

BURNS CITY COUNCIL
May 13, 2026

The Burns City Council met in regular session on May 13, 2026, at 6:00 p.m. Members present were as follows:

Mayor: Brad Erbe
Councilor President: Jen Hoke
Councilors: Susan Lowe - Excused
Chase Patterson
Andrew Roy
Tod Gahley

Also, in attendance were City Manager Brenda Engebretson, Public Works Director Ty Richardson, Police Chief Robby Tiller, and City Clerk Tiffany Leffler.

SUMMARY

The Burns City Council meeting on May 13, 2026, covered various updates and decisions. Ty Richardson from Public Works reported on infrastructure improvements, water system status, and upcoming projects including the Water System Improvement Project starting the following week. The council approved a \$250 donation to the Burns High School 2026 project graduation and accepted a Critical Oregon Airport Relief Grant for \$148,850. Shane Brockman was appointed to fill an open city council seat. The council approved a resolution declaring a 2024 Ford Ranger police vehicle as surplus property. Brenda provided updates on charter review, employment handbook updates, and budget planning for 2026-27. Councilor Roy discussed new Oregon Health Authority regulations for public pools that would impact local facilities. The conversation ended with Mayor Erbe announcing his resignation as mayor due to a family move.

AGENDA APPROVAL AND ADDED ITEMS

Councilor Gahley made a motion to approve the agenda. Councilor Patterson seconded the motion. All Ayes. (5/0)

CONSENT AGENDA

Regular City Council Meeting Minutes – April 8, 2026 –

Councilor Gahley made a motion to approve the consent agenda. Councilor Roy seconded the motion. All Ayes. (5/0)

DEPARTMENT HEAD REPORT

The Public Works Director Ty Richardson gave updates on the Public Works Department. He reported on various infrastructure improvements including park maintenance, road repairs, and the installation of 42 new stop signs. Richardson highlighted the unique aspect of the city's water system not requiring chlorination but warned that regulatory testing could eventually force chlorination if total coliform bacteria are detected. The meeting covered several ongoing projects including the Water System Improvement Project starting next week, the South Kearney Street Improvement Project still in legal review, and the Collection System Improvement Project receiving \$3 million in capital funds in 2027. Richardson emphasized the urgent need to address sewer system issues, noting that without repairs, DEQ only allows 3 homes to be built per year at Miller Springs and B Street, and requested the creation of a stormwater fund to prevent future flooding.

NEW BUSINESS

1. **Donation Request – Burns High School’s Project Graduation – Kyla Santos** – The council discussed a donation request from Kyla Santos on behalf of the Burns High School Class of 2026 for their Senior All Night Party. Kyla explained that the event would provide a safe and supervised celebration for graduates, with funding going toward practical items like gift cards, appliances, and work gear to support students as they transition into adulthood. The council approved a \$250 donation to the project

Councilor Patterson made a motion to donate \$250.00 to the Burns High School’s Project Graduation 2026. Councilor Roy seconded the motion. All Ayes. (5/0)

2. **Critical Oregon Airport Relief Program Agreement for Fuel Repairs and Upgrades** - The council discussed and approved the Critical Oregon Airport Relief Grant for fuel system repairs and upgrades, with a total project cost of \$148,850 and grant funds of \$133,965.

Councilor Gailey made the motion to accept the grant and have the mayor sign it. Councilor Patterson seconded the motion. All Ayes. (5/0)

OLD BUSINESS

1. **Open Council Seat Letters of Interest** - The council discussed appointing Shane Brockmann to fill an open city council seat. After reviewing his letter of interest and asking questions about his motivations and background, the council voted 5-0 to approve his appointment. The official appointment will be made at the next council meeting where Brockman can attend to complete the process.

Councilor Gahley made the motion to appoint Shane Brockmann to open council seat #3. Councilor Patterson seconded the motion. All Ayes. (5/0)

RESOLUTIONS/ORDINANCES

1. **Resolution No. 26-822** – A Resolution declaring certain city equipment owned by the City of Burns to be surplus property and indicating the intent and method for disposal of such surplus property.

Councilor Hoke made a motion to read Resolution No. 26-822 by title only. Councilor Gahley seconded the motion. All Ayes. (5/0)

Councilor Patterson made a motion to approve Resolution No. 26-822. Councilor Hoke seconded the motion. All Ayes. (5/0)

ADDITIONAL INFORMATION

City Manager Brenda Engebretson reported on several updates from the League of Oregon City Conference, including the need to update the city charter and revisions to the employment handbook, which will be implemented by July 1st. She mentioned postponing Aviation Day due to a change in contact person and continued progress with auditors and budget development for 26-27. Brenda also announced that the road in front of the fire and police departments will be closed off permanently at the request of Chiefs Tiller and Williamson, with temporary closure planned for pavement patching the next day.

The council discussed and approved Resolution 26-822, which declares a 2024 Ford Ranger purchased for code enforcement as surplus property due to it no longer being needed after the officer's role changed to police officer. Chief Tiller explained that the vehicle cannot be used as a patrol vehicle due to lack of necessary equipment and modifications and requested to sell it to get out of debt. The council voted unanimously (5-0) to approve Resolution No. 26-822.

The meeting discussed the Budget Committee composition, with clarification that while council members are automatically approved, community members need council approval and must be residents of Burns. The timeline for budget committee meetings was confirmed to be in May and early June, with sufficient time built in for council review before the final meeting in late June. The discussion also covered the closure of a portion of van Buren between the post office and the police station, Fire house, and City Hall to public traffic, which is currently managed with barricades and cones to allow emergency vehicle access.

The meeting also covered updates from various committees and departments. City reported on the R3 board's budget approval of approximately \$2.5 million, including a favorable mistake discovered during review. The Airport Committee's next meeting was scheduled for May 19th at 11am, with plans to invite county representatives. Councilor Roy discussed new Oregon Health Authority regulations for public pools, which include stricter supervision requirements and height/age limitations that may impact local facilities. The meeting ended with Mayor Erbe announcing his resignation effective immediately due to a family move planned for the summer.

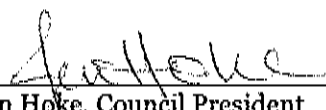
NEXT STEPS

1. City Staff: Coordinate with staff to process the \$250 donation to the Burns High School Class of 2026 project graduation.
2. City Manager Brenda Engebretson: Sign and return the Critical Oregon Airport Relief Grant documents for the airport fuel system repairs and upgrades.
3. Shane Brockman: Attend the next City Council meeting for the official appointment process to the open Council seat.
4. City Manager Brenda Engebretson: Investigate the process to update the City Charter.
5. City Manager Brenda Engebretson: Finalize updates to the employment handbook for implementation by July 1, 2026.
6. City Manager Brenda Engebretson: Confirm the process for approving community members to serve on the Budget Committee.
7. Burns Fire Department and Burns Police Department: Close off the road in front of the fire and police departments to public traffic, using barricades and cones.
8. Mayor Erbe: Sign necessary documents and coordinate with the county and Brenda regarding the process for stepping down as Mayor.

ADJOURN

Mayor Erbe adjourned the meeting at 6:59 p.m.


Tiffany Leffler, City Clerk


Jen Hoke, Council President