

**PRESIDING:** Mayor Lynn Ewing

**COUNCIL PRESENT:** Lynn Ewing, Carol Rager, Denis Carlsen, Randy Bechtol,  
Jon Helquist, Suzanne Knapp,

**COUNCIL ABSENT:** none

**STAFF PRESENT:** Recorder DeOra Patton, PWO Manager Joy Ramirez

**Visitors Present:** Dennis Ross, Karen DuPuis, Ralph Wimmer, Kathie Richey

**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.

**COMPUTER USE AGREEMENT FOR STAFF.** Council was provided with a copy of the agreement entitled, "City of Maupin Information Technology Policies & Procedures". Mayor Ewing acknowledged the purpose of the policy is due to the employee handbook having nothing about computers, only a little on social media. He reported the key point is the City supplies the computers and network, the department head/supervisor can go through employee's use/emails, the confidentiality/security is basically saying anything you do on a city computer belongs to the City and your department head has the right to see anything on the City computer, and unacceptable uses. A suggestion was submitted to add text to #13 to state users will be notified if their account has been viewed by supervisor. It was agreed, because the computer used by the Utility Billing Clerk is a shared computer, the Recorder is not required to give notification on using the computer for business. It was further agreed to emphasize the "no personal use" on page 2 under Authorized Users. Based on discussion, it was moved by Councilor Bechtol, seconded by Councilor Carlsen, and passed unanimously; the Council adopts this City of Maupin Information Technology Policies & Procedures Use Agreement, adding text as discussed and highlight those areas of particular emphasis.

**APPROVAL OF TELECOMMUNICATIONS LINE EASEMENT BETWEEN LIGHTSPEED NETWORKS AND CITY OF MAUPIN ON CITY PROPERTY DESCRIBED AS WASCO COUNTY TAX ASSESSOR'S MAP/LOT NUMBER 4S 14E 0 4600.** Mayor Ewing presented council with a copy of the easement and explained the purpose. The proposal is an easement across the upper reservoir property and includes installing no more than two poles. It was moved by Council Rager, seconded by Councilor Knapp, and passed unanimously; the Council accepts and approves the Mayor to execute this Telecommunications Line Easement with LSN as presented.

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Mayor Ewing further presented council with a copy of an Electric Line Right-of-Way Easement to install two poles and overhead line for power to the fiber optic POP on the lower reservoir property, on portions of Lots 600 & 700 of Wasco County Assessor's Map 4S-14E-32. It was moved by Council Knapp, seconded by Councilor Bechtol, and passed unanimously; the Council accepts and approves the Mayor to execute this Electric Line Right-of-Way Easement with Wasco Electric Cooperative, Inc. as presented.

**CHARITABLE DONATIONS APPLICATION.** Mayor Ewing reported he created an online form to be used by charitable organizations and presented a copy to council. It was the consensus of Council to approve this form with revision that the organization will be required to submit a report on use of the funds. A due date in February will be set.

**BEGIN WORK SESSION - CITY MANAGER/ADMINISTRATOR.** Council members identified some essential functions for the position of a City Administrator.

**SCHEDULE SATURDAY WORK SESSION FOR CITY MANAGER/ADMINISTRATOR DISCUSSION.** It was agreed to hold the meeting/worksession on November 12, 8:30 to 11:30 a.m. at the City Park.

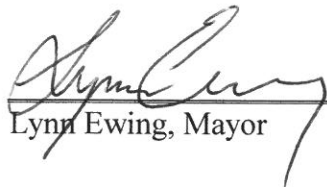
**COMMUNICATIONS.** Mayor Ewing presented information of two upcoming December training classes sponsored by LOC focusing on supervision and budgeting basics. He reminded of upcoming meetings/events: Oct. 19 – Marijuana Presentation; Oct. 22 – Fall Cleanup; Nov. 9 – Fiber Optic Kickoff; and Nov. 10 – Wasco County Sheriff's Town Hall meeting.

A written report by Chamber Coordinator Cristie Amaral was presented acknowledging the Visitor Center is closed for the season and telling of upcoming meetings.


**ADJOURN.** Mayor Ewing adjourned the meeting at 7:58 p.m.

Respectfully submitted by  
DeOra M Patton, City Recorder

SIGNED:

  
Lynn Ewing, Mayor

ATTEST:

  
DeOra M. Patton, City Recorder