

**PUBLIC NOTICE
A WORK SESSION BY THE HINES CITY COUNCIL
January 26, 2021 AGENDA**

***NOTICE: Work Sessions are open to the public for viewing or listening, but there will be no time for public comment given during the Work Session.**

- I. Meeting begins at 6:30 pm
- II. Flag Salute
- III. Work Session
 - a) Discussion of Council Roles, Strategic Planning and Goal Setting
 - b) Discussion of Rules of Order and Council Meeting Decorum
 - c) Review of Possible Issues and Topics
- IV. Adjournment of Work Session VOTE

**PUBLIC NOTICE
A REGULAR SESSION BY THE HINES CITY COUNCIL
January 26, 2021 AGENDA**

- I. Meeting Begins at 7:30 pm
- II. ~~Flag Salute~~ None - Skip VOTE
- III. Approval of January 26, 2021 Agenda VOTE
- IV. Approval of previous meeting minutes from January 12, 2021 VOTE
- V. Approval of Accounts Payable: VOTE
 -
- VI. Public Comment VOTE
- VII. Mayor and Council Comments Adjournment VOTE
- VIII. 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.

***Due to the effects of the COVID-19 pandemic, all attendees are required to wear masks. If you do not want to attend in person, this meeting will be offered as a teleconference meeting. If you wish to call in to the meeting, please use your phone to dial-in using the following information:**

**DIAL-IN NUMBER - (425) 436-6354
Access code: 710647**

DATED this 26th day of January 2021

Approved us/notes 01/26/21 
Kirby Letham, City Administrator

Administrator

From: FreeConferenceCall Services <noreply@freeconferencecall.com>
Sent: Tuesday, January 26, 2021 8:26 PM
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Number	Service Type	Start Time	End Time	Duration
541 413 0274 - VOICE MAIL Host		6:23:00 PM	8:25:53 PM	123
503 409 4777 - MATTHEW SHEPHER		6:29:08 PM	8:26:05 PM	117

number of attendees: 2
minutes: 240m

Note: All times in Pacific Time

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City Council - Work Session

Mayor,
Misty, Beers, Quick, Ainity

I. ✓

II. ✓

III.

a) discussion on Strategic Planning

- Mayor decided Council Roles: Pres.

• Parks/Streets, Water/Sewer, Police/Fire

b) Rules of Order and Council Decorum

- No motions until Mayor calls

- to kill a motion - No 2nd

- Ainity - question?

- Confidentiality

c) Bpiz

• Jap up the park.

• lights in the park.

• Fences along park.

• Water Rates

• Water Tower

• Involve Budget Committee

Adjourn Work Session

I. ✓

II skip

III Beers, Quick, Ages

IV. Miller, Beers (?) Ages

V. Beers, Quick, Ages

VI. None

VII. York - no, Miller, should meetings be a vote decision?, Quick - None
Beers - street lights.

VIA Album: Beers, Miller, Ayes
@ 8:19 pm

COUNCIL ROLES/ORGANIZATION

- 1- Elect a Council President
- 2- Council Roles (Areas of Influence/Support):
 - a. Parks, Streets, etc.
- 3- Committees and Community Involvement

Homework for Next Work Session:

- 1) Read the City Charter
- 2) Think about what the City's core purpose/mission is.
- 3) Talk to people about where the City should be in the coming years, and further in the future. What is their vision? What is your vision? Be prepared to share it.
- 4) Read the materials I send to you on Strategic Planning and Management.

CITY OF HINES CHARTER

PREAMBLE

Be it enacted by the People of the City of Hines:

We, the people of the City of Hines, Oregon, in order to avail ourselves of self-determination in municipal affairs to the fullest extent now or hereafter possible, under the constitution and laws of the United States and the State of Oregon, and to make possible to the people of Hines the best possible living conditions and quality of life, now through this charter confer upon the City the following powers, subject it to the following restrictions, prescribe for it the following procedures and governmental structure.

This document shall now constitute the charter of the City of Hines, and all of the prior official acts of the Common Council of the City of Hines are hereby approved, ratified, and confirmed, and all existing ordinances not in conflict with this act are hereby ratified and continued in force until repealed.

Chapter I

NAMES AND BOUNDARIES

Sec. 1.1 **Title of Charter.** This charter will be referred to as the 2000 Hines City Charter.

Section 1.2 **Name of City.** The City of Hines, Oregon shall continue to be a municipal corporation under this charter with the name "City of Hines".

Section 1.3 **Boundaries.** The City of Hines includes all territory within its boundaries as they now exist or shall be modified pursuant to State Law. The custodian of the City's records shall keep an accurate, current description of the City's boundaries and make a copy of it available for public inspection during regular City business hours.

Chapter II

POWERS

Section 2.1 The City of Hines shall have all the power that the constitution, statutes and common law of the United States and the State of Oregon now or hereafter expressly or implied, grant or allow the City, as fully as though this charter specifically enumerated each of those powers. This charter shall be liberally construed toward the end that all powers permissible hereunder be exercised. The City shall be vested with the power within its limits of authority to perform all public services.

Section 2.2 Suits, actions, and proceedings may be brought in the name of the City of Hines for the recovery of any property, money, or thing, public use therein, or the enforcement of any rights of, or contracts with the city, made, arising, or accruing before or after adoption of this charter. All contracts must be authorized in writing by the council. No contract shall be binding upon the City or make the City liable unless said contract is authorized as stated and signed by both Mayor and City Administrator.

Section 2.3 The Oregon Revised Statutes as presently constituted and hereafter amended shall govern City liability for damage or loss to persons or property.

Chapter III

GOVERNMENT

Section 3.1 The power and authority given to the municipal operation of the City of Hines is vested in its Council. The Council shall consist of a Mayor and six Councilors elected from the City at large pursuant to State Law.

Section 3.2 The Mayor and Councilors shall be elected to serve terms of four years. Terms will begin on the 2nd Tuesday of January following the General Election and end the 2nd Tuesday of January following the election of successor.

Section 3.3 In the General Election at which this Charter is adopted, the Mayor and all six city council positions will be elected. The Mayor and council positions 1, 2 and 3 shall be elected to four year terms of office. The initial terms of office for Council positions 4, 5 and 6 shall be two years. After the

initial two year terms of office have ended, council positions 4, 5 and 6 shall thereafter be elected to four year terms of office.

In event of a vacancy on the Council, an appointee from the City at large shall be chosen by the Council to serve until the term expires and a successor is elected.

Section 3.4 Only those persons who are (1) residents in the City of Hines for 30 days next preceding the election, (2) citizens of the United States, (3) 18 years of age, and entitled under Oregon law to the privileges of an elector shall hold office in the City of Hines.

Section 3.5 Before assuming office, all elected officers must affirm by oath they will faithfully perform their duties of office and support the laws and constitution of the United States and State of Oregon, and the Charter and Ordinance of the City of Hines. Officers will be compensated for their services as provided by ordinance.

Section 3.6 The Council shall appoint one of its members to be Council President. Council President shall assume the duties of the Mayor in the absence of that officer.

Section 3.7 Any office shall be deemed vacant upon the death, resignation, or relocation outside the City of Hines, or unexcused absence from three consecutive regular meetings by the officer.

Section 3.8 The Council may appoint a City Attorney, Engineer, or other officers as needed. No officer, employment, or compensation for services will be created or allowed except provided for by ordinance or state law.

Appointed officers hold their position at the pleasure of the Council. Councilors may hold an appointed office or be employed with the City. All appointments must be made under charter provision in writing and filed with the City Administrator.

The Mayor shall have the power to suspend any appointive officer with pay at any time for a period not to exceed 30 days, and shall file with the City Administrator a written statement of the reasons therefore, within 10 days thereafter, and may file at any time during the suspension. A notice of intent to permanently remove the suspended officer. In the case of employees covered by Statute, the Mayor shall follow the statutory mandates.

The Mayor may remove said officer unless the Council declares against removal by a two-thirds vote.

Chapter IV

COUNCIL ORGANIZATION

SECTION 4.1 On the 2nd Tuesday of January following the city election there must be a regular council meeting, and such meeting is appointed by this charter.

The Council shall meet in the City at least once a month, at a time and place designated by the Council rules and may meet other times in accordance with those rules.

Section 4.2 A quorum - defined as a majority of the elected or appointed Council - must be present for the conducting of business. A concurrence of the majority by a vote of "yeas" and "nays" is sufficient to determine any question or matter except as otherwise provided in this charter.

Final passage of ordinances, resolutions, motions, and approval for payment of monies must be decided by vote of a majority of the council.

Sec. 4.3 The Council may adopt rules by ordinance for its meetings.

Council deliberations and proceedings, except as allowed by Oregon law for executive session, as well as those of any committee appointed by said Council, must be public.

A record of such proceedings will be kept in accordance with State law.

Section 4.4 The Council may punish a member for disorderly or improper conduct at any meeting, or for refusing or neglecting to attend a regular meeting without just cause.

Chapter V

POWERS AND DUTIES OF OFFICERS

MAYOR:

Section 5.1 The Mayor shall be chair of the Council and preside over its deliberations, shall ensure all laws and ordinances are enforced and faithfully upheld, preserve order and enforce the rules of the Council, determine the order of business, appoint committees and sign all ordinances, and call extra sessions as needed. In the absence of the Mayor, Council members may call an emergency or special meetings of the Council.

The Mayor and in his/her absence the (President of the Council) shall have power at all times in any emergency of which the Mayor shall be the judge, subject to contrary decision by the council, to assume command of the whole or part of the police force. In case of riot or public disorder, the Mayor shall have the right to assume temporary control of the police force; but before assuming such control must issue a proclamation to that effect, and it shall be the duty of the Chief of Police to execute the Mayor's orders for restoration of public order.

Section 5.2 The Mayor shall exercise a general Supervision over the affairs of the City and its officers, and from time to time shall make any recommendations to the Council concerning the welfare of the City.

The Mayor will have no vote in Council proceedings, except when there is a deadlock or tie and a tie breaking vote is needed.

The Mayor may call upon department heads to report on subject matters under their control and management, and it shall be their duty to prepare and submit the same at once.

No contract requiring payment of money shall be made or enforced unless approved by the Council and Mayor except as herein provided.

Section 5.3 The Mayor shall see that all contracts and agreements made by the City shall be performed, and with Council approval shall in the name of the City cause legal proceedings to be executed against those who fail to fulfill their obligations to the City. Any City officer with knowledge that any contract with the City has been violated by the other contracting party must immediately report it to the Mayor.

Section 5.4 The Mayor directly or by designee shall take and approve all official undertakings or bonds which may be required of any officer, employee, and agent, contractor of or with the City, as security for the faithful performance of their duties or contract. And when bonds or undertakings are approved, the Mayor must file the same with the City Administrator, except the Bond of the City Administrator, which shall be kept with or under control of the Mayor.

COUNCIL POWERS:

Section 5.6 Legislative authority shall reside in the Council. Administrative functions will be carried out by the Mayor or City Administrator.

The Council shall have the power and authority by ordinance, subject to provisions, limitations, and restrictions to:

1. Exercise within the city limits of Hines all the police powers to the same extent as the State of Oregon.
2. To make and enforce all water, sanitary, police, and local laws.
3. To provide for the punishment of violations of City ordinances by fine or imprisonment.
4. To provide for entering into contracts with the City.

5. To accept, reject, purchase, or acquire all property real, personal, or mixed offered for sale, given, bequeathed, conveyed, or held for delinquent taxes.
6. To provide for the maintenance of public facilities, emergency services, and streets.
7. To ensure the public welfare according to ordinance and State law.

CITY ADMINISTRATOR:

Section 5.19 The City Administrator is the administrative head of the City Government. A majority of the Council shall appoint and may remove the Administrator. The appointment shall be without regard to political consideration and solely on the basis of administrative qualifications. The Administrator need not reside in the City or the State when appointed. Upon accepting the appointment the Administrator shall furnish the City a bond in an amount and with a surety approved by the Council. The City shall pay the bond premium. The Administrator shall be appointed for a definite or indefinite term and may be removed by the Council at its pleasure. Within six consecutive months after a vacancy occurs in the office, the Council shall fill the vacancy by appointment.

The City Administrator shall;

- (a) Attend all Council meetings unless excused by the Council or Mayor;
- (b) Keep the Council advised of the affairs and needs of the City;
- (c) See that the provisions of all ordinances are administered to the satisfaction of the Council;
- (d) See that all terms of franchises, leases, contracts, permits and privileges granted by the City are fulfilled;
- (e) Supervise and control personnel in their service to the City;
- (f) Organize and reorganize the departmental structure of City government;
- (g) Prepare and transmit to the Council an annual City Budget;
- (h) Supervise City Contracts;
- (I) Supervise operations of all City-owned public utilities and property;
- (j) Perform other duties, as the Council prescribes, consistent with this charter.

The Administrator and other personnel whom the Council designates, may sit with the Council, but, may not vote on questions before it. The Administrator may take part in all Council discussions.

MUNICIPAL COURT JUDGE

Section 5.20 The office of Municipal Judge is filled by Council appointment and the Judge shall hold, within the City, a court known as the Municipal Court for the City of Hines, Harney County, Oregon. Except as this Charter or City ordinance prescribes to the contrary, proceedings of the court shall be conducted pursuant to laws of this State governing Municipal Courts, and Justice Courts. All area within the City is within the territorial jurisdiction of the Court. The Municipal Court has original jurisdiction over

every violation and offense created by ordinance or resolution of the City. The Court may enforce forfeitures and other penalties that such ordinances prescribe. The Council may by motion authorize the Municipal Judge to appoint Municipal Judges Pro Tem to act during unavailability or absence of the Municipal Judge for terms of office set by the Judge or the Council. Notwithstanding this section, the Council may transfer some or all of the functions of the Municipal Court to an appropriate State Court.

Chapter VI

PERSONNEL

Sec. 6.1 Qualifications.

6.1.1 An elective City Officer shall be a qualified elector under the state Constitution, shall be 21 years of age, and shall have resided in the City during the 12 months immediately before being elected or appointed to the office. In this subsection, "City", means inside the City limits at the time of the election or appointment.

6.1.2. No person may be a candidate at a single election for more than one elective City office.

6.1.3. An elective officer may also serve in a City position that is volunteer in nature. Whether the position is such may be decided by the Council.

6.1.4. The Council is the final judge of the election and qualifications of its members.

6.1.5. The qualifications of appointive officers of the City shall be as determined by the Council.

Section 6.2 **Compensation.** The Council shall prescribe the compensation of City Officers. The Council may further prescribe a plan for reimbursing city personnel for expenses that they incur in serving the City.

Section 6.3 **Oath.** Before assuming City Office, an officer shall take an oath, in which persons shall affirm that they will faithfully perform the duties of the office and will support the Constitution and Laws of the United States, the State of Oregon, and the charter and ordinances of the City of Hines.

Chapter VII

ELECTIONS

Section 7.1 **State Law.** Except as this charter or a City Ordinance prescribes otherwise, a City election shall conform to State Law applicable to elections.

Section 7.2 **Nominations.** A person may be nominated in a manner prescribed by state law or general ordinance to run for an elective office of the City.

Chapter VIII

ORDINANCES

Section 8.1 **Enacting Clause.** The enacting clause of all ordinances hereafter enacted shall be substantially as follows; "The City of Hines ordains as follows:".

Section 8.2 **Introduction, Reading and Adoption.** Introduction, reading and adoption of an ordinance shall be in accordance with State statutes unless an ordinance is adopted providing for a different procedure.

Section 8.3 **When Ordinances Take Effect.** An ordinance enacted by the Council shall take effect on the thirtieth (30th) calendar day after its enactment. When the Council deems it advisable, an ordinance may provide a later effective date. If the situation necessitates the passage of an ordinance for the immediate preservation of the public peace, health or safety of the residents of the City of Hines, the ordinance may take effect immediately after signature by the Mayor upon adoption by vote of two-thirds of the quorum present at the vote, provided that a separate section in said ordinance sets out that the Council believes in good faith that such a need does exist.

Chapter IX

PUBLIC IMPROVEMENTS

Section 9.1 **Improvements.** The procedure for making, altering or abandoning a public improvement shall be governed by general ordinance to the extent not so governed by the applicable general laws of the State.

Section 9.2 **Special Assessments.** The procedure for levying, collecting and enforcing the payment of special assessments for public improvements and other services to be charged against real property, shall be governed by general ordinance.

Section 9.3 **Fees and Charges.** The City shall have authority to assess fees and charges for water, sewer and other public facilities, including connection thereto, and services as are allowed by ordinance and State Law. Such fees and charges may be enforced as liens on property as provided by ordinance.

Chapter X

MISCELLANEOUS PROVISIONS

Section 10.1 **Debt.** The City's indebtedness may not exceed debt limits imposed by State Law. A City Officer or employee who creates or officially approves indebtedness in excess of this limitation, is jointly and severally liable for the excess. A charter amendment is not required to authorize City indebtedness.

Section 10.2 **Continuance of Ordinances.** Insofar as not clearly inconsistent with this charter and until amended or repealed, all ordinances in force when the charter takes effect retain the effect they have at that time.

Section 10.3 **Repeal:** All charter provisions adopted before this charter takes effect are now hereby repealed upon this charter becoming effective.

Section 10.3 **Severability:** Terms of this charter are severable. If part of this charter is legally determined to be invalid, that invalidity does not affect any other part of the charter except as the logical relation between the two parts reasonably requires.

Section 10.4 **Time of Effect:** The voters of the City of Hines, approved this charter on _____. This Charter takes effect _____.

City of Hines

Strategic Management - Strategic Planning

What Is A Government Strategic Plan?

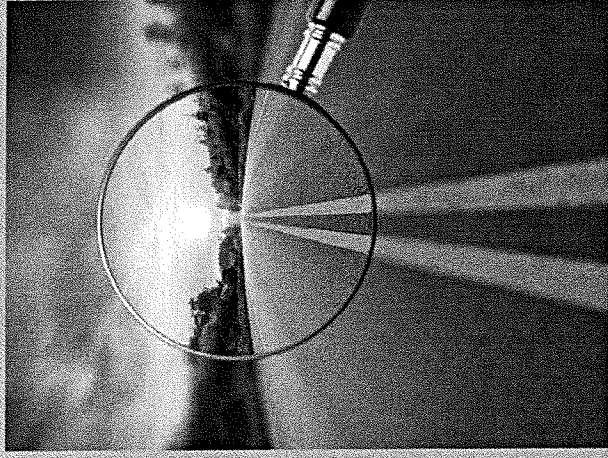
- A government strategic plan is a long-term vision of where a municipality wants to be in the future, as well as the steps it will take to get there.
- The strategic plan serves as the roadmap in prioritizing objectives and initiatives
- The first step in creating a solid plan is to open the lines of communication. Include your staff, managers and directors, city council, and citizens.



1. Core Mission

- Your city's mission is the foundation of the plan
- this is the main building block that will keep you focused from this point forward!
- the core mission should be a mix of some things your municipality is now and some things you want to become in the future.
- Everything else in your city strategic plan will need to tie back to this, so be sure it isn't too specific, and try to keep it concise.

2. Vision Statement



- Your vision statement builds on the mission by stating what you are hoping to achieve in the future in order to reach your mission—so this is where you can start getting a little more specific.
- where do we want to be in 3-5 years (these should be the more practical goals) and where do we want to be 10-20 years in the future (these should be more audacious goals).

3. Strategic Priorities

- Certain goals should be focused on above all others.
- You'll want to have only 5-7 strategic priorities which will allow you to focus on achieving your core mission statement and vision.
- The following are often considered strategic priorities for many municipalities:
 - Economy
 - Neighborhood livability
 - Health & Safety
 - Transportation
 - Culture & Entertainment
 - Efficient and high performing government



4. Communication & Rollout Plan

- Everyone—from employees to citizens—needs to understand how they fit into the city's strategic plan.
- SIMPLE!
- people need to be able to explain your strategic plan back to you in very simple terms to ensure its effectiveness

5. Accountability

- it's important to select the right key performance indicators
 - Numeric Goals
- Review and stay on track



What Is A Government Strategic Plan?

A government strategic plan is a long-term vision of where a municipality wants to be in the future, as well as the steps it will take to get there. The strategic plan serves as the roadmap in prioritizing objectives and initiatives, as well as looking at important metrics and KPI's to ensure they are on the path to success.

Everyone does planning—and sometimes we get paralyzed by over planning. Each city department has its own plan and sometimes it is tough to see how it will all fit together. Wherever you find yourself, you know it's time for a solid citywide procedure, so you likely searched for "What is a strategic plan?" You've come to the right place.

The first step in creating a solid plan is to open the lines of communication. Include your staff, managers and directors, city council, and citizens. You'll want to **engage your staff as much as possible** to know your plan focuses on the right initiatives. Without everyone on board from the beginning, the strategy is likely doomed. So once you've established great communication, you're ready to start in on the five main elements of a citywide plan.

(Keep in mind that organizations might call these components by different names—and that's just fine. Figure out what terminology works best for your organization and go with it. Calling something a "goal" or a "strategic priority" doesn't matter as long as the meaning behind it is there.)

1. Core Mission

Your city's mission is the foundation of the plan; it shows what you do for the city, community, and citizens. This is a step that some people don't take seriously—but this is the main building block that will keep you focused from this point forward. We'd recommend that you look around at other municipalities that you respect or admire and find some things that you really like from them. Then take those components and some of your own, and come together with your staff and/or citizens to see if any or all of those components echo what they want to see. Finally, with all of this information in mind, you can finalize your core mission. All in all, the core mission should be a mix of some things your municipality is now and some things you want to become in the future. Everything else in your city strategic plan will need to tie back to this, so be sure it isn't too specific, and try to keep it concise.

2. Vision Statement

Your vision statement builds on the mission by stating what you are hoping to achieve in the future in order to reach your mission—so this is where you can start getting a little more specific. Try to take a similar approach to crafting the vision statement as you did for the core mission. Look at other vision statements you've seen and reach out to your staff and citizens. Determine where you want to be in 3-5 years (these should be the more practical goals) and also where you want to be 10-20 years in the future (these should be more audacious goals). This is where things can get exciting and fun. Some citizens will propose some far-fetched ideas—say, they'll want to host the Olympics! That may not actually happen, but it's neat to have your citizens thinking this way.

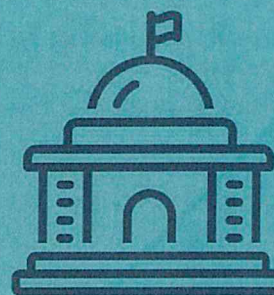
3. Strategic Priorities

8 Things To Keep In Mind For Strategic Planning In Government Organizations

8 Things to Keep in Mind for Government Strategic Planning

1. Involve your stakeholders.
2. Be bold, but realistic.
3. Don't be afraid of your weaknesses.
4. Don't neglect your strengths.
5. Don't go in alone; seek out help when needed.
6. Keep your focus on the long term.
7. Avoid scope creep.
8. Don't let your strategic plan sit on a shelf.

ClearPoint Strategy



1. Involve your stakeholders.

This could be your staff and/or your citizens. If you go through the whole process without their input and then your staff or citizens don't agree, you've created a headache for yourself. Being open and inclusive during the strategic planning process for your government is vital to its success.

2. Be bold, but realistic.

Feel free to set aggressive goals, but keep a realistic mindset. Again, if one of your citizens suggests hosting the Olympics in ten years, you should be thrilled with their enthusiasm—but still aware that this may not be something that will actually happen.

3. Don't be afraid of your weaknesses.

Sometimes organizations are tempted to create *comfortable* strategic plans, so they don't fall short of their goals—but this is a mistake. Great strategic plans have a mix of things the municipality does really well and things it doesn't do well. This is also important, so your citizens can see you have a good perspective on what is going well and what isn't going well within the community.

4. Don't neglect your strengths.

On the other side of the coin, you should be sure to include several things that your organization does well in your strategic plan! Even if your municipality excels in a particular area already, there's always room for improvement.

CITY OF HINES
CITY COUNCIL RULES AND PROCEDURES
Adopted 02-12-13

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Section 1 AUTHORITY

- 1.1 These Council Rules and Procedures are established and adopted under the authority granted in the Independence City Charter, Chapter IV, Section 14.
- 1.2 These Rules apply equally to the Mayor and Councilors.
- 1.3 City staff, the public and any other persons attending Council meetings are expected to observe the same rules of procedure, decorum and good conduct applicable to members of the Council.
- 1.4 The Mayor and Council are the policy-making body of the City.
- 1.5 Councilors have no authority when acting as individuals. Authority to make decisions and/or create policy for the City resides solely with the majority vote of the Council. Council decisions which are not unanimous are still the official policy of the City.

Section 2 MEETINGS

- 2.1 Regular Meetings. The Council will meet in regular session on the second Tuesday of each month at 6:30 p.m. and on the fourth Tuesday of each month at 6:30 p.m., in the Council Chambers or at another place in the City which the City Council designates. Meetings will not run past 8:00 p.m. As necessary or required to consider city business, the Council may conduct additional meetings at a designated time, date and place.
 - a. Rescheduling of Regular Meetings. Time and date of the regular council meetings may be changed for special circumstances, to facilitate work sessions, or in order to have a quorum of councilors at the meeting. Notice requirements must be followed.
- 2.2 Special Meetings. The Mayor, upon his or her own motion, may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council, call a "Special Meeting" of the Council, with at least 24 hours advance notice given. Special meetings may also be scheduled at the common consent of all members of the Council.
- 2.3 Emergency Meetings. An "Emergency Meeting" of the Council is a "Special Meeting" which can be called when less than 24 hours' notice can be given. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of councilors. An attempt must be made to notify the public or the press of the need for this emergency meeting. Only the emergency matter(s) giving rise to the need for an emergency meeting may be considered.
- 2.4 Other Meetings. Workshop or Training meetings of the Council may be held at the convenience of the Council at a time when as many as possible can attend. These meetings may be held for Council goal setting, new Councilor training, or longer workshops for planning programs or projects. Goal setting retreats may be held out of town so long as no decision-making or discussion toward decisions occurs. Any goals arrived at by any process should be confirmed in public at a regular Council meeting. The Council may decide if the public is welcome at any of these meetings and they may be held without opportunity for public input.

- 2.5 Executive Sessions. Executive sessions shall be held in accordance with Oregon law. Staff members may be permitted to attend. Normally, the City Administrator/Recorder will be required to attend.
- 2.6 Open Meetings. All meetings will be held in accordance with the requirements of Oregon's Public Meetings law, ORS 192.610 through 192.710. No action by the Council shall have legal effect unless the motion and the vote by which it is disposed of take place at proceedings open to the public.
- 2.7 Quorum. The concurrence of four members of the Council shall be necessary to determine any question before the Council, except in a case of a tie vote of all members of the Council, when four votes, including the Mayor's vote, shall be necessary. Members absent, abstaining, or council positions vacant may be considered negative votes for the purpose of invoking the "tie vote" clause enabling the mayor to vote. (ICC, Section 19, as amended by election held November 6, 1962; and Ord. 1153, passed by election held November 4, 1986)
- 2.8 Attendance.
- a) Councilors will inform the City Administrator/Recorder or Mayor if unable to attend any Council meeting. The Mayor will inform the City Administrator/Recorder if unable to attend any Council meeting.
 - b) The Mayor, without a majority vote of the Council, may excuse the attendance of a member of the Council at any meeting for illness, vacation or other reasonable cause. Only a majority of the Council shall determine an absence is unexcused. The absence of a member of the Council shall be recorded in the minutes as either excused or unexcused.
- 2.9 Decorum.
- a) **Roberts Rules of Order, Newly Revised**, will be used as guidance for the conduct of Council meetings. If any conflict exists, the provisions of this Resolution will take precedence. The Council President and/or City Administrator/Recorder will act as parliamentarian with support from the City Attorney, when present.
 - b) Except by permission of the presiding officer, Councilors will address their remarks to the Council and not to the audience.
 - c) Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Council will forthwith, by the presiding officer, be barred from further audience before the Council, unless permission to continue is granted by a majority vote of the Council. At the direction of the presiding officer, the attending law enforcement officer shall remove such person from the Council chambers.
 - d) If a meeting is disrupted by members of the audience, the Chair may order that the Council Chamber be cleared and a recess called until order is restored.

- e) Councilors shall help the Chair preserve decorum during Council meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the directions of the Chair or these Council Rules. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attack, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

2.10 Censure.

- a) The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, by majority vote, may discipline that Councilor to the extent provided by law, including public reprimand.
- b) To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Council, either in open meeting or in executive session, to discuss any finding that reasonable grounds exist that a substantial violation has occurred.
- c) No individual Councilor shall have the right to make public, or assist in making public any information obtained through such investigation.

2.11 Order of Business.

- a) The order of business at each regular Council meeting will be in accordance with the agenda prepared by the City Administrator/Recorder. Items may be taken out of the following order with the consent of the Council:
 - I. Meeting called to order at 6:30pm
 - II. Flag salute
 - III. Approval of proposed agenda
 - IV. Approval of previous council meeting minutes
 - V. Approval of accounts payable
 - VI. Department head reports
 - VII. City Administrator report
 - VIII. Public comment period (5-minute limitation to each speaker)
 - IX. Old business

- X. New business
- XI. Mayor and council comments
- XII. Meeting adjournment

- b) Anyone wishing to place an item on the agenda will advise the City Administrator/Recorder no later than noon on the Monday preceding the meeting at which the item is to be considered. Items to be included in the agenda packet shall be submitted to the City Administrator/Recorder no later than noon on the Friday preceding the meeting.

Section 3 MINUTES

Minutes need not be a verbatim transcript, and the meeting does not have to be sound recorded, unless otherwise required by law. For practical purposes, however, it is general practice to sound record the meetings of the City Council for back-up reference.

- a) **Distribution of Minutes:** Draft minutes are distributed to the City Council with the agenda on which those minutes appear as an item for approval. However, because the minutes are generally completed in draft form prior to distribution of the agenda packet, the minutes are available for earlier review, if needed.
- b) **Correction and Approval of Minutes:** A Councilor may offer amendments to the minutes. All corrections will appear in the minutes of the meeting when the changes took place.
- c) **Reading of Minutes:** Unless the reading of the minutes of the previous Council meeting is requested by a majority of the Council, such minutes may be approved without reading aloud, if copies thereof have been previously furnished.

Section 4 AUDIENCE ADDRESSING THE COUNCIL

- a) The public may address the Council in any one of three ways. The first is early in each meeting under the agenda heading "Public Comment Period". At this time, a citizen may discuss or bring to Council attention any matter, except topics on which public hearings are also scheduled. Second, during scheduled public hearings, comments relative to the hearing will be accepted. For other special provisions applying to public hearings, see paragraph 5, below. Third, citizens may request, and may be allowed to address, any item in its normal agenda sequence, at the discretion of the chair.
- b) After being recognized by the presiding officer, the citizen will provide his or her name and city of residence for the record of official proceedings.

- c) Citizen remarks will be directed to the Council as a body and not to any individual member thereof. Further, the speaker will not be permitted to address remarks to the City staff nor toward other citizens in the audience.
- d) No person will enter into the discussion without first being recognized by the presiding officer.
- e) A member of the audience addressing the City Council will be limited to **five (5)** minutes, unless extension is granted by the presiding officer. No person will be allowed to speak more than once on any one subject until every other audience member desiring to speak thereon has done so.

Section 5 **CONDUCT OF NON-LAND USE PUBLIC HEARINGS**

- a) The Mayor shall be the presiding officer. In the absence of the Mayor, or if the Mayor is unable to participate in the hearing, the Council President shall be the presiding officer. In the absence of the Mayor and Council President, or if both are unable to participate in the hearing, a Councilor elected by a majority of those voting shall be the presiding officer. Initially, the presiding officer shall announce the time, date and purpose for the opening of the public hearing and then observe the following procedures:
- b) First, the presiding officer shall request a representative of the City or its designee or agent to present the application and any staff report together with any petitions, letters or written comments on the matter.
- c) Second, the applicant or the applicant's representative shall present evidence.
- d) Third, anyone in attendance who wishes to present evidence in favor of the application may do so.
- e) Fourth, anyone who wishes to present evidence in opposition to the application may do so.
- f) Fifth, anyone in attendance who wishes to make general comments on the application may do so.
- g) Finally, the applicant or the applicant's representative may present rebuttal.
- h) Any person attending a hearing has the right to be represented by an attorney. Upon being recognized by the presiding officer, any member of the Council or the City Attorney may question or cross-examine any speaker. Any person in attendance may present questions in writing to the presiding officer or designated representative who may request an answer to such questions from any speaker.

- i) The presiding officer may further limit testimony if a speaker persists in being disorderly, abusive or in presenting irrelevant evidence, statements or exhibits following a warning to that effect from the presiding officer.
- j) All hearings are to be recorded. Each speaker will first give his or her name and city of residence, and if applicable, the party represented.
- k) The presiding officer shall either close the hearing or continue it to a date and time certain for presentation of further evidence or argument.
- l) Upon closing the hearing, the Council may deliberate on the matter immediately, or may deliberate on the matter at a later time. During deliberations, the Council may request advice from city staff as to the consequences and implications of the proposal or alternatives thereto based upon the facts presented during the hearing.
- m) If it appears that substantial new factual material is necessary to reach a decision on the matter, the Council may, by majority vote, order the hearing reopened or refer the matter to a hearing before the City Planning Commission for further development of the record. In either case, new notice shall be given.

Section 6 **CONFLICT OF INTEREST OR OTHER DISQUALIFICATION**

- a) Councilors shall comply with all applicable provisions of the State of Oregon's Government Ethics Laws, as established in ORS Chapter 244 and incorporated herein by reference.
- b) Conflicts of Interest: In every case in which a Councilor is faced with a potential conflict of interest or an actual conflict of interest, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the Council member, after disclosing the nature of the conflict, shall remove themselves from the Council table and refrain from participation in both the discussion and the vote on the issue.
 - 1) An actual conflict of interest is any action, decision, or recommendation that could grant a private pecuniary benefit to the Councilor or help the Councilor avoid a private pecuniary detriment. This same standard applies to relatives of the Councilor or any business with which the Councilor or Councilor's relative is associated. (ORS 244.020(1)).
 - 2) A potential conflict of interest is defined as any action, decision, or recommendation which will have a private pecuniary benefit on the Councilor or allow the Councilor to avoid a private pecuniary detriment. This standard also applies to relatives of the Council or any business with which the Councilor or Councilor's relative is associated. (ORS 244.020(14)).

- c) Councilors are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole. Councilors shall likewise do everything in their power to ensure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, social station, or economic position.

Section 7 SERGEANT AT ARMS

- a) The Sergeant-at-Arms will be the Council President or an appropriate designee.
- b) It will be the duty of the Sergeant-at-Arms to assist the presiding officer, as appropriate, to maintain the order and decorum at all meetings.

Section 8 ADDRESS BY COUNCIL MEMBER

- a) Every councilor desiring to speak to an issue will address the presiding officer and, upon recognition, will confine remarks to the issue under debate.
- b) Councilors questioning, seeking clarification or soliciting a recommendation from City staff will direct the concern to the appropriate staff member. The staff member may respond as requested or redirect the inquiry to another member of the staff.

Section 9 SIGNING OF OFFICIAL DOCUMENTS

The Mayor shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council according to the City Charter. Whenever the Mayor is unable to perform the functions of the office, the Council President shall act as Mayor.

Section 10 EXPRESSING AND RECORDING DISSENTS OR PROTESTS

- a) Any member of the Council will have the right to express dissent from or to protest any action of the Council immediately following the vote on the action and to have the reason entered in the minutes.
- b) At such time as the accepted parliamentary procedures to influence the outcome of an issue have been exhausted, the decision of the Council becomes final. To prolong the decision is a breach of rules.
- c) If the Mayor or Councilor represents the City before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the position of the City Council. Communication of personal opinions and comments

should not be accompanied with a statement of the author's status as a member of the Council.

Section 11 PROCEDURES IN PARLIAMENTARY MOTIONS AND VOTING

- a) To make or move a motion, a Councilor must be recognized by the Chair at a time when there is no other business on the floor. The Councilor may then move as set forth in the Agenda Item Summary prepared for that matter, within the Council Packet. For example, a Councilor may state, "I move adoption of Ordinance X..." or "I move approval of Resolution Y...".
- b) Another member seconds the motion. This can be done without being recognized by the Chair. If no member seconds the motion, it does not come before the meeting; it "dies" for lack of a second and the Chair calls for the next item of business. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.
- c) The Chair states the question on the motion. This procedure is necessary for the motion to come before the Council. Prior to this step, the Chair can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Chair states the motion is on the floor. At this point, a mover may ask permission to withdraw the motion. It is unnecessary for the Chair to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.
- d) Debate then takes place on the motion. The original mover is entitled to the floor first. Each member has the right to speak twice, but should not have the floor the second time until all who wish have spoken once. Unless otherwise allowed, each speaker has five (5) minutes each time.
- e) The chair then puts the question to a vote. When the debate appears to have closed, the Chair asks "Are you ready for the question?". If no one claims the floor, the Chair restates the motion and calls for a vote. The vote is taken in one of the following ways, with the Chair deciding the type of vote unless directed otherwise by the Council.
 - 1) **Voice Vote:** This is the standard method when no more than a majority vote is required. "Ayes" are called for first, then the "Nays".
 - 2) **Roll Call Vote:** This can be used to verify an inconclusive voice vote or when a two-thirds vote is required for adoption.
 - 3) **Vote by Written Ballot:** This method is normally used only in cases of elections or a matter where initial confidentiality is needed. However, individual Councilor votes must be recorded in the minutes and the ballots made public immediately following the vote.

- 4) The Chair may also use "**Unanimous Consent**" as a method of voting. If there is agreement of the Council and the agreement is evident to the Chair is most efficiently being disposed of by the Chair stating, "Unless there is objection, the motion is approved." If there is an objection, one of the other methods is used.
- f) The Chair announces the voting results. This step is always included to ensure Council understanding of the outcome and so that the Recorder will be able to accurately reflect it in the minutes.
- g) Any Councilor may request an alternative method of voting on any issue.
- h) It is considered inappropriate for members to explain their action during any type of voting.
- i) Unless specifically governed by other provisions of the codes, ordinances, or other regulations of the City, any councilor who voted with the majority or was not present at the time of the vote may move for reconsideration of an action at the same or the next following regular meeting of the Council. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent.

Section 12 COUNCIL RELATIONS WITH CITY STAFF

- a) There will be mutual respect from both Councilors and staff of their respective roles and responsibilities when and if expressing criticism in a public meeting.
- b) The Council sets city policies and goals. The staff implements and administers the policies and goals.
- c) During a City Council meeting, all requests for information go directly to the Chair or City Administrator/Recorder. At other times, if the request for information would entail an effort that would require time to be spent researching and/or preparing a response, the request goes directly to the City Administrator/Recorder. The City Administrator/Recorder will direct them to other staff, the City Attorney or deal with them him or herself, as appropriate. Questions or complaints regarding staff go directly to the Mayor or City Administrator/Recorder.
- d) City Councilors may seek information from staff members regarding the operation of their department, but will not attempt to change or interfere with the operation or practice of any city department or personnel, except by directing their concerns to the City Administrator/Recorder.

Section 13 COMMITTEES & COMMISSIONERS

- a) The Mayor, with consent of the Council, may establish by resolution ad hoc or standing committees to perform specified investigatory or advisory functions. Any authority granted to such committees shall be clearly delegated in the resolution creating the committee. The Mayor may, from time to time, designate specific council members as commissioners of City departments (police/fire, water/sewer, parks/streets).

- b) A Citizens Committee may be appointed for the length of time necessary to accomplish their mission. The appropriate number of appointees may be determined at the time of appointment, consistent with Section 10.1.
- c) Council Committees serve only in an advisory capacity to the City Council, and shall meet on an as-needed basis, as directed by the City Council. After City Council direction is given, meetings may be called by the Mayor, the City Administrator/Recorder or by the Committee Chair. A secretary shall be appointed by a majority vote of the Committee at its first meeting after Committee appointments are made. A majority of the members of a committee shall constitute a quorum to do business.
- d) The Mayor, with consent of the Council, may remove a member from any City committee or commission prior to the expiration of the term of office. Reasons for removal may include, but are not limited to: missing three consecutive regular meeting of the committee or commission; disruptive or inappropriate behavior prior to, during or after committee or commission meetings which prohibit the advisory body from completing its business in a timely manner; or not acting in the best interest of the citizens or city.
- e) Members of the Council shall not attempt to lobby or influence commissioners or committee or task force members on any items under their consideration. It is important for City advisory bodies to make objective recommendations to the Council on items before them. Councilors who attempt such influence or hinder their role in reviewing the recommendation as a member of the Council.
- f) Council members discussing City issues are subject to the Oregon Public Meetings Law, ORS 192.610-192.710, regardless of quorum provisions.

Section 14 CONFIDENTIALITY

- a) Councilors must keep in complete confidence all written materials and verbal information provided to them in confidence or learned in executive session, to ensure that the City's position is not compromised. No mention of any confidential information shall be made to anyone other than other Councilors, the Mayor, the City Administrator/Recorder or City Attorney.
- b) If the Council, in executive session, provides opinions or information to staff on proposed terms and conditions for any type of negotiation whether related to property acquisition or disposal, a proposed, pending or likely claim or litigation, and/or employee negotiations, all contact with the other parties shall be made by the designated staff representative handling the negotiations or litigation. No council member shall have any contact or discussion with the other party, or its representative involved with the issue, nor communicate any discussion conducted in executive session.
- c) All public statements, information or press releases on City matters will be handled by the Mayor or City Administrator/Recorder.

Section 15 SEVERABILITY

If any term or provision of these rules is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the rules did not contain the particular term or provision then held to be invalid.

Certified Local Gov.
Deer
Homeless Camping
Revise/Update Livestock Ord.
Update RV rules
Update Street Parking Ord.
ADU Ord.
TLT Funds
Hines Water Tower
Mosquitos
Ordinance Officer
Council Room Improvements
The Old Mill Smoke Stack
Housing

★ Jazz up the park
★ lights in Park
★ New Equipment.
★ Fence w/ Park

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
January 12, 2021**

Present:

Mayor:

Nikki Morgan

Council:

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

City Staff:

City Administrator Letham, Chief DeLange, Chief Spence and Public Works Acting Superintendent Lewellen

Public Audience:

Amity York, Edward Horvath, Rod Klus, Ray Breshears, Eldon Hart, Sally Hart, Amie Scott, Tyson Breshears, Mark Palmer, Lola Johnson, Tom Choate, Tammie Choate, Alex Portillo and Tim Sparks.

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

Swearing in of New Council Members:

Nikki Morgan sworn in as Mayor, Robert Beers sworn in as City Council Position 1, Ronald Williams sworn in as City Council Position 2 and Amity York sworn in as City Council Position 3.

Recognition of Former Council Member Ray Breshears:

A Certificate of Appreciation was presented to Ray Breshears for his many years of service to the City of Hines.

Approval of the January 12, 2021 Agenda

Councilor Beers made a motion to approve the agenda for January 12, 2021 as presented. Councilor Quick seconded the motion. All ayes, the motion carried.

Approval of the December 8, 2020 Meeting Minutes

Councilor Beers made a motion to approve the meeting minutes from December 8, 2020. Councilor Williams seconded the motion. All ayes, the motion carried.

Accounts Payable for December 22, 2020, January 6, 2021 and January 12, 2021

Councilor Beers asked for clarification on the Tim Scott reimbursement payments from the December 22, 2020 A/P run. Chief DeLange explained that it was reimbursement for police radios. *Councilor Beers made a motion to approve the A/P for December 22, 2020 in the amount of \$18,232.61, for January 6, 2021 in the amount of \$163.95, and January 12, 2021 in the amount of \$521,519.19. Councilor Williams seconded the motion. All ayes, the motion carried.*

Department Reports

Chief DeLange – Reported there has been 211 call since the last Council meeting. This is up a little from previous months. Majority of the calls are domestic violence and mental health issues. These calls are very time consuming. Officer Mitchell arrested 3 DUIs in 6 days. All 3 were drugs. Officer Parker completed the Oregon Child Interviewing Class. November was slow for the police department. Officer Mitchell will be attending an advanced DUI Drug class.

Chief Spence – 5 calls to 911 since last month. 1 truck fire, 1 structure fire and 2 MVCs. 1 trainee attending training. Has complete 1 of 3 sessions. Keeping up on housekeeping and maintenance.

Public Works, Acting Superintendent Lewellen – They are pumping approximately 175K - 200K gallons of water/day currently. Lagoon is handling approximately 130K gallons per day. Pumps at the lift station are clogging daily with items that should not be flushed. They removed a pine tree out in front of City Hall. There is a tree behind City Hall that will need to be removed but it will need to be removed professionally. The Mayor asked if there was something like a cage that could be installed before the pump to catch the blockage before material reaches the pump. Superintendent Lewellen said they make such things, but they are rather expensive. He said it might be something to look at when the City thinks about updating the sewer system.

City Administrator Letham – The City Christmas light contest went well. Matt and Kelsi Palmer took 1st place. Seemed to be many more participants than in previous years. The City participated in the Christmas Parade. CARES funding has been extended to June 30, 2021. This will give the City time to get the bathroom project completed as well as other projects The City has begun the transition to Caselle.

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

None.

Old Business:

Mosquito Control Proposal – Ed Horvath of Three Rivers Mosquito & Vector Control
Due to budgeting cutbacks and concerns with broadcasting pesticide sprays, the City of Hines quit aerial spraying. The concern about mosquitos has surfaced again. Several Council members have received requests from citizens to implement a mosquito control program once again. Councilor Beers and previous Council members have researched this topic. Ed Horvath from Three Rivers Mosquito & Vector Control gave a presentation to the Council explaining their processes and their proposal. The Mayor advised that previously there was concern due to respiratory issues with fogging. Mr. Horvath explained that residents can contact the company to find out the application dates so that they know to close windows, etc. There was discussion as to why bids from other companies were so much more and the explanation was that Mr. Horvath's company uses drones rather than helicopters or airplanes which cuts their expenses dramatically. Mr. Horvath presented a proposal for one year of service for \$12,000.00. Mr. Choate asked about the bid process. Mayor Morgan explained that the bid process was followed. *Councilor Williams made a motion to accept the mosquito control proposal for \$12,000.00. Councilor Quick seconded the motion. All ayes, the motion carried.*

Lola Johnson, Director of the Chamber of Commerce:

Shop Harney program is going great. As of Christmas there was \$23K spent locally with a local group that has put in another \$20K into the program for a total of \$43K. Councilor Quick is now a member of the Chamber Board of Directors effective January 2021. The Chamber Banquet takes place January 22nd & 23rd. Ms. Johnson announced that Superintendent Lewellen has won the Man of the Year. Mr. Lewellen will be honored on Saturday January 23rd at 1:00pm. Congratulations Jerry!!! Ms. Johnson also announced that the winner of Woman of the Year is Andrea Letham.

Deer Population – Review and Discussion

In 2015, the City became aware of problems caused by citizens who would feed and attract wild animals into residential areas, even into their yards. The City Council passed Ordinance #312 banning the practice of feeding all wild animals, including deer. In 2017, the Oregon Legislature passed SB-373. This Senate Bill required ODFW to develop and adopt a “pilot program for urban deer population control.” The cities of Burns and Hines would have been “test pilots” for this program. The draft program outlined 3 basic steps to start the program. 1) Adopt an ordinance prohibiting the feeding of deer, which the City of Hines already had in place 2) Adopt a resolution declaring the deer population had risen to levels that constitute a public nuisance; 3) The City could then petition ODFW for kill permits to reduce deer population levels within city limits. Ordinance 312 and Resolution 2252 met the first 2 requirements to initiate the program. Several Council meetings were held with strong and heated opinions on both sides of the issue. At that time, the topic was tabled and has not been discussed until now. The question remains, should the City move forward with the program developed by ODFW? Rod Klus from ODFW gave information on the numbers of deceased deer they picked up in city limits. 2016 – 71, 2017 – 59, 2018 – 38, 2019 – 37 and 2020 – 17. Administrator Letham asked Mr. Klus what would be the process for thinning the deer population if the City moved forward with the program? Mr. Klus explained that to thin the herd permits would be issued for females and only during an established season, probably concurrent with hunting season. Mr. Letham explained that if the City moved forward the ODFW would issue permits detailing the numbers that would be harvested. An authorized City employee would kill the deer with the meat donated to the food bank at City cost. Administrator Letham explained that the subject has come back in front of the Council at the request of some residents that have had pets killed by deer. Councilor Miller expressed his condolences to Mark Palmer on the death of his dog that was killed by a deer. Councilor Miller reviewed the responses from the amateur polls that were sent back during 2018/2019. At that time responses seemed to favor leaving the deer alone. He suggested that rather than an amateur survey, put it on the ballot and let the voters decide. Discussion ensued regarding the program. Question was posted to the efficacy of relocating the deer. Mr. Klus responded that it has been proven that relocation does not work. ****Councilor Miller stated that he had researched the deer issue and the City of Hines would be the first in the state to seek kill permits even though other cities have a lot of deer.*** Councilors Beers and Shepherd went on record that they agree with Councilor Miller that the decision should go before the voters. Mayor Morgan encouraged the new Council members to read the minutes of previous meetings to understand what has been discussed in the past. The Mayor mentioned that if the City chooses to do a special election there is a significant cost involved, otherwise the decision would have to wait for the next general election. *The topic has been tabled at this time and will be discussed later. *Minutes amended per discussion of January 26, 2021 Council meeting.*

New Business:**January 26 Meeting – Work Session**

Administrator Letham proposed that the 2nd City Council meeting of each month be designated as a work session. The difference between a regular meeting and a work session is that a work session is open to the public however it is not open to public comment, nor are any decisions made during these sessions.

Public Comment Period (Speaking time limits may apply):

Raymond Breshears – commented about the deer.

Mayor and Council Comments

Councilor York – None

Councilor Shepherd – None

Councilor Williams - None

Councilor Miller – Welcome to the new Councilors. Thanked Mr. Breshears.

Councilor Quick – Thanked Mr. Breshears for his work with the Council. Enjoyed the League of Oregon Cities (LOC) training.

Councilor Beers – Thanked Mr. Breshears for his years with the Council. Thanked the department heads for doing great jobs.

Mayor Morgan – Thanked Mr. Breshears for his work with the Council.

Next Council Meeting is scheduled for January 26, 2021 at 6:30pm.

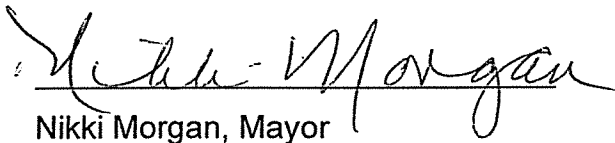
Adjournment:

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 8:11pm.

Respectfully Submitted:

Kirby Letham
City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON JANUARY 26, 2021.



Nikki Morgan, Mayor

