

PUBLIC NOTICE
A MEETING OF THE HINES COMMON COUNCIL
January 28, 2020 AGENDA


- | | | |
|-------|---|------|
| I. | Meeting begins at 6:30pm | |
| II. | Flag Salute | |
| III. | Approval of January 28, 2020 Agenda | VOTE |
| IV. | Approval of previous meeting minutes from January 14, 2020 | VOTE |
| V. | Approval of Accounts Payable for January 23, 2020 | VOTE |
| | Approval of Accounts Payable for January 28, 2020 | VOTE |
| VI. | Department Reports | |
| | a) City Administrator, Kirby Letham | |
| VII. | Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply) | |
| VIII. | Old Business | |
| | a) Police Car – Loan Review and Approval | VOTE |
| | b) Resolution 2276 – Unanticipated Revenue | VOTE |
| | c) Resolution 2277 – Unanticipated Revenue | VOTE |
| IX. | New Business | |
| | a) Donation Request – Harney Rattlers Fastpitch Softball | VOTE |
| | b) Donation Request – Rocky Mountain Elk Foundation | VOTE |
| | c) TLT Funds Request – Boomers “Helmet Head Rally 2020” | VOTE |
| | d) City Auditor: Request For Pricing | VOTE |
| 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.

DATED this 28th day of January 2020

Kirby Letham, City Administrator

approved 01/28/20 by the Council


28 JANUARY 2020

AUDIENCE SIGN-IN SHEET

PLEASE **PRINT** YOUR NAME _____ SUBJECT, IF YOU WISH TO SPEAK _____

Boomer Inselman	Hines Rally
Jeff Campbell	Hines Rally
Ann Sampson	moving to area
Ryan Dupuy	Harney County Rattlers
Arik Swindlehurst	RMEF
AJ Kamahuree	Pelling Krotom

City Council Mtg 01/28/2020 - Minutes

Mayor, Hutch, Miller, Hilda, Beers, Williams

I. ✓ Beers, Hilda, Ayes

II. ✓ Beers, Hilda, Ayes

III.

IV.

V. Hilda, Beers, Ayes

VI. City Administrator Letheum

VII. * A.J. - Hines Bare Bones

> Kratom: for pain, sleep...

> finding lots of demand; customers asking for Kratom

> legal in many states

> many local people want these things; need them

> selling CBD's?? like green tea; pills, or capsules

> Council reconsider the banning of Kratom

> had 3 customers ask for Kratom yesterday

> Vapes ~~is~~ problem is because of (VTE) specific problems.

> lose a lot of business because of vapes; Kratom is a replacement product.

> Please reconsider

> Bare bones is expanding - food and video poker

* Mayor: new council; we considered the additive qualities; not tonight

Miller: not approved?

Mayor: stats

: Are there restrictions?

AJ > yes, 21 - It helps pain. Selling a large amount. Huge competition is CBD. People driving elsewhere.

VII Public Comment

AS → not approved

Hutch → is this illegal in Burns? No

→ AS - not selling in Burns. 1 store in John Day
- ~~the~~ new owner selling.

Mayor: put on another agenda

Ann Sampson

- * family lives here

- * She's looking for a place: needs a place for her horse

- * looking at a property here in Hines

Hilda - you're asking 'Can I buy a horse?'

- * I need a place by March 1st, ~~maybe~~ I need to find out if I can keep a horse.

Mayor: get a livestock permit.

discussion

VII a) Police Car Loan

- discussion

Williams: Thank you!

discussion

- * Ron & Hutch, Ages.

b) Res 2276, Hilda, Beers, Ages.

c) Res 2277, Beers, Hilda, Ages.

dis

IX

New Bus.

a) Harvey Rattlers:

* Ryan: games in Portland; \$2200

Mayor → how long

Ry. > been a great team

Hutch's what ages? - 12-14

Ryan Ryan: it's a traveling team

Beers: can we

Williams: \$200 to HC softball, Hutch, Ages.

AJ donated \$200

b) Pryle Swindlehurst.

- RMEF

- Banquet intended to raise \$ for wildlife

- Hilda - \$150, Beers,

c) Boomer - Helmet Heads Rally

* Boomer Inselman * restarting Motorcycle Rally

Jeff Campbell * this will be centered in Hines

- * this will like a large "market/carnival" event

- * will include a poker run (described the event)

- * there a lots of bikes that roll through the County

- * We want Hines to have a "lynchpin" event!

- * Mayor ?'s,

- * Jeff Campbell - comment

- * Boomer - every one knows Harley's; Stopped by Brett Surice

Mayor * any kind of a raffle > Boomer as many as we can handle; create a good space.

- * Boomer: we have 6 mos.

c) Boomer cont'd

- * Mayor: Can can people be included?

- * discussion on possibilities; "it was fun"

- * Beers: does this fit w/ TRT

- * Boomer: What is Noise laws? Can we get permits?

Mayor: yes. There is procedure.

Hilda: We want to show the community w/ TRT. good idea
it shows where \$

Mayor: lets see a plan

Boomer - add me to DE @ meeting

d) Auditor

- * Hilda, Beers, Ages.

Public Comment

- Hilda; thank you

- Williams; missed 2 meetings; thank contractors

Adjourn ~~with~~ Beers, Hilda, Ages @ 8:12

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

Present:

Mayor:

Nikki Morgan

Council:

Councilors Gary Miller, Duane Hutchins, Robert Beers and Ray Breshears were all present. Councilors Ron Williams and Hilda Allison were excused as absent.

City Staff:

Police Chief, Ryan DeLange, Acting Public Works Superintendent, Jerry Lewellen, Fire Chief, Robert Spence and City Administrator, Kirby Letham.

Public Audience:

David Sneddon, Bettina Bowman, Kerry Boggs, Lola Johnson

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

Approval of January 14, 2020 Agenda:

The agenda for January 14, 2020, was reviewed by the Council. Councilor Beers made a motion to approve the agenda. Councilor Hutchins seconded the motion. All ayes, the motion carried.

Approval of Minutes for December 10, 2019:

The minutes for December 10, 2019, were reviewed by the Council.

Councilor Hutchins made a motion to approve the December 10, 2019 minutes as presented. Councilor Miller seconded the motion. All ayes, the motion carried.

Accounts Payable:

Accounts Payable for December 19, 2019, in the amount of \$10,227.41 and Accounts Payable for January 14, 2020, in the amount of \$207,576.37 were considered. Councilor Hutchins asked about the cemetery bill and if it was an annual payment, which Administrator Letham confirmed. Councilor Beers asked for a total that had been paid to Anderson Perry so far. Administrator Letham said that not including the current draw payments, we have paid Anderson Perry \$293,613.00. With the current draws from the January 14, 2020 AP run included we will have paid \$480,020.00.

Councilor Beers made a motion to approve the December 19, 2019, Accounts Payable, in the amount of \$10,227.41 and Accounts Payable for January 14, 2020, in the amount of \$207,576.37 Councilor Breshears seconded the motion. All ayes, the motion carried.

Department Heads Report:

Police Chief, Ryan DeLange

The police department has been working on several domestic calls, a continuation of last month. Chief DeLange stated 1 call can take up to 5 days of work, adding that their overtime, as a department, was up quite a bit. They have responded to many calls of youth/students vaping at schools. Chief DeLange brought to the Council's attention that Dan Jenkins has taken over as Interim Sheriff for Harney County. Said that he is doing a good job and hopes that the next 11 months are a positive change for both the county and the Hines Police Department. Chief DeLange introduced an email that he received earlier that day regarding a proposed ordinance before the County Court that declaring Harney County will uphold, sustain & support the 2nd amendment. If any state law was to pass that violates or inhibits the 2nd amendment, the county will not enforce it. Chief DeLange reminded everyone that the roads are slick and to drive slowly. Councilor Beers asked about vaping being illegal. Chief DeLange confirmed it is illegal for anyone under

18 to vape. If a minor in the school district has been caught vaping, the police are called in. If the student is 18, but still in school, the school district handles it.

Fire Chief, Robert Spence

Chief Spence stated that it has been slow the last month. Did attend to one flue fire, the roof was very icy due the homeowner spraying it before their arrival, but it worked out okay as they have the equipment to handle roof calls. The department has approximately 25 smoke detectors that they can install throughout the community. The new thermal imaging camera has arrived and is twice as small as the previous one that had gone bad, but works very well. Hines Fire Department is also continuing their on-going training with Burns Fire Department. Councilor Hutchins asked about the machine being battery powered or rechargeable in the truck. Chief Spence confirmed that it does charge in the truck. A discussion ensued about what the machine can see and the uses of the machine.

Acting Public Works Superintendent, Jerry Lewellen

Been moving a lot of snow. ODOT is no longer plowing the snow up onto the sidewalks, but are now slowly going along scraping it into the gutters along the sidewalks. Takes the public works guys a little longer now to remove all the snow from the roads. The overflow pumps are pumping approximately 125,000 gallons a day into the overflow as the water is not evaporating this time of year. The transfer pump is down, due to a broken screen. Alan's Repair is building a new screen for the pump and once it is complete, it will be installed. Pumps are pumping approximately 190,000 gallons of drinking water. The handheld for the meter readings no longer talks to the computer. All the bills will be averaged until a solution can be implemented. Councilor Miller asked if there were any problems with cars being parked on the road and plowing of side streets. A discussion about snow plowing ensued.

City Administrator, Kirby Letham

The City of Burns revised an agreement regarding the judicial services they provide regarding civil matters. The fee Burns charges for judicial services has increased from \$150.00 to \$300.00. The City of Hines did budget for the increase. The City of Hines has no other

choice at this present time. The Small City Allotment contract has been changed to deal with the ADA compliance legalities. Paving of certain roads that meet Hwy 20 must be rewritten in the contract, however the grant money most likely won't reach that paving project. Administrator Letham will get with Mayor Morgan to have the contracts re-signed. The grant money amount will not change and most will be used for the first project on the list. A contractor has contacted Administrator Letham regarding designing and building the park bathroom. He will also be applying for grants through the State of Oregon Parks Dept. Possibly using the money that has been raised for the bathrooms and grant money for other areas of the park. Councilor Miller asked about the lights from the mill site. Administrator Letham stated that the lights are being stored in Councilor Allison's garage. Need to come up with ideas on the how and where to use them. Brian Wall has been in contact with Administrator Letham regarding the skate park. There has been talk of a committee being put together and working with High Desert Park and Rec to upgrade the park. Discussion ensued of grants, private grants and other avenues of funding. In December the meter reader failed, staff are working on avenues of how to remedy that problem. Currently staff are working with Chaves to update the new water rates in the financial software. This project is on track for the February billings.

Public Comment – Non-Agenda Items:

Kerry Boggs

Announced that he was running for Harney County Sheriff. He gave his personal history and qualifications. Council members and city staff asked general questions. Councilor Miller asked about the refuge standoff. Councilor Hutchins asked about the 2nd amendment.

Old Business:

Police Car - Administrator Letham included in the council packets a breakdown of interest rates and payments from US Bank and Old West Federal Credit Union. One

option with US Bank and two options from Old West. A discussion ensued about details of each loan and each bank. The Council asked Administrator Letham to speak with US Bank to see if they would match the terms from OWFCU. The Council also asked Administrator Letham to speak with OWFCU about opening a savings account specifically for the loan payments and if they would be willing to waive any annual fees. Final decision tabled until questions answered. To be handled via email to council members.

Sale of Property (1992 Ford F250) – Bid that won was \$1,253.00 to Justin Hoffman. Councilor Beers made a motion to accept the winning bid in the amount of \$1,253.00 for the 1992 Ford F250 pickup. Councilor Breshears seconded the motion. All ayes, the motion carried.

New Business:

Donation request from Crossroads of Harney County – Bettina Bowman asked for donations for building improvements at the Crossroads. There will be an annual fundraiser dinner on February 29, 2020. They are asking for donations outside of Harney County as well to reduce over asking within the community. Mrs. Bowman asked if the city would be a \$200.00 table sponsor, which includes two dinner tickets or \$100.00 food sponsor which one dinner ticket. Mrs. Bowman asked the Hines Fire Department to donate “a ride to school in a fire truck” as a silent auction item, Chief Spence agreed. Councilor Breshears made a motion to donate \$200.00 for table sponsorship. Councilor Hutchins seconded the motion. All ayes, the motion carried.

Auditor – Administrator Letham brought to the Council’s attention to an email from Oster’s Professional Group, stating that they have not finished our current audit, and will not be doing audits anymore. The City will need to put out bids for a new auditor before April 2020.

Planning Commission Applicant – David Sneddon, shared his interest in filling the Planning Commission vacancy, gave his background and credentials. Mayor Morgan asked Mr. Sneddon questions and they had a discussion. Mayor Morgan appointed David Sneddon to the Planning Commission.

Public Comment:

Lola Johnson, Director of the Chamber of Commerce was given the floor for comment. She let the council know of upcoming events, including the chamber dinner on the 25th, a health fair on February and the bird festival. She expressed thoughts of maybe holding an event here at City Hall. On February 20th at 6pm, the Chamber is holding the State of the County and she would like the Administrator and the Mayor to both speak.

Council Comments:

Councilor Miller – Stated he called **Administrator Letham**, regarding the deer and about the City flyer which said a dog had been stomped. **Councilor Miller** stated he did some research with local veterinarians, and there were three dog stomping incidents as of record which all happened in the springtime. **Administrator Letham** stated that the lady that he talked to said that her dog was stomped in September. **Councilor Miller** also mentioned that the paving of West Hanley needs to be done first, so it doesn't get behind another year.

Councilor Hutchins – Would like past issues (such as the gas tax) that have been discussed with no decision made, to be left on the "old business" portion of the agenda, so they won't be forgotten and never dealt with.

Councilor Beers – Department heads are doing a great job and keep it up. Still would like to review the water rates.

Councilor Breshears - Department heads are doing a great job and keep up the good work.

Adjournment:

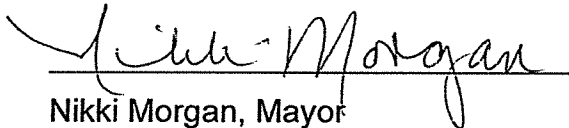
There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Breshears seconded the motion. All ayes, the motion carried, and the meeting adjourned at 7:55 pm.

Respectfully Submitted:

Kirby Letham

City Administrator

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


Nikki Morgan, Mayor

	January 23, 2020								
VENDOR	COMMENTS	City Hall	Police	Fire	Parks	Water	Sewer	Streets	TOTAL
ADVANCED NORTHWEST WELDING, INC.					3500.00	2000.00	453.00	2300.00	8,253.00
JORDEN ROOZEBOOM	MEALS FOR SNOW PLOW TRAVEL					40.00			40.00
									0.00
									0.00
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C02									0.00
Totals		0.00	0.00	0.00	3,500.00	2,040.00	453.00	2,300.00	8,293.00
Grand Total		8,293.00							8,293.00

12.22.000

[illegible]

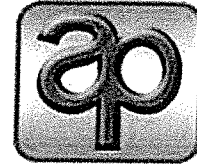
1.28.2020

City Administrator's Report

↓ - Diane Regaport - passed on January 17th

- I. Sale of '92 truck
 - a. Sold for \$1,253.00
 - b. Buyer showed up and it's a done deal.
- II. New Biz Oregon Rep Larry Holzgang – met today
- III. SEACT
 - a. John Day Gateway update
 - b. Ontario – Legislation to increase MJ funds in State Sharing Revenue
- IV. Tamra Mabbot – new DLCD representative met her last week
- V. CRT – Housing Committee
 - a. Met with Ontario City Manager
 - b. Committee will be meeting with local contractors
- VI. The new snow-plow – looks great!
- VII. Water Project
 - a. Billed So Far – see printout
 - b. Current actions and next steps
- VIII. LOC Letter
- IX. LS Networks Project – see table
- X. Upcoming Events
 - a. February 5th – DLCD meeting/Floodplain tour and training
 - b. February 15th – DEADLINE FOR SEI FILING!
 - c. February 20 – appeal to DEQ meeting for BioDynamics
 - d. March 10th – JointACT meeting in John Day (very good info!)
 - e. LOC Spring Conference – Hermiston, April 24th

CITY OF HINES, OREGON
WATER SYSTEM IMPROVEMENTS
INVOICE SUMMARY



January 7, 2020

Outlined hereafter is a summary of the billing tasks and enclosed invoices for work being completed on the City of Hines' Water System Improvements project. The table herein summarizes all invoices sent to date for the related work. Only the due invoices are attached. This table includes a summary of all invoices for the billing period through December 15, 2019.

AP Job No. 210-03

Invoice No.	Invoice Amount	Invoice Date	Invoice Status	Cumulative Percent Complete
Funding Assistance, Billing Group 030			Total Fee = \$2,700	
60439	\$ 2,614.63	10/31/2017	Paid	97%
Design Engineering, Billing Group 060			Total Fee = \$530,000	
65128	\$ 15,900.00	9/21/2018	Paid	3%
65301	\$ 26,500.00	10/25/2018	Paid	8%
65477	\$ 15,900.00	11/27/2018	Paid	11%
65659	\$ 15,900.00	12/31/2018	Paid	14%
65830	\$ 15,900.00	1/30/2019	Paid	17%
66038	\$ 15,900.00	3/8/2019	Paid	20%
66145	\$ 10,600.00	4/4/2019	Paid	22%
66333	\$ 10,600.00	5/6/2019	Paid	24%
66480	\$ 5,300.00	6/4/2019	Paid	25%
66636	\$ 15,900.00	6/27/2019	Paid	28%
66830	\$ 10,600.00	7/31/2019	Paid	30%
66954	\$ 15,900.00	8/29/2019	Paid	33%
67213	\$ 37,100.00	10/3/2019	Paid	40%
67398	\$ 26,500.00	10/31/2019	Paid	45%
67518	\$ 79,500.00	11/25/2019	Due	60%
67718	\$ 53,000.00	12/31/2019	Due	70%
Construction Engineering, Billing Group 070			Total Fee = \$415,000	
Project Administration, Billing Group 071			Total Fee = \$15,000	
Labor Standards Compliance, Billing Group 072			Total Fee = \$10,000	
O&M Manual, Billing Group 206			Total Fee = \$15,000	
Permits, Billing Group 207			Total Fee = \$25,000	
66037	\$ 1,477.50	3/8/2019	Paid	6%
67397	\$ 970.00	10/31/2019	Paid	10%

67517	\$	272.50	11/25/2019	Due	11%
Record Drawings, Billing Group 209			Total Fee = \$20,000		
Right-of-Way/Easements, Billing Group 211			Total Fee = \$30,000		
65476	\$	3,882.50	11/27/2018	Paid	13%
65658	\$	1,456.25	12/31/2018	Paid	18%
66037	\$	836.25	3/8/2019	Paid	21%
66479	\$	4,350.00	6/4/2019	Paid	35%
66635	\$	975.00	6/27/2019	Paid	38%
66829	\$	6,547.50	7/31/2019	Paid	60%
66953	\$	4,018.21	8/29/2019	Paid	74%
67212	\$	1,332.50	10/3/2019	Paid	78%
67397	\$	1,350.00	10/31/2019	Paid	82%
67517	\$	3,402.50	11/25/2019	Due	94%
Environmental Assessments/Reports, Billing Group 223			Total Fee = \$30,000		
65300	\$	1,716.25	10/25/2018	Paid	6%
65476	\$	1,899.02	11/27/2018	Paid	12%
65658	\$	395.25	12/31/2018	Paid	13%
65829	\$	5,063.75	1/30/2019	Paid	30%
66037	\$	888.75	3/8/2019	Paid	33%
66144	\$	671.25	4/4/2019	Paid	35%
67212	\$	288.75	10/3/2019	Paid	36%
Cultural Resources, Billing Group 226			Total Fee = \$125,000		
65127	\$	655.00	9/21/2018	Paid	1%
65476	\$	1,912.00	11/27/2018	Paid	2%
65658	\$	2,726.66	12/31/2018	Paid	4%
65829	\$	1,721.25	1/30/2019	Paid	6%
66037	\$	1,705.00	3/8/2019	Paid	7%
66829	\$	1,667.50	7/31/2019	Paid	8%
67212	\$	718.75	10/3/2019	Paid	9%
67517	\$	40,464.94	11/25/2019	Due	41%
67717	\$	9,766.53	12/31/2019	Due	49%

TOTAL INVOICED TO DATE (Through December 15, 2019) \$ 476,745.99 39.2%

Contract Amount \$ 1,217,700

Unbilled Amount Remaining on Contract \$ 740,954.01 60.8%

Administrator

From: LOC <loc@orcities.org>
Sent: Friday, January 24, 2020 2:21 PM
To: LOC
Cc: Tracy Rutten
Subject: LOC to Oppose Legislation Preempting Local Control for Water Projects

The LOC will be opposing legislation that preempts local governments, including cities, from enacting, adopting or enforcing any ordinance, resolution, rule or other law that prohibits, restricts or limits an evaluation, comparison or use of pipe or piping materials for a water project. To view the legislation, LC 199 (which the LOC anticipates will become HB 4043), [click here](#). The proponents of the bill have indicated they want local governments to consider plastic-based pipes for both drinking water and wastewater systems. The LOC has contacted numerous cities statewide and found that there are some cities who have implemented self-imposed restrictions or preferences for what type of piping can be used for certain types of projects or certain components of a water project. The reasons for those restrictions vary and include: water conservation practices; pressurization concerns for sections of drinking water piping; the ability to easily locate and repair leaks; asset management approaches (life-cycle costs); performance based considerations and ensuring that repairs to water lines are compatible with an existing system and existing piping.

We are encouraging cities to review this legislation with their public works teams and other staff (please provide any feedback to the email listed below). It has come to the attention of LOC that some local elected officials have received emails encouraging their city to support this bill. We would caution cities to review this request for support and the bill carefully with city staff, as again, the bill is a preemption and LOC is opposed. It is important for cities to understand that there is currently no statutory limitation that prohibits a local government from considering various types of piping. As a result, this legislation would insert the state into the local process for the building and maintaining of water infrastructure.

The LOC supports local control for cities to determine what will work best for their community and infrastructure needs. This legislation interferes with that local control, and we encourage cities to consider opposing LC 199/HB 4043 in order to preserve the ability to make necessary considerations at the local level. Any letters of opposition should be sent to the email below as it is unclear when the bill may be scheduled for a public hearing and since the timing for bills to be scheduled and heard can be in a very short timeframe.

Contact: Tracy Rutten, Lobbyist – trutten@orcities.org



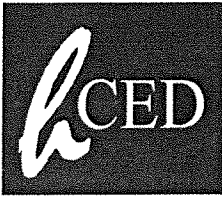
LOC Staff

503-588-6550

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

www.orcities.org





Harney County Economic Development

Report to City Council – Fourth Quarter (October, November, December) 2019 Activities

1. CRT Meetings:

- Monthly meeting attendance has held steady at about 16-25.
- At the October meeting we held a comprehensive review of the Economic Development Strategic Plan with status updates and celebration of successes. Evaluation of the steps yet to be completed, created a task list for the winter.
- CRT minutes, agenda and the Strategic Plan Action Steps created in October are available on the Harney County Economic Development website at www.harneycountyoregon.com

2. Clients Served:

- Approximately 5-6 existing clients are in regular contact for a variety of services which include startup equipment/facility funding, connecting clients with banking and financing options, helping with SAM, and various state and federal certifications.
- Two new businesses opened this quarter in the community, The Country Washboard self-serve laundromat in Hines and The Andalusian, a gift and home store in Burns.
- 3 new clients have started receiving services in this quarter. One is moving very rapidly to establish an ag- based processing operation.
- We have talked to two small industrial/manufacturing companies who are seeking relocation sites. Both are in the very early stages.

3. Education and Workshops:

- A Cash Flow for Your Business class in November had 19 attendees, including
- Classes for the 2020 season have been planned in cooperation with SBDC and SBA. Topics include Pricing your Products, Intro. to Quickbooks, How to Get your Work Published and several others. Dates and times will be made available in January. These are free offerings and will be held once a month.

4. Marketing:

- In agreement with the County Court, we have suspended the regular solicitation letters, but will occasionally send a specific needs letter out. A mass mailing went to Oregon, Idaho and Washington furniture stores last month, asking if they are interested in branching out to our community.
- We continue to place available commercial and industrial land on The Oregon Prospector site for sale.

5. Infrastructure Development:

- We are working with a local plumber's apprentice in order to help get the educational component completed. He was able to test out of a year of classes and is on track to take the journeyman test in the next two years.
- The collaborative relationship with SBDC has been very successful, with Chris Holloway coming to Harney County each month for several days to meet with small businesses and assist in areas of technical expertise, marketing, and start up support. This has allowed our office to work on several other projects, such as investigating Certified Industrial Lands, Brownfield clean up funding, and housing incentive programs.

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: January 28, 2020
SUBJECT: Discussion – Possible Public Comment Topics

Attachment(s)

- Livestock printout
- Letter from Bob Krauel
- City Code on “Kratom”

DISCUSSION:

There may be members of the community that have questions about the above topics.

City Municipal Code 06.08.020 (Ordinance 302)

- I. Livestock animals must be permitted
 - a. Signatures from neighbors
 - b. Council approval
- II. Only allowed to be kept until the age of 9 months
- III. Intent was to allow 4-H animals and poultry (chickens)
- IV. Meant to align with State of Oregon planning goals
 - a. Cities are for residences, commercial and industrial purposes
 - b. County land is for farming, animals and agricultural purposes

Planning Department
360 N. Alvord Ave.
Burns, OR 97720

Bob and Barb Krauel
115 N Section Ave.
Hines, OR 97738

Subj: Rough Draft of some thoughts/concerns on the proposed water tower

Meetings at 6:30 PM the 2nd and 4th Tue of the month at Hines City Hall.

The next meeting is Jan 28th- (the others are Feb 11 and Feb 25) – one needs to check with Hines City Hall to see the meeting date when the tank discussion is on the agenda. (In addition, Kirby tells me you can go to any scheduled meeting even if the tank is not on the agenda and there is time for public comment on any issue).

Kirby, at the Hines City Hall tells me the more people that voice their opinion at the meetings the better. Also that the tank bids plan to go out in February and they want to start installing the tank in March, as soon as the weather will cooperate.

1. Assume low profile structure which will blend in with the current landscape.
 2. Color to blend in with the environment- no murals etc.
 3. Noise level no worse than current tower tank
 4. No lights
 5. No increase in traffic to the tank, from what is current to the old tower tank
 6. Ensure a good back up system, of generator(s) and manual over ride (no dependence on computers- EMF) on the water tank system in the event of EMF or long term power outages (my understanding this also reduces insurance cost for the City of Hines). Need back up system that works long term.
 7. Ensure the valve(and piping) that connects the City of Hines and Burns water system functions properly and the valve is exercised as needed, allowing the new water tower to provide water to both Hines and Burns in an emergency.
 8. Any other thoughts or concerns?
 9. Please make your concerns in person at the City Hall meetings , or to them in letter form.
- 2+ years ?

Thanks
Bob and Barb
cell 541-390-5685

9.07.020 - Prohibition of unlawful intoxicating compounds and psychoactive substances.

- A. It shall be unlawful for any person, including a corporation or other entity, to manufacture, distribute, dispense, ingest, use, possess, purchase, attempt to purchase, sell, publicly display for sale, attempt to sell, give, trade or barter, any of the following chemical compounds and/or substances, including their salts, isomers, homologues and salts of their isomers and homologues:
1. Salvia Divinorum or Salvinorum A; all parts of the plant presently classified botanically as Salvia Divinorum, whether growing or not, the seeds thereof, any extract from any part of such plant, and every compound, manufacture, salts derivative, mixture or preparation of such plant, its seeds or extracts;
 2. Kratom; all parts of the plant presently classified botanically as *Mitragyna speciosa* Korth, whether growing or not, the seeds thereof, any extract from any part of such plant, and every compound, manufacture, salts derivative, mixture or preparation of such plant, its seeds or extracts;
 3. 1-Pentyl-3-(1-naphthoyl) indole (also known as JWH-018);
 4. 2-(3-hydroxycyclohexyl)-5-(2-methyloctan-2-yl)phenol (also known as CP-47/497), and the dimethylhexyl, dimethyloctyl and dimethylnonyl homologues of CP-47/497;
 5. 1-Butyl-3-(1-naphthoyl) indole (also known as JWH-073);
 6. 1-(2-(4-(morpholinyl)ethyl))-3-(1-naphthoyl) indole (also known as JWH-200);
 7. 1-Pentyl-3-(2-methoxyphenylacetyl) indole (also known as JWH-250);
 8. 1-Hexyl-3-(1-naphthoyl) indole (also known as JWH-019);
 9. 1-Pentyl-3-(4-chloro-1-naphthoyl) indole (also known as JWH-398);
 10. 1-(3-trifluoromethylphenyl) piperazine (also known as TFMPP);
 11. Any similar structural analogs of the above chemical compounds;
 12. Any other synthetic cannabinoids; and
 13. Any commercial products sold as aromatics or incense under the brand names Spice, Black Mamba, K2, Puff, Smoke, Skunk, Pandora Potpourri and Sugar Sticks or other brand names, that have been determined by chemical testing laboratories, law enforcement or other governmental agencies to contain any of the foregoing compounds.
- B. The Hines City Council may by resolution add to or amend the list of unlawful

intoxicating compounds and psychoactive substances identified in subsection (A).

- C. It is not a violation of subsection (A) of this section if the person was acting at the direction of an authorized agent of the City of Hines to enforce or ensure compliance with this law prohibiting the sale of the aforementioned intoxicating compounds or psychoactive substances.
- D. If any of the intoxicating compounds or psychoactive substances prohibited herein are found in the possession of any person, they may be confiscated and destroyed by law enforcement officials.
- E. This section shall not apply to drugs or substances lawfully prescribed or to drugs or substances which have been approved by the federal Food and Drug Administration or which are specifically permitted by Oregon law.
- F. A violation of subsection (A) is a violation under City Code Chapter 9.44.
- G. The City of Hines shall have the authority to seek an injunction against any person or business violating subsection (A). In any action seeking an injunction the City of Hines shall be entitled to collect its enforcement expenses, including reasonable attorney fees incurred at trial and on appeal.

(Ord. No. 315, § 1, 7-11-2017)

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: January 28, 2020
SUBJECT: Discussion on Loan for a New Police Car

Attachment(s)

- US Bank 2.606% Loan Schedule
- Comparative Loan Schedule: All available loans

DISCUSSION:

This is a continuation of the discussion the Council has about purchasing a new police car for the Police Department.

This discussion originated when a current police car, one of the Charger's, needed repairs that exceeded the value of the car itself. This led to the discussion on purchasing a new car rather than fixing the Charger.

Chief DeLange received a quote from Burns Ford for a 2020 Ford Explorer Police Interceptor, with another quote from LEHR to add police equipment to the vehicle. The total cost would be \$46,106.28.

The City has received 4 different loan options, two from Old West Federal Credit Union, and two from US Bank (see attached loan schedule comparisons).

The Council will discuss and decide which loan option is best for the City and make a formal decision to purchase the vehicle with additional equipment.

RECOMMENDED MOTION:

"I make a motion to accept {loan Council agrees on} and to purchase the 2020 Ford Explorer from Burns Ford with additional equipment for \$46,106.28."

Loan Amortization
Single Loan

1/28/2020

Quote #PQ-41882.....Do over maybe
Template.....GLF Muni Tax-Exempt_Periodic
Average life.....2.017 years
Average rate.....2.60602093%

Date	Starting Balance	Takedowns	Debt Service	Interest	Principal	Ending Balance
1/30/2020	\$ -	\$ 46,106.28	\$ 4,610.62	\$ -	\$ 4,610.62	\$ 41,495.66
1/30/2021	\$ 41,495.66	\$ -	\$ 14,558.99	\$ 1,081.39	\$ 13,477.61	\$ 28,018.05
1/30/2022	\$ 28,018.05	\$ -	\$ 14,558.99	\$ 730.16	\$ 13,828.84	\$ 14,189.22
1/30/2023	\$ 14,189.22	\$ -	\$ 14,558.99	\$ 369.77	\$ 14,189.22	\$ -
Total		\$ 46,106.28	\$ 48,287.60	\$ 2,181.32	\$ 46,106.28	
	=====	=====	=====	=====		

Ord Code: 500A CUST/FIT Name: CITYOFHINES

PO Number:

RETAIL

RETAIL

87R	RR VIEW MIR/CAM	NC
	FLEX-FUEL	
153	FRT LICENSE BKT	NC
	SP FLT ACCT CR	
	FUEL CHARGE	
	PRICED DORA	NC
	DEST AND DELIV	1195

TOTAL BASE AND OPTIONS 40480

TOTAL 40480

THIS IS NOT AN INVOICE

Your Cost 35,667⁸⁸

F1=Help

F2=Return to Order

F4=Submit

F5=Add to Library

F7=Prev

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC07879

*From Burns
Ford*



Sales Quote

Page: 1

3925 Fairview Industrial Dr SE Salem, OR 97302
Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 21196
Document Date: 12/11/2019
Terms: Net 30
Payment Method:

Sell Burns Ford
To: 188 N Broadway
Burns, OR 97720
USA
Phone: 541-573-6014

Ship Burns Ford
To: 188 N Broadway
Burns, OR 97720
USA
Phone:

Ship Via Installation
Location: Lehr - Salem
Blanket PO:

Customer ID 5766
SalesPerson Doug Fowler

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
	Hines PD 2020 PI SUV				
	Front end equipment				
EX0011	PATROL POWER HARNESS FRT MOUNT PI UTILITY 2020	PATROLPO WR	1	595.00	595.00
SA315P	SIREN SPEAKER 100W	WHELENPR	1	179.99	179.99
SAK66D	SPEAKER BRACKET-D/S UTILITY 2020	WHELEN	1	28.70	28.70
BK0534ITU20	PB400 PUSH BUMPER 2020 UTIL	SETINA	1	339.15	339.15
MCRNTJ	MICRON RED/BLUE (Grill inserts)	WHELENPR	2	87.68	175.36
	Factory headlight option 66A				
	Side lighting				
	Factory Driver spot light LED 51T				
	Factory mirror lights 63B				
IONJ	ION LIGHT RED/BLUE (Side cargo windows)	WHELENPR	2	89.99	179.98
	Roof Equipment				
ISFW508	INNER EDGE	WHELEN	1	774.20	774.20
ISDE	INNER EDGE FST/RST DUO BLUE/CLEAR	WHELENPA	4	38.40	153.60
ISDD	INNER EDGE FST/RST DUO RED/CLEAR	WHELENPA	4	38.40	153.60
NMOKHFUD25	COAX CABLE	RADIO	2	21.95	43.90
MMGSK	NMO 3/4" GASKET (Customer supplied VHF Ant.)	RADIO	1	4.75	4.75
MLB2700	CB ANTENNA	RADIO	1	42.50	42.50
	Rear lighting				
	Factory taillamp option 86T				
VTX609B	VERTEX SUPER-LED LIGHT BLUE (Backup housing)	WHELENPR	2	72.90	145.80
11.1005SF	LED FLASHER STROBE STYLE DUAL 3A OUTPUT	ABLE2	1	31.92	31.92
E-123	RELAY 30A (OEM LED Backflash)	MISC	5	6.95	34.75
	Factory liftgate LED's 43A				
	Officer area				
C-VS-1012-INUT	FORD PIU 22" CONSOLE ANGLED LOW PROFILE HVAC Adapter needed with 17A option	HAVIS	1	406.40	406.40



Sales Quote

Page: 2

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Ship Burns Ford
To: 188 N Broadway
Burns, OR 97720
USA
Phone:

Ship Via Installation
Location: Lehr - Salem
Blanket PO:

Customer ID 5766
SalesPerson Doug Fowler

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
CM009785-1	REAR HVAC CONTROL RELOCATION BRACKET 2020 PI SUV	HAVIS	1	47.32	47.32
C-CUP2-I	CON,ACSY,CUP HOLDER 4"	HAVIS	1	36.34	36.34
C-USB-2	DUAL 2.4A USB CHARGE MODULE	HAVIS	1	60.27	60.27
C-ARM-102	SIDE MOUNT ARMREST 2.75" WIDE PAD	HAVIS	1	59.70	59.70
C-EB35-VC1-1P	FACE PLATE 1 PC 3.5" Cust. Supplied V-Con Controller	HAVIS	1		
WPKM1	PARK-KILL MODULE	WHELEN	1	44.80	44.80
E-123	RELAY 30A (Horn Ring / Park kill)	MISC	2	6.95	13.90
C-EB25-T81-1P	FACE PLATE 1 PC 2.5" Cust. Supplied Kenwood 1 piece w/ speaker	HAVIS	1		
C-EB20-UNP-1P	FACE PLATE 2" Cust. supplied CB radio	HAVIS	1		
WEI-003	SINGLE GUN MINT (HANDCUFF LOCK) RP mount W/included timer & FP mounted mom. switch	WEISERSO	1	370.87	370.87
PRPSP4714UINT20A	Prisoner area POLY CNTR SLIDER WINDOW W/EXP METAL INSERT	PROGARD	1	795.60	795.60
S4702UINT20OSB	STD PRIS SEAT W/POLY WINDOW CARGO BARR AND OSB	PROGARD	1	1,446.70	1,446.70
WB47NPUINT20	STEEL WINDOW BARS FOR OEM DOOR PANESLS 20+	PROGARD	1	210.80	210.80
3SC0CDCR	COMPARTMENT LIGHT	WHELEN	1	52.50	52.50
INSTALL	Install				
F	INSTALL MATERIALS	OTHER	1	100.00	100.00
L	Shipping Charges	OTHER	1	300.00	300.00
	LABOR CHARGES	LABOR	1	3,610.00	3,610.00

Additional recommended factory options
18D Global Lock - Rear hatch not timed
47A Police engine idle feature - Allows officer to remove key w/ vehicle running to prevent unauthorized vehicle usage



Sales Quote

Page: 3

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Quote Number: 21196
Document Date: 12/11/2019
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To: 188 N Broadway
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Phone: 541-573-6014

Ship Burns Ford
To: 188 N Broadway
Burns, OR 97720
USA
Phone:

Ship Via Installation
Location: Lehr - Salem
Blanket PO:

Customer ID 5766
SalesPerson Doug Fowler

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
	43A - Rear Hatch lighting				
	68G Rear Door disable				
	55F - Remote keyless entry (4-Fobs)				
	63B Mirror LED's				
	66A Front headlamp package (R/B w/ White LED's)				
	86T Taillamp housing (Allows VTX609B install)				

Amount Subject to Sales Tax 0
Amount Exempt from Sales Tax 10,438.40

Subtotal: \$10,438.40
Total Sales Tax: \$0.00
Total: \$10,438.40

Lender	Rate	Loan Amt.	Paid Int.	Down	Total Paid
US Bank	3%	\$ 46,106.28	\$ 2,793.63	\$ 0.00	\$ 48,899.91
OWFCU	2.49%	\$ 41,497.45	\$ 2,066.57	\$ 4,610.83	\$ 48,174.85
OWFCU	1.99%	\$ 41,497.45	\$ 1,907.23	\$ 4,610.83	\$ 48,015.51
US Bank	2.61%	\$ 41,495.66	\$ 2,181.32	\$ 4,610.62	\$ 48,287.60

US Bank @ 3%		*No Down		
payment no.	Due date	Installment	Principal	Interest
1	1/30/2021	\$ 16,299.97	\$ 14,916.78	\$ 1,383.19
2	1/30/2022	\$ 16,299.97	\$ 15,364.29	\$ 935.68
3	1/30/2023	\$ 16,299.97	\$ 15,825.21	\$ 474.76
TOTALS		\$ 48,899.91	\$ 46,106.28	\$ 2,793.63

Old West @ 2.49%

*Loan for only 90% = \$4,610.83 down

*\$46,108.28 - 4,610.83 = \$41,497.45

payment no.	Due date	Installment	Principal	Interest
1	1/30/2021	\$ 14,865.77	\$ 13,832.48	\$ 1,033.29
2	1/30/2022	\$ 14,521.34	\$ 13,832.48	\$ 688.86
3	1/30/2023	\$ 14,176.91	\$ 13,832.48	\$ 344.43
	Down +	\$ 4,610.83		
TOTALS		\$ 48,174.85	\$ 41,497.45	\$ 2,066.57

Old West @ 1.99%

*Loan for only 90% = \$4,610.83 down

*\$46,108.28 - 4,610.83 = \$41,497.45

payment no.	Due date	Installment	Principal	Interest
1	1/30/2021	\$ 14,913.92	\$ 13,832.48	\$ 1,081.43
2	1/30/2022	\$ 14,383.02	\$ 13,832.48	\$ 550.53
3	1/30/2023	\$ 14,107.75	\$ 13,832.48	\$ 275.27
	Down +	\$ 4,610.83		
TOTALS		\$ 48,015.51	\$ 41,497.45	\$ 1,907.23

US Bank @ 2.6%

*Loan for only 90% = \$4,610.62 down

*\$46,106.28 - 4,610.83 = \$41,495.45

payment no.	Due date	Installment	Principal	Interest
1		\$ 4,610.62	\$ 4,610.62	\$ -
2	1/30/2021	\$ 14,558.99	\$ 13,477.61	\$ 1,081.39
3	1/30/2022	\$ 14,558.99	\$ 13,828.84	\$ 730.16
4	1/30/2023	\$ 14,558.99	\$ 14,189.22	\$ 369.77
TOTALS		\$ 48,287.60	\$ 41,495.66	\$ 2,181.32

RESOLUTION NO. 2276

**A RESOLUTION OF THE CITY OF HINES OREGON,
ACCEPTING CERTAIN IDENTIFIED UNANTICIPATED REVENUES,
IN THE FORM OF GRANT AND LOAN FUNDS FROM BIZ OREGON TO BE ADDED
TO THE WATER DEPARTMENT, AND AUTHORIZING ITS EXPENDITURE**

WHEREAS, the City, through its governing body, has been notified that unanticipated and unbudgeted funds in the amount of \$123,640.00 are available through a grant and/or loan from BizOregon for reimbursement for preliminary design and construction engineering, and environmental assessment for the Hines Water System Improvement Project; and

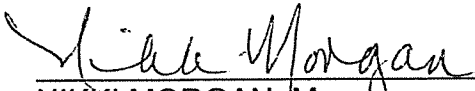
WHEREAS, the City desires to accept such funds for the purpose offered;

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

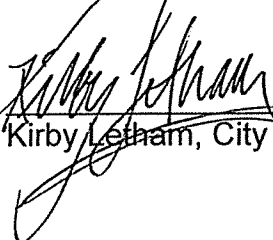
That effective immediately, the amount of \$123,640.00 is authorized to be accepted into a revenue line numbered and entitled "152-105-3-80-0111 WATER SYSTEM IMPROVEMENT", then transferred and expended from "152-105-5-40-0322 WATER SYSTEM/TOWER PROJECT."

APPROVED and ADOPTED by the Hines Common Council this 28th day of January 2020.

CITY OF HINES

By: 
NIKKI MORGAN, Mayor

ATTESTED TO BY:


Kirby Latham, City Administrator

RESOLUTION NO. 2277

**A RESOLUTION OF THE CITY OF HINES OREGON,
ACCEPTING CERTAIN IDENTIFIED UNANTICIPATED REVENUES,
IN THE FORM OF GRANT AND LOAN FUNDS FROM BIZ OREGON TO BE ADDED
TO THE WATER DEPARTMENT, AND AUTHORIZING ITS EXPENDITURE**

WHEREAS, the City, through its governing body, has been notified that unanticipated and unbudgeted funds in the amount of \$62,767.00 are available through a grant and/or loan from BizOregon for reimbursement for preliminary design and construction engineering, and environmental assessment for the Hines Water System Improvement Project; and

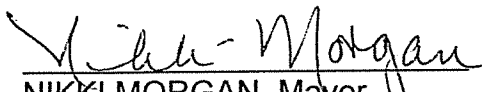
WHEREAS, the City desires to accept such funds for the purpose offered;

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

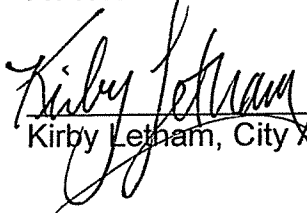
That effective immediately, the amount of \$62,767.00 is authorized to be accepted into a revenue line numbered and entitled "152-105-3-80-0111 WATER SYSTEM IMPROVEMENT", then transferred and expended from "152-105-5-40-0322 WATER SYSTEM/TOWER PROJECT."

APPROVED and ADOPTED by the Hines Common Council this 28th day of January 2020.

CITY OF HINES

By: 
NIKKI MORGAN, Mayor

ATTESTED TO BY:


Kirby Letnam, City Administrator

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: January 28, 2020
SUBJECT: Discussion on Donation Requests

Attachment(s)

- Letter from Harney Rattlers Fastpitch Softball
- Letter from the Rocky Mountain Elks Foundation

DISCUSSION:

These are two donation requests.

The City has \$1,633.00 remaining in the donation requests budget.

There is a separate line item budgeting the annual \$185.00 for the high school. That payment has not been paid yet.

Dear Supporter,

\$200 approved by Council
01/28/20

We want to invite you to become a supporter for our 2020 Harney Rattlers travel softball team representing Harney County! We established this team to offer these players the opportunity to play competitive softball at the next level. Our goal is to provide the local youth with the skills needed to play softball and the basic ideals of teamwork, sportsmanship, and fair play. Our team includes very talented players, all 14 years old and under along with three excellent and committed coaches. We are a North American Fastpitch Association sanctioned team participating in various tournaments around the State. Our tournament schedule begins in April and will continue through June.

Today, more than ever, our youth need to become involved in organized activities to become better leaders and young adults in our community. As a supporter of the Harney Rattlers, you will be helping our girls fulfill their dreams of hopefully one day playing at a higher level, whether its playing high school ball at Burns or even college softball.

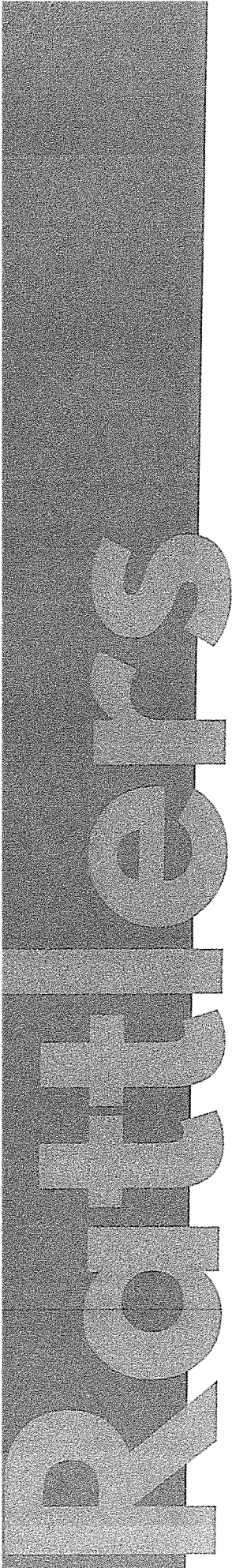
As a local supporter, your company name and logo will appear on our team banner at all of our games/tournaments. We will be able to pass out any literature, coupons, discounts or other marketing material from your business to our parents, grandparents, and other friends and relatives as well as on our social media Facebook page. We would like to thank you for considering our request and are very appreciative of any support. We look forward to representing Harney County!

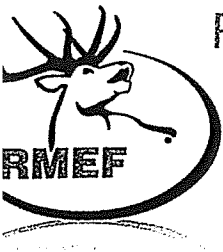
Sincerely,

Please make any checks out to:

Lindsay Davies - Harney Rattlers

HARNEY FASTPITCH SOFTBALL





ROCKY MOUNTAIN ELK FOUNDATION

January 15, 2020

FROM: Harney County Chapter of the RMEF
RE: 2020 Harney County Banquet Fundraising Event Donations

\$ 150 approved by
Council 1/28/20

The Harney County Chapter of the Rocky Mountain Elk Foundation (RMEF) is hosting our annual Fundraising Banquet and Charity Auction on March 7, 2020. We want to thank you for your generous support in the past and ask that you consider supporting us this year with a donation of products to be sold in our auctions or be a raffle prize, or by providing the underwriting of merchandise. All of our donors receive recognition, thanks and a tax-deductible receipt for the Fair Market Value of their donation.

RMEF is a non-profit 501(c) (3) organization dedicated to conservation of wildlife habitat and education in this field. A national leader in land protection and conservation, RMEF is dedicated to ensuring a healthy and sustainable future for wild elk and other wildlife, their natural habitats, and America's rich and vital hunting heritage. RMEF serves its members as well as America's conservation heritage and the common good through science-based, sportsman-focused land protection, habitat enhancement, advocacy, education, and other related programs at the local, state, and national level. Nationally, since 1984, RMEF has conserved or enhanced over 7.4 million acres and helped reintroduce the Rocky Mountain species of elk into 8 eastern states where elk were extinct!

In Oregon, RMEF and its partners have completed 928 conservation and hunting heritage outreach projects with a combined value of more than \$62.3 million. These projects have protected or enhanced 806,240 acres of habitat and have opened or secured public access to 133,569 acres.

Our banquet is a fundraising event enjoyed by individuals, families and businesses. We have a great dinner, live and silent auctions, and many fun games and raffles where attendees can win some incredible prizes. We welcome donations of goods which can be auctioned or raffled off or money which is used to underwrite a specific item or banquet costs. As a donor, you are recognized in our program and we can display your logo for advertising at the event. Additionally, we hope you will consider purchasing a sponsor table and bringing some of your deserving employees to enjoy the evening with us.

We look forward to hearing from you and hope to see you there. If you have any questions, we can be reached at ronwassom@gmail.com (541-589-0372) or yekel@centurytel.net (541-589-0697).

Thank you again, your support makes a difference and helps us make a tremendous impact.

Best Wishes,
Ron Wassom and Stuart Yekel, Harney County Chapter Co-Chairs

Shane Stenquist | Regional Director, Northern Oregon
82596 Hwy 82 | La Grande, OR 97850 | (541) 786-7836 | sstenquist@rmeff.org
5705 Grant Creek Rd. | Missoula, MT 59808-8249 | (800) CALL ELK | WWW.RMEF.ORG

TO: Hines City Council
FROM: Kirby Letham, City Administrator
DATE: January 28, 2020
SUBJECT: Discussion on Boomer's: A Request for TLT Funds

Attachment(s)

- Boomer's Donation Request List
- Boomer's Donation Form

DISCUSSION:

This is not the usual request for the City to donate funds. This is a request for the City to spend it's Transient Lodging Tax funds in support of a community event.

Boomer's is spearheading a motorcycle rally called the "Hines Helmet Head Rally 2020."

The City has \$8,755.00 remaining in its budgeted TOURISM PROMOTION TRT account.

Recommended Motion:

"I make a motion to use funds from the budgeted 'TOURISM PROMOTION TRT' account to support the Hines Helmet Head Rally in the amount of \$??."



HINES HELMET HEAD RALLY 2020

BUSINESS SPONSORSHIP APPLICATION

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ **WEBSITE:** _____

BUSINESS DESCRIPTION (15 WORDS OR LESS): _____

CONTACT NAME: _____ **PHONE:** _____

EMAIL: _____

DOES YOUR BUSINESS HAVE A LOGO YOU WOULD LIKE TO USE? _____ **EMAIL**
YOUR LOGO IN A JPEG OR PNG FORMAT TO BOOMER@BOOMERS-PLACE.COM

SELECT ONE OF THESE 1 YEAR SPONSORSHIP LEVELS: INITIAL YOUR SELECTION

_____ **PREMIUM LEVEL - \$650 (ONLY 6 AVAILABLE)**
HAVE YOUR LOGO ON EVERYTHING!! EVENT WEBSITE (LINKED TO YOUR WEBSITE WITH YOUR COMPANY BIO), BANNERS, FLYERS (250 DISTRIBUTED OVER THE NW), EVENT T-SHIRTS LOGO LISTING & SPONSOR/CONTRIBUTOR SHEETS.

_____ **STANDARD LEVEL - \$325 (30 SPACES AVAILABLE)**
HAVE YOUR LOGO ON THE EVENT WEBSITE (LINKED TO YOUR WEBSITE WITH YOUR COMPANY BIO), LISTED ON THE 250 FLYERS (DISTRIBUTED OVER THE NW), EVENT T-SHIRTS LISTING, SPONSOR/CONTRIBUTOR SHEETS.

_____ **BASIC LEVEL - \$175 (60 SPACES AVAILABLE)**
LINKED LOGO & COMPANY BIO ON THE EVENT WEBSITE, SPONSOR/CONTRIBUTOR SHEET



HINES HELMET HEAD RALLY 2020

CONTRIBUTOR SUBMISSION FORM

EVENT DATES: JULY 31ST, AUGUST 1ST & AUGUST 2ND

EVENT LOCATION: HINES CITY PARK & BOOMER'S PLACE

**THANK YOU FOR MAKING A CONTRIBUTION TO OUR EVENT.
THE CONTRIBUTOR LIST WILL BE SEEN BY 3000-4000 PEOPLE IN
CONJUNCTION WITH THIS EVENT. YOUR CONTRIBUTION WILL BE PART OF
SOME PRIZE PACKAGE INTENT ON BRINGING YOUR BUSINESS ADDED REVENUE
THROUGH EXTRA EXPOSURE TO THE EVENT PARTICIPANTS. YOUR BUSINESS
WILL ALSO BE LISTED ON OUR EVENT WEBSITE AS A CONTRIBUTOR.**

CONTRIBUTOR NAME:_____

BUSINESS NAME:_____

MAILING ADDRESS:_____

PHONE:_____

EMAIL:_____

**PLEASE PROVIDE A BRIEF DESCRIPTION OF THE ITEM(S) YOU WILL BE
CONTRIBUTING:**

PLEASE ALSO PROVIDE AN APPROXIMATE RETAIL VALUE: \$_____

WE APPRECIATE YOUR SUPPORT & THANK YOU FOR HELPING US!!!

TO: Hines City Council

FROM: Kirby Letham, City Administrator

DATE: January 28, 2020

SUBJECT: Discussion on Finding a New Auditor For The City
Attachment(s)
- Copy of Request For Municipal Audit Services

DISCUSSION:

The City's auditor, Oster Professional Group, has informed the City that they will no longer be providing auditing services.

This is a request for proposals to publish and

RECOMMENDED MOTION:

"I make a motion to publish the Request For Proposals as presented [or as revised] to secure a new accounting firm for auditing."

CITY OF HINES REQUEST FOR PROPOSAL FOR MUNICIPAL AUDIT SERVICES

The City of Hines, Oregon invites proposals from qualified independent certified public accounting firms for annual audit services. It is the intent of the City to negotiate a three-year contract, with the second- and third-year contingent upon the successful, timely completion of the first year of the contract. An option to extend the contract through a fourth and fifth year may also be granted upon approval of the Hines Common Council.

Successful candidate is to conduct the financial and compliance audit of the City's books and records, and to prepare and express an opinion of the City's annual financial statements. Principal Auditor must be a Certified Public Accountant and firm must be registered to do business in the state of Oregon.

City Background

The City of Hines operates with a mayor, six-member council and city administrator. The mayor and council members each serve four-year terms.

The City has three full-time employees in the public works department, three full-time in police, the city administrator, treasurer and part-time utilities clerk. The volunteer fire department has 11 members who are paid for their training and fire-fighting duties. The City's services to 1,560 residents include water, sewer, streets, parks, planning and development, code enforcement and general administrative services. The City presently has three outstanding debt issues totaling just under \$1 million, incurred when building a lagoon system, developing water and sewer lines into the industrial park. We have begun a Water System Improvement Project which is funded through the Safe Drinking Water Revolving Loan Fund with Biz Oregon. This project will increase our debt issues by another \$7 million.

Accounting System

Financial accounting records are computerized using a customized software developed by Chaves Consulting of Baker City OR. Modules within the software include payroll, utility billing (every other month), general ledger, accounts payable, bank reconciliation, fixed assets and cash receipts.

The City maintains three funds with four departmental units under the General Fund (City Hall, Police, Fire and Parks). The other three funds are Water & Sewer Fund, Streets Fund and Capital Projects Fund.

Submission of Proposal

A copy of the proposal must be submitted in a sealed envelope, plainly marked "Confidential Audit Services Proposal", addressed to City Administrator Kirby Letham, PO Box 336, 101 E. Barnes Avenue, Hines OR 97738. The proposal is due no later

than 5:00 pm on Monday, April 6, 2020. For additional information, contact Kirby Letham at administrator@ci.hines.or.us or by calling (541) 573-2251.

Proposal Requirements

Proposals should include the following:

1. Firm name and address, as well as name and contact information for primary contact.
2. Names of local partners/principals and the number of local personnel on the Oregon Municipal Roster.
3. A list of partners, managers and other key staff people who may be assigned to the City's account, including resumes indicating assigned staff's experience in auditing governmental jurisdictions.
4. Outline a work plan and related time schedule for each significant segment.
5. Name the Oregon local government jurisdictions presently audited by the firm.
6. Describe any regulatory action taken by any oversight body against the proposing audit organization, if any.
7. Include most recent quality control review report or peer review for the firm.
8. Include the all-inclusive fee/cost that your firm will charge the City for the entire audit, by year for the three-year period.
9. Indicate the fee/cost that your firm will charge the City for the preparation of the Single Audit Report required under OMB Circular A-133, should the City be subject to it.
10. Indicate fee(s) your firm will charge the City for special requests, reports and professional advice above the scope described in the Request for Proposals.

Selection Procedure

Proposals will be screened by the City Administrator, Treasurer and/or mayor.

Interviews may be conducted with the finalist(s). A recommendation will be made to the Hines Common Council at their next regular meeting on Tuesday, April 14, 2017. 2020

Evaluation Standards

The following evaluation standards shall be used in scoring each proposal, each accounting for 20%:

1. Understanding of the engagement and work to be performed
2. Experience with municipal engagements
3. Staffing: experience and expertise of audit team
4. Audit approach, work plan and estimated hours to be devoted to engagement
5. Fees: proposed audit fee; services beyond audit scope; A-133 fee, if needed

Any proposal that scores a zero (unacceptable) in any category will be rejected, regardless of the total score.

Scope of Audit

The minimum standards for audits of Oregon Municipal Corporations as adopted by the Secretary of State and approved by the Board of Accountancy will govern the audit. The City's Annual Financial Report shall conform to reporting standards for government entities as determined by the Governmental Accounting Standards Board (GASB) and or the Financial Accounting Standards Board (FASB), as appropriate. The audit will be done in order for the accounting firm to express an opinion on the financial statements of the City of Hines, and to determine if the City has complied substantially with appropriate legal provisions.

The City has received federal and state grants and loans, and the audit must meet all requirements of the federal and state government for auditing those funds.

The City will provide staff assistance as is reasonably available. The City will furnish the following information and work papers in conjunction with the audit engagement:

1. Trial balances for all funds subjected to the audit.
2. Bank reconciliations for all accounts of the City that are subject to audit.
3. Detailed reconciling records or lists of investment, interest income, assessments, utility billing, payroll, accounts payable and accounts receivable, as of June 30 of each fiscal year.
4. Other reconciliations and information as required by the auditing firm and mutually agreed upon.

Any unusual conditions encountered during the course of the audit, where services of the auditing firm must be extended beyond the normal work anticipated, will require written notification to the Treasurer, who will respond in writing concerning the additional services.

All funds and accounts of the City are to be covered by the audit examination. The audit will lead to the expression of an unqualified opinion on the financial statements, unless the auditor justifies to the City Administrator in advance, in writing, the reasons for an opinion that is less than unqualified. The auditing firm is expected to provide the City with a summary of any audit-adjusting entries, upon completion of the field work.

Recommendations based upon the auditing firm's review of the adequacy of internal accounting controls and other audit investigations will be made as part of a formal management report separate from the audit. Such associated costs will be included in the audit fee. The discussion of these recommendations will be with the City Administrator.

An exit conference is required of the auditing firm on completion of the preliminary draft report to inform the City Administrator of pertinent findings. Formal report presentations by the auditing firm may be required before the Hines Common Council, upon completion of the final report.

All work papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend

the retention period. The auditor will be required to make working papers available, upon request, to the City of Hines.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

The auditing firm shall include in their auditing fee the cost of providing ten (10) copies of the audit document.

Conduct a single audit covering the City's Federal grants, as required by the Single Audit Act and the Office of Management and Budget Circular A-133, if required (an additional fee may be charged for this service).

Prepare and provide a Management Letter.

Provide technical assistance to City staff on various accounting and reporting questions.

Audit Schedule

The audit contract may start as soon after the contract document is executed as is agreeable to all parties, but no later than July 1, 2020. The written audit report shall be completed and delivered within a reasonable time, but no later than December 1, after the close of the audit period ending June 30 of each year.

Use of Audit

Ownership of the audit report belongs to the City of Hines and it is expressly understood that publication of the audit, in whole or in part, or reference to the audit, will be at the sole discretion of the City.

Penalty for Non-Completion

A penalty of \$50 per day may be charged if the reports are not completed by December 1 of the year following the fiscal year being audited, unless the delays are attributable to the City of Hines, or the contracting parties mutually agree to a later submission date. If December 1 falls on a weekend, then the following Monday becomes the due date.

Contract Termination

Either party may cancel the contract for an audit year by giving notice in writing to the other party at least ninety (90) days prior to July 1 of any year.