CITY OF MAUPIN
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MEETING NOTICE

CITY OF MAUPIN COUNCIL MEETING

Monday, February 24, 2020

6:30 p.m.

At Maupin Civic Center, 507 Grant Street, Maupin, OR

The meeting is open to the public and location is accessible to persons with disabilities.

AGENDA

1) Call Meeting to Order / Roll Call of Council and Staff / Pledge of Allegiance

2) Approval of Consent Agenda. Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Council to spend its time on significant items and issues. Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.
   - A) Approval of Minutes of November 20 and December 18, 2019
   - B) Mayor/City Manager Monthly Finance Report
   - C) Payment of Invoices for January 2020

3) Audience Participation. This time is set-aside for the public to speak on any subject which does not later appear on the agenda. Three minutes per person will be allowed. The maximum amount of time for all public comments under this agenda item will be 15 minutes. Council will not engage in dialogue but can consider scheduling any matter as an agenda item at a future Council Meeting.

4) Census Bureau Presentation

5) Reports:
   - A) City Manager – Kevin Lewis
   - B) Mayor – Mayor Ewing
   - C) Public Works – Councilor Troutman
   - D) Planning Commission – Recorder Patton
   - E) Chamber – Coordinator Stephanie Anderson
   - F) Library – Librarian Dod
   - G) Parks – Bechtols / Councilor Beatty
   - H) Special Projects - Councilor Wright
   - I) Economic Development - Councilor Foreaker
   - J) Environmental/Recycle – Councilor Foreaker
   - K) Legislative / LOC – Councilor Knapp
   - L) Deschutes Rim Health Clinic Update – Dennis Beechler / Councilor Knapp
   - M) Public Safety – Councilor Helquist

6) Consider Approval of Liquor License/Change of Ownership for Maupin Market

7) Award Charitable Funds – 2 recipients

8) Consider Interior painting of City Park Shower Building

9) Consider Civic Center RFP Cleaning Services

10) Communications

11) Suggested topics for next meeting
12) a. Appointment to vacancy on Planning Commission
13) b. Appointments to vacancies on Budget Committee
b. Employee Handbook Revision Discussion
c. Employee Pay Scale Revision Discussion
d. Council Rules Adoption

14) Executive Session per ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

15) Action subsequent to Executive Session

16) Next Meeting – March 25

17) Adjourn

Public Hearing Testimony

The Council places great value on testimony from the public. People who wish to testify are encouraged to:

- Provide written summaries (12 copies to the City Recorder prior to the agenda item)
- Recognize that substance, not length, determines the value of testimony
- Endorse, rather than repeat, testimony of other witnesses with whom you agree
- The Mayor may limit time for testimony on any item and may set time limits (usually 3 minutes) for individual speakers

Thank you for taking the time to present your views.

Note: Because of the uncertain length of time needed, the Council may deal with any item at any time in the meeting. Anyone wishing to be heard on any item should arrive when the meeting begins to avoid missing an item of interest. Topics not on the agenda may be introduced and discussed during the Audience Participation.

CITY MEETING CALENDAR

MONTH	DATE	DAY	TIME	GROUP	LOCATION
March 2020	10	Tues	6:00 pm	Planning Commission Meeting	Maupin Civic Center
	25	Wed	6:30 pm	Regular Council Meeting	Maupin Civic Center

MINUTES
CITY COUNCIL MEETING
November 20, 2019
6:30 p.m.

MAUPIN CITY PARK COMMUNITY BUILDING
206 BAKEOVEN ROAD
MAUPIN, OREGON

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PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Tom Troutman, Susan Wright, Jon Helquist Suzanne Knapp, Mike Foreaker

COUNCIL ABSENT: Randy Bechtol

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner

Visitors Present: Judy Sumner, Bruce Lumper, Steve Kramer, Jim Winterbottom, Tamara Wimmer, Ralph Wimmer, Alison Bechtol, Karen DuPuis, Kathie Richey, Brandon Mahon, Mark Seder

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) Approval of Minutes of August 28, 2019and September 25 2019 Council Meetings; B) Mayor/Councilor Monthly Finance Report; C) Payment of Invoices for October 2019. Mayor Ewing announced the removal of the Finance Report and Payment of Invoices from Consent Agenda. It was moved by Councilor Knapp, seconded by Councilor Wright, and passed unanimously on a 6 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, & Helquist; Nays: none); the Council approves the Minutes of August 28 and September 25 as presented.

Mayor Ewing requested to move Agenda Item #6 up to this time. There were no objections to this request.

Steve Kramer – Recycling Proposal. Council was provided with copies of a printed power-point presentation proposal on a Tri-County Baling Facility Concept by Wasco County Commissioner Steve Kramer, Wasco County Administrator Tyler Stone and Wasteconnections Regional Manager Jim Winterbottom as one possible solution to the current recycling issues facing Wasco County.

Bruce Lumper, a member of the Tri-County Hazardous Waste & Recycling Program Steering Committee, submitted and summarized his written opposition to the proposed concept. He gave background on the recycling program, statewide efforts including Oregon DEQ formulated Recycling Steering Committee, problem of contamination and the proposed concept not addressing this problem, costs, funding, and What's at risk for the Tri-County Program. He proposed the Council reject the proposed concept and they go back to the Steering Committee with options, funding mechanism, and then come back with an approved concensus item by the Steering Committee with what is going to be done.

In discussion, it was recognized the recycling in Maupin has not been good; the hazardous waste collection has been good. The concept includes working with the Steering Committee.

Public Input.

Council was provided with a written letter of opposition from Pat Bozanich, Mosier representative to the Tri-County Hazardous Waste and Recycling Program Steering Committee.

On inquiry by audience member John Bildsoe of the Portland processor, Jim Winterbottom reported on the improvement to recycling in Hood River and acknowledged residual gets hauled back to the landfill.

Following discussion, it was moved by Councilor Knapp, seconded by Councilor Foreaker, and passed unanimously on a 6 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, & Helquist; Nays: none); the Council recommends the County work with Tri-County Steering Committee to develop a feasibility study and work with concept further.

JIM WINTERBOTTOM. THE DALLES DISPOSAL – REQUEST FOR GARBAGE COLLECTION RATE INCREASE. Council was provided with a written letter of request dated October 24, 2019 along with the proposed rate schedule effective January 1, 2020. Mr Winterbottom recognized the proposed rate adjustment to be an average of 2.15% increase to offset rising operational costs and disposal fees.

Recorder Patton acknowledged the Franchise Agreement requires Mr. Winterbottom to make request to Council in the month of November for any increase proposed to take effect in the month of January.

It was moved by Councilor Troutman, seconded by Councilor Helquist, and passed unanimously on a 6 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, & Helquist; Nays: none); the Council accepts Waste Connections/The Dalles Disposal rate increase of 2.15%.

AIR STAGNATION AND BACKYARD BURNING. Mayor Ewing reported he started receiving phone calls when people began burning leaves.

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Audience member Medy Gantz spoke in support of no outdoor burning during times of air stagnation for health reasons.

Councilor Wright recommended going further to address issue of burning plastics.

Discussion included how to get the word out; posted notices, word of mouth, include in burn permit form. Councilor Helquist addressed monitoring and enforcement. Councilor Wright recommended going further to address issue of burning plastics. Audience member Rod Woodside submitted some burning is inside in an incinerator and is a nuisance, He further submitted there needs to be some legal basis behind complaints because frequent complaints become harassment. It was the consensus of Council to put no burning during air stagnation on the burn permit form and in the Mayor's newsletter.

REPORTS.

Mayor. Mayor Ewing summarized his written report giving an update on the art work for the Civic Center (the first mural painting is complete), the first Business Tech Training held on November 6, update on the school track facility, a public information session held by the Oregon Department of Energy and Avangrid Renewables on a proposed plan for a "Bakeoven Solar" project, posting with agencies for the City Manager position, and the next LOC Region 8 Small Cities Meeting scheduled December 19 at the Maupin Civic Center.

Public Works. Councilor Troutman reported on some work by the crew. Mayor Ewing reported on a water line break by the school.

Planning Commission. Recorder Patton reported the Commission continues to hold review / study sessions for updates to the text in the zoning ordinance. Based on notice of what is happening in other cities and inquiry at the Commission meeting, they will continue discussion at their next meeting on whether or not to allow barndominums and cargo container homes. Council discussed training for the commissioners.

Economic development. Councilor Foreaker summarized his written report informing of an Economic Development Symposium hosted by MCEDD on November 1, and informing of the November 13 MCEDD meeting held to prioritize projects in the County. The top three projects were: (1) High School Track, (2) Health Center Expansion, and (3) Kaiser Park Improvements.

Environmental/Recycle. Councilor Foreaker's written report told of the "Baling Facility" proposal presented at the beginning of this meeting.

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Legislative / LOC. Councilor Knapp reported on an article in the LOC Bulletin of the American Association of Libraries having produced a toolkit to assist librarians in helping citizens complete the census information.

Deschutes Rim Health Clinic Update. Councilor Knapp reported they are looking for a part-time dentist; Lee Balentine is currently working part-time to take care of appointments. They are changing organization; Dr. Plante will focus on medical aspect and Sharon DeHart will focus on project manager of the new clinic. For project foundation, they are still working on documents to submit for USDA loan and Westby Associates has completed two grant applications.

Public Safety. Councilor Helquist commented it is getting dark earlier, the air is a public safety issue, people need to be careful and watch out for your neighbors.

CIVIC CENTER UPDATES & INFO.

a. **Funding Updates**. Mayor Ewing reported the contract with Westby and Associates expires at the end of December. 82 percent of the capital funding goal for the library has been raised.

b. **Furniture, Fixtures, and Equipment**. Mayor Ewing reported library book shelves are due to arrive on December 16. The rest of the furniture has been ordered except patio furniture.

c. **Ribbon Cutting and Grand Opening**. Mayor Ewing acknowledged the Capital Campaign Steering Committee will meet again on the 25th to go over the final details for the December 8 Ribbon Cutting Ceremony.

d. **Grand Opening.** Mayor Ewing announced looking at March for the Grand Opening.

e. **RFP for Development of city properties**. Mayor Ewing reported the City does not have any proposals.

f. **Moving Plan**. Mayor Ewing announced he is working with employees.

APPOINT MAYOR AS INTERIM CITY MANAGER AND CONSIDER MAYORAL STIPEND. Mayor Ewing disclosed conflict of interest and turned the meeting over to Council President Troutman to preside over this matter. Following discussion, it was moved by Councilor Knapp, seconded by Councilor Foreaker, and passed on a 4 to 1 with 1 abstain vote (Ayes: Foreaker, Knapp, Troutman, & Helquist; Nays: Wright; Abstain: Ewing); the Council authorizes and directs the Mayor to assume the responsibilities and duties of the City Manager and authorizes payment of a stipend at $1,000/mo commencing November 1. Councilor Knapp, in discussion of vote, brought up a point that the Mayor is doing what he has done before, but now with authorization of council and this is proper way to do. On request for assurance by

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Councilor Helquist on following through with recruitment of a City Manager, discussion was held on the existing advertisements.

Mayor Ewing was called back into the meeting for presiding over the remainder of the meeting.

COMMUNICATIONS. none

SUGGESTED TOPICS FOR NEXT MEETING.

a. Council Rules

EXECUTIVE SESSION PER ORS 192.660 (2)(e) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS. Mayor Ewing called Council into Executive Session at 8:28 p.m. and reconvened the regular meeting at 8:54 p.m.

ACTION SUBSEQUENT TO EXECUTIVE SESSION. It was moved by Councilor Foreaker, seconded by Councilor Helquist, and passed unanimously on a 6 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, & Helquist; Nays: none); the Council offers the current city hall and library properties to the interested party as a straight sale for $240,000 cash and authorizes the Mayor to approach the party with that offer.

NEXT MEETING. Wednesday, December 18, 2019 – Regular Meeting

ADJOURN. Mayor Ewing adjourned the meeting at 9:00 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

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MINUTES
CITY COUNCIL MEETING
December 18, 2019
6:30 p.m.

MAUPIN CIVIC CENTER
507 GRANT AVENUE
MAUPIN, OREGON

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PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Tom Troutman, Susan Wright, Jon Helquist Suzanne Knapp, Mike Foreaker, Randy Bechtol

COUNCIL ABSENT: none

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner

Visitors Present: Judy Sumner, Medy Gantz, Kathy Richie, Karen DuPuis, Allison Bechtol, Christine Wolfe, Mike Wilson, Donna Henderson, Rich Sutliff

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) Mayor/Councilor Monthly Finance Reports for October and November 2019; B) Payment of Invoices for October and November 2019. It was moved by Councilor Knapp, seconded by Councilor Foreaker, and passed unanimously on a 7 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, Bechtol & Helquist; Nays: none); the Council approves Consent Agenda.

AUDIENCE PARTICIPATION. Kathy Richie acknowledged the bulletin board by the Chamber has been removed asked Council to consider putting up a citizen's bulletin board on the building of Seven Directions.

REPORTS.

Mayor. Mayor Ewing gave thanks to everyone who helped with the Civic Center Ribbon Cutting Ceremony and acknowledged the attendance number and amount of funds raised. He further reported the Library Capital Campaign Steering Committee has completed their work and they have been disbanned, Frank Kay will be working with Librarian Dod and staff of The Dalles Library to set up a Library Foundation to support the SWC Library in the future.

He gave an update on anticipated arrival of furniture and is working with Griffin Construction on minor construction fixes. He announced the LOC Small Cities Meeting will be tomorrow in the Civic Center at 10:30 a.m. with the main topic of the RARE Program and prior to that will be a webworks class at 9:00 a.m. on how to use the fiber. He gave an update on the creation of a new website for the City.

Public Works. Mayor Ewing reported the crew has been working on cleaning, repainting and repairing the City Park house, and getting the snow plow on the pickup to have ready for use.

Planning Commission. Recorder Patton reported the Commission did not have a meeting this month. She approved another dwelling structure permit over the past month.

Chamber. Chamber President Allison Bechtol reported they have a handful of applicants for the Coordinator position. Ellie Webb did not renew her rental lease in the building for her realty office; the Chamber will stay put for now, but the space is up for lease.

Library. Mayor Ewing reported Librarian Dod reports she has been doing a lot of organizing and planning for the move in February. Also, starting the 2020 program planning and have applied for a couple of programs through Wasco County Cultural Trust.

Parks. Councilor Bechtol reported, following the departure of Howard and Janet, he has been doing an inspection the City Park grounds and buildings and making a list of issues that need to be addressed before Spring.

Economic development. Councilor Foreaker summarized his written report informing Maupin has been awarded the $35,000 Technical Assistance Grant from DLCD to complete a Housing Needs Analysis, and of a Business and Environment Conference he attended in Portland.

Environmental/Recycle. Councilor Foreaker summarized his written report telling of the December 11 Tri-County Hazardous Waste and Recycling Steering Committee meeting consisting of updates on Emerald Systems operations, DEQ visit to address issues with the City of The Dalles, and not being able to consider the Baling Facility proposal yet for procedural reasons.

Legislative / LOC. Councilor Knapp reported on attendance to the MCEDD Board meeting. MCEDD is recruiting for a new Executive Director and developing a new policy to address SB479.

Deschutes Rim Health Clinic Update. Councilor Knapp reported on the reorganization and they are continuing to work on a new mission and vision.

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Public Safety. Councilor Helquist reported the operation of the Deschutes Rim Health Clinic is impressive and the people are very helpful. He commented, in this being the time for snow and ice, to be careful and carry an emergency kit in your car.

CIVIC CENTER UPDATES & INFO.

a. **Funding Updates**. Michael Wilson thanked the Council and Frank Kay for all their work and funds raised. He reported on the attendance and funds raised at the Ribbon Cutting Ceremony. He further reported on the SWC Library funding status as of 12/11/2019.

b. **Ribbon Cutting**. Councilor Knapp expressed her appreciation for the help she got from everyone for the Ribbon Cutting Ceremony.

c. **Grand Opening.** Mayor Ewing reported the Library staff, Library Advisory Board and others selected by them will create this Event. Librarian Dod is planning a week-long event, having something special in the library every day.

d. **Furniture, Fixtures, and Equipment**. Mayor Ewing reported furniture will be arriving the week of February 10th.

e. **Moving Plan**. Mayor Ewing announced, pending weather, moving will begin the week after the furniture arrives.

DR. CHERYL LAPLANTE, DESCHUTES RIM CLINIC. Postponed

COMMUNITY VISIONING DISCUSSION. Mayor Ewing presented a handout entitled, "2004 Measures of Success". He reported 2004 was the last time the City had a visioning exercise for the whole community; it was a success with many people attending and they came up with project categories and projects and measures of success they would like to see reached in Maupin. He summarized, from the handout, the categories, projects and measures met and those not met to date. In summary, there were a lot of goals that were reached and the Council's task now is to begin having another visioning exercise. The community may want to revisit goals or create new ones. He created a list of possible categories he thought of and it is open to change with community ideas. MCEDD has offered to help facilitate the community visioning exercise. On suggestions by councilors, categories added to the list were Transportation & Access-trails and transportation to The Dalles, Public Safety-ordinance officer, and Civic Center second floor development. Based on discussion, it was the consensus of Council to look at having the exercise in April.

RFP FOR CLEANING SERVICES. Mayor Ewing acknowledged some cleaning needs going forward in the Civic Center when open. He reported it is not known how often the services will be needed, but would like to find out if there are entities in the community and want somebody who has already established a license for business. He anticipates services will start

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on a set time and then will be determined if need once a week or more often. Based on proposal, it was moved by Councilor Knapp, seconded by Councilor Bechtol, and passed unanimously on a 7 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, Bechtol & Helquist; Nays: none); the Council authorizes the Mayor to work with Attorney Sumner to develop an RFP for Cleaning Services and get on website.

CONSIDER COUNCIL RULES FINAL DRAFT. CONSIDER RESOLUTION ADOPTING A POLICY ESTABLISHING RULES OF PROCEDURE FOR THE COMMON COUNCIL OF THE CITY OF MAUPIN. Council was provided with the final draft with edits from Council worksessions. Mayor Ewing added City Manager to Section 4 - Other Elected and Appointed Officers on page 2. Recorder Patton reported the red font is Council's revisions, and for the part about filling vacancies in the Council or Mayor positions, she inserted the language exactly as it is written in the city charter (footnote #2 on page 8). Councilor Knapp suggested adding steps to the filling of Mayor and Council vacancies such as declare position vacant at one meeting, put out announcement, and then Council vote on at the next meeting. In review, Recorder Patton acknowledged she inadvertently mailed the wrong, unfinished draft to Council. Councilor Wright suggested that while the content is good, it still needs work on capitalization and punctuation, and she volunteered to make these corrections. On suggestion by Attorney Sumner, it was the consensus of Council to table adoption to the next meeting when have proofed corrections and the suggested standards for filling vacancies be received from Councilor Knapp.

COMMUNICATIONS. none

SUGGESTED TOPICS FOR NEXT MEETING.

a. Council Rules
b. Employee Handbook

EXECUTIVE SESSION PER ORS 192.660 (2)(e) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS AND (2)(a) TO CONSIDER THE EMPLOYMENT OF AN EMPLOYEE. Mayor Ewing called Council into Executive Session at 7:27 p.m. and reconvened the regular meeting at 8:23 p.m.

ACTION SUBSEQUENT TO EXECUTIVE SESSION.

Negotiation of real property: It was moved by Councilor Knapp, seconded by Councilor Wright, and passed unanimously on a 7 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, Bechtol & Helquist; Nays: none); the Council authorizes the Mayor to meet with party and accept their counteroffer and if no longer interested, then list for sell.

City Manager position: It was moved by Councilor Troutman, seconded by Councilor Bechtol, and passed unanimously on a 7 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman, Bechtol & Helquist; Nays: none); the Council authorizes the Mayor to contact applicants for the City Manager position to set up interviews for January 24 or 25, to work with

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the former City Manager on recreating interview questions, and notify Council when applications are ready to review.

City Parks Managers positions: Councilor Bechtol recused himself on this matter. It was moved by Councilor Foreaker, seconded by Councilor Helquist, and passed unanimously on a 6 to 0 vote (Ayes: Foreaker, Knapp, Ewing, Wright, Troutman & Helquist; Nays: none); the Council accepts the Interview Committee's recommendation and moves to hire Randy and Allison Bechtol to the City Parks Managers positions and authorizes the Mayor to negotiate terms of employment.

NEXT MEETING. Wednesday, December 18, 2019 – Regular Meeting

ADJOURN. Mayor Ewing adjourned the meeting at 8:27 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

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