

**MINUTES FROM
A MEETING OF THE HINES COMMON COUNCIL
April 13, 2021**

Present:

Mayor:

Nikki Morgan

Council:

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

City Staff:

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

Public Audience:

Duane Hutchins, Tom Choate, Tammie Choate, Eldon Hart & Sally Hart
Kenny McLean and Chelsea Jones (Harney Lawn & Irrigation) via telephone

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

Approval of the April 13, 2021 Agenda

Councilor Beers made a motion to approve the agenda for April 13, 2021 as presented. Councilor York seconded the motion. All ayes, the motion carried.

Approval of the March 23, 2021 Meeting Minutes

Councilor Beers made a motion to approve the meeting minutes from March 23, 2021. Councilor Shepherd seconded the motion. All ayes, the motion carried.

Accounts Payable for April 13, 2021

Councilor Beers made a motion to approve the accounts payable for April 13, 2021 in the amount of \$104,948.52. Councilor Quick seconded the motion. All ayes, the motion carried.

Department Reports

Chief DeLange – Reported there has been 200 calls since his last report. Domestic Violence calls are averaging 1-2 per day. Theft calls are still up. Law enforcement has seen a lot of backlash since the shooting in MN on Sunday. Politicians are pushing for police reform. Feds are pushing gun control. This could impact state & local areas. Hines PD will not enforce laws that infringe on a citizen's constitutional rights.

Chief Spence – 6 calls to 911 since last month, all pertaining to smoke and/or grassfires and 1 car fire. Fire season has begun. Firefighters still attending training. Will work with Burns FD to decide on when the burn ban will begin. Chief DeLange added that if a resident is going to burn to make sure they contact dispatch at (541) 573-6156 before lighting the fire so that fire and police do not respond unnecessarily.

City Administrator Letham – Administrator Letham presented the report for Public Works as Superintendent Lewellen could not be present. Still too cold to open the bathrooms at the Park. The Public Works crew have been spending a lot of time cleaning up the Parks. Winter equipment has been stored. He then transitioned to his report. As part of the Water Project, GIS maps have been created. Currently they show the new water lines, valves water meters and part of the sewer line. Once finished with the water project they will finish mapping the sewer line also. Brownfield Grant update – The County was awarded a \$600K grant to complete Phase 1. Phase I is to identify properties that may have environmental issues. Seven properties have been identified to complete the Phase 1 assessment. Phase I will continue through the summer with a report due in October. Phase II would be to create a workplan of what would be needed to get the properties cleaned up. Phase III would be the actual cleanup. Advised the Council that Service Line Warranty America (SLWA) is the company that has contacted residents about procuring service of their water & sewer lines from the City lines to homes. They are changing their name to Home Warranty Alliance. Showed the Council that residents can access City ordinances, resolutions and meeting minutes and agendas through the City website (www.cityofhines.com) if they click on the Municode link.

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

Duane Hutchins – Has noticed when he has been walking around town that there seems to be a lot of trash. Would it be possible to contact the Probation Dept to see if they have a crew they could send out? Administrator Letham said he would investigate it. He has been approached by a couple of churches looking for service projects.

Old Business:

Appraisal Report – Volle Property

Administrator Letham advised that an appraisal has been received for the Volle property on Hilltop. Mr. Volle did submit a request for building permit that was turned down. He has advised that he may appeal to the Planning Commission. The Mayor told Mr. Volle that he has the right to appeal the decision to the Planning Commission. The land was appraised at \$8,000 in the appraisal. The Council did not pursue a discussion on whether they would purchase the land.

Park Sign/Reader Board (Review of Cost)

Administrator Letham read the breakdown of the cost of the project. Through the offers of volunteer time, labor and materials, the total cost of the project is estimated at \$8,500.

This will be paid out of TLT funds. *Councilor Beers made a motion to approve the Park/Sign Reader Board at the estimated cost of \$8,500. Councilor Quick seconded the motion. All ayes, the motion carried.*

Bathroom Bid Package

Administrator Letham read an email from Anderson Perry showing some comparisons for the proposed park bathroom. Options were discussed. Tom Choate asked if the Council would give him the chance to volunteer to contact some engineers that he knows to see if they would design a bathroom cheaper than what Anderson Perry has put forward. Subject tabled until more research can be completed.

Park Underground Sprinkler Bids

Three contractors submitted bids for underground sprinklers at the City Hall Park, the Fire Hall Park and the Skate Park. Mr. Hutchins asked if the City knows how much has been saved by having underground sprinklers installed in the Main Park. Administrator Letham said he did not have the numbers, but time spent watering has been cut dramatically as well as the labor savings from Public Works not having to turn sprinklers on/off. Mayor Morgan asked Harney Lawn & Irrigation if the timeline the City is requesting going to work for them if they are awarded the contract. They have cleared space in their schedule to complete the City work according to the City schedule. Councilor Shepherd asked if the City must go with the lowest bid and was told no. Mr. McLean reminded the Council that they do guarantee their work for one year and that it was included in their bid. Councilor Beers asked if the other bidders guaranteed their work. No warranty was included in the other bids. *Councilor Quick made a motion to accept the bid from Harney Lawn & Irrigation for \$50,712.20. Councilor York seconded the motion. All ayes, motion carried.*

Resolution 2300 – Water Rate Conversion and Revision of Usage Rates

Administrator Letham advised that at this time he would not read the resolution. He included it so that the Council could review the upcoming water rates. The new resolution will not go into effect until the new water meters are in use. The rates will need to be changed as water usage will be measured in gallons instead of cubic feet.

Harney Housing – Update on Lot Donation and Program Plan

The Council voted to donate a lot on the south end of Saginaw Avenue. After reporting this to the Housing committee, the lender came back and said they would require the donating entity to also put up 20% in cash as part of the lending. The City would receive the money back when the house sells. Administrator Letham asked if the land would be considered as part of the 20% and asked if the site prep costs (survey, system development, etc.) counted toward the 20% as well. The Mayor commented that we have donated the land and waived fees for water & sewer. Councilor Shepherd said this was why she voted against this originally as she felt there were things not spelled out completely. There were 4 County lots in Burns, 1 lot in Hines. Burns did not have a lot they owned that was not in the flood plain. The lot in the City of Hines was picked as the

first lot to develop. Administrator Letham said he will go back and see what the lender is willing to do for the City and will bring that information back to the Council.

New Business:

Public Health Request – Vaccination Pamphlet in Water Bill

The Public Health Department reached out to the City to see if they could have a pamphlet regarding vaccination. The Mayor said if it does not say that the City is promoting this it should be fine. Councilor Shepherd agreed. Councilors expressed concern about it looking as if the City was promoting the vaccinations. *Councilor Beers made a motion to deny the request to include vaccination pamphlets in the water bill. Councilor Shepherd seconded the motion. All ayes, motion carried.*

Anderson Perry GIS Support Contract (Water/Sewer Mapping)

Administrator Letham explained that the GIS Mapping program was included with the water project. They have presented an agreement for additional GIS service after the original contract expires for an additional year of support, training and mapping services. The Mayor said she believes this is worth the cost. *Councilor Beers made a motion to approve the GIS Support Contract in the amount of \$5,430.00. Councilor York seconded the motion. All ayes, the motion carried.*

Public Comment Period (Speaking time limits may apply):

Tom Choate – Expressed concern regarding the park landscaping bid. He said that the City could get challenged for choosing a contractor that may not have had the lowest bid. He feels the City did not follow protocol. He believes the City has put itself in jeopardy and that the award could be challenged. The City needs to make sure it is following the same guidelines each time a decision is made. If the Council wants to see a breakdown of costs, then that request should be in the bid request.

Mayor and Council Comments

Councilor York – None

Councilor Quick - None

Councilor Beers – Has been asked who is responsible for some of the brush at intersections. He asked if there is an ordinance regarding visibility. Administrator Letham said yes, and that it is typically the property owners' responsibility. If it is City property, the responsibility lies with the City. Also, Councilor Beers to the department heads, keep up the good work.

Councilor Shepherd – Apologized to the Council and residents for being late to the meeting.

Mayor Morgan – Regarding the bids, it did make a difference that one of the bids was a lump sum and the others had a breakdown of costs.

Next Council Meeting is scheduled for April 27, 2021 at 6:30pm.

Adjournment:

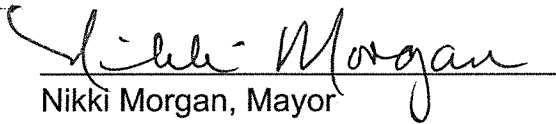
There being no further business, Councilor Beers made a motion to adjourn the meeting. Councilor Shepherd seconded the motion. All ayes, the motion carried. Meeting adjourned at 8:10pm.

Respectfully Submitted:

Kirby Letham

City Administrator

ACCEPTED AND APPROVED BY THE CITY COUNCIL ON April 27, 2021.


Nikki Morgan, Mayor