



MEETING AGENDA

City Council

Wednesday April 23, 2025, 5:30 p.m.

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

<https://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xNOJ0djRWZz09> 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.*

5:30 p.m.	Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance
	Consent Agenda
	Public Comment
5:50 p.m.	Reports
5:55 p.m.	Decision – Visioning Committees
6:20 p.m.	Presentation – Dog Park
6:45 p.m.	Consider- Imperial River Liquor License
6:55 p.m.	Consider- Citizen of the Year Award
7:05 p.m.	Communications
7:10 p.m.	Executive Session ORS 192.660(2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
7:30 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 Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.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

[March 2025 Financial Report & Paid Invoices](#)

[2/18/2025 Minutes Council Meeting](#)

[3/10/2025 Minutes Council Meeting](#)

[3/19/2025 Minutes Council Meeting](#)

[3/26/2025 Minutes Council Meeting](#)

MOTION

I move to approve the Consent Agenda as presented.

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



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

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

MONTHLY FINANCE REPORT

We, the undersigned, have completed a review of the City of Maupin's fiscal records for the month of March 2025 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 22 day of April, 2025

Mayor Beatty

City Manager, Nick Smith

**CITY OF MAUPIN
INVOICES PAID FOR THE MONTH**

March-25

Creditor:	Total	City	Water	Sewer	Street	Park	Fire	SWC Library	Street Impro
Aset	810.00	810.00							
Brice, Karen (Park Refund/Unable to return to Card)	258.41					258.41			
City of Maupin / Parks (water, sewer, recycle)	1,246.57					1,246.57			
City of The Dalles	30.00		30.00						
CNA Surety (Bond Insurance)	100.00	100.00							
Columbia River Affordable Portables LLC	555.00					555.00			
Edge Analytical / Eurofins	464.00			464.00					
HD Fowler	1,072.32		1,072.32						
Honey Buns	90.00							90.00	
Kateley, Dean (Park Refund/Unable to return to Card)	212.70					212.70			
KPFF (Boat Ramp Grant Support)	2,707.50					2,707.50			
Maupin Country Store & Hardware	391.64	49.48	213.89	54.34		73.93			
Maupin Dig and Hoe Garden Club (Charitable Donation)	750.00	750.00							
Optimist Printer	328.00	328.00							
Oxarc	55.70		27.85	27.85					
Pacer Propane	2,287.76	445.61	329.05	329.04		525.97	658.09		
Richmond Service	790.00		358.95	362.95		14.20	53.90		
Richmond Service (Main Street)	46,594.00	46,594.00							
Ringo, Kathy (Public Records refund)	100.00	100.00							
SAIF	1,338.29	26.77	669.15			281.04	361.33		
Shields, Kirk (Mileage The Dalles Water Sample)	77.00		77.00						
Smith, Nick (Mileage CIS Conference, Salem OR)	236.60	236.60							
South Wasco Co. Ambulance (Donation FY23-24/24-25)	2,000.00	2,000.00							
ST1D Designs (shirts and hats)	185.00					185.00			
Staples	228.72	175.92	26.40	26.40					
The Dalles Disposal	1,696.06	750.00				946.06			
The Life Pantry (Charitable Donation)	750.00	750.00							
TMG Services	1,160.00		1,160.00						
Travel Information Council	272.00					272.00			
USA Blue Book	370.14		370.14						
VanKoten & Cleaveland	2,464.54	2464.54							
Veek, Katie (Library)	23.28							23.28	
Verizon	526.56	173.48	130.62	44.90		87.76	44.90	44.90	
Vestis / Aramark	308.84	123.54						185.30	
Veterans Backcountry Adventures (Charitable Donation)	750.00	750.00							
Wasco Electric Cooperative	5,939.63	578.38	1,749.88	891.80	1,209.35	937.36		572.86	
White River Health District (Charitable Donation)	750.00	750.00							
Wolfe, Christine (Petty Cash)	34.80	34.80							
Wolfe, Christine Mileage (Mileage CIS Conference, Salem)	236.60	236.60							
	78,191.66	58,227.72	6,215.25	2,201.28	1,209.35	8,303.50	1,118.22	916.34	-
	78,191.66								



MINUTES

City Council Meeting

Tuesday, February 18, 2025

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 6:30p.m. Roll call of City Council and Staff was conducted by Recorder Wolfe, Pledge of Allegiance led by Mayor Beatty.

Presiding: Mayor Beatty

Council Present: Mark Roper, Shelby Dumire, Tom Troutman, Mike Foreaker, Matthias Kesler, Madeline Rhoades

Council Absent: N/A

Staff Absent: N/A

Staff Present: Recorder Christine Wolfe, Manager Nick Smith, Attorney Cleaveland, Planner Dan Meader, Planner Jamie Crawford
Visitors Present: Medy Gantz, Rod Woodside, Donna Henderson, Rich Sutliff, Mike Johnston, Dixie Bergin, Becky Kelly, Suze Riley, John Bildsoe, Jordon Belozar, Karen Miller, Joe Ringo, Jill Darland, Brittney Wood, Lee Balentine, Paula Latasa, Randy & Allison Bechtol, Karletta Carrithers, Kathie Richey, Emily Black, Nace & Carol Mitchell, Todd Gruener, Christine Fruehling, John Messenger, Jeff & Ashley Biesenthial, Lindsay Roper (unknowns: iPhone(100) & stark)

Consent Agenda

Councilor Dumire moved to approve the consent agenda as presented. Councilor Foreaker seconded. Vote 7-0 (Ayes; Dumire, Troutman, Kesler, Foreaker, Roper, Beatty, Rhoades; Nays:)

Public Comment

No Comments

Reports

No Comments

Council Deliberation & Decision – Flood Plain Permit Appeal

Attorney Cleaveland opened deliberations stating the Ms. Miller, the appellant, prepared a packet for Council to make sure they had a chance to review some attachments that were included a year ago. On a quick review of that packet, Attorney Cleaveland found information that is not on the record and time for taking testimony is over. Attorney Cleaveland stated he needs to look at this packet so only the record matters are what is being considered, with this coming to Council at the last minute. Council can take a recess while he goes through this packet, which has a lot of material to go over.

Attorney Cleaveland recommended continuing this meeting at the next council meeting.

A call for declaration of conflicts was made, none were heard.

Councilor Troutman made a motion to continue the deliberations until March 10th at 5:30pm. Councilor Dumire seconded. Vote 7-0 (Ayes; Dumire, Troutman, Kesler, Foreaker, Roper, Beatty, Rhoades; Nays:)

City Non-Profit Grant Funds

The Garden Club, Medy Gantz, expressed a need for grant funds to provide beautiful flowers outside and to assist the assisted living center's farm club, butterfly garden at the elementary school. Veterans Backcountry Adventures, John Messenger, focuses on active duty military and veterans and expressed grant funding for their 2025 program.

Life Raft Pantry, Kathi Richie, spoke on their need of a larger refrigeration unit.

White River Health District requested grant funds to assist patients who cannot afford their bills or have no insurance to continue treatment.

Maupin Radio, Todd Gruener, spoke on Maupin having a non-profit radio station. Todd removed his application this year.

Council awards three (3) \$1,000.00 grants to non-profit business every year. This year we had four applicants. Council has the discretion regarding the amount to award to the applicants.

Councilor Dumire moved to award \$750.00 each to White River Health District, Life Raft Pantry, Veterans Backcountry Adventures, The Garden Club. Councilor Roper seconded. Vote 7-0 (Ayes; Dumire, Troutman, Kesler, Foreaker, Roper, Beatty, Rhoades; Nays:)

Council thanked all the groups that participated in this year grant funds.

Legion Hall Proposal

Mayor Beatty opened the discussion regarding the Legion Hall proposal and gave the floor to Emily Black.

Emily spoke of the history and uses of the Legion Hall going back 100 years. Emily and Sarah would like to acquire the building and revitalize it to continue being used for the community. They realize the structural work that needs to be done. They are willing to become 501c3 non-profit and are open to an agreement with the city to make sure the building continues to be used for the community.

Karletta Carrithers, Maupin, read the history of the Legion Hall with deep emotion.

Ashely Biesenthal, Maupin, very emotionally in favor of Emily and Sarah taking over the Legion Hall.

The Restoration Committee / T&C Players will continue raising funds for the building.

Kathie Richie, Maupin, shared concern with the process of giving this building to someone without following procedures. Referenced ORS 221.725

Councilors discussed several options and concerns. Councilors also requested to take this item into executive session for further discussion.

Councilor Dumire made a motion to continue this discussion in executive Session. Councilor Kesler seconded. Vote 7-0 (Ayes; Dumire, Troutman, Kesler, Foreaker, Roper, Beatty, Rhoades; Nays:).

Dog Park Presentation	Mayor Beatty called on Rosanne Smeraglio to present her proposal for a dog park. Rosanne explained the concept and benefits. She proposed the dog park be between the recycling area / Water Reservoir yard and the ballpark. There is existing infrastructure i.e. restrooms. Highlighted potential economic benefits by attracting visiting pet owners. Concerns were raised regarding management and liability issues, cost of construction and maintenance, potential for misuse or neglect. There needs to be a detailed and specific plan before moving forward. Question arose if other department funds can be used. Councilor Roper stated the cost would be around \$10,000 and questioned Recorder Wolfe regarding using Park money. Council agreed this item should be in the city's vision plan.
Communications	City received a thank you card from Pine Grove Water District for helping them out when they lost a generator, by supplying water to their residents.
Executive Session ORS 192.660(2)(e)	8:10 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.
Adjourn	8:36 p.m. Adjourn from Executive session back to regular session. Council had consensus to solicit proposals for potential conveyance of the Legion Hall with conditions to be outlined and posted for 60 days. Continue Flood Plain Appeal deliberations & decision meeting will take place on Monday, March 10, 2025, at 5:30. Work Session-Visioning Meeting March 19, 2025, at 5:30 p.m. Councilor Rhoades made a motion to change the March 26 meeting start time to 5:30 p.m. Councilor Kesler second. Vote 6-0-1 (Ayes; Dumire, Kesler, Foreaker, Roper, Beatty, Rhoades; Nays: 0; Abstain: Troutman). Next regular Council meeting will take place on March 26, 2025 at 5:30 p.m. Mayor Beatty adjourned the meeting at 8:56 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



MINUTES

City Council Meeting Continuance of Flood Plain Permit Appeal

Wednesday, March 10, 2025

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 5:30 p.m. Roll call of City Council and Staff was conducted by Recorder Wolfe. Mayor Beatty led Council in the Pledge of Allegiance.

Presiding: Mayor Beatty

Council Present: Mark Roper, Shelby Dumire, Tom Troutman, Mike Foreaker, Matthias Kesler, Madeline Rhoades

Council Absent: N/A

Staff Absent: N/A

Staff Present: Manager Nick Smith, Recorder Christine Wolfe, Admin Asst. Doni Van Dolah, City Attorney Ruben Cleaveland, Planner Dan Meader, Planner Jamie Crawford

Visitors Present: Rod Woodside, Jordon Belozzer, Lauren Whitaker, John Bledsloe (Friends of Grant Butte Wetlands), Sue Knapp, Tom & Medy Gantz, Nace & Carol Mitchell, Mark & Heather John, Randy & Allison Bechtol, Joan Stark, Julie Covin, John Jon Helquist, Joe Ringo, Becky Kelly, Jeff Hurt, Rich Sutliff, Donna Henderson, Rob Miles, Jack Miles, Suze Riley, Karen Miller, Jeremy & Chale Luman Way yin, Mike Johnston, Emily Black, Kathy Richie, Paula Latasa

Continuance Deliberation & Decision – Flood Plain Permit Appeal

Mayor Beatty opened the meeting for continuance of Deliberation and Decision regarding the Flood Plain Permit Appeal and gave the floor to Attorney Cleaveland.

There will be no public comments taken during this meeting.

No Conflicts of interest were stated by council members.

Attorney Cleaveland stated there are several issues raised by the appellant. We will go through them one at a time, Council can deliberate and come to an informal consensus as to whether that warrants an amendment to the planning commission decision or to affirm their decision or to remand it back to planning commission for additional information. This is an “on the record review”, meaning that we are not looking at anything other than what the Planning Commission looked at in determining to grant the flood plain permit.

I: Was there was a failure of the planning Commission to allow reasonable public comments prior to granting the permit, and whether that was a requirement under Chapter 14, Floodplain Management Ordinance (MMC 14).

Council found there are no requirements for public hearings.

Informal Consensus of Council: This is not basis to amend or rescind the action of the Planning Commission.

II: Planning Commission should not have issued the permit, because development on the property occurred prior to the permit being obtained.

Council found there are no requirements in Floodplain Management Ordinance (MMC 14).

Informal Consensus of Council: This is not basis to amend or rescind the action of the Planning Commission.

III: Planning Commission did not review Federal State and city laws regarding floodplain development, and only reviewed engineering reports in granting the floodplain permit.

MMC 14.10.140 There is not a requirement that other laws must be reviewed and applied to the permit process. The Planning Commission was not obligated to identify and consider other jurisdictional laws.

Informal Consensus of Council: This is not basis to amend or rescind the action of the Planning Commission.

IV: Planning Commission did not adequately consider several issues outlined in Chapter 14 that are geared towards minimizing flood damage and cost to the public.

1: Lack of an evacuation plan.

Evacuation plan is not a requirement on MMC 14. (Although not required for approval, record indicates there is an evacuation plan)

2: Potential damage to public utilities and facilities within the flood hazard area with costs falling on Maupin residents.

According to MMC 14.10.140, 14.20.020 and 14.10.020 there is additional review. In this case, the engineers presented base flood elevation data and therefore not required to consider additional resources or factors. This data included engineering reports showing that it is certified as "no-rise" and that the grading for the project will result in "no net fill".

3: Failure to review methods to reduce flood losses, such as maintain flood carrying capacity and controlling development that could increase flood damage.

This is not a requirement of MMC 14.10.140

4: Failure to ensure that all necessary reviews and permits have been obtained from those federal, State or local agencies from which prior approval is required.

MMC 14.10.140 There is not a requirement that other laws must be reviewed and applied to the permit process. The Planning Commission was not obligated to identify and consider other jurisdictional laws.

Informal Consensus of Council: # IV This is not basis to amend or rescind the action of the Planning Commission.

V: Lack of review, permit and certification verification.

MMC 14 does not identify any specific permits that must be issued and that must receive prior approval before a flood plain permit can be issued.

Informal Consensus of Council: This is not basis to amend or rescind the action of the Planning Commission.

VI: The city failed to notify Wasco County that the Rv. Park development was in a flood hazard area when signing the building permit application.

This is not a requirement of MMC 14

Informal Consensus of Council: This is not basis to amend or rescind the action of the Planning Commission.

VII: Environmental issues as a basis for the appeal. (Issues specified potential contamination in the event of a flood and sewage runoff in the proximity of Bakeoven Creek)

Environmental factors are not duties of the Planning Commission under MMC 14.10.140.

Informal Consensus of Council: This is not basis to amend or rescind the action of the Planning Commission.

VIII: Potential public subsidy of water and sewage services.

This is not a requirement of MMC 14

Informal Consensus of Council: This is not basis to amend or rescind the action of the Planning Commission.

With deliberations concluded, Councilor Dumire made a motion to affirm the Planning Commission's decision to approve the Miles Floodplain Development Permit as submitted. Councilor Troutman second. Vote 6-0-1 (Ayes: Beatty, Roper, Foreaker, Kesler, Troutman, Dumire; Nays: N/A; Abstain: Rhoades)

Adjourn

The next regular meeting will take place on Wednesday, March 26, 2025, at 5:30 p.m. Mayor Beatty adjourned the meeting at 7:05 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



MINUTES

City Council Work Session Meeting

Wednesday, March 19, 2025

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 4:35 p.m. Roll call of City Council and Staff was conducted by Recorder Wolfe.

Presiding: Mayor Beatty

Council Present: Mark Roper, Shelby Dumire, Tom Troutman, Mike Foreaker, Matthias Kesler, Madeline Rhoades

Council Absent: N/A

Staff Absent: N/A

Staff Present: Manager Nick Smith, Recorder Christine Wolfe, Admin Asst. Doni Van Dolah

Visitors Present: Rod Woodside, Jordon Belozer, Ben Gates, Steve Grover, Roseann Smeraglio, Julie Whetzel, Kathy Richie, Paula Latasa, Ron Walp

Visioning Work Session

Mayor Beatty opened the work session to review and update their visioning and strategic planning process by examining a list of ideas generated from previous community meetings and trying to narrow it down to manageable goals. Council discussed which items on the list are already being addressed, which fall under the purview of other organizations like the Chamber of Commerce, and which should be prioritized as city goals. Their aim is to create a concise vision document that focuses on achievable objectives, similar to examples from other cities.

Summary of the group discussion;

Narrowing down their list of priorities and focusing on four main topics and consolidating items into related categories. Focusing on projects that are attainable and long-term. City's ability to negotiate with developers and offer incentives such as tax breaks or grants for low-income housing projects. Affordable housing and infrastructure.

Modernizing Maupin's sewer system and stormwater management, which is a long-term goal. Funding to fix issues such as a leaking reservoir. Better fiber optic capabilities in certain areas and the potential of setting up system development charges to fund infrastructure expansion. Infrastructure priorities, with specific projects identified. Need for an elevator in the civic center. Creating a master plan for parks and recreation and acquiring a RARE (Resource Assistance for Rural Environments) person to help develop it.

Various aspects of public safety and community services.

Staff will refine the discussed items and present them at the next council meeting, where they will make any changes and begin to form committees.

Topics:

Economic Development & Tourism

Infrastructure / Housing

	Parks & Recreation Special Services / Support
Adjourn	The next regular meeting will take place on Wednesday, March 26, 2025, at 5:30 p.m. Mayor Beatty adjourned the meeting at 6:40 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder

DRAFT



MINUTES

City Council Meeting

Wednesday, March 26, 2025

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 5:30 p.m. Roll call of City Council and Staff was conducted by Recorder Wolfe. Mayor Beatty led Council in the Pledge of Allegiance.

Presiding: Mayor Beatty

Council Present: Mark Roper, Shelby Dumire, Tom Troutman, Matthias Kesler, Madeline Rhoades

Council Absent: Mike Foreaker (EA)

Staff Absent: N/A

Staff Present: Manager Nick Smith, Recorder Christine Wolfe, Admin Asst. Doni Van Dolah

Visitors Present: Rod Woodside, Medy Gantz, Mark & Heather John, Randy & Allison Bechtol, Jon Helquist, Suze Riley, Karen Miller, Philippe De La Mare, Mickey & Herb Snodgrass, Steve Grover, Kathy Richie, Paula Latasa

Consent Agenda

Councilor Dumire moved to approve the consent agenda as presented. Councilor Roper seconded. Vote 6-0 (Ayes; Dumire, Troutman, Kesler, Roper, Beatty, Rhoades; Nays:)

Councilor Troutman moved to remove agenda item- Consider Change April Council Meeting Date. Councilor Dumire seconded. Vote 6-0 (Ayes; Dumire, Troutman, Kesler, Roper, Beatty, Rhoades; Nays:)

Public Comment

No public comments

Reports

Manager Smith stated he is changing his staff report format and welcomes any suggestions from council. Hoping to have Waste Water Treatment position filled soon.

Visioning Update

Council was given a spread sheet created out of the Visioning work session, along with an Action Plan.
Council requested the Deschutes River be added to Economic Development & Tourism. Under Infrastructure & Housing #2 Workforce Housing.
Councilors chose what topics they assist with the committees to make an action plan.
Economic Development & Tourism: Kesler and Foreaker
Infrastructure & Housing: Troutman & Manger Smith
Parks & Recreation: Roper and Beatty
Special Services & Support: Dumire and Rhoades
Staff discussed plans to establish committees and recruit members. Suggested using a small application to help manage high interest. Promotion in the April newsletter, social media and flyers.
Council discussed having another work session, in the end decided to review application and make appointments.

Consider- Budget Committee Members

Mayor Beatty asked Recorder Wolfe to open the discussion regarding Budget Committee Applications. We have two seats to fill on the Budget Committee and two applications before you. I

	recommend council approve both Katherine Richey and Randy Bechtol to be appointment to the Budget Committee which carries a four-year term. Councilor Troutman moved to appoint Katherine Richey and Randy Bechtol to the Budget Committee for a four-year term. Councilor Rhoades seconded. Vote 6-0 (Ayes; Dumire, Troutman, Kesler, Roper, Beatty, Rhoades; Nays:)
Communications	Received sponsorship package information for the Wasco County Fair.
Adjourn	The next regular meeting will take place on Wednesday, April 23, 2025, at 5:30 p.m. Mayor Beatty adjourned the meeting at 6:20 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

5:50 p.m.

DOCUMENTS

[Southern Wasco County Library Report](#)

[Maupin Chamber Report](#)

[City Manager Report](#)

CITY COUNCIL REPORT FOR APRIL 2025

- The library received a Pilcrow grant to receive \$1200 worth of children's books for our collection. This was a matching grant, and we needed local donations totaling \$400 to get the \$1200 worth of books. Our SWC Library Foundation covered the entire donation cost. These books just arrived this week and are currently being cataloged and moved to the shelves.
- The Wasco County Library District, SWC Library and the City of Maupin have been working on a join MOU for the Library and the City. This is completed and awaiting approval.
- Valerie and Katie are going this week to the Oregon Library Association Conference in Eugene. Valerie is on a presentation panel for the Leadership Institute. Katie will attend lots of classes about youth librarianship. Our volunteer Mary Beechler was nominated and will be awarded the Oregon Library Supporter of the Year award at the Friday OLA Luncheon!
- April is National Poetry Month. Every year we host a couple of different events. This year we had our annual community poetry reading with 11 people sharing poetry they have written or something they read and enjoyed. We also did blackout poetry, and the school became involved with the 4th, 7th and 8th grade classes all coming to the library to learn how to make their own blackout poetry.
- Programs and attendance in March
 - Storytime: 7
 - Minecraft: 11
 - Legos: 21
 - Knots & Needles: 14
 - Class visits: 15
 - Homeschool families:
 - 4-H After School Program: 21
 - Garden Expo: 250
 - Read What You Want Book Club: 6
 - Garden Club 18
 - Read Across America Week Activities: 11
- Total patron count: 841
- Reference: 104
- Reading room use: 37
- Computer use: 43
- New patrons: 10



Report to City of Maupin April 2025

Maupin Daze: Maupin Daze will be on May 17th, 2025. Registration is open for the parade, vendors, and the 5K. You can find these forms on our website and social media pages. Some activities that we have planned are: a magician, live music from Smock Dogs, face painting, a photo booth, food, refreshments, vendors, a 5K run/walk along the river in the morning, and more!. Folks can also contact us to be added to the yard sale map: 541-993-1708. (We need volunteers! Please contact us to volunteer with planning, the parade, or the 5K!)

Maupin Madness: June 5-8, 2025. Tickets are selling quickly! We are expecting a big turnout for the weekend, but particularly for Saturday's Poker Run, that will as usual have the check-in at Kaiser Park. This will mean lines out the door at the gas station, Honey Buns & the market. Suze did a run through of all the motorcycle dealerships in Oregon about a month ago, telling them all to come and support both our town and Veterans who ride. Saturday evening is open to all who would like to come and see the bike show, sip a cocktail made by Wanderlust, grab a burger from SmashBurger or cool down with a Tygh Shaved Ice cone!

Visitor's Guide: We will once again be printing large "room" copies of the visitor's guide for each hotel/cabin/Airbnb in the area, and many smaller take-away copies for other businesses in the area. Businesses may place ads by the end of April to be included in the 2025 guide.

Visitor Survey: As a continuation of our South County Business Collaborate, we have decided to collect as much information from our visitors as possible this summer. We have created a visitor survey that will be placed in businesses and other public places in the area. To take the survey, guests simply scan the QR code and answer 5 short questions about their trip. We will use this information to thoughtfully plan our next steps in encouraging guests to stay longer, and visit more businesses while they are here.

Citizen of the Year: The chamber will be working with the city to begin a "Maupin Citizen of the Year Award". This special award will be announced at the Maupin Holiday Festival, which takes place on the first Sunday of December.

Next Board Meeting: Monday, May 12th, at 4pm at Maupin Works

City of Maupin
Monthly Staff Report
City Manager's Report
Month: April 2025

Administrative & Funding Efforts:

- Submitted a \$4,645,875 capital project funding request to Representative Greg Smith's office for water distribution infrastructure improvements.
- Urban Patterns secured grant funding from the Regional Rural Revitalization Strategies Consortium (R3) for predevelopment, design, and engineering work associated with the Maupin workforce housing project on Fish Camp Road. I will be working with our engineers and Urban Patterns to move forward with preliminary design work.
- The citywide switchover from Blue Mountain Networks to LSN Networks is mostly complete. During the transition, we upgraded security monitoring at the park with additional cameras to help deter vandalism and theft.
- Received 22 applications for CWRR 1.0 grants so far this year, already surpassing last year's total. This increase is due to additional outreach efforts and the removal of elderly/disability/ income eligibility restrictions.

Public Works & Infrastructure:

- Spring cleanup event collected 12.61 tons of trash and 3.3 tons of scrap metal.
- The Fire Department conducted fire hydrant testing in East Maupin, identifying a water flow issue affecting East Maupin. Staff is actively working to locate the problem and develop a solution.

Planning & Development:

- Continued outreach to landowners for participation in the CWRR 2.0 grant program. While initial interest has been strong, scheduling site visits has been challenging due to many landowners living out of the area. Staff are exploring additional property options to keep the project moving forward, although some delays may occur.

Conclusion:

- This month marked strong progress across multiple initiatives, including infrastructure grant applications, housing development planning, and wildfire risk reduction efforts. While some logistical hurdles remain, the city continues to make steady advancements toward its long-term goals.



DECISION - VISIONING COMMITTEES

5:55 p.m.

DOCUMENTS

[Documents will be passed out at meeting](#)

MOTION



PRESENTATION – DOG PARK

6:25 p.m.

DOCUMENTS

[Outline of presentation by Kathy Middleton](#)

MOTION

Kathy Middleton will be providing a follow-up presentation for the proposed Dog Park in Maupin. In that presentation, she will provide the following:

- What are the benefits of a dog park.
- Where the dog park will be located and why this location is ideal.
- The costs associated with building the dog park.
- Conclusion and next steps.



CONSIDER: IMPERIAL RIVER LIQUOR LICENSE

6:45 p.m.

DOCUMENTS

[City of Maupin application – Philo Maupin OR LLC](#)

[OLCC application – Philo Maupin OR LLC](#)

MOTION

I make a motion for Council to make recommendation to OLCC to grant approval of Philo Maupin OR LLC Liquor License.



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

Site Plan Review
541-395-2698
planning@cityofmaupin.org
cityofmaupin.org

OFFICE USE ONLY

SITE PLAN REVIEW # 4172025 DATE RECEIVED 4/17/2025 APPLICATION FEES PAID X

ZONING ORDINANCE ADMINISTRATOR SIGNATURE & DATE

☐ APPROVED AS SUBMITTED ☐ APPROVED WITH CONDITIONS ☐ DENIED

CONDITIONS (IF APPLICABLE)

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

I hereby certify that the above information is correct and understand that the issuance of a permit based on this application will not excuse me from complying with effective ordinances of the City of Maupin and statutes of Oregon, despite any errors on the part of the issuing authority in checking this application.

APPLICANT NAME
Philo Maupin OR, LLC
MAILING ADDRESS
[REDACTED]
EMAIL
[REDACTED]
PHONE
[REDACTED]
SIGNATURE & DATE <u>Jon Hoke</u> <u>4/22/25</u>

PROPERTY OWNER NAME
Robert Miles
MAILING ADDRESS
[REDACTED]
EMAIL
[REDACTED]
PHONE
[REDACTED]
SIGNATURE & DATE <u>Robert Miles</u> <u>4/22/25</u>

PROJECT INFORMATION

☐ NEW CONSTRUCTION ☐ EXPANSION/ALTERATION ☐ CHANGE OF USE ☐ AMEND APPROVED PLAN ☒ OTHER OLCC License Transfer	Is the Intended Use as a Short Term Rental (STR)? ☐ YES, and a STR Application is attached ☐ NO
CURRENT USE OF PARCEL	
Restaurant, Bar, Lodging, Rafting	
PROPOSED USE OF PARCEL	
Restaurant, Bar, Lodging, Rafting	
USE OF ADJACENT PARCELS	
DEED NO. _____ DATE FILED _____	
☐ Deed(s) and map showing parcels are attached. (Required)	

PARCEL ADDRESS
TAXLOT
FRONTAGE ON ☐ COUNTY ROAD ☐ STATE HIGHWAY NOTE: If new frontage is on a county road or state highway, then an Access Permit is required. ☐ Permit Application Attached ☒ Not Applicable
ZONE
LOT SQUARE FOOTAGE
LINEAL FEET OF FRONTAGE
BUILDING SIZE

SITE INFORMATION

EXISTING IMPROVEMENTS & DIMENSIONS		PROPOSED IMPROVEMENTS & DIMENSIONS	
Structures	Existing	Structures	No change
Fences		Fences	
Roads		Roads	
Easements		Easements	
Landscaping		Landscaping	
Lighting		Lighting	
Other		Other	

BUSINESS COMPLEX OR ENTERPRISE ONLY

Will you be requesting the addition of signs? ☐ YES, and a Sign Permit Application is attached ☒ NO

If this is a Business Complex or Business Enterprise, an Integrated Signage Plan is required. ☐ Attached

HOURS OF OPERATION Noon to 2am	NUMBER OF AVERAGE DAILY TRIPS
NUMBER OF EMPLOYEES 15	NUMBER OF OCCUPANTS AT ONE TIME
GARBAGE SERVICE ☒ YES, How often? _____ ☐ NO	PARKING SPACES (9'X19' MINIMUM) & SURFACE MATERIAL

ADDITIONAL REQUIRED DOCUMENTS

- ☐ One PDF of 8.5x11" Concept Site Plan
- ☐ One PDF of a vicinity map indicating the location of the proposed development

PROPOSED SITE PLAN MUST DEMONSTRATE HOW:

- ☐ Traffic congestion is avoided
- ☐ Pedestrian and vehicular safety and welfare are protected
- ☐ Vision Clearance Area is preserved and maintained where applicable
- ☐ Significant features and public amenities are preserved and maintained
- ☐ There will be minimal adverse effect on surrounding property
- ☐ Proposed lighting is arranged to direct light away from adjoining properties
- ☐ Proposed signs will not interfere with traffic or limit visibility by size, location, or illumination

CONCEPT SITE PLAN REQUIREMENTS *The Concept Site Plan shall clearly indicate all of the following information applicable to the particular development proposal.*

- ☐ Project Identification (Address, Taxlot, Name of Applicant(s) and Property Owners(s))
- ☐ Date
- ☐ Scale—The scale shall be at least one-inch equals 50 feet (1:500, unless a different scale is authorized by the City's Zoning Ordinance Administrator or Contract Planner
- ☐ North Arrow
- ☐ Location and names of all existing streets and location of proposed streets within or on the boundary of the proposed development
- ☐ Lot layout with dimensions for all lot lines
- ☐ Location, dimensions, and height of all existing and proposed buildings and structures. Include any walls, fences, and gates and indication of their height and materials of their construction
- ☐ Location and dimensions of all yards and setbacks from all property lines and distances between existing and proposed buildings
- ☐ Location and layout of off-street parking and loading facilities and indication of surface material
- ☐ Indications of exterior lighting standards and devices and location
- ☐ Location, size, height, materials and method of illumination of existing and proposed signs
- ☐ Location and description of any slopes greater than 20%, and any cut and fill activity
- ☐ Conceptual drainage and grading plan
- ☐ Location of existing utilities, easements, rights of ways, and any significant natural features, including but not limited to water courses, trees, rock outcroppings, ponds, and drainage ways.
- ☐ Location and type of landscaping. A nominal amount of landscaping for new structures or parking areas is encouraged.
- ☐ The City discourages the use of Black Locust trees.
- ☐ Location, size, and use of any proposed underground activity (sprinkler system, heat transfer coils, storage tanks, etc.)
- ☐ Any other architectural or engineering data as may be required to permit necessary findings that the provisions of Maupin's Zoning Ordinance are complied with.
- ☐ Where an attachment or minor addition to an existing building or structure is proposed, the site plan shall indicate the relationship of said proposal to the existing development, but need not include other data required in the above paragraph

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): Philo Maupin OR LLC

Proposed Trade Name: Imperial River Co.

Premises Address: 304+306 Bakeoven Rd

Unit: 100-101

City: Maupin

County: Wasco

Zip: 97037

Application Type: ☐ New License Application ☒ Change of Ownership ☐ Change of LocationLicense Type: Full On-Premises, Commercial ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Bailey Broderick

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: Lehi

State: [REDACTED]

Zip: [REDACTED]

Email Address: [REDACTED]

Business Details

Please check all that apply to your proposed business operations at this location:

- ☐ Manufacturing/Production
- ☒ Retail Off-Premises Sales
- ☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

- ☒ Indoor Consumption ☒ Outdoor Consumption
- ☒ Proposing to Allow Minors

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Philo Maupin OR LLC

Proposed Trade Name: Imperial River Co.

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: MAUPIN

Date Application Received: 4/17/25

Received by: Dovi Van Dolah

PAID
Optional Date Received Stamp
APR 17 PAID

Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

City of Maupin
PO Box 308
Maupin OR, 97037

Payment Receipt

Date: 4/17/2025
SysCheck: 10070917
Entered By: MAUPIN

Description: OLCC application for Philo Maupin LLC
Payment
Reference: 4130/11
Amount: 40.00

Account Balance: 0.00



CONSIDER: CITIZEN OF THE YEAR AWARD

6:55 p.m.

DOCUMENTS

[Draft Citizen of the Year Award Criteria](#)

MOTION



CITIZEN OF THE YEAR AWARD CRITERIA

This award will be presented annually to an individual (or couple) whose volunteerism and outstanding service and dedication have made a significant contribution to the community. Qualities looked for are as follows:

- **A person who continually volunteers his or her time, dedication and talents to the town and the citizens of the town to make Maupin a great place to live, work, play, and learn**
- **A person who has made a positive difference to the lives of fellow citizens**
- **Someone who is dedicated to Maupin and concerned for others. They may serve on service, school, church, or community committees**
- **A person who has shown a willingness to work with other Maupin residents, who is enthusiastic about the town and its citizens, and who works continually towards the betterment of the community**
- **A person with the qualities of honesty and integrity**

In choosing the recipient, regard will be given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contributions to the community. The individual recognized does not have to be a member of the Maupin Chamber of Commerce or the business community. A nominee need only be nominated once to be considered.

HOW TO NOMINATE

If you have a friend, neighbor, or relative you feel has given unselfishly to help others, or who meets any of the above criteria, please fill out the back side of this form. Additional applications for nomination may be picked up at the Maupin Civic Center.

To apply online, visit www.maupinoregon.com or cityofmaupin.org. Completed nomination forms shall be returned no later than Friday, November 14th, 2025. Submit forms to the Maupin Civic Center, PO Box 308 Maupin, OR 97037 (507 Grant Ave). Email: director@maupinoregon.com

Nominees will be invited to the November Maupin City Council meeting, and the identity of the final award winner will be made known during this meeting. Nomination information may be used for publicity purposes.

CITIZEN OF THE YEAR NOMINATION FORM

DEADLINE: FRIDAY, NOVEMBER 14TH, 2025

Please complete the form below, providing as much detail as possible to assist the Award Committee.

I place in nomination the name of the following individual for consideration to receive the 2025 Maupin Citizen of the Year Award:

Name (please print):_____

Position/Title (if applicable): _____

Company Name/Organization (if applicable): _____

Phone Number of Nominee: _____

Email of Nominee:

This nomination for the 2025 Maupin Citizen of the Year Award is based on the following:

Use separate paper for your response if necessary, and please be specific (include significant achievements, recognition or honors, community activities, greatest strengths, special qualities, etc.)

[illegible]

Nominated by: (please print): _____

Phone number of person submitting application: _____

Submit forms to the Maupin Civic Center, PO Box 308 Maupin, OR 97037 (507 Grant Ave).

Email: director@maupinoregon.com



COMMUNICATION

7:08 p.m.

DOCUMENTS

N/A



ADJOURN

NEXT PLANNING COMMISSION MEETING

May 13, 2025 @ 4:30 p.m. Civic Center Conference Room

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

NEXT CITY COUNCIL MEETING

May 28, 2025, at 6:30 p.m.

MAYOR ADJOURNS THE MEETING