



MEETING AGENDA

City Council

Wednesday, November 15, 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.*

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: Special event liquor license for City-sponsored Maupin Holiday Festival
7:00 p.m.	Consider: Grant Avenue Improvements Invitation to Bid
7:15 p.m.	Discussion: Nuisance and Abatement Ordinance Amendment
7:25 p.m.	Discussion: City Manager Recruitment Update
7:30 p.m.	Discussion: Yellow Rosebush Energy Center
	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

[Draft Minutes of October 25, 2023 City Council Meeting](#)

October 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, October 25, 2023

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

Executive Session: ORS 192.660(2)(i) - Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(a) - Employment of Public Officers, Employees & Agents	Councilors entered Executive Session at 5:30 p.m. Councilors adjourned at 6:25 p.m.
Call to Order / Roll call of City Council and Staff / Pledge of Allegiance	Mayor Carol Beatty called the regular session 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, Shelby Dumire <i>Council Absent:</i> Tom Troutman (excused absence) <i>Staff Present:</i> Recorder Wolfe, City Attorney Ruben Cleaveland, Administrative Assistant Bronte Dod, Community Liaison Melissa Napoli, Wastewater Treatment Plant Operator Nick Smith <i>Visitors Present:</i> The Dalles City Councilor Dan Richardson, Suze Riley, Colleen Strohm, Karletta Carrithers, John Odegard, Kathy Richey, Don Jacklin, Neita Cecil, Rich Sutliff, Rod Woodside, Jon Helquist, Medy Gantz, Mary Beechler,
Consent Agenda	Councilor Peck moved to approve the consent agenda as presented. Councilor Foreaker second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Dumire; Nays: None.
Public Comment	Kathy Richey: Representing The Life Raft Pantry, thanks for sponsorship at Fall Clean-up. Requests Council to consider allowing The Life Raft Pantry fundraiser at the Recycling Center to hand out blue bags for bottle drop blue bag program. Would like to use the shed to store the refundables for a one-year period and with the option to continue yearly. Colleen Strohm, South Wasco Times: Would like to support the Legion Hall and would like to see a possibility to get grants to fix it up. Asked about an employment decision in City Park.
Reports	Councilor Peck said the Library Foundation would like the library to be staffed at 1.5 FTE so it could remain open when the Library Director couldn't be there. Sometimes patrons arrive at the library and find it unexpectedly closed, which is inconvenient.
Executive Session Decision	Councilor Miles moved to offer Nick Smith City Manager Pro Tem with a stipend of \$1,500 a month with a contract as written. Councilor Foreaker second. No further discussion. The motion passed unanimously on a

	6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Dumire; Nays: None.
Stipend for Administrative Assistant	Councilor Miles moved to offer Bronte Dod a \$500 monthly stipend for the duration of the City Manager Pro Tem agreement. Dumire second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Dumire; Nays: None.
Presentation: North Central Public Health District Tobacco Presentation	Neita Cecil presented information about the North Central Public Health District tobacco prevention and education program. There are free resources available to anyone who would like help to quit smoking or using tobacco products.
Discussion: City Manager Recruitment and Salary Range	Councilors agreed to post to the City Manager position with a salary range of \$80,000-\$110,000 per year. Recorder Wolfe said appropriations will have to happen to raise personnel services; the City will need to fill in between 49,000-85,000 and she will have more details at the November meeting.
Consider: 4H Facility Use Form	Councilor miles moved to authorize Library Director Stephenson to sign the 4H Facility Use Agreement as presented. Councilor Dumire second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Dumire; Nays: None.
Consider: IGA for TGM Grant	Councilor Miles moved to approve the IGA for the Transportation and Growth Management Program grant and authorize Mayor Beatty to execute the agreement. Foreaker second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Dumire; Nays: None.
Consider: PC Recommendation for STR License Moratorium	<p>Planning Commissioner Riley said that Planning Commission would like to take a few months to consider options and direction for the proposed STR license cap and ordinance amendment. The Commission is asking for a moratorium on STR permits to be issued during that time. Anyone that has a permit right now would not be affected.</p> <p>Councilor Foreaker suggested that anybody who has submitted an application under the current rules have application processed under those rules.</p> <p>Councilor Peck 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. Councilor Foreaker second. The motion passed on a 5-1 vote. Ayes: Beatty, Foreaker, Peck, Roper, Dumire; Nays: Miles.</p>
Consider: Legion Hall Building Inspection Report	Nick Smith presented the Legion Hall Building Inspection Report and that the City has asked a structural engineer to see if there is a solution to some of the problems,

which will cost between \$4,000-\$6,000. Councilor Foreaker said that hiring a structural engineer is money well spent and is the right next step. Councilor Peck said it's disheartening that the building is in such disrepair; would like to retain it.

Colleen Strohm said there is grant money available to renovate old buildings.

Community Liaison Napoli said lots of people have ties to the building and important for community to have a gathering place. The report is not a death sentence but a guidepost for the project as we move forward; the City should think about how to incorporate historic elements in new structure if necessary. There are funds available for mass care sites and shelter sites.

Ms. Riley said Visit Central Oregon was supportive of a renovation project.

The Legion Hall Restoration Committee will meet at 9:30 a.m. on Thursday, October 26 and will discuss the report and next steps in more detail.

Councilor Foreaker would like a cost estimate for how to make it a facility for better use. Nick said that there are plans to create a report after the structural engineer's report.

Councilor Miles moved to authorize Mayor Beatty to hire a structural engineer and spend up to \$6,000 on a Legion Hall assessment. Councilor Peck second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Dumire; Nays: None.

Consider: November and December City Council Meeting Dates and Holiday Party Date

The last City Council meetings of the year will take place on November 15 and December 20. The staff, Council, and Planning Commission Holiday Party will take place on December 15 at The Riverside.

Adjourn

The next meeting will take place on November 15, 2023, at 6:30 p.m. Mayor Beatty adjourned the meeting at 7:37 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



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: Administrative Assistant Dod](#)

[Report: Community Liaison Napoli](#)



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

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

STAFF REPORT

Prepared by: Administrative Assistant Bronte Dod

Planning & Land Use

- Planning Commission meeting was rescheduled to Tuesday, November 28, 2023 at 4:30 p.m.
- Planner Fatland, staff, and Anderson Perry engineer held a pre-application meeting with an applicant for a proposed subdivision
- Planner Fatland is reviewing:
 - 411 Deschutes Avenue Site Plan Review – Expanded use
 - T Mobile cell phone tower alteration plans
 - Preliminary plat for proposed subdivision
- Transportation & Growth Management Program Grant – IGA is getting finalized. Staff and the TGM project manager met on Monday, November 13
- Worked with County GIS and updated the Basemap with current zoning

Wastewater System Master Plan

- DEQ and USDA Rural Development have completed their review of the WWFP and we can hold a One-Stop meeting to explore funding options and other reviews that may be necessary

Streets

- Staff filed an extension on the SCA grant project. Nick is working with Anderson Perry on the new scope of work and invitation to bid.

Water/Sewer

- Anderson Perry and staff are working on the draft plans of the Second & Staats utility extension project. The plans will be 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 patched 6 different sections of asphalt on city streets at the end of October when there was an extra load of asphalt in town. The City received the asphalt at a low cost.

Community & Economic Development

- The Maupin Main Street Façade Improvement Program received 6 applications. The Main Street Committee will announce the recipients on November 17.
- The Christmas Tree Lighting has been rebranded as the Maupin Holiday Festival. It will take place on Sunday, December 3 from 1-5 p.m. City staff, Library and the Chamber are working together on the planning
- Staff, MCEDD, and representatives from South Wasco County met on November 14 to discuss future broadband expansion in Maupin and South Wasco County
- Staff met with Forth Mobility on November 15 to discuss future plans for more EV charging stations in Maupin and how it can fit into Wasco County EV charging plan

Parks

- Staff submitted a project report and reimbursement request to OSMB. KPFF continues to work on the boat ramp improvement plans



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

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:

- Attended Oregon Wildfire Recovery Summit Oct 30-31 in Eugene
- Attended Mass Care training exercise in The Dalles, Nov 7 – 8
- Met with North Central Public Health Dept to begin planning Get Ready South Wasco event to be held in May 2024
- Engaged with Office of Resiliency and Emergency Management – ODHS- to research Resiliency hub grant monies.
- Continuing to lead monthly Safety Committee meetings with City staff.

Code Enforcement:

- 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 open code enforcement cases.

Community Engagement:

- Assisting in the planning of the inaugural *Maupin Holiday Festival* set for Dec 3rd.



**CONSIDER: SPECIAL EVENT LIQUOR LICENSE FOR CITY-SPONSORED
MAUPIN HOLIDAY FESTIVAL**
6:45 p.m.

MOTION

I move to approve the special event liquor license for Maupin Market to server alcohol on City property during the Maupin Holiday Festival on Sunday, December 3.



CONSIDER: GRANT AVENUE IMPROVEMENTS INVITATION TO BID
7:00 p.m.

DOCUMENTS

[Staff Report](#)

[Cost Estimate](#)

MOTION

Grant Avenue Project

I hope to have the Grant Ave Project out to bid sometime this month. The job was initially designed to remove the existing broken up asphalt and replace it with a new 40' wide paved surface while retaining the existing curb/sidewalk on the North side of Grant. Because of safety concerns with the poor condition of the curb and sidewalk their replacement was added to the job along with ADA compliant ramps. Anderson Perry has also provided cost estimates for the installation of a curb/sidewalk on the South side. The addition of these items has added significant cost to the project that will have to come out of the City's funds if we decide to pursue one or both sidewalks. Because of these added costs I think it is appropriate to put this in front of the council again and discuss/get approval for the updated scope of work.

All current options and costs are listed below...

Option 1-Go back to the initial SOW which was only the addition 40' wide paved surface.
Estimated cost: \$167K.

Option 2-Same as option 1 with the addition of a North side sidewalk/curb replacement.
Estimated cost: \$186K.

Option 3-New paved surface with sidewalks on both sides of road.
Estimated cost: \$243K.

Option 4-Wait until 2025 and apply for a new SCA grant that provides \$250K in funding instead of \$100K, with no guarantee that we will receive it...

Option 5-We may be able to get the cost under \$100K if we go with a 24' or even 16' wide paved surface with gravel shoulders and no sidewalk work.

Grant Ave Street Improvements

SCOPING-LEVEL COST ESTIMATE

4th st - 5th st

City of Maupin, Oregon

December 8, 2022

Cost Breakdown/Quantities

	UNIT	TOTAL QUANTITY	UNIT PRICE	ESTIMATED COST (2022)
*Mobilization (7%)	LS	1	\$ 15,275	\$ 15,275
Temporary Protection and Direction of Traffic	LS	1	3,000	\$ 3,000
Erosion and Sediment Control	LS	1	2,000	\$ 2,000
Earthwork	LS	1	10,500	\$ 10,500
Pavement Sawcut	LF	100	8	\$ 800
Aggregate Base	Ton	800	50	\$ 40,000
Asphalt Concrete Pavement	Ton	275	175	\$ 48,125
Surface Restoration	LS	1	2,000	\$ 2,000
*ADA Curb Ramp	EA	4	3,500	\$ 14,000
*Concrete Curb (includes Aggregate Base)	LF	620	65	\$ 40,300
*Concrete Driveway Approaches (includes Aggregate Base)	LF	75	110	\$ 8,250
*Concrete Sidewalk (includes Aggregate Base)	LF	550	85	\$ 46,750
TOTAL (2023 DOLLARS):				\$ 231,000
+5% (2024 Dollars)				\$ 243,000

***Edited 10/12/23**



DISCUSSION: YELLOW ROSEBUSH ENERGY CENTER

7:30 p.m.

DOCUMENTS

[Yellow Rosebush Energy Center \(web link\)](#)



ADJOURN

NEXT PLANNING COMMISSION MEETING

November 28, 2023 at 4:30 p.m. in person and virtual

December 12, 2023 at 4:30 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

The Dalles Disposal presentation on rate increases

Adopt a Highway Renewal

NEXT CITY COUNCIL MEETING

December 20, 2023 at 6:30 p.m. in person and virtual

MAYOR ADJOURNS THE MEETING