

CITY OF MOSIER

small enough to make a difference

MOSIER CITY COUNCIL MEETING

April 18, 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: 04/04/18 - City Council Meeting Minutes	
V		BUSINESS	
1.	6:45 pm	City Permit Fee Schedule Update – Nick Kraemer	20 min
2.	7:05 pm	City’s Civic Appropriations Award – Colleen Coleman, City Mgr	10 min
3.	7:15 pm	Election Terms and Timelines Announcement – Jayme Bennett, City Recorder	10 min
4.	7:25 pm	Proposed policy resolution for Records Request – City Recorder, Jayme Bennett	10 min
5.	7:35 pm	TSP Update – Public Workshop First Week in May	10 min
6.	7:45 pm	Reminder – Joint Use Facility Meeting 4/29, 2pm.	10 min
7.	7:55 pm	Announcements	10 min
VI	8:05 pm	Adjourn	

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MINUTES

MOSIER CITY COUNCIL MEETING

APRIL 4, 2018 at 6:30 P.M.

Mosier Senior Center at 500 Second Ave.

I	CALL TO ORDER: Mayor Burns called meeting to order at 6:30 pm.
II	<p>Council: All Council members in attendance, except Acacia Berry (travel; excused) Staff: City Manager, Colleen Coleman, City Recorder, Jayme Bennett Audience: Rod Runyon, Wasco County Commissioner, Marc Berry, Citizen, Scott Hege, Wasco County Commissioner, Myrna Anderson, Citizen</p>
III	<p>Business from the Audience N/A</p>
IV	<p>Council member Gries moved to approve minutes, with noted correction of referring to Styrofoam consistently throughout reports by the formal name of Polystyrene, rather than the trademarked reference, Styrofoam. Council member Gries made a motion to accept minutes as corrected, Councilor Anderson seconded, and all were in favor.</p>
V	BUSINESS
1.	<p>Audit:</p> <ul style="list-style-type: none"> - City Manager Coleman presented the Audit letters of completion to Council- Acknowledging the need for an auditor, given significant deficiency with no material weakness it was determined appropriate to utilize the service of the Auditor. We met protocol, and general accepted practice. - Highlights (page 4) include a revenue exceeding expenses by a 5% increase from the previous fiscal year. - Mayor Burns inquired into the 15-page audit adjustment required by City Staff, City Manager Coleman responded with explanation of the loss of extensive QuickBooks data through a computer crash. Furthermore, there were corrections to the previous audit year required. Each adjustment had sufficient paperwork necessary for justification. - City Manager Coleman, with the support of the Auditor, and two outside financial advisors, Summer Sears and Henrietta Mattson (local Mosier tax accountant), suggested the City Recorder position be a full-time role. There have been reporting issues with the increased demand on the position and a need to reconfigure the accounting system software going forward. This is a task an outside consultant (likely Summer Sears) would structure to facilitate less complexity and ease of use. - Councilor Anderson inquired if this restructure would provide a better system of operations for the City Recorder role going forward, City Manager felt it would. - Mayor Burns noted the new staff, being allotted additional time, has had the opportunity to uncover old records and report compliance deficiencies due to turnover. - To serve the City of Mosier and ensure compliance, internal control, and accurate record keeping, the City Recorder will work full time until the position no longer requires the additional effort.
2.	<p>Budget:</p> <ul style="list-style-type: none"> - City Manager updated the committee is short a couple of volunteer community members due to travel, also stating the ORS allowing the override of necessary members if required. There will be two dates coming up for orientation for Budget Committee members. City Manager will send out a Doodle Poll and determine if the requirement for all Council members to be present is in effect. - Council member Wallace and Council member Von Osdol had suggestions from the community for potential members. - Mayor Burns also noted that the Budget Committee would be made aware of the Strategic Plan as part of the initial training.
3.	“If I Were Mayor”

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	<ul style="list-style-type: none"> - Mayor Burns announced the top 3 essays and the rest of the participants are acknowledged for their hard work with handmade certificates being presented in class. There had to be a First place winner, which was a difficult decision, however, it is the qualifier for participating at a State level. There will be a \$20.00 G/C for the First Place, \$15.00 for Second Place, and \$10.00 for the Third Place for the Mosier Market. The City will cover the cost of the gift certificates, which will come from Mosier Market.
4.	<p>Proposal for Bond Counsel for USDA Water Loan/Grant Application- Foster Pepper:</p> <ul style="list-style-type: none"> - City Manager briefed Council on the need for this service to cover the upgrade to Well 5, and the East Side Pump. Interim financing will be required, utilizing the revenue bond to back the financing. These structures require legal services to put a package together. We have \$25,000.00 in the budget for this work, this will be 8k, with 7.5k existing expense, so we are under budget, and anticipate remaining there. - The USDA loan is a 900K package, the first portion is 300k with a 60/40 loan to grant ratio. 40 year loan at 3.2% with revenue from the utility billing servicing the debt. - Councilor Anderson inquired if utility increases were a Council decision. - City Manager explained we always bring to Council any fiduciary decisions, even with language providing the incremental increase being administrative. - Councilor Wallace noted that some bonds have a pay off before the maturity, and from this the Community will likely not see a decrease, however, noted if there were an increase, it would be incremental and nominal. - Councilor Anderson said he felt it was appropriate. City Manager informed Council that she also consulted with City Attorney, Laura Westmeyer, who felt it was appropriate. - Councilor Wallace motioned for approval, Councilor Von Osdol seconded, all approved.
5.	<p>Request for Letters of Support for Wasco SWCD and OWRD Grant for Deep Wells:</p> <ul style="list-style-type: none"> - Mayor Burns explained that our letters of support would be to alleviate the pressure on the water supply with another 1200 foot deep well. The SWCD and OWRD are asking for this to secure more funding from the State of Oregon. Wasco County Commissioner, Rod Runyon asked if a letter of support from him would also be helpful.
6.	<p>Mayor's Report:</p> <ul style="list-style-type: none"> - Mayor Burns reported on the recent League of Oregon Cities Meeting (LOC), which we hosted in Mosier, and on the DEQ derailment meeting. Nate Stice was very supportive in helping us identify funding, noting a unified vision and passion in the community contributing to the ease of garnering support. - City Manager mentioned she felt very encouraged on both the LOC meeting and the meeting with Nate Stice.
7.	<p>Plastic Bag Ban Ordinance Final Public Reading and Passage:</p> <ul style="list-style-type: none"> - Mayor Burns suggested reading in title only, Councilor Gries suggested referencing Public Hearing Law ensure we are compliant, Marc Berry suggested it was appropriate, Wasco County Commissioners, Scott Hege and Rod Runyon agreed it would be appropriate to do so. - Then Mayor Burns read City of Mosier Ordinance No. 172 in title only for the Council and audience. - Councilor Wallace made a motion to approve Ord. 172 as written, Councilor Gries seconded, and all approved.
7.5	<p>ADD IN: Discussion on Movement to Allow E-Bikes on State Trails:</p> <ul style="list-style-type: none"> - There is a movement to allow E-Bikes on State Trails, also it is unknown if ADA is accessible iteration on the law, and there is ambiguity on what is appropriate at this time. - County Commissioner Runyon expressed safety concerns around bypass mechanisms for acceleration control, helmet law, and the intermingling of car traffic and pedestrian traffic. He also encouraged Council to look into what is best for the individual community and expressed a keen interest in learning more himself. - Mark Berry spoke to the acceleration control mechanisms that are in place to keep the speed below 20 mph.

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	<ul style="list-style-type: none">- Councilor Anderson mentioned E-Bikes are good for uphill climbs as an assist, and go slower downhill than standard road bikes.- City Manager expressed her support of assisted bikes not only for our community economically and furthering accessibility to outdoor activity, but as an opportunity to create greater access for all people, and for families to explore trails together, that may not otherwise be feasible with steep inclines, and varying degrees of skill or ability.- Discussion continued around what is best for the community, the importance of remaining objective, and seeking further information.
	<p>Announcements:</p> <ul style="list-style-type: none">- City Manager spoke with Pacific Power and they are not willing to absorb the cost of transitioning to LED lamps in Mosier. If LED is best longer term, and Council decides to pursue it as each light fails, the cost estimate is roughly \$300/per unit.- Mayor Burns would like data pulled on the cost benefit analysis of switching sooner than later.- City Hall to provide comprehensive report on costs associated before Budget 2018-19.- Councilor Wallace inquired about the feature of Mosier by the Friends of the Gorge, hosted by the River Keeper in Vancouver. Mayor Burns and possible City Manager to attend.- April 13, 2018 Team Mosier Celebration: 6:30-8:00 at Rack and Cloth, Mosier School, Fire and City to speak at the event.- Councilor Gries wanted to share the news of a local community member who has recently started radiation therapy for prostate cancer and is feeling very optimistic and encouraged. Council inquired as to the best way to support him with food, letters, errands, etc and Councilor Gries has agreed to keep us informed.- Mayor Burns announced a meeting with Councilor Anderson, City Manager and a discussion around ESA on the UPRR property. City Manager will provide information at the next Council Meeting. The ESA I is complete, and the Scientists are recommending a Phase II study. Councilor Anderson explained once the property is accepted, the use will be restricted. Contamination alleviation removes the restriction.- JUF: July 1, 2018 the finances will become available for Phase II Environmental Study, which comes from the EPA to the DEQ, then they use on call service contractors. City Manager is confident of funding process and availability.
VI	Adjourn: 7:47pm

Approved this 18th day of April, 2018:

Attest:

Mayor Arlene Burns

Jayne Bennett, City Recorder

RESOLUTION No. 2018-03

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

A Resolution adopting a consolidated schedule of fees, rates, charges for all city services, permits, and applications.

The City Council finds as follows:

WHEREAS, the City of Mosier has authority to conduct land use, development and plan reviews, issue land use, building, and other permits and conduct inspections pursuant to these permits within the City's Urban Growth Boundary; and charge for Administrative and Utility costs; and

WHEREAS, the City of Mosier conducts regular reviews of fees; this Resolution will repeal and replace Resolution 2015-10; and

WHEREAS City Staff has calculated the current actual cost of processing a Building and Land Use Permits; and the actual value of administrative, utility and water operations staff and equipment time

WHEREAS the City of Mosier has determined that applicants for permits shall be liable for, and required to pay, the City's actual or average cost of having outside professionals (e.g. City Planner, Attorney, Engineer, etc) perform reviews of the applicant's materials;

NOW THEREFORE, be it resolved that Resolution 2015-10 is hereby repealed in its entirety as are all previously adopted fee schedules purporting to set fees and charges for any of the governmental services and applications listed below, and the fees set forth in Exhibit A, the FY 2018-2019 Consolidated Schedule of Fees, which is incorporated herein by this reference, are hereby adopted and shall apply starting May ____, 2018.

Payment is due and applicants must be current on all outstanding expenses prior to hearing and again prior to further action finalizing or supporting a land use decision.

Passed and adopted by the Mosier City Council this ____th day of April, 2018.

By: _____
Arlene Burns, Mayor

Acknowledged by: _____
Jayme Bennett, City Recorder

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

#	Fee Description	Per Resolution No. 2015-10	Proposed Change	New Fee Amount	Notes
Land Use and Building Fees					
1	Site Development Permit App.	\$565		\$565	
2	Code Interpretation and Zoning Verification	\$190	\$60	\$250	Additional is estimated real time cost for contract staff time.
3	Pre-application Conference	\$300		Plus Cost Recovery	Dependent upon actual hours incurred
4	Proposed Change of Use	\$386		Plus Cost Recovery	
5	Sign Permit	\$190		Plus Cost Recovery	
6	Conditional Use Permit Minor	\$500		\$500	Permit processed for one unit
7	Conditional Use Permit Major	\$854	\$346	\$1,200	Permit processed for multiple units, etc.
8	Variance (Major)	\$700		Plus Cost Recovery	
9	Temporary Use Permit	\$427	\$73	\$500	Rounding up to cover staff costs
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	Rounding up to cover staff costs
14	Comprehensive Plan Amendment	\$1,926	\$574	\$2,500	Rounding up to cover staff costs
15	Nonconforming Use Verification	\$834	\$166	\$1,000	Rounding up to cover staff costs
16	Partition Minor (1-3 Lots)	\$400		\$400	
17	Annexation	\$1,287	\$213	\$1,500	Rounding up to cover staff costs
18	Subdivision	\$1,926	\$74	\$2,000	Rounding up to cover staff costs
19	Lot Line Adjustment or Abandonment	\$550		\$550	
20	Appeal of Land Use Decision to City Council	\$250		\$250	
21	Park Use Permit (Special Event)	\$85		\$85	*Need Laura's review
Public Works Permits					
27	Water			\$500	Includes 3/4" meter
28	Sewer			\$250	
29	Stormwater			\$250	
30	Street			\$250	
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	\$20/hour	\$30/hour	Realistic costs for staff time including benefits
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	

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.

Some comparisons Nick Kraemer found for your reference. Please note that most cities ask for permit fees plus contract staff time fees. City of Mosier uses the permit fee to cover initial staff time costs and asks that the customer repay the city for any additional contract staff time. Costs such as these have not been recovered to date. Also, please note, the City <http://cityofmaupin.org/wp-content/uploads/2014/01/Fee-Schedules-Adopted-by-Council-on-12-12-2012.pdf>

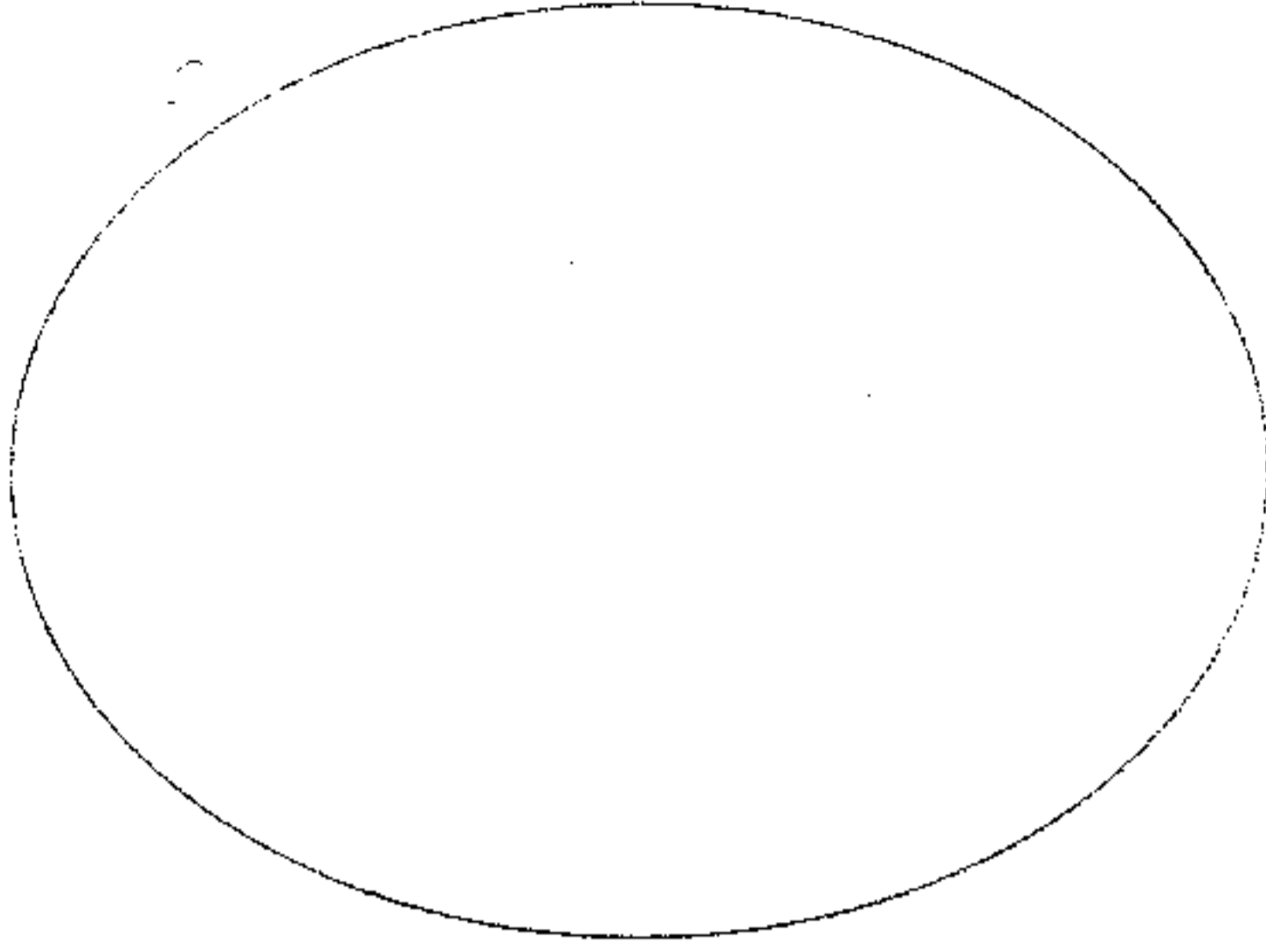
http://www.ci.scappoose.or.us/sites/default/files/fileattachments/ordinance/6211/res_17-25_fee_resolution.pdf

http://www.ci.creswell.or.us/sites/default/files/fileattachments/planning/page/741/a_landusefees2010.pdf

[http://www.ci.nehalem.or.us/vertical/sites/%7B3E525210-29D1-4EF2-9DCB-0F03E42F6FB3%7D/uploads/Schedule_of_Fees_Charges__Monetary_Penalties_Attachment_A-2014\(2\).pdf](http://www.ci.nehalem.or.us/vertical/sites/%7B3E525210-29D1-4EF2-9DCB-0F03E42F6FB3%7D/uploads/Schedule_of_Fees_Charges__Monetary_Penalties_Attachment_A-2014(2).pdf)

Good article about the idea of cost recovery and setting a %:

http://theworldlink.com/bandon/news/planning-department-proposes-fee-hikes/article_12799683-e36c-5df6-ac4d-2f1863b79553.html



Mosier Valley Library

1003 Third Avenue

Mosier, OR 97040

February 9, 2018

To the Mosier City Council:

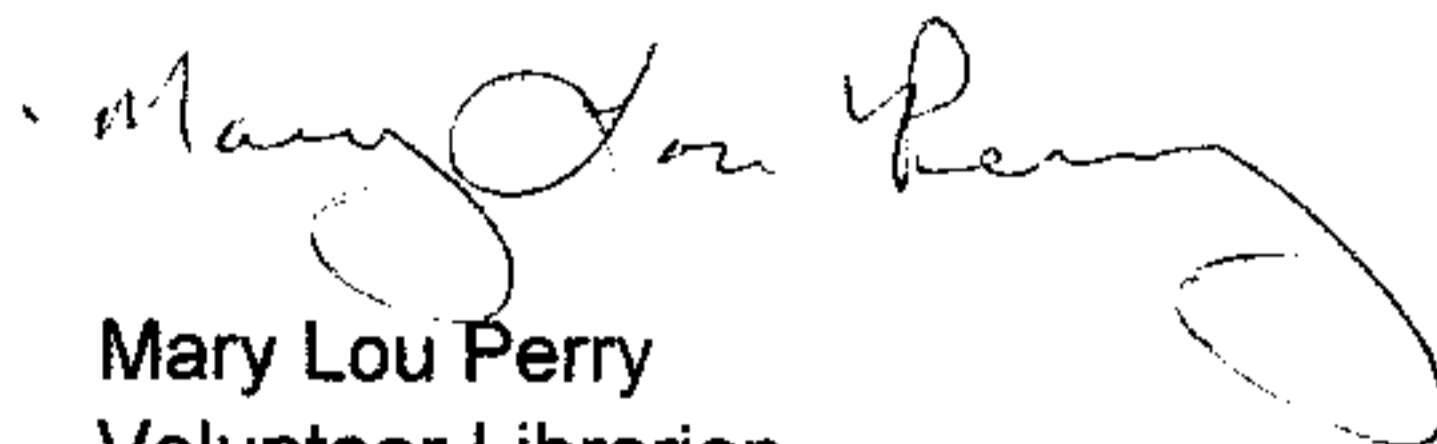
Thank you for this opportunity to apply for appropriation funding from the City of Mosier. We feel this is a wonderful chance for the City to help and support the beloved and historic organization - the Mosier Valley Library.

The MVL, housed in a little space built specifically for use as a library, has operated since 1905. Since then, it has provided free library services to the citizens of Mosier. In addition, this picturesque building gets a lot of tourist attention in the summer – many stop by for a photo opportunity.

Currently, we have six volunteer librarians who keep the library open 10 hours each week. There are no patron fees for membership. The MVL is not connected with any larger library system. It relies on donations and book sales to raise the \$500 annual operating costs.

We are asking for an appropriation of \$200 this year from the City. This will help keep the MVL operating through June 2019.

Thank you,


Mary Lou Perry
Volunteer Librarian

Application to the City of Mosier Community Appropriations Fund

1. Name of entity making request: Mosier Valley Library
2. Date of request: February 9, 2018
3. Phone number (including area code): 541-806-1954
4. Address: 1003 Third Avenue
5. City: Mosier
6. State: OR
7. Zip: 97040
8. Contact name: Mary Lou Perry
9. E-mail address: mlp@reikimosier.com

Appropriation Information

1. Requested amount (\$): 200
2. Estimated number of people served through funding: 400
3. Location(s) served through funding: City of Mosier and Mosier Valley

1. Entity Information

Small, rural library, open ten (10) hours each week, and is staffed by volunteer librarians. It houses classic fiction, current popular fiction, reference books and children's books along with a wide variety of books in miscellaneous categories. At this time, it does not share books with any other library. The books are free to check out to any Mosier resident.

2. Explain why the appropriation is needed, why it merits support and how City appropriation funds would be applied:

The Mosier Valley Library (MVL) relies on donations for its funding. A free library is a valuable service for our community and deserves support from the City. Without this service, citizens living in Mosier must purchase an out of district library card from either the Hood River or The Dalles libraries – annual cost is \$75. The MVL's only expense is electricity to light and heat the building when it is in use. Any appropriation money would be used to pay this expense.

3. Describe methods to track/measure results:

The volunteer librarians keep a count of the number of patrons who visit the library each day it is open. These counts are tabulated monthly, and then yearly. The MVL has an account with Pacific Power and receives a monthly bill. One of the volunteers reviews and pays this monthly bill. The approximate annual electricity bill is \$500.

4. Please indicate type of requesting organization:

A. Education

B. Civic/Community/Other

C. Arts/Culture

D. Health/Welfare

5. Other information:

Approval (for Mosier City Council use only)

This request for funding is approved by the Mosier City Council:

1. Name: _____

2. Title: _____

CITY OF MOSIER
Mosier, Oregon

JUNE 30, 2017

LEGAL ADDRESS

P.O. Box 456
Mosier, Oregon 97040

MAYOR AND CITY COUNCIL

<u>NAME</u>	<u>ADDRESS</u>	<u>TERM EXPIRES</u>
Arlene Burns Mayor	P.O. Box 326 Mosier, Oregon 97040	December 31, 2018
Emily Reed Council President	835 Carroll Road Mosier, Oregon 97040	December 31, 2020
Peny Wallace Council Member	P.O. Box 605 Mosier, Oregon 97040	December 31, 2018
Marc Berry Council Member	403 Huskey Rd Mosier, Oregon 97040	December 31, 2018
Lacy Gries Council Member	P.O. Box 194 Mosier, Oregon 97040	December 31, 2020
Acasia Berry Council Member	P.O. Box 159 Mosier, OR 97040	December 31, 2020
Ann Van Osdol Council Member	P.O. Box 127 Mosier, OR 97040	December 31, 2018

CITY MANAGER

Colleen Coleman
P.O. Box 456
Mosier, Oregon 97040

BUDGET/FINANCE DIRECTOR

Kayla Nelson
P.O. Box 456
Mosier, Oregon 97040

LEGAL COUNSEL

Laura Westmeyer
409 Huskey Rd
Mosier, OR 97040

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 01/18
ORS 249.031

Filing Dates		Candidate Filing	State Voters' Pamphlet	Candidate Withdrawal
Primary Election May 15, 2018	First Day to File	September 7, 2017	January 15, 2018	March 9, 2018
	Last Day to File	March 06, 2018	March 8, 2018	
General Election November 6, 2018	First Day to File	May 30, 2018	July 9, 2018	August 31, 2018
	Last Day to File	August 28, 2018	August 28, 2018	

Filing Information			
This filing is an	<input type="checkbox"/> Original	<input type="checkbox"/> Amendment	
Filing Officer	<input type="checkbox"/> Secretary of State	<input type="checkbox"/> County Elections Official	<input type="checkbox"/> City Recorder (Auditor)

Office Information			
Filing for Office of:			
District, Position or County:			
Party Affiliation:	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Republican Party	<input type="checkbox"/> Independent Party <input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> Fee			
Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a
<input type="checkbox"/> Prospective Petition, in lieu of filing fee		Some circulators may be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No

Candidate Information				
Name of Candidate				
First	MI	Last	Suffix	Title
How you would like your name to appear on the ballot				
Candidate Residence / Route Address				
Street Address	City	State	Zip	County
Candidate Mailing Address and Contact Information Only one phone number is required.				
Street Address or PO Box	City	State	Zip	
Work Phone	Home Phone	Cell Phone	Fax	
Email Address	Web Site, if applicable			

Occupation (present employment) If no relevant experience, None or NA must be entered.

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

Candidate Committee This section should **not** be amended at a later date.

- Yes, I have a candidate committee.
- No, I do not expect to spend or receive more than \$750 during each calendar year. The \$750 includes personal funds spent for any campaign-related costs, such as the candidate filing fee; however state voters' pamphlet filing fees are not included when calculating contribution or expenditure totals. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.
NOTE: If you have previously filed for office please check with the Elections Division to verify if you have an existing candidate committee.
- No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).


Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.

 **Warning** Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

FOR DISCUSSION AT COUNCIL MEETING 4/18/18
PROPOSAL TO SET POLICY OR RESOLUTION THAT ALLOWS CITY COUNCIL
TIME TO REVIEW REQUEST PRIOR TO PROVIDING INFORMATION

PROPOSED LANGUAGE WOULD BE SIMILAR TO THE LETTER BELOW:

The City of Mosier acknowledges receipt, on _____, of your public records request for “checkbook information for the year of 2017.” Having reviewed your request, we are able to inform you that the City is the custodian of at least some of the requested records.

We also received your fee waiver request. The City may reduce or waive a fee in the public interest if it determines that a waiver or reduction is in the public interest because making the record available primarily benefits the general public. Fee waiver requests are made on a case by case basis. Please provide the following information so that we may evaluate your fee waiver request.

Name of requesting party: _____

Organization/Group of requesting party: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

1. General background on the requesting individual, or group/organization as this information relates to the public records request.
2. Purpose for which the requesting party intends to use the records requested.
3. Specific ability and plans of the requesting party to disseminate the information to the general public.
4. Explain how the dissemination of the records requested will benefit the general public.
5. Include any other information that the requesting party feels would be valuable in evaluation the fee waiver/reduction request.

Sincerely,

/s/ Jayme Bennett
Jayme Bennett