PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Randy Bechtol, Tom Troutman, Suzanne Knapp, Jon Helquist,

COUNCIL ABSENT: Dennis Ross, Carol Rager

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner

Visitors Present: Judy Sumner, Ralph Winmer, Michael Wilson, Kathie Richey, Karen DuPuis, Allison Bechtol, Kristen Diederich, Christine Wolfe

CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE. The meeting was called to order by Mayor Ewing at 6:30 p.m. Roll call of Council and staff was conducted by Recorder Patton. Mayor Ewing led council and audience in Pledge of Allegiance.

CONSENT AGENDA: A) Minutes of December 20, 2017 Meeting; B) Mayor/Councilor Monthly Finance Report; C) Payment of Invoices for December 2017. Mayor Ewing announced this item will be tabled due to a death in Recorder Patton's family and not all documents are available.

AUDIENCE PARTICIPATION.

Karen DuPuis requested the next Mayor's Newsletter include the changes in the hours and recycle materials accepted at the recycle company in Tygh Valley.

Ralph Wimmer suggested leaving the Street Lamp Christmas lights up all year. Mayor Ewing acknowledged Public Works has already began taking the Christmas lights down.

REPORTS.

Planning Commission. Recorder Patton reported the Planning Commission held a public hearing on January 9, 2018 to consider the establishment of a new Commercial/Residential Transition (CRT) zone on the Comprehensive Plan/Zoning Map, add zoning text to the City Zoning Ordinance, and place that zone on specific properties in the City abutting Deschutes Avenue. At the end of that hearing, the Commission motioned to make recommendation for approval to the City Council. A hearing will be set for February 28 before the Council.

Library. Kristin Deiderich reported on her and Mik'Ael working as a team to keep the library open/operating, plans for upcoming events and programs, having obtained the movie license to show movies at the legion hall, and the legislators visit to the library.

Councilor Knapp presented the final survey form put together by the Steering Committee and identified the locations for which the survey forms will be available.

Mayor. Mayor Ewing presented and summarized a written report on the fiber project efforts, work completed during the month by the Public Works Staff, 2017 Street Improvement Project, Playground Structure, SWC Library & Civic Center, Legislator Tour, Wasco County Economic Development-key projects presented to the Board, and work with ODOT on the Donkey Trail & East Maupin River Boardwalk. He reported having received the LGPI's revised draft of the City Manager job description today and will send it out to Council to see those changes.

Legislation/LOC. Councilor Knapp reported she participated in the Library Director interviews. She was part of Legislator Tour – it went very well.

Citizen Engagement. Councilor Helquist reported he also participated in the Library Director interviews.

Attorney Report. Attorney Sumner presented and explained a draft Resolution Granting an Exemption from the Competitive Bid Requirements for Use of the Construction Manager/General Contractor Method of Contracting for the Maupin Civic Center Project. Action on this resolution would require a public hearing.

Chamber. A written report by Chamber President Allison Bechtol was presented informing they are evaluating the Chamber Coordinator position, and telling of their marketing plan, Oregon Scenic Bikeway kiosks, and events they will host.

CONSIDER KAISER PARK PLANS. Mayor Ewing reported Councilor Bechtol has been working on this plan, holding several Committee meetings, along with Architect Mark Seder. They will have one more meeting and then start the application to Oregon Parks & Recreation Department for grant funds. Architect Seder and Carrie Pippinich of MCEDD have offered to help with the application process.

Councilor Bechtol reported the Committee, at its last meeting, went through drawings and a worksheet/practice run at the grant. They will have one more meeting to discuss plans going forward on the grant application, if Council approves them to go forward with the plans. After that they will have to come up with some sort of budget. He has been looking at a couple of smaller grants as well. In a past public survey, the main concern was greenspace, and they are keeping with that focus.

Architect Seder presented a slide show on Kaiser Park enhancements. He suggested tying this plan into the Parks Master Plan.

CONSIDER PARKS MASTER PLAN. Mayor Ewing suggested doing a basic sketch of all the parks at this time to include with the OPRD grant. Architect Seder suggested to also include the pathways – donkey trail and East Maupin River Boardwalk. Councilor Knapp suggested tying in the Scenic Bikeway. It was the consensus of Council to authorize Architect Seder, at the next Kaiser Park Committee meeting, to do a basic sketch on a Parks Plan to show OPRD the City is working on a Master Plan.

CONSIDER CIVIC CENTER PLAN – WHERE DO WE GO FROM HERE? Michael Wilson spoke on the Legislator Tour held yesterday, strategy, and ability to go forward with funding request to State Legislator. He suggested taking a couple of high school students to Salem to share the importance of the Library and fiber.

Architect Seder reported his team of engineers & architects and civil engineer Anderson Perry & Associates are prepared to move ahead, pending time of funding. They have taken approach that it would be very advantageous for the civic center to break ground this summer.

Based on discussions, it was consensus of Council to authorize Mayor Ewing to form the committee group, delegation of persons to take to the initial visit/ask with State Senators and Representatives in Salem, and then later to the presentation/request to State Committee.

CONSIDER CONSTRUCTION MANAGER/GENERAL CONTRACTOR – REQUEST FOR PROPOSAL FOR CIVIC CENTER. A 1/24/2018 draft RFP prepared by Architect Seder was presented to Council. Attorney Sumner reported on his review and the only addition is the Resolution and process he presented in his attorney report. Councilors were asked to email any suggestions for edits in comments to Architect Seder prior to the next meeting. It was Council consensus to schedule hearing for consideration on adoption of the Resolution and approval of RFP at the February 28 Council meeting, and publish public notice hearing in advance.

USDA SEARCH GRANT APPLICATION. Mayor Ewing reported the City's Engineer, Anderson Perry & Associates, is applying for some grants on behalf of the City to complete a water and sewer master plan update as required by the State. He acknowledged contacts with the State DEQ regarding compliance/requirement to update plans and USDA on requirement of public notice and approval to make application by the Council. The proposed funding requests are for a $20,000 State grant and $30,000 USDA grant, and the City provide matching funds of about $10,000 from its water fund. Based on discussion, it was moved by Councilor Knapp, seconded by Councilor Troutman, and unanimously passed; the Council approves and authorizes Anderson Perry & Associates to move forward with applying for a State and USDA Grant on behalf of the City of Maupin to develop a Master Water Plan and Master Sewer Plan.

CONSIDER LEGION HALL IMPROVEMENTS. Councilor Helquist reported on a list of proposed projects identified by the Committee. The first, an immediate safety project is to replace the rotting floor joists. He acknowledged having a bid of $1,520 and the contractor is available to do the work next week. He reported the Committee has not set any milestones on completing the projects. He presented, from research on ownership of building, a handout he drafted on some background of the Legion Post and property, and notes of town history he found interesting. Based on discussion, it was moved by Councilor Bechtol, seconded by Councilor Troutman, and unanimously passed with the inclusion of Mayor Ewing voting; the City split the cost up to $750.00 for emergency repair of the floor joists/support system in the Legion Hall.

On inquiry by Councilor Troutman, it was recognized the City is not making any commitment at this time to funding improvements to the building, other than the approved safety repair to keep the building open. Mayor Ewing acknowledged there are a lot of things to do with the building and a lot of planning and forethought that needs to go into how to make it feasible.

APPOINT PERSONS TO THE PLANNING COMMISSION AND BUDGET COMMITTEE. Mayor Ewing acknowledged there are two openings on the Planning Commission and three on the Budget Committee. Suze Riley has resubmitted her name for the Planning Commission, and Karen DuPuis has resubmitted her name for the Budget Committee. It was moved by Councilor Knapp, seconded by Councilor Helquist, and unanimously passed; the Council approves Suze Riley to remain on the Planning Commission. It was moved by Councilor Helquist, seconded by Councilor Knapp, and unanimously passed; the Council appoints Karen DuPuis to the Budget Committee.

COUNCIL COMMITTEE ASSIGNMENTS. Mayor Ewing, in reference of considering committees in January, reported on some councilor suggestions and interests. He opened discussion to suggestions from council on other ideas. He acknowledged having written his Mayor's Report and highlighting the subjects in the meeting. If all committee reports are presented in writing and verbal highlight on important items stated in meeting, it will keep time to a minimum.

Councilor Knapp disagreed that the Charter says anything about committee assignments by January. She cited the Charter says the mayor shall appoint member committees established by council rules, and declared it does not mean council committees, it means any committee within the City, and other persons required by the Council to be so appointed. She inquired of having council rules, noting there is a half a dozen places in the charter that says according to council rules.

Mayor Ewing reported, on request by LGPI, he sent them a copy of the city charter and they found there is no reason we cannot have a city manager. He did not ask them to review the charter, but that is something we need to do. He acknowledged any changes to the charter have to go to a vote of the people.

Councilor Knapp stated she asked council a year ago to review the charter to know what is in it, to refresh council knowledge, and know how councilors are supposed to be governing themselves. There is nowhere in the charter that have to have council committees and that is why she objected to it last year. She wanted this conversation to take place at this table for the public to hear, to know what council is doing, what committees are they working on, what is the purpose, what do they hope to get out of it, and how is it going to help city governance. She stated she is going to volunteer to take the lead on the Committee of Governance and there are people in this community that would be happy to assist her in helping with our public process so council can gain public trust. On inquiry, she stated governance refers to the charter, make sure everyone knows what the charter is about and follow it, know what laws council is supposed to be working on, public meeting laws, accountability, transparency, how to be more public servant, all sorts of things that are good governance. She announced one of the things she hopes to do as part of her committee is to start working with the council to develop council rules.

Councilor Helquist recommended looking at the charter further, but to continue with the assignments councilors volunteered to do so as not to let those committees fall until council gets some official rules. Councilor Bechtol endorsed to continue the council committee assignments.

SUGGESTED TOPICS FOR NEXT MEETING: Resolution on bid requirements in conjunction with RFP for a CM/GC. Tentative - Approval on proceeding of grant for Kaiser Park.

EXECUTIVE SESSION PER ORS 192.660 (2)(h) TO CONSULT WITH COUNSEL AND DISCUSS PERSONNEL. At 8:30 p.m., the Council was called into executive session and reconvened regular session at 8:38 p.m.

Action subsequent to Executive Session

It was moved by Councilor Bechtol, seconded by Councilor Troutman, and unanimously passed; the Council authorizes Attorney Sumner to respond to a former employee's attorney regarding a request.

HIRE LIBRARY DIRECTOR. It was moved by Councilor Bechtol, seconded by Councilor Helquist, and unanimously passed; the Council authorizes the mayor to hire the Library Director as recommended by the hiring committee.

NEXT MEETING. Tuesday, February 20, 2018 – Discuss City Manager
Wednesday, February 28, 2018 – Regular Council Meeting

ADJOURN. Mayor Ewing adjourned the meeting at 8:43 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder