

**MINUTES FROM  
A WORK SESSIONS AND REGULAR MEETING OF THE HINES COMMON  
COUNCIL  
January 26, 2021**

**Present:**

**Mayor:**

Nikki Morgan

**Council:**

Councilors Marsallai Quick, Robert Beers, Gary Miller, and Amity York were present. Misty Shepherd was present via teleconference.

**City Staff:**

City Administrator Letham

**Public Audience:**

None

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

**Work Session:**

CA Letham addressed the Council regarding the purpose of the work session. He advised that he believes this will take more than one meeting and assigned some "homework" for the next Council work session. The homework for the next session includes: 1) Read the City Charter included in the Council packets; 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 into the future. What is their vision? What is your vision? Be prepared to share it with fellow Council members; 4) Read the materials sent to the Council on Strategic Planning and Management.

- Discussion of Council Roles, Strategic Planning and Goal Setting  
A presentation was given to the Council explaining what a government strategic plan is. A long-term vision of where a municipality wants to be in the future, as well as the steps to get there. It is the roadmap in prioritizing objective and initiatives. The first step is to create a Core Mission. The core mission is the foundation of the strategic plan. The second step is the Vision Statement. It sets the goals of where the City wants to be in 3-5 years and where do we want to be in 10-20 years. The third step is Strategic Priorities. Often considered strategic priorities for many municipalities: Economy, Neighborhood Livability, Health & Safety, Transportation, Culture & Entertainment and Efficient and High Performing Government. The fourth step is communicating the Plan to employees and citizens. The final step is accountability. It is important to select key performance indicators/goals so that the Council can review the plan and stay on track. CA Letham stated that the goals do not need to be complicated. Mayor Morgan described Council Roles. The Council President takes over the Council meeting if the Mayor is absent and steps in as Mayor if the elected Mayor cannot complete his/her term. The position of Council President is elected by the Council. There are 3 areas of influence/support: Police

& Fire, Streets & Parks and Water & Sewer. Each area of influence has 2 Council members assigned by the Mayor. Having the Council assigned to these areas of influence breaks them into teams to better support and understand these areas and give the Council better knowledge of what is happening in these areas. It is a chance for the Council to participate with the departments and gain "hands on" knowledge rather than getting the information only through Council meeting. This also provides support to staff if the Councilor takes on a project for research, such as information on mosquitos that City staff may not have the time for. This also gives community members someone they can speak to whether they want to bring ideas forward or want to bring an issue to the Council. A Council President does need to be elected.

- Rules of Order and Council Decorum
  - Mayor will help cue the Council when a motion is to be made.
  - To kill a motion, motion dies for lack of a second.
  - Mayor asked the Council to avoid abstaining from a vote and encouraged participation by the Councilors. Abstention will be made due to conflict of interest or potential conflict of interest and the nature of the conflict must be disclosed during the public meeting and recorded in the minutes.
  - Councilors must keep in complete confidence all written materials and verbal information provided to them in confidence or learned in executive session, to ensure the City's position is not compromised.
- Topics
  - Certified Local Government (Historical Preservation)
  - Deer
  - Homeless Camping
  - Revise/Update Livestock Ordinance
  - Update RV Rules
  - Update Street Parking Ordinance
  - Accessory Dwelling Unit Ordinance
  - Transient Lodging Tax (TLT) Funds
  - Hines Water Tower
  - Ordinance Officer
  - Council Room Improvements
  - The Old Mill Smokestack
  - Housing
  - Jazz Up the Park
  - Lights in the Park
  - New Park Equipment
  - Fence/Barrier to Separate Park from Highway
  - Water Rates
  - Water Tower
  - Involve Budget Committee

### **Adjournment of Work Session at 8:12pm**

**Approval of January 26, 2021 Agenda:**

*Councilor Beers made a motion to approve the agenda for January 26, 2021 with the exclusion of the flag salute. Councilor Quick seconded the motion. All ayes, the motion carried.*

**Approval of the January 12, 2021 Meeting Minutes**

*Councilor Miller asked for a correction to the January 12, 2021 meeting minutes. He said that during the meeting of January 12, 2021 he stated that he had researched the deer issue and that the City of Hines would be the first city in the State of Oregon to seek kill for the deer even though other towns also have a lot of deer. Councilor Miller made a motion to approve the minutes from the January 12, 2021 meeting with the correction requested. Beers made a motion to second the motion. All ayes, the motion carried.*

**Accounts Payable for January 26, 2021**

*Councilor Beers made a motion to approve the A/P for January 26, 2021 in the amount of \$5,508.44. Councilor Quick seconded the motion. All ayes, the motion carried.*

**Public Comment**

None.

**Mayor and Council Comments**

**Councilor York** – None

**Councilor Shepherd** – None

**Councilor Miller** – Do meetings need to be set by vote? No. Mayor and City Administrator can set the meeting schedule. The Charter sets the meeting to be the 1<sup>st</sup> Tuesday of the month.

**Councilor Quick** – None.

**Councilor Beers** – A citizen asked about streetlights. He was informed that it is an OTEC issue.

**Mayor Morgan** – Thanked the Council for attending.

Next Council Meeting is scheduled for February 9, 2021 at 6:30pm.

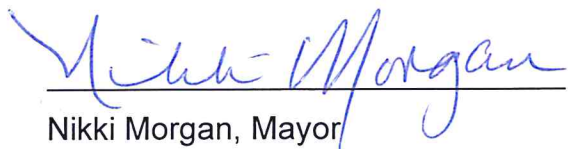
**Adjournment:**

*There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Miller seconded the motion. All ayes, the motion carried. Meeting adjourned at 8:19pm.*

Respectfully Submitted:

Kirby Letham  
City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON FEBRUARY 9, 2021.



Nikki Morgan, Mayor