

**BURNS CITY COUNCIL  
FEBRUARY 14, 2024**

The Burns City Council met in regular session on February 14, 2024, at 6:00 p.m. Members present were as follows:

Mayor: Jerry Woodfin  
Councilors: Jen Keady  
Jen Hoke  
Heather Smith  
Chase Patterson  
Andrew Roy  
Tod Gahley

Also, in attendance were City Manager Judy Erwin, Fire Chief Scott Williamson, Public Works Director Ty Richardson, David Ravenberg and City Clerk Tiffany Leffler.

**PUBLIC COMMENT**

**Doug Furr - #17 Fairview Heights Loop** – He informed them that he was involved with the Harney County Coalition, and he wanted to come and address the council and talk to them about some different things they were interested in doing that they hadn't done before. One is concerts in the parks, and they would like to know if they could use Washington Park for one of those. A few days that they have considered doing this is on July 13<sup>th</sup> or July 20<sup>th</sup>. They will also have a concert in the Hines Park in honor of Edward Hines and the Harney County Coalition on July 27, 2024. He also wanted to address the Archaeology Roadshow, which this year is June 22, 2024. This year will be based on food, such as processing of food by Pioneers, Native Americans, and he had even talked with a few that would like to share their Basque food culture as well. It has always been exclusive to Hines, and they would like to move it more into all of Harney County. They were hoping to get whatever support they could get from Burns. Eventually they would like to outbranch it to Drewsey or Crane. He said they would have all kinds of 4H clubs there and other activities as well.

Councilor Keady said the Ranch Rodeo was the weekend of the 12<sup>th</sup> and 13<sup>th</sup> of July so she felt maybe the 20<sup>th</sup> would work better for the concert in the park.

Doug Furr said they would be happy with the 20<sup>th</sup> of July.

Councilor Keady asked Doug Furr what kind of support they were looking for from Burns.

Doug Furr said they are looking for help of any kind. He gave examples of the Hines Fire Department in the past filling buckets of water for holding down back drops and such or hauling trash out after an event. There are a lot of moving parts and things that they could use help with, and they just really appreciate any support they can get.

Councilor Hoke informed him that she was on the Safety Committee, and they are working on a form that would be used for doing events such as the one in question. With them doing this event in the park, there are certain things the city will need to know and be prepared for if needed.

**AGENDA APPROVAL AND ADDED ITEMS**

Mayor Woodfin added the Appointing of City Manager Judy Erwin to the Budget Officer to New Business, Special Meeting Minutes from February 7, 2024, to Consent Agenda, A Donation Request for the BHS Senior All Night Party to New Business, and David Ravenberg to the Department Report to speak on the new CAD Systems.

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

## CONSENT AGENDA

1. Regular Meeting Minutes – January 24, 2024
2. Special Meeting Minutes – February 7, 2024

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

## DEPARTMENT REPORT

Burns Fire Departments David Ravenberg spoke to the council about the new CAD Systems. He informed them that Chief Williamson had designated him to be the representative for the Burns Fire in discussions with Dispatch on the new CAD Systems and what their needs are. CAD stand for Computer Aided Dispatch System. It's the part of the system that pulls up addresses when a call comes and dispatches out. He said it was really the heart of the Dispatch System. The current system they have is not a CAD System and it does not meet the needs of the First Responders. He gave an example with time stamping. It doesn't automatically time stamp when they talk on the radio, and they must go back and listen to all the tapes to time stamp them. This takes a lot of time and energy that they don't always have. It also does not have a mapping system. When they get called out on a call, they have an app (Active 911) that they pay for and use. Dispatch must separately enter the address and coordinates into the app and send it out on top of dispatching everyone out. It can cause a lot of confusion and delayed response times. It is also not compatible with all the new equipment or systems that the Police Department will be installing in their vehicles.

He then informed them that a dispatcher by the name of Britney took initiative and started looking at different CAD Systems across the nation. He said there were several different kinds but only 2 that fit all the needs here in the County with Fire, EMS, and the Jail. The 2 systems that fit their needs are Motorola and Central Square. He then explained those systems a little.

The first system, Motorola has a cloud system and a mapping system that would let them get rid of the app, and it would link dispatch directly to their phones and tablets that would be placed in their vehicles. This would give them live updates as they go, whereas Active 911 does not have that. The system will also be able to monitor each of them as they are out in the field through their radios. There is an orange button on the top of the radio that they can push if they are in distress or need help and it will automatically contact dispatch saying they are in trouble and who's radio has been pushed. The Burns Police Station would be equipped with these as well. Another benefit was something called a run card which allows them to send out all emergency services that are needed all at once. With the current system they must send emergency calls out all separately.

The second system, Central Square isn't a cloud-based system, but a computer-based system. They do have backups though. He said the cost was a little less than Motorola, but they do not have the capability to do half of what Motorola does. It is also not compatible with their radios, which means they would have to try to integrate their Active 911 System into it and that could be an added cost to put it in. They would still have to continue to pay for the Active 911 services.

David Ravenberg said they were leaning more towards Motorola with all the agencies involved, it more fit their needs. After discussing it, Motorola would be an added \$32,000.00 a year for 5 years. In the 6<sup>th</sup> year, the city would pay it off and no longer have that payment. Currently the Active 911 costs \$300.00 a year and a lot of the time it can not be very accurate which is not what is needed in the time of an emergency. He gave an example of where they got a call out on Arthur, and it sent them to the Sheriff's Office. He said their next meeting will be on March 4<sup>th</sup> where they will discuss it more and hopefully finds out what the exact plan is going to be. He said he would inform them once he knew more.

City Manager Judy Erwin said they were trying to come up with a system that would work for everyone. It may not be perfect for one department or the other but is the best option for everyone.

Councilor Keady asked who everyone was that would be included.

David Ravenberg informed them that it included all Fire and PD for Burns and Hines, EMS, the Sheriff's Office, the Tribe, and the RFPAs. It would also help the jail with their ability to transfer information more efficiently between other emergency entities.

Councilor Keady asked if the \$32,000.00 would be split between all the departments he just mentioned.

He informed her that would be the individual portion each entity would have to pay.

Councilor Keady then asked if it would really be paid off after 5 years.

David Ravenberg said that would only pay off the CAD System, the installment, and the computer system itself.

Councilor Hoke felt it was defiantly needed but just wondered if the city had it available in the budget.

City Manager Judy Erwin informed her that they did have it in the budget.

Councilor Gahley thought after 5 years of paying it off the system may be obsolete.

David Ravenberg said things like that were included in the initial cost.

Fire Chief Scott Williamson said they would continue to do all the upgrades and tech services during those 5 years, and a portion of the initial cost would go into a bank to further help those costs after its paid off. The system should still be solid after 5 years but will still be taken care of with the way everything will be set up.

Councilor Patterson wanted to know if it would help with quicker response times as well as make things work more efficient.

Fire Chief Scott Williamson said it would save a lot of time and speed up their response time immensely. It will also give them better technology and more clear information to do their jobs more efficiently.

There was more discussion on ways the new system could improve their ability to better handle emergencies.

Councilor Smith said she was in full support of Motorola and knew that getting a system that would connect all the departments and help things run more efficient was going to be costly, but she felt it was worth it.

Councilor Gahley wanted to know if it would be included in the upcoming budget and not the one the city is currently in.

City Manager Judy Erwin informed everyone that it would be figured in the upcoming budget for 2024/2025.

## **NEW BUSINESS**

- 1. Donation Request for BHS Senior All Night Party** – Tammy Ravenberg came to ask if the City of Burns would be willing to donate \$250.00 to the Senior All-Night Party. She explained that it was a party planned by the parents of the Seniors for after graduation. Everyone that attends the party will be eligible for all sorts of prizes and could partake in the many activities that they will have there. The kids would be required to stay all night to be eligible and there would be chaperons. All the Seniors, including ones that do not attend, will receive a gift bag with a leu of different items in them. This is something they do every year and Burns has supported them in the past and she wanted to see if they would be willing to again this year.

Councilor Patterson said he was inclined to approve the donation request because he took part in this his Senior year and remembered how big it was. He said all the hard work and dedication the parents put into it made the kids want to go. He knew what he probably would have been doing if they wouldn't have done this, so he felt it was a great idea to give the kids a safe place to hang out.

Councilor Patterson made a motion to approve the \$250.00 donation to the BHS Senior All-Night Party donation request. Councilor Keady seconded the motion. All ayes.

2. **Letter for previous donation given to Harney Hub** – City Clerk Tiffany Leffler informed the council that they could not be present that evening, but they wanted to at least give them an update on where the program was and a little more information on it.
3. **Appoint City Manager Judy Erwin to Budget Officer** – Mayor Woodfin made a motion to appoint City Manager Judy Erwin to the budget Officer. Councilor Keady seconded the motion. All ayes.

## **OLD BUSINESS**

1. There was no old business.

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

City Manager Judy Erwin reported the following:

- She said they were continuing to work on the B Street extension, and they are waiting to find out about further funding.

Councilor Hoke asked where the city was with that project and Miller Springs.

City Manager Judy Erwin was hoping they would have the plans for Miller Springs the following week sometime. As for the B Street Extension, she said it was coming right along. They had the plans, and they were close to having all their funding. They needed to still talk with the surrounding property owners about future development of their properties but were still working on that part of it. She said they should be having a meeting with all of them soon.

- Public Works has been working on the sewer system because they are having some issues there that need addressed.
- They are continuing to work on the Water Project but have run into some archaeological issues during digging that they must deal with before they can move forward. They are running into this issue with a lot of the projects the city is working on, so they are trying to come up with a solution to solve all of them at once.
- At the next City Council meeting there will be a guest speaker from Aptegy, who will give a presentation on a new program that could help with our website along with the cities many other social media sites. It will also help the city be more transparent. They offer an app that can keep the public informed right from their phones and in real time.
- Ordinance No. 888 will be ready for the next City Council meeting on February 28, 2024.
- She was hoping the city would also have the Ordinance for the new SDCs for the next City Council meeting.

Councilor Keady asked if Public Works Director could give the council an update on the pumps and the Lagoons.

Public Works Ty Richardson informed them that they had received their bypass pump a few weeks ago and had been consistently running it along with their original pump that they had repaired. He said they are currently pumping in tandem and draining down their Lagoon System. This has alleviated a lot of stress on the crew, and everything seems to be going good at the current moment in time.

## COMMITTEE REPORTS

**Cemetery Committee**– City manager Judy Erwin said they had their meeting and discussed the Columbarium, which is an upright structure that cremated remains are placed in. It has been suggested that Lafollette’s Chapel would purchase it and the city would work out some plan towards the cost and other things such as that. They are also working on the development of the new section of the cemetery. They need to first get a survey and then they will start planning out roads and plots. She informed council that she had found the original plans for the cemetery project and would take them to the next Cemetery meeting. She was unsure why they stopped using them. She said due to being the City Manager now they needed another Council person to volunteer to be the Chair for the Cemetery Committee.

Councilor Gahley agreed to take over as the Chair of the Cemetery Committee.

City manager Judy Erwin also wanted to inform the council that the cemetery would be purchasing a shed for the cemetery crew to store their equipment out of the weather.

**Airport Committee** – Councilor Smith said they just met that week. They had applied for 5 different COAR Grants that were each up to \$250,000.00. They were awarded 2 of them. They will meet again in the second Monday of March at 1:00 p.m. She wanted to mention another thing that had come up in conversation and that was the BLM leasing the airport property and when their lease expires. She said when their lease expires (February 2025) they will fine tune the contract because right now there are a lot of amendments to the current one and it will make it much more concise.

City Manager Judy Erwin said that Public Works Director Ty Richardson went out to the airport to look into putting in a sewer line to a trailer they have out there for staff so they could put in an additional bathroom and kitchen. She said it would not be adding anymore flow because it will still be the same number of people using it. They will continue to work with them and see if that can be done.

**Safety Committee** – Councilor Hoke informed them that they had had their meeting the previous day. They discussed more on the event permitting. They also discussed barricade forms. They are hoping to streamline it and educate the public. She was informed that Burns Fire had had 21 calls in January. The previous year they only had 9. They also talked about how much time, effort and money go into the Parades. She said they would be looking more into that and trying to educate people on what it really takes to put on an event. She said the Chamber had previously handled the 4<sup>th</sup> of July Parade and the city will be asking them to take that parade back over.

There was more discussion on all the different things that go into putting on a parade.

Forrest Keady said these were community events and asked if there had ever been any thought to maybe asking the County, Hines, or other entities to help put some of these on. Then the entire community could play part in the putting on the community events.

Councilor Keady felt it would be a great way to separate it out.

Councilor Smith said that was the original intent of the Event Committee. They wanted the entire community involved and all entities participating.

**URA** – Councilor Keady informed them of some items of discussion for the next meeting. She said Catalyst was going to discuss boundary amendments and how they can do a large amendment. They also will have a payout ready for the Tharps. She said she was currently working with Nick Green on that and getting their final tax assessed value on their property. There are 2 properties that are done, but they are going to wait until October to pay the second property out until the funds are actually available. They will also be discussing and talking to different banks about a Revolving Line of Credit so that they will have access to money for payouts until those funds are received. The next meeting will be held on March 13<sup>th</sup> at 5:15 p.m.

**R3-** Councilor Smith said they had been working diligently and the funds have come in. The LGIP account to receive those funds is having some issue getting set up. They have sent the paperwork over multiple times and have yet to get it taken care of. Their next meeting will be February 26<sup>th</sup> at 6:00 p.m.

**COUNCILOR COMMENTS**

**Councilor Smith** was wanting to ask Code Enforcement Officer Emerson Budreau when the next Community Cleanup would be. She also wanted to say happy Birthday to Councilor Hoke.

**Councilor Keady** said one committee they had been discussing was a committee to update the codes and she would like to be on that when it is formed. She also wanted everyone to take a chance to look over the strategic plan and send City Manager Judy Erwin any input they may have. She would like to help her get that put together so they can get it ready to present to council. She then mentioned possibly implementing the AI notes system into the meetings to help City Clerk Tiffany Leffler out.

City Clerk Tiffany Leffler said she had, and it has been helpful.

**Councilor Patterson** commented on the B Steet Extension. He wondered if it would cause an issue with the community when other people on B Street with unpaved roads aren't getting their road paved as well.

City Manager Judy Erwin said what started the B Street Extension was that the County wanted Economic Development. There is a large part of land down there that is zoned industrial, and they believe it could be beneficial in the future and B Street was the most logical to improve to reach that property so they can bring in industry. It will also connect to Miller Springs, but it did not start there.

**Councilor Roy** like councilor Keady, also wanted to volunteer for the committee that will be working on the code updates.

There was no further discussion.

The next meeting will be February 28, 2024, at 6:00 p.m.

**ADJOURN**

Councilor Gahley moved to adjourn at 7:28 p.m. Heather Smith seconded the motion. All ayes.

  
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Tiffany Leffler, City Clerk

  
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Jerry Woodfin, Mayor