

PUBLIC NOTICE

What: 2019 Event Planning Meeting
When: Monday, July 1, 2019 at 5:00 p.m.
Where: Metolius Train Depot

PUBLIC NOTICE

What: City Council Workshop
When: Monday, July 1, 2019 at 6:00 p.m.
Where: Metolius Train Depot
Agenda: Each month, prior to a city council meeting, the Council schedules a work session to review the proposed agenda topics. No decisions are made at these work sessions and they are subject to cancellation without prior notice.

Metolius City Council Meeting July 1, 2019 at 7:00 p.m. Metolius Train Depot

AGENDA

- 1. Call Meeting to Order – John Chavez, Mayor**
- 2. Roll Call –** John Chavez, Patty Wyler, Denise Keeton, Carl Elliot, Candy Canga, Dan Dulaney and Lonnie Parsons.
- 3. Pledge of Allegiance and Invocation**
- 4. Consent Agenda -** All matters listed under consent agenda have been distributed to each council member for reading and study and will be enacted by one motion of the council with no separate discussion. If separate discussion is desired, that item can be moved to the regular agenda.
 - 4.1.** Regular Council Meeting Minutes – June 3, 2019
 - 4.2.** Council Workshop Minutes – June 3, 2019
 - 4.3.** Event Planning Minutes – June 3, 2019
 - 4.4.** Authorize Payment of Bills
 - 4.5.** Financials – Monthly Profit and Loss

Shall the Council approve the consent agenda as presented?

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting, however, the agenda does not limit the ability of the City Council to consider additional subjects. Meetings are subject to cancellation without notice. Anyone needing accommodation to participate in the meeting must notify the City Recorder's office at least three (3) days prior to the meeting by calling 546-5533.

This institution is an equal opportunity provider and employer.

5. Unfinished Business

- 5.1. **Depot Rental Agreement** – Clarify penalties for violations of Rental Agreement. James Stratton added wording for abuse of bringing alcoholic beverages onto the Depot premises.
- 5.2. **Orozco Reforestation Renewal** – Application is for a one year on the empty lot next to Tortilla Solis.

6. New Business

- 6.1. **Insurance Renewal** – Matt from Payne West will be present to answer any questions.

Shall the Council approve the Insurance Renewal from Payne West as presented?

- 6.2. **COIC Contract** – Council to approve the use of Economic Development money to be used to contract with COIC in the amount of \$12,500.00.

Shall the Council approve the use of Economic Development money to be used to contract with COIC in the amount of \$12,500.00?

- 6.3. **Madras Sanitary Rate Increase Proposal** – Melanie from Madras Sanitary will be present to answer any questions.

- 6.4. **Temporary Seasonal Maintenance Worker** – Council to approve the employment of Phelicity Raines as the Temporary Seasonal Maintenance Worker.

Shall the Council approve Phelicity Raines as the new Temporary Maintenance Worker?

- 6.5. **An Ordinance removing height transition setbacks and adding administrative appeals provisions** – Collin Edmonds will be presenting this matter to the Council.

7. Staff, Council and Committee Reports

- 7.1. Mayors Report – John Chavez
- 7.2. Public Works – Pat Hanenkrat
- 7.3. City Recorder – Tasha Alegre
- 7.4. Codes – James Stratton
- 7.5. Attorney's Report – Steve Bryant/Collin Edmonds
- 7.6. Depot Committee Report

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- 7.7. COIC Report – John Chavez
- 7.8. Chamber Report – Pat Hanenkrat
- 7.9. COACT Report – Pat Hanenkrat

8. Public Presentations

- 8.1. Public Comments: Any visitor who may wish to make a presentation to the council, but is not specifically on the agenda, is offered an opportunity to make the presentation or comments. We ask that the presentation be limited to not more than three (3) minutes.

9. Schedule of upcoming events/meetings

- 9.1. Staff Meeting – 2nd and 4th Tuesday at 2:30 p.m.
- 9.2. Pancake Breakfast – July 27th, 2019, 8-10 a.m.
- 9.3. Planning Commission Meeting – July 23rd at 6:00 p.m.
- 9.4. Next Council Meeting – August 5th, 2019

10. Regular Meeting Adjourned

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting, however, the agenda does not limit the ability of the City Council to consider additional subjects. Meetings are subject to cancellation without notice. Anyone needing accommodation to participate in the meeting must notify the City Recorder's office at least three (3) days prior to the meeting by calling 546-5533.

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City of Metolius Regular Council Meeting

June 3, 2019, 7:00 pm

Regular Council Minutes

1. Meeting was called to order at 7:00 pm by Mayor JOHN CHAVEZ
2. Roll call found that JOHN CHAVEZ, PATTY WYLER, DENISE KEETON, CARL ELLIOTT, and DAN DULANEY were present. Lonnie Parsons and Candy Canga were absent. Staff, James Stratton, Public Works Supervisor Pat Hanenkrat, and Attorney Collin Edmonds were present.
3. The pledge of allegiance and invocation
4. PATTY WYLER motioned that the consent agenda be approved, CARL ELLIOTT seconded, this motion passed unanimously.
5. CARL ELLIOTT motioned that resolution 2019-03 be approved, DENISE KEETON seconded, this motion passed unanimously.
6. DENISE KEETON motion that resolution 2019-04 be approved, CARL ELLIOTT seconded, this motion passed unanimously.
7. Ordinance number 261 was read aloud for the second time by Attorney Collin Edmonds. No public comments were made. DENISE KEETON motioned that ordinance 261 be approved, CARL ELLIOTT seconded, and this motion passed unanimously.
- 7.2 Ordinance number 262 was read aloud for the second time by Attorney Collin Edmonds. No public comments were made. CARL ELLIOTT motioned that this ordinance be approved, DENISE KEETON seconded, and this motion passed unanimously.
- 7.3 DENISE KEETON motioned that resolution 2019-05 be approved, PATTY WYLER seconded, and this motion passed unanimously.
- 7.4 Pat Hanenkrat requested a stop sign be placed at the corner of Hood and Butte, PATTY WYLER motioned that a stop sign be placed at Hood and Butte, seconded by DENISE KEETON, and this motion passed unanimously.
- 7.5 Follow up on the Rodvelt Properties led to an agreement to be approved and signed between Patricia Flenner and the city of Metolius. This agreement is attached and was

written by City Attorneys. CARL ELLIOTT motioned to approve this agreement, DENISE KEETON seconded, this motion passed unanimously.

8. New Business

8.1 Presentation by Jeff Rasmussen of Jefferson County regarding the Cove Palisades Rim Lodge. See attached power point pages.

8.2 Presentation by Janet Brown from Economic Development of Central Oregon. She spoke about "Move Start Grow" ideas. She offered a definition of her program. She offered assistance and resources for the City of Metolius. Janet prepared a power point. See attached power point pages.

8.3 Presentation by Courtney Snead and Jamie Hurd of the 509j School District. Their presentation was centered around helping all to see the need to make 509j school district thrive and improve while keeping up with education. Some of the problems within 509j was pointed out such as low tax dollars, teacher not returning, poor rates of graduation, etc. Courtney prepared a power point. See attached power point pages.

8.4 The Councilors accepted the appointment of Paul May as Municipal Judge for the City of Metolius. CARL ELLIOTT motioned that Paul May be appointed, seconded by DENISE KEETON, this motion passed unanimously. Attorney Edmonds administered the oath of office and Paul May affirmed his duties and pledge for the office of Municipal Judge for the City of Metolius. The rest (8.5 and 8.6) were tabled until further notice.

9. Staff, Council and Committee Reports. Pat Hanenkrat provided written reports for public works and chamber of commerce. Attorney Collin Edmonds provided information by way of the Rodvelt's up and coming procedures. No other reports were submitted.

No public comments were made

This meeting was adjourned at 8:14 pm

_____ Date _____ Date _____

Recorder/Clerk

Mayor John Chavez

City of Metolius Regular Council Meeting June 3, 2019

City of Metolius Council Workshop Meeting

June 3, 2019, 6:05 pm

Council Workshop Minutes

This Workshop was called to order by Mayor John Chavez at 6:05 pm.

The councilors went through the agenda and Denise Keeton found that 11.2 and 11.3 had the wrong dates. They were corrected: June 22 for the pancake breakfast and June 25 for the planning commission meeting.

All the agenda items (4 through 9.9) were reviewed without much discussion or conflict. The Councilors made themselves aware of all the items of the Agenda and are prepared to take final action. The public presentations are going to be heard at the regular meeting.

The Workshop was adjourned at 6:17 pm.

_____ Date: _____

Mayor John Chavez

_____ Date: _____

Recorder/ Clerk

City of Metolius Council Event Meeting

June 3, 2019 5:00 pm

Event Minutes

Event Meeting called to order by Mayor John Chavez at 5:00 pm.

Pat led the discussion and prepared a flow chart for events pending.

1. Discussed the 4th of July parade in Culver. Carl Elliot will drive the Vac Truck. John will drive Pat Hanenkrat's truck. Kevin will drive his work truck.
2. City wide Yard Sale was discussed. Copies of maps will be delivered to Culver by the 7th of June.
3. Countryfied, Mobley, reported that his band cannot participate and has to cancel.
4. A replacement band is pending.
5. Davida from the Madras Chamber of Commerce introduced the concept of sponsorships to help raise money and identify sponsors to others for the Spike and Rail day. Davida also talked about helping with the Spike and Rail during the parade by announcing each entry, making announcements of the day events, and assisting with banners.
6. Councilors discussed buying 80 pounds of candy for the Spike and Rail parade.
7. Crooked River Ranch Train is planning to be at the Spike and Rail Day.
8. Tents were discussed and most of them will be available for use.
9. Further discussion was made to reiterate the prepared flow chart that Pat Hanenkrat submitted with updates and plans.
10. Gus of BSNF wants to be a sponsor and help with train related items. James Maynard will be contacting him.
11. Discussion about the Brown Bag food distribution scheduled for the 6th of September was brought up. The depot will not be available. James Stratton will contact John Gray to see what changes can be done.
12. This meeting was adjourned at 5:55 pm

_____ Date: _____ Date: _____

Mayor John Chavez

Recorder/ Clerk

10:19 AM

06/27/19

City of Metolius
Unpaid Bills Detail
 As of June 27, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Ace Hardware					
Bill	06/27/2019		07/17/2019		242.98
Total Ace Hardware					242.98
Baggett Inc.					
Bill	06/17/2019		06/27/2019		440.00
Total Baggett Inc.					440.00
Bi-Mart					
Bill	06/04/2019		07/04/2019		61.37
Total Bi-Mart					61.37
Cascade Natural Gas					
Bill	06/17/2019		07/17/2019		49.02
Total Cascade Natural Gas					49.02
CenturyLink					
Bill	06/27/2019		07/07/2019		414.94
Total CenturyLink					414.94
CIS Trust					
Bill	06/27/2019		07/17/2019		2,264.11
Total CIS Trust					2,264.11
Cove Electric					
Bill	06/04/2019		06/14/2019	13	100.00
Total Cove Electric					100.00
D.V.W.D.					
Bill	06/04/2019		07/04/2019		20.00
Total D.V.W.D.					20.00
DeJarnatt Land Surveys, Inc					
Bill	06/27/2019		07/07/2019		500.00
Total DeJarnatt Land Surveys, Inc					500.00
Edge Analytical					
Bill	06/27/2019		07/27/2019		197.00
Total Edge Analytical					197.00
Jeff. Co. Public Wks					
Bill	06/17/2019		07/17/2019		420.94
Total Jeff. Co. Public Wks					420.94
Jefferson County Sheriff's Office					
Bill	06/04/2019		06/14/2019	13	1,606.75
Total Jefferson County Sheriff's Office					1,606.75
League of Oregon Cities					
Bill	06/27/2019		07/27/2019		615.00
Total League of Oregon Cities					615.00
Madras Sanitary Service					
Bill	06/27/2019		07/27/2019		115.59
Total Madras Sanitary Service					115.59

10:19 AM

06/27/19

City of Metolius
Unpaid Bills Detail
 As of June 27, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Mail Copies & More Bill	06/04/2019		07/04/2019		20.65
Total Mail Copies & More					20.65
Pacific Power Bill	06/17/2019		07/17/2019		2,636.16
Total Pacific Power					2,636.16
Pamplin Media Group Bill	06/04/2019		06/14/2019	13	595.03
Total Pamplin Media Group					595.03
Postmaster Bill	06/27/2019		07/27/2019		220.00
Total Postmaster					220.00
Ricoh USA, Inc Bill	06/04/2019		06/14/2019	13	131.75
Bill	06/27/2019		07/07/2019		41.00
Total Ricoh USA, Inc					172.75
Tenneson Engineering Corp. Bill	06/27/2019		07/27/2019		2,242.50
Total Tenneson Engineering Corp.					2,242.50
Thompson Pump & Irrigation Bill	06/04/2019		07/04/2019		97.50
Bill	06/17/2019		07/17/2019		119.00
Total Thompson Pump & Irrigation					216.50
Traffic Safety Store Bill	06/27/2019		07/07/2019		1,619.55
Total Traffic Safety Store					1,619.55
Verizon Wireless Bill	06/27/2019		07/07/2019		120.12
Total Verizon Wireless					120.12
TOTAL					14,890.96

10:02 AM
06/27/19
Accrual Basis

City of Metolius
Profit & Loss
June 1 - 28, 2019

	Jun 1 - 28, 19
Income	
Depot - Income	
Rent	200.00
Sp. projects	
Kids & Families	301.50
Total Sp. projects	301.50
Total Depot - Income	501.50
Gen. Fund Income	
Business Licenses	
Business Licenses	1,050.00
Social Gaming	250.00
Total Business Licenses	1,300.00
Convenience Fee	7.50
Franchise Fees	
Crestview Cable	260.93
Pacific Power	1,739.92
Total Franchise Fees	2,000.85
Other Income	
Property Rent	10.00
Total Other Income	10.00
Taxes	
Current Year	2,471.55
Prior Year	239.18
Total Taxes	2,710.73
Total Gen. Fund Income	6,029.08
Irrig. Oper - Income	
Current Yr. Charges	156.80
Prior Yr. Charges	-11.75
Irrig. Oper - Income - Other	25.00
Total Irrig. Oper - Income	170.05
SDC Irrigation - Income	
Irrig. SDC's	-390.00
Total SDC Irrigation - Income	-390.00
SDC Park - Income	
Park SDC's	-988.00
Total SDC Park - Income	-988.00
Sewer Oper. Income	
Deposits	54.00
Finance Charges	-264.97
Pre-Pay Discount	-468.00
Sewer Service - Business	
Sewer Service-Business 2-5	200.00
Sewer Service-Business 6+	3,817.20
Sewer Service - Business - Other	80.00
Total Sewer Service - Business	4,097.20
Sewer Service - Domestic	11,220.00
Total Sewer Oper. Income	14,638.23
Sewer SDC's	-540.00

10:02 AM
06/27/19
Accrual Basis

City of Metolius
Profit & Loss
June 1 - 28, 2019

	Jun 1 - 28, 19
Sewer SDC - Inc.	
SDC's income	-1,600.00
Total Sewer SDC - Inc.	-1,600.00
Streets - Income	
Gas Tax	4,316.25
Refunds/Reimbursements	77.40
Total Streets - Income	4,393.65
Streets SDC - Income	
SDC Income	-1,600.00
Total Streets SDC - Income	-1,600.00
Total Income	20,614.51
Gross Profit	20,614.51
Expense	
Depot - Exp.	
Materials & Services	
Depot Repair & Maintenance	
Heat	13.58
Power	67.21
Total Depot Repair & Maintenance	80.79
Total Materials & Services	80.79
Total Depot - Exp.	80.79
Gen. Fund Expenses	
Admin. Dept.	
Materials & Services	
Dues & Subscriptions	615.00
Heat	24.81
Internet	129.26
Legal Notices	595.03
Maintenance Agreement	131.75
Power	60.97
Supplies - office	61.65
Telephone	129.26
Travel	82.50
Water	20.00
Total Materials & Services	1,850.23
Total Admin. Dept.	1,850.23
Community Development Dept.	
Materials & Services	
Professional Fees	2,242.50
Total Materials & Services	2,242.50
Total Community Development Dept.	2,242.50
Maint Dept	
Materials & Services	
Heat	10.63
Power	61.39
Refuse	115.59
Total Materials & Services	187.61
Total Maint Dept	187.61

10:02 AM
06/27/19
Accrual Basis

City of Metolius
Profit & Loss
June 1 - 28, 2019

	Jun 1 - 28, 19
Parks	
Materials & Services	
Power	19.40
Total Materials & Services	19.40
Total Parks	19.40
Payroll Dept.	
Benefits	
Health Insurance	2,060.55
PERS	
Employee	829.92
Employer	621.63
Total PERS	1,451.55
Taxes	804.64
Unemployment	10.36
Total Benefits	4,327.10
Salaries	
City Recorder	2,397.00
Clerk/Code Enforcement	1,819.48
Maint.	2,560.00
Pub. Wks	3,584.00
Total Salaries	10,360.48
Total Payroll Dept.	14,687.58
Total Gen. Fund Expenses	18,987.32
Irrig. Oper - Expense	
Materials & Services	
Irrig. Supplies	268.33
Total Materials & Services	268.33
Total Irrig. Oper - Expense	268.33
Payroll Expenses	10.35
Rev. Share - Expense	
Materials & Services	
Dispatch Services	1,606.75
Total Materials & Services	1,606.75
Total Rev. Share - Expense	1,606.75
Sewer Oper. Expenses	
Materials & Services	
Internet	78.21
Office Supplies	9.54
Power	1,539.35
Sewer Repair	100.00
Telephone	78.21
Total Materials & Services	1,805.31
Total Sewer Oper. Expenses	1,805.31
Streets-Expenses	
Materials & Services	
fuel	420.94
gravel	440.00

10:02 AM

06/27/19

Accrual Basis

City of Metolius
Profit & Loss
June 1 - 28, 2019

	Jun 1 - 28, 19
Rd. Repairs	2,119.55
Street Lights	887.84
Total Materials & Services	3,868.33
Total Streets-Expenses	3,868.33
Total Expense	26,627.18
Net Income	-6,012.67

Rental agreement:

Train Depot ☐ Community Hall ☐

The City of Metolius would like all citizens to have an opportunity to book events at the facilities offered. The city would like all applicants to follow all the rules and conditions laid out in this Rental Agreement. A deposit will be required, insurance will be required, an additional deposit for any planned alcoholic beverages to be consumed, and Security Guards must be obtained through the City of Metolius during events that have alcoholic beverages.

Proposed Rental Date and Time: _____

This rental agreement is made between the City of Metolius, an Oregon municipal corporation, "The Landlord."

Tenant Name: _____ (Applicants must be at least 21 years of age)
Tenant Address: _____ Tenant Phone/ Mobile: _____
Tenant ID or Driver's License: _____ Tenant Purpose: _____

Payment Arrangements: ALL PAYMENTS AND DEPOSITS ARE TO BE PAID IN CASH.

Tenant shall pay a cash deposit of \$500.00 and a signed rental agreement to secure a rental date. Tenant shall pay a rental cost of \$200.00 for the Train Depot. Tenant shall pay a rental cost of \$25.00 for the Community Hall with no deposit required.

The following payments have been paid: (Employees of the City of Metolius shall confirm all monies received)

- 1). The initial cash deposit of **\$500.00** received on: _____ By _____
- 2). The Depot fee of **\$200.00** received on: _____ By _____
- 4). The Community Hall fee of \$25.00 received in: _____ By _____
- 5). Insurance and binder was received on: _____ By _____

Rental Hours are from 10:00 am – 10:00 pm

The City reserves the right to inspect the Depot at anytime with or without reason during your event

No Alcoholic Beverages Allowed on or around the Premises. Violations SHALL result in forfeiture of the entire \$500.00 deposit.

Procedures:

1. The Tenant shall pay the landlord the deposits in CASH upon turning in this agreement to secure the date desired by the Tenant. The parties intend this deposit as a prepayment for any damages or cleaning requirement caused by Tenant or which occurs during the term of Tenant's rental of the premises. Tenant agrees that he/ she shall also be liable for any damages or cleaning cost in excess of the amount of the deposit. Any additional amounts due to the Landlord shall be paid within thirty (30) days of written notice of the nature and cost of cleaning and/ or damages.
2. The Tenant shall pay the rent for the facility request at least 30 days prior to the date requested.
3. The Tenant shall provide Landlord **proof of liability insurance** with the City of Metolius as the additional insured in the amount of \$1,000,000.00 for any event Tenant contracts to be held as the Depot or Community Hall.
4. The Tenant shall comply with the Rental Policy attached to this agreement. Tenant shall, upon termination of this agreement, leave the premises in the same condition as it was found at the commencement of the term and that it shall also inspect and clean the grounds surrounding the premises.
5. The Tenant shall make sure all guests attending the event remain within the designated areas.

THE METOLIUS DEPOT & CITY HALL RENTAL POLICY & GENERAL INFORMATION

Please initial to show you agree to follow the rules and regulations listed below:

Violations SHALL result in forfeiture of the entire \$500.00 deposit.

	1. City facilities shall be assigned on a first come, first served basis except for regularly scheduled meetings. Priority will be given to city related events. Use of the building for scheduled community events and meetings is encouraged.
	2. The Depot and/or City Hall must be left in its original condition after use. The user must control parking and noise problems. Facility must be vacated by 10:00 pm.
	3. Decorations are allowed on tabletops only. No decorations shall be fastened to the walls or ceiling.
	4. No deposit will be refunded until city staff inspects the Depot. Please allow two days for this to occur.
	5. Smoking and tobacco use is prohibited in both City Hall and the Depot.
	6. No alcoholic beverages are allowed on the premises. Violation will result in complete forfeiture of the entire \$500.00 deposit
	7. Users must fill out a rental agreement and submit it with the deposit in order to confirm reservations. Deposits will be in the form of cash.
	8. Rental time begins when users enter the facility and ends when the last person leaves. Please reserve time for set-up and clean up. Users may be charged extra for exceeding reserved time based on established fee schedule. Users may be charged extra if repairs or replacement of equipment are required after use. Users may request janitorial services at extra cost.
	9. Minor Groups – Groups composed of minors must be supervised by at least (1) one adult for each ten (10) minor children at all times while they are using the facilities. The application must be made by one of the adults who will be supervising the function to control children.
	10. The fire code occupancy must be followed.
	Tenant shall clean up and remove garbage at the end of their rental period. If the Depot must be inspected for a second time after the initial inspection, then one half of the deposit will be forfeited. If a third inspection must be done, then the entire balance of the remaining deposit will be forfeited.
	Any violations of this rental agreement or policies SHALL result in the forfeiture of the entire \$500.00 deposit and/ or require additional payment to cover damages
	Tenant and Landlord disputes that are enforced by Attorneys: the prevailing party shall be awarded their costs and attorney fees.
	Tenant shall notify Landlord in writing a minimum of 30 days prior to the rental date if cancellation is necessary. If the Tenant fails to notify the Landlord of the cancellation with five days prior to the rental date, then the Tenant shall forfeit the rental fee.

(Landlord) City of Metolius:

Tenant:

_____ Date _____

_____ Date _____



James Stratton <cmetolius636@gmail.com>

FIREFIGHTING DISPATCH LOCATION-APPLICATION FOR CONDITION USE

2 messages

Elva orozco <elvaorozco@msn.com>

Wed, May 29, 2019 at 4:06 PM

To: James Stratton <cmetolius636@gmail.com>, Tasha Alegre <metolius1911@gmail.com>

Hello I have attached a completed application for J.C. Orozco Reforestation. Please forward any other information, letters, etc. by email, as we are past our due date with the Oregon Department of Forestry. If our application is accepted we would like to request a letter stating we could have permission to use the location for the length of a whole year from the date of acceptance. If there are any questions or concerns feel free to reach me by email or by phone.

Thank You,

Krystal Orozco

J.C. Orozco Reforestation, Inc.

Office: (503) 876-6303

Fax: (503) 876-2131

Cell: (503) 779-4273

 **METOLIUS APPLICATION 2019.pdf**
3992K**Tasha Alegre** <metolius1911@gmail.com>

Wed, May 29, 2019 at 4:07 PM

To: James Stratton <cmetolius636@gmail.com>

[Quoted text hidden]

 **METOLIUS APPLICATION 2019.pdf**
3992K

CITY OF METOLIUS — Planning Commission

Fax: (541) 546-8809

APPLICATION For CONDITIONAL USE — page 1 of 9

GENERAL INSTRUCTIONS: These instructions are intended to assist both the applicants and the Planning Commission, but are subordinate to both the Metolius Municipal Code (MMC) and Ordinances of the City which are the final authority.

To the Applicant: All initial requirements, and the appropriate fees, are required at the time this application is filed with the City Recorder. (Fees are nonrefundable.) The City Recorder will provide the proper City forms to begin the Conditional Use process, as well as copies of any ordinances you may need in connection with this application. The Planning Commission may not take action on your application until it is complete in its entirety. You will be notified if any additional information or materials are required by the Planning Commission before your Conditional Use Application may be considered.

Applicant retains pages 1 and 2.

Applicant completes pages 3 through 7, as indicated, and returns with all requirements and other supporting materials to the City Recorder.

Guidelines:

1. **Interpretation:** Where a provision of this title differs from another ordinance or requirement of the city, the provision or requirement which is more restrictive shall govern. (MMC 17.04.030 B.)
2. (MMC 17.56.010 A.) Conditional Uses listed in this title may be permitted, enlarged, or otherwise altered upon authorization by the city council in accordance with the standards and conditions in this chapter.
3. (MMC 17.56.010 A. and 17.08...) Conditional Use (and Site Plan, if required) must be approved:
 - a. Before any Conditional Use takes place;
 - b. Before any "Notice of Intent to Construct" is filed with the City Recorder;
 - c. Before any Building Permit is issued; and
 - d. Before any construction, reconstruction, alteration, improvement, erection or moving in, of buildings, storage sheds, fences, decks, or other structures takes place.
4. (MMC 17.08.020 C.1. and 17.48.040) "Notice of Intent to Construct" must be filed with City Recorder:
 - a. Before securing any required Building Permits; and
 - b. Before any construction, reconstruction, alteration, improvement, erection, or moving in, of buildings, storage sheds, fences, decks, or other types of structures takes place.
5. (MMC 17.08.020) Building Permit (or notice of exemption therefrom) is required:
 - a. Before any construction, reconstruction, alteration, improvement, erection, or moving in, of buildings, storage sheds, fences, decks, or other structures takes place; or
 - b. Before any change of use of a structure or lot takes place.
6. (MMC 17.56.010 G.2. and 3.) It shall be unlawful for any person to cause or permit any construction, reconstruction, alteration, improvement, erection, or moving in, of buildings, storage sheds, fences, decks or other structures, or changes in use in any manner except in complete and strict compliance with the approved Conditional Use. Exception: If the change is solely a change in use to a permitted use in the zone where the property is located, the change shall not be unlawful.
7. (MMC 17.56.030) Time Limit: Authorization of a Conditional Use shall be void after one year or such lesser time as the authorization may specify unless substantial construction has taken place; substantial construction shall be solely determined by the Planning Commission. However, the Planning commission may extend authorization for an additional period not to exceed one year, on written request by the property owner,...
8. (MMC 17.08.100) Violation... is punishable upon conviction by a fine... violation shall constitute a nuisance and the City may... institute injunction, mandamus, abatement, or other appropriate proceedings to prevent, enjoin... abate or remove the unlawful location, construction, maintenance, repair, alteration or use.

City of Metolius-- Application for CONDITIONAL USE -- page 2 of 9

STEPS in the CONDITIONAL USE PROCESS:

#1 Applicant submits Initial Requirements:

- A. \$ _____ Fee (fees are nonrefundable; see MMC 17.08.050)
- B. Completed Application Forms and Supporting Materials. (MMC 17.08.040)
- C. Site Plan review and approval is required:
 - 1. if the Conditional Use involves construction or alteration of any structure, including fences, or any other substantial physical change(s) to the property;
 - 2. if requested by the Planning Commission; or
 - 3. if use will be a Planned Unit Development (PUD).
- D. If Site Plan review and approval is not required, provide a scale drawing of the property showing complete details as required in section 15 of this guide. (MMC 17.56.010 B.)

#2 Applicant submits any additional requirements requested. (MMC 17.56.010 B. and D.)

#3 After an opportunity to review all materials submitted, City gives applicant notice that Planning Commission considers application complete, to date, and advises the applicant the date scheduled for Public Hearing.

#4 At least 10 days prior to date of Public Hearing: (MMC 17.08.060 A. and B.)

- A. City publishes notice of Public Hearing; and
- B. City mails notice of Public Hearing to owners of property within 100 feet of property for which Conditional Use is proposed.

#5 Public Hearing(s) before Planning Commission. (MMC 17.08.060)

#6 City Council reviews record of Public Hearing and recommendation of Planning Commission and takes action. (MMC 17.56.020 D.)

#7 City Recorder provides applicant written notice of the decision of the City Council. (MMC 17.56.020 E.)

#8 If Conditional Use is approved and involves any construction or alteration of proposed or existing buildings or structures, applicant must complete and file a "Notice of Intent to Construct" with the City recorder:

- A. Before securing any necessary Building Permits, and
- B. Before any construction, reconstruction, alteration, improvement, erection or moving in, of buildings, storage sheds, fences, decks, or other structures, takes place. (MMC 17.08.020 C.1. and 17.48.040)

City of Metolius -- Application for CONDITIONAL USE -- page 3 of 9

If additional space is required, please attach another sheet of paper and refer to the number of the entry. Thank you.

(Please print name(s) and address(es).)

1. Property Owner(s) Dominga & Cristobal Solis Phone () 541 420-6714
2. Mail Address 570 Jefferson Ave City Metolius St/Zip OR 97741
3. Application Filed by JC Orozco Reforestation Inc. Phone () 503 949 6303
4. Mail Address PO Box 72 City Independence St/Zip OR 97351
(Check correct box below and, if not owner(s), provide proof signed by owner(s).)
A. ☒ Owner(s) C. ☒ Representative with legal authority to use, transfer, or lease.
B. ☐ Authorized Agent of Owner(s)
5. Location of property (Include address and name of cross streets at nearest intersection.) 570 Jefferson Ave Metolius, OR 97741
6. Legal Description: Lot #'s _____ Block #'s _____ Addition Name _____
7. Tax Assessor's Map # _____ Tax Lot #'s _____ Area (sq. ft.) _____
9. Present Zone of Property _____
9. Present Use (Explain in detail) Vacant Lot, previously used as a designated dispatch location since 2017
10. Conditional Use applied for: (Check correct box)
- | | |
|---|--|
| A. <input type="checkbox"/> Amusement Center | I. <input type="checkbox"/> Planned Unit Development (PUD) |
| B. <input type="checkbox"/> Church | J. <input type="checkbox"/> Professional or Medical facilities |
| C. <input type="checkbox"/> Governmental Use | K. <input type="checkbox"/> Public School |
| D. <input type="checkbox"/> Home Occupation | L. <input type="checkbox"/> Public Utilities or Services |
| E. <input type="checkbox"/> Industrial Use | M. <input type="checkbox"/> Recreational Vehicle Park |
| F. <input type="checkbox"/> Library | N. <input type="checkbox"/> Retail or Service establishment |
| G. <input type="checkbox"/> Lodge for civic or fraternal organization | O. <input checked="" type="checkbox"/> Other <u>Designated Dispatch Location</u> |
| H. <input type="checkbox"/> Mobile Home Park | |
11. How will use change if Conditional Use is approved? (Explain in detail) Mobile office will continue in the same area as shown in plot plan.
12. Present Use of Adjacent Properties (Explain in detail re front, each side, and rear of the property) Vacant lot used previously as a designated dispatch location.

13. "Standards for granting Conditional Uses": (MMC 17.56.010 C.)

A. "The proposal shall be consistent with the Comprehensive Plan and the objectives of this title and other applicable policies of the city." (MMC 17.56.010 C.1.)

1. Why use the property this way? Oregon Dept. of Forestry requires 3500 sq. ft. of open space with functional office and adequate lighting for the assembly of fire crews.
2. Why was this use selected? Easy Access to the restaurant for our employees. Has sufficient parking for pick-ups, mobile office and assembly of crews.
3. Is there other property in the City where this use is a permitted use outright? NO If "Yes", what is the reason you do not want to use that property? _____

B. "Taking into account location, size, design and operating characteristics, the proposed use shall have minimal adverse impact on the Livability, Value, and Appropriate development of abutting properties and the surrounding area compared to the impact of development that is permitted outright." (MMC 17.56.010 C.2.)

1. What will be done to minimize adverse impact, as required? There is very minimal impact for this use.
2. What will be the hours of operation of the proposed use? 24/7 - on-call for dispatching crews 4-5 months out of the calendar year.

C. "The location and design of the site and structures for the proposed use shall be as attractive as the nature of the use and its setting warrants." (MMC 17.56.010 C.3.)

1. Describe the appearance of property and structures adjacent to the property proposed for Conditional

Use: Gravel area for parking and a mobile office which will have no affect on the land.

2. Describe how the appearance of the property will change because of proposed use: Mobile office will be placed all year long.

3. Describe changes of appearance of existing buildings and structures because of proposed use: none

4. Describe exterior materials and finish of any proposed buildings and other structures: 8x20

Mobile office Trailer with functioning lighting
Mobile office will be 3-4 ft. off the ground.

City of Metolius – Application for CONDITIONAL USE – page 5 of 9

5. Describe, in detail, proposed landscaping to be used (including lawns, flowering plants, shrubs, trees, etc.), and indicate locations on the required Site Plan or scale drawing: none

D. "Proposed use shall preserve assets of particular interest to the community." (MMC 17.56.010 C.4.)

1. What assets are to be preserved? The Community will have an opportunity to be part of the wildland fire crew to help protect land/forest from fires.
2. What will be done to preserve these assets, as required? Good conduct coming from firefighters
3. What assets will be destroyed or changed? NA

E. "The applicant shall have a bona fide intent and capability to develop and use the land as proposed, and has some appropriate purpose for submitting the proposal, and is not motivated solely by such purposes as the alteration of property values for speculative purposes." (MMC 17.56.010 C.5.)

1. a. Describe the evidence of your intent and capability to develop and use the property as proposed:
I as a farm-forest contractor have been in the business since 1991. Many years of experience training firefighters to preserve forests & habitat
- b. If proposed use is approved, how long thereafter will it be before proposed use begins? As soon as possible
- c. What is estimated total cost to develop and use the property as proposed? \$2,200
- d. How will this cost be financed? Provide details: Paid by check
- e. If development will require borrowing, what lender has committed to provide the necessary financing? NA
2. a. Describe your purpose in submitting this proposal: To have a large enough vacant area to assemble (1) one fire crew
- b. Describe, in detail, the long-range plans for this Conditional Use: Dispatching will be during summer. Lot will be vacant during off season.

City of Metolius - Application for CONDITIONAL USE - page 8 of 9

Applicant(s) declare that the answers and statements in this application and supporting materials and data are correctly recorded, complete and true to the best of their knowledge and belief.

Signature of Applicant(s)
(If other than owner(s))

Jose C. Chavez

Date 5/29/19

Date _____

The Owner(s) consent to this application and declare that the answers and statements made in this application and supporting materials and data are correctly recorded, complete and true to the best of their knowledge and belief.

Signature of Owner(s)

Christoph Solis

Date 5/29/19

Dominga Solis

Date 5/29/19

- F. **PLEASE NOTE:** "Any change in an approved conditional use shall require approval of an amended conditional use permit in accordance with the procedures set forth in this chapter. All conditional uses shall require continuing compliance with the terms of the approved conditional use and approved site plan, if any." (MMC 17.56.010 C.6.)

Acknowledged: *Jose C. Orozco J.C.O.*

14. Does the Conditional Use involve construction, reconstruction, alteration, improvement, erection, or moving in, of any building, storage sheds, fences, decks or other structures, or changes in use?

A. Answer: _____ If "Yes", describe in detail: _____

- B. 1. If "Yes", Site Plan review and approval is required. (Planning Commission may require Site Plan even if no construction, reconstruction, alteration, improvement, erection, or moving in, of any building, storage sheds, fences, decks or other structures, or changes in use. (MMC 17.56.010 B., D.1., and D.2.j.)
- a. Secure Site Plan application forms from City Recorder. (MMC 17.08.040)
 - b. Be certain completed Site Plan application, Site Plan drawing, and any additional requirements are attached to this application. (Skip #15, go to #16.)
2. If "No", Site Plan review and approval is not required, however a scale drawing of the entire property is required and shall include the information listed under item 15, below. The drawing and other data provided must include all information needed to fully consider this application. (Continue at #15; do not skip any.) (MMC 17.56.010 B., D.1., and D.2.j)
15. Provide a scale drawing of the property: (MMC 17.56.010 B., D.1., and D.2.j.) Please be complete and thorough in providing applicable information to avoid delay in reviewing this request.

Wherever applicable, this drawing shall include:

- A. Where an attachment of a minor addition to an existing building or structure is proposed, the drawing shall indicate the relationship of said proposal to the existing buildings and structures, but need not include other data required in subsections B. through T., below;
- B. Showing actual shape, dimensions and orientation of the parcel;
- C. Showing the locations and details of all buildings and structures, including fences, both existing and proposed;
- D. Showing location, layout and details of all off-street parking and loading facilities;
- E. Showing locations and details of all points of entry and exit for motor vehicles, and internal circulation pattern(s);
- F. Showing location of all walls and fences and indication of their height(s) and materials of their construction;
- G. Showing locations and details of exterior lighting standards and devices;
- H. Showing locations, sizes and details of exterior signs and outdoor advertising;
- I. Showing location and details of landscaping, lawns, trees, shrubs, etc.;
- J. Showing Locations and details of grading and slopes where they affect relationship of buildings and drainage;
- K. Indicate of heights of buildings and structures;
- L. Indicate proposed use of buildings shown on the site;
- M. Provide any other architectural or engineering data which may be required to allow necessary findings that the provision of this title are complied with;

May 22, 2019

I Dominga & Cristobal Solis give Jose Carmen Orozco approval and authorization to have full access to my property located at address 570 Jefferson Ave. Metolius, Oregon 97741 for all purposes of his assembly and inspection of his firefighting crew for his company J.C. Orozco Reforestation Inc. Jose C. Orozco has my permission to use the property for dispatching fire crews to incidents throughout the entire 2017 IFCA Fire Agreement including any extensions given by the Oregon Department of Forestry.

Cristobal Solis 5/29/19
Cristobal Solis Date

Dominga Solis 5/29/19
Dominga Solis Date

Jose C Orozco 5/29/19
Jose Carmen Orozco Date

May 22, 2019

OPERATIONS PLAN

J.C. Orozco Reforestation, Inc. has been in business providing wildland firefighting crews for the Oregon Department of Forestry since 1991. Our operational plan will be active during fire season 4-5 months out of the year. When our crews members have been trained we then status our crew as available for the ODF to view when fire crews are needed. We will be using the proposed property use as a designated dispatch location for the assembly, inspection and dispatching of our fire crew. Only one 20 person hand crew will be assigned to Metolius Dispatch Location. We will have a gravel area for parking and the set up for a temporary mobile office trailer. Parking will be used for our company vehicles throughout the season when status available. When fire crew has been dispatched the proposed site will be used as a meeting point to assemble crew, vehicle and crew member inspections. If you have any additional questions regarding our operations plan feel free to contact me via email at elvaorozco@msn.com or by phone at (503) 949-6303.

Sincerely,

Jose C. Orozco
President

DRIVEWAY

OFFICE TRAILER MEASURES 8X20 FT

PORTABLE RESTROOM

MOBILE OFFICE TRAILER

3,000 SQ. FT. GRAVEL

PARKING FOR
COMPANY PICKUP
VEHICLES AND
ASSEMBLY OF FIRE
CREW

APPROXIMATELY

50 FT. FROM

BUILDING

TORTILLERIA SOLIS
RESTAURANT

ENTRANCE
TO
RESTAURANT



SIDEWALK

PROPOSED USE

JEFFERSON AVE.

ESTABLISHED STRUCTURE

CERTIFICATE OF COVERAGE

Agent
PayneWest Insurance-Madras
PO Box 680
Madras, OR 97741

This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.



citycounty insurance services
cisoregon.org

Named Member or Participant
City of Metolius
636 Jefferson Ave.
Metolius, OR 97741

Companies Affording Coverage
COMPANY A - CIS
COMPANY B - National Union Fire Insurance Company of Pitts, PA
COMPANY C - RSUI Indemnity
COMPANY D - Chubb

LINES OF COVERAGE

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

	Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
X	General Liability	A	19LMET	7/1/2019	7/1/2020	General Aggregate:	\$15,000,000
X	Commercial General Liability					Each Occurrence:	\$5,000,000
X	Public Officials Liability						
X	Employment Practices						
X	Occurrence						
X	Auto Liability	A	19LMET	7/1/2019	7/1/2020	General Aggregate:	None
X	Scheduled Autos					Each Occurrence:	\$5,000,000
X	Hired Autos						
X	Non-Owned Autos						
X	Auto Physical Damage	A / C	19APDMET	7/1/2019	7/1/2020		
X	Scheduled Autos						
X	Hired Autos						
X	Non-Owned Autos						
X	Property	A / C	19PMET	7/1/2019	7/1/2020		Per Filed Values
X	Boiler and Machinery	D	19BMET	7/1/2019	7/1/2020		Per Filed Values
	Excess Liability						
	Excess Crime						
	Excess Earthquake						
	Excess Flood						
	Excess Cyber Liability						
	Difference in Conditions						
X	Workers' Compensation	A	19WCMET	7/1/2019	7/1/2020	Coverage A and B	

Description:

Jefferson County, its officers, agents, and employees are additional participant but only with respect to named participants activities to be performed under this contract and only with respect to negligent claims for bodily injury or property damage where the named participant is deemed to have liability.

Certificate Holder:

Jefferson County
66 SE D Street Suite B
Madras, OR 97741

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By:

Date:

6/6/19

CERTIFICATE OF COVERAGE

Agent
PayneWest Insurance-Madras
PO Box 680
Madras, OR 97741

This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.



citycounty insurance services
cisoregon.org

Named Member or Participant
City of Metolius
636 Jefferson Ave.
Metolius, OR 97741

Companies Affording Coverage
COMPANY A - CIS
COMPANY B - National Union Fire Insurance Company of Pitts, PA
COMPANY C - RSUI Indemnity
COMPANY D - Chubb

LINES OF COVERAGE

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

	Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
X	General Liability	A	19LMET	7/1/2019	7/1/2020	General Aggregate:	\$15,000,000
X	Commercial General Liability					Each Occurrence:	\$5,000,000
X	Public Officials Liability						
X	Employment Practices						
X	Occurrence						
X	Auto Liability	A	19LMET	7/1/2019	7/1/2020	General Aggregate:	None
X	Scheduled Autos					Each Occurrence:	\$5,000,000
X	Hired Autos						
X	Non-Owned Autos						
X	Auto Physical Damage	A / C	19APDMET	7/1/2019	7/1/2020		
X	Scheduled Autos						
X	Hired Autos						
X	Non-Owned Autos						
X	Property	A / C	19PMET	7/1/2019	7/1/2020		Per Filed Values
X	Boiler and Machinery	D	19BMET	7/1/2019	7/1/2020		Per Filed Values
	Excess Liability						
	Excess Crime						
	Excess Earthquake						
	Excess Flood						
	Excess Cyber Liability						
	Difference in Conditions						
X	Workers' Compensation	A	19WCMET	7/1/2019	7/1/2020	Coverage A and B	

Description:

The Certificate Holder is an additional participant but only with respect to named participants' activities to be performed under this contract and only with respect to negligent claims for bodily injury or property damage where the named participant is deemed to have liability.

Certificate Holder:

State of Oregon Dept. of Transportation
Access & Utility Permit Unity
455 Airport SE, Building K
Salem, OR 97301

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By:

Date:

6/6/19

Public Entity Liability Coverage Declarations



citycounty insurance services
cisoregon.org

Certificate of Membership Number: 19LMET

Coverage Period: 7/1/2019 to 7/1/2020

CIS
1212 Court St NE
Salem, OR, 97301

Named Member
City of Metolius
636 Jefferson Ave.
Metolius, OR 97741

Agent of Record
PayneWest Insurance-Madras
PO Box 680
Madras, OR 97741

Coverage*	Per Occurrence	Annual Aggregate	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	NONE	None

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GL/AL (7/1/2019)

Coverage*	Per Occurrence	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$4,800,000	\$14,400,000		

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS GL (7/1/2019)

*Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

Excess Liability Coverage does not provide Uninsured Motorist coverage.

Coverage	Contribution
General Liability	\$5,590.36
Auto Liability	\$1,366.58
Liability Total	\$6,956.94

Patrick Priest
Executive Director, CIS Trust

Auto Physical Damage Coverage Declarations



citycounty insurance services
cisoregon.org

Certificate of Membership Number: 19APDMET

Coverage Period: 7/1/2019 to 7/1/2020

CIS
1212 Court St NE
Salem, OR, 97301

Named Member
City of Metolius
636 Jefferson Ave.
Metolius, OR 97741

Agent of Record
PayneWest Insurance-Madras
PO Box 680
Madras, OR 97741

Autos Covered*	Coverage Limit	Comprehensive Deductible	Collision Deductible	Contribution
Scheduled Autos	Per Schedule**	Per Schedule**	Per Schedule**	\$1,459.80
Rented or Leased Autos (60 days or less)	ACV Not to Exceed \$100,000	\$100	\$500	Included
Newly Acquired Autos	Included	\$100	\$500	Included

*This represents only a brief summary of coverages. Please refer to CIS Auto Physical Damage Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Total Contribution:

\$1,459.80

Forms Applicable:

CIS Auto Physical Damage Coverage Agreement - CIS APD (7/1/2019)

**Current CIS Auto Schedule

Patrick Priest
Executive Director, CIS Trust

Property Coverage Declarations



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Certificate of Membership Number: 19PMET

Coverage Period: 7/1/2019 to 7/1/2020

CIS	Named Member	Agent of Record
1212 Court St NE	City of Metolius	PayneWest Insurance-Madras
Salem, OR, 97301	636 Jefferson Ave.	PO Box 680
	Metolius, OR 97741	Madras, OR 97741
Coverage Limits (Per Occurrence):*		
Building and Contents and PIO		Per current CIS Property Schedule
Mobile Equipment		Per current CIS Mobile Equipment Schedule
Earthquake		\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown.		None
Flood		\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown.		None
Combined Loss of Revenue and Rental Value		\$1,000,000
Combined Extra Expense and Rental Expense		\$1,000,000
Property in Transit		\$1,000,000
Hired, Rented or Borrowed Equipment		\$150,000
Restoration/Reproduction of Books, Records, etc.		\$100,000
Electronic Data Restoration/Reproduction		\$250,000
Pollution Cleanup		\$25,000
Crime Coverage		\$50,000
Police Dogs (if scheduled)		\$15,000
Off Premises Service Interruption		\$100,000
Miscellaneous Coverage		\$50,000
Personal Property at Unscheduled Locations		\$15,000
Personal Property of Employees or Volunteers		\$15,000
Unscheduled Fine Arts		\$100,000
Temporary Emergency Shelter Restoration		\$50,000
Difference In Conditions - Earthquake & Flood (if any):		\$0
Extra Items (if any):		

*This represents only a brief summary of coverages. Please refer to CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Locations Covered:	Per current CIS Property Schedule.
Perils Covered:	Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.
Deductibles:	\$1,000 Per occurrence except as noted and as follows (if any). \$1,000 Per occurrence on scheduled mobile equipment items. Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.
Total Contribution:	\$6,520.40 (Property) \$0.00 (Excess Earthquake) \$0.00 (Excess Flood) \$0.00 (Difference In Conditions)
Forms Applicable:	CIS Property Coverage Agreement - CIS PR (7/1/2019)

Patrick Priest
Executive Director, CIS Trust

Equipment Breakdown Coverage Declarations



citycounty insurance services
cisoregon.org

Certificate of Membership Number: 19BMET

Coverage Period: 7/1/2019 to 7/1/2020

	Named Member	Agent of Record
CIS	City of Metolius	PayneWest Insurance-Madras
1212 Court St NE	636 Jefferson Ave.	PO Box 680
Salem, OR, 97301	Metolius, OR 97741	Madras, OR 97741

Coverage Limits:*

Property Damage	Per current CIS Property Schedule or \$100,000,000, whichever is less.
Rental Value/Rental Expense	Included in Property Damage
Extra Expense	Included in Property Damage
Service Interruption	Included in Property Damage
Drying out following a flood	Included in Property Damage
Course of Construction	Included in Property Damage
Computer Equipment	Included in Property Damage
Portable Equipment	Included in Property Damage
CFC Refrigerants	Included in Property Damage
Hazardous Substance	\$2,000,000
Data Restoration	\$250,000
Perishable Goods	\$2,000,000
Expediting Expense	\$2,000,000
Demolition	\$2,000,000
Ordinance or Law	\$2,000,000
Off Premises Property Damage	\$250,000
Contingent Rental Value/Rental Expense	\$250,000
Newly Acquired Locations	\$1,000,000 / 365 Days Max
Extended Period of Restoration	30 Days

*This represents only a brief summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Locations Covered:	Per current CIS Property Schedule.
Deductible:	\$1,000 All Coverages: 24 hour waiting period applies for service interruption.
Contribution:	Included
Forms Applicable:	CIS Equipment Breakdown Coverage Agreement - CIS BM (7/1/2019)

Patrick Priest
Executive Director, CIS Trust

Workers' Compensation 2019-2020 Renewal Invoice



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CIS Guaranteed Cost Plan

Named Member
City of Metolius
636 Jefferson Ave.
Metolius, OR 97741

Agent of Record
PayneWest Insurance-Madras
PO Box 680
Madras, OR 97741

Member Number: 10135
Invoice Date: 6/10/2019
Invoice Number: PO-MET-W2019-00

Class Code - Description	Estimated Payroll	Rate*	Contribution
0251 - IRRIGATION WORKS OPERATIONS	\$11,500.00	6.3242	\$727.28
5506 - STREET/ROAD MAINTENANCE	\$15,970.00	13.1119	\$2,093.97
7580 - SEWER	\$37,680.00	5.8916	\$2,219.95
8380 - GARAGE/SHOP	\$17,983.00	5.0367	\$905.75
8742V - VOLUNTEER BOARDS/COMMISSIONS/PUBLIC OFFICIALS	\$7,500.00	0.4635	\$34.76
8810 - CLERICAL	\$41,056.00	0.1339	\$54.97
8820 - ATTORNEYS/JUDGES/BAILIFFS/COURT CLERKS	\$22,200.00	0.2060	\$45.73
9015 - BUILDING MAINTENANCE & LIFEGUARDS	\$2,200.00	5.3972	\$118.74
9102 - PARKS MAINTENANCE	\$12,854.00	6.8907	\$885.73
9402 - STREET/SEWER CLEANING & SNOW REMOVAL	\$2,500.00	8.9713	\$224.28
Subtotals (pay invoice total below)	\$171,443.00		\$7,311.18

*Rate: Per \$100 of Est. Payroll. This is provided to assist members with their budgeting process. Rate includes applicable rating factors **except** calculations in the detail below. Due to rounding of decimal points on Member Rate, multiplying Est. Payroll by Member Rate may not equal Contribution exactly.

Quarterly Payment Option

Payment	Due Date	Payment Due
1	08/15/2019	\$2,296.17
2	10/01/2019	\$2,296.17
3	01/01/2020	\$2,296.17
4	04/01/2020	\$2,296.16

Invoice Detail

Estimated Manual Contribution**		\$7,311.18
Experience Rating Modification Factor	x	1.25
Estimated Adjusted Contribution	=	\$9,138.97
State Assessment (8.00% of Adjusted Contribution)	+	\$731.12
Multi-Line Credit	-	\$685.42
Total Due	=	\$9,184.67

Payment Due includes Agent compensation of \$456.95

**Final contribution will be determined by audited payroll

Balances are due by 08/15/2019. Late fees will accrue thereafter.

Make Checks Payable To: CIS / PO Box 6836, Portland, OR 97228-6836

ACH Direct Payment: Please request Authorization form and instructions from accounting@cisoregon.org or from Stephanie at 503-763-3834.

**Property/Liability
2019-2020 Renewal Invoice**



citycounty insurance services
cisoregon.org

Named Member
City of Metolius
636 Jefferson Ave.
Metolius, OR 97741

Agent of Record
PayneWest Insurance-Madras
PO Box 680
Madras, OR 97741

Member Number: 10135
Invoice Date: 6/10/2019
Invoice Number: PO-MET-I2019-00

Coverage	Description	Amount	Total
General Liability (Standard)	Contribution	\$5,590.36	
	Multi-Line Credit	(\$419.28)	
			\$5,171.08
Auto Liability	Contribution	\$1,366.58	
	Multi-Line Credit	(\$102.49)	
			\$1,264.09
Auto Physical Damage	Contribution	\$1,459.81	
	Multi-Line Credit	(\$109.49)	
			\$1,350.32
Property	Contribution	\$6,520.40	
	Multi-Line Credit	(\$489.03)	
			\$6,031.37
Optional Excess Liability	Not Purchased		\$0.00
Optional Excess Quake	Not Purchased		\$0.00
Optional Excess Flood	Not Purchased		\$0.00
Optional Excess Crime	Not Purchased		\$0.00
Optional Excess Cyber Liability	Not Purchased		\$0.00
Difference In Conditions	Not Purchased		\$0.00
Invoice Summary			
	Contribution	\$14,937.15	
	Multi-Line Credit	(\$1,120.29)	

\$13,816.86

Total includes Agent compensation of \$1,493.72

Balances are due by 08/15/2019. Late fees will accrue thereafter.

Make Checks Payable To: CIS / PO Box 6836, Portland, OR 97228-6836

ACH Direct Payment: Please request Authorization form and instructions from accounting@cisoregon.org or from Stephanie at 503-763-3834.



City of Metolius
636 Jefferson Avenue
Metolius, OR 97741

Phone: 541-546-5533
Fax: 541-546-8809
Email: cmetolius636@gmail.com

May 29, 2019

RCDI Review Committee
USDA Rural Development
Oregon State Office
1220 SE 3rd Ave., Suite 1801
Portland, OR 97204

Re: City of Metolius Matching Funds Allocation

Dear RCDI Review Committee,

My name is John Chavez, and I am the elected Mayor of the City of Metolius, Oregon. The City is excited to engage in economic development activities with COIC, one of our regional partners.

The City of Metolius has set aside funds for economic development efforts over the past fifteen years, and out of this amount we have allocated \$12,500 to be used as match for COIC's RCDI application.

Please accept this letter as verification that these funds have been made available, and that they are eligible for use as matching funds for economic development grant applications.

Sincerely,

Mayor John Chavez
On behalf of the City of Metolius



MADRAS
SANITARY SERVICE
COMMERCIAL RESIDENTIAL INDUSTRIAL

PO Box 82 Madras OR, 97741 Phone: 541-475-2071
Fax: 541-475-9244
madrassanitary@madras.net

Madras Sanitary Service – Rate Proposal

To the City of Metolius

In accordance with Metolius City ordinance no. 170, we are requesting a change in our rates for garbage collection services. A schedule of our proposed rates is attached. We propose that new rates become effective as of September 1, 2019

Our last rate increase was July 1, 2011.

In the past eight years we have experienced an increase in many of our costs of doing business. For example, we have seen 25% increases in the rate of our PUC mileage tax; landfill tipping fees; and health insurance rates.

Hourly wages for our drivers have increased approximately 23% (With an annual average increase of 2.88%, we strive to make sure our employees' wages keep up with the rate of inflation). With unemployment at historic lows we are struggling to keep our wages competitive. Two employees recently gave notice that they are leaving to take higher-paying jobs.

With the recent passage of a state-wide gross receipts tax, we will be financially impacted on that front as well, both directly in what we will have to pay to the State of Oregon, as well as the additional costs that our vendors and suppliers will have to pass on to us.

In order to continue to provide service within the City of Metolius, we do now respectfully request your approval of this rate increase.

I will make myself available to answer any questions you may have.

Sincerely,

Melanie Widmer

President

Madras Sanitary Service
Garbage Collection Rates within the City of Metolius
Proposed effective date: September 1, 2019

Monthly Rates

Automated Cart Service – Monthly rates for one pick up per week in carts provided by MSS, set at the road:

Current Rates	Proposed Rates
32 Gallon Cart \$17.85	\$19.64
64 Gallon Cart \$31.19	\$34.00
95 Gallon Cart \$42.90	\$46.33

Container Service (not including rents). Monthly rates for weekly pick up:

Current Rates	Proposed Rates
1 yard \$98.59	\$107.46
1.5 yard \$140.12	\$152.73
2 yard \$188.30	\$205.25

Extras (per each pick up, 32 gallon equivalent):

Current Rate	Proposed Rate
\$4.36	\$4.75

Hourly Rate for Drop Boxes

Current Rate	Proposed Rate
\$80.00	\$85.00

Disposal for Drop Boxes

Current Rate	Proposed Rate
\$75.00 per ton	\$82.00 per ton

ORDINANCE NO. _____

**AN ORDINANCE REMOVING HEIGHT TRANSITION SETBACKS AND
ADDING ADMINISTRATIVE APPEALS PROVISIONS**

WHEREAS, the City of Metolius has adopted the Metolius Municipal Code Book ("MMC") to regulate for the protection of the public health, safety and welfare of its citizens; and

WHEREAS, Title 17 of the MMC regulates zoning and construction within City limits; and

WHEREAS, the City finds it desirable to simplify and clarify the MMC for the ease of use of its citizens.

NOW, THEREFORE, THE CITY OF METOLIUS ORDAINS AS FOLLOWS:

SECTION 1: The Metolius Municipal Code Book is amended as follows [deleted text is ~~struck through~~ and new text is ***bold and italicized***]:

17.08.030 Appeals.

- A. Appeals of ruling of City Administrative Officer. Except where this chapter directs an appeal to the City Council, an appeal from a ruling of a City Administrative Officer regarding a requirement of this chapter, ***or an administrative decision made by a City Administrative Officer related to their duties under this chapter, may be made only to the Planning Commission in the same manner as set out in paragraph (B) of this subsection.*** An appeal from a ruling of the Planning Commission ***on such an appeal*** may be made only to the City Council ***pursuant to paragraph (B) of this subsection as well.***
- B. Who May File, and Requirement to File Appeal. Any aggrieved party may appeal an action or ruling of the Planning Commission (***or City Administrative Officer***) pursuant to this chapter within fifteen (15) working days after the decision.
1. Written Notice of Appeal Required - Written notice of the appeal shall be filed with the City Recorder, and include name, address, and phone number of appellants, decision appealed, basis for appeal, and applicable approved criteria.
 2. Failure to Make Timely Filing of Appeal - If an appeal is not filed within the fifteen (15) day period, the decision shall be final.
 3. Public Hearing Required - If an appeal ***from a ruling of the Planning Commission*** is filed, the City Council shall receive the decision and findings from the City Recorder and shall conduct a public hearing on the appeal as provided in Section 17.08.0650. ***If an appeal from a City Administrative Officer's decision is filed, the Planning Commission shall receive the decision and findings from the City Recorder and shall conduct a public hearing on the appeal in accordance with the procedures found in Section 17.08.050.***

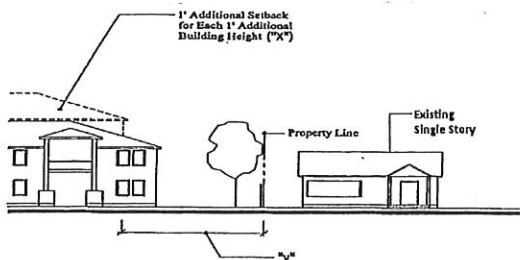
4. *Costs – Appeals based on administrative decisions made by a City Administrative Officer and appeals of Planning Commission decisions require an appeal fee to be paid to the City Recorder as directed by Section 17.08.040. An appellant who has paid the appeal fee related to an administrative decision does not have to pay a second appeal fee if they appeal the Planning Commission’s findings regarding their issue to the City Council.*

SECTION 2: The Metolius Municipal Code Book is amended as follows [deleted text is struck through and new text is ***bold and italicized***]:

17.16.140 Building Height.

- A. Building(s) or structure(s), or portions thereof, shall not be erected to exceed a height of two stories and in no instance shall the structure or building exceed a vertical height of twenty-two (22) feet for flat roofs or mansard roofs or other structures, and thirty (30) feet for gable, hip or gambrel roofs as “height of building or structure” is defined in Section 17.04.040, when measured from the average grade of the lot.
- B. Multifamily Dwellings (Other than shown in Subsection A of this Section).
Building(s) or structure(s), or portions thereof, shall not be erected to exceed a height of three stories, and in no instance shall the building or structure exceed a vertical height of thirty (30) feet, as “height of building or structure” is defined in Section 17.04.040, when measured from the average grade of the lot. Maximum height may further be reduced as approved during the site plan approval process as provided in Subsection C, below.

Figure 17.16.140— Building Height Transition



- C. Building Height Transition. To provide compatible building scale and privacy between developments, taller building shall “step-down” to create a building height transition to adjacent single-story building(s).
1. ~~This standard applies to new vertically expanded buildings within twenty (20) feet (as measured horizontally) of an existing single-story building with a height of twenty (20) feet or less, as shown above.~~

2. ~~The building height transition standard is met when the height of the taller building ("x") does not exceed the (1) foot of height for every one (1) foot separating the two buildings ("y"), as shown above.~~

SECTION 3. This Ordinance shall take effect 30 days after adoption by the City Council.

Passed and approved by the Common Council and signed by the Mayor of the City of Metolius, Oregon, on the ____ day of _____, 2019.

MAYOR, City of Metolius

ATTEST:

_____, City Recorder



TENNESON

ENGINEERING CORPORATION
CONSULTING ENGINEERS • SURVEYORS • PLANNERS

3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
FAX (541) 296-6657

June 21, 2019

Honorable Mayor and Council
City of Metolius
636 Jefferson Avenue
Metolius, Oregon 97742

Subject: Proposed Zoning Ordinance Revisions

Dear Mayor and Council:

I apologize for not being able to attend your July Council Meeting; I am a bit under the weather right now. I have been working with Collin Edmonds on some revisions to the City's Zoning Ordinance that we feel the Council should consider. The first item is to clarify the appeal procedure on a Staff Decision and provide a definite timeline for it. A second item is to specify the street side, side yard setback at 20 feet in the residential zones. These two are fairly self-explanatory and I will not dwell on them.

The third item is the **Building Height Transition** piece that came up in the recent request to add a second story to an existing structure. In careful reading of that text, it is apparent that that requirement just does not work. The drawing does not match the text. It would require, in many cases, that a surveyor be hired by the applicant to determine the heights of the adjoining dwellings. And, in my opinion, place an undue burden on the applicant. In most cities it is quite common to have single story and two story homes side by side, meeting minimum setbacks. Our recommendation is to delete this item and replace with the language Collin has prepared.

Since we will have the Zoning Ordinance open for review and revision, there are a couple more items we would like to have the Council consider. The first item on this list is a situation that is occurring in other rural Cities that I represent, in both Sherman and Gilliam Counties. We are seeing building permit requests for a single-family dwelling, politely called a "barndominium". There is a rendering attached to this letter that shows what one looks like. These are essentially steel buildings with a living quarters built within them. There are also two story units available. The current status in the other cities is: Condon-denied, Moro-approved, and Wasco-pending. Some Cities do not mind them, and some do not care for them. I have developed a new definition of single-family dwelling that would prohibit them if the Council so chooses. Collin has the language in the proposed revision ordinance.

The final item is essentially housekeeping. Over the years, I have been questioned by what authority can the City require a plot plan. And while most Zoning Ordinances do not have specific language to that effect, it is usually an implied requirement. After a bitter situation a

City of Metolius
June 21, 2019
Page 2

few years ago, I started adding the plot plan definition in the definitions section of the Ordinance and placing the language requiring a plot plan right at the very front of the Ordinance in the Building Permits and Occupancy Section. That way, when someone says: "Show me where that requirement is written!" It can be easily found.

That is it. Collin will be able to answer your questions and I should be up and running in just a few weeks.

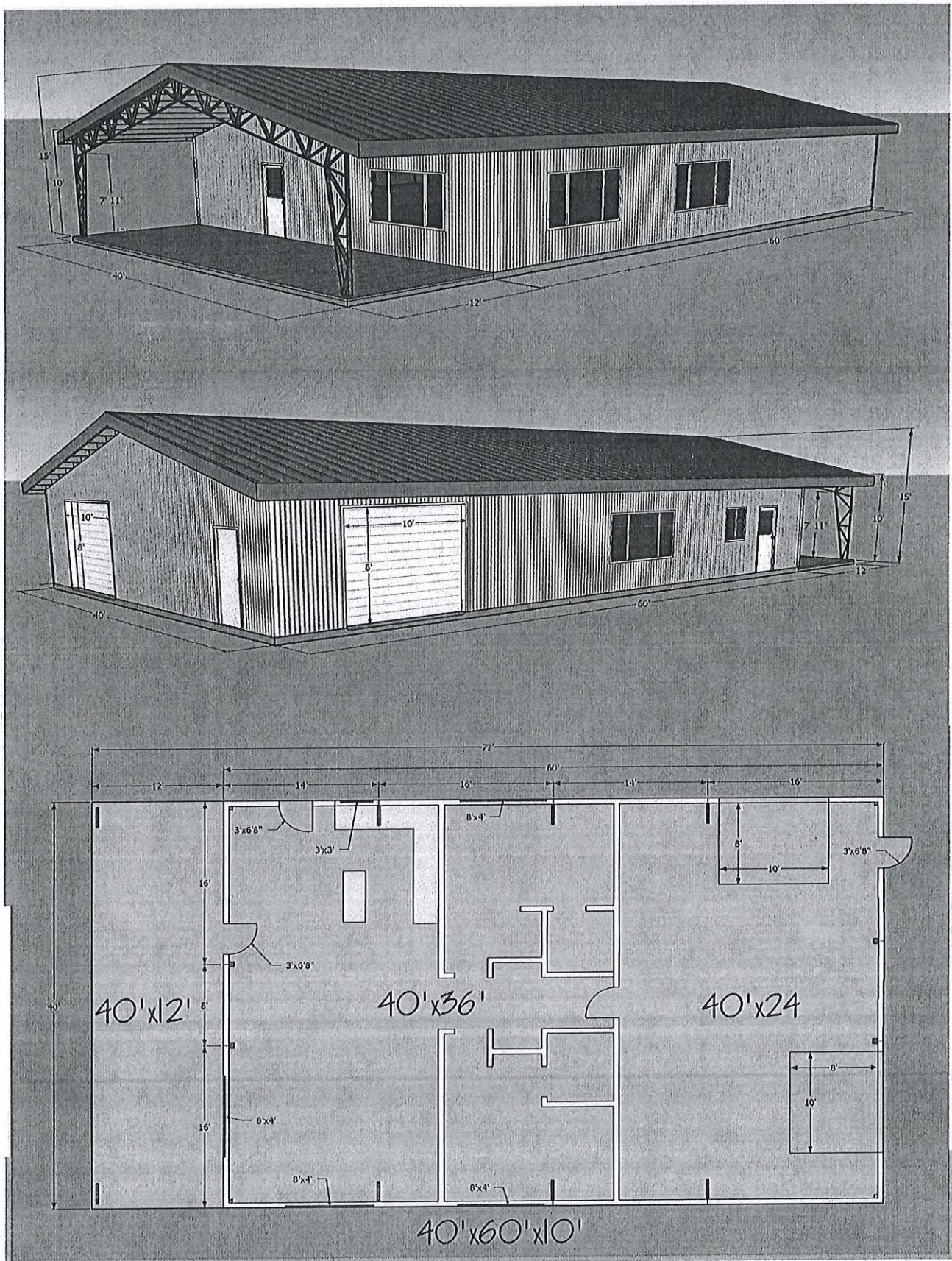
Sincerely,

/s/ Dan Meader

Dan Meader, Senior Planner

DM:kb
<wo#10212>

Enclosure



City of Metolius
Code Enforcement Officer's Report



Date Submitted: July 1, 2019

Request for Council Action _____ Report for Council Only _____

To: Mayor and City Council

From: James Stratton City Clerk, Code Enforcement Office

Subject: Monthly Report

ACTION:

1. Compliance for the most part. As of end of June we have over 21 cases. All case files are available for review anytime.
2. Municipal Court Judge, Paul May and I are hoping to be in session July 30. Volunteer Arihanna has been updating the filing system and organizing violator's files.

REPORT:

1. The Oregon Code Enforcement Association conference at Eagle Crest was fantastic. Many things learned and reviewed. Concerns for unlicensed people selling cars, unauthorized auto dismantlers, child endangerment situations in unsafe conditions, and legal processes. The next conference is in the fall on the coast.
2. Next concern are the lots and overgrowth.