



MEETING AGENDA

City Council

Wednesday, July 26, 2023

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

<https://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xN0JObjRWZz09> 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 from three to five 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
	Reports
6:45 p.m.	Consider: Comprehensive Plan/Zoning Map Amendment to Redesignate 199 Elrod Avenue to Recreational Commercial
7:00 p.m.	Discussion: Interim City Management
7:15 p.m.	Discussion: Water System Master Plan
	Communications
	Executive Session
	Adjourn

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) - Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) - Discipline of Public Officers & Employees, ORS 192.660(2)(d) - Labor Negotiator Consultations, ORS 192.660(2)(e) - Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) - Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) - Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) - Public Investments, ORS 192.660(2)(m) - Security Programs, ORS 192.660(2)(n) - Labor Negotiations

If you have questions about Maupin's City Council meetings, please contact the City Recorder. CITYOFMAUPIN.ORG



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 2023 Finance Report](#)

[June 2023 Paid Invoices](#)

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
PO Box 308
Maupin, OR 97037

Tel: 541-395-2698
www.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 2023 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 30 day of June, 2023



Mayor



Council President

CITY OF MAUPIN
 INVOICES PAID FOR THE MONTH June 2023

Creditor:	Total	City	Water	Sewer	Street	Park	Fire	SWC Library	Street Impro	New Library	MBroadband
Anderson Perry	1,660.22		1,417.72	242.50							
Barnett's Towing & Service	78.90					78.90					
Bohns Printing	323.47	323.47									
Charlie Williams (Library)	350.00							350.00			
CIS (Milliman GASB 75)	582.00	582.00									
Code Publishing / General Code	90.00	90.00									
Columbia River Electric	2,740.08		502.94	502.94		1,231.26	502.94				
Deere & Company	8,156.99					8,156.99					
Elan Financial Service (Credit card)	12,829.19	2,421.59				4,907.82	1,895.24	3,604.54			
Gorge Networks	1,277.28	350.52	235.76	99.36		319.70	70.49	201.45			
HD Fowler	927.66		463.83	463.83							
Helena Agri-Ent	3,765.00		941.25	941.25	941.25	941.25					
Jay Frasier (Library)	275.00							275.00			
KPFF Inc. (Boat Ramp Grant)	4,290.95					4,290.95					
Lamont, Virgil (Park Refund)	218.00					218.00					
Maupin Area chamber (1st QTR TLT)	6,250.87	6,250.87									
Maupin, City W/S/R	1,185.73					1,185.73					
Maupin Country Store & Hardware	4,917.54	649.64	1,023.00	727.33	769.87	1,702.14	45.56				
Napoli, Mellissa	209.60	209.60									
NW Office Interiors	5,573.60									5,573.60	
OCEA (Membership Code enforcement)	75.00	75.00									
OXARC	1,360.18		1,360.18								
Pepsi	44.54					44.54					
Public Safety	12,837.25						12,837.25				
Richmond's Service	2,786.31		721.81	721.81	223.11	816.44	303.14				
Seckora Consulting	450.00	450.00									
SAIF Corp.	1,312.63	26.25	656.32			275.65	354.41				
Staples	225.11	122.07						103.04			
Swank Movie License (Library)	320.00							320.00			
Tenneson Engineering	3,970.75	3,970.75									
The Dalles Disposal	2,089.62	1,317.88				771.74					
TMG Services	4,226.42		2,663.39	1,563.03							
Tygh Shave Ice	400.00							400.00			
US Postal Service (City PO Box)	114.00	114.00									
VanKoten & Cleaveland (April & May invoices)	7,739.88	7739.88									
Verizon Wireless	382.05	127.35	84.90	84.90		84.90					
Wasco Electric Cooperative	5,158.21	262.60	1,488.44	850.42	1,209.35	1,044.95	91.18	211.27			
Wasco Weed & Pest Dept	4,660.40				2,330.20	2,330.20					
	-										
	103,854.43	25,083.47	11,559.54	6,197.37	5,473.78	28,401.16	16,100.21	5,465.30	-	5,573.60	-



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.



CONSIDER: COMPREHENSIVE PLAN/ZONING MAP AMENDMENT TO
REDESIGNATE 199 ELROD AVENUE TO RECREATIONAL COMMERCIAL
6:45 p.m.

DOCUMENTS

[Notice of Planning Commission Decision](#)

[Staff Report](#)

[Application and Map](#)

TESTIMONY

[John Wood \(Applicant\)](#)

[Jon Helquist](#)

**CITY OF MAUPIN
PLANNING COMMISSION**

IN THE MATTER OF THE)	
PROPOSED COMPREHENSIVE)	
PLAN/ZONING MAP AMENDMENT)	PLANNING COMMISSION
PROPOSED BY MR. AND MRS. WOOD)	RECOMMENDATION

FINDINGS-OF-FACT

1. Mr. and Mrs. Wood propose a Comprehensive Plan/Zoning Map Amendment to designate an 11,326 square foot parcel under their ownership Recreational Commercial. The parcel is currently zoned Medium Density Residential (MD-R).
2. The subject parcel is described by the Wasco County Assessor's office as Taxlot 300 of Tax Map 04S 14E 32 DD and is located at 199 Elrod Avenue. A single-family home is currently located within the parcel.
3. Public notices were posted and mailed announcing a public hearing to be held on June 13, 2023. The Department of Land Conservation and Development was notified of the hearing through the PAPA process.
4. The Planning Commission met on June 13, 2023, there being a quorum present, the Planning Commission conducted a public hearing to consider the proposed Comprehensive Plan/Zoning Map amendment.
5. The Staff Report and relevant findings were presented. It was noted that a concurrent application was submitted requesting a permit to operate the existing home as a part time short-term rental.
6. The applicants were present to answer questions of the Planning Commission regarding the proposal.
7. It was noted that public testimony was provided in opposition to the proposal. Concerns were expressed regarding the opportunity for additional short-term rentals by redesignating parcels as Recreational Commercial.
8. The Planning Commission noted that the requested amendment would not constitute a "spot zone" as adjacent properties are designated Recreational Commercial.
9. The Planning Commission noted that the requested amendment is a result of the restriction of short-term rentals to a single zone. It was further noted that alternative measures to restricting short-term rentals may be preferable and the Planning Commission intends to meet with the City Council on the subject.
10. The Planning Commission noted that the requested amendment would not constitute a "spot zone" as adjacent properties are designated Recreational Commercial.

After hearing public testimony and significant deliberation, the Planning Commission moved unanimously to recommend approval of the application based upon the findings of fact included in the Staff Report, attached here as Exhibit A.


RECOMMENDATION OF APPROVAL by the Planning Commission, signed this 13th day of June 2023.

SIGNED



Planning Commission Chair

ATTEST



Christine Wolfe
City Administrator



TENNESON

ENGINEERING CORPORATION

CONSULTING ENGINEERS • SURVEYORS • PLANNERS

3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
FAX (541) 296-6657

May 31, 2023

City of Maupin
Planning Commission
507 Grant Avenue
Maupin, Oregon 97037

Reference: Nicole and John Wood Zoning Map Amendment

Staff Report

Report Prepared by: Kirk Fatland, Contract Planner

Request: Comprehensive Plan/Zoning Map Amendment

Applicant: Nicole and John Wood

Address: 199 Elrod Avenue

Assessors Map: 04S 14E 323 DD Taxlot 300

Area: 11,326 square feet

Procedure Type: Quasi-Judicial

Decision Date: June 13, 2023

Request and Background Information: The purpose of the Hearing is to consider a proposed Comprehensive Plan/Zoning Map Amendment for the purpose of redesignating a 11,326 square foot parcel from the existing Medium Density Residential (MD-R) zoning designation to Recreational Commercial (RC). The proposal has been submitted by Nicole and John Wood, the owners of the parcel. The subject parcel currently contains a single-family home which is intended to be used as a short-term rental if the property is to be redesignated RC. The adjacent properties are zoned RC and MDR. The property is described by the Wasco County Assessor as Taxlot 300 of Assessor's Map 04S14E32DD.

Notice: The requisite notices were mailed to affected property owners, posted in public places as well as provided to the Department of Land Conservation and Development.

Comments Received: No public comments were received by the writing of this report.

Process: The Planning Commission shall conduct a public hearing on the proposed amendment. Within forty-five (45) days after the hearing, the Planning Commission shall render a decision. The decision of the Planning Commission shall then be brought before the City Council along with a summary of the Planning Commission's proceedings and findings

of fact, at the second regular Council meeting following said Planning Commission decision, except that in no event shall the decision be brought to the City Council until after the time for appeal has elapsed. The City Council shall then review the decision of the Planning Commission on the record without hearing further evidence. It shall either affirm the decision of the Planning Commission or set the matter for hearing “de novo” before the City Council. The City Council must take final action on an amendment request. Amendments shall be made by ordinance.

Recommendation: Planning Staff recommend denial based upon the following findings of fact.

MAUPIN ZONING ORDINANCE

Article 8. Amendments

SECTION 8.1 - FORMS OF AMENDMENTS

There are two types of amendments to this ordinance:

- A. *Amendment to the text. (Legislative Revision)*
- B. *Amendment to the Map. (Legislative Revision or Quasi-Judicial Change)*

Finding: The proposed amendment is a Comprehensive Plan/Zoning Map amendment to apply the Recreational Commercial Zone to the subject property. As the proposal would impact one individual parcel, this decision is a Quasi-Judicial Revision and will follow the appropriate procedure.

SECTION 8.3 - CRITERIA FOR AMENDMENTS

- A. *The applicant for an amendment must show that the proposed change conforms with the Comprehensive Plan.*

Finding: The applicable goals and policies of the Comprehensive Plan are listed below.

GOAL 1. COMMITMENT TO PLANNING

Finding: The proposed amendment will be processed according to the adopted Zoning Ordinance and Comprehensive Plan. Historically, the City has discouraged “spot zoning” to ensure orderly development within the City. This property is immediately adjacent to other properties within the RC Zone and would not constitute a spot zone.

In 2020, the City of Maupin determined that short-term rental units are not suitable for residential zones and are allowed in the Recreational Commercial Zone only. Among the stated goals of this decision was the intention of generally encouraging short-term rentals in East Maupin while discouraging the conversion of single-family homes to short-term rentals elsewhere in the City. This method of limiting short-term rentals opens up the possibility of individual rezone applications such as this, however the City is under no obligation to grant the request. Planning Staff find the proposal to be inconsistent with the planning goals of the City, primarily that of limiting the conversion of single-family homes to short-term rentals in residential zones.

GOAL II. CITIZEN PARTICIPATION

Finding: Citizens will be notified and encouraged to participate in the scheduled Planning Commission meeting where a public hearing will be held. Additionally, written public comments will be accepted prior to the hearing.

GOAL III. AGRICULTURAL LANDS

Finding: There are no agricultural lands within or adjacent to the subject area.

GOAL IV. FOREST LANDS

Finding: There are no forest lands within or adjacent to the subject area.

GOAL V. NATURAL RESOURCES

Finding: There are no natural resources within or adjacent to the subject area.

GOAL VI. AIR, WATER, AND LAND RESOURCE QUALITY

Finding: The proposed amendment would have no impact on air, water, and land resource quality. Any future development of the site regardless of zoning designation will be required to meet all applicable criteria of the zoning ordinance protecting air, water, and land resource quality.

GOAL VII. NATURAL HAZARDS

Finding: There are no known natural hazards within or adjacent to the subject area.

GOAL VIII. RECREATION

Finding: The amendment would allow further development to increase recreational opportunities. However, this area is planned and zoned for residential development. The City has designated areas elsewhere in the City as more appropriate for commercial development to support recreation.

GOAL IX. ECONOMICS

Finding: The amendment would allow further potential for economic development of the site under the Recreational Commercial Zone.

GOAL X. HOUSING

Finding: All uses permitted within the MDR Zone are permitted in the RC Zone. The existing single-family home could continue to exist as an owner occupied or long-term rental. The applicant has submitted a concurrent application to convert the home into a short-term rental. Short-term rentals make up a portion of the housing stock within Maupin but have intentionally been limited by the City Council to the RC Zone. The proposal would allow the home to operate as a short-term rental, reducing the possibility of the home serving as a long-term rental or owner-occupied home.

GOAL XI. PUBLIC FACILITIES

Finding: The proposed map amendment would have no impact on public facilities.

GOAL XII. TRANSPORTATION

Finding: The proposed amendment would have no impact on Highway 197 or any other transportation facilities within the City.

GOAL XIII. ENERGY CONSERVATION

Finding: The proposal would have no impact on energy conservation efforts within the City.

GOAL XIV. URBANIZATION

Finding: The subject area is located entirely within the City Limits and would have no impact on the lands located outside of the Urban Growth Boundary.

B. A plan or land use regulation amendment significantly affects a transportation facility if it:

1. Changes the functional classification of an existing or planned transportation facility;
2. Changes standards implementing a functional classification system;
3. Allows types or levels of land use that would result in levels of travel or access what are inconsistent with the functional classification of a transportation facility; or
4. Would reduce the level of service of the facility below the minimum acceptable level identified in the Transportation System Plan.

Finding: The proposal would not significantly alter a transportation facility as described above.

SECTION 8.4 - QUASI-JUDICIAL REVISIONS

A. *A proposed amendment to this ordinance shall be deemed a quasi-judicial change if the proposed amendment involves the Zoning map and does not have widespread and significant impact beyond the immediate area of the proposed amendment.*

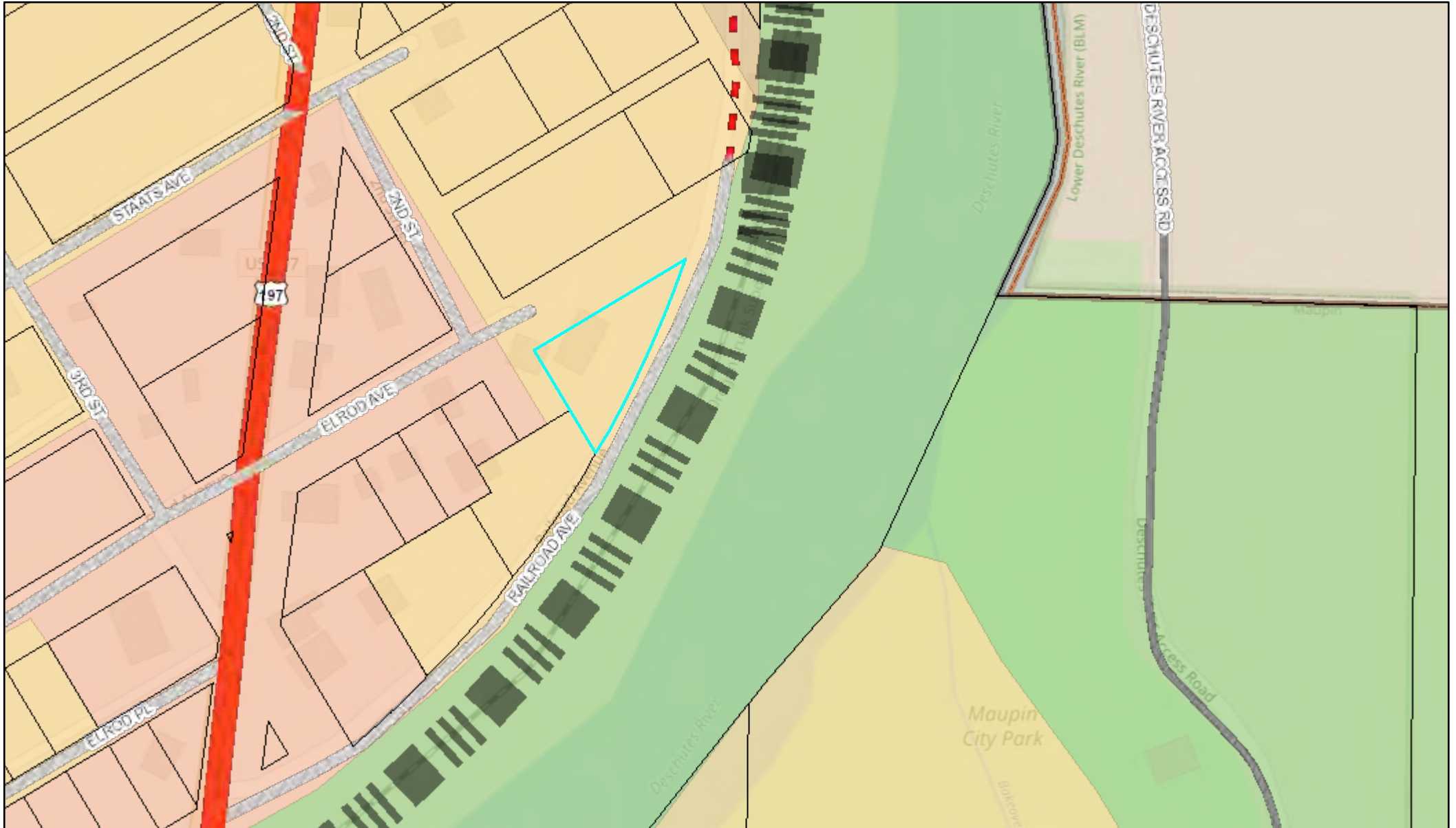
Finding: The proposed amendment is deemed quasi-judicial as a specific property is the subject of a rezone.

B. *Quasi-judicial changes may be initiated by:*

1. *Property owners or contract purchaser or an authorized agent; or*
2. *A majority vote of the City Council; or*
3. *A majority vote of the Planning Commission; or*
4. *A request by the City Attorney or City Planner.*

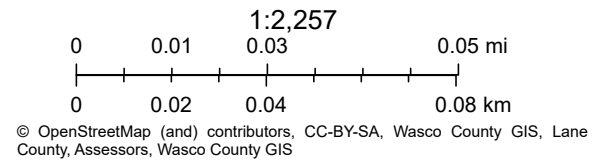
Finding: The map amendment has been proposed by the Woods, the owners of the subject property.

Wasco County Public Base Map



5/8/2023, 11:47:47 AM

Taxlots	County	Road Labels	Wasco County	F-1(80)	R-R(10)	RR-2	TV-M2
Railroad	City	Urban Growth Boundaries	A-1(160)	F-2(80)	R-R(5)	TV-A	TV-R
Roads	Public Access	Municipalities	A-1(40)	F-F(10)	RC	TV-C	TV-RR
State	Private		A-R	LAKE	RI	TV-M1	WAM C-2





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

Zone Change Application
 541-395-2698
 citymanager@cityofmaupin.org
 cityofmaupin.org

OFFICE USE ONLY

DATE RECEIVED **4/17/2023**

APPLICATION FEES PAID

PLANNING COMMISSION CHAIR SIGNATURE & DATE

APPROVED AS SUBMITTED

APPROVED WITH CONDITIONS

DENIED

CONDITIONS (IF APPLICABLE)

APPLICANT Is the applicant the Property Owner? YES NO (CONTACT INFORMATION & SIGNATURE REQUIRED)

I/We, the applicant/owner, hereby certify the answers and statements in this application and supporting documents are correct, complete, and true. I/We have read and understand the provisions and requirements of Maupin Comprehensive Plan and Zoning Ordinances for this Plan/Zoning Amendment, and acknowledge the process shall require review by the City Staff for completeness of application, and once the application is deemed complete, will require a 45-day review period by Oregon Department of Land Conservation and Development before the first evidentiary public hearing is held before the City. I/we further acknowledge the process is a two-hearing process wherein the Maupin Planning Commission will hold a public hearing and make recommendation to the Maupin City Council, and then the Council will hold a hearing to consider the Commission's recommendation and make final decision. I/We understand an approval of this proposed Plan/Zoning Map or Text Amendment does not permit building or construction to commence; separate applications will be required for operation site plan review and building permit approvals.

APPLICANT NAME John Wood
MAILING ADDRESS [REDACTED]
EMAIL [REDACTED]
PHONE [REDACTED]
SIGNATURE & DATE <i>[Signature]</i> 4/17/23

PROPERTY OWNER NAME John Wood
MAILING ADDRESS [REDACTED]
EMAIL [REDACTED]
PHONE [REDACTED]
SIGNATURE & DATE <i>[Signature]</i> 4/17/23

PROPERTY INFORMATION

PARCEL ADDRESS 199 Elrod Ave. Maupin, OR 97037
TAXLOT 4S 14E 32 DD 300
LOT SQUARE FOOTAGE 11,326
CURRENT ZONE Medium Density Residential
CURRENT USE OF PROPERTY Private Residence
OVERLAY DISTRICTS <input type="checkbox"/> FLOOD HAZARD <input type="checkbox"/> GEOLOGIC HAZARD <input type="checkbox"/> SCENIC WATERWAY

PROPOSED ZONE Recreational Commercial
PROPOSED USE OF PROPERTY & DESCRIPTION OF PROJECT This property will remain a private residence, but would be used as a short term rental during times my family is unable to use it.
WILL THE PLAN MEET OFF-STREET PARKING REGULATIONS FOR THE ZONE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
IS THE PROPOSED USE AS A SHORT TERM RENTAL (STR)? <input checked="" type="checkbox"/> YES, AND A STR APPLICATION IS ATTACHED <input type="checkbox"/> NO
DEED NO. _____ DATE FILED _____ <input type="checkbox"/> Deed(s) and map showing parcels are attached. (Required)

ADJACENT PROPERTY INFORMATION (List all properties within 100 feet of the subject property).

PROPERTY OWNER(S)	STREET ADDRESS	TAXLOT	ZONE
Basque Beginnings LLC	204 Elrod Ave	4S 14E 32 DD 100	Recreational Commercial
Robert Guard	203 Elrod Ave	4S 14E 32 DD 203	Recreational Commercial
John Helquist	202 Elrod Ave	4S 14E 32 DD 400	Medium Density Residential
Union Pacific Railroad	No Address Available	4S 14E 32 DA 200	Industrial
Vicki & Normand Ballou	New Construction	4S 14E 32 DD 100	Medium Density Residential

DEMONSTRATE PROPOSAL BY ATTACHING ONE PDF PLOT PLAN TO INCLUDE:

- Dimensions and orientation of the parcel
- Abutting streets and alley
- Locations of all buildings and setbacks
- Any other data which may be required to allow necessary findings that the provision of Maupin Zoning Ordinance No. 311

Introduction:

Hello, my name is John and this is my wife Nicole. We're here today because we applied to change the zoning of our property to RC for the purpose of being able to rent it out short term when we're not in town.

We'd like to make it known upfront that we are not doing this to be empty seat homeowners in this town, we will not be people that don't stay here and only rent out our house from a distance. We love this town and that is why we bought a home here. Our long-term plan is to spend as much time out here as possible and eventually be full time residents, but due to the nature of our jobs, we are currently only able to be here part-time.

That is why we are pursuing the ability to rent out our home when we can't be here, to help assist us financially and support our long-term goal to be here full time.

But please know even though we can't live here full-time right now, that doesn't mean we are not here often to enjoy the area and become a part of the community. As an example of our long-term commitment to this community, I am a professional firefighter by trade and saw the opportunity to become an active Maupin volunteer firefighter and recently took on the position of heading up training for Maupin's volunteer firefighters. Allowing me to contribute my knowledge and experience to help build up the city's fire safety resource. This commitment alone ensures I will be in town regularly. Ultimately, Nicole is why we landed out here, she grew up camping and rafting in the area and had long-sought to become a part of this community on a deeper level.

I would like to take a quick moment to speak to what the surrounding area of the home is and why I feel this zone change would not be a disruption to the town or our street's landscape. Our house is at the end of a road, the backside faces the railroad and city park. The front of the house faces a rafting business and a current short term rental property. The majority of our direct neighbors are not zoned as residential, so we would not be creating spot zoning, or adding a new flow of traffic or business that does not already exist on our street. We will be good community members and will do our due diligence to ensure this won't disrupt our neighbor's quality of life.

In summary, my wife and I love this town, and very much want to be a part of it for the long term. I genuinely hope this doesn't get perceived as us trying to do anything that would negatively affect Maupin. We are aware of the problems that can arise from dedicating housing solely to short-term rentals, but that is not our plan, and we're also not seeking to change the layout of our property, we'd simply like to rent out our house when we aren't here, to help assist our family financially. Besides that, our plan is to be here as often as we can, to engage in the community, and support what makes this place amazing, ultimately support what drew us here in the first place. Thank you for your time.

From: cityhall@cityofmaupin.org
Sent: Monday, June 26, 2023 2:42 PM
To: 'cityrecorder@cityofmaupin.org'
Subject: Helquist comment about Wood Rezone

Jon Helquist called to ask about rezone of Wood property. He said he's "not crazy about the idea but not against it."

Bronte Dod
Administrative Assistant/Utility Billing Clerk
City of Maupin
507 Grant Ave. | PO Box 308
Maupin, OR 97037
541-395-2698

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DISCUSSION: WATER SYSTEM MASTER PLAN

7:30 p.m.

DOCUMENTS

[Water System Master Plan \(web link\)](#)



ADJOURN

NEXT PLANNING COMMISSION MEETING

August 8, 2023 at 4:30 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

NEXT CITY COUNCIL MEETING

August 23, 2023 at 6:30 p.m. in person and virtual

MAYOR ADJOURNS THE MEETING