



MEETING AGENDA & PUBLIC HEARING NOTICE

City Council

Wednesday, July 24, 2024 at 6:30 p.m.

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom:

<https://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xN0JOdjRWZz09> or dial 1-253-215-8782 (Meeting ID: 848 0252 2147 Passcode: 978965)

PUBLIC COMMENT: Individuals wishing to address City Council on items not already listed on the Agenda may do so during the Public Comment item on the Agenda. The maximum amount of time for all public comments under the 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. At other times throughout the meeting, please wait for the current speaker to conclude and raise your hand to be recognized by the Mayor for direction. Speakers are required to give their name and address. Please limit comments to three minutes, unless extended by the Mayor.

PLEASE NOTE: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact the City Recorder in advance at 541-395-2698. *Las reuniones son ADA accesibles. Por tipo de alojamiento especiales, por favor póngase en contacto con la registrador de la ciudad 541-395-2698.*

6:30 p.m.	Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance
	Consent Agenda
	Public Comment
6:45 p.m.	Reports
6:50 p.m.	Vacation Leave Policy
7:00 p.m.	Communications
7:25 p.m.	Adjourn



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 Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.

DOCUMENTS

[May 2024 Financial Report](#)

[May 22 Invoices Paid](#)

[Minutes of May 22, 2024, Council Meeting](#)

[June 2024 Financial Report](#)

[June 2024 Invoices Paid](#)

[Minutes of June 26, 2024, Council Meeting](#)

MOTION

I move to approve the Consent Agenda as presented.

I move to withdraw _____ from the Consent Agenda and place it in the business section of the Agenda.



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cwolfe@cityofmaupin.org
cityofmaupin.org

MONTHLY FINANCE REPORT

We, the undersigned, have completed a review of the City of Maupin's fiscal records for the month of May 2024 consisting of the following:

Bank Statements & Reconciliations

(Umpqua (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 19th day of June 2024

Mayor Beatty 7/21/24
Mayor Beatty

Nick Smith
City Manager, Nick Smith

CITY OF MAUPIN
INVOICES PAID FOR THE MONTH
May 2024

[illegible]



MINUTES

City Council Meeting

Wednesday, May 22, 2024

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

Call to Order / Roll call of City Council and Staff / Pledge of Allegiance

Mayor Beatty called the regular session meeting to order at 6:30 p.m. Roll call of City Council and Staff was conducted by Recorder Wolfe

Presiding: Mayor Beatty

Council Present: Rob Miles, Kathy Peck, Mark Roper, Shelby Dumire, Mike Foreaker, Tom Troutman

Council Absent:

Staff Present: City Manager Nick Smith, Recorder Christine Wolfe, Attorney Ruben Cleaveland, Comm Liaison Milessa Napoli

Visitors Present: Ron Walp, Karen Miller, Suze Riely, Jordan Belozer, Jeff Biesenthal, John Bildsoe, Medy Gantz, Rod Woodside, Donna Henderson, Rich Sutliff, John Helquist, Andy & Kate Kreipe, Sue Knapp, Phil Brady, (unknown names: Kate, DRHC Host)

Consent Agenda

Recorder Wolfe informed council that minutes and financials will be up to date soon.

Public Comment

Andy Kreipe stated the Garage on Staats should be cleared on time. I want to inform Council there is a new fee being implemented by Warm Springs Tribe at Harpoon Flats and Sandy Beach of \$5.00 per person. This doubles the fees to use the river and has potential economic impact on Maupin.

Reports

Councilor Peck thanked Manager Smith on his thorough report. Recorder Wolfe stated that June 5, 2024, City of Maupin elections is open. There are four positions open: Mayor and three Councilor seats; Tom Troutman, Kathy Peck, and Rob Miles. The Budget Committee meeting is set for June 5 at 6:00 p.m.

Councilor Troutman asked staff if we have the Street Grant funds now? Staff replied the grant is a reimbursement grant. Follow up question, Does the City have that money allocated? Yes, under several line items.

Manager Smith reminded everyone that Tuesday, May 27 at 5:30 p.m. we will be holding an open house to update folks on our Street Design Plan.

Mayor Beatty announced that we have hired a new Utility Billing Clerk / Admin. Assist. Recorder Wolfe introduced Doni Van Dolah as our new team member. Welcome from Council.

Jordan Belozer with our Chamber covered all the events throughout the summer.

Council Monthly Reports

Mayor Beatty opened the discussion by stating that reports are not being done / sent in and would like to have feedback from the council on their thoughts, ideas.

Councilor Peck agreed that reports are very informative and needed.

	Councilor Dumire stated she was unsure what is expected in the report and had asked Melissa to show her. Mayor Beatty asked if she would report on Heath / Medical in the community. Housing / Library - Councilor Peck Heath / Medical – Councilor Dumire Schools - Mayor Beatty Mayor Beatty will have a discussion with Councilor’s Foreaker and Miles on ideas. Consensus to continue discussion at next meeting.
Grant Avenue Bid	Discussion refreshed project with sidewalk and homeowner’s tree roots (contractor is taking care of this). Water and Sewer lines are outside paving area, public works can complete this part of the project after paving is complete if needed. Councilor Foreaker moved to authorize City Manager Smith to sign a contract with Exo Contracting for the Grant Avenue Improvements Project with contract price \$148,994.67. Councilor Peck second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Foreaker, Roper, Miles, Troutman, Peck, Dumire; Nays: None.
Dark Skies Proclamation	Mayor Beatty thanked Ron Walp for all the information that he submitted. Councilor Peck thanked Mr. Walp, and this is a very important topic and should embrace this. Ron Walp took the floor and thanked Council for all that has been accomplished in our small community thought out the years. This is the fourth attempt to bring this important topic of Dark Skies to council and start a relationship to raise awareness about the harmful effects of light pollution and get people thinking about the importance of dark skies. Introducing a proclamation is a great way to start. A Dark Sky Proclamation is a signed ceremonial document that a representative of a community or organization can sign as an official statement of support. It is not legally binding but a symbol of support and intention. I recommend council to establish a Dark Sky Proclamation for the City of Maupin so we can move forward combating light pollution and protecting our dark skies. I would like to have the streetlight at 4th and Staats Avenue decommissioned. I would encourage and recommend council to establish residential outdoor lighting codes. An enlightening discussion ensued due to looking at lights and dark skies in our community. Councilor Foreaker commended Ron Walp for staying with this and not giving up. Consensus to have a Dark Sky Proclamation next meeting.
Deschutes Rim Health Clinic	Mayor Beatty called on Sue Knapp, Board Chair of The White River Health District. Sue introduced Jeff Biesenthal, their new District Manager. He will start full-time in August. This position has been vacant for four and half years. Jeff gave a recap of his background. He will be moving into the community in the next couple of

	months. Jeff also covered the ballot results not passing by a thin margin and future plans to bring awareness if it can be on the November ballot. Discussion regarding difficulty finding providers and housing. We have a part-time dentist and doctor. They will be looking to see where adjustments can be made to make this work. Recorder Wolfe: At this point in our Council meeting, we began having technical difficulties and lost our ZOOM attendees. We lost internet connection shortly after that. Recorder Wolfe re-established connection during agenda item Code Enforcement.
Town & Country Players Request	Mayor Beatty read a letter from the Town & Country Players, Treasurer Carol Mitchell, regarding a bank account they hold in honor of the Legion Hall for fundraising. They would like to close this account and absorb the remaining balance of \$2,912.37 into the Town & Country Players general fund. Councilor Peck moved to authorize the Town & Country Players to absorb \$2,912.67 from their fundraising account to their general fund. Councilor Troutman second. All councilors are very thankful and grateful for all that Town & Country Players has done for the Legion Hall and for the communities. The motion passed on a 6-0-1 vote. Ayes: Beatty, Foreaker, Roper, Miles, Troutman, Peck; Nays: None. Abstain: Dumire.
Code Enforcement	Mayor Beatty opened discussion on Code Enforcement. Council received the infographic on the new Code Enforcement Process and Tips for navigating the process, a letter that would be mailed out to the property owner regarding the code violation (s). There also was a letter that would be mailed out to property owners notifying them that the code enforcement process would be resuming. Councilor Foreaker stated that enforcement for just the sake of enforcement, there is a larger purpose. We are doing things to help be a better community such as the yard debris trailer and the recycle depot. It's important that we offer to help folks before we take this step. Attorney Cleveland stated they have been working on a voluntary compliance-based approach, not to rush in and site people. Clarification: nothing has been changed that constitutes a nuisance, what has changed is the enforce mechanism, to try to get compliance- to work with the property owner and if we can't then we will be able to get abatement warrants. It has been looked at to resolve issues without going to court, we have the power to do that. Councilor Roper stated the way he read this, the process appears to give them several chances, if you can't get it done..., he then asked for Liaison Napoli's opinion should we if jump right back in or do a soft start? Liaison Napoli replied sending the letter and infographic is the soft approach. At the top of the letter it states all the information, they know they are in the system, and they know

exactly why they are in the system. This letter is another notice and will serve as a reminder of why they are in the system and how to get out of it. We are very tender here in Maupin, we are so nice and it's lovely. They are not like this in the County or in The Dalles and certainly not like this in Bend, Redmond or any of the other cities. I am seeing this as a very kind, very community minded way to go about this process. Within the 1 through 12 steps of this process they can step out at any time, by simply working with me, ask me for more time if needed, unless they have been in violation for 6 months or longer and are taking advantage of the system. Liaison Napoli feels this is appropriate. Liaison Napoli believes there are a couple of properties with key residents that don't like this process starting up again and I will handle it professionally as always through the process and give them the same opportunity that everyone else gets. That will make some folks unhappy, but that is code enforcement. So, I and probably Nick, want to make sure we/our team, are all on the same page and we are hearing you correctly and want us to move forward with these things

Mayor Beatty asked if this was complaint driven by community members or will you be looking at the community yourself?

Liaison Napoli replied the way the code is written is allows for either. Every complaint goes through the investigative process, they can be dismissed or placed into the system, regardless of who is complaining or how many complaints are turned in.

Councilor Troutman asked if a complaint is valid do you consult with the City Manager.

Liaison Napoli replied she does not, as the Code Enforcement Officer she ways it against the code and if it is a violation, it's a violation.

Councilor Troutman voiced concern that we are just going to go after people.

Attorney Cleaveland jumped in and stated there is a proctorial discretion, there is a discretionary factor that can play here.

Recorder Wolfe: At this point in our Council meeting lost our ZOOM attendees again. We lost internet connection shortly after that. Recorder Wolfe re-established connection during agenda item Tourism Promotion Services Contract 2024.

Councilor Miles recused himself from the council due to being the President of the Chamber.

Mayor Beatty opened the discussion on the Tourism Promotion Services Contract and budget.

Director Riley explained their budget, any carryover is in the beginning balance of the next year.

The Chamber is currently receiving 90% of the tax received.

Attorney Cleaveland stated if the City should choose to reserve some of the percentage in a given year or for a particular project the City is at liberty to do that.

Tourism Promotion Services Contract 2024

	Councilor Troutman moved to approve the Chambers Tourism Promotion Services Contract 2024. Councilor Peck second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Foreaker, Roper, Miles, Troutman, Peck, Dumire; Nays: None.
Communications	No Communications
Executive Session	Entered Executive Session 8:11 p.m. ORS. 192.660(2)(e) Out of Executive Session 8:14 p.m. No Final Decision.
Adjourn	The next regular meeting will take place on June 26, 2024, at 6:30 p.m. Mayor Beatty adjourned the meeting at 8:15 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cwolfe@cityofmaupin.org
cityofmaupin.org

MONTHLY FINANCE REPORT

We, the undersigned, have completed a review of the City of Maupin's fiscal records for the month of June 2024 consisting of the following:

Bank Statements & Reconciliations

(Umpqua (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 19th day of July 2024

Mayor Beatty 7/21/24
Mayor Beatty

Nick Smith
City Manager, Nick Smith

CITY OF MAUPIN
INVOICES PAID FOR THE MONTH
June-24

[illegible]



MINUTES

City Council Meeting

Wednesday, June 26, 2024

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

Call to Order / Roll call of City Council and Staff / Pledge of Allegiance

Mayor Beatty called the regular session meeting to order at 6:30 p.m. Roll call of City Council and Staff was conducted by Recorder Wolfe, Pledge of Allegiance led by Mayor Beatty.

Presiding: Mayor Beatty

Council Present: Rob Miles, Kathy Peck, Mark Roper, Shelby Dumire, Tom Troutman, Mike Foreaker

Council Absent:

Staff Present: City Manager Nick Smith, Recorder Christine Wolfe, Attorney Ruben Cleaveland, Admin. Assist. Doni Van Dolah

Visitors Present: Ron Walp, Medy Gantz, Rod Woodside, Donna Henderson, Rich Sutliff, Colleen Strohm, Jordan Belozar, Lane Magill, Sheridan McClellan, Bill Nichols, Don Jacklin, David Richmond, Matthias Kesler, Madeline Rhoades, Mike Johnston, John Helquist, Phil Brady, Scott Hege, Vicki Ballou, Debbie Laxague, (unknown names: iPhone 13, wowens, & ending phone # 3021)

Consent Agenda

Mayor Beatty received a call from the Incident Command of the Long Bend Fire had several meals they wanted to donate to the community.

Councilor Miles moved to approve the consent agenda and add agenda item Long Bend Fire Debrief discussion. Councilor Dumire second. The motion passed unanimously on a 6-0 vote. Ayes: Roper, Miles, Troutman, Peck, Dumire, Beatty; Nays: None.

Public Comment

Medy Gantz would like the city to have a sign stating No Fire Works.

Matthias Kesler questioned businesses selling firewood, it would be good to inform folks of our fire ban. Colleen Strohm agreed we should have signage.

Ron Walp asked how large motorhomes will get in and out of the Rob Miles RV Park. (Attorney Cleaveland reminded everyone this was not question and answer time).

Reports

Councilor Peck sent a thank you card, on behalf of the City, the Library and the Library Foundation to Jeff Wavrunek, Wasco Library District Director, for the increase of funds to our library. A few reports did not make the packet, copies are on the table.

Long Bend Fire Debrief

Mayor Beatty gave the floor to Sheriff Magill to introduce himself and Emergency Manager, Sheridan McClellan. Councilor Troutman invited us to talk about the Long Bend Fire and evacuation notices. Sheriff Magill explained whenever a wildland fire incident is reported, they immediately tie in with who is in charge of the fire, i.e. Incident Command. Sheriff Magill also explained the levels of evacuation. Due to the fire behavior level 1 was pushed east to George Jackson Road and west to Walter's Corner. Notifications were sent out to the citizens effected by this.

Today all levels have been lifted. The Sheriff's department takes all levels of evacuations very serious and don't want to hurt local businesses. We always error on side of safety. Sheriff Magill had a conversation with BLM regarding opening the access road and river as soon as it's safe.

The citizen alert system is constantly being updated; we work with so many agencies.

Councilor Troutman explained his complaint on the decisions of moving Maupin to a Level 2 without talking to the City of Maupin and the Maupin Fire Department.

Procedure of notification between Wasco Sheriff's Department and the City of Maupin was discussed. They agreed the Sheriff's Department will notify City Manager and Maupin Fire Chief. Sheriff Magill requests a priority list of persons to notify on city letterhead.

Donna Henderson shared a concern of citizens being notified when these emergencies happen. Sheriff Magill explained how they determine where the safety concern is and then send only notification to those effected. They have found notifying folks that are not in this area can be very confusing. There are some new features that can be used called "draping". There are some drawbacks and very generalized. We still need to look into this.

Please encourage everyone to sign up for the alerts.

Councilor Troutman asked Sheriff Magill how communication failed between BLM and Sheriff's Department and Maupin. Sheriff Magill said he will reach out to BLM and see if there is a conversation with everyone.

Discussion regarding no fireworks and signs letting folks know. Appreciation and applause were given to the sheriff's department for all their hard word in keep our communities safe.

Councilor Troutman introduced David Richmond as Assistant Fire Chief and Matthias Kesler as Engine Captain. Big Thank You's and cheers were given.

City Manager Smith spoke regarding TextMyGov and how we can use this. We are getting better about getting information out. Please spread the word to get everyone signed up!

Mayor Beatty asked council if they have a copy of the Proclamation.

Councilor Miles asked how this proclamation was crafted.

Recorder Wolfe contacted Dark Skies and made a \$100.00 donation. They in turn gave me access to several templates. I also looked at a few local cities that have adopted a Dark Sky Proclamation. I then put all this together with the concerns and desires that were mentioned from the last meeting.

Ron Walp expressed his gratitude to Council for taking this first step. Maupin is rated as #4 for dark skies.

Dark Skies Proclamation

	Councilor Peck moved to accept The City of Maupin’s Dark Skies Proclamation. Councilor Roper second. The motion passed unanimously on a 7-0 vote. Ayes: Roper, Miles, Troutman, Peck, Dumire, Foreaker, Beatty; Nays: None
Street Sweeper	Mayor Beatty called on City Manager Smith to discuss the Street Sweeper. City Manager Smith stated our street sweeper is not working and it is very expensive and hard to find parts. Gary has been looking into different sweepers. We had a demo brought in to show what it can do. Several Councilors saw the demonstration. We would lease this machine for 5 years for approximately \$40,000.00. Recorder Wolfe stated the funds would be divided between water, sewer, park and streets (although the city funds the Street Fund) Councilor Troutman asked Manager Smith if the city will use this machine more than a couple of times a year, Mr. Smith stated we would be using it more and more with the attachments that are available. Questions regarding the backhoe and it’s longevity. Mr. Smith believes it has a long life. The repairs it is receiving now are normal. Councilor Foreaker asked Mr. Smith if he was in support of this purchase. Mr. Smith answered, he does believe we are in need of this machine. Our equipment is very old and we need to upgrade. Councilor Foreaker and Peck agreed. Councilor Foraker moved to authorize City Manager Smith to enter into a lease contract for a CV350 Sweeper Stage V, with five (5) annual payments of approximately \$40,000.00. Councilor Peck second. The motion passed unanimously on a 7-0 vote. Ayes: Roper, Miles, Troutman, Peck, Dumire, Foreaker, Beatty; Nays: None
Public Hearing: Consider an increase to monthly water and sewer fees to take effect July 1, 2024: Consider for approval a Resolution ratifying a revision to the water and sewer fees, Resolution No. 06262024-01	Recorder Wolfe asked Mayor Beatty to consider postponing the public hearing on water and sewer fee increases until August Council meeting. Recorder Wolfe explained the turnover with staff within the City and MCEDD, City Manager Smith and I would like a couple of months to meet with MCEDD and Business Oregon to see where rates need to be and understand what we are asking for. Council was very appreciative of staff asking to take time to get a stronger understanding of our needs and what we are asking for. Councilor Miles moved to postpone the public hearing on sewer and water increases until August Council meeting. Councilor Troutman second. The motion passed unanimously on a 7-0 vote. Ayes: Roper, Miles, Troutman, Peck, Dumire, Foreaker, Beatty; Nays: None

Public Hearing: Proposed Uses of State Shared Revenue, Resolution 06262024-02

Mayor Beatty opened the Public Hearing regarding proposed uses of State Shared Revenue.

No public comment,

No Proponents,

No Opponents

Public hearing is closed.

No Council deliberations.

Councilor Miles moved to declare by Resolution 06262024-02 the City of Maupin elects to receive Fiscal Year 2024-2025 State Shared Revenue. Councilor Dumire second. The motion passed unanimously on a 7-0 vote. Ayes: Roper, Miles, Troutman, Peck, Dumire, Foreaker, Beatty; Nays: None

Public Hearing: Fiscal Year 2024-2025 Budget, Resolution 06262024-03

Mayor Beatty opened the Public Hearing to adopt Fiscal Year 2024-2025 Budget, making appropriations and imposing and categorizing the tax for the City of Maupin.

Recorder Wolfe raised a question regarding the increase of water, sewer. Does this need to be corrected? Attorney Cleaveland stated it shall stand and make adjustments if/when needed in the future. Councilor Troutman asked Recorder Wolfe is any information has surfaced regarding the Bond. Past Recorder Patton remembers the discussion about continuing to put aside the amount of funds, but nothing was every past. Council asked staff to continue researching this topic and bring any information back to council.

Public comment: Medy Gantz asked for clarification on the recycle cost increase. We need to have a conversation about recycling costs.

No Proponents,

No Opponents

Public hearing is closed.

No Council deliberations.

Councilor Miles moved to accept Resolution 06262024-3 to adopt Fiscal Year Budget 2024-2025, making appropriations and imposing and categorizing the tax for the City of Maupin. Councilor Peck second. The motion passed unanimously on a 7-0 vote. Ayes: Roper, Miles, Troutman, Peck, Dumire, Foreaker, Beatty; Nays: None

Mayor Beatty commended Christine for all her work on the budget.

Communications

Mayor Beatty shared a letter from Tribal Council regarding Solar Farms on Juniper Flats.

Mayor Beatty read an email complimenting Manager Smith and his communications during the Long Bend Fire.

Recorder Wolfe reminded folks of our upcoming election and open City positions ,the deadline to be on the ballot is August 27th.

Adjourn

The next regular meeting will take place on July 24, 2024, at 6:30 p.m. Mayor Beatty adjourned the meeting at 8:04 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder

DRAFT



PUBLIC COMMENT

City Council places great value on testimony from the public. 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.

People who wish to testify are encouraged to provide written summaries; recognize that substance, not length, determines the value of testimony; endorse, rather than repeat, testimony of other witnesses with whom you agree. Thank you for taking the time to present your views.



REPORTS

6:35 p.m.

DOCUMENTS

[Southern Wasco County Library Report](#)

[Maupin Chamber Report](#)

[City Manager Report](#)

City Council Report for the Southern Wasco County Library - July 2024

- Our search for new a new library assistant to fill the position being vacated by Nancy Wesson went very well with 2 very strong candidates. I have hired Katie Sowell as my 20 hour a week assistant. Katie is a long-time Tygh Valley resident and avid library patron with her two children and husband. Katie works part time as a veterinarian for My Families Pet Doctor two days a week in The Dalles. She is very excited to be a more active part of our community by working in the library. She comes with a lot of experience in STEM, arts and crafts and working with youth. She started training this week. I was also able to hire a part-time, on-call library substitute. Amanda O'Luna is also an avid library patron. She has already started training and has quickly learned the library computer system and is natural at helping patrons. She will help fill in the gaps during times of vacation, illness or other staff shortages or need. Please stop by and welcome them both to our team!
- There will be a going away party for Nancy on Friday July 26th at noon in the library, with cake & cookies being served.
- Summer reading is well underway with very popular crafts and weekly programs. Kids have enjoyed musicians, jugglers and the Museum of Natural and Cultural History from University of Oregon with their Under the Sea interactive displays.
- Our annual South Wasco Community Reads Event is underway. The featured book this year is "Crow Talk" a new release by Hood River author Eileen Garvin. We have 60 copies of the book to give away to South Wasco County residents and Eileen will come in September for an author event to sign those books and answer questions.
- Our statistics for the past fiscal year show a continued increase in daily usage of the library and circulation of materials.
 - Patron Count – 7134 (this is a 19% increase over the previous fiscal year count of 5975)
 - Circulation of all library materials – 8469 (this is a 33% increase in usage of library materials over the previous fiscal year circulation count of 6352)
- Upcoming programs:
 - Build a Pal workshop (July 29th)
 - Traveling Lantern Theater (August 6th)
 - National Night out (August 6th)



Report to City of Maupin July 2024

We've begun collaborating with Rose Udey, the new Business Navigator who was recently brought on by the SBDC, Maupin Works, and South Wasco Alliance. She is a great resource for small business owners and entrepreneurs. Together, we hope to provide more learning opportunities and events for our local businesses.

Labor Day Weekend: Along with Maupin Works, we will be putting on an Artisan's Market on Sunday, September 1st from 9:00-12:00 on the lawn in front of the Maupin Works building. Local artists and makers will be selling their homemade goods. Guests will be able to enjoy refreshments and listen to live bluegrass music. So far, we have 10 vendors signed up. If the market goes well, we plan to put on 2/3 more of these events in 2025.

Planning continues for this year's FAM tour, which will be taking place in October. This tour was extremely successful last year, and proved to put South Wasco County on the map and front of mind for high-level representatives and decision makers in our state.

Community Calendar: We've been working hard to keep the calendar on our website up to date (maupinoregon.com). We hope that this calendar can be a resource for businesses to raise awareness about upcoming events, and that it can be a convenient place for community members to see what's going on in our area. Anyone can add an event, so please go check it out!



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

STAFF REPORT
Prepared by: Nick Smith
July 2024

Grant Avenue:

- The Grant Avenue project was completed on Monday July 15th.

2nd and Staats:

- This project is currently with DEQ and is nearing the end of their approval process.

Public Works:

Street Sweeper- The purchase of the sweeper encountered a couple of roadblocks this month:

1. There was an issue with the cost of the "kicker broom" we had negotiated to be included in the sweeper's price. It turns out that another significant piece of structure, an "A-Frame," is needed to connect the kicker broom to the machine. This wasn't included in the original quoted purchase price. Fortunately, this has been resolved with the factory and is now included in the purchase.
2. City staff are working on financing the sweeper but are facing challenges due to our audits for the last couple of years still being in progress. Staff are exploring alternative ways to provide the necessary financial information to finalize the purchase.

Despite these issues, the sweeper is still scheduled for delivery on July 31st."

CWRR (Community Wildfire Risk Reduction):

- Work is beginning the week of July 21st on 8 residences and several city ROW projects. These projects are intended to reduce property risk and fire spread within the town in the event of a fire. Additionally, there are 6 more applications submitted by citizens that will be assessed in the coming weeks.

Affordable Housing:

- A key source of funding for the affordable housing project was lost this last month. While this is significant, project leaders are moving ahead with plans for the project and are optimistic about alternatives for funding.



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

Recycling Center:

- The city has hired Matthias Kesler to help in the recycling center. Matthias brings a great work ethic and a friendly demeanor which will be very welcome to those using the recycling center.

Operations & Administration

- Weed abatement letters went out to local homeowners in the first part of July in an effort to address some areas of concern for this years fire season.



CONSIDER: VACATION LEAVE POLICY

6:50 p.m.

DOCUMENTS

[Employee Handbook: Page 24, XIII. VACATIONS: B.](#)

[Staff Report](#)

MOTION

XIII. VACATIONS

The employee's date of hire will be used in calculating vacation credit.

Regular full and part-time employees shall accrue and use vacation leave according to the following schedule, based on completed years of service:

<u>YEARS OF EMPLOYMENT</u>	<u>VACATION PERIOD</u>
1 year	40 hours or 5 days
2 through 4 years	80 hours or 10 days
5 through 7 years	120 hours or 15 days
8 through 11 years	160 hours or 20 days
12 or more years	168 hours or 21 days

Paid vacation accrued shall be used as follows:

- A. The times during which an employee may take vacation will be determined by the employee's Supervisor.
- B. There shall be a limit of 240 hours vacation time that may be accrued, unless waived by the Governing Body. Any vacation time accrued above 240 hours will be forfeited, unless carryover is approved by the Governing Body.
- C. The Mayor will regularly monitor all employees accrued vacation.
- D. Upon termination/resignation/retirement, an employee shall be paid for all accrued vacation time. However, no payment will be made for terminations during an employee's trial basis period, except following a promotion when all benefits are retained.
- E. Vacation credits must be used in increments approved by Supervisor.
- F. Vacation time is pro-rated for part-time employees based on the number of hours worked in a month or year as a ratio of full-time employment.

XIV. LEAVES OF ABSENCE

A. SICK LEAVE WITH PAY

All regular post-trial basis employees will be entitled to sick leave with pay after the first month of employment. Sick leave shall accrue at the rate of eight (8) hours for each calendar month of



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityrecorder@cityofmaupin.org
cityofmaupin.org

July 24, 2024, Council Meeting

Vacation Leave Policy

Staff Report
Christine Wolfe

We have a few employees that are over the limit of 240 vacation hours. Our Handbook policy states on page 24 XIII. Vacations section B: There shall be a limit of 240 hours vacation time that may be accrued, unless waived by the Governing Body. Any vacation time accrued above 240 hours will be forfeited, unless carryover is approved by the Governing Body.

Two employees have close to 400 hours accrued. Staff would like council direction on vacation hours over 250 hours.

Options:

1. Employee **will forfeit** hours over 250 and stop accruing vacation hours until hours are under 250 hours.
2. Employee will stop accruing vacation hours until hours are under 250 hours and **not forfeit** hours over 250.



COMMUNICATION

7:00 p.m.

DOCUMENTS

NO SUPPORTING DOCUMENTS

MOTION



ADJOURN

NEXT PLANNING COMMISSION MEETING

August 13, 2024, at 6:00 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

NEXT CITY COUNCIL MEETING

August 28, 2024, at 6:30 p.m. in person and virtual

MAYOR ADJOURNS THE MEETING