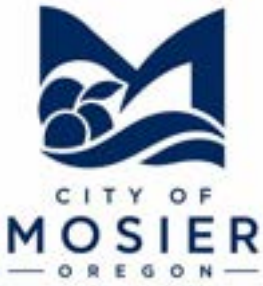


AGENDA



CITY COUNCIL MEETING

Date: 07.01.2026
Time: 6:00 pm
Zoom Meeting: <https://us02web.zoom.us/j/82023798774?pwd=OGLwS1g0bp2lPpW19bTnubacQAL7aU.1>

This meeting will be via zoom only

Meeting ID: 20 2379 8774

Meeting Password: 97040

Phone one-tap: +12532050468,,82023798774#,,,,*97040# US

- I. Call to Order/Roll Call
- II. Agenda corrections or additions
- III. Approval of 06.03.2026 Council Meeting Minutes
- IV. Business from the Audience - This is an opportunity for residents and others to share concerns, needs, or opportunities. Please limit comments to two minutes and feel free to submit written materials for Council and staff review. The Chair may refer items to a future Council meeting or appropriate staff, and while immediate responses may not always be possible, all comments will be given due consideration. We encourage participation from all members of the community.
- V. BUSINESS
 - a. Water / Wastewater Report – Chris McCalib, Treatment Equipment Company (TEC)
 - b. Stormwater Master Plan Presentation – Ethan Brown, Willamette Partnership
 - c. City Engineering & Planning RFP Update – Andrea Rogers, City Manager
 - d. Formal City Artificial Intelligence (AI) Policy – Amy Szilagyi, City Recorder
- VI. City Updates / Reports / Upcoming Meeting Topics
- VII. ADJOURN

small enough to make a difference

Public meeting locations are virtual and accessible to persons with disabilities. Requests for interpreters, communication aids, or other accommodation must be made at least 48 hours prior to the meeting. Contact the City Recorder, by e-mail at recorder@cityofmosier.gov or phone 541-478-3505. Oregon Relay Service 1-800-735-2900.

MINUTES

PUBLIC HEARING & CITY COUNCIL MEETING



Date: June 03, 2026
Time: 6:00 pm
Meeting called to order by: Mayor Anderson at 6:00 pm

IN ATTENDANCE

Council: Mayor Witt Anderson, Lydia Koerne, Ron Wright, Gary Lindemyer, Brenna Campbell, Noah Estes (arrived after roll call)

Excused: Charlie Cannon

Staff: City Manager Andrea Rogers, City Recorder Amy Szilagyi, Special Projects Coordinator Colleen Coleman, Finance Director Monica Morris

AGENDA CORRECTIONS/ADDITIONS: City Manager Rogers requested that City Recorder Szilagyi's presentation regarding the updated City of Mosier logo be moved to the end of the meeting so that she could focus on minutes until her presentation.

SUMMARY: The meeting opened with a public hearing on the proposed fiscal year 2026–27 budget. Finance Director Monica Morris presented the proposed budget, including key revenue sources, spending priorities, and debt service, and outlined several changes from the Budget Committee-approved version. These included the addition of a \$44,000 Community Development Code Amendment Grant, a reduction in projected Rock Creek parking gate revenue from \$14,000 to \$10,000, and an increase in park chemical toilet expenditures related to the skate park project. With no public testimony offered, Council adopted Resolution 2026-04 adopting and appropriating the fiscal year 2026–27 budget and imposing the tax rate, and Resolution 2026-05 electing to receive state shared revenue.

During regular business, Council approved the May 6, 2026 meeting minutes as presented and received no public comment. Council then adopted a fiscal year 2025–26 budget adjustment resolution addressing changes related to the EV charging station and skate park funds. The Council received informational updates on several ongoing projects, including skate park cost overruns and fundraising, the joint use facility and related grant and funding issues, the Washington Street sidewalk project, well completion, wastewater treatment plant construction, the stormwater plan and ordinance, the EV charging station, the parking study, cemetery plot sales, a project coordinator consultant contract, election materials, the City logo and branding system, the solar pavilion, and other City updates.

OPEN PUBLIC HEARING 6:01 PM

FY2026-27 Budget: Mayor Anderson opened the public hearing on the fiscal year 2026–27 budget as approved by the Mosier City Budget Committee. Finance Director Morris presented a balanced budget of just under \$5.2 million, noting it maintains core services across all funds and reflects tighter revenue assumptions based on actuals. She identified primary revenue sources as property taxes and transient lodging taxes in the General Fund and utility service charges in the water and sewer funds, and reviewed approximately \$285,000 in debt service, including obligations tied in part to USDA water project revenue bonds. She also outlined changes from the Budget Committee version, including the addition of a \$44,000 Community Development Code Amendment Grant, a reduction in projected Rock Creek parking gate revenue from \$14,000 to \$10,000, a \$5,000 increase in park chemical toilet expenditures, and adjustments in Parks SDC timing related to the skate park schedule. Council discussed Rock Creek Park gate operations, potential system upgrades, anticipated summer

demand, access constraints related to the wastewater treatment plant and Union Pacific, and the need for further financial analysis before considering upgrades or revised fee structures. Finance Director Morris noted that no funds are currently available for gate upgrades, and that additional analysis would be required regarding installation, operations, and cost recovery. The hearing was opened for public testimony, with two members of the public present; no testimony was received.

MOTION: Councilor Campbell moved to adopt Resolution 2026-04, adopting the FY 2026-27 Budget. Councilor Estes seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None | Abstentions: None

MOTION: Councilor Estes moved to adopt Resolution 2026-05, Declaring the City's Election to Receive State Revenues. Councilor Lindemyer seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None | Abstentions: None

CLOSE PUBLIC HEARING 6:13 PM

OPEN REGULAR MEETING 6:17 PM

APPROVAL OF 06.06.2026 MINUTES: No corrections

MOTION: Councilor Lindemyer moved to approve minutes as written. Councilor Koerner seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None | Abstentions: None

Public Comment - None

1. **Fiscal Year 2025-26 Budget Adjustment:** Finance Director Morris presented a proposed fiscal year 2025-26 budget adjustment affecting the Street Fund and the Parks SDC/skate park fund. She explained that the EV charging station project extended into July 2025, requiring a \$160,000 increase in Street Fund capital outlay offset by grant revenue, and that the skate park budget needed to increase from \$500,000 to \$560,000 to reflect work expected to be completed in the current fiscal year, offset by actual Parks SDC revenue of \$8,841 and recognition of the full \$552,000 grant.

MOTION: Councilor Wright moved to approve Resolution 2026-05 authorizing the FY 2026-27 Budget Adjustment. Councilor Campbell seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None | Abstentions: None

Following the vote, Council discussed skate park costs and fundraising efforts. City Manager Rogers reported that Main Street Mosier had approximately \$6,800 budgeted toward the project, with additional fundraising ongoing through sponsorships, including approximately \$2,000 raised through the Green Chair Project and about \$1,000 through a raffle. Finance Director Morris stated that the skate park grant totaled \$552,000, with Dreamland contributing approximately \$30,000 in in-kind support, and that the City was currently about \$40,000 over the grant amount, largely due to non-reimbursable costs including approximately \$15,000 in LUBA appeal-related legal expenses and planning costs from Bell Design. In response to Council questions, City Manager Rogers confirmed that Dreamland was responsible for removal of the fallen oak tree and noted that four planned mitigation oak trees were

exchanged via change order for a \$3,500 retaining wall improvement, with a separate \$27,000 grant anticipated to support future tree planting and related green space improvements.

2. **City Projects Update:** Special Projects Coordinator Colleen Coleman provided updates on multiple City projects. For the joint use facility, she reported a preliminary June 2024 bid of approximately \$8 million and noted that the City had requested \$4.5 million from the Legislature earlier in 2026 after several grants had expired. She stated that current available funding totals approximately \$4.033 million, including about \$1.625 million in reimbursable grants, and that approximately \$1.5 million has been spent on soft costs. She further noted that roughly \$1.75 million in grant funding has sunsetted, and identified a potential \$2 million BRIC grant with a July 1 deadline. Mayor Anderson reported that the Fire District is exploring a separate fire station project at the county gravel pit/Station 12 area and would coordinate with staff on funding implications if pursued independently. Council discussed Fire District contributions, City settlement funds from Union Pacific, donor funds held by Main Street Mosier, purchasing power concerns, and potential impacts of Fire District separation on grant eligibility. Coleman added that the Fire District has approximately \$1.01 million in cash, the City has approximately \$1.2 million in its JUF fund, and about \$170,000 in private donations is being held by Main Street Mosier pending direction.

Coleman also provided updates on other projects, noting that Washington Street sidewalk design is complete, permitting is nearing completion, and one temporary construction easement has been finalized, with the project expected to go out to bid and phase two ADA ramps to follow under a separate funding approach. She reported the new well is approximately 90% complete and awaiting Oregon Health Authority approval, with additional testing planned following a coliform hit in a downstream sample. She stated that wastewater treatment plant design and construction are underway, equipment has been received, and approximately \$1.2 million has been spent to date. She also noted that the final stormwater plan will return to Council with an ordinance package, that the plan primarily addresses commercial and industrial areas, and that the bike hub project is complete. City Manager Rogers added that the parking study is progressing but behind schedule, with stakeholder interviews currently being scheduled.

3. **Discontinuation of New Cemetery Plot Sales:** City Manager Rogers presented a proposal regarding the City's operation of the State Road and Pioneer Cemeteries and the need to pause sales of new cemetery plots while the City completes mapping, research, and procedures for plot sales and interments. She stated that the City needed time to confirm available space, avoid overselling or selling plots that may already contain interments, and better understand rules and historic records for both cemeteries. Council discussed the limited remaining capacity at State Road Cemetery, possible future research into expansion or other options, conditions at Pioneer Cemetery, and whether the pause should be explicitly temporary. Council agreed that the action should be described as a temporary pause and that the minutes should reflect an intent to receive a report back on progress by January rather than setting a specific deadline in the resolution.

MOTION: Councilor Estes moved to adopt Resolution 2026-07, temporarily pausing the sale of new cemetery plots at the State Road and Pioneer Cemeteries, directing administrative implementation consistent with ORS 226.410, ORS 226.440, ORS 226.450, and ORS Chapter 97, and affirming that the action would not affect previously sold plots, deeded burial rights, or the City's ongoing cemetery maintenance and operations. Councilor Campbell seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None | Abstentions: None

4. **Project Coordinator Consultant Contract Approval:** City Manager Rogers asked Council to authorize her to enter into a contract for consultant/project coordination services with Colleen Coleman as the compensation structure

moved from hourly billing to a fixed rate schedule. Finance Director Morris stated that the contract qualified as professional services and was below the threshold requiring bids or quotes.

MOTION: Councilor Campbell moved to allow Andrea Rogers, City Manager, to enter into a contract for contracted services with Colleen Coleman. Councilor Estes seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None | Abstentions: None

5. **Election Manual and Calendar:** City Recorder Szilagyi presented an elections information packet and application materials for the upcoming general election, explaining that the City had not previously maintained a formal election packet and that the material provided a quick overview of the process and relevant deadlines.

6. **City Logo / Branding System:** City Recorder Szilagyi presented the updated City of Mosier logo and branding materials. Council discussed legibility, the treatment of the phrase “small enough to make a difference,” and ways the tagline might continue to be used on letterhead or elsewhere even if it was not part of the simplified logo.

MOTION: Councilor Estes moved to approve Resolution 2026-08, adopting a unified municipal logo and branding system. Councilor Wright seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None | Abstentions: None

7. **City Activities Updates/Reports:**

- City Manager Rogers: Stated that a June 15 meeting was no longer needed. Staff and Council discussed forthcoming ordinance work related to the stormwater project, a possible waterways/water update for a future meeting, and the solar pavilion, with City Manager Rogers reporting that the needed school information had been received, the findings report had been completed, and the project was on track to begin by the required deadline.
- City Recorder Szilagyi: Provided an update on the cluster mailbox issue, stating that with assistance from Senator Merkley’s office the City had received notice from the USPS congressional liaison that a cluster box unit would not be placed at the requested location because USPS considered its universal delivery obligation met through existing group E boxes in Mosier. Council discussed notifying affected residents and continuing follow-up.
- Mayor Anderson: Notified the Council and staff that he will not seek re-election in the upcoming municipal election. He will continue to serve as Mayor through the end of his current term and will support an orderly transition and the continuation of ongoing City projects.

Meeting Adjourned 7:53 pm

ACTION ITEMS:

City Manager Rogers:

- Contact owners of Zodiac at Rock Creek Park to address temporary boat parking and clarify city policy on boat parking at the beach/launch.
- Schedule & provide a report in January regarding progress toward mapping and procedures for cemetery plot sales.
- Bring stormwater ordinance to Council for approval in July/August - depending on City Planner availability.
- Schedule water/wastewater update from Chris at TEC for the July council meeting.
- Continue fundrasing and sponsorships for skate park overages; provide updates as needed.
- Ensure Conditional Use Permits and Findings report for the solar pavilion project is completed.
- Oversee engineering and planning RFP process and update Council at the July Meeting.
- Research/obtain cost estimates for LIDAR or other cemetery plot mapping/surveying options.
- Contact bordering property owners of the State Rd Cemetery regarding potential expansion/donation of land for cemetery use.
- Schedule regular updates to Council on cemetery procedures and mapping progress, with first updates in January.

Special Projects Coordinator Coleman:

- Continue project work on the joint use facility/BRIC grant, Washington Street sidewalk phases, well completion, wastewater treatment plant, and related project implementation.
- Meet with Fire District and Andrea to discuss funding allocation and project options for the Joint Use Facility.

City Recorder Szilagyi:

- Send out updated city logo/branding materials
- Send official notification to the Senior Center and Postmaster Joe Atwood regarding USPS cluster mailbox decision and ongoing package delivery issues.
- Continue to pursue resolution for package delivery issues with Postmaster Atwood and Senator Merkley's Office
- Prepare draft AI Policy/Ordinance for Council review at the July meeting.
- Publicize the candidate election packet and election calendar.
- Prepare a city announcement to encourage candidates for open Council and Mayor positions
- Update cemetery resolution, adding "temporarily pause" language prior to signature.

Finance Director Morris:

- Collaborate with Andrea to prepare financial analysis for potential Rock Creek Gate system upgrades, including cost estimates and revenue projections, for consideration at the July council meeting.

Witt Anderson, Mayor

Amy Szilagyi, City Recorder

Approved by City Council on _____

CITY OF MOSIER WATER/WASTEWATER

QUARTERLY REPORT – 2ND QUARTER 2026

To: Andrea Rogers - City Manager, City of Mosier
Stoner Bell - City Engineer, Bell Engineering
Developed by: Chris McCalib, President – TEC
Submitted: June 25, 2026



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1 EXECUTIVE SUMMARY

1.1 COMPLIANCE

The Mosier Wastewater Treatment Plant (WWTP) permit effluent limits for Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS), concentration, and mass loading, are currently under Wet Weather Criteria. The allowable concentrations for BOD and TSS are 30 mg/L on a monthly average and 45 mg/L on a weekly average. The allowable mass loading for BOD and TSS is 21 lbs./day on a monthly average and 32-lbs./day on a weekly average. Required minimum percent reduction of BOD and TSS through the treatment facility is 85%. The new UV system is fully functional and runs very well.

During the first quarter, the wastewater plant averaged 99% BOD removal and 98% TSS removal. The plant met compliance for all permit-required tests

1.2 HEALTH AND SAFETY

The project site has been operating for 546 consecutive days without a lost time accident at the time of this report's submittal.

The site hosts daily safety and staff meetings, which include reviewing daily operations and presenting a variety of safety topics. The site staff provides daily safety tailgates during the morning meetings.

1.3 SUSTAINABILITY

The staff provides continuous recycling of gloves, cardboard, plastics, paper, and glass.

2 WASTEWATER OPERATIONS

2.1 TREATMENT SUMMARY

All permit requirements were met for the quarter with no instances of non-compliance.

2.2 OPERATIONS AND MAINTENANCE SUMMARY

The regularly scheduled preventive maintenance tasks were performed during the quarter. Generator power transfer tests under load were also performed on a weekly basis. The activated sludge means cell residence times (MCRT), mixed liquor suspended solids (MLSS), and system inventory are calculated on a weekly basis to maintain proper process control. Trying to maintain 3,000 mg/L as per RH2 engineering design. SCADA alarm win 911 system is non-operational and cannot hear or acknowledge alarms remotely.

2.3 FATS, OILS, AND GREASE (FOG) CONCERNS

The facility has been negatively impacted by fats, oils, and grease (FOG) coming into the treatment facility. Color changes of the influent happened several times every month.

Multiple occurrences during the first quarter have presented High PH influent situations to the plant. Sometimes spiking the influent PH over 8.5 and turning the plant influent redish/pink/white. All these factors lead us to believe that illegal dumping of flows and solids into the Mosier collection system is happening. Solids loadings seem exceptionally higher than previous months.

Illegal dumping of waste into the system is a felony offense and should be reported if seen by any resident in the sewerred Mosier system.

Below is a summary of monthly operations for the first quarter of 2026.

2.3.1 APRIL 2026 OPERATIONS AND MAINTENANCE

- Monthly fire extinguisher inspections/signoffs
- Pressure washed all sidewalks within plant (facility appearance)
- Blower oil changes were performed.
- Both grit channels are on-line to help settle out inert solids from entering Aeration basins.
- Blower unit #1 tripping offline, VFD units resetting but not generating fault codes.

2.3.2 MAY 2026 OPERATIONS AND MAINTENANCE

- Monthly fire extinguisher inspections/signoffs
- Multiple monthly PMs performed; on blower belts.
- Completion of equipment calibrations (flow meter/lab equipment).
- Monthly safety inspection performed
- Staff worked on de-ragging the decant pump.

2.3.3 JUNE 2026 OPERATIONS AND MAINTENANCE

- Monthly fire extinguisher/chemical shower inspections/signoffs
- Started performing and closing out overdue Mosier PMs in MC.
- Operated offline valves in the downstairs utilidor, cycling them open and close to ensure free movement.
- Contractor is nearing the completion of the first process basin change out and the new air compressor are installed downstairs.

2.4 LABORATORY

The influent and effluent pH samples were collected and analyzed daily Monday through Friday. The process control samples were collected and analyzed weekly. The effluent BOD and TSS were collected bi-weekly while the E-Coli and alkalinity samples were collected twice weekly and analyzed at the Mosier WWTP laboratory.

2.5 BIOSOLIDS HAULING

On April 15,750 gallons , May 14,500, and June 15,000 gallons of solids were disposed of at Neal Creek Septic haulers.

3 WATER OPERATIONS

3.1 WATER SUMMARY

The low-pressure issue and multiple alarm call outs happened in second quarter. Issues comprised of Well 4 low tank level, communications loss from the master/slave arrangements, power loss, under voltage, and clay valve failed to open. Well #5 new construction ongoing. Staff met with Apex and talked about the needs.

- Staff took resent Well 4 raw water test sample, it came back as non-detect.
- All water sites outside water testing is completed.
- Staff performed all fire extinguishers testing at sites.
- High amperage alarms and shut offs have been happening at Well #4.
- Jon Carter helped staff troubleshoot the SCADA and call out dialer system.
- Staff has ordered back up amounts of chlorinator tablets for storage and has been averaging about a bucket a month with high water demands.
- BacT tests for all three quarters pass with no presence of any detectable test.
- An electronic log for overall water system operations has been logged onto the Mosier lab computer. This will aid in searching for events, dates, and record retention requirements.

3.2 OPERATIONS AND MAINTENANCE SUMMARY

Daily rounds were performed during normal weekday operations. The daily rounds include inspection and documentation of flows, equipment operations, leak inspection, security checks, storage tanks, Pressure Relief Valves (PRVs), and chemical feed systems. The chlorine residual is checked at multiple sites

4 ATTACHMENTS

Attachment 1 – Wastewater and Water System Repairs Report

Mosier Water and Wastewater Repair Tracking 2026

Total Water Repair Budget	\$10,000.00
“Year-to-Date” Expenditure Total	\$0
Water Repair Budget Variance	
Total Wastewater Repair Budget	\$10,000.00
“Year-to-Date” Expenditure Total	\$0.
Wastewater Repair Budget Variance	

Period	Items Repaired	Water	Water Total	Wastewater	Wastewater Total
		\$0.00			

CITY OF MOSIER WATER/WASTEWATER QUARTERLY

REPORT – 1ST QUARTER 2026

To: Andrea Rogers - City Manager, City of Mosier Stoner
Bell - City Engineer, Bell Engineering
Developed by: Chris McCalib, President – TEC
Submitted: June 23, 2026



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1 EXECUTIVE SUMMARY

1.1 COMPLIANCE

The Mosier Wastewater Treatment Plant (WWTP) permit effluent limits for Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS), concentration, and mass loading, are currently under Wet Weather Criteria. The allowable concentrations for BOD and TSS are 30 mg/L on a monthly average and 45 mg/L on a weekly average. The allowable mass loading for BOD and TSS is 21 lbs./day on a monthly average and 32-lbs./day on a weekly average. Required minimum percent reduction of BOD and TSS throughout the treatment facility is 85%. The new UV system is fully functional and running very well.

During the first quarter, the wastewater plant averaged 99% BOD removal and 98% TSS removal. The plant met compliance for all permit-required tests

1.2 HEALTH AND SAFETY

The project site has been operating for 455 consecutive days without a lost time accident at the time of this report's submittal.

The site hosts daily safety and staff meetings, which include reviewing daily operations and presenting a variety of safety topics. The site staff provides daily safety tailgates during the morning meetings.

1.3 SUSTAINABILITY

The staff provides continuous recycling of gloves, cardboard, plastics, paper, and glass.

2 WASTEWATER OPERATIONS

2.1 TREATMENT SUMMARY

All permit requirements were met for the quarter with no instances of non-compliance.

2.2 OPERATIONS AND MAINTENANCE SUMMARY

The regularly scheduled preventive maintenance tasks were performed during the quarter. Generator power transfer tests under load were also performed on a weekly basis. The activated sludge mean cell residence times (MCRT), mixed liquor suspended solids (MLSS), and system inventory are calculated on a weekly basis to maintain proper process control. Trying to maintain 3,000 mg/L as per RH2 engineering design. SCADA alarm win 911 system is non-operational and can not hear or acknowledge alarms remotely.

2.3 FATS, OILS, AND GREASE (FOG) CONCERNS

The facility has been negatively impacted by fats, oils, and grease (FOG) coming into the treatment facility. Color changes of the influent happened several times

every month.

Multiple occurrences during the second quarter have presented High PH influent situations to the plant. Sometimes spiking the influent PH over 8.5 and turning the plant influent redish/pink/white. All these factors lead us to believe that illegal dumping of flows and solids into the Mosier collection system is happening. Solids loadings seem exceptionally higher than previous months.

Illegal dumping of waste into the system is a felony offense and should be reported if seen by any resident in the sewered Mosier system.

Below is a summary of monthly operations for the first quarter of 2026.

2.3.1 JANUARY 2026 OPERATIONS AND MAINTENANCE

- Monthly fire extinguisher inspections/signoffs
- Both grit channels are on-line to help settle out inert solids from entering Aeration basins
- Blower unit #1 tripped offline, VFD units resetting but not generating fault codes.

2.3.2 FEBRUARY 2026 OPERATIONS AND MAINTENANCE

- Monthly fire extinguisher inspections/signoffs
- Multiple monthly PMs performed; secondary clarifier drives oil levels were topped off due to mechanical leaks on drive units.
- Completion of equipment calibrations (flow meter/lab equipment).
- Monthly safety inspection performed.
- Staff worked on de-ragging the decant pump.

2.3.3 MARCH 2026 OPERATIONS AND MAINTENANCE

- Monthly fire extinguisher/chemical shower inspections/signoffs
- Operated offline valves in the downstairs utilidor, cycling them open and close to ensure free movement.

2.4 LABORATORY

The influent and effluent pH samples were collected and analyzed daily Monday through Friday. The process control samples were collected and analyzed weekly. The effluent BOD and TSS were collected bi-weekly while the E-Coli and alkalinity samples were collected twice weekly and analyzed at the Mosier WWTP laboratory.

2.5 BIOSOLIDS HAULING

In January 0 gallons, February 15,000, and March 14,000 gallons

3 WATER OPERATIONS

3.1 WATER SUMMARY

The low pressure issue and multiple alarm call outs happened in second quarter.

- Staff meeting with NW controls to help troubleshoot the dialer and control issues.
- Well #5 project on-going.
- Staff performed all fire extinguishers testing at sites.
- Generator maintenance running (unloaded).
- Staff has ordered back up amounts of chlorinator tablets for storage.
- BacT tests for all three months pass with no presence of any detectable test.

3.2 OPERATIONS AND MAINTENANCE SUMMARY

Daily rounds were performed during normal weekday operations. The daily rounds include inspection and documentation of flows, equipment operations, leak inspection, security checks, storage tanks, Pressure Relief Valves (PRVs), and chemical feed systems. The chlorine residual is checked at multiple sites

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Wastewater Repair Budget Variance	

Period	Items Repaired	Water	Water Total	Wastewater	Wastewater Total
		\$0.00			

**PRESENTATION TO MOSIER CITY
COUNCIL ON JULY 1ST, 2026**

**Translating new Stormwater
Management Plan
into
Ordinance Changes**



**WILLAMETTE
PARTNERSHIP**

PURPOSE OF THIS PRESENTATION

- LID codification process
- Summary of ordinance changes
- Key ordinance changes for discussion
- What is missing?

Willamette Partnership

Presenter



Ethan Brown, Water
Infrastructure Program Manager
ethan@willamettepartnership.org

Other WP staff supporting Mosier

Clare McClellan, Community Planning
Partner

Emily Benish, Strategic Communications
Partner

Jackie Brenner, Community Water
Solutions Partner

Tyler Wagner, Community Energy
Solutions Partner

WHAT DO WE DO?

- Collaborative Facilitation
 - Coordination
 - Strategic planning
- Nonprofit enablement & community capacity building
 - Internal systems & processes
 - Financial management guidance
- Water infrastructure TA
 - Support rural Oregon communities through funding from the US EPA Region 10 Environmental Finance Center



LID CODIFICATION PROCESS



WHY CODIFY LID STORMWATER PRACTICES?

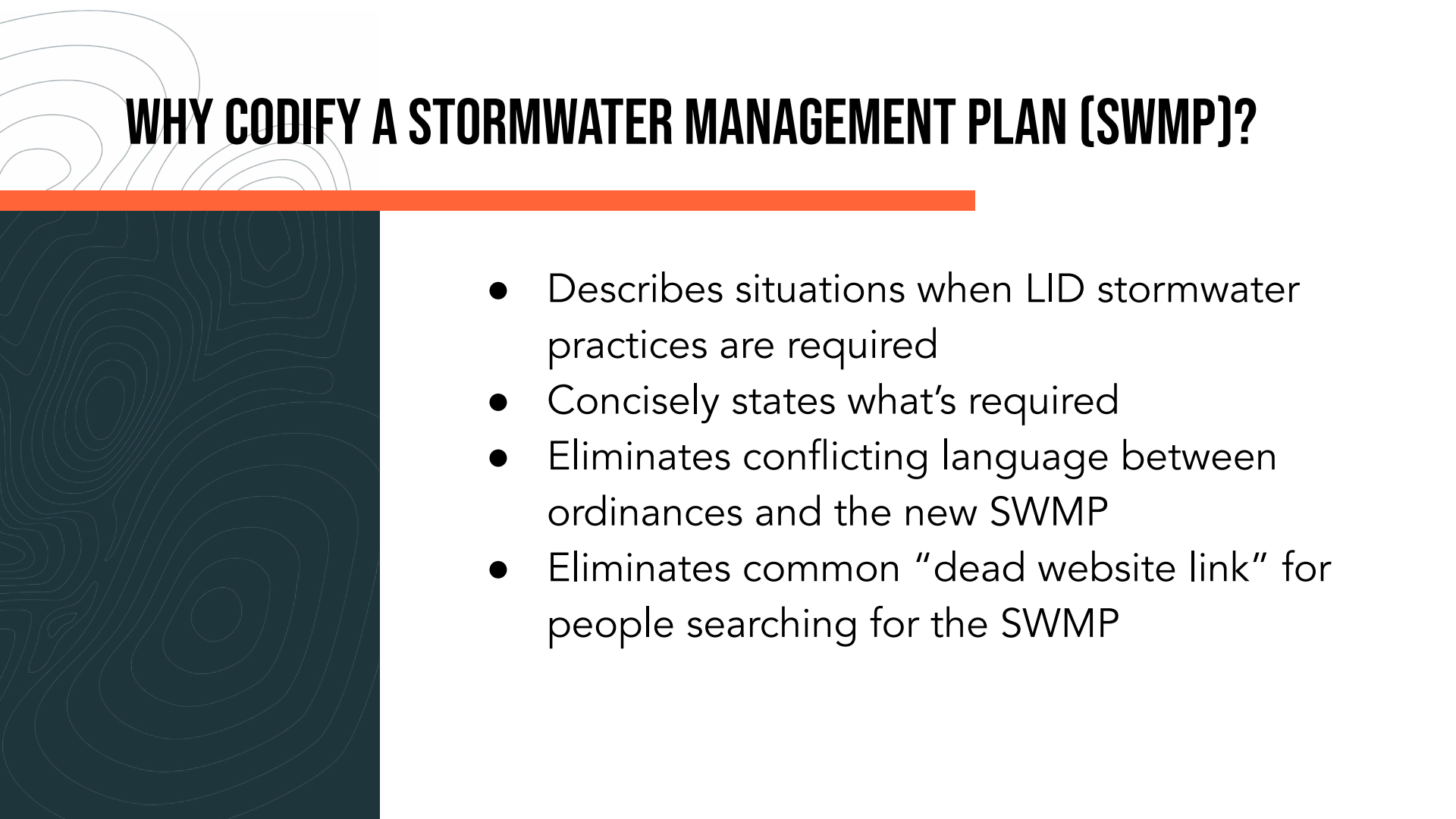
LID = Low-Impact Development

The management of stormwater by mimicking natural hydrologic processes to minimize the effects of human development using site-specific natural features and small-scale distributed practices to filter, infiltrate, store, and use stormwater close to its source.

2026 Mosier Stormwater Management Plan requires LID practices

TMDL Implementation Plan... "The subbasin WQMP has identified the following management strategies for the City:... Consideration of riparian protection ordinances and low impact development (LID) building practices."

WHY CODIFY A STORMWATER MANAGEMENT PLAN (SWMP)?



- Describes situations when LID stormwater practices are required
- Concisely states what's required
- Eliminates conflicting language between ordinances and the new SWMP
- Eliminates common “dead website link” for people searching for the SWMP

Summary of Proposed Changes

- Highlights key ordinance changes for discussion

Authorizing Resolution

- Language on City's authority to regulate stormwater management and process to reach codification of the SWMP

Redlined Ordinance Changes

- Section by section of relevant city code, redlined to show changes

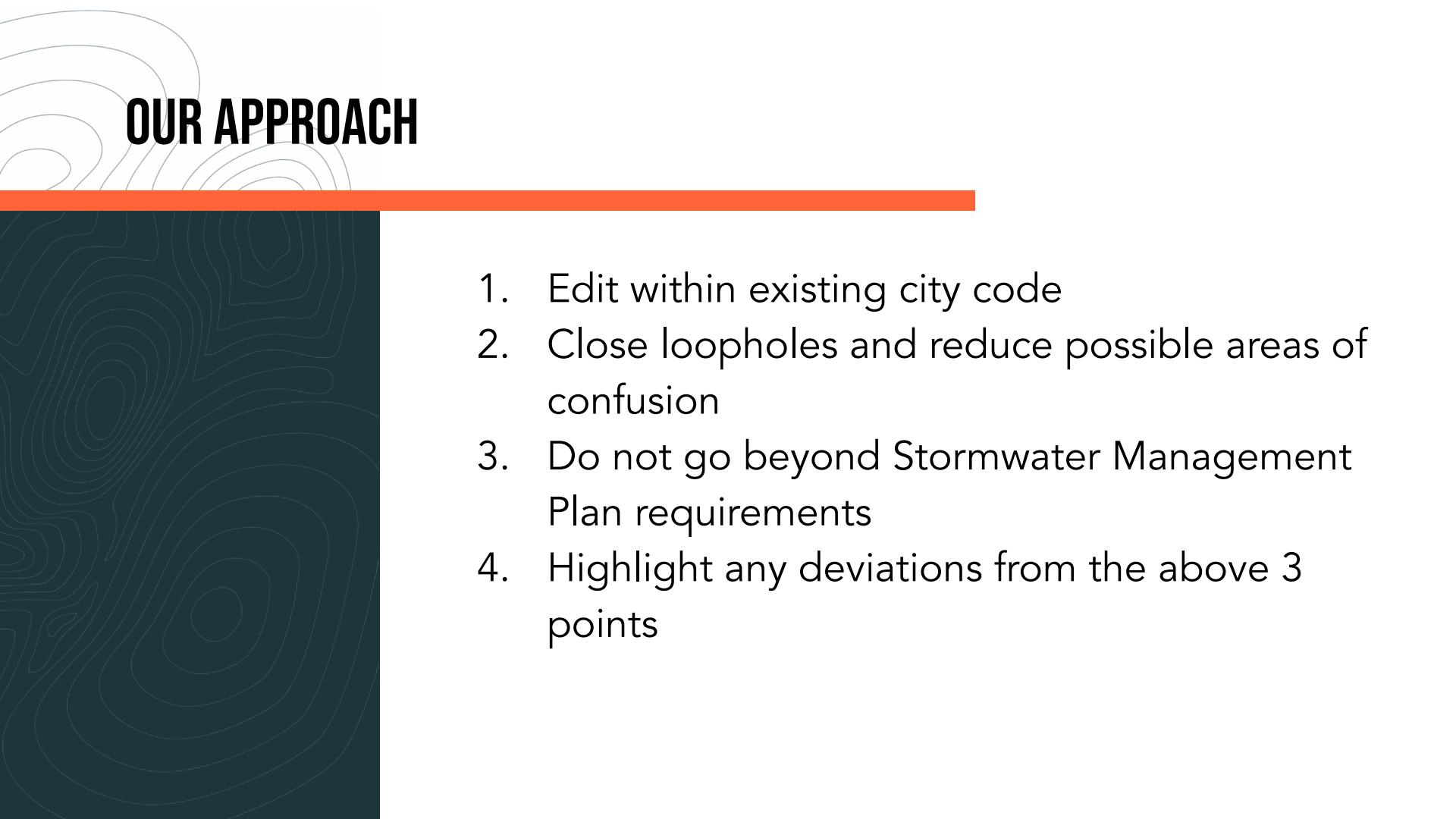
How To - Mosier's Stormwater LID Ordinance

- 4-pg guide for property owners on how to navigate the new LID ordinance

WILLAMETTE PARTNERSHIP LID CODIFICATION DELIVERABLES

SUMMARY OF ORDINANCE CHANGES





OUR APPROACH

1. Edit within existing city code
2. Close loopholes and reduce possible areas of confusion
3. Do not go beyond Stormwater Management Plan requirements
4. Highlight any deviations from the above 3 points

ORDINANCE CHAPTERS WHERE CHANGES ARE PROPOSED

13.01 - Grading > LID requirements via "Stormwater runoff control standards"

15.02 - Land Uses > Closes loopholes

15.03 - Supplemental Provisions > Closes loopholes

15.06 - Site Plan Review > Closes loopholes

15.09 - Landscaping Standards > Closes loopholes, includes Native Plant List

16.02 - Land Divisions > Requires City to implement LID too



CODE CHANGES TO IMPLEMENT SWMP LID REQUIREMENTS

13.01 - Grading

- Requires LID compliance for Construction Permit
- Infiltration and conveyance standards
- Infiltration testing protocols
- LID practices based on land uses
- LID planting/construction protocols
- LID Stormwater Project Report
- Exceptions process

16.02 - Land Divisions

- Public Facilities and Services must adhere to LID practices (stormwater runoff control standards) too

CLOSING LOOPHOLES

15.02 - Land Uses

Certificate of occupancy is not issued without LID practices for certain zoning (R-5, R-10, Commercial, Industrial, Public Lands & Facilities)

15.03 - Supplemental Provisions

Allows maximum lot coverage for R-5, R-10, C Zones when SWMP/LID practices are met

15.06 - Site Plan Review

Removed single-family-home loophole from requiring site plan review

15.09 - Landscaping Standards

Vegetated LID practices are considered landscaping and therefore must use the new native plant list

KEY ORDINANCE CHANGES FOR DISCUSSION



**PROJECTS THAT REQUIRE A CONSTRUCTION
PERMIT (SEE 13.01.030.B.6)**

**WHAT TYPE OF ACTIVITY
“TRIGGERS” LID
STORMWATER COMPLIANCE?**

Current Construction Permit Requirements

1. Within 100 feet of a stream, watercourse or wetland
2. Constructing a driveway connecting to a City street.
3. Excavation, fill, or combination exceeding 50 cubic yards within 12-months
4. Clearing of an area 5,000 square feet or more
5. Creation of 2,000 square feet or more of impervious surface.

WHAT TYPE OF ACTIVITY “TRIGGERS” LID STORMWATER COMPLIANCE? (PT 2)

Common activities that do not trigger under current code...

- Teardown/rebuild of a Single-Family Home
- Expanding a driveway < 2k sq ft
- Patio, gazebo, deck < 2k sq ft

Proposed Change

Substantial improvements $\geq$ 50% value of structure

*Should address Single-Family Home rebuild loophole

*Loophole remains for creating < 2,000 sq ft
of impervious surface

DISCUSSION QUESTIONS

Does Mosier want to require teardown/rebuilds of Single Family Homes to seek a Construction Permit?

Does Mosier want to require a construction permit for creating new impervious surface under the 2,000 sqft threshold?



**MATCH LID STORMWATER PRACTICES TO
POST-CONSTRUCTION SITE CONDITIONS
AND LAND USES**

**HOW CAN WE KNOW LID
STORMWATER PRACTICES
WILL FUNCTION AS DESIGNED?**

Things to consider

- LID planning requires soil infiltration testing BEFORE construction starts
- Heavy machinery compacts soil, slowing infiltration and increasing runoff
- Soil compaction at LID sites (i.e.: rain garden, bioswale) will result in LID practices that do not function as designed, will not drain as quickly, and may lead to overflow conditions with much less rain
- Certain LID practices are better suited to certain types of runoff conditions

HOW CAN WE KNOW LID STORMWATER PRACTICES WILL FUNCTION AS DESIGNED? (PT 2)

Why change planning and construction process?

Soil infiltration before construction can be different afterwards

Heavy vehicles/equipment compact soil and decrease infiltration

Some LID practices are easier/cheaper to install or maintain based on applications

Proposed Changes

Restrict heavy vehicle compaction on LID site(s) [13.01.030.H.5.v]

*Site plan maps out LID sites, restricting heavy vehicle use there

Default LID practices based on land uses [13.01.030.D.1]

*For instance, roadside swale for large parcels w/ parking lots

DISCUSSION QUESTIONS

Restricting heavy vehicle use on LID sites was included by WP staff and not originally in the SWMP.

While it will help ensure LID sites function as designed, should it be required, recommended, or not included at all?



Is the LID practices table too prescriptive?

Best Management Practice	Application	References	Design Requirements
Conserve Existing Resources	Planning Step 1	CWS LIDA Handbook Section 2.2	All projects
Minimize Disturbance	Planning Step 2 and Construction Step 1	CWS LIDA Handbook Section 2.2	All projects
Minimize Impervious Surfaces	Planning Step 3	CWS LIDA Handbook Section 2.2	All projects
Roadside Swale	Roadsides, parking lots	Appendix B Example ¹²	Benching and check dams required
Rain Garden	Concentrated runoff from roofs, roadways, and other impervious surfaces	CWS LIDA Chapter 4: Non-structural Infiltration Planter/Rain Garden ¹³	
Vegetated Filter Strip	Unconcentrated flows along driveways, parking lots, and other impervious surfaces	CWS LIDA Chapter 4: Landscape Filter Strip ¹⁴	Dense vegetation required
Green Roof	Building roofs	CWS LIDA Chapter 4: Green Roof ¹⁵	
Porous Pavement	Parking areas and impervious surfaces with appropriate maintenance	CWS LIDA Chapter 4: Porous Pavement ¹⁶	
Structural Planter	Concentrated flows from roof downspouts or other impervious surfaces	CWS LIDA Chapter 4: Structural Infiltration Planter	Rain garden preferred; natural or non-polluting materials required
Constructed Water Quality Wetland		CWS LIDA Chapter 4: Constructed Water Quality Wetland	Continuous water source year-round
Extended Dry Basin	Temporary regional solution until NBSM is implemented city-wide	CWS LIDA Chapter 4: Extended Dry Basin	Acceptable for final polishing at end of BMP treatment train ¹⁷ only.

CLEARLY DESCRIBE HOW TO MEET AN
EXCEPTIONS PROCESS

WHAT IF LID PRACTICES DON'T
WORK FOR A PROJECT SITE?

Things to consider

- Some parcels have a weird shape, obstructions, or areas that cannot be built or manage stormwater
- Exceptions processes that are too easy to meet undercut requirements

WHAT IF LID PRACTICES DON'T WORK FOR A PROJECT SITE? (PT 2)

Proposed Changes

LID BMP Exception [13.01.030.F.3]

*If the prescribed LID practice based on their land use can't be sited, then another LID practice can be used.

LID Infiltration Exception [13.01.030.F.2]

*If no LID practice can be sited and meet infiltration/emptying requirements, then they can convey flows to an adjacent or nearby downstream property and site the prescribed LID practice there. Requires owner approval, permanent easement, and maintenance agreement.

DISCUSSION QUESTIONS

LID BMP exception was included by WP staff as an intermediate exception step and not originally in the SWMP. Should it be removed or changed?

Should an exception be included that allows for private property flows to be managed by a City-built/owned/maintained LID site? Or describe it as an negotiable option rather than a process?



REQUIRE MAINTENANCE AGREEMENTS

WHAT IF THE LID PRACTICES FAIL?

Things to consider

- Failing LID practices endanger adjacent properties and can overtax city's stormwater infrastructure
- Failing LID practices cost City to inspect & issue fines,
- Failing LID practices that endanger or overtax may be maintained by the City and charged to the property owner
- It usually takes 3 years for a natural stormwater site to thrive and requires little maintenance afterwards

WHAT IF THE LID PRACTICES FAIL? (PT 2)

Proposed Changes

Operations & Maintenance plan included in the Stormwater Project Report [13.01.030.E.2.e]

*Construction Permit requires Stormwater Project Report.
SWMP provides O&M templates for easy drafting.

Require signed long-term maintenance agreements for larger/commercial parcels [13.01.030.E.2.e.i]

*Applies to LID practices in ROW or zoned: R-10, industrial or commercial with impervious surface area > ¼ acre

DISCUSSION QUESTIONS

Are the applications for the long-term O&M agreements right?

Is there local/regional capacity to maintain native plant LID practices for larger parcels? For example: a series of native vegetation filter strips for a big box store parking lot)



WHAT IS MISSING?



How To - Mosier's Stormwater LID Ordinance

WHY DO WE HAVE NEW STORMWATER REGULATIONS?

The City of Mosier is growing and as new buildings, parking lots and other hard surfaces are built, more stormwater will runoff and need to be managed before posing a risk to people and property. In 2026 the City of Mosier adopted a Stormwater Management Plan that protects properties and Mosier Creek from stormwater adverse impacts. These regulations have been codified in a new Low-Impact Development (LID) ordinance that requires new developments and redevelopments of existing properties to manage stormwater runoff using native plants and soils on-site from roofs, driveways, parking lots, and other impervious surfaces through practices like bioswales and rain gardens. By implementing this new ordinance we improve our community while reducing the risk of hazards like flooding and landslides.

WILL THE NEW LID STORMWATER ORDINANCE AFFECT YOUR PROJECT?

Question 1. Are you a property owner seeking to alter or build structures or non-landscaping surfaces on the ground?

NO. Your project will not be affected by the new LID ordinance.

YES. then answer Question 2

Question 2. Will you need a construction permit?

Examples of activities that will require a construction permit

- Construction of a building
- Constructing a driveway
- Cut and/or fill excavation exceeding 50 cubic yards
- Substantial clearing
- Razing existing buildings and redeveloping the site
- Redevelopment within an existing structure where the redevelopment work is valued at least 50% of the building's pre-work value
- Construction of significant impervious surface such as new homes, driveways, etc.
- Any work near an existing natural watercourse.
- Work that results in structural improvements protruding into setbacks or public utility easements
- Work on City utilities and/or in close proximity to City utilities.

NO or I AM UNSURE.
then answer Question 3

YES. then go to "How to Navigate New LID Requirements."

Question 3. Will the extent of planned work look like the activities below?

- Minor Inside Work (for example: renovating a bathroom and kitchen)
 - Minor renovations (under 50% current value) of a Single-Family Homes
 - Minor renovations (under 50% current value) exclusively occurring inside of a commercial or industrial building
- Minor Outside Work (for example: installing a new above-ground deck)
 - Installing an above-ground deck under 2,000 sqft
 - Installing imperious ground cover (i.e.: pavers, concrete, etc.) that are under 2,000 sqft AND installed with less than 50 cubic yards of earth moving (excavation, fill, or a combination of both)

YES. Your project will not be affected by the new LID ordinance.

NO. then go to "How to Navigate New LID Requirements.""

HOW TO NAVIGATE NEW LID REQUIREMENTS

A REVIEW OF LOW-IMPACT DEVELOPMENT (LID) BASICS

All stormwater runoff from impervious surfaces must flow into an LID stormwater practice located on the property for water quantity and quality treatment and infiltration. LID stormwater practices like rain gardens and bioswales use plants and soils to absorb and clean stormwater. All LID stormwater practices must be designed to drain (empty) a 10-year storm event within 48 hours from the beginning of the storm.

Design Event ¹⁸	24-hour Rainfall (inches)
2-year	1.8
10-year	2.8
25-year	3.4
50-year	3.7
100-year	4.2
Water Quality ¹⁹	0.9

Best Management Practice	Application	References	Design Requirements
Conserve Existing Resources	Planning Step 1	CWS LIDA Handbook Section 2.2	All projects
Minimize Disturbance	Planning Step 2 and Construction Step 1	CWS LIDA Handbook Section 2.2	All projects
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Choose from the eligible list of LID stormwater practices based on site conditions and size to match the infiltration requirements.

¹² See also CWS LIDA Chapter 4, Vegetated Swale, for general guidance.

¹³ See also City of Portland SWMM Ch. 3.2.9 Rain Garden

¹⁴ See also City of Portland SWMM Ch. 3.2.6 Filter Strip

¹⁵ See also City of Portland SWMM Ch. 3.2.5 Eco Roofs

¹⁶ See also City of Portland SWMM Ch. 3.2.7 Permeable Pavement

¹⁷ Treatment train is a sequence of BMPs, arranged in series, to provide more comprehensive pollutant removal than a single device.

Fill out template Operations & Maintenance (O&M) plan to ensure long-term effectiveness of the LID stormwater practice once installed.

Larger scale sites like industrial, commercial, or larger multi-family buildings will require a signed long-term management agreement as a component of the O&M Plan.

Select native plants from the newly approved list. List can be found in Appendix A of the Mosier Stormwater Management Plan.

BEFORE BEGINNING SITE PLANNING AND DESIGN

- Review the 2026 City of Mosier Stormwater Management Plan (especially pages 15-24)
- Identify the likely location for the LID stormwater practice(s) and mark it on site plans
- Perform infiltration testing at the likely LID practice site. Testing requirements can be found at [\[small link\]](#)

WHEN PREPARING THE SITE DEVELOPMENT PERMIT SUBMISSION

Complete the LID Stormwater Project Report - Minimum Components Below

- Brief description of the project with a vicinity map showing its location
- Existing Conditions Map:
 - Show existing topographic and drainage patterns of the site, natural resources, soil types, surrounding areas, and upstream contributory areas.
 - Include all areas draining to the site, as well as adjoining and downstream areas
 - Indicate total site acreage, existing land use,
 - Indicate drainage courses, flow direction, drainage basins, any existing development and/or drainage facilities, and wetlands
- Proposed Improvements Map
 - Show proposed improvements and all stormwater management information and drawings as needed to show proposed topography (drainage arrows may be sufficient), structures, impervious areas, and existing and proposed stormwater practices.
- Stormwater infiltration, water quality treatment, and emptying calculations showing compliance with the design criteria and appropriate use of stormwater practices.
- Operation and Maintenance (O&M) Plan. Include long-term agreements as appropriate for commercial, industrial, public lands, or larger housing developments. Templates can be found at [\[small link\]](#)

Complete the Site Development Permit Application Packet [\[request packet from city of mosier\]](#)

Operation and Maintenance Plan
Stormwater Safety - Vegetated Facilities
City of Mosier Stormwater Management Manual (Rev. 2026)

Project Information:
Project Name: _____
Location: _____
Date: _____

Site Details:
Total Site Acreage: _____
Drainage Area: _____
Soil Type: _____

Vegetation Requirements during Vegetated Stormwater Practice Establishment
1. Select native plants that are drought-tolerant and have a deep root system to help stabilize the soil and prevent erosion. Select native plants that are drought-tolerant and have a deep root system to help stabilize the soil and prevent erosion. Select native plants that are drought-tolerant and have a deep root system to help stabilize the soil and prevent erosion.

Maintenance Requirements:
1. Inspect the site for erosion and sedimentation. Inspect the site for erosion and sedimentation. Inspect the site for erosion and sedimentation.

Additional Information:
Project Manager: _____
City Engineer: _____
Date: _____

February 7, 2026

D-2

How it might look for a teardown / Rebuild for a Single-Family Home

Building a Single-Family Home (either teardown and rebuild of an existing structure or building on a vacant lot) typically involves the property owner working with a General Contractor to coordinate construction. The new LID stormwater ordinance will apply to these projects. General Contractors typically enter into approximately a dozen or so subcontracts for such a build and compliance with the new LID ordinance may add 1 additional subcontractor. However, there are many architectural, engineering, and landscape architect companies which already employ a qualified professional needed to design the LID stormwater practice (Project Report) and perform on-site infiltration testing.

TYPICAL BUILDING STEPS

- 1) Property owner signs an agreement with a General Contractor (GC)
- 2) GC secures bids for planning and design work from:
 - Building blueprints - Architect
 - Engineering Plans - Structural Engineer
 - Landscape Plan - Landscape Architect
 - **LID Stormwater Project Report, infiltration testing – Civil/Water Resources Engineer or Geologist**
- 3) GC works with architect, structural engineer, and landscape architect to develop:
 - Demolition plan of current house
 - Grading plans
 - Building plans and architectural drawings
 - Structural engineering designs and specifications
 - Landscaping plans
- 4) GC secures bids for construction work from, at a minimum:
 - Demolition and waste materials management
 - Grading and erosion control
 - Concrete
 - Plumbing
 - Electrical
 - HVAC
 - Roofing
 - Drywall
 - Painting
 - Landscaping
- 5) GC submits site plans and building plans to City and County and coordinates all work.

Required by
LID stormwater
ordinance

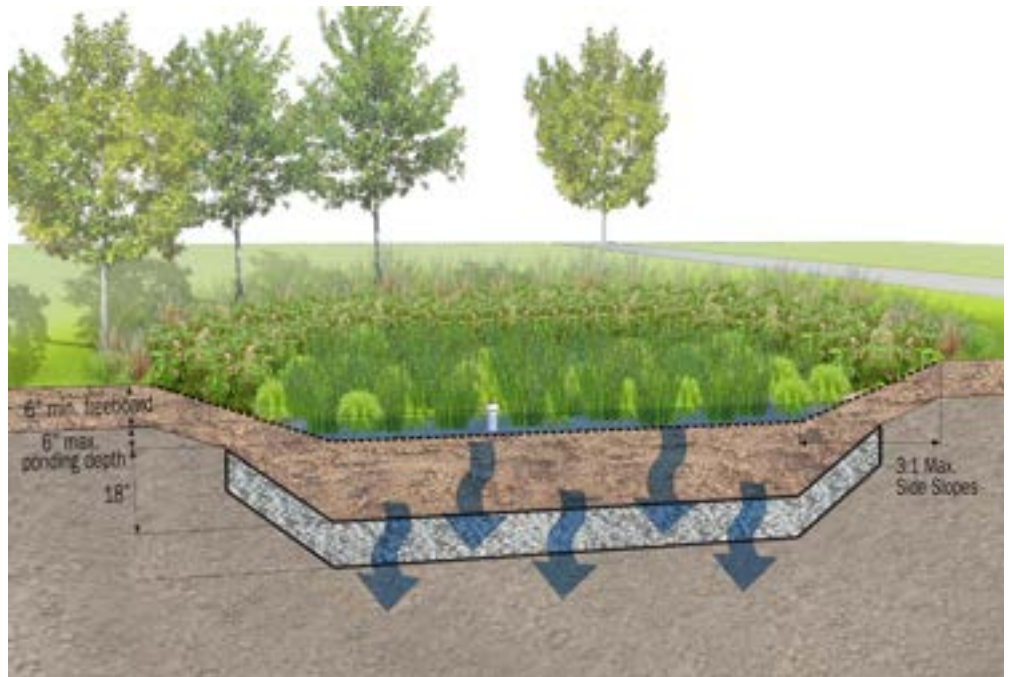
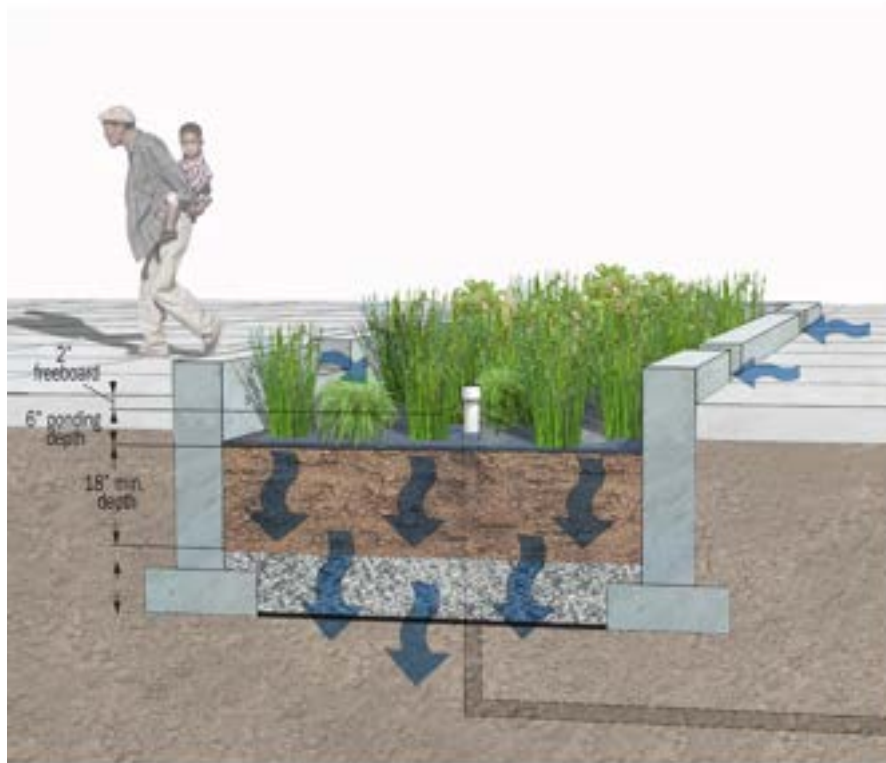


Image provided by Clean Water Services

How it might look for a Commercial / Industrial Development



Images provided by Clean Water Services

Reported By:	Colleen Coleman
Date:	06/24/2026
Agenda Item:	N/A
Fiscal Impact:	Varies per final decision
Duration:	Decision needed July 1, 2026
Recommendation:	City manager to select based City Planning Consultant on staff scoring and notes

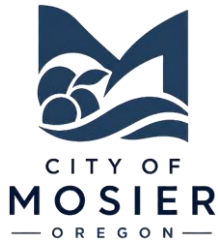
Summary: City staff reviewed seven proposals for Mosier City Planner, from large multidisciplinary firms to individual planning consultants. The following scoring sheet and summary of notes shows Lisa Smith, as top scorer with AKS Engineering 2nd and BaseCamp 3rd.

Evaluation Criteria	Total Points Available	AKS	Base Camp	Bell Design	HHPR	Mackay	Smith	Spark
Proposal meets the RFP criteria (it is timely received, in the form and at the location directed, and signed by a person authorized to bind proposer)	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass
The proposed City Planner has experience providing professional planning services to municipalities in the State of Oregon.	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Experience providing municipal planning services to local governments (Oregon preferred)	60	45	45	35	40	42	45	35
Ability to meet each of the tasks of the scope of services and to provide the services requested	60	44	41	35	35	42	43	37
Qualifications and experience of the proposed project Team and City Planner, including any AICP certifications	40	28	29	20	22	28	29	22
Approach and methodology	40	28	29	23	22	28	28	21
Availability of team members and City Planner	40	26	26	21	22	27	27	25
Knowledge and familiarity of local issues	20	15	14	14	11	11	15	10
References	40	0	0	0	0	0	0	0
Knowledge of local, state, and federal law and regulations related to planning	20	15	15	14	14	13	15	13
Interviews (if any)	20	0	0	0	0	0	0	0
Cost of services/fee proposal	60	42	35	34	33	32	45	40
	400	243	234	196	199	223	247	203

Combined Notes--top to bottom score:

- 1. Lisa Smith** - Worked directly with Mosier on Permit Applications for the last 8 years, while at Wasco County Planning. Knows Mosier's permitting process and is very efficient and economical at \$120/hr. Availability - Mondays and Wednesdays. AICP cert. in the works.
- 2. AKS** - Engineering and Planning services offered with Planning at \$145 - 185/hr. Two-tiered staff commitment, Kaitlyn as primary staff reporting to Zach. Kaitlyn has no AICP and is early in her career. Asked to be able to subcontract work with City permission.

3. **BaseCamp** - Worked for Wasco County, LaPine - small city. responsive, clear communication. Aim to reduce burson on staff. 1 point of contact for all items. Same business day communication acknowledgements. Regular status report updates in city's preferred format. Overall skillset and services - excellent, but expensive - Flat billing rate.
4. **Mackay** - Good process diagram and approach, good experience, defined review process, expensive, no gorge specific exp listed. No AICP, charges for Admin support \$124 - \$200/hr, Large firm with tiered staff to address issues, meaning they will appoint whoever's available on a day-to-day basis.
5. **HHPR** - Some work in HR & TD, mostly PDX. Also proposing a multi-tiered staff, which means mult-tiered billing. \$175-205/hr.
6. **Bell Design** - Primarily an engineering firm, showing an engineer in training as the day-to-day planning staff. Tony has limited planning work, mostly surveying. As a firm, they do not have a track record with management of Planning services. Expensive billing rates. Many requested changes to our Example Contract.
7. **Spark** - Good big picture experience, and no local and no day-to-day planning work, but may be good for future strategic planning.



City of Mosier Staff Report

Reported By:	Amy Szilagyi, City Recorder
Date:	July 01, 2026
Agenda Item:	Formal City Artificial Intelligence (AI) Policy
Fiscal Impact:	None. Policy utilizes existing administration oversight and software
Duration:	ongoing
Recommendation:	Council approves the AI Use Policy as presented by staff

Background:

Artificial Intelligence (AI) refers to software tools that assist with drafting text, summarizing information, translating content, and organizing administrative data. The City of Mosier may use AI to improve operational efficiency and service delivery; however, AI functions strictly as an assistive tool and does not replace human judgment or official decision-making.

To ensure responsible and lawful use, the City has adopted an Artificial Intelligence Use Policy establishing the following safeguards:

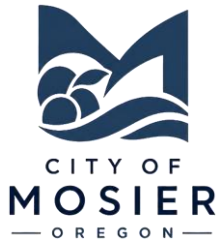
- Mandatory human review of AI-generated content
- Prohibition on entering confidential or protected information into public AI systems
- Compliance with Oregon Public Records Law
- Compliance with records retention requirements
- Recognition that electronic records must remain accurate and accessible
- Protection of exempt or confidential records
- Safeguarding of personal information and breach notification compliance
- Supervisor oversight and AI tool approval procedures

Records created using AI for City business are treated as public records and retained according to applicable Oregon retention schedules. The policy ensures transparency, privacy protection, and accountability while allowing limited, controlled use of emerging technology.

Action:

No formal action is required unless Council wishes to provide direction. The presentation is informational and supports continued implementation of the adopted AI Use Policy.

Proposed Motion: “Move to approve Resolution 2026-09 Adopting a Formal Artificial Intelligence (AI) Use Policy



City of Mosier Staff Report

The following statutes and administrative rules support requirements contained within the City of Mosier AI Use Policy.

OREGON PUBLIC RECORDS LAW

- ORS 192.311 – Defines public records and establishes broad applicability regardless of format or storage medium.
- ORS 192.314 – Requires public records to be made available upon request unless exempt.
- ORS 192.324 – Establishes agency responsibility to retain and provide access to public records.

ELECTRONIC RECORD VALIDITY

- ORS 84.034 – Confirms electronic records satisfy legal retention requirements if records remain accessible and accurate.

RECORDS RETENTION REQUIREMENTS

- ORS 192.105 – Requires public bodies to preserve public records consistent with retention schedules.
- OAR 166-030-0027 – Establishes minimum retention requirements for local government records.
- OAR Chapter 166 – Oregon Secretary of State records management rules governing creation, maintenance, and destruction of records.

PRIVACY AND CONFIDENTIALITY PROTECTIONS

- ORS 192.355 – Lists categories of exempt or confidential public records.
- ORS 181A.095 – Protects criminal justice information.
- ORS 646A – Provides requirements for safeguarding personal information and breach notification obligations.

These authorities require cities to maintain records created using emerging technologies, including artificial intelligence tools.



RESOLUTION NO. 2026-09

A RESOLUTION OF THE CITY OF MOSIER ADOPTING A FORMAL ARTIFICIAL INTELLIGENCE (AI) USE POLICY

The Mosier City Council, acting as the Contracting Agency for the City of Mosier, makes the following findings:

WHEREAS, the City of Mosier is subject to Oregon laws governing public records, records retention, electronic records, confidentiality, and the protection of personal information; and

WHEREAS, the City Council recognizes that Artificial Intelligence (AI) technologies may provide administrative efficiencies for a small local government while also presenting risks related to records management, confidentiality, accuracy, and accountability; and

WHEREAS, records created or assisted by AI in the conduct of City business constitute public records and must be managed in accordance with applicable law; and

WHEREAS, the City Council finds that adopting a formal Artificial Intelligence Use Policy establishes appropriate safeguards, including human review, confidentiality protections, records retention compliance, and administrative oversight, thereby promoting transparency, legal compliance, operational efficiency, and protection of the public interest; now, therefore, the City Council adopts the following Artificial Intelligence Use Policy.

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

Section 1: Adoption: The City of Mosier Artificial Intelligence Use Policy, attached as Exhibit A, is hereby adopted.

Section 2: Administration: The City Manager or designee is authorized to administer, interpret, and update implementation procedures consistent with this policy.

Section 3: Training: City staff shall receive training and guidance regarding appropriate AI use and compliance with public records and privacy laws.

Section 4: Severability: If any portion of this resolution is declared invalid, the remaining portions shall remain in full force and effect.

Effective Date: July 01, 2026

INTRODUCED AND ADOPTED on this 01 day of July 2026.

Witt Anderson, Mayor

Amy Szilagyi, City Recorder

Artificial Intelligence (AI) – Public Frequently Asked Questions (FAQ)

WHAT IS ARTIFICIAL INTELLIGENCE (AI)?

Artificial Intelligence, or AI, is computer software that can help draft text, summarize information, translate languages, organize data, and perform other routine tasks. AI is used by many governments and businesses to improve efficiency and service delivery.

WHY DOES THE CITY USE AI?

The City of Mosier may use AI to help staff work more efficiently and provide services more quickly. AI can help with tasks such as:

- Drafting documents and public information
- Summarizing reports or research
- Improving accessibility through translation or formatting
- Organizing administrative information

AI helps staff save time, but it does not replace human decision-making.

DOES AI MAKE CITY DECISIONS? No.

City employees and elected officials always review and make final decisions. AI may assist with drafting or organizing information, but it does not determine City policies, permits, enforcement actions, or other official decisions.

DOES THE CITY PROTECT MY PERSONAL INFORMATION? Yes.

The City does not allow confidential, personal, or protected information to be entered into public AI systems. Staff must follow Oregon privacy laws and City data protection rules when using AI tools.

Examples of protected information include:

- Personal identifying information
 - Personnel records
 - Law enforcement or investigation records
 - Legal or attorney-client information
 - Cybersecurity or infrastructure information
-

ARE AI-GENERATED DOCUMENTS PUBLIC RECORDS? Yes.

If AI is used to help create City business documents, those documents are treated the same as other government records and may be subject to public disclosure under Oregon Public Records Law.

WILL THE CITY TELL THE PUBLIC WHEN AI IS USED?

When AI is used to significantly help prepare public materials, the City may include a disclosure statement explaining that AI assisted with drafting or formatting the document.

All AI-generated content is reviewed by City staff before being shared publicly.

DOES THE CITY ALLOW STAFF TO USE ANY AI TOOL THEY WANT? No.

The City maintains an approved list of AI tools. Staff must follow City policy and may only use AI systems that meet security, privacy, and records retention requirements.

HOW DOES THE CITY MAKE SURE AI INFORMATION IS ACCURATE?

City staff review AI-generated content for accuracy and completeness before using it for official purposes. AI is used as a support tool, not as a replacement for professional judgment.

CAN RESIDENTS REQUEST RECORDS RELATED TO AI USE? Yes.

Residents may request public records, including records created using AI, by submitting a public records request following standard City procedures.

HOW DOES THE CITY MAKE SURE AI IS USED RESPONSIBLY?

The City has adopted an AI Use Policy that requires:

- Human review of AI-generated content
 - Protection of confidential information
 - Compliance with public records and retention laws
 - Staff training and oversight
-

WHO CAN I CONTACT WITH QUESTIONS?

If you have questions about the City's use of Artificial Intelligence or would like to request public records, please contact:

City Recorder
541.478.3505
info@cityofmosier.gov

The City of Mosier is committed to transparency, responsible technology use, and protecting public trust.

AI USE – STAFF QUICK REFERENCE GUIDE

WHAT IS AI?

AI includes software that helps draft text, summarize information, analyze data, or create images.

ALWAYS FOLLOW THESE RULES

- ✓ You are responsible for AI-generated work
- ✓ Always review and verify AI content
- ✓ Save AI-related records used for City business
- ✓ Use only approved AI tools

DO NOT ENTER INTO AI SYSTEMS

- ✗ Personal identifying information
- ✗ Personnel or employment records
- ✗ Attorney-client or legal strategy information
- ✗ Law enforcement or investigation information
- ✗ Cybersecurity or infrastructure information
- ✗ Any confidential or protected information

WHEN MUST AI RECORDS BE SAVED?

Save AI records if they:

- Influence City decisions
- Are shared internally or publicly
- Support reports or policies
- Provide analysis or recommendations

WHERE TO SAVE RECORDS

- City email
- Approved shared drive
- Project or permit files
- Document management systems

WHEN TO DISCLOSE AI USE

Include disclosure when AI substantially contributes to public materials:

"This document was prepared with assistance from artificial intelligence technology and reviewed by City staff for accuracy."

WHEN IN DOUBT

Contact your supervisor or the City Manager before using AI.



RESOLUTION NO. 2026-09

A RESOLUTION OF THE CITY OF MOSIER ADOPTING A FORMAL ARTIFICIAL INTELLIGENCE (AI) USE POLICY

The Mosier City Council, acting as the Contracting Agency for the City of Mosier, makes the following findings:

WHEREAS, the City of Mosier is subject to Oregon laws governing public records, records retention, electronic records, confidentiality, and the protection of personal information; and

WHEREAS, the City Council recognizes that Artificial Intelligence (AI) technologies may provide administrative efficiencies for a small local government while also presenting risks related to records management, confidentiality, accuracy, and accountability; and

WHEREAS, records created or assisted by AI in the conduct of City business constitute public records and must be managed in accordance with applicable law; and

WHEREAS, the City Council finds that adopting a formal Artificial Intelligence Use Policy establishes appropriate safeguards, including human review, confidentiality protections, records retention compliance, and administrative oversight, thereby promoting transparency, legal compliance, operational efficiency, and protection of the public interest; now, therefore, the City Council adopts the following Artificial Intelligence Use Policy.

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

Section 1: The City of Mosier Artificial Intelligence Use Policy, attached as Exhibit A, is hereby adopted.

Section 2: The City Manager or designee is authorized to administer, interpret, and update implementation procedures consistent with this policy.

Section 3: City staff shall receive training and guidance regarding appropriate AI use and compliance with public records and privacy laws.

Section 4: If any portion of this resolution is declared invalid, the remaining portions shall remain in full force and effect.

Effective Date: This resolution shall take effect immediately upon adoption.

INTRODUCED AND ADOPTED on this 01 day of July 2026.

Witt Anderson, Mayor

Amy Szilagyi, City Recorder