

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

Present:

Mayor:

Nikki Morgan

Council:

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

City Staff:

City Administrator Kirby Letham

Public Audience:

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

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

Approval of the June 23, 2020 Agenda

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

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

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

Accounts Payable for June 23, 2020

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

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

None

City Administrator Report:

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

New Business

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

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

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

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

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

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

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

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

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

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

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

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

Continued Business

Resolution 2288 – A Resolution Adopting the 2020-2021 Budget

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

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

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

Economic Development Grant Request – Harney County Sporting Goods – Boggs

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

Chamber of Commerce – Lola Johnson

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

TLT Funding Ideas – Chris Pratt

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

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

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

Resolution 2291 – Loss Prevention Program Annual Evaluation

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

Resolution 2292 – A Resolution Transferring Monies Between Objects of Expenditure

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

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

Administrator Letham read Resolution No. 2292 in its entirety. The City has been notified that unanticipated and unbudgeted funds in the amount of \$37,727.00 are available through a grant and/or loan from Biz Oregon. This money is authorized to be accepted into a revenue line entitled Water System Improvement and expended from a line entitled Water System/Tower Project. *Councilor Beers made a motion to approve Resolution No. 2293 as read. Councilor Williams seconded the motion. All ayes, the motion carried.*

Gas Tax Review

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

Employee Vacation Review

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

Public Comment (Speaking time limitations may apply)

None

Mayor and Council Comments

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

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

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

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

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

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

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

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

Adjournment:

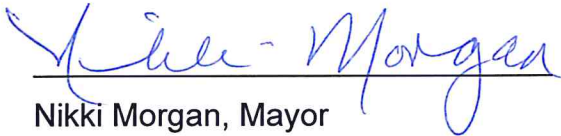
There being no further business, Councilor Williams made a motion to adjourn the meeting at 8:30pm. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Respectfully Submitted:

Kirby Letham

City Administrator

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

A handwritten signature in blue ink, reading "Nikki Morgan", is written over a horizontal line.

Nikki Morgan, Mayor