PRESIDING: Mayor Frank Kay

COUNCIL PRESENT: Frank Kay, Carol Rager, Suzanne Knapp, Jon Helquist, Randy Bechtol, Denis Carlsen

COUNCIL ABSENT: Lynn Ewing

Visitors Present: Kathie Richey, Karen DuPuis, Ralph Wimmer, Tamara Wimmer, Donna Henderson

CALL TO ORDER. The meeting was called to order by Mayor Kay at 6:00 p.m.

ROLL CALL. Roll call was taken by Mayor Kay.

PLEDGE OF ALLEGIANCE. Mayor Kay led council and audience in Pledge of Allegiance.

CITY STAFF RE-ORGANIZATION & JOB DESCRIPTIONS CHANGES AND APPROVAL, STAFF PERFORMANCE EVALUATIONS. City Staff Re-organization & Job Descriptions changes were discussed. Final (June 30, 2015) job descriptions were reviewed with changes suggested previously by Council. It was moved by Councilor Carlsen, seconded by Councilor Bechtol, and passed unanimously; the Council approves the latest Job Descriptions (June 30, 2015) as presented.

Mayor Kay indicated that annual Staff Performance Evaluations have been completed, except for Park Managers (Howard & Janet Vejar) which will be completed soon. There were no major issues with any of our Staff's performance. Council members can review those written evaluations at city hall.

DISCUSSION/CLARIFICATION OF MAYOR'S AUTHORITY—FINANCIALLY & STAFF MANAGEMENT/DEPLOYMENT. Discussion continued on clarification of the Mayor's authority regarding expenditure of City funds and his/her authority to manage/deploy staff. Council was presented with an updated version of City Ordinance 269 (November 30, 2005) suggested and drafted by City Attorney Sumner. It includes financial limitations that were adopted in 1996 and continued in 2005. The new version from Attorney Sumner has increased the financial parameters to reflect current costs of goods/services. The draft also includes clarification of Mayor's authority as the "Purchasing Manager" for the City, including his/her authority to designate others (specifically the City Recorder & Public Works Director/Operations Manager) to contract/purchase goods and services for the City. The Council discussed how to limit this authority without disrupting/delaying decision-making. One of the guidelines

suggested was if the expenditure is within the approved City budget, then the Mayor/designees are able to authorize that expenditure. Discussion will continue on a financial limit (even if in the budget) and staff salary payments other than budgeted overtime pay.

The Council also discussed the tragic fire that destroyed long-time Maupin resident and current part-time Park employee John Odegard's home in early July. It was moved by Councilor Carlsen, seconded by Councilor Bechtol, and passed unanimously; the Council authorizes $500 be given to John ($250 in cash and $250 to open a savings/donation account at Rivermark Community Credit Union in Maupin).

Mayor Kay acknowledged, on attendance to the CIS Benefits – Employer Open Enrollment Meeting of July 7th in The Dalles, Employee Health Insurance coverage for calendar year 2016 needs to be committed by July 24th. Some people in the audience thought that we could decide in October. Council agreed to discuss/decide the plan for City Staff at the July 22nd Council meeting.

A proposal to purchase a commercial grade mini-tractor lawnmower, backhoe, post hole digger, and trencher was discussed. The proposal was about $14,000 to $15,000 for a 50 hour used machine, that normally sells for $21,000 plus when new. Staff & Mayor were asked to do further research to ensure we are getting the "best buy".

Mayor Kay announced that he and Council President Ewing would perform a comprehensive review of June 2015 finances, including bank statements, payroll, and invoices prior to next week's City Council meeting on July 22nd. They will report then.

ADJOURN. Mayor Kay adjourned the meeting at 8:00 p.m.

Respectfully submitted by
Frank Kay, Mayor

SIGNED: _____
Frank Kay, Mayor

DRAFT

PRESIDING: Mayor Frank Kay

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

COUNCIL ABSENT: none

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner

Visitors Present: Richard Mindt, Allison Bechtol, Karen DuPuis, Cristie Amaral, Greg McMillan, John Hazel, Amy Hazel, Patrick Kollodge, Andrew Dutterer, Dale Madden, Woody Linn, Ralph Wimmer, John Smeraglio

CALL TO ORDER. The meeting was called to order by Mayor Kay at 6:30 p.m.

ROLL CALL. Roll call of Council and staff was conducted by Recorder Patton.

PLEDGE OF ALLEGIANCE. Mayor Kay led council and audience in Pledge of Allegiance.

AGENDA CORRECTION OR ADDITIONS. Councilor Rager requested to have time at the end of the meeting to address issues at Mountain Fir Community Park.

CONSENT AGENDA: A) Approval of Council Meeting/Worksession Minutes of June 16, 2015; B) Approval of Council Meeting Meeting Minutes of June 24, 2015; C) Acknowledge Payment of Invoices for June 2015; D) Acknowledge Public Works Operations Manager WWTP Report for the month of June 2015. It was moved by Councilor Ewing, seconded by Councilor Carlsen, and approved unanimously; the Council approves consent agenda as presented.

REPORTS.

Chamber. Coordinator Cristie Amaral presented a written report acknowledging past and upcoming events, dollar donations from Rivermark and an anonymous donor to purchase new flags to replace the ones that were stolen July 3, the Chamber's new website, and telling of new Chamber members,.

New Library Fund Raising Committee. Allison Bechtol gave an update on fund raising plans; a mass mailing to go out soon to South Wasco County residents and selling of engraved bricks.

DRAFT

Recycling Advisory Committee. Mayor Kay reported Kathie Richey is conducting a survey this week on the recycle center, and he identified the questions of the survey.

Library. A written report by Librarian Stephenson was presented telling of the summer reading program and of the high school yearbook project being completed.

Fire Department. Mayor Kay reported the State Fire Marshal visited today and spent time with Fire Support Officer Barnett.

Planning Commission. Commissioner Wimmer reported there has not been any land use applications filed with the City for the last couple of months.

Mayor. Mayor Kay presented a couple of dates for scheduling a City Council Town Hall meeting. Based on discussion, it was the consensus of Council to tentatively schedule the meeting in the first week of October. Mayor Kay and Councilor Ewing reported on and submitted the Monthly Finance Report/A review of the City's fiscal records for the month of June 2015, conducted by them on July 21, 2015. Mayor Kay presented information from the League of Oregon Cities pertaining to the 2015 Marijuana Legislation: What Local Governments Need to Know. He recognized options the City has, and announced this subject matter will be on the August Council agenda.

Public Works. Mayor Kay reported on the status/contact with Coburn Electric Inc with regard to the sewerage system electric panels.

Parks. Councilor Rager reported the Parks Manager is closer to finding software for the Park, and she spoke on some of the details of the software program.

Economic Development – Maupin. Councilor Bechtol reported he has had some informal discussions with businesses in Maupin regarding a Maupin Business License and most agree with having a license program, and feel the fee should be nominal and include a provision to not raise the fee.

Economic Development -- South Wasco Alliance. Councilor Knapp reported on the attendance and some topics raised at the SWA meeting held July 16 in Antelope.

Community Liaison. Councilor Helquist reported on attendance to the Maupin Citizens Awareness & Advisory Group meeting.

Attorney. Attorney Sumner reported, as to codification of City ordinances and other cities annually looking to do, he will speak with other cities/codification service companies to see if cities can work together and see what price can get, and then report back to Council.

DRAFT

ADOPTION OF RESOLUTION NO. 07222015 SPECIAL CITY ALLOTMENT RESOLUTION; AN APPLICATION TO ODOT FOR A $50,000 GRANT FROM THE 2016 SCA FUND FOR PAVING PROJECTS . Mayor Kay and Recorder Patton explained the program and to again apply for the project to pave portions of Grant Avenue (1 block), Sixth Street (2 blocks) and Staats Avenue (1 block). It was moved by Councilor Ewing, seconded by Councilor Helquist, and unanimously approved; the Council passes this Resolution No. 07222015 as presented.

RECYCLING CENTER ISSUES. Mayor Kay acknowledged the Maupin Recycle Depot has been more successful than anticipated. He reported on the background in the development of the recycle depot; Wasco County had the lowest percentage of recycling in the state and the Tri-County Household Hazardous Waste & Recycle Program was charged with coming up with a solution and partnered with the City of Maupin to build a depot in south county. He recognized there is a lot of garbage being thrown in the comingled bin, so it is going directly into the landfill. Kathie Richey is conducting a survey to hopefully clean up the problem. He reported Mel Barlow is retiring and selling his business to Waste Connect, so it may involve better recycle hauling service.

SEASONAL HOUSING WATER/SEWER/RECYCLING RATES, RV PARK RATES (lower than standard resident rates). Mayor Kay recognized Council had earlier discussions on establishing seasonal workforce housing rates for Gary Schoenecker and Wayne Stout, and Council needs to set something. Some conditions might be a six month rate, April to October, in RC zone only. It was agreed to put this subject on the August agenda.

NUISANCE ABATEMENT OFFICER JOB DESCRIPTION. Mayor Kay presented draft job descriptions for the Nuisance Abatement Officer and for the City Parks Administration Manager and City Parks Maintenance Manager. Councilor Knapp recommended comparing the NAO Job Description with the City Nuisance Control Ordinance. It was the consensus to present the job descriptions with changes, if any, for consideration of approval at the August Council Meeting/Worksession.

HEALTH INSURANCE PROGRAM. Council was provided with excerpts from the CIS 2016 Plan Year Open Enrollment Overview pertaining to Employer Request for Coverage and with monthly 2015 & 2016 Medical & Dental Rates of current and co-pay option plans. Mayor Kay reported July 24 is the date to complete the Request for Coverage (City to commit to a medical & dental plan for employees), and October is the open enrollment period for employees to sign in on the chosen plan. He further reported on discussion held with employees, and he recommended Council continue with the current medical & dental plans for 2016 and work with him and staff to come up with a co-pay insurance premium for 2017. He recognized the total monthly cost with current employment is lower. Based on discussion, it was moved by

Councilor Ewing, seconded by Councilor Bechtol, and passed unanimously; the Council continues with the existing health/dental plans for 2016, and between now and January work on coming up with resolution/plan for 2017.

PRESENTATION BY DESCHUTES RIVER ALLIANCE AND REQUEST FOR LETTER OF SUPPORT. Mayor Kay acknowledged Council was previously provided with articles on fish dying because of water temperature. He recognized the Deschutes River is Maupin's livelihood for which river conditions affect the businesses and City Park.

Andrew Dutterer, Director of Deschutes River Alliance, gave introduction of the group; a non-profit river conservation organization dedicated to ensuring the ecological health of the lower Deschutes River. He summarized water quality issues/problems observed in the lower 100 miles of the Deschutes River as a result of a Selective Water Withdrawal (SWW) Tower at the Pelton-Round Butte Hydroelectric Project put into operation on December 31, 2009, and requested the City Council support the Deschutes River Alliance to encourage Oregon agencies, legislators, and other entities to work with the DRA to address and resolve the water quality conditions. Greg McMillan, Director of Science Affairs, spoke on their study/data collected.

Discussion was held on inquiries if the study can discern between the management/dam operations and climate change, if DRA has tried to work with PGE & Tribe, and if the tower project is accomplishing what it is supposed to do to reintroduce anadromous fish above the dam. It was declared operation provisions contain measures for adaptive management, DRA has not been able to get anywhere with PGE in the two year time, PGE's 2014 Report indicates losing 80% juvenile fish, and need to re-evaluate entire project.

Maupin Business Owners Amy Hazel, John Hazel, and John Smeraglio and Maupin residents Dale Madden and Ron Walp spoke on the river conditions (temperature, ph of the water, algae, and reduction in insect population and migrant birds) and drop in clientele, and feeling that if fishing goes down then the real estate market goes down.

Council discussed Letter of Support. Councilor Knapp recommended, from public input received tonight, the letter talk about businesses and impacts to area then support DRA. It was moved by Councilor Ewing, seconded by Councilor Bechtol, and passed on vote of 6-1 (Carlsen); the Council authorizes Mayor Kay and Councilor Knapp to write letter in support of DRA.

MOUNTAIN FIR COMMUNITY PARK. Councilor Rager proposed establishing regulations on how use MF Park due to a group annually creating problems, and setting a fee to cover costs for use of electricity and bathroom products. It was moved by Councilor Ewing, seconded by Councilor Carlsen, and passed unanimously; the Council instructs Staff (Janet, Joy, & DeOra), Councilor Rager, and Mayor Kay work on changes and policies for rules & regulations and fees and present to Council.

DRAFT

COMMUNICATIONS. Recorder Patton reported on attending the Oregon Rural Electric Coop Association Mid-Year Meeting & Electric Coop Director Class last week. Topics and speakers included solar energy, a Colorado State Representative speaking on matters of recreation marijuana, tsunami/impacts to Oregon, and a CEO of National Information Solutions Cooperative speaking on cooperative principles/leadership/values/culture/member and workplace relations.

NEXT MEETING. August 18, 2015 – Council Meeting/Worksession, 6:00 p.m.
August 26, 2015 – Council Meeting, 6:30 p.m.

ADJOURN. Mayor Kay adjourned the meeting at 8:25 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Frank Kay, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

DRAFT

CITY OF MAUPIN
INVOICES PAID FOR THE MONTH OF JULY 2015

Creditor:	Total		City	Water	Sewer	Street	Park	Fire		Street Impro	SWC Library
Beebe, Malcolm G.	40.00			40.00							
Birman, Josh	250.00		250.00								
Boggs, Nancy	70.00										70.00
Cardmember Services	894.65			447.33	447.32						
Carson Oil Company	377.95			94.48	94.49	94.49	94.49				
Central Oregon Cities Org.	150.00		150.00								
CenturyLink	627.95		346.13	127.10	54.75		99.97				
Columbia Gorge Fire Equip.	505.00							505.00			
Dept. of Environmental Quality	1,956.00				1,956.00						
Gorge Networks	64.50						64.50				
Ingram, Edward	61.00						61.00				
Kay, Frank	52.90		52.90								
LGIP	198.00		198.00								
Maupin, City Lodging Tax	2,577.44						2,577.44				
Maupin, City W/S/R	1,087.77						1,016.27				71.50
Maupin Hardware	325.09		16.07	47.47	23.45	64.56	136.19	37.35			
MCEDD	190.00		190.00								
MCMC Occupational Health	55.00										55.00
Mel's Sanitary Service, Inc.	3,646.00					275.00	3,371.00				
Oregon Association of Water	180.50			180.50							
Oregon Lodging Tax	416.42						416.42				
Patton, DeOra	52.90		52.90								
Rafter Mini Mart	14.00		14.00								
Ramirez, Joy	359.30			359.30							
Ramirez, Joy	40.00				40.00						
Redsides Alumni	100.00		100.00								
Shields, Kirk	40.00			40.00							
Tenneson Engineering	1,410.69		1,410.69								
US Postal Service	31.25							31.25			
US Postal Service	9.94		9.94								
Vejar, Howard	40.00						40.00				
Wasco County- Sheriff's Dept.	1,000.00		1,000.00								
Wasco Electric Cooperative	5,206.14		192.28	2,116.74	774.70	954.75	1,022.18	82.18			63.31
Walter E. Nelson, Co.	3,967.98						3,967.98				
	25,998.37		3,982.91	3,452.92	3,390.71	1,388.80	12,867.44	655.78	-	-	259.81

Revenues:											
Daily Receipts Record	65,034.43		19,393.71	18,268.57	18,819.51	2,284.04	6,207.01	50.00			
Park Visa, ACH Pymts, Interest	17,599.05		55.35	343.50	451.04		16,749.16				
	82,633.48		19,449.06	18,612.07	19,270.55	2,284.04	22,956.17	50.00	-	-	-

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 July 2015 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 18th day of August, 2015

Mayor

Councilor

City of Maupin

Wastewater Treatment Plant Operators Monthly Report

August 20, 2015

	2015	2014
Average Flow	0.066MGD/per day	0.075 MGD/per day
BOD's	4 mg/l with 98% removal and 2 lbs. discharge	6 mg/l with 96% removal and 4 lbs. discharge
Suspended Solids	3.4 mg/l with 97% removal and 2 lbs. discharge	3 mg/l with 97% removal and 2 lbs. discharge
Rainfall	0.00 inches	0.30 inches

Permit Requirements: Monthly Average BOD's 20 mg/l with 85% removal

Monthly Average Suspended Solids 20 mg/l with 85% removal

Note: Monthly Average Permit Requirements change to 30 mg/l from November to May.

Respectfully submitted,

Joy Ramirez

WWTP Operators