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

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SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, City Recorder

PRESIDING: Mayor Lynn Ewing

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

COUNCIL ABSENT: Jon Helquist

STAFF PRESENT: Recorder DeOra Patton, PWO Manager Joy Ramirez

Visitors Present: Karen DuPuis

CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE. The meeting was called to order by Mayor Ewing at 8:30 a.m. Roll call of Council and staff was conducted by Recorder Patton. Mayor Ewing led council and audience in Pledge of Allegiance.

CONSIDER JOB DESCRIPTIONS. Mayor Ewing announced Council would be looking at two job descriptions, the first for Kirk Shields changing position from Lead Utility Operator to Public Works Foreman, and the second for City Administrator.

Based on review, it was moved by Councilor Rager, seconded by Councilor Carlsen, and passed unanimously; the Council accepts the Public Works Foreman Job Description as revised at this meeting and increase Kirk Shields' wage as per discussed/agreed by Council.

Council began review and edit of the City Administrator Job Description, and at 11:30 a.m., called for continuation to the November 15 council meeting.

ADJOURN. Mayor Ewing adjourned the meeting at 11:30 a.m.

Respectfully submitted by
DeOra M Patton, City Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, City Recorder

DRAFT

PRESIDING: Mayor Lynn Ewing

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

COUNCIL ABSENT: Randy Bechtol

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner, Public Works Operations Manager Joy Ramirez

Visitors Present: Cristie Amaral, Tiffany Rager, Ralph Wimmer, Karen DuPuis, Dale Madden

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CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE. The meeting was called to order by Mayor Ewing at 6:00 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. Item #6 was deleted because a decision had been made by Council on November 12th.

CONSENT AGENDA: A) Minutes of October 18, 2016 Meeting; B) Minutes of October 26, 2016 Meeting; C) Minutes of November 1, 2016 Meeting; D) Mayor/Councilor Monthly Finance Report; E) Payment of Invoices for October 2016. Based on Councilor Knapp's proposal to add more content of discussion to the "Computer Use Agreement For Staff" discussion/decision in the October 18, 2016 Council Meeting, it was the consensus of Council to postpone approval of these minutes to the next Council Meeting. It was moved by Councilor Rager, seconded by Councilor Carlsen, and unanimously passed; the Council approves the rest of consent agenda as presented.

REPORTS.

Chamber. Chamber Coordinator Amaral presented and reviewed a written report telling of past and future events, and upcoming 1st Quarter 2017 monthly SBDC Business Education Classes.

New Library Fund Raising Committee. Mayor Ewing reported on a grant application submitted to the Ford Family Foundation.

Library. A written report by Librarian Stephenson was presented telling of the Library's Youth Advisory Council's first event, and two grant application proposals.

Fire. Member Helquist reported he and Eddie Ingram handed out Halloween goodie bags at the Assisted Living center.

Planning Commission. Chairman Madden reported there would be no meeting in November. The Commission, at its next meeting, will start looking at zoning along a portion of Deschutes Avenue and other areas in town.

Mayor. Mayor Ewing reported, in his contact/work with the State Police and County Sheriff's Department, Eddie Ingram is okay to drive his 4-wheeler around town.

Public Works. PWOM Ramirez gave an update on status of work by Tenneson Engineering on the City's SCA street project. She reported on recent and upcoming work by public works personnel.

Mid-Columbia Economic Development District. Councilor Knapp reported their 4th regional economic strategy meeting will be Thursday in Moro. She acknowledged the topics of their meetings for December, January, and then in February to adopt the strategy plan.

Broadband Technology and Telecommunications. Mayor Ewing reported the Fiber Optic Kickoff Event was attended by a lot of people from the city and south County. It was successful in area of interest and people getting their questions answered.

Community Liaison. Councilor Helquist presented Mayor Ewing with a copy of a 1988 Letter regarding IRS tax exempt status of the Legion. He gave reminder of the Railroad briefing meeting on December 7th for derailment emergency response.

MOUs WITH JOY RAMIREZ AND ED CONNER WWTP. Mayor Ewing and Attorney Sumner reported on need to fulfill services as an employee rather than MOU. The services and proposed hours and compensation for Joy and Ed were discussed. Based on discussion, it was moved by Councilor Knapp, seconded by Councilor Helquist, and passed unanimously; the Council hires Joy Ramirez for 90 day period to serve as a signatory for the wastewater treatment plant at a salary of $500 per month assuming she will work about 18 hours per month.

LOG HOME RENTAL. Mayor Ewing reported this subject came up upon having been approached by a business owner in town. This person will be losing her rental space at the end of December and there is no other space in town. She understands rental of the log home building would only be temporary, 6 months to a year. Her business is mental health counseling services and yoga. The Chamber is willing to clear out space for her to use the log home. Based on discussion, it was moved by Councilor Carlsen, seconded by Councilor Helquist, and passed unanimously; the Council adopts findings as follows:

1. There is a shortage of places for mental health provider to locate in the city right now.

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2. We need the mental health services in this community now. There is a building that we have available right now that would be perfect for that use. The prior tenant is happy to cooperate with this mental health provider in the changeover. There has been no interest expressed by anyone else. This particular facility lends itself to temporary access because the City may need it in the future and is not wanting to enter into a long-term lease that most commercial businesses would require, and for those reasons, it would be appropriate to lease this building on month to month basis with this provider until she is able to find another place or until the City needs that building and can provide appropriate notice for that.

CITY HALL/LIBRARY RELOCATION PLANS. Mayor Ewing acknowledged the purpose tonight is to start looking at possibilities. The Council has talked about using the log home as city hall. He reported on research he has done of looking on eBay and contacting companies for public office space modular units, and a Redmond Company's price to purchase a new 10' x 40' unit. He spoke on a person's suggestion made to him to look at purchasing one of the homes for sale in town. Based on discussion, Mayor Ewing will continue research and have further discussion at the December Council meeting on his and any councilor's research, and appoint a committee if need.

FURTHER DISCUSSION – CITY ADMINISTRATOR. It was the consensus of Council to table and set over for a Council Meeting on Saturday, December 10, from 8:30 to 11:30 a.m.

OPEN AGENDA.

Work occurring at cell towers. On inquiry by Dale Madden of what work is going on at the cell towers, Mayor Ewing acknowledged ownership of the towers, US Cellular and the other a Texas company having availability for other cell phone companies, and it is likely work is being done for those companies.

SWC Ambulance Information. Joy Ramirez and Tiffany Rager gave an update on the purpose of the portable defibrillator (AED) at Richmond's Service Station for strategic accessibility by ambulance personnel and others trained. Also, in the first part of January, SWCA will hold a community awareness event to show people hands-on CPR and how to have information ready in their house in an emergency.

COMMUNICATIONS. Recorder Patton reported on correspondence from Wasco County Clerk Lisa Gambee with regards to the November 8 General Election. The Clerk's Office has up to 20 days after the election day to certify the results, which would be November 28; however, they are hoping to be done by November 23. They are still processing ballots that came in from other counties, as well as ballots that were separated out during the tabulation due to "indeterminate sensor" by the machine and counting the ones still being perfected for things like signature challenge, and also working on write-ins.

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EXECUTIVE SESSION PER ORS 192.660(2)(h) TO CONSULT WITH COUNSEL. At 8:12 p.m., Council retired from regular session to take a short break and then go into executive session, and reconvened the regular meeting at 9:10 p.m. There were no decisions to be made at this time.

NEXT MEETING. Saturday, December 10, 2016 and Tuesday, December 20, 2016

ADJOURN. Mayor Ewing adjourned the meeting at 9:10 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder

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