



MEETING AGENDA

City Council

Wednesday, October 23, 2024, 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
6:55 p.m.	Reports
7:10 p.m.	Waste Connections – Annual Rate Increase
7:20 p.m.	Wasco County Emergency Operations
7:35 p.m.	FEMA Deadline Response – Endangered Species Act / Floodplain
7:50 p.m.	November & December Meeting Dates
7:55 p.m.	Communications
8:00 p.m.	Executive Session ORS 192.660(2) (e) – Real Property Transactions
8:20 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 Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.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

[September 2024 Financial Report & Paid Invoices](#)
[Minutes of September 19, 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.



MINUTES

City Council Meeting

Thursday, September 19, 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. <i>Presiding:</i> Mayor Beatty <i>Council Present:</i> Shelby Dumire, Kathy Peck, Mark Roper, Tom Troutman, Mike Foreaker <i>Council Absent:</i> Rob Miles <i>Staff Present:</i> City Manager Nick Smith, Recorder Christine Wolfe, Attorney Ruben Cleaveland <i>Visitors Present:</i> Colleen Strohm, Karen Miller, Medy Gantz, Carol Mitchell, Suze Riley, Jordan Belozer, Mark & Heather John, Rod Woodside, Jon Helquist, Don Jacklin, Ron Walp
Consent Agenda	Councilor Peck moved to approve the consent agenda. Councilor Roper second. The motion passed unanimously on a 6-0 vote. Ayes: Roper, Dumire, Troutman, Peck, Foreaker, Beatty; Nays: None.
Public Comment	Ron Walp praised our Library Director and the activities she provides to the citizens.
Reports	Councilor Foreaker informed council of the new virtual teller and ATM machine at the Rivermark Bank. We will be able to access our accounts with a live teller and make deposits on the days the bank is not open. This is a great asset to our community. Councilor Troutman requested information on the city's cost of all the land use issues we have been dealing with. Recorder Wolfe stated we are keeping track of the costs, I don't have them in front of me. Attorney Cleaveland stated his firm has billed significant time and doesn't have exact figures. Discussion regarding this land issue, oversight and Planning Commission training. City Manager Smith and Planner Meader decided to start training at the beginning of the year, due to three seats will be open and filled in Dec/Jan.
Street Design Project	Mayor Beatty asked Manager Smith to update the council. Manager Smith stated we will be setting up a joint work session with Council and Planning Commission. The TGM group will be at the work session to go through the details and answer any questions. We have public hearings to follow, possibly at the October 23rd Council meeting to adopt the plan. Street Design Project material will be posted on the web page. Lighting is not addressed in this plan.
Resolution: Street Sweeper	Mayor Beatty asked Recorder Wolfe to open discussion regarding the requirement of a resolution from the lender. Attorney Cleavland stated this is an official record of the council, stating you are in support of and authorizing this lease purchase agreement. Councilor Dumire moved to approve Resolution 9192024 Street Sweeper financing as written. Councilor Peck second. The motion

	passed unanimously on a 6-0 vote. Ayes: Roper, Dumire, Troutman, Peck, Foreaker, Beatty; Nays: None.
Get Ready Event	Mayor Beatty called on Christine to open discussion on the Get Ready Event. Recorder Wolfe stated that Doni has reached out to several stores for donations, she received \$100 from Safeway, \$50 from BiMart and Staples donated plates, utensils and plates. Some of the activities and vendors; chili cookoff has been talked about, Maupin Fire Dept will take a structure engine and will be preparing the food (free to the 1st 200 folks), Library will have go bags and activities for the kids, there will be a person there to show how to handle and load animals in stress situations, there are over 30 vendors, lots of swag, there will be a basket and a couple of other goodies to raffle. I am hoping to have a good turnout for this event and hope all, or most of the council can be there. October 19 from 10am to 2pm at the Tygh Valley Fairgrounds. We also need volunteers! Chamber Director Riley stated that the GoFundMe account that was set up for our fire fighters raised \$4,000. The chamber will disperse a \$1,00 to each fire dept.
Planning Commission Positions	Christine informed council there will be three Planning Commission seats coming to term end in December. The application is on the web page. Applications can also be picked up at City Hall. Mayor Beatty encouraged citizens to apply.
Fall Cleanup	Fall clean-up is scheduled for Saturday, October 26, 9am to 1pm.
Communications	None
Executive Session ORS 192.660(2)(e)	7:15 p.m. Attorney Cleaveland: We will now enter into executive session, pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. I would also remind the news media that you are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects. 7:33 p.m. Adjourn from Executive Session No formal decision was made. Direction was given to City Manager Smith to contact party.
Adjourn	The next regular meeting will take place on October 23, 2024, at 6:30 p.m. Mayor Beatty adjourned the meeting at 7:35 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder

CITY OF MAUPIN
INVOICES PAID FOR THE MONTH
September-24

[illegible]



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 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 14 day of October, 2024

Mayor Beatty
Mayor Beatty

Nick Smith
City Manager, Nick Smith



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

7:35 p.m.

DOCUMENTS

[Southern Wasco County Library Report](#)

[Maupin Chamber Report](#)

[South Wasco County Library Foundation – Housing Report](#)

City Council Report for the Southern Wasco County Library – October 2024

- On October 4th the library held our Live History “A Timeless Gathering” event in the library. This was paid for in part by a generous grant from the Wasco County Cultural Trust. Live History is a traveling theater troupe that customized their performance with local South Wasco County history. The evening event was an interactive dinner theater with the actors conversing with and playing off the guests. One guest (an actor) was dressed in 1800 period costume and could not remember who they were. The audience was invited to help solve the mystery, given several puzzles to solve that lead to more clues. It was thoroughly enjoyed by everyone. The dinner was catered by Honeybuns.
- The week of October 14th the library hosted our first annual “Pumpkin Derby”. Similar to a pinewood derby car race, homeschool families and students in the 4th grade class were given a small pumpkin or squash with wheels and axels. They decorated their pumpkins and brought them to the library to be judged for creativity in decorations and to race them down our track. The kids had so much fun decorating their pumpkins and cheering at the race. This is an event we hope to host every year. Thanks to Elizabeth Unti for donating the pumpkins.
- Get Ready South Wasco emergency preparedness event was held on October 19th. The library had lots of informative material to give away and we created 50 go-bags for kids.
- The Wasco County Library District is getting a new Bookmobile next week. On November 6th we will host an open house Welcome Bookmobile party at the library from 12-2. I hope that several council members will join us to welcome this new aspect of our service here in South Wasco County.
- Mondays afterschool are busy with Minecraft on the 1st & 3rd Mondays and Lego Builders on the 2nd & 4th Mondays.



Report to City of Maupin October 2024

FAM Tour: In collaboration with the South Wasco Alliance, we were able to take 25 folks from the state and regional level on a tour of South Wasco County on October 11th. The purpose of the tour is to show them the assets that our area has to offer. It's important for these influential people to visit our rural communities so that they can advocate for us in the future!

Business After Hours: Now that our busy season is over, Business After Hours is back! This month's event took place at Greg O'Neal's workshop, where folks were able to see the bronze eagle that he's been working on. When finished, the work of art will be displayed in front of the Civic Center. Thursday, October 24th at 5:30pm.

City Map for Parks: The first city map has been finalized and sent to the printer. This map will be put up in Kaiser park, on the back side of the restrooms. Once it arrives, we will coordinate with the city and public works regarding installation. Plans for maps at Mt. Fir and City Park are in the works.

Lamp Post Decorating: Contact Valerie (library) or Jordan (chamber) to reserve a lamp post to decorate this year. Cash prizes will be awarded at the Maupin Holiday Festival. Decorating happens December 7th and 8th (must be completed by noon on 12/8). Anyone can participate!

Maupin Holiday Festival: 'A Country Christmas' - December 8th, 2024. Mark your calendars! We will be working with the Southern Wasco County Library and the City to ensure that this year's holiday festival is another great event for our community to enjoy.

Next Board Meeting: November 19th at 5:00pm at Maupin Works

Maupin City Council Reports

South Wasco County Library Foundation - Maupin Housing

Councilor Peck for October 23, 2024

South Wasco County Library Foundation Meeting October 4, 2024

- Library Foundation President Keelia Carver called the meeting to order.
- Roll call was taken and minutes from the August 7, 2024 meeting were approved.
- Frank Kay made a special in person attendance. Keelia and Frank shared financial information for the quarter. Franks discussed the establishment of “sustainable donors” program and the benefits of developing such a program.
- The new Donor Plaque has been put up recognizing those who donated to the Library Foundation during 2023. Individual thank you were written to each donor with a personal note from a Foundation Board Member.
- Discussed the concept of having a “Friend Raiser” to bring more people together to share the opportunities offered to our community by our South Wasco County Library and the Library Foundation.

Housing Report

There is no Housing report for the month of October.



Consider: Waste Connections – Annual Rate

7:45 p.m.

DOCUMENTS

[Waste Connections – Rate Adjustment Request](#)

MOTION

I move to approve Waste Connections' proposed rate increase of 2.08% effected January 1, 2025.



WASTE CONNECTIONS
Connect with the Future®

City of Maupin
PO Box 308
Maupin, OR 97037

October 14, 2024

Attention:
Mayor Carol Beatty
Council Members

Dear Mayor Beatty and Council Members,

The Dalles Disposal would like to respectfully request a rate adjustment averaging approximately 2.08% to help offset rising operational costs and disposal fees. We request this adjustment to be effective January 1, 2025. Some examples of these increases include but are not limited to, health care cost, fleet maintenance, fuel and containers.

We use The Consumer Price Index (CPI) for the Standard Metropolitan Statistical Area (West-C) to benchmark our changes in operational costs. The most recent July to July comparison increased 2.44% and we believe this is a good indicator of our overall experience. The Wasco County Landfill will be increasing both its gate rate and the pass-through Household Hazardous Waste tax by 2.08% effective January 1, 2025. We have incorporated these increases into the attached proposed rate schedule.

We would like to be scheduled on the council agenda at your earliest convenience to discuss our proposal. We appreciate the continued opportunity to provide Maupin with high quality solid waste services.

Sincerely,

Jim Winterbottom
District Manager

Enclosure: Proposed Rate Sheets



Waste Connections of Oregon, Inc.
dba The Dalles Disposal
Proposed City of Maupin Rates
Effective January 1, 2025

SERVICE	CURRENT RATE	2.08%	2.08%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
RESIDENTIAL					
CANS/ROLLCARTS					
Weekly					
- (1) can	\$28.10	\$0.08	\$0.50	\$0.58	\$28.68
- (2) cans	\$43.81	\$0.16	\$0.75	\$0.91	\$44.72
- (3) cans	\$59.53	\$0.24	\$1.00	\$1.23	\$60.76
- each additional can	\$8.93	\$0.08	\$0.11	\$0.19	\$9.12
Semi-Monthly/Monthly					
- (1) can, once a month	\$12.05	\$0.02	\$0.23	\$0.25	\$12.30
- (1) can, twice a month	\$18.37	\$0.04	\$0.34	\$0.38	\$18.75
Call In					
- (1) can	\$12.54	\$0.02	\$0.24	\$0.26	\$12.80
Low Income/Elderly/Disabled persons (qualified by MCCAC) will receive a \$6.00/month discount					
COMMERCIAL					
CONTAINERS					
1 1/2 Yd Containers					
- Once a week	\$149.70	\$0.56	\$2.55	\$3.11	\$152.81
- Twice a week	\$268.80	\$1.12	\$4.46	\$5.58	\$274.38
- Once a month	\$75.17	\$0.13	\$1.43	\$1.56	\$76.73
- Twice a month	\$97.30	\$0.28	\$1.74	\$2.02	\$99.32
2 Yd Containers					
- Once a week	\$186.73	\$0.74	\$3.13	\$3.87	\$190.60
- Twice a week	\$332.50	\$1.49	\$5.41	\$6.90	\$339.40
- Once a month	\$85.90	\$0.17	\$1.61	\$1.78	\$87.68
- Twice a month	\$120.87	\$0.37	\$2.13	\$2.51	\$123.38
3 Yd Containers					
- Once a week	\$299.35	\$1.12	\$5.09	\$6.21	\$305.56
- Twice a week	\$537.42	\$2.23	\$8.91	\$11.15	\$548.57
- Once a month	\$150.18	\$0.26	\$2.86	\$3.12	\$153.30
- Twice a month	\$194.53	\$0.56	\$3.48	\$4.04	\$198.57
4 Yd Containers					
- Once a week	\$373.32	\$1.49	\$6.25	\$7.74	\$381.06
- Twice a week	\$744.04	\$2.98	\$12.45	\$15.43	\$759.47
- Once a month	\$171.87	\$0.34	\$3.22	\$3.57	\$175.44
6 Yd Containers					
- Once a week	\$596.41	\$2.23	\$10.14	\$12.37	\$608.78
- Twice a week	\$1,070.71	\$4.47	\$17.74	\$22.21	\$1,092.92
SPECIAL CHARGES					
- Delivery	\$42.91	\$0.00	\$0.89	\$0.89	\$43.80
- Lock and Key Set	\$15.00	\$0.00	\$0.31	\$0.31	\$15.31
TEMPORARY CONTAINERS					
- 1.5 Yd Cleanup	\$44.81	\$0.13	\$0.80	\$0.93	\$45.74
- 2 Yd Cleanup	\$57.24	\$0.17	\$1.02	\$1.19	\$58.43
- 3 Yd Cleanup	\$89.55	\$0.26	\$1.60	\$1.86	\$91.41
- 4 Yd Cleanup	\$114.44	\$0.34	\$2.03	\$2.37	\$116.81

Waste Connections of Oregon, Inc.
dba The Dalles Disposal
Proposed City of Maupin Rates
Effective January 1, 2025

SERVICE	CURRENT RATE	2.08%	2.08%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
DROP BOXES					
- 10 yd min fee empty	\$319.42	\$1.58	\$5.04	\$6.62	\$326.04
- 20 yd min fee empty	\$435.97	\$3.16	\$5.88	\$9.04	\$445.01
- 30 yd min fee empty	\$552.50	\$4.75	\$6.71	\$11.45	\$563.95
- 40 yd min fee empty	\$669.04	\$6.33	\$7.54	\$13.87	\$682.91
- Delivery	\$69.68	\$0.00	\$1.45	\$1.45	\$71.13
- Pickup	\$69.68	\$0.00	\$1.45	\$1.45	\$71.13
- Demurrage per day after 5 days	\$24.33	\$0.00	\$0.50	\$0.50	\$24.83



CONSIDER: Wasco County Emergency Operations Plan 8:00 p.m.

DOCUMENTS

[Wasco County Emergency Operations Plan Funding Agreement](#)

MOTION

I move to authorize Mayor Beatty and City Manager to enter into Wasco County Emergency Operations Plan Intergovernmental Agreement and the City of Maupin contribute \$1,000.00 as requested July 1, 2025.

Christine Wolfe

From: Sheridan McClellan <sheridanm@co.wasco.or.us>
Sent: Monday, October 21, 2024 11:04 AM
To: Tanya Wray; Jayme Bennett; Kathy Bostick; Nick Smith; City Administrator; Andrea Klaas
Subject: Emergency Operations Plan Funding Agreement
Attachments: EOP IGA.docx; EOP update agreement memo.docx; Enclosure 1 Statement of Work for Revision of Emergency Operations Plan.pdf; Enclosure 2 Fair Winds Consulting EOP Quote.pdf

Good morning,

Thank you very much for your support in getting the Emergency Operations Plan updated. I have attached a memo about what the EOP update/revision entails, the funding agreement, the statement of work and the Quote from the consulting firm we are going with.

Please note the funding won't be required until after July 1, 2025. The first 3 installments will be covered by the SHSP grant and the Sheriff's Office, however a signed agreement would be needed in order for the county to be able to proceed with the update. ***The Grant will be signed by the Board of County Commissioners on Nov 6. If possible I would like to place the agreements in that package.***

thank you,

Sheridan



Sheridan McClellan | Emergency Management Services Manager
SHERIFF'S OFFICE

sheridanm@co.wasco.or.us | www.co.wasco.or.us
541-506-2790 | Fax 541-506-2791
511 Washington St. Suite 102 | The Dalles, OR 97058



EMERGENCY MANAGEMENT

511 Washington Street, Suite 102 • The Dalles, OR 97058

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Pioneering pathways to prosperity.

Oct 11, 2024

Subject: Funding for Emergency Operations Revision/Update

Dear Wasco County Community Partners,

Wasco County Emergency Management (WCEM) and Wasco County Sheriff's Office (WCSO) appreciate your city and agencies support in the update/revision of the Wasco County Emergency Operations Plan.

The proposed updated/revised EOP objectives will include the following items:

- Review the current Emergency Operations Plan to identify strengths, weaknesses, and gaps.
- Collaborate with key stakeholders, including emergency response teams, relevant authorities, and department heads, to gather input and insights.
- Research and incorporate industry best practices, regulatory requirements, and technological advancements relevant to emergency management.
- Update the plan to reflect changes in the organizational structure, personnel, and facilities.
- **Combine The Dalles EOP and Wasco County EOP Basic Plan and ESF to be adopted by all parties.**
- **Incorporate a city specific annex/addendum for each city/town jurisdiction (Mosier, The Dalles, Dufur, Maupin, Shaniko, Antelope), for specific incidents unique to the jurisdiction that is not covered by the basic plan and ESF's**
- **Include a Critical Facility section for those facilities that are solely within urban jurisdictions, and a separate Critical Facilities list for facilities that are within Wasco County's jurisdiction.**
- **Include an evacuation plan for each incorporated (including Towns and cities (maybe in city specific annex) and unincorporated areas**
- Ensure alignment with national and local emergency management frameworks.
- Enhance communication strategies within the plan, including internal and external communication protocols.
- Develop and implement a training program for relevant personnel on the revised Emergency Operations Plan.
- Develop job sheets specific to each ICS position for incorporation into the Emergency Operations Plan.

As discussed during our meeting, Wasco County Emergency Management applied to several State agencies for a grant for funding a consulting firm to update/revise the EOP and only received a partial funding from Oregon Department of Emergency Management from the State of Homeland Security Grant for \$33,000. The cost estimate we received from Fair Winds consulting is \$64,500 leaving \$31,500 short on being able to hire the consulting firm for the project.

With the support of your city and agency representative, WCSO determined to go forward with the 1 year update/revision EOP project. The remaining cost (\$31,500) would be shared between the Wasco county

community partners. Wasco County is willing to contribute up to \$10,000 towards the remaining cost. The agreed upon amounts are as follows:

- City of The Dalles -- \$16,000
- Wasco County Sheriff's Office -- \$10,000
- City of Mosier -- \$1,000
- City of Dufur -- \$1,000
- City of Maupin -- \$1,000
- Mid-Columbia Fire and Rescue -- \$1,000
- North Central Public Health -- \$1,000
- Port of The Dalles -- \$500

The cost schedule for the Wasco County Emergency Operations Plan is Full Project Fee, paid in four installments. The first installment of \$10,750 is due when the project commences, the second installment of \$10,750 is due when the gap analysis is turned in, the third installment of \$21,500 is due when the first draft is turned in, and the fourth and final installment of \$21,500 is due at the completion of the plan.

The first three installments will be covered by the SHSP grant and WSCO. The last installment will be due in October/November 2025. If possible WSCO would like to have a letter of commitment for the agreed upon amount so that WCEM can budget for the project and sent invoices for the amount. Please note no invoices would be sent out till after July, 2025.

Thank you for your consideration,

Sheridan McClellan, Emergency Manager
Wasco County Emergency Management
Email: sheridanm@co.wasco.or.us
Phone: 541-506- 2790

Enclosure 1- Statement of Work
Enclosure 2 - Fair Winds Consulting Quote`

INTERGOVERNMENTAL AGREEMENT

BETWEEN

WASCO COUNTY

AND

**CITY OF THE DALLES, CITY OF MOSIER, CITY OF DUFUR, CITY OF MAUPIN,
MID-COLUMBIA FIRE AND RESCUE, NORTH CENTRAL PUBLIC HEALTH
DISTRICT AND PORT OF THE DALLES**

FOR EMERGENCY OPERATIONS PLAN UPDATE SUPPORT

THIS AGREEMENT, made this _____ day of _____, 2024, by and between Wasco County (the “County”) and City of The Dalles, City of Mosier, City of Dufur, City of Maupin, Mid-Columbia Fire and Rescue, North Central Public Health District and Port of the Dalles (collectively “Partners”).

RECITALS

WHEREAS, ORS chapter 190 authorizes governmental entities to enter into written agreements for the performance of any or all functions and activities that either entity has the authority to perform on its own;

WHEREAS, the County's (the “County”) emergency management system requires coordination of activities to mitigate, prepare for, respond to, and recover from natural or man-made emergencies or disasters. The scope of the emergency management system includes administration of the Wasco County Emergency Operations Plan;

WHEREAS, the Emergency Operations Plan is a framework that provides guidance for coordinated preparedness, response, and recovery activities by and among the emergency response local government Partners. It sets forth lines of authority and organizational relationships and shows how all actions will be coordinated;

WHEREAS, the Emergency Operations Plan is updated every four years pursuant to State requirements;

WHEREAS, the Emergency Operations Plan update is best accomplished at this time by utilizing the capability of contracted third party subject matter experts. The County solicited proposals from third parties to perform the updates;

WHEREAS, the County applied for numerous grants to offset the related expense but was only awarded partial funding and is asking the Partners to contribute to the balance of the cost; and

WHEREAS, the Partners agree that it benefits each Party and the community to contribute to the expense of retaining an subject matter expert to update of the Emergency Operations Plan.

AGREEMENT

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, the Parties agree:

1. County Obligations:

County shall complete the updated Emergency Operations Plan in accordance with all applicable laws (the “Work”) including, but not limited to, contracting with third parties, supervising the Work, ensuring that the Work meets State of Oregon requirements.

2. Partner Obligations:

The Partners agree to contribute the following amounts to County for the Work:

• City of The Dalles:	\$16,000
• City of Mosier:	\$1,000
• City of Dufur:	\$1,000
• City of Maupin:	\$1,000
• Mid-Columbia Fire and Rescue:	\$1,000
• North Central Public Health District	\$1,000
• Port of The Dalles	\$500

3. Payment Terms:

The County shall invoice the Partners on or after July 1, 2025, but not later than October 31, 2025, for the amounts listed above. The Partners shall make payment within 30 days of receiving the County's invoice.

4. Term:

This IGA shall remain in effect until the Emergency Operations Plan has been updated. This IGA may be terminated by mutual consent of all parties.

5. Severability:

If any portion of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement, or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6. No Agency:

This Agreement does not in any way constitute or nominate any of the Parties as the agent or legal representative of any other Party for any purpose whatsoever. No Party is granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of, or in the name of, any other Party to this Agreement.

7. Indemnity:

To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300 (the "Act"), the Parties shall release, defend, indemnify, and hold harmless one another and one another's officers, commissioners, employees, and agents from and against all damages, claims, injuries, costs, or judgments which may in any manner arise as a result from any Parties' actions pursuant to this Agreement; provided, however, in no event shall any Party so defend or indemnify another Party for that Party's sole negligence.

8. Entire Agreement:

This Agreement constitutes the entire agreement and understanding between the Parties as to the subject matter herein and supersedes all prior agreements, commitments, representations, writings, and discussions between them regarding the subject matter of this Agreement.

9. Execution by Counterparts:

This IGA may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement pursuant to due authority, as evidenced by the signature of the duly appointed representative of each entity below.

Wasco County

By: _____

Date: _____

City of Mosier

By: _____

Date: _____

Port of The Dalles

By: _____

City of The Dalles

By: _____

Date: _____

City of Dufur

By: _____

Date: _____

Mid Columbia Fire and Rescue

By: _____

Date: _____

City of Maupin

By: _____

Date: _____

4874-1628-1585, v. 1

Date: _____

North Central Public Health District

By: _____

Date: _____

AGREEMENT

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein,

1. County Obligations:

County shall complete the updated Emergency Operations Plan in accordance with all applicable laws (the “Work”) including, but not limited to, contracting with third parties, supervising the Work, ensuring that the Work meets State of Oregon requirements.

2. Partner Obligations:

The Partners agree to contribute the following amounts to County for the Work:

- | | |
|--|----------|
| • City of The Dalles: | \$16,000 |
| • City of Mosier: | \$1,000 |
| • City of Dufur: | \$1,000 |
| • City of Maupin: | \$1,000 |
| • Mid-Columbia Fire and Rescue: | \$1,000 |
| • North Central Public Health District | \$1,000 |
| • Port of The Dalles | \$500 |

3. Payment Terms:

The County shall invoice the Partners on or after July 1, 2025, but not later than October 31, 2025, for the amounts listed above. The Partners shall make payment within 30 days of receiving the County's invoice.

4. Term:

This IGA shall remain in effect until the end of the fiscal year in which both parties have signed, and will continue until the Emergency Operations Plan has been updated. This IGA may be terminated by mutual consent of all parties.

5. Severability:

If any portion of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement, or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6. No Agency:

This Agreement does not in any way constitute or nominate either of the parties as the agent or legal representative of the other party for any purpose whatsoever. Neither party is granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of, or in the name of, the other party to this Agreement.

7. Indemnity:

To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300 (the "Act"), to the extent the Act is applicable, the Parties shall release, defend, indemnify, and hold harmless one another and one another's officers, commissioners, employees, and agents from and against all damages, claims, injuries, costs, or judgments which may in any manner arise as a result from either parties' actions pursuant to this Agreement.

8. Entire Agreement:

This Agreement constitutes the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior agreements, commitments, representations, writings, and discussions between them regarding the subject matter of this Agreement.

9. Execution by Counterparts:

This IGA may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement pursuant to due authority, as evidenced by the signature of the duly appointed representative of each entity below.

Wasco County

By: _____

Date: _____

City of Mosier

By: _____

Date: _____

Port of The Dalles

By: _____

Date: _____

City of The Dalles

By: _____

Date: _____

City of Dufur

By: _____

Date: _____

Mid Columbia Fire and Rescue

By: _____

Date: _____

City of Maupin

North Central Public Health District

By: _____

By: _____

Date: _____

Date: _____

4874-1628-1585, v. 1



EMERGENCY MANAGEMENT

511 Washington Street, Suite 102 • The Dalles, OR 97058

p: [541] 506-2790 • f: [541] 506-2791 • www.co.wasco.or.us

Pioneering pathways to prosperity.

Subject: Statement of Work for Revision of Emergency Operations Plan

Project Overview:

This Statement of Work (SOW) outlines the scope, objectives, deliverables, and timeline for the revision of the Emergency Operations Plan (EOP). The purpose of this project is to update and enhance the existing EOP to ensure its effectiveness in responding to emergencies and disasters. The revision will incorporate best practices, lessons learned, and changes in the organizational structure or environment since the last update.

****Project Objectives:****

1. Review the current Emergency Operations Plan to identify strengths, weaknesses, and gaps.
2. Collaborate with key stakeholders, including emergency response teams, relevant authorities, and department heads, to gather input and insights.
3. Research and incorporate industry best practices, regulatory requirements, and technological advancements relevant to emergency management.
4. Update the plan to reflect changes in the organizational structure, personnel, and facilities.
5. Combine The Dalles EOP and Wasco County EOP Basic Plan and ESF to be adopted by all parties.
6. **Incorporate a city specific annex/addendum for each city/town jurisdiction (Mosier, The Dalles, Dufur, Maupin, Shaniko, Antelope), for specific incidents unique to the jurisdiction that is not covered by the basic plan and ESF's**
7. Include a Critical Facility section for those facilities that are solely within urban jurisdictions, and a separate Critical Facilities list for facilities that are within Wasco County's jurisdiction.
8. Include an evacuation plan for each incorporated (including Towns and cities (maybe in city specific annex) and unincorporated areas
9. Ensure alignment with national and local emergency management frameworks.

10. Enhance communication strategies within the plan, including internal and external communication protocols.

11. Develop and implement a training program for relevant personnel on the revised Emergency Operations Plan.

12. Develop job sheets specific to each ICS position for incorporation into the Emergency Operations Plan.

****Deliverables:****

1. Gap analysis report highlighting weaknesses and areas of improvement in the current EOP.
2. Updated Emergency Operations Plan document reflecting changes, enhancements, and additions.
3. Documentation of stakeholder consultations, including feedback received and incorporated into the plan.
4. Training materials and documentation for the education of relevant personnel.
5. Tabletop exercise to test parts of the EOP.

****Timeline:****

1. Project Kickoff: [Insert Date]
2. Gap Analysis and Stakeholder Consultations: [Insert Date Range]
3. Draft Emergency Operations Plan: [Insert Date]
4. Review and Feedback Period: [Insert Date Range]
5. Finalize Emergency Operations Plan: [Insert Date]
6. Develop Training Materials: [Insert Date Range]
7. Training Sessions/Exercise: [Insert Date Range]
8. Project Closure: [Insert Date]

****Roles and Responsibilities:****

- ****Project Manager:**** Oversees the entire project, coordinates activities, and ensures adherence to the timeline.
- ****Emergency Management Team:**** Collaborates with the project team, provides input, and reviews the draft and final versions of the EOP.
- ****Stakeholders:**** Participate in consultations, provide feedback, and ensure representation of their respective departments.

****Budget:****

The budget for this project includes personnel costs, materials, and any external resources required. A detailed breakdown will be provided upon request.

****Quality Assurance:****

The revised Emergency Operations Plan will undergo a rigorous review process to ensure accuracy, completeness, and effectiveness in addressing potential emergencies and disasters.

****Approval:****

This Statement of Work requires approval from the [Insert Appropriate Authority] before the commencement of the project.

****Confidentiality:****

All information shared during the course of this project, including existing Emergency Operations Plan documentation and stakeholder feedback, will be treated with the utmost confidentiality.

****Change Control:****

Any changes to the scope, timeline, or budget of this project must be documented and approved in writing by the project manager and relevant stakeholders.

By accepting this Statement of Work, all parties agree to abide by the terms and conditions outlined herein.

Sheridan McClellan, Emergency Manager
Wasco County Emergency Management
Email: sheridanm@co.wasco.or.us
Phone: 541-506- 2790



March 19, 2024

Wasco County Emergency Management
425 East 7th Street, Annex C
The Dalles, OR 97058

Dear Wasco County Emergency Management,

Fair Winds Consulting is pleased to submit a proposal for the Wasco County Emergency Operations Plan Update. Wasco County hosts a wide variety of communities, environments, jurisdictions and stakeholders, and Fair Winds is excited at the prospect of working on such an exciting project.

Fair Winds Consulting is based in Gilliam County and is able to provide a level of service and personalization that is competitive with larger, more experienced firms. Local knowledge, being a member of the community and emergency management experience from a responder and a planner perspective are Fair Winds Consulting's greatest strengths, as well as 17 years Federal Government experience.

Fair Winds Consulting Business Information:

Fair Winds Consulting, LLC is based in Gilliam County and is a resident bidder company.

Address: Fair Winds Consulting, LLC
14819 Mikkalo Lane
Arlington, OR 97812

Tax Identification Numbers:

Employer Identification Number (EIN): 88-3365841

Oregon Business Identification Number (BIN): Fair Winds Consulting, LLC is a sole-member LLC without employees and is not required to have an Oregon BIN number currently.

This proposal may be released in total as public information in accordance with the requirements of the laws covering the same.

This proposal and cost schedule shall be valid and binding for NINETY (90) days.
Thank you for your time and consideration.

Cori Mikkalo

Cori Mikkalo
Owner, Fair Winds Consulting, LLC



STATEMENT OF UNDERSTANDING

Organization:

Fair Winds Consulting, LLC is an emergency management, planning and consulting limited liability company based in Gilliam County, OR. Fair Winds Consulting is operated as a sole proprietorship and sole member LLC and was founded on July 22, 2022. The company is owned and operated by Cori Mikkalo and is in the process of obtaining a Veteran owned certification and woman owned business certification and hopes to have the process complete by fall 2024.

Experience:

Fair Winds Consulting has experience working with federal and local governments. The owner has 17 years of military experience, and has managed government contracts and drafted multiple plans, ranging from technical to strategic. Currently, Fair Winds Consulting has completed three plans for Gilliam County, and is working with Gilliam, Sherman, and Wheeler County on additional emergency plans. While Active Duty and Reserve Military, the owner wrote and tested multiple plans, as well as conducted drills and exercises using HSEEP principles and methods. Since being founded in July 2022, Fair Winds Consulting has written Community Wildfire Protection Plans, Vegetation Mitigation Plans and Wildfire Hazard Assessments, Strategic Business Plans and Natural Hazard Mitigation Plans.

What sets Fair Winds apart:

The mission of Fair Winds Consulting is to provide high-quality, custom-tailored emergency management services and plans to rural communities in Oregon. Fair Winds' primary goal is to write plans that are straightforward and useful that can be referenced by the entities that have commissioned them repeatedly. A plan does no one any good if it checks all regulation requirements but is not a useful document. We also believe in transparency; all projects are turned in with PDF copies as well as word document copies of plans. This allows clients to easily make updates in the future if situations evolve and small changes are needed. What is most important to Fair Winds is that clients get what they need, and any plans/documents generated remain useful.

Fair Winds Consulting is an active member of the North Central Oregon Community. The owner was born and raised in Gilliam County on a wheat farm. After spending 15 years in the military and traveling around the United States, she has gained a unique perspective into rural and urban lifestyles, allowing for more effective outreach. In addition to emergency management consulting, she is also a partner on her parent's farm and serves as a volunteer firefighter with North and South Gilliam Rural Fire Protection Districts. These experiences allow for a more nuanced planning approach, an understanding of urban and rural concerns, as well as emergency management and emergency responder perspectives.



Examples of Advisory Services:

Fair Winds Consulting provides all-hazard mitigation and emergency planning services, with a focus on rural communities. This includes writing strategic plans, hazard and emergency response plans and recovery plans. Fair Winds Consulting also provides exercise planning and assistance, as well as preparedness support, including continuity of operations planning.

Current Relevant Project Experience:

Project 1:

Community Wildfire Protection Plan, Gilliam County Oregon
January 2022-December 2022
Christina Fitzsimmons, Gilliam County Emergency Manager
541-351-9530
Gilliam County Emergency Management
PO Box 685
221 S. Oregon St
Condon, OR 97823

Project 2:

Port of Arlington Strategic Business Plan
December 2022-July 2023
Jed Crowther, Port of Arlington Executive Director
(541) 454-2868
Port of Arlington
100 Port Island Road
Arlington, OR 97812

Project 3:

Gilliam County Vegetation Management Plan and Wildfire Hazard Assessment
March 2023-October 2023
Casey Zellars, Gilliam County Fire Services Operations Chief
Arlington Office (541-454-2900)
Condon Office (541-384-5555)
Gilliam County Fire Services
220 Main St.
Condon, OR 97823

Additional projects and references can be provided upon request.



Proposed Approach Outline:

Below is the proposed timeline to complete the following deliverables:

1. Gap analysis report highlighting weaknesses and areas of improvement in current EOP.
2. Updated Emergency Operations Plan Document reflecting changes, enhancements, and additions.
 - a. Seven printed and bound hard copies of the revised Emergency Operations Plan, one for each city and one copy for the county.
 - b. PDF document copy of EOP
 - c. Word Document copy of EOP
3. Documentation of stakeholder consultations, including feedback received and incorporated into the plan.
4. Training materials and documentation for the education of relevant personnel.
5. Tabletop Exercise to test parts of the EOP.

Timeline and Scope of Work:

This project will be completed in 12 months, with milestones split into quarters.

Quarter One: Project Kick Off, Completed Gap Analysis and Minimum 50% stakeholder consultation completed.

- Project Kickoff
- Gap analysis
 - A complete review of the current EOP to identify strengths, weaknesses and gaps-report will be turned in by the end of the first quarter.
- Stakeholder outreach and consultations:
 - Document stakeholder consultations, including feedback received; incorporate feedback into the plan. Summaries of stakeholder interviews and meetings held will be provided to the Wasco County Emergency Manager and may or may not be included as an annex to the EOP.
 - Collaborate with key stakeholders, including emergency response teams, relevant authorities, and department heads to gather input and insights.
- Fair Winds Consulting will complete up to the following in person or virtual meetings if requested by Wasco County Emergency Management:
 - City of Mosier Stakeholder Meeting (Two)
 - City of The Dalles Stakeholder Meeting (Three)
 - City of Dufur Stakeholder Meeting (Two)
 - City of Maupin Stakeholder Meeting (Two)
 - City of Shaniko Stakeholder Meeting (one)
 - City of Antelope Stakeholder Meeting (one)
 - Stakeholder Meeting for Unincorporated Communities (One)
- Additionally, phone interviews for individual stakeholders may be conducted.
 - City of Mosier Stakeholders (up to three)
 - City of The Dalles Stakeholders (up to five)
 - City of Dufur Stakeholders (up to four)



- City of Maupin Stakeholders (up to four)
- City of Shaniko Stakeholders (up to three)
- City of Antelope Stakeholders (up to three)
- Additional stakeholder interview (up to ten)
- Begin drafting EOP.

Quarter Two: All Stakeholder Consultations Completed. Initial draft of EOP 50% completed.

- Continue stakeholder outreach as outlined in Quarter 1, completing all stakeholder consultations prior to the end of quarter 2. Provide summaries of interviews/meetings to Wasco County Emergency Management.
- Continue EOP draft, complete 50% prior to end of quarter two.
 - Research and incorporate industry best practices, regulatory requirements, and technological advancements relevant to emergency management.
 - Include ESF and community lifeline alignment/crosswalk.
 - Ensure alignment with national, state, and local emergency management frameworks
 - Enhance communication strategies within the plan, including internal and external communications protocols.
 - Update the plan to reflect changes in the organization structure personnel and facilities
 - Combine The Dalles EOP and Wasco County EOP Basic Plan into one Wasco County EOP.
 - Use City of The Dalles EOP to draft their annex to the Wasco County EOP.

Quarter 3: Initial Draft of Emergency Operations Plan Completed

- Draft the following for inclusion in the Wasco County EOP:
 - Mosier (Draft City Specific Annex and Evacuation Plan)
 - The Dalles (Combine existing City EOP with County EOP, and re-write City EOP into city specific annex, include already written Evacuation Plan)
 - Dufur (Draft City Specific Annex and Evacuation Plan)
 - Maupin (Draft City Specific Annex and Evacuation Plan)
 - Shaniko (Draft City Specific Annex and Evacuation Plan)
 - Antelope (Draft City Specific Annex and Evacuation Plan)
 - Unincorporated community annex: include specific information for Wamic, Pine Hollow, Tygh Valley, Pine Grove, Sportsman's Paradise, Rock Creek (Sportsman's Park) and Petersburg.
 - Develop a critical facilities list for each urban area
 - Develop a critical facilities list for Wasco County
- Turn in First draft of Emergency Operations Plan to stakeholders for review.

Quarter 4: Review and Feedback period, develop training materials, conduct tabletop exercise, and turn in completed EOP.

- Review and Feedback period. Solicit and incorporated feedback from major stakeholders for draft County EOP.
- Develop training materials.
 - Develop and create templates for a training program for relevant personnel.



- Develop job sheets specific for the following ICS positions for incorporation into the Emergency Operations Plan, Incident Commander, Public Information Officer, Safety Officer, Liaison Officer, -
- Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance Section Chief, Situation Unit Leader, Resource Unit Leader, and Communications Unit Leader.
- Include training program and job sheets as addendums to the Emergency Operations Plans.
- Training sessions/Tabletop Exercise
 - One tabletop exercise with up to 30 participants to be run at a location determined and arranged for by Wasco County.
 - Deliverables will include a power point, situation manual, exercise manual and generic MSEL that can be reused by Wasco County Emergency Management to conduct additional trainings as needed.
- Finalize Emergency Operations Plan.
- Print physical copies of completed EOP.

Cost estimate for Wasco County Emergency Operations Plan: \$64,500

The cost schedule for the Wasco County Emergency Operations Plan is Full Project Fee, paid in four installments. The first installment of \$10,750 is due when the project commences, the second installment of \$10,750 is due when the gap analysis is turned in, the third installment of \$21,500 is due when the first draft is turned in, and the fourth and final installment of \$21,500 is due at the completion of the plan. Payment is accepted by check or electronic funds transfer.

Fair Winds Consulting will lead all meetings and provide materials for the meetings. Wasco County Emergency Management will provide access to meeting spaces, all audio-visual equipment for meetings (except for a computer) and assistance in identifying stakeholders and notifying them of work sessions.

This estimate includes the following deliverables:

1. Gap analysis report highlighting weaknesses and areas of improvement in current EOP.
2. Updated Emergency Operations Plan Document reflecting changes, enhancements, and additions.
 - a. Seven printed and bound hard copies of the revised Emergency Operations Plan, one for each city and one copy for the county.
 - b. PDF document copy of EOP
 - c. Word Document copy of EOP
3. Documentation of stakeholder consultations, including feedback received and incorporated into the plan.
4. Training materials and documentation for the education of relevant personnel.
5. Tabletop Exercise to test parts of the EOP.

This estimate includes the following in-person or virtual meetings:

- City of Mosier Stakeholder Meeting (Two)
- City of The Dalles Stakeholder Meeting (Three)
- City of Dufur Stakeholder Meeting (Two)
- City of Maupin Stakeholder Meeting (Two)
- City of Shaniko Stakeholder Meeting (one)
- City of Antelope Stakeholder Meeting (one)
- Unincorporated Communities Stakeholder Meeting (one)



Additionally, phone interviews for individual stakeholders may be conducted:

- City of Mosier Stakeholders (up to 3)
- City of The Dalles Stakeholders (up to 5)
- City of Dufur Stakeholders (up to 4)
- City of Maupin Stakeholders (up to 4)
- City of Shaniko Stakeholders (up to 3)
- City of Antelope Stakeholders (up to 3)
- Unincorporated community Stakeholders (up to 7)
- Additional stakeholder interview (up to 10)



DISCUSSION: FEMA DEADLINE RESPONSE – ENDANGERED SPECIES ACT / FLOOD PLAIN

7:35 p.m.

DOCUMENTS

[No Documents](#)

MOTION

No Motion



CONSIDER: November & December Meeting Dates 7:50 p.m.

DOCUMENTS

[No Documents](#)

MOTION

No Motion



COMMUNICATION

8:00 p.m.

DOCUMENTS

[SAIF – Workers' Compensation 100 years appreciation plaque and card](#)



ADJOURN

NEXT PLANNING COMMISSION MEETING

Work session Council and Planning Commission
November 7, 2024, at 4:30 p.m. in person

Public Hearings – Planning Commission
November 20, 2024, 4:30 p.m.

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

NEXT CITY COUNCIL MEETING

Public Hearing – Council
November 20, 2024, at 6:30 p.m. in person and virtual

MAYOR ADJOURNS THE MEETING