

C I T Y O F M O S I E R
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MOSIER CITY COUNCIL MEETING

May 16, 2018 at 6:30 P.M.

Mosier Senior Center at 500 Second Ave

I	6:30pm	Call to Order (please silence or turn-off cell phones)	
II		Agenda corrections or additions	5 min
III		Business from the Audience —This is an opportunity for Mosier residents and anyone else to express concerns, needs, or opportunities. Please keep your comments succinct and under two minutes. You may bring in written materials for Council and Staff to review. The Mayor can assign the issue to a future Council meeting, to a Council Committee, or to staff. Please realize that council cannot offer any response immediately, but will give the matter due consideration.	10 min
IV		Approval of: 05/02/18 - City Council Meeting Minutes	
V		BUSINESS	
1.	6:45 pm	Amanda Hoey – Enterprise Zones Presentation, Discussion and Review of Draft Resolution	30 min
2.	7:15 pm	Review of Rate Schedule – Nick Kraemer	20 min
3.	7:35 pm	Talking Points for Strategic Plan Communication Strategies – Emily Reed	20 min
4.	7:55 pm	Budget Highlights - Colleen	10 min
5.	8:05 pm	Announcements	10 min
VI	8:15 pm	Adjourn	

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MINUTES

MOSIER CITY COUNCIL MEETING

MAY 02, 2018 at 6:30 P.M.

Mosier Senior Center at 500 Second Ave.

I	CALL TO ORDER: Council President, Emily Reed called the mtg to order at 6:30
II	Council: All Council members in attendance, except Emily Reed (excused), Rod Runyon, Wasco County Commissioner.
III	Business from the Audience N/A
IV	Council member Gries moved to approve minutes, with noted corrections from Councilor Van Osdol (spelling Mosier correctly), Councilor Berry seconded, All Approved.
V	BUSINESS
1.	<p>Budget Priorities:</p> <ul style="list-style-type: none"> - City Manager: 2015-16 statement in budget document said our general fund revenue won't increase due to "property tax rates and franchise percentage rates are static." That statement was incorrect. County assessed property values go up every year approximately 3%, which means that the City's 1.425% share will increase with property assessed value. City records show that the City of Mosier's total property tax revenue in the last 6 years increased by 21% (from \$51,500 to \$62,500) and shared state tax revenue increased by 82% from \$106,000 in 2011 to \$193,229 in 2017. - Stabilizing staff to avoid turnover and retain knowledge base is a priority for the upcoming year. With the upcoming projects and existing requirements, the City manager recommends the City provide time for staff to be accountable for the added responsibilities with salaries commensurate with these positions. - Mayor Burns inquired to Water Operator vs Maintenance time allocation, and City Manager explained that he is on call 24 hours a day, 7 days a week, and will seek completion of certification to be the Operator within 2 months. City Engineer will oversee his training and operation procedures to ensure he is prepared and compliant. - City Council inquired into competitive rates, length of stay for employment, and discussed incentives for raises with completion of Operator Certification. - Council agreed it is prudent for City Hall to be staffed with competitive living wage salaries. Mayor Burns commented on the cohesiveness of the new team, and Councilor Anderson raised concerns for long staff hours, and days. - City Manager further recommends securing the City Recorder, Utility Billing/Finance position as a full time equitable pay long term employment role due to putting the City's assets at risk with high turnover. - Mayor Burns asked that someone become a Notary, City Manager agreed to do so. - City Manager gave an overview of reserves, ending fund balances that are not appropriated for Capital Projects, and wants to identify future uses for the capital. - Mayor Burns commented there should be no rate discussions with rate paying funds available. - Councilor Anderson suggested a list of water and sewer fund projects and priorities for prioritization and security of service.
2.	<p>Priorities:</p> <ul style="list-style-type: none"> - City Manager asked the Council for their priorities for the upcoming year aside from the Strategic Plan document (available online). - Mayor Burns suggested a more usable and accessible park facility with amenities that would accommodate our community and our guests. Also raising the issue of the security of the funds in the drop box for parking and park passes.

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	<ul style="list-style-type: none"> - Councilor Wallace would like to also see the Parks on the list of priorities for the coming budget year. - City Manager gave a brief update of her site visit with Bennett Burns and Bill Norris, reviewing access issues, water diversion, fish health and road clearance. - City Manager gave an update that the direct access to the Columbia River via UPRR is still under way and a high priority for UPRR as well as the City. Safe access to the water and connection to the water are of high priority. Mayor Burns inquired into the communication and rapport with the UPRR representative, and it was reported he was very amenable and political climate was great. - Councilor Van Osdol mentioned the State Park System as a whole, suffering from theft, and City Manager agreed we need to secure the revenue source for the maintenance and accessibility of the parks, therefore will explore more secure options. - Mayor Burns raised the issue of parking with State Trails, and City Manager mentioned this is in the TSP study as an issue at the Trailhead as well. - City Manager will follow up on DEQ inquiry on contaminants at the site.
Resolutions and Approvals	<ul style="list-style-type: none"> - City Manager sought permission to join the Watershed Council, City Council encouraged her to do so. - City Manager produced the Resolution allowing the City to establish a joint fund account with the Fire Board to set aside proportional contributions with proper internal control where the funds would earn interest in an LGIP account and remain secure. - Councilor Gries inquired into clarification of language regarding the agreement, Councilor Wallace suggested waiting for technical language to pass. - Mayor Burns mentioned this was clear from the beginning and a great example of community cooperation and coordination. - Councilor Anderson also mentioned the recent JUF meeting going very well. - City Recorder requested access to the LGIP statement to reconcile the existing accounts and City Manager also wanted to make a formal request for Public Records to also gain access for management. City Recorder also asked permission to remove previous employees and update the banking records.
Enterprise Zone:	<ul style="list-style-type: none"> - City Manager gave an overview of the Enterprise Zone Opportunity, and the jurisdiction of the City superseding any other planning or land use authority relating to the Enterprise Zone. - Councilor Wallace suggested the discussion of the Zone alone does create interest and is a gauge of current market growth. - City Manager is having City Planner raise any issues of concerns to her prior to a meeting with the director of the program.
JUF:	<ul style="list-style-type: none"> - Mayor Burns read the JUF Memo of take away points drafted by Council President Reed, with City Recorder to provide minutes on the JUF meeting at a later date. - Councilor Anderson, also serving on the JUF committee, explained there was thoughtful and care analysis on the design and site review, as well as funding discussions. - City Manager agreed to seek a written agreement or LOI from the DEQ regarding security of funding via grants. - Discussion ensued around Public Meeting policy and procedure around the committee for JUF, the Facilitator and the various formalities around neutrality.
Announcements:	<ul style="list-style-type: none"> - Mayor Burns made an announcement that the TSP meeting at the Grange for an alternatives analysis is to define the top 5-10 projects for the City in order of priority. This meeting will be May 10th at 6:00 pm as it was pushed back to accommodate the Budget deadlines. - City Manager announced the intention to have MCEDD at the next meeting for a presentation. - Commissioner Runyon gave an announcement that Chief Renault attended a meeting in Juniper Flats and represented the Emergency Service, Fire, Mosier and Wasco County Community incredibly well.

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	<p>He further explained the level of professionalism and duty that was recognized. Commissioner Runyon also let the Council know that he would be on Veteran Bike Runs to support various charitable causes over the course of the Summer, and that he will look forward to the meetings and providing support in any way upon his return.</p>
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Adjourn: 8:05 pm

7.	
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Approved this 16th day of May, 2018:

Attest:

Mayor Arlene Burns

Jayme Bennett, City Recorder

CITY OF MOSIER

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Staff Report

Meeting Date: 5/16/18

Staff: Nick Kraemer, Contract City Planner

Agenda Title: Enterprise Zone Maps

Agenda Action: E-Zones

Fiscal Impact: N/A

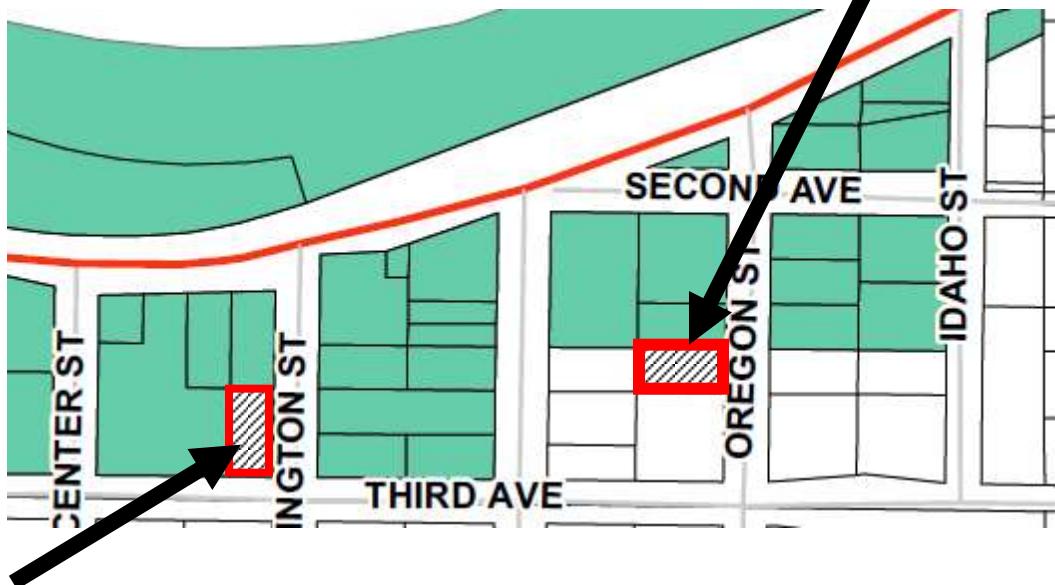
Staff Recommendation: See description below

Discussion from Nick Kraemer:

Enterprise Zone Maps:

I was tasked with reviewing the proposed Enterprise Zone Maps and determining if they accurately follow the Commercial and Industrial Zones within the City of Mosier Urban Growth Boundary.

A small edit is needed for the map to match the zoning map area for Commercial District. A parcel on the west side of Oregon Street - north of Third Ave (2N 11E 1 CB 3000) is split zoned commercial on the north half and residential on the south half. The south half should not be included in the enterprise zone.



The current City Hall location is included on the map - even though it is zoned Public. I think this is fine - as it may return to commercial zoning someday. The current School property and district-owned property to the south of the School is also zoned Public - but I don't think it is appropriate to include those properties in the enterprise zone - as I don't anticipate them changing use anytime in the near future. Otherwise the map looks fine and accurately follows Commercial and Industrial Zones in the City of Mosier Urban Growth Boundary.

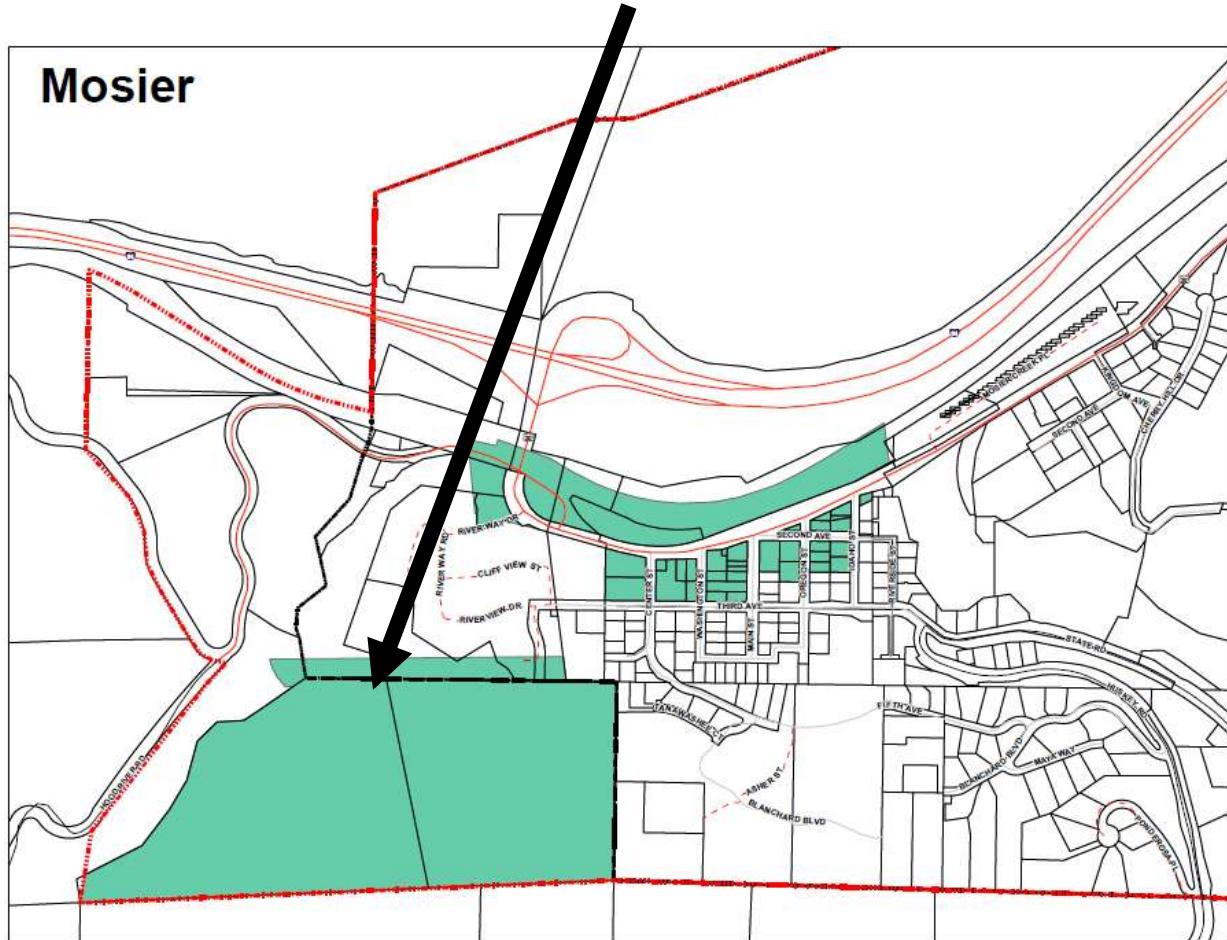
Enterprise Zone Management Comments/Questions:

I want to be very clear about the management of the enterprise zone area that is located in the Industrial Zoned Area that is outside of City Limits but within the Mosier Urban Growth Boundary (aka the pits). I want to ensure that the Mosier City Council controls any enterprise zone decisions in this area. This is currently unincorporated area. It is my understanding the County makes decisions in unincorporated areas.

It may be a moot point - as most new development in this area will need to be annexed into City Limits before they can develop and connect to City utilities (water and sewer). However - there may be some types of developments that don't need utilities or necessarily trigger annexation into the City.

I am particularly concerned about this area - as it is really is the most conducive to a large light manufacturing type of development and I want to ensure local control of decisions in this area.

What is the process for decision making in this area - within Urban Growth Boundary but outside of City Limits?



FY 2017-18 Consolidated Schedule of Fees (Exhibit A)

#	Fee Description	Per Resolution No. 2015-10	Proposed Change	New Fee Amount	Contractor Hours Per Permit (@ \$100/hr)	Discussion
Land Use and Building Fees						
1	Site Development Permit App.	\$565		\$565	5.65	*Most common fee. For single family homes on developed lots that don't require additional land use actions. This covers one round of detailed review and maybe a second brief review. Usually split between John and Nick. A third, fourth or fifth round of reviews requires the \$100/hr extra fees
2	Code Interpretation and Zoning Verification	\$190	\$60	\$250	2.50	*Not common. Often Planner will answer realtor and property owner questions quickly and don't have cost recovery agreement setup. need to require recovery agreement for complicated verification
3	Pre-application Conference	\$300		\$300	3.00	*Fairly common. I recommend the \$300 is the "fee" and cost recovery above that amount. Many jurisdictions will apply a pre-application fee to the total application fee to encourage folks to do this step. Alternatively, we could rely on our general fund to recover costs after the property is purchased and developed.
4	Proposed Change of Use	\$386		\$386	3.86	*Not common. Most often used when businesses are changing uses and no official land use action is required. Mosier doesn't have a business permit - so this is difficult to capture.
5	Sign Permit	\$190		\$190	1.90	*Fairly common. Most sign permits are pretty simple and can be accomplished in under two hours
6	Conditional Use Permit Modification			\$500	5.00	*Fairly common. I recommend the \$500 is the "fee" and cost recovery above that amount. Often more hours for Planner. Required: Public notice process and staff report. Sometimes City Council Hearing required for "material" modifications
7	Conditional Use Permit Major	\$854	\$346	\$1,200	12.00	*Fairly common. I recommend the \$1,200 is the "fee" and cost recovery above that amount. Often more hours for Planner. Required: Public notice process, staff report, and sometimes attendance to City Council Hearing.
8	Variance (Minor)	\$700		Per Cost Recovery	7.00	*Fairly common. I recommend the \$700 is the "fee" and cost recovery above that amount. Required: public notice process and staff report.
8	Variance (Major)	\$700		Per Cost Recovery	7.00	*Not common. I recommend the \$700 is the "fee" and cost recovery above that amount. Consider raising to \$1,200. Often more hours for Planner. Required: Public notice process, staff report, and attendance to City Council Hearing.

FY 2017-18 Consolidated Schedule of Fees (Exhibit A)

#	Fee Description	Per Resolution No. 2015-10	Proposed Change	New Fee Amount	Contractor Hours Per Permit (@ \$100/hr)	Discussion
9	Temporary Use Permit	\$427	\$73	\$500	5.00	*Fairly common - use of Pits requires this TUP. I recommend the \$500 is the "fee" and cost recovery above that amount. Often more hours for Planner. Required: Public notice process and staff report.
10	Farmer's Market Permit: Annual Renewal	No Fee		No Fee		
11	Food/Beverage Cart Permit	\$100		\$100		
12	Food/Beverage Cart Permit Renewal	\$100		\$100		
13	Zone Change	\$1,287	\$213	\$1,500	15.00	*Not common. I recommend the \$1500 is the "fee" and cost recovery above that amount. Often more hours for Planner. Required: DLCD notice, Contacts with ODOT, Public notice process, staff report and City Council Hearing(s).
14	Comprehensive Plan Amendment	\$1,926	\$574	\$2,500	25.00	*Very rare. Usually City initiated. I recommend the \$2500 is the "fee" and cost recovery above that amount. Required: DLCD notice, Contacts with ODOT, Public notice process, staff report and City Council Hearing(s).
15	Nonconforming Use Verification	\$834	\$166	\$1,000	10.00	*Not common. I recommend the \$1000 is the "fee" and cost recovery above that amount. Required: Public notice process, staff report and City Council Hearing.
16	Partition Minor (1-3 Lots)	\$400		\$400	4.00	*Fairly common. I recommend the \$400 is the "fee" and cost recovery above that amount. Required: Review of draft plat, staff report, and review of final plat. This is often much more on complicated lot configurations.
17	Annexation	\$1,287	\$213	\$1,500	15.00	*Very rare. Usually it is part of other land use actions - like subdivision. I recommend the \$1500 is the "fee" and cost recovery above that amount. Required: Detailed legal descriptions, staff report, draft ordinance, and reporting requirements
18	Subdivision	\$1,926	\$74	\$2,000	20.00	*Occasional. I recommend the \$2000 is the "fee" and cost recovery above that amount. Required: Multiple Staff Meetings, Contacts with ODOT, Public notice process, staff report and City Council Hearing(s). Then lots of review steps to Final Plat.
19	Lot Line Adjustment or Abandonment	\$550		\$550	5.50	*Fairly common. I recommend the \$550 is the "fee" and cost recovery above that amount. Required: Review of draft plat, staff report, and review of final plat
20	Appeal of Land Use Decision to City Council	\$250		\$250	2.50	*Thankfully not common. This needs Laura's review. Specific ORS regarding appeal fees. \$250 is reasonable for appeal of Type II decision - but maybe not enough for appeal of Type III and IV.

FY 2017-18 Consolidated Schedule of Fees (Exhibit A)

#	Fee Description	Per Resolution No. 2015-10	Proposed Change	New Fee Amount	Contractor Hours Per Permit (@ \$100/hr)	Discussion
21	Park Use Permit (Special Event)		\$85	\$85	Laura review.	Contract write up for event and insurance. Special events require case by case review of # of cars, # of people, # of toilet facilities needed, etc. Review of special use, facilities
Public Works Permits						
27	Water			\$500	Includes 3/4" meter	
28	Sewer			\$250		
29	Stormwater			\$250		
30	Street			\$250		
*Fees based on inspection costs for the City Engineer to come out once and review the contractor's work and also review any pre-construction plans, sketches, phone calls, emails, scheduling coord., etc. An inspection is 2 hours, typically including drive time, or \$210 at my current billable rate for Mosier. There is a little extra in storm sewer and sanitary sewer for desktop evaluation, correspondence, etc. The inspection cost is based on new water and sewer service connections to the watermain/sewer pipeline. Inspection cost for connecting to an existing service will be less. For example making a connection in a subdivision where all service are already stubbed out to the property line. The water fee includes the cost of a meter (provided by the City). These run ballpark \$250. It might be OK to change the water fee if we know our water operator will be doing the inspection instead of me (only for those services already stubbed out). These fees are based on 100% cost recovery. They could be reduced if the City wants to subsidize.						
Administrative Fees						
31	Copies of public records		35¢ per page	35¢ per page		
32	Copies		25¢ per page	25¢ per page		
33	Non-sufficient funds		Bank charges + \$25	Bank charges + \$25		
34	City Cost Recovery Processing Fee		\$10/hour	\$10/hour	\$25/hr	
Miscellaneous Fees						
39	Liquor License		\$25	\$35	Per OLCC recommendation	
40	Liquor License renewal		\$20	\$35	Per OLCC recommendation	
39	Rock Creek Vehicle Day Pass		\$5	\$5		
40	Rock Creek Vehicle Season Pass		\$15	\$15		
Cemetery						
42	Cemetery Plot (Right of Internment)		\$650	\$650	Full Body and Cremains	
43	Internment Administrative Fee (Full Body and Cremains)		\$100	\$100		

FY 2017-18 Consolidated Schedule of Fees (Exhibit A)

#	Fee Description	Per Resolution No. 2015-10	Proposed Change	New Fee Amount	Contractor Hours Per Permit (@ \$100/hr)	Discussion
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NOTES

The application fees shall be charged as an initial deposit for processing the application, and payment shall be required as part of a complete application. In any event, all applicants shall be liable for, and required to pay, the City's actual or average cost of having outside professionals (e.g., City Planner, City Attorney, City Engineer, etc) perform reviews of the applicant's materials. In cases where the City uses such professionals to perform reviews of application materials, work and interact with the applicants, and make recommendations on the applications, the City will also charge (and the applicant will also be responsible for) the hourly rates of these professionals.

FEE SCHEDULE EXAMPLES

City of Hood River http://centralpt.com/upload/375/20544_FY17-18FeeSchedule-Master_FINALplanning.pdf

City of Maupin <http://cityofmaupin.org/wp-content/uploads/2014/01/Fee-Schedules-Adopted-by-Council-on-12-12-2012.pdf>

City of Wheeler http://ci.wheeler.or.us/?page_id=108

FY 2017-18 Consolidated Schedule of Fees (Exhibit A)

#	Fee Description	Per Resolution No. 2015-10	Proposed Change	New Fee Amount	Notes
Utility Fees					
44	Utility Turn Off/Turn On fee	\$43	\$7	\$50	
45	Premises notification (door hanger)	\$25		\$25	
46	Late Payment Fee	2.5	\$7.50	\$10	
47	Utility Billing Ownership Changes	\$35		\$35	
48	City Water external usage set up fee	\$100		\$100	
49	City Water external usage breakdown fee	\$100		\$100	
Monthly Service Charges: Single Family Residential					
50	Water			\$35.59	
51	Sewer			\$66.85	
Monthly Sewer Charges: All Users					
52	Single Family Residential			\$66.85	
53	Multi-Family Residential (per unit)			\$66.85	
54	Schools			\$334.28	
55	Commercial (including B&B)			\$100.29	
56	Accessory Dwelling Unit			\$50.13	
57	Non Profits (< 10,000 gallons water use)			\$50.13	
Water Consumption Rate: All Users					
58	0-6,000 gallons			\$1.58 per 1,000 gallons	
59	6,000 – 14,000			\$2.10 per 1,000 gallons	
60	14,000 +			\$2.63 per 1000 gallons	
Monthly Water Service Charges (All Connection Types)					
61	¼ inch (Residential)			\$35.59	
62	1-inch			\$88.97	
63	1 ½ -inch			\$177.94	
64	2-inch			\$283.63	
65	3-inch			\$569.42	
66	4-inch			\$889.71	
67	6-inch			\$1,779.42	
68	8-inch			\$2,847.05	
System and Development Charges for ¼" Residential					
69	Parks			\$1,495.00	
70	Water			\$4,499.00	
71	Sewer			\$5,718.00	
72	Stormwater			\$931.00	
TOTAL Residential SDCs:				\$12,643.00	
73 Mosier Bluffs additional SDC charge for Water					
TOTAL SDCs for Mosier Bluffs:				\$16,675.00	

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