


**PUBLIC NOTICE  
A MEETING OF THE HINES COMMON COUNCIL  
March 8, 2022 AGENDA**

- |       |   |      |
|-------|---|------|
| I.    | Meeting begins at 6:30pm  |      |
| II.   | Flag Salute   |      |
| III.  | Approval of March 8, 2022 Agenda  | VOTE |
| IV.   | Approval of previous meeting minutes from February 22, 2022                       | VOTE |
| V.    | Approval of Accounts Payable:<br>- for March 8, 2022 in the amount of \$23,898.12 | VOTE |
|       |   |      |
| VI.   | Department Head Reports   |      |
|       | a) Public Works Superintendent, Jerry Lewellen                                    |      |
|       | b) Police Chief, Ryan DeLange   |      |
|       | c) Fire Chief, Bob Spence   |      |
|       | d) City Administrator, Kirby Letham   |      |
|       |   |      |
| VII.  | Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply)           |      |
|       |   |      |
| VIII. | Old Business  |      |
|       | a) Discussion: Follow Up on R3 Topic  | VOTE |
|       | b) Harney Homes/244 S. Saginaw Project: Final Plat Approval                       | VOTE |
|       | c) Resolution 2315: Establishing Additional Council Vacancy Procedures            | VOTE |
|       | d) Resolution 2316: Repeal of Resolution 2285: Pandemic State of Emergency        | VOTE |
|       |   |      |
| IX.   | New Business  |      |
|       | a) Business License Application: Russell Anderson Contracting                     | VOTE |
|       | e) Business License Application: Stacked Recyclers – Rob Glick                    | VOTE |
|       | b) Discussion: Repeal Resolution 2295 and Institute Fees with a New Resolution    |      |
|       |   |      |
| X.    | Public Comment Period (Speaking time limitations may apply)                       |      |
|       |   |      |
| XI.   | Mayor and Council Comments  |      |
|       |   |      |
| XII.  | 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.*

DATED this 8<sup>th</sup> day of March 2022

*approved 3/8/22*   
Kirby Letham, City Administrator

IX

a) Quick, Shepherd, 4 Ages, Brizenline May  
b) Rob Glock

- \* Bringing a fire recycling
- \* Purchased Murphy's
- \* Veronica - work together
- \* Rob - Shredding? Yes Shredding.
- \* Wants to build a factory
- \* Beers, Shepherd, Ages.

b) Consensus That we should bring fees back

X Public Comment

- Kim Rawlins - Thank you
- Hutch - Thank you, & Hilda

XI Mayor & Council

Briz: Thank you!

Shep: None

Quick: Glad we didn't do R3

Beers: Dept. Heads thanks;

York: Glad we didn't move on R3.

Adjourn Beers, York/Briz. @ 7:35

Ages

City Council Mtg.

3/8/22

present: Mayor, Shepherd, Quick, Beers, York, Brizendine.

I. ✓

II. ✓

III. Beers, York, Ayes

IV. Beers, Brizendine, Ayes

V. Beers, Quick, Ayes

VI

a) Serry: 200K/day pump.; 130K/day to lagoon; checking manholes burning weeds around lagoons; trash cans are out; street sweeper getting fixed; bathrooms open in April;

b) Chief Delange:

\* calls are down; focusing on traffic; steel and stove oil thefts are up; going to Chiefs conference; Distracting Driving class; New lights for radar trailer; HS 20mph is a little crazy;

c) Chief Spence

• 4-911 calls; Rite Sprinklers; false alarm; Code

VII ~~Publ~~ Public Comment

i) \* Patrick Recycling: Need \$\$ assistance.

\* Eric Brown - running by donation

\* 573-3070

VIII a) - Read DCA. memo

b) Beers, Briz, Ayes

c) Beers, York, Ayes - Res 2315 Tues. 1st 6:30 pm

d) Quick, Brizendine, Ayes Res 2316 - Edit!



# REGULAR MEETING OF HINES COMMON COUNCIL

March 8, 2022

## 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

*D. Hutchins*

*Duane Hutchins*

*Bill Hart*

*Bill Hart*

*Kim Rollins*

*Hoda Allison*

*D. Chavira*

*Dann Chavira*

*Brad Erbe*

*Veronica Ayers*

*Rimrock Recycling*

*Rob Glick*

*Rob Glick*

*City*

**MINUTES FROM  
A MEETING OF THE HINES COMMON COUNCIL  
February 22, 2022**

**Present:**

**Mayor:**

Nikki Morgan

**Council:**

Councilors Amity York, Robert Beers, Marsallai Quick, Misty Shepherd and Dean Brizendine were present.

**City Staff:**

Kirby Letham City Administrator

**Public Audience:**

Dan Porter, Misti Porter, Eldon Hart, Guy McKay, Elizabeth Frommelt, Mark Frommelt, Brad Erbe, Bill Hart, Hilda Allison, Deanna Thrall

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

**Approval of February 22, 2022 Agenda**

*Councilor Beers made a motion to approve the February 22, 2022 agenda as presented. Councilor Quick seconded the motion. All ayes, motion carried.*

**Approval of Minutes from February 8, 2022**

*Councilor Quick made a motion to approve the February 8, 2022 minutes. Councilor Brizendine seconded the motion. All ayes, motion carried.*

**Accounts Payable for February 17, and February 22, 2022**

*Councilor Beers made a motion to approve the Accounts Payable for February 17, 2022 in the amount of \$300.00 and February 22, 2022 in the amount of \$9,816.11. Councilor York seconded the motion. All ayes, motion carried.*

**Department Head Reports**

**City Administrator Kirby Letham –**

- The MOA has been signed by all parties allowing the City to move forward with the water project. He will be meeting with the archaeologists and the Tribe next week, and the contractor and we will get a schedule in place.
- Watch for the budget schedule. In the next day or so he will send out a proposed schedule for the budget meetings.
- If the Council has not, you should be receiving an email from the Oregon Government Ethics Committee. If there are any questions, contact Administrator Letham for assistance.

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

**None**

### **New Business**

**Information Access Prime Pharmacy – Beth Frommelt** – She and her husband are opening a pharmacy in Burns. They will be different from most pharmacies as they will be what is called a “direct pay model,” they won’t bill insurance. They will be a “safety net” for those that are under insured or have no insurance. With low overhead they will be able to keep their costs down. They are hoping to open March 1<sup>st</sup>. They will be located across the street from the Post Office in Burns on South Broadway.

***City Council Meeting was adjourned at 6:40pm.***

***Public Hearing was called to order at 6:40pm.***

**City Administrator Letham introduced the subject of this evening’s public hearing.**

In the course of his work to partition a lot located at the corner of South Saginaw and West Hanley, Mr. Springer, from Benchmark Land Surveying noticed there is an area of approximately 110 sf that would need to be vacated by the City to correct the location of the City’s right-of-way and the adjacent property line.

This ordinance would adopt the suggested street vacation as drawn and allow the maps to be recorded to correct the property lines as shown on the proposed maps.

**Mayor Morgan outlined the steps for a Public Hearing:**

- 1. Open the hearing**
- 2. She read the following into record:** “The purpose of this hearing is to initiate proceedings to vacate a portion of city right-of-way. At the request of Mike Springer licensed surveyor with Benchmark Land Surveying, Inc., and property owner Robert C. Littleton, who owns the property at the corner of South Saginaw and West Hanley, commonly known as Map and Tax Lot Number T23S, R30E, Section 23DC, Tax Lot 01500, it is proposed that the city vacate the following: All that portion of South Saginaw Avenue as said avenue is depicted on the plat of Tract 4, Stafford, Derbes & Roy subdivision, lying southerly of the north line and easterly of the east right of way line of South Saginaw Avenue as depicted on the plat of Jones Addition. Situated in the SE ¼ Section 23, T23S, R30E, W.M., City of Hines, Harney County, Oregon. The portion of South Saginaw to be vacated contains 110 square feet.”
- 3. The Council will now hear testimony or comment in the following order:**
  - a. Presentation of proposed street vacation by City Staff** – City Administrator Letham showed a map to the Council showing errors were made in previous surveys. Mike Springer found the errors in the process of completing the survey that had been requested by Mr. Littleton.
  - b. Comment from Parties in Favor of the Street Vacation** – Mr. Springer spoke at a previous meeting.
  - c. Parties Opposed** – None
  - d. Neutral Parties or Additional Comment** – City Administrator added neutral comment. The City is giving up this land, however, the small amount of land involved makes no difference to the City. It returns land to the property owner that should have been his anyway.
- 4. After all comments are heard in relation to the purpose of the hearing, the hearing may be closed.**
  - the Mayor called for additional comment there was none,

**The hearing was closed at 6:46pm.**

### **Old Business**

**Ordinance 330: Street Vacate – A Portion of South Saginaw** – Ordinance No. 330 is an ordinance vacating a portion of South Saginaw Avenue as depicted on the 1929 Plat of Tract 4, Stafford, Derbes & Roy Subdivision.

City Administrator Letham read Ordinance No. 330 in its entirety. *Councilor Beers made a motion to approve Ordinance No. 330 as presented. Councilor Quick seconded the motion. All ayes, motion carried.*

**Music Fest Donation Request – Dan Porter** – Mr. Porter began by saying the 2021 Music Fest was a big success and that without the donation from the City of Hines, it might not have happened. He presented the Council members with a handout showing a projected budget for the 2022 Music Fest. He ran through a list of bands that are supposed to perform. One as far away as Pennsylvania. The planned date is June 11, 2022 from 10am - midnight. He is asking the City of Hines for \$5,400 from TLT funds. He expects that number to come down as other donations come in. Last year the festival was in August, and it was extremely hot. They decided to move it to June. He would like to invite the Police and Fire Departments to be present. *Councilor Quick made a motion to donate up to \$5,500.00 for the Plectrum Music Fest. Councilor Brizendine seconded the motion. 4 Ayes, 1 Nay. Motion carried.*

**Oktober Fest Permit – Dan Porter** – Mr. Porter is asking for a permit to sell alcohol in the vicinity of Hines City Park. The planned date is October 8, 2022. The plan is to set up a beer garden on Barnes Ave, between the highway and West Circle Drive. Vendors will be set up in the Skate Park. Food vendors will be on the North side of the Skate park. Would like law enforcement to participate also. *Councilor York made a motion to approve an alcohol permit for Mr. Dan Porter, allowing him to hold the Oktober Fest event on October 8, 2022, conditional upon Mr. Porter showing proof of insurance and an OLCC license or permit. Seconded by Councilor Quick. All ayes, motion carried.*

### **New Business**

**Discussion: Regional Rural Revitalization (R3 or Tri-Cities)** - John Day, Lakeview and Burns signed a memorandum of understanding (MOU) in October 2021 to explore opportunities to collaborate between the three cities, with the specific goal of stimulating economic recovery and revitalization within their respective communities. The cities also desired to establish an agency to combine and share resources that would achieve greater efficiencies and economies of scale to execute housing and other public improvement projects. The group elected to call the new agency Regional Rural Revitalization (R3) Strategies to recognize its role in catalyzing the regional economic recovery. It will be organized under Oregon Revised Statutes (ORS) 190.010, which allows units of local government in Oregon to enter into agreements for the performance of any functions and activities that any party to the agreement, or its officers or agents, has the authority to perform. Administrator Letham urged the Council members to attend a meeting being held at the Burns City Hall, February 24<sup>th</sup>. He believes representatives from Lakeview and John Day are expected to be there. He then read the purpose. Purposes include: stimulating economic recovery and revitalization by pooling resources and enabling increased efficiency for each party to complete the projects; plan for the most effective and efficient use of combined resources to complete projects; recruit, select and employ the managing director; provide a forum for communication and consultation among the parties and provide an opportunity for a cooperative and equitable sharing of expenses, resources, data, expertise, and experience of each unit of local government; and carry out such other necessary and/or appropriate responsibilities and functions identified by the parties. Under the agreement a 5-member board with a managing director overseeing the operations. The board would help find projects and find funding for those projects, as well as manage the projects. Administrator Letham acknowledged that this structure and the talk of projects has been confusing to the public. He explained that the IGA between the cities would essentially create a new board with managing director. Under direction and consensus of the cities, this board would charge the director with managing finding funding opportunities and managing shared projects. *Councilor Beers* said that he read ORS 190 and ORS 190 dictates that a board will have 7-15 board members. *Administrator Letham* continued saying that this agreement allows them to work together without losing their autonomy. R3 will provide seven core services for its members: 1) Corporate strategy; 2) Capital finance and asset management; 3) Capital projects; 4) Capital equipment; 5) Public-private partnerships; 6)

Strategic Teaming, Contract Management and Negotiations 7) Regional planning, GIS and other data-driven services. *Administrator Letham* said that he would make a list of the questions that the Council members may have and do his best to come back with answers. *Councilor Beers* is concerned that if we opted out of a specific project would we still be required to pay 25% of the costs involved? He asked if equipment is purchased, who stores it? How are transport costs figured? *Councilor Quick* asked if costs are shared on a proportionate basis, how are grants awarded? Does everyone share equally? *Councilor Brizendine* asked that if a piece of equipment were purchased, who would hire the crew? A lot of large pieces of equipment need a specific crew. Might end up with equipment and no one to run it. Also asked if a large piece of equipment was purchased and not used except for a couple times a year, is it really cost effective? *The Mayor* asked how are priorities set for projects? *Councilor Quick* asked if a city could get outvoted if the consortium doesn't agree with the priority? *Councilor York* asked who decides how much the manager gets paid? *Administrator Letham* said it will be up to the board. *Councilor York* asked who decides who is elected to the board? The example doesn't show it being an even representation amongst the cities. She would like to see a better example of how this would benefit us, rather than cost us. *The Mayor* would like to know who is the managing director? What labor pool will this person be pulled from? *Multiple Councilors* and the Mayor agree there are many unanswered questions. *Councilor York* said we need to do what the residents want.

Questions brought up in this meeting about R3 will be reviewed and answered at the next Council meeting on March 8, 2022.

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

**Hilda Allison** – Do you want to pool assets with people who are in the red? Look further than what they are telling you. Research this.

**Brad Erbe** – Hines is unique. He agrees with being a friendly neighbor, but how many neighbors do you want to help?

**Bill Hart** – He agreed with a lot of the questions that he heard from the Councilors. He suggested that if the City wants to know what residents think, give them the chance to send in written questions. He had multiple questions. 1) Finding funding, if the agency is awarded a grant, does it affect the amount each participant has to put into the pot? 2) Agency = Consortium 3) If a City chooses to not participate in a project, can the City decision be overridden by the consortium? Does the City's funds still go towards a project the City is not participating in? 4) Is the Agency an independent body, or can it be vetoed by one of the participating cities? 5) What are the metrics to show the Return on Investment (ROI) for a city? 6) Are we funding projects outside our area and then is it a couple years before it becomes our "turn"? 7) When is the 30-day opt out period? If a city has already paid their yearly amount, what happens if you opt out before the fiscal year end? 8) Although a city might maintain its autonomy you are still committed to pay the annual share. 9) This could offer buying power possibly. 10) A case study might show how this would work, from the first step and through the process. Show how it could work. 11) Does each city provide an equipment inventory to the other cities? *Administrator Letham* said yes, it would allow the cities to borrow equipment from each other. He applauds the Council on being slow to jump on this.

**Deanna Thrall – Chamber Director – Report out of Chamber activities**

- **Chamber Banquet** – Just wrapped that up. Kirby Letham was chosen as Man of the Year
- **Bird Festival** – Will be a hybrid event due to Covid restrictions.
- **Skull 120** – At last check there are already 70 riders registered. The Tribe will have cultural presentations, such as drumming, etc. There is also a 1,000-mile bike trail ride being put together.



- **Adventure Harney** – Is the platform the Chamber is hoping to use to help bring tourism in through recreation etc.
- **Community Clean-up Day** – Would like to start with the parks and spread out throughout both communities. Would like to see this as an annual event. She's looking at the 2<sup>nd</sup> Saturday of May.

**Eldon Hart** – On the Agency, how will they fill the extra board position? If there are 3 cities who gets to fill the other two positions?

#### **Mayor and Council Comments**

**Councilor Brizendine** – I think we need to wait on the R3 program.

**Councilor Shepherd** – Asked Administrator Letham if there are any updates on the abatement program?

One resident has been advised that abatement must be cleared by March 15<sup>th</sup>. He is waiting to hear back from one owner.

**Councilor Quick** – Wait on the R3 program. Would like to discuss the abatement ordinance at the next meeting.

**Councilor Beers** – Wait on the R3 program.

**Councilor York** – A lot of reservations on the R3 program and appreciates the community members speaking up.

Next Council Meeting is scheduled for March 8, 2022, at 6:30pm.

#### **Adjournment:**

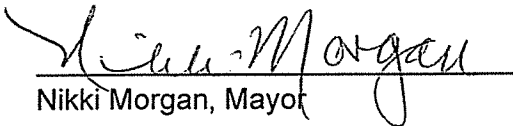
*There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Brizendine seconded the motion. All ayes, the motion carried. Meeting adjourned at 9:05pm.*

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON March 8, 2022.

  
Nikki Morgan, Mayor



~~April 27, 2021~~

3/8/22

## City Administrator's Report

### 1. Existing Projects

#### a. Park Bathroom

- i. Should have bid documents next week.

#### b. Harney Homes Project

- i. Hoping to break ground in the next few weeks.

#### c. Park Sprinklers

- i. Will meet at the end of April or early May to finalize schedule and verify plans for installation. Mr. Bradley felt confident he could be completed by end of June.

#### d. Water Project

- i. SHPO, Tribe and City have signed all agreements
- ii. Contractor will be back in June
- iii. Will meet with Tribal Representative, Contractor and Anderson Perry in May to finalize remaining construction schedule.

### 2. Nuisance Abatements

- a. 185 S. Roanoke deadline is March 15. Making some progress.
- b. 128 S. Roanoke a letter has been sent.
- c. Will update the Council on new ordinance violations at next meeting.

### 3. Budget Committee/Process

- a. Almost have a committee put together again.
- b. Will have a schedule out this week.

**TO:** Hines City Council  
**FROM:** Kirby Letham, City Administrator  
**DATE:** February 22, 2022  
**SUBJECT:** Discussion – Regional Rural Revitalization (R3)

Attachment(s)

a. None

## **DISCUSSION**

This is a follow-up discussion from the previous Council meeting in regard to the R3 consortium. John Day, Burns and Lakeview are planning on entering into.

A couple of notable events have occurred after the February 22<sup>nd</sup> Council meeting:

- 1- The City of Burns held a special meeting on February 24<sup>th</sup> in order to inform the public about the R3 agreement.
- 2- The City of Hines was invited to inform the R3 group on whether the City was planning to join the R3 consortium. A special meeting would have needed to be held. There was not a special meeting call, effectively passing on the invitation.

The purpose of the discussion tonight is to publicly reiterate the Council's desire to pass for now on the invitation to join the R3.

The Council may also review the many questions that were brought up during the previous months.

## **RECOMMENDATION**

No recommended action at this time.

**TO:** Hines City Council  
**FROM:** Kirby Letham, City Administrator  
**DATE:** February 22, 2022  
**SUBJECT:** Discussion – Regional Rural Revitalization (R3)

Attachment(s)

- a. Copy of Plat Maps for Harney Homes/South Saginaw
- b. Mylar Maps are also available.

## **DISCUSSION**

The City decided to partition and donate a lot to facilitate the Harney Homes project. The project will build a new home during 2022 to be sold at public auction.

These maps represent the final result of the survey. These maps created two new lots which were assigned address: 244 South Saginaw, and 246 South Saginaw. Also, the partition created a portion of City right-of-way to the west of these two new lots.

Tonight, the Council will vote to formally approve these final partition maps for the City owned property, partitioning tax lot T23S., R30E., Section 23 DC, Tax lot 5401 and creating two new parcels and dedicating an alley way.

## **RECOMMENDATION**

"I move that the Council approve the final partition maps for the City owned property, partitioning tax lot T23S., R30E., Section 23 DC, Tax lot 5401 and creating two new parcels and dedicating an alley way."



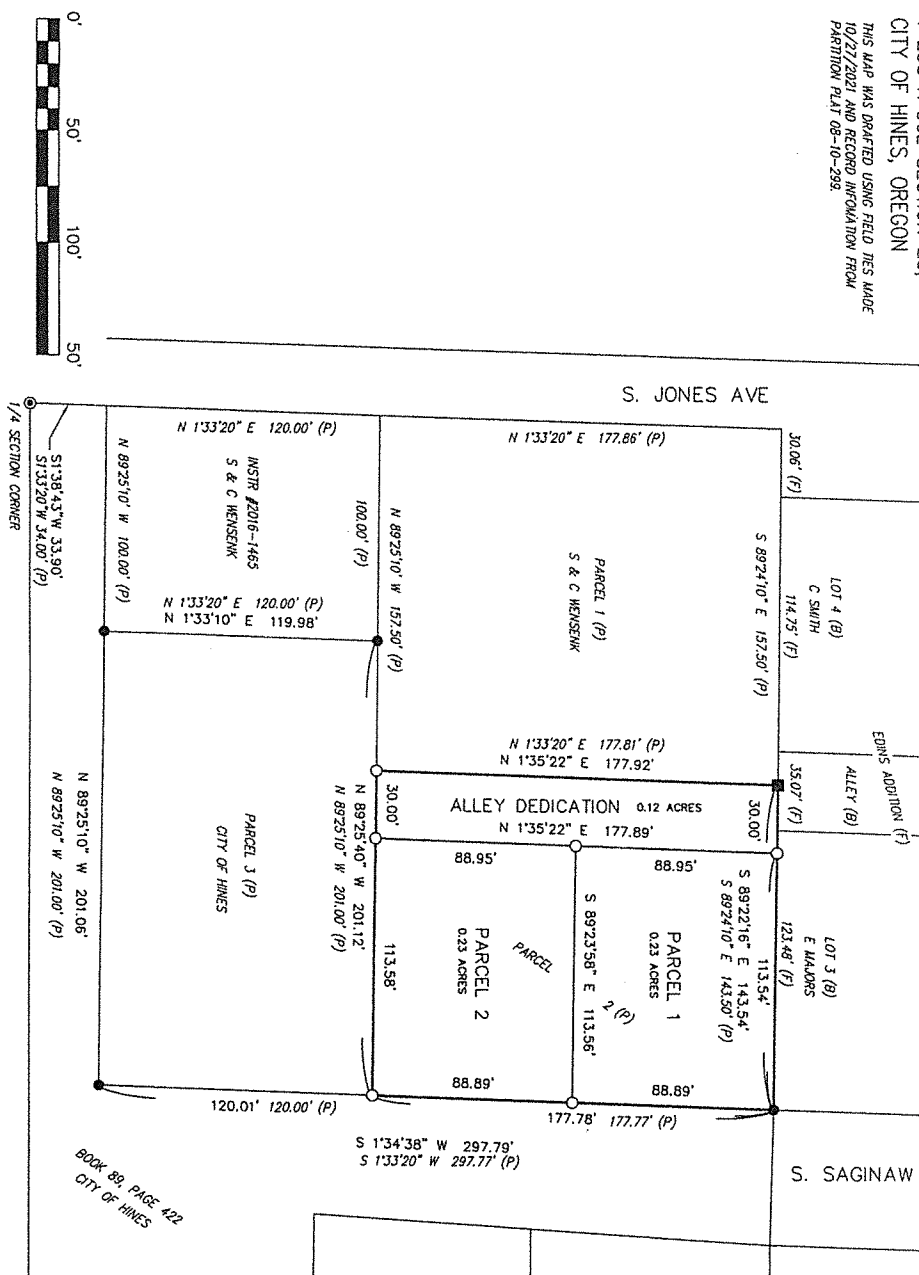
# EXHIBIT A-1

## MAP TO ACCOMPANY

### APPLICATION TO PARTITION

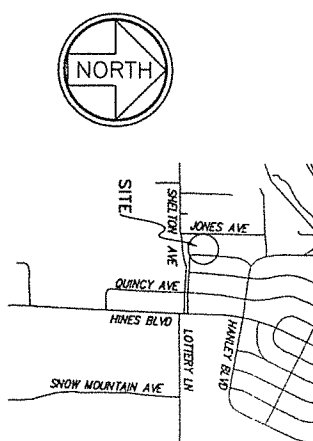
PARCEL 2, PARTITION PLAT 08-10-229 IN  
T 23S R 30E SECTION 23,  
CITY OF HINES, OREGON

THIS MAP WAS DRAFTED USING FIELD NOTES MADE  
10/27/2021 AND RECORD INFORMATION FROM  
PARTITION PLAT 08-10-299.



## VICINITY MAP

NOT TO SCALE



TAX MAP & LOT 2330230C #5401

DEED RECORD MF# 2018-0256

APPLICANT CITY OF HINES  
101 E. BARNES AVENUE  
HINES, OR 97138

ZONE RS RESIDENTIAL USE

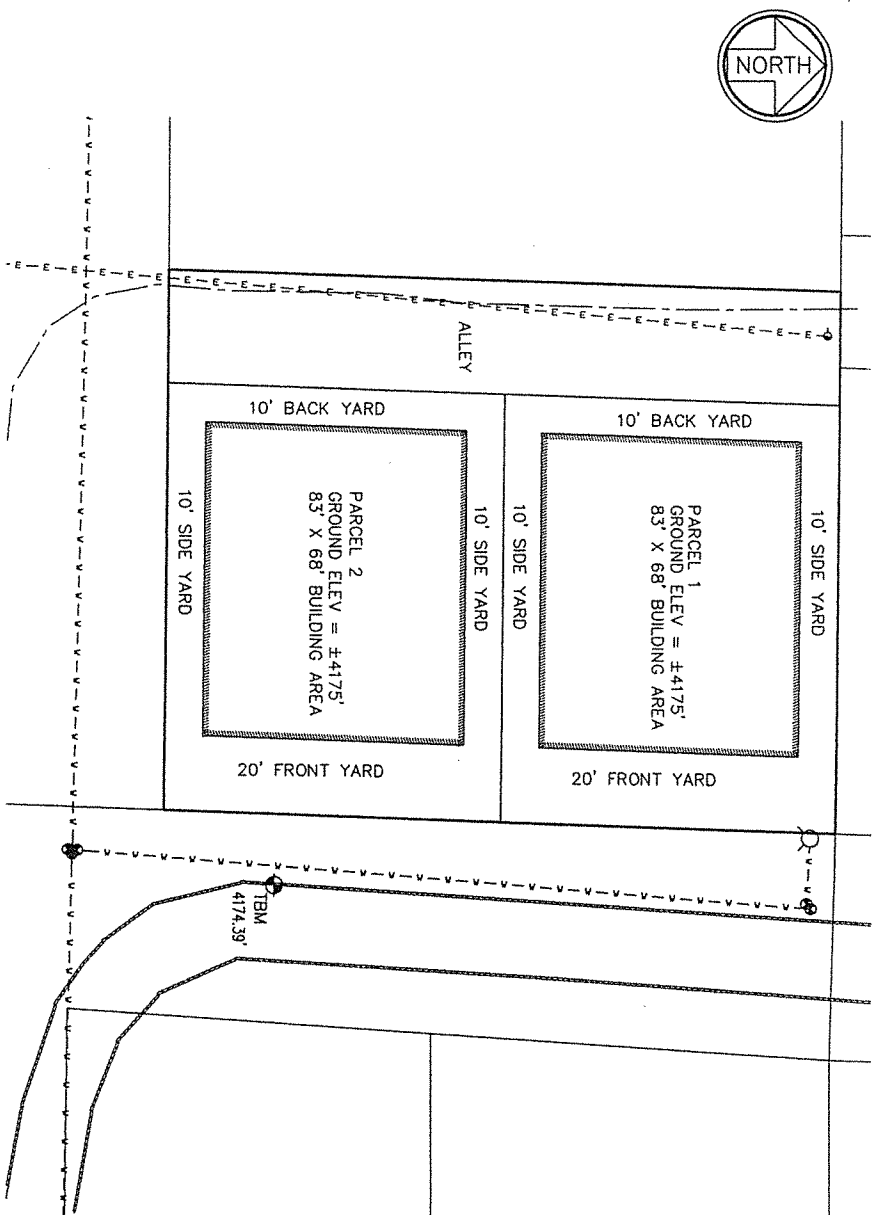
## SITE PLAN

DRAWN: sdm	DATE 11/5/2021	CITY OF HINES
APPROVED:	DATE	101 E. BARNES AVENUE HINES, OR 97138
SCALE: SHOWN	SHEET 1 of 1	PROJECT NO. 21136
PLAT.DWG		

ALL POINTS ENGINEERING & SURVEYING  
P.O. BOX 767 (CRP) TERREBONE, OREGON 97760  
PHONE (541) 348-5633 WWW.APEENGINEERS.COM

# **EXHIBIT A-2** **MAP TO ACCOMPANY** **APPLICATION TO PARTITION**

PARCEL 2, PARTITION PLAT 08-10-229 IN  
T 23S R 30E SECTION 23,  
CITY OF HINES, OREGON



- UTILITY POLE
- ⊗ FIRE HYDRANT
- ⊕ WATER VALVE
- - - - - WATER LINE
- - - - - EDGE GRAVEL ROAD
- - - - - CENTER DRAINAGE SWALE
- - - - - OVERHEAD POWER

TAX MAP & LOT 233023DC #5401  
APPLICANT CITY OF HINES  
101 E. BARNES AVENUE  
HINES, OR 97738  
FLOOD ZONE X" - 500-YR & 100-YR  
WITH < 1' DEPTHS

SITE PLAN			
DRAWN:	DATE	CITY OF HINES	
sdm	11/5/2021	101 E. BARNES AVENUE	
APPROVED:	DATE	HINES, OR 97738	
		PPLAT.DWG	
SCALE:	SHEET	PROJECT NO.	
SHOWN	1 of 1	21136	

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P.O. BOX 767 (CR) TERREBONE, OREGON 97760  
PHONE (341) 548-5833 [www.APEngineers.com](http://www.APEngineers.com)

**TO:** Hines City Council  
**FROM:** Kirby Letham, City Administrator  
**DATE:** February 22, 2022  
**SUBJECT:** Discussion – Regional Rural Revitalization (R3)

Attachment(s)

a. Resolution 2315

## **DISCUSSION**

The Hines City Charter and Municipal code do not create clear policy on “how” to appoint a new Council member when a vacancy occurs. The practice has been to accept letters of interest and then vote at the next Council meeting.

This the only guidance from the Charter in regards to vacancies:

Chapter III

GOVERNMENT

Section 3.3 ...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.

And from Chapter V:

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.

Resolution 2315 would create a very clear procedure for the Council to appoint a new Council member.

## **RECOMMENDATION**

“I move to approve Resolution 2315 as read.”



## RESOLUTION NO. 2315

### A RESOLUTION OF THE CITY OF HINES OREGON, ESTABLISHING ADDITIONAL PROCEDURES TO FILL A COUNCIL VACANCY NOT SPECIFIED IN THE CITY'S CHARTER

**WHEREAS**, the Hines City Charter in Chapter 3 section 3.3 states that "...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..."; and

**WHEREAS**, the Hines City Charter chapter 6 specifies the qualifications of a Council member whether elected or appointed; and

**WHEREAS**, the Hines City Charter does not clearly identify procedures for appointing a new Council member to fill a Council vacancy; and

**WHEREAS**, the City, through its governing body, desires to define and institute additional procedures for appointing a new Council member to fill a vacancy;

**NOW, THEREFORE**, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF HINES, OREGON:

That effective immediately, the following procedures for appointing a new Council member to fill a vacancy will be implemented by the City:

#### Section 1 – Notice And Timing:

- A. A "Notice of a Council Vacancy" will be published in the newspaper and other forms of media the week immediately following the official resignation of a Council member during a Council meeting.
- B. The "Notice of a Council Vacancy" will publicly be advertised for a time period of at least three weeks. One publication in the newspaper is sufficient, so long as there are other media being used, such as the City's website or the sign in the park.

- C. The "Notice of a Council Vacancy" will include a clearly defined deadline for submittal of a letter of interest.

#### Section 2 – Application Process:

- A. Interested candidates must meet the qualifications required by the City Charter, Chapter 3 and Chapter 6.
- B. Interested candidates must submit a letter of interest before the advertised application deadline.
- C. If there are no letters of interest submitted by the advertised deadline, a new deadline will be established and a new round of "Notice of a Council Vacancy" will be published as outlined in Section 1 of this resolution.
- D. Only one candidate needs to submit a letter of interest for the City to proceed with the application process
- E. After the date of deadline, and before the next regular Council meeting, a "Special Work Session" Council meeting will be held to review the letters of interest. At this Special Work Session:
  - a. Candidates who have submitted letters of interest will be asked to attend in person. If a candidate cannot attend the Special Work Session, they must notify the City.
  - b. Although the meeting will be open for the public to view, there will be no public comment period at any time during the Special Work session.
  - c. The public may submit written comment in support or opposition to be read by the City Administrator during the meeting.
  - d. The Council may ask direct questions of each candidate.
  - e. The Council will have open discussions about the letters of interest submitted and the candidates.
  - f. Once the discussion of candidates is completed, the Council will move on to other agenda items for the session or close the meeting. The Council shall not make a motion or vote on candidates at the Special Work Session.
- F. Candidates will then be considered for a vote at the next regular Council meeting.

#### Section 3 – Voting Procedures:

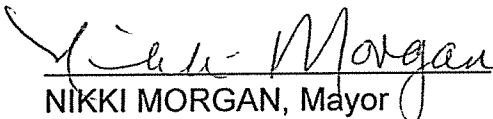
- A. Candidates will be asked to attend the regular Council meeting in person.
- B. At the next regular Council meeting, appointing a candidate to fill a vacancy will be placed on the agenda immediately after the item "Approval of Agenda."
- C. The Mayor will direct proceedings as follows:



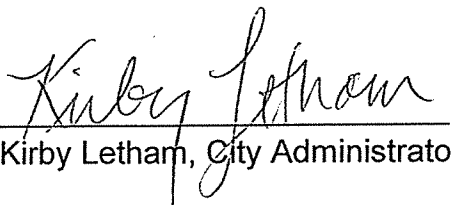
- a. Each Candidate will have two minutes to present themselves to the Council, in alphabetical order.
  - b. If needed, the Council may have more discussion.
  - c. When ready, the Mayor will call for nominations.
  - d. If only one candidate is nominated, the Mayor will call for an immediate motion to vote by "yeas" or "nays."
  - e. If more than one candidate is nominated, the Council will make a motion to vote by ballot. If the motion is seconded and passes by vote, each Council member will write their own name and the name of the candidate for whom they want to vote upon the ballot and pass it to the Mayor, remaining silent until all votes are submitted to the Mayor.
  - f. The Mayor will read each ballot aloud. The City Recorder will record the votes as read and then keep the ballots to be held and attached to the minutes of the meeting.
  - g. If there is a tie, the Mayor will make the tie breaking vote vocally, as is defined in Hines City Charter.
- D. Once voting is completed, the newly appointed Council member will be sworn in immediately and take their seat at the Council dais.

APPROVED and ADOPTED by the Common Council of the City of Hines this 8th day of MARCH 2022 by a vote of 5 "ayes" to 0 "nays."

CITY OF HINES

By:   
NIKKI MORGAN, Mayor

ATTESTED TO BY:

  
Kirby Letham, City Administrator



## RESOLUTION NO. 2316

### A RESOLUTION OF THE CITY OF HINES OREGON, REPEALING RESOLUTION 2285 AND ENDING A STATE OF EMERGENCY

**WHEREAS**, the City, through its governing body, passed Resolution 2285 to be in effect until terminated by further resolution on April 28, 2020, declaring a state of emergency due to the worldwide COVID-19 pandemic; and

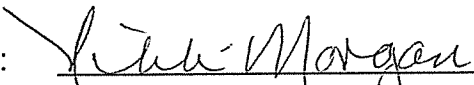
**WHEREAS**, the Governor Kate Brown has declared that she will be lifting Oregon's COVID-19 emergency declaration, effective April 1, 2022;

**NOW, THEREFORE**, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF HINES, OREGON:

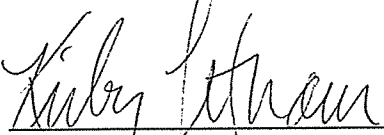
That effective April 1, 2022, Resolution 2285 is repealed and no longer in effect, removing the state of emergency, and returning to normal operations.

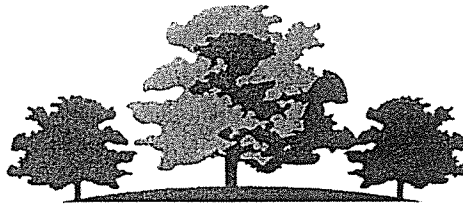
APPROVED and ADOPTED by the Common Council of the City of Hines this 8th day of MARCH 2022 by a vote of 5 "ayes" to 0 "nays."

CITY OF HINES

By:   
NIKKI MORGAN, Mayor

ATTESTED TO BY:

  
Kirby Letham, City Administrator



## CITY OF HINES

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

### APPLICATION FOR BUSINESS LICENSE

Valid from July 1 – June 30

BUSINESS NAME: Russell Anderson Contracting

BUSINESS PHONE NUMBER: 541-280-6755

CONTACT PERSON: Kristin Anderson

MAILING ADDRESS: 22301 Butler Mkt Rd, Bend

PHYSICAL ADDRESS: same

EMAIL ADDRESS: kristina@ra-contracting.com

Description of the trade, shop, business, profession, occupation or calling: \_\_\_\_\_

general contractor

Licensing Fee:

☐ \$40.00 (\$40.00 in-county vendor or seasonal business)

☒ \$80.00 (\$80.00 out of county business)

Date: \_\_\_\_\_

web  
Signature of applicant or agent

Your information will be available on-line to the public at [www.cityofhines.com](http://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.: \_\_\_\_\_

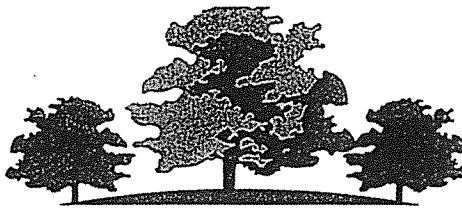
Insurance agent/agency: \_\_\_\_\_

FOR CITY USE ONLY:

License No. \_\_\_\_\_

Date issued: \_\_\_\_\_

\* Council voted to approve 3/8/22  
\* We need reg., bond & ins. before  
license is given.

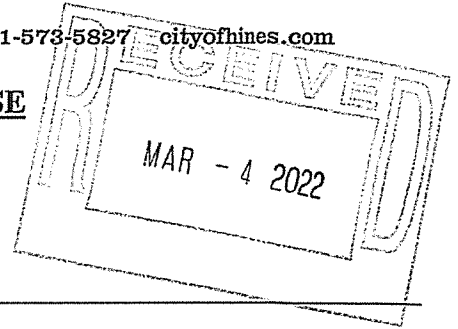


# CITY OF HINES

101 E. Barnes Avenue / PO Box 336, Hines OR 97738 541-573-2251 FAX 541-573-5827 [cityofhines.com](http://cityofhines.com)

## APPLICATION FOR BUSINESS LICENSE

Valid from July 1 – June 30



BUSINESS NAME: Stacked Recyclers

BUSINESS PHONE NUMBER: 541-589-2049

CONTACT PERSON: Rob Glick

MAILING ADDRESS: 1060 S. Egan Burns OR 97720

PHYSICAL ADDRESS: 207 Hotchkiss Ln

EMAIL ADDRESS: robogreglick@gmail.com

Description of the trade, shop, business, profession, occupation or calling: Recycling An repair

### Licensing Fee:

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

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

Date: 3-4-22

Signature of applicant or agent

Your information will be available on-line to the public at [www.cityofhines.com](http://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. \_\_\_\_\_

Date issued: \_\_\_\_\_

\* Approved 3/8/22 (R)  
\* will need Regis. & ins. when available.



**RESOLUTION NO. 2295**

**A RESOLUTION OF THE CITY OF HINES OREGON,  
TEMPORARILY SUSPENDING THE FEES CHARGED TO PROPERTY OWNERS  
DESIRING TO CONNECT TO CITY WATER AND SEWER SERVICES**

**FINDINGS:** In recent years, development and construction of new residential homes has been slow or non-existent. This has created a shortage of housing in the City. It has been determined that permitting and construction costs, including fees charged by the City, are prohibitive to new development and construction.

**WHEREAS,** the City, through its governing body, desires to stimulate development and construction of new residential housing; and

**WHEREAS,** the City, currently charges \$800 plus materials to connect to the City water system, and \$600 plus materials to connect to the City sewer system; and

**WHEREAS,** the City sees the elimination of connection fees for water and sewer for new residential development and construction, known as System Development Charges, as a way of promoting new housing construction;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF HINES, OREGON:**

That effective October 1, 2020, System Development Charges for any new development and construction for residential use in a property zoned Single Family Residential, Multi-Family Residential are suspended until September 30, 2021.

Also,

1. The City of Hines may review suspension of said fees at any time.
2. The City, through its governing body, may choose to extend the suspension of System Development Charges by resolution.

*22nd day of September 2020.*

APPROVED and ADOPTED by the Hines Common Council this ~~24th day of March 2020.~~

CITY OF HINES

By: *Nikki Morgan*  
NIKKI MORGAN, Mayor

ATTESTED TO BY:

*Kirby Letham*  
Kirby Letham, City Administrator