

**BURNS CITY COUNCIL  
JANUARY 10, 2024**

The Burns City Council met in regular session on January 10, 2024, at 6:00 p.m. Members present were as follows:

Mayor: Jerry Woodfin  
Councilors: Jen Keady  
Jen Hoke  
Heather Smith  
Tod Gahley

Also, in attendance were City Manager Judy Erwin, Fire Chief Scott Williamson, Public Works Director Ty Richardson, and City Clerk Tiffany Leffler. Also present via Zoom, was Police Chief Steve Macartney.

**PUBLIC COMMENT**

There was no public comment given.

**AGENDA APPROVAL AND ADDED ITEMS**

Mayor Woodfin added a donation request from the BHS Booster Club to New Business and Resolution 24-773 and Resolution 24-774 to Resolutions/Ordinances.

Councilor Keady made a motion to approve the agenda with the added items. Councilor Gahley seconded the motion. All ayes.

**CONSENT AGENDA**

**1. Regular Meeting Minutes – December 13, 2023**

Councilor Keady made a motion to approve the Consent Agenda. Councilor Gahley seconded the motion. All ayes.

**APPLICATION FOR CITY COUNCIL POSITION – CHASE PATTERSON**

Chase Patterson submitted a letter of interest to the Burns City Council for open Council Seat #4 and it read as such:

# Chase Patterson

885 W Madison ST, Burns, OR 97720

ChasePatterson23@gmail.com

(541)-589-2325

To Whom It May Concern,

I am writing this letter with the intent of showing my interest in filling a position on the Burns city council. I am confident that with my knowledge, skills, and hard work ethic, I will constantly strive to fulfill the duties placed before me. I am excited to hopefully get the opportunity to work alongside great people who also have the best interest of this community in mind.

I grew up in Burns and have called it home for many years. I love the small community, the remoteness of our location, and everything else that makes this town so unique. It was for those reasons and many more that I decided to return to Burns after 5 years away at school. It was time for me to settle down and grow roots somewhere, and I couldn't think of a better place to be.

As I look out into our community, I see a new generation of people returning to Burns and beginning to raise kids of their own, myself included. This leads our conversations to be centered around what we think the town will be like for our kids as they grow up. While we might not know the answer to that question, it seems evermore important to stand up and be a voice for a populous beginning to raise the next generation of this great community. It is for these reasons, and many more that I hope you will consider me for the position of the Burns city council.

Sincerely, and respectfully,  
Chase Patterson

Councilor Keady said she was super excited to have him on the council and didn't feel like anyone else wouldn't want him to be. She said they have been looking for someone just like him. He's young, energetic, positive and forward thinking. She said she was excited to be a part of it.

Councilor Keady made a motion to appoint Chase Patterson to open Council Seat #4 effective immediately. Councilor Smith seconded the motion. All ayes.

City Clerk Tiffany Leffler Swore Councilor Patterson in, and he joined the other councilors at the podium.

## **NEW BUSINESS**

- 1. Harney County Chamber – Deanna Thrall – Tourism** – Deanna Thrall presented council with a thank you card for the city's \$200.00 donation to the Shop Harney Sweepstakes. She informed them that there were 395 entries into the sweepstakes. That totaled \$19, 301.00. This is the first year they did this, and they gave away \$900.00 in Shop Harney Gift Cards. She informed them that they would like to start doing this annually. She also, has been working with Justin Ostermeier out of Tillamook, Oregon. He is with a Strategic Planning Organization. He has also been the Chamber Director for Tillamook for the last 12-15 years and has branched out and started doing consulting. She then gave the councilors an overview of the Chambers 2-to-3-year plan. They have 3 goals. The first goal is to enhance year-round visitation and visitor spending. Second, is to deliver a high quality and authentic visitor experience, and the third, to support sustainable tourism development opportunities. She expanded on each of those areas and what they were wanting to do to achieve these goals.

Councilor Keady said she felt the pamphlet was beautiful and congratulated her on it being the best thing she had seen come out of the Chamber.

Deanna Thrall also wanted to inform everyone that the Chamber would be doing Business Education classes. They will be via Zoom but there will be a live instructor and it will take place every Tuesday at the Chamber. They will be networking from 9:00 a.m. to 9:30 a.m. The first 4 classes they will be offering are, marketing and growing your Business without social media, making the most of your Google Business Profile, refocusing on Mainstreet (small businesses and healthy down towns), and Trademarks, property rights, and other forms of intellectual property. They also will have a Chamber Awards Dinner coming up on February 3<sup>rd</sup> and it will be held at the Elks. She informed everyone that tickets had went on sale that day. They also are doing a coupon book. There were 32 businesses that donated coupons, and they are selling at \$50.00 apiece. She informed them that there were 2 coupons in the book that were worth \$50.00 all by themselves.

2. **Culvert Issue on Washington** – Jody Hill explained that the city had come down and done some great work and helped them find the culvert going underneath Gordonia. They've cleaned out each side and replaced part of the culvert going underneath Washington Street. He has looked high and low for pipe to put in that section to tie the culvert in to the drainage ditches but has had no luck. They have it excavated out and have graded it as well. It has been years trying to fix this drainage problem. He was there that evening to ask the city to donate 60 feet of 8-inch pipe for him to finish fixing the drainage issue that is affecting so many people down in that area. He said the city themselves have spent time and money on this very same issue. He is just trying to solve it once and for all.

There was more discussion had on issues they had run into while trying to find the materials they needed and ways the city and community could work together to fix the issue at hand.

Councilor Keady asked if there was anything that Public Works Director Ty Richardson could add to what was being said.

Public Works Director Ty Richardson said he had got most of the history on this from Jody Hill. He said there was an issue with working on private property unless there is an easement or right of way. He did the research and could not find either. He informed Jody Hill that there were vendors in Bend, Oregon, that would have the product he was looking for. He said if hauling it was the issue, he could not help there either because the city could not haul pipe for a private citizen. City Manager Judy Erwin had spoken with the city attorney, and he recommended to not give or sale the pipe.

City Manager Judy Erwin said she had spoke with the City Attorney and he recommended not selling or giving the pipe to a private citizen and on private property. If they do that, they will have to do it for every other citizen. She said Jody Hill had also asked for some of the old pipe the city does have, and Ty had informed her that it had sat out in the sun for so long that it's not good anymore.

Jody Hill said at the end of the day if the city can't support them on this and can't donate pipe, they will go another way, but he was just trying to see if something could possibly be available here.

There was more discussion between the councilors on ways they could possibly help.

Councilor Gahley said it seemed to him there should be some way around this. He couldn't help but wonder if the city attorney didn't understand the situation. Even though this is on private property, by not being able to solve the problem, it has had an effect on the public.

Councilor Keady asked Jody Hill if all he needed at this point to finish fixing the drainage issue was the pipe.

Jody Hill told her that was correct and if the city could help with the 8-inch pipe, he will put it in, cover it up, and seal it into the 12-inch pipe. He explained the reason why at this point he hadn't just added 12-inch is because if he did that it would back up anyway, so he felt they should size it the right way and fix the problem all together.

Kim Hill wanted to make the council aware that even though they are asking for the pipe, they will be, and have been trying to get this going themselves to make this work. They still have to go behind 700 East Washington and dig that out to continue that drainage from Gordonia to Washington Street, so it will continue.

Councilor Keady pointed out that in the pictures Jody Hill brought of the years of work done trying to fix the culvert issue, there was a picture dated for 2011. She asked him if they had been dealing with this for that long.

Jody Hill informed her they had been. He felt it would be cheaper for the city, because they have used their own resources and time to help resolve this issue. He said the prior year he believed they had even burned up a pump doing so.

Councilor Gahley said he was inclined, despite legal advice, and supply them with the pipe because this is an issue that the city has been involved in trying to resolve as well.

Mayor Woodfin said it was affecting the entire row, from Kim Rollins house to the front of Kim and Jody Hill's residences. Last year they had a pump out there all Spring, and it ended up blowing it up. He felt if they provided pipe now, and it fixes the issue, they will not have to invest anymore city time or resources into it.

There was more discussion on how to help in a way that would follow guidelines and still be able to help with the culvert issue.

Councilor Keady said she was inclined to agree with Councilor Gahley. She didn't feel it was an issue that would come before the council that often and it's been a problem since 2011. She wanted to figure out a way to sell the pipe, grant the pipe, or surplus the pipe. She believes that the city should help figure it out but not be responsible for the labor.

Councilor Gahley asked if the city had any pipe that is suitable to use.

Public Works Director Ty Richardson said most of the pipe they have has been stored outside for over 15 years. He said there may be a few good pieces is someone were to individually pull them out and inspect them, but really was an unknown right now.

Councilor Hoke felt if the city was going to already get rid of the pipe, she thought it would be worth seeing if there are usable pieces.

City Manager Judy Erwin said if they chose to do that, she would prefer to have Mr. Hill go through the pipe and decided what he feels is good enough to use, she doesn't want the city making that decision.

The council discussed different ideas such as making the pipe surplus or to just scrap it and let them do with it what they will.

Fire Chief Scott Williamson informed the council that he has handled the surplus stuff for the city. He said it then must be listed and they have to try and sell it to recover any revenue possible. If it does not sell, then they can use or do with it as they see fit.

The Council came to a consensus on having city staff write up a Surplus Resolution for the pipe the city wants to dispose of.

Councilor Keady made a motion to Surplus the pipe and let Public Works Ty Richardson determine the specifics. Councilor Gahley seconded the motion. All ayes.

**3. Mosquito & Vector Control – 3<sup>rd</sup> Amendment to Mosquito Control Contract –** There was no one present from their company.

Councilor Smith made a motion to table this item until the next meeting. Councilor Keady seconded the motion. All ayes.

**4. Harney Hub – Donation Request – Senior Meal Program –** A flyer was provided to the council on the senior meal program by the Harney Hub.

Councilor Keady made a motion to sponsor 2 senior meals in the amount of \$300.00. Councilor Smith Seconded the motion. All ayes.

Councilor Keady then said due to the Harney Hub not being present for their donation request, she would like it if they would come in and give council an update on the program at one of the upcoming meetings.

**5. BHS Booster Club – Charity Robey –** Charity Robey explained to council what the BHS Booster club was and that it was created to help support our student athletes and student clubs with items the school cannot provide. She was at the meeting that evening to ask the City of Burns to donate an auction item or make a monetary donation to the BHS Booster Club to assist with the Booster Club Crab Feed.

Councilor Smith made a motion to donate a \$200.00 credit towards a water account, to be auctioned off at the Booster Club Crab Feed. Councilor Gahley seconded the motion. All ayes.

## **OLD BUSINESS**

1. There was no old business.

## **RESOLUTIONS/ORDINANCES**

1. **Resolution No. 23-772** – A resolution declaring certain city property owned by the City of Burns to be surplus property and indicating the intent and method for the disposal of such surplus property.

Councilor Gahley made a motion to read Resolution 23-772 by title only. Councilor Hoke seconded the motion. All ayes.

Councilor Keady made a motion to approve Resolution 23-772. Councilor Smith seconded the motion. All ayes.

2. **Resolution No. 24-773** –A resolution of the City of Burns, Oregon, Accepting Certain Identified and unanticipated revenues from City County Insurance Services for CIS Public Safety Grant in the amount of \$5000.00.

Councilor Hoke made a motion to read Resolution 24-773 by title only. Councilor Smith seconded the motion. All ayes.

Councilor Smith made a motion to approve Resolution 24-773. Councilor Hoke seconded the motion. All ayes.

3. **Resolution 24-774** – A Resolution of the City of Burns, Oregon, affecting changes to the 2022-2023 budget, changing appropriation amounts within the General Fund and transferring funds for the purpose of unexpected expenses.

Councilor Keady made a motion to read resolution 24-774 by title only. Councilor Gahley seconded the motion. All ayes.

Councilor Keady made a motion to approve Resolution 24-774. Councilor Smith seconded the motion. All ayes.

## **CITY MANAGER REPORT/DEPARTMENT REPORT**

- Interim City Manager Judy Erwin reported the following:
- The committee had reached an agreement with one of the companies that sent in their bid on the new software for the 911 system. She said it looks like a good system, but the committee still must vote to pass it. She believes it will be a huge improvement.
- She informed the council that they needed to reschedule the Strategic Plan meeting.

The council decided to reschedule it for Tuesday, January 16, 2024, at 6:00 p.m.

- She informed the council that the city would probably not start the water project until Spring of 2025 because there were a lot of changes needing to be made on the planning side for the Water Project still. They were not going to rush through it because they wanted to make sure it was done correctly.
- She informed them that FEMA would be releasing the new FEMA Flood Insurance Rate Maps on February 8, 2024, and the city will need to have them adopted by that time. The hearing to discuss this will be on January 24, 2024, at 6:00 p.m.

## **COMMITTEE REPORTS**

**Cemetery Committee** – City Manager Judy Erwin said they finally had a meeting. There was some push to have a Columbarium built so LaFollette’s was going to have it built but the city would need to change their fee structure to help them pay for it.

City Clerk Tiffany Leffer informed the council that the city was working on getting quotes on plotting the new section of the cemetery. They discussed holding off on getting more trees until they were sure what that cost would be. The committee also discussed issues that have come up over the year up at the cemetery. One if those issues was headstones for a specific individual, being set in multiple places. They also discussed someone wanting to place a memorial bench on a loved one’s lot and the issues that may cause. They had passed around the ideas of changing the bylaws but decided that it hasn’t been an issue enough to resort to that at this point. They were able to go over a lot of things they hadn’t had a chance to until then.

Mayor Woodfin pointed out that the city pays to have someone mow and take care of the cemetery. He wondered why the new portion of the cemetery that has not been plotted yet is just weeds currently and hasn’t been tended to or why is it not part of their contract.

City Manager Judy Erwin informed him it could be if council would like it to be.

**Airport Committee** – Councilor Smith said there was a lot of activity going on at the airport. Not physically but they have several grants that have been submitted. February 1<sup>st</sup> they applied for a grant for a UAV Range Manager. She informed them that the UAV is the drone project they are working to get into place. The airport also received their KOA Certificate of Authorization extended for another 2 years, which gives them permission to use the airspace to fly the drones. They have since put out a notification stating that no drones will fly until their policies and procedures are in place. She said the other grant they specifically applied for was for equipment. She said the Airport Managers, Walt and Pat Sitz, had made a list of the grounds equipment and maintenance they need out there. They had met that week to discuss potential solar options out at the airport. The first step will be to find out if there is enough power and then find a way to connect it to the grid. They have future meetings with them and the engineers to go over all the details and find out if this is something the city can even do or not.

**Safety Committee** – Councilor Hoke said they have not met yet, but they changed their meeting to the second Tuesday of the month at 10:00 a.m.

**URA** – Councilor Keady said the URA met that evening. She said they should be getting tax numbers, so they will know the tax assessed values and increases and be able to figure out and issue rebates to the 2 properties that will be eligible for payment. She had hoped they would be paid out soon. Also, during the March 13, 2024, meeting they will be taking a look at what a Boundary Amendment might look like.

**R3** - Councilor Smith said the January R3 meeting had been canceled. The next meeting is scheduled for February 19, 2024, at 6:00 p.m. There have been a lot of changes as far as the dynamics. She informed them that Lakeview had a change in their representative due to health concerns and John Day had voted to withdraw from being a part of the R3 Board. They would still be eligible to participate in the program but would just not be on the board. They have not received the funding yet, but all the bank accounts are ready to go. They have been told they are getting closer, and the money should drop soon. R3 also voted to administer a new grant program that the State has had available, but has had no one to administer it through the State of Oregon. It is funding for upgrading heat pumps for residential citizens. They are unsure of the specifications at this time but will have more information available soon. She said it was brought to their attention by the Burns Elks Lodge when they went to apply and had realized there was no one administering it.

**COUNCILOR COMMENTS**

Councilor Gahley welcomed Councilor Patterson and informed him that it was nice to have someone to sit next to again.

Councilor Keady thanked Deanna Thrall for coming and commended her on the great job she did on their Strategic Plan. She felt it would pair well with the Strategic Plan the city had coming up that she would like to work with them on that. She thanked both Chiefs for being there and Public Works Ty Richardson for being so great to work with and for always trying to solve problems. She conveyed to City Manager Judy Erwin that she would like to have Catalyst come to the Strategic Plan meeting as well.

City Manager Judy Erwin said she would reach out and invite them.

Councilor Hoke congratulated Councilor Patterson and said she was excited to work with him on the council. She then thanked Ty for all his hard work with the culvert issue. She said she knew it had been a really long process and she really appreciated everything he has done. She also wanted to give kudos to the council for coming up with a good resolution to the culvert situation.

Councilor Patterson said he was happy to be there and thanked the council for being so welcoming.

Councilor Smith pointed out a conversation that Police Chief Macartney was present for on reusing salvaged materials from the first Washington Park bathroom to upgrade existing facilities such as City Hall. She asked him if he knew if that discussion had gone any further with sink/toilet replacements and things such as that.

Police Chief Macartney said as far as he knew nothing had been decided on that. He said they did have an agreement to use the security doors for a portion of the upgraded evidence facility. He said that those items from the first Washington Park could very well be used to upgrade the facilities at City Hall. She then wanted to Eco thanking everyone for all their hard work and give a big welcome to Councilor Patterson.

City Clerk Tiffany Leffler informed council of the decision made by the Planning Commission to table updating the section in the Zoning Ordinance that discussed professional office uses in Residential Zones. They didn't believe it had been a real issue and didn't think there was a real need to waste time and resources on it at this point in time. She then asked the council if they were in agreeance with the Planning Commission's decision.

The council agreed with the decision made by the Planning Commission.

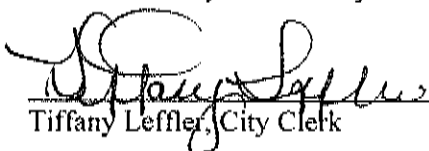
City Manager Judy Erwin also informed the council that Andrew Roy had put in for the last open council seat but was unable to be at the meeting that evening and would try and be at the next meeting on January 24, 2024.

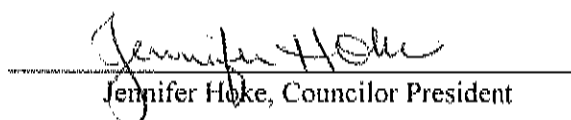
There was no further discussion.

The next meeting will be January 24, 2024, at 6:00 p.m.

**ADJOURN**

Councilor Gahley moved to adjourn at 7:47 p.m. Heather Smith seconded the motion. All ayes.

  
\_\_\_\_\_  
Tiffany Leffler, City Clerk

  
\_\_\_\_\_  
Jennifer Hoke, Councilor President