PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Randy Bechtol, Tom Troutman, Suzanne Knapp, Jon Helquist, Carol Rager, Dennis Ross

COUNCIL ABSENT: none

STAFF PRESENT: Recorder DeOra Patton

Visitors Present: Ralph Wimmer

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.

CONTINUATION - CONSIDER CREATION OF CITY MANAGER POSITION. Council reviewed the Local Government Personnel Institute (LGPI) edited job description and added a couple of time limits to license and CPR certification. It was moved by Councilor Bechtol, seconded by Councilor Rager, and unanimously passed; the Council accepts this amended job description.

Mayor Ewing reported LGPI can, at a cost of $140.00 per hour, provide assistance to Maupin to determine the best way to recruit, prepare interview questions, prepare a recruitment brochure. Based on discussion, it was the consensus of Council to allow Mayor Ewing to meet with LGPI this Friday to get more information on details and estimated hours and bring information back to Council to consider on February 28.

Councilor Knapp requested Council think about what affect the city manager duties will have on other staff; change in duties of the City Recorder and Mayor.

Mayor Ewing acknowledged change of duties will depend on person hired, experience, and in reference to Councilor Knapp's example of maintaining all employee information and records, he sees this as assuring it gets done and may assign to the recorder. Councilor Helquist endorsed stating the position is kind of overseer, they manage the program and not necessarily do the work. Councilor Bechtol recognized the City will be hiring someone with experience and want to work with them on any transitions.

Councilor Knapp believes the Council could improve in their operations before a City Manager is hired.

AMENDED

ADJOURN. Based on the agenda and there being no further discussion pertaining to City Manager, Mayor Ewing adjourned the meeting at 6:58 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

AMENDED

PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Randy Bechtol, Dennis Ross, Suzanne Knapp, Jon Helquist, Carol Rager

COUNCIL ABSENT: Tom Troutman

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner

Visitors Present: Judy Sumner, Sandy Iverson, Gareld Iverson, Karen DuPuis, Allison Bechtol, Christine Wolfe, Rani McPhearson

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) Minutes of January 16, 2018 Meeting; C) Minutes of January 24, 2018 Meeting; D) Minutes of February 20, 2018 Meeting; E) Mayor/Councilor Monthly Finance Report; F) Payment of Invoices for December 2017 and January 2018. Mayor Ewing announced removal of items C & D. It was moved by Councilor Rager, seconded by Councilor Bechtol, and unanimously passed; the Council approves consent agenda minus items C & D.

AUDIENCE PARTICIPATION. none

REPORTS.

Planning Commission. Recorder Patton reported the Planning Commission, at its meeting of February 22nd, approved a lot line adjustment, and they are continuing to review the zoning ordinance for updates, revisions.

Chamber. Allison Bechtol announced Mia Shephard has been hired for the Chamber Coordinator position. They will have a ribbon cutting ceremony on Friday, May 4 to celebrate the Scenic Bikeway designation. She reported on an email asking of interest to do the Cycle Oregon event this year, scheduling as an alternate back up plan.

Library. Library Director McPhearson reported on the story-time program, grants she is researching for story-time staff, and plan to have the library open on Saturdays from 12 – 3 beginning March 3.

Councilor Knapp reported the Steering Committee is working on a new tri-fold brochure to tell about the new library and new diagram, and also developing a new poster for the

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library. The library survey ended today. She gave presentations on the library and survey to the Shaniko and Antelope Councils.

Public Works. Mayor Ewing reported on work during the month.

Mayor. Mayor Ewing presented and summarized a written report on his work and activities for the month relative to trips to Salem to meet Legislators and testify for financial assistance for Civic Center and Broadband, meeting with Public Works Foreman Shields and community members to develop a plan for site preparation and installation of the playground structure, and other related to agenda items. He reported on the dates for Household Hazardous Waste Cleanup (April 14) and Maupin Spring Cleanup (April 21). Sheriff Magill has scheduled a Town Hall meeting next week on March 7 at the Legion Hall.

Parks. Councilor Bechtol reported on their last Kaiser Park meeting of Feb 22. They went through details and came to agreement on what the park should look like. Architect Seder is working on a spreadsheet of costs. Carrie Pipinich of MCEDD is putting together a grant application. The City may have to provide a 20 percent match, which will include some in-kind work.

Public Safety. Councilor Helquist reported the City just received a revised copy of the Wasco County Emergency Operation Plan of which he will review. He glanced through the City's November 13, 2002 Emergency Plan, and feels it is still applicable but will have to assign councilors to it for emergency response tasks.

Community Liaison. Councilor Helquist commended the South Wasco County Ambulance volunteers on their response to a recent child drowning accident.

Capital Projects / Intergovernmental Relations. Councilor Ross identified the three major projects now are the Civic Center, Broadband, and Clinic. Relative to Intergovernmental Relations, he spoke on awareness that we have two representatives and two senators involved with our projects, and he proposed to contact Shaniko and Antelope with encouragement they thank their Senator and Representative for involvement in these projects.

Economic Development. Councilor Knapp reported, on being asked by Mayor Ewing, she will be participating in the Federal Opportunities Zone Program Designations and working with Councilor Ross and South Wasco Alliance on that. Councilor Ross reported on proposal to write letters from the South Wasco Alliance Board.

Governance. Councilor Knapp presented a notice of training opportunity provided by the League of Oregon Cities on April 19th in Redmond on Municipal Operations in Oregon – Understanding the Fundamentals and The Ethical Municipal Official – Understanding Your

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Basic Obligations and Responsibilities. She presented a handout, a compilation of Sections 6, 7, 11, 16, 17, 20, 22, 25, and 29 of the Maupin Charter.

Legion Hall. Councilor Helquist announced they have a meeting coming up on March 6th at 4 pm to discuss the results on research of estimated costs for repairs and improvements. Mayor Ewing reported a bid for assessing the legion hall was $6,300, so alternately he is in contact with a local engineer to see if can do for less. Councilor Helquist reported the replacements of floor joists is complete.

PUBLIC HEARING TO CONSIDER RECOMMENDATION FOR ADOPTION BY THE MAUPIN PLANNING COMMISSION TO ADD 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. For the record, notice of this hearing was published in The Dalles Chronicle and on the City's website, posted locally, and mailed to all property owners of the specific properties and property owners within 100 feet of those properties. Council was provided, in advance of this hearing, with copies of the notice of hearing, staff report of February 21, 2018, traffic impact study by Kittelson & Associates, and the Planning Commission recommendation and minutes of their January 9, 2018 meeting.

Mayor Ewing announced the purpose of this hearing. Planner Kraemer acknowledged the City has been considering the new CRT Zone for years, and he reviewed his Staff Report providing for the purpose/intent of the CRT zone, the process and criteria, Legislative amendment, Planning Commission recommendation, findings, and staff recommendation. Staff recommendation is for approval of the proposed Comprehensive Plan/Zoning Map and Zoning Ordinance Text Amendments to add a CRT Zone to the City of Maupin pending testimony of this hearing. The proposed CRT Zoning Text was reviewed in its entirety. A draft enacting Ordinance was also presented.

Council questions/discussion. In conjunction with the additional properties to consider by recommendation of Planning Commission, it was reported that in years past, the former property owners requested to be included; however, no request was made by current owners. The locations of these properties are on the east end at 203 and 206 Deschutes Avenue. It was acknowledged vacation rental is not included in uses but can be added if want to allow; bed and breakfast is included under conditional use. Converting back from commercial use to residential use is allowable. Height of structures – 35-feet maximum is current regulation in residential and commercial zones. A suggestion was made to consider pervious material for parking area surfacing instead of impervious material, and it was acknowledged the Planning Commission has discretion and has approved gravel surfacing in prior years. The 2 to 1 vote of the Planning Commission was addressed and inasmuch results in a no-pass vote. Tonight, is a "de novo" hearing before the Council and Council can vote to adopt.

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Proponent Testimony:

Allison Bechtol, a business owner at 507 Deschutes Avenue, stated she is in favor. Having cottage industries is important to Maupin, and on having limited space available, this zone would be a benefit. She submitted the Chamber, having discussions on and off, is also in favor on an economic standpoint.

Opponent Testimony:

Sandy Iverson, 608 Deschutes Ave., submitted she is opposed in any way, shape, or form. She does not like it, there is no parking, she feels the town is not built for it, and does not think is feasible. Gareld Iverson also addressed parking in that residents' cars now take up all the parking on the street; and is also opposed for taxes and water bill.

There being no further public testimony, Mayor Ewing closed the public portion of the hearing and called for Council deliberation.

Councilor's input and discussions included parking, the opportunity for the Planning Commission to make determination for parking on a case-by-case basis, economic sustainability, opportunity for business development, currently having zero space available for commercial businesses in downtown business core, appropriate to expand/continue commercial on Deschutes Avenue, ability to also apply zone to other areas in town in the future, and including the two properties on the East end of Deschutes.

Mayor Ewing presented options for Council action. Based on discussion, it was moved by Councilor Helquist, seconded by Councilor Knapp, and passed unanimously; the Council continues this hearing to the next regularly scheduled council meeting on March 28, 2018 to gather further information on traffic study on the east end of Deschutes Avenue.

KAISER PARK OPRD GRANT APPLICATION APPROVAL. Mayor Ewing reported on the improvements proposed by the Kaiser Park Committee and asked Council to authorize Councilor Bechtol and Carrie Pipinich of Mid-Columbia Economic Development Department to finalize grant application and submit on behalf of the City. It was moved by Councilor Bechtol, seconded by Councilor Rager, the Council approves the Park Committee to pursue grant funding for rehabilitation of Kaiser Park. On discussion, Councilor Bechtol affirmed the grant to be for construction through Oregon Parks & Recreation Department and the funding request for 80 percent ($216,000) and balance of in-kind match. Motion passed unanimously.

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PUBLIC HEARING TO CONSIDER APPROVAL OF A RESOLUTION GRANTING EXEMPTION FROM THE COMPETITIVE BID REQUIREMENTS OF ORS 279C.335(1) FOR USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR METHOD OF CONTRACTING FOR THE MAUPIN CIVIC CENTER PROJECT. Mayor Ewing read the Resolution by title and announced the hearing open to consider it. Attorney Sumner presented explanation and findings.

Proponent Testimony: Mark Seder spoke in support.
Opponent Testimony: none

It was moved by Councilor Helquist, seconded by Councilor Ross, and passed unanimously, the Council adopts this Resolution Granting Exemption from the Competitive Bid Requirements of ORS 279C.335(1) for Use of the Construction Manager/General Contractor Method of Contracting for the Maupin Civic Center Project, and authorizes Recorder Patton to insert resolution number (#02282018) and fill in blanks for Local Contract Review Board Resolution Number and dates.

CONSTRUCTION MANAGER/GENERAL CONTRACTOR RFP APPROVAL. Council was provided with final RFP draft and a copy of advertisement. Mayor Ewing recognized the selection process and schedule of dates. Following discussion, it was moved by Councilor Rager, seconded by Councilor Bechtol, and passed unanimously; the Council accepts the CM/GC RFP as proposed and authorizes the advertisement to be published.

APPROVAL OF WORK ORDER BETWEEN CITY AND ENGINEER TO COMPLETE A WATER SYSTEM MASTER PLAN. Mayor Ewing explained and acknowledged the engineer is preparing two grant applications totaling $50,000. It was moved by Councilor Ross, seconded by Councilor Helquist, and passed unanimously; the Council approves the Work Order Between City and Engineer Anderson Perry & Associates to complete a Water System Master Plan pending grant funding.

APPOINT PERSONS TO THE PLANNING COMMISSION AND BUDGET COMMITTEE. Tabled for reason of having no applicants at this time.

CONSIDER ENGAGING LGPI CONSULTANT FOR CITY MANAGER RECRUITMENT. Mayor Ewing reported on the quote for services. He proposed meeting on March 20th to have discussion.

ZERO-TOLERANCE DRUG POLICY. Mayor Ewing reported on federal grant requirement to have a zero-tolerance drug policy in place. Recognition was made to Employee Assistance Program if needed. It was moved by Councilor Bechtol, seconded by Councilor Ross, and passed unanimously; the Council authorizes Attorney Sumner to draft a Zero-Tolerance Drug Policy for the City of Maupin.

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COMMUNICATIONS. Mayor Ewing presented notice of training on Financial Statements to Manage to be held in Rufus for staff and elected officials.

SUGGESTED TOPICS FOR NEXT MEETING: Councilors suggested a worksession on council roles, and parking in downtown area.

Appointment of CM/GC RFP Selection Committee. It was consensus to appoint Mary Beechler, Rani McPhearson, Donna Henderson, Suzanne Knapp, Dennis Ross, and Lynn Ewing to this committee.

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

ADJOURN. Mayor Ewing adjourned the meeting at 8:37 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

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PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Randy Bechtol, Tom Troutman, Suzanne Knapp, Jon Helquist, Carol Rager, Dennis Ross

COUNCIL ABSENT: none

STAFF PRESENT: Recorder DeOra Patton, Engineer Darrin Eckman

Visitors Present: Nace Mitchell

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.

CONSIDER CHANGE ORDERS FOR STREET PROJECT. Council was provided with an email by Engineer Darrin Eckman on proposed change orders by Vic Russell Construction for extra work. Engineer Eckman reviewed each of the changes totaling a contract increase of $88,083.30 ($66,313 from Street Improvement Fund and $21,770 from Water Fund). Based on discussion and review of budget, it was moved by Councilor Troutman, seconded by Councilor Rager, and passed unanimously; the Council accepts the change orders as presented in the email of March 12 by Engineer Eckman.

ADJOURN. Meeting adjourned at 7:15 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

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MINUTES
MAUPIN CITY COUNCIL EMERGENCY MEETING
March 30, 2018

PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Dennis Ross, Suzanne Knapp, Jon Helquist, Tom Troutman

COUNCIL ABSENT: Randy Bechtol, Carol Rager

Visitors Present: none

CALL TO ORDER/ ROLL CALL. At 3:00 p.m. on March 30, 2018, the Maupin City Council held an emergency meeting on Grant Avenue in front of the Chamberlin house to consider a change order for the 2017 Street Improvement Project.

Council viewed the waterline and discussed the few options. The quoted price for one new valve and installing a 6-inch line 12" below the current line with city help on disconnecting and reconnecting residents was $17,325.

Councilor Troutman suggested that in an emergency such as this, the mayor, department councilor, and department head should be able to make the decision without a council meeting.

Councilor Ross made a motion to accept the bid. Second by Councilor Troutman. Limited discussion followed to clarify exactly what would be done. The motion passed 5-0.

Councilors Randy Bechtol and Carol Rager could not be present but were notified of the result via phone. Both acknowledged their approval after the fact.

ADJOURN. Mayor Ewing adjourned the meeting at 3:21 p.m.

Respectfully submitted by
Lynn Ewing, Mayor

Approved by Council on April 25, 2018

SIGNED: _____
Lynn Ewing, Mayor

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