

PUBLIC NOTICE

The Hines Common Council will hold a regular session and a previously advertised budget hearing, beginning at **6:30pm on Tuesday June 23, 2020**, in the City of Hines Council Chambers at 101 E. Barnes, Hines OR. The intent of this session is to address general business as indicated below:

A MEETING OF THE HINES COMMON COUNCIL AND BUDGET HEARING June 23, 2020 AGENDA

- I. Meeting begins at 6:30pm
- II. Flag Salute
- III. Approval of June 23, 2020 Agenda VOTE
- IV. Approval of previous meeting minutes from June 9 and June 16, 2020 VOTE
- V. Approval of Accounts Payable for June 23, 2020 VOTE
- VI. Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply)
- VII. City Administrator Report
- VIII. New Business
 - a) Economic Development Grant Request: Country Washboard VOTE
 - b) TLT Funds Request: Sage DesignWorks, Mural Painting VOTE
 - c) TLT Funds Request: Robert Paramore, Greenbelt/Walkway Path VOTE

ADJOURN FOR 2020-21 BUDGET HEARING 7:00 PM

- 1. Budget Hearing Begins at 7:00 pm
- 2. Review of Final Draft of Approved Budget for 2020-2021 Fiscal Year
- 3. Public Comments To Address Approved Budget
- 4. Council Comments To Address Approved Budget
- 5. Hearing Adjournment VOTE

RECONVENE COUNCIL MEETING

- IX. Continued Business
 - d) Resolution 2288: A Resolution Adopting the 2020-21 Budget VOTE
 - e) Resolution 2289: City's Election To Receive State Revenues VOTE
 - f) Economic Development Grant Request: Harney County Sporting Goods VOTE
 - g) Chamber Director, Lola Johnson VOTE
 - h) TLT Funding Ideas: Chris Pratt VOTE
 - i) Resolution 2290: Resolution Extending Worker's Compensation Coverage VOTE
 - j) Resolution 2291: Resolution for Loss Prevention Program VOTE
 - k) Resolution 2292: Resolution for Transfers of Monies Between Objects of Expenditure VOTE
 - l) Resolution 2293: Unanticipated Revenue, Water Project VOTE
 - m) Gas Tax Review VOTE
 - n) Employee Vacation Review VOTE
- X. Public Comment Period (Speaking time limitations may apply.)
- XI. Mayor and Council Comments
- XIII. Adjournment VOTE

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

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

DATED this 23rd day of June, 2020



Kirby Letham, City Administrator

REGULAR MEETING OF HINES COMMON COUNCIL

June 23, 2020

AUDIENCE SIGN-IN SHEET

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

PLEASE **PRINT** YOUR NAME

SUBJECT, IF YOU WISH TO SPEAK

Beth Paramore

ROBERT PARAMORE

Hyun Paramore

Rachael Allison

Hilda Allison

Reader Board

Ellen Hall

Steve & Doris Davison

Lola Johnson

Council Meeting 6/23/20

Present: Ron, Beers, Mayor, Quick, Miller, Ray

I. ✓

II. ✓

III. • Beers, Ron(?), Ayres

IV. • Ron, Ray, Ayres

V. • Beers, Quick, Ayres

VI. Public - No

VII. City Admin

VIII. a) Doris Davis - we've had wonderful support
- ~~COVID~~ - has had an impact, but we're coming strong
- We have had no signs, and need benches.
- We like the metal benches.

- Mayer -

- Quick \$1200, Ron, Ayres.

b) TLT - Sage Design.

- Hilda we have projects

- Mayor: How long will mural last?

- Lola: ~~How long will paint last.~~ a long time.

- Hilda:

- Mayer - table. 1

- Ray - table, Beers, Ayres.

c) Paramore, Walkway.

• History of Hines: 1930, very unique.

• Review of map Proposal.

• More and more people are walking.

• Paved is best for seating, etc.

• Hammer Rock is excited about the idea, they walked it.

- Can be done in Phases
- Mayor - Paved vs. Non? How wide is the trail. - Ron they pave all the time
- Mayor: is Pavement better?
- Rob: Pavement is better than dirt or rock.
 - Pavement is more readily maintained.
- Miller, a discussion
- * Hilda - Arizona ground up tires
 - Ray - parking lot paved before trail.
 - Mayor - value in walking
 - Lola - This is an excellent idea. People ask for this all the time
 - Pratt - Safety netting around golf course.

Adjourn for Hearing @ 7:10pm

1. Memo from C.A.

2. ~~HH~~ ✓

3. Hilda - testifying ~~on~~ on Budget. Please hold off, we have projects that can be done with TLT. Let the citizens of Hines determine where the TLT money goes. Let people decide.

Miller - Pool won't open this year.

- Hilda. don't do this
- Mayor - I've been involved in this for a long time. This Council is taking notice. We don't be detriment.
- We will be looking at this often.
- The public doesn't care.

- This Council will be different
- Hilda - passed out Reader
- Pratt -
- Ron - How did TLT end up? 85, 15 . $\frac{40,375}{2,100}$
- Mayor -
- Quick -

down: @ 7:26

Council @ 7:26

IX d) Ron, Beers, Ayes

e) Beers, Quick/Ron, Ayes

f) HC Sporting Goods.

• Kerry: would like to improve and open an antique store

• Mayor: We need reviews,

• Ron: What has this been used for? ~~not the~~

I don't see a difference.

• Mayor: This is for beautification.

• Mayor: talk to Judy.

g) Lola.

• sign-up sheet for Chamber to attend meetings

• explained rotation.

h) TLT: Chris Pratt.

* Chris read his letter.

i) Beers, Ray, Ayes Res 2290

j) Res 2291: Ron, Beers, Ayes

k) Res 2292: Quick, Ray, Ayes

l) Res 2293: Beers, Ron, Ayes.

m) Gas Tax

- Discussion about ^{Gas} tax and
- how much? Ray? 2.60 vs 2.65 for snacks.
- Miller: might be a tough sale
- Beers: driving for a penny?
- Ray - put it out to the people.
- Mayor - this another tax!
- Beers - Story from Nebraska
- Quick - motion to it / gal
- ^{2nd} Ray, 3 to 1.

n) Employee Vacation

- Ron, Miller, Ayed.

x None

x1 Mayor and Council

- Ray - none
- Miller - Path = good, might be expensive.
TLT questions whether its a good idea.
- Quick: N/A.
- Beers: Mosquitos. ; trap to send.
- Williams: None
- Mayor: when you work on a committee
you represent the citizens; pay attention
- Beers: fence for protecting park.
- Ray: think of the future.
- Eldon: Welcome to times on the Smoke Stack
→ Mayor: Asbestos? ^{exterior was redone so Asbestos}
was sealed - in Snows Mtn. Pk. museum done?

> Ray: printing limitations

Eldon: left to print; follow up.

XIII Ron, Beers, Ages. @ 8:30pm.

**MINUTES FROM
A MEETING OF THE HINES BUDGET COMMITTEE
June 16, 2020**

Present:

Budget Committee Chairperson:

Son Burns

Budget Committee Members:

Mayor Nikki Morgan, Councilor Duane Hutchins, Councilor Gary Miller, Councilor Marsallai Quick, Councilor Robert Beers, Councilor Ray Breshears, Jon Morgan, Josh Cummings, Stephanie Radinovich, Taci Weil, and Becky Bates

City Staff:

Budget Officer Kirby Letham and City Treasurer Amie Breshears

Public Audience:

Mason Watson, Chris Pratt, Dan Grigg, Judy Erwin, Lola Johnson, Tory Schmidt, Hilda Allison, Jordon Bennett, and Robert Paramore

***Chairperson Burns called the meeting to order at 5:40 pm and led the flag salute.**

Approval of the June 16, 2020 Agenda

The agenda for June 16, 2020 was reviewed by the Committee. Mayor Morgan made a motion to approve the agenda as presented. Councilor Beers seconded the motion. *All ayes, the motion carried.*

**Budget Committee Discussion and Review of Proposed Budget
Review of TLT Funds**

Mayor Morgan asked to speak. The TLT, Transient Lodging Tax (formerly known as the TRT, or Transient Room Tax). Mayor Morgan explained that she had read all previous minutes of the City Council to better understand why the topic arose. She said as far back as 2007 some businesses in Hines felt they were not being represented by the Chamber of Commerce as equitably as others. Complaints were made to City Hall and the City Council. This topic has been brought up numerous times in the past. In 2013 the City Administrator and staff went through all council meeting minutes and compiled a summary of anything concerning the TLT, which started in 1998. Chamber of Commerce Board members were present for discussions Dec 2012, Jan 2013, and Apr 2014. At the April 2014 meeting council chambers were full, with standing room only outside council chambers. At that meeting it was proposed to cut the TLT funds to the Chamber of Commerce by 5%. Chamber Board members as well as business reps (including those from the hotels) were present. At the June 2020 meeting Chamber Board members were present, but not as many reps from the city business community. No hotel reps were

present. At this meeting it was proposed to cut the share payable to the Chamber to 50% with an application process to the City where anyone including the Chamber can apply for funding. If the City moves forward with the 50/50 split of the TLT funding, then anyone can apply for funds. The Chamber does not give away money. If this City is hearing some businesses are dissatisfied with the Chamber, why is the Chamber not hearing this? The TLT funding to the Chamber is not guaranteed funding. The Hines City Council is the legislative body governing Hines and is responsible for all financial decisions and take this responsibility seriously. Mason Watson stated at the City Council meeting that he has held events and has not seen any City Council members in attendance. It was asked if and how he advertised, and he said Facebook. Not everyone is on Facebook. He also stated that Hines has nothing to bring in tourists. We do have Obsidian Days, events such as Guns & Hoses, sporting events in the park, the Farmers Market, Community Junket, weddings, etc. Yes, they are specialty events.

Mayor Morgan said there are other options than splitting the funds 50/50.

Chairperson Burns said that overall, he would defer to those with more experience, however, he sees no problem with the City requesting accountability for how the funds given to the Chamber of Commerce are spent. The dollars belong to the City of Hines and the City Council is accountable to the residents of Hines to see how their money is spent.

Councilor Quick mentioned that Dan Grigg, the Chamber Board President had provided her with a copy of a detailed budget. She appreciated the details. She said that she had spoken with Administrator Letham as she has concerns about the City being responsible for giving out the funds. She asked Administrator Letham to voice his opinion. He stated that he likes that the Council is holding the Chamber responsible with how they handle the money, rather than the City just handing over the TLT funds. Last year the City chose to adjust how much funding the Chamber would receive and chose to give the Chamber 85% of the TLT funds and to retain 15%. He said that this year, it is not desirable to take all funding away from the Chamber, but to possibly adjust the percentage they receive, whether its 85/15, 80/20 or 90/10. Councilor Hutchins chose to clarify a point. That being the City receives TLT funds from the State. Of the TLT funds received, 25% **must** be spent on tourism. Until last year, the Chamber received 100% of the 25% that must be spent on tourism. As an example, Administrator Letham stated that he has projected the City receive \$190K in TLT funds. Of that, 25% (\$47,500) must be spent on tourism. The Budget Committee must decide how much of the \$47,500 will be given to the Chamber with the remainder retained by the City. He believes that it is good that the City retain some of the funding. He like the suggestion from Dan Grigg last week about creating a sub-committee that possibly meets quarterly to review ideas and events, with an annual review between both the Chamber of Commerce and the City Council. Ms. Radinovich asked for clarification about what funds would be available if someone came directly to the City. Mr. Letham explained it would be out of the percentage retained by the City. After checking with legal counsel he also found that if the money retained by the City wasn't spent in one fiscal year, it could carry over to the next one as long as the money

is still designated for tourism. Councilor Quick stated she likes the 85/15 split and if there is a sub-committee between the City Council and Chamber of Commerce, she volunteers to be a member.

Councilor Hutchins read a letter he had drafted. It mentioned that the City is not trying to take all the TLT money away from the Chamber. However, for the amount of money given to the Chamber it is felt that Hines is not receiving value for the dollars given. He acknowledged that Dan Grigg, the president of the Chamber recognizes the concerns that the City has. He believes that allowing people to approach the City to request funding will allow those with event ideas an opportunity to hold their events and promote tourism at the same time. He thanked Lola Johnson for showing how this could work by approaching the City Council and requesting money to give as prizes for the 4th of July Stay Parade and Festival.

Committee Member Jon Morgan asked how the City will account for the TLT funds, especially for the funds that may carry from one fiscal year to the next.

Councilor Quick asked how is the City going to vet the requests for TLT funds? Who has the time? The City Administrator and staff have their own responsibilities. Mayor Morgan said that as long as the individual or group supply the proper documentation to apply for funding then that's fine. Councilor Quick expressed concern, wanting to make sure that this would meet State requirements and that the City would not be held responsible if the event didn't end up meeting those requirements.

Committee Member Cummings brought up a document from the League of Oregon Cities that Administrator Letham had sent to the Committee. He said the document states that cities can spend TLT dollars on developing things like jogging trails and splash pads. Things that could bring in tourism.

Councilor Miller stated that he would hate to see the City take a stance that would cripple the Chamber of Commerce.

Committee Member Weil said she would like to see teamwork between the Chamber and the City. She said she sees this as a chance for both to work better together moving forward.

Councilor Miller agrees that the funding to the Chamber is something that needs to be visited on an annual basis.

Committee Member Radinovich said that she sees value in the City retaining some of the TLT funds as people can come up with great ideas. Believes that clear communication must be established and that there should be someone from the Chamber at every Board meeting with an update as to what has been happening and what is upcoming. She said she called both John Day and Baker City. She said that both communities do something similar to what is proposed. She said that in both communities the community pools and

parks come to them for funding for updates, etc. She sees nothing wrong with the City retaining some of the funds, however, she doesn't want to see the split be such as to damage the relationship between the Chamber and City.

Councilor Quick made a motion to maintain the 85/15 split of the TLT funding for the next fiscal year. Councilor Beers seconded the motion. 9 Ayes, 1 Nay the motion carried.

Other Items of Interest

Councilor Beers had done some research regarding mosquito abatement. He contacted the County noxious weed department to see if they could spray, they cannot. He contacted 3 Rivers Mosquito Abatement. They seem to be the only company that will come out and service our area. He was told that 3 Rivers will come out and do an analysis on the types of mosquitos and spray twice for \$12K. Mayor Morgan expressed concern about spraying with those residents that may have respiratory issues. The City stopped spraying in the past due to health concerns of residents. Councilor Beers said a couple of years ago he and Dan Griggs did speak to a company that does aerial spraying. It was estimated that it would take 3-4 applications at more than \$9K for each. He said that he has tried to contact other companies, but so far 3 Rivers is the only one that he's been able to contact that would do a city of our size. Mayor Morgan commented that spraying has been entered into the projected budget so the money will be available if the City moves forward with mosquito abatement. Councilor Hutchins asked if we aren't a little late in the year for mosquito abatement? It seems that once it gets hot the mosquitos go away. Councilor Beers agreed but said that as long as the money is budgeted it can be used next year in time for mosquito season. Mayor Morgan said at least data collection could move forward to be prepared for next year. Councilor Quick asked if they could possibly treat the lagoons. Councilor Beers said he would ask. He also said that if the City of Burns and the County chose to spray, it could bring the cost down.

Chairperson Burns asked if there were any other items that the Budget Committee wanted to discuss. Budget Officer Letham advised that the proposed 20/21 budget is \$7,915,088.

Public Comment (3-minute time limit per speaker)

Judy Erwin – Member of the Chamber Board. Apologized to the Committee. At the last meeting she stated that TLT funds could not be carried over from one budget year to the next. After further discussion she found that was not the case.

Dan Grigg – President of the Chamber of Commerce Board and Resident of Hines. Thanked the Budget Committee for its support of the Chamber of Commerce. He also advised Councilor Beers that at one time he identified a company in Fruitland, ID that sprays for mosquitos. He said that in conversations with Administrator Letham they have discussed the possibility of setting up a Vector Control District in the County for a long-term solution, that way the cities would not be burdened with funding it, and it would be spread over the County tax base. He made a point that with eliminating mosquitos it could help with tourism.

Lola Johnson – Director of the Chamber of Commerce. Thanked the Committee to listening to the Chamber of Commerce. Said she has had some other commitments and has not been able to attend all of the meetings but said she will try to be more consistent. She also asked that if any of the local businesses contact the City with complaints, please have them contact the Chamber as they cannot fix what they do not know is a problem.

Tori Schmidt – Member of the Chamber Board. Thanked the Committee for their support of the Chamber of Commerce. Thanked Councilor Hutchins for reaching out to her directly to talk. She asked the Council to look forward rather than at the past. She said last year she and her husband has approached the City about a marketing campaign for the City. She said they were told they could have the money for materials, but said they were basically told they'd have to donate their time. Administrator Letham asked if she would be agreeable to talking one-on-one and she agreed. He said that he'd like to meet with her and bring any solutions back to the next City Council meeting.

Chris Pratt – Wanted to thank the Council for being willing to embrace change and move forward. Said he's been in contact with Kirby about some big plans that could have far reaching positive impacts to not just the City of Hines, but to all of Harney County. He then said that mosquito spraying is possibly foolish and asked if the City had checked to see if there are any regulations regarding Covid-19.

Rob Paramore – Has been a resident of Hines for 25 years. Suggests that the City take some of the TLT funds to create paved walking trails. Walking/jogging/bike riding on the streets can be dangerous. He created a map and spoke with Troy Hooker earlier today. He proposed a paved trail from Hole 3 at the Golf Course out to the nature trail connecting Burns & Hines, and down towards Peter French as that land belongs to the City. He said that if you had an entrance to the trail at the Golf Course, the hotels are across the street, making it easy for travelers to access it. Time limit was reached. It was suggested that he get on the agenda for the next City Council meeting and do a presentation.

Jordon Bennett – Member of the Chamber Board and Fair Manager. First wants to thank the City of Hines for being willing to work with the Chamber. He said that he is glad that the City is taking the lead on the mosquito issue.

Mason Watson – City of Hines resident. Thanked the Committee for approving the 85/15 split of the TLT funds.

Approval of Proposed 2020-21 Budget

Councilor Hutchins made a motion to approve the 2020-2021 budget as written. Mayor Morgan asked him to rephrase his motion to include the budget total. At that time, Councilor Hutchins made a motion to approve the proposed 2020-2021 budget for the City of Hines as prepared by the Hines Budget Office in the amount of \$7,915,088. Committee member Becky Bates seconded the motion. All ayes, the motion carried.

Committee Comments

Councilor Beers – Thinks the idea of a paved trail is a good idea. Could springboard into having events such as a 5K or 10K race.

Chairperson Burns – Thinks having 5K or 10K events is an excellent idea.

Committee Member Bates – Thinks a trail is a good idea. The cross-country team could use it. It is safer than running on city streets or highway.

Committee Member Cummings asked **Councilor Breshears** his thoughts on the TLT funding. Councilor Breshears stated that whoever receives funding needs to be accountable for how the funds are spent. He also said that Hines, Burns and Harney County need to get together and figure out how to bring in more jobs. That without jobs, young people will not stay.

Councilor Hutchins – He said he appreciates the Chamber Board for attending. He likes seeing the newer Board members attending the meetings. He thinks that maybe the High School should be challenged with coming up with tourism ideas. He thinks that the Chamber and City Council needs to work together as a team and not be at odds with each other anymore.

Chairperson Burns – He said that with the older teachers retiring, as the school district is trying to attract new teachers, they get questioned as to what is there to do in Harney County. The Chamber has been great in helping with that. He said that any way we can attract younger people/families to move here is a good thing. It will help the community to sustain and grow.

Committee Member Weil – Thanked the City Council for involving her in the process. She learned a lot by participating.


Meeting Adjournment

There being no further business Councilor Beers motioned to adjourn the meeting. Councilor Quick seconded the motion. *All ayes the motion carried.* Meeting adjourned at 6:58pm.

Respectfully Submitted:

Kirby Letham

City Administrator

APPROVED,
 Mike Morgan, Mayor

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
June 9, 2020**

Present:

Mayor:

Nikki Morgan

Council:

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

City Staff:

City Administrator Kirby Letham

Public Audience:

Mason Watson, Dan Grigg, Judy Erwin, Gail Pointere, Lola Johnson, Jessica Quant, Victoria Schmidt, Andrea Letham, Daniel Letham, Hilda Allison, Terri Hellbusch, Diane Zipser, Steve Zipser, Roxane Worley, Mike Haines, Kenny Peasley, Pennie Peasley, Selene Dobson

***Mayor Nikki Morgan called the meeting to order at 5:30 pm and led the flag salute.**

Approval of the June 9, 2020 Agenda

The agenda for June 9, 2020 was reviewed by the Council. Councilor Williams made a motion to approve the agenda as presented. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Presentation by the Harney County Chamber of Commerce

Dan Grigg, President of the Chamber of Commerce addressed the City Council. He apologized that the Chamber Board of Directors had not attended previous Council meetings and agrees that the City of Hines needs the Chamber to focus more on the City of Hines in the area of tourism. The Chamber of Commerce believes that we can work better together. They propose a sub-committee made up of members from both the Chamber of Commerce and the City Council to work on promotion opportunities. He proposed that the City Council reconsider the 50/50 split of TLT funding that was discussed at the last City Council meeting. The Chamber of Commerce has staff in place to promote tourism. If the funding to the Chamber of Commerce is cut, it could lead to staffing cuts as well as cuts in advertising. This could negatively impact all of Harney County. They believe we would work better together, instead of working separately to promote tourism in Hines.

***City Council Meeting was temporarily adjourned to go convene the Budget Meeting at 5:36pm.**

***Budget Committee Meeting was called to order at 5:36pm by Son Burns, committee Chairperson.**

Chairperson Burns notified the room that he would have to leave the meeting early due to a prior commitment. Once he steps out of tonight's meeting Jon Morgan will step in as Temporary Chairperson for the remainder of tonight's meeting.

Approval of the June 9, 2020 Budget Meeting Agenda

Mayor Morgan motioned to approve the agenda. Councilor Williams seconded the motion. All ayes, the motion carried.

Budget Officer Review

Budget Officer Letham presented an overview of the revenue and expenditures expected for the 2020-2021 fiscal year. He then presented a line item breakdown of the budget.

He then introduced a preliminary proposal from Three Rivers Mosquito & Vector Control regarding spraying for mosquitos. After some discussion, the Committee has decided to leave this as a line item on the budget with the decision that there needs to be some more research done before it can be done.

The budget discussion then turned to the subject of Transient Lodging Tax (TLT) funds. Councilor Hutchins commented that with the advent of technology, that he doesn't know if the Chamber is as necessary as it once was. He thinks that local businesses & residents that have an idea for an event, should be able to come in and apply for funds to help stage such an event. Councilor Miller said that he thinks the funding should stay with the Chamber of Commerce as they have the infrastructure to promote and help stage such events. Councilor Breshears stated that he believes that any money given out should be controlled by the City Council. Councilor Quick thanked the Chamber of Commerce Board for attending this evening's meeting and stated that she likes the idea of a subcommittee working together. She doesn't like the "us vs. them" mentality and would be willing to be part of that committee as she believes Administrator Letham has enough on his plate without adding this to it. Committee member Weil asked if the numbers regarding the TLT could be re-stated as she was not able to attend the last meeting. Mr. Letham reviewed the amounts budgeted for the Chamber and the amount budgeted for the City to keep. He explained that according to State law, a portion of the TLT funding must go to promote tourism, whether it is the Chamber or the City providing the promotion. If the City gives all the tourism funds directly to the Chamber, then then the City has met our obligation. Mayor Morgan reiterated that the State has very strict guidelines on how the funds can be spent and that the funds must be spent on tourism. Mr. Letham explained that given the mission of the Chamber to promote tourism, the Chamber may use some of the TLT

funds to support staffing needs, whereas the City doesn't have the same leeway to cover infrastructure with the funding. Question arose as to if we do not give the funds to the Chamber, who is then accountable for the way the funds are spent. It would make the individual who applied for funding and the City Council to make sure funds are spent according to State guidelines, and the bookkeeping would fall to City staff. A question was raised asking could the decision be made to move additional TLT funding to the Chamber. Mr. Letham said yes, the Budget Committee could make that adjustment prior to the budget being finalized. Mayor Morgan suggested that the Committee hear the public comment and have the discussion on what should be done, and then have the final vote on the budget at the next meeting. Mr. Cummings asked if the funds retained by the City could still go to the Chamber. Mayor Morgan said yes, if the Chamber has an activity coming up, they may apply to the City for additional funding. Councilor Hutchins stated that this is more for accountability purposes, while making funds available to others. Mayor Morgan said in the past she went to the Chamber with an idea for an event that encompassed the whole County and was given no assistance. She said the idea of a subcommittee might not be a bad idea. Councilor Breshears stated that there needs to be more focus on the City of Hines. Mayor Morgan said that there are quite a few businesses in Hines that are not members of the Chamber, due to the cost to be a member. However, as the City of Hines provides the largest portion of outside funding to the Chamber, then our Hines businesses should be promoted. Councilor Quick would like to see a more detailed budget from the Chamber before the next budget meeting. The Mayor asked for clarification on the Chamber's budget. She asked if someone goes to the Chamber with an event idea, does the chamber help with merchandising or just advertising. She asked that they bring a response back for the next budget meeting. Approval of the budget has been postponed until the next budget meeting to be held June 16, 2020.

Public Comment (Speaking time limits may apply):

Chairperson Morgan asked if there were any public comments to be made.

Hilda Allison – Hines resident and business owner. Ms. Allison read a copy of the Chamber of Commerce mission statement. She said that as a past member of the Hines City Council that there has never been accountability of how the Chamber spends the TLT funds they receive. She said that she has spoken with the hotels and they have told her that the people coming to stay are people driving through town or here on business, they are not tourists. She said that while she was on the Council requests were made for itemized reports showing how TLT funds were spent. She said that the Council changed the amount of funding the Chamber was to receive to allow more TLT funds to be spent directly on the City of Hines. She believes that this change will allow for more accountability. She thinks that a subcommittee is just another level of bureaucracy. She wants to know why the City of Hines is responsible for the financial solvency of the Chamber of Commerce.

Tori Schmidt – Chamber of Commerce Board Member. Ms. Schmidt is a business owner and new member of the Chamber Board of Directors. She thanked Mr. Grigg and Ms. Erwin for creating the Chamber budget that was presented to the City Council, and

explained that the decision had been made to do an overview of the budget, and to not “get down into the weeds”. She asked why not give the dollars to people who are dedicated to the task of promoting tourism. She feels that not creating a sub-committee seems to shut the door on the Chamber. She explained that last year she came and applied for some of the tourism dollars for a project her company was doing to beautify the Hines City Park and was turned down for the money and was told they should just donate their time for the project. She said they had suggested a promotional package that included t-shirts, stickers, etc. that was specifically for the City of Hines and they were turned away. She asked how do people know that we have this program available? She said as a business owner and resident of the County, it rubbed her raw that when they approached the City with an idea to promote tourism, they were turned down. She said that the money is going to sit in a fund until the City can figure out what to do with it when the Chamber already has projects in place. She volunteered to be on the sub-committee.

Mason Watson – Owner of the Hines Mill House. Mr. Watson asked what is there in the City to bring tourism to Hines? He mentioned that yes, Hines does have the nicer hotels and the Bed & Breakfasts, such as his, but what is there in Hines itself to bring in tourism? He said that he thinks the City of Hines will be the way Mayor Morgan said the Chamber had been in the past. If he goes to the Chamber about hosting an event at his bed & breakfast, the Chamber steps in and does the promotion. They do the leg work, instead of him having to do it himself, which if he comes to the City for funds, the City will make him do all the work on his own. The Chamber markets the whole County to bring in people from all over. Those people then need a place to stay, so they stay in the hotels and bed & breakfasts in Hines. Hines has nothing to draw in tourists. He also said that who in the City is going to be responsible to run tourism? The staff is already busy with their jobs, without adding this to their plates. The Chamber already has the infrastructure in place to do the job. He also stated that the times they have run an event at their location he has seen members of the Chamber Board there but has never seen a City Council member there.

Judy Erwin – Chamber of Commerce Board Member. She apologized for the “simple” Chamber budget that was presented. She directed Lola Johnson the Chamber Director to keep it simple. She said if the City would like an expanded budget the Chamber would make sure to provide a copy. She made a point that it does not matter why people stop and stay at the hotels, however, they are required to charge the Transient Room Tax, and the State mandates that a portion of those funds that are supplied to the City must be used to promote tourism. She also stated that whatever TRT funds have not been spent, they will need to be spent by the end of the fiscal year, that those funds do not carry over.

Selene Dobson – Chamber of Commerce Board Member. Ms. Dobson asked how the City would promote an event? The Chamber posts events electronically, they use banners & flyers, etc. She said what she has been hearing the City say is that the City will provide funding but will not help someone promote their event. She believes that if the City is going to provide the funds, they also need to help promote the event. Selene asked Ms. Erwin about how the Chamber has to show how they spend the TRT funds. Ms. Erwin

said yes, and that the City will need to do the same thing to show the funds are spent accordingly.

Dan Grigg – Resident of Hines and Chamber of Commerce Board Member. He thanked the Budget Committee for the time they are spending on this topic. He said that he had served on the Hines City Council in the past and didn't remember the TRT funds being discussed while he was a member. He then stated that 70% of the funding the Chamber of Commerce receives is from TRT funds and 30% is from business membership. He apologized the Mayor Morgan that previous tourism suggestions had been ignored by previous Chamber leadership. He believes that the subcommittee will keep decisions from being made by a single individual. He explained that if the City chooses to keep the 50% of the TRT funds as has been previously discussed, then the Chamber will have the challenge of working with a budget of guaranteed funds, as they cannot plan a budget based on funding they may or may not receive.

Hilda Allison – Asked present Chamber Board members questions regarding how the Chamber promotes events. She was answered by Selene Dobson. Discussion ensued between Ms. Allison and Ms. Dobson.

Lola Johnson – Director, Chamber of Commerce. Ms. Johnson thanked her Board for their presence at this meeting. She admitted that she had been advised that she should attend City Council meetings in the past and had not made the time to do so. She mentioned that the Chamber had hired Rick Dancer, a marketing professional, and had him come specifically to Hines to promote the community. She has promoted Hines within Travel Oregon. She specifically mentioned Boomer's Place. Although they are not a Chamber member, she promoted Boomer's as it is one of the restaurants in Hines, she also promoted Bosch's Big Bear. She said there are some events she would like to have here in Hines, however, due to City ordinances, she cannot. She would like to move the Brewfest to Hines City Park, however, City ordinance does not allow alcohol at the park. Covid-19 will give her the opportunity to hold the July 4th Stay Parade at Hines City Park and to make it a festival to draw in the community. She would like to make the festival an annual event. Mayor Morgan suggested to Ms. Johnson that she attend each City Council meeting with a presentation of the Chamber promotions.

Budget Officer Letham – Asked Chairperson Morgan if there were any other items that the Budget Committee needed to hear this evening. The next Budget Committee meeting will be June 16, 2020 at 5:30pm at the Hines Fire Hall.

***Chairperson Morgan adjourned the Budget Committee Meeting at 7:24pm.**

***Mayor Nikki Morgan reconvened the City Council meeting at 7:30pm.**

Approval of the May 28, 2020 Meeting Minutes:

The meeting minutes were reviewed by the Council. Councilor Quick made a motion to approve the meeting minutes. Councilor Hutchins seconded the motion. *All ayes, the motion carried.*

Accounts Payable for June 9, 2020

Councilor Williams made a motion to approve the accounts payable from June 9, 2020 in the amount of \$17,296.49. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Public Comment (Non-Agenda Items Only):

Lola Johnson, Chamber of Commerce - Ms. Johnson asked the City Council for \$600.00 in TRT funds for the prizes for the July 4th Stay Parade. 1st – 3rd Place for Floats, Cars/Motorcycles, and Classic Cars and for advertising the Burns-Times Herald and for advertising time on the local radio station. Councilor Hutchins asked how the pandemic is impacting this. Ms. Johnson explained that with Phase 2, we can have a group of 100 people together, with the 4 different parks that gives space for 100 people/park. Hours of 10:00am – 3:00pm. She explained that due to the pandemic, the State is not issuing any permits to close the highway. She explained that the floats and cars/motorcycles will be parked so that people can walk around and view them. Councilor Hutchins made a motion that the Council approve \$600.00 in TRT funds for the prizes for the floats, cars/motorcycles, and classic cars. Councilor Breshears seconded the motion. All ayes, the motion carried.

Department Head Reports:

Chief Spence – The Fire Department has responded to 17 calls since March 1st. He had the Air Support Unit repaired in Medford. This weekend would have been Obsidian Days, the fundraiser for the Fire Department. It was canceled due to Covid-19. People that signed up for this year have said they will be here next year. Continuing the ongoing training with Burns. Burn ban will go into effect July 1st. People have been illegally dumping on Doug Murphy's property. Doug got the dump to remove furniture, etc. and then the department burned the pile of trash that was left. Doug will be posting No Trespassing Signs. Councilor Hutchins confirmed that when the Air Support Unit was out of service, that Hines had a backup agreement with Burns.

Acting Superintendent Lewellen – There have been two water main breaks since the last department head report. The lagoons are good. We are pumping approx. 145K gals/day of wastewater. With the warmer weather we are pumping approx. 1M gals/day of drinking water for the last 2 weeks. Tower well was brought back online to help keep up with the demand. New sprinklers in the main park are working great. Haven't opened the park bathrooms yet due to Covid-19.

Chief DeLange – The police have responded to 427 calls for assistance since April 1st. Sexual abuse and domestic violence call numbers are high. Major crimes have been called out twice. Once for a stabbing and the other was a response to an officer down due to chemical exposure. Officer Mitchell has been working on citing those trying to

import/export marijuana, as it is illegal to move it across state lines. Officer Hetherwick will be picking up the canine in July. It will be a trained drug & bite dog. Sheriff Jenkins is a good guy and great to work with. Still waiting on delivery of the new police car. There have been threats made against law enforcement in the County, and they are trying to be as safe as they can. Councilor Quick thanked the police for their service. Councilor Hutchins asked what happened to the people involved in the Hazmat incident. Chief DeLange said that the Sheriff's department turned the investigation over to the Oregon State Police. Councilor Breshears told him to keep up the good work.

Old Business

Resolution 2287 – Accepting Certain Identified Unanticipated Revenues, in the Form of Grant and Loan Funds from Biz Oregon to be Added to the Water Department and Authorizing Its Expenditure. Administrator Letham read Resolution No. 2287 in its entirety. Councilor Williams made a motion to adopt Resolution No. 2287 as read. Councilors Breshears and Hutchins seconded the motion. *All ayes, the motion carried.*

Water Project Update – Administrator Letham advised that we have gone through the protest period and that the award letter to Warrington Construction will be signed today as there were no protests of the award. A pre-construction meeting will be held in approximately 2 weeks.

Fuel Tax Review – Administrator Letham advised that if the City wants to add a fuel tax to the ballot, it must be submitted by July 16th. The Mayor explained that if passed, any funds collected would be used strictly for roads. The Mayor suggested this be tabled for discussion until the June 23rd meeting.

Audit Review – Osters will not be giving a presentation regarding the audit. He reviewed the General Fund and the Water/Sewer Fund. He said there were 2 items listed as material weaknesses but stated that all small towns in the State have these as they do not have the staff necessary to meet these requirements.

New Business

Livestock Permit – Peasley (Horses) - Allow horses on property they are looking to purchase. There was a brief discussion about the City researching and possibly revising the current ordinance to make it clearer about what animals are allowed and how many per lot size. At this time, the Council moved forward on this permit. Councilor Williams made a motion to allow the permit. Councilor Quick seconded the motion. *All ayes, motion carried.*

Livestock Permit – Dowell/Simmons – 4H Animal (lamb) – Discussion ensued about allowing a lamb at the residence. Terri Hellbusch asked what the address is. Councilor Quick made a motion to allow the permit. Councilor Williams seconded the motion. *All ayes, motion carried.*

Livestock Permit – Worley (Chickens) – Discussion ensued about number of hens, location of residence and shelter. Amaya Worley addressed the Council and spoke about her chickens. Councilor Breshears made a motion to allow the permit. Councilor Hutchins seconded the motion. *All ayes, the motion carried.*

Livestock Permit – Wilson (Horses) – She has 8 acres. She wants to put 2 horses on the property. She plans on building a small shelter. Councilor Williams made a motion to allow the permit. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Business License – Inklings Signs & Designs – Councilor Williams made a motion to approve the business license. Councilor Breshears seconded the motion. All ayes, the motion carried.

Business License – Hines RV & Mobile Home Park – Councilor Quick made a motion to approve the business license. Councilor Williams seconded the motion. *All ayes, the motion carried.*

Business License – Britt's Pics Photography LLC – Councilor Williams made a motion to approve the business license. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Public Comment

Jerry Lewellen – Spoke about how nice the property at 410 W. Bennet looks now that the new owner (Patti Wilson) has cleaned it up. Multiple comments of agreement from the council and audience members.

Mayor and Council Comments

Councilor Breshears commented to the department heads about what an excellent job they are doing.

Councilor Hutchins thanked the members of the public that attended tonight's meeting.

Councilor Quick agreed with Councilor Hutchins and thanked the police for the job they're doing.

Administrator Letham expressed his appreciation of how even when tension arises during some of the meetings, or sometimes when the meetings are boring, people still attend and listen to each side of the dialogue. He then thanked the members of the public that attended the meeting.

Adjournment:

There being no further business, Councilor Williams made a motion to adjourn the meeting. Councilor Hutchins seconded the motion. All ayes, the motion carried.

Respectfully Submitted:

Kirby Letham

City Administrator

APPROVED,
Michelle Morgan, Mayor

[illegible]

6.23.20

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: June 23, 2020
SUBJECT: Discussion – Economic Development Request: Country Washboard

Attachment(s)

- Letter from Country Washboard
- Bids for proposed developments

DISCUSSION:

The Country Washboard has been in business now since November of 2019. It has been a benefit to the residents of Hines, and others.


The Country Washboard is requesting ^{1,200}~~\$1,100.00~~ from the City's Economic Development Fund to improve the storefront of their business with a decorative metal bench and new signage.

The City has \$4,500.00 remaining in the budget for Economic Development. Approving this grant would reduce the budget line to ~~\$3,300.00~~^{3,200}.

RECOMMENDED MOTION:

"I make a motion to award a grant from the City of Hines Economic Development account to The Country Washboard in amount of ~~\$1,100.00~~."

1,200.

Approved 6/23/20


June 19, 2020

Kirby,

I am presenting an estimate for signage and porch décor cost in hopes that we could be eligible for the Hines City Grant currently available to help local small businesses. As you know, we opened for business in November of 2019 and have remained open in spite of the COVID-19 crisis currently upon us, albeit with reduced patronage. Our intention to get permanent signage has been banked for the time being. This grant would enable us to move ahead with that idea sooner.

Please note these have not been ordered and are only estimates. We will need to finish the benches with some kind of preservative as well as supply hardware for hanging the sign. \$1100 should cover all outside costs and we will supply the labor.

Thank you for your consideration on this matter.

Sincerely,

Steve and Doris Davison (owners of The Country Washboard Laundromat)

Outlaw Wood Products, LLC

PO Box 124
29901 Hotchkiss Lane
Hines, OR 97738
541-589-1848

Quote

Date	Quote #
6/18/2020	5

Name / Address
Country Washboard

Rep	Project

Description	Qty	Total
bench	2	800.00
log flower pot	1	40.00
Total		\$840.00

541.573-2453

CUSTOMER Country Wash Board DATE 4/2/20
PHONE 503-560-0191 FINISH DATE _____

JOB Cut out letters

[illegible]

EXPLANATION 1' Tall letters however long for

Laundromat

Square lettering

1' x 8' standard sheet

10' Special Order

\$100 - \$150

Metal and Cutlery

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: June 23, 2020

SUBJECT: Discussion – TLT Funds Request: Sage DesignWorks

Attachment(s)

- Print out of Sage Design Mural Pricing
- Print out of Merchandising and Social Media Campaign Pricing

DISCUSSION:

In 2019, Sage DesignWorks and the City agreed to have Jeff and Tory (owners) paint a mural on the restroom in the main park. Jeff and Tory agreed to volunteer their time and the City agreed to pay for materials.

As weather turned cold, painting was suspended. Now Sage DesignWorks has become very busy and I am recommending the City pay Sage DesignWorks to complete the planned mural to make it worth their time to finish as soon as possible. The estimated time to complete would be between 25- and 30-man hours. I'm suggesting we pay them \$2,000 to finish the project.

The City has budgeted TLT funds to be expended during the 2019-20 fiscal year. The remaining available amount in the budget is \$4,932.96

RECOMMENDED MOTION:

"I make a motion to pay Sage DesignWorks to complete the mural using TLT funds in the amount of \$2,000.00."

tabled

City of Hines Marketing Pricing



Jeff and Tory Schmidt
of SAGE DesignWorks

Merchandise Package Pricing

Package Includes:

- 20 Men's T-Shirts
- 20 Women's T-Shirts
- 30 Trucker Hats
- 15 Pompom Beanies
- 50 Steel Insulated Water Bottles (supplier's minimum quantity)
- 150 4"x4" Wood Decals
- 250 4"x4" Die-Cut Stickers

~~Total Investment for City of Hines:~~ **\$3720**

After Product Markups:

Total Revenue for City of Hines*: **\$1154**

*Based on "retail" pricing decided by SAGE DesignWorks-
more information available upon request, or option to change.

*Intended to be reinvested into the marketing campaign

- Designs shown are \$100/piece to purchase from SAGE DesignWorks
- Additional design work available- pricing dependent on project scope

Mural Pricing

- Full color, full coverage (interactive art, decided by Hines City Council) ✓
 - \$2000
- Midsize- full color, half coverage ("Hines" with local attractions and landscapes within lettering)
 - \$1600
- Single Color, full coverage (Hines, OR map, or simple black and white historical image)
 - \$1000

↗ PRICING SUBJECT TO CHANGE DEPENDING ON FINAL LOCATION OF MURAL- (above pricing is reflective of a mural at the restrooms in Circle Park, for example.)

- Refer to PowerPoint presentation for visuals, and inspiration for each mural size.
- Any design/pricing level will be confirmed and approved by Hines City Council.
- Prospective mural locations:
 - Circle Park Restrooms (East side of building)
 - West end of Hines City maintenance building
 - Smoke stack? If we had a boom truck, this could be a possibility (with land owner approval of course).
 - Hines Middle School
 - Water tower

Social Media Tourism Campaign Pricing

- Weekly Posts (52/year):
 - Including additional Annual Events (Obsidian Days, etc.)
 - Original Photography
 - Interviews with local community members and businesses
 - Organic networking- no boosted posts, or directed sales to local residents
 - \$4,500
- Weekly Posts + Boosts (52/year)
 - Same as above, but Networking will be done through Facebook/Instagram with boosted posts and directed marketing.
 - \$7,000
- Twice Weekly Posts (includes boosted posts) (104/year)
 - Extra posts per week, more exposure to activities and businesses in Hines.
 - Includes boosted posts, creates more engagement from community and travelers passing through.
 - \$10,000

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: June 23, 2020

SUBJECT: Discussion – TLT Funds Request: Robert Paramore, Walking Trail

Attachment(s)

- Map of proposed trail

DISCUSSION:

Mr. Paramore will present an idea for a new Walking Trail that the City could build. The trail would be very beneficial to the many residents of Hines and could be used to attract tourists to the area as it would be an attraction near the Hotels for travelers.

The City has about \$2,800 left in TLT funds for this fiscal year (depending on what is granted to Sage DesignWorks earlier in the meeting). Also, the City has budgeted \$7,100 for the coming fiscal year and money has been budget for “Park Improvement” as well. The combination of these funds along with possible grants and donations could allow the City with community help realize this project idea in phases.

RECOMMENDED MOTION:

**There is not a recommended motion here. A possible motion could be to grant money to Mr. Paramore, or to vote on whether to pursue the project under City leadership, or some other avenue. It depends upon the Council's discussions.*

Hines Paved Walking Trails 2020



Why Do We Need A Paved Walking/Biking Trail?

On May 16, 1930 by unanimous vote, a group of interested citizens assembled to incorporate and name the new town of Hines. In a special election in December, the people elected a mayor and city council. Edward Hines and his wife, Loretta, designed the city around an oval park surrounded by houses with individual features meant to prevent mill-town housing monotony. Central feature was a circular park and city hall. Cutting edge design for its day. 90 Years later here we are.



- Sunriver Paved Trail System, Has over 30 miles of Paved Walking/Biking Trails
- Moab Utah, 8.8 Mile Paved Walking/Biking Trail, Numerous miles of other trails paved and dirt.
- Provo Utah 30 Mile Paved River Trail
- Just to name a few that I really enjoy spending time on!

-Covid has shown that people want to get out in the fresh air and do something, walk, bike, hike!

-Designated place to walk/bike, will be a huge attraction to people stopping in the area after a long drive, stretch their legs, walk the dog. Time equals commitment! They will stay and come back again, they will remember this trail and share it with others.

-Safety Reasons, people need a safe place to walk, push a stroller, ride kids bikes or a walker. People run with headphones on and kids and cars don't mix well. It is a safety issue.

-Prevention is the greatest cure! Exercise has proven to cure depression, health issues and add greatly to quality of life. People feel better about themselves mentally, physically, spiritually and socially when they regularly exercise.

-Why Paved? Clean, firm footing for older people, young kids on small bikes, moms and strollers, pavement is a must. It will also get used much more and is more appealing to the eye.

-Multiple uses. This can be used for walks, biking, skating, 5k runs, cross country training and meets, dog walks, bird watching, winter cross country skiing, even snow shoeing.

-Loops, there will be two paved loops, "The Shire Loop" around the golf course will be 1.46 miles long, and "Rivendale Loop" will be .81 mile long. Both together will be 2.27 miles in total.

-Access, there will be 8 different trail head points to enter the trails as well as parking at three of these. One of these access points will be directly across from two hotels and an RV park, one will be from the golf course and softball fields and another just down from the Hines Park

Thank you so much for your time.

Rob and Beth Param

RESOLUTION NO. 2290

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS FOR THE CITY OF HINES

WHEREAS the HINES COMMON COUNCIL elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the volunteer classes listed in this resolution, noted on CIS payroll schedule, verified at audit:

1. Public Safety Volunteers

Applicable X

Non-applicable ____

An assumed monthly wage of not less than \$800 per month per volunteer will be used for public safety volunteers in the following volunteer positions (check all that apply):

Police reserve X

Firefighter X

2. Volunteer boards, commissions and councils for administrative duties.

Applicable X

Non-applicable ____

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission or council for the performance of administrative duties, including:

- a. Hines Common Council and Mayor
- b. Hines Planning Commission
- c. Hines Budget Committee (which includes the elected Common Council)

3. Manual labor by elected officials.

Applicable X

Non-applicable ____

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2.

List duties: volunteering at community service functions.

4. Non-public safety volunteers

Applicable X

Non-applicable _____

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign an appropriate classification code according to the type of work being performed.

Parks X Public works Streets Other X CITY HALL

5. Community Service Volunteers/Inmates

Applicable X Non-applicable

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by CITY OF HINES.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement.

6. Other volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that CITY OF HINES:

- a. Provides at least two weeks' advance written request to CIS underwriting
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

CITY OF HINES agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage. Hines City Administrator will act as the Volunteer Coordinator.

NOW, THEREFORE, be it resolved by the CITY OF HINES to provide workers' compensation coverage as indicated above.

ADOPTED by Hines Common Council by a vote of 4 to 0 on this 23rd day of June, 2020.

CITY OF HINES

By: Nikki L. Morgan

NIKKI L. MORGAN, Mayor

ATTESTED TO BY:

Kirby Letham

KIRBY LETHAM, City Administrator

RESOLUTION NO. 2291

LOSS PREVENTION PROGRAM ANNUAL EVALUATION

The City of Hines recognizes that it has the responsibility to provide a safe and healthful work environment for its employees, and that each employee must pursue the highest in his/her assigned activity.

The City of Hines has established a loss prevention program and expects its employees to respond to all safety efforts and to perform their jobs in the safest possible manner. The responsibility for the overall effort and direction of the City's loss control program will rest with the City of Hines.

A loss control/safety committee has been created for both City Hall and the Fire Department to monitor the loss control policy, investigate losses and loss trends, prepare written reports that include corrective action, and provide loss prevention assistance to all staff. The committee will be available to the work environment.

On job sites where harmful plants, animals, toxic material or other potentially harmful conditions exist, employees are instructed regarding potential hazards, personal hygiene necessary and required personal protective measures.

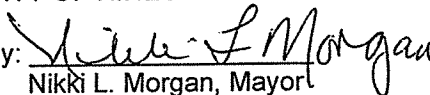
All requests for personal protective equipment will be made to the loss control / safety committee. This committee is responsible for evaluation and obtaining and instructing in the proper maintenance of all personal protective equipment.

The loss control/safety committee meets monthly and makes quarterly inspections to evaluate and detect physical and chemical hazards, prepare written corrective action, and recommend appropriate controls, if needed.

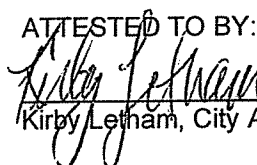
All work sites are evaluated to help employees adjust to the working conditions. This loss control program has been evaluated annually to ensure success. The Committee reviews Safety Committee minutes and looks at recommendations and actions taken. The Committee will also review comments, recommendations and actions from or by the City/County Insurance Safety Inspector.

ADOPTED by the Hines Common Council this 23rd day of June 2020.

CITY OF HINES

By: 
Nikki L. Morgan, Mayor

ATTESTED TO BY:


Kirby Letham, City Administrator

RESOLUTION NO. 2292

A Resolution Transferring Monies Between Objects of Expenditure

BE IT RESOLVED that the Common Council of the City of Hines hereby transfers the following monies between objects of expenditure for the 2019-20 budget:

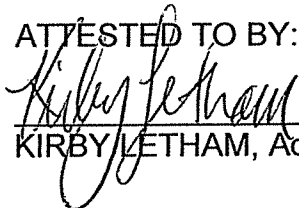
TRANSFERS BETWEEN OBJECTS OF EXPENDITURE:

From	104-101-5-70-0501 City Hall Contingency		\$ 6,709.00
To	104-101-5-10-0183 INS.: HLTH/DNT/LIFE	\$ 3,369.00	
To	104-101-5-20-0202 Contractual Services	\$ 2,466.00	
To	104-101-5-20-0221 Audit	\$ 25.00	
To	104-101-5-20-0230 Refunds	\$ 35.00	
To	104-101-5-20-0238 Codify/Digitize Records	\$ 814.00	
From	104-102-5-70-0501 Police Contingency		\$ 1,252.00
To	104-102-5-20-0227 Vehicles Fuel/Oil/Tires	\$ 1,252.00	
From	104-103-5-70-0501 Fire Contingency		\$ 905.00
To	104-103-5-20-0223 Equipment Mtc & Exp	\$ 905.00	
From	152-105-5-70-0501 Water Contingency		\$ 1,381.00
To	152-105-5-10-0180 Social Security (FICA/M)	\$ 266.00	
To	152-105-5-10-0184 PERS	\$ 525.00	
To	152-105-5-20-0221 Materials & Services	\$ 25.00	
To	152-105-5-20-0238 Water Testing Fees	\$ 565.00	

ADOPTED by the Common Council of the City of Hines this 23rd day of June 2020.


NIKKI MORGAN, Mayor

ATTESTED TO BY:


KIRBY LETHAM, Administrator

RESOLUTION NO. 2293

**A RESOLUTION OF THE CITY OF HINES OREGON,
ACCEPTING CERTAIN IDENTIFIED UNANTICIPATED REVENUES,
IN THE FORM OF GRANT AND LOAN FUNDS FROM BIZ OREGON TO BE ADDED
TO THE WATER DEPARTMENT, AND AUTHORIZING ITS EXPENDITURE**

WHEREAS, the City, through its governing body, has been notified that unanticipated and unbudgeted funds in the amount of \$37,727.00 are available through a grant and/or loan from BizOregon for reimbursement for preliminary design and construction engineering, and environmental assessment for the Hines Water System Improvement Project; and

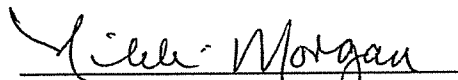
WHEREAS, the City desires to accept such funds for the purpose offered;

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

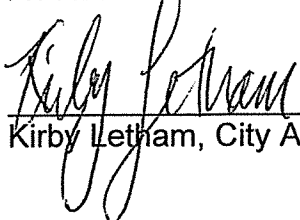
That effective immediately, the amount of \$37,727.00 is authorized to be accepted into a revenue line numbered and entitled "152-105-3-80-0111 WATER SYSTEM IMPROVEMENT", then transferred and expended from "152-105-5-40-0322 WATER SYSTEM/TOWER PROJECT."

APPROVED and ADOPTED by the Hines Common Council this 23rd day of June 2020.

CITY OF HINES

By: 
NIKKI MORGAN, Mayor

ATTESTED TO BY:


Kirby Letham, City Administrator

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: June 23, 2020
SUBJECT: Discussion – Employee Excess Vacation
Attachment(s)
- N/A

DISCUSSION:

The 2016 City of Hines Employee Handbook states:

“Vacation time must be used in the fiscal year after which it is earned and may not be carried over past June 30 of any given fiscal year, without permission of HINES COMMON COUNCIL.”

The Handbook goes on to say that any vacation time over 80 hours must be used or is lost.

In previous years, it has been the practice for staff to be paid a “lump sum” for time earned in excess of 80 hours.

I would like to avoid paying out lump sum for vacation and I am asking the Council for permission to carry over vacation time into the next fiscal year. This would allow the City to change its practice of paying lump sums for vacation time more than 80 hours and work with department heads to ensure time off is being taken. This would save approximately \$2,800.00.

RECOMMENDED MOTION:

“I make a motion to approve the City Administrator to carry over excess vacation time earned during the 2019-20 fiscal year to the 2020-21 fiscal year.”

approved
6/23/20