

# CITY OF MOSIER

small enough to make a difference

**MOSIER CITY COUNCIL MEETING**  
**May 2, 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 |         | <b>Business from the Audience</b> —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: 04/18/18 - City Council Meeting Minutes   |        |
| V   |         | <b>BUSINESS</b>  |        |
| 1.  | 6:45 pm | Budget Priorities 2018 – 2019 Discussion   | 20 min |
| 2.  | 7:05 pm | Approval of City Manager as Watershed Council Member   | 10 min |
| 3.  | 7:15 pm | Resolution for Joint Use Facility Bank Accounts (LGIP and Checking)  | 10 min |
| 4.  | 7:25 pm | Resolution for Shared State Funds  | 10 min |
| 5.  | 7:35 pm | Explanation of Enterprise Zones and Date MCEDD will present draft Resolution   | 20 min |
| 6.  | 7:55 pm | Announcements  | 10 min |
|     |         | - Transportation System Plan Public Workshop May 8, 5-7pm  |        |
|     |         | - Budget Committee Orientation May 10, 6pm   |        |
| VI  | 8:05 pm | Adjourn  |        |

# CITY OF MOSIER

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## MINUTES

### MOSIER CITY COUNCIL MEETING

APRIL 18, 2018 at 6:30 P.M.

Mosier Senior Center at 500 Second Ave.

|            |   |
|------------|---|
| <b>I</b>   | <b>CALL TO ORDER: Council President, Emily Reed called the mtg to order at 6:30</b>   |
| <b>II</b>  | <p>Council: All Council members in attendance, except Mayor Burns (travel; excused) and Witt Anderson (excused)</p> <p>Staff: City Manager, Colleen Coleman, City Recorder, Jayme Bennett, City Planner, Nick Kraemer.</p> <p>Audience: Kathy Schwartz, running for County Commissioner, and Mary Lou Perry, to receive the award for the Community Fund.</p>   |
| <b>III</b> | <p><b>Business from the Audience</b></p> <p>N/A</p>   |
| <b>IV</b>  | Council member Gries moved to approve minutes, with noted corrections from Councilor Anderson and clarifications. Councilor Van Osdol seconded.   |
| <b>V</b>   | <b>BUSINESS</b>   |
| 1.         | <p><b>City Permit Fee Schedule Update:</b></p> <ul style="list-style-type: none"> <li>- Nick Kraemer gave an overview of the City permitting process, cost recovery methods, and fees schedules. The draft proposal encompassed the introduction of a conditional use permitting fee being compartmentalized into major and minor applications with varying fees, and a new Public Works fee.</li> <li>- Cost recovery practice for comparable small communities was discussed as well.</li> <li>- Councilor Wallace asked for clarification around CUP's to which Kraemer was able to explain the blanket fee doesn't accurately address the varying staff time and resources that are required for more complex buildings and uses. (the fee for conditional use on a small market is the same as a fee for a 30-plex mixed use facility).</li> </ul> |
| 2.         | <p><b>Appropriations:</b></p> <ul style="list-style-type: none"> <li>- City Manager presented appropriations for an award to the library, as the only applicant for the Community fund award of \$200.00</li> <li>- Councilor Van Osdol spoke on behalf of the Senior Center to report their lack of need for the funds, and their desire for the Library to receive the funding.</li> <li>- Council Wallace inquired into the process of public announcement to ensure all potential non-profits would have an opportunity to learn of the fund, and apply for it.</li> <li>- City Manager reported her posting of notice process and that all potential applicants had access to the opportunity in varying formats.</li> </ul>   |
| 3.         | <p><b>Records Inquiry:</b></p> <ul style="list-style-type: none"> <li>- City Recorder proposed the existing ordinance for City of Mosier be applied for massive blanket records requests, which would allow the City a cost recovery process.</li> </ul>  |

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|    |   |
|----|---|
|    | <ul style="list-style-type: none"> <li>- Councilor Berry raised concerns around ensuring access to information and all records as the foundation of the Democratic process.</li> <li>- City Manager and City Recorder reported to both adhering to all Federal, State and local laws, ordinances and rules. City Attorney was consulted briefly to ensure compliance and fair practice.</li> <li>- City Recorder made announcements for upcoming election, and which seats are going to be open.</li> </ul>                                   |
| 4. | <p><b>TSP Update:</b></p> <ul style="list-style-type: none"> <li>- City Manager gave an update on the TSP process moving toward the design phase. The next public workshop will be centered around design and crosswalks and be held sometime around the first part of May. It is TBD as to the location, depending on availability (Mosier School or Grange).</li> </ul>   |
| 5. | <p><b>JUF:</b></p> <ul style="list-style-type: none"> <li>- There is a JUF meeting the end of April. The City Attorney let us know that each board (Fire and City) has to have an equal number of representatives, published minutes and public notice. We need to appoint 4 members of the community and the IGA asks for 2, we need a 3<sup>rd</sup> person from each Council. The committee makes suggestions to their respective councils. Councilor Wallace made a motion to approve, Councilor Berry Seconded, all in favor.</li> </ul> |
| 6. | <p><b>Parking:</b></p> <ul style="list-style-type: none"> <li>- City Manager updated the Council on the purpose of the stanchions, and the requirement for limiting parking on the street leading to Tannawashee. There will be a notification period and signs will be placed.</li> </ul>  |
| 7. | <p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>- Andy Wells is considering a different job for the State Parks and will formally resign from his position next week. City Manager requested a Council member to assist with the process for hiring new staff, and retaining staff. Councilor Van Osdol agreed to participate along with the Mayor.</li> </ul> <p><b>Adjourn: 8:00 pm</b></p>   |
|    |   |

Approved this 18th day of April, 2018:

Attest:

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Mayor Arlene Burns

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Jayne Bennett, City Recorder

City of Mosier, OR  
DRAFT

| General Revenue (not water) | 2016/2017  | % +/- | 2015/2016  | % +/- | 2014/2015  | % +/- | 2013/2014  | % +/- | 2012/2013  | % +/- | 2011/2012  | % +/- | 2010/2011  |      |
|-----------------------------|------------|-------|------------|-------|------------|-------|------------|-------|------------|-------|------------|-------|------------|------|
| Revenue                     | 193,229.00 | 0.08  | 178,448.00 | 0.21  | 147,185.00 | -0.03 | 150,993.00 | 0.07  | 140,883.00 | -0.04 | 146,000.00 | 0.38  | 106,000.00 | 0.82 |
| Property Tax Growth         | 62,451.00  | 0.04  | 59,809.00  | 0.02  | 58,704.00  | 0.03  | 56,745.00  | 0.00  | 56,854.00  | 0.08  | 52,448.00  | 0.02  | 51,537.00  | 0.21 |

## GOALS & PROJECTS

To achieve its vision and carry out its mission, the City of Mosier has 6 goals:

1. Develop and Maintain a Thriving Local Economy *p8*
2. Strengthen Communications *p9*
3. Develop and Maintain a Robust Infrastructure System *p10*
4. Ensure Housing Security for Mosier Residents *p11*
5. Protect and Enhance the Environment *p12*
6. Identify and Implement New City Revenue Sources *p13*

The rest of this section describes these goals in more detail, and the projects the City plans to undertake to meet them.

## GOALS & PROJECTS

*Our action plan for the next five years. Note some projects apply to more than one goal.*

### **Goal 1: Develop and Maintain a Thriving Local Economy**

*Despite limited resources, the City of Mosier is committed to pursuing this outcome by continually looking for ways to:*

- *Create quality public spaces with an emphasis on arts and culture*
- *Take advantage of recreational and inherent assets*
- *Prioritize local entrepreneurship*
- *Emphasize production and innovation (a sustainable economy--not built solely on consumption)*
- *Connect Mosier Valley agricultural businesses with downtown Mosier*

Projects to address this goal:

ODOT TSP Enhance: This Transportation Systems Plan develops walking and bicycling routes, ADA Accessible parking, and landscape amenities that provide safe access for people of all ages. It also sustains our commitment to healthy storm water practices. *Estimated completion 2020*

Gorge Hubs Project: The Mosier Hub is part of a Gorge-wide system of community-centered rest stops that provide interpretive signage, wayfinding maps, bicycle repair tools, and amenities that familiarize local travelers with the history and scenery of each town. It also gives info on local businesses to visit. *Estimated completion 2020*

Train Derailment Site Restoration: On June 3, 2016, the tree lined paths and Western gateway to the City of Mosier were demolished by an oil train derailment. Restoration will include recovery of watershed processes and natural habitat as well as the beatific walking conditions and site amenities that restore community heritage. *Estimated completion 2019*

UPRR Land Acquisition: Since 2000, the City of Mosier has actively sought to gain control over a 3 acre commercial property owned by UPRR and located in the downtown core. The property includes the Totem Plaza and extends along Mosier's main street to Mosier Creek. As the largest undeveloped property in Mosier's downtown core, it has a critical role to play in Mosier's downtown revitalization plans. This land was granted to the City as part of the UPRR oil train derailment settlement. *Estimated completion 2018*

Civic Center/Joint Use Facility: The City is currently working with Mosier Fire to investigate the feasibility, funding, and implementation of a combined city hall, fire station and multi-purpose community space. Early studies also show potential for stimulating commercial activity in downtown. *Estimated completion 2023*

Quarry Industrial Area: The City is engaged in long-term partnership building and evaluation of land use alternatives for the Mosier Quarry property, which is currently owned by the Oregon Department of Transportation. *Ongoing*

Extension of Mosier Plateau Trail: Working with Friends of the Gorge, the city is helping to create a nature and winery loop with a connection to The Dalles. Similar walking trails have been instrumental in revitalizing small towns around the world. *Ongoing*

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

**Resolution No. 2018-03**

**A Resolution Establishing a New Joint-Use Facility Special Revenue Fund**

**WHEREAS**, the City holds certain funds earmarked for a joint-use facility, between the City and the Mosier Fire District, with shared uses to include the Mosier Fire Station, the Mosier City Hall, and spaces for community use; and,

**WHEREAS**, the City anticipates adding additional revenue to this funding to be dedicated for the same purpose; and,

**WHEREAS**, it is the desire of the City Council to separate this funding from the City's General Fund revenues and to establish a special revenue fund for the joint-use facility;

**NOW, THEREFORE, BE IT RESOLVED** by the Mosier City Council that:

1. There is hereby established a new special revenue fund called the Joint-Use Facility Fund.
2. This Fund will be used to meet the needs for funding, design, construction, and maintenance of the Joint-Use Facility shared between the City and the Mosier Fire District.
3. All Funds acquired by the City for the purpose of the Joint-Use Facility will be placed into this Fund.
4. If this Fund is closed, any remaining balance will transfer to the City's General Fund.

Approved and Effective this 1<sup>st</sup> day of May, 2018, by the Mosier City Council.

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Arlene Burns  
Mayor

**ATTEST:**

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Jayne Bennett  
City Recorder



# Oregon

Kate Brown, Governor

**Department of Administrative Services**

Enterprise Goods and Services, Shared Financial Services

155 Cottage St. NE

Salem, OR 97301-3972

(503)373-0314

FAX (503)373-1273

**RETURN TO:**

DEPARTMENT OF ADMINISTRATIVE SERVICES  
SHARED FINANCIAL SERVICES  
ATTN Valya Rizzo  
155 COTTAGE ST NE  
SALEM OR 97301-3972

## AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of       **MOSIER**       ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2018-2019.

Passed by the Common Council the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Approved by the Mayor this \_\_\_\_\_ day \_\_\_\_\_, 2018.

Mayor \_\_\_\_\_

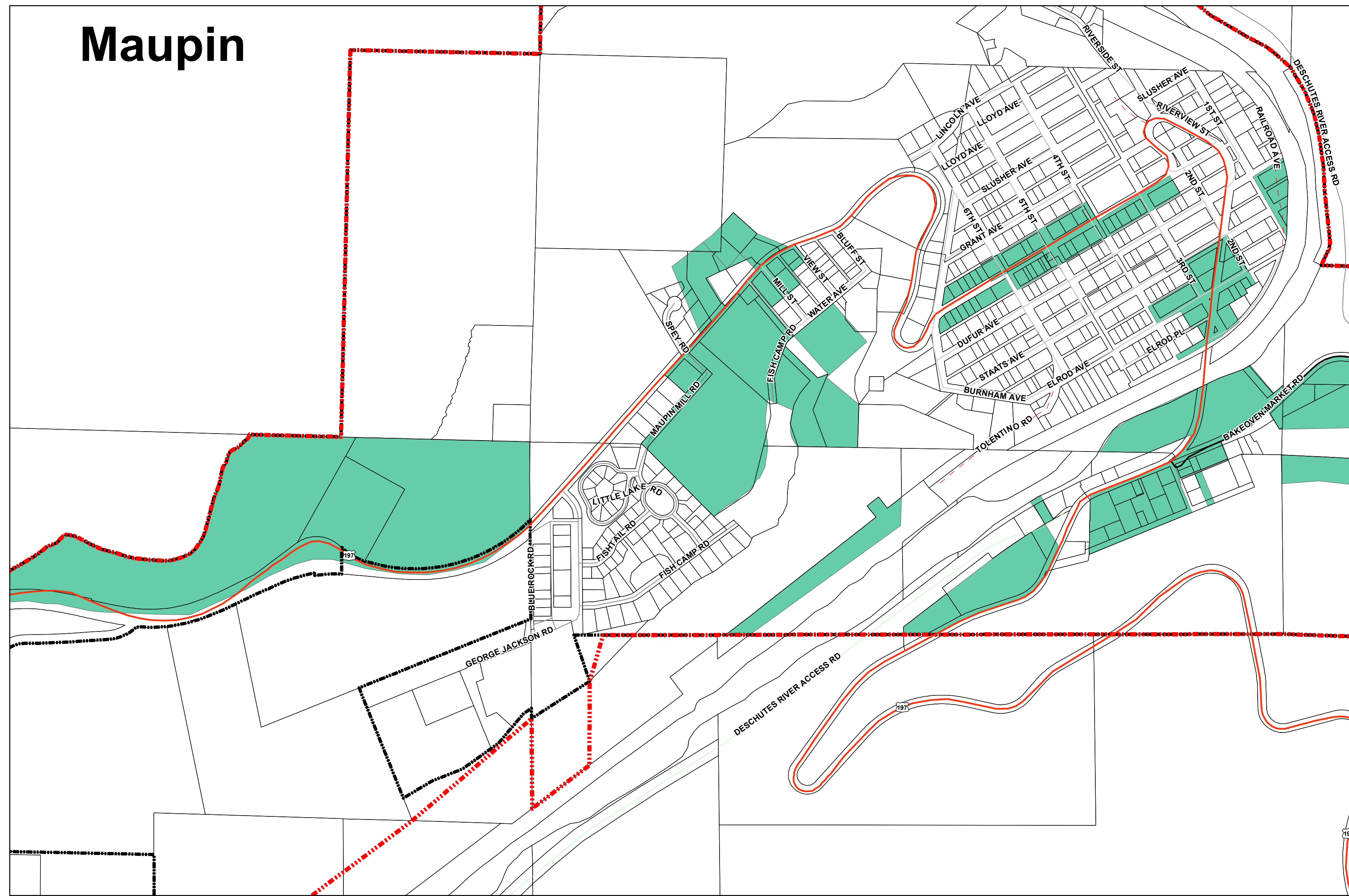
Attest \_\_\_\_\_

I \*certify that a public hearing before the Budget Committee was held on \_\_\_\_\_, 2018 and a public hearing before the City Council was held on \_\_\_\_\_, 2018, giving citizens an opportunity to comment on use of State Revenue Sharing.

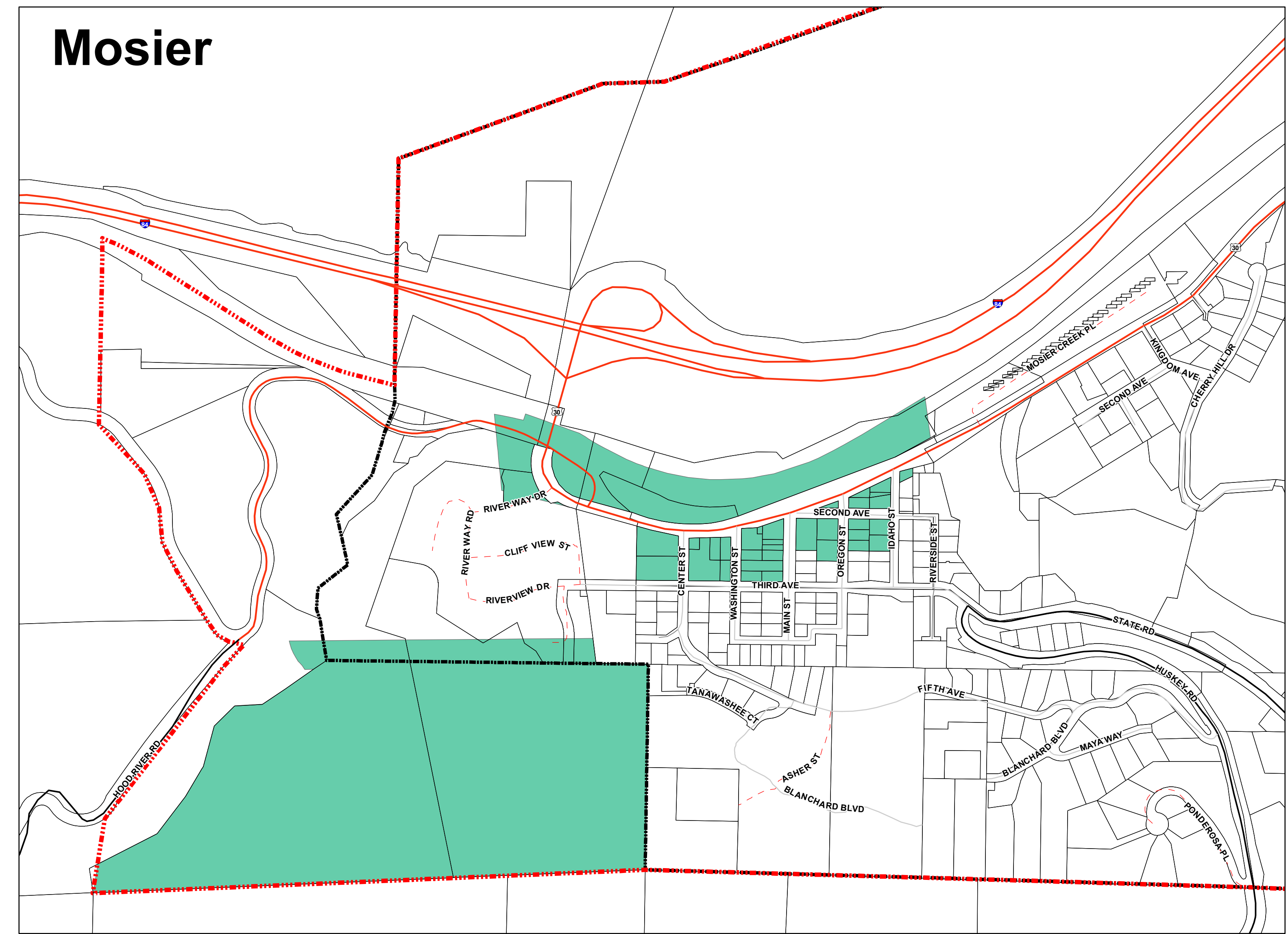
\_\_\_\_\_  
City Recorder

\* NOTE: Please return certification only. We do not need copies of notices.

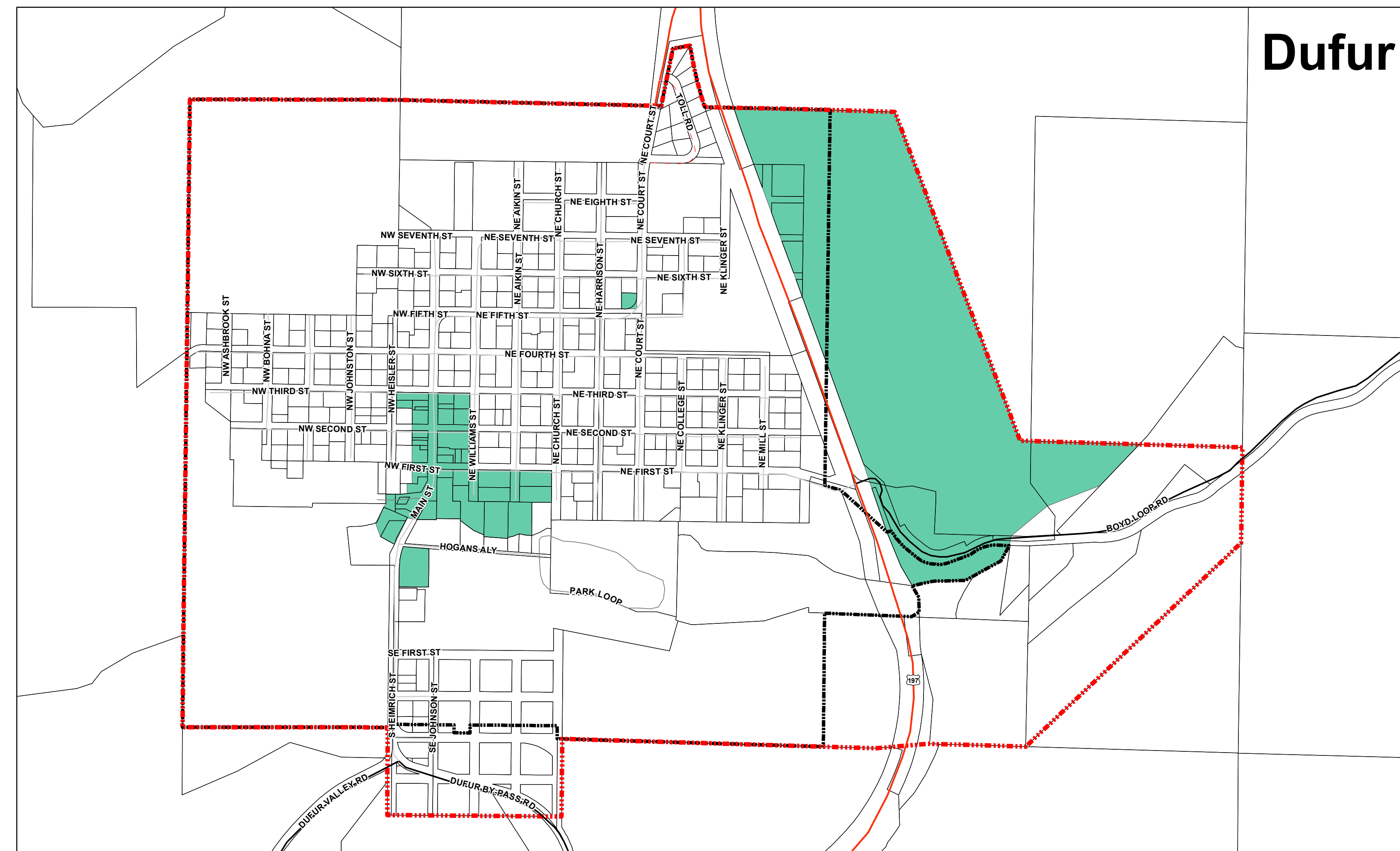
# Maupin



# Mosier



# Dufur



## INCORPORATED COMMUNITIES

Proposed Enterprise Zone  
 Taxlots



| Dufur |          |       |
|-------|----------|-------|
| Zone  | Sq Miles | Acres |
| C1    | 0.021    | 13.49 |
| M1    | 0.11     | 70.7  |

| Mosier |          |       |
|--------|----------|-------|
| Zone   | Sq Miles | Acres |
| C      | 0.041    | 25.8  |
| I      | 0.086    | 54.9  |

| Maupin |          |       |
|--------|----------|-------|
| Zone   | Sq Miles | Acres |
| GC     | 0.01     | 6.9   |
| I      | 0.063    | 103.5 |
| RC     | 0.162    | 40.5  |

## Memorandum

Date: April 24, 2018  
To: Wasco County Joint Enterprise Zone Committee  
From: Carrie Pipinich, EDC Staff and Matthew Klebes, City of The Dalles Staff  
Re: Wasco County Joint Enterprise Zone Management

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### Overview

With several additional jurisdictions incorporated into the proposed Wasco County Joint Enterprise Zone, there is increased complexity involved in management of the zone. To ensure the group is in agreement about approach to addressing management and ensuring the new zone is effective in its implementation, the below memo provides a proposal to meet these needs. This proposal was developed by the current Enterprise Zone Manager and the Wasco County Economic Development Commission Staff.

### Overarching Management

The Wasco County EDC and the City of The Dalles propose a joint-management approach to the newly structured zone. The duties would be the same for each portion of the zone, but the geography covered would reflect the roles of each entity's focus areas. Staff for the City of The Dalles would provide Zone Management within the City of The Dalles boundaries while staff from the Wasco County EDC would provide Zone Management outside of the City of The Dalles. This approach would build upon current capacity and connections already in place to enhance utilization of the zone throughout Wasco County. Both Managers would work closely with the County Assessor's office to support use of the zone.

- ***Alternate Approach:*** *The Zone Management could be consolidated under one entity to provide a single point of contact. To support this approach, a funding stream would need to be developed to support additional staff time. This could include a fee (capped at \$200) as well as a portion of the payments-in-lieu-of-taxes during 4<sup>th</sup> and 5<sup>th</sup> years of abatements to cover costs. This option would likely include an up-front payment to support staff time on an hourly basis as needed to process applications.*

Additional engagement and support from the zone will be requested from the various partners to ensure that local businesses are aware of the zone.

## Enterprise Zone Application Processes

### Application Submitted

Business Sited in The Dalles?



The Dalles Enterprise Zone Manager Processes the application and provides support for meeting requirements.

**Three year standard abatements** are provided if the application meets requirements.

**4 and 5 year extended abatements** are provided if they meet the requirements and agree to payment in lieu of taxes for 50% and 75% respectively in the 4th and 5th years. Additional negotiated components are possible.

Long term abatements are negotiated by representatives from the City and County.

For all extended or long term agreements, the City of The Dalles and Wasco County must adopt a resolution

Business sited outside the City of The Dalles?



The Wasco County Enterprise Zone Manager Processes the application and provides support for meeting requirements.

**Three year standard abatements** are provided if the application meets requirements.

**4 and 5 year extended abatements** are provided if they meet the requirements and agree to provide a payment in lieu of taxes for 50% and 75% respectively in the 4th and 5th years. Additional negotiated components are possible.

**Long term abatements** are negotiated by representatives from the City in which the development is negotiated and the County. If outside of a City, the County negotiates.

For all extended or long term agreements, only the relevant City and Wasco County must adopt a resolution. If outside of a City, only the County must adopt a resolution.

This application process as well as zone management will be codified through an IGA that lays out roles and responsibilities for the various parties.

### Policy Development

Staff believes it is important to have fairly consistent policies across the zone. Some of these can be developed through IGAs or separate resolutions from authorizing the zone itself. Discussion items include:

- **Hotel/Motel and Destination Resort Exemption Opt In:** The current iteration of the zone allows these businesses to utilize the enterprise zone program. Staff recommends incorporating this into the new zone as well. With designation of a new zone, each jurisdiction can choose if they would like this incorporated.
- **Extended Abatement Requirements:** Adopting the same requirements for payments in lieu of taxes during the 4<sup>th</sup> and 5<sup>th</sup> years.

- **Incentives:** Exploring mirroring incentives to those adopted by the City of The Dalles. These currently include waiving 50% of permitting fees, assigning a permit coordinator to assist in expediting local, state, and federal permitting, moving applications up to the front of the line for review, and other assistance accessing resources as appropriate.

As we move forward with implementation, if there are additional policy issues to address the Zone Managers will convene a group with representatives from each sponsoring entity to discuss and then work with each entity to adopt resolutions with those changes.

### **Next Steps for Zone Designation**

1. Consultation with Special Districts with Taxing Authority: Staff have scheduled a meeting and noticed taxing districts throughout the County. **Meetings will take place on May 4, 2018 from 1:30pm to 3pm at The Dalles City Hall and Maupin City Park** to allow easy access from districts throughout the County. These meetings will provide an opportunity for engagement and input from the districts. Local community representatives are encouraged to attend as well as any businesses or stakeholders that might find value in the meeting. Targeted outreach from the sponsors could support successful meetings.
2. Staff from the City of The Dalles and the EDC are working together to develop the application materials for submission. This will also require developing a legal description. Staff is working with the County to determine if there is a path to develop these internally or if we will need to explore hiring a consultant.
3. Staff is working with the various sponsoring entities to get onto their agendas for consideration of adopting resolutions in May and early June. Staff will work to draft The schedule includes:
  - a. The Dalles City Council, on May 14, 2018 at 5:30 pm
  - b. Wasco County Board of Commissioners, May 17, 2018 at a TBD time
  - c. Mosier City Council, May 16, 2018 at 6:30 pm
  - d. Port of The Dalles, May 9, 2018 at 7 pm
  - e. Maupin City Council, May 23, 2018 at 6:30 pm
  - f. Dufur City Council, June 12, 2018 at 7 pm