**PRESIDING:** Mayor Frank Kay

**COUNCIL PRESENT:** Lynn Ewing, Frank Kay, Suzanne Knapp, Jon Helquist, Denis Carlsen, Randy Bechtol

**COUNCIL ABSENT:** Carol Rager

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

**Visitors Present**: Karen DuPuis, Kathie Richey, Dale Madden, Allison Bechtol, Cristie Amaral, Steve Kramer, Joy Ramirez

**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 January 27, 2016 Meeting; B) Minutes of February 16, 2016 Meeting; C) Mayor/Councilor Monthly Finance Report; D) Payment of Invoices for January 2016; F) Public Works Operations Manager WWTP Report.** It was moved by Councilor Ewing, seconded by Councilor Carlsen, and unanimously passed; the Council approves consent agenda as presented.

**REPORTS.**

**Chamber**. Chamber Coordinator Amaral presented and reviewed a written report telling of new members, a new #Maupin campaign, the 2016 Event calendars now being available, four new street banners ordered, and March meetings and events.

**New Library Fund Raising Committee**. Allison Bechtol reported on the attendance and funds raised at the "Have a Heart Valentines Dance" held February 13.

**Library**. A written report by Librarian Stephenson was presented telling of the Valentines Dance, the Scrapbag Quilters Club donating a quilt to the library for a raffle fundraiser, and the Library's March "Bringing Back the Classics" will feature author Ernest Hemmingway.

**Recycling Advisory Committee**. Kathie Richey presented and reviewed a written report recapping the Committee's recommendations from last month. She announced the Committee is at a dead end at this time and will probably not have any more reports. Mayor Kay reported County Commissioner Steve Kramer is working with the County on the

recycling issue. In open agenda, Commissioner Kramer reported the Solid Waste Recycle Committee has elevated the recycle issue, a rural Oregon problem, to DEQ.

**Fire**. Councilor Helquist announced a Safety Fair will be held on May 7 at the Legion Hall.

**Planning Commission**. Commissioner Wimmer reported Commissioner Wright has sent them a comparison on what Oregon Health Authority and Oregon Liquor Control Commission regulates on time, place, and manner of medical and recreational marijuana.

**Mayor**. Mayor Kay reported on the **2014-15 Audit Report**. Council was provided with a copy at its February 16 meeting. The auditor has given a clean bill of health on finance & organization, and has also recognized the new Mayor/Council Monthly Finance Report as part of segregation of duties. It was moved by Councilor Ewing, seconded by Councilor Bechtol, and unanimously passed; the Council accepts the 2014-15 Audit Report as prepared by Emerald CPA.

**Public Works**. On request by audience member Ralph Wimmer, Public Works Operations Manager Ramirez gave an update on plans, prioritization of fire hydrant repair/replacement.

**Economic Development – Maupin.** Councilor Bechtol reported Business Facilitator Rick Leibowitz has been in contact with 21 people. Mayor Kay reported Mr. Leibowitz is now beginning to target attracting new businesses in town and will be work with two businesses that are up for sale.

**PUBLIC HEARING TO CONSIDER APPROVAL OF A LEASE AND RIGHT-OF-WAY AGREEMENT WITH QLIFE.** Mayor Kay announced the purpose of the Hearing. On poll, there were no abstentions from the Council and no objections from the audience of the Council or any member to hear the matter. Mayor Kay recognized the City and QLife are proponents. Upon there being no public testimony presented in favor or opposition, Mayor Kay closed the public portion of the hearing. It was moved by Councilor Carlsen, seconded by Councilor Bechtol, and passed unanimously; the Council approves entering into a Lease and Right-of-Way Agreement with QLife as presented.

**RETREAT AGENDA FINALIZED.** Mayor Kay presented and reviewed the Saturday, February 27 Council Retreat Agenda.

**RECYCLING REPORT – COSTS,ETC.** Mayor Kay presented a Chart/Graph capturing the City of Maupin Recycling Revenues/Expenses from Mid 2013 – 2016. He reported the hauling costs of the comingled and cardboard rose from $180.00/haul to $250.00/haul.

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**SYSTEM DEVELOPMENT CHARGES CLARIFICATION.** In continuation of discussion from the Council February 16 meeting, Mayor Kay explained circumstances (dwelling replacement and enlargement) arising since implementation of SDCs about five years ago, and the need to clarify/clean up language on new construction/new development. Based on discussion, it was the consensus of Council to go through public hearing process to incorporate text revisions to clarify, and suspend collecting SDCs on replacement of existing dwelling.

**CITY OF MAUPIN BUDGET COMMITTEE & PLANNING COMMISSION APPOINTMENTS.** Mayor Kay reported the City has received one application for the Budget Committee. In follow up to the Council February 16 meeting, he asked Council to look at recruiting people and he has talked with two persons. Councilors Ewing & Helquist recognized having talked with persons and those persons are not interested.

**OPEN AGENDA.**

**County Commissioner Steve Kramer** announced the County Board of Commissioners will be holding a "Shared Services Meeting" (round robin session with cities of Wasco County) on March 1 to include discussion about Code Enforcement and feasibility of doing municipal contracts, partnerships.

**COMMUNICATIONS.** Recorder Patton presented a Fiscal Year 2015-2016 financial report as of January 31, 2016.

Mayor Kay gave notice of the LOC Small Cities Network meeting to be held at the Maupin City Park on March 17, from 11 a.m. – 1 p.m. Mayor Kay, Rick Leibowitz, and Cristie Amaral will put on a program/share model of Micro-enterprise/Business Facilitation.

**NEXT MEETING.** February 27, 2016 – Council Retreat, 9 a.m. – 1 p.m.
March 15, 2016 – Council Meeting/Worksession, 6:30 p.m.
March 23, 2016 – Council Meeting, 6:30 p.m.

**ADJOURN.** Mayor Kay adjourned the meeting at 7:31 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Frank Kay, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

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**PRESIDING:** Mayor Frank Kay

**COUNCIL PRESENT:** Frank Kay, Lynn Ewing, Randy Bechtol, Jon Helquist, Suzanne Knapp, Denis Carlsen

**COUNCIL ABSENT:** Carol Rager

**STAFF:** Joy Ramirez, City Public Works Operations Manager

**Visitors Present**: none

**CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.** The meeting/retreat was called to order by Mayor Kay at 9:00 a.m. Mayor Kay recorded the attendance and led council and audience in Pledge of Allegiance.

**ADDITIONS TO AGENDA**: none

**BUDGET PERAMETERS & PRIORITIES FOR 2016-2017 & 2017-2018.** Major categories of City revenues were presented: Property Taxes of $235,000, Water & Sewer Fees of $560,000, Fiber Optic Franchise Fees of $62,000, and State Revenue Sharing Funds of $17,000. These projections will result in about $30,000 in increased operating revenue for the City. Major Expense Categories include Personnel, Infrastructure Operating & Capital Improvement Expenses, as well as modest general operation increases such as electricity, supplies, etc. Employee Health Insurance costs will be moderated by an Employee Cost-Sharing program that will be initiated in January 2017, saving approximately $4,000 a year. PERS Retirement costs to the City will increase modestly, less than $5,000. The ODOT/City Street Project will require that the City expend nearly half of our $373,000 Street Improvement Fund to take advantage of the $50,000 ODOT Grant for 3 blocks of badly needed street/water/sewer line replacement and repaving. The City RV Park's Community Building and Restrooms will receive a much-needed facelift with new paint & windows. Also, the Water Fund will need to be tapped to address "hammering" in our upper town residential area near Mt. Fir Ball Park and continued mandated study, testing, and treatment of our City's water supply. This will "drive" a needed minimal $2 per month increase in water rates for 2016-17 and 2017-18 budget years. Other budget issues discussed included the RARE internship program, City Staff organization & job assignments, the duration of the Miles settlement (February 2017 is last month for settlement payoff, but $1,550 of medical insurance reimbursements will continue till February 2018), what to do about establishing a more robust Sewer System Reserve Fund and when, and progress that has been made on maintaining/repairing several significant sewer plant equipment.

**NUISANCE ABATEMENT OFFICER HIRING PROCESS** was discussed. After three months of advertising this part-time position, we have received only two applicants, both of whom have no relevant experience to do the job in a satisfactory way. Two other avenues to

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address the NAO issue are being pursued. One is to contract with Six Rivers Dispute Resolution Center, who is exploring the possibility of contracting with a number of small cities to address this common issue. The second option is to collaborate with a Wasco County task group that is exploring a county-wide, full-time NAO. This second option will probably take a year or two to develop.

**METERED WATER & BILLING SYSTEMS** were discussed in detail. Councilors had read/studied the 2010-11 study put together for Maupin by Bradley Bobbitt, a RARE Intern with us from 2010-2012. Although cost estimates needed to be updated, the basic concepts are still applicable. We will need to purchase & install about 70 water meters at a cost of $10,000 plus labor/time. The options for remote/electronic meter reading and establishing a metered billing system would be $250,000. We could do quarterly manual readings and billings for considerably less, but would incur ongoing labor expense. Given our customer base (about 325 hookups), these expenses would be of little benefit to consumers or the City as a whole. However, the Council was adamant that water meters need to be installed and usage data gathered to further study this and other mandated water resource allocation issues. Also discussed were Fire Hydrant Testing & Repair, patching on some streets, and graveling alleys.

**NEW LIBRARY/CITY HALL CIVIC CENTER PLANS** were discussed in some detail. The Council reviewed the site & structure plans and the progress/success of our local fundraising "match". It was agreed that the new facilities were adequate for the next 30-50 years of operation and that the local fundraising total of $107,000 was impressive in demonstrating community support. Plans to raise an additional $18,000 - $20,000 are in place to secure $125,000 from about 500 residents of Maupin and South Wasco County. Our grant writer is submitting grants to major library funders to secure $1 Million+ to fund the Library, Community Meeting Rooms, and ADA restrooms. The City will be financially responsible for city offices, about 1,300 square feet, at a cost of about $250,000. Our City has sufficient funds in "savings for a new City Hall", but this is also part of our total City's reserve/emergency funds of $300,000 that we felt was important to preserve for unforeseen problems. Because a New City Hall would be adequate/permanent for about 30-50 years, it makes financial sense to not deplete our "reserves" to fully fund it, but to instead take out a mortgage for 15-20 years to fund its construction. Rivermark Community Credit Union has offered to work with us to structure a favorable loan. Rivermark is also a leadership donor to the local Library Fundraising Campaign. Rather than substantially depleting our "savings account", it appears that financing City Hall construction costs over a reasonable time makes sense. Also, our City's auditing firm also supports not reducing our savings/reserves substantially. Given our anticipated and unanticipated expenditures for other infrastructure (water, sewer, streets, etc.), it is important that we retain our current level of reserves. Relocation of City Hall & Library operations were also discussed. Numerous options for a year-long construction-mandated relocation were identified, including the city-owned Log Home Visitor Center, American Legion Hall building, use of South Wasco County Schools space, the "old" BLM building near Henry's Deli, City Park's Community Building, apartments/offices in the Lukovich Building in downtown, and portable office trailers

on other City property. Also discussed was addition of fire and emergency vehicle storage facilities.

**ADJOURN.** Mayor Kay adjourned the meeting/retreat at 1:30 p.m.

Respectfully submitted by
Frank Kay, Mayor

SIGNED: _____
Frank Kay, Mayor

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**PRESIDING:** Mayor Frank Kay

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

**COUNCIL ABSENT:** Randy Bechtol, Denis Carlsen

**Visitors Present**: Karen DuPuis, Amber Anderson

**CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.** The meeting was called to order by Mayor Kay at 6:30 p.m. Mayor Kay recorded the attendance and led council and audience in Pledge of Allegiance.

The 2016 Official **PSU POPULATION FORECAST** was presented to Council, along with trending data and charts for a 40-year period focusing on Wasco County. Maupin's official population now is 428.

The **NUISANCE ABATEMENT PROJECT** was presented by Mayor Kay. On Saturday, April 16th, the Tri-County Household Hazardous Waste agency will be collecting Maupin's residential hazardous waste at the Public Works Yard from 9:00 a.m. – 2:00 p.m. On Thursday, April 21st, the City Council & City Staff will be picking up litter along about a mile of Highway 197 as prescribed in the ODOT Adopt-A-Highway Program. Also, residents will be encouraged to cleanup around their homes and streets and bring the "litter" to the Saturday, April 23rd 9:00 a.m. – 3:00 p.m. Spring CleanUp collection at the Public Works Yard. Also, on that Saturday will be our traditional Free Spring Cleanup for all household waste, furniture, appliances, etc. (except electronics). New this year will be a free Yard Debris disposal container on April 23rd at the Public Works Yard, sponsored by Dirt Huggers of Dallesport & The Dalles Disposal. Lastly, we are trying to arrange with Barnett Towing for free tow-a-way services on a specific date for residents with unwanted vehicles. The City will engage a Project Manager for about $600 for the period March 15th through April 25th to coordinate these Nuisance Abatement projects. It was moved by Councilor Ewing, seconded by Councilor Rager, and unanimously passed; the Council approves this project and expenditures.

The **LEASE AND RIGHT-OF-WAY AGREEMENT** for Light Speed Networks (LSN) fiber optic was discussed. This document was developed by QLife and Recorder Patton to allow LSN to access our city right-of-ways, and will be reviewed by our attorney. It was moved by Councilor Ewing, seconded by Councilor Rager, and unanimously passed; the Council approves this Lease and Right-of-Way Agreement with LSN.

**BUDGET COMMITTEE & PLANNING COMMISSION** vacancies were discussed. Council had been charged with actively recruiting citizens to volunteer for these important "jobs", however, the response so far has been inadequate to fill both groups. In fact, the March 8th

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Planning Commission meeting was canceled due to lack of quorum. The City Council reviewed qualifications for both group's membership, and following State & local statute/ordinance determined that "elector" is the controlling qualification: meaning that a member must be 18 years old and a registered voter in Maupin for the Budget Committee. For the Planning Commission, a member must be 18 years old and a registered voter in Maupin or up to two members can be registered voters in Wasco County with a Maupin mailing address (post office box, street delivery address, or rural route address). It was moved by Councilor Rager, seconded by Councilor Knapp, and unanimously passed, to rewrite our Ordinance No. 293 to so state.

The City's **BUDGET COMMITTEE** meeting calendar was decided. Dates are Tuesday, April 19th, Tuesday May 3rd, and Tuesday May 17th, all at the City Park Community Building starting at 6:30 p.m.

**Amber Anderson, Director of the South Wasco K-6 Out-of-School Time Program**, presented a detailed description of her program, budget, and impact her program is having on the 32 children a week that she serves. Her program is part of the South Wasco Alliance group, who acts as her fiscal agent. The program is funded by a number of grants and in-kind support by the South Wasco County School District, as well as parent-paid fees. It also raises about $7,000 a year in recovery/recycling of 5-cent deposit containers. She asked that the City consider a $5,000 grant to her program through the SWA in budget year 2016-17. Council agreed to consider her request and to review it with our attorney regarding any issues.

The meeting was **adjourned** at 7:55 p.m.

Respectfully submitted by
Frank Kay, Mayor

SIGNED: _____
Frank Kay, Mayor

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# City of Maupin

## Wastewater Treatment Plant Operators Monthly Report

March 8, 2016

| Month of February 2016 | 2016 | 2015 |
|---|---|---|
| Average Flow | 0.052 MGD/per day | 0.080 MGD/per day |
| BOD's | 2.6 mg/l with 98% removal and 1.2 lbs discharge | 5 mg/l with 97% removal and 2 lbs discharge |
| Suspended Solids | 5.7 mg/l with 97% removal and 2.6 lbs discharge | 4 mg/l with 97% removal and 2 lbs discharge |
| Rainfall | 0.35 inches | 0.9 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 Operators