



City of Shaniko City Council Meeting Agenda

July 13, 2026; 6PM

48771 E. St., Shaniko, Oregon 97057

Zoom Meeting ID: 863 3874 6542 Meeting Passcode: 299924

1. Call to Order
2. Roll Call/Quorum
3. Pledge of Allegiance
4. Approve Agenda

Action: Motion to amend or approve the agenda as presented

5. Consent Calendar
 - a. Minutes
 - i June 13, 2026
 - ii June 24, 2026 530pm
 - iii June 24, 2026 6pm
 - b. Finance Report

Action: Motion to approve the Consent Calendar.

6. Reports
 - a. Water -black rock fire water update
 - b. Public Works/Sanitation
 - c. Fire Department
 - d. Mayor
 - e. Recorder

7. Public Comment

8. Declare Vacancy Council Position

Action: Motion to declare a vacancy in council.

9. Appoint council member

Action: Motion to appoint _____ as a member of the Shaniko City Council.

10. Approve OLCC permit, Shaniko Outpost

Action: Motion to approve the OLCC permit for the Shaniko Outpost

11. Resolution 2026-16, closing First Interstate Bank Account

If you require an interpreter or other accommodation, please contact the City at least 48 hours in advance at shanikorecorder@gmail.com or 541-777-4772. To submit public comment via email, please send it to: the Shaniko recorder @ shanikorecorder@gmail.com by 5 pm the day prior to the meeting.

Action: Motion to approve Resolution 2026-16, closing First Interstate Bank Account

12. Amend fee schedule to include right of way permit \$150 and change sanitation to the correct fee \$34, event permits- 2024-04

Action: Motion to approve Resolution 2026-17, amending the FY 2026-17 fee schedule.

13. Ord 52 adopting right of way authority, 53 establishing an events policy

- a. First readings in full.
- b. Open hearing at: ____pm for Public comment
- c. Close hearings at: ____pm
- d. Move to adopt, or send to second reading.

14. Becoming a member of the chamber

Action: Motion to table until the next meeting, due to finances.

15. Tabled resolution 2026-12, establishing a policy prohibiting the loan of city owned property.

Action: Motion to reconsider Resolution 2026-12, establishing a policy prohibiting the loan of city owned property.

Adjourn

If you require an interpreter or other accommodation, please contact the City at least 48 hours in advance at shanikorecorder@gmail.com or 541-777-4772. To submit public comment via email, please send it to: the Shaniko recorder @ shanikorecorder@gmail.com by 5 pm the day prior to the meeting.

**City of Shaniko, Oregon
Special City Council Meeting Minutes
48771 E. St., Shaniko, Oregon 97057**

June 24, 2026, 5:30 PM

Call to Order at 5:30p.m.

Roll Call/Quorum:

Absent: Mayor ProTem Haskett, Council president Brown, Kegel, Marquart.

Staff: Krista Miller

Meeting Canceled due to lack of quorum.

Mark Haskett, Mayor ProTem

ATTEST: _____
Krista Miller, Interim City Recorder

**City of Shaniko, Oregon
Special City Council Meeting Minutes
48771 E. St., Shaniko, Oregon 97057**

June 24, 2026, 6 PM

Call to Order at 5:30p.m.

Roll Call/Quorum:

Present: Mayor ProTem Haskett, Council President Brown, Kegel,

Absent: Marquart; Vacant: 1

Staff: Krista Miller

Call to order: 6:05 pm.

Staff report by Crawford regarding the platt for the Shaniko historical city hall.

Public hearing opened at: 6:06 pm.

No **testimony in favor**. Testimony against: Sandra Cerighno. She indicated that the property did not have an address and the drain field for the city restrooms were on this property, not regarding the platt specifically.

Rebuttal from the mayor indicated that the issue was regarding the platt approval.

Hearing closed at 6:010 pm.

Motion to approve the LU case# 2026-01 by Kegel, 2nd brown. No discussion. 2 yays, 1 absent, 1 vacancy. Motion carries: Brown, Kegel.

Adjourned at 6:14 pm.

Mark Haskett, Mayor ProTem

ATTEST: _____
Krista Miller, Interim City Recorder

City of Shaniko

Balance Sheet

As of Jun 30, 2026

		TOTAL
Assets		
Current Assets		
Bank Accounts		
Cash		14,276.42
City of Shaniko (8485) - 2 - 1		82,003.96
City of Shaniko (8485) - 3 - 2 (deleted)		-39,135.49
Total for Bank Accounts		\$57,144.89
Other Current Assets		
Inventory Asset		10,820.02
Payments to deposit		5.00
Uncategorized Asset		500.00
Total for Other Current Assets		\$11,325.02
Total for Current Assets		\$68,469.91
Total for Assets		\$68,469.91
Liabilities and Equity		
Liabilities		
Total for Liabilities		
Equity		
Opening balance equity		43,626.26
Retained Earnings		-14,211.45
Net Income		39,055.10
Total for Equity		\$68,469.91
Total for Liabilities and Equity		\$68,469.91

City of Shaniko

Profit and Loss by Class

June 1-30, 2026

	FIRE	GENERAL	SANITATION	TOURISM	WATER	TOTAL
Income						
Sales of Product Income						
Sanitation			484.00			484.00
Water					600.00	600.00
Total for Sales of Product Income			484.00		600.00	\$1,084.00
Services		187.88	57.00		90.00	\$334.88
donations	45.25		578.66			623.91
Total for Services	45.25	187.88	635.66		90.00	\$958.79
Unapplied Cash Payment Income		363.12				363.12
Uncategorized Income		145.92				145.92
Total for Income	45.25	696.92	1,119.66		690.00	\$2,551.83
Gross Profit	45.25	696.92	1,119.66		690.00	\$2,551.83
Expenses						
General business expenses	98.00	575.91	66.86		40.00	780.77
Insurance	70.00	70.00	70.00		70.00	280.00
Legal & accounting services						
Accounting fees		80.00				80.00
Legal fees		796.90			203.10	1,000.00
Total for Legal & accounting services		876.90			203.10	\$1,080.00
Office expenses	116.00	166.00	116.00	11.00	116.00	\$525.00
Office supplies	55.79	439.89	213.64		67.00	776.32
Printing & photocopying		217.36				217.36
Shipping & postage					42.19	42.19
Software & apps	7.50	14.50	10.00		10.00	42.00
Total for Office expenses	179.29	837.75	339.64	11.00	235.19	\$1,602.87
Purchases					124.25	124.25
QuickBooks Payments Fees		48.72				48.72
Taxes paid						
Property taxes		-43.30				-43.30
Total for Taxes paid		-43.30				-\$43.30
Utilities						
Electricity	94.91	430.94			118.44	644.29
Total for Utilities	94.91	430.94			118.44	\$644.29
Wasco Electric	190.54	1,330.56			393.82	1,914.92
Total for Expenses	632.74	4,127.48	476.50	11.00	1,184.80	\$6,432.52
Net Operating Income	-587.49	-3,430.56	643.16	-11.00	-494.80	-\$3,880.69
Other Income						
Other income		88.11				88.11
Total for Other Income		88.11				\$88.11
Net Other Income		88.11				\$88.11
Net Income	-587.49	-3,342.45	643.16	-11.00	-494.80	-\$3,792.58

City of Shaniko

Profit and Loss by Month

June 1-30, 2026

	JUN 2026	TOTAL
Income		
Sales of Product Income		
Sanitation	484.00	484.00
Water	600.00	600.00
Total for Sales of Product Income	1,084.00	\$1,084.00
Services	334.88	\$334.88
donations	623.91	623.91
Total for Services	958.79	\$958.79
Unapplied Cash Payment Income	363.12	363.12
Uncategorized Income	145.92	145.92
Total for Income	2,551.83	\$2,551.83
Gross Profit	2,551.83	\$2,551.83
Expenses		
General business expenses	780.77	780.77
Insurance	280.00	280.00
Legal & accounting services		
Accounting fees	80.00	80.00
Legal fees	1,000.00	1,000.00
Total for Legal & accounting services	1,080.00	\$1,080.00
Office expenses	525.00	\$525.00
Office supplies	776.32	776.32
Printing & photocopying	217.36	217.36
Shipping & postage	42.19	42.19
Software & apps	42.00	42.00
Total for Office expenses	1,602.87	\$1,602.87
Purchases	124.25	124.25
QuickBooks Payments Fees	48.72	48.72
Taxes paid		
Property taxes	-43.30	-43.30
Total for Taxes paid	-43.30	-\$43.30
Utilities		
Electricity	644.29	644.29
Total for Utilities	644.29	\$644.29
Wasco Electric	1,914.92	1,914.92
Total for Expenses	6,432.52	\$6,432.52
Net Operating Income	-3,880.69	-\$3,880.69
Other Income		
Other income	88.11	88.11
Total for Other Income	88.11	\$88.11
Net Other Income	88.11	\$88.11
Net Income	-3,792.58	-\$3,792.58

City of Shaniko					
Invoice	Matter Name	Invoice Date	Fees	Payments	Balance
21034	2315511-003 Building Violations - Marquart	2/6/2025	\$1,505.00	\$830.00	\$675.00
21658	2315511-003 Building Violations - Marquart	3/7/2025	\$655.00	\$0.00	\$655.00
22141	2315511-003 Building Violations - Marquart	4/7/2025	\$300.00	\$0.00	\$300.00
					\$1,630.00
21035	2315511-005 Water Connection/Services – Shaniko Music	2/6/2025	\$2,090.00	\$0.00	\$2,090.00
					\$2,090.00
21036	2315511-006 2025 Miscellaneous	2/6/2025	\$1,920.00	\$0.00	\$1,920.00
21659	2315511-006 2025 Miscellaneous	3/7/2025	\$3,135.00	\$0.00	\$3,135.00
22142	2315511-006 2025 Miscellaneous	4/7/2025	\$385.00	\$0.00	\$385.00
					\$5,440.00
21660	2315511-011 Public Records Request – Evans	3/7/2025	\$454.00	\$0.00	\$454.00
22143	2315511-011 Public Records Request – Evans	4/7/2025	\$365.00	\$0.00	\$365.00
					\$819.00
21661	2315511-012 Engineering Services Agreement – Curran	3/7/2025	\$85.00	\$0.00	\$85.00
					\$85.00
21662	2315562-007 Public Records Request Policy	3/7/2025	\$645.00	\$0.00	\$645.00
					\$645.00
			Total Owed		\$10,709.00

City Recorder Report for July 2026

Elections

City Elections are underway. There is a sheet on the website regarding frequently asked questions. The deadline is August 18 for incumbents and August 25th for non-incumbents. Declarations are 7 days prior to the deadline. Please watch the website for updates, call (541) 777-4772 or email:

shanikorecorder@gmail.com for questions.

Finance

I have been working on the past accounting so I can file the 2025 report in leu of audit. I am currently on December 2025. This is a very laborious process.

For current records, I request the council approve voiding invoices on QuickBooks prior to July 1, 2025. We were not using the system then and it will make people seem like they owe more than they do. Because there isn't complete records, I request to give customers, that I cannot find records for amnesty. Going forward, I am keeping accurate records of payments received.

I removed previous recorders from bank accounts and quickbooks. This has taken about 8 hours of time.

Closed Paypal Account, due to not being able to track the origin of payments or receivables. If you are making payment through paypal, please call or email me to set up payment arrangements through QuickBooks.

The sanitation fund loses money each month. At \$34/per customer the city pays approximately \$9/per customer/per month. Unfortunately, the small cities pay more for services, with lack of

people to spread those costs. I recommend the council adjust the costs stepped over the current year.

DEQ has sent a compliance report. I have submitted the annual report, and Council President Brown and the Mayor ProTem have put the padlock on the dumpster and filled the water tote. The dumped items will be added to the dumpster as space allows.

This brings up costs. It will cost the city per item that is added to the dumpster. Thos will lead the city to consider the pass-through costs to the customer. Spring clean-ups are popular and together, this could be a nearly free event, if someone would take this to the transfer station in Madras.

I have arranged with previous attorney Green's office to make monthly installments to pay past account. The minimum they would accept is \$1000/month.

The LGIP account has been created, just awaiting signatures from the council president and mayor protem.

Backhoe

Our insurance company does not cover the costs of repairing the backhoe. They said it was from wear and tear. The city will have to consider the uses and cost benefits of fixing the machine.

Website

The new Website: **cityofshaniko.gov** is scheduled to go live at the end of July.

Planning

I am still working with one of the COG's on planning services. Unfortunately, they may decline us due to our payment history. I have made a proposal that we take deposits on planning services to ensure that they are paid from the customer. Resolution 2026-17 addresses this issue, as well as fees I missed early in the budget cycle.

This is where advice regarding right of way work is helpful.

There was a request to put fiber in. I followed this path to an ordinance that was never adopted. It was paid for by us to the attorney to create but never adopted. I highly suggest that we adopt this to give guidance on accepting a ROW permit. I have created a form to serve as an interim placeholder, with no municipal specifics. If the ordinance is adopted, I will change the language. ROW fee was not adopted on the fee schedule. I recommend adding this to the fee schedule.

Grants

The Small City Grant awardees will be notified by mid-July. This is the grant to replace the boardwalk from the public restrooms as far as \$250k will get us, making ADA compliance a primary goal.

Water Grant

If there are funds left in the water grant to reimburse the Marrs, for paying out of pocket for the engineer to acquire the grant, with a proper paper trail, we should submit for those funds.

Social Media

Currently we have an Instagram account. I will be opening facebook for the website. Also we have tiktok. I try to do as many videos as possible while I am there. Last visit, I showcased the

Shaniko Hotel. The time before was the bluegrass festival (I may have got the name wrong) and thunderstorms. The venmo account is for digital donations. All materials have been supplied from my pocket. If there are people removing thee items, please know these are items I paid for.

**INFORMATION AND PROCEDURES REGARDING CITY ELECTIVE OFFICES FOR THE
NOVEMBER 5, 2026 GENERAL ELECTON**

POSITIONS FOR ELECTION

Elective Office	Length of Term	Currently Held By
Mayor	4 years (expires 12/31/2026)	Mark Haskett
Councilmember	4 years (expires 12/31/2028)	Pamela Brown
Councilmember	4 years (expires 12/31/2026)	Andrea Kegel
Councilmember	2 years (expires 12/31/2026)	Zachary Marquart
Councilmember	2 years (expires 12/31/2026)	Vacant
City Recorder	4 years (expires 12/31/2026)	Krista Miller

Qualifications

Qualified elector in Wasco County.

Resident of the City of Shaniko, must have been a resident for 1 year.

There is no filing fee.

How to File

Applications are available online at:

<https://d2l2jhoszs7d12.cloudfront.net/state/Oregon/Secretary%20of%20State/s.oregon.gov/Election%20Forms/Candidate%20Filing%E2%80%8B/SEL101.pdf>

OR: Email- shanikorecorder@gmail.com OR by phone (541)777-4772

Deadline for Filing

Applications for incumbent must be returned to the city office by noon on August 17, 2026 for forwarding to the City Clerk's Office in The Dalles by August 18, 2026.

Applications for non-incumbent must be returned to the City office by noon on August 24, 2026 for forwarding to the City Clerk's Office in The Dalles by August 25, 2026.

The 2026 City Elections Manual and 2026 Campaign Finance Manual are available at [www.https://sos.oregon.gov/pages/default.aspx](https://sos.oregon.gov/pages/default.aspx).



City of Shaniko Elections

For questions or assistance, please email:
Shanikorecorder@gmail; or call (541) 777-4772

Frequently asked questions:

Positions Available:

(3) City Council Positions

(1) City Recorder

(1) Mayor

2026 City Candidate Filing Calendar ORS 221.180 and 249.722

Election Date	Nov 3, 2026
1st Day to File	June 3, 2026
Last Day to File for Incumbent Candidates	August 18, 2026
Last Day to File for Non-Incumbent Candidates	August 25, 2026

Candidates seeking re-election to the same office must file their declaration of candidacy seven (7) days before the filing deadline for the General Election. Appointed officeholders seeking election to the same office for the first time have the same filing deadline as non-incumbent candidates.

Posting Requirements

SB 580

Oregon's Senate Bill 580 [SB580](#) is an election transparency law requiring local filing officers in every county and city to publicly post specific candidate-related documents on their official websites.

- **Candidate Names:** Must be posted online no more than 5 business days after a declaration of candidacy is filed
- **Declarations (filing forms):** The full declaration of candidacy must be posted online within 2 business days of the candidate being determined eligible. This applies to most candidates, with an exception for precinct committee persons
- **Candidate Withdrawals:** Must be made publicly available online within 2 business days of filing
- **Privacy Controls:** Specific pages containing signatures and the candidate's residence address or financial information can be redacted from the posted public documents

Publication of Ballot Title

ORS 250.275

Immediately after receiving the ballot title from the City Council or the City Attorney, the city elections official publishes in the next available edition of a newspaper of general circulation in the city, a notice including the following:

- a statement that the ballot title has been received;
- any voter may go to court for review of the ballot title;
- a copy of the ballot title, or information on how to obtain a full copy of the ballot title (if not published in its entirety); and
- the deadline to file a petition to review the ballot title. The deadline is no later than the 7th business day after the ballot title was filed with the elections official.

The notice must be published before the deadline to request judicial review of the ballot title. In addition, the notice may also be published on the city's website for a minimum of seven days.

City Public Officer Recall

Oregon Constitution, Article II, §18 and ORS 249.865-249.877

Any city public office holder in an elective position, whether elected or appointed, may be recalled. A city prospective recall petition against a city public official must be filed with the city elections official.

The chief petitioner(s) for a recall must be a registered voter in the same city where the public officer was elected or appointed.

A Prospective City Recall Petition may be filed only after the public officer has served at least six months in the current term of office.

Filing the Prospective Petition

ORS 249.865

All cover and signature sheets must be approved in writing by the city elections official before circulating. Failure to do so will result in the rejection of those signature sheets.

To initiate a recall, the following filing forms must be completed and submitted to the city elections official:

- Prospective Petition form SEL 350 on which the chief petitioner(s) must state the reasons, in 200 words or less, for demanding the recall; and
- Local Recall Signature Sheet form SEL 351 and Recall Cover Sheet form SEL 350

The SEL forms 351 and 353 must be double sided. One side will be the Recall Cover Sheet form SEL 353 and the back side will be the Local Recall Signature Sheet form SEL 351 and/or Form SEL 349 E-Sheet - Local Petition.

Deadline to Submit Signatures

ORS 249.875

The deadline for the chief petitioner(s) to submit signatures is no later than 5 pm 90 days after filing the prospective recall petition. If the deadline falls on a Saturday, Sunday or holiday, signatures are due the following business day. Day one begins the day after the chief petitioner filed the prospective recall petition with the city elections official. If the chief petitioner(s) was required to make amendments to the prospective recall petition the 90 days begins the day after the last revised prospective recall petition was filed.

Only the chief petitioner(s) may submit signature sheets for verification. Signature sheets will not be accepted from circulators, agents, circulator companies or any other entity unless the chief petitioner is personally present at the time the signatures are submitted to the city elections official.

The chief petitioner may submit the signatures through the U.S. Postal Service or a parcel service if a letter is included stating the number of signatures being submitted and signed by the chief petitioner.

The petition must contain at least the required number of original signatures.

Signature Verification

ORS 249.875 and 250.315

The city elections official will verify signature sheets. The signature sheet verification process includes confirming that each petition sheet:

Candidate Filing

Major Political Party or Nonpartisan

SEL 101

rev 09/25
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal	
Primary Election May 19, 2026	First Day to File Last Day to File	September 11, 2025 March 10, 2026*	March 13, 2026		
General Election November 3, 2026	First Day to File Last Day to File	June 3, 2026 August 25, 2026*	August 28, 2026		

*An incumbent seeking re-election to the same office must file their declaration of candidacy or nominating petition at least seven days before applicable filing deadline for non-incumbent candidates. Incumbent candidates that were appointed to the position they are seeking election to are subject to the same filing deadline as non-incumbent candidates.

Filing Information	
This filing is an	☐ Original ☐ Amendment

Office Information	
Filing for Office of:	
District, Position or County:	
Party Affiliation:	☐ Democratic Party ☐ Republican Party ☐ Nonpartisan
Incumbent:	☐ No ☐ Yes If Incumbent: ☐ Elected** ☐ Appointed

****If you are an Elected Incumbent, you are subject to an earlier filing deadline!**

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

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

Continued on page 2 of this form

Occupation (present employment) If not employed, enter "Not Employed".

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

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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Educational Background (other) Attach a separate sheet if necessary.

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

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$1,500 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the [Campaign Finance Manual](#) for the procedural and legal requirements of establishing and maintaining a candidate committee.

Residence Address Exemption

To exempt your residence address from public disclosure, complete form [SEL 180 – Residence Address Exemption Request](#). The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

☐ I don't want my residence address to be disclosed. I will be filing a separate [SEL 180 – Residence Address Exemption Request](#).

Candidate Attestation

By signing this document, I hereby state that:

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

For Major Political Party Candidates

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



Warning

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

Candidate Signature

Date



So, You Want to Run for Local Office...

A Guide for Prospective
City Elected Officials

April 2020

Last Updated February 2025





So, You Want to Run for Local Office...

A Guide for Prospective City Elected Officials

What every person interested in becoming an elected official should know about roles, responsibilities, and representing their community and city government.

This guide is primarily intended for candidates for city council. It serves as a reference and deals with a variety of important topics. This guide is meant to serve as an orientation for those who wish to assume a leadership role at the local level. The guide will outline:

- How to file for elective office;
- What to expect once elected;
- Roles and responsibilities;
- The sources of local government law;
- Communications;
- Visioning and goal setting; and
- Resources.

This guide is not a substitute for legal advice. Candidates are encouraged to speak with their privately retained attorneys for specific legal advice.

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Welcome Message from the 2020 LOC President

Welcome to the club! The number of people willing to run for elected local office is pretty small, and for good reason: it's not an easy job if you want to do it right. If you're just looking for a fancy title and all-expenses-paid junket to exotic locations, you're going to have a rough time of it, and you won't have much fun. But if you're looking for a way to use your knowledge, experience and wisdom to help make your community a better, more functional place, you may find that lending your hand to local government is one of the most rewarding endeavors you've ever undertaken.

If you haven't already gotten your feet wet by volunteering for your local planning commission, budget committee, or other municipal body, you should seriously consider doing so before you declare a candidacy. Having some experience doing "city stuff" is a good way to get a better idea about what you're likely to spend your time doing as a city councilor or mayor, and will better prepare you to answer the sorts of questions you're likely to get as a candidate.

If you haven't already started attending city council meetings, start doing so now. You're going to want to become as familiar as possible with both the issues in your city and the way the council conducts business before you're up there on the dais. If you're running because there's a single burning issue that's compelled you to run, remember that there are hundreds of other issues you're going to have to wrestle with during your term of office. If you want to do a good job, you'll want to know what those are, and tackle them with just as much energy and honest consideration as you would your pet issue.

Remember that your opponents (and your eventual fellow council members) are people too. Assume the best of them—that they're also running for office because of a genuine desire to help your community. The people you're meeting in this process tend to be good folks who remain involved with civic matters, so they're just not going to go away after the election (in fact, it's likely that you'll find yourself working with them in the not-so-distant future). So, feel free to explain why you disagree with their proposed policies, but resist any temptation to sling mud. Taking the high road is not only the right choice ethically, it's also likely to pay dividends later.

Once you've won the election and you're seated on the council, the work isn't over. Instead, that's when it begins in earnest, and the learning curve can be pretty steep. Luckily, the League of Oregon Cities has some fantastic training opportunities to help you be the best elected official you can be. Please don't hesitate to reach out, and we'll do our best to help you help your city.

– 2020 LOC President Jake Boone, Councilor, Cottage Grove

Filing for Elective Office

Qualifications for various city offices differ. Before filing for candidacy, review the city charter and statutory requirements of the office for which you plan to declare your candidacy. Requirements for filing for city office are found under Oregon Revised Statutes (ORS) Chapters 221 and 249. The forms that you will need are available from the city's elections official and the Oregon Secretary of State's Office, Elections Division.

Every candidate and prospective candidate are required to establish a principal campaign committee within three business days of receiving or spending any money to support the candidacy. This includes expenditures of personal funds by the candidate. It also includes payment of the filing fee if the candidate files by declaration, any costs relating to circulating a nominating petition, or any voters' pamphlet costs. For more information on campaign finance reporting requirements please see the Secretary of State Elections Division Candidate Finance Reporting in Oregon Candidate "Quick Guide" available at: <https://sos.oregon.gov/elections/Documents/campaign-finance.pdf>.

What to Expect

As a local elected official, you will have the opportunity to shape policy governing the future of your city. In addition to serving as a community leader, being a model of civility and cooperation, an educator and interpreter of public opinion – the role of an elected official will change the way you are viewed in your community. You'll rarely stop by the neighborhood coffee shop without someone complaining about roads or taxes. You may be cornered anywhere, at any time, on anything. Local elected leaders are in direct contact on a daily basis with the people they represent.

You will spend a lot of time attending meetings – not only city council meetings – but regional and statewide meetings as well. You will spend time preparing for meetings, reading any preparatory material in order to make informed decisions in the course of all meetings.

If elected, you will utilize the skills you already have, skills you never knew you had, and skills you wished you had. You may be called upon to facilitate meetings, speak to the press, respond to angry and sometimes hostile citizens, testify before legislative committees, and negotiate with contractors, bankers and engineers. You will make decisions on everything from who to hire as the next city manager, which bid to accept for paving the roads, how to pay for solid waste disposal, to joining with neighboring cities in a regional approach to providing dispatch services.

SPOTLIGHT:

Policy Process Steps

1. Identification of problems or needs
2. Establishment of community goals
3. Determine objectives
4. Development/analysis of alternative solutions (including short-term and long-term implications)
5. Establishment of priorities
6. Development of programs and strategies
7. Implementation of programs and strategies
8. Monitoring and evaluation of programs or strategies
9. Feedback
10. Program or strategy improvement and modification

SPOTLIGHT:

Basic City Services

The services provided by cities vary from community to community. However, some typical services include:

Public Safety – police, fire, and sometimes ambulance service

Utilities – water and sewer, trash collection, electricity, and natural gas

Land Use – planning, zoning, code enforcement, and other regulatory activities

Transportation – street construction and maintenance, traffic safety, and sometimes public transit

Recreation and Cultural – parks, recreation, libraries, and sometimes cultural facilities

Legal – ordinances protecting the public health, safety and welfare of the community

Roles and Responsibilities

The specific roles and responsibilities of members of city leadership will vary from community to community. Each position plays a vital role in the governance of the city. The council serves as the city's legislative body by adopting a budget and adopting local laws – called ordinances – and regulations.

Policy Role

The council is the highest authority within city government in deciding issues of policy. For a council to effectively assume a positive and active role in bringing issues forward for discussion in setting policy, councilors need a clear understanding of policy process and the stages at which council intervention is most effective.

Administrative Role

The council, as a collective body, is responsible for the oversight of administration in every city, but the roles that the mayor and individual councilors play in city administration vary considerably, depending on city size and form of government. Typically, the only city staff overseen by the council is the city's chief executive and potentially a handful of department heads.

Council/Manager Form – The majority of Oregon cities follow this structure where the council is comprised of volunteers who decide the policy for the city, which is overseen by a paid city manager who serves as the chief executive. Approximately 55% of cities nationwide utilize this form of government, and it is most popular in the Southeast and Pacific Coast regions.¹

Strong Mayor Form – A minority of Oregon cities have a strong mayor structure; one example is the City of Aurora.² Under a mayor form of government, the mayor is elected but also serves as the city's chief executive. Approximately 34% of cities nationwide utilize this form of government and it is most popular in the Mid-Atlantic and Midwest regions.³ City of Beaverton formerly had this form of government until 2020.⁴

Commission Form – The city of Portland was the state's only true commission form of government—until the new form of government was phased in starting in 2024.⁵ The Commission form of government, elects commissioners to serve as the administrative head of selected city departments as assigned by the mayor. While the commission is the

SPOTLIGHT:

Council-Manager Form of Government

The chief characteristic of the council-manager form of government is that the council appoints a qualified professional person as city manager or administrator to take charge of the daily supervision of city affairs. The manager or administrator serves at the pleasure of the council – the council sets policy and the manager carries out that policy. While an absolute separation between policy and administration does not really exist, the council-manager form works best when the council exercises its responsibility for policy leadership and respects the manager's leadership role and responsibility for administration.

Council-manager charters commonly include specific provisions that prohibit individual councilors from giving orders to city employees and from attempting to influence or coerce the manager with respect to appointments, purchasing, or other matters. However, the charters do not prohibit, and may affirmatively provide for the council to discuss administrative matters with the manager in open meetings.

¹ National League of Cities, Cities 101 – Forms of Local Government, <https://www.nlc.org/resource/cities-101-forms-of-local-government/> (last accessed February 2025).

² See City of Aurora, <https://www.ci.aurora.or.us/administration> (last accessed February 12, 2025).

³ National League of Cities, Cities 101 – Forms of Local Government, <https://www.nlc.org/resource/cities-101-forms-of-local-government/> (last accessed February 12, 2025).

⁴ <https://www.beavertonoregon.gov/860/Ballot-Measure-34-298> (last accessed February 12, 2025).

⁵ See City of Portland Transition Overview, <https://www.portland.gov/transition/overview> (last accessed February 12, 2025).

oldest form of local government in the country, only 1% of cities nationwide utilize a commission form of government.⁶

Hybrid Forms – Both the City of Beaverton and the City of Portland’s recent charter amendments created unique, hybrid forms of governance. The City of Beaverton has a council-manager form of government, however, both the council and mayor hire a city manager and the full-time and paid mayor retains voting privileges while the city manager oversees the city’s day-to-day operations.⁷ The City of Portland eliminated city councilors managing bureaus.⁸ Instead, the city administrator is hired by the mayor and confirmed by the city council and will implement laws and manages bureaus, with limited hiring/firing authority over certain bureau directors. The mayor only votes to break a tie on non-emergency ordinances, however, the mayor will be able to propose laws and propose a budget for the city council’s approval.

The Mayor

The mayor’s role varies from city to city, depending on charter requirements. The mayor serves as the public face of the community by representing the city at community events or government functions. The mayor also serves as the spokesperson for the council. During council meetings, the mayor typically serves as the presiding officer and sets the agenda for meetings. Often, the mayor appoints individuals to committees and work groups and signs ordinances and resolutions on behalf of the council. Most importantly, the mayor serves as the chief facilitator between the city manager and the city council.

Quasi-Judicial Role

Council members may act in a quasi-judicial capacity when sitting on land use hearings and other type of appeals. When acting in a quasi-judicial role, the council is acting like a court of a judge – it is applying the law to a set of specific facts.

Council as “One Voice” and Balance

The council acts as a centralized body with one voice and not as individuals. While individual council members may make motions, the motion is only passed when a majority of the council votes in favor of its passage. Newly elected and veteran elected officials may find this structure challenging as it may be difficult to pass policy based on individual platforms.

The single most difficult job of a city council is to balance diverse interests with common interests. A councilor may react to groups in isolation without considering the larger consequence of their actions. It is important to recognize and consider citizen input, but it is equally important to develop perspective. A council can seldom do everything that everyone wants.

Intergovernmental Relations

Beyond the myriad of issues that are specific to city government, city officials will quickly find that they play a pivotal role in the intergovernmental arena with other cities, county government, special districts, and public schools, as well as regional, state and federal governments. Understanding these relationships and their impact on a city government’s ability to provide responsible, efficient, and effective governance and delivery of services is important, particularly when funding and staffing resources are limited. Exploring new and innovative ways of funding and providing public services is one of the challenging issues facing elected officials.

⁶ *Id.*

⁷ <https://www.beavertonoregon.gov/860/Ballot-Measure-34-298> (last accessed February 12, 2025).

⁸ <https://www.portland.gov/transition/form-government> (last accessed February 12, 2025).

It is important to recognize that the reasons you are running for office will become part of a “full plate” of issues – many of which you are not yet familiar. Because of the urgency and the complexity of these issues, governments must work together to address them. Cities no longer do their government business in isolation. The key to success is cooperation and collaboration.

Sources of Law

The main sources of law governing local government are the city charter and ordinances, the state constitution, state law and the decisions of state courts. Cities are also subject to federal laws and the United States Constitution. Local elected officials should be familiar with their city’s charter and ordinances, as well as the state laws regarding open meetings, public records, budgeting, public contracting, and ethics, some of which are described below.

Home Rule and Limitations of Power

The term “home rule” refers to the authority of a city to set policy and manage its own affairs. Without charter home rule, state law controls the existence, form of organization, functions, powers, and finances of local government. Most home rule authority is conferred on a city by its charter. A charter can be thought of as the city’s constitution and may be amended only by a vote of the citizens of that city.

Even in light of home rule, local governments are subject to statutory, constitutional, judicial and charter limitations. Under Oregon constitutional home rule provisions, the voters of the state have taken from the state Legislature, and reserved to the voters of cities, the power to adopt and amend their own city charters. Initiative and referendum powers are also reserved to the voters of the city under Oregon Constitution Article VI, section 10 and Article XI, section 2.

Article I, Oregon’s Bill of Rights, also applies to local governments. Other constitutional limits and restrictions include property tax limitations, prohibitions against lending the credit of a city, and regulation of city elections.

Government Ethics

Public official ethics are governed by various constitutional provisions, the common law, state statutes, and occasionally, charter or ordinance provisions. Government ethics law is administered and enforced by the Oregon Government Ethics Commission. State law may require officials in your city to file a statement of economic interest each year with the Oregon Government Ethics Commission. State law also requires that public officials not use their official position or office to obtain financial gain other than their official salary, honorariums or reimbursements of expenses. The law limits the value of gifts that officials, candidates or members of their families may solicit or receive, or which any person may offer, and prohibits public officials from soliciting or receiving offers of future employment in return for their

RESOURCE:

For a more in-depth explanation of Oregon Home Rule and Preemptions see [LOC’s Guide to Statutory Preemption of Home Rule](#) and [White Paper on the Origins, Evolution and Future of Home Rule](#), available on LOC’s online reference library accessible at: <https://www.orcities.org/resources/reference/reference-library>

RESOURCE:

Oregon Government Ethics Commission Publications

For more information and guidance on government ethics for public officials, see the Oregon Government Ethics Commission’s **Guide for Public Officials**, and related supplement, available at: <https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx>.

influence. The law prohibits public officials from furthering their personal gain by use of confidential information gained through their position with the city.

Public officials must also avoid a conflict of interest relating to taking official action that may or will result in financial benefit or detriment to the public official, the public official's relative, or a business with which the public official or their relative is associated. When a conflict of interest exists, the public official must take certain steps such as announcing the conflict and potentially recusing themselves from any participation in the discussion or vote on the issue.

Public Meetings Law

The Oregon public meetings law that applies to public bodies is found in ORS 192.610 to 192.695. Under the public meetings law, a governing body's meetings are open to the public with certain exceptions. Meetings of other city bodies such as the planning commission, budget committee, library board, etc., are also open to the public. Except in emergencies, there must be reasonable notice of regular meetings and at least 24-hour notice for special meetings. Minutes are required to be taken. Executive sessions – those meetings that may be closed to the general public – may be held for certain prescribed reasons, but the media must be allowed to attend these meetings and final decisions may not be made. All final decisions must be held in a public meeting.

Public Records Law

The Oregon public records law applies to public bodies and is found in ORS 192.311 to 192.478. The public meetings law prescribes not only how local government officials and staff must handle public records, but also how the local government must respond to and handle requests for disclosure.

Budget and Finance

Budgeting is an annual process by which cities identify the types and levels of services that can be provided within the constraints of available resources. The general budgeting process is prescribed by the Oregon local budget law found in ORS 294.305 to 294.565. The Oregon Department of Revenue's Finance and Taxation section administers and provides advice and assistance to cities regarding budget matters. The section publishes a local government budget manual that is the basic reference document for local budget procedures.

In its most basic form, the budget identifies city programs, services and activities. City budgets are organized, and expenditures are accounted for by "funds" such as the general fund or street fund, etc. or "activities" such as law enforcement or transportation, in order to permit identification and handling of revenue earmarked for such purposes. Additional resources on local budgeting may be accessible on the Oregon Department of Revenue's website at:

<https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>.

RESOURCE:

Oregon Attorney General's Public Records and Meetings Manual

Without doubt one of the most helpful resources on public meetings and records is the Attorney General's [Public Records and Meetings Manual](https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/). The Manual provides guidance and explanations to the various laws that govern Oregon public records and meetings. The Manual is available online free of charge at:

<https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/>.

Liabilities

To some extent, Oregon governments are liable for torts (wrongs to private parties) such as personal injury, property damage, wrongful entry, false arrest and detention, abuse of process, invasion of privacy, and interference with contractual relations. The Oregon Tort Claims Act places a financial limit on the extent of the government's liability for torts.

The personal liability of public officials is governed primarily by the provisions of the Oregon Tort Claims Act. Federal civil rights law, the common law of torts, and specific Oregon statutes also may impose personal liability. Some examples of personal liability are budget law violations, conflicts of interests, actions outside the scope of official duty, malfeasance in office, public contracting violations, and public meetings law and public records law violations.

The council should routinely consult with the city attorney in making decisions on city affairs. In addition to providing professional and technical services such as preparation of formal opinions and drafting of legal documents, the city attorney can supply advice regarding many other matters.

Some types of insurance are required by state law, and cities purchase other types for their own protection. Insurance policies are complex documents, and the advice of competent insurance advisors and the city's legal counsel should be sought to make certain that coverage is adequate for the exposures involved. For more information on risk management, contact Citycounty Insurance Services online at <https://www.cisoregon.org/Contact-CIS>.

RESOURCE:

For sample rules of procedure, see LOC's [Model Rules of Procedure for Council Meetings](#) available on LOC's online reference library accessible at: <https://www.orcities.org/resources/reference/reference-library>

Communications – The Key to Success

Council effectiveness is dependent upon good group dynamics. Each new configuration of the council creates its own personality and style of operation. As with any group, each council must go through the usual evolution of forming, storming, norming, performing and, eventually, reforming. A number of city councils in Oregon have adopted internal rules of council procedure to promote effective governance and establish ground rules for working together.

Elected Officials and the Public Spotlight

Becoming an elected official means living in the public spotlight 24 hours a day. Elected officials come to realize that this is simply a condition that accompanies the position – for better or worse. Don't be alarmed if your personal life becomes front page news and the "talk of the town." It's bound to happen sooner or later. Media relations is a skill that can work in the city's favor. It is wise to develop a respectful relationship with a local reporter and attempt to create a reciprocal relationship. Be sensitive of the reporter's job and their need to meet deadlines. At the same time, be careful and never speak "off the record." Expect anything you say or write to be used. Don't assume the interview is over until the reporter has left the scene. Also, before speaking with the press on a matter related to the city, make sure you and your council have identified any needed protocols for interactions with the media. Some cities have identified, through their council rules of procedure, how elected officials communicate with the press – identifying what a councilor or mayor can do when they "speak for" the city as opposed to when they are "speaking for" themselves.

Representing the Public

Two of the most important tasks of local government officials are to discover citizen opinion and to ensure that citizens have sufficient information to form knowledgeable opinions. For these tasks to be carried out successfully, elected officials must solicit public input and encourage citizen participation and involvement.

Communication is important in achieving effective citizen participation in local government. Success depends on both the attitudes and interests of citizens and city officials. Citizens need to know their efforts are recognized and valued in the decision-making process. Public hearings, advisory committees, town hall meetings, televised council meetings, volunteer participation, public opinion polls, and interest groups are ways to connect citizens with city government in a significant way.

Community Visioning and Goal Setting

City councils should develop community visioning and conduct annual goal setting processes in order to provide a roadmap for all city decisions.

Visioning: Sustaining Quality of Life

City governance is an institution that enables a community of citizens, through their elected representatives, to maintain safety and a good quality of life, which is accomplished by developing policy, adopting implementing laws and ordinances, and planning for the delivery and financing of public services.

Success is dependent upon the ability to stay in touch with the public's needs and desires, to understand the issues, and to balance the short and long term social, economic and environmental impacts. A vision statement provides a blueprint for the future and helps the council, staff and citizens to set priorities, goals, and make decisions to achieve desired outcomes.

“Every city has an unbelievable talent pool that can help change a city from average to outstanding. However, members of the community must realize how important their involvement can be. I truly believe that King City is a great example of what can happen when a diverse group of dedicated residents are committed to helping the city government represent the people, as city councilors. Progress in a city can only be made by the people who represent the people in the community in which they live and deeply care about.”

- Ken Gibson, Mayor, King City

Setting City Goals

A clear set of goals provides the framework within which nearly all city activities can be accomplished. Goals provide direction, reduce crisis management environments, develop cohesiveness among council members, allow managers and staff to manage their time and activities effectively, and permit periodic evaluation of progress to manage any necessary mid-course corrections.

Guidelines for Surviving Life in the “Public Fishbowl”

- ✓ Be truthful.
- ✓ If you don't know the answer, say so.
- ✓ Anticipate all situations and questions.
- ✓ Be prepared.
- ✓ Be accountable and responsible for everything you do and say.

Without goals, a council cannot distinguish between movement and progress. Individuals and groups can spend tremendous effort and resources performing activities that, in retrospect, were not necessary. Often the reason for this wasted effort is the absence of a clear set of priorities and specific plans for accomplishing them.

Typically, council goals are developed for a one to two-year period. They are a tool for focusing the council's efforts; communicating priority issues to the community; and providing clear direction to city staff. Council goals should be articulated in such a way that they are specific, realistic, outcome-based, within the city's control, and measurable. Once goals have been set and adopted by the council, they can be used as a measure for evaluating staff performance, guiding budget decisions, and managing unanticipated issues that arise during the year.

About the League of Oregon Cities

The LOC is the trusted, go-to resource that helps Oregon city staff and elected leaders serve their cities well and speak with one voice. The LOC is here to provide cities what they need to build thriving communities, through advocacy, training, and information. Created in 1925 through an intergovernmental agreement of incorporated cities, the LOC is essentially an extended department of all 241 Oregon cities.

Resources and Recommended Reading

The LOC provides numerous resource available online at www.orcities.org. The public can access reference materials in the Reference Library under the "Resources" tab. Resources include white papers, guides, model ordinances, and FAQs.



Oregon

Tina Kotek, Governor

Department of Environmental Quality

Eastern Region

475 NE Bellevue Drive, Suite 110

Bend, OR 97701

(541) 388-6146

July 7, 2026

Sent Certified Mail
70201810000190832237

City of Shaniko
PO Box 17
Shaniko, OR 97057

RE: Warning Letter with Opportunity to
Correct Shaniko Transfer Station
2026-WLOTC-10287
Solid Waste Disposal Site Permit No. 456
Wasco County

Dear Mayor and City Councilors:

On May 15, 2026, I completed a compliance inspection at the Shaniko Transfer Station. The purpose of the inspection was to determine the extent of compliance with the conditions in your Solid Waste Disposal Site Permit No. 456.

Based on the results of my inspection I observed several matters of non-compliance with your solid waste disposal site permit that require your attention. Abandoned vehicles, discarded appliances, bulky residential construction and demolition material, waste tires, and wood waste have been noticed over the course of the last four inspections. Under the provisions of the current solid waste disposal site permit in Section 1.1 and Section 5.2, the permittee is authorized to accept solid waste for transfer and the permittee must remove all waste as often as necessary to maintain a sanitary environment.

Under Section 3.1 of the permit, the permittee must conduct all operations at the facility in accordance with the approved operations plan. At the time of my inspection, I noticed the waste container on site was not secured with a padlock and the fire suppression water barrel was empty. Per the operations plan, approved by DEQ on March 12, 2026, the security portion of the operations plan states, "The dumpster and shed are each secured by a padlock on the lid covering, authorized by its permit". The fire suppression portion of the operations plan states, "A water barrel and bucket is located on site at all times." I observed the barrel empty at the time of the inspection; it was determined that the water container currently does not serve its function for fire suppression.

On June 22, 2026, I was made aware that the permittee had not submitted the 2025 Transfer Station Report to DEQ by the requested deadline. DEQ mailed an Urgent Notice to Shaniko on June 9, 2026, requiring the Shaniko Transfer Station's

Responsible Official to provide their 2025 Transfer Station report by June 19, 2026. I attempted to contact Ms. Pamela Brown on June 22 and 23 for her to send this report but received no response. Under Section 7.4 of the current solid waste disposal site permit "Information collected on solid waste accepted for transfer to a disposal site must be recorded annually on the DEQ form...This completed form must be submitted to DEQ...each year".

Based upon the inspection of your facility, DEQ has concluded that the City of Shaniko is responsible for the following violation(s) of Oregon environmental law:

VIOLATION(S):

- (1) The abandoned vehicles, discarded appliances, bulky residential construction and demolition material, waste tires, and wood waste have been observed to be stored on site for at least a year. This violates Sections 1.1 and 5.2 of the Solid Waste Disposal Site Permit No. 456.

OAR 340-093-0210(1)(f)(3) states, "Storage and collection of solid waste shall be conducted in a manner to prevent: objectionable odors, dust, unsightliness, aesthetically objectionable conditions or other nuisance conditions. Putrescible solid waste shall be removed from the premises at regular intervals. All solid waste shall be removed at regular intervals so as not to create the conditions cited in section (1) of this rule." **This is a class II violation as identified in Oregon Administrative Rule 340-012-0053(2).**

It has been determined that the identified materials, defined as solid waste, have not been removed at a regular interval.

- (2) The fire suppression barrel was without water and currently does not serve a function in the event of a fire emergency. A violation of Section 3.1 of the Solid Waste Disposal Site Permit No. 456.

OAR 340-096-0040(3)(d) states, "Design and Construction: Fire protection. Fire protection shall be provided in accordance with plans approved in writing by the Department and in compliance with pertinent state and local fire regulations. **This is a class II violation as identified in Oregon Administrative Rule 340-012-0053(2).**

- (3) The permittee failed to timely report the amount of solid waste disposed of by a permitted disposal site. A violation of Sections 7.1 and 7.4 of the Solid Waste Disposal Site Permit No. 456.

Under OAR 340-096-0040(4)(e) states, "Operations: Records. The Department may require such records as it considers are reasonably necessary to ensure compliance with conditions of a permit or OAR 340, Division 93 through 97. **This is a class II violation as identified in Oregon Administrative Rule 340-012-0065(2)(a)**

Class I violations are the most serious violations; Class III violations are the least serious.

Corrective Action(s) Requested:

- (1) The permittee must make effort to remove all previously remaining scrap metal, waste tires, bulky materials, appliances, and abandoned vehicles. With the

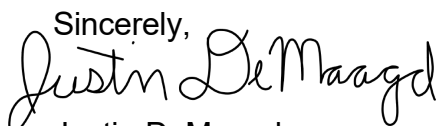
understanding that removal of some of these materials may be burdensome on available resources **DEQ requests the City of Shaniko to prepare a plan and schedule to correct these violations and submit it to DEQ no later than August 31, 2026.** DEQ staff will be available to assist in plan preparation and technical assistance. The proposal must include contracted services for hauling waste, contact information for the contractors, and anticipated pickup dates. If your proposal is not received by the deadline, **the city will be required to have all these violations corrected no later than May 15, 2027.**

- (2) The fire suppression barrel must be filled with water and remain filled to respond to a fire emergency. Shaniko must provide DEQ a photograph to document its completion by July 31, 2026.
- (3) The transfer station operator must ensure the waste container is always padlocked when the transfer station is not in use. The waste container must be immediately secured by padlock. Shaniko must provide DEQ with a photograph to document its completion by July 31, 2026.
- (4) The City of Shaniko will acknowledge its responsibility to submit all required records to DEQ through Your DEQ Online by the established due dates and affirm that it understands and will comply with all reporting requirements going forward. The city may choose to delegate its reporting responsibility to its contracted waste hauler, currently Madras Sanitary Services, if it helps prevent lapses in reporting and if both the parties agree.

Should these violations remain uncorrected, or should you repeat any of these violations, this matter may be referred to DEQ's Office of Compliance and Enforcement for formal enforcement action, including assessment of civil penalties and/or a department order. Civil penalties can be assessed for each day of violation.

If you believe any of the facts in this Warning Letter are in error, you may provide information to me at the email address shown below. DEQ will consider new information you submit and take appropriate action.

DEQ endeavors to assist you in your compliance efforts. Should you have any questions about the content of this letter, please feel free to contact me in writing or by phone at 971-263-1103 or justin.demaagd@deq.oregon.gov

Sincerely,


Justin DeMaagd
Permit Writer and Compliance Specialist (NRS3)
Solid Waste Program – Eastern Region

ec: Ron Doughten, Materials Management Manager, DEQ, The Dalles
Sharon Stephens, DEQ, The Dalles
Pamela Brown, City Council President, Shaniko

City of Shaniko
Request for Council Action

Council Goal	Meeting Date	Agenda Topic
Not identified	July 13, 2026	Request for OLCC Permit
Agenda Type		
Prepared by:		Approved by:
Krista Miller	Request for Council Action	

Recommendation:

Motion to approve an OLCC permit for the Outpost

Background:

Typically, a first-time request for an OLCC permit is brought to council for approval. Once permitted, unless there are issues, the clerk will approve these renewals through the state's portal.

The permit was already signed by the mayor protem in May, however, I cannot renew it without formal approval from the council. I have received payment for the permit fee, but have not cashed it until the council approves it.

Fiscal Impact	GL #
None at this time	n/a

OREGON LIQUOR & CANNABIS COMMISSION

THIS CERTIFICATE MUST BE DISPLAYED IN A PROMINENT PLACE ON THE PREMISES

OFF-PREMISES SALES



LICENSE # LQ-OPS-27439

ISSUED TO: SHANIKO GAS LLC

TRADE NAME: THE SHANIKO OUTPOST

PREMISES NUMBER: 1091455

LOCATED AT: 93458 4TH ST
SHANIKO OR 97057

ENDORSEMENTS: NONE



A handwritten signature in blue ink, reading "Tara Wasiah".

LICENSEE SIGNATURE

EXECUTIVE DIRECTOR TARA WASIAK

Effective: 05/20/2026 to 09/30/2026

City of Shaniko
Request for Council Action

Council Goal	Meeting Date	Agenda Topic
Not identified	July 13, 2026	Resolution 2026-16
	Agenda Type	
Prepared by:	Approved by:	
Krista Miller	Request for Council Action	

Recommendation:

Motion to adopt Resolution 2026-16, closing First Interstate Bank Account

Background:

There was an account created at first Interstate Bank that was not needed, nor has been used. There was \$10 in May. There is no reason to keep this account open.

Fiscal Impact	GL #
None at this time	n/a

RESOLUTION NO. 2026-16

A RESOLUTION OF THE CITY OF SHANIKO AUTHORIZING THE CLOSURE OF A FIRST INTERSTATE BANK ACCOUNT

WHEREAS, the City Council of the City of Shaniko has determined that it is in the best interest of the City to close an inactive or unnecessary bank account; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shaniko that:

1. The First Interstate Bank account ending in **9823** is hereby authorized to be closed.
2. The Clerk/Recorder is authorized to complete all documents and take all actions necessary to close the account and transfer any remaining funds to an authorized City account, as appropriate.

PASSED by the City Council of the City of Shaniko this **13th day of July, 2026**.

Mark Haskett, Mayor ProTem

ATTEST: _____
Krista Miller, Interim City Recorder

City of Shaniko
Request for Council Action

Council Goal	Meeting Date	Agenda Topic
Not identified	July 13, 2026	Resolution 2026-17
	Agenda Type	Amending the FY 2026-27 fee schedule
Prepared by:		Approved by:
Krista Miller	Request for Council Action	

Recommendation:

Motion to approve Resolution 2026-17, amending the FY 2026-17 fee schedule.

Background:

During my onboarding, I did not see the resolution that increased fees, previously. This is a clerical error, not substantial requiring public comment.

As other requests have come in, I have realized other fees were missed during the budget cycle. The right of way and event permit fees are to ensure state compliance and liability issues.

Fiscal Impact	GL #
None at this time	n/a

RESOLUTION NO. 2026-17

A RESOLUTION OF THE CITY OF SHANIKO AMENDING RESOLUTION NO. 2026-03, THE CITY FEE SCHEDULE

WHEREAS, the City Council adopted Resolution No. 2026-03 establishing the City's Fee Schedule; and

WHEREAS, the City Council has identified a clerical error and determined that a deposit is necessary to ensure recovery of planning-related costs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shaniko that Resolution No. 2026-03 is hereby amended as follows:

1. The monthly Residential Trash Service Fee is amended from \$30.00 to \$34.00.
2. All planning-related applications, permits, land use requests, reviews, and other planning services shall require a deposit equal to fifty percent (50%) of the estimated planning and consultant **costs** at the time the application is submitted. The City shall not begin processing an application until the required deposit has been received. The applicant shall be responsible for payment of all actual planning and consultant costs incurred by the City. Any unused portion of the deposit shall be refunded to the applicant, and any costs exceeding the deposit shall be paid by the applicant prior to issuance of the final decision, permit, or approval.
3. Except as amended herein, all other provisions of Resolution No. 2026-03 shall remain in full force and effect.

Legal and Planning Fees

Service	Fee
Planning Review	Actual cost plus 15% administrative fee
City Planner Consultation	Actual cost plus 15% administrative fee
Engineering Review	Actual cost plus 15% administrative fee

Service	Fee
City Attorney Review	Actual cost plus 15% administrative fee
Legal Review Required by Applicant Request	Actual cost plus 15% administrative fee
Development Agreement Review	Actual cost plus 15% administrative fee
Franchise Agreement Review	Actual cost plus 15% administrative fee
Easement Review	Actual cost plus 15% administrative fee
Vacation of Right-of-Way Review	Actual cost plus 15% administrative fee
Reimbursement for Outside Professional Services	Actual cost plus 15% administrative fee

Event Permit Fees	Fee
Community/ Non-Profit Event Permit (per day)	\$25.00
Commercial Event Permit (per day)	\$75.00
Weekend Event Permit (Friday through Sunday)	\$100.00
Alcohol Service Endorsement	\$50.00
Mandatory Event Trash Fee	\$34.00 per event
Mandatory Public Restroom Fee	\$25.00 per event
Additional City Services	Actual cost plus 15% administrative fee
Cleanup or Damage Deposit (if required)	Amount determined by the City

PASSED by the City Council of the City of Shaniko this **13th day of July, 2026.**

Mark Haskett, Mayor ProTem

ATTEST: _____
 Krista Miller, Interim City Recorder

City of Shaniko
Request for Council Action

Council Goal	Meeting Date	Agenda Topic
Not identified	July 13, 2026	Resolution 2026-16
Agenda Type		
Prepared by:		Approved by:
Krista Miller	Request for Council Action	

Recommendation:

Motion to adopt Resolution 2026-16, closing First Interstate Bank Account

Background:

There was an account created at first Interstate Bank that was not needed, nor has been used. There was \$10 in May. There is no reason to keep this account open.

Fiscal Impact	GL #
None at this time	n/a

ORDINANCE NO. 52
AN ORDINANCE ADOPTING RIGHT-OF-WAY AUTHORITY FOR THE CITY OF
SHANIKO, DECLARING AN EMERGENCY

Whereas, The City of Shaniko (“City”) has constitutional, statutory, and charter authority to manage its public rights-of-way and to receive compensation for private use of the rights-of-way, consistent with the applicable state and federal law.

Whereas, The public rights-of-way are valuable community assets for transportation, utility services, and the delivery of other essential services to the City community while also serving an aesthetic function to set the community character of the City.

Whereas, the City finds it is in the public interest to enact changes to the Shaniko Municipal Code as set forth in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE
CITY OF SHANIKO:

Section 1. Definitions. For purpose of this chapter, the following mean:

“City” means the City of Shaniko

“Person” means any individual, corporation, association, firm, partnership, joint stock company, or similar entities.

“Public rights-of-way” means streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements, and all other public ways or areas, including subsurface and air space over those areas.

“Within the city” means territory over which the City now has or acquires jurisdiction for the exercise of its powers.

Section 2. Jurisdiction. The City of Shaniko has jurisdiction and exercises regulatory control over all public rights-of-way within the city under the authority of the City charter and state law.

Section 3. Scope of Regulatory Control. The City has jurisdiction and exercises regulatory control over each right-of-way whether the legal interest in the right-of-way was obtained by grant, dedication, prescription, reservation, condemnation, annexation, foreclosure, or other means.

Section 4. City Permission Requirement. No person may occupy or encourage on a public right-of-way without the permission of the City. The City grants permission to use rights-of-way by ordinances, franchises, licenses and permits.

Section 5. Obligations of the City. The exercise of jurisdiction and regulatory control over a public right-of-way by the City is not official acceptance of the right-of-way, and does not obligate the City to maintain or repair any part of the right-of-way.

Section 6. Remedies. A person violating a provision of this Ordinance shall be subject to the provision of this section as follows:

A. *Unlawful construction or use is a nuisance.* The location, erection, construction, maintenance, repair in violation of this chapter shall be deemed a nuisance.

B. *Remedies for unlawful use.* In case an action is, or is proposed to be located, constructed, maintained, repaired, altered or used in violation of this Ordinance, the City Council or City Attorney of the City or a person whose interest in real property in the City is or may be affected by the violation may, in addition to other remedies provided by law, institute injunction, mandamus, abatement or other appropriate proceedings to prevent, temporarily or permanently enjoin, abate or remove the unlawful location, construction, maintenance, repair, alteration or use.

Section 7. Penalties.

A. Any person violating any provision of this Ordinance for which no other specific penalty is provided shall, upon conviction, be punished by a fine not to exceed \$500.

B. Each calendar date on which a violation occurs constitutes as separate violation.

Presented for the first time at a regular meeting of the City Council held on July 13, 2026, and the City Council finally enacted the foregoing ordinance on July 13, 2026.

YAYS _____

NAYS _____

ATTEST:

Mark Haskett, Mayor ProTem

Krista Miller, Interim City Recorder

ORDINANCE NO. 53

AN ORDINANCE ESTABLISHING REGULATIONS FOR OUTDOOR SPECIAL EVENTS ON CITY PROPERTY AND WITHIN THE PUBLIC RIGHT-OF-WAY; PROVIDING FOR PERMITS, CONDITIONS, ENFORCEMENT, AND PENALTIES; AND DECLARING AN EMERGENCY.

THE CITY OF SHANIKO ORDAINS AS FOLLOWS:

Section 1. Purpose.

The purpose of this Ordinance is to protect the public health, safety, and welfare by regulating outdoor special events conducted on City-owned property and within the public right-of-way while encouraging community activities that promote tourism, economic development, and civic engagement.

Section 2. Definitions.

For purposes of this Ordinance:

City Property means any property, park, street, alley, sidewalk, right-of-way, or facility owned or controlled by the City of Shaniko.

Outdoor Special Event means any organized gathering, festival, parade, market, concert, fundraiser, celebration, commercial activity, or similar event held on City property or within the public right-of-way that requires City oversight or services.

Section 3. Permit Required.

A. No person or organization shall conduct an Outdoor Special Event on City property or within the public right-of-way without first obtaining an Outdoor Event Permit from the City.

B. A permit shall be required for any event that:

1. Uses City property or the public right-of-way;

2. Requires a street or sidewalk closure;
3. Uses City utilities or facilities;
4. Includes vendors, food service, alcohol, amplified sound, or temporary structures;
5. Requires City staff, volunteers, or public resources; or
6. May affect public safety, traffic, or neighboring properties.

Section 4. Application.

Applications shall be submitted on forms approved by the City and within the time established by administrative policy.

Applicants shall provide information reasonably necessary for the City to evaluate the event, including site plans, attendance estimates, traffic control, insurance, and any required state or county permits.

Section 5. Conditions of Approval.

The City may impose reasonable conditions necessary to protect public health, safety, and City property, including requirements for:

- Traffic control;
- Security;
- Portable restrooms;
- Trash collection and cleanup;
- Insurance;
- Damage deposits;
- Fire and life safety measures;
- Hours of operation;
- Noise limitations; and
- Compliance with all applicable laws.

Section 6. Alcohol.

No alcoholic beverages shall be sold or served unless all required permits and licenses have been obtained from the Oregon Liquor and Cannabis Commission and any required City approvals have been issued.

Section 7. Fees.

Permit fees, mandatory event fees, deposits, and reimbursement for City services shall be established by resolution of the City Council and may be amended from time to time without amendment of this Ordinance.

Section 8. Cleanup and Restoration.

The permittee shall restore the event site to the condition existing immediately prior to the event and shall be responsible for all cleanup and repair costs resulting from the event.

Section 9. Revocation.

The City may suspend or revoke a permit when:

- Permit conditions are violated;
- False information was provided;
- Public safety is endangered; or
- Continued operation presents an unreasonable risk to persons or property.

The City may immediately terminate an event when necessary to protect public health, safety, or welfare.

Section 10. Liability.

Permittees shall defend, indemnify, and hold harmless the City of Shaniko, its elected officials, employees, volunteers, and agents from any claims, damages, losses, or liabilities arising from the permitted event.

The City may require proof of liability insurance naming the City as an additional insured.

Section 11. Violations.

Any person violating this Ordinance shall be responsible for:

1. Payment of all City costs incurred;
2. Civil penalties authorized by the Shaniko Municipal Code;
3. Revocation of the permit; and
4. Denial of future permits when appropriate.

These remedies are cumulative and do not limit any other remedy available by law.

Section 12. Severability.

If any provision of this Ordinance is held invalid, the remaining provisions shall remain in full force and effect.

Section 13. Repealer.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency. Ordinance 93-9, or 43, numbering is vague, relating to food vendors is hereby repealed.

Section 14. Emergency Clause.

The City Council finds that immediate regulation of outdoor special events is necessary to protect public health, safety, welfare, and City property by establishing uniform permitting, safety, and operational standards. An emergency is therefore declared to exist, and this Ordinance shall take effect immediately upon its adoption by the City Council.

Section. 15. Numbering.

If the city recorder finds the ordinance number is incorrect, the recorder is authorized to renumber the ordinance for clerical expediency.

Presented for the first time at a regular meeting of the City Council held on July 13, 2026,
and the City Council finally enacted the foregoing ordinance on July 13, 2026.

YAYS_____

NAYS_____

Mark Haskett, Mayor ProTem

ATTEST:

Krista Miller, Interim City Recorder