**PRESIDING:** Mayor Lynn Ewing

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

**COUNCIL ABSENT:** none

**STAFF PRESENT:** Recorder DeOra Patton, Attorney Paul Sumner

**Visitors Present**: Kathie Richey, Denis Carlsen, Frank & Susan Kay, Carol Beatty, Don Jacklin, Mark Seder, Valerie Stephenson, Karen DuPuis, Ralph & Tamara Wimmer, Donna Henderson, Medy Gantz, Karletta Carrithers, Dennis Beechler, Leah Fritz, Lee Balentine, Bert Bertalot, Stacey Straugher, Allison Bechtol

**CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.** The meeting was called to order by Mayor Ewing at 6:45 p.m. Roll call of Council and staff was conducted by Recorder Patton. Mayor Ewing led council and audience in Pledge of Allegiance.

**MAKE DECISION ON PURCHASE OF PROPERTY AT 507 GRANT AVENUE, MAUPIN TO BE USED AS THE NEW LIBRARY/CITY HALL CIVIC CENTER.**
Mayor Ewing presented and reviewed data on cost comparison of sites. He further provided information pertaining to parking scenarios, cost savings, architect and grant writer information, property values, zoning issue, property purchase, and current city hall property value.

Written and verbal public comments were heard from proponents and opponents.

Following deliberation of Council, it was moved by Councilor Troutman, seconded by Councilor Ross, and passed on a unanimous vote of 7 to 0; the Council approves purchasing the Chamberlin property using funds from the City General Fund – City Hall Capital Outlay.

**ADJOURN.** Mayor Ewing adjourned the meeting at 7:48 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

DRAFT

**PRESIDING:** Mayor Lynn Ewing

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

**COUNCIL ABSENT:** none

**STAFF PRESENT:** Recorder DeOra Patton, Attorney Paul Sumner

**Visitors Present**: Frank Kay, Lois Nelson, Allison Bechtol, StanFargher, Karen DuPuis, John Bildsoe, Judy Sumner, David Skakel, Ralph & Tamara Wimmer, Ron Walp, 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.

**AGENDA CORRECTIONS OR ADDITIONS**. none

**CONSENT AGENDA: A) Minutes of April 20, 2017 Meeting; B) Minutes of April 26, 2017 Meeting; C) Minutes of May 1, 2017 Budget Committee Meeting; D) Minutes of May 11, 2017 Meeting; E) Mayor/Councilor Monthly Finance Report; F) Payment of Invoices for April 2017; G) Audit Report.** The Minutes of May 11 was pulled for being incomplete. Councilor Knapp requested the Audit Report be pulled to talk about the recommendations. It was moved by Councilor Rager, seconded by Councilor Bechtol, and unanimously passed; the Council approves the remaining items of consent agenda.

**OPEN AGENDA.** none

**REPORTS.**

**Chamber**. A written report by Chamber Coordinator Amaral was presented telling of events and meetings.

**Planning Commission**. Recorder Patton reported on the three public hearings held before the Commission on May 17.

**Mayor**. Mayor Ewing acknowledged receipt of a written report by Librarian Stephenson telling of the success of the Portland Taiko Drummers workshop and performance, the Summer Reading Program, and Story Time outreach program. He reported on the following: status of Fiber Project; Councilors Troutman and Ross meeting with several State agencies in research on feasibility of hydro project; the Legion Hall/Kids Klothes Kloset storage room

DRAFT

getting wet/damp from winter rain and snow melt and need to look at ways to get ventilation in there for the summer to dry out and then get sealed on the outside; update to solar eclipse in August - anticipated number of tourists in area, concerns for traffic and fire, and preparedness - a planning meeting scheduled for May 30 at Mid-Columbia Fire & Rescue; and one of many items of discussion he and Councilor Knapp had with Phil Chang at Senator Merkley's office regarding BLM property – processes to obtain BLM lands (36 acres in Maupin's urban growth boundary).

**Public Works**. Mayor Ewing summarized an electronic written Public Works Report telling of issues and repairs to the sewage pump in east Maupin and section of the flower basket irrigation line, replacement of sink in Kaiser Park restroom destroyed by vandolism, new water and sewer service connections done, and weed spraying around town.

**Parks & Recreation**. Councilor Bechtol reported a couple of people have approached him wanting to be on a Kaiser Park Committee.

**Legislation/LOC**. Councilor Knapp presented an article from CIS on the topic of preparing for the solar eclipse with suggestion Council look at the issues and prepare. She suggested having discussion with the Chamber, Fire Department, and BLM. She reported she attended the Shaniko and The Dalles Council meetings for presentation on MCEDD's Strategic Plan.

**Citizen Engagement**. Councilor Helquist, in regards to attendance, welcomed any ideas on how to get volunteer firemen interested. He reported the Fire Department will discuss their role in the eclipse event at their next meeting. During the Maupin Daze event, the Maupin Community Church sold $650.00 worth of pastries and pies. He suggested getting an extra trash pickup during the eclipse event or couple of dumpsters.

**Attorney**. Attorney Sumner reported an RFP will be looked at for Code Enforcement Officer and shared services with other cities.

**Sheriff**. Sheriff Magill reported there will be the meeting on May 30 regarding the eclipse preparedness and probably one more after that. He told of letters he will be sending to property owners along the highways asking them to post their property for no trespassing. He thinks the biggest concerns are the stretching of medical resources and fire resources.

**PUBLIC HEARING TO CONSIDER AN INCREASE TO THE SEWER USER FEES TO TAKE EFFECT JULY 1, 2017. THE PROPOSAL IS TO INCREASE THE MONTHLY RESIDENTIAL AND COMMERCIAL SEWER USER FEES $2.00 AND EQUIVALENT PERCENT INCREASE TO ALL OTHER USERS. A RESOLUTION ESTABLISHING THE NEW FEE WILL ALSO BE CONSIDERED.** Mayor Ewing acknowledged the City has been increasing the water or sewer fees a little bit almost every year. The City had a modest

DRAFT

amount of reserve in the sewer fund and it has been spent buying a new clarifier driver. A $2.00 increase will put $10,000 into the capital outlay sewer equipment reserve fund.

There were no conflicts of particular interest by any council member, and no audience objection to any council member hearing the matter.

Council heard testimony in favor of the increase from John Bildsoe and Budget Committee Chairman Frank Kay. Mr. Bildsoe submitted concern, though, that this may have some serious effect on low income people.

In deliberation, Council discussed getting an updated list on equipment/parts needed for the sewer treatment plant. It was moved by Councilor Bechtol, seconded by Councilor Rager, and passed unanimously; the Council approves the rate increase and adopts Resolution No. 05242017 Ratifying A Revision To Water And Sewer Service Fee Charges to be effective July 1, 2017 as presented.

**CONSIDER MAUPIN PLANNING COMMISSION RECOMMENDATION FOR APPROVAL OF AN "OFF-PREMISES SALES" LIQUOR LICENSE TO MAUPIN HARDWARE.** Mayor Ewing explained the proposal and reported this application has been signed off by the School and the Maupin Planning Commission. On inquiries, Applicant Stan Fargher submitted his current plans are to sell product from Free Bridge Brewery of The Dalles, and fill 64 ounce growlers. It is selling draft beer in a container to go. It is not consumed on the premises. It was moved by Councilor Ross, seconded by Councilor Bechtol, and passed unanimously; the Council makes recommendation to OLCC to grant approval of this Liquor License.

**PRESENTATION BY DAVID SKAKEL OF TRI-COUNTY HAZARDOUS WASTE & RECYCLE PROGRAM**. Mr. Skakel presented a Hazardous Waste Collection Summary Report for the City of Maupin providing results of collection events and total disposal cost since 2006. He acknowledged his presentation is to update the City on the history over time and reintroduce the program. The Program was established under an Intergovernmental Agreement of 3 counties and 6 cities, and mostly funded by garbage fees. He presented a slide-show on program structure and services. A discussion was held, per public inquiry, on placing recyclable bottle and can drop containers along Deschutes Avenue, and leaving this service to local organizations rather than the City. Councilor Troutman suggested for a future Council meeting agenda item to discuss developing a compost service.

**UPDATE ON MICHAEL PETERS' PROPERTY PROPOSAL – PROPERTY LINE ADJUSTMENT/ENCROACHMENT AGREEMENT.** Mayor Ewing reminded the Planning Commission recommended Mr. Peters' get an encroachment agreement with the City to allow the eaves of the roof on the corner of his proposed house to hang 3-feet over a City right-of-way, Second Street, which is undeveloped and abuts the existing Riverside Street; however, Council

DRAFT

felt that an encroachment agreement was the wrong way to go. In previous discussion and research, an alternative is to sell him an 8 x 8 equilateral triangle (an approximate 32 sq/ ft.) which will provide a 5-foot setback from property line to eaves. The access to his driveway would come off Riverside Street across 2nd Street right-of-way and then to his property, so no action is necessary for access. In discussion, it was acknowledged Mr. Peters will bear cost of survey, and the City will set the property price on a value from the County Assessor.

It was moved by Councilor Bechtol, seconded by Councilor Ross, and passed unanimously; the Council declares the proposed property of 2nd Street surplus. It was moved by Councilor Rager, seconded by Councilor Ross, and passed unanimously; the Council finds the anticipated value of land is less than the cost to do a competitive bid. It was moved by Councilor Ross, seconded by Councilor Bechtol, and passed unanimously; the Council authorizes Attorney Sumner to complete the paperwork offering this piece of property for sale and include the attorney fees in the price.

**UPDATE ON CODE ENFORCEMENT & NUISANCE ABATEMENT OFFICER POSITION**. Mayor Ewing presented a draft Request for Qualifications for code enforcement services for five cities – Dufur, Grass Valley, Maupin, Rufus, and Wasco, and explained the RFQ attachment on Shared Code Enforcement Position Details pertaining to oversight, costs, retainer, and process. Grass Valley has volunteered to be the contract authority. The group asks for Maupin and Dufur to authorize Attorney Sumner to review the RFQ and share those attorney fees.

**CONSIDERATIONS RELATING TO CHAMBERLIN PROPERTY – SURVEY, INTERIM USE, UPKEEP, CREATE CIVIC CENTER COMMITTEE(S) – LIBRARY, CITY HALL, MULTIPURPOSE PROGRAM ROOM**. Mayor Ewing reported the property deed has been recorded. He acknowledged receipt of an email this morning from the man who was interested in buying and moving the house informing that he is not ready to make a commitment to invest for a couple of years due to expenses. The quote for a 5-block move was $40,000. Architect Mark Seder asks the City to accomplish getting the land and alley surveyed in preparation for more detailed design information, and getting soil testing done of which the City has a volunteer engineer to do. It was moved by Councilor Troutman, seconded by Bechtol, and passed unanimously; the Council authorizes Mayor Ewing to get survey done showing property lines, elevations, and utilities. Per discussion of an appraisal, Mayor Ewing will contact Lyn Craig to see if needed.

Mayor Ewing presented the following names for the Civic Center Design Advisory Committee:
Library: Valerie Stephenson, Mary Beechler, Donna Henderson, Rhonda Pierce, Elsa Milne, Jackie Pennington, Mayor Ewing, Councilor Helquist.
City Hall: Recorder Patton, Clerk Wolfe, Mayor Ewing, Councilor Helquist
Multipurpose Room: Mix of persons from other two committees.

DRAFT

It was acknowledged the Committee meetings will be publicly held with public notice posted. It was moved by Councilor Troutman, seconded by Councilor Bechtol, and passed unanimously; the Council appoints the above-stated persons to the Civic Center Design Committee and authorizes that committee to make recommendation to Architect Seder and City Council regarding design of civic center.

Interim use of property: Based on discussion, it was consensus of Council to table consideration to allow Mayor Ewing to obtain information from a property management company.

**REVIEW PAVING PROJECT WORK PLAN AND GO TO BID**. Mayor Ewing reported Tenneson Engineering Corp. has the project document ready to put out to bid and they have asked to have Attorney Sumner review. Based on contract with Tenneson and discussion, it was moved by Councilor Ross, seconded by Councilor Bechtol, and passed unanimously; the Council authorizes Attorney Sumner to write a letter of response to Tenneson as discussed. Mayor Ewing recommended, because of the time delays and grant agreement, to go forward with completing the project this summer.

**SET DATE (JUNE 20) FOR CITY ADMINISTRATOR/MANAGER DISCUSSION**. Date approved.

**SET PUBLIC HEARING DATE (JUNE 20) TO CONSIDER PLANNING COMMISSION RECOMMENDATION ON ZONE TEXT AMENDMENT REGARDING BED & BREAKFAST AND VACATION RENTALS**. Date approved.

**DISCUSS AUDIT REPORT RECOMMENDATIONS**: Postponed to next meeting.

**NEXT MEETING.** June 20, 2017 and June 28, 2017

**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

DRAFT

City of Maupin
PO Box 308
Maupin, OR 97037

Tel: 541-395-2698
Fax: 541-395-2499

# MONTHLY FINANCE REPORT

We, the undersigned, have completed a review of the City of Maupin's fiscal records for the month of May consisting of the following:

**Bank Statements & Reconciliations**
(*Columbia Bank, Rivermark CCU, Local Gov't Investment Pool*)

**Accounts Payable**
(*Invoices and checks*)

**Payroll**

We find the records to be accurate and present our signatures for approval.

Dated this 20th day of June, 2017

Mayor

Councilor

**FORM LB-1** **NOTICE OF BUDGET HEARING**

A public meeting of the City of Maupin Council will be held on June 28, 2017 at 6:30 p.m. at the City Park, 208 Bakeoven Co. Road, Maupin, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the City of Maupin Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Maupin City Hall, between the hours of 9:00 a.m. and 4:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Lynn Ewing, Mayor Tel: 541-395-2698 Email: maupinmayor@gmail.com

| FINANCIAL SUMMARY - RESOURCES | | | |
|---|---|---|---|
| **TOTAL OF ALL FUNDS** | Actual Amount 2015-16 | Adopted Budget This Year 2016-17 | Approved Budget Next Year 2017-18 |
| Beginning Fund Balance/Net Working Capital | 1,099,618 | 1,308,266 | 1,451,329 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 749,883 | 777,650 | 775,253 |
| Federal, State and All Other Grants, Gifts, Allocations and Donations | 153,240 | 1,677,211 | 1,715,735 |
| Revenue from Bonds and Other Debt | | | |
| Interfund Transfers/Internal Service Reimbursements | 121,386 | 241,878 | 113,798 |
| All Other Resources Except Property Taxes | 26,088 | 16,685 | 20,295 |
| Property Taxes Estimated to be Received | 224,135 | 227,895 | 262,522 |
| **Total Resources** | 2,374,350 | 4,249,585 | 4,338,932 |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | | |
|---|---|---|---|
| Personnel Services | 540,958 | 643,272 | 725,540 |
| Materials and Services | 348,665 | 587,911 | 629,066 |
| Capital Outlay | 8,123 | 2,753,419 | 2,847,423 |
| Debt Service | 14,105 | 14,105 | 14,105 |
| Interfund Transfers | 121,386 | 241,878 | 113,798 |
| Contingencies | - | - | - |
| Special Payments | 3,000 | 9,000 | 9,000 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | - | - | - |
| **Total Requirements** | 1,036,237 | 4,249,585 | 4,338,932 |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM* | | | |
|---|---|---|---|
| Name of Organizational Unit or Program<br>FTE for that unit or program | | | |
| Name General Fund | 401,019 | 980,756 | 968,849 |
| FTE | 1.70 | 1.14 | 1.59 |
| Name Water Fund | 169,161 | 413,406 | 486,810 |
| FTE | 1.80 | 1.80 | 1.85 |
| Name Sewerage System Fund | 182,352 | 293,450 | 351,799 |
| FTE | 2.54 | 1.95 | 1.60 |
| Name Sewer System Reserve Fund | 2,410 | 28,197 | 28,613 |
| FTE | | | |
| Name State Street Tax Fund | 62,361 | 82,669 | 86,632 |
| FTE | 0.56 | 0.70 | 0.60 |
| Name City Park Fund | 147,565 | 189,010 | 194,444 |
| FTE | 2.51 | 2.45 | 2.40 |
| Name Fire Department Fund | 29,083 | 86,638 | 90,530 |
| FTE | 0.15 | 0.27 | 0.16 |
| Name New Library Fund | 0 | 1,130,000 | 1,114,588 |
| FTE | | | |
| Name Street Improvement Fund | 0 | 425,214 | 461,428 |
| FTE | | | |
| Name Southern Wasco County Library Fund | 42,286 | 120,245 | 129,666 |
| FTE | 0.81 | 0.81 | 0.80 |
| Name Maupin Broadband Project Fund | 0 | 500,000 | 425,573 |
| FTE | 0 | 0 | 0 |
| **Total Requirement** | 1,036,237 | 4,249,585 | 4,338,932 |
| **Total FTE** | 10.07 | 9.12 | 9.00 |

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

Increases in sewer user fees have been approved and budgeted with this approximate $10,000 revenue designated for capital equipment reserve. The City is still pursuing grants for our springs protection, master water plan, and new library. The Maupin Broadband Project is well underway. The City has budgeted for the completion of the SCA Paving Project consisting of paving portions of Grant & Staats Avenues and portion of 6th Street plus water/sewer lines replacements. The City will continue to support its volunteer firefighters with City Staff time & expertise, as well as assist in securing grants for equipment, communications gear, vehicles, storage, and training.

| PROPERTY TAX LEVIES | | | |
|---|---|---|---|
| | Rate or Amount Imposed | Rate or Amount Imposed | Rate or Amount Imposed |
| Permanent Rate Levy (rate limit $ 5.3573 per $1,000) | 5.3573 | 5.3573 | 5.3573 |

| STATEMENT OF INDEBTEDNESS | | |
|---|---|---|
| LONG TERM DEBT | Estimated Debt Outstanding on July 1 | Estimated Debt Authorized But Not Incurred on July 1 |
| General Obligation Bonds | 32,745 | |
| Other Bonds | | |
| Other Borrowings | | |
| **Total** | 32,745 | |

MAUPIN RESOLUTION NO. 06282017-02

# A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of MAUPIN resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2017-2018.

Passed by the Common Council the 28th day of June, 2017.

Approved by the Mayor this 28th day of June, 2017.

Mayor _____

Attest _____

I certify that a public hearing before the Budget Committee was held on May 1, 2017 and a public hearing before the City Council was held on June 28, 2017, giving citizens an opportunity to comment on use of State Revenue Sharing.

_____

City Recorder

**CITY OF MAUPIN**

**RESOLUTION NO. 06282017-03**

**A RESOLUTION TO ESTABLISH**
**A MAUPIN RECORDS RETENTION SCHEDULE POLICY**

**WHEREAS,** the City of Maupin does not have in effect a written records retention schedule policy; and

**WHEREAS,** the Oregon Administrative Rules prescribes a General Schedule of minimum retention periods for public records created and maintained by the cities of Oregon .

**NOW, THEREFORE, THE CITY OF MAUPIN RESOLVES AS FOLLOWS:**

The City of Maupin adopts the Secretary of State, Archives Division City General Records Retention Schedule as the Maupin Records Retention Schedule Policy.

**DATE AND PASSED** by the City of Maupin Council this 28th day of June, 2017.

Ayes:
Nays:
Absent:

Approved by the Mayor this 28th day of June, 2017

_____
Lynn Ewing, Mayor

Attest: _____
DeOra M Patton, Recorder