

BURNS CITY COUNCIL
April 10, 2024

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

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

Also, in attendance were City Manager Judy Erwin, Fire Chief Scott Williamson, Police Chief Steve Macartney, and Public Works Director Ty Richardson.

PUBLIC COMMENT

There was no public comment given.

AGENDA APPROVAL AND ADDED ITEMS

Mayor Woodfin added the Brycer Compliance Program to New Business.

Councilor Smith made a motion to approve the agenda with the added item. Councilor Hoke seconded the motion. All ayes.

CONSENT AGENDA

1. Regular Meeting Minutes – March 27, 2024

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

DEPARTMENT HEAD REPORT – BURNS POLICE DEPARTMENT

Burns Police Chief Steve Macartney informed the council that their department has been incredibly busy, and the number of calls had continued to escalate by the month. They have just tried to work through it, and they currently have 6 different investigations going on right now. A few of them are going on with different agencies including the County, State, and Federal Government from the local area.

He also let them know that his crew was doing great. They are still discovering issues along the way, but they are addressing them as they come along. He said there was a lot of good things happening as well. Jake Hatley is only 5 weeks away from being out of the academy and he is very excited about that. They have been working through applicants to get Lateral Officers in and on board. He Since he had last spoke with them the department had received a lot of grant monies. He said it was not in actual money, but for new equipment. They have been able to obtain all new medical kits for all the vehicles, new evidence kits for the vehicles, and as they had discussed before the \$10,000 grant from CIS for a large evidence facility, which is now complete. They still need to work on the fencing, but all the security systems and area are complete now.

He had the privilege to meet with the Burns Paiute Tribal Council last week to discuss partnerships and he feels very positive that they will be able to help public safety partnerships with the Tribe. There could also be grants and such available to help with equipment, staffing, and things of that nature. He felt truly honored to sit down and meet with their nation's government. He truly believes this is moving forward in a positive direction.

He then informed them that were ¾ left of the budget year and they were still doing good. The long goal was to be accredited and he said they are about halfway there. When he first got here, he thought it would be a 3-year project, and after about 16 months he still believes that they will meet that time frame and he is very proud of what they have done this far.

On a final note, he informed the council that he was hoping to move forward with staffing, but the recent applicants hadn't really met the departments standards. He would continue to keep looking, but they won't compromise on that because it is very important to them.

NEW BUSINESS

1. **Brycer Compliance Program – Fire Chief Scott Williamson** – He informed the council that Brycer was a company that he would like the authority to enter into an agreement with for fire safety inspections on local businesses. There are many different systems, like sprinkler systems, fire alarm systems, and things such as that, that need to be evaluated and tested by licensed companies. Brycer will locate all businesses in town that have these types of systems and notify them when their systems are coming due for inspections. When it's time to come test them they will keep record of the results and testing. If there is an issue, they will have 30 days to resolve it. Brycer will help the companies stay on top of these inspections and follow up with whether it has been resolved or not. They will then give all this information to Fire Chief Scott Williamson which will save him from having to visit each individual business. With only 2 of them in the department, this can make it hard to accomplish all that needs done. He believes this will help tremendously not only with time but with documentation. He said it will also help their ISO rating. As for being accredited, the Burns Fire Department is an ISO 3, which is very good for a department of this size. ISO 1 being the highest level, and their department is working towards moving to ISO 2.

Mayor Woodfin asked him if there was any cost to the city.

Fire Chief Scott Williamson said there was absolutely no cost to the city, it will be passed on the local businesses that have these types of systems.

Councilor Patterson asked how that differed from what they were doing now.

Fire Chief Scott Williamson said there is currently no way of tracking it. The results are just left with the property owners, and they are not returned or lost. This way the information will be recorded and stored, and he will have all it available to access when needed.

Councilor Gahley wanted to clarify that he was understanding it correctly. Currently they are paying these companies to come do these inspections. This company will take care of these inspections, sort and store all the information, and essentially just add \$20 dollars to the cost. They also would then report all this back to the Fire Chief and he wouldn't have to go business to business anymore tracking this stuff down.

Fire Chief Scott Williamson said that was correct. He said this is also for the businesses benefit as well. If they cannot find their documentation when he asks for it, he will ask them to have it done again. This will be an added cost to the business owner, which is not what we want.

There was more discussion on how the program works.

Councilor Gahley asked if there was any one local that handles inspections.

Fire Chief Scott Williamson said there was no one local that handled that.

Councilor Hoke asked what this program all covered.

Fire Chief Scott Williamson informed her that it was anything to do with Fire Life Safety Systems.

Councilor Hoke felt it may be a benefit for businesses when it comes to staying up to date with inspections as well as keeping track of the paperwork.

Councilor Hoke made a motion to allow Fire Chief Scott Williamson to sign the agreement with the Brycer Compliance Company. Councilor Patterson seconded the motion. All ayes.

2. **C&B Sanitary Service Application for Rate Increase** – One of the owners of C&B Sanitary, Rod Dinsmore, informed the Council that they would like to increase their rates. It has been 9 years since they last raised them and they like to keep the rates low but with the current economy and everything going up, it is something they need to do. He said they are proposing a %15 percent rate increase. He said it would be across the board for all contains, dumpsters, and things such as that, but for the common residential customer this would be about a \$3.00 increase.

City Manager Judy Erwin informed him that she had sent the letter and documents that she received from them to the city attorney, and he wants to go through it because it is outdated and needs to be redone. She said she understood why he was needing to raise the rates and felt he was very reasonable. She thought maybe it would be a good idea to have the council and C&B Sanitary, sit down and have a Work Session meeting when the attorney gets a proposed franchise agreement together. That way, if there are things they may want or things the city may want, they can work together to come up with a good agreement that works for both. She said if the council was agreeable on it, she they could set a meeting time to sit down and talk.

Mayor Woodfin asked if there was a purposed effective date so that they could have the meeting before then. He said he couldn't speak for everyone but believed that they all could understand the reason for the increase. He wasn't sure it was enough to offset their other costs, but felt it was very reasonable.

Rod Dinsmore said that the purposed date was June 1, 2024.

Councilor Smith asked how they came to that number. She said it was very reasonable and she wasn't asking them to go higher, but she felt like it wouldn't cover their costs.

Karen Dinsmore said they also based it off what the outlining communities are, and they are all higher than they are, but they also want to try and keep it as low as possible.

Councilor Gahley said they have been talking about potentially changing the franchise fees for C&B Sanitary, which would ultimately affect their costs. He wondered if this happened if they would need to raise theirs higher than the %15.

Rod Dinsmore said they do not pass it on to their customers.

Karen Dinsmore asked why they were wanting to raise their franchise fees or what their reasoning was.

Councilor Gahley said that they have discussed it but now he feels they are putting the cart before the horse, and it should be discussed before they do that. He is concerned they may need to raise their fees more than they are requesting.

Karen Dinsmore said that it also effects the city and increases the city's franchise amount. Anytime their fees go up, the cities franchise fees go up as well. She said the more customers they have and the more they charge, the more it will kick back to the city.

Rod Dinsmore said he had kind of anticipated what they were discussing and felt they were good where they were.

There was more discussion on waiting to decide and why they felt they should.

Rod Dinsmore was adamite they were good with the number of their increase and would maybe reassess it down the road.

Mayor Woodfin wanted to know how far they were away from coming to a decision on the franchise agreement.

City Manager Judy Erwin said she hadn't received anything back from the city's attorney yet, but he just started on it and said it may take a few weeks. She said they could shorten the length of the agreement and reassess it in a few years if that is what the Dinsmore's would like.

Mayor Woodfin said he was in favor of that idea.

The council agreed.

Rod Dinsmore asked if they could approve their rate increase for the time being to meet the June 1st deadline.

Councilor Hoke made a motion to approve the rate increase for C&B Sanitary. Councilor Smith seconded the motion. 5 in favor. Councilor Patterson abstained.

OLD BUSINESS

There was no old business.

RESOLUTIONS/ORDINANCES

Resolution No. 24-779 – A Resolution of the City of Burns, Oregon, accepting identified and unanticipated revenues from Oregon Department of Forestry for a VFA Grant in the amount of \$9695.00.

Councilor Gahley made a motion to read Resolution No. 24-779 by title only. Councilor Hoke seconded the motion. All ayes.

Councilor Smith made a motion to approve Resolution No. 24-779. Councilor Patterson seconded the motion. All ayes.

Resolution No. 24-780 – A Resolution of the City of Burns authorizing the High Desert Park & Recreation to apply for a local government grant from Oregon Parks & Recreation Department for Tennis Court Resurfacing/ADA Compliance at Anderson Park and delegating authority to the City of Burns Council to sign the application.

Councilor Hoke made a motion to read Resolution No. 24-780 by title only. Councilor Gahley seconded the motion. All ayes.

Councilor Gahley said he had heard that Parks and Rec didn't get the grant they applied for because it was for new construction, not resurfacing. He wondered if this was a different grant from the previous one they applied for.

City Manager Judy Erwin said she believed this was a different grant.

City Clerk Tiffany Leffler said that was her understanding as well.

Councilor Hoke said she thought the pool remodel was completely funded by grants. She believes they probably applied for many different grants, and some they have been approved for. She said she felt this grant was just for the resurfacing of the tennis court.

Councilor Gahley made a motion to approve Resolution No. 24-780. Councilor Smith seconded the motion. All ayes.

CITY MANAGER REPORT/DEPARTMENT REPORT

City Manager Judy Erwin reported the following:

- She said the SDC Ordinance should be ready the following week, so they are anticipating on getting it posted and ready for passage at the next City Council meeting.
- She had been working with the Public Works Director Ty Richardson to create new job descriptions for the staff. She said job duties have substantially changed since the last time they were done.
- Telos had submitted a Comprehensive Plan Amendment and Zone Change for their project that is located between Burns and Hines. Miller Springs had submitted a Variance request for road widths with their development. She said there was also a local resident going before Planning Commission in favor of changes being proposed in Open Space.
- The new franchise agreement for C&B Sanitary as well as Light Speed Networks is in process with the city attorney.

City Manager Judy Erwin asked City Clerk Tiffany Leffler if she had anything else to add to planning.

City Clerk Tiffany Leffler said there was a lot going on. She currently was working on the 2 projects above as well as 6 or so modular homes being put in, a few different lot line adjustments, many different carports, and a few different storage sheds. She said there were more projects than that but not all of them were coming to mind without having them in front of her. She said 4 to 5 projects come in almost daily and things are really moving and expanding in Burns. Planning keeps her very busy, but growth is exactly what the city wanted, and it makes her hopeful for the new housing developments coming in.

City Manager Judy Erwin said the new Commercial Building Inspector came in and met with her, but Tiffany was out sick that day. She said he seemed very knowledgeable. There were still things to be worked out between the County and City departments, but she was sure they were more than willing to work with the city.

Councilor Hoke asked if she had spoke with them about the issues they had been having.

City Manager Judy Erwin said she had.

Councilor Gahley said that he was under the impression they were going to sit down and discuss things.

Councilor Hoke said after the last Safety Committee Fire Chief Scott Williamson and City Manager Judy Erwin had some concerns with some Commercial buildings on Broadway that the loop had not been closed. She said that is what she was referring to, but as far as she is aware they are going to still put together the committee they had discussed.

He said he has a lot of customers at his business that have discussed how difficult the permitting process still is and he said he could agree with them from his own experiences with it. He really would love to see something that is more user friendly than what there is.

City Manager Judy Erwin said she agreed but it would be helpful if they would come address these issues with her so she can take care of them.

There was more discussion on the permitting process.

Fire Chief Scott Williamson said when he first started there was not a lot of communication from the county with the city at all. They were not being notified at all what was going on in the city and this is still an issue. This could be a possible issue for the person building. They could open and get shut down again because they don't meet all the requirements to do so. This will cost the builder unnecessary time and money He said it will be a slower process than what it was, but this is how it was always supposed to be. They need to come to the city first and submit a sub-plan first on what they want to do and once it is signed off by the city, it can then go to the county, but they still need to come back with the final to the city before occupancy is given. They are also hoping that having a Commercial Inspector here will now speed the process up some though, because before it had to go to the state. He believed the new inspector still needed to get his Commercial Electrician and Fire Life Safety, but he felt this would be a good step in the right direction. He does want to say the communication with the city and the county has improved a lot.

There was more discussion on the permitting process.

Councilor Gahley said what he believes they have been working towards is some kind of packet that tells the person exactly what they are going to need. That way is all laid out and they only go through one process.

City Clerk Tiffany Leffler said when they recently updated the Zoning Ordinance, they also updated the planning forms, and each specific project has a printout of submittal requirements that lays out exactly what they will need to do through the city. She said unfortunately, these things take more time than anyone would like. She agreed that they needed to get these meetings set with the county to streamline the process all together, but they have been yet to be able to set something up with them.

COMMITTEE REPORTS

CEMETERY COMMITTEE - Councilor Gahley said the Cemetery Committee had met and discussed putting in a Columbarium, which Lafollette's Chapel would pay for. In turn, they would like the city to donate the space and pay for the cement slab it would be placed on. He said they were not ready to bring it to the council yet, but they were working on it. He then asked if City Clerk Tiffany Leffler had anything she'd like to add.

City Clerk Tiffany Leffler said they had spent most the time discussing the new Columbarium but had discussed a little with the plotting of the new portion of the cemetery. She informed them that David Moss would be handling the plotting of the new portion himself, which would save them money with this project. She said once that is done, they will begin working on getting the sprinkler systems. They had also been cleaning up the entrance to the cemetery and had started planning ideas for the landscaping.

Mayor Woodfin said it looked really nice and so did the new road entering the cemetery. He also informed them that he had mowed from Snyders to the gate to start early on trying to keep the weeds down.

AIRPORT COMMITTEE – Councilor Smith said they had met the previous week and they had just received updates on the timeline for the Apron Project. There were just a few details they need to work out for the project still, but they are working diligently to get it done. They are hoping in doing this, the

weather will improve. She informed them that Hailey Walker and herself will be going to a drone conference April 22nd through the April 25th. She had been taking in a lot of information and will get to in person now as well. She said it is pretty awesome and she is very excited for all of it.

R3 – Councilor Smith said it didn't get added to the agenda, but they were needing to get the new 2nd amended and reinstated IGA. She said she hoped they all had a time to review it, but it was just language changes and things of that nature. She said the first amended IGA was to add John Day and this one is to remove them because they have chosen to withdraw.

Councilor Gahley asked if it need to be posted or anything of that nature.

City Manager Judy Erwin said they didn't need to do anything more; it was the same agreement. It was just removing John Day because they withdrew. With John Day on the IGA now, a super majority was needed to vote or make any decisions and with only 3 board members, the super majority no longer made sense, and it would be changed to the majority.

Councilor Hoke made a motion to approve the 2nd Amended and Reinstated IGA for R3. Councilor Smith Seconded the motion. All ayes.

Councilor Smith said their next meeting would be on April 15th. She also informed them that the Heat Pump Program was in full swing. There have been multiple meetings and they have been working through the scoring criteria and application process. She said that Nick Green had figured out the numbers, and there will be 59 heat pumps available for Greater Eastern Oregon.

COUNCILOR COMMENTS

Councilor Smith said she was very grateful for everyone and excited for the better weather the following week. She also wanted to remind everyone that the Bird Festival will be going on over the weekend. She encouraged everyone to get out and support the vendors and events that are happening. She said High Desert Partnership is doing an event at the Foundry Building tomorrow night at 5:00 pm she believed. She wanted everyone to know that they would have a full schedule of events. Also, she had been working with Apptedy on the actual website. They had sent over a bunch of documents early on and Apptedy has been integrating them into a test website and shooting for a launch date of May 1st.

Councilor Gahley said that last Sunday he didn't have any water due to a watermain break, and he appreciated Public Works Director Ty Richardson and the crew handling it so quickly. He was informed that the Vector Truck blew up and they had to dig by hand. He wanted to know if Public Works Director Ty Richardson could speak to that.

Public Works Ty Richardson said it was a bad situation because that Vector Truck is really like their 911 system for all maintenance. He said what runs the pony motor in the front dis logged and went into the radiator fan and radiator unit, which is not common. They are having Mike Allison look at it along with the fact of vendors getting parts for it. He informed them that it could be down for a month and will be very expensive to fix. He said the Bucket Truck was down as well. The Bucket Truck was very old and had set in the sun for some time. The actual bucket is made of fiber glass, and after sun exposure it will become brittle. They bumped it off a tree just a little and it cracked pretty good. He wasn't sure if they could get a new Bucket Truck, a used one, or just get this one refurbished, but it really needs it because it doesn't operate the greatest and the hydraulics don't work anymore. They use this for hanging signs for events, trimming trees, and when they need to get to a radio tower that is high up.

Councilor Gahley also wanted to bring it to everyone's attention that it was brought to his attention that the council reads resolutions by title only and he wondered if they were out and available during the meetings for the public to read.

City Clerk Tiffany Leffler said she didn't print out and post the full resolutions for the public only ordinances, but she did print a few full packets for people at the meetings, which contained any

Resolutions in them. She said she would start making sure there are copies made available at the meetings.

Councilor Gahley said he thought it would be a good idea so people could know what is going on. He had also heard that Hines reads out their resolutions in full.

City Manager Judy Erwin said she believed he was correct.

Councilor Hoke said she wanted to recognize the Department Heads and all their Hard work. She thanked Police Chief Steve Macartney, Fire Chief Scott Williamson, and Public Works Director Ty Richardson for everything they do. She just wanted them to know she really appreciates them.

Councilor Patterson said he would like piggyback off what Councilor Hoke said.

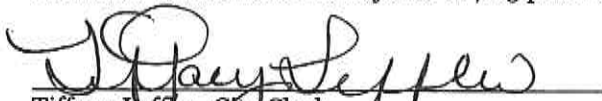
Mayor Woodfin read a thank you letter from the Hilander Booster Club for the city's recent donation to their Crab Feed Dinner Auction. They said the money raised will be used to support all student athlete programs at the Burns High School.


There was no further discussion.

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

ADJOURN

Councilor Smith moved to adjourn at 7:15 p.m. Councilor Hoke seconded the motion. All ayes.


Tiffany Leffler, City Clerk


Jerry Woodfin, Mayor