

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
AND BUDGET COMMITTEE
May 11, 2021**

Present:

Mayor:

Nikki Morgan

Council:

Councilors Amity York, Marsallai Quick, Robert Beers, Ron Williams and Misty Shepherd were present.

City Staff:

City Administrator Letham, Police Chief Ryan DeLange, Acting Public Works Superintendent Jerry Lewellen

Public Audience:

Tim Scott, Ty Volle, Brandon Mahon, Tom Choate, Tammie Choate, Matt Shepherd, David and Sharon Gravance

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

***City Council Meeting was temporarily adjourned to convene the Budget Committee Meeting at 5:35pm.**

Mayor Morgan called for a Budget Committee Chairperson.

Budget Committee member Hutchins nominated Jon Morgan as Budget Committee Chairperson. All ayes, the motion carried.

***Budget Committee Meeting was called to order at 5:36pm by Jon Morgan, Budget Committee Chairperson.**

Approval of May 11, 2021 Budget Meeting Agenda

Chairperson Morgan called for approval of the May 11, 2021 Budget Meeting Agenda. All ayes, motion carried.

Budget Officer Presents Budget Message

Budget Officer Letham presented the 2021-2022 Budget Message. The proposed 2021–2022 fiscal year budget for the City of Hines is \$6,547,628. This is \$1,417,460 less than the adopted budget from 2020-2021 fiscal year. Mr. Letham then explained the steps of the budgeting process. The Budget Officer prepares the proposed budget, the Budget Committee approves the budget, the City Council adopts the budget, and the City executes the approved budget. Mr. Letham presented an overview of the revenue and expenditures expected for the 2021-2022 fiscal year. He then presented a line-item breakdown of the budget. Next Budget Committee meeting will be May 25, 2021 at 5:30pm. If additional meetings are needed for the Budget Committee to approve the budget they can convene on the next consecutive evenings as needed.

***Chairperson Morgan asked if there were any additional questions. He adjourned the Budget Committee Meeting at 6:55pm.**

***Mayor Morgan reconvened the City Council meeting at 6:56pm.**

Public Comment Non-Agenda Items Only

Mr. and Mrs. Gravance presented an article regarding the Mayor of Baker City and how that City has declared itself as a Common-Sense Sanctuary City. Administrator Letham told them that he would try to get that information on the agenda for the next City Council meeting.

Approval of the May 11, 2021 Agenda

Councilor Shepherd made a motion to approve the May 11, 2021 meeting agenda. Councilor Williams seconded the motion. All ayes, motion carried.

Approval of the April 27, 2021 Meeting Minutes

Councilor Quick made a motion to approve the meeting minutes from April 27, 2021. Councilor Beers seconded the motion. All ayes, the motion carried.

Accounts Payable for May 11, 2021

Councilor Beers made a motion to approve the accounts payable for May 11, 2021 in the amount of \$22,533.30. Councilor York seconded the motion. All ayes, the motion carried.

Approve and Appoint Budget Committee

Tabled for next meeting.

Department Head Reports

Public Works Superintendent Jerry Lewellen – Pumping about 160K gallons/day at the lagoon. The transfer pump at the lagoon that pumps into the overflow lagoon had the variable frequency drive (VFD) fail. An electrician has looked at it. Gathering quotes. The pump will probably be out of service about a week. Approximately 600K gallons/day of drinking water is being pumped. Currently the shop pump is the only one being used as

the other two are being worked on. Foundation for new water tank was poured today. Park sprinklers are in use. Roofs and louvers installed on the pumphouses that are currently offline. Last week the contractors brought the derrick down from the pump on the hill for the sign in Pavilion Park.

Police Chief Ryan DeLange – 190 calls for service in 27 days. 36 domestic violence calls, 21 theft reports, 7 assaults, several people had tires slashed and windows broken at the Apple Peddler. Thousands of dollars in damages. 3 juveniles were caught, between 14-15 years old. They are currently awaiting trial. A couple days later several vehicles were broken into at the Best Western. Thousands of dollars of items removed from these vehicles. A reminder: do not leave items in your vehicle. 2 meth overdoses last week.

City Administrator Kirby Letham – Amie Scott has been assisting Chief Spence with planning Obsidian Days. We did not have it last year, but it looks like it will be very good this year. Hines will also host the Independence Day festival as it did last year. Last year was quite successful. We will have music, vendors, food and the car show. He asked Amie if she had anything to add. Amie said that she is planning on attending the next Burns City Council meeting. She is going to ask the City of Burns if they will take over the Independence Day parade as the Chamber of Commerce will not host any events except the Skull 120/60/30 bike race. Administrator Letham told the Council that he attended an online Emergency Preparedness Symposium hosted by the League of Oregon Cities (LOC). It has caused him to suggest that the City purchase a portable generator. As part of the water project there is a new generator that will be purchased. But he thinks that having a portable generator available in case power goes out for another important piece of equipment, such as the pump at the lift station. In addition to pricing a portable generator, that will be presented at the next budget meeting, he has included the cost of a street sweeper in the upcoming budget. Tom Choate asked how much reserve time for the current generator. Superintendent Lewellen responded that it has a 150-gallon tank. He then said the one that will be installed for the new water tank will be 500-gallon propane.

Council Business

- **Anderson Perry Scholarship Presentation – Brandon Mahon**

Anderson Perry has a scholarship program where they award scholarships in the cities in which they are working. This year's awardee is Mason Radinovich from Burns High School. Mason thanked Anderson Perry. He said that he plans on attending Treasure Valley Community College in the fall and will pursue a degree in Natural Resource Management.

- **Review of Planning Commission Recommendation: Volle Variance and Building Permit** – Mr. Volle had petitioned the Planning Commission to get permission for one of two options: build a shop by itself on the lot or build a home and small workshop on his lot. The Planning Commission did not think it was the best use of the lot to allow a

shop only on the lot. The Planning Commission has recommended that the City Council allow Mr. Volle to build a home and small workshop on the lot. The Council reviewed the site plans. *Councilor Shepherd made a motion to approve the application to build the home and workshop. Councilor Williams seconded the motion. Councilor Quick asked if she could ask a question. Councilor Shepherd withdrew her motion. Councilor Quick asked for clarification about the coverage of the City water line. Mr. Volle advised that the water line will be covered by a depth of 40" to 7' going across the property. Councilor Shepherd made a motion to approve Mr. Volle's request to build a home and shop on his property. Councilor Williams seconded the motion. All ayes, the motion carried.*

- **RFP for Park Bathroom: STRUX Engineering**

The City has three quotes for engineering services to design the bathroom for Pavilion Park.

Strux Engineering	\$1,500
High Desert Engineering	\$4,000
Anderson Perry	\$4,500

Councilor Williams what would be the next phase? Administrator Letham said release a request for quotes for the building of the restroom is the next step. He was asked when he thinks it would be completed and he said possibly the end of summer/beginning of fall. He said there are two options, go with a prefab, or do a request for quotes and add in some design detail requirements. *Councilor Quick made a motion to select Strux Engineering to provide engineering services for the park restroom. Councilor Beers seconded the motion. All ayes, the motion carried.*

Public Comment Period (Speaking time limits may apply):

Tom Choate – had a question regarding the approval of Mr. Volle's building permit. Wanted to know why when the subdivision that Mr. Volle's lot is a part of, was approved, why wouldn't the approval stand even though it was approved by a previous council. Administrator Letham explained that the subdivision was developed prior to the City or State having zoning ordinances.

Mayor and Council Comments

Councilor Shepherd – Thanks to Chief DeLange and his team.

Councilor Williams - None

Councilor Beers – Thanked Councilor Quick for painting the park bathroom. Said he has had a couple of people come up to him and mention how nice it looks.

Councilor York - None

Councilor Quick – Wanted to thank Jerry and his team. Expressed how nice the team was to her and her son while she and her son painted the park bathroom. Thanks to Chief DeLange.

Administrator Letham – Park bathroom has been closed as it has been cold and there are some renovations to be done. Porta Potties have been installed in the meantime.

Mayor Morgan – Thanks to Councilor Quick and the City employees.

Next Council Meeting is scheduled for May 25, 2021 at 5:30pm.

Adjournment:

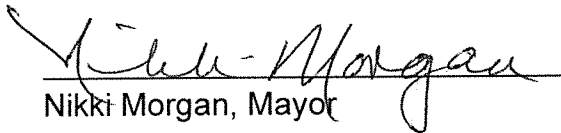
There being no further business, Councilor Williams made a motion to adjourn the meeting. Councilor Beers seconded the motion. All ayes, the motion carried. Meeting adjourned at 7:30pm.

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON May 25, 2021.


Nikki Morgan, Mayor