

**MINUTES FROM  
A MEETING OF THE HINES COMMON COUNCIL  
February 25, 2020**

**Present:**

**Mayor:**

Nikki Morgan

**Council:**

Councilors Raymond Breshears, Duane Hutchins, Gary Miller, and Robert Beers

**City Staff:**

City Administrator, Kirby Letham

**Public Audience:**

Sharon Dunn, Randy Parks, Boomer Inselman and Marsallai Quick

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

**Approval of February 25, 2020 Agenda:**

The agenda for February 25, 2020 was reviewed by the Council. Councilor Beers made a motion to approve the agenda as presented. Councilor Breshears seconded the motion. All ayes, the motion carried.

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**Approval of Minutes for February 11, 2020:**

The minutes were reviewed by the Council. Councilor Beers made a motion that the minutes of February 11, 2020. Councilor Breshears seconded the motion. All ayes, the motion carried.

### **Accounts Payable:**

Accounts Payable were considered. Councilor Hutchins made a motion to approve the payables for February 25, 2020 in the amount of \$65,015.69. Councilor Beers seconded the motion. All ayes, the motion carried.

### **Department Heads Report**

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

Administrator Letham attended at DEQ air quality meeting, Hines has been well under the threshold that DEQ watches for in air quality. Administrator Letham also discussed funding to upgrade heating sources for those wanting to upgrade in their home. All done though the Senior Center. The DEQ public hearing with Salem representatives, regarding a permit that Biodynamics had applied for. Biodynamics is the name of the company putting in the pellet mill here in Hines. State of Oregon had just passed the "Cleaner Air Oregon" Act and Biodynamics was the first company to apply for the DEQ permit under the new guidelines. The rules for the "Cleaner Air Oregon" Act were put in place for a specific problem with a Portland company. Exceptions were made to allow BioDyanamics to continue with the construction of the plant infrastructure, helping them stay on schedule for completion. The permitting process was expedited, and the hearing was held to satisfy the public hearing requirements. DEQ presented their findings showing that even at full production for an entire year, Biodynamics would be under the limit. The final word has not come from DEQ yet, but with little to no opposition, Biodynamics would likely receive the permit from DEQ. Administrator Letham also attended a housing meeting that met with several of the local contractors to get their input and ideas. Mayor Morgan asked if the contractors were receptive? Most were skeptical but excited to be part of the process regarding their input. Problems were not solved that night, but some contractors have come into the office to also share their ideas. Administrator Letham to write up a report to share with the council to show what has been talked about and any ideas. Meeting with the city attorney in the next week to discuss, the water project, easements (who pays for what in the case of encroachments), maps, construction contracts, etc. Also going to discuss the gas tax

and what it would take to get onto the ballot. Finish up the CLG ordinance.

Administrator Letham has contacted most of the property owners where the most complicated easement issues for the upcoming water project. So far, the property owners that have been contacted are agreeable to working with the City to solve any issues. For the most part the water line is already there, just need to get the legal easements into place. Anderson Perry will also be joining the meeting with the city attorney for discussions. Goal is to have bid packages out in the next couple weeks and have contracts signed by mid-May. Administrator Letham is going to approach the Burns Times Herald about writing an article to be very clear about the things regarding the water project, more outreach to educate the public. Working on plans to become involved in the bird festival. Obsidian Days, office staff has talked with Bob Spence to try and help make it a bigger event and get more people involved. Administrator Letham attended a fire meeting with Liz Alberta and the fire department regarding EF Recovery. This company will help with the billing for the fire department to make sure we get paid, by communicating with insurance companies and the people. Budget process is coming, hope to solidify everything by end of March. Budget officer needs to be appointed by end of meeting. Councilor Hutchins asked about whether the council ever voted on going forward or abandoning the gas tax issue. Administrator Letham said he would bring it to the next meeting after speaking with the attorney and getting specifics to discuss moving forward, changing directions or scrapping the idea entirely. Councilor Hutchins also asked about Obsidian Days and if the car display was still something that was wanted. Administrator Letham stated that it was and concurred that it was a car display, not a competition. Mayor Morgan agreed that a car display was a good idea and Council Hutchins stated that Obsidian Days needed a shot of interest from somewhere. Administrator Letham also mentioned that there would also be music and food vendors. Councilor Beers stated that he thought the council had already voted to go forward with the gas tax and adding to the ballot. It was determined that it was agreed upon to speak with the attorney about the process.

### **Public Comment – Non-Agenda Items**

NO COMMENT

## **Old Business:**

### **Hines Helmet Head Rally**

After speaking with the attorney, it would be in the city's best interest to provide something more tangible. So, of the three options, rather than just donating money, either purchase t-shirts or posters. Administrator Letham suggested keeping the same dollar amount, just using it to purchase something. Boomer Inselman confirmed that neither the posters nor the t-shirts had been purchased yet. Mayor Morgan read the two options that were presented at the previous meeting. Councilor Beers asked if the shirts would be for sale. Mr. Inselman confirmed that the t-shirts would be for sale for \$15.00 as well as part of the registration for those sign up for the poker run. Councilor Hutchins wanted to know the number of t-shirts equal to the \$1,500.00 dollar amount agreed upon at the previous meeting, which was 205. Councilor Breshears asked what would be done with the money being raised after costs. Mr. Inselman stated that ideally the money would go back into an account created for the Hines Helmet Head Rally and saved there to be seed money for future rally's. Councilor Hutchins motioned the \$1,500.00 donation be directed to the purchase of 205 t-shirts. Councilor Miller seconded. All ayes, the motion carried.

Mayor Morgan asked Mr. Inselman how things were progressing with the organizing of the rally. Mr. Inselman stated that they already had 18 sponsors. Councilor Hutchins spoke about how advertising is the key factor. Mayor Morgan wanted to make sure that the rally would not interrupt the Farmer's Market & Saturday Market. Mr. Inselman stated that the rally has only reserved the skate park and that they would be blocking off the street (W. Barnes) during the day. Mayor Morgan asked about the charging of vendors and asked where that money would go to. Mr. Inselman stated that it was his goal for the event to become self-sufficient, so the money will be held in an account for years to come. Mayor Morgan also asked about the insurance, since vendors are being charged to be there, not by the city, Mr. Inselman would have to provide their own insurance coverage. Mr. Inselman stated he would speak with his agent and provide proof to the City along with a letter of indemnification. Mayor Morgan also asked if food

vendors would be invited. Mr. Inselman stated yes, as they would be like any other vendor that wanted to participate.

### **West Ridge Apartments**

Administrator Letham reported that members of the community, as well as council members, have asked about the West Ridge Apartments in regards to the tenants and whether they are receiving financial assistance to live there. Letham said he spoke with Angela Lamborn at the Harney County Senior and Community Services Center to get answers to the questions. Letham said full monthly rent is being charged – \$582 for a one-bedroom, and \$687 for a two-bedroom apartment. He added that tenants who have a Housing and Urban Development (HUD) voucher cannot be turned away, as that is illegal. The council felt it was misled because the project was first presented as workforce housing for people moving to the area in skilled positions.

Letham added that Feathered Nest LLC, the apartment management company, signed a Memorandum of Understanding to reserve five units for patients referred to them by Symmetry Care. Those tenants are under the same rules as other tenants and will be evicted if the rules are broken. Mayor Morgan said she has no problem with HUD vouchers because people who are working may still qualify for the assistance, but she talked to tenants who told her they got into their apartment through Section 8. Morgan said the council was told emphatically the apartments were not Section 8 housing. “These people are not working. They don’t have a job,” Morgan said. “These apartments were touted to workforce housing for us, and that’s what I have a problem with.” After some discussion, the Council directed Letham to have a conversation with Lamborn about having unemployed people in the complex when it was first presented as workforce housing.

### **New Business:**

#### **US Census**

Sharon Dunn, a census recruiter, came talk about the census and job opportunities that come with it. She explained that the census determines the number of seats each state gets in Congress, as well as how billions of dollars in federal funding are dispersed among the states. Ms. Dunn said that, although the recruiting effort is coming to an end, they are still looking for people interested in helping with the effort, especially in rural Harney County. To apply, visit [2020census.gov/jobs](https://2020census.gov/jobs). Applicants must be 18 years old, have a valid driver license, a vehicle or access to public transportation, and commit to at least 20 hours a week for eight weeks. The work includes evenings and weekends, and pays \$16 an hour plus mileage. Census forms will be mailed out to street addresses in mid-March, and April 1 is Census Day. By this date, every home will receive a form to participate in the 2020 Census. Once the form arrives, you should respond for your home in one of three ways: online, by phone, or by mail. When you respond to the census, you'll report your place of residence as of April 1, 2020. Dunn said that, because most residents in Hines receive their mail at post office boxes, the forms will have to be hand-delivered to each home, as the forms are only delivered to street addresses. On May 1, census takers will begin going door-to-door to the addresses where people have not responded. Dunn and other census workers will be in the community to offer help to those who need it. "We'll try to get some regular hours and locations as to where we'll be and get the word out, but the main thing now is we need workers," Dunn said.

### **Budget officer appointment**

In past years, the City Administrator has traditionally been the Budget Officer because they work the budget daily. Councilor Beers made a motion to appoint Administrator Letham as the 2020-21 budget officer. Councilor Breshears and Councilor Hutchins seconded the motion. All ayes, the motion carried.

### **Public Comments:**

NO COMMENT

**Council Comments:**

NO COMMENT

**Adjournment:**

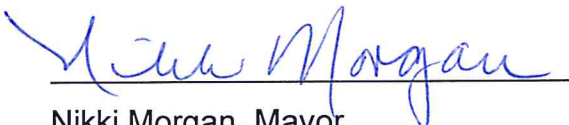
There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Breshears seconded the motion. All ayes, the motion carried and the meeting adjourned at 7:32 pm.

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON FEBRUARY 25, 2020

  
Nikki Morgan, Mayor