

PUBLIC NOTICE
A MEETING OF THE HINES COMMON COUNCIL
April 9, 2024 AGENDA

- | | | |
|-------|---|------|
| I. | FLAG SALUTE | |
| II. | APPROVAL OF APRIL 9, 2024 AGENDA | VOTE |
| III. | APPROVAL OF PREVIOUS MEETING MINUTES | VOTE |
| | a) From MARCH 26, 2024 | |
| IV. | APPROVAL OF ACCOUNTS PAYABLE: | VOTE |
| | a) for APRIL 9, 2024 in the amount of \$75,059.98 | |
| V. | PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY (SPEAKING TIME MAY BE LIMITED) | |
| VI. | Department Head Reports | |
| | a) Police Chief, Ryan DeLange | |
| | b) Fire Chief, Dave Riess | |
| | c) City Administrator, Kirby Letham | |
| VII. | COUNCIL BUSINESS | |
| | a) Business License Application: W&L Family Market Inc. – William Budd and Laura Hill | VOTE |
| | b) RESOLUTION 2351: Authorizing HDPR Grant Application | VOTE |
| | c) 2024-25 Budget Committee Approval | VOTE |
| | d) RESOLUTION 2352: Authorizing Tourism Promotion Grant Application Process | VOTE |
| | e) Review of Released Bids | |
| 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.

This meeting will also be streamed live on ZOOM. You may use the following link to participate:

<https://us06web.zoom.us/j/4913015307>

DATED this 9th day of April 2024
Kirby Letham, City Administrator

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
March 26, 2024**

Present:

Mayor

Nikki Morgan

Council:

Councilors Robert Beers, Roger Hodge, Dean Brizendine, and Hilda Allison

City Staff:

Kirby Letham City Administrator

Public Audience:

Sandra Teeman, Eunice Gregg, Thomas Zink, and William McElhannon

Mayor Morgan called the Meeting to Order at 6:30pm

- I. **Mayor Morgan led the flag salute.**
- II. **Approval of March 26, 2024 Agenda**
Councilor Beers made a motion to approve the agenda for March 26, 2024 as presented. Councilor Allison seconded the motion. All ayes, motion carried.
- III. **Approval of Previous Meeting Minutes for March 12, 2024**
Councilor Allison made a motion to accept the previous meeting minutes from March 12, 2024. Councilor Beers seconded the motion. All ayes, motion carried.
- IV. **Approval of Accounts Payable for March 26, 2024**
Councilor Beers made a motion to approve the Accounts Payable for March 26, 2024 in the amount of \$11,021.70. Councilor Allison seconded the motion. All ayes, motion carried.
- V. **Public Comment for Non-Agenda Items Only (Speaking Time May Be Limited)**
Sandra Teeman – Ms. Teeman had a letter of complaint about the Hines Police Department that she read into the public record.
- VI. **Department Head Reports**
Kirby Letham, City Administrator
 - **OGEC Reminder** – A reminder to the Council that they need to have their OGEC registration done by April 15th. Any questions reach out to Administrator Letham.
 - **Elections** – The Mayor and Council positions 1, 2, and 3 are up for reelection this year. Reminder to monitor the County website for the paperwork that needs to be completed. Any questions reach out to Administrator Letham. We appreciate your work here and don't want to miss out on having you back.
 - **Air Quality Maps** – On the City's website, under maps, the link has been updated to add the link for the floodplain map and links to two air quality maps. One is nationwide through epa.gov (has been set to provide local readings), and the other is (purpleair.com) and provides local readings via sensors located in Hines and Burns.

- **Planning Updates** – The next Planning Commission meeting is scheduled for April 2nd. Stan and Tammy Attleberger are requesting a permit to build a garage. It would have been a floodplain issue, with the new updated flood maps, it is no longer an issue for this permit.
- **SDC Follow Up Report** – Regarding Telos Development, the City has still not received any building permit requests. Administrator Letham has spoken to their representatives about SDC charges. They discussed methodologies and he explained that ours are out-of-date. He told the Council that he has a copy of a report prepared for the City of Burns and he will email it out to the Council. Councilor Allison mentioned that she heard Judy Irwin from the City of Burns on the radio, and Ms. Irwin said that the development known as Miller Springs is supposed to begin moving forward soon. He said the latest conversation with the Telos Development representatives was that they will be requesting a zoning change from Commercial (C) to Multi-Family Residential (RM) as part of their first steps.
- **Federal OSHA Changes** – He attended an Emergency Management meeting. It was a county-wide meeting of departments regarding what happens when there is an emergency, such as a fire. The State Fire Marshall attended. He said nobody is really aware of this, but two things, the Federal Government has changed OSHA rules, and they are very austere. Meaning if they are implemented it could hamper the ability of any fire department, whether it's BLM, State, or a small town to have a working fire department, because the proposed OSHA rules are so strict. Administrator Letham is going to check to see when the public comment time is done. The Fire Marshall said the tricky part is years ago the State of Oregon built into the State code that they would automatically match what the Federal OSHA requirements are. So, if the Federal government changes an OSHA requirement, it is automatic for the State. He said the proposed changes are so strict it could disrupt fire services as no one would be able to respond. Administrator Letham said that he would find out the public comment timeframe and get it out to the Council so they can respond.

VII. Council Business

- a. **Business License Application: Spencer's Painting, LLC – Eunice Gregg** – they are a residential & commercial painting company out of Juntura. *Councilor Allison made a motion to accept the business application for Spencer's Painting, LLC. Councilor Brizendine seconded the motion. All ayes, motion carried.*
- b. **Livestock Permit Application: William McElhannon** – Mr. McElhannon said they are doing 4-H animals again this year. They have requested a permit for 2 swine and 6 chickens. *Councilor Brizendine made a motion to accept the livestock permit as presented. Councilor Allison seconded the motion. All ayes, motion carried.*
- c. **RESOLUTION 2349: Adopting Parks Master Plan – Final Draft – Doug Argo, HECO Engineering** – Mr. Argo asked the Council if they had any questions before proceeding. He told the Council that HECO Engineering has enjoyed working with the City and let them know that the grant application should be submitted later this week. Administrator Letham said he will do one final review before submitting the application. Resolution No. 2349 is a resolution by the City of Hines adopting a Park Master Plan and adding it as a functional plan to be used as a guideline for decision making in conducting the intent of the City's Comprehensive Plan. *Administrator Letham read Resolution 2349 in its entirety. Councilor Allison made a motion to approve Resolution 2349 as read. Councilor Beers seconded the motion. All ayes, motion carried.*
- d. **Resolution 2350: Authorizing Purchase of Motorola Flex Suite CAD/RMS** – Resolution No. 2350 is a resolution authorizing the purchase of the Motorola Solutions Flex Suite Software by the Harney County 911-Board. *Administrator Letham read Resolution 2350 in its entirety. Councilor Allison made a motion to approve Resolution 2350 as read. Councilor Beers seconded the motion. All ayes, motion carried.*
- e. **ADU Ordinance: Review and Discussion** – Administrator Letham reminded the Council that this was on the agenda in November 2023. He has reached out to the City attorney to finalize an ordinance but felt in the meantime he noticed a few things the Council may want to address in the

ordinance. He said the Council may want to look at an adjustment to Cottage Development. That term was added to the Planning Code in 2007 to allow for Juniper Ridge. This could be the time to define what a tiny home is vs. a small home or a cottage. This will give the City the opportunity to make sure the code explains that a tiny home is basically a recreational vehicle as it is on wheels, and that many of them are not up to the same building codes as a house. Tiny homes wouldn't fit on a single-family lot, but more like a mobile home or RV park. A small home or cottage is just a small home with low square footage and is built on a permanent foundation and is built to a minimum of the Oregon building codes. *Mayor Morgan said we need to address this before the tiny home sales lot is opened. Administrator Letham said there is a local contractor that builds them also. Councilor Beers asked if a tiny home was required to have two doors for safety standards. Administrator Letham said he was unsure of that requirement. Mayor Morgan commented that windows can also be used for egress. Councilor Beers responded that a tiny home's windows may not be big enough to be used to exit in an emergency. Administrator Letham told the Council that he had received some feedback from a developer regarding ADUs and vacation rentals. He said that allowing a percentage of ADUs as vacation rentals could "kick start" the ADU process. Administrator Letham told the Council his concern is that the City already has a shortage of long-term rentals or permanent housing. Currently, the City has a number of short-term/vacation rentals. If the Council chooses to allow some percentage of vacation rentals, he suggests some form of regulation in the City code. He said as an example, he heard that Joseph, OR went from a couple of vacation rentals to over 100 in a couple of years. In such a small town, it has a deep impact. Councilor Allison asked about what kind of impact do you mean? The property owners still pay property taxes, utilities, etc. She said if there is a shortage of homes, build more. In her neighborhood she has seen an improvement to outside appearances to those that have converted to vacation rentals. Councilor Beers said he has heard of a city on the coast that is now having issues with housing because the whole city has become vacation rentals. He said restricting how people use their property is hard for him. He sees both sides of this issue. Both sides have benefits and consequences. He also sees the possibility that if people don't rent these houses, property owners could lose money, and possibly go into foreclosure, or turn around to sell them. He also hears there are homes in the City that are sitting vacant. They Mayor said long-term rentals can cost a homeowner a lot of money if they get a renter that damages the property. Councilor Beers said the vacation rentals bring in property taxes and transient lodging taxes. Administrator Letham said that there are benefits to both sides. Councilor Brizendine asked if the City regulates the vacation rentals, how is the decision made about who can have them and who cannot. Councilor Allison said she believes the market will self-regulate. The Mayor said some of the vacation rentals have also had longer term renters, staff from the hospital, etc. And some of the property owners will rent out to the wildland firefighters during the summer. There was a suggestion to raise the allowable ridge height from 15' as currently zoned. This could allow the building of a garage with a living space above. This design creates one additional parking space and can allow for a smaller footprint. Councilor Beers said it could be stipulated that the garage height could be the same as the house if it had a living space above it. Councilor Allison asked how many lots are there in Hines that are big enough for an accessory building? Many are too small. A suggestion was made to remove language that requires an ADU to have a similar appearance as the main structure. There are several older homes on lots that are very dated in their design. Administrator Letham said we don't have to be as strict regarding appearances matching. Maybe just color scheme and/or siding, etc. The Mayor said it may be a good idea to have the restrictions in place, then people can come to the Planning Commission to request a variance. It keeps the City in the loop on what is being done, rather than having a structure just slapped together. Administrator Letham added that Rick Stauffer has been hired by the County as the building inspector. He has the qualifications to do the residential inspections as well as commercial building inspections.*

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

None

IX. **Mayor and Council Comments**

Councilor Brizendine – Nothing

Councilor Hodge – He passed out invitations to the Council for the 1st Annual Loretta Hines Day.

Councilor Allison – Thanks to Councilor Hodge for the invitation.

Councilor Beers – Nothing

Mayor Morgan – Nothing

Next Council meeting is scheduled for April 9, 2024 at 6:30pm.

Adjournment:

Councilor Beers made a motion to adjourn the meeting. Councilor Brizendine seconded the motion. All ayes, motion carried. The meeting adjourned at 7:38pm.

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON March 26, 2024.

Nikki Morgan, Mayor

April 9, 2024										
VENDOR	COMMENTS	City Hall	Police	Fire	Parks	Water	Sewer	Streets	TOTAL	
A PARTS STORE	OIL FILTER						33.49		33.49	
ACCTECH SOLUTIONS	MONTHLY TECH SUPPORT S	1669.00								33.49
ALAN JOHNSON	PER DIEM FOR DUII CONFERENCE		140.00							1,669.00
BIG R BURNS	WASHER, BASLAST, SKIMM	24.99		30.98		26.76	22.71	4.48		140.00
BOX R WATER	COLIFORME/COLI (2) & BODTSS WATER TESTING					212.00				109.92
BURNS FORD	FILTER					54.00				212.00
CASELLE	MONTHLY SUPPORT & MAIN	962.00				962.00				54.00
CENTURYLINK	MONTHLY PHONE BILL	238.98		66.18						1,924.00
EBAR OIL CO	POLICE FUEL		590.66							305.16
EBAR OIL CO	POLICE FUEL & FIRE FUEL		499.05	169.21						590.66
ED STAUB & SONS	DYED KERO / PROPANE			1609.04		1609.03				668.26
ELKHORN MEDIA	NOV ADVERTISING INVOICE	350.00								3,218.07
ELKHORN MEDIA	MONTHLY RADIO ADVERTIS	350.00								350.00
FILE ON Q	MONTHLY SUBSCRIPTION		375.00							350.00
HC 911	QUARTERLY 911 DISPATCH FEE		6250.00	1250.00						375.00
HC CHAMBER OF COMMERCE	MONTHLY TRT SHARE	2333.34								7,500.00
HC LITTLE LEAGUE	FIRE DEPT BANNER SPONSOR			150.00						2,333.34
HOMETOWN AUTO	OIL CHANGE - 2020 FORD		97.70							150.00
MIKE MITCHELL	MEALS AT TRAINING		315.00							97.70
OREGON DEQ	CWSRF LOAN PAYMENT									315.00
PARR LUMBER	GARAGE DOOR RUBBER BOTTOM			20.99			53409.00			53,409.00
RYAN DELANGE	MEALS AT TRAINING		335.00							20.99
SOS-BUSINESS SERVICES DIV	FILING FEE - 2023 AUDIT FEE	250.00								335.00
STANDARD REPRODUCTIONS	WATER TEST TO BOX R WATER					31.00				250.00
THE HINES MARKET	UNLEADED FUEL, DIESEL					133.00	127.30			31.00
TRYSTEN LUELLING	LODGING REIMBURSEMENT		239.84							260.30
XPRESS BILL PAY	MONTHLY MAINTENANCE &	118.25								239.84
										118.25
										0.00
										0.00
										0.00
Totals		6,296.56	8,842.25	3,296.40	0.00	3,027.79	53,592.50	4.48		75,059.98
Grand Total		75,059.98								75,059.98

[Signature] 4-9-24

Business License: Submission #1

Application/Renewal

Application/Renewal
Application

Business Name

W&L Family Market INC, DBA Grocery Outlet of Hines

Business Phone Number

(541) 573-1637

Contact Person

William Budd

Physical Address

627 Hwy 20 N. Hines, OR 97738

Mailing Address

1223 Hochspeier Rd SE, Jefferson, OR 97352

Email address

Lhill.wbudd@gobmio.com

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

Cell Contact William Budd (Owner) (541) 647-7151 or Laura Hill (Owner) 541-215-2097

Licensing Fee

Licensing Fee

\$65.00 (NEW business)

Registration No. (if required by the state)

{Empty}

Bond No. (if required by the state)

{Empty}



OREGON LIQUOR & CANNABIS COMMISSION LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to the **local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city's limits, the local government is the city.
 - If the premises street address is not within a city's limits, the local government is the county.
3. Collect the application from the local government **after** the recommendation has been provided.
4. **Email the application that contains the local government recommendation** to OLCC.LiquorLicenseApplication@Oregon.Gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time). *When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.*

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to replace a Limited On-Premises sales license with a Full On-Premises sales license.
- **Lesser Privilege:** The request to replace a Full On-Premises sales license with a Limited On-Premises sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of "applicant" and "licensee" and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the [applicant information box](#) on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one individual who is authorized to sign for the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the below [Authorized Representative](#) area on page 2 as the applicant/licensee and/or
- Provide a Power of Attorney document showing the permissions allowable on the behalf of the applicant/licensee with this submission

Please note that applicants/licensees are responsible for all information provided on this form, even if an authorized representative or individual with authority signs on behalf of the applicant.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Lesser Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ Limited On-Premises

☒ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

Printed Name

Date

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

W&L Family Market Inc.

Name of entity or individual applicant #2:

Grocery Outlet Inc.

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Grocery Outlet of Hines

Premises street address (The physical location of the business and where the liquor license will be posted):

627 US-20

City:

Hines

Zip Code:

97738

County:

HarneyBusiness phone number: **(541) 573-1637**Business email: **Lhill.wbudd@gobmio.com**Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]):**627 Hwy 20 N**

City:

Hines

State:

Oregon

Zip Code:

97738Does the business address currently have an OLCC liquor license? ☐ Yes ☐ NoDoes the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

☐ Make changes regarding this license/application on my behalf.☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.**Representative Name:**

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

LIQUOR LICENSE APPLICATION

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APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

WILLIAM BURP

Phone number:

541-647-7151

Email:

Lhill.Wburp@gojmo.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

• Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-006-0362 and attests that:

- 1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
- 2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>WEL Family Market Inc.</u>	<u>[Signature]</u>	<u>4-9-24</u>	
Print name	Signature	Date	Atty. Bar Info (if applicable)

<u>Grocery Outlet Inc.</u>	<div>DocuSigned by: <u>[Signature]</u> AF089E8473524C6</div>	<u>4/2/2024 15:10:00 PDT</u>	
Print name	Signature	Date	Atty. Bar Info (if applicable)

_____ Print name	_____ Signature	_____ Date	_____ Atty. Bar Info (if applicable)
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_____ Print name	_____ Signature	_____ Date	_____ Atty. Bar Info (if applicable)
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RESOLUTION NO. 2351

A RESOLUTION BY THE CITY OF HINES DEMONSTRATING ITS SUPPORT FOR HIGH DESERT PARK AND RECREATION TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, HIGH DESERT PARK AND RECREATION desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the City of Hines is a member of the HIGH DESERT PARK AND RECREATION district; and

WHEREAS, HIGH DESERT PARK AND RECREATION, have identified that the tennis court resurfacing and ADA compliance improvements at Anderson Park as a high priority need in Burns, OR; and

WHEREAS, this project will provide funds to resurface the entire tennis court, improve the entrance from the parking lot to meet ADA requirements, and trim or remove unsafe trees at Anderson Park in Burns, OR; and

WHEREAS, HIGH DESERT PARK AND RECREATION has available local matching funds to fulfill its obligation related to this grant application should the grant funds be awarded; and

WHEREAS, HIGH DESERT PARK AND RECREATION will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

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

Section 1:

The City of Hines Council demonstrates its support for HIGH DESERT PARK AND RECREATION to submit a grant application to the Oregon Park and Recreation Department for resurfacing the entire tennis court, improving the entrance from the parking lot to meet ADA requirements, and trimming or removing unsafe trees at Anderson Park in Burns, OR.

Section 2:

This Resolution shall be effective following its adoption by the City of Hines Council.

**APPROVED and ADOPTED by the Hines Common Council this 9th day of APRIL 2024
by a vote of ____ “ayes,” ____ “nays,” with ____ abstaining, and ____ absent.**

CITY OF HINES

By: _____
Nikki Morgan, MAYOR

ATTESTED TO BY:

Kirby Letham, CITY RECORDER

2024-25 BUDGET COMMITTEE

Committee Members		Position	Phone	Email
1	Nikki Morgan	Mayor	541-413-2036	Nikki.Morgan.Mayor@ci.hines.or.us
2	Robert Beers	Council Member	541-589-2345	Robert.Beers01@ci.hines.or.us
3	Hilda Allison	Council Member	541-589-1758	Hilda.Allison02@ci.hines.or.us
4	Roger Hodge	Council Member	503-997-9251	Roger.Hodge03@ci.hines.or.us
5	Dean Brizendine	Council Member	541-589-1670	Dean.Brizendine04@ci.hines.or.us
6	Roxane Worley	Council Member	541-589-2813	Roxane.Worley05@ci.hines.or.us
7	Misty Shepherd	Council Member	503-409-4777	Misty.Shepherd06@ci.hines.or.us
8	Jon Morgan	Budget Committee	360-942-8152	jon2035@yahoo.com
9	Andy Casey	Budget Committee	541-589-4471	andycasey0@gmail.com
10	Rory O'Connor	Budget Committee	208-419-6460	ro.c.oconnor@gmail.com
11	Kelly Cullens	Budget Committee	541-413-0991	kehickey77@gmail.com
12	Tammy Attleberger	Budget Committee		
13	Ray Dunten	Budget Committee		
14	Kirby Letham	Budget Officer	541-573-2251	administrator@ci.hines.or.us
15	Amie Scott	City Treasurer	541-573-2251	treasurer@ci.hines.or.us

RESOLUTION NO. 2352

A RESOLUTION BY THE CITY OF HINES ESTABLISHING A GRANT APPLICATION PROCESS FOR TOURISM PROMOTION WITH TRANSIENT LODGING TAX FUNDS

WHEREAS, the City of Hines collects transient lodging tax (TLT) revenue; and

WHEREAS, the City is required to expend 25% of the TLT revenue collect on tourism related activities; and

WHEREAS, the City desires to maximize the opportunity for local businesses, organizations, and residents to make the best use of those funds for tourism related projects, events, and activities; and

WHEREAS, the City has allowed local businesses, organizations, and residents to make donation requests of the City to use TLT funds for planned projects, events, and activities; and

WHEREAS, the City desires to establish an application process to request TLT funds from the City and create a "Tourism Promotion Grant;"

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

Section 1:

By the passage of this Resolution, the City of Hines establishes the following process for approving a Tourism Promotion Grant:

- a. Applicant must complete the City provided application form.
- b. The application form will be reviewed by a Tourism Promotion Grant Committee made up of City Staff and selected Council Members. Application approval will be reviewed by the following criteria:
 1. The project/event/activity meets the definition of "tourism related activities" (See ORS 320.300.06 and 07)
 2. The amount requested does not exceed the City's current budget for "tourism promotion," including upcoming projects, events, or activities planned by the City.
 3. The project/event/activity has a high likelihood to actually promote tourism in the area and impact the City of Hines favorably.
- c. If the Tourism Promotion Committee approves the application, it will then be presented to the City Council for final approval, based upon the same criteria stated in paragraph b above.
- d. Any grant application will be processed no more than 30 days from the date the application was received by the City.

- e. Applicants may be located outside of the City of Hines, but the project must meet the criteria in section b.
- f. The Tourism Promotion Grant Committee is appointed by the Mayor.
- g. Any recipient of a Tourism Promotion Grant must return to report the impact and results of the project/event/activity to the Hines City Council no more than 60 days from the completion of the event.
- h. Recipients of a Tourism Promotion Grant will be asked to return the funds if the project/event/activity is cancelled OR the Recipient does not report the results as required in paragraph g.

Section 2:

The Tourism Promotion Grant is effective immediately upon adoption.

APPROVED and ADOPTED by the Hines Common Council this 9th day of APRIL 2024 by a vote of ____ “ayes,” ____ “nays,” with ____ abstaining, and ____ absent.

CITY OF HINES

By: _____
Nikki Morgan, MAYOR

ATTESTED TO BY:

Kirby Letham, CITY RECORDER



Tourism Promotion Grant

Name of Applicant/ Organization: _____

Contact person for Organization: _____

Date of Application: _____

Organization Location: _____

Mailing Address: _____

☐ Same City: _____

Phone Number: _____

Email Address: _____

Organization IRS Tax ID Number: _____

Amount of Funds Requested: _____

Describe proposed use of Potential Tourism Funds. Attach additional pages to provide more detailed information about proposed use of funds to assist in the review of application.

How will this project/event/activity promote tourism?

Name and Title: _____

Signature: _____

Date Received: _____

Present to Hines City Council: Y / N

Date Approved: _____

INVITATION TO BID – HINES SHOP EXTERIOR PAINTING

The City of Hines is seeking bids from qualified contractors to paint the MAIN SHOP at 102 E. BARNES AVENUE, HINES, OR 97738.

The scope of the project will be preparing and painting the entire exterior (4 sides) of the shop. Prospective bidders are highly encouraged to visit Hines City Hall and Shop to view the scope of the project in person. Product used in bid should be a high quality, 5-10 year exterior paint.

Qualified contractors must also have a current business license with the City of Hines in addition to current state licensing and insurance.

The City of Hines will be accepting sealed bids. Prospective bidders should include with sealed bids a simple itemized bid. All bids must be submitted in writing by 2:00 pm, Friday, April 18, 2024. Bids will be opened the same day for initial review. After initial review by City Staff, the bids will be presented to the Hines Common Council for final approval April 23, 2024 at the regularly scheduled Council meeting.

Please see the City's website at <https://www.cityofhines.com/rfps> for further information.

You may also call Hines City Hall at (541) 573-2251 or visit in person at 101 E. Barnes Ave., Hines, OR 97738.

Publish March 20 and 27, April 3 and 10

INVITATION TO BID – HINES CITY HALL – GUTTERS, SNOW SLIDES - ROOFING

The City of Hines is seeking bids from qualified contractors to repair/make modifications to the roofing at City Hall.

The scope of the project will be to add gutters and snow slides to City Hall. Prospective bidders are highly encouraged to visit Hines City Hall to view the scope of the project.

Qualified contractors must also have a current business license with the City of Hines in addition to current state licensing and insurance.

The City of Hines will be accepting sealed bids. All bids must be submitted in writing by 2:00pm, Friday, April 19, 2024. Bids will be opened the same day. After initial review by City Staff, the bids will be presented to the Hines Common Council for final approval April 23, 2024 at the regularly scheduled Council meeting.

Please see the City's website at <https://www.cityofhines.com/rfps> for further information.

You may also call Hines City Hall at (541) 573-2251 or visit in person at 101 E. Barnes Ave., Hines, OR 97738.

Publish April 3 and 10

INVITATION TO BID – CITY OF HINES – METER INSTALLATION

The City of Hines is seeking bids from qualified electrician to install an Oregon Trail Electric meter in the PUBLIC WORKS SHOP.

Prospective bidders are highly encouraged to visit Hines City Hall to view the scope of the project.

Qualified contractors must have a current business license with the City of Hines in addition to current state licensing and insurance.

The City of Hines will be accepting sealed bids. Prospective bidders should include with sealed bids a simple itemized bid. All bids must be submitted in writing by 2:00pm, Friday, May 10, 2024. Bids will be opened the same day.

After initial review by City Staff, the bids will be presented to the Hines Common Council for final approval May 14, 2024 at the regularly scheduled Council meeting.

Please see the City's website at <https://www.cityofhines.com/rfps> for further information.

You may also call Hines City Hall at (541) 573-2251 or visit in person at 101 E. Barnes Ave., Hines, OR 97738.

Publish May 1