



CITY OF MAUPIN  
P.O. Box 308  
Maupin, OR 97037

Tel: 541/395-2698  
www.cityofmaupin.org

MEETING & PUBLIC HEARING NOTICE  
**CITY OF MAUPIN COUNCIL MEETING**  
**Wednesday, December 16, 2020**  
**6:30 p.m.**  
Remotely on ZOOM

**COVID-19 Update:** Due to federal and state requests to limit public gatherings, the City Council will hold an online video conference meeting that the public can watch and participate in via Zoom at <https://us02webpledge.zoom.us/j/88006737863>. City Hall will not be open to the public during the meeting. For questions on connecting with Zoom, contact City Manager Kevin Lewis at 1-330-281-8336 or [maupincitymanager@gmail.com](mailto:maupincitymanager@gmail.com). For voice only, instead of a computer, call in from a phone at 1-253-215-8782 (Meeting ID: 880 0673 7863)

## AGENDA

- 1) CALL Meeting to Order / Roll Call of Council and Staff / Pledge of Allegiance
- 2) APPROVAL of Consent Agenda. Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Council to spend its time on significant items and issues. Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.
  - A) Minutes of November 18, 2020 Council Meetings
  - B) Mayor/City Manager November Finance Report
  - C) Payment of Invoices for November 2020
- 3) AUDIENCE PARTICIPATION. This time is set-aside for the public to speak on any subject which does not later appear on the agenda. Three minutes per person will be allowed. The maximum amount of time for all public comments under this agenda item will be 15 minutes. Council will not engage in dialogue but can consider scheduling any matter as an agenda item at a future Council Meeting.
- 4) REPORTS:
  - A) Mayor – Mayor Ewing
  - B) Public Works – Councilor Troutman
  - C) Chamber –
  - D) Library – Librarian Dod
  - E) Parks – Councilor Beatty
  - F) Special Projects - Councilor Wright
  - G) Economic Development & Environmental/Recycle - Councilor Foreaker
  - H) Public Safety – Councilor Helquist
  - I) City Attorney - Paul Sumner
  - J) Planning Commission & City Manager – Manager Lewis
  - K) City Finance – Recorder Kurtz

- 5) PUBLIC HEARING to Receive Testimony Regarding Revised City of Maupin Zoning Ordinance No. 249.
- 6) APPROVE Maupin Ordinances for Codification.
- 7) APPROVE CARES Act COVID Relief Funding Intergovernmental Agreement with Wasco County.
- 8) COMMUNICATIONS
- 9) Suggested topics for next meeting
  - a. Schedule City Council Goal Setting Worksession for February
- 10) NEXT MEETING – Special Meeting Monday January 4<sup>th</sup>, 2021 at 6:30 pm and Regular Meeting Wednesday January 27, 2021 6:30 pm via Zoom.
- 11) ADJOURN

Council Executive Session – if necessary – may take place under ORS 192.660(2)(d) – Labor Negotiations, ORS 192.660(2)(e) – Real Property Transactions, ORSW 192.660(2)(f) – Exempt Public Record and ORS 192.660(2)(h) – Legal Counsel.

**CITY MEETING CALENDAR**

MONTH	DATE	DAY	TIME	GROUP	LOCATION
January 2020	4	Mon	6:30 pm	Council Special Meeting	ZOOM
	12	Tue	6:00 pm	Regular Planning Commission Meeting	ZOOM
	27	Wed	6:30 pm	City Council Regular Meeting	ZOOM

MINUTES  
CITY COUNCIL REGULAR MEETING  
PUBLIC HEARING  
November 18, 2020  
6:30 – 7:52 p.m.

MAUPIN CIVIC CENTER  
VIRTUALLY - ZOOM

**PRESIDING:** Mayor Lynn Ewing

**COUNCIL PRESENT:** Lynn Ewing, Susan Wright, Mike Foreaker, Tom Troutman, Jon Helquist, and Carol Beatty (late)

**COUNCIL ABSENT:** One Vacancy

**STAFF PRESENT:** City Manager Kevin Lewis, City Recorder Christine Kurtz, City Planners Dan Meader and Kirk Fatland, and City Attorney Paul Sumner

**VISITORS PRESENT:** Medy Gantz, Christine Wolfe, Kathy Peck, Rod Woodside, Ralph Wimmer, and Cheryl Mojzer.

**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 Kurtz. Mayor Ewing led council and audience in Pledge of Allegiance.

**CONSENT AGENDA: A) Approval of Minutes of October 28, 2020 B) Mayor/Councilor Monthly Finance Report; C) Payment of Invoices for October 2020.** It was moved by Councilor Foreaker, Seconded by Councilor Helquist, and passed unanimously on a 5 to 0 vote (Ayes: Foreaker, Helquist, Ewing, Troutman, and Wright; Nays: none); the Council approves Consent Agenda as presented.

**AUDIENCE PARTICIPATION:** None

**REPORTS.**

**Mayor.** Mayor Ewing summarized written report: records request is posted online, car prowler was entering unlocked cars, Christmas Bazaar has been rescheduled, Red Cross blood drive and lights in City Park have been cancelled, virtual fundraising event for DRAC on the 9<sup>th</sup>, library fundraising bricks will be installed as scheduling and weather permit. Two additional yard debris dumpsters have been hauled away by Waste Connections. More money is coming to the County

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to be used for business assistance. Wasco County prioritized healthcare access as the number one South Wasco County issue, followed by DRAC, the Donkey Trail, City Park Expansion, and Bakeoven watershed protection. Most of these projects fall into Councilor for Parks Beatty's purview.

**Public Safety.** Councilor Helquist reported to lock your vehicles, stay safe, it is important to take COVID seriously.

**Chamber.** Chamber is advertising for a new Coordinator.

**Library.** Written Report

**Parks.** Written Report

**Economic Development.** Councilor Foreaker reported no new developments for the Housing Needs Analysis Committee/Study.

**City Attorney.** City Attorney Sumner reported that when Council determines to include the zoning ordinance in the new codification he can wrap that project up. He reported that the Governor has issued more regulations empowering the State Police to check that citizens are following safety mandates. Rules include restricting access to City Hall to staff and Councilors and need to limit the amount of people to 6. He has found a new way to gain additional CARES act funding via the County and an intergovernmental agreement that he will discuss with Manager Lewis.

**City Recorder.** Quickbooks is in, chart of accounts is loaded, now need to start working on entering transactional data and modifying some of our processes. Going well.

**City Manager.** Manager Lewis reported IT upgrades are making a big difference, HNA is still awaiting a fee waiver from the County for GIS data, minor land use updates. Someone has purchased the Catholic Church and he has had a surprising amount of phone calls regarding others looking at buying property in Maupin. He picked up a pallet of hand sanitizer from the County. He asked if there were people in the community with a COVID specific need to let him know so we can see if there is use for our COVID Relief grant money. He personally has delivered over 6,000 masks around town, and will make an effort to get the next batch to the post office.

**DISCUSS ZONING ORDINANCE UPDATES.** Planner Meader summarized Staff Report highlighting the big changes that are being proposed to the Maupin Zoning Ordinance. Discussion among Council, Planners, and Guests included:

- Need for standards regarding Barn' dominiums and cargo container housing.
- Text within the various residential zones needed to be made consistent.
- Allowing wrecking yards within Industrial zones.

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- Sheds in front yards should not be allowed.
- Does Maupin need large lot residential zoning?
- Managing conditional/temporary permitted uses when they expire.
- Updated procedural items to be consistent with State law and increased abatement section to accurately reflect costs.
- Should the Zoning Ordinance be Codified? Recommendation to Council is No.

Planners will take feedback and work on consistent wording in the text prior to Public Hearings in December.

**DISCUSS COMMUNITY VISIONING.** Manager Lewis included copy of the online survey in the Agenda Packet. Council reviewed and made suggestions. Councilor Foreaker suggested that goal setting is a Council managerial/housekeeping process and should be conducted annually. Mayor Ewing agreed and stated it would be part of a worksession in January. Council discussed how the survey was being distributed and tabulated.

**ELECTED AND APPOINTMENT OFFICIALS TRAINING.** Recorder Kurtz reported on the draft schedules and task lists included in the Agenda Packet. It was highly recommended all Maupin officials take the League of Cities Elected Essentials class. Recorder Kurtz will follow up by registering everyone who is interested for the virtual training on December 11, 2020.

**COMMUNICATIONS:** Mayor Ewing canvassed election results by reading a Proclamation. The Council welcomed Kathy Peck. Peck has agreed to take Elected Essentials training.

**SUGGESTED TOPICS FOR NEXT MEETING:**

- A. Approve Maupin Ordinances for Codification
- B. Hearing on proposed Maupin Zoning Ordinance

**NEXT MEETING:** Wednesday December 16, 2020 at 6:30 pm Virtually on Zoom

**ADJOURN.** Mayor Ewing adjourned the meeting at 7:52 pm

Respectfully submitted by  
Christine Kurtz, Recorder

SIGNED: \_\_\_\_\_  
Lynn Ewing, Mayor

ATTEST: \_\_\_\_\_  
Christine Kurtz, Recorder



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## MONTHLY FINANCE REPORT

We, the undersigned, have completed a review of the City of Maupin's fiscal records for the month of November 2020 consisting of the following:

**Bank Statements & Reconciliations**

(Columbia Bank, Rivermark Community Credit Union, Local Government Investment Pool)

**Accounts Payable**

(Invoices & Checks)

**Payroll**

**Finance Summary**

We find the records to be accurate and present our signatures for approval.

Dated \_\_\_\_\_ day of December, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager



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Dated \_\_\_\_\_ day of December, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

## **Library Report December 2020**

We currently have three take-home kits available for patrons: 1 STEM kit, 1 kit of science activities from the Museum of Cultural and Natural History, and a craft kit for all ages. I'm working with Jeff in The Dalles to figure out our wi-fi hotspots and make sure that the new plans will work for users in our district. The Foundation sent out its first mailing earlier this month to everyone who had previously donated money to the library. The next board meeting will happen in February or March of next year.

Thanks!

Bronte Dod, Library Director  
she/her  
[Southern Wasco County Library](#)  
[Instagram](#)  
[Facebook](#)  
507 Grant Ave. | PO Box 328  
Maupin, Oregon 97037  
541-395-2208

## **MAUPIN PARKS REPORT December 2020**

While the RV Park is “bedded” down for the winter, people still keep coming. John has winterrized each site, but has left open five sites for visitors. More sites can be opened, if needed.

Cheryl has written an informative and friendly newsletter to future park guests that will be sent out electronically. She details the rate increase, 10% discount for first responders, EMT's and police officers. She also encourages Park guests to rent the Community building.

John is repairing tables which is much needed and keeping the park clean.

Kaiser Park and Mt Fir Park have no new information to add. Next time you see Eddie, thank him for the good job he does raking up leaves in Kaiser Park.

Councilor Beatty





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December 10, 2020

Written Report: City Council

## FINANCE

The City has received approx 86% of estimated property tax revenue for the 2021 tax year, which is excellent news considering my concerns about COVID impacting receipts.

The City has submitted the final paperwork to Wasco Title to finalize the Springs Protection Project real estate exchange with Councilor Troutman. As soon as Wasco Title records the deed the project is completed. MANY THANKS to Councilor Troutman for his patience with the City.

## UTILITY CUSTOMER PORTAL

I have begun the process of setting up a Utility payment portal through our software provider American Business Solutions. This portal, once fully functional, will allow Maupin customers to log in with their utility account number and:

- Send a message/question to the utility billing clerk
- View 12 months of account activity
- Make a one-time or recurring credit card bill pay – fees 2.9%+\$0.30 every transaction works out to \$3.00 convenience fee on a utility bill of \$96.
- Select an email, mailed, or both utility bill

This will save time on our utility billing clerk's processing of monthly bills, will reduce time on the phone, provide more secure credit card processing, reduce postage costs, and potentially reduce delinquent accounts and water shut offs.

We are planning to have the program in place by February billing.

## TRAINING

I have taken a budgeting in uncertain times course with OAMR and have some tools to share going into the 2022 budgeting process in March. Council goal setting in January/February will be ESSENTIAL to producing a useful budget.

I have also passed the first of three exams working towards licensure with the American Governmental Accounting Association and their designation Certified Government Financial Manager. I want to thank the City for supporting my efforts.

I am scheduling training for our Administrative Clerk in Quickbooks and other modules of the ABS software (utility billing). I have budgeted \$350.

#### INFORMATION TECHNOLOGY

The City's investment (via COVID Grant Monies) in upgrading our IT infrastructure and Quickbooks is getting really close to paying off. Admin staff now have (or will by end of Dec) remote access to a network server allowing us to work at home in case we become quarantined. We also have enough storage and backup redundancies that we can begin using the server to store permanent records in compliance with State Records Law. Lastly, I have some accounting adjustments, data entry, and then some testing to conduct and Quickbooks will be implemented into our Accounting structure! Should have it operational in time for budget season and Quarter 3 reporting.

Respectfully Submitted,

Christine Kurtz  
Maupin City Recorder

City of Maupin December 16, 2020 6:30 PM City Council Meeting

General Procedure  
For  
Conduct of Legislative Public Hearing

This is a brief outline for hearing procedure to enable the City and interested citizens to utilize a Legislative Public Hearing. **In this type of public hearing, the Council is acting as Legislators, making new law for the City.**

**I. OPENING.**

Mayor shall announce:

**HEARING #1**

“This is the time set for public hearing to receive public testimony and consider a proposed Ordinance 311 Maupin Zoning Ordinance.

The Mayor or Staff shall summarize the Rules of Procedure:

“There shall be no outburst or demonstrations. There will be opportunity to be heard. The order of presentations will be Staff Report, Questions, Proponent, Questions, Opponent, Questions, Interested Public Agencies, rebuttal, close. **All persons submitting testimony shall state their name and address for the record.**”

**II. OPEN HEARING**

Mayor shall announce the hearing open. “I now call for the hearing to be opened and call for staff report.”

**III. STAFF REPORT**

HEARING #1 – Planner Meader summarize proposed revisions. Acknowledge the Recommendation from Maupin Planning Commission

**IV. a. INVITE PROPONENTS, ANYONE IN FAVOR OF TO GIVE TESTIMONY**

b. Recognize written testimony received for the record

**V. a. INVITE OPPONENTS, ANYONE AGAINST TO GIVE TESTIMONY**

b. Recognize written testimony received for the record

**XI. PUBLIC AGENCIES**

Interested public agencies may present additional information.

### **XIII. CLOSE OF HEARING**

Mayor shall close the public portion of the hearing – unless there is a continuance.

### **XIII. DELIBERATION**

### **XIV. DECISION**

Options: Council may

- A. Continue the hearing and render its decision at a later specified date and time.
- B. Approve as presented.
- C. Approve with modifications.
- D. Deny.

Councilor will need to make a motion “Adopting Ordinance 311: Maupin Zoning Ordinance “as presented” or “with modifications: insert”.