**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, January 27, 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://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xN0JOdjRWZz09. 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
For voice only, instead of a computer, call in from a phone at 1-253-215-8782 (Meeting ID: 848 0252 2147 Passcode: 978965)

# 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 Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.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 December 16, 2020 and January 4, 2021 Council Meetings
   - B) Mayor/City Manager December Finance Report
   - C) Payment of Invoices for December 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 – Councilor Miles
   - D) Library – Librarian Dod
   - E) Parks – Councilor Beatty
   - F) Special Projects - Councilor Wright
   - G) Economic Development & Environmental/Recycle - Councilor Foreaker
   - H) Public Safety – Manager Lewis
   - I) City Attorney - Paul Sumner
   - J) Planning Commission & City Manager – Manager Lewis
   - K) City Finance – Recorder Kurtz

5) WELCOME NEW DESCHUTES RIM CLINIC MEDICAL STAFF

6) APPROVE CIVIC CENTER SHARED SPACE FOR WASCO COUNTY SHERIFF

7) APPROVE RESOLUTION 01272021 WATER INTER-FUND TRANSFER

8) APPOINT PLANNING COMMISSIONERS

9) APPOINT CITY COUNCIL COMMITTEES

10) DISCUSS COUNCIL GOALS. SCHEDULE WORK SESSION.

11) COMMUNICATIONS.

12) SUGGESTED topics for next meeting

13) EXECUTIVE SESSION. ORS192.660(2)(h)

14) NEXT MEETING –Regular Meeting Wednesday February 24, 2021 6:30 pm via Zoom. City Council Goal Setting Work Session TBD.

15) 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 |
|---|---|---|---|---|---|
| February 2020 | 9 | Tue | 6:00 pm | Planning Commission | ZOOM |
| | 24 | Wed | 6:30 pm | City Council Meeting | ZOOM |

MINUTES
CITY COUNCIL REGULAR MEETING
PUBLIC HEARING
December 16, 2020
6:30 – 8:32 p.m.

MAUPIN CIVIC CENTER
507 GRANT
MAUPIN, OREGON
AND VIRTUALLY - ZOOM

**PRESIDING:** Mayor Lynn Ewing

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

**COUNCIL ABSENT:** One Vacancy

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

**VISITORS PRESENT**: Christine Wolfe, Medy Gantz, Christine Fruehling, Todd Gru, Kathy Peck, Rob Miles, Carol Mitchell, Ralph and Tamara Wimmer, and Richard Mindt.

**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 November 18, 2020 B) Mayor/Councilor Monthly Finance Report; C) Payment of Invoices for November 2020.** It was moved by Councilor Foreaker, Seconded by Councilor Beatty, and passed unanimously on a 6 to 0 vote (Ayes: Foreaker, Helquist, Beatty, Troutman, Ewing, and Wright; Nays: none); the Council approves Consent Agenda as presented.

**AUDIENCE PARTICIPATION:** Richard Mindt read a letter received from The City Council of Maupin. Medy Gantz thanked Jon Helquist for his 8 years of service. She shared that the health clinic services are much appreciated by a certain individual who did not want to attend the meeting, and wants us to continue to support their operations.

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**REPORTS.**

**Mayor.** Mayor Ewing thanked Jon Helquist for his service on City Council. He reported on the Christmas tree lighting event and retirement presentation to DeOra Patton. Wasco County is still at the highest risk level for COVID. DRAC's virtual event was impressive and they raised over $250,000. Mid-Columbia Economic Development Council are still deliberating but donkey trail and DRAC made top spots. He had a meeting with Google about them supporting public operations. He is doing an interview with Business Oregon magazine about our fiber optic network. Grant money is available to support impacted businesses by the end of the year. If a business needs help reach out to Mayor Ewing for the links. Property swap between City of Maupin and Councilor Troutman is finally completed.

**Chamber**. Rob Miles reported that they are recruiting for a Chamber Coordinator.

**Library**. Written Report. Three kits available for take home. Foundation sent out a fundraising letter and they are receiving money.

**Parks**. Written Report. Cheryl and John have winterized the park. Cheryl is sending out a newsletter to prior customers. John is repairing picnic tables. Thank Eddie for cleaning up the leaves in Kaiser Park.

**Economic Development.** Councilor Foreaker reported that Antelope just finished a $1.1 million water project. Shaniko just repaired the hotel. Mosier is busy working on a 10,000 square foot fire station and city hall building. The Dalles is trying to get through the pandemic. HNA meeting went well, buildable lands survey is almost complete with a few discrepancies on the mapping. Environment steering committee meeting on the 9th confirmed DEQ is proposing legislation that will be considered in 2021 for a shared recycling framework. First of its kind in the country. Comprehensive recycling program overhaul. It is nice for the State to be in a leadership position. It should offer rural communities more affordable opportunities with regards to recycling and additional funding attached to build facilities.

**Public Safety.** Councilor Helquist reported holiday season is here, traffic in The Dalles was busy. Weather report looks mild, but more traffic on the roads. Gets dark early, so watch out. Couple of dogs running loose in the town. COVID is here to stay. He states that The City of Maupin needs medical facilities and hopes the different groups can work together and look out for the citizens of Maupin. It has been a good 8 years. Anything he can do to help the new Councilors and pass on, let him know. Happy Holidays.

**City Attorney.** City Attorney Sumner reported on the intergovernmental agreements on CARES act funding that has been available in other counties. Wasco County's Kristen Campbell and Administrator Tyler explained that they had concerns with entering into an IGA with cities. If we can do our own CARES act grant we should. The Troutman deal is complete and he thanks everyone for their patience.

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**City Manager**. Manager Lewis reported making progress. 35 participants in the community visioning survey thus far. 35% are not involved in any community groups. A majority believe that our priorities remain the same. Great to see high schoolers giving feedback. The river is still considered the biggest draw. Housing and jobs are still important. Using the internet for remote healthcare, great use and a surprise.

As far as the HNA, the county did give us a break to getting the GIS data. Working to find out if the data is still actually needed.

Picking up lots of PPE from the county and we want to give it away to businesses. We have used a lot of our planning budget. Stop by and pickup masks if you want them. He is taking mask to Canyon Rim. Manager Lewis did drop off masks at the post office.

**City Recorder.** Recorder Kurtz summarized written report and added an update for our use of planning budget thus far. The traffic study may push us really close to the end of our budget for planning services for the year.

**PUBLIC HEARING TO RECEIVE PUBLIC TESTIMONY REAGRDING ORDINANCE NO. 311 MAUPIN ZONING ORDINANCE.** For the record, public notice was published on the City Website and posted locally. The ordinance was available for public inspection, posted on the City Website and provided to Council in advance.

**Mayor Ewing opened the public hearing**.

Planner Meader reported that planning commission recommends the passage of Ordinance 311. They modified allowing RVs as a temporary home while building a structure. Holding out section 3.11 until we receive ODOT's approval on the traffic study. He thinks that everything has been incorporated from both recent meetings. At the end of a 2 year process, he says it is ready to adopt. Yurts were specified as being allowed in the RC zone only.

**Mayor Ewing opened the hearing for questions.**

- Q. How long can an RV be used as housing during construction? A. Section 4.7 allows for 1 year, but can be extended by Planning Commission upon request
- Q. Are current mobile homes grandfathered in? A. Yes, unless they apply to do extensive remodeling.
- Q. Why were ADU size limitations changed from 125 to 200? A. Federal Regulations dictated.
- Q. Can "Planned Unit Development" be added to the Definitions? A. Yes with a vote of Council.
- Q. Are eaves included in the setback requirements? A. No.

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- Q. Why are alleys not subject to the same vision clearance requirements as streets? A. This is not a new change and was not addressed in the rewrite.
- Q. What is to stop someone from using a cargo container as an ADU or in a PUD? A. Cargo containers are only an allowed use as a single-family dwelling and subject to the rules therein. Cargo containers can be banned as storage units. Someone could do a PUD of container homes. It would be difficult to do a PUD in the MDR zone because it is platted and subject to number of houses per lot limitations, cannot build across property lines. PUD's require large lots of land.
- Q. Can the language in section 4.18 and 4.19 regarding architectural elements be changed to a total of 4 for all single-family dwellings? A. Yes.
- Q. HDR section contains a typo of 75 feet. A. This will be fixed for consistency
- Q. Concerns expressed about structure aesthetics and the likelihood that builders will do more than the base minimum required by code, chance of low-end conversions.

**Mayor Ewing called for Proponents.**

Ralph Wimmer thanked Planner Meader and the planning commission for all the work that they put into this ordinance.

**Mayor Ewing called for Opponents.**

Medy Gantz asked questions:

- Q. Were height restrictions changed? A. No
- Q. Are there any housing footprint requirements. Does the home have to be bigger than the garage? A. It has to be "subordinate" to the main structure. Size is reviewed prior to building permit being approved.
- Q. Is a yurt a residence? A. No, yurts are permitted for recreational use in the recreational zone.
- Q. Are these rules about being grandfathered in. A. No, "Prior non-conforming uses" must be allowed by law.

Ralph Wimmer PO Box 277 Maupin OR

- The code mentions sewer, but does not mention water. A. The Water System Ordinance specifies it has to be hooked up to water, prohibits wells.
- Q. Do we have zones outside of the City limits? A. There is a county group that thinks we do, but Planner Meader states that we should not.
- Concerns about septics being built over the top of our Springs Protection Area. A. Planner Meader does not believe that there is a lack of sewer service within the Springs Protection area.
- Section 3.9 Industrial areas – only have to hook up to sanitation and he thinks it should include water.

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- Above the assisted living center there is no sewer line. There is a ton of residential property with no sewer/water. Are we going to allow them to put in septic and wells? As we grow and those properties are sold, what are we doing about it? Nothing has been allowed because of the Springs protection. Are we going to extend the city limits to the urban growth boundary line? A. The city does not have the authority to zone outside City limits and it is poor planning to zone there at this time. This is a long range City planning topic, not appropriate for this public hearing.

Tamara Wimmer
Concerns about the designation of residential care homes, would like to see all of those moved to the conditional use zone instead of including in the LDR and MDR, instead of as a potential use. A. the state statute requires that residential care facilities up to 15 residents be a conditional use, but 5 or less than is required to be allowed in these other zones.

In the HDR set back requirements only one parking space is required with a 20 foot set back, not sure how it was physically possible. A. The parking and set back requirements change based on the size of the lot/structure type being built.

**Mayor Ewing called for Public Agencies.** Written Comment submitted by the Fair Housing Council presented.

**Mayor Ewing closed public testimony.**

**Council Deliberation.**

Councilor Wright believes the code needs to be as definitive as possible. Maupin has an enforcement problem for conditional uses and construction that has not followed the rules.
Changes Proposed:

- Change required elements in section 4.18 from 2 to 4.
- Change language to read "siding common to residential" for type of siding materials.
- Require pitched roofs to prevent flat shed metal roofs. Add "integral part of the structure".

Councilor Foreaker motioned to adopt Ordinance 311 Maupin Zoning Ordinance with modifications as listed above in proposed changes. Councilor Beatty seconded. The motion passed 5 to 1 (Ayes: Foreaker, Helquist, Beatty, Troutman, and Ewing; Nays: Wright).

Planner Meader is retiring, this will be his last meeting. Everyone thanked him for his service. He left the meeting at 8:12 pm.

**APPROVE CITY ORDINANCES FOR CODIFICATION.** Councilor Beatty requested an explanation of the purpose of codification. Attorney Sumner explained what the purpose to codify is to periodically update language, remove outdated laws and redundancies, and to create

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an organized structure that can be easily referenced. Mayor Ewing called for a motion. Councilor Foreaker motioned to adopt the ordinances as prepared by Attorney Sumner. Councilor Beatty seconded. Motion passed unanimously. (Ayes: Foreaker, Helquist, Beatty, Troutman, Wright and Ewing; Nays: None). Councilor Foreaker motioned to exclude the Maupin Zoning Ordinance from the codification. Councilor Beatty seconded. Motion passed unanimously (Ayes: Foreaker, Helquist, Beatty, Troutman, Wright and Ewing; Nays: None).

**APPROVE CARES ACT COVID RELIEF FUNDING INTERGOVERNMENTAL AGREEMENT WITH WASCO COUNTY.** Councilor Beatty motioned to authorize City Manager and City Recorder to enter into an intergovernmental agreement with Wasco County if it benefits The City to do so. Councilor Troutman Seconded. Motion passed unanimously. (Ayes: Foreaker, Helquist, Beatty, Troutman, Wright and Ewing; Nays: None).

**COMMUNICATIONS:** None.

**SUGGESTED TOPICS FOR NEXT MEETING:**

a. Schedule City Council Goal Setting Worksession for February

**NEXT MEETING:** Monday Special Meeting January 4, 2020 at 6:30 pm and Wednesday Regular Council January 27, 2020 at 6:30 pm via Zoom. Going to administer Oath for new officers in person at the meeting at the civic center (Troutman, Ewing, Peck, Miles).

**ADJOURN.** Mayor Ewing adjourned the meeting at 8:32 p.m

Respectfully submitted by
Christine Kurtz, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
Christine Kurtz, Recorder

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MINUTES
CITY COUNCIL SPECIAL MEETING
January 4, 2021
6:30 – 6: p.m.
Maupin Civic Center
VIRTUALLY - ZOOM

**PRESIDING:** Mayor Lynn Ewing

**COUNCIL PRESENT:** Lynn Ewing, Tom Troutman, Susan Wright, Mike Foreaker, Carol Beatty, Rob Miles, and Kathy Peck

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Kevin Lewis, City Recorder Christine Kurtz

**VISITORS PRESENT**: Christine Fruehling, Todd Gru, Julie Whetzel, Howard Peck, Kathi Ringo, Suze Riley, MJ Jones, and Medy Gantz

**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.

**SWEARING IN CEREMONY OF NEW OFFICE HOLDERS.** Elected Officials: Councilor Troutman, Councilor Elect Peck, Councilor Elect Miles, Mayor Ewing recited Oath of Office.

**ELECT COUNCIL PRESIDENT.** Mayor described the duties of the Council President. Open the floor for nomination of Council President. Councilor Foreaker nominated Councilor Troutman, Councilor Peck seconded. Councilor Miles motioned to close nominations, Councilor Beatty seconded. Motion to elect Tom Troutman as Council President passed, unanimously. (Ayes: Foreaker, Wright, Troutman, Beatty, Peck, Miles, and Ewing; Nays: None).

**DISCUSS COUNCIL COMMITTEES**. Mayor described the purpose and function of Council committees. Councilors were asked to submit their assignment preference prior to the next regular Council meeting. Some suggestions for committees: parks, infrastructure (instead of public works), economic development, recycling, library, public safety, and school district liaison. Maupin's 100-year birthday is in 2022. Council needs someone assigned to planning a centennial celebration.

**DISCUSS COUNCIL GOAL SETTING.** Mayor opened a discussion among Council for how and what kind of goals they want to create for the year. Discussion among Council and staff of how best to incorporate the community visioning survey results and tie goals to the 2022 budget. Clarification that these Council goals are a combination of items for Council to work on and

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Clarification that Council goals are a combination of Council work and directives for City administration to execute. Mayor Ewing asked Councilors to bring goals to the next regularly scheduled Council meeting.

Mayor Ewing asked that if Council has ideas on modifying the Council Rules to bring feedback to the next regularly scheduled meeting.

Planning Commission has two Commissioners whose terms have expired as of December 31, 2020. One application has already been received from Commissioner Riley for re-appointment. If Council knows of others who are interested in applying, please have them contact City Hall for an application. Appointments will be considered at the next regularly scheduled Council meeting.

**NEXT MEETING:** Wednesday January 27, 2020 Regular Meeting at 6:30 pm remotely on Zoom

**ADJOURN.** Mayor Ewing adjourned the meeting at 6:49 p.m.

Respectfully submitted by
Christine A. Kurtz, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
Christine A. 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 December 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 13th day of January, 2020

Mayor

City Manager

## City Manager Report

January 2021

**Current Items:**

- Community visioning:
  - Review survey summary: Living wages and affordable housing top items.
  - Scheduling committees next.
- HNA: Review Jan 21st meeting data.
- CRF grant: finalized. Was able to update all IT infrastructure. Purchased outdoor shelters for visioning groups and for use in Kaiser park.
- H2O master plan resolution
- WWTP Study: Review findings
- Blood drive at Legion Hall April 6th.
- Planning/Zoning: next meeting to discuss PC priorities.

**COUNCIL MEETING PARKS REPORT**
**January 27, 2021**

Cheryl and John have been working hard on improving the Park during the quiet season.

I. Preparing the playground area for use:
   a. laying down ground liner before mulch is brought in to keep weeds from encroaching.
   b. the fencing has been modified to put in a gate to make the area accessible to Park users

2. Cheryl wrote a Park newsletter with input from John and it was mailed last week to Park patrons which has generated many positive responses Four RV spaces have been reserved for the weekend of 1/16.

3. John and Kevin developed a more user friendly approach for paying for showers that will eliminate having to have many quarters on hand for use in showers.

4. Cheryl and John have been clearing out Bake Oven Creek bank to make the bank more user friendly in summer and to develop a creek path. Much debris has been pulled out and more to come.

5. Community Center will get a paint job soon.

6. February projects for John:
   a. replace damaged boards on picnic tables
   b. tune up the lawn mower

7. City maintenance crew, George and Gary, have been helping with the playground and clearing the creek bank

8. The house at the park needs a new roof: first bid is $14,000

Here's the library report!

SWCL Foundation: The end-of-year mailing was a success and the Foundation has received $12,345 to date. In total, the Foundation has a balance of $18,415.15. Our next step is to reconvene the Board and produce the first annual report. That should be completed and sent to donors and Foundation members in the spring.

Library: The wi-fi hotspots are back at the library and we have four in circulation again. Patrons who can't access the fiber network or otherwise don't have access at home have expressed how essential the hotspots are for them. We are planning some spring outdoor events and socially distanced Summer Reading Program activities.

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

**Finance Report**
Prepared by: Christine Kurtz

- We made our first Civic Center Quarterly Loan Payment.

- I have financial activity entered and reconciled in Quickbooks through October 2020. Expect to have the final 2 months of data completed within the next week, and then will begin transitioning and training our City Admin, Christine Wolfe, on entering January 2021. Starting with January 2021, we will be separating our duties for better internal control: Christine will do the majority of the data entry, I will continue reviewing AP and signing checks, and I will conduct all account reconciliation, while Kevin and Mayor Ewing will review/approve monthly and quarterly reports.

- Our Park's Managers have conquered the challenges of 2020 service and earned bonuses which will be paid on their February 5, 2021 Paychecks.

- Property Tax receipts are on track for a normal year. Woo hoo! Good news!

- I converted our City credit card points to $1500 in cash deposited into our bank. The use of the credit card for our Covid Relief Grant purchases really increased our points.

- Kevin & I identified a water protection grant that was closed out (Thank you DeOra), but we had not received funds on. Kevin reached out to the Grant Manager and he confirmed that they were slacking and that they needed to get our payment out. Nice $30,000 receipt for us to make sure we get.

**CITY OF MAUPIN**

**RESOLUTION NO. 01272021**

**RESOLUTION TO APPROVE THE INTRA-FUND TRANSFER OF APPROPRIATED MONIES**

At a duly called meeting of the City of Maupin held in accordance with all applicable legal requirements, including the Oregon open meeting laws, on the 27 day of January, 2021, the following resolution was introduced and adopted:

**WHEREAS**: The City of Maupin appropriated budget stipulates $16,500 for Water System Master Plan.

**WHEREAS:** The monies required to complete and receive the Maupin Water System Master Plan from engineering company Anderson Perry Associates Inc. is $30,000.

**NOW, THEREFORE, THE CITY OF MAUPIN RESOLVES AS FOLLOWS:**

1. Intra-fund transfer $13,500 from the Maupin Water System Improvement Account to the Water System Master Plan

2. Remit payment to Anderson Perry Associates Inc. and complete the Water System Master Plan project.

3. This Resolution shall take effect immediately upon its adoption.

DATED AND PASSED this 27 day of January, 2021.

Ayes:
Nays:
Absent:

APPROVED:_____
Mayor – Lynn Ewing

Attest: _____
Recorder – Christine Kurtz

DRAFT

# City of Maupin

PO Box 308
Maupin, OR 97037

Tel: 541-395-2698
Fax: 541-395-2499
cityhall@cityofmaupin.org


EQUAL OPPORTUNITY EMPLOYER

## APPLICATION FOR APPOINTMENT TO CITY OF MAUPIN PLANNING COMMISSION

**Please type or print answers to the following questions and submit to the City Recorder at City Hall, 408 Deschutes Avenue, Maupin, OR 97037. If you have any questions, please feel free to contact the City Recorder at 541-395-2698. Thank you for your time and interest in the City of Maupin. Attach additional sheets if necessary.**

I, Suze Riley, respectfully request to be considered as an applicant for a position on the City of Maupin Planning Commission.

[redacted] Maupin OR 97037
(Physical Address -- House No., Street, City)

[redacted] Portland OR 97220
(Mailing Address -- Rural Route/PO Box No., City)

[redacted] [redacted]
Telephone No. Email Address

**No more than two members of the Commission shall be non-residents of the City of Maupin. In order for a non-resident to be eligible to serve as a planning commission member, the non-resident must be a resident of Maupin School District.**

Do you reside within the City limits? yes within the Maupin School District? yes
How long in City or School District? Ten years _____months

**No more than two members of the Commission shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of business, trade or profession.**

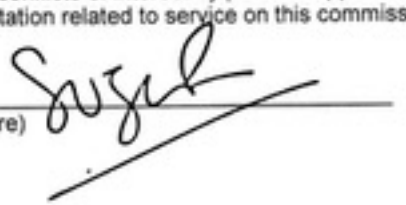
Current Employer Self Employed

Brief outline of experience and occupations. Real Estate in Portland & Maupin
Interior Design in Portland & Maupin

What reasons do you have for wanting to be a member of this Commission?

I have sat on the commission for two terms and feel that real work has been achieved. There is more to do, and in many ways the interesting work has only just begun! I enjoy being active in the community and helping shape the future of this fabulous town.

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation of facts are cause for removal from any advisory committee, board or commission I may be appointed to. I also understand that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the Mayor and Council. All information and documentation related to service on this commission is subject to public records disclosure.



(Signature)

01/02/2021
(Date)

*David W. Kinney*
Planning Consultant for the City of Halsey
791 E. Hollister St., Stayton, OR 97383
Phone: (503) 551-0899
Email: dwkinney@wvi.com

# City of Halsey

**October 24, 2019**

**To:** **Mayor Lachenbruch and City Councilors**

**From:** **David W. Kinney, Community Development Consultant**

**In RE:** **2019 Goal Setting Session – November 16, 2019 - 8:30 am**

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I look forward to working with the Mayor, City Councilors, City Administrator and city staff at the City's goal setting session on Saturday, November 16, 2019. An agenda is enclosed.

The purpose of the goal setting workshop is to focus on city goals and priorities. We will focus on setting city priorities in four core service areas:

1. **Infrastructure and Public Facilities**
2. **Livability and Quality of Life,**
3. **Land Use & Economic Development**
4. **Effective City Government.**

In October 2017, the City Council and City Administrator met for a similar workshop. At the end of that day-long session, the City Council established a list of ten priorities. The priority list was adopted by the City Council in November 2017. It has provided elected officials, the City Administrator and staff with a strategic policy direction for the past two years. The 2017 City Council Priorities are attached.

At the end of our workshop on November 16th, the elected officials will approve a new prioritized list of City goals for 2020-2021.

After the workshop is completed, the City Administrator and staff will develop action steps for each of the top 10 goals. The action steps will consider people resources, financial/budget issues, time frame and extent of city leadership or involvement required. In December, the City Administrator will bring the "2020 Goals & Action Plan" document to the City Council for adoption.

SAMPLE

## WORKSHOP AGENDA

The goal setting workshop will take approximately 5-6 hours. The session is designed to gather information on the current state of the City, identify challenges and opportunities and then set priorities for the coming year.

1. Welcome and Introductions
2. Review of Recent Accomplishments and Successes
3. Challenges and Opportunities Facing the Community
4. A Review of the 2017 Priorities and Accomplishments
5. Identify Community / City Goals and Priorities
6. Prioritize Goals and Priorities for 2020

## STAFF PREPARATION

The City Administrator and staff have been asked to prepare for the workshop by reviewing department accomplishments over the past two years and then setting four goals for each department or functional area of the city government.

(1) **Top Priority Goal**

The top priority of the Department that can be accomplished within a 1-year or 2-year time frame. The accomplishment of this goal will require a substantial commitment of the employee's time, staff resources and city funds. It may require policy direction and decisions by the City Administrator and elected officials to proceed with the project. Upon completion, the City will be able to report to the community that it has achieved a significant accomplishment and improved the City's delivery of a core service.

(2) & (3) **Intermediate Goals**

Intermediate goals are high priorities for the Department that can be accomplished within a 1 to 3-year time frame. The accomplishment of these goals will require a commitment of the Department's staff and financial resources. They may or may not require policy direction and decisions by the City Administrator and elected officials. Upon completion, the City will be able to report to the community that it has achieved a major accomplishment and improved the City's delivery of a core service.

(4) **Long Term Goal**

The long-term goal addresses a major issue or challenge confronting the community or the department. It may involve personnel, service delivery, a public facility or a strategic direction. Right now, the City does not have all the resources to address the issue: people, time or money. Success may require partnerships with other organizations, agencies or partners. Success will require significant leadership by you and by the City Council, city administrator and/or department heads.

SAMPLE

The staff will meet with the consultant on Wednesday, November 6th to review their goals and priorities. We will discuss each staff goal or priority, if it is feasible and whether or not the City has resources to achieve it during the next 1 to 3 years.

Before the Saturday workshop, the staff goals will be condensed and assigned to one of the five core service categories: (1) Infrastructure, (2) Livability, (3) Planning & Economic Development and (4) Effective Governance.

At the City Council's goal setting workshop, I will present the staff goals. They will be used as a starting point for discussion of the City Council goals and priorities.

## CITY COUNCIL PREPARATION and CITY COUNCILOR QUESTIONNAIRE

Councilors are asked to do two things prior to the workshop:

**(1) Review the 2017 Council Priorities. Be prepared to discuss accomplishments and areas where work was not completed.**

**(2) Complete the City Councilor Questionnaire**

SAMPLE

# *City of Halsey*
# *City Council Priorities for 2017-2019*
# *by Strategic Plan Categories*

In 2017, the Mayor and City Council agreed on the following priorities for the 2018 & 2019. They are grouped by functional category.

## *Economic Development:*

### 1. Hwy 99 Corridor Design and Utility Relocation:

- Schedule one or more Council work sessions and one or more public meetings to gather feedback, design ideas and priorities for inclusion in the ODOT Hwy 99 Corridor Design process prior to July 1, 2018
- Appoint a committee to continue in depth work in design and gathering community feedback to submit advice and recommendations to the Council.
- Retain the City Engineer to evaluate ODOT's assessment of utility relocation, and assess cost of the water and sewer facilities which need to be relocated and or improved prior to Hwy 99 construction.
- Beginning with the FY 2018-2019 budget set aside funds to complete utility relocations by 2021

### 2. Economic Development – Business Assistance Toolkit

- Develop a Business Assistance Toolkit for business retention, expansion and recruitment
- Work with regional and state economic development organizations to identify available financing and business assistance programs.

## *Effective Government:*

### 3. Improve City Services – Personnel and Equipment

- The Public Works Director will present a cost estimate and proposal to the City Administrator to purchase an electronic locator for the Public Works Department by March 1, 2018.
- The City Administrator will present a cost estimate and proposal to replace the City Hall server to the City Council by March 1, 2018.
- The Librarian and the City Administrator will work together on a strategy for improving Library staffing levels
- If funding is available, the City Administrator may propose the Budget Committee and City Council add funds in the FY 2018-2019 budget to add part-time or seasonal staff for Public Works and the Halsey Library.

SAMPLE

## *Livability and Quality of Life:*

### 4. Improve Code Enforcement

- Update the Traffic, Parking and Nuisance Codes
- Simplify the enforcement process
- Provide additional training to staff
- Partner with LCSO or another city for code enforcement support

### 5. Establish a Community Identify

- In one or more workshops in 2017-2019, the City Council, staff and community members will begin exploring themes, projects or ideas to develop a unique city identity.

### 6. Provide Additional Community Events and Activities

- City Hall staff will identify a series of potential programs, events and activities which can either be hosted/sponsored by the City or held at either the City Hall, Park and/or Library.

## *Land Use and Community Development:*

### 7. Update and Simplify the Halsey Development Code

- The City Administrator and Planning Commission, in consultation with the Planning Consultant, will prepare proposed amendments to the Halsey Development Code

## *Public Facilities and Infrastructure:*

### 8. Improve Water Quality

- Have water system assessed and evaluated in order to identify ways to improve taste and water quality
- Identify funding opportunities to update the *Water System Master Plan*
- Identify funding sources for future improvements

### 9. Wastewater Facilities Master Plan

- Identify and Secure Funding for preparation of a new facilities plan
- Prepare a new *Wastewater Facilities (Sewer) Master Plan*

### 10. Storm Drainage Utility and Storm System Maintenance

- Create a storm drainage utility and fund
- Adopt a storm drainage maintenance fee

SAMPLE

# CITY OF HALSEY GOAL SETTING

## ELECTED OFFICIAL QUESTIONNAIRE

Please be prepared to actively participate in the goal setting session on Saturday. To help me as a facilitator, please answer the following questions and bring your answers to the workshop on Saturday morning. We will discuss each question and compile your responses during the workshop.

**Question #1: What are the City's and/or the community's three most important accomplishments during the past 2-3 years?**

**Question #2: In your opinion, what projects or community priorities have not been addressed or completed during the past 2-3 years? What obstacles prevented them from being addressed?**

SAMPLE

**Question #3:** **What is your vision for the City of Halsey in 10 years? Is it shared by others? What actions can the City take to achieve your vision?**

**Question #4:** **What are your top three goals or priorities for the City for the coming two years?**

***Considerations***:

**Is it visionary? Is it achievable?**
**Does the project / goal address a key community need?**
**Are resources available: funding, staff and/or volunteers?**
**Is cooperation required from other agencies or community groups?**
**Are there community leaders or champions to spearhead the project?**

***Priority #1***

SAMPLE

**Question #4: What are your top three goals or priorities for the City for the coming two years?**

***Considerations***:

**Is it visionary? Is it achievable?**
**Does the project / goal address a key community need?**
**Are resources available: funding, staff and/or volunteers?**
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**Are there community leaders or champions to spearhead the project?**

## *Priority #2*

## *Priority #3*

SAMPLE

# CITY OF HALSEY, OREGON
# GOAL SETTING

Saturday, November 16, 2019
8:30 a.m. to 2:00 p.m.

8:30 a.m. 1. **Welcome – Mayor Lachenbruch**

2. **Self-Introductions**

3. **Consultant Review of Expected Outcomes**
- Identify community needs
- Set city priorities to guide City actions in 2020.
- Provide a roadmap for Staff, Committees and Council
- Identify issues where $$$ or collaboration is needed.

4. **Ground Rules**
- Focus on issues
- Consider Halsey's Future
- Respect each other
- Listen
- Be comfortable
- Use of Answers to Questions on Council Questionnaire

8:45 5. **Review of the 2017 City Council Priorities**
- Strategic Plan Categories: Core Service Areas
- 2017 Priorities: Accomplishments, Changes and Status
- Are the Categories still valid? Add others?

9:30 6. **Community Successes & Accomplishments from 2017-2019**
- What other projects have been completed by the City in the past 2 years?
- What are the community's significant accomplishments in recent years?

9:45 7. **Challenges and Opportunities**
- What challenges are facing the community?
- What opportunities have been missed?
- What opportunities exist or are anticipated in the next 5 years?
- What is your vision for the community in 10 years?
- What are the key issues facing Halsey?

***10:30 a.m. Break (10-15 minutes)***

SAMPLE

10:45 **City Administration and Department Priorities**

- Presentation of priority issues and/or goals developed by city staff

11:15 9. **Council & Community Priorities** Brainstorming

- What projects, efforts, or changes in emphasis will help the City achieve your long-term vision for the City, take advantage of opportunities and address challenges?
- What projects are headed toward funding?
- Projects or issues requiring cooperation from other entities?
- Round-Robin Discussion of Individual Goals and Priorities

- DOT Exercise – Set priorities

***12:00-12:30 BREAK for LUNCH (30 minutes)***

12:30 10. **Review of Identified Priorities** Discussion

- Review of the highest rated goals/projects and priorities
- Verify that projects should be included in 2020 Goals
- Considerations:
  - Is it achievable?
  - Are resources available?
  - Is it visionary?
  - Does it serve the citizens of Halsey?
  - Can community contribute to the project?
  - Is it an appropriate City priority?

1:00 11. **Top 10 City Priorities – Forced Choice Exercise**

1:30 12. **Next Steps**

- Staff development of actions steps
  - People Resources: Staff, committees, volunteers
  - Financial / Budget issues
    - Time line
    - City priority and commitment
  - City Council review and refinement of goals and action plan
  - City Council Adoption

***2:00 13. Adjourn (no later than 2:00 p.m.)***

**Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do."** - Mark Twain

SAMPLE

# CITY OF HALSEY, OREGON
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   - Be comfortable
   - Use of Answers to Questions on Council Questionnaire

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   - Strategic Plan Categories: Core Service Areas
   - Review of Priorities from 2017: Accomplishments, Changes and Status
   - Are the Strategic Plan Categories still valid? Others?

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