

**MINUTES FROM  
A MEETING OF THE HINES COMMON COUNCIL  
March 23, 2021**

**Present:**

**Mayor:**

Nikki Morgan

**Council:**

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

**City Staff:**

City Administrator Letham

**Public Audience:**

Eldon Hart, Mike Haines, and Jay Mangum

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

**Approval of the March 23, 2021 Agenda**

*Councilor Shepherd made a motion to approve the agenda for March 23, 2021 as presented. Councilor Beers seconded the motion. All ayes, the motion carried.*

**Approval of the March 9, 2021 Meeting Minutes**

*Councilor Beers made a motion to approve the meeting minutes from March 9, 2021. Councilor Williams seconded the motion. All ayes, the motion carried.*

**Accounts Payable for March 23, 2021**

*Councilor Quick made a motion to approve the accounts payable for March 23, 2021 in the amount of \$12,063.58. Councilor Beers seconded the motion. All ayes, the motion carried.*

**City Administrator Report**

Administrator Letham said that he had hoped to be able to update the Council on the homelessness and drug topics. No progress yet. He did mention that he has had numerous community members approach him expressing concern regarding both topics. Moving forward with the preparations to get the fuel tax in place for April 1<sup>st</sup>. Anderson Perry has contacted Burns High School and let them know they have selected the City of

Hines to sponsor a \$1,000 scholarship for a deserving high school senior this year. This scholarship will be given on behalf of the City and Anderson Perry.

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

None

**Old Business:**

**Park Sign/Reader Board**

Councilor Quick has been working with some of the City residents to bring a Sign/Reader Board to the City using Transient Lodging Tax (TLT) funds. They have identified a location for installation, have volunteers willing to help with setup, presented preliminary cost estimates, and identified the signs that could be used. Cost of the reader boards would be \$5,770 for two signs (one on the north side, one on the south) facing Highway 20. Councilor Quick to bring back total costs to the next Council meeting so they can vote on it.

**Chamber of Commerce Update**

Currently, the Chamber office is unstaffed. The Chamber Board has posted the Director's position in multiple locations including the State Chamber website and multiple recruitment sites. The Board is taking this time to review and update the requirements for the position. They hope to have someone in place by mid-April. They are preparing for the Skull 120/60/30 bike race in June.

**Bathroom Bid Package**

Last year this was put on hold due to Covid. It is now time to move forward with the project. Administrator Letham said the City has two options. He has talked to Anderson Perry who would be willing to put together a bid package including specification and designs. It would cost \$6K - \$8K for them to design it, help put mailers out, contact contractors. They suggested a prefab unit and believed that it could still come in under or around the budget of \$80K. The second option is the City could release a very simple ad requesting bids to build a bathroom like the drawing presented to the Council. This would reduce design costs, and possibly overall costs, but would leave room for interpretation by contractors during the bid and building process. The Mayor expressed concern regarding a prefab construction and whether it would match the Pavilion. Councilor Williams expressed the desire to get it built before weather improves and traffic through town increases. Councilor Williams and Councilor Beers both expressed concerns in cost difference from prefab to stick built. *Councilor Quick made a motion to have Anderson Perry create a Request for Pricing (RFP) package for park bathroom. Councilor Williams seconded the motion. All ayes, motion carried.*

**Legal and Planning Consultant – Eckstein Law, LLC**

The Mayor likes having the option of using Eckstein Law, LLC if needed. Administrator Letham makes use of the free legal assistance offered by League of Oregon Cities (LOC),

and having the City's Attorney of Record Yturri Rose available. However, Yturri Rose does not necessarily have the time for items that are not a high priority. Administrator Letham said that at this time he thinks the 5 hours/month would suit the City. *Councilor Williams made a motion to hire Eckstein Law, LLC at Tier 1 pricing of 5 hours of Firm time for \$500/month for year. Councilor Shepherd seconded the motion. All ayes, motion carried.*

**New Business:**

**Business License Application – Eden's Gate Design and Build, LLC (Jay Mangum)**

Has been a licensed contractor for over 10 years. Wants to stick with residential construction. *Councilor Quick made a motion to approve the business license for Eden's Gate Design and Build, LLC. Councilor Shepherd seconded the motion. All ayes, motion carried.*

**Certified Local Government (CLG) – Historical Restoration**

Administrator Letham explained the basic certification requirements to become a CLG. Need to pass an ordinance stating that the City wants to be a CLG. The City would then become a member of the State Historical Preservation Program. The City would agree to update and expand the state's historic building inventory program. Establish a historic preservation commission. Properties are nominated to be added to the Register of Historic Places. Benefits are that CLGs may apply for annual grants from the SHPO. Grants can be used for a broad range of preservation activities. There are rules that would need to be followed to maintain historical classification and property owners could see people coming to view their historic place and take pictures, etc. There are 50/50 match grants available. An example would be to restore the exterior of the city water tower. The program offers training and workshops for members of the commission. Sites that are approved would need to be added to the state database. He asked that the Council read through the information that he sent, and they could discuss further at the next meeting.

**American Rescue Plan (ARP)**

Administrator Letham explained that the U.S. Congress passed a bill labeled the American Rescue Plan. Every city in the U.S. is to be given funds based upon population size and other factors. The City of Hines is estimated to receive \$314,923.00. There are still unknowns about how this money will be able to be spent. 50% to be received 30 days after the state receives it, with the other 50% one year later. LOC has published a list of Q&As the Council can review. The Council discussed holding on to the funds until something definitive about whether it is a grant or a loan with payments expected. Once funds are received the Council will hold the funds until more explanation as to how the money can be spent, etc. is released.

**Public Comment Period (Speaking time limits may apply):**

None

**Mayor and Council Comments****Councilor Shepherd** – None**Councilor Quick** – None

**Administrator Letham** – Forgot to mention that next week he will be going out with the Public Works crew to inventory the streets. Will be making a list of potholes and things that need to be fixed. Will be looking into how much to rent a street sweeper. The City of Burns has been busy and has not had the opportunity to come sweep our streets as they have in the past.

**Councilor Williams** – Mentioned there is someone in John Day that comes over and sweeps parking lots. Asked where we could rent a street sweeper and Administrator Letham told him ACW.

**Councilor Beers** – Would like to see the street cuts fixed.

**Mayor Morgan** – Suggested that each of the Council members drive through town to check out the conditions of the streets. Administrator Letham mentioned that we still have funds from the Small City Allotment Grant. He said by June/July we should start to see how much money the fuel tax is bringing in and maybe we can combine the grant with the fuel tax to get roads repaved. Mayor Morgan then announced Councilor assignments:

Water & Sewer:	Councilor Beers & Councilor Williams
Police & Fire:	Councilor Quick & Councilor Miller
Parks & Streets:	Councilor York & Councilor Shepherd

Jay Mangum asked how he could volunteer to help in the City.

Next Council Meeting is scheduled for April 13, 2021 at 6:30pm.

**Adjournment:**

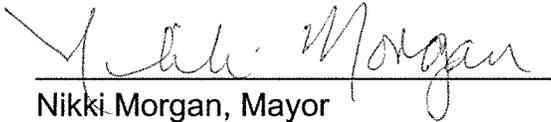
*There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Williams seconded the motion. All ayes, the motion carried. Meeting adjourned at 7:46PM.*

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON APRIL 13, 2021.

  
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 Nikki Morgan, Mayor