder of program rules. The final rules will be adopted by December 31, 2022 in time for OHA to begin receiving applications for licensure on January 2, 2023.

Q: Will one person be able to hold multiple license types?
A: Individuals may hold multiple licenses if they meet the eligibility requirements to apply for licensure and receive approval for licensure. An individual may not hold an interest in more than one manufacturer license or more than five service center licenses.

Q: Have there been conversations about creating equitable opportunities for minority business owners to ensure access within the market as the program is built?
A: Yes, equitable opportunities for minority business owners have been, and continue to be, discussed. OHA is working to better understand ways to address equity issues within the statutory authorities granted by M109 and within administrative rules. Although OHA is unable to prioritize licensees based on race, OHA is exploring social equity considerations for licensees.

Q: Are there any efforts to address conflicts of interest and moderate current committee members' ability to have advanced notice of details before they are made public?
A: All committee members are public officials and are responsible for complying with Oregon Government Ethics Law. All advisory board meetings and subcommittee meetings are accessible to the public. Meeting notes and recordings are also available online at: Oregon Psilocybin Advisory Board.

Q: Is the state planning to allocate any funding to support clinical research to improve the therapy and the use of psychedelic substances as a whole?
A: No. Under M109, the funds received from application and licensure fees must cover the costs of Oregon Psilocybin Services operations. There are no additional funding sources to support additional work at this time.

Q: If rules are counter-productive to a functioning system, how quickly can rule changes be made and what is the process for license holders to submit requests for rule changes?
A: The administrative rule making process requires approximately six months from start to finish for each set of rules being adopted. In the case of an emergency, the agency may choose to use a temporary rule making process that is much quicker. OHA will continually evaluate rules for efficacy.

Products & Testing

Q: What are the land use requirements for manufacturing/production?
A: M109 requires that the property owner give permission for psilocybin production. Other land use requirements may be established by local governments. Applicants will be required to produce a Land Use Compatibility Statement (LUCS) which demonstrates that the proposed use of the property is consistent with local zoning code.

Q: What are the final forms that psilocybin can take, in terms of products?
A: We will adopt administrative rules that specify which product forms will be permitted. These rules will be effective in May 2022.

Q: What will the laboratories be required to test for?
A: This will be addressed in May rules, although additional rulemaking may occur later in 2022.

Q: Will there be security requirements for manufacturers and service centers?
A: Yes. Exact requirements will be established in rule.

Q: Can people grow and use mushrooms for their own personal use?
A: M109 does not allow for personal use. M109 creates a regulatory framework for the production of psilocybin and the provision of psilocybin services.

Service Centers

Q: What are the land use requirements for a service center?
A: M109 requires that a service center be at least 1000 ft. from a school and have defined boundaries. Other land use requirements may be established by local governments. Applicants will be required to produce a Land Use Compatibility Statement (LUCS) which demonstrates that the proposed use of the property is consistent with local zoning code.

Q: What is considered the boundaries of the center?
A: Boundaries and other premises requirements for licensed service centers will be considered during rulemaking later in 2022.

Q: What will the criteria be for the Center? interior design, furniture, music system, lighting, bathrooms, etc.
A: Premises requirements for licensed service centers will be considered during rulemaking later in 2022. Generally, these rules will focus on requirements that affect public health and safety rather than items such as lighting and design.

Q: Can centers have access to the outdoors?
A: The board has recommended that service centers have access to the outdoors. Under M109, licensed service centers must have defined boundaries and cannot be located on public land. Specific requirements for service centers premises will be considered during rulemaking later in 2022.

Q: Will there be different categories of service centers?
A: No.

Q: Can the service centers operate ancillary or peripheral services that could offer additional revenue streams and help with financial viability?
A: These requirements will be considered during rulemaking in 2022.

Administration Session

Q: Will clients need a medical referral to receive psilocybin services in a service center?
A: No. M109 specifically states that a client will not be required to be diagnosed with a medical condition to receive psilocybin services. Clients must be 21 years of age or older to access psilocybin services.

Q: What is the process by which the client gets the medicine for treatment?
A: A client may purchase psilocybin products from a licensed service center for consumption during a facilitated administrative session at that service center. Licensed facilitators will not provide psilocybin products to clients.

Q: How will dosage be recommended? Will clients have a chance to voice their preference for dosage?
A: Rules specifying dosage requirements will be adopted later in 2022. Clients will have an opportunity to discuss all aspects of their administrative session, including dosage, during their preparation session with a licensed facilitator. Maximum doses may be established in rule. Clients and licensed facilitators will work together to determine dosage. These details will be established in rule.

Q: If someone is participating in multiple administration sessions within a small window of time is a separate prep session required for each administration session?
A: Yes. M109 requires a preparation session to precede each administration session.

Q: Could the client choose to participate in multiple prep sessions before the administration session? What about multiple integration sessions after the administration session?
A: Details on the preparation, administration, and integration sessions will be established in rule later this year.

Q: Is the board considering micro-dosing sessions?
A: The term "microdose" is not used in M109. M109 requires OHA to establish the maximum concentration of psilocybin that is permitted in a single serving of a psilocybin

product, and the number of servings that are permitted in a psilocybin product package. Details will be established in rule later this year.

Q: Will there be a standardized screening tool for harm reduction purposes?
A: M109 requires a preparation session for clients with a licensed facilitator. A client intake form is required for this process and will include documentation of risk factors and contraindications, as well as considerations for health and safety. Details will be considered during the rulemaking process.

Q: Will sessions be able to be subsidized for those who cannot afford a session?
A: M109 does not allow OHA to use funds in this manner. Funds from application and licensure fees must cover the costs for Oregon Psilocybin Services. OHA does not have statutory authority to regulate costs of psilocybin services. Private organizations or licensed service centers and facilitators may choose to offer subsidies for lower income clients.

Q: Will groups be allowed? How large?
A: The board has recommended that group sessions be permitted. The exact requirements for group sessions will be detailed in administrative rules to be adopted later in 2022.

Q: How much will services cost?
A: Under M109, OHA cannot control the costs for training or services. The program will set application and license fees in rule and there will be a 15% sales tax on sale of psilocybin products to clients for administration sessions. Licensees and training programs will determine the cost of their services.

Training Programs

Q: What are the general requirements of a facilitator training program?
A: Training program curriculum must be approved by OHA. Application requirements for training program approval will be established in May rules.

Q: What are the requirements of the trainers themselves?
A: The requirements will be specified in May rules.

Q: When can the facilitator training programs start?
A: OHA estimates that staffing and systems will be in place to approve training programs in June of 2022. OHA will not be able to offer retroactive approval for programs operating before that time.

Q: There are already a lot of training programs out there... what is transferrable?
A: The board has recommended that some transfer of credits be allowed. Rules on transfer of credits will be discussed in the May rulemaking.

Q: How does OHA plan to acknowledge traditional and indigenous healers within the training requirements?
A: Experience in traditional healing may be considered as transferrable credits depending on what is established in May Rules.

Q: Will the training for facilitators include significant material on how to deal with mental health issues or issues related to trauma that arise during session?
A: The board has made recommendations on training curriculum, including trauma-informed care, and OHA will be considering these recommendations during May rulemaking.

Q: How much will a training program cost?
A: Under M109, OHA cannot control the costs for training programs or psilocybin services. The program will set application and license fees in rule, and there will be a 15% sales tax on sale of psilocybin products to clients for administration sessions. Licensees and training programs will determine the cost of their services.

Facilitation

Q: Is there somewhere I can find information about qualifications (certification, degree, experience, etc.) for preparing to work as a Psilocybin Services Facilitator?
A: Every facilitator must complete a training program that is approved by OHA as a condition of being licensed. A high school diploma, or its equivalent, will be required without additional degrees or certifications. Additional qualifications will be discussed during May rulemaking.

Q: Does a facilitator have to have a medical license?
A: No.

Q: Will a facilitator be required to have participated themselves in a psilocybin administration session?
A: No.

Q: Will there be standardized safety protocols that facilitators will be required to follow?
A: Yes. Exact requirements will be established in rule.

Q: Are 2 licenses required for a facilitator delivering this service; one for providing psilocybin products and another for the service itself?
A: Psilocybin products are provided to clients by a licensed service center for administration sessions that take place at their location. M109 allows a person to hold both a service center and facilitator license, if that is what the licensee chooses to apply for.

Q: Will the same license apply to both solo and group sessions? Will there be different types of facilitator licenses?
A: The board has recommended that there only be one type of facilitator license. OHA will consider this recommendation before adopting May Rules.

Q: Can the psilocybin services be offered within a ceremonial or religious context?
A: Yes, if psilocybin services take place at a licensed service center and is otherwise compliant with statute and rule requirements.

Q: How will OHA ensure that those who hold traditional knowledge or have experience with natural healing practices are recognized and have equitable access to licensing?
A: The board has made recommendations on training curriculum, including history of Indigenous practices, and OHA will be considering these recommendations during May rule making. Experience with traditional healing may be eligible for credit in a training program.

For more information, please go to: www.oregon.gov/psilocybin

CITY OF HINES CORPORATE SEAL HARNEY COUNTY, OREGON

RESOLUTION NO. 2330

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF CITY OF HINES THE QUESTION OF PROHIBITING PSILOCYBIN-RELATED BUSINESSES IN THE CITY, INCLUDING PSILOCYBIN PRODUCT MANUFACTURERS AND SERVICE CENTER OPERATORS.

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery, and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Heath Authority ("OHA") will regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, OHA will begin accepting applications for licensure to manufacture, deliver, and administer psilocybin on January 2, 2023; and

WHEREAS, OHA has initiated a rulemaking process to implement the state's psilocybin regulatory program. As of July 26, 2022, OHA has not completed the rulemaking process. Oregon counties and cities are uncertain how the manufacture, delivery, and administration of psilocybin at licensed psilocybin facilities will operate within local jurisdictions; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the city's jurisdiction; and

WHEREAS, the city council (the "Council") for City of Hines ("City") adopted Ordinance No. 332, which ordinance prohibits state-licensed psilocybin manufacturers and psilocybin-related businesses in City's jurisdictional boundaries to be referred to the voters at the next statewide general election held on November 8, 2022; and

WHEREAS, the Council desires to refer the question of whether to prohibit (i.e., ban) state-licensed psilocybin manufacturers and psilocybin-related businesses to the voters of City at the next statewide general election held on November 8, 2022.

NOW, THEREFORE, the City of Hines resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2330 (this "Resolution") are hereby adopted.

2. Prohibition. The Council refers to City's voters Ordinance No. 332 which ordinance concerns a prohibition on state-licensed psilocybin manufacturers and psilocybin-related businesses in City's jurisdictional boundaries.

3. General Election Conducted by Mail. The general election will be held on November 8, 2022. Pursuant to ORS 254.465 and ORS 254.470, the election will be conducted by mail by the Harney County Clerk according to procedures adopted by the Oregon Secretary of State and applicable Oregon law.

4. Ballot Title. City's attorney has prepared a ballot title concerning the proposed ordinance in the form attached hereto as Exhibit A. The ballot title in the form attached hereto as Exhibit A is approved.

5. Explanatory Statement. City's attorney has prepared an explanatory statement to be provided in the Voters' Pamphlet in the form attached hereto as Exhibit B. The explanatory statement in the form attached hereto as Exhibit B is approved.

6. Delegation. The city recorder (or his or her designee) is authorized to act on behalf of City to take such further action as the city recorder (or his or her designee) deems necessary or appropriate to effect and carry out the intent and purposes set forth herein, including, without limitation, providing proper public notice and submitting the required forms with the county elections officer.

7. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, rule, regulation, code, and ordinance includes the law, rule, regulation, code, and ordinance as now in force and/or which may hereafter be amended. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

APPROVED and ADOPTED by the City Council of the City of Hines and signed by the mayor this 26th day of July, 2022.

Nikki Morgan, Mayor

ATTEST:

City Recorder

Kirby Lothan

Exhibit A

Ballot Title

CAPTION: Prohibits psilocybin-related businesses within City of Hines.

QUESTION: Shall City of Hines prohibit psilocybin-related businesses in the city?

SUMMARY: Psilocybin is the psychedelic drug found in certain mushrooms. State law allows operation and/or manufacture of certain licensed psilocybin services. State law provides that a city council may adopt an ordinance to be referred to the voters to prohibit (i.e., ban) the establishment and/or operation of psilocybin-related registered or licensed activities. City of Hines has adopted an ordinance to prohibit psilocybin-related businesses in the city, subject to voter approval. Approval of this measure would prohibit the establishment and/or operation of psilocybin manufacturers and/or service centers within any area subject to the city's jurisdiction. The proposed ordinance is available for public inspection on the city's website and at City Hall.

Exhibit B
Explanatory Statement

Approval of this measure would prohibit (i.e., ban) the establishment and operation of psilocybin-related businesses in City of Hines.

Ballot Measure 109 was passed by Oregon voters in November 2020 directing the Oregon Health Authority ("OHA") to license and regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products. Psilocybin is the psychedelic drug derived from certain mushrooms.

ORS 475A.235 provides, in pertinent part, that OHA will regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products and the provision of psilocybin services in the State of Oregon. OHA has initiated the rulemaking process to implement the state's regulatory program. However, because the rulemaking process has not been completed to date, the city is uncertain how the manufacture, delivery, and administration of psilocybin at licensed psilocybin facilities will function or operate.

ORS Chapter 475A.718 provides a city council may adopt an ordinance prohibiting the establishment and operation of psilocybin-related businesses within the city, but the city council must refer the ordinance to the voters at a statewide general election. The city has adopted Ordinance No. 332, the Psilocybin Prohibition Ordinance, prohibiting the establishment and/or operation of psilocybin-related businesses within the city's jurisdictional boundaries. Ordinance No. 332 will take effect and become operative 30 days after voter approval (if applicable).

If approved, this measure will prohibit psilocybin-related businesses within the city.

CITY OF HINES CORPORATE SEAL HARNEY COUNTY, OREGON

ORDINANCE NO. 332

AN ORDINANCE OF CITY OF HINES DECLARING A BAN ON PSILOCYBIN-RELATED BUSINESSES IN THE CITY, INCLUDING PSILOCYBIN PRODUCT MANUFACTURERS AND SERVICE CENTER OPERATORS.

WHEREAS, City of Hines ("City") has all the powers that the constitutions, statutes, and common laws of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery, and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Heath Authority ("OHA") will regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, OHA will begin accepting applications for licensure to manufacture, deliver, and administer psilocybin on January 2, 2023; and

WHEREAS, OHA has initiated a rulemaking process to implement the state's psilocybin regulatory program. As of July 26, 2022, OHA has not completed the rulemaking process. Oregon counties and cities are uncertain how the manufacture, delivery, and administration of psilocybin at licensed psilocybin facilities will operate within local jurisdictions; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the city's jurisdiction; and

WHEREAS, the city council (the "Council") for City of Hines ("City") adopted Ordinance No. 332, which ordinance prohibits state-licensed psilocybin manufacturers and psilocybin-related businesses in City's jurisdictional boundaries to be referred to the voters at the next statewide general election held on November 8, 2022; and

WHEREAS, the Council desires to refer the question of whether to prohibit (i.e., ban) state-licensed psilocybin manufacturers and psilocybin-related businesses to the voters of City at the next statewide general election held on November 8, 2022.

NOW, THEREFORE, the City of Hines ordains as follows:

1. Findings. The above-stated findings are hereby adopted.

2. Short Title. This Ordinance No. 332 (this "Ordinance") may be referred to as the "Psilocybin Prohibition Ordinance."

3. Purpose. The purpose of this Ordinance is to prohibit (i.e., ban) the operation and/or establishment of psilocybin-related businesses within City, subject to voter approval.

4. Prohibition. Subject to voter approval, City hereby prohibits the establishment and/or operation of the following in any area subject to City's jurisdiction: (a) psilocybin product manufacturers licensed under ORS 275A.290; (b) psilocybin service center operators licensed under ORS 275A.305; and/or (c) any combination of the entities described in this Section 4.

5. Notice to OHA. City's city manager (or his or her designee) will notify OHA of City's adoption of this Ordinance and provide the text of this Ordinance to OHA in a form and manner prescribed by OHA.

6. Referral. This Ordinance will be referred by council resolution to City's electors at the next statewide general election held on November 8, 2022.

7. Interpretation; Severability; Errors. This Ordinance supersedes all City ordinances, resolutions, and/or policies in conflict with this Ordinance (but only to the extent in conflict with this Ordinance). All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, rule, regulation, code, and/or ordinance includes the law, rule, regulation, code, and/or ordinance as now in force and which may hereafter be amended. The provisions of this Ordinance are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors.

8. Effective Date. This Ordinance will be effective for all purposes 30 days after the date on which it is approved by City's voters.

This Ordinance was PASSED by the City Council by a vote of 5 for and 1 against and APPROVED by the mayor this 26th day of July, 2022.

Nikki Morgan, Mayor

ATTEST:

City Recorder

Not Voted for - No

RESOLUTION NO. 2330 (Temp)

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF CITY OF HINES THE QUESTION OF A TEMPORARY BAN ON PSILOCYBIN-RELATED BUSINESSES IN THE CITY, INCLUDING PSILOCYBIN PRODUCT MANUFACTURERS AND SERVICE CENTER OPERATORS.

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery, and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 457A.235 provides that the Oregon Heath Authority ("OHA") will regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products and provision of psilocybin services in the state; and

WHEREAS, OHA will begin accepting applications for licensure to manufacture, deliver, and administer psilocybin on January 2, 2023; and

WHEREAS, OHA has initiated a rulemaking process to implement the state's psilocybin regulatory program. As of July ____, 2022, OHA has not completed the rulemaking process. Oregon counties and cities are uncertain how the manufacture, delivery, and administration of psilocybin at licensed psilocybin facilities will operate within local jurisdictions; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the city's jurisdiction; and

WHEREAS, the city council (the "Council") for City of Hines ("City") finds that temporarily prohibiting psilocybin product manufacturers and service centers in City's jurisdictional boundaries to (a) enable adoption of the state's psilocybin licensing and regulatory program, and (b) to allow City time to consider reasonable time, place, and manner regulations concerning the operation of psilocybin facilities is in the best interests of the health, safety, and welfare of City residents; and

WHEREAS, the Council desires to refer the question of whether to establish a two-year prohibition (i.e., ban) on state-licensed psilocybin manufacturers and psilocybin-related businesses to the voters of City at the next statewide general election held on November 8, 2022.

NOW, THEREFORE, the City of Hines resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. ___ (this "Resolution") are hereby adopted.

2. Referral. The Council hereby refers to City's voters, the question of whether to temporarily prohibit (i.e., ban) the operation and/or establishment of psilocybin-related businesses within City's incorporated limits for a period of two years. The ban would commence on January 1, 2023 and end on December 31, 2024.

3. General Election Conducted by Mail. The general election will be held on November 8, 2022. Pursuant to ORS 254.465 and ORS 254.470, the election will be conducted by mail by the Harney County Clerk according to procedures adopted by the Oregon Secretary of State and applicable Oregon law.

4. Ballot Title. City's attorney has prepared a ballot title concerning the proposed ordinance in the form attached hereto as Exhibit A. The ballot title in the form attached hereto as Exhibit A is approved.

5. Explanatory Statement. City's attorney has prepared an explanatory statement to be provided in the Voters' Pamphlet in the form attached hereto as Exhibit B. The explanatory statement in the form attached hereto as Exhibit B is approved.

6. Delegation. The city recorder (or his or her designee) is authorized to act on behalf of City to take such further action as the city recorder (or his or her designee) deems necessary or appropriate to effect and carry out the intent and purposes set forth herein, including, without limitation, providing proper public notice and submitting the required forms with the county elections officer.

7. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, rule, regulation, code, and ordinance includes the law, rule, regulation, code, and ordinance as now in force and/or which may hereafter be amended. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

APPROVED and ADOPTED by the City Council of the City of Hines and signed by the mayor this ____ day of ____, 2022.

_____
Nikki Morgan, Mayor

ATTEST:

_____
City Recorder

Exhibit A

Ballot Title

CAPTION: Prohibits psilocybin-related businesses within City of Hines for two years.

QUESTION: Shall City of Hines prohibit psilocybin-related businesses in the city for two years?

SUMMARY: Psilocybin is the psychedelic drug found in certain mushrooms. State law allows operation and/or manufacture of certain licensed psilocybin services. State law provides that a city council may adopt an ordinance to be referred to the voters to prohibit (i.e., ban) the establishment and/or operation of psilocybin-related registered or licensed activities. City of Hines has adopted an ordinance to prohibit psilocybin-related businesses in the city for two years commencing on January 1, 2023, subject to voter approval. Approval of this measure would prohibit the establishment and/or operation of psilocybin manufacturers and/or service centers within any area subject to the city's jurisdiction until December 31, 2024. The proposed ordinance is available for public inspection on the city's website and at City Hall.

Exhibit B
Explanatory Statement

Approval of this measure would prohibit (i.e., ban) the establishment and operation of psilocybin-related businesses in City of Hines for a period of two years commencing on January 1, 2023.

Ballot Measure 109 was passed by Oregon voters in November 2020 directing the Oregon Health Authority ("OHA") to license and regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products. Psilocybin is the psychedelic drug derived from certain mushrooms.

ORS 475A.235 provides, in pertinent part, that OHA will regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products and provision of psilocybin services in the State of Oregon. OHA has initiated the rulemaking process to implement the state's regulatory program. However, because the rulemaking process has not been completed to date, the city is uncertain how the manufacture, delivery, and administration of psilocybin at licensed psilocybin facilities will function or operate.

The city finds that temporarily prohibiting psilocybin product manufacturers and service centers in the city's jurisdictional boundaries will provide sufficient time for the state's psilocybin licensing and regulatory program to be implemented. The temporary ban will also afford the city time to consider reasonable time, place, and manner regulations concerning the operation of psilocybin facilities which are in best interests of the health, safety, and welfare of the city's residents.

ORS Chapter 475A.718 provides a city council may adopt an ordinance prohibiting the establishment and operation of psilocybin-related businesses within the city, but the city council must refer the ordinance to the voters at a statewide general election. The city has adopted Ordinance No. ____, the Psilocybin Temporary Prohibition Ordinance, prohibiting the establishment and/or operation of psilocybin-related businesses within the city's jurisdictional boundaries commencing on January 1, 2023. Ordinance No. ____ will take effect and become operative 30 days after voter approval (if applicable).

If approved, this measure will prohibit psilocybin-related businesses within the city until December 31, 2024.

NO

ORDINANCE NO. 332 (Temp)

AN ORDINANCE OF CITY OF HINES DECLARING A TEMPORARY BAN ON PSILOCYBIN-RELATED BUSINESSES IN THE CITY, INCLUDING PSILOCYBIN PRODUCT MANUFACTURERS AND SERVICE CENTER OPERATORS.

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery, and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 457A.235 provides that the Oregon Heath Authority ("OHA") will regulate the manufacture, transportation, delivery, sale, and purchase of psilocybin products and provision of psilocybin services in the state; and

WHEREAS, OHA will begin accepting applications for licensure to manufacture, deliver, and administer psilocybin on January 2, 2023; and

WHEREAS, OHA has initiated a rulemaking process to implement the state's psilocybin regulatory program. As of July ____, 2022, OHA has not completed the rulemaking process. Oregon counties and cities are uncertain how the manufacture, delivery, and administration of psilocybin at licensed psilocybin facilities will operate within local jurisdictions; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the city's jurisdiction; and

WHEREAS, the city council (the "Council") for City of Hines ("City") finds that temporarily prohibiting psilocybin product manufacturers and service centers in City's jurisdictional boundaries to (a) enable adoption of the state's psilocybin licensing and regulatory program, and (b) allow City time to consider reasonable time, place, and manner regulations concerning the operation of psilocybin facilities is in the best interests of the health, safety, and welfare of City residents; and

WHEREAS, the Council desires to refer the question of whether to establish a two-year prohibition (i.e., ban) on state-licensed psilocybin manufacturers and psilocybin-related businesses to the voters of City at the next statewide general election held on November 8, 2022.

NOW, THEREFORE, the City of Hines ordains as follows:

1. Findings. The above-stated findings are hereby adopted.

2. Short Title. This Ordinance No. _____ (this "Ordinance") may be referred to as the "Psilocybin Temporary Prohibition Ordinance."

3. Purpose. The purpose of this Ordinance is to (a) temporarily prohibit (i.e., ban) operation and/or establishment of psilocybin-related businesses within City's incorporated limits for a period of two years, subject to voter approval, (b) enable adoption of the state's psilocybin licensing and regulatory program, and (c) allow City time to consider reasonable time, place, and manner regulations concerning the operation of psilocybin facilities to protect the health, safety, and welfare of City residents.

4. Prohibition. Subject to voter approval, City hereby prohibits the establishment and/or operation of the following in any area subject to City's jurisdiction: (a) psilocybin product manufacturers licensed under ORS 275A.290; (b) psilocybin service center operators licensed under ORS 275A.305; and/or (c) any combination of the entities described in this Section 4.

5. Sunset Clause. This Ordinance is repealed with no further force and effect at 11:59 p.m. on December 31, 2024.

6. Notice to OHA. City's city manager (or his or her designee) will notify OHA of City's adoption of this Ordinance and provide the text of this Ordinance to OHA in a form and manner prescribed by OHA.

7. Referral. This Ordinance will be referred by council resolution to City's electors at the next statewide general election held on November 8, 2022.

8. Interpretation; Severability; Errors. This Ordinance supersedes all City ordinances, resolutions, and/or policies in conflict with this Ordinance (but only to the extent in conflict with this Ordinance). All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, rule, regulation, code, and/or ordinance includes the law, rule, regulation, code, and/or ordinance as now in force and which may hereafter be amended. The provisions of this Ordinance are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors.

9. Effective Date. This Ordinance will be effective for all purposes 30 days after the date on which it is approved by City's voters.

This Ordinance was PASSED by the City Council by a vote of __ for and __ against and APPROVED by the mayor this __ day of _____, 2022.

_____
Nikki Morgan, Mayor

ATTEST:

_____
City Recorder

CITY OF HINES
PH: 541-573-2251 FAX: 541-573-5827 EMAIL: administrator@ci.hines.or.us

July 22, 2022

[Property Owner Contact Info]

Dear [Property Owner],

Your property has been noted to have grass and brush that is too tall and overgrown.

City code states the following:

> A. No owner or person in charge of real property shall allow noxious vegetation on the property, except in native areas. Noxious vegetation is declared a nuisance.
>
> B. The owner or person in charge of real property shall abate noxious vegetation from the property, except in native areas. If weeds, grass, brush, or other noxious vegetation, except in native areas, are allowed to exceed *ten inches in height* after June 1st, the city may cut the vegetation or have it cut by a private contractor, if the owner or person in charge of the property fails to do so or requests the city to do so. The owner and the person in charge shall be jointly and severally liable for the cost of abatement as provided in this chapter.
> *Hines Municipal Code 9.52.050*
> *(https://library.municode.com/or/hines/codes/municipal_code?nodeId=TIT9PUPEMOWE_CH9.52NU_ARTIIINUAFPUSA_9.52.050NOVE)*

To avoid the City being involved, please remedy this situation as soon as possible.

Please call City Hall if you have any questions.

Best regards,

Kirby Letham
City Administrator, City of Hines

Oregon
Kate Brown, Governor

Department of Forestry
Fire Protection Division
2600 State Street
Salem, OR 97310
503-945-7310
www.oregon.gov/ODF

RECEIVED
JUL 21 2022

July 20, 2022

Dear Property Owner,

Re: Tax lot **23S30E2600 201**

In 2021, the Oregon Legislature passed Senate Bill 762. This comprehensive legislation provided more than $220 million to help Oregon modernize and improve wildfire preparedness through three key strategies: creating fire-adapted communities, developing safe and effective response, and increasing the resiliency of Oregon's landscapes.

As part of this legislation, the Department of Forestry was directed, in coordination with Oregon State University, to oversee the development of a comprehensive wildfire risk map, assign one of five wildfire risk classes to properties, and identify the wildland-urban interface. (OAR 629-044-1000 through 1041). Your property has been identified as being in the **High** risk class. Your property is in the wildland-urban interface.

Risk was determined through an analysis of multiple data sets. To view a detailed homeowner's report for your property outlining your wildfire risk classification and what it means, please visit https://oregonexplorer.info/topics/wildfire-risk. If you lease your property, please share the report with your tenants.

Your property is classified as high or extreme **and** is in the wildland-urban interface. You may be required to take actions to create defensible space around your home and adhere to changes to building code requirements. Both of these regulatory processes are still in development.

Office of the State Fire Marshal, defensible space code - https://www.oregon.gov/osp/programs/sfm/pages/oregon-defensible-space-code.aspx

Building Codes Division, home hardening - https://www.oregon.gov/bcd/codes-stand/Pages/wildfire-hazard-mitigation.aspx

If you disagree with your risk designation, you have 60 days to appeal from the date of this notice. To appeal, please visit https://www.oregon.gov/odf/fire/pages/appeals.aspx for more information.

If you cannot access or view your homeowners' report, or need an appeal form, please call 503-945-7310, and a copy will be mailed to you.

Sincerely,

Mike Shaw
Chief, Fire Protection Division

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: July 26, 2022

SUBJECT: Discussion – Nuisance Report/Fire Hazard Letters

Attachment(s)

- City Letter to property owners
- Fire Hazard Area Letters
- Wildfire Risk FAQ's
- Defensible Space FAQ's

DISCUSSION:

First, City staff have been working on contacting property owners to mow tall brush and grass. A letter was mailed out to a large list of property owners who have tall brush and grass. Also, a printing of the City's code on mowing requirements will be published in the paper this week.

Second, many residents (if not all) have received a letter from the Department of Forestry. We have received many calls asking what this means. The letter explains to citizens that area has been determined to be a high-risk area for wildfire. The letter states that property owners who have been notified may be required to action to:

> "create defensible space around your home and adhere to changes to building code requirements."

Residents have 60 days to make public comment and/or appeal the designation. A meeting is scheduled for Harney County Court to discuss this issue at 1:15 pm July 27th (tomorrow) at the County Courthouse.

Here are websites that residents can use to learn more. We'll get a webpage made so that people can easily find the links:

Oregon Wildfire Risk Explorer (oregonexplorer.info)

Oregon State Police : Oregon Defensible Space Code : Office of the State Fire Marshal : State of Oregon

Public Comment Submission Form (google.com)

FREQUENTLY ASKED QUESTIONS
WILDFIRE RISK MAP

How can I find out what my risk classification is?

Property owners can find their risk classification on the Oregon Wildfire Risk Explorer. You can enter your address to view the risk classification on your property and download a homeowners report. A paper copy can be requested by emailing the Oregon Department of Forestry at forestryinfo@odf.oregon.gov.

My home or business is in the wildland-urban interface and at high or extreme risk; what does this mean for me?

Homes and businesses within the wildland-urban interface ***AND*** at high or extreme risk based on the wildfire risk map may be subject to the Oregon Defensible Space Code. On properties where structures have been issued a certificate of occupancy, a defensible space code will apply to homes and businesses.

My home or business is not in the wildland-urban interface and not at high or extreme risk; what does this mean?

Homes and businesses not in the wildland-urban interface ***AND*** at high or extreme risk, based on the wildfire risk map, are not subject to the Oregon Defensible Space Code. The Office of State Fire Marshal recommends that home and business owners at high or extreme risk but NOT in the wildland-urban interface follow defensible space best practices. Wildfire does not recognize map boundary lines.

My home or business is at high or extreme risk but not in the wildland-urban interface; does the code apply to me? What should I do?

No. The Oregon Defensible Space Code only applies to homes and businesses in both the wildland-urban interface AND at high or extreme risk based on the wildfire risk map developed by Oregon State University and the Oregon Department of Forestry.

The Office of State Fire Marshal recommends that home and business owners at high or extreme risk but NOT in the wildland-urban interface follow defensible space best practices. Wildfire does not recognize map boundary lines.

FREQUENTLY ASKED QUESTIONS

WILDFIRE RISK MAP

My home or business is in the wildland-urban interface but not at high or extreme risk; does the code apply to me? What should I do?

No. The Oregon Defensible Space Code only applies to homes and businesses in both the wildland-urban interface AND at high or extreme risk based on the wildfire risk map developed by Oregon State University and the Oregon Department of Forestry. To be better protected against wildfire, follow defensible space best practices.

The Office of State Fire Marshal recommends that home and business owners in the wildland-urban interface but NOT at high or extreme risk follow defensible space best practices. Wildfire does not recognize map boundary lines. To be better protected against wildfire, follow defensible space best practices.

I disagree with the Wildfire Risk Map's assessment of my home/business; is there an appeals process?

The Oregon Department of Forestry manages the Oregon Wildfire Risk Map. Concerns regarding wildfire risk level or wildland-urban interface boundaries should follow the Oregon Department of Forestry's appeals process found here.

FREQUENTLY ASKED QUESTIONS
OREGON DEFENSIBLE SPACE CODE

What is the Oregon Defensible Space Code?

The Oregon Defensible Space Code is modeled after the 2021 International Wildland-Urban Interface Code. When adopted, the code will apply to areas identified in the wildland-urban interface AND at high or extreme risk of wildfire. These areas are determined by a map created by Oregon State University and the Oregon Department of Forestry.

What is the purpose of the Oregon Defensible Space Code?

The purpose of the Oregon Defensible Space Code is to establish minimum requirements for protecting life and property. Standards in the code are intended to mitigate the risk to life, structures, and other values from wildfire.

What are the processes to adopt the Oregon Defensible Space Code?

In creating the Oregon Defensible Space Code, the Office of State Fire Marshal went through the same process as the Oregon Fire Code adoption process. A committee of stakeholders was created to offer suggestions, ask questions, and help shape the code within the legislative framework. Public comment was also received during the code adoption process. Public comments can be requested or submitted at any time.

Who was involved with the code development process?

A list of the Oregon Defensible Space Code Committee members, minutes, and meeting recordings can be found on our website at tinyurl.com/2udrjznv.

Is public comment still being accepted as part of the code development process?

Yes, public comment is still being accepted as part of the code development process. Anyone wishing to submit a comment should send it to SB762@osp.oregon.gov.

Who does the Oregon Defensible Space Code apply to?

The Oregon Defensible Space Code applies to homes and businesses identified on the wildfire risk map, developed by Oregon State University and the Oregon Department of Forestry, in both the wildland-urban interface ***and*** high or extreme risk.

When will the Oregon Defensible Space Code take effect?

The code development process and the adoption must be complete by December 2022. When the code is complete, it will be reviewed by the Oregon Fire Code Advisory Board (OFCAB). The OFCAB will consider, review, and recommend the draft code to the State Fire Marshal for adoption. The code will take effect in 2023.

FREQUENTLY ASKED QUESTIONS
OREGON DEFENSIBLE SPACE CODE

-Can local governments adopt a more stringent defensible space code?

Yes. The Oregon Defensible Space Code establishes the minimum defensible space requirements across the state for wildfire risk reduction on lands identified on the wildfire risk map. Any local requirements that a local government adopts for defensible space must be defensible space standards selected from the framework set forth in the International Wildland-Urban Interface Code.

Who will be enforcing the code?

The Oregon Defensible Space Code can be enforced by the Office of State Fire Marshal and those identified as assistants to the State Fire Marshal (ORS 476.060).

How will the code be enforced?

The Office of State Fire Marshal's philosophy is to prioritize education before enforcement. When the Office of State Fire Marshal begins inspections, the Office will follow the existing code enforcement practices.

What is the process to determine if my home/business meets code requirements?

The code inspection process and assessment tools are under development. For an educational consult or questions about defensible space, please contact our Office at SB762@osp.oregon.gov or 503-934-8204.

Where can I learn more about the Oregon Defensible Space Code adoption process?

A portion of OSFM's website explains the defensible space code. Please visit tinyurl.com/2udrjznv for previous meeting recordings and to provide public comment.

OREGON OFFICE OF STATE FIRE MARSHAL

HOW DOES DEFENSIBLE SPACE REALLY WORK?

Defensible space can make a significant difference during a wildfire. It can offer your home or business protection from embers that can travel several miles from the actual fire front and the fire itself.

Embers are the leading cause of home loss during a wildfire. They can travel up to three miles ahead of the large flame front.

Defensible space is the buffer you create between your home or business and the grass, trees, shrubs, or any wildland area that surrounds it. Items to consider are plants, landscape arrangement, and outdoor furniture. This gives embers or flames fewer options to latch onto and ignite. **Studies show that well-maintained defensible space can give your home an increased chance of surviving a wildfire***, even if firefighters cannot reach your home.

To start, look at your home to ensure combustible materials like dried pine needles and leaves are removed from gutters, eaves, and around your chimney. Limb trees several feet off the ground to help avoid fire from getting into the tree crowns. Keep patios clean of dry combustible materials during times of high fire danger. Remove flammable items like outdoor furniture cushions. Keep dry wood piles and construction debris 30 feet away from your home. Make sure bushes around your home are limbed and not touching the siding.

Creating a defensible space plan for your home and business does not mean creating a moonscape. These plans can include trees, bushes, and other plants, if they are limbed and trimmed properly. Fire-resistant plants can also be a great addition to your yard. These plants are high in moisture content and low in oils. Fire-resistant plants range from ground covers to trees that can bring a beautiful, healthy landscape without sacrificing safety. Trees don't have to be off-limits; be thoughtful about where they are planted in your yard and what is growing underneath them.

The OSFM offers a wide range of tips. Learn more by visiting the OSFM's website or by scanning the QR code.

SCAN TO LEARN MORE.

***Source:** Dr. Jack Cohen, Preventing Disaster, Home Ignitability in the Wildland Urban Interface

DEFENSIBLE SPACE TIPS TO **PROTECT YOUR HOME FROM WILDFIRE**

DO YOU KNOW

1. **Remove** dead and combustible vegetation, mulch, and other materials, especially within the first several feet from the home. Replace with decorative rock or gravel.
2. **Remove** leaves, pine needles, and other debris from the roof, gutters, and on and under the deck to help prevent embers from igniting the home.
3. **Cover** exterior attic vents, soffit vents, and areas below decks and patios with 1/8" metal wire mesh to help prevent sparks from entering the home.
4. **Replace** combustible plants, furniture, and cushions on decks with non-combustible types.
5. **Enclose** eaves to help prevent ember entry. Remove any vegetation growing directly under your eaves.
6. **Inspect** the roof and replace missing shingles or tiles, make sure the valleys are in good repair.
7. **Keep** lawns mowed and all plants **watered**. Keep it "Lean and Green".
8. **Move** construction material, trash, and woodpiles at least 30 feet away from the home and other outbuildings.
9. **Trim** trees and remove or trim brush/bushes and ground cover plants under trees or next to structures or decks.
10. **Chip**, **compost**, or **haul** yard debris to a recycling center. Follow local fire regulations if burning yard debris.

For questions or more information about defensible space, contact the **Office of State Fire Marshal** at oregon.sfm@osp.oregon.gov.

Administrator

From: Jim McCauley <jmccauley@orcities.org>
Sent: Monday, July 18, 2022 10:48 AM
Subject: 2023 Legislative Priorities Ballot Due in 19 DAYS!

Importance: High

You are receiving this message, because your city has yet to submit a legislative Priorities Ballot.

Ballot for 2023 Legislative Priorities Due August 5!

Cities – you have three weeks remaining to complete your LOC legislative priorities' ballot.

On July 8, your primary administrative officer should have received a reminder to submit your ballots and be counted. We are still running behind with less than a 20% return rate, so please take the time to review and rank the priorities accordingly.

Each of the LOC's seven policy committees has developed a list of policy recommendations and actions for the League take into the upcoming two-year legislative cycle. This year, 28 recommendations are on the ballot for cities to rank in priority order. All cities should review the recommendations from the seven policy committees and select up to five legislative concepts as their top priorities.

The full details of the legislative priorities can be accessed here.

Voting Process for Cities

The ballot this year should be completed electronically. **Since each city is limited to one vote, the link to the electronic ballot has been emailed directly to each city's chief administrative official (city manager, city administrator, or city recorder).** Check with your chief administrative official to make sure they have received the ballot information and please get your ballot in by August 5, 2022.

Paper ballots are available upon request to LOC's Legislative Director Jim McCauley at jmccauley@orcities.org.

Each city is required to submit its ballot by **5 p.m. on August 5, 2022**.

Derrin (Dag) Robinson, C.C.C.
Harney County Clerk

Kerry Opie
Chief Deputy Clerk
Elections/ Probate / County Court

Tammy Attleberger
Deputy Clerk
Records/ Accounts Payable

OFFICE OF THE COUNTY CLERK
450 N. Buena Vista Ave, #14
Burns, OR 97720
541.573.6641
www.co.harney.or.us

Filing Procedures for City Council / Mayor Positions:

Filing Date for November 8, 2022 General Election:
FIRST DAY: June 1, 2022
LAST DAY: August 30, 2022 (5:00 p.m.)

City Candidates file the following forms, in the following Order, with their respective City Recorder or City Clerk:

FILING BY PETITION AS NEITHER BURNS OR HINES CITY CHARTERS ADDRESS FILING BY DECLARATION:

STEP 1: →Candidate files SEL 101- Candidate Filing.

STEP 2: →Candidate reviews "Quick Guide" on Campaign Finance Reporting In Oregon, *Note that $750.00 spent or received is the limit before official reporting is necessary. (A Copy of the guide is attached.)*

STEP 3: →City Recorder or Clerk gives WRITEN approval for circulating the Petition, Provides Candidate with SEL- 121 Candidate Signature Sheet, and advises the candidate of the number of signatures required:

STEP 4: →Candidate gathers signatures: **12** for Burns candidates, **8** for Hines candidates. *(This formula is based on 1 % of the number of votes cast in the respective city for the Office of Governor at the last General Election in which a Governor was elected to fill a term; Nov. 6, 2018)*

STEP 5: →Candidate takes completed PROSPECTIVE Petition to County Clerk for Signature verification.

STEP 6: →Candidate files the completed "Certified" Petition Sheets with the appropriate number of signatures with their respective City Recorder or Clerk, and candidate is now filed for Office.

NOTE: THE LAST DAY FOR CITY RECORDER & CITY CLERK TO FILE WITH COUNTY CLERK THE STATEMENT OF CANDIDATES AND MEASURES FOR THE GENERAL ELECTION IS **SEPTEMBER 8, 2022.**

Campaign Finance Reporting in Oregon

Candidate "Quick Guide"

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates.

More detailed information is available in the **Campaign Finance Manual** and the **ORESTAR User's Manuals** available at www.oregonvotes.gov. The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and ORESTAR User's Manual: Transaction Filing explains how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

Who Must File a Candidate Committee?

If you	Then
→ Serve as your own treasurer **and** → Do not have an existing candidate committee **and** → Do not expect to spend or receive more than $750 during the entire calendar year (including in-kind contributions and personal funds)	✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all of the criteria. **However, you must keep track of all contributions and expenditures because if you exceed the $750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters' pamphlet is not included for the purpose of calculating the $750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.**
→ Do not expect to receive a total of more than $3,500 or spend a total of more than $3,500 for the entire calendar year	✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220) ✓ File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure
→ Expect to spend or receive more than $3,500	✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper form Statement of Organization for Candidate Committee (SEL 220) ✓ File campaign finance transactions using ORESTAR

What starts the whole process?

The decision to run for a public office (even if the office is not known), accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds to support your candidacy.

Once I become a candidate, then what?

You must register your committee with the Secretary of State not later than 3 business days of first receiving a contribution or making an expenditure if you are not exempt under the $750 threshold law.

May I serve as my own treasurer?

Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

Must I have a dedicated campaign account?

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. The account must be established in a financial institution located in Oregon that ordinarily conducts business in Oregon. One important reminder—when establishing your campaign account, the name of the committee and the name of the account must be the same.

Campaign Finance Reporting in Oregon (cont.)

Candidate "Quick Guide"

How do I file?

The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

Electronic Filing

Oregon Election law requires that campaign finance transactions be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Election's Division office for public use.

What if I don't own a computer?

A Statement of Organization (SEL 220) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically using ORESTAR. You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42nd day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. The campaign finance reporting requirements and additional transaction deadlines are available in the Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

Are my campaign finance transactions public record?

Yes, after the transactions are filed in ORESTAR they are immediately available to the public by accessing the Public Search link for ORESTAR.

How do I discontinue my committee?

In order to discontinue your committee, you must: (1) Achieve a zero balance and (2) File a Statement of Organization discontinuing the committee.

Where do I get copies of forms and instructional manuals?

All publications and forms are available online at www.oregonvotes.gov, or may be requested from the Elections Division at 503 986 1518 or via email at orestar-support.sos@oregon.gov

Need additional help?

The Elections Division staff is available to answer any questions. You may:

- → email your questions to elections.sos@oregon.gov
- → call us at 503 986 1518 or at 866 ORE VOTE
- → visit our website at www.oregonvotes.gov

Candidate Signature Sheet | Nonpartisan

☐ SOME Circulators ☐ No Circulators for this petition are being paid.

Petition ID _____

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

(i) Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County _____

Candidate Information

Name	Office
Election	District or Position Number (include city if applicable)

To the Elections Official/Filing Officer, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

(!) Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

	Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature _____ Date Signed mm/dd/yy _____

Sheet Number _____
Completed by Candidate

Printed Name of Circulator _____ Circulator's Address street, city, zip code _____

County Elections Officials provide a separate certification to attach to the petition.

Candidate Filing

Major Political Party or Nonpartisan

SEL 101
rev 04/22
ORS 249.031

Filing Dates		Candidate Filing	Candidate Withdrawal
Primary Election	First Day to File	September 9, 2021	
May 17, 2022	Last Day to File	March 8, 2022	March 11, 2022
General Election	First Day to File	June 1, 2022	
November 8, 2022	Last Day to File	August 30, 2022	September 2, 2022

Filing Information

This filing is an ☐ Original ☐ Amendment

Office Information

Filing for Office of:

District, Position or County:

Party Affiliation: ☐ Democratic Party ☐ Republican Party ☐ Nonpartisan

Incumbent Judge (for judicial candidates only): ☐ Yes ☐ No ☐ Nondisclosure on file

Filing Method

☐ Fee

Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	$50
United States Vice President	n/a	County Judge	$50
United States Senator	$150	MSD Executive Officer, MAD Director	$100
United States Representative	$100	MSD Councilor	$25
Statewide Offices	$100	County Office	$50
State senator or Representative	$25	City Office	Set by charter or ordinance
Circuit Court Judge	$50	Justice of the Peace	n/a

☐ Prospective Petition, in lieu of filing fee

Some circulators may be paid ☐ Yes ☐ No

Candidate Information

Name of Candidate

First	MI	Last	Suffix

How you would like your name to appear on the ballot

Candidate Residence / Route Address

Street Address	City	State	Zip	County

Candidate Mailing Address and Contact Information Only one phone number and an email is required.

Street Address or PO Box	City	State	Zip

Work Phone	Home Phone	Cell Phone	Fax

Email Address	Web Site, if applicable

Race and Ethnicity Optional

Continued on page 2 of this form

Occupation (present employment) If not employed, enter "Not Employed".

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than $750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

Candidate Attestation

By signing this document, I hereby state that:

- → I will accept the nomination for the office indicated above;
- → I will qualify for said office if elected;
- → All information provided by me on this form is true to the best of my knowledge; ***and***
- → No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- → if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- → I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to $125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature _____ **Date** _____