



MEETING AGENDA

City Council

Wednesday, October 25, 2023

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

<https://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xN0J0djRWZz09> 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.*

5:30 p.m.	Executive Session: ORS 192.660(2)(i) - Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(a) - Employment of Public Officers, Employees & Agents
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.	Presentation: North Central Public Health District Tobacco Prevention
7:00 p.m.	Discussion: Update on City Manager Recruitment and Salary Range
7:10 p.m.	Consider: 4H Facility Use Form
7:15 p.m.	Consider: Intergovernmental Agreement for TGM Program Grant
7:20 p.m.	Consider: Planning Commission Recommendation for STR License Moratorium
7:30 p.m.	Consider: Legion Hall Building Inspection Report
7:45 p.m.	Consider: November and December City Council Meeting Dates
	Communications
	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

[Minutes of September 27, 2023 Council Meeting](#)

[September 2023 Finance Report](#)

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.



MINUTES

City Council Work Session & Meeting

Wednesday, September 27, 2023

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

Work Session: City Manager Recruitment Proposal Discussion	The work session began at 5:30 p.m. Mayor Beatty, Councilor Foreaker, Councilor Peck, Councilor Roper, and Recorder Wolfe attended and discussed the proposals for City Manager recruitment. Consensus was reached that Prothman’s proposal would be the best fit. The work session adjourned at 5:41 p.m.
Call to Order / Roll call of City Council and Staff / Pledge of Allegiance	Mayor Carol Beatty called the meeting to order at 6:30 p.m. Roll call of City Council and Staff was conducted by City Recorder Christine Wolfe <i>Presiding:</i> Mayor Beatty <i>Council Present:</i> Mark Roper, Mike Foreaker, Rob Miles, Kathy Peck, Tom Troutman <i>Council Absent:</i> Shelby Dumire (excused absence) <i>Staff Present:</i> Recorder Wolfe, City Attorney Ruben Cleaveland, Planner Kirk Fatland, Community Liaison Melissa Napoli <i>Visitors Present:</i> Richard Mindt, Colleen Strohm, Chamber Director Suze Riley, John Helquist, Medy Gantz, Amy O’Neal, Mark John, Scott Hege Councilors and visitors took a short break to watch the South Wasco County School District Homecoming Parade on Main Street.
Consent Agenda	Councilor Foreaker moved to approve the consent agenda as presented. Councilor Peck second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman; Nays: None.
Public Comment	Richard Mindt read his trespass notice from the City of Maupin and spoke about his interaction with Community Liaison Napoli at City Hall regarding a knife that caused him to be trespassed from City Hall for six months. Colleen Strohm said the first issue of the <i>South Wasco Times</i> will be in stores by October 1.
Reports	Mayor Beatty reviewed submitted reports. Councilor Foreaker said he appreciates the staff reports. Councilor Troutman agreed.
Consider: City Manager Recruitment Proposals	Councilor Peck summarized the work session and results of the discussion. Councilor Peck made a motion to hire Prothman for City Manager recruitment services. Councilor Foreaker second. No further discussion. The motion passed unanimously on a 4-0-2 vote. Ayes: Beatty, Foreaker, Peck, Roper; Nays: None; Abstain: Miles; Troutman. Councilor Miles said he wasn’t aware there was a work session. Councilor Troutman asked about the criteria for choosing Prothman. Councilor Peck summarized discussions. Councilor Troutman asked about fees and where funds were going to come from in the budget. Recorder Wolfe said the community development funds can cover the expenses. Mayor Beatty said Prothman’s proposal was the best fit.
Consider: Planning Commission Recommendation for Short Term Rental License Cap	Planner Fatland summarized his staff report. Planning Commissioner Suze Riley said that commissioners are divided on the issue of short term rentals; the fact that commissioners reached the 3 percent cap, maximum

of 9 STRs, is an achievement. Discussion about options for adding more specifications to the cap proposal.

Councilors Peck, Foreaker, and Roper agree with the cap of 3 percent. Councilor Miles said the cap is too low. Councilor Troutman agrees with the concept but said that 9 is low and would like to see a way for the cap to grow. Councilor Foreaker said it is ok to be cautious and take small steps. Councilor Troutman said more short term rentals may be operating without City knowledge. Mayor Beatty said commissioners and councilors can have more discussions about regulations. Commissioner Riley said commissioners want more guidelines about the goals of council.

Medy Gantz said that at all the previous discussions about short term rentals, the public was against allowing them at all. Appreciates and agrees with the attempt to cap short term rentals. The City should make sure all the ones running are permitted and paying taxes and enforcing illegal short term rentals.

Councilor Roper asked about how need will be measured.

A majority of council reached a consensus for a 3 percent cap that can be renewed annually and changed by resolution.

Consider: OLCC License Renewal

Councilors Troutman and Miles recused themselves because they have OLCC licenses in Maupin.

Councilor Foreaker moved to accept the OLCC license renewal as presented. Councilor Peck second. No further discussion. The motion passed unanimously on a 4-0-2 vote. Ayes: Beatty, Foreaker, Peck, Roper; Nays: None; Abstain: Miles; Troutman.

Discussion: Legion Hall Update

The discussion will be postponed until the building inspection report comes back for Legion Hall.

Discussion: Community Visioning

Mayor Beatty and Recorder Wolfe recommended that the Community Visioning project can be picked up by the new City Manager. There are also funds available to hire a facilitator. Council said they could use the data and notes from the meetings and define goals to complete Visioning.

Communications

Recorder Wolfe said the City received an inquiry from someone who would like to find property for a psilocybin treatment facility. Attorney Cleaveland said that since Maupin did not opt out from allowing the businesses when the issue came up in the state. Planner Fatland said medical facilities are only allowed in certain zones.

Adjourn

The next meeting will take place on Wednesday, October 25, 2023, at 6:30 p.m. Mayor Beatty adjourned the meeting at 7:31 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 September 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 18 day of October 2023



Mayor



Council President



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

DOCUMENTS

[Report: Councilor Peck](#)

[Report: Administrative Assistant Dod](#)

[Report: Community Liaison Napoli](#)

[Report: Southern Wasco County Library](#)

Bronte Dod

From: Kathy Peck <kelsopeck@gmail.com>
Sent: Thursday, October 19, 2023 10:24 AM
To: Bronte Dod
Subject: Library and Housing Reports

Maupin City Council Reports

South Wasco County Library Foundation - Maupin Housing

Councilor Peck

South Wasco County Library Foundation Meeting October 4, 2023

Officers for the Board of Directors were established for the new term: Co-Presidents: Kathy Middleton and Jane Lily; Treasurer: Keelia Carver and Secretary Valerie Stephenson

Kathy Middleton gave a report about the Donor wall going up within days. It is now in place and is a beautiful piece of artwork that recognizes the many and varied donors that contributed.

Mary Beechler gave an informative report on the Wasco County Library Service District. The Advisory Board, with a representative from each library: Dufer, Maupin and The Dalles are appointed by the County Commissioners.

Several years ago the Maupin Library had a staffing of 1.5 FTE. That part time person allowed our library to remain open to the public when the librarian needed time off for medical appointments, sick leave, professional commitments, meetings and Saturday hours.

The FTE was reduced to 1.1 by a previous City Manager with the belief that either volunteers or the closure of the library would account for the loss of FTE. Unfortunately, there are many things volunteers are not able to do; our library service should be reliable and not dependent on volunteers. It is estimated the cost to add the .4 FTE to the current FTE of 1.1 would be about \$17,000. The State of Oregon Standards Best Practices highly recognizes our South Wasco County Library as “exemplary” in all aspects, but not staffing. The hope is the City of Maupin will bring the library FTE back to 1.5 to best service our patrons

Housing Report for April 27, 2022

There are multiple houses currently being built in Maupin. Two at the lower end of Stats Street, one on Riverside Street, and three houses are under construction in RiverCrest Village; two of those houses are spec homes for sale. There 18 homes total in RCV, 16 of them are full time residents. There is approval of an additional building site in RCV that should be breaking ground soon.



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bdod@cityofmaupin.org
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STAFF REPORT

Prepared by: Administrative Assistant Bronte Dod

Planning Commission met on October 16:

- Recommended to Council to place a moratorium on new short-term rental licenses until the ordinance is amended with details on the proposed license cap.

Planning & Land Use

- Planner Fatland approved:
 - 1415 Fish Camp Road Site Plan Review – New residential construction
 - 626 S Hwy 197 Short Term Rental Application
- Planner Fatland is reviewing:
 - 405 Deschutes Avenue Site Plan Review – Expanded use
- Transportation & Growth Management Program Grant – Final IGA is ready to sign and project can begin

Wastewater System Master Plan

- Anderson Perry sent a revised WWFP that addresses DEQ and City comments. They are looking for preliminary approval from DEQ to use plan to attend a One-Stop meeting to explore funding options.

Streets

- Staff pulled the bid for Grant Avenue. Bidders were looking for more details; decision needed on sidewalks

Water/Sewer

- Anderson Perry and staff are working on the draft plans of the Second & Staats utility extension project. The plans were submitted to the DEQ and the OHA Drinking Water Services for review. This mandatory approval process can take up to a couple of months.
- Public Works is still completing the GIS mapping project
- Public Works fixed a main water line leak on Bluff Street

Community & Economic Development

- The Maupin Main Street Façade Improvement Program grant will close on October 31. Please encourage businesses to apply for the funds. Funds could be used for new murals, siding, paint, signs, awnings, etc.
- Richmond's Service Station Main Street Revitalization Grant project is underway
- Staff met with the Wasco County Economic Development Commission on October 24 to discuss Community Enhancements Projects in the region. The County-wide list will be discussed on December 7. The following projects were submitted:
 - Water System Improvements
 - Wastewater Facilities Improvements
 - City Park Boat Ramp Replacement
 - Second and Staats Utility and Road Extension
 - Legion Hall Renovation
 - Maupin Broadband connections and expansion
 - ODOT Highway 197 Riverwalk
- The Christmas Tree Lighting has been rebranded as the Maupin Holiday Festival. It will take place on Sunday, December 3 from 2-5 p.m. City staff, Library and the Chamber are working together on the planning



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Parks

- KPFF continues to work on the boat ramp improvement plans. A project report will be submitted to OSMB next week.

Operations & Administration

- CIS has provided comments on our new draft employee handbook. There will be some substantial changes that will take some time to work through.
- Our new city emails do not allow forwarding. Please disable any forwarding that has been set up, otherwise your email will not work correctly.



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Community Development
541-395-2698
communityliaison@cityofmaupin.org
cityofmaupin.org

STAFF REPORT

Prepared by: Melissa Napoli, Community Liaison
October 25, 2023

Employee Safety Program and Emergency Management:

- Community Wildfire Risk Reduction workplan was accepted by Oregon State Fire Marshall's Office.
- Developed CWRR program details and incentives for residents.
- Submitted request for federal funding through Wasco County's Community Wildfire Protection Plan to bolster OSFM/CWRR grant.
- Scheduled to attend Wildfire Recovery Conference in Eugene, OR, OCT 30-31
- Maintaining safety and education program for all city employees.

Code Enforcement:

- Attended American Association of Code Enforcement Annual Conference in Orlando, FL. OCT. 4-6.
- Working with City Attorney Cleaveland to finalize enforcement steps and solidify agreement with Wasco County Circuit Court to hear Maupin's code enforcement cases.
- Processing 8 open code enforcement cases.

Community Engagement:

- Community Wildfire Risk Reduction Grant, Project 1- "Stop the Spread Challenge":
 - Residents are encouraged to participate in removing debris, dead trees, brush, etc from their properties and to create defensible space. Those who participate and register their project with the city will receive a \$50 gift certificate for Canyon Garden's to purchase fire-resistant plants. Program will begin April 2024. This project also funds the purchase of a dump trailer to be used by city staff who will collect debris at registered properties.
- Community Wildfire Risk Reduction Grant, Project 2
 - Residents who cannot perform debris/tree removal themselves are invited to apply for contractor services through this portion of the program. Application for this portion of the program went live on city website October 3.
- Legion Hall Restoration Project
 - Obtained report following commercial inspection.
 - Significant structural issues were identified during the inspection.
 - City staff will work with structural engineer to gather additional information on the extent of the needed repairs.



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- Critical issues were identified in the building's: foundation, roof, rafters, tensioning system, eastern wall, floor joists, among others.
- Assisting in the planning of the inaugural *Maupin Holiday Festival* set for Dec 3rd.
- Coordinated the semi-annual *Adopt-A-Highway* clean-up day with city employees on Oct 20th.
- Coordinated and executed the semi-annual *Community Clean Up day and Food Drive* on Oct 21st.
- Worked with the Dig n' Hoe Garden club to decorate the Kaiser Park arbor and front entrance of the Civic Center for autumn.

City Council Report 2023 October

- Our Kelli Estes author event went very well with a nice turnout on a Saturday afternoon. She was a very interesting speaker, and the audience was fully engaged, asking lots of questions. The library gave just over 50 of her books away as part of the South Wasco Community Reads event.
- On October 26th we will have Lisa Lynne and Aryeh Frankfurter here with the Celtic Music performance and harp workshop again. This is always a very popular and beautiful program. Anyone wanting to participate in the workshop needs to pre-register as space is limited. However, the evening performance from 5-7pm will be open to everyone.
- The library celebrated your First Amendment Rights and Freedom to Read the first week of October, during Banned Book Week, which is now being rebranded as Freedom to Read Week.
- We are partnering with 4H on Wednesday afternoons in the community room. The program offered to kids ages 9 and up is "Cooking Camp". Our agenda is to teach in a fun way the basics of cooking, kitchen safety, and nutrition. This allows us to utilize the Edible Education Cart that the library foundation provided for us last spring. Cooking is a full STEM learning experience. Youth participating in this program will be able to catch the school activity bus home in the late afternoon.
- The library is hosting a pumpkin decorating contest this month. Patrons are encouraged to decorate (not carve) a pumpkin to represent their favorite book or book character. These will be on display through Halloween.
- Keelia Carver along with a student volunteer from the high school has started a Minecraft and Builder Monday that is hosted Monday afternoon twice a month in the library. Kids can bring their own devices or use one of the library computers and play together from 3-5pm. We will also have Lego building blocks set out for kids to build with as well.
- Our annual State Statistical Reports are now completed. We added 88 new patrons this last fiscal year and hosted 106 programs with a total attendance of 1344 people. Our usage numbers for the library for the 22/23 fiscal year were very good and show the positive impact we are having in the community.

Respectfully submitted,

Valerie Stephenson



PRESENTATION: NORTH CENTRAL PUBLIC HEALTH DISTRICT TOBACCO PREVENTION

6:45 p.m.

DOCUMENTS

[PowerPoint Presentation \(web link\)](#)



CONSIDER: 4H FACILITY USE AGREEMENT

7:10 p.m.

DOCUMENTS

[4H Facility Use Agreement](#)

MOTION

I move to authorize Library Director Stephenson to sign the 4H Facility Use Agreement as presented.

Premises/Facility Use Permit OSU as Licensee



This **Use Permit** is entered into by and between:

<p>Southern Wasco County Library Wasco County Library District 507 Grant Ave Maupin, OR 97037 541-395-2208 library@cityofmaupin.org Contact: Valerie Stephenson</p> <p>(Hereinafter: "Licensor")</p>	<p>and</p>	<p>OSU Wasco County 4-H OSU Extension Service Oregon State University 400 E Scenic Dr Suite 2.278 The Dalles, OR 97058 T: 541.296.5494 Leah.lowe@oregonstate.edu Leah Lowe</p> <p>(Hereinafter: "OSU")</p>
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WHEREAS, OSU in furtherance of its education responsibilities, has need to utilize facilities under the control of Licensor (the "Premises"); and

WHEREAS, Licensor's Premises is available and Licensor agrees to allow OSU to utilize Premises;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, the parties agree to the following terms and conditions:

1. TERMS AND CONDITIONS

1.1. Facility Location. Licensor permits OSU the use of the following Premises, inclusive of all services that are considered standard for the operation of the Premises, for the activity described in section 1.2 of this Use Permit.

1.1.1. Premises Name: Southern Wasco County Library, located in Maupin Civic Center

1.1.2. Premises Address: 507 Grant Ave, Maupin, OR 97037

1.2. Permitted Activity. Licensor permits OSU to conduct the following activity ("Activity") in Premises:

1.2.1. Activity: 4-H afterschool programming, including materials and supplies, available to youth ages 5-18.

1.3. Term. The term of the Use Permit, and the dates and times OSU is entitled to use and occupy the Premises will be mutually agreed upon by the Licensor and Licensee.

The dates and times agreed upon should allow for the time necessary to prepare Premises, execute the Activity, and breakdown all materials required for the Activity.

1.4. Cancellation. OSU may cancel this Use Permit up to 48-hours in advance of the first date of occupancy without penalty. In such event, OSU shall notify Licensor by telephone or e-mail of such cancellation.

2. FINANCIAL AGREEMENTS

- 2.1. OSU shall pay Licensor a total fee of **\$0.00** for use of the Premises during the term stated in section 1.3 of this Permit. This fee is inclusive of all utilities and services that OSU may use on the Premises (e.g., electricity, garbage collection, lighting, water, etc.).
- 2.2. OSU shall pay Licensor:
- In advance of the Permit access dates.
 - Within 30 days of receipt of invoice from Licensor.
 - Use of Premises at no cost to OSU by Licensor for use of the Premises; rather the consideration for this Permit is the mutual benefits the parties enjoy as a result of OSU's no-cost use of the space.
- 2.3. OSU shall make payment to Licensor at the address listed in the Notices section of this Permit.

3. GENERAL PROVISIONS

- 3.1. Independent Contractor. Licensor and OSU are independent contractors in relation to one another and neither party is authorized to act as principle/agent, partner or employer/employee of the other.
- 3.2. No Third-Party Beneficiaries: OSU and Licensor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- 3.3. Liability, Indemnity and Insurance.
- 3.3.1. OSU agrees to be responsible for damage or liability to the extent of liability arising out of the negligent and willful acts of OSU, which may arise from OSU's activities conducted at the Premises. Liability is subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 - 30.300, and the Oregon Constitution, Article XI, Section 7.
- 3.3.2. OSU is self-insured under ORS 352.087 with adequate levels of excess general liability and commercial auto liability insurance. OSU maintains workers' compensation insurance for its employees in conformance with ORS Chapter 656.017. A certificate of insurance will be provided upon request. OSU does not waive the right to subrogation.
- 3.3.3. Licensor affirms it is insured for general liability with the minimum limits of \$2,000,000 per individual and occurrence with minimum limits of \$4,000,000.
- 3.4. Assignment. This Use Permit is non-assignable and non-transferrable. OSU agrees the facility will only be used for the program or service specified within this Use Permit.
- 3.5. Governing Law and Venue. This Use Permit shall be construed and enforced in accordance with the laws of the State of Oregon, without giving effect to the conflict of law principles thereof. Any action or suit brought by the parties relating to This Use Permit shall be brought and conducted solely and exclusively in the Circuit Court of Benton County for the State of Oregon. Customer

hereby consents to the in personam jurisdiction of such courts, waives any object to venue in such courts, and waives any claim that such forum is an inconvenient forum.

- 3.6. Force Majeure Event. Neither party shall be responsible nor liable for any losses arising out of any delay in or interruption of the performance of its obligations under this Use Permit due to acts of God, strikes, lockouts, riots, acts of war, terrorism, epidemics, pandemics, or other health emergencies, governmental regulations, fire, severe weather conditions, flight delays, or other causes beyond the reasonable control of the party so affected at the time such causes arise (a "Force Majeure Event"). If delay due to a Force Majeure Event continues for an unreasonable time, then OSU is entitled to terminate the Agreement without penalty.

- 3.7. Merger. This Use Permit constitutes the entire agreement between the parties. There are no understandings, agreements or representations, oral or written, not specified herein regarding this Use Permit. No waiver, consent, modification or change of terms of this Use Permit shall bind either party unless in writing and signed by all parties. Any such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. Both parties, by signature below of their authorized representatives, acknowledge having read and understood this Use Permit and both parties agrees to be bound by its terms and conditions.

IN WITNESS HEREOF, the parties hereto have executed this Use Permit as of the last date(s) written below.

By Licensor:

By OSU:

By: _____
Authorized Signature for Licensor *Date*

By: _____
Authorized Dept/Program Representative *Date*

Valerie Stephenson
 Library Director
 Southern Wasco County Library

Cathryn Haas
 Director and Program Leader
 4-H Youth Development
 OSU Extension Service

By: _____
Authorized Representative *Date*

OSU Procurement & Contract Services | PCMM

A Use Permit is required anytime OSU requires temporary access to a facility or property not owned or controlled by OSU. This form can be used in the absence of Licensor's form. Once completed, if no changes are made, obtain signature from Licensor and the Department Budgetary Authority then submit to PCMM via Benny Buy and complete a Contract Request Form.. Once received and recorded in BennyBuy, a PCMM staff member will review and sign the Permit. If the Licensor makes changes, submit to PCMM via BennyBuy for prior to any signature. A copy of the fully executed Permit will be distributed to the parties as directed on the Contract Request form.

If proof of insurance is requested the following items must be submitted to risk@oregonstate.edu: (1) This fully executed Use Permit, (2) and a fully completed 'Request for Certificate of Insurance (COI)' form. Ensure the email specifically states that a COI is requested for the attached fully executed Permit.



CONSIDER: IGA FOR TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM GRANT

7:15 p.m.

APPLICATIONS

[Intergovernmental Agreement \(web link\)](#)

MOTION

I move to approve the IGA for the Transportation and Growth Management Program grant and authorize Mayor Beatty to execute the agreement.



CONSIDER: PLANNING COMMISSION RECOMMENDATION FOR SHORT TERM RENTAL LICENSE MORATORIUM

7:20 p.m.

DOCUMENTS

[Staff Report](#)

MOTION

I move to accept Planning Commission's recommendation and place a moratorium on short term rental licenses for six months or until an amended short term rental ordinance is passed.



October 19, 2023

City of Maupin
City Council
507 Grant Avenue
Maupin, Oregon 97037

RE: Short-Term Rentals

Dear Mayor and Councilors,

At the October Planning Commission meeting the commissioners began work on a draft amendment to the City's short-term rental ordinance. The general purpose of the amendment is to incorporate a maximum cap of short-term rentals allowed within the City. In addition to this, the Planning Commission moved to recommend that City Council place a six-month moratorium on STRs while they continue this work. If the Council chooses to pursue this route, it would require public notice and adoption by ordinance. The moratorium could be for a specific timeframe while allowing the Council the opportunity to lift it at an earlier date, should an amendment to the STR ordinance be completed earlier. Please reach out with any questions about this.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

Kirk T. Fatland

Kirk Fatland, Planner
3775 Crates Way, The Dalles, OR 9721
(541) 296-9177 | fatlandk@ask-eng.com



ADJOURN

NEXT PLANNING COMMISSION MEETING

November 14, 2023 at 4:30 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

The Dalles Disposal presentation on rate increases

NEXT CITY COUNCIL MEETING

TBD

MAYOR ADJOURNS THE MEETING