PRESIDING: Mayor Frank Kay

COUNCIL PRESENT: Lynn Ewing, Frank Kay, Suzanne Knapp, Jon Helquist, Carol Rager, Denis Carlsen

COUNCIL ABSENT: Randy Bechtol

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner

Visitors Present: Ralph Wimmer, Kathie Richey, Karen DuPuis, Cristie Amaral, Dale Madden, Rod Woodside, Rick Eiesland

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

AGENDA CORRECTION OR ADDITIONS. None.

CONSENT AGENDA: A) Minutes of November 10, 2015 Joint Meeting with Planning Commission; B) Minutes of November 18, 2015 Meeting; C) Minutes of December 8, 2015 Meeting; D) Mayor/Councilor Monthly Finance Report; E) Payment of Invoices for November 2015; F) Public Works Operations Manager WWTP Report. It was moved by Councilor Ewing, seconded by Councilor Knapp, and unanimously passed; the Council approves consent agenda with the exclusion of the WWTP report.

REPORTS.

Chamber. Chamber Coordinator Amaral presented and reviewed a written report telling of past and future meetings/events/business classes, 2016 Board officers, and educational classes she has completed.

New Library Fund Raising Committee. Mayor Kay reported on receiving a good response from South County residents & property owners following the mailing kickoff in November.

Library. A written report by Librarian Stephenson was presented telling of past program events and fund raising events for the new library, additional fund raising committee members, and award of a Wasco County Cultural Trust Grant in the amount of $1250.00 for a Spring program.

Recycling Advisory Committee. Kathie Richey presented and read a written report and requests for information.

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Fire. Based on information and acknowledgement of process/requirement by council for surplus of equipment, Mayor Kay requested the Fire Department Board present to him or Public Works Operations Manager Ramirez the equipment to be considered for surplus.

Planning Commission. On request by Commissioner Wimmer, a discussion was held on direction to the Commission to do as much homework as can for guidelines/regulations for time, place (zones, options for distances from residential/parks), and manner (special regulations that fit Maupin/what will it look like) pertaining to medical marijuana and recreational marijuana.

Mayor. Mayor Kay reported on the following: Looking at surplus of equipment to make room for the new mower and other equipment; the LOC Small City Network Meeting will be held in Maupin Dec. 17th; council meeting dates and time for the 2016 year (based on discussion, it was agreed to set all the council meetings to start at 6:30 p.m.); and PERS email notification on the availability of a PERS Town Hall Video online pertaining to future employer rates. Maupin's rates may have about a $10,000 impact each year for 2017 – 2019.

Public Works. Public Works Operations Manager Ramirez reported on rainfall amount; she has heard back from the hydrologist; and having an issue with the street sweeper. On inquiry by Councilor Carlsen, she reported the grader is ready for snow removal.

Parks. Councilor Rager proposed Council make a decision on the proposed park rates in January. It was consensus for council to discuss rates at the January 19 meeting/worksession and present for public hearing at the January 27 meeting. She reported she has informed Park Finance Manager Vejar not to rent the Mountain Fir Community Park out to campers until a usage plan is figured out.

Economic Development – South Wasco Alliance. Councilor Knapp reported the SWA Board met last week to chart out plans for next year, and discussions are being held with Amber about the SWA sponsoring the After-School Program.

Community Liaison. Councilor Helquist proposed council set aside $800 for the purchase of a metal canopy for storage of city equipment, i.e: mower. In discussion, it was recognized the Mayor has authority to spend up to $5,000 under the Contract Review Board ordinance.

PAT CIMMIYOTTI, ODOT REGIONAL MANAGER. PRESENT ODOT HWY 26 DETOUR PLAN. Mayor Kay told of prior situations when Highway 26 was closed, and meeting with Brad DeHart to discuss city projects and town hall subjects.

Pat Cimmiyotti reported on the Detour Plan and concerns they are addressing for the Plan to include narrow bridge, amount of trucks, traffic volume, vehicle speed through town, signage, truck weight limits. Mayor Kay reported on discussion with Brad DeHart of installing digital

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speed signs. Mr. Cimmiyotti reported on other projects – South of Maupin: To solve erosion problems at MP 46.3 and 46.7, excavation will begin in January to move the roadside into the hill 12-feet. Chip Seal Projects between MP 52 to Junction beginning last week of May.

APPROVAL OF FEASIBILITY STUDY GRANT APPLICATION TO BUSINESS OREGON/INFRASTRUCTURE FINANCE AUTHORITY FOR MAUPIN FIBER OPTIC BROADBAND SYSTEM, AND INTERGOVERNMENTAL AGREEMENT WITH QLIFE. Nolan Young explained the project, application, and agreement. Attorney Sumner approved the Agreement as to Form. It was moved by Councilor Ewing, seconded by Councilor Carlsen, and passed unanimously; the Council approves the IFA Feasibility Study Grant Application for the Maupin Fiber Optic Broadband System Project. It was moved by Councilor Ewing, seconded by Councilor Helquist, and passed unanimously; the Council approves the Intergovernmental Agreement with QLife.

APPROVAL OF SURVEILLANCE CAMERA POLICY. Mayor Kay presented and explained the proposed Policy/Guideline, and reason being so video/surveillance of crime is not compromised. Attorney Sumner acknowledged Oregon having a very open public record law; however, there are exceptions, and "security of City is more important than disclosure".

Based on discussion, it was moved by Councilor Ewing, seconded by Councilor Knapp, and passed unanimously; the Council adopts the City Surveillance Cameras Guidelines & Policy 2015 with amendment to state "Mayor or Designee".

PROGRESS REPORT ON ODOT SMALL CITY ALLOTMENT STREET REPAIR GRANT AND AGREEMENT. Mayor Kay reported Public Works Operations Manager Ramirez is working on some of the details to include water and sewer line replacements. He is researching the hiring of a project engineer and any assistance from ODOT, maybe tie project into time of ODOT projects.

OPEN AGENDA.

Grass/Debris Dump Site off 3rd Street. On request by Councilor Helquist, Public Works Operations Manager Ramirez reported on the use (City having permission from property owner), abuse (by citizens & commercial tree trimmers), fire and soil hazards, and signage now posted for "no dumping".

COMMUNICATIONS. Recorder Patton presented a Fiscal Year 2015-2016 financial report as of November 30, 2015.

NEXT MEETING. January 19, 2016 – Council Meeting/Worksession, 6:30 p.m.
January 27, 2016 – Council Meeting, 6:30 p.m.

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ADJOURN. Mayor Kay adjourned the meeting at 8:06 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Frank Kay, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

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City of Maupin

Wastewater Treatment Plant Operators Monthly Report

Jan 13th, 2015

	2015	2014
Average Flow	0.060 MGD/per day	0.072MGD/per day
BOD's	6.6 mg/l with 95% removal and 3.1 lbs discharge	2.2 mg/l with 97% removal and 2 lbs discharge
Suspended Solids	4.7 mg/l with 97 % removal and 1.9 lbs discharge	7.3 mg/l with 95% removal and 4.3 lbs discharge
Rainfall	4.67 inches	1.65 inches

Permit Requirements: Monthly Average BOD's 30 mg/l with 85% removal

Monthly Average Suspended Solids 30 mg/l with 85% removal

Note: Monthly Average Permit Requirements change to 20 mg/l from May through November.

Respectfully submitted,

Joy Ramirez

WWTP Operator

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for City of Maupin for the current fiscal year will be held at Maupin City Park Community Building, 208 Bakeoven County Road, Maupin, Oregon.

The hearing will take place on January 27, 2016 at 6:30 p.m.

The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document may be inspected or obtain on or after January 15, 2016, between the hours of 9:00 a.m. and 4:00 p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: MAUPIN BROADBAND PROJECT

Resource	Amount		Requirement	Amount
1. SPWF TA Grant	$ 60,000		1. Contracted Services	$ 470,000
2. Regional Solutions Grant	$ 410,000		2. Other Expenses	$ 30,000
3. Other Grants	$ 30,000			
Revised Total Fund Resources	**$ 500,000**		**Revised Total Fund Requirements**	**$ 500,000**

Comments:

Some Grants have become available to provide technical assistance and funding for the Maupin Broadband Project. Due to these grants being unforeseen, unknown at time of regular budget, a budget amendment is necessary to receive and expend the grant monies. For this specific purpose, a Special Fund - "Maupin Broadband Project" is being established, separate from the General Fund.

FUND: SOUTHERN WASCO COUNTY LIBRARY

Resource	Amount		Requirement	Amount
1. District Library Distribution	$ 47,520		1. Personal Services	$ 39,291
2. Grants	$ 3,064		2. Materials & Services	$ 20,173
3. Miscellaneous	$ 100		3. Capital Outlay	$ 55,378
4. Beginning Fund Balance	$ 64,158			
Revised Total Fund Resources	**$ 114,842**		**Revised Total Fund Requirements**	**$ 114,842**

Comments:

This Fund is being amended to account for the Specific purpose of unforeseen Grants awarded to the SWC Library. An increase of $814.00 was awarded by the State Ready to Read Program and $1,250.00 was awarded by the Wasco County Cultural Trust Program. The expenditures of the grant monies is itemized under Requirements – Materials & Services.

FORM
LB-10

SPECIAL FUND

RESOURCES AND REQUIREMENTS

MAUPIN BROADBAND PROJECT — CITY OF MAUPIN

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015 - 16			Supplemental	
	Actual		Adopted Budget						
	Second Preceding Year 2012-13	First Preceding Year 2013-14	This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Adopted by Governing Body	
				Beginning Fund Balance:					
1				Cash on hand* (cash basis), or					1
2				Working capital* (accrual basis)					2
3				Previously levied taxes estimated to be received					3
4				Interest					4
5				Transferred from other funds					5
6				GRANT: Special Public Works Fund - Technical Assistance				60,000	6
7				GRANT: Regional Solutions Grant				410,000	7
8				GRANT: Other				30,000	8
9	0.00	0.00	0	Total Resources, except taxes to be levied	0	0	0	500,000	9
10				Taxes necessary to balance					10
11				Taxes collected in year levied					11
12	**0.00**	**0.00**	**0**	**TOTAL RESOURCES**	**0**	**0**	**0**	**500,000**	12
				REQUIREMENTS					
1				Contracted Services (Q-Life)				470,000	1
2				Other Expenses				30,000	2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16				UNAPPROPRIATED ENDING FUND BALANCE					16
17	**0.00**	**0.00**	**0**	**TOTAL REQUIREMENTS**	**0**	**0**	**0**	**500,000**	17

RESOURCES

FORM LB-20

SOUTHERN WASCO COUNTY LIBRARY — CITY OF MAUPIN

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015 - 16			**Supplemental**	
	Actual		Adopted Budget						
	Second Preceding Year 2012-13	First Preceding Year 2013-14	This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Adopted by Governing Body	
				Beginning Fund Balance:					
1	27,116.37	36,937.24	53,328	Available cash on hand* (cash basis), or	64,158	64,158	64,158	64,158	1
2				Net working capital* (accrual basis)					2
3				Previously levied taxes estimated to be received					3
4	114.70	192.79	180	Interest					4
5				OTHER RESOURCES					5
6	43,487.00	44,792.00	46,136	District Library Budget Distribution	47,520	47,520	47,520	47,520	6
7	0	0	0	GRANT: WC Commission on Children	0	0	0	0	7
8	1,000.00	1,000.00	1,000	GRANT: State Reading Program	1,000	1,000	1,000	1,814	8
9	750.00	0.00	0	GRANT/DONATIONS: WC Cultural Trust Coalition	0	0	0	1,250	9
10	76.30	56.40	55	Wasco Electric Capital Credits	50	50	50	50	10
11	159.95	13.67	50	Miscellaneous	50	50	50	50	11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25									25
26									26
27									27
28									28
29	72,704.32	82,992.10	100,749	Total resources, except taxes to be levied	112,778	112,778	112,778	114,842	29
30				Taxes estimated to be received					30
31				Taxes collected in year levied					31
32	**72,704.32**	**82,992.10**	**100,749**	**TOTAL RESOURCES**	**112,778**	**112,778**	**112,778**	**114,842**	32

DETAILED EXPENDITURES

FORM LB-31

SOUTHERN WASCO COUNTY LIBRARY — CITY OF MAUPIN

	Historical Data			EXPENDITURE DESCRIPTION	Number of Employees	Budget for Next Year 2015 - 16			Supplemental	
	Actual		Adopted Budget							
	Second Preceding Year 2012-13	First Preceding Year 2013-14	This Year 2014-15	*(By Object Classification, Program or Organizational Unit)*		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Adopted by Governing Body	
1				**PERSONAL SERVICES:**						1
2	21,642.69	17,035.07	30,934	Librarian & Librarian Assistants	0.75	29,818	29,818	29,818	29,818	2
3	3,979.56	2,720.39	5,911	Benefits		3,880	3,880	3,880	3,880	3
4	4,200.00	4,284.00	4,350	City Admin Accounting Personnel	0.06	5,593	5,593	5,593	5,593	4
5	**29,822.25**	**24,039.46**	**41,195**	**TOTAL PERSONAL SERVICES**		**39,291**	**39,291**	**39,291**	**39,291**	5
6										6
7				**MATERIALS AND SERVICES:**						7
8	234.00	556.00	400	Books, Periodicals and Media		750	750	750	750	8
9	215.96	80.00	600	Office Supplies		1,000	1,000	1,000	1,000	9
10	35.86	78.57	500	Supplies		500	500	500	500	10
11	424.89	600.00	1,200	Programs and Children Activities & Supplies		1,200	4,200	4,200	4,200	11
12	89.37	98.56	100	Insurance		150	150	150	150	12
13	531.99	570.29	650	Electric Service		650	650	650	650	13
14	1,141.76	1,490.28	2,000	Propane Heating		2,000	2,000	2,000	2,000	14
15	774.00	834.00	834	Water & Sewer and Recycle Services		859	859	859	859	15
16	0.00	0.00	3,000	Equipment, furniture, tools		3,000	3,000	3,000	3,000	16
17	747.00	800.00	800	Professional & Audit Services		1,000	1,000	1,000	1,000	17
18	0.00	0.00	500	Employee Travel & Training		1,000	1,000	1,000	1,000	18
19	0	0	2,000	Repairs & Maintenance, Prop/Equip		2,000	2,000	2,000	2,000	19
20										20
21	1,000.00	0.00	1,000	GRANT: State Ready to Read Program		1,000	1,000	1,000	1,814	21
22	750	0	0	GRANT: WC Cultural Trust		0	0	0	1,250	22
23	0	0	3,000	Geneology Program		3,000	0	0	0	23
24										24
25	**5,944.83**	**5,107.70**	**16,584**	**TOTAL MATERIALS AND SERVICES**		**18,109**	**18,109**	**18,109**	**20,173**	25
26				**CAPITAL OUTLAY:**						26
27	0	0	42,970	Library Services Expansion		55,378	55,378	55,378	55,378	27
28	**0.00**	**0.00**	**42,970**	**TOTAL CAPITAL OUTLAY**		**55,378**	**55,378**	**55,378**	**55,378**	28
29										29
30										30
31				UNAPPROPRIATED ENDING FUND BALANCE						31
32	**35,767.08**	**29,147.16**	**100,749**	**TOTAL**		**112,778**	**112,778**	**112,778**	**114,842**	32

CITY OF MAUPIN

RESOLUTION NO. 01272016-01

A RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR CITY OF MAUPIN, WASCO COUNTY, OREGON

THE CITY OF MAUPIN RESOLVES that the Council of the City of Maupin hereby adopts the supplemental budget for fiscal year 2015-16 in the total of $4,889,683.00. This budget is now on file at Maupin City Hall.

THE CITY OF MAUPIN RESOLVES that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below are hereby appropriated:

GENERAL FUND			
	Personal Services	$ 142,037	
	Materials & Services	245,600	
	Capital Outlay	2,394,530	
	Transfers Out	121,386	
	Special Payments (Payments to Other Agencies)	9,000	
	Fund Total		$2,912,553
WATER FUND			
	Personal Services	$ 148,484	
	Materials & Services	56,000	
	Capital Outlay	140,307	
	Fund Total		$344,791
SEWERAGE SYSTEM FUND			
	Personal Services	$ 168,217	
	Materials & Services	50,993	
	Capital Outlay	43,269	
	Debt Service	14,105	
	Fund Total		$276,584
STATE STREET TAX FUND			
	Personal Services	$ 49,437	
	Materials & Services	33,900	
	Capital Outlay	-	
	Fund Total		$83,337
CITY PARK FUND			
	Personal Services	$ 85,412	
	Materials & Services	85,895	
	Capital Outlay	3,500	
	Fund Total		$174,807

FIRE DEPARTMENT FUND			
Personal Services		$ 21,212	
Materials & Services		52,823	
Capital Outlay		10,000	
	Fund Total		$84,035
STREET IMPROVEMENTS FUND			
Capital Outlay		$ 373,299	
	Fund Total		$373,299
SEWER SYSTEM RESERVE FUND			
Capital Outlay		$ 25,435	
	Fund Total		$25,435
SOUTHERN WASCO CO LIBRARY			
Personal Services		$ 39,291	
Materials & Services		20,173	
Capital Outlay		55,378	
	Fund Total		$114,842
MAUPIN BROADBAND PROJECT FUND			
Capital Outlay		$ 500,000	
	Fund Total		$500,000
	Total Appropriations, All Funds		$4,889,683
	Total Unappropriated and Reserve Amounts, All Funds		$0
	TOTAL ADOPTED BUDGET		$4,889,683

The above resolution statements were approved and declared adopted by the City of Maupin Council on this 27th day of January, 2016.

AYES:
NOES:

Approved by the Mayor this 27th day of January 2016.

_____
Mayor

Attest: _____
City Recorder

CITY OF MAUPIN

RESOLUTION NO. 01272016-02

A RESOLUTION ESTABLISHING THE USAGE AND FEES OF THE MAUPIN CITY PARK EFFECTIVE February 1, 2016

THE CITY OF MAUPIN RESOLVES AS FOLLOWS:

SECTION 1. USAGE. There shall be no vending or soliciting in the City Park for private gain.

SECTION 2. FEES. Fee rates for usage of the park shall be:

RV SITES: Site per day (1 RV + 1 Tent)

June 15 – Sept 15	PEAK SEASON	$	42.00 + lodging taxes
	PEAK SENIOR	$	36.00 + lodging taxes
Sept 16 – Nov 14 & Apr 16 – Jun 14	STANDARD RATE	$	36.00 + lodging taxes
	STANDARD SENIOR	$	30.00 + lodging taxes
Nov 15 – April 15 (winter)	OFF SEASON	$	15% off standard rate + lodging taxes
Extra Tent + Extra Vehicle (per day)		$	16.00 + lodging taxes
Extra Vehicle (per day)		$	8.00
RV Dump		$	9.00

Extended Stay Discounts (not available in Peak Season):

15+ consecutive calendar days ----- 20% off Standard Rates + lodging taxes

31+ consecutive calendar days ----- 35% off Standard Rates (NO additional off season discount and no lodging taxes)

Military/Veterans are eligible for Senior Rates

TENT SITES: Site per day (2 Tents + 2 Vehicles)

June 15 – Sept 15	PEAK SEASON	$	34.00 + lodging taxes
	Group Site	$	115.00 + lodging taxes
Apr 16 – Jun 14	STANDARD RATE	$	28.00 + lodging taxes
	Group Site	$	100.00 + lodging taxes
Nov 15 – April 15 (winter)	OFF SEASON	$	20.00 + lodging taxes
Extra Tent + Extra Vehicle (per day)		$	16.00 + lodging taxes
Extra Vehicle (per day)		$	8.00
Use of Vehicle for Sleeping (per day)		$	25.00 + lodging taxes

SHUTTLE CAR PARKING: (vehicles parked overnight shall count as 2 days)

One vehicle	Per day	$	8.00
One vehicle with boat trailer	Per day	$	10.00
One Bus	Per day	$	15.00

BEACH AREA: LAUNCHING OR REMOVAL OF WATERCRAFT, LOADING OR UNLOADING OF GEAR

One person kayaks, single tube, single air-mattress		$	3.00
Rafts & driftboats		$	4.00

STOP FOR USE OF PARK:

Per vehicle or watercraft		$	4.00
Per Bus		$	21.00

COMMUNITY BUILDING RENTAL:

Per Day		$	150.00
Maupin Residents – noncommercial use		$	25.00
Cleaning Deposit (all groups) *refunded after satisfactory inspection*		$	75.00

RESERVATIONS: RV Sites, Tent Sites, & Community Building:

Requires 1/2 down of total fees NON-REFUNDABLE, upon booking reservation. Complete reservation requires above payment, agreement to rules/regulations/cancellation policy etc., email, addresses & other contact info from each patron upon reservation. 30 days before check-in date – remaining balance of reservation is due, then paid or cancelled.

DATED AND PASSED this 27th day of January, 2016.

Ayes: __
Nays: __
Absent: __

APPROVED:_____
Frank Kay, Mayor

Attest: _____
DeOra M Patton, Recorder