

CITY OF MOSIER

small enough to make a difference

CITY COUNCIL MEETING

March 19, 2025, 6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/2829710099?pwd=R1o5RUNSZDI5L2NUNmZ4SkhnV2FSQT09&omn=83008076334>

Meeting ID: 282 971 0099

Passcode: 97040

One tap mobile

One tap mobile

+12532158782,,2829710099#,,,,*97040# US (Tacoma)

+13462487799,,2829710099#,,,,*97040# US (Houston)

Find your local number: <https://us02web.zoom.us/j/kdJdWctiA0>

AGENDA

I	6:00	Call to Order/Roll Call – Mayor Anderson
II	6:02	Agenda corrections or additions
III	6:05	Business from the Audience - This is 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 Committee and Staff to review. The Facilitator can assign the issue to a future Committee meeting, or to an appropriate Committee or staff member. Please realize that we cannot always offer a response immediately but will give the matter due consideration. We encourage the participation of all stakeholders in our community.
IV	6:10	Approval of 02/19/25 Council Meeting Minutes
V.		BUSINESS
1.	6:15	Short Term Rental Ordinance Administration – Andrea Rogers
2.	6:25	Resolution to Appoint City Contracts & Purchasing Officer – Andrea Rogers
3.	6:30	Finance Report – Monica Morris
4.	6:45	City Activities Update – Andrea Rogers, Mayor Anderson - Hiring Decision, JUF, UPRR, Skate Park CUP Date
V.	7:00	ADJOURN

MINUTES DRAFT



COUNCIL MEETING FEBRUARY 19, 2025

Date: February 19, 2025

Time: 6:03 pm

Meeting called to order by: Mayor Anderson at 6:03 p.m.

IN ATTENDANCE

Mayor Anderson, Councilor Campbell, Councilor Cannon, Councilor Wright, Councilor Estes, Councilor Koerner, Councilor Lindemyer

Staff – City Manager Rogers, City Attorney Westmeyer, Finance Director Morris, Projects Manager Coleman

Presenters: Stephanie Krell, Wasco County

Audience: Jane Elkin, Jack Anderson, Steven _____, Sarah Goodman, Brian Barrett

AGENDA ADDITIONS: None

BUSINESS FROM AUDIENCE:

Jane Elkin comments that she's here for support and especially for the Hispanic Community

Diana Calverly requested clarification of timeline for the Senior Center postbox to be installed. Andrea Rogers replied that it's in progress. Heather from Mid-Columbia Housing agreed to purchase the post boxes for the Senior Center and the City will install it. Mayor Anderson announced an update that Senator Merkley is working on free post boxes or home delivery options for Mosier at the Washington DC level. His staff member asked what the people of Mosier want, and Mayor Anderson replied that people would likely be happy to have a post office box with no fee. Mayor Anderson forwarded the information to Senator Merkley. It's on his list to follow up.

Brian Barrett – Does anyone want to stand with me and protest the Trump administration? It seems that Trump and Co. are following Hitler's model to gut the government and assume power. Local militias are forming to intimidate local communities. We need to be prepared to stand together and defend our right to be here. Militias are illegal yet tolerated in every state. Mosier, small enough to make a difference, the slogan perplexes me. But is now not the time to make this slogan come true? This is your chance to be leaders, not just

Mayor Anderson noted that we did not receive his email with his recommendations for .

Brian responded that he would provide them to Andrea Rogers, City Manager.

APPROVAL OF Jan 8, 2024, MINUTES: Mayor Anderson noted a few typos and Councilor Campbell noted the missing times for reconvening the public meeting at 8:51 pm and adjournment at 9pm

MOTION: Councilor Campbell moved to approve as corrected, Councilor Cannon seconded.

OPEN MEETING

1) **Stephanie Krell, Wasco County Public Information Officer – Presentation of a New Mapping System**

- The new mapping and communication system will allow firefighters and emergency responders to update evacuation zones and emergency response information in real time
- Sheridan McClellan, Wasco Emergency Manager noted that the program is currently only accessible to Wasco County Emergency Mgmt., Local Districts and City officials.
- Councilor Lindemyer asked if there is an app available for use of the mapping system. Stephanie responded that the app is being developed now and will be available soon.
- Councilor Campbell asked who could update the information? Stephanie responded that the City could send information, but it would go directly to Sheridan (Wasco Em. Mgmt) or Stephanie (Wasco Co.) for review before publishing.
- Councilor Campbell asked if it is a nationwide program and Stephanie said some other states have it, but not all, and our region is first to use it in Oregon.
- Councilor Estes asked if it's an additional service to EverBridge. Stephanie said no, this will work with EverBridge. Stephanie is happy to provide training to anyone that needs it

2) **Main Street Mosier Memorandum of Understanding (MOU)**

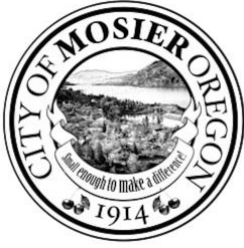
- A Memorandum of Understanding for the Main Street Revitalization Grant administration was presented to Council. Councilor Wright asked for an explanation on scope of the economic development component of the building. Colleen responded that the scope of the grant is for the large Visitor & Exhibition Hall to Host and Exhibit Mosier Historical Society photo collection as well as small events and Kiosk for Friends of the Gorge and others during high tourist seasons. The grant is focused on economic development. **MOTION:** Councilor Lindemyer motioned to approve the MOU and have Mayor Anderson sign it after MSM's next board meeting. Councilor Campbell seconded. All in favor.

3) **Budget Update**

- Monica noted that the budget is appropriation of the City's constituent funds. This is a budget adjustment to the budget approved last summer. Not all of the resources are changing. Changes only reflect current plans for resources to be used this fiscal year.
- Reducing capital outlay, increasing service. For capital projects, we don't budget the entire cost of the project, only what will be used in this fiscal year.
- Monica made accounting changes to more accurately reflect current spending. For example, some of the funds went into general fund, when they should have been in Joint Use Facility
- Budget last year was considerably less than it should have been. This isn't a reflection to say you're spending more, instead we're showing a more accurate picture of what you're spending
- Mayor Anderson asks if this is a more accurate accounting picture? Monica answers yes.
- Mayor asks if the numbers in the ending fund balances are accurate to how we'll start the beginning fund balances next fiscal year. Monica answers yes.
- Councilor Estes asks about funds taken out of the JUF budget, did it go away or is it real? Monica noted that the funds are committed but won't be spent this year.
- Councilor Lindemyer asks about the transient lodging tax, Monica responds that revenue is showing better than expected this fiscal year.
- Councilor Koerner asks about reserve funds in the general fund, is it supposed to be at zero for the fiscal year? Monica responds that this is typically a budgeted amount not designated to any project. This year, the City doesn't have additional funds to set aside to save for future projects, so we're not allocating any now. There is no requirement for "reserve for future expenditures" funds.
- Councilor Cannon asks if we're allowed to use resources from one fund to the other? Monica responds that loans can be made between funds. You don't want a fund to go negative but sometimes you do want to make purposeful use of overall funds. Council has approved loans from one fund to another.
- The City of Mosier has an account with Oregon State Treasury. Total cash on hand is slightly over \$2 million.

- Councilor Cannon notes that the budget should be reviewed on a monthly basis. Line item by line item.
- Monica responds that normally Council gets a monthly financial report.
- **MOTION:** Councilor Cannon moves to “ approve the attached budget resolution” Councilor Lindemyer seconded, “All in Favor”

- 4) **Council Work Session** – Andrea began the work session by introducing the idea that Council’s strategic plan is still good, but may need updating.
- **Mayor Anderson** – noted that certain things have to be done such as water operations, snow removal, sewer operations, etc. There are also things we want to do. For instance, we wanted to do a Transient Lodging Tax and short-term rental policy. When you think about it there are a lot of things we could do but aren’t mandatory like updating the Comprehensive Plan. We need to take Andrea’s list home and think about it. Also, staff needs to be clear about what’s possible to get done within the staff capacity.
 - **Councilor Cannon** – Notes for instance, how much more beneficial would it be to have someone at minimum wage to field phone calls, instead of having our city manager do those things?
 - **Andrea Rogers** – Mentions that bringing on interns is a great way to expand our staff capacity. She asked Council to review and think about this list to identify Council priorities as compared to staff projects--such as archiving.
 - **Mayor Anderson** – Asks Andrea to go through the list and make recommendations to Council
 - **Councilor Lindemyer** congratulated the City on the wonderful improvements our public works officer has made at the west end of town. He also noted that he helped the City of Hood River complete the update to their comprehensive plan. He said he’d been talking with Cindy (past HR city planner) who is willing to assist Mosier with an update to its comp plan free of charge. He then noted that perhaps Brian has a recommendation for how to form a coalition to do what may make a positive impact. Discussion ensued.
- 5) **Updates:** Mayor Anderson spoke about a meeting with Aaron Hunt from UPRR and the second track through Mosier. The Tribes and Wasco County will not contest it at this point. There are 6500 feet of siding that goes east of the Condos, and a 3 mile section west. They can use the bridge over Rock Creek so they won’t be using Mosier Creek. Andrea notes that the second track will impact the city’s waterfront trail. She looks forward to having more conversations with Aaron about access to the trail through Mosier Creek. Discussion ensued regarding the capacity of the property to allow a second track and UPRR’s statement that there “won’t be more trains, but the second track rather makes train traffic more efficient.” There is no comment period.
- 6) **Hiring:** City Recorder/Clerk Position – Bookkeeper gave notice 3 weeks ago. That allowed room for new full time city recorder at salary range of \$26 to \$30/hr. Andrea will post on web page. Hiring committee needed. Andrea and Monica will create a list of questions for the committee and the committee will score. At this point we have 3 qualified individuals.
- 7) **Short Term Rental process.** The Committee has an application process set up. Andrea is getting a list of short-term rental operators and will get them registered. There will need to be some ordinance changes due to the timeframe that this will be approved and a change in more reasonable fee. Application time is confusing. Andrea will talk to Laura to make an ordinance amendment.
- 8) March meeting will be one meeting on the 19th 2025.
- 9) The Council went into executive session at 8:07pm under ORS 192.660(2)(f) *To consider information or records that are exempt by law from public inspection.*
- 10) Council adjourned the executive session at 8:23pm and reopened the public meeting. No action was taken.
- 11) Mayor Anderson adjourned the public meeting at 8:23pm.



Short Term Rental (STR) Ordinance Administration Staff Report

Meeting Date: 03/19/25

Reported by: Andrea Rogers

Agenda Item: Short Term Rental Licensing and Code Considerations

Fiscal Impact: N/A

Recommendation: Discuss application fee and other requirements administration of the STR application process.

Background:

With the assistance of the community driven STR committee City Council passed an STR ordinance in 2023. See text of the ordinance here: <https://cityofmosier.com/government/public-documents-2/code-book/mosier-municipal-code-chapter-5-20-short-term-rentals/#060>

This staff report provides recommendations for ongoing administration of the ordinance, reviewed by Mosier's City Manager and members of the STR Committee. They are as follows:

Biannual Processing Cycle:

The STR ordinance suggests a bi-annual processing cycle. The STR work group does not recommend implementing a biannual processing cycle for STR licenses, citing potential complexities. It would be beneficial to clarify Council's reasoning for including this provision. The introduction of a biannual cycle presents administrative and logistical challenges that may require further discussion.

STR License Application Fee:

The STR ordinance states that "City Council shall establish, by resolution, the costs and fees associated with STR License applications and renewals." The application fee was discussed during the April 17, 2024, meeting, but no final decision was reached. The City manager and STR Committee recommend setting the application fee at \$150, aligning with rates in comparable municipalities.

Granicus Contract Review:

Granicus is an online organization that processes STR applications for a fee. After evaluation, the City has determined that Granicus does not provide sufficient value to justify its cost. Given Mosier's small community size, the overhead associated with Granicus is unnecessary. **Recommendation:** Discontinue the use of Granicus.



Legacy Vacation Home Rental (VHR) Definition:

Mosier's STR Code defines an existing VHR as one that was operational as of June 21, 2023. This cutoff date excludes operators who have been in business for more than 18 months but do not qualify for special handling.

Recommendation: Reassess the definition to ensure fair eligibility criteria for legacy VHR status.

Proof of Residence Requirements:

The goal of the STR application is for an entirely electronic application process with no in-person requirement. The license application requires proof of residence. Two out of the three available options require submission of sensitive personal information (PI), which introduces strict privacy and data handling obligations.

Recommendation: Consider safer alternatives such as requiring a Utility bill as proof of residence.

Special Licensing and Lot Draw Process:

The current Code lacks clarity on how Special Licensing determinations interact with the lot draw process outlined in Section 5.20.60(A). **Clarification Needed:**

There is potential for a conflict in the Code regarding Special STR Licenses:

- **5.20.090(A):** States "the Administrator may issue one or more Special STR Licenses."
- **5.20.090(B):** Places the burden of proof on the applicant to demonstrate they meet all approval criteria for a Special STR License.
 - The first approval criterion states that the neighborhood must already be at max capacity.
 - Since the Administrator determines neighborhood capacity, how is an applicant supposed to know if they qualify, especially if applying more than 18 months in advance?

Next Steps

- Clarify Council's intent behind implementing a biannual processing cycle.
- Establish a final decision on the STR license application fee.
- Confirm the discontinuation of Granicus and explore alternative monitoring solutions if necessary.
- Review and amend the STR Municipal Code to:
 - Adjust the legacy VHR definition for fairer inclusion.
 - Revise proof of residence requirements to eliminate reliance on sensitive PI.
 - Clarify the interaction between Special Licensing, lot draws, and administrative determinations.

Requested Council Action:

- Provide guidance on the biannual processing cycle decision.
- Approve or modify the proposed application fee of \$150.
- Confirm the discontinuation of Granicus.
- Direct staff on necessary STR Municipal Code interpretations based on identified concerns.

**BEFORE THE CITY COUNCIL
FOR THE CITY OF MOSIER, OREGON**

Resolution No. 2025-03

**Resolution Designating a Contract Administrator and Establishing the City
Manager Spending Authority**

WHEREAS, the City of Mosier operates as a Council-Manager form of government with an appointed City Manager as the chief administrative officer for the City;

WHEREAS, the Mosier City Council is the City’s Local Contract Review Board and has adopted its own local rules of procedure for public contracts pursuant to ORS 279A.065, which local rules are codified in the Mosier Municipal Code (“MMC”) Chapter 3.01;

WHEREAS, under MMC 3.01.040, the City Manager may be designated as the City’s Contract Administrator and Purchasing Officer and may be authorized to execute and administer all City contracts, so long as the contract awards are in compliance with the City’s local contracting procedures and the Oregon Public Contracting Code, and provided that funds have been properly authorized by the City Council for such awards;

WHEREAS, from time to time, the Mosier City Council establishes the City Manager’s spending authority, under which amount the City Manager may authorize contracts, purchases, and expenditures directly on behalf of the City without additional approval of the Mosier City Council, provided that such awards are in compliance with local and state contracting rules and funds have been properly authorized and appropriated by the City Council for such purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE MOSIER CITY COUNCIL:

Section 1. Designation of Contract Administrator and Purchasing Officer. Pursuant to MMC 3.010.040, Andrea Rogers, City Manager, is hereby designated as the City’s Contract Administrator and Purchasing Officer and is authorized to execute and administer all City contracts, provided that such contracts and awards are in compliance with all applicable state and local contracting laws and procedures, and the City Council has appropriated sufficient funding for the purpose for which the funds are committed and contracts awarded.

Section 2. Establishment of City Manager Spending Authority. The City Manager is hereby authorized to approve expenditures on behalf of the City that do not exceed \$75,000 per contract or expenditure, provided that the expenditures have been properly budgeted and appropriated by the City Council. Any contracts or purchases exceeding \$75,000 must be approved by the City Council.

Section 3: Effective Date. This Resolution is effective immediately upon adoption and shall remain in effect unless and until superseded by future action of the City Council. Upon adoption, this Resolution supersedes and replaces any and all previously adopted resolutions or actions of the Mosier City Council regarding the City Manager spending authority and designation of a contract administrator or purchasing officer.

INTRODUCED AND ADOPTED this 19th day of March 2025, effective as of the date of adoption.

CITY OF MOSIER

BY: _____ TITLE: _____

Attest: BY: _____ TITLE: _____

GENERAL FUND SUMMARY, through February (67% of Fiscal Year)						Prior Fiscal Year 2023-24	
Department	Budget	Actual Through Feb. 2025	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget thru Feb. 2025	Budget	Year-End Draft-not complete
General Fund Revenue							
Property Taxes	103,000	101,634	104,000	1,000	99%	94,760	106,736
Transient Lodging Tax	100,000	68,660	98,000	(2,000)	69%	72,270	71,971
Franchise Fees	46,305	26,804	46,305	-	58%	44,100	47,676
Grants-State Parks HUB Grant	302,000	301,441	301,441	(559)	0%	390,000	-
Loans	-	-	-	-	0%	278,104	-
All Other	62,049	70,086	80,000	17,951	113%	59,659	379,714
Beginning Fund Balance	273,000	272,130	272,130	(870)	100%	730,500	420,000
REVENUE TOTAL	886,354	840,755	901,876	15,522	95%	1,669,393	1,026,097
General Fund Operating Expenses							
Payroll Expenses	111,607	72,571	111,607	-	65%	125,759	96,200
Materials and Services	406,652	287,307	380,000	(26,652)	71%	164,442	173,853
Transfers	-	-	-	-	0%	300,000	-
Contingency/Reserves	15,000	-	15,000	-	0%	69,203	-
General Fund Capital Expenses							
Hub Grant Work	165,586	165,210	164,996	(590)	100%	653,104	335,719
Rock Creek Park Project	52,000	51,580	52,000	-	0%	-	152,406
All Other	10,000	21,391	20,000	10,000	0%	200,000	253,816
Unappropriated Ending Balance	125,509	-	100,000	(25,509)	0%	156,886	
EXPENSE TOTAL	886,354	598,059	843,603	(42,751)	67%	1,669,394	1,011,994

FUND SUMMARY EXPENSES ONLY, through February (67% of Fiscal Year)						Prior Fiscal Year 2023-24	
Department	Budget	Actual Through Feb. 2025	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget thru Feb. 2025	Budget	Year-End Draft-not complete
Water Operations	579,695	218,303	575,000	(4,695)	38%	1,724,885	244,968
SDC Water	51,500	39,355	51,500	-	76%	67,276	7,003
Sewer Operations	2,702,217	412,959	800,000	(1,902,217)	15%	2,816,791	260,492
SDC Sewer	17,416	7,003	7,003	(10,413)	40%	141,519	125,124
Streets Operations	46,738	16,576	60,000	13,262	35%	425,822	58,774
SDC Streets	250,000	16,199	150,000	(100,000)	6%	-	-
SDC Stormwater	104,000	11,197	104,000	-	11%	45,945	2,345
Water USDA Project	1,359,000	33,092	75,000	(1,284,000)	2%	-	621,369
EV Charging Project	355,951	187,141	195,000	(160,951)	53%	-	9,226
Joint Use Facility	1,711,988	34,796	50,000	(1,661,988)	2%	8,245,688	261,339
TOTAL	7,178,505	976,621	2,067,503	(5,111,002)	14%	13,467,926	1,590,640

FISCAL YEAR 23-24 IS DRAFT - PRIOR YEAR FINANCIALS AND AUDITS NEED COMPLETED BEFORE FINAL

Pooled Cash & Investments TOTAL	
Feb. 2024	2,807,917
Feb. 2025	1,700,109

OTHER MAJOR REVENUE SOURCES SUMMARY, through February (67% of Fiscal Year)						Prior Fiscal Year 2023-24	
Revenue	Budget	Actual Through Feb. 2025	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget thru Feb. 2025	Budget	Year-End Draft-not complete
Water Service Revenue	298,000	219,036	292,000	(6,000)	74%	240,608	268,345
Sewer Service Revenue	288,981	218,179	288,000	(981)	75%	268,863	284,711
USDA Water Loan/Grant	833,019	-	-	(833,019)	0%	833,019	763,000
Transportation Utility Fee	23,000	17,029	24,000	1,000	74%	15,000	12,894