

**PUBLIC NOTICE
A MEETING OF THE HINES COMMON COUNCIL
August 11, 2020 AGENDA**

- I. Meeting begins at 6:30pm
- II. Flag Salute
- III. Approval of August 11, 2020 Agenda VOTE
- IV. Approval of previous meeting minutes from July 14, 2020 VOTE
- V. Approval of Accounts Payable: VOTE
 - July 28, 2020 for \$56,944.81 and August 11, 2020 for \$94,407.61
- VI. Department Reports
 - a) Fire Chief, Bob Spence
 - b) Public Works Superintendent, Jerry Lewellen
 - c) Police Chief, Ryan DeLange
 - d) City Administrator, Kirby Letham
- VII. Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply)
- VIII. Old Business
 - a) Underground Sprinklers – Delay Bids until Spring
 - b) Chamber Report – Lola Johnson and Councilor Quick
 - c) Review of Council Vacancy Applications VOTE
 - d) Resolution 2294 – Putting A Fuel Tax on the November Ballot VOTE
 - e) Brandon Mahon, Anderson Perry – Water Project update
 - f) W. Hanley Paving Project – Status Update - Brandon Mahon VOTE
- IX. New Business
 - a) Request For Pricing – Repair Existing Park Restrooms
 - b) Sidewalk Repair Plan
 - c) Business License – Soaring Phoenix Martial Arts Academy, Joshua Weible VOTE
 - d) Cares Relief Funds – Report and Potential Projects
- X. Public Comment Period (Speaking time limitations may apply.)
- XI. Mayor and Council Comments
- XIII. 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 11th day of August 2020



Kirby Letham, City Administrator

Administrator

From: FreeConferenceCall Services <noreply@freeconferencecall.com>
Sent: Tuesday, August 11, 2020 7:20 PM
To: Administrator
Subject: FreeConferenceCall.com Detail Report



See The Top 3 Reasons People Contribute and Learn How Our Community Helps Us Keep FreeConferenceCall.com Free

Learn More

Account Information

Date: August 11, 2020 6:16:40 PM
Phone number: (425) 436-6354
Access code: 710647
Account: #s12080374

Audio

Phone Number	Participant Type	Start Time	End Time	Duration
541 573 2244 - HINES CITY OF		6:16:40 PM	7:20:13 PM	64m
541 417 1974 - KIRBY D LETHAM Host		6:18:36 PM	7:19:17 PM	61m
541 417 1974 - KIRBY D LETHAM		7:19:38 PM	7:20:10 PM	1m

Number of attendees: 3
Total minutes: 126m
Note: All times in Pacific Time

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City Admin Report

- ODOT School light Signs
- New phones
-

Present: Mayor, Breshears, Beers, Quick, Miller
Chief Delange, Chief Spence, Jerry Lewallen

I. ✓

II. ✓

III. Beers, Ray, Ayres

IV. Beers, Ray, Ayres

V. Quick, Beers, Ayres

VI. a) Fire Chief

- 4 911 calls; a fire in Hines, an accident, another fire in Burns; a fire ~~at~~ at Hammer Rock Pit; Thank you for the raises; We're doing the derby; We're done hose testing.

b) Jerry

- 1.5 to 1.8 mil gals/day, 2 wells are doing good
- Lagoons are evaporating quick
- ~~the~~ love the new sprinklers
- Project keeping us busy

c) Police

- 230 calls service - mental health calls are an issue. Crash at Pine Room today; 2 wks ago officer Mitchell stopped a large MJ bust; waiting for car; traffic is out of control.

d) City Admin.

↳ - report

↳ Ray question for Ryan - body cams.

VII a) start on sprinklers

b) Lola - golf & Ball drop/longest drive: goal to sell tickets \$1,500

- Biz Hammer: HDP (Brenda)

c) Vacancy

- Misty Shepherd: pretended herself
- Mayor showed her the ropes ☺
- Miller, Quirk, Ages.

d) Resolution road

- Beers, Quirk
- 3 ages, Miller opposes. motion carries.

e) Brandon Mahon.

- processing payments,
- Mayor explained how the Chamber works
- Quirk, Beers?, Ages.
- Beers, question to Brandon, what happens to things in the way: They'll put things back to where it belongs.
- GIS mapping

f) W. Hanley.

- Next → 2 wks. - Beers, Quirk, Ages
- * Release W. Hanley for bid!

IX: New Business

- a) Repair ~~new~~ existing Park. Stainless steel.
- b) Sidewalks
- c) Beers, Ray, Ages. → Phoenix Biz License.
- d) CARES

- Brandon *

X - None.

XI Mayor and Council Comments

- Miller: None
- Quick: Thanks to Brandon & Depts
- Beers: Pricing.
- Fay: Thanks to Depts; Where are we on Bathroom?
- Mayor: Mason Watson's Rail car; he's remodeling an old railroad car.

XII adjourn @ 7:55 pm.

REGULAR MEETING OF HINES COMMON COUNCIL
August 11, 2020

AUDIENCE SIGN-IN SHEET

IF YOU WISH TO ADDRESS THE COUNCIL,
PLEASE INDICATE YOUR SUBJECT TO THE RIGHT OF YOUR NAME

PLEASE PRINT YOUR NAME

SUBJECT, IF YOU WISH TO SPEAK

Lola Johnson

Misty Shepherd

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
July 14, 2020**

Present:

Mayor:

Nikki Morgan

Council:

Councilors Ron Williams, Robert Beers, Marsallai Quick, Gary Miller and Raymond Breshears

City Staff:

City Administrator Kirby Letham

Public Audience:

Lola Johnson, Eldon Hart, and Sally Hart

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

Approval of the July 14, 2020 Agenda

The agenda for July 14, 2020 was reviewed by the Council. Administrator Letham added a letter that deals with the Water Improvement Project. It will be added as Point D under New Business. Councilor Beers made a motion to approve the agenda as presented with the addition of Point D to New Business. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Approval of the May 19, 2020 and June 23, 2020 Meeting Minutes

Councilor Quick made a motion to approve the meeting minutes from May 19, 2020 and June 23, 2020. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Accounts Payable for July 14, 2020

Councilor Beers made a motion to approve the accounts payable from July 14, 2020 in the amount of \$62,332.53. Councilor Williams seconded the motion. *All ayes, the motion carried.*

Department Reports

Chief Spence (Fire Department) – Two calls since last meeting. One was a downed power line on Pettibone and on the 4th of July there was a ¼ acre fire at the parking lot of the nature trail caused by an illegal mortar. Lots of illegal fireworks on the 4th. Firetruck had its annual inspection and passed.

Superintendent Lewellen (Public Works) – With the warmer weather we are pumping 1.5M – 1.8M gallons of water/day. Last week changed the oil in the pumps in the shop and the tower. The lagoons are looking good. Currently pumping 145K gallons/day. Weed spraying at the lagoons and the parking lot of the park. Park bathrooms are open. Signs are posted about the bathroom cleaning schedule. Broken ramps from the Skate Park have been removed. Sand has been spread around the big slide and merry-go-round in the park. We have received a new locator for water/sewer lines.

Chief DeLange (Police Department) – 277 calls for service, about 30 more than what was reported in the last meeting. Major Crimes has not had a call out. Sexual abuse cases are down, theft cases are up a little, with the increase in traffic we have had an increase in traffic violations. Domestic violence calls are about the same. Did some shooting training with DPST. Waiting to see what the Governor is going to do with police reform. They want state workers such as DHS or Social Workers to handle some of the calls that the police normally handle. They do not want law enforcement to be the first to interact with mental health, substance abuse, and the homeless. The Mayor asked if he had looked in to the GOBE training, he said they are looking into it. Councilor Quick thanked the Chief for the escort/support of the Fallen Veterans Memorial ride that rode through town on Monday. Eldon Hart asked Chief DeLange if the police can touch someone during an arrest. Chief DeLange said that at this time the police can and will see what happens with the reform.

Kirby Letham (City Administrator) – He has met with a group interested in renovating the Skate Park. The group includes High Desert Partnership, Councilor Quick, Administrator Letham and some individuals from the community. The goal is to go with a modular unit that is rated for exterior use with a 10-20-year lifespan, and to possibly include a small bike track around the Skate Park. Would like to have a design to show the community by the end of the month. The City has already started to receive donations from the community. He said that he received a letter from the owner of the solar farm. The solar farm had received a letter discussing the rural fire suppression program. As the County Assessor had not reassessed the property value yet the cost for the solar farm for the year is minimal. He sent in those funds as well as a \$250 donation to the fire department. He also mentioned that he is interested in supporting programs for children. Administrator Letham is going to send a letter to him as well as some others around the City to see if they would like to donate to the Skate Park.

He has also received some thank you's from the community. The Kiwanis thanked the City for the donation to the 2020 Annual 4th of July Fireworks Display. The City had donated to the Project Graduation Fund this year. Due to the quarantine it was decided to use the funds to put gifts together for each graduate. Sage Root, Class of 2020 sent a letter to thank the City for its support of the Class of 2020.

He will be sending each council member a spreadsheet with a tentative schedule from the contractor for the water project. Current plan is to start with the new water tank and the "M" line from the Middle School to S. Saginaw. This work should begin in August.

The Governor has set new restrictions. No indoor gatherings greater than 10 people. Masks are required indoor and will be required outdoors if people cannot maintain social distancing. He has plans to purchase some equipment to enable council meetings to be visual and not just audio.

Councilor Beers asked if the Skate Park group had looked at grants from foundations such as the Tony Hawk Foundation. Administrator Letham said that Becky Graham has taken on the task to look for grants. He is going to reach out to local businesses and will research what Oregon Park & Rec has available for grants.

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

None

Old Business:

Underground Sprinkler Project – Preparing to publish the Request for Bid for the underground sprinkler systems in the remaining parks. Preliminary submission deadline of August 19th with a bid opening meeting on August 25th.

Lola Johnson (Chamber of Commerce Director) – Presented a written report of Chamber activity from June 1st – July 9th. 4th of July event was a hit. She has been in contact with the Oregon Film Trail. They provide signage for movies made in Oregon. They would like to put up two signs in Harney County. The first, for Lean On Pete, with the sign placed at the Fairgrounds and then for Meek's Cutoff with the sign placed in Hines Park. She let the Council know that Councilor Quick will be attending the Chamber Board meeting as a guest tomorrow (July 15th). She also advised that she is the President of the Kiwanis Club and the Kiwanis would like to donate \$500 to the Skate Park as well as they would like to donate the paint and time to freshen up the remaining pieces in the Skate Park.

New Business

Acceptance of Resignation by Councilor Hutchins – City Administrator Letham let the Council know that on June 26, 2020 he received an email from Councilor Hutchins resigning from his position on the City Council. Councilor Quick made a motion to accept the resignation of Councilor Hutchins. Chief Spence made a comment while the motion was on the floor, the second was inaudible. *Motion went to vote, all ayes, the motion carried.*

Vacancy on the City Council – If someone would like to fill the position, they must be a resident of Hines for 30 days prior to the election. Must be a United States citizen and electable. Entitled under Oregon law to the privileges of an elector. Administrator Letham will put an ad in the newspaper that the City is accepting applications for City Council and will present those applications at the next City Council meeting on August 11, 2020, with interviews before the City Council.

Feathered Nest Properties, LLC aka West Ridge Apartments (Business License) – Councilor Quick made a motion to grant a business license to Feathered Nest Properties, LLC. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Garro Enterprises, LLC (Business License) – Garro Enterprises is a local construction company. Councilor Beers made a motion to approve the business license. Councilor Williams seconded the motion. *All ayes, the motion carried.*

HH Construction, LLC (Business License) – HH Construction is a local construction company. Councilor Quick made a motion to approve the business license. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Sage DesignWorks (Business License) – Sage DesignWorks is a local graphic designer. Councilor Beers made a motion to approve the business license. Councilor Quick seconded the motion. *All ayes, the motion carried.*

Sage DesignWorks (Mural) – City Administrator Letham suggested to the Council that we agree to pay Sage DesignWorks their fee minus the cost of materials already provided so that the mural can be finished. Councilor Williams disagreed with paying them. He said that they came to the City last year and volunteered to do the mural if the City paid for supplies. The City has done so. If the City agrees to pay them, it sets a precedent for other companies to come to the City and not fulfill their obligations. The Council is in consensus with this decision. Councilor Williams suggested the City Council draft a letter asking when the mural will be completed.

Water Improvement Project – Letter for Additional Funds – The City would like to request an additional \$300K from BizOregon for the Water Improvement Project. The goal is to replace the water meters at the same time the water lines are being replaced. Doing so without the additional funding would take the contingency fund total from \$471K to approximately \$165K. BizOregon has given verbal approval of the request. This would formalize the request. Councilor Beers made a motion to submit a formal request to BizOregon for an additional \$300K in funding. Councilor Breshears seconded the motion. *All ayes, the motion carried.*

Public Comment Period (Speaking time limits may apply):

Lola Johnson – Thanked the City Council for the donation of the prize money used for the car show during the 4th of July celebration.

Mayor and Council Comments

Councilor Breshears – Thanks to each department head and their staff.

Councilor Miller – He has had some neighbors request that a 4-way stop sign be installed at the intersection of W. Hanley and Roanoke to help slow traffic. Chief DeLange said he thinks it is a good idea.

Councilor Beers – Has done some additional research regarding the mosquitos. He was able to get in touch with 3 Rivers. He was told \$12K would cover a mosquito study and

8 sprays. He asked the representative about respiratory issues resulting from spraying and was told that there should not be any issues. He spoke to the La Pine City Manager. La Pine has been working with 3 Rivers for approximately 4 years and have had no issues. He found notes from when he previously spoke to Scott Ag the company that sprays for the farmers and was told they would spray once a week for 4-5 months, with a total cost of approximately \$32K. He also contacted Vector Disease Control out of Payette, ID. He was told they will not come in to OR, but they will see if they can locate a company that will come to Harney County. He mentioned he would like the Council to look at fencing the highway side of the park. There have been concern about some of the kids riding their bikes from the Skate Park, over the grass and up to the sidewalk. There is concern about one of the riders not getting stopped on the sidewalk and ending up in traffic on the highway. He also mentioned that he would like the Council to discuss the water rates again.

Mayor Morgan – Would like a quote on fencing for the park. Superintendent Lewellen mentioned that if we install a fence, we need to get approval from ODOT as they have an easement along the highway.

Adjournment:

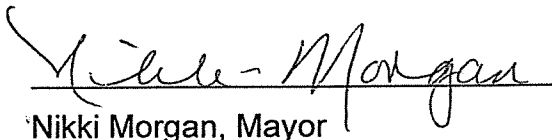
There being no further business, Councilor Williams made a motion to adjourn the meeting at 7:35pm. Councilor Beers seconded the motion. *All ayes, the motion carried.*

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON JULY 14, 2020


Nikki Morgan, Mayor

[illegible]

[illegible]

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: August 11, 2020

SUBJECT: Discussion – Underground Sprinkler Projects

Attachment(s)

- none

DISCUSSION:

The City Council voted to release the bid requests for underground sprinklers in the park. After further review, it might be in the City's best interest to wait until spring of 2021 to seek bids. At that time, the City could request bids for all of the remaining parks to be done, and make a plan for the project to be completed through spring and summer of 2021.

OREGON FILM TRAIL

LEAN ON PETE

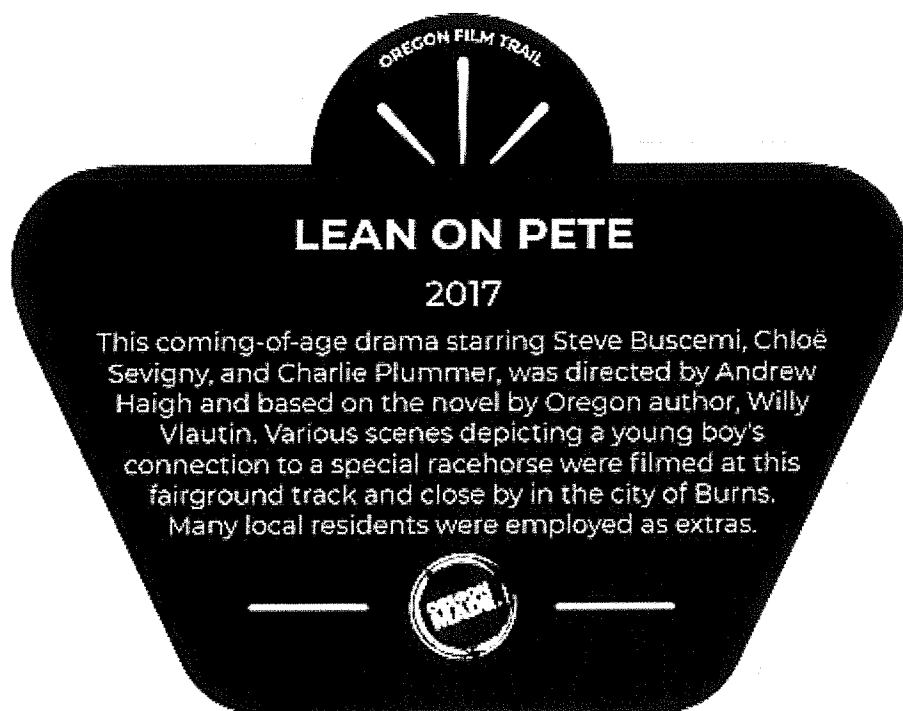
2017

This coming-of-age drama starring Steve Buscemi, Chloë Sevigny, and Charlie Plummer, was directed by Andrew Haigh and based on the novel by Oregon author, Willy Vlautin. It filmed mostly in and around the community of Burns during the Harney County Fair, Rodeo & Race meet. Many local residents were hired as extras.

**DID YOU KNOW?**

Meek's Cutoff (2010), a period drama directed by Kelly Reichardt, written by Oregon author, Jonathan Raymond and starring Michelle Williams, filmed in various high desert areas about 100 miles southwest and southeast of town, depicting an ill-fated journey on the Oregon Trail.

Hines Park



DID YOU KNOW?

The high desert surrounding Burns starred in another film, *Meek's Cutoff* (2010). This period drama, directed by Kelly Reichardt, written by Oregon author Jonathan Raymond, and starring Michelle Williams depicts an ill-fated journey across the desert on the Oregon Trail.

Fairgrounds



July/August Monthly Report
July 9st through Aug 11th

- Working with High Desert Partnership in a new collaboration group called BizHarney, still in logistics of the group. High Desert Partnership received \$70,000 from Business Oregon through their Rural Opportunities Initiative. This grant will be use by the local working group BizHarney. Convened and supported by High Desert Partnership, BizHarney is a group of community members from government, the Burns Paiute Tribe, nonprofits and local businesses that is working together to foster economic opportunity in Harney County. These funds from Business Oregon will be put toward an 'Idea to Ownership' program which puts the "opportunity" in economic opportunity by providing Harney County entrepreneurs with training and services to help them open businesses and fuel the local economy.
- The Chamber has 175 members, we have lost about 25 members this year mostly clubs. (Same as last month)
- We have 60 people walked in from using the bathroom to where to go and stay.
- We sent out welcome to Harney County 5 places this year.
- We have started a "Did you know" on Facebook Monday through Friday at 6pm. Tuesday and Thursday are destinated for Hines.
- Marsallai had joined the Chamber board meeting in July.
- We made a committee for our newest golf event on Oct 10. We are having a golf ball drop and a longest golf drive. With some cash prizes and hopefully some gift baskets to go with that.
- Hines has a new business that is going up a Soda fountain shop in the old music antique shop. We can't wait for that to open

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: August 11, 2020
SUBJECT: Discussion – Council Vacancy

Attachment(s)

- Misty Shepherd: Letter, Resume, and Reference Letters

DISCUSSION:

The City Council has a vacancy. A notice was published asking for residents of Hines to submit a letter of interest to serve on the Council.

The Council may discuss the letters. The Council may decide to appoint a new Council member from the applicant pool or table the decision for more discussion at a future meeting.

POTENTIAL MOTIONS:

"I make a motion to appoint [name of applicant] to fill the vacant seat on the Council, until the term expires January of 2023."

OR

"I make a motion to table the discussion on the Council vacancy until the next Council meeting."

August 05, 2020

City of Hines Board Members
PO Box 336
101 E. Barnes Avenue
Hines Oregon 97738
541-573-2251

Dear City Council Board,

I am writing to express my interest in being a part of the city council. I have recently returned to my home town community and would like to be active in a productive group where I can use and share skills that will help this community thrive.

I left Hines Oregon in 1995 after graduation. I headed to Western Oregon University to pursue my dream of being a teacher. I studied 5 years at Western and at the end of my studies, I changed my career path to Business. I was hired at US Bank in Monmouth and quickly moved up, earning awards in sales and service. I started out as a Teller, then merchant teller, and on to Vault teller and worked my way up to Teller Coordinator/ Assistant Branch manager. I worked for US Bank in Oregon as well as Idaho. After many years in this field, I decided to explore something new and headed in the direction of the Medical field. I earned a certificate from the Dental Assisting program at Chemeketa Community College and quickly found a job and enjoyed every aspect of Dental Assisting. I was eager to move to a fast pace office, and was hired by Kaiser Permanente as a Dental Assistant. Working for such a large company gave me insight and knowledge of a fast growing company. I enjoy all aspects of health care and helping people. I soon concentrated on achieving my goals and became a DMA, Dental Member Assistant with Kaiser Permanente. This gave me the opportunity to not just help people in the Dental field, but to put my customer service skills and management skills to work. I was an asset to the upfront staff as I had a Dental Assisting background and was able to intercept unnecessary interruptions and was able to answer questions for patients.

Recently I was given the opportunity to move back to Hines Oregon and be a stay at home mom. My husband was hired for a job here at ODFW, and we quickly packed up and moved here. I have been waiting for this opportunity for years. I have 3 children, one that is grown and on her own. I look forward to my other two children growing up in the wonderful environment I did. I have missed this town, and all the blessings it has given me.

I can assure you, my intentions as a board member will be out of passion and drive in exploring all options to keep Hines one of the best little towns to live, work and play in.

Thank you for your consideration.


Misty Shepherd

Misty Shepherd

624 King Avenue, Hines Oregon 97738

(503) 409 4777

Objective: To obtain a challenging position on Hines City Council where I am able to be involved with leaders and help make decisions for a community that I am invested in.

Experience

Kaiser Permanente 09/2014 to 05/2020

DMA-Dental Member Assistant

Provide confidential patient service in a high traffic Medical facility

Training and development of new and existing employees

Advocate and resolve concerns of patients

Billing questions and issues

Check in/out patients for patient care and scheduling patients for appointments

Processing/Verifying and updating confidential patient information

Communicating with patients via phone, email and in person to obtain payments on outstanding accounts or accounts requiring deductibles or co-pays

Setting up payment plans, receiving payments and auditing/balancing cash drawers

Informing patients of insurance plans and benefits and coverages

Directly supporting office manager in managing office operation work flows such as team schedules, coordinating breaks and lunches, training schedules,

Organizing and developing protocols for office

Improving communication efficiency between back office staff and front office staff

Participating and help develop tracking tools for UBT projects

Manage incoming and outgoing calls for busy dental office. Confirmation calls

Kaiser Permanente 10/2012-09/2014

EFDA Dental Assistant

Assist in a variety of dental procedures

Provide patient care and service

Provide support to dentists, hygienist and denturist as well as office staff

Sterilization and infection control

Dental Radiographs

Dental Education to public

Training of new employees

Aspen Dental 07/2010-10/2012

EFDA Dental Assistant

Lead EFDA Assistant

Assist in a variety of dental procedures

Provide patient care and service

Provide support to Dentists, hygienist and denturist

Sterilization and infection control

Scheduling

Dental Radiographs

US Bank 02/2003-09/2009

Burns Or, Boise Id, Eagle Id, Monmouth Or,

Assistant Branch Manager and Teller Coordinator

Manage a team of 8-15 Tellers

Hire/train new employees

Employee coaching and reviews

Cash handling/balancing/audits/ merchant teller/vault teller

Conflict resolution

Customer service and Sales

Employee scheduling

Support upper management while complying with Federal Regulations

SKILLS

Proficient in Microsoft office products including word, excel,

Proficient in Medical computer programs such as Epic and Dentrrix and CM-Bluegate

EDUCATION

Expanded Functions Dental Assistant –Chemeketa Community College 2010

Oregon Radiology Certification

CPR/BLS Certification

Pit and Fissure Certification

Pursuit of Education Degree at Western Oregon University 1995-2000 with History Minor and Health and Psychology supports

References- please see attached recommendations as well as below

Natalie Bushey Kaiser Permanente Medical Office

Ph. 503 409 2962

Amy Foust Kaiser Permanente Dental Office

Ph. (971) 218 6128

08/06/2020

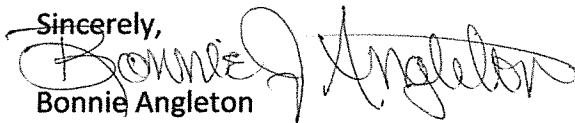
Bonnie Angleton
429 King Ave.
Hines, Oregon 97738

To the Hines City Council

It is my pleasure to recommend Misty Shepherd for a position on Hines City Council. I have known Misty for over 20 years and I am delighted that she has returned back to our community and would like to be a part of Hines City Council. I can vouch for Misty's character, diligence and passion for people. Misty can easily build a good rapport with people of all ages. This ability makes her an ideal member for the council. She is an outgoing and trustworthy individual, sincere and innovative.

I have had the opportunity to work with Misty on several projects. Misty is a leader, as well as a team player. She is a self-starter and an attentive listener. Misty enjoys meeting new people, helping others, spending time with family and friends. Misty has worked several different jobs ranging from teaching, to banking and also health care which provides her with a well-rounded background and knowledge. Her ambition to be a part of the council shows her integrity and ability to be on the council board.

I highly recommend Misty for this position, she will be a valuable asset to our city's future.

Sincerely,

Bonnie Angleton

LaFollette's Chapel

Brian LaFollette, Beverly LaFollette

Brianna Glerup

332 W. Monroe PO Box 488

Burns, Oregon 97720

lafolletteschapel@yahoo.com

www.lafolletteschapel.com

541.573.2731 Phone 541.573.2778 Fax



August 6, 2020

Dear City of Hines Council:

I am writing to recommend Misty Shepherd for consideration for a Councilman.

I have known Misty for most of her life. It is always nice to have young families move back into our community.

I was glad to hear that she wanted to be a councilman for the City of Hines. It was encouraging to know that a young energetic person wanted to get involved in our community and volunteer her time. She would be a great addition to your council.

I hope that you will vote to have her on the council.

Sincerely,

Beverly LaFollette

08/06/2020

City of Hines, OR
City Councilman Consideration

To Whom it may concern,

I highly recommend you give serious consideration to Misty Richardson-Shephard in her quest to become a member of your council.

I have known Ms. Shephard her entire life, and can only speak highly of her intelligence, her integrity, her honesty and her desire to serve her neighbors and community.

I highly admire her desire to serve her community. I wish we had more young people with desires to help their communities grow and prosper.

You cannot go wrong by appointing Ms. Shephard to your vacant council position. Her input will be valuable and trust worthy.

Please feel free to call me if I can or need to provide any additional information.

Respectfully,

A handwritten signature in cursive script, appearing to read "Dick Carter", written in dark ink.

Dick Carter
720-878-3727
Burns, OR

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: August 11, 2020
SUBJECT: Discussion – Hines Fuel Tax

Attachment(s)

- Resolution 2294
- Exhibit A

DISCUSSION:

This is a resolution dealing with the question of whether to impose a 1 cent tax on fuel purchases within the City of Hines. Passing this resolution will enable the City to submit a ballot measure to the residents of Hines in the November election.

RECOMMENDED MOTION:

"I make a motion to pass Resolution 2294 as read."

RESOLUTION NO. 2294

RESOLUTION OF THE CITY OF HINES CALLING FOR AN ELECTION ON NOVEMBER 3, 2020, TO REFER TO THE VOTERS OF THE CITY OF HINES, OREGON, A ONE CENT PER GALLON MOTOR VEHICLE FUEL TAX AND ADOPTING A BALLOT TITLE

WHEREAS, Section 2 of the Charter of the City of Hines provides that the City 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 the charter specifically enumerated each of those powers; and

WHEREAS, if approved, the proceeds from the City's motor vehicle fuel tax will be used by the City of Hines to construct, reconstruct, improve, repair, maintain and operate public roads and streets within the City of Hines; and

WHEREAS, ORS 319.950 requires voter approval of local fuel taxes. The Council of the City of Hines is adopting this Resolution to allow the voters to decide whether to approve a one cent per gallon fuel tax.

NOW, THEREFORE, the City of Hines City Council resolves as follows:

1. A city election is called for the purpose of submitting to the qualified electors of the City of Hines a measure creating a motor vehicle fuel tax on motor vehicle fuel dealers (motor vehicle fuel tax) of one cent per gallon, a copy of which is attached to this Resolution as Exhibit A and incorporated into this Resolution by reference.

2. The ballot title for this measure shall be substantially as follows:

CAPTION: Authorize \$0.01 per gallon motor vehicle fuel tax.

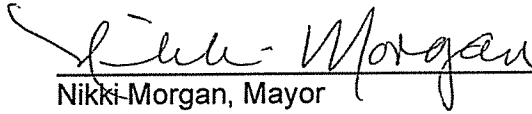
QUESTION: Should the City establish a One Cent Per Gallon Motor Vehicle Fuel Tax For Street Maintenance And Repair?

SUMMARY: This measure, if approved, would authorize the City of Hines to impose a tax on motor vehicle fuel sold within the City. The one cent per gallon tax would provide funding for preservation of City streets, including repair, reconstruction, and maintenance. Proceeds can only be used for street maintenance and repair of streets and related and required improvements.

3. The City Council of the City of Hines orders this City election to be held in the City of Hines, Oregon, concurrently with the general election on the 3rd day of November, 2020, in accordance with the provisions of Chapter 254 of the Oregon Revised Statutes. The ballot shall be counted and tabulated and the results certified as provided by law.
4. If a majority of the legal voters of the City of Hines voting on this measure approve this measure, it shall take effect on the 1st day of January, 2021.
5. This resolution, including the proposed ballot title, shall be delivered to the City Administrator upon its adoption.

6. The City Administrator shall give notice of this measure as required by law and take such other actions and otherwise proceed with the election as provided by law so as to carry out the purpose of this resolution.
7. This resolution shall become effective immediately upon its adoption.

Dated and effective this 11th day of August, 2020.


Nikki Morgan, Mayor

Attested to by:


Kirby Leitham, City Administrator

EXHIBIT A

City of Hines Proposed Fuel Tax Measure to be Referred to Voters

Section 1. MOTOR VEHICLE FUEL TAX.

01.010 Short Title. The provisions of this Chapter shall be known and may be cited as the "City of Hines Motor Vehicle Fuel Tax Ordinance".

01.015 Purpose. The purpose of the Motor Vehicle Fuel tax is to raise revenues necessary for the construction, reconstruction, improvement, repair, maintenance, operation and use of the public street system in the city.

01.20 Definitions. As used in this ordinance, unless the context requires otherwise:

"City" means the City of Hines

"Dealer" means any person who:

(a) Imports or causes to be imported Motor Vehicle Fuel for sale, use or distribution in, and after the same reaches the city, but "Dealer" does not include any person who imports into the city Motor Vehicle Fuel in quantities of 500 gallons or less purchased from a supplier who is licensed as a dealer under this ordinance and who assumes liability for the payment of the applicable Motor Vehicle Fuel tax to the city; or

(b) Produces, refines, manufactures or compounds Motor Vehicle Fuels in the city for use, distribution or sale in the city; or

(c) Acquires in the city for sale, use or distribution in the city Motor Vehicle Fuel with respect to which there has been no Motor Vehicle Fuel tax previously incurred.

"Distribution" means, in addition to its ordinary meaning, the delivery of Motor Vehicle Fuel by a dealer to any service station or into any tank, storage facility or series of tanks or storage facilities connected by pipelines, from which Motor Vehicle Fuel is withdrawn directly for sale or for delivery into the fuel tanks of motor vehicles whether or not the service station, tank or storage facility is owned, operated or controlled by the dealer.

"Highway" means every way, thoroughfare and place of whatever nature, open for use of the public for the purpose of vehicular travel.

"Motor Vehicle" means all vehicles, engines or machines, movable or immovable, operated or propelled by the use of Motor Vehicle Fuel.

"Motor Vehicle Fuel" means and includes fuel, by whatever name such as fuel is known or sold, usable as fuel for the operation of motor vehicles, except fuel or liquid, the chief use of which, as determined by the tax administrator, is for purposes other than the propulsion of motor vehicles upon the highways.

"Person" includes every natural person, association, firm, partnership, corporation, joint venture, or other business entity

"Service Station" means and includes any place operated for the purpose of retailing and delivering Motor Vehicle Fuel into the fuel tanks of motor vehicles.

"Tax Administrator" means the city administrator, the city administrator's designee, or any person or entity with whom the city administrator contracts to perform those duties.

01.030 Tax Imposed. A Motor Vehicle Fuel tax is imposed on every dealer. The tax imposed shall be paid monthly to the tax administrator. The tax administrator is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of the Motor Vehicle Fuel tax, including all powers specified in ORS 319.010 to 319.430.

01.040 Amount and Payment.

1. In addition to any fees or taxes otherwise provided for by law, every dealer engaging in the dealer's own name, or in the name of others, or in the name of the dealer's representatives or agents in the city, in the sale, use or distribution of Motor Vehicle Fuel, shall:

(a) Not later than the 25th day of each calendar month, render a statement to the tax administrator, on forms prescribed, prepared, and furnished by the tax administrator, of all Motor Vehicle Fuel sold, used, or distributed by the dealer in the city as well as all such fuel sold, used, or distributed in the city by a purchaser from the dealer upon which sale, use or distribution the dealer has assumed liability for the applicable Motor Vehicle Fuel tax during the preceding calendar month.

(b) Pay a Motor Vehicle Fuel tax computed on the basis of 1 cent per gallon of such Motor Vehicle Fuel so sold, used or distributed as shown by such statement in the manner and within the time provided in this ordinance.

2. In lieu of claiming refund of the tax as provided in Section 01.210 of this Ordinance, or of any prior erroneous payment of Motor Vehicle Fuel tax made to the City by the dealer, the dealer may show such Motor Vehicle Fuel as a credit or deduction on the monthly statement and payment of tax.

3. The Motor Vehicle Fuel tax shall not be imposed wherever it is prohibited by the

Constitution of laws of the United States or of the State of Oregon.

01.050 Permit Requirements. No dealer shall sell, use or distribute any Motor Vehicle Fuel until the dealer has secured a dealer's permit as required in this chapter.

01.060 Permit Applications and Issuance.

1. Every person, before becoming a dealer in Motor Vehicle Fuel in this city, shall make an application to the tax administrator for a permit authorizing such person to engage in business as a dealer.
2. Applications for the permit must be made on forms prescribed, prepared and furnished by the tax administrator.
3. The applications shall be accompanied by a duly acknowledged certificate containing:
 - (a) The business name under which the applicant transacts business.
 - (b) The address of the applicant's principal place of business and location of distributing stations in the city.
 - (c) The name and address of the managing agent, the names and addresses of the several persons constituting the firm or partnership and, if a corporation, the corporate name under which the corporation is authorized to transact business and the names and addresses of its principal officers and registered agent.
4. If an application for a Motor Vehicle Fuel dealer's permit is complete and has been accepted for filing, the tax administrator shall issue to the dealer a permit in such form as the tax administrator may prescribe to transact business in the city. The permit so issued is not assignable, and is valid only for the dealer in whose name it is issued.
5. The tax administrator shall keep and file all completed applications with an alphabetical index, together with a record of all permitted dealers.

01.070 Failure to Secure Permit.

1. If any dealer sells, distributes or uses any Motor Vehicle Fuel without first filing the certificate and securing the permit required by Section 01.060 of this Ordinance, the Motor Vehicle Fuel tax on all Motor Vehicle Fuel sold, distributed, or used by the dealer shall immediately be due and payable.
2. The tax administrator shall proceed forthwith to determine, from as many available sources as the tax administrator determines reasonable, the amount of tax due, and shall assess the tax in the amount found due, together with a penalty of 100% of the tax, and shall make a certificate of such assessment and penalty. In any suit or proceeding to collect

the tax or penalty or both, the certificate shall be prima facie evidence that the dealer named in the certificate is indebted to the City in the amount of the tax and penalty stated.

3. Any tax or penalty assessed pursuant to this Section 01.070 may be collected in the manner prescribed in Section 01.110 of this Ordinance with reference to delinquency in payment of the tax or by action at law.

4. In the event any suit or action is instituted to enforce this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to any other sums provided by law.

01.080 Revocation of Permit. The tax administrator may revoke the permit of any dealer who fails to comply with any provision of sections 01.020 to 01.270 of this Ordinance. The tax administrator shall mail by certified mail addressed to the dealer at the dealer's last known address appearing on the files of the tax administrator, a notice of intent to revoke the dealer's permit. The notice shall give the reason for the revocation. The revocation shall become effective without further notice if within 10 days from the mailing of the notice the dealer has not made good its default or delinquency.

01.090 Cancellation of Permit.

1. The tax administrator may, upon written request of a dealer, cancel a permit issued to that dealer. The tax administrator shall, upon approving the dealer's request for cancellation, set a date not later than 30 days after receipt of the written request, after which the permit shall no longer be effective.

2. The tax administrator may, after 30 days' notice has been mailed to the last known address of the dealer, cancel the permit of the dealer upon finding that the dealer is no longer engaged in the business of a dealer.

01.100 Remedies Cumulative. Except as otherwise provided in Sections 01.110 and 01.130 of this Ordinance, the remedies provided in Sections 01.070, 01.080 and 01.090 of this Ordinance are cumulative. No action taken pursuant to those sections shall relieve any person from the penalty provisions of this Ordinance.

01.110 Payment of Tax and Delinquency.

1. The Motor Vehicle Fuel tax imposed by sections 01.030 and 01.040 of this Ordinance shall be paid to the tax administrator on or before the 25th day of each month.

2. Except as provided in subsections (3) and (5) of this section, if payment of the Motor Vehicle Fuel tax is not paid as required by subsection (1) of this Section, a penalty of one percent of such Motor Vehicle Fuel tax shall be assessed and be immediately due and payable.

3. Except as provided in subsection (5) of this section, if payment of the tax and penalty, if any, is not made on or before the 1st day of the next month following that month in which payment is due, a further penalty of 10 percent of the tax shall be assessed. Said penalty shall be in addition to the penalty provided for in subsection (2) of this section, and shall be immediately due and payable.

4. If the Motor Vehicle Fuel tax imposed by sections 01.030 and 01.040 of this Ordinance is not paid as required by subsection (1) of this section, interest shall be charged at the rate of .0329 percent per day until the tax, interest, and penalties have been paid in full.

5. Every penalty imposed and any interest that accrues under the provisions of this Ordinance shall be merged with, and become a part of, the tax required to be paid.

6. Penalties imposed by this section shall not apply if a penalty has been assessed and paid pursuant to section 01.070 of this Ordinance. The tax administrator may for good cause shown waive any penalties assessed under this section.

7. If any person fails to pay the Motor Vehicle Fuel tax, interest, or any penalty provided for by this section, the tax, interest, and/or penalty shall be collected from that person for the use of the City. The tax administrator shall commence and prosecute to final determination in any court of competent jurisdiction an action to collect the same.

8. In the event any suit or action is instituted to collect the Motor Vehicle Fuel tax, interest, or any penalty provided for by this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

9. No dealer who collects from any person the tax provided for in this Ordinance shall knowingly and willfully fail to report and pay the same to the City as required in this Ordinance.

01.120 Monthly Statement of Dealer. Every dealer in Motor Vehicle Fuel shall provide to the tax administrator on or before the 25th day of each month, on forms prescribed, prepared, and furnished by the tax administrator, a statement of the number of gallons of Motor Vehicle Fuel sold, distributed or used by the dealer during the preceding calendar month. The statement shall be signed by the dealer or the dealer's agent.

01.130 Failure to File Monthly Statements. If a dealer fails to file any statement required by Section 01.120 of this Ordinance, the tax administrator shall proceed forthwith to determine from as many available sources as the tax administrator determines to be reasonable the amount of Motor Vehicle Fuel sold, distributed, or used by such dealer for the period unreported, and such determination shall in any proceeding be prima facie evidence of the amount of such fuel sold, distributed or used. The tax administrator shall immediately assess the dealer for the Motor Vehicle Fuel tax upon the amount determined, adding thereto a penalty of ten percent of the tax. The

penalty shall be cumulative to other penalties provided in this Ordinance.

01.140 Billing Purchasers. Dealers in Motor Vehicle Fuels shall render bills to all purchasers of Motor Vehicle Fuel. The bills shall separately state and describe the different products sold or shipped and shall be serially numbered except where other sales invoice controls acceptable to the tax administrator are maintained.

01.150 Failure to Provide Invoice or Delivery Tag. No person shall receive and accept Motor Vehicle Fuel from any dealer, or pay for the same, or sell or offer the Motor Vehicle Fuel for sale, unless the Motor Vehicle Fuel is accompanied by an invoice or delivery tag showing the date upon which Motor Vehicle Fuel was delivered, purchased, or sold, and the name of the dealer in Motor Vehicle Fuel.

01.160 Transporting Motor Vehicle Fuel in Bulk. Every person operating any conveyance for the purpose of hauling, transporting, or delivering Motor Vehicle Fuel in bulk shall, before entering upon the public highways of the city with such conveyance, have and possess during the entire time of the hauling or transporting of such Motor Vehicle Fuel, an invoice, bill of sale, or other written statement showing the number of gallons, the true name and address of the seller or consignor, and the true name and address of the buyer or consignee, if any, of the same. The person hauling such Motor Vehicle Fuel shall at the request of any officer authorized by law to inquire into or investigate such matters, produce and offer for inspection the invoice, bill of sale, or other statement.

01.170 Exemption of Export Fuel.

1. The Motor Vehicle Fuel tax imposed by sections 01.030 and 01.040 of this Ordinance shall not be imposed on Motor Vehicle Fuel:

- (a) Exported from the city by a dealer; or
- (b) Sold by a dealer in individual quantities of 500 gallons or less for export by the purchaser to an area or areas outside the city in containers other than the fuel tank of a motor vehicle, but every dealer shall be required to report such exports and sales to the city in such detail as may be required.

2. In support of any exemption from Motor Vehicle Fuel taxes claimed under this section, other than in the case of stock transfers or deliveries in the dealer's own equipment, every dealer must execute and file with the tax administrator an export certificate in such form as shall be prescribed, prepared, and furnished by the tax administrator, containing a statement, made by some person having actual knowledge of the fact of such exportation, that the Motor Vehicle Fuel has been exported from the city, and giving such details with reference to such shipment as the tax administrator may require. The tax administrator may demand of any dealer such additional data as is deemed necessary in support of any such certificate, and failure to supply such data will constitute a waiver of all right to exemption claimed by virtue of such certificate. The tax administrator may, in a case where tax administrator believes no useful purpose would be served by filing of an export certificate, waive the filing of the certificate.

3. Any Motor Vehicle Fuel carried from the city in the fuel tank of a motor vehicle shall not be considered as exported from the city.

4. No person shall, through false statement, trick or device, or otherwise, obtain Motor Vehicle Fuel for export as to which the city tax has not been paid and fail to export the same, or any portion, or cause the Motor Vehicle Fuel or any portion not to be exported, or divert or cause to be diverted the Motor Vehicle Fuel or any portion to be used, distributed or sold in the city and fail to notify the tax administrator and the dealer from whom the Motor Vehicle Fuel was originally purchased of such person's act.

5. No dealer or other person shall conspire with any person to withhold from export, or divert from export or to return Motor Vehicle Fuel to the city for sale or use so as to avoid any of the fees imposed under this ordinance.

6. In support of any exemption from taxes on account of sales of Motor Vehicle Fuel in individual quantities of 500 gallons or less for export by the purchaser, the dealer shall retain, for at least three years, an export certificate executed by the purchaser in such form and containing such information as is prescribed by the tax administrator. This certificate shall be prima facie evidence of the exportation of the Motor Vehicle Fuel to which it applies only if accepted by the dealer in good faith.

01.175 Sales to Armed Forces Exempted. The license tax imposed by sections 01.030 and 01.040 of this Ordinance shall not be imposed on any Motor Vehicle Fuel sold to the Armed Forces of the United States for use in ships, aircraft, or for export from the city; but every dealer shall be required to report such sales to the tax administrator in such detail as may be required. A certificate by an authorized officer of such Armed Forces shall be accepted by the dealer as sufficient proof that the sale is for the purpose specified in the certificate.

01.190 Fuel in Vehicles Coming into City Not Taxed. Any person coming into the city in a motor vehicle may transport in the fuel tank of such vehicle, Motor Vehicle Fuel for such person's own use only and for the purpose of operating such motor vehicle without securing a permit or paying the tax provided in Sections 01.030 and 01.040 of this Ordinance, or complying with any of the provisions imposed upon dealers under this ordinance. However, if the Motor Vehicle Fuel so brought into the city is removed from the fuel tank of the vehicle or used for any purpose other than the propulsion of the vehicle, the person so importing fuel into the city shall be subject to all the provisions herein applying to dealers.

01.200 Fuel Sold or Delivered to Dealers

1. A dealer selling or delivering Motor Vehicle Fuel to dealers is not required to pay a Motor Vehicle Fuel tax on such fuel.

2. The dealer in rendering monthly statements to the city as required by Sections

01.040 and 01.120 of this Ordinance shall show separately the number of gallons of Motor Vehicle Fuel sold or delivered to dealers.

01.210 Refunds. Refunds will be made pursuant to ORS 319.280 to 319.320. Claim forms for refunds may be obtained from the tax administrator's office.

01.220 Examination and Investigations. The tax administrator, or duly authorized agents, may make any examination of accounts, records, stocks, facilities and equipment of dealers, service stations and other persons engaged in storing, selling or distributing Motor Vehicle Fuel or other petroleum product or products within the City of Hines, as well as any other investigations the tax administrator considers necessary in carrying out the provisions of sections 01.020 through 01.270 of this Ordinance. If the examinations or investigations disclose that any reports of dealers or other persons filed with the tax administrator pursuant to the requirements of this Ordinance, have shown incorrectly the number of gallons of Motor Vehicle Fuel distributed, or the tax accruing on the fuel, the tax administrator may make such changes in subsequent reports and payments of such dealers or other persons, or may make such refunds, as may be necessary to correct the errors disclosed by the tax administrator's examinations or investigations. The dealer shall reimburse the City for the reasonable costs of the examination or investigation if the investigation reveals that the dealer paid 95 percent or less of the tax owing for the period of the examination or investigation. In the event that such examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of 18 percent per year from the date the original tax payment was due.

01.230 Limitation on Credit for or Refund of Overpayment and on Assessment of Additional Tax.

1. Except as otherwise provided in this Ordinance, any credit for an erroneous overpayment of tax made by a dealer taken on a subsequent return, or any claim for a refund of tax erroneously overpaid must be taken or filed within three years after the date on which the overpayment was made to the City.

2. Except in the case of a fraudulent report or neglect to make a report, every notice of additional tax proposed to be assessed under this ordinance shall be served on dealers within three years from the date upon which such additional taxes become due, and shall be subject to penalty as provided in section 01.110 of this Ordinance.

01.240 Examining Books and Accounts of Carrier of Motor Vehicle Fuel. The tax administrator or the tax administrator's duly authorized agents may at any time during normal business hours examine the books and accounts of any carrier of Motor Vehicle Fuel operating within the City for the purpose of enforcing the provisions of this Ordinance.

01.250 Records to be Kept by Dealers. Every dealer in Motor Vehicle Fuel shall keep a record, in such form as may be prescribed by the tax administrator, of all purchases, receipts, sales, and distributions of Motor Vehicle Fuel. The records shall include copies of all invoices or bills of all such sales and shall at all times during the business hours of the day be subject to inspection by the tax administrator or authorized agents of the tax administrator.

01.260 Records to be Kept Three Years. Every dealer shall maintain and keep, for a period of three years, all records of Motor Vehicle Fuel used, sold and distributed within the city by such dealer, together with stock records, invoices, bills of lading, and other pertinent papers as may be required by the tax administrator. In the event such records are not kept within the state of Oregon, the dealer shall reimburse the tax administrator for all travel, lodging, and related expenses incurred by the tax administrator in examining such records. The amount of such expenses shall be assessed in addition to the tax imposed by section 01.030 of this Ordinance.

01.370 Appeals

1. Any person aggrieved by any decision of the Tax Administrator may appeal to the City Administrator by filing a notice of appeal with the Tax Administrator within ten days of the date the notice of the decision is served or mailed. City Administrator shall fix a time and place for hearing the appeal and shall give the appellant ten days' written notice of the time and place of the hearing.

2. Any person aggrieved by any decision of the City Administrator under subsection 1 of this Section may appeal to the Council by filing a notice of appeal with the Tax Administrator within ten days of the date the City Administrator's decision is served or mailed. The Tax Administrator shall transmit the notice, together with the file of the appealed matter, to the Council, who shall fix a time and place for hearing the appeal. The Council shall give the appellant not less than ten days' written notice of the time and place of hearing the appeal.

01.380 Use of Tax Revenues.

1. For the purpose of this section, net revenue shall mean the revenue from the tax, interest, and penalties imposed by sections 01.020 through 01.270 of this Ordinance remaining after providing for the cost of administration and any refunds and credits authorized under this Ordinance.

2. The net revenue shall be used only for the construction, reconstruction, improvement, repair, maintenance, operation and preservation of public highways, roads, and streets within the city.

SECTION 3. SEVERABILITY. Any provision of this Ordinance which proves to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision of this Ordinance, and the remaining provisions of this Ordinance shall remain in full force and effect.

SECTION 4. CODIFICATION. If this Ordinance becomes effective as provided by Section 5 below, the City Recorder is hereby authorized and directed to codify Section 1 of this Ordinance in an appropriate Title of the Hines Municipal Code and to change the word "Ordinance" to "Chapter" as appropriate when codified.

SECTION 5. EFFECTIVE DATE. If approved by a majority of the voters of the City of Hines at the statewide general election held on Tuesday, November 3, 2020, this ordinance shall take effect on the 1st day of January, 2021.

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: August 11, 2020
SUBJECT: Discussion – Brandon Mahon, Anderson Perry
Attachment(s)
- None

DISCUSSION:

Brandon Mahon of Anderson Perry will provide an update on the Water System Improvement Project, as well as a status update on the West Hanley Paving Project.

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: August 11, 2020
SUBJECT: Discussion – Hines Park Restroom Repair
Attachment(s)
- None

DISCUSSION:

The main restrooms in the City park need repaired. Much of the drywall has been damaged, and some of the plumbing needs to be updated and repaired as well.

With the Council's permission, the City Administrator will request sealed bids from local contractors and present the low bid at the next Council meeting. Work should be completed by mid-October.

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: August 11, 2020

SUBJECT: Discussion – Sidewalk Repair Plan

- See Hines Municipal Code below

DISCUSSION:

There are many places along Highway 20 in Hines where the sidewalks are cracked, crumbling, bounded up, and dangerous.

Mason Watson, a local resident, has suggested he'd be willing to head up a team of volunteer contractors who might be willing to donate their labor and time, if the concrete were purchased for them.

After discussing this with the City's insurance company, and reviewing the City Code, it has been decided that it is best if Mason and the volunteers work directly with the property owners to see if they would be willing to pay for the concrete.

The City will help make a list of the areas that are bad with the property owner along those areas.

9.52.110 - Sidewalks and obstruction of streets—Snow and ice removal—Hazardous conditions:

A. No owner or person in charge of property, improved or unimproved, abutting on a public sidewalk shall permit:

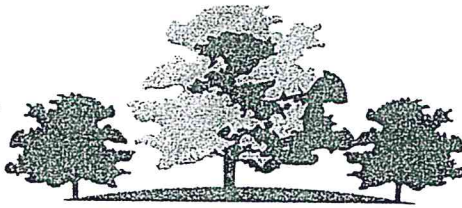
1. Snow to remain on the sidewalk for a period longer than the first two hours of daylight after the snow has fallen;
2. Ice to remain on the sidewalk for more than two hours of daylight after the ice has formed, unless the ice is covered with sand, ashes or other suitable material to assure safe travel.

B. No owner of property, improved or unimproved, abutting on a public sidewalk, shall permit the sidewalk to deteriorate to such a condition that, because of cracks, chipping, weeds, settling, covering with dirt, or other similar occurrences, the sidewalk becomes a hazard to persons using it.

C. The city shall not be liable to any person for loss or injury to a person or property suffered or sustained by reason of any accident on sidewalks caused by ice, snow, encumbrance, obstructions, cracks, chipping, weeds, settling, holes covered by dirt or other similar conditions. Abutting property owners shall maintain sidewalks free from such conditions and are liable for any and all injuries to persons or property arising as a result of their failure to so maintain the sidewalks.

D. Obstructing Streets. No person shall park or leave on a street, including an alley, parking strip, sidewalk or curb, a vehicle part, trailer, box, ware, merchandise of any description, basketball hoops, snow, or any other thing that impedes traffic or obstructs the view, except as is allowed by this or other ordinances of the city.

(Ord. 259 §§1, 2, 2004; Ord. 202 §18, 1990)



You are welcome in HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 cityofhines.com

APPLICATION FOR BUSINESS LICENSE

BUSINESS NAME: Soaring Phoenix Martial Arts Academy of Harney County

BUSINESS PHONE NUMBER: 808-673-3533

CONTACT PERSON: Joshua Weible

CONTACT PERSON'S PHONE NUMBER: 808-673-3533

MAILING ADDRESS: PO Box 1303, Hines, OR 97738

PHYSICAL ADDRESS: 765 Ponderosa Village, Harney Burns, OR 97720

EMAIL ADDRESS: Soaringphoenixmaa@gmail.com

Description of the trade, shop, business, profession, occupation or calling: Martial Arts, recreation

Fiscal Year for Business License: JULY 1, 2019-- JUNE 30, 2020
2020

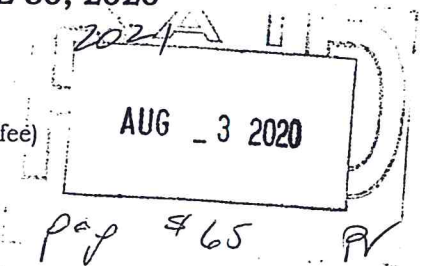
Licensing Fee:

☒ **\$65.00** (\$40.00 in-county business or seasonal vendor plus \$25.00 application fee)

☐ **\$105.00** (\$80.00 out of county business plus \$25.00 application fee)

Date: 8/3/2020

Joshua Weible
Signature of applicant or agent



Your information will be available on-line to the public at www.cityofhines.com unless you indicate otherwise (in writing).

If the business is required by the state to have registration, bonding or insurance, attach a copy of those documents to this application and fill in information below:

Registration No.: _____

Bond No.: _____

Insurance agent/agency: _____

FOR CITY USE ONLY:

License No. 6223

Approved: 8/11/20

* approved by Council 8/11/20

Date Issued: 8/5/20

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: August 11, 2020

SUBJECT: Discussion – CARES Relief Fund

Attachment(s)

- City CARES fund awards list

DISCUSSION:

The CARES Relief Fund is a Federally funded program to assist organizations to help cover the costs of anything related to the effects of the COVID-19 pandemic.

The State of Oregon through several departments has made available funds to assist cities throughout Oregon with money from the CARES act. The Oregon Department of Administrative Services has created a portal where each City can register. I have registered for these funds.

CARES Workgroup -
Current Emergency
Board Direction to
exclude cities in
Multnomah and
Washington County
(Updated 6/26)

Government	Type	
Eagle Point	City	272,205.63
Echo	City	25,000.00
Elgin	City	50,854.83
Elkton	City	25,000.00
Enterprise	City	58,350.77
Estacada	City	109,499.56
Eugene	City	5,032,864.54
Fairview	City	-
Falls City	City	50,000.00
Florence	City	260,153.33
Forest Grove	City	-
Fossil	City	25,000.00
Garibaldi	City	50,000.00
Gaston	City	-
Gates	City	25,000.00
Gearhart	City	50,000.00
Gervais	City	76,870.16
Gladstone	City	349,957.67
Glendale	City	50,000.00
Gold Beach	City	67,316.51
Gold Hill	City	50,000.00
Granite	City	25,000.00
Grants Pass	City	1,101,903.67
Grass Valley	City	25,000.00
Greenhorn	City	25,000.00
Gresham	City	-
Haines	City	25,000.00
Halfway	City	25,000.00
Halsey	City	50,000.00
Happy Valley	City	637,890.08
Harrisburg	City	108,176.75
Helix	City	25,000.00
Heppner	City	50,000.00
Hermiston	City	541,324.69
Hillsboro	City	-
Hines	City	50,000.00
Hood River	City	244,132.59
Hubbard	City	97,153.30
Huntington	City	25,000.00
Idanha	City	25,000.00
Imbler	City	25,000.00
Independence	City	280,142.51
Ione	City	25,000.00