

**MINUTES FROM  
A MEETING OF THE HINES COMMON COUNCIL  
March 24, 2020**

**Present:**

**Mayor:**

Nikki Morgan

**Council: (Present in Chambers)**

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

**Council (Present via Teleconference)**

Councilors Duane Hutchins

**City Staff:**

City Administrator, Kirby Letham

**Public Audience via teleconference:**

Brandon Mahon with Anderson Perry, Julie Beitzel with Tumbleweed Cannabis Co., and David Sneddon, Hines Planning Commission member

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

**Approval of March 24, 2020 Agenda:**

The agenda for March 24, 2020 was reviewed by the Council. Councilor Williams made a motion to approve the agenda as presented. Councilor Miller seconded the motion. All ayes, the motion carried.

**Approval of March 17, 2020 Meeting Minutes:**

Councilor Williams made a motion to approve minutes from March 17, 2020 with no change. Councilor Breshears seconded the motion. All ayes, the motion carried.

### **Accounts Payable:**

Councilor Williams made a motion to approve the Accounts Payable from March 24, 2020 2020 in the amount of \$12,358.72. Councilor Breshears seconded the motion. All ayes, the motion carried.

### **Department Head Reports**

#### **City Administrator, Kirby Letham**

Decision has been made to allow the Utility Clerk to return to work in the office. With the front office closed to the public, there seems no need to have her work from home, as long as we are keeping the office closed to the public. Next question is: does the Council want to have the next meeting on April 14<sup>th</sup>, or wait until April 28<sup>th</sup>? Given the difficulty of meeting with people in Chambers as well as on the telephone, would the Council prefer postponing until April 28<sup>th</sup>? The Mayor responded that in previous years the Council only met once a month. She said that with the virus, perhaps meeting on a monthly basis might be the safest thing to do at this time. She said that as long as the City continues to pay the bills, the Council gets an email of what is scheduled to be paid for their review/approval. Next Council meeting will be April 28<sup>th</sup>.

### **Public Comment – Non-Agenda Items - None**

### **Old Business:**

#### **Brandon Mahon, Anderson Perry**

Update on the Water Improvement Project. Design status is 100% drafted and ready for approval by internal quality control then on to the City for review. Stated that residents are beginning to receive notification about clearing easements and that they need to be aware if they are blocking City easements/rights-of-ways. Advised the Council that they may begin to hear from residents about the door hangers that are going out. Told the Council that once the plans clear their internal quality control, then a set of the plans will go to the City and a set to IFA, the funding agency, and also Drinking Water Services, the State regulatory agency. The staff at IFA are currently working from home during the COVID-19 outbreak. They are not necessarily worried about design, but more along the

contractual requirements. The DWS structural engineer is also working from home. Both agencies are going to try to turn this around quickly, but given the current virus outbreak, it could be delayed a couple weeks. Once the plans are close to finalization, we will advertise for the project, preferably a 4-week turnaround time for bids. For a project of this size it would be preferable to have a pre-bid conference/walkaround so that contractors can see the current systems. Not sure how that will work at this time. Contractors will need to drop-off bids, and not wait around for them to be opened. Brandon asked that the City be patient as we work through the process. Hope to have the plans to the City and both agencies by late next week. DWS said that he would try to turn it around as soon as he could, he figured approximately 2 weeks. He asked the Council if it would have any issues advertising prior to the next scheduled meeting on April 28<sup>th</sup>. Councilor Williams expressed concern that if we wait to advertise that we may not get contractors to bid on this the longer we postpone advertising.

### **New Business:**

#### **Resolution 2281 – Declaration of a State of Emergency**

Administrator Letham read Resolution No. 2281 in its entirety. Resolution 2281 is a resolution of the City of Hines to declare a State of Emergency in the City of Hines caused by the Coronavirus (COVID-19) Pandemic in the State of Oregon and United States. Councilor Williams motioned Resolution No. 2281 be approved with no changes. Councilor Breshears seconded the motion. All ayes, the motion carried.

#### **Resolution 2282 – Temporary Suspension of ORD 317,5.05.050 sec. P – Marijuana Delivery**

Administrator Letham read Resolution No. 2282 in its entirety. Resolution 2282 is a resolution of the City of Hines to temporarily suspend City Ordinance 317, 5.05.050, sec. P – Marijuana Delivery. Effective immediately, Paragraph P – Sales and Transfer, found in section 5.05.050 of City Ordinance 317 is temporarily suspended, until the suspension is terminated by resolution of the City Council of Hines. Councilor Williams motioned Resolution No. 2282 be approved with no changes. Councilor Breshears seconded the motion. All ayes, the motion carried.

### **Resolution 2283 – National Hazard Mitigation Plan**

Administrator Letham read Resolution No. 2283 in its entirety. Resolution 2283 is a resolution of the City of Hines in the matter of adopting the City of Hines' representation in the updates to the Harney County Multi-Jurisdictional Natural Hazards Mitigation Plan. Councilor Williams motioned Resolution No. 2283 be approved with no changes. Councilor Breshears seconded the motion. All ayes, the motion carried.

### **Public Comments**

None

### **Mayor and Council Comments**

Councilor Breshears – none

Councilor Miller – Is the City prepared should we be directed to shut down? What about the water and sewer systems? Administrator Letham explained that we do have a plan in place. The Emergency Declaration is the first step. It allows the City to conduct business without the full Council if needed. In the long term, we are building a new tank, and will have generators installed for backup. In the short term, we do have the south tank that holds 600K gallons of water, and the water tower could hold another 250k gallons is necessary. As long as we could hook up generators, we would still have water. For the sewer system we have 3 pumps, 2 backups if 1 goes down. Tell your neighbors, do not put stuff down the toilets. Flushable wipes clog up the sewer system, they do not breakdown. We are fine but looking forward to the new system.

Councilor Quick – Curious about the playground in light of the COVID-19 ban. Administrator Letham stated that he could post a sign banning the use of the park, however, people may or may not follow the restriction. He advised that Public Works has not opened the bathrooms and we will keep them closed for the immediate future.

Councilor Williams – Welcome Councilor Quick to the City Council

Councilor Hutchins – None

Mayor Morgan – A residence on Roanoke between Bird and Saginaw has a fence around their property that goes into the easement. Administrator Letham advised that if we need to remove fencing in our easement, we will remove the fence, do the work needed, and

we will re-install the fence where it needs to go. This will clean up some of the easement issues.

**Adjournment:**

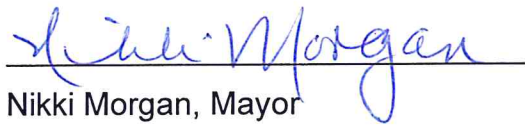
There being no further business, Councilor Williams made a motion to adjourn the meeting. Councilor Quick seconded the motion. All ayes, the motion carried and the meeting adjourned at 7:22 pm.

Respectfully Submitted:

Kirby Letham

City Administrator

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

  
Nikki Morgan, Mayor