

**PUBLIC NOTICE**  
**A MEETING OF THE HINES COMMON COUNCIL**  
**June 09, 2020 AGENDA**

- I. Meeting begins at 5:30 pm
- II. Flag Salute
- III. Approval of June 9, 2020 Agenda VOTE
- VI. Chamber Board Presentation, Dan Grigg, Chamber Chairman
- V. Temporarily Adjourn for Budget Meeting

**BUDGET MEETING 5:45 PM**

- 1. Budget Meeting Begins at 5:45 pm
- 2. Approval of Budget Meeting Agenda VOTE
- 3. Budget Officer Review Proposed Budget and Committee Discussion
- 4. Public Comments (Speaking time limits may apply)
- 7. Approval of Proposed 2020-21 Budget VOTE
- 6. Review Schedule for following Budget Meetings or Hearing
- 7. Meeting Adjournment VOTE

**RECONVENE COUNCIL MEETING**

- VI. Approval of previous meeting minutes from May 28, 2020 VOTE
- VII. Approval of Accounts Payable for June 9, 2020 VOTE
- VIII. Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply)
- IX. Department Heads Report
- X. Old Business VOTE
  - a) Resolution 2287 – Unanticipated Revenue, Water Project
  - b) Water Project Update
  - c) Fuel Tax review
  - d) Audit Review
- XI. New Business VOTE
  - a) Livestock Permit – Peasley (Horses) VOTE
  - b) Livestock Permit – Dowell/Simmons (4-H animal) VOTE
  - c) Livestock Permit – Worley (Chickens) VOTE
  - d) Livestock Permit – Wilson (Horses) VOTE
  - e) Livestock Permit – (Calf) VOTE
  - e) Business Licenses – Inklings, Hines RV, Britt's Pics VOTE
- XII. Public Comment Period (Speaking time limitations may apply.)
- XIII. Mayor and Council Comments
- XIV. 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 9<sup>th</sup> day of June 2020  
Kirby Letham, City Administrator

# REGULAR MEETING OF HINES COMMON COUNCIL AND BUDGET MEETING

JUNE 9, 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

Mason Watson

chamber budget on tourism

Dan Grigg

Chamber budget on tourism

Judy Erwin

Chamber budget/tourism

Gail Pontere

Fari

Lela Johnson

Chamber

Jessica Quant

Chamber

Victoria Schmidt

Chamber

Andrea Latham

Citizen

Daniel Latham

Citizen

Hilda Allison

Chamber issue

Terri Hellbusz

Diane Zipser

citizen

Steve Zipser

"

Roxane Worley

chamber board

Kenny? - I am a Teasing citizen  
Steve Dobson Chamber

- Josh - Can this still be given to Chamber
- Ron - will chamber ad for you.
- Mayor - had experiences where the Chamber didn't help. Not feasible
- Ray - whatever we do needs to be beneficial to Hives
- Mayor - Fees are too High; Hives needs to be recognized. Businesses weren't getting recognized.
- Gary -
- Quirk - Need a more itemized budget.
- Ray - were ???
- Mayor -
  - \* Finalize Budget the next week 6/16
  - Hilda. - on and on and on; read a letter
  - TLT is not tourism. tourism, accountability, explain, explain. How does it help? accountability sub committees are bureaucracies. Chamber ~~is~~ responsible for City responsible for solvency of Chamber? People want more transparency. 1st time Board was
- Bri Schmidt -
  - Thanks to the Chamber
  - Why not spend on people who are dedicated?
  - We were turned away when we applied.
  - You will sit on the money and wonder what to do.
  - How will you let them know?



MASON WATSON -

- What is really here that will bring tourists to Hines?
- City of Hines will be like what the Mayor described
- Chamber will use the full gambit to promote a project.
- Where is there anything to do w/ businesses?
- Who will do the work? - infrastructure in place.
- Doesn't make sense
- Chamber brings people to the area.

Judy Erwin

- we'll give you an expanded line item budget item.
- Doesn't matter why is just must be spent on tourism.
- \*\* • Money does not carry over. (trouble check)

Selene Dobson

- How does city promote event?
- If you help finance, you help promote?
- City will have to account for that.

Dan Grigg

- ~~the~~ Apologizing for past problems
- Thanks for insights
- 

Holder - question to Chamber



\* a) Ron, Ray/Hutch, Ayres - Res. 22

b) Water "

c) Ray - I think we should pursue fuel tax.  
\* put it on 23<sup>rd</sup> agenda.

d) Pearley - Passed.

e) Quick, Ron, - Ross Derwell

f) Worley, Misse, Maya Faith Worley  
• 6 chickens, w i. b.

• I built a chicken house.

• Ray, Hutch,

g) Patti Wilson

• 2 horses, w/ a small hay storage

• Ron, Ray, Ayres.

h) Inklings - Ron, Ray, Ayres

Hines RV - Quick, Ron, Ayres

Brits PC - Ron, Ray, Ayres.

### ~~III~~ Public Comment

• Serj: 410 w cement looks great

~~III~~ Ray - good job dept. heads  
Hutch - Thanks to everyone.  
Kirby -

Adjourn

# Council Mtg / Budget Committee 6/9/2020

- Beers, - Cummings

I. ✓

II. ✓

III. Ron, Ray, Ayes.

IV. Dan Griegs

- Apology we haven't been here more
- we can work together better
- propose that Council reconsider 50/50
- create a sub-committee
- there are lots of opportunities
- We can do more
- Best interest to work together.
- Chamber has the infrastructure.
- Better together.

adjourn @ 5:36

Budget Mtg @ 5:36

1 - Mayor, Ron, Ayes

2 -

3 - me talking

~~4 -~~ ~~TLT~~, Mosquitos (leave it)

- TLT, \*Hutch & Chamber no longer useful.

\*

Gary - agrees w/ Dan

Ray - ???

Quick - Sub committee is



June 9, 2020

CC Nikki, Hutch, Ray, Marsallai, Ron, Gary  
Robert - Absent

BC Jon, Taci, Becky, Stephanie, Son, Josh

call to order 5:30 pm

Agenda - Ron 1<sup>st</sup> Ray 2<sup>nd</sup> ~~passed~~ passed

Chamber board presentation  
- Dan Grigg → president

Budget call to order 5:36 pm by Son  
Jon Morgan to set in as chair when  
Son leaves.

BC Agenda - Nikki 1<sup>st</sup>, Ron/Ray 2<sup>nd</sup>, passed

- Budget Officer (Kirby) spoke & went thru budget packet
- Skipped mosquito letter
- Chaves Budget vs. Budget spreadsheet (same thing)

Son asked about materials & services  
Josh asked about computer program  
& software for water ~~pro~~ system.



Parks

Hutch asked the 2 rounds of leaf dumpsters.

Hutch asked about the bathroom funds. \$50,000 was added to the original \$30,000.

Son Burns asked about the skate park. Kirby explained — Nikki continued

### Water

Kirby answered Josh's question about upgrading software

Josh asked about meters. Kirby explained about Neptune. Asked if city council would make the upgrade decision.

### Streets

### Capital projects

Line item review complete

Mosquito spraying  
- letter from 3 Rivers

Kirby talked w/ city mang. from La Pine  
Son asked about Burns & county  
Marasalli: talked about where she  
came from & how it worked.

Nikki stated they sprayed at home  
& admits it works for a while.

Marasalli said they would find the  
"hot spot"

Hutch asked if ariel, it is fogger.

(Hilda Allison asked about TLT (eye roll))

Marasalli asked about motion for  
mosquito spray.

Hutch talked about personal  
spraying.

Nikki spoke about issues w/  
community health.

Nikki discussed being prepared.

Ray agreed.

\* TLT

Hutch discussed the chambers roll  
in the community and feels that they  
are not needed as they once were.



Hutch discussed requested funds from council from community members.  
~~Feels like council~~

Gary - Agree w/ Dan from chamber.  
thinks council

Ray - feels any money given out  
should be controlled by council

Marzallai - Likes the idea of a  
subcommittee. Hates that it is "us  
vs. them"

Taei asked about what the  
decision in the last meeting was  
regarding funds being cut.

Kirby went back over.

Hicki stated that the state has  
guidelines

Ron asked about the accountability  
of those tourism funds  
Kirby explained that state has  
guidelines that must be met



if held outside the chamber.  
Jon continued on.

Jon asked for clarification about  
the "tourism" roll. Accountably  
~~Marsattai explained~~ would fall on  
the individual &  
city about the funds  
being used for tourism

Jon Burns continued on —

Jon had to leave, handed over to Jon  
Morgan.

Taei asked about changing it back  
to the chamber.

Nikki said it might not be a bad  
idea to hear everyone out & decide next  
meeting.

Josh- asked about if the chamber  
could request the funds being  
held back by city.

- Hutch stated the money is not being taken away, they just need to apply & show ideas.

For asked if ~~if~~ someone asked for the funds, would the city be responsible for advertising?

Nikki spoke of personal experience w/ the chamber (past years) thought sub committee is a good idea.

Ray - couldn't understand "

Nikki talked about cost of joining the chamber. And complaints

Gary spoke about how times has newest motels

Marshall wants to see an itemized budget.

Ray - can't understand

Something about charging times \$500 dollars for something in Burns.

Nikki → if the 50/50 split holds...



Hutch asked about having another meeting regarding TLT

## Public comment

Hilda Allison — read a statement that she wrote

~~Tori~~ Tori Schmidt — local business owner  
board member  
read her statement

Mason Watson —

Judy Erwin —

Selena Dobson —

Dan Grigg —

Hilda Allison —

Selena Popson —

Lola Johnson —

Kirby asked  
to move forward

next budget  
committee 6/16  
@ 5:30 pm



Adjourned @ 7:25 pm.

Council meeting resumed 7:29 pm

Council meeting minutes - Hutch 2<sup>nd</sup>  
passed

AP Run - Ron 1<sup>st</sup>, Ray 2<sup>nd</sup> passed

Public Comment

Lola Johnson - asking for TLT \$  
4<sup>th</sup> of July Festival prizes.  
\$600<sup>00</sup>

Hutch motion give \$600 prizes from TLT \$  
Ray 2<sup>nd</sup> PASSED

Dept. Heads

Fire C. Spence →

Hutch asked about the air trailer

Jerry →

Marsallai - asked about the standing  
water

Steve Zipser - comment about sand

Police C. Delange →

Hutch asked as about HazMat call.

## Old Business

Res. 2287

Ron mentioned, Ray 2<sup>nd</sup> PASSED

## Water project update

notice of award to Warrington Const.

## Gas tax Review

- July 16<sup>th</sup> for ballot
- Hutch asked about going before people to vote
- Ray stated he thinks they move forward w/ it.
- Ryan had a question. All fuel would be included.

tabled until next meeting

## Audit review

- Osters will not be at any meeting.

## New Business

Peasley Horses - Hutch was asking about  
of acreage

Hutch asked about limitation -



~~Burns stated that~~

Ron motioned, Marsallai 2nd PASSED

- Dowell/Simmons 4th animal  
(Kirby forgot the letter)  
Terri Hellbusch - asked location  
Marsallai motion, Ron 2nd PASSED

- Worley chickens  
Hutch asked where Tule Ave.  
Amaya Worley spoke to the council  
about the chickens.  
Ray motioned, Hutch 2nd PASSED

- Wilson Horses  
Nikki asked of location  
Ron motioned, Ray 2nd PASSED

### Business Licenses

- Inklings, Ron motioned, Ray 2nd PASSED
- Hine's RV, Marsallai motion, Ron/Gary 2nd PASSED
- Britt's Pics, Ron motioned, Ray 2nd PASSED

Jerry Lewellen spoke about the  
McKnight property how nice it looked.



Council

Ron - nothing

Gary - nothing

Randy - thank you to the Dept Heads

Hutch - thank you to the people that came  
out

Marshallai - agreed w/ Hutch

Kirby -

# Transient Lodging Tax Proposal



## Executive Summary

Over the past several years there has been concern that a disproportionate share of TLT funds donated to the Harney County Chamber of Commerce are being used to promote Burns instead of Hines even though Hines provides a larger amount of the funding. Last year the City of Hines chose to retain some of those funds to do their own tourism promotion. This year they are budgeting to retain an even greater proportion of the funds.

The unintended consequence of this decision is that the reduced funding is negatively impacting the Harney County Chamber of Commerce which may lead to a reduction in staff and/or events in order to stay solvent. This will likely result in less tourism in Harney County and fewer TLT dollars in the long run for Hines, Burns and the County in general.

In lieu of decreasing the TLT portion provided to the Chamber, we recommend that a joint sub-committee of Chamber Board Members and Hines Council members be formed to ensure a steady focus on the Hines community in the activities and events of the chamber.



## **Situation:**

Hines City Council approved a motion at their May 2020 Budget meeting to adjust TLT funds in the proposed city budget so that the Chamber of Commerce and the City split the TLT funds 50/50. This essentially reduces the Chamber of Commerce contribution from the City of Hines from \$41,000 to \$23,750 this year.

## **Background:**

Historically, the Harney County Chamber of Commerce has been the primary agent for tourism promotion in Harney County. The City of Burns and the City of Hines have provided significant funding by donating their respective TLT funds to the Chamber.

Since Hines has higher lodging revenue than Burns, Hines pays a higher proportion of TLT funds for tourism. However, there is a perception that a higher proportion of the funding is used on events in Burns. Last year, Hines chose to retain a portion of their TLT funds for their own tourism promotion. This year they are proposing to retain an even greater proportion.

## **Assessment:**

- The TLT funds that the Chamber of Commerce receives from Burns and Hines provides the majority of the funding for tourism promotion in Harney County
- The Chamber uses these funds to advertise, fund events, hire support staff and meet operational obligations
- Less funding means either fewer support staff and/or fewer tourism related events

### **Annual Chamber Sponsored Tourism Events**

- Skull 120
- Brewfest
- Movie Night at Hines Park

## Assessment (continued):

### Harney County Chamber of Commerce Tourism Budget

Revenues	Actuals 2019	2020 Budget	2020 Revised Budget
Tourism Events	\$24,842	\$25,000	\$2,140
Advertising Income	\$600	\$600	\$1,000
Souvenir Income	\$348	\$500	\$38
Transient Room Tax	\$66,123	\$70,000	\$40,928
Harney County	\$16,000	\$0	\$0
Sponsors	\$750	\$0	\$400
<b>Total Revenues</b>	<b>\$83,821</b>	<b>\$71,100</b>	<b>\$41,966.26</b>
Expenses	Actuals 2019	2020 Budget	2020 Revised Budget
Advertising	\$7,753	\$10,500	\$10,500
Tourism Events	\$21,846	\$25,000	\$1,939
Christmas Events	\$161	\$210	\$77
Dues & Subscriptions	\$1,512	\$1,750	\$1,750
Payroll and Payroll taxes	\$42,273	\$45,850	\$34,585
Operating Expenses	\$4,642	\$4,900	\$4,900
Travel	\$2,245	\$2,450	\$1,050
<b>Total Expenses</b>	<b>\$80,432</b>	<b>\$90,660</b>	<b>\$54,801</b>
<b>Total Income (Loss)</b>	<b>\$3,389</b>	<b>-\$19,560</b>	<b>-\$12,835</b>



What is the City Council looking for?

- Social Events – such as the movie night
- Boost economy – hotels, gas stations, local businesses
- Increase tax base - attract new businesses to Hines. Attract new residents to Hines
- Accountability

What are the residents of Hines looking for from the City Council?

- Safety – good neighborhoods, law enforcement, fire, EMS, etc.
- Basic Services - water and sewer, internet, streets and sidewalks, parks, walking trails, bike trails
- Access to good housing
- Decent shopping
- Free from mosquitos

Role of Harney County Chamber of Commerce

- To promote and support a vibrant and strong business base
- Tourism to bring outside people here to support our businesses
- Local events to create a sense of community and local support for our businesses
- How will retaining TLT funds help or hinder what the council and residents want?

Help

- Focus dollars on Hines
- System of accountability
- Broaden ideas for tourism

Hinder

- Fewer chamber events
- Less paid support staff
- Likelihood of smaller events
- May result in less tourism
- Less TLT funds for the entire County

## Recommendations:

- Form a joint sub-committee of the Chamber Board members and Hines Council members to brainstorm, plan, review how funds are being used and hold the Chamber accountable
- Collaboration rather than competition

Ideas to increase support of Hines

- More involvement with Obsidian Days
- More involvement with Trail of Hope 5k run
- Golf Scramble
- Winter festival at Hines Park
- Activities at Hines Park after the 4<sup>th</sup> of July parade





Selene - Chamber feels that City would be responsible for Hilda ...

Lola -

- Thanks to the Chamber
- Trying to fix - I bleed you off.
- I want to include.
- 4th of July Stay Parade. - Hines.
- Doing the best I can.
- I'm promoting you, even though.

Adjourn 7:24 pm

Reconvene Council 7:30 pm

VI. Quirk, Hutch, Ayes

VII. Ron, Ray, Ayes

VIII. Lola Johnson

- proposal for 4th of July ~~Activity~~ Festival
- State will not permit a parade.

\* Hutch - what kind of cars?? All kinds.

Hutch, Ray, Ayes, fund prizes Stay Parade  
\$600 - TLT.

1. Chief Spence

- 17 calls since March 1st
- Air Support Unit - fixed in Medford.
- This weekend would've been Operation Days

Spence • ongoing training w/ Burns  
• Training will shut down - July 1<sup>st</sup>  
• Dept. burned a large pile on Murphy property. - was illegal dumping.  
Hutch - did Burns back up when trailer was down? - yes

Lewellen • 2 water main breaks since last meeting.  
• Lagoons are good  
• 145 gals / per day waste  
• 2 mill gallons / day had to start tower  
• mowed weeds around  
• Sprinklers working great. controller protected  
• Sprinklers run 10pm every night, they work great. M - W - F.  
Steve Zipser - gravel gets pushed at.

Chief DeLange

- 427 calls for service since 1 April.
- sex abuse cases are high
- MT is getting worked down on.
- Day in July
- Dan Jenkins is great to work w/
- New car still on order, slow
- Shooting training tomorrow.

Hutch - Hay Mat incident: what happened to the people?  
Ray - Keep up good work.



**MINUTES FROM  
A MEETING OF THE HINES COMMON COUNCIL  
May 28, 2020**

**Present:**

**Mayor:**

Nikki Morgan

**Council:**

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

**City Staff:**

City Administrator Kirby Letham

**Public Audience (via teleconference):**

Brandon Mahon

**\*Mayor Nikki Morgan called the meeting to order at 4:00 pm and led the flag salute.**

**Public Comment (Non-Agenda Items Only):**

No comments

**Old Business**

**A. Brandon Mahon, Anderson Perry – Bid Report and Next Steps**

Brandon asked if the Council had a chance to read the letter from Anderson Perry regarding the Award of the Construction Contract. Each member has a copy of the letter. He then asked if there were any questions. Councilor Hutchins asked what was meant by the Total Bid price, and then the Additive Alternatives A,B & C. Brandon explained that bidders were requested to submit their bids on work that must be done (Base Bid), and then bid on additional items such as new meters that are not "must haves" but could be added to the project if within budget. Brandon discussed that \$5,373,000 is the City budget with \$471,000 in contingency funding. Brandon suggested to the Council that they award the contract on the Total Base Bid Price.

Brandon explained that the next step in the process is to issue the Notice of Intent to Award Contract to Warrington Construction Corporation Oregon. After a protest period of 7 calendar days, on the 8<sup>th</sup> day if there are no protests, the Mayor will sign the Notice of Award. Councilor Hutchins made a motion to approve the Notice of Intent to Warrington Construction Corporation Oregon for the base amount of \$4,895,100.00, and barring any protests during the 7 day period, on the 8<sup>th</sup> day the

City will award the contract to Warrington Construction Corporation Oregon. Councilor Breshears seconded the motion. All ayes, the motion carried.

### **B. Audit Report – Plan of Action**

Administrator Letham explained that normally the audit is to be submitted to the State of Oregon no later than December 31<sup>st</sup>. The auditor had received an extension from the State, and Mr. Letham had also been in contact with the State to make sure the City remains in compliance with state law. Mr. Letham explained that during an audit, it is common for the auditor to point out any weaknesses a city may have. The auditor pointed out 2 weaknesses within the city having to do with small staffing numbers. After discussion with the State, the State advised that most small towns in the State do not meet the criteria. The State requires a letter from the City Council advising that they are aware of these weaknesses would adopt a plan of action to alleviate and remedy this situation. The letter advises that the City will contact our auditing company and ask them to train and consult to alleviate any issues. Councilor Hutchins motioned to approve the City of Hines Audit Plan of Action to the State. Councilor Miller seconded the motion. All ayes, the motion carried.

### **Adjournment:**

At 4:37pm the Hines Common council adjourned to go into Executive Session.

### **Reconvene Hines Common Council Meeting**

At 5:44pm the Hines Common Council reconvened the Regular Session.

### **Wage Adjustments for the 2020-2021 Fiscal Year**

During the Executive Session, the Council discussed salary increases for staff for the upcoming fiscal year. Councilor Quick motioned to accept the salary adjustments discussed during the Executive Session. Councilor Breshears seconded the motion. All ayes, the motion carried.

### **Council Comments**

Councilor Breshears – good work!

### **Adjournment:**

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

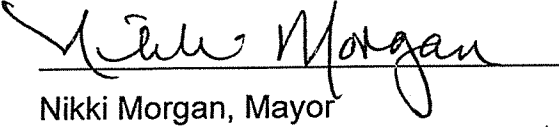
Respectfully Submitted:

Kirby Letham

City Administrator

June 9, 2020

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON ~~MAY 19~~, 2020

  
Nikki Morgan, Mayor



## RESOLUTION NO. 2287

**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 \$17,109.00 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:

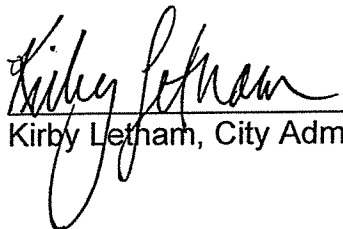
That effective immediately, the amount of \$17,109.00 is authorized to be accepted into a revenue line numbered and entitled "152-105-3-80-0111 WATER SYSTEM IMPROVEMENT", then transferred and expended from "152-105-5-40-0322 WATER SYSTEM/TOWER PROJECT."

APPROVED and ADOPTED by the Hines Common Council this 9th day of June 2020.

CITY OF HINES

By:   
NIKKI MORGAN, Mayor

ATTESTED TO BY:

  
Kirby Letham, City Administrator

## NOTICE OF AWARD

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Date of Issuance: **June 9, 2020**

Owner: **City of Hines, Oregon**

Engineer: **Anderson Perry & Associates, Inc.**

Project: **Water System Improvements - 2020**

Bidder: **Warrington Construction Corp. of Oregon**

Bidder's Address: **P.O. Box 910, Ontario, Oregon 97914**

### TO BIDDER:

You are notified that Owner has accepted your Bid dated May 20, 2020, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for the Base Bid amount.

The Contract Price of the awarded Contract is: **\$4,895,100.00**

You must comply with the following conditions within 15 days of the date you receive this Notice of Award.

#### 1. Notice of Award

Acknowledge acceptance of the Project award in the space provided on this Notice of Award form. Be sure to include the date, as well as the signature and title of the person signing the Award form. **Return all 3 copies to the Engineer.**

#### 2. Agreement Between Owner and Contractor

Date and sign all **3** copies of the attached Agreement form. **Return all 3 copies** to the Engineer.

#### 3. Payment and Performance Bonds

Provide the Construction Performance and Payment Bonds. Enclosed are **3** copies of the Payment Bond and **3** copies of the Performance Bond forms. Include an appropriate Power of Attorney which is properly dated with each of the bonds. **Additionally, note that the date shown on the Payment and Performance Bonds must be on or after the date shown on the Agreement.** The date on the Power of Attorney should be the same as shown on the Bond. These Payment and Performance Bond forms must be used, and no others will be accepted. Return **3** completed copies to the Engineer.

#### 4. Certificate of Insurance

Complete the enclosed Certificate of Insurance form. The enclosed Certificate of Insurance form is the only acceptable form to be used for this project. Standard ACORD forms from the insurance company will be required to be attached to this form. Be sure to include Worker's Compensation certificates. Return all **3** copies to the Engineer.

## 5. Statutory Public Works Bond

The Contractor and applicable Subcontractors must file a Public Works Bond with the Construction Contractor's Board in accordance with Oregon Laws 2005, Chapter 360, Section 2. Verification that this bond has been filed by the Contractor must be submitted to the Engineer.

## 6. Other requirements

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Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 20 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement and Contract Documents.

City of Hines, Oregon  
(OWNER)

By: *Nikki Morgan*  
(AUTHORIZED SIGNATURE)  
Nikki Morgan  
(NAME)  
Mayor  
(TITLE)

*Kyle J. Hines*  
City Administrator

## ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by \_\_\_\_\_  
\_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Copy to Owner



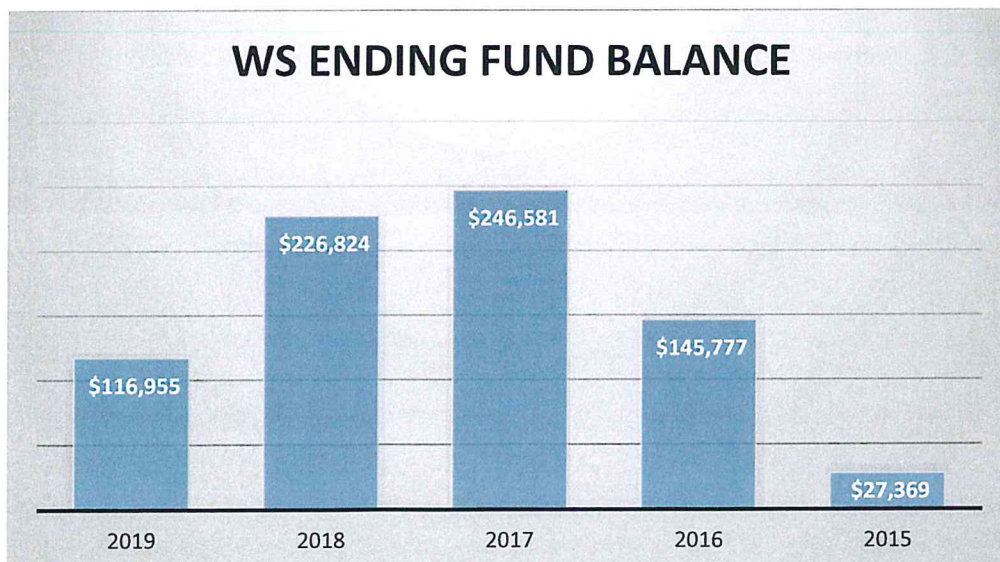
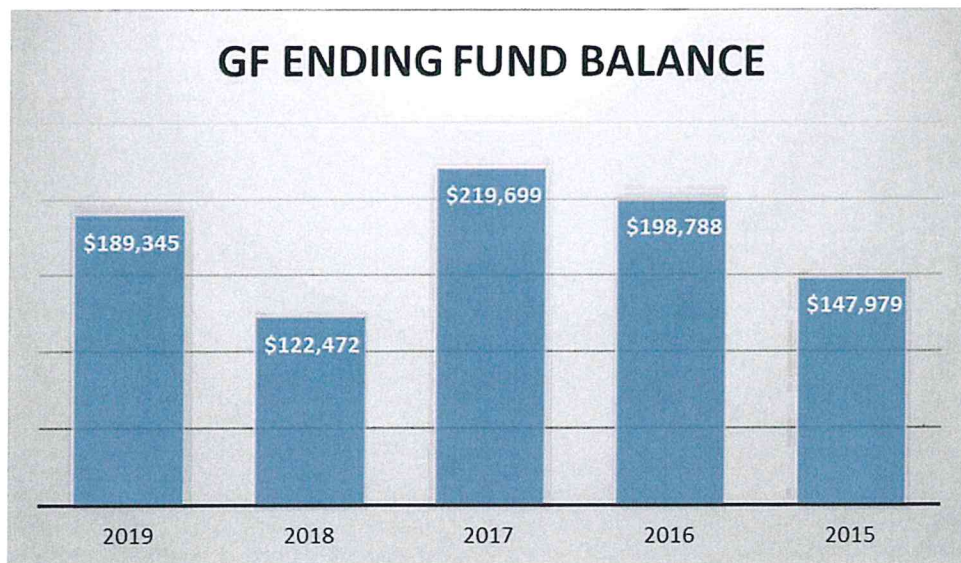
## CITY OF HINES, OREGON

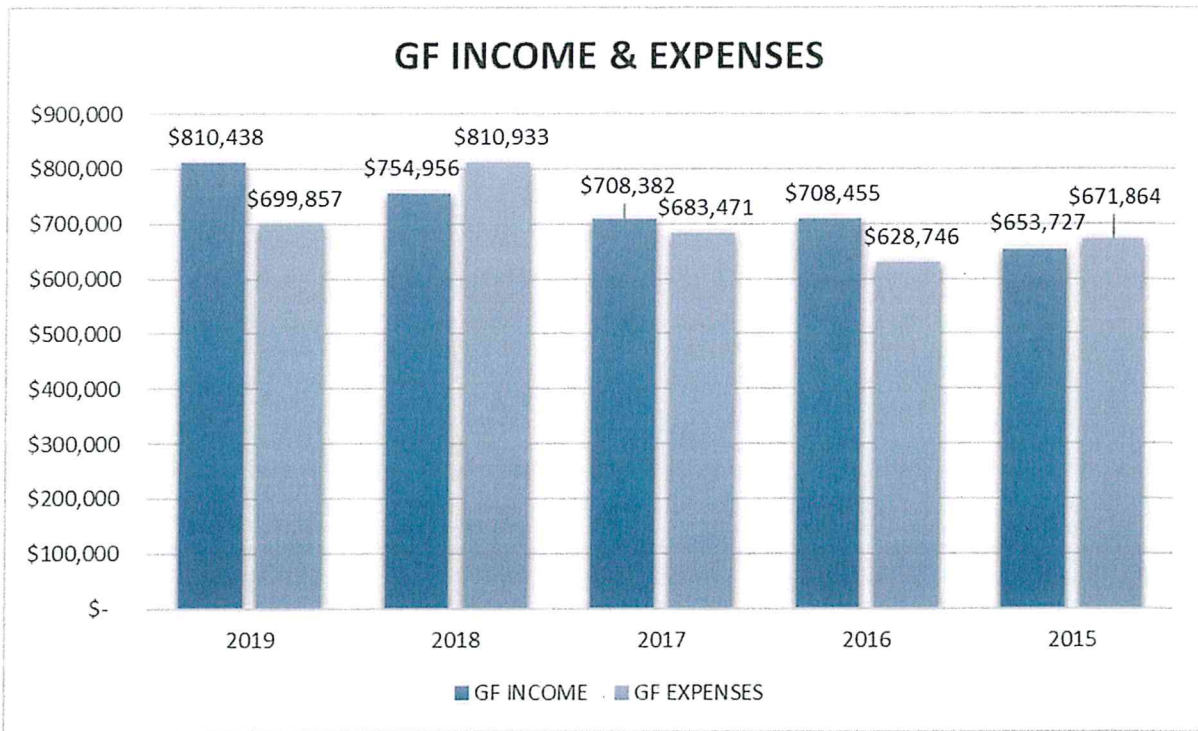
**SERVICE:** Independent audit for the year ended June 30, 2019 per the requirements of the Secretary of State Audits Division.

**OUTCOME:**

- Unmodified opinion on the governmental activities, business-type activities, and each major fund (page 2).
- Not in complete compliance with Oregon Minimum Standards (page 57):
  - Over-expenditure in the General Fund Transfers, \$16,900
  - Over-expenditure in the Water and Sewer Fund Transfers, \$570
  - Not properly following budget procedures
- Material weaknesses (page 61):
  - Financial statement preparation – OPG prepared financial statements – OK for auditor to prepare financial statements as long as management takes responsibility for them.
  - Inventory – A complete and accurate list of inventory at June 30 needs to be generated each year.

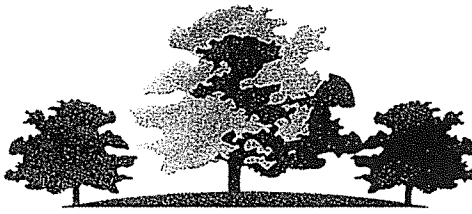
**STATS:** 2 largest funds presented below with a 5-year comparison. 2019 State Tax Street Fund is on page 48 and 2019 Capital Projects Fund is on page 54 of the audit report.





**QUESTIONS:** Cara Wilber  
 573-6151  
[cwilber@opgcpca.com](mailto:cwilber@opgcpca.com)

**THANK YOU!**



## You are welcome in HINES

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

### LIVESTOCK PERMIT

Application for keeping livestock, domestic animals (excluding dogs, cats & rabbits), poultry, fowl or bees within the city limits (Hines Municipal Code Chapter 6)

NAME OF APPLICANT(S): Kenny and Pennie Peasley  
PROPERTY ADDRESS: 513 N. Hwy 20  
MAILING ADDRESS: 885 W. Madison Burns, OR 97720  
PHONE: 541-589-2500 (Pennie) 541-589-2100 (Kenny)  
NAME/PHONE OF PROPERTY OWNER: Stacey and Elaine Dawes  
541-589-1896 (Stacey) (Elaine) 541-589-1897

**PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS AND MAY BE REVOKED BY THE CITY OF HINES, AT ANY TIME, FOR NON-COMPLIANCE**

1. Permit applies only to single-family dwelling or duplex (not apartments).
2. No more than six (6) adult poultry allowed per property; no roosters
3. No more than two (2) fowl; two (2) livestock under nine months of age.
4. Any slaughter or euthanasia of animals or birds is limited by state law.
5. Livestock, animals, poultry or fowl must always be inside enclosure.
6. Livestock, animals, poultry, fowl or bees must be kept behind residence.
7. Enclosures and buildings must always be kept in sanitary condition.
8. Enclosures, buildings must be free of noticeable odors, offal and debris.
9. Enclosures and buildings must comply with all setbacks, land use rules.
10. Non-compliance complaints may result in withdrawal of permit by Council.

TYPE AND NUMBER OF LIVESTOCK OR FOWL: Horses

TYPE AND LOCATION OF STRUCTURE: Corrals / Small Barn

DIMENSIONS: HEIGHT/WIDTH/LENGTH

TYPE OF CONSTRUCTION MATERIAL

LOCATION Back of prop.

TYPE OF RUN OR PEN: Corrals / Small Barn

DIMENSIONS: HEIGHT/WIDTH/LENGTH

TYPE OF CONSTRUCTION MATERIAL

LOCATION

Rev. October 2019



PROVISIONS FOR SANITATION, ODOR CONTROL, DEBRIS REMOVAL AND SEVERE WEATHER:

Tractor removal of manure - haul off

**ATTACH A SKETCH OF PROPERTY, SHOWING ENCLOSURE(S) LOCATIONS.**

Applicant acknowledges that upon issuance of any permit by the City of Hines, it is obligation of Applicant to comply with any and all laws, ordinances and regulations governing the type of project permitted, whether specified in the permit. The granting of a permit by the City of Hines does not give applicant any authority to violate or modify the provisions of any other federal, state or local ordinance or regulation with respect to construction, performance of construction and/or operation of the project.

Regarding property boundaries, Applicant acknowledges that the only accurate way to locate property lines is by a land survey, conducted by a licensed professional. The city of Hines makes no representation as to the accuracy of location of any boundary related to the project and Applicant, by virtue of issuance of a permit by the City of Hines, agrees to hold harmless, defend and indemnify the City in any legal action related to property lines or boundaries.

I have read and understand the above application and hereby certify that all conditions will be continually met, and that I will abide by all restrictions, administrative rules and applicable ordinance or laws.

APPLICANT SIGNATURE:

Pennie Peasley

DATE:

5/7/2020

PROPERTY OWNER SIGNATURE

Stacy L. Davies

DATE:

5/7/2020

(if different from applicant)

**FAILURE TO COMPLY** with Hines Municipal code may result in denial of an initial application, or revocation of an existing permit, as well as possible further action, including fines and abatement costs.

**DENIAL MAY OCCASIONALLY BE BASED SOLELY ON THIS FACTOR:** Permittee's action present a reasonable doubt as to the permittee's ability to comply with permit conditions, or to keep livestock, domestic animals, poultry, fowl or bees without endangering or intruding upon the public health, safety or welfare.

APPROVED this day

June 9, 2020

by Hines Common Council

DENIED this day

by Hines Common Council

REVOKED this day

by Hines Common Council

Stacy L. Davies 6/9/20

**NOTICE TO SIGNATORS:**

Applicant is attempting to obtain a permit from the City of Hines in order to be allowed to maintain livestock, domestic animals, poultry, fowl or bees on property within 300 feet of your residence.

Your signature upon this petition signifies that you have no objections to Applicant's request.

**IF YOU ARE NOT THE PROPERTY OWNER, PLEASE REFER APPLICANT TO THE OWNER.**

Applicant is requesting a permit to maintain Horses  
Number and type of animal, poultry, fowl or bees

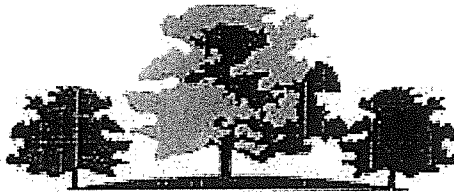
**RESIDENT'S NAME (over age 18)**

**PHYSICAL PROPERTY ADDRESS**

Kelly Cullens Best Western  
Rozzy & Ryan Inn  
ACW Rentals  
Betty Enslberg

504 Hwy 20 N Hines, OR  
534 Hwy 20 N  
524 Hwy 20 n. Hines  
505 N Hwy 20 - Hines

**NAMES AND ADDRESSES OR PROPERTY OWNERS WITHIN 300 FEET OF APPLICANT'S  
RESIDENCE MAY BE OBTAINED THROUGH HARNEY COUNTY ASSESSOR'S OFFICE**



## You are welcome in HINES

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

### LIVESTOCK PERMIT

Application for keeping livestock, domestic animals (excluding dogs, cats & rabbits), poultry, fowl or bees within the city limits (Hines Municipal Code Chapter 6)

NAME OF APPLICANT(S): Nandi Dowell / Trevor Simmons  
PROPERTY ADDRESS: 112 N. Woodland Ave, Hines, OR 97738  
MAILING ADDRESS: PO Box 373, Burns, OR 97720  
PHONE: 541-620-1310 / 541-589-3459  
NAME/PHONE OF PROPERTY OWNER: TREVOR SIMMONS  
541-620-1310

**PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS AND MAY BE REVOKED BY THE CITY OF HINES, AT ANY TIME, FOR NON-COMPLIANCE**

1. Permit applies only to single-family dwelling or duplex (not apartments).
2. No more than six (6) adult poultry allowed per property; no roosters
3. No more than two (2) fowl; two (2) livestock under nine months of age.
4. Any slaughter or euthanasia of animals or birds is limited by state law.
5. Livestock, animals, poultry or fowl must always be inside enclosure.
6. Livestock, animals, poultry, fowl or bees must be kept behind residence.
7. Enclosures and buildings must always be kept in sanitary condition.
8. Enclosures, buildings must be free of noticeable odors, offal and debris.
9. Enclosures and buildings must comply with all setbacks, land use rules.
10. Non-compliance complaints may result in withdrawal of permit by Council.

TYPE AND NUMBER OF LIVESTOCK OR FOWL: 1 Lamb

TYPE AND LOCATION OF STRUCTURE: Left side of house

Metal posts w/ bull panels + shelter

DIMENSIONS: HEIGHT/WIDTH/LENGTH TYPE OF CONSTRUCTION MATERIAL LOCATION

TYPE OF RUN OR PEN: Metal posts w/ bull panels - 1 Gate +

Shelter

DIMENSIONS: HEIGHT/WIDTH/LENGTH TYPE OF CONSTRUCTION MATERIAL LOCATION

Rev. October 2019



PROVISIONS FOR SANITATION, ODOR CONTROL, DEBRIS REMOVAL AND SEVERE WEATHER:

Clean stall morning/night  
new shavings once a week.

**ATTACH A SKETCH OF PROPERTY, SHOWING ENCLOSURE(S) LOCATIONS.**

Applicant acknowledges that upon issuance of any permit by the City of Hines, it is obligation of Applicant to comply with any and all laws, ordinances and regulations governing the type of project permitted, whether specified in the permit. The granting of a permit by the City of Hines does not give applicant any authority to violate or modify the provisions of any other federal, state or local ordinance or regulation with respect to construction, performance of construction and/or operation of the project.

Regarding property boundaries, Applicant acknowledges that the only accurate way to locate property lines is by a land survey, conducted by a licensed professional. The city of Hines makes no representation as to the accuracy of location of any boundary related to the project and Applicant, by virtue of issuance of a permit by the City of Hines, agrees to hold harmless, defend and indemnify the City in any legal action related to property lines or boundaries.

I have read and understand the above application and hereby certify that all conditions will be continually met, and that I will abide by all restrictions, administrative rules and applicable ordinance or laws.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: 5/29/2020

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

DATE: 5/29/2020

(If different from applicant)

**FAILURE TO COMPLY** with Hines Municipal code may result in denial of an initial application, or revocation of an existing permit, as well as possible further action, including fines and abatements costs.

**DENIAL MAY OCCASIONALLY BE BASED SOLELY ON THIS FACTOR:** Permittee's action present a reasonable doubt as to the permittee's ability to comply with permit conditions, or to keep livestock, domestic animals, poultry, fowl or bees without endangering or intruding upon the public health, safety or welfare.

APPROVED this day June 9, 2020 by Hines Common Council

DENIED this day \_\_\_\_\_ by Hines Common Council

REVOKED this day \_\_\_\_\_ by Hines Common Council

[Signature] 6/9/20

**NOTICE TO SIGNATORS:**

Applicant is attempting to obtain a permit from the City of Hines in order to be allowed to maintain livestock, domestic animals, poultry, fowl or bees on property within 300 feet of your residence.

Your signature upon this petition signifies that you have no objections to Applicant's request.

**IF YOU ARE NOT THE PROPERTY OWNER, PLEASE REFER APPLICANT TO THE OWNER.**

Applicant is requesting a permit to maintain 1 FFA Lamb  
Number and type of animal, poultry, fowl or bees.

**RESIDENT'S NAME (over age 18)**

Ty-P Steph Volle  
Amber Handley  
Michelle Crabtree  
Jack Trotter  
Shaaron Dearing  
Andrea Nohls

**PHYSICAL PROPERTY ADDRESS**

105 N. Woodland Ave Hines, OR  
101 N. Woodland Ave Hines, OR  
113 N. Woodland Ave, Hines  
114 N. Woodland, Hines,  
106 N. Woodland, Hines  
113 N Section Ave

**NAMES AND ADDRESSES OF PROPERTY OWNERS WITHIN 300 FEET OF APPLICANT'S RESIDENCE MAY BE OBTAINED THROUGH HARNEY COUNTY ASSESSOR'S OFFICE**



## You are welcome in HINES

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

### LIVESTOCK PERMIT

Application for keeping livestock, domestic animals (excluding dogs, cats & rabbits), poultry, fowl or bees within the city limits (Hines Municipal Code Chapter 6)

NAME OF APPLICANT(S): Roxane + Angelo Worley  
PROPERTY ADDRESS: 701 Tule Ave.  
MAILING ADDRESS: P.O. Box 573  
PHONE: (541) 589-2813  
NAME/PHONE OF PROPERTY OWNER: Same as above

**PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS AND MAY BE REVOKED BY THE CITY OF HINES, AT ANY TIME, FOR NON-COMPLIANCE**

1. Permit applies only to single-family dwelling or duplex (not apartments).
2. No more than six (6) adult poultry allowed per property; no roosters
3. No more than two (2) fowl; two (2) livestock under nine months of age.
4. Any slaughter or euthanasia of animals or birds is limited by state law.
5. Livestock, animals, poultry or fowl must always be inside enclosure.
6. Livestock, animals, poultry, fowl or bees must be kept behind residence.
7. Enclosures and buildings must always be kept in sanitary condition.
8. Enclosures, buildings must be free of noticeable odors, offal and debris.
9. Enclosures and buildings must comply with all setbacks, land use rules.
10. Non-compliance complaints may result in withdrawal of permit by Council.

TYPE AND NUMBER OF LIVESTOCK OR FOWL: 6 Chickens/hens  
TYPE AND LOCATION OF STRUCTURE: Chicken coop w/run - Backyard  
67" H x 144.75" W x 68" D wood + wire mesh Backyard  
DIMENSIONS: HEIGHT/WIDTH/LENGTH TYPE OF CONSTRUCTION MATERIAL LOCATION

TYPE OF RUN OR PEN: Tucker Murphy Doss chicken coop w/run  
Same as above Same as above Same as above  
DIMENSIONS: HEIGHT/WIDTH/LENGTH TYPE OF CONSTRUCTION MATERIAL LOCATION

See attached photo for more details.



PROVISIONS FOR SANITATION, ODOR CONTROL, DEBRIS REMOVAL AND SEVERE WEATHER:  
Chicken coop has a slide out tray for easy cleanup. Coop is ventilated and covered for hot + cold temps coop is weather resistant and has an attached chicken run Please see attached photos.

**ATTACH A SKETCH OF PROPERTY, SHOWING ENCLOSURE(S) LOCATIONS.**

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I have read and understand the above application and hereby certify that all conditions will be continually met, and that I will abide by all restrictions, administrative rules and applicable ordinance or laws.

APPLICANT SIGNATURE: Reyane Worley - Ellis

DATE: May 29, 2020

PROPERTY OWNER SIGNATURE Same as above

(if different from applicant)

DATE: N/A

**FAILURE TO COMPLY** with Hines Municipal code may result in denial of an initial application, or revocation of an existing permit, as well as possible further action, including fines and abatements costs.

**DENIAL MAY OCCASIONALLY BE BASED SOLELY ON THIS FACTOR:** Permittee's action present a reasonable doubt as to the permittee's ability to comply with permit conditions, or to keep livestock, domestic animals, poultry, fowl or bees without endangering or intruding upon the public health, safety or welfare.

APPROVED this day June 9, 2020 by Hines Common Council

DENIED this day \_\_\_\_\_ by Hines Common Council

REVOKED this day \_\_\_\_\_ by Hines Common Council

Alham 6/9/20

**NOTICE TO SIGNATORS:**

Applicant is attempting to obtain a permit from the City of Hines in order to be allowed to maintain livestock, domestic animals, poultry, fowl or bees on property within 300 feet of your residence.

Your signature upon this petition signifies that you have no objections to Applicant's request.

**IF YOU ARE NOT THE PROPERTY OWNER, PLEASE REFER APPLICANT TO THE OWNER.**

Applicant is requesting a permit to maintain 6 Chickens/Hens  
Number and type of animal, poultry, fowl or bees

**RESIDENT'S NAME (over age 18)**

Terry Ott

Lori Ott

Scott Tiller

Lisa Tiller

**PHYSICAL PROPERTY ADDRESS**

636 King Av. Hines

636 King Av Hines

713 King Ave Hines

713 King Ave Hines

**NAMES AND ADDRESSES OR PROPERTY OWNERS WITHIN 300 FEET OF APPLICANT'S  
RESIDENCE MAY BE OBTAINED THROUGH HARNEY COUNTY ASSESSOR'S OFFICE**

1:56

4G LTE 55%



Street View



No Street View available here. Tap a location highlighted in blue to enter Street View.





1:25

4G LTE 61%



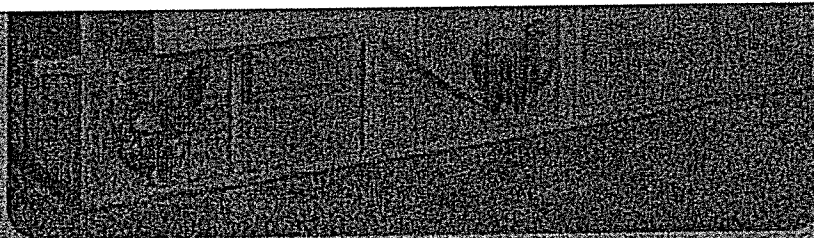
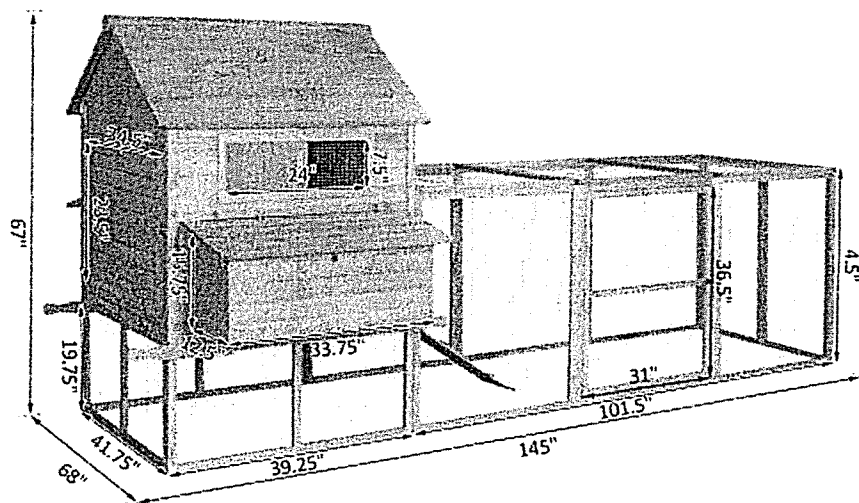
Search Wayfair



Done

## Doss Chicken Coop with Chicken Run for up to 6 Chickens

See more by by Tucker Murphy Pet



Home



Shop



Sale



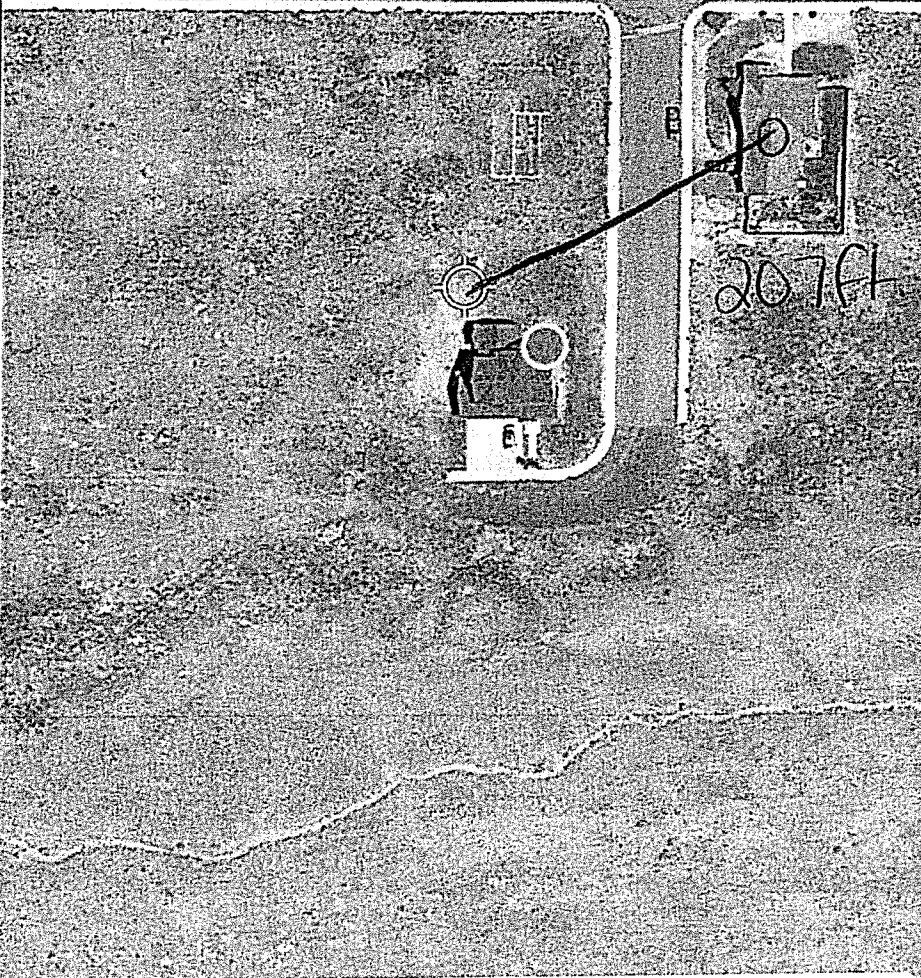
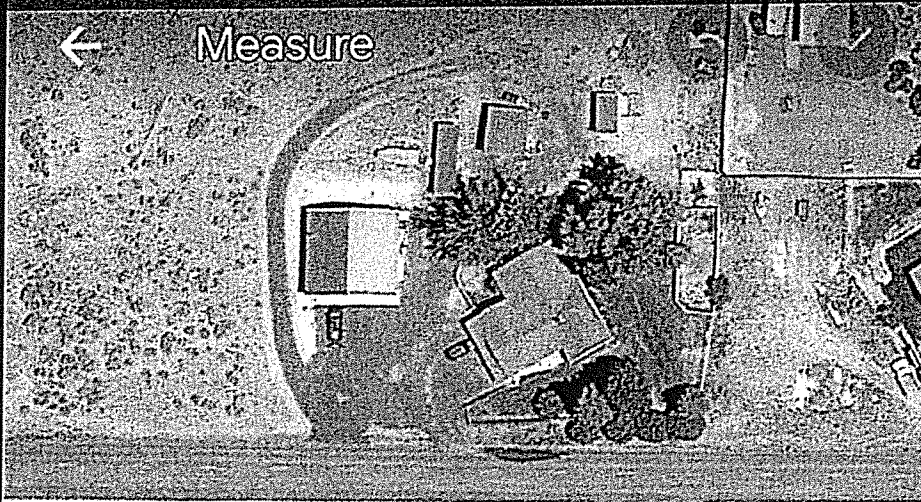
Lists



Account

← 4:54 Screenshot\_20200529-135426...

1.3 MB



Distance ?

+ Add point

0 ft ▾



erry + Lori  
ott

1:49

56%

Measure

277 ft

Distance ?

+ Add point

0 ft

Scott + Lisa  
Tiller

13 King Ave.  
ines, OR





Distance ?

⊕ Add point

0 ft ▾



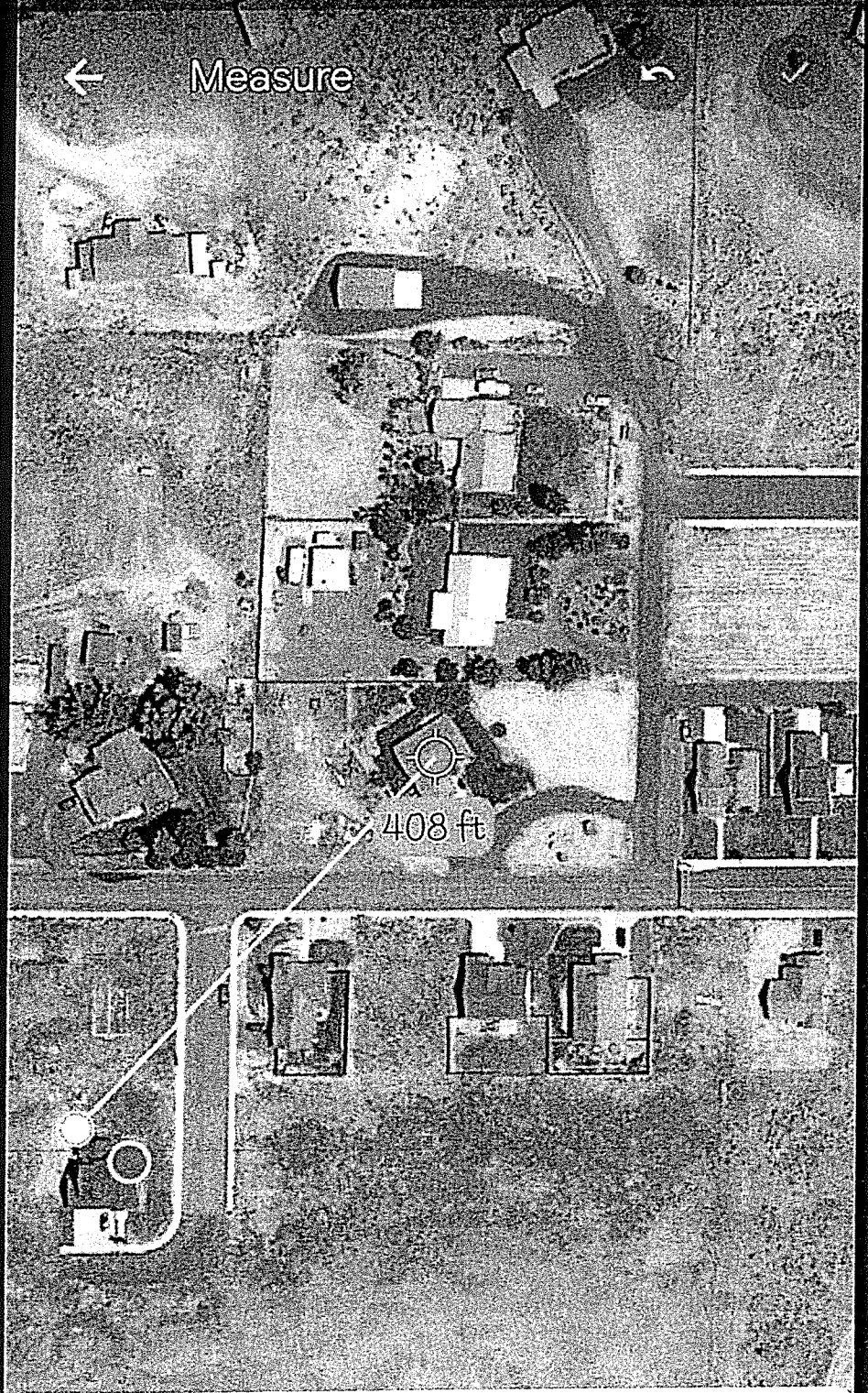
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Signature  
required.

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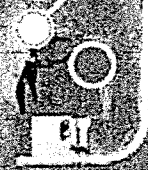
4G 56%



Measure



408 ft



Distance ?

+ Add point

0 ft



over 300ft  
Signature  
quired.



1:50

56%



Measure



531 ft

Distance ?

+ Add point

0 ft ▾



over 300 ft.  
Signature  
required.