

BURNS CITY COUNCIL

June 10, 2026

The Burns City Council met in regular session on June 10, 2026, at 6:00 p.m. Members present were as follows:

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

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

SUMMARY

The City Council meeting focused on several key agenda items including the approval of grants, code amendments, and public engagement processes. The council approved Chief Williamson's request to submit the 2025 Assistance to Firefighters Grant application for a Type 1 fire engine with a \$850,000 cost and 5% city matching funds. Lindsey Wilcox presented information about Ordinal AI, a municipal-specific AI platform that could help staff find answers to city documents and ordinances more efficiently, with the company offering a discounted rate of \$5,000 for onboarding services. The council discussed Ordinance 26-909 regarding the establishment of a stormwater utility and service charge, ultimately deciding to table the item until a public work session could be scheduled to gather community input. They also approved Resolution 26-823 to initiate amendments to the development code for paving projects and Resolution 26-824 accepting \$27,500 in identified revenues from the Oregon State Fire Marshal's Office for summer fire season staffing. The conversation ended with updates on various projects including NASA re-engagement discussions, airport improvements, and ongoing wastewater treatment meetings with state agencies.

PUBLIC COMMENT

There was no public comment.

AGENDA APPROVAL AND ADDED ITEMS

Mayor Hoke added 2025 Assistance to Firefighter Grant to #1 on new business and Resolution No. 26-824 to ordinances and resolutions.

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

CONSENT AGENDA

Regular City Council Meeting Minutes – May 27, 2026 –

City Clerk Tiffany Leffler informed the council that there was an error where Erbe was put in place of Hoke for Mayor, but she had corrected that.

The council received a letter from Kim Rollin's about the minutes not reflecting on everything that was conveyed at the meeting.

Councilor Gahley felt the summary was fine but said he would like to approve the minutes with the video recording of the meeting to make sure everyone has access to everything that was said per Mr. Rollins request.

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

NEW BUSINESS

1. 2025 Assistance to Firefighter Grant (AFG) — Chief Williamson was unable to attend the meeting so City Manager Brenda Engbretson stepped in to inform the council that they would like is to ask for the City Council's permission to submit for the 2025 Assistance to Firefighter Grant, also known as AFG. It was a grant for a Type 1 Fire Engine. The cost of a new engine is around \$850,000 and the city's share cost would be 5% of that grant. She informed them that Chief Williamson had the 5% match in his capital project fund and that the deadline for submitting the grant is June 22nd.

Councilor Brockmann made a motion to approve giving Fire Chief Scott Williamson permission to apply for the 2025 Assistance to Firefighter Grant (AFG). Councilor Lowe seconded the motion. All Ayes. (5/0)

OLD BUSINESS

1. Lindsay Wilcox – 502 North Fairview- Code Updates – Lindsay presented information about Ordinal AI for Government, an AI platform designed specifically for city governments to manage and access municipal information including ordinances and state statutes. The company offered their services at a reduced rate of \$5,000 for the first year to help them establish presence in Oregon, down from their normal \$15,000 annual fee.

The council expressed interest in the tool as a potential time-saver for staff, particularly for handling code-related questions that currently take significant time to research. The council felt it could be something good to look into.

2. Grant Offer for Airport Improvement Program (AIP) Project No. 3-41-0009-025-2026 – Refer to #3 under old business.
3. Grant Offer for Infrastructure Investment and Jobs Act (IIJA) project No. 3-41-0009-026-2026 at Burns Municipal Airport -

The city council discussed two FAA grant applications (Project No. 3-41-0009-025-2026 and project No. 3-41-0009-026-2026) for airport improvements, with a total potential cost of up to \$1

million and requiring a 5% local match of approximately \$16,500. After reviewing FAA responses about grant assurance requirements 27 and 28, which primarily apply to landing fees and air navigation equipment, the council approved both grants unanimously.

Councilor Gahley made a motion to approve moving forward with Project No. 3-41-0009-025-2026 and project No. 3-41-0009-026-2026. Councilor Roy seconded the motion. All Ayes. (5/0)

RESOLUTIONS/ORDINANCES

1. Ordinance No. 26-909 – An Ordinance of the City of Burns amending Chapter 13 of the Burns Municipal Code to establish a stormwater utility and stormwater service charge and imposing an initial monthly stormwater charge per utility account –

The City Council discussed concerns about public input regarding Ordinance No. 26-909, noting that the current meeting should have been the one to discuss it according to the original motion. There were concerns about poor public communication and attendance at previous meetings. They expressed frustration that despite efforts to notify the public through Facebook and public meetings, engagement remains low. They supported holding a work session to allow proper community engagement and explanation of the ordinance and agreed to schedule a separate work session to address the ordinance properly. That work session was scheduled for Monday June 22, 2026, at 6:00 p.m. at City Hall.

The council then moved to table Resolution No. 26-909 until the June 24th City Council meeting

Councilor Roy informed staff that he would like it posted in the newspaper as well as all the other set places.

Councilor Gahley made a motion to table Ordinance No. 26-909 until the June 24th City Council meeting. Councilor Roy seconded the motion. All Ayes. (5/0)

2. Resolution No. 26-823 – A resolution to initiate a project to amend the development code for the City of Burns.

Councilor Gahley made a motion to read Resolution No. 26-823 by title only. Councilor Roy seconded the motion. All Ayes (5/0)

Councilor Gahley made a motion to approve Resolution No. 26-823. Councilor Roy seconded the motion. All Ayes. (5/0)

3. Resolution No. 26-824 – A Resolution of the City of Burns, Oregon, accepting certain identified and unanticipated revenues from Oregon State Fire Marshall Office, in the amount of \$27,500.00.

Councilor Gahley made a motion to read Resolution No. 26-824 by title only. Councilor Roy seconded the motion. All Ayes (5/0)

Councilor Brockmann made a motion to approve Resolution No. 26-824. Councilor Gahley seconded the motion. All Ayes. (5/0)

ADDITIONAL INFORMATION

The City Manager Brenda Engbretson reported on several ongoing projects, including NASA's potential re-engagement (though with delayed implementation until later 2027), progress on the Kearney paving project with final grant agreement expected soon, and updates on the wastewater project meetings with various state agencies. She said the Planning Commission also approved the Palmer Estate's (Telos Development) subdivision application.

The Palmer Estates (Telos Development) wastewater situation was discussed, with City Manager Brenda Engbretson clarifying that the approved solution involves using a step system rather than sending wastewater to Hines or Burns. She also announced that the next City Council meeting on June 24th will include both the regular council meeting, a budget hearing, and a hearing on the CBDG Grant.

The council expressed their hopes of filling the vacant city council seat at the City Council meeting on the 24th.

There was discussion on Washington Park's bathroom, which has experienced vandalism. Public Works explained they clean the facility daily, even on the weekends and are working to install security cameras. Currently they are also having the Burns Police Department lock them at night.

NEXT STEPS

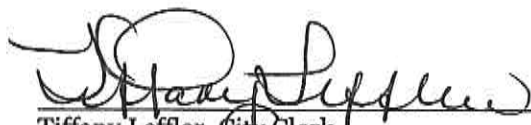
1. Chief Williamson: Submit the 2025 Assistance to Firefighters Grant (AFG) application for a Type 1 fire engine, with the city's 5% share covered by the capital project fund. Deadline for submission is June 22nd.
2. City Council: Schedule and hold a work session on the proposed stormwater utility ordinance (Ordinance 26-909) on June 22nd at 6pm to allow for public input.
3. City Staff: Look into the Ordinal AI for Government platform as presented by Lindsey Wilcox and consider bringing a presentation to the City Council.
4. City Staff: Ensure the work session for the stormwater utility ordinance is properly advertised, including in the local newspaper, to allow for adequate public notice.
5. City Staff: Continue to work on obtaining video cameras for Washington Park to address vandalism issues.
6. City Council: Fill the vacant City Council seat at the June 24th meeting to allow for distribution of committee assignments.
7. City Council: Attend the budget hearing scheduled for June 24th.

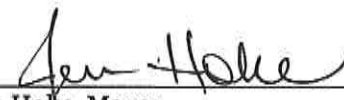
ADJOURN

Mayor Hoke adjourned the meeting at 7:05 p.m.

Recording for June 10, 2026, City Council meeting: https://zoom.us/rec/share/pcg4hQn4RxyWoR27K-OBpoNZavFuYbVZckXMxdKOoZvjh_xOnc3uQ3yLvsJStL9N.2K46p9fynEtm_fa1?startTime=1781139448000

Passcode: 07.855SE


Tiffany Leffler, City Clerk


Jen Hoke, Mayor