

**AGENDA**  
**Aurora City Council Meeting**  
Tuesday, October 11, 2011, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

**1. Call to Order of the City Council Meeting**

**2. City Recorder Calls Roll**

**Mayor Meirow**  
**Councilor Brotherton**  
**Councilor Roberts**  
**Councilor Sahlin**  
**Councilor Taylor**

**3. Consent Agenda**

- I. City Council Meeting Minutes – September 13, 2011
- II. Planning Commission Meeting Minutes – September 06, 2011
- III. Historic Review Minutes – August 25, 2011, Notice of Decisions sent out.

**Correspondence**

- I. Letter From ODOT requesting representation on 99E Corridor Plan**
- II. Letter from Richard Harrison in regards to his property 21825 Airport Rd**
- III. Bills that require City Action or Review**

**4. Visitors**

Anyone wishing to address the City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the City Council could look into the matter and provide some response in the future.

**5. Discussion with the Parks Committee**

- a. Parks Committee Report (not in packet)**

**6. Discussion with Traffic Safety Commission**

- a. Traffic Safety Report (not Included in your packet)**
- b. Correspondence**

Aurora City Council Agenda

October 11, 2011

This is a public meeting and all interested citizens are invited to attend. The meeting place is not handicapped accessible; those needing assistance should contact the city Office three (3) working days before regularly scheduled meetings. The minutes of this and all public meetings are available at City Hall during regular business hours. All meetings are audio taped and may be video taped

**7. Reports**

- A. Police Chief's Report** – (included in your packet)
- B. Finance Officer's Report – Financials** (included in your packets)
  - 1. Revenue & Expense Report
- C. Public Works Department's Report** – ( included in your packet)
  - 1. Monthly Status Report (Storm Water)
  - 2. Monthly Status Report (Water)
    - A. Waste Water Treatment Plant Update (from Otis Phillips)
- D. City Recorder's Report** (included in your packet)
- E. City Attorney's Report** – (not Included in your packet)
  - **Update and or action of Netter easement and or agreement.**
  - **Discussion and or action on fee waiver for annexation**

**8. Ordinances and Resolutions**

**9. Old Business**

- A. Discussion and or Update on Aurora Airport Master Plan**
- B. Discussion and or Action on Drywell**
- C. Update and or action on Historic Review Guidelines**

**10. New Business**

- A. Discussion and or action on Elected and Appointed Officials obtaining a City email address.**
  - B. Discussion and or action on Patzer appeal for HRB decision**
  - C. Discussion and or action on North Marion School District contract for service.**
  - D. Election of New Councilor**
    - Letter of interest from Gary Lovell, Aurora
    - Letter of interest from Jon Montgomery, Aurora
    - Letter of interest from Bill Graupp, Aurora
    - Letter of interest from Rick Vlcek, Aurora
- Oath of Office if Councilor elected**

**11. Adjourn**

Aurora City Council Agenda

October 11, 2011

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# **CONSENT AGENDA**

Meeting Minutes

Correspondence

Financials

Other Items

Minutes  
Aurora City Council Meeting  
Tuesday, September 13, 2011 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Bob Southard, Public Works Superintendent  
Kelly Richardson, City Recorder,  
Brent Earhart, Chief of Police  
Jan Vlcek, Finance Officer

STAFF ABSENT: Otis Phillips, Waste Water Superintendent , excused

VISITORS PRESENT: Bill Graupp, Aurora  
Judy Meirow, Aurora  
Debbie Southard, Aurora  
Jessica Brotherton, Aurora  
Tustin, Aurora  
Greg Patzer, Aurora  
Jon Montgomery, Aurora  
Gary Lovell, Aurora  
P. Annie Kirk, Aurora  
Rick Vlcek, Aurora  
Aaron Reed, Aurora

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Jim Meirow at 7:00 p.m.

2. City Recorder does Roll Call

Councilor Taylor –Present  
Councilor Roberts – Present  
Councilor Sahlin – Present  
Councilor Brotherton - Present  
Mayor Meirow – Present

**3. Consent Agenda**

- I. City Council Meeting Minutes – August 09, 201 & Special Meeting August 23, 2011
- II. Planning Commission Meeting Minutes – August 02, 2011
- III. Historic Review Minutes – July 28, 2011, Notice of Decisions sent out.

- I. Letter from Historic Review Board
- II. Letter from Infrastructure Finance Authority

A motion to approve the consent agenda and City Council minutes for August 09, 2011 and August 23, 2011 after brief discussion about Planning Commissions comments was made by Councilor Taylor and seconded by Councilor Roberts. Motion Passes Unanimously.

#### 4. Visitor

Anyone wishing to address the City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the City Council could look into the matter and provide some response in the future.

Aaron Reed, Aurora – made a statement/question to Council about volunteers/Council members and bonding and signature requirements. The Mayor and Council members chose to not respond.

#### 5. Discussion with the Parks Committee

##### o Parks Committee Report (not in packet)

The Parks Committee is working on a tree list and a recycling project.

#### 6. Discussion with Traffic Safety Commission

##### a. Traffic Safety Report (not Included in your packet)

There was a brief discussion as to whether or not the Council thought there was a crosswalk needed or not and how long it would take.

A motion to approve a crosswalk on Ottaway Street near Hwy 99E was made by Councilor Taylor and seconded by Councilor Roberts. Motion Passes.

#### 7. Reports

##### A. Police Chief's Report – (included in your packet)

Chief Earhart summarizes his report to the Council.

- Citations were down
- 1 death investigation
- 2 domestic cases
- Speed trailer was hit and run
- Vehicle Maintenance, car 27 had a spark plug go and the accident involving a squad car according to Canby Ford was caused from a shifting mechanism failure, the officers were not even in the car at the time it basically drove off by itself up hill and it is on video and sat for 8 minutes before driving off.
- Chief was asked to give Council a schedule if they help @ North Marion High.
- Discussion during meeting about the growing problem with dog feces 'in the park. Council discussion was more signage and article in the newsletter to start.

**No more questions of the Chief.**

**B. Finance Officer's Report – Financials** (included in your packets)

1. Revenue & Expense Report

Vlcek summarizes her report.

Finance Officer Vlcek handed out July treasures report with very few pending adjustments to look at.

Councilor Brotherton asks about the 50,000 on Water Filtration is that under budget, no but because of the distribution of it and time it is showing here and once we get the last reimbursement from the State it will zero out that fund.

No more questions.

**C. Public Works Department's Report –** ( included in your packet)

1. Monthly Status Report (Storm Water) Southard reads his report.

- Ehlen Road and Airport Road water line has been completed.
- Water Hydrant on Filbert is active now.
- Currently working on painting lines in and around town.
- Councilor Sahlin asks
  - about infrequent water interruptions, if we have power surges to the system it can shut off the pumps.
  - It was suggested by Aurora resident and volunteer Fred Netter to advise Chief Yoder any time they work on a fire hydrant.

A. Waste Water Treatment Plant Update (from Otis Phillips) there was no discussion on the report as submitted.

There were no more questions from the Council.

**D. City Recorder's Report** (included in your packet)

Gives a brief overview of the written report as submitted and in addition a complaint made by Aurora Citizen Aaron Reed on a few alleged business license violations which were investigated and found to be false and all three businesses were found in compliance.

- Tiero Construction was out of business
- Annabecke House
- Simply Sports
- Both were in good standing and have current business license.
- Aaron Reed makes a statement about State license and Mayor Meirow suggests he contact the State.

No questions from the Council.

**E. City Attorney's Report –** (not Included in your packet)

- Update on code enforcement and letter from the state. State still claims we gave up our program when Marion County failed to file the appropriate paperwork on our behalf by default it then went to the County and that there is a one year process to obtain it back. Council wants to move forward with the process.
- City County Insurance letter states we our fully covered in employment matters except wage claims or breach of contract claims.
- Brief discussion on a possible appeal of an HRB decision for 21852 Airport Rd.

- Working on Netter easement, City Attorney Koho states that this is more of an agreement with the Netter's than an easement and does not at this time recommend it. Once Mr. Netter explains why he asking for this agreement to protect not only himself but city employees, Koho is directed by Council to move forward with a document to cover these areas and present it to Netters for their review.

**There were no more questions of Koho.**

## **8. Ordinances and Resolutions**

## **9. Old Business**

**A. Discussion and or Action on Aurora Airport Master Plan,** Fred Netter gave an update which included the two options,

- **Extended threshold 800 feet to the North**
- **Or 1,000 feet to the South.**

If FFA won't fund or approve option 1 then they will go ahead with 1,000 feet to the South.

- Noise issues with either option
- Annexation of the airport is what we would really like to see however more property owners in that area would first need to be annexed.
- Brief discussion on whether or not it would affect Urban Growth boundary.
- Twice now the Airport unsuccessfully has attempted to form their own Urban Renewal District.
- Urban Renewal District was also discussed however it was suggested the Fire District doesn't work in conjunction with a Renewal District.

**B. Discussion and or Action on Drywell situation on Ottaway Street.**

### **a. Letter from Joe and Gayle Fidanzo 15233 Ottaway St.**

- Submitted an application to annex their property, discussion was not complete.
- It is suggested more conversation with the other two property owners is needed.
- The drywell situation cannot be solved unless we have all three property owners on board.
- Councilor Taylor suggests a face to face meeting.

A motion was made by Councilor Taylor and seconded by Councilor Brotherton to obtain additional professional services to help in the drywell situation up to the amount of 500.00. Motion Passes Unanimously.

**C. Discussion and or action on Historic Review Guidelines,** Upon Council request Councilor Sahlin contacted the City Planner to get a cost estimate to help facilitate the updates on the Historic Review Guidelines as follows:

Goals:

- Procedural aspects of Chapter 17 of the Municipal Code: Specifically, AMC 17.04 through 17.16 to ensure that procedural aspects such as notification and hearing procedures are current and being followed and ensuring the standards meet current land use law for land use determinations (not including 17.20- Signs, 17.24- Accessory Dwelling Units, or 17.28- Temporary Uses and Structures).
- Determining applicability of the standards and guidelines in an Inventory vs. District format. Type I & II break out of which properties would be subject to administrative review vs. requiring Historic Review

Board review. This discussion and potential procedural change is based upon the recent survey completed by the State Historic Preservation Office (SHPO).

- Review of the Design Review Guidelines for Historic District Properties, in partnership with the Historic Review Board, to focus the guidelines and provide more clarity (permitted vs. prohibited). Review of a potential revision to the procedures to provide Type I (administrative) and Type II (Historic Review Board) review processes.
- Enforcement and follow up on violations. Assignment of responsibility in assuring conditions are met and adoption of policies for implementation for enforcement.

Planning Services (40 hours)

- Two work sessions with Planning Commission to develop draft code revisions based upon feedback from council (3 hours each plus 5 hours research/follow up/revisions to code language= 16 hours)
- One work session with Planning Commission and HRB based upon draft code revisions from HRB and revisions based upon feedback (4 hours)
- One work session with PC and CC in preparation for adoption and follow up revisions (4 hour)
- Creation and processing of Legislative Amendment code update application on behalf of city (applicant), including completion of application, notices, mailings and staff report (10 hours)
- Legislative amendment public hearing before the Planning Commission with recommendation to City Council (3 hours)
- Legislative amendment public hearing before the City Council for adoption of code revisions and any revisions, if applicable (3 hours)

Services/Costs to be provided by Council/city staff:

- Outline of the changes they are looking for from HRB and what issues/concerns need to be addressed
- Mailing and publication costs related to the legislative amendment
- Staff support (attendance at work sessions and public hearings, planning staff support).
- Printing of code revisions

Planning services (COG)	\$3,500
Personnel costs (CITY)	\$2,500
Mailing notices, newspaper advertisements, and printing cost	\$700
<b>TOTAL</b>	<b>\$6,700</b>

- Council discussion started by Councilor Roberts asking how does the Planning Commission have the authority to update the Historic Guidelines, it is explained that we are simply trying to help improve this document for clarity. There is a fairly passionate discussion between Council members regarding whose authority it is to make these updates, between Mayor Meirov and City Attorney Koho they explain that council can direct who they want however this document is a portion of the Aurora Municipal Code and an appendix to title 17 which Planning Commission is in charge of however the council desire is to have both boards working in conjunction to create a better and clearer document presented for council approval. Mayor Meirov states again that HRB has been doing an excellent job they are working from the document before them. Now I and the council think some improvements to the document are in order: in conclusion of the discussion,

- The conversation turns to Finance Officer Vlcek to see if there is money in the budget for this cost estimate Vlcek states not much however I think that it could be stretched over two fiscal years and split the cost.

A motion is made by Councilor Sahlin and seconded by Councilor Brotherton to approve splitting the cost over two fiscal years. Motion Passes was opposed by Councilor Roberts.

- D. **Discussion and or action on the TGM Final Report from workshop in June,** A very brief discussion about the findings in the report as presented, a memo from the City Planner outlining the Planning Commission comments was left out of the packets by mistake and City Recorder Richardson apologizes to Council and states that basically the Planning Commission suggest acknowledgement of the report which the Council does do and thanks the hard work of the consultants.

## 10. New Business

### A. Election of New Mayor.

- Letter of interest from Gary Lovell, Aurora states to the council he is removing his name and lets the council know they are all doing a great job.
- Letter of interest from Jon Montgomery, Aurora
  1. What is your experience on various boards, *I have been on a few fund raiser committees.*
  2. How would you handle be constantly harassed, *I am a volunteer fire fighter and I think I get some of that now and could handle it fine.*
  3. How long have you lived in Aurora, *I have been here for a year and a half, born and raised in Canby Oregon.*
  4. What are your specific goals, *I would like to make the position of Mayor a job that no one would want to quit.*
  5. Do you think you can devote enough time (30hrs a week) to this position, *I feel that I can yes.*
- Letter of interest from Curtis Gatlin, Aurora was not present at the meeting.
- Letter of interest Council President, Greg Taylor, Aurora
  1. What is your experience on other boards; *I have been a part of Aurora since the 70's first as a Planning Commission Member and then moved up as a City Councilor.*
  2. How will you deal with other boards and entities, *I think I can do that I feel I have a good understanding that we are all volunteers and can listen and communicate with the citizens.*
  3. Are you available to have contact with staff on any given moment, *I work full time but have a very easy going boss and can receive cell phone calls.*
  4. Were you appointed and elected, *yes on both*
  5. What are your specific goals and where do you see the city, *I feel that we need to continue in our investment in our infrastructure and need to plan now for that, I have been a proponent for industrial growth towards the Airport and we need the additional growth and the dollars it will produce.*
  6. This position is a lot like being the City Manager do you have the time, *yes I do and at times I have had to cover for the previous Mayor.*
- Letter of intent from Whitney Tustin, Aurora
  1. Why do you want to be Mayor, *I would like to listen and do what the citizens want.*
  2. What is your experience on other boards, *I have not been part of city government as of yet.*

3. How do you deal with harassment, *I grew up with four brothers and I think I have a thick skin and the majority rules.*
4. How long have you been in Aurora, *I have lived here over 10 years I had considered running for a board and my wife talked me out of it.*
5. What do you do for a living; *I work at Columbia Helicopter about 60 hrs a week.*
6. How do you feel about the comments from the Mayor in regards to the Airport it could be a conflict, *I would do whatever Aurora citizens want.*
7. What do you think about the police situation and going out of city limits, *I believe in IGA's and I think if they are asked to help they should.*
8. How many times have you attended meetings, *I work a lot and in past years the council did not always get along and so I stopped coming.*

*These questions and answers are a brief overview they are not verbatim you can obtain a copy of the recording at City Hall.*

- **Does anyone in the audience want to be added as a candidate? No one came forward. Does anyone want to ad to their questions or something they want to say. No one came forward.**
- **Election was held and Councilors voted as follows;**
  - **Councilor Brotherton voted for Greg Taylor**
  - **Councilor Sahlin voted for Greg Taylor**
  - **Councilor Roberts wrote in and voted for Charles Donald**
  - **By a two to one vote Greg Taylor was appointed Mayor for a term ending at the first meeting in January of 2013**
  - **Oath of office was administered to Greg Taylor.**

**Presented to Jim Meirow a plaque of appreciation.**

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A motion to declare the Council position vacant and be voted on at the October 11, 2011 meeting was made by Councilor Roberts and seconded by Councilor Sahlin. Motion Passes.

A motion to nominate Terri Roberts as Council President is made by Councilor Sahlin and seconded by Councilor Brotherton. Motion Passes.

**Before leaving the meeting a citizen Jim Fisher asked both Montgomery and Tustin how they could apply for the Mayor position when this is the first time he has ever seen them at a meeting. Montgomery replied I was still trying to get the lay of the land so to speak. Tustin said well I was busier and now I have more time also a lot of finger pointing was happening and I just stopped coming. Also both Montgomery and Tustin stated they would be interested in the open Council position created. City Recorder, Richardson stated please put something in writing.**

**11. Adjourn**

A motion to adjourn the September 13, 2011 meeting at 9:12 pm was made by Councilor Roberts and seconded by Councilor Sahlin. Motion Passes Unanimously.

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Greg Taylor, Mayor

ATTEST:

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Kelly Richardson, City Recorder

**Minutes**  
**Aurora Planning Commission Meeting/Worksession**  
Tuesday, September 06, 2011 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

**COMPLETED**

**STAFF PRESENT:** Kelly Richardson, City Recorder  
**Renata Wakeley, City Planner**

**VISITORS PRESENT:** Richard Harrison, Aurora

**1. Call to Order of Planning Commission Meeting**

The meeting was called to order by Planning Chair Nick Kaiser at 7:02 p.m.

**2. City Recorder Did Roll Call**

Chairman, Kaiser	-	Present
Commissioner, Graupp		Present
Commissioner, Gibson		Came in late
Commissioner, Graham		Absent
Commissioner, Fawcett		came in late
Commissioner, Braun		Present
Commissioner, Schafer		Present

**3. Consent Agenda**

**Minutes**

- **Planning Commission Meeting** – August 02, 2011  
Pg 2 OTAC spelled wrong OTAK is correct  
Pg 2 Schaffer is spelled wrong Schafer is correct  
Pg 1 comments on Council minutes did not approve of the word felt changed it to stated.  
Pg 2 consensus of the Commission remove September should read future Code update.
- **City Council** – July 12, 2011

**Correspondence**

- I. **HRB status report to Council**, there was a brief discussion about the report.
- II. **2011 2<sup>nd</sup> quarter Community Block Grant Awards**
- III. **Training Flyer**
- IV. **League of Oregon Cities Bulletin**

A motion to accept the consent agenda with the changes stated for the August 02, 2011 minutes was made by Commissioner Braun and seconded by Commissioner Graupp. Motion Passes Unanimously.

#### 4. Visitor

Anyone wishing to address the Planning Commission concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Planning Commission could look into the matter and provide some response in the future.

Richard Harrison, Aurora OR, spoke to the Planning Commission about the information that he has gathered along with the information provided to him by City Planner Wakeley in regards to his property and its build ability. Mr. Harrison spoke to the Commissioners in regards to the code 16.48.040 Sec A & B he also stated he has made application to Division of State Lands for a wetlands inventory determination report.

Planning Commission discussed briefly with Mr. Harrison and City Planner Wakeley however until the City receives and application/permit there is not a lot we can do at this point.

Gary Lovell, Aurora was only visiting and made no comments.

#### 5. New Business

NONE

#### 6. Unfinished Business

##### A. Aurora State Airport Master Plan Review Update

- There is one more PAC meetings scheduled for September 15, @ 5:00 at North Marion School District
- Review of Chapter 6 and Chapter 7

##### B. Discussion and or Action on Historic Review Guidelines

- There is a brief discussion on the direction to go with the guidelines most if not all of the Commissioners along with Councilor Sahlin gave input and once it was all done they decided on four core areas to start with;
  - Chapter 17 of the Municipal Code specifically the procedural aspects and are they followed and the need for some fine tuning of procedure.
  - It was an over whelming agreement that the Guidelines were too subjective and need more clarity.
  - Inventory VS district and type I & II would need administrative approval verses going to the Board.
  - Enforcement and violation follow up, who checks to see if conditions were indeed met.
- Discussion on SHPO inventory was briefly discussed, Commissioners were not sure they agreed with the entire document.

#### 7. Commission Action/Discussion

##### A. City Planner Activity Sheet (not in your packets) Status of Development Projects within the City: Attached.

City Planner Wakeley read her report.

Wakeley updated the Commission and read her report.

- D&S Spa (Dave Foster) questions as to whether or not he would need a site design review for starting a small inn. Wakeley had no concerns and stated he did not need to go through site design.
- Richard Harrison helping him with his property questions
- Working on drafting letter to Annie Kirk for help with the tree list.

There were no more questions of Planner Wakeley.

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8. Adjourn 8:25 P.M.

A motion to adjourn the September 06, 2011 meeting is made by Commissioner Gibson and seconded by Commissioner Fawcett. Motion Passes Unanimously.

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Nick Kaiser, Chairman

ATTEST:

\_\_\_\_\_  
Kelly Richardson, City Recorder

Just Need Signature  
Approved as is.

**COMPLETED**

HISTORIC REVIEW BOARD MINUTES  
21420 MAIN STREET NE, AURORA  
August 25, 2011

**Staff Members Present:** Mary Lambert, Court Clerk

**Others Present:** Terri Roberts - City Council Liaison

The meeting of August 25, 2011 was called to order at 7:00 p.m. by Chairman Bob Thuemmel.

**Court Clerk takes Roll Call**

Chairman Thuemmel – Present  
Vice-Chair Hauser – Present  
Member Townsend – Present  
Member Wilcox – Absent  
Member Frackowiak – Present

**CONSENT AGENDA**

**A. Minutes:**

Aurora Historic Review Board – July 28, 2011

Planning Commission – July 5, 2011

City Council – July 12, 2011

- Karen Townsend pointed out an item under Correspondence in the Planning Commission minutes that states “Email about process of guideline change”. She requested a copy of that.
- Karen Townsend noted that according to the Planning Commission minutes under Discussion and of Action on Historic Review Guidelines they are planning a work shop for themselves only.
- Karen Townsend pointed out an item in the City Council minutes under Correspondence stating that after receiving the progress report on Historic Guidelines from the Historic Review Board they feel the HRB is saying they do not feel changes need to be done. Karen Townsend will send a short memo to the council to clarify the letter stated they are considering several changes.

A motion to approve the HRB minutes with several changes was made by James Frackowiak, seconded by Karen Townsend and passed unanimously.

**VISITORS**

Tracy Schaefer	Aurora
Cara Kaser	State Historic Preservation Office Salem
Kenny Gunn	State Historic Preservation Office Salem

Leesa Gratreak State Historic Preservation Office Salem  
Christine Curran State Historic Preservation Office Salem  
Greg and Megan Patzer Aurora

## **OLD BUSINESS**

### **A. Discussion of updating the Historic guidelines per City Council request.**

- Karen Townsend suggested the board schedule a work session to go over all the information each of them has gathered and proceed with the updates.
- Bob Thuemmel agreed with Karen and asked that the board contact each other with 2 or 3 dates that will work so the workshop can be scheduled.
- Bob Thuemmel asked Terri Roberts to relay to the City Council that HRB will be having a work session to go over the information they have all gathered and continue to work on this project.
- Cheryl Hauser asked if the HRB wants to make a recommendation for a SHPO representative to appear at a City Council meeting. It was decided that HRB should wrap up their work on the guidelines prior to asking someone from SHPO to attend a City Council meeting.

### **B. State Historic Preservation Office representatives Christine Curran, Associate Deputy State Historic Preservation Officer, Cara Kaser, National Register/Survey Coordinator, Kenny Gunn, Survey Intern and Leesa Gratreak, Survey Intern, will be presenting the new Historic Properties Inventory.**

- Leesa Gratreak handed out copies of the Aurora Colony Historic District Reconnaissance Level Survey dated July 2011.
- Lessea Gratreak went over the survey information and answered questions.
- All SHPO representatives answered questions the Board had regarding the survey and recommendations it contained.

## **NEW BUSINESS**

### **A. Discussion of exterior paint application for Hwy 99E Antique Mall, 21527 Hwy 99E, from Tracy Schaefer.**

- It was noted that the body color of cream is not a change, therefore it does not require approval
- The application can be approved per Guidelines for Historic District Properties, page 35, #40.

A motion to accept the new trim color of dark green was made by Karen Townsend, seconded by James Frackowiak and passed unanimously.

**B. Discussion of application for three (3) Wall signs for Hwy 99E Antique Mall, 21527 Hwy 99E, from Tracy Schaefer.**

- Applicant confirmed they will not be using an A-Frame sign.
- Font, size, ratio, colors and material are all approved per Aurora Municipal Code #17.20.070 and #17.20.100.

A motion to approve the signs as submitted was made by Karen Townsend, seconded by James Frackowiak and passed unanimously.

**C. Discussion of picture of awning for Los Paniaguaitas Produce Inc., 21338 Hwy 99E, Aurora Market and Deli, from Alfredo Paniaguaita.**

- No application was received and Mr. Paniaguaita was not present, therefore no action was taken.

**D. Discussion of exterior rehab application at 21852 Airport Rd from Megan Patzer.**

- Application was completed in the office on August 25, 2011, and presented to the board at this meeting.
- Greg Patzer listed each item applied for on the whiteboard as requested by the board.

**1. Hardiplank siding (house, shop, shed);**

- Karen Townsend questioned the reveal and texture of the siding. Per Greg Patzer, the reveal is smaller and it is textured.
- The material is acceptable based on the Design Review Guidelines for Historic District Properties page 33, Exterior Siding and Details, #34, bullet 4.

A motion to approve the Hardiplank siding for the balance of the House, the shop and the shed was made by Karen Townsend, seconded by Cheryl Hauser and passed unanimously.

**2. Paint (lt beige, dark) gutters and trim;**

- It was confirmed there are three colors on the house – light beige and darker beige for the base, and dark brown for the trim and gutters.

A motion to approve the paint colors as presented was made by Cheryl Hauser, seconded by Karen Townsend and passed unanimously.

**3. Faux Rock (Owens Corning) lower third front of garage, house and shop;**

- Design Review Guidelines for Historic District Properties page 32, Materials, #32, bullet 2 was cited.
- There was no motion to approve. Bob Thuemmel noted this item failed.

4. Windows – Milgard Montecito – Vinyl;

- Design Review Guidelines for Historic District Properties page 42, Windows, #55, bullets 2 and 7 was cited.
- Greg Patzer confirmed the windows are trimmed with wood.

A motion to approve the windows was made by James Frackowiak, seconded by Karen Townsend and passed unanimously.

5. Front porch railing;

- Megan Patzer explained that the porch railing was not safe so they replaced it with wood and black aluminum balusters which is the same look as they have in the back of the house.
- Cheryl Hauser noted the footprint of the porch was not changed.
- Design Review Guidelines for Historic District Properties pages 43/44, Porches, #60 and page 32, Materials, #32 was cited.

A motion to approve the porch with aluminum railing balusters and wood framing as submitted was made by Karen Townsend, seconded by James Frackowiak and passed by a vote of 3 to 1 with Bob Thuemmel opposed.

6. Screen backyard and fence with Arborvitae;

- Arborvitae will be planted in front of fence on one side of house and the existing fence will be moved behind the existing arborvitae on the other side of the house to provide screening.
- Design Review Guidelines for Historic District Properties pages 21/22, Historic Fencing #2 bullet 3 and page 23, Plant Materials, #6 was cited.

A motion to approve the landscape material of arborvitae to be placed as a screen over the chain link fence and existing chain link fence be moved or arborvitae moved to screen the fence from the street was made by Karen Townsend seconded by Cheryl Hauser and passed unanimously.

7. Garage Doors – Vinyl Wayne Dalton 9700 series.

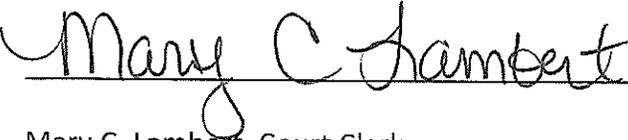
- It was noted that the garage doors are not on the application but the board would like to consider them now.
- Greg Patzer stated that the garage doors are white vinyl clad trimmed with wood.
- Bob Thuemmel cited Design Review Guidelines for Historic District Properties page 41, Doors, and noted there is no subsection specific to garage doors.
- Bob Thuemmel feels the board must approve these doors that are already up due to the long history of the application but wants the record to be clear that the board is not endorsing this material.
- Bob Thuemmel asked Greg Patzer to supplement his application and write in garage doors.

A motion to conditionally accept the garage doors because they are already installed but note they are made of a generally unapproved material was made by Karen Townsend, seconded by James Frackowiak and passed unanimously.

**ADJOURN**

A motion to adjourn was made at 9:17 pm by Karen Townsend, seconded by James Frackowiak, and passed unanimously.

  
Cheryl Hauser, Vice Chairman

  
Mary C. Lambert, Court Clerk

NOTICE OF FINAL DECISION  
APPLICATION APPROVED BY THE HISTORIC REVIEW BOARD  
CITY OF AURORA, OREGON

Date application was heard by HRB: September 22, 2011

Date this Notice is mailed: *October 5, 2011*

Name of Applicant: G. D. Foster for D & S Gift & Spa

Applicant's Mailing Address: 21517 Hwy 99E Aurora, OR 97002

Project Description: Relocate and add to existing freestanding sign

Subject Property Address: 21517 Hwy 99E Aurora, OR 97002

Findings:

This application is approved per the Aurora Municipal Code #17.20.070 and #17.20.100 **with one condition.**

Comments/Recommendation:

Approved relocating the existing freestanding sign out towards the sidewalk **with the condition that City Staff determine new placement will not obstruct vision from the parking area.**

Approved addition of "Vacation Rental 503-863-1379" text in 6" high black lettering using Heritage Bold font.

The findings and conclusions on which this decision is based are contained in the minutes for the HRB meeting at which this decision was made and audio-tape record of the HRB's meeting and deliberations. The minutes and audio-taped record are available at Aurora City Hall, 503.678.13283, 21420 Main Street, Aurora, Oregon.

The Historic Review Board's decision is final on the date that this notice is mailed. Any party with standing may appeal this decision with the City of Aurora Municipal Code which provides that a written appeal, together with the required fee, shall be filed with the City Recorder within fifteen (15) calendar days of the date the Notice of Decision was mailed. The appeal fee schedule and forms are available from the City Recorder at City Hall, 214209 Main Street NE, Aurora, Oregon 97002.

This decision is approved and this Notice of Decision serves as the Certificate of Appropriateness subject to the conditions set forth above.

Cheryl Hansen  
Aurora Historic Review Board

Oct. 4, 2012  
Date of Signature

# Memo

**To:** G D Foster, D & S Gift and Spa, 21517 Hwy 99E  
**From:** City of Aurora Public Works  
**CC:** City Recorder  
**Date:** 9/30/2011  
**Re:** Sign Application to HRB dated 9-18-2011

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Per Bob Southard, City of Aurora Public Works Superintendent, the proposed site location on the above application has been denied. He has marked a setback on the property behind which placement is appropriate.

**recorder**

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**From:** Wakeley, Renata [renatac@mwvcog.org]  
**Sent:** Thursday, October 06, 2011 10:17 AM  
**To:** recorder  
**Cc:** Bill Graupp; Bud Fawcett; Jonathan Gibson ; Joseph Schaefer; Nick Kaiser; Robert Graham; Stephen Braun; Wakeley, Renata  
**Subject:** ODOT Corridor Study  
**Attachments:** Study Area.jpg; Solicitation for RFP\_Scope of Work.doc

Kelly,

Please provide a copy of the attached to the Aurora City Council in their October (if not too late) or November Council packets under correspondence. ODOT requested City of Aurora representation on the Project Management Team and I received tentative approval from Nick Kaiser and Jason Sahlin to serve as the point of contact on behalf of the City as well as the reviewer for draft plan documents and the contact for the estimated five Salem meetings over the 16 month planning period. When time permits, I will submit copies of draft documents to the Planning Commission for their review and comment as well.

I have cc'd the Planning Commission in this email so they are also aware of the study area and scope of work.

Regards,

Renata Wakeley, Planner  
Mid-Willamette Valley Council of Governments  
105 High Street SE, Salem OR 97301  
p: 503 540 1618  
f: 503 588 6094

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**From:** Michael Tomasini [<mailto:mjt@dksassociates.com>]  
**Sent:** Wednesday, October 05, 2011 11:37 AM  
**To:** Wakeley, Renata  
**Subject:** Planned or Committed Developments

Hello Renata

I am working with ODOT and the County on the OR 99E Corridor Study for the section of OR 99E between the northern Woodburn UGB and the northern Aurora UGB, and am looking for a list of planned or committed developments within our study corridor. I've attached a picture with a red border around our study area. Is there a time today that would work for me to give you a call to discuss?

Thanks in advance for your time.

Mike

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**Michael Tomasini, PE, PTOE**  
***DKS Associates***  
TRANSPORTATION SOLUTIONS  
1400 SW 5th Avenue, Suite 500  
Portland, Oregon 97201

# OR 99E Woodburn to Aurora Segment Corridor Plan

**Study Area**

- Study Corridor
- ▭ 1/2 Mile Corridor Buffer
- - - UGB





A&E "Related Services"

**MINI-SOLICITATION (MiniS) #24000**

for

**WOC Assignment under Transportation Engineering, Planning and Environmental (TEPE) and Related Services Price Agreements (PAs) 27449 to 27460**

**Project Name: OR 99E Woodburn-Aurora Corridor Segment Plan**

**Project Location: Woodburn-Aurora, OR**

**PROPOSAL SUBMISSION DEADLINE: December 22, 2010 by 4:00 p.m.**

Proposals must be submitted via e-mail to the following Single Point of Contact no later than the submission deadline.

**Single Point of Contact:** Jerry Bohleen  
Procurement & Contracts Specialist  
Oregon Department of Transportation

**E-mail: [jerry.bohleen@odot.state.or.us](mailto:jerry.bohleen@odot.state.or.us)**

**Phone: 503-986-2939**

## **Section 1.0 SOLICITATION INFORMATION AND REQUIREMENTS**

### **1.1 SUMMARY OVERVIEW and PROJECT OBJECTIVES**

A "Highway 99E Corridor Safety Report" was prepared by ODOT Region 2 staff in July of 2001. This study was initiated by the Area 3 Manager, at the request of the Mid-Willamette Valley Area Commission on Transportation (MWACT), in response to concerns about the apparent high accident and fatality rates in the OR 99E corridor. The completed Safety Report focused on short term and long term spot improvements to improve safety along the corridor.

The purpose of the OR 99E Woodburn-Aurora Corridor Segment Plan is to analyze the corridor segment north of the Woodburn urban growth boundary (UGB) to the Region 2 boundary north of Aurora to re-assess the function of the corridor, identify how to improve operations and safety, and preserve the highway's functional integrity along the corridor segment. The goal of the corridor segment plan is to determine how best to improve or preserve existing and future highway operations and safety. This effort will include an assessment of existing accesses, existing and future operational conditions, and environmental or other constraints and may result in the development of access deviations or alternative mobility standards if current standards cannot be met or maintained.

The Oregon Department of Transportation (Agency) is seeking one professional services Consultant (or prime-led team) to provide Architectural and Engineering services (“Services”) for the **OR 99E Woodburn-Aurora Corridor Segment Plan**.

The Tasks and associated deliverables are further described in **Section 3**, ”Summary of Tasks.” The selected Proposer and Agency will negotiate the final Statement of Work, within the scope of what is advertised here, for inclusion in the final Work Order Contract (WOC).

Proposers responding to the MiniS do so solely at their expense. Agency is not responsible for any Proposer expenses associated with the MiniS.

Proposers are advised that the award and potential dollar amount of the WOC under this MiniS are contingent upon available project funding for Agency’s use under its sole discretion.

The WOC is anticipated to start winter 2010/2011, and is expected to last approximately 14–16 months. Pending successful negotiations, the selected Proposer shall perform its obligations according to the WOC and applicable terms and conditions of the parent Price Agreement (PA) and exhibits thereto. Contingent upon Agency’s need and Consultant’s performance – Agency reserves the right to amend this WOC for subsequent phases, additional compensation contingent upon the availability of approved funding, and Agency’s need and Consultant’s performance.

## **1.2 QUESTIONS AND CLARIFICATIONS**

### **1.2.1 PROPOSER QUESTIONS**

All inquiries, whether relating to the MiniS process, administration, deadline or award, or to the intent or technical aspects of the services must be submitted in writing via e-mail to the Single Point of Contact for this Mini-RFP identified on page 1. **All questions must be received not later than 5 business days prior to the Proposal submission deadline.**

### **1.2.2 ADDENDA**

Answers to questions Agency receives and that Agency, in its sole discretion, determines are substantive and provide new information, will be issued as official Addenda to this MiniS. When appropriate, as determined by Agency in its sole discretion, revisions, substitutions, or clarifications of the MiniS will be issued as Addenda to this MiniS. Changes or modifications to this MiniS will be binding on Agency only if in the form of written Addenda issued by the Agency. Agency will provide any Addenda to all firms who have received this MiniS.

## **1.3 PUBLIC RECORDS**

After the evaluation/selection and negotiation process is complete, Proposals will be open to public inspection in accordance with ORS 279C.410. If a Proposal contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.410 through 192.505, the Proposer must clearly designate the portions of its Proposal that Proposer claims are exempt from disclosure, along with a justification and citation to the authority relied upon. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. **Identifying the Proposal in whole as exempt from disclosure is not acceptable.** If Proposer fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure and the authority used to substantiate that claim, Proposer is deemed to waive any future claim for non-disclosure of that information.

## 1.4 PROPOSAL SUBMISSION REQUIREMENTS (“PASS/FAIL” & “REQUIRED” ITEMS)

### PASS/FAIL:

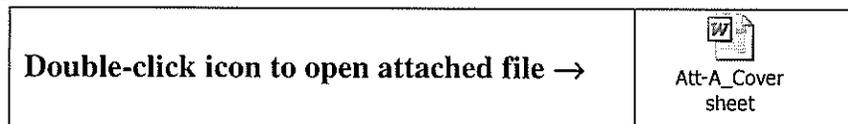
- Items in this Section 1.4 marked as “PASS/FAIL” that are incomplete (except for minor informalities), not submitted by Proposal due date and time, or are otherwise not in substantial conformance with the requirement, will be rejected as non-responsive. Proposal must comply with ALL requirements marked as “PASS/FAIL” to be considered for further evaluation.

### REQUIRED ITEMS & SCORING DEDUCTIONS:

- **Proposals will receive a 2 point scoring deduction** for each item in this Section 1.4 marked as “REQUIRED” that is incomplete (except for minor informalities) or not submitted with the Proposal in substantial conformance of the requirement. Incomplete or missing items must be completed and submitted within 2 business days of request by Agency (this does not apply to “PASS/FAIL” items which must be submitted by Proposal due date and time). Failure to complete and deliver missing or incomplete “REQUIRED” items within 2 business days of request by Agency shall result in Proposal rejection.
- Proposals not in conformance with the 12-point minimum font requirements for substantive text (including text in tables and resumes) **will receive a 5 point scoring deduction and will not be sent back to Proposer for correction.**
- Scoring deductions are on an average score per Proposal basis and not a deduction per evaluator. For example, if a Proposer received an average score of 92 points from the evaluation committee, a 2-point scoring deduction would result in a Proposal score of 90.

#### 1.4.1 PROPOSAL COVER SHEET (REQUIRED)

The Proposal must include a completed, signed Proposal RFP Cover Sheet using the form attached below as an electronic file.



#### 1.4.2 PROPOSAL SUBMISSION DEADLINE (PASS/FAIL)

Agency will not accept Proposals submitted after the Proposal submission deadline indicated in this MiniS. **Proposal must be received at the correct e-mail address on or before the due date and time indicated on page 1.** Agency is not responsible for and will not accept mis-delivered Proposals.

#### 1.4.3 SUBMITTAL FILE SIZE and REQUIRED FORMS (REQUIRED)

Proposals and any required forms must be submitted via e-mail. **The size of any file attached to the e-mail must not exceed 1 megabyte. The total combined size of all files for Proposal, Coversheet and any forms must not exceed 2 megabytes.**

- **(REQUIRED)** Capacity Summary (using Agency form) submitted in Excel format. If the written Proposal consists only of a capacity summary, to be followed by interviews, Capacity Summary still must be submitted with a signed Mini-RFP Cover Sheet. The Capacity Summary form is available at: <http://www.oregon.gov/ODOT/CS/OPO/AE.shtml#Forms>
- **(REQUIRED)** Key Staff Resumes form (using Agency form) submitted in MS Word format. Key Staff Resumes form is, available at: <http://www.oregon.gov/ODOT/CS/OPO/AE.shtml#Forms>
- **(REQUIRED)** Reference forms as required in section 2.1.3.

#### 1.4.4 DELIVERY ADDRESS

Required electronic submittals must be delivered to the e-mail address specified on page 1. In the submittal e-mail, Proposers may request an e-mail confirmation that the submittal was received by Agency.

#### 1.4.5 FORMAT FOR PROPOSAL AND PAGE LENGTH LIMITATION

The Proposal must be organized in accordance with the list of Scoring Criteria categories in Section 2.2. **The Proposal must not exceed 7 pages, excluding** MiniS Cover Sheet, any tabs or indexes, table of contents, Capacity Summary form, BOC (if applicable), “Key Staff Resumes” (if required, including any limitations, in Section 2.2), and Reference Forms (if required). **If a Proposer submits a Proposal exceeding this limit, Agency will consider the pages up to the allowable page limit and discard all subsequent pages.** The Proposer may choose how to allocate the number of pages between any sections, within the overall page limit.

One Page is defined as: one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text (**including text in tables and resumes**). Any page over this size will be counted as 2 pages. Any page or partial page with substantive text, tables, graphics, charts, resumes, etc., will be counted as 1 page.

**(REQUIRED) Proposals must use 12-point minimum font size for the substantive text** in Proposals (including text in tables). “Key Staff Resumes” (if required – see 1.4.3) should use an 11-point minimum font. Proposers may use their discretion for the font size of other materials that do not include substantive text (e.g. headings, graphics, picture or graphics captions, and org charts).

#### 1.4.6 TERMS AND CONDITIONS (PASS/FAIL)

Unless otherwise provided in this MiniS, by submitting a Statement of Proposal (SOP), each Proposer agrees to be bound by and comply with the terms and conditions of the Proposer’s existing PA, as amended. Any SOP that is conditioned on Agency’s acceptance of terms and conditions other than those set forth in the existing PA and the requirements specified in this MiniS (as they may be revised by an addendum to this MiniS) will be rejected as non-responsive.

### **1.5 DBE and MWESB**

#### 1.5.1 DISADVANTAGED BUSINESS ENTERPRISE (DBE)

This Project includes Federal funding.

- The DBE participation goal for the proposed WOC is 0%.

#### 1.5.2 MINORITY, WOMEN, EMERGING SMALL BUSINESS ENTERPRISE (MWESB)

An MWESB Aspirational Target will be assigned if the WOC does not include federal funding and it is likely to exceed \$500,000 (including amendments for future phases).

## **Section 2.0 PROPOSAL EVALUATION & CONSULTANT SELECTION**

### **2.1 EVALUATION PROCESS**

#### 2.1.1 EVALUATION

Agency will evaluate Proposals in accordance with the Pass/Fail criteria identified in **Section 1.4**. Proposals meeting those criteria will be forwarded to an evaluation committee of at least 3 members

that will independently review, score and rank Proposals according to the Scoring Criteria set forth in **Section 2.2**.

The outcome of the Evaluation process may, at the Agency's sole discretion, result in:

- (a) notice to Proposer(s) of selection or rejection for WOC negotiation and possible award;
- (b) further steps to gather additional information for evaluation, (e.g. checking references, notice of placement on an interview list, requesting clarification); or
- (c) cancellation of the MiniS and either re-issuance of the MiniS in the same or revised form or no further action by Agency with respect to the MiniS.

Agency reserves the right to reject any or all Proposals and reserves the right to cancel this MiniS at anytime if doing either would be in the public interest as determined by Agency. Agency is not liable for any costs a Proposer incurs while preparing or presenting the Proposal or during further evaluation stages. All Proposals will become part of the public file without obligation to Agency.

### 2.1.2 INTERVIEWS/FOLLOW-UP QUESTIONS

Interviews/follow-up questions may be conducted and scored at the discretion of Agency. If interviews/follow-up questions are conducted, the following will apply:

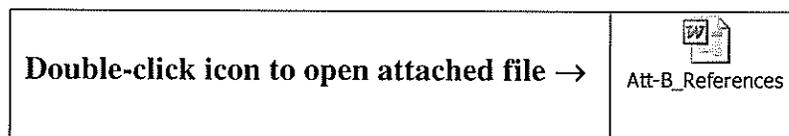
- A minimum of 3 evaluators shall score the interviews/follow-up questions;
- Interview/follow-up question scores (up to a maximum of 20 points) will be combined with the other criteria scores to arrive at a total score. The total score will be ranked to determine the apparent successful Proposer. Further details will be included with notification of time and date of interview.
- The number of Proposers selected for interviews/follow-up questions is at the sole discretion of Agency.

### 2.1.3 REFERENCES

Proposers must provide 3 references (using the form attached below as an electronic file) for projects relevant to the Project(s) described in this RFP. Up to 3 additional references may be provided as alternates in the event Agency is unable to contact any of the references. A maximum of 3 attempts will be made to contact each reference within a 5 business day period. References may be checked regarding Proposer's past performance and to determine if they are supportive of the Consultant's ability to successfully complete the Services described in this RFP. Failure to provide complete and/or accurate information in a Proposal or reference may be cause for Proposal rejection.

References may be scored if determined necessary by Agency (including without limitation, to break ties, for example). If references are scored, the following will apply:

- Agency will provide the same questions to each reference;
- Reference scores (up to a maximum of 20 points) will be combined with the other criteria scores (and interview scores, if applicable) for a total score.
- The number of Proposers selected for reference scoring is at the sole discretion of Agency.



### 2.1.4 AGENCY QUESTIONS

Agency may require any clarification it needs to understand the Proposer's Proposal. Any necessary clarifications or modifications which are in the best interest of the Agency may be made before the

Proposer is awarded a WOC, and some or all of the clarifications or modifications may become part of the final WOC.

### 2.1.5 METHOD OF AWARD

The total scores and selection for tentative WOC assignment will be determined as follows:

- Total Proposal Score = Total of all evaluator scores for a given Proposal, divided by the number of evaluators, minus any **SCORING DEDUCTIONS** received per Section 1.4.
- Total Interview Score (if conducted) = Total of all evaluator scores for a given interviewee, divided by the number of evaluators.
- Total reference/performance score (if references or performance evaluations are scored) = Total score received for all references/performance evaluations divided by the number of references/performance evaluations scored.

**Final Score** = Total Proposal Score plus Total Interview Score (if conducted) plus Average of reference/performance Scores (if conducted).

Agency will negotiate the payment amount and methodology with the top ranked Proposer (based on Final Scores). If negotiations are not successful, Agency may terminate negotiations with the top ranked Proposer and may begin negotiations with the next highest ranked Proposer and so on, until successful negotiations are completed or Agency determines that cancellation of this MiniS is in the best interest of the State.

## **2.2 SCORING CRITERIA**

Proposal scoring will be based on the criteria stated in the subsections below. The Proposer must describe how Proposer meets the requirements that are specified in this Mini-RFP as related to the scoring criteria below. Be clear and concise.

### 2.2.1 EXPERIENCE

The City of Woodburn is currently working on a Highway 99E Corridor Plan within the City's UGB, which may mean coordination with other consulting firms on the corridor plan process.

Describe your firm's experience in coordinating planning processes where another firm is leading projects near the study area. **20 points**

Describe an earlier transportation facility plan project (corridor, access management, interchange area management, downtown, etc.) managed by your firm. What were the primary difficulties and how did you deal with them? How did you ensure that the project stayed on schedule? **20 points**

## **2.2.2 COORDINATION AND PUBLIC INVOLVEMENT**

The Corridor Segment Planning process will deal extensively with planning for OR 99E and intersecting city and county streets.

Describe how you believe your firm's team can best interact with the State, the Cities, the County, developers, and public interest groups. Note strategies you have previously used successfully (or unsuccessfully) to build agreements and achieve consensus. What public involvement and outreach techniques do you believe would be the most effective for this project? **25 points**

## **2.2.3 PROJECT APPROACH**

Frequently, State transportation mobility standards come into conflict with local cities' needs to preserve safe, connected, pedestrian-friendly, attractive, livable, commercially viable, and well-functioning communities. Additionally, communities are sometimes unable to meet these standards due to funding constraints. Describe how you would integrate addressing these issues into the overall approach that you recommend for conducting this project. **25 points**

## **2.2.4 LOCATION**

Describe proximity to the project of your firm's staff that will be assigned (office/satellite office) and your firm's knowledge of the locality. Include proximity of any subconsultants that would be assigned substantial project roles. Also identify how travel and any other lodging costs will be minimized for this project. **10 Points**

## **2.3 AWARD SUBMITTAL REQUIREMENTS**

### **2.3.1 COST DATA**

Following development of the Statement of Work, the selected Proposer shall submit a detailed Breakdown of Costs (BOC) with cost information as required in the WOC Assignment and Requirements Exhibit of the PA.

## **SECTION 3.0 SUMMARY of TASKS**

The corridor segment plan tasks are identified below and may include, but are not necessarily limited to, the activities specified therein:

- Task 1 – Project Management
- Task 2 – Review Land Use and Transportation Plan and Policies
- Task 3 – Assess Transportation Conditions
- Task 4 – Identify and Map Constraints
- Task 5 – Problem Statement and Evaluation Criteria
- Task 6 – Analyze and Refine Alternatives
- Task 7 – Recommendation and Draft Plan
- Task 8 – Public and Stakeholder Involvement
- Task 9 – Agency Coordination and Project Management Team Meetings

**Task 1 Project Management:**

Project management duration is 14-16 months. This task includes the services required to manage the project analysis and production efforts, confer with ODOT managers, document and monitor progress, and direct quality control activities. Specific activities include:

- Program, supervise, and coordinate project work and staff.
- Prepare monthly progress reports.
- Communicate regularly with ODOT project manager.
- Prepare and monitor work plans and schedule.
- Provide information for regular updates to the project teams as required.
- Maintain project files.

**Task 2 Review Land Use and Transportation Plans and Policies:**

This task includes services required to review and summarize all applicable transportation and land use plans, OARs, and local ordinances that may influence transportation and land use decisions in the project vicinity. Specific activities include:

- Reviewing and summarizing, with respect to their relevance to the corridor segment plan, the following plans, studies, ordinances, administrative rules and policies:
  1. Previous plans related to OR 99E in the project area
  2. Oregon Highway Plan (and subsequent amendments) (1999)
  3. Oregon Bike and Pedestrian Plan (1995)
  4. Highway Design Manual and amendments (2003)
  5. ODOT Access Management Manual
  6. ODOT Traffic Manual (amendment March 2008)
  7. Oregon Transportation Plan (2006)
  8. Access Management Rules (OAR chapter 734 division 51)
  9. Marion County Rural Transportation System Plan (2005)
  10. City of Woodburn Transportation System Plan (2005)
  11. City of Hubbard Transportation System Plan (1999)
  12. City of Aurora Transportation System Plan (2010)
  13. Comprehensive Plans and Zoning Ordinances for Marion County, City of Woodburn, City of Hubbard and City of Aurora.
- Using existing plans and policies (detailed above) to assist in the development of draft transportation and land use evaluation criteria for review by the project management team.

**Task 3 Assess Transportation Conditions:**

This task includes the services required to gather and update information and assess existing and future transportation system conditions. Specific activities include:

- Obtaining new full classification counts in peak hour at locations to be determined along OR 99E.
- Conducting a windshield survey drive-through of the project area.
- Obtaining approach road permits and access permits in project area from ODOT.
- Evaluating and summarizing the existing transportation operational and safety conditions in the study area, including, but not limited to, sight distance limitations, driveway accesses, local intersecting roads, heavy traffic (including truck and farming vehicle traffic), crash areas (including pedestrian and bicycle injuries), skewed intersections, illumination, emergency services, right of way issues and pedestrian and bicycle facilities.

- Documenting a forecast and traffic analysis methodology according to the ODOT Analysis Procedures Manual in consultation with the ODOT Transportation Planning Analysis Unit (TPAU).
- Reviewing TPAU data and coordinating with TPAU to obtain information required for alternatives analysis of future conditions. This analysis must be conducted at a planning-level of detail and highlight operational opportunities and constraints.

**Task 4 Identify and Map Constraints:**

This task includes services required to identify and map environmental and land use constraints along the highway segment. Specific activities include:

- Preparing a base map for the project.
- Utilizing existing maps and analysis previously prepared by ODOT to identify and document potential environmental constraints.
- Documenting areas where significant environmental constraints pose challenges or barriers to transportation improvements.
- Describing existing zoning and land use (development) patterns.
- Describing future land use and development potential (qualitative description) based on existing and planned land use, zoning, transportation infrastructure, and buildable lands information.
- Identifying potential conflicts between existing and planned land uses and transportation system operations.
- Collecting digital or other mapping data from Marion County, Mid-Willamette Valley Council of Governments (MWVCOG), and ODOT Trans GIS. Preparing GIS land use maps for existing land uses (including vacant lands), zoning and future land uses.

**Task 5 Problem Statement and Evaluation Criteria:**

This task includes services required to guide the development of project concepts and alternatives. The corridor segment plan must include a concise problem statement of the purpose and need for improvements to the highway. This statement must outline the reasons for the analysis and establish direction for the corridor segment plan. Specific activities include:

- Identifying the existing and future transportation needs between the City of Woodburn’s north UGB and ODOT Region 2’s boundary line north of the City of Aurora and documenting in a problem statement technical memorandum.
- Identifying the goals and objectives for the corridor segment plan based on the problem statement.
- Using the problem statement to communicate with the public.
- Developing the draft criteria that will be used to evaluate the alternatives considered in development of the corridor segment plan.
- Presenting evaluation criteria to the project management team (PMT). The evaluation criteria must be approved by the PMT for use in future tasks. Potential criteria categories include but are not limited to:
  1. Transportation and safety operations
  2. Impacts to economy, natural resources , property, and land use
  3. Implementation costs and consistency with plans
  4. Land use compatibility

**Task 6 Analyze and Refine Alternatives:**

This task includes services required to analyze and refine corridor segment alternatives relative to the evaluation criteria developed in Task 5, and recommend a phasing plan for short, medium, and long-term improvements for the highway corridor segment. Specific activities include:

- Providing graphic and textual descriptions of the refined alternatives to support effective decision-making by the PMT in selection of a preferred alternative.
- Preparing drawings of configurations of the alternatives.
- Incorporating comments collected from stakeholders into refinements.
- Refining the alternatives already selected for further evaluation to address layout with lane widths and to undergo more complete evaluation to ensure that freight, transit, bike and pedestrian movements are accommodated.
- Developing graphic information and materials required to illustrate existing operational, safety, geometric conditions, deficiencies, and options.
- Developing conceptual (planning level) cost estimate information for each preferred alternative with a contingency level consistent with typical planning estimates.
- Evaluating each alternative, following refinement, in terms of operational analysis, environmental and land use impacts, policy and planning analysis, and benefit/cost ratio. Benefit/cost analysis must follow standard ODOT methodology.
- Analyzing feasible alternatives using volume-to-capacity (v/c) ratio method for determining compliance with the Oregon Highway Plan Mobility Standards. Mobility assessments must be conducted for study area intersections and mainline highway segments.
- Identifying travel demand thresholds for critical movements for the feasible alternatives. Determining the travel volumes at which the need for improvements is warranted for each critical movement under each alternative from existing conditions to year 2030.
- Developing graphic information and materials required to illustrate existing operational, safety, and geometric conditions, deficiencies, and alternatives.
- Developing a phasing concept plan for each alternative, based on the results of the operational analysis, to provide the basis for an incremental approach to implementation leading toward the long-term solution. Developing the phasing concept plan using the future year design hour volumes.
- Identifying funding options for plan elements.
- Coordinating with ODOT to outline available funding mechanisms and approximate timeframes for implementation.
- Preparing an evaluation matrix comparing improvement alternative parameters, including transportation performance characteristics, environmental impacts, land use impacts, property impacts, and planning-level construction costs.

#### **Task 7 Recommendations and Draft Plan:**

This task includes the preparation of recommendations on the basis of the PMT's selection of preferred alternatives. Specific activities include:

- Preparing an outline of the draft corridor segment plan, a draft corridor segment plan, and a draft final corridor segment plan for OR 99E between the City of Woodburn's north UGB and the Region 2 boundary north of Aurora.
- Summarizing the methods and results of analyses and including a recommended preferred alternative.
- Revising the draft corridor segment plan into a draft final corridor segment plan for review by local agencies and ODOT prior to finalization.
- Incorporating final comments into the final corridor segment plan.
- Distributing the final corridor segment plan to ODOT and local agencies.

**Task 8 Public and Stakeholder Involvement:**

This task includes developing the mechanism to involve the public and other stakeholders for the duration of the project. Specific activities include:

- Developing and implementing creative and reasonable public involvement for the life of the project by utilizing the PMT and other methods of outreach intended to engage the local residents and business owners.

**Task 9 ODOT Coordination and Project Management Team:**

The purpose of this task is to collect input and provide direction for the development of work products. The PMT will be composed of ODOT's project manager, select ODOT staff, and other staff as determined by ODOT. Specific activities include:

- Holding project meetings throughout the duration of the project.
- Preparing agendas, meeting materials, meeting summaries and issue log for follow-up action.
- Preparing exhibits or drawings for each meeting.
- Activating the team, receiving existing materials, identifying issues, participants and roles, and reviewing the project schedule at the first project management team meeting.

To: Aurora City Council

Attached are several emails that deal with a offer to purchase 21825 Airport RD NE from Richard Harrison for \$72,500. After the email on page 2 the buyer backed out. As a result of the City Planner's incorrect interpretation of the city code I have been damaged financially.

I request that the City Council renders a decision that this piece of property is buildable subject to county permit approval. I also request that the City Council instructs the City Planner to follow the city's code as it exists.

As DLDC states the city is responsible to interpreting there code. "This is just my take on it. In the end the city is responsible for interpreting its own code. Good luck," Quote from DLDC, (see attached email).

Revising the code as suggested could lower the value of the property resulting in further damage to myself and family. This could result in a measure 49 claim.

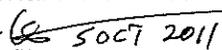
I request the City Council confirms the 6 following findings of fact in a letter to Richard Harrison, 21823 Airport RD NE. Aurora Oregon 97002.

1. The City recognizes that 21825 Airport Rd NE is a legal lot of record created in 1999.
2. 21825 Airport Rd NE is **not** shown on the FEMA maps. 21825 Airport Rd NE is **not** in the flood plain. City the code 16.48.040, **B** refers to land in the flood plain shown on the FEMA maps.
3. 21825 Airport Rd NE is **not** shown on the wetland map provided by the city to buyer.

The statement provided to DLDC by Renata in an email, in capitol letters, dated 26 Sept 2011, "- IN THIS CASE, THERE IS NO FLOODPLAIN IDENTIFIED ON HIS PROPERTY SO THE STANDARD CITY SIDEYARD SETBACK IS ALL THAT APPLIES." The set back that applies in 16.48.040, **A** section 3. b. minor drainage ways. That code information was not provided to DLDC in Renata's email.

4. The section that applies to 21825 Airport RD NE under the current code is 16.48.040, **A** section 3. b. minor drainage ways.
5. On the property there is a pond and a minor drainage way.
6. Setbacks for this address under the current code shall fall under the code 16.48.040, **A** section 3. b. minor drainage ways. Set back is 10 feet from the center line of the minor drainage way as stated in the City's code.

Richard Harrison

  
cc: file

John it looks like Renata is doing all she can to prevent this sale. Is it normal for a planner to look outside the city code for reasons to not allow a building site that is allowed by the city code? She never copied the section of the code that allows the 10 foot from insignificant waterways. She appears to be comparing center line of the creek to side yard setback.

---

**From:** Wakeley, Renata [mailto:renatac@mwwcog.org]  
**Sent:** Tuesday, September 27, 2011 1:15 PM  
**To:** Richard  
**Subject:** FW: Aurora Municipal Code 16.48 regarding setbacks on rivers and stream corridors

Richard,

FYI. Amanda is the Goal 5 specialist at DLCD. I think that an Interpretation application before the Planning Commission would be appropriate to resolve outstanding concerns and interpretations on applicability of the code. Based upon the Planning Commission's interpretation, we can revise the code to be clearer.

Please phone when you have a chance to discuss in further detail. Unfortunately, we won't be able to get an interpretation on the October agenda but we can get it on the November agenda.

Renata Wakeley, Planner  
Mid-Willamette Valley Council of Governments  
105 High Street SE, Salem OR 97301  
p: 503 540 1618  
f: 503 588 6094

**From:** Punton, Amanda [mailto:amanda.punton@state.or.us]  
**Sent:** Monday, September 26, 2011 2:27 PM  
**To:** Wakeley, Renata  
**Cc:** Oulman, Steven  
**Subject:** RE: Aurora Municipal Code 16.48 regarding setbacks on rivers and stream corridors

Renata,  
I see your problem. Is there anything else in the code that talks about a property owner's responsibility to "maintain or improve upon existing water quality"? This phrase sounds like it might relate to a TMDL implementation plan, or possibly a Goal 6 element of the comp plan.

I just looked back through our record of plan amendment notices for the city, which should include changes to city code. Going back to 2005 I did not see an amendment to the city's riparian protection program. So we can assume this code language has been there for a while. Can you figure out how it has been applied to development over the past few years?

I think an interpretation that the code is telling you to look at a side yard setback requirement to determine the setback from a stream is crazy talk.

I think you can assume that within this section of the code the "setback" refers to a setback from the stream. I think it is also reasonable to interpret the language to mean that **there is a 50' minimum structural setback**. The sentence structure is horrible, but I think it says that in addition to the minimum 50' setback along all rivers and perennial streams for all structures, there is the potential for the city to **require additional setback within the floodplain for structures allowed in the floodplain, and that this larger setback distance will not exceed 150'**. Hopefully the city has some standards or guidelines for how the setback requirement in the floodplain is determined. Possibly there is something in a separate flood hazard code. Further the code says that **structures that are not allowed in the flood plan ("all other structures") must be sited outside the flood plain**.

This is just my take on it. In the end the city is responsible for interpreting its own code. Good luck,

Amanda

**Amanda Punton** | Natural Resource Specialist  
Planning Services Division | Oregon Coastal Management Program  
Oregon Dept. of Land Conservation and Development  
800 NE Oregon #18 | Portland, OR 97232  
Office: (971) 673-0961 | Fax: (971) 673-0911  
[amanda.punton@state.or.us](mailto:amanda.punton@state.or.us) | [www.oregon.gov/LCD/](http://www.oregon.gov/LCD/)

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**From:** Wakeley, Renata [mailto:[renatac@mwvcog.org](mailto:renatac@mwvcog.org)]  
**Sent:** Monday, September 26, 2011 1:31 PM  
**To:** [amanda.punton@state.or.us](mailto:amanda.punton@state.or.us)  
**Subject:** Aurora Municipal Code 16.48 regarding setbacks on rivers and stream corridors

Hi Amanda,

I have copied the section of the Aurora Municipal Code in question and would appreciate any feedback you can provide on interpreting it's applicability to the subject property with perennial streambed but no floodplain identified on site.

**AMC 16.48 Protection of Natural Features:**

16.48.040.B. The minimum separation distance necessary to maintain or improve upon existing water quality shall be the required setback for buildings or structures proposed along side of any river or perennial streambed. This distance shall be determined by a site investigation, but will not be less than fifty (50) feet or exceed one hundred fifty (150) feet for uses permitted in the flood plain shown on the FEMA maps. For all other uses, structures shall be sited outside the flood plain shown on the FEMA maps For all other uses, structures shall be sited outside the floodplain shown on the FEMA maps.

QUESTION 1: My initial interpretation was that the property would be subject to setback of not less than 50 feet as he has a perennial stream bed on site. Do you concur with this interpretation of applicable setbacks (ie. 50 feet from streambed)?

QUESTION 2: After further review and discussion with other planners in my office, another way to interpret this paragraph would be to pull it apart:

- "The minimum separation distance necessary to maintain or improve upon existing water quality shall be the required setback for buildings or structures proposed along side of any river or perennial streambe."- IN THIS CASE, THE SIDE YARD SETBACK IN THE RESIDENTIAL ZONE IS 5 FEET SO THE 5 FOOT SETBACK IS THE REQUIRED SETBACK FOR BUILDINGS OR STRUCTURES.
- " This distance shall be determined by a site investigation, but will not be less than fifty (50) feet or exceed one hundred fifty (150) feet for uses permitted in the flood plain shown on the FEMA maps."- IN THIS CASE, THERE IS NO FLOODPLAIN LOCATED ON THE PROPERTY SO USES PERMITTED IN THE FLOODPLAIN DOES NOT APPLY AND THE 50 FOOT SETBACK WOULD NOT APPLY.
- "For all other uses, structures shall be sited outside the flood plain shown on the FEMA maps."- IN THIS CASE, THERE IS NO FLOODPLAIN IDENTIFIED ON HIS PROPERTY SO THE STANDARD CITY SIDEYARD SETBACK IS ALL THAT APPLIES.

Thanks in advance for any feedback you can provide on this matter.  
Regards,

Renata Wakeley, Planner

Mid-Willamette Valley Council of Governments

105 High Street SE, Salem OR 97301

p: 503 540 1618  
f: 503 588 6094

**Harrison, Richard**

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**From:** Tom Ramsey [tomramsey1@gmail.com]  
**Sent:** Saturday, July 30, 2011 4:35 PM  
**To:** fish1rwh@spiritone.com; Tom Ramsey  
**Subject:** Fwd: FW: Lot 504 of Map 41w12C  
**Attachments:** 16.20HRO\_HistoricResidentialOverlay.pdf; 16.34-Public\_Improvements\_effective11.10.pdf; 16.48 Natural Features.pdf; wetlandmap2.pdf; slopemap.pdf

----- Forwarded message -----

**From:** John Ludlow <[john070@hevanet.com](mailto:john070@hevanet.com)>  
**Date:** Fri, Jul 29, 2011 at 7:38 PM  
**Subject:** FW: Lot 504 of Map 41w12C  
**To:** Tom Ramsey <[tomramsey1@gmail.com](mailto:tomramsey1@gmail.com)>

Hi Tom,

My client got this email. I think it kind of contradicts what the owner may believe.

Any help you could provide would be much appreciated.

John Ludlow CRB, CRS

Principal Broker, President

John Ludlow Realty Inc.

503-682-3419

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[www.MrWilsonville.com](http://www.MrWilsonville.com)

"The charm of fishing is that it is the pursuit of what is elusive but attainable, a perpetual series of occasions for hope." ~John Buchan

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**From:** Randy  
**Sent:** Friday, July 29, 2011 4:55 PM  
**To:** [john070@hevanet.com](mailto:john070@hevanet.com)  
**Subject:** Fw: Lot 504 of Map 41w12C

9/29/2011

John,

It looks like there may be some issues in addition to the stream setbacks we should discuss.

Randy

----- Forwarded Message -----

**From:** "Wakeley, Renata" <renatac@mwvcog.org>

**Sent:** Friday, July 29, 2011 4:17 PM

**Subject:** Lot 504 of Map 41w12C

Randy,

Attached please find the following from the Aurora Municipal Code (AMC):

- a) AMC 16.20 Historic Residential Overlay
- b) AMC 16.34 Public Improvement and Utility Standards
- c) AMC 16.48 Protection of Natural Features, specifically 16.48.030 for significant slope and 16.48.040 for stream bed setback of fifty (50 feet)
- d) I've also attached a recently created slope map showing slope on the property as well as pdf from the national wetland inventory website showing potential wetlands on the site

Let me know if you are interested in receiving a copy of the Design Review Guidelines for properties within the historic district and I can forward that as well.

I will follow up with you next week regarding additional setback or building requirements that may apply to the stream and pond area of the property.

Renata Wakeley, Planner

9/29/2011

Mid-Willamette Valley Council of Governments

105 High Street SE, Salem OR 97301

p: 503 540 1618

f: 503 588 6094

--

**Tom Ramsey**

**[www.PortlandHouseListings.com](http://www.PortlandHouseListings.com)**

**Oregon Real Estate Principal Broker**

**John L Scott Real Estate**

**Phone: 503-481-0501**

**Fax: 503-775-0754**

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**Harrison, Richard**

---

**From:** STIMSON Caroline [caroline.stimson@state.or.us]  
**Sent:** Thursday, August 25, 2011 8:36 AM  
**To:** fish1rwh@spiritone.com  
**Subject:** DSL

Dear Mr. Harrison: Thank you for your telephone inquiry. Here is a recap of what we discussed. DSL regulates removal and fill in wetlands and waterways. We do not classify streams as perennial, intermittent or ephemeral. We do not use the Offsite Wetland Determination Request form to determine if a stream is perennial, intermittent or ephemeral. The form is used to determine if the property or project contains jurisdictional wetlands and/or waters, and if a permit or wetland delineation may be needed. To determine if a stream is perennial or intermittent I would use multiple sources. For instance, since you know that you have continuous flow year round in your stream, that stream would fit into our definition of a perennial stream. Our definition of streams for the purposes of the removal/fill program is as follows: "Perennial Stream "means a stream that has continuous flow in parts of its bed all year long during years of normal precipitation. "Intermittent Stream" means any stream which flows during a portion of every year and which provides spawning, rearing or food-producing areas for food and game fish. "

Sincerely,

Caroline Stimson

**Caroline Stimson**  
**Wetland Specialist**  
**Oregon Department of State Lands**  
**775 Summer Street NE, Suite 100**  
**Salem, OR, 97301-1297**

**Phone: (503) 986-5231**  
**Email: caroline.stimson@state.or.us**

**Harrison, Richard**

---

**From:** Wakeley, Renata [renatac@mwvcog.org]  
**Sent:** Friday, August 26, 2011 8:59 AM  
**To:** Richard; caroline.stimson@state.or.us  
**Cc:** Tom Ramsey  
**Subject:** RE: DSL

Caroline,

Thank you for the information below. Unfortunately, I did not record the name of the individual I spoke with at DSL but I was under the impression that a property owner could request a determination on a *specific* stream or waterway.

Do I understand you correctly that a property owner still has the option of submitting an Offsite Wetland Determination Request form for their *entire property*? If that is the case, that would be my recommendation for the property owner. It sounds like he already knows that he has a perennial stream and that certain setbacks under the Aurora Municipal Code would apply to him. If he wants confirmation from DSL, he should pursue that with the determination request form. In addition, I would think it would be useful for the property owner to know if the property contains jurisdictional wetlands and/or waters, and if a permit or wetland delineation may be needed from DSL on future development.

Let me know if I am not understanding correctly. Otherwise, my recommendation to the property owner will be to pursue an Offsite Wetland Determination Request form *for his entire property*.

Regards,

Renata Wakeley, Planner  
 Mid-Willamette Valley Council of Governments  
 105 High Street SE, Salem OR 97301  
 p: 503 540 1618  
 f: 503 588 6094

---

**From:** Richard [mailto:fish1rwh@spiritone.com]  
**Sent:** Thursday, August 25, 2011 4:06 PM  
**To:** Wakeley, Renata  
**Cc:** Tom Ramsey  
**Subject:** FW: DSL

Renata I contacted DSL and ask about the process and any fees, and below is the response I received. I have the code information you sent. Can you narrow the requirement down for me. What are you trying to find out from the state? I don't know where to go from here. Is there another state agency I need to contact?

The stream does flow year around, there is no spawning, rearing or food producing areas for food and game fish.

---

**From:** STIMSON Caroline [mailto:caroline.stimson@state.or.us]  
**Sent:** Thursday, August 25, 2011 8:36 AM  
**To:** fish1rwh@spiritone.com  
**Subject:** DSL

9/30/2011

Dear Mr. Harrison: Thank you for your telephone inquiry. Here is a recap of what we discussed. DSL regulates removal and fill in wetlands and waterways. We do not classify streams as perennial, intermittent or ephemeral. We do not use the Offsite Wetland Determination Request form to determine if a stream is perennial, intermittent or ephemeral. The form is used to determine if the property or project contains jurisdictional wetlands and/or waters, and if a permit or wetland delineation may be needed. To determine if a stream is perennial or intermittent I would use multiple sources. For instance, since you know that you have continuous flow year round in your stream, that stream would fit into our definition of a perennial stream. Our definition of streams for the purposes of the removal/fill program is as follows: "Perennial Stream "means a stream that has continuous flow in parts of its bed all year long during years of normal precipitation. "Intermittent Stream" means any stream which flows during a portion of every year and which provides spawning, rearing or food-producing areas for food and game fish. "

Sincerely,

Caroline Stimson

**Caroline Stimson**  
**Wetland Specialist**  
**Oregon Department of State Lands**  
**775 Summer Street NE, Suite 100**  
**Salem, OR, 97301-1297**

**Phone: (503) 986-5231**  
**Email: [caroline.stimson@state.or.us](mailto:caroline.stimson@state.or.us)**  
fees

**JOHN A. RANKIN, LLC.**  
Attorney at Law  
26715 S.W. Baker Road  
Sherwood, Oregon 97140  
(503) 625-9710 / Fax (503) 625-9709  
email: john@johnrankin.com

September 13, 2011

**VIA HAND DELIVERY**

Mayor Jim Meirow  
City Council  
Kelley Richardson, City Recorder  
Renata Wakeley, Planning Consultant  
City of Aurora  
City Hall  
Aurora, Oregon 97002

RE: Response to Renata Wakeley's August 17, 2011 Memorandum to Randy Norgart.  
Regarding Ability to Build on 21825 Airport Road NE Property (Map 41W12C TL 504)  
Request for Clarification from City Council  
Owners: Richard and Sharon Harrison.

Dear Mayor, Council, Kelley and Renata:

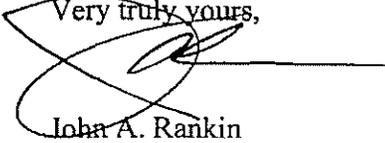
As former City Attorney and Planning Consultant for over ten years and specifically as having rendered the City's decision on the Harrison's 1999 Minor Land Partition ("MLP"), Richard and Sharon Harrison have asked me to review Renata's Memorandum noted above and the applicable documents and regulations and comment and request your clarification on the alternative interpretations outlined below and for a quick and clear path to obtaining threshold City non-structural building permit approval.

1. Renata is correct that the 1999 MLP approval does not ensure that either of the two lots created by the approval will be buildable, but clearly the Harrison's 1999 application and the City's decision contemplated the creation of buildable lots with two new homesites.
2. Renata correctly cites AMC 16.20 Historic Residential Overlay as applicable, which consistent with the underlying R-1 zone allows single-family detached residential dwellings as outright permitted uses on the Harrison properties with 15' front and 10' side and rear setbacks.
3. Renata correctly cites AMC 16.48 Protection of Natural Features as generally now applicable to all developments (including new homes) in the City, but as to the Harrison property, the City must recognize that:
  - a. AMC 16.48 was adopted in 2002 approximately three years after the City's MLP decision in 1999, and
  - b. Under that original decision, the Harrisons proved the proposed homesites

- could be located on the more level central portions of the property and the City approved the two new legal lots of record on that basis, and
- c. The express purpose of the Harrison's 1999 partition application and the City's approval was the creation of two new homesites, and
  - d. If the Harrisons had applied for building permits on both new parcels any time prior to 2002, they would have been approved and the homes built.
4. Respectfully, Renata incorrectly cites that AMC 16.48.030 Hillides as applicable to the Harrison property, because even though the City's Slope Map shows slopes 15% and over along either side of the more level central portion of the property, upon which portion the City's 1999 decision approved the single family dwellings could be sited:
    - a. The more level central portion of Harrison is not a "slope hazard area" as defined in subsection A.
    - b. This more level central portion does not contain slopes of 15% or more as required by Subsection A(1) or 20% or greater as required by Subsection A(3) – making both those subsections inapplicable.
    - c. The central portion does contain a natural drainageway, but a physical inspection proves that the central area is not potentially unstable and shows no history of being made potentially unstable as a result of the drainageway, and there is no evidence of rapid stream incision or stream bank erosion as required by Subsection A(2) – making that subsection inapplicable.
    - d. Therefore, AMC 16.48.030 is not applicable to the development of two homesites on the two parcels of the Harrison property.
  5. Renata correctly cites that AMC 16.48.040 Protection of Stream Corridors as applicable to the Harrison property, but only in the following limited manner:
    - a. During construction of the two residences, measures will be taken to the "maximum extent feasible" to protect the natural drainageway, including implementing "adequate drainage" and "erosion control" [as generally required by AMC 16. 48.040 (A)(1)] and preserving "buffers and filter strips of natural vegetation" along the drainageway [as generally required by AMC 16. 48.040 (A)(2)].
    - b. Subsection A(3)(b)'s 10 foot setback is the only other specific standard that is applicable because the property does contain a minor drainageway. The Harrisons will comply with this setback requirement during the siting of the two new homes.
    - c. All other subsections of AMC 16.48.040 are not applicable because the property is not located:
      - i. Along the Pudding River or Mill Creek - Subsection A(3)(a), or
      - ii. Along a seasonal drainageway - Subsection A(3)(c), or
      - iii. Within the flood plain shown on FEMA maps – Subsection B and C.
  6. Renata is correct regarding the potential jurisdictional requirements of DSL and DEQ, and the Harrisons will contact and comply with all applicable state agency regulations.
  7. Renata correctly identifies the 25 foot wide access easement along the north boundary of the two parcels

Please kindly review the issues raised in this letter and confirm what the Harrisons need to do to obtain City land use approval for submitting two new single family dwelling building permits to the County Building Department. Please note that the Harrisons have a pending sale on the property and time is of the essence.

If you have any questions or need additional information, please call or email me. Thank you. All the best to you and the City!

Very truly yours,  
  
John A. Rankin

JAR/bhs  
Enclosures: As noted above  
pc: File

**Harrison, Richard**

---

**From:** Tom Ramsey [tomramsey1@gmail.com]  
**Sent:** Wednesday, September 21, 2011 11:15 AM  
**To:** Harrison, Richard  
**Subject:** Fwd: FW: Lot 504 of Map 41w12C  
**Attachments:** 16.20HRO\_HistoricResidentialOverlay.pdf; 16.34-Public\_Improvements\_effective11.10.pdf; 16.48 Natural Features.pdf; wetlandmap2.pdf; slopemap.pdf

Hi Richard,

Here is the e mail from Renatta to the purchaser.

thanks,

Tom

----- Forwarded message -----

**From:** John Ludlow <[john070@hevanet.com](mailto:john070@hevanet.com)>  
**Date:** Fri, Jul 29, 2011 at 7:38 PM  
**Subject:** FW: Lot 504 of Map 41w12C  
**To:** Tom Ramsey <[tomramsey1@gmail.com](mailto:tomramsey1@gmail.com)>

Hi Tom,

My client got this email. I think it kind of contradicts what the owner may believe.

Any help you could provide would be much appreciated.

John Ludlow CRB, CRS

Principal Broker, President

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**From:** Randy  
**Sent:** Friday, July 29, 2011 4:55 PM  
**To:** [john070@hevanet.com](mailto:john070@hevanet.com)  
**Subject:** Fw: Lot 504 of Map 41w12C

John,

It looks like there may be some issues in addition to the stream setbacks we should discuss.

Randy

----- Forwarded Message -----  
**From:** "Wakeley, Renata" <[renatac@mwvcog.org](mailto:renatac@mwvcog.org)>

**Sent:** Friday, July 29, 2011 4:17 PM  
**Subject:** Lot 504 of Map 41w12C

Randy,

Attached please find the following from the Aurora Municipal Code (AMC):

- a) AMC 16.20 Historic Residential Overlay
- b) AMC 16.34 Public Improvement and Utility Standards
- c) AMC 16.48 Protection of Natural Features, specifically 16.48.030 for significant slope and 16.48.040 for stream bed setback of fifty (50 feet)
- d) I've also attached a recently created slope map showing slope on the property as well as pdf from the national wetland inventory website showing potential wetlands on the site

Let me know if you are interested in receiving a copy of the Design Review Guidelines for properties within the historic district and I can forward that as well.

9/28/2011

I will follow up with you next week regarding additional setback or building requirements that may apply to the stream and pond area of the property.

Renata Wakeley, Planner

Mid-Willamette Valley Council of Governments

105 High Street SE, Salem OR 97301

p: 503 540 1618

f: 503 588 6094

--

**Tom Ramsey**

**www.PortlandHouseListings.com**

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**John L Scott Real Estate**

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**Harrison, Richard**

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**From:** Harrison, Richard  
**Sent:** Wednesday, September 21, 2011 3:41 PM  
**To:** 'Tom Ramsey'; Wakeley, Renata  
**Cc:** john@johnrankin.com; fish1rwh@spiritone.com  
**Subject:** RE: Letter Response to Renata's Memo

I agree that Renada did not say the property was unbuildable, what was said is that the structural would have to be 50 feet from the stream. That statement removes the best building site and I am not sure that you can get 50 feet from the stream bank and still maintain set backs from stream, road, and easement and still have a buildable foot print.

I agree that the stream is an "minor drainage way", as stated in 16.48.040 A. 3. standards: b., that flows year around (perennial). I **disagree** with the "stream runs year round and the 50 foot setback requirement would apply" stated in Renata's email to Randy. The statement in 16.48.040 B. That section of the code deals with building or structures in the flood plain shown on the FEMA maps. The perennial stream statement deals with "will not be less than fifty (50) feet or exceed one hundred fifty (150) feet for uses permitted in the flood plain shown on the FEMA maps".

1. The property is not on the FEMA maps
2. Residential building is not allowed in the flood plain.
3. 16.48.040 B. does not apply

Property is minor drainage way under 16.48.040 A. 3. standards: b. Set back from creek is ten (10)

I need justification for the City of Aurora for not allowing site approval under 16.48.040 A. 3. standards: b. Please send to Richard Harrison 21823 Airport RD NE Aurora Or. 97002.

cc: hand delivered to city staff.

**Richard**

Manufacturing Engineer  
 Phone: (503) 673-4861

---

**From:** Tom Ramsey [mailto:tomramsey1@gmail.com]  
**Sent:** Wednesday, September 21, 2011 2:52 PM  
**To:** Wakeley, Renata; Harrison, Richard  
**Subject:** Re: Letter Response to Renata's Memo

Hi Renata,

Thanks for your quick response. The memo from John Rankin acknowledges the 50' setback but only for properties built withing the flood plane as stated in the code. Let me know if you agree with that assessment.

Best,

Tom

On Wed, Sep 21, 2011 at 2:15 PM, Wakeley, Renata <renatac@mwvcog.org> wrote:  
 Hi Tom,

9/30/2011

I have never determined the property unbuildable and, in fact, disagree with the statement that it is unbuildable. However, the current City code does apply a 50 foot setback from the stream as it flows year round. This does not make the property unbuildable. It may make it difficult to build where the property owner or purchaser would like to place a structure but the code does not make the site unbuildable.

Regarding slope hazards and hillsides, I did not or do not imply that the level portion of the property is subject to slope hazard. Aurora Municipal Code (AMC) section 16.48.030 was provided to the property owner and interested party to inform them that portions of the property may be subject to slope hazard.

Regarding protection of stream corridors (AMC 16.48.040), the property owner has confirmed that the stream runs year round and the 50 foot setback requirement would apply.

For the record, I have never received or reviewed information regarding two proposed homesites on the property in order to provide comment. Both property owner and interested party have received applicable portions of the code but no interpretation or review of a potential building permit for review and comment has been received by the City.

I am out of the office today but would be happy to have a discussion Thursday or Friday. While Mr. Rankin does refer to a pending offer and sale, a date was not specified for a requested response and unfortunately, I cannot provide additional information at this time.

Renata

---

**From:** Tom Ramsey [tomramsey1@gmail.com]  
**Sent:** Wednesday, September 21, 2011 11:32 AM  
**To:** Wakeley, Renata  
**Subject:** Fwd: Letter Response to Renata's Memo

Hi Renata,

Just wanted to resend this. Today is the final day for the property buyer's due diligence and we have not yet resolved the 50ft. set back issue. Your first e mail to the buyer indicated that the set back was 50 ft. which renders the property unbuildable. This is the information the buyer is using to rescind his offer to buy the property. Please let me/Richard know if you are in agreement with John's interpretation of the code.

Regards,

Tom

----- Forwarded message -----

**From:** Tom Ramsey <tomramsey1@gmail.com>  
**Date:** Mon, Sep 19, 2011 at 3:24 PM  
**Subject:** Letter Response to Renata's Memo  
**To:** "Wakeley, Renata" <RENATAC@mwvcog.org>

Hi Renata,

Just wanted to check in with you regarding the memo from John Rankin. Please let me know if you agree with John's interpretation of the code so I can pass this on to the party who is under contract to purchase the property. As it stands now, the buyer is going to rescind his offer to buy Richard's property as of the 20th based solely on your communication stating that there is 50 set back from the stream. If the buyer does indeed back out it will be a large loss to Richard. Let me know your thoughts and if you have any further evaluation.

Thanks,

Tom

----- Forwarded message -----  
From: **Richard** <[fish1rwh@spiritone.com](mailto:fish1rwh@spiritone.com)>  
Date: Tue, Sep 13, 2011 at 4:16 PM  
Subject: FW: Letter Response to Renata's Memo  
To: Tom Ramsey <[tomramsey1@gmail.com](mailto:tomramsey1@gmail.com)>

---

**From:** John A. Rankin [<mailto:john@johnrankin.com>]

**Sent:** Tuesday, September 13, 2011 3:50 PM  
**To:** Richard Home Harrison  
**Subject:** Letter Response to Renata's Memo

Richard:

Please find attached my first draft of the letter and for your hand delivery tonight.

If you have any questions or comments or need revisions, please email or call me. Thanks. All the best!

John

John A. Rankin, LLC.  
26715 SW Baker Road  
Sherwood, Oregon 97140  
Voice: [503-625-9710](tel:503-625-9710)/Fax: [503-625-9709](tel:503-625-9709)  
Email: [john@johnrankin.com](mailto:john@johnrankin.com)

\*\*\*\*\*

NOTICE: This communication may contain privileged or other confidential information. If you have received it in error, please advise the sender by reply email and immediately delete the message and any attachments without copying or disclosing the contents. Thank you.

--  
**Tom Ramsey**  
[www.PortlandHouseListings.com](http://www.PortlandHouseListings.com)  
**Oregon Real Estate Principal Broker**

**John L Scott Real Estate**

**Phone: 503-481-0501**

**Fax: 503-775-0754**

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**Harrison, Richard**

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**From:** Richard [fish1rwh@spiritone.com]  
**Sent:** Wednesday, September 21, 2011 5:08 PM  
**To:** 'Wakeley, Renata'; Harrison, Richard; 'Tom Ramsey'  
**Cc:** john@johnrankin.com; 'Kelly Richardson'  
**Subject:** RE: Letter Response to Renata's Memo

Thanks, I will keep in touch as I find out more.

richard

---

**From:** Wakeley, Renata [mailto:renatac@mwvcog.org]  
**Sent:** Wednesday, September 21, 2011 4:34 PM  
**To:** Harrison, Richard; 'Tom Ramsey'  
**Cc:** john@johnrankin.com; fish1rwh@spiritone.com; Kelly Richardson  
**Subject:** RE: Letter Response to Renata's Memo

Richard,

I am sorry that I don't have access to the code at the moment. If your citation of the code is correct, I would concur that the property is not within the current FEMA floodplain zone.

I would encourage you or the interested party to submit a tentative building permit at which time I could submit comments. Building permits are reviewed by the City prior to submission to the County for final review and it provides the City an opportunity to provide more definitive feedback.

I have attempted to provide you and the interested party with as much information as I can and be of as much assistance as I could based upon tentative conversations and requests. The application process allows the City the ability to provide more formal response.

Again, please do not hesitate to contact me when I am in the office tomorrow.

Regards,  
Renata

---

**From:** Harrison, Richard [richard.harrison@te.com]  
**Sent:** Wednesday, September 21, 2011 3:40 PM  
**To:** 'Tom Ramsey'; Wakeley, Renata  
**Cc:** John A. Rankin (john@johnrankin.com); fish1rwh@spiritone.com  
**Subject:** RE: Letter Response to Renata's Memo

I agree that Renada did not say the property was unbuildable, what was said is that the structural would have to be 50 feet from the stream. That statement removes the best building site and I am not sure that you can get 50 feet from the stream bank and still maintain set backs from stream, road, and easement and still have a buildable foot print.

I agree that the stream is an "minor drainage way", as stated in 16.48.040 A. 3. standards: b., that flows year around (perennial). I **disagree** with the "stream runs year round and the 50 foot setback requirement would apply" stated in Renata's email to Randy. The statement in 16.48.040 B. That section of the code deals with building or structures in the flood plain shown on the FEMA maps. The perennial stream statement deals with "will not be less than fifty (50) feet or exceed one hundred fifty (150) feet for uses permitted in the flood plain shown on the FEMA maps".

1. The property is not on the FEMA maps

2. Residential building is not allowed in the flood plain.
3. 16.48.040 B. does not apply

Property is minor drainage way under 16.48.040 A. 3. standards: b. Set back from creek is ten (10)

I need justification for the City of Aurora for not allowing site approval under 16.48.040 A. 3. standards: b. Please send to Richard Harrison 21823 Airport RD NE Aurora Or. 97002.

cc: hand delivered to city staff.

**Richard**

Manufacturing Engineer

Phone: (503) 673-4861

---

**From:** Tom Ramsey [mailto:tomramsey1@gmail.com]  
**Sent:** Wednesday, September 21, 2011 2:52 PM  
**To:** Wakeley, Renata; Harrison, Richard  
**Subject:** Re: Letter Response to Renata's Memo

Hi Renata,

Thanks for your quick response. The memo from John Rankin acknowledges the 50' setback but only for properties built withing the flood plane as stated in the code. Let me know if you agree with that assessment.

Best,

Tom

On Wed, Sep 21, 2011 at 2:15 PM, Wakeley, Renata <renatac@mwvcog.org> wrote:  
Hi Tom,

I have never determined the property unbuildable and, in fact, disagree with the statement that it is unbuildable. However, the current City code does apply a 50 foot setback from the stream as it flows year round. This does not make the property unbuildable. It may make it difficult to build where the property owner or purchaser would like to place a structure but the code does not make the site unbuildable.

Regarding slope hazards and hillsides, I did not or do not imply that the level portion of the property is subject to slope hazard. Aurora Municipal Code (AMC) section 16.48.030 was provided to the property owner and interested party to inform them that portions of the property may be subject to slope hazard.

Regarding protection of stream corridors (AMC 16.48.040), the property owner has confirmed that the stream runs year round and the 50 foot setback requirement would apply.

For the record, I have never received or reviewed information regarding two proposed homesites on the property in order to provide comment. Both property owner and interested party have received applicable portions of the code but no interpretation or review of a potential building permit for review and comment has been received by the City.

I am out of the office today but would be happy to have a discussion Thursday or Friday. While Mr. Rankin does refer to a pending offer and sale, a date was not specified for a requested response and unfortunately, I cannot provide additional information at this time.

Renata

---

**From:** Tom Ramsey [tomramsey1@gmail.com]  
**Sent:** Wednesday, September 21, 2011 11:32 AM

9/28/2011

**To:** Wakeley, Renata  
**Subject:** Fwd: Letter Response to Renata's Memo

Hi Renata,

Just wanted to resend this. Today is the final day for the property buyer's due diligence and we have not yet resolved the 50ft. set back issue. Your first e mail to the buyer indicated that the set back was 50 ft. which renders the property unbuildable. This is the information the buyer is using to rescind his offer to buy the property. Please let me/Richard know if you are in agreement with John's interpretation of the code.

Regards,

Tom

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**From:** Tom Ramsey <tomramsey1@gmail.com>  
**Date:** Mon, Sep 19, 2011 at 3:24 PM  
**Subject:** Letter Response to Renata's Memo  
**To:** "Wakeley, Renata" <RENATAC@mwvcog.org>

Hi Renata,

Just wanted to check in with you regarding the memo from John Rankin. Please let me know if you agree with John's interpretation of the code so I can pass this on to the party who is under contract to purchase the property. As it stands now, the buyer is going to rescind his offer to buy Richard's property as of the 20th based solely on your communication stating that there is 50 set back from the stream. If the buyer does indeed back out it will be a large loss to Richard. Let me know your thoughts and if you have any further evaluation.

Thanks,

Tom

----- Forwarded message -----

**From:** Richard <fish1rwh@spiritone.com>  
**Date:** Tue, Sep 13, 2011 at 4:16 PM  
**Subject:** FW: Letter Response to Renata's Memo  
**To:** Tom Ramsey <tomramsey1@gmail.com>

---

**From:** John A. Rankin [mailto:john@johnrankin.com]  
**Sent:** Tuesday, September 13, 2011 3:50 PM  
**To:** Richard Home Harrison  
**Subject:** Letter Response to Renata's Memo

Richard:

Please find attached my first draft of the letter and for your hand delivery tonight.  
If you have any questions or comments or need revisions, please email or call me. Thanks. All the best!  
John  
John A. Rankin, LLC.

9/28/2011

26715 SW Baker Road  
Sherwood, Oregon 97140  
Voice: 503-625-9710/Fax: 503-625-9709  
Email: [john@johnrankin.com](mailto:john@johnrankin.com)

\*\*\*\*\*

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**Harrison, Richard**

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**From:** Richard [fish1rwh@spiritone.com]  
**Sent:** Tuesday, September 27, 2011 6:57 PM  
**To:** Tom Ramsey; john@johnrankin.com  
**Cc:** Harrison, Richard  
**Subject:** FW: Aurora Municipal Code 16.48 regarding setbacks on rivers and stream corridors

John it looks like Renata is doing all she can to prevent this sale. Is it normal for a planner to look outside the city code for reasons to not allow a building site that is allowed by the city code? She never copied the section of the code that allows the 10 foot from insignificant waterways. She appears to be comparing center line of the creek to side yard setback.

---

**From:** Wakeley, Renata [mailto:renatac@mwvcog.org]  
**Sent:** Tuesday, September 27, 2011 1:15 PM  
**To:** Richard  
**Subject:** FW: Aurora Municipal Code 16.48 regarding setbacks on rivers and stream corridors

Richard,

FYI. Amanda is the Goal 5 specialist at DLCD. I think that an Interpretation application before the Planning Commission would be appropriate to resolve outstanding concerns and interpretations on applicability of the code. Based upon the Planning Commission's interpretation, we can revise the code to be clearer.

Please phone when you have a chance to discuss in further detail. Unfortunately, we won't be able to get an interpretation on the October agenda but we can get it on the November agenda.

Renata Wakeley, Planner  
Mid-Willamette Valley Council of Governments  
105 High Street SE, Salem OR 97301  
p: 503 540 1618  
f: 503 588 6094

---

**From:** Punton, Amanda [mailto:amanda.punton@state.or.us]  
**Sent:** Monday, September 26, 2011 2:27 PM  
**To:** Wakeley, Renata  
**Cc:** Oulman, Steven  
**Subject:** RE: Aurora Municipal Code 16.48 regarding setbacks on rivers and stream corridors

Renata,  
I see your problem. Is there anything else in the code that talks about a property owner's responsibility to "maintain or improve upon existing water quality"? This phrase sounds like it might relate to a TMDL implementation plan, or possibly a Goal 6 element of the comp plan.

I just looked back through our record of plan amendment notices for the city, which should include changes to city code. Going back to 2005 I did not see an amendment to the city's riparian protection program. So we can assume this code language has been there for a while. Can you figure out how it has been applied to development over the past few years?

I think an interpretation that the code is telling you to look at a side yard setback requirement to determine the setback from a

9/30/2011

stream is crazy talk.

I think you can assume that within this section of the code the "setback" refers to a setback from the stream. I think it is also reasonable to interpret the language to mean that **there is a 50' minimum structural setback**. The sentence structure is horrible, but I think it says that in addition to the minimum 50' setback along all rivers and perennial streams for all structures, there is the potential for the city to **require additional setback within the floodplain for structures allowed in the floodplain, and that this larger setback distance will not exceed 150'**. Hopefully the city has some standards or guidelines for how the setback requirement in the floodplain is determined. Possibly there is something in a separate flood hazard code. Further the code says that **structures that are not allowed in the flood plan ("all other structures") must be sited outside the flood plain**.

This is just my take on it. In the end the city is responsible for interpreting its own code. Good luck,

Amanda

**Amanda Punton** | Natural Resource Specialist  
 Planning Services Division | Oregon Coastal Management Program  
 Oregon Dept. of Land Conservation and Development  
 800 NE Oregon #18 | Portland, OR 97232  
 Office: (971) 673-0961 | Fax: (971) 673-0911  
[amanda.punton@state.or.us](mailto:amanda.punton@state.or.us) | [www.oregon.gov/LCD/](http://www.oregon.gov/LCD/)

---

**From:** Wakeley, Renata [mailto:renatac@mwvcog.org]  
**Sent:** Monday, September 26, 2011 1:31 PM  
**To:** amanda.punton@state.or.us  
**Subject:** Aurora Municipal Code 16.48 regarding setbacks on rivers and stream corridors

Hi Amanda,

I have copied the section of the Aurora Municipal Code in question and would appreciate any feedback you can provide on interpreting it's applicability to the subject property with perennial streambed but no floodplain identified on site.

**AMC 16.48 Protection of Natural Features:**

16.48.040.B. The minimum separation distance necessary to maintain or improve upon existing water quality shall be the required setback for buildings or structures proposed along side of any river or perennial streambed. This distance shall be determined by a site investigation, but will not be less than fifty (50) feet or exceed one hundred fifty (150) feet for uses permitted in the flood plain shown on the FEMA maps. For all other uses, structures shall be sited outside the flood plain shown on the FEMA maps For all other uses, structures shall be sited outside the floodplain shown on the FEMA maps.

**QUESTION 1:** My initial interpretation was that the property would be subject to setback of not less than 50 feet as he has a perennial stream bed on site. Do you concur with this interpretation of applicable setbacks (ie. 50 feet from streambed)?

**QUESTION 2:** After further review and discussion with other planners in my office, another way to interpret this paragraph would be to pull it apart:

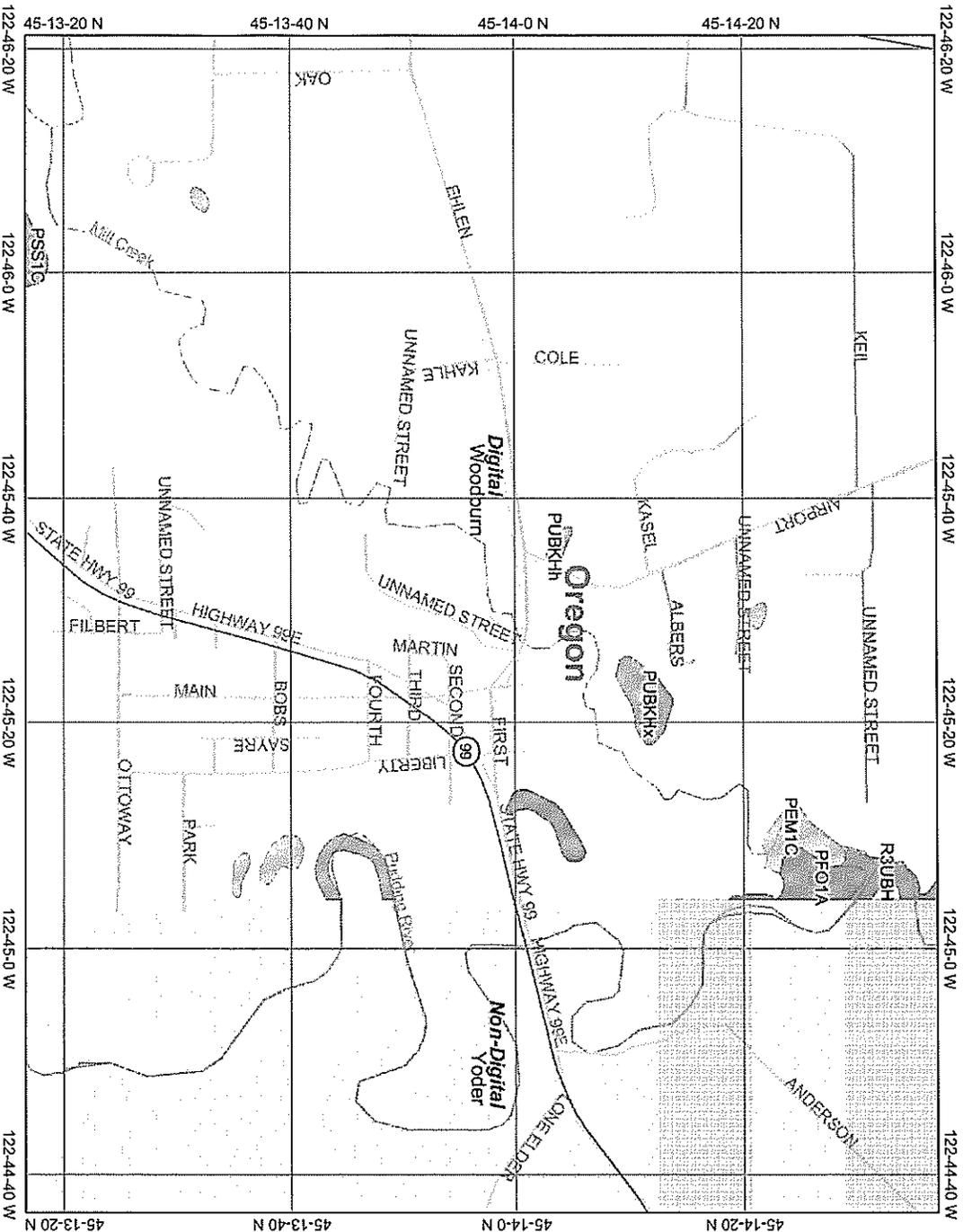
- "The minimum separation distance necessary to maintain or improve upon existing water quality shall be the required setback for buildings or structures proposed along side of any river or perennial streambe."- **IN THIS CASE, THE SIDE YARD SETBACK IN THE RESIDENTIAL ZONE IS 5 FEET SO THE 5 FOOT SETBACK IS THE REQUIRED SETBACK FOR BUILDINGS OR STRUCTURES.**
- " This distance shall be determined by a site investigation, but will not be less than fifty (50) feet or exceed one hundred fifty (150) feet for uses permitted in the flood plain shown on the FEMA maps."- **IN THIS CASE, THERE IS NO FLOODPLAIN LOCATED ON THE PROPERTY SO USES PERMITTED IN THE FLOODPLAIN DOES NOT APPLY AND THE 50 FOOT SETBACK WOULD NOT APPLY.**
- "For all other uses, structures shall be sited outside the flood plain shown on the FEMA maps."- **IN THIS CASE, THERE IS NO FLOODPLAIN IDENTIFIED ON HIS PROPERTY SO THE STANDARD CITY SIDEYARD SETBACK IS ALL THAT APPLIES.**

Thanks in advance for any feedback you can provide on this matter.  
 Regards,

9/30/2011

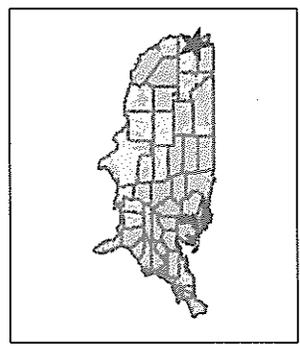
Renata Wakeley, Planner  
Mid-Willamette Valley Council of Governments  
105 High Street SE, Salem OR 97301  
p: 503 540 1618  
f: 503 588 6094

# Internet Mapping Framework



This map is a user generated static output from an internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

Map center: 45° 13' 57" N, 122° 45' 29" W



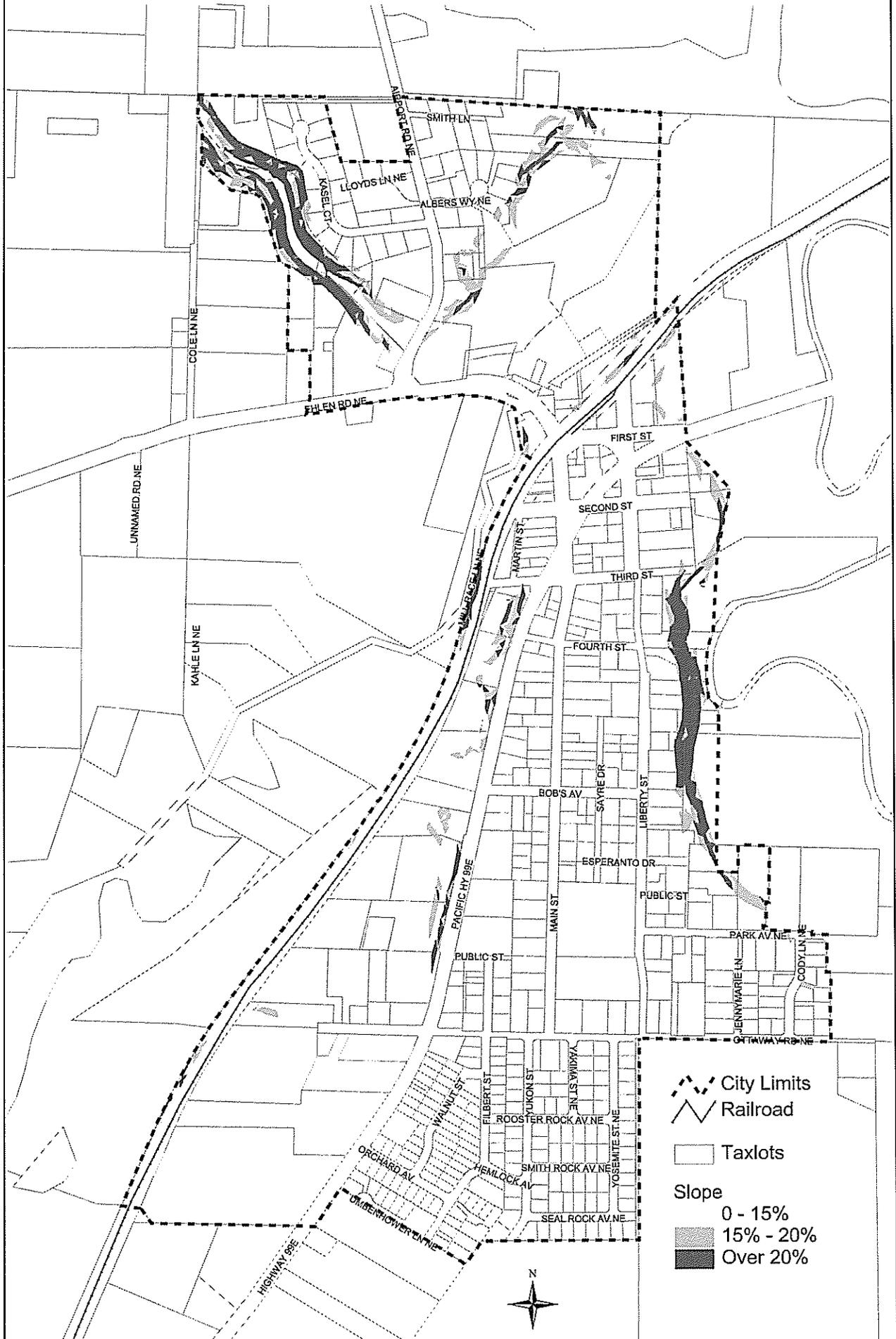
### Legend

CONUS\_wet\_scan

- 0
- 1
- Out of range
- Interstate
- Major Roads
- Other Road
- Interstate
- State Highway
- US highway
- Roads
- Cities
- USGS Quad Index 24K
- Lower 48 Wetland Polygons
- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine
- Lower 48 Available Wetland Data
- Non-Digital
- Digital
- No Data
- Scan
- NHD Streams
- Counties 100K
- States 100K
- South America
- North America

Scale: 1:17,409

# Slope- City of Aurora



## Chapter 16.48

### PROTECTION OF NATURAL FEATURES

#### Sections:

- 16.48.010 Purpose.**
- 16.48.020 General terrain preparation.**
- 16.48.030 Hillsides.**
- 16.48.040 Rivers and stream corridors.**
- 16.48.050 Wetlands.**
- 16.48.060 Standards for earth movement hazard areas.**
- 16.48.070 Standards for soil hazard areas.**

#### **16.48.010 Purpose.**

The purpose of this chapter is:

- A. To protect the natural environmental and scenic features of the city;
- B. To encourage site planning and development practices which protect and enhance natural features such as streams, swales, ridges, rock outcroppings, views, and significant native vegetation;
- C. To provide ample open space and to create a manmade environment capable and harmonious with the natural environment;
- D. To protect lives and property from natural or man-induced geologic or hydrologic hazards and disasters;
- E. To protect property from damage due to soil hazards;
- F. To protect lives and property from forest and brush fires;
- G. To avoid financial loss resulting from development in hazard areas. (Ord. 415 § 7.106.010, 2002)

#### **16.48.020 General terrain preparation.**

A. All developments shall be planned, designed, constructed and maintained with maximum regard to natural terrain features and topography, especially hillside areas, floodplains, and other significant land forms.

B. All grading, filling and excavating done in connection with any development shall be in accordance with Chapter 70 of the Uniform Building Code.

C. In addition to any permits required under the Uniform Building Code, all developments shall be planned, designed, constructed and maintained so as to:

1. Limit the extent of disturbance of soils and site by grading, excavation and other land alterations;

2. Avoid substantial probabilities of: (a) accelerated erosion; (b) pollution, contamination, or siltation of lakes, rivers and streams; (c) damage to vegetation; (d) injury to wildlife and fish habitats;

3. Minimize the removal of native vegetation that stabilize hillsides, retain moisture, reduce erosion, siltation and nutrient runoff, and preserve the natural scenic character. (Ord. 415 § 7.106.020, 2002)

#### **16.48.030 Hillsides.**

All development proposals containing slope hazard areas shall be subject to this section.

A. "Slope hazard areas" are those areas subject to a severe risk of landslide or erosion. They include any of the following areas:

1. Any area containing slopes greater than or equal to fifteen (15) percent and one of the following subsections;

a. Impermeable soils (typically silt and clay) frequently interbedded with granular soils (predominately sand and gravel),

b. Any area located on areas containing soils which, according to the current version of the soil survey of Marion County, Oregon may experience severe to very severe erosion hazard,

c. Any area located on areas containing soils which, according to the current version

of the soil survey of Marion County, Oregon are poorly drained or subject to rapid runoff,

d. Springs or ground water seepage;

2. Any area potentially unstable as a result of natural drainageways, rapid stream incision, or stream bank erosion;

3. Any area containing slopes greater than or equal to twenty (20) percent.

B. No partition or subdivision shall create any new lot which cannot be developed under the provisions of this section.

C. The planning commission may approve an application for development in a slope hazard area when the use is permitted by the base zoning, and the following findings are made:

1. The proposed land form alterations shall preserve or enhance slope stability;

2. The proposed land form alteration will not result in erosion, stream sedimentation, ground instability, or other adverse on-site and off-site effects or hazards to life or property;

3. The proposed land form alteration addresses stormwater runoff, maintenance of natural drainageways, and does not increase existing flow intensity;

4. The proposed building site(s) is appropriately sited not requiring mass pad grading or terracing;

5. The proposed structure(s) is designed to ensure structural stability and proper drainage of foundation and crawl space areas;

6. Construction activities will occur in drier weather, no earlier than April 15th and no later than October 1st;

7. Where removal of natural vegetation is proposed, the areas not covered by structures or impervious surfaces will be protected from erosion during the construction process and replanted prior to November 1st to prevent erosion.

D. An application for development in a slope hazard area shall include:

1. An engineering geotechnical study and supporting data demonstrating that the site is stable for the proposed use and development;

2. The study shall include at a minimum geologic conditions, soil types and nature, soil strength, water table, history of area, slopes, slope stability, erosion, affects of proposed construction, and recommendations. This study shall be completed by a registered geotechnical engineer in the state of Oregon. The plans and specifications shall be based on the study recommendations shall be prepared and signed by a professional civil engineer registered in the state of Oregon;

3. A stabilization program for the slope hazard area based on established and proven engineering techniques that ensure protection of public and private property and prepared and signed by a professional civil engineer registered in the state of Oregon;

4. A plan showing the proposed stormwater system prepared and signed by a professional civil engineer registered in the state of Oregon. The system will not divert stormwater into slope hazard areas.

E. A structure constructed prior to the adoption of this title which would be subject to the limitations and controls imposed by this chapter shall comply with the provisions of this chapter if more than fifty (50) percent of the existing structure is damaged or destroyed or enlargement of the footprint is proposed. (Ord. 415 § 7.106.030, 2002)

#### **16.48.040 Rivers and stream corridors.**

A. All developments shall be planned, designed, constructed, and maintained so that:

1. River and stream corridors are preserved to the maximum extent feasible and water quality is protected through adequate drainage and erosion control practices;

2. Buffers or filter strips of natural vegetation are retained along all river and stream banks;

3. Standards:

a. Riparian vegetation that protects stream banks from eroding shall be maintained or enhanced along Mill Creek or the Pudding River for a minimum of fifty (50) feet from the top of the bank,

b. Along minor drainageways for a minimum of ten (10) feet from the channel bottom center line plus one additional foot for each one percent of slope greater than twelve (12) percent,

c. Along seasonal drainageways for a minimum of ten (10) feet from the channel bottom center line.

This standard policy should not be construed to mean that clearing of debris from the stream bed itself is prohibited, subject to applicable state and federal laws.

B. The minimum separation distance necessary to maintain or improve upon existing water quality shall be the required setback for buildings or structures proposed along side of any river or perennial streambed. This distance shall be determined by a site investigation, but will not be less than fifty (50) feet or exceed one hundred fifty (150) feet for uses permitted in the flood plain shown on the FEMA maps. For all other uses, structures shall be sited outside the flood plain shown on the FEMA maps. Investigation shall consider:

1. Soil types;

2. Types and amount of vegetation cover;

3. Bank stability;

4. Slope of the land abutting the streams;

5. Hazards of flooding; and

6. Stream character.

C. All development proposed in flood plain areas shall be governed by provisions of Chapter 16.18.

D. The siting/construction of subsurface sewage disposal fields within the flood plain shown on the FEMA maps or within one hundred (100) feet of any water course is prohibited.

E. The unauthorized diversion or impoundment of stream courses which adversely impact fisheries, wildlife, water quality or flow is prohibited. (Ord. 415 § 7.106.040, 2002)

#### **16.48.050 Wetlands.**

The National Wetlands Inventory does not identify any areas of wetlands in the city. Should areas be identified as containing wetlands, development shall be in accordance with the requirements of the state of Oregon. (Ord. 415 § 7.106.050, 2002)

#### **16.48.060 Standards for earth movement hazard areas.**

A. No development or grading shall be allowed in areas where land movement, slump or earth flow, and mud or debris flow, is observed except under one of the following conditions:

1. Stabilization of the identified hazardous condition based on established and proven engineering techniques which ensure protection of public and private property. Appropriate conditions of approval may be attached by the city;

2. An engineering geologic study approved by the city establishing that the site is stable for the proposed use and development. The study shall include the following:

a. Index map,

b. Project description, to include: location; topography, drainage, vegetation; discussion of previous work; and discussion of field exploration methods,

c. Site geology, to include: site geologic map; description of bedrock and superficial

materials including artificial fill; location of any faults, folds, etc.; and structural data including bedding, jointing, and shear zones,

d. Discussion and analysis of any slope stability problems,

e. Discussion of any off-site geologic conditions that may pose a potential hazard to the site or that may be affected by on-site development,

f. Suitability of site for proposed development from geologic standpoint,

g. Specific recommendations for cut slope stability, seepage and drainage control, or other design criteria to mitigate geologic hazards,

h. Supportive data, to include: cross sections showing subsurface structure; graphic logs of subsurface explorations; results of laboratory tests; and reference,

i. Signature and certification number of engineering geologist registered in the state of Oregon,

j. Additional information or analysis as necessary to evaluate the site.

B. Vegetative cover shall be maintained or established for stability and erosion control purposes.

C. Diversion of storm water into these areas shall be prohibited. (Ord. 415 § 7.106.060, 2002)

**16.48.070 Standards for soil hazard areas.**

A. The principal source of information for determining soil hazards shall be the USDA Soil Conservation Soil Survey for Marion County and accompanying maps.

B. Where soil hazards are identified in the USDA Soil Conservation Soil Survey, approved site specific soil studies shall be required to identify the extent and severity of the hazardous conditions on the site. An engineered design shall be required to insure structural stability and property

drainage of foundation and crawl space areas. (Ord. 415 § 7.106.070, 2002)

**OFFSITE WETLAND DETERMINATION REPORT**  
**OREGON DEPARTMENT OF STATE LANDS**  
 775 Summer Street NE, Suite 100, Salem OR 97301-1279 Phone: (503) 986-5200

**BATCH**  
**WD# 2011-0294**

At your request, an offsite wetland determination has been conducted on the property described below.

County: Marion  
 City: Aurora  
 Owner Name & Address: Richard Harrison, 21823 Airport Rd., NE, Aurora, OR 97002  
 Township: 04S Range: 01W Section: 12C Tax Lot(s): 504  
 Project Name: N/A

Site Address/Location: 21825 Airport Rd NE, Aurora

- The National Wetlands Inventory or Local Wetlands Inventory shows a wetland/waterway on the property.
- The county soil survey shows hydric (wet) soils on the property. Hydric soils indicate that there may be wetlands.
- It is unlikely that there are jurisdictional wetlands or waterways on the property based upon a review of wetlands maps, the county soil survey and other information. An onsite investigation by a qualified professional is the only way to be certain that there are no wetlands.
- There are wetlands or waterways on the property that are subject to the state Removal-Fill Law.
  - A state permit is required for  $\geq 50$  cubic yards of fill, removal, or ground alteration in the wetlands or waterways.
  - A state permit may be required for any amount of fill, removal, or other ground alteration in the Essential Salmonid Habitat and hydrologically associated wetlands.
- A state permit will be/will not be required for project because/if
- The proposed parcel division may create a lot that is largely wetland and thus create future development problems.
- A wetland determination or delineation may be needed prior to site development; the wetland delineation report should be submitted to the Department of State Lands for review and approval.
- A permit may be required by the Army Corps of Engineers: (503) 808-4373

**Note: This report is for the state Removal-Fill Law only. City or County permits may be required for the proposed activity.**  
 Comments: The National Wetlands Inventory shows a wetland and a pond on tax lot 504. There also appears to be an un-named tributary to Mill Creek on the lot. A permit is required for greater than 50 cubic yards of cumulative removal plus fill volume in wetlands and below ordinary high water of streams and ponds. For permit information and requirements contact DSL Resource Coordinator, Dan Cary (503) 986-5302.

Determination by: Caroline Stinson Date: September/ 20/ 2011

- This jurisdictional determination is valid for five years from the above date, unless new information necessitates a revision. Circumstances under which the Department may change a determination and procedures for renewal of an expired determination are found in OAR 141-090-0045 (available on our web site or upon request). The applicant, landowner, or agent may submit a request for reconsideration of this determination in writing within six months from the above date.
- This is a preliminary jurisdictional determination and is advisory only.

Copy To:  Owner  Enclosures: Brochure  
 \_\_\_\_\_, Planning Department

**FOR OFFICE USE ONLY**

Entire Lot(s) Checked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Waters Present <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	Request Received: August / 31 / 2011
LWI Area: N/A	LWI Code: N/A	Related DSL File #: N/A Same Site
Latitude: 45.2344	Longitude: 122.7599	State Scenic? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Has Wetlands? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Unk	ESH? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Coast Zone? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Unk
Adjacent Waterbody: Trib. Mill Cr.	NWI Quad: Woodburn	<input type="checkbox"/> Scanned <input type="checkbox"/> Mailings Completed <input checked="" type="checkbox"/> Data Entry Completed



## Sine Die is Not The End: Bills from the 2011 Legislative Session for City Review, Action and Awareness

Although the session officially ended with the Legislature's adjournment June 30, the work for Oregon's cities is not over. Cities now need to take the time to review the legislation that was approved during the session and enact local procedures or ordinances that might be necessary to implement the new laws. To assist with this task, the League's Intergovernmental Relations staff has prepared a comprehensive "Summary of Bills" that is available on the League's website. Copies of the summary will also be distributed to all cities on CD and provided to attendees at the League's Annual Conference in September. To further assist with this review, the following is a summary of several bills that the Legislature approved during the 2011 session that require city review and/or action. --

### Bills That Require City Action or Review

#### **SB 341: Multilane Roundabouts**

*(Effective Date: January 1, 2012)*

**Summary:** Section 4 of SB 341 requires road authorities (including cities) that have multilane roundabouts to place signs prior to the roundabout warning drivers of the hazards of driving next to a commercial vehicle. There are presently seven multilane roundabouts in Oregon.

**What Cities Need to Do:** A city that is the road authority for a multilane roundabout must erect signs in accordance with this new requirement. (LOC Staff Contact: Craig Honeyman)

#### **SB 806: Xeriscaping on Commercial and Industrial Property**

*(Effective Date: January 1, 2012)*

**Summary:** SB 806 authorizes the owner or occupant of a commercial or industrial property to install xeriscaping on landscaped portions of the property. Xeriscaping is landscaping that reduces or eliminates the need for supplemental water for irrigation. The bill permits local governments to regulate xeriscaping for the purposes of stormwater management, the control of invasive species and the preservation of natural habitat or tree canopy.

**What Cities Need to Do:** Cities will need to amend local ordinances or regulations to permit xeriscaping in accordance with the new law. (LOC Staff Contact: Chris Fick)

#### **HB 2244: Update to Public Records Definition**

*(Effective Date: January 1, 2012)*

**Summary:** HB 2244 updates the definition of a public record for retention and disposition purposes to define a public record as: (1) any information that is in any form capable of retention by a custodian, or; (2) any information that is prepared, owned, used or retained by a public body, or; (3) any document or retainable information that relates to an activity, transaction or function of a public body. The bill does not amend the definition of public record for public access purposes.

**What Cities Need to Do:** Cities need to amend their record retention policies and procedures to reflect this new definition of a public record. (LOC Staff Contact: Scott Winkels)

#### **HB 2425: Local Budget Law**

*(Effective Date: January 1, 2012)*

**Summary:** HB 2425 makes significant modifications to local budget law for cities, counties, schools, community colleges and special districts. In addition to other numerous modifications the bill: (1) changes the existing requirement to publish financial summaries of individual funds to a requirement for publication of summaries of fund types; (2) requires the publication of a budget narrative that describes prominent changes from year-to-year; (3) standardizes what must be included in the notice and budget summary; (4) allows one of the two required publications of the notice to be placed on a website as opposed to a newspaper; (5) modifies the requirement of how personal service costs be included in the budget document; and (6) requires, upon request, a municipal corporation to make available a list of employee salaries, other than hourly or part-time employees.

In 2009, the Legislature passed SB 916, modifying local budget law. The work was continued during the 2010 interim, when a group of interested parties, including the League, worked to address a few issues that were not resolved by SB 916. The intention of the group was to make local budget statutes more transparent to the general public, and to set uniform statewide standards.

**What Cities Need to Do:** Cities need to amend their local budgeting procedures to comply with the new changes to the local budget laws. (LOC Staff Contact: Craig Honeyman)

### **HB 2712: Court Fine Restructuring**

(Effective Date: July 1, 2011)

**Summary:** HB 2712 updates and simplifies the current statutory revenue and distribution structure related to criminal fines, assessments and other financial penalties imposed on conviction for felonies, misdemeanors and violations other than parking infractions. All of the fine amounts are permanent and become effective January 1, 2012. The measure increases judicial discretion on the amount of fines to impose to 50 percent and reduces the violation fines imposed below current law. Judicial discretion in school, construction and safety corridor zones is increased to 75 percent of the presumptive fine. The bill also temporarily extends for six months the \$45 criminal surcharges from HB 2287 (2009) for the period July 1, 2011 to January 1, 2012. In addition, in any criminal action in which a fine is imposed, the lesser of the following amounts is payable to the state before any other distribution of the fine is made: (a) \$60; or (b) the amount of the fine if the fine is less than \$60.

**What Cities Need to Do:** Cities with municipal courts need to review the new fine structure and discretionary standards. (LOC Staff Contact: Scott Winkels)

### **HB 3516: Residential and Commercial Solar Bill**

(Effective Date: January 1, 2012)

**Summary:** HB 3516 exempts residential and commercial solar photovoltaic and solar thermal energy systems from land use restrictions and fees. Exempt systems must not exceed the peak height of the roof on which they are placed and must run parallel to the roof. State regulations prohibit the systems from being more than 18 inches off the roof. The bill continues to allow design review for proposed solar systems on locally and federally recognized historic buildings and buildings within historic districts, as well as on conservation landmarks. The bill also continues to allow local governments to conduct inspections and charge fees for electrical, structural and other safety-related building permits.

**What Cities Need to Do:** Cities will need to amend local ordinances, regulations and procedures to exempt these solar systems from land use regulations and fees. (LOC Staff Contact: Chris Fick)

### **HB 3207: Interviewing Veterans**

(Effective Date: January 1, 2012)

**Summary:** HB 3207 requires a public employer to interview all veterans who apply for a position who meet the minimum qualifications and whose military experience is directly transferable to the position applied for. An employer need not conduct an interview of every veteran that meets the criteria outlined in the bill if the employer conducts interviews only as part of the process of selecting a candidate for a civil service position from an eligibility list.

**What Cities Need to Do:** Cities need to amend their local hiring procedures to comply with this new requirement related to interviewing veterans. (LOC Staff Contact: Scott Winkels)

### **HB 3316: Quality-Based Selections**

(Effective Date: June 21, 2011; Operative Date: January 1, 2012)

**Summary:** HB 3316 requires contracting agencies to use a qualification-based selection process when hiring an architect, engineer, photogrammetrist, transportation planner or land surveyor when the procurement for those services is over \$100,000. The bill gives the city or other contracting agency the sole discretion to set the qualifications that will be used in the selection process.

**What Cities Need to Do:** Cities need to create procedures to use quality-based selection processes for any contracts for an architect, engineer, photogrammetrist, transportation planner or land surveyor when the procurement for those services is over \$100,000. (LOC Staff Contact: Scott Winkels)

### **HB 3361: Local Standards for Cluster Mailboxes within Rights-of-Way**

(Effective Date: June 23, 2011)

**Summary:** HB 3361 requires cities to adopt standards and specifications for cluster mailboxes located within the boundaries of streets and rights-of-way by June 1, 2012. Cities and counties must adopt standards that conform to those established by the director of the Oregon Department of Consumer and Business Services in the Oregon Structural Specialty Code (OSSC). HB 3361 requires the director to adopt standards consistent with the federal Americans with Disabilities Act and existing accessibility provisions within the OSSC by April 1, 2012.

**What Cities Need to Do:** By June 1, 2012, cities will need to adopt standards and specifications for cluster mailboxes consistent with the standards in the OSSC. (LOC Staff Contact: Chris Fick)

(continued on page 16)

**Bills That Cities Should Know About**

**SB 72: Disabled Veteran Definition**

(Effective Date: May 16, 2011)

**Summary:** SB 72 changes the definition of a disabled veteran to include any honorably discharged veteran who received a disability rating from the U.S. Department of Veterans Affairs. The previous definition required a veteran to receive compensation for a disability. It is possible and perhaps common for a veteran to have disability but not receive compensation from the federal government for that disability. Being a disabled veteran entitles a person to additional veteran preference points when seeking employment with a public body.

**What Cities Need to Do:** Cities need to make note of this change in order to apply the appropriate preference to the additional veterans now eligible under this amended definition. (LOC Staff Contact: Scott Winkels)

**SB 277: Veterans Preference Clarifications**

(Effective Date: May 19, 2011)

**Summary:** SB 277 clarifies that a veteran seeking to use a veterans preference in public employment must meet the minimum qualifications for the position sought or have successfully completed an initial applicant screening or candidate examination. Previously, a candidate needed only to have completed an initial applicant screening in order to have preference points awarded.

**What Cities Need to Do:** Cities need to make note of this change in order to determine if a veteran is eligible for the veterans preference set forth in state law. (LOC Staff Contact: Scott Winkels)

**SB 619: Right to Repurchase for Property Sale Agreements**

(Effective Date: June 8, 2011)

**Summary:** SB 619 provides for the right to repurchase real property when a condemner and owner form a purchase agreement after the adoption of a resolution or ordinance for the acquisition of real property, but before entry of a judgment in a condemnation action. The bill provides that the owner may repurchase the property if the property has not been used for a public purpose and 10 years have passed since the date of the real property transfer unless the purchase agreement includes one of the following conditions: (1) a condition for right to repurchase that specifies the period of time in which a condemner must use the property for a public purpose; or (2) a condition that the right to repurchase has been waived by the owner.

**What Cities Need to Do:** Cities will need to ensure that any property sale agreements tendered prior to condemnation action specify one of the above conditions. (LOC Staff Contact: Linda Ludwig)

**HB 2370: Rail Communication**

(Effective Date: January 1, 2012)

**Summary:** HB 2370 requires a city to notify the Oregon Department of Transportation (ODOT) at least 30 days prior to selling or exchanging property located within 100 feet of a railroad right-of-way or within 500 feet of an at-grade rail crossing.

**What Cities Need to Do:** Cities that plan to or are in the process of conveying real property located close to a railroad right-of-way or an at-grade rail crossing need to contact ODOT. (LOC Staff Contact: Craig Honeyman)

**On the Web:** Full text versions of the above bills are available for viewing or download at: [www.leg.state.or.us/search-meas.html](http://www.leg.state.or.us/search-meas.html). ■

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# **Parks Committee**

## **Traffic Safety**

# REPORTS

Police Chief

Finance Office

Public Works

City Recorder

City Attorney's

## Aurora Police Department Chief's Report for SEPTEMBER 2011

### INCIDENTS

There were a total of 68 incidents for the month of September compared to 66 incidents for the month of August. There were 8 arrests resulting in 18 charges.

There were 56 citations written in September, which resulted in 82 different charges. There were 10 written and verbal warnings issued. The average speed over the limit was 16.72 mph compared to 15.27 mph in August.

### EXTRAORDINARY INCIDENTS FOR THE MONTH:

2 arrests for possession of Meth resulting from traffic stop. 1 Death Investigation. 1 report of missing possibly suicidal subject.

### VEHICLE MAINTENANCE

Damage to Unit 27 repaired and routine maintenance.

### TRAINING

Marcia Tolliver attended a four day LEADS class in Pendleton. This training class is an annual event that trains LEADS representatives. She was able to get fully trained on LEADS and all of the upcoming changes for next year.

### RESERVE OFFICER/ORGANIZATION ACTIVITIES

PATROL	TRAINING	COURT	SPECIAL DETAIL	MEETING	ADMIN.	TOTAL
41	0	0	10.5	0	0	51.5

### FINANCES & GRANTS

We received a \$1,000 seatbelt enforcement grant as well as a \$1,500 DUII grant. The grant work will be scheduled and worked by Reserve Officers.

### ADMINISTRATION

### CODE ENFORCEMENT

2 door hangers given out this month. 1 for someone living in trailer on Main St, 1 for accumulation of trash on Filbert St.

# Citation Analysis Report

From: 9/1/2011 To: 9/30/2011

PRINT DATE: 10/4/2011 10:51:57AM

CITATION ID	TYPE	ISSUED DATE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
AAPI121012	TRFCITE	09/02/2011 23:35	EHLEN RD	0012	AUSTIN,CHRISTOPHER OFC	807.610	Employing or Providing Vehicle to Unqualified Driver
AAPI121013	TRFCITE	09/16/2011 19:35	OTTAWAY RD	0012	AUSTIN,CHRISTOPHER OFC	811.265	Fail to Obey Traffic Control Device
AAPI121013	TRFCITE	09/16/2011 19:35	OTTAWAY RD	0012	AUSTIN,CHRISTOPHER OFC	815.222	Illegal Window Tinting
AAPI121013	TRFCITE	09/16/2011 19:35	OTTAWAY RD	0012	AUSTIN,CHRISTOPHER OFC	811.400	Fail to Use Approp Signal for Turn, Lane Change or Stop
AAPI121064	TRFCITE	09/02/2011 14:42	EHLEN RD NE	0014	SIMMONS,JEFFREY	811.111	Violation of Speed Limit
AAPI121065	TRFCITE	09/02/2011 15:12	EHLEN RD	0014	SIMMONS,JEFFREY	811.111	Violation of Speed Limit
AAPI121066	TRFCITE	09/30/2011 14:32	EHLEN RD NE	0014	SIMMONS,JEFFREY	811.111	Violation of Speed Limit
AAPI121127	TRFCITE	09/02/2011 19:40	HWY 99E	0018	TOLLEY,CHRISTOPHER OFC	811.175	Violation of Speed Limit
AAPI121127	TRFCITE	09/02/2011 19:40	HWY 99E	0018	TOLLEY,CHRISTOPHER OFC	815.020	Driving While Suspended/Revoked - Violation
AAPI121127	TRFCITE	09/02/2011 19:40	HWY 99E	0018	TOLLEY,CHRISTOPHER OFC	806.010	Operation of Unsafe Vehicle
AAPI121128	TRFCITE	09/02/2011 11:35	EHLEN RD	0018	TOLLEY,CHRISTOPHER OFC	807.010	Driving Uninsured - Traffic Viol.
AAPI121128	TRFCITE	09/02/2011 11:35	EHLEN RD	0018	TOLLEY,CHRISTOPHER OFC	811.485	No ODL/ Violation of License Restrictions
AAPI121420	TRFCITE	09/01/2011 11:57	21000 BLOCK	0001	EARHART,BRENT CHIEF	811.111	Following Too Closely
AAPI121420	TRFCITE	09/01/2011 11:57	21000 BLOCK	0001	EARHART,BRENT CHIEF	807.010	Violation of Speed Limit
AAPI121421	TRFCITE	09/06/2011 10:02	14600 BLOCK	0001	EARHART,BRENT CHIEF	811.111	No ODL/ Violation of License Restrictions
AAPI121422	TRFCITE	09/06/2011 12:40	21300 BLOCK	0001	EARHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121423	TRFCITE	09/13/2011 08:10	21300 BLOCK	0001	EARHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121424	TRFCITE	09/14/2011 11:06	14600 BLOCK	0001	EARHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121425	TRFCITE	09/14/2011 12:40	14600 BLOCK	0001	EARHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121454	TRFCITE	09/02/2011 19:35	EHLEN RD NE	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121456	TRFCITE	09/02/2011 21:11	EHLEN RD NE	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI121456	TRFCITE	09/02/2011 21:11	EHLEN RD NE	0003	MARSHALL,DANIEL OFC	816.330	Operation Without Required Lighting Equipment
AAPI121457	TRFCITE	09/04/2011 16:24	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121458	TRFCITE	09/04/2011 16:24	1ST ST NE	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI121459	TRFCITE	09/06/2011 19:00	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121459	TRFCITE	09/06/2011 19:00	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI121459	TRFCITE	09/06/2011 19:00	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	803.505	Fail to Carry Registration Card
AAPI121460	TRFCITE	09/10/2011 15:32	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI121461	TRFCITE	09/09/2011 16:10	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI121461	TRFCITE	09/09/2011 16:10	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI121461	TRFCITE	09/09/2011 16:10	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	807.420	Fail to Notify DMV of Name/Address Change ID Card
AAPI121462	TRFCITE	09/10/2011 18:09	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121462	TRFCITE	09/10/2011 18:09	HWY 99E NB	0003	MARSHALL,DANIEL OFC	807.570	Fail to Carry/Present Operators License
AAPI121463	TRFCITE	09/10/2011 18:39	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121463	TRFCITE	09/10/2011 18:39	HWY 99E NB	0003	MARSHALL,DANIEL OFC	815.185	Operation Without Proper Fenders or Mudguards
AAPI121463	TRFCITE	09/10/2011 18:39	HWY 99E NB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI121464	TRFCITE	09/10/2011 18:39	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121465	TRFCITE	09/11/2011 17:53	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI121467	TRFCITE	09/11/2011 19:18	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit

# Citation Analysis Report

From: 9/1/2011 To: 9/30/2011

PRINT DATE: 10/4/2011 10:51:57AM

CITATION ID	TYPE	ISSUED DATE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
AAPI121468	TRFCITE	09/13/2011 17:43	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.265	Fail to Obey Traffic Control Device
AAPI121469	TRFCITE	09/16/2011 14:49	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI121469	TRFCITE	09/16/2011 14:49	HWY 99E NB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI121470	TRFCITE	09/13/2011 18:31	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121470	TRFCITE	09/13/2011 18:31	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI121471	TRFCITE	09/16/2011 15:41	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI121472	TRFCITE	09/18/2011 12:42	EHLEN RD NE NB	0003	MARSHALL,DANIEL OFC	803.540	Fail to Display Plates
AAPI121473	TRFCITE	09/18/2011 18:23	MAIN ST NE NB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI121473	TRFCITE	09/18/2011 18:23	MAIN ST NE NB	0003	MARSHALL,DANIEL OFC	811.170	Open Container
AAPI121473	TRFCITE	09/18/2011 18:23	MAIN ST NE NB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI121474	TRFCITE	09/18/2011 17:54	HWY 99E SB	0003	MARSHALL,DANIEL OFC	807.010	No ODL Violation of License Restrictions
AAPI121474	TRFCITE	09/18/2011 17:54	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121474	TRFCITE	09/18/2011 17:54	HWY 99E SB	0003	MARSHALL,DANIEL OFC	803.540	Fail to Display Plates
AAPI121475	TRFCITE	09/18/2011 18:23	MAIN ST NE NB	0003	MARSHALL,DANIEL OFC	475.978	Drugs - Methyl Sulfonyl Methane transfer
AAPI121476	TRFCITE	09/15/2011 11:11	20900 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121476	TRFCITE	09/15/2011 11:11	20900 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121476	TRFCITE	09/15/2011 11:11	20900 BLOCK	0001	EARTHART,BRENT CHIEF	803.325	Purchase/Use Out-of-State Reg Vehicle by Resident
AAPI121476	TRFCITE	09/15/2011 11:11	20900 BLOCK	0001	EARTHART,BRENT CHIEF	807.560	Fail to Change Name/Address on ODL/Permit
AAPI121477	TRFCITE	09/15/2011 11:47	21300 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121478	TRFCITE	09/20/2011 11:53	21000 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121479	TRFCITE	09/22/2011 11:44	21900 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121480	TRFCITE	09/23/2011 12:43	21100 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121481	TRFCITE	09/26/2011 09:03	21100 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121482	TRFCITE	09/27/2011 10:21	21200 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121483	TRFCITE	09/27/2011 11:18	14600 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121484	TRFCITE	09/28/2011 01:53	20900 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121485	TRFCITE	09/29/2011 01:16	14600 BLOCK	0001	EARTHART,BRENT CHIEF	811.111	Violation of Speed Limit
AAPI121485	TRFCITE	09/29/2011 01:16	14600 BLOCK	0001	EARTHART,BRENT CHIEF	814.200	Unlawful Operation of Motorcycle or Moped
AAPI121501	TRFCITE	09/20/2011 09:45	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI121502	TRFCITE	09/20/2011 11:23	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI121502	TRFCITE	09/20/2011 11:23	HWY 99E NB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI121502	TRFCITE	09/20/2011 11:23	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.540	Fail to Display Plates
AAPI121503	TRFCITE	09/23/2011 19:00	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121503	TRFCITE	09/23/2011 19:00	HWY 99E NB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI121504	TRFCITE	09/23/2011 19:38	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121504	TRFCITE	09/23/2011 19:38	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI121504	TRFCITE	09/23/2011 19:38	HWY 99E NB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI121505	TRFCITE	09/27/2011 14:55	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121506	TRFCITE	09/24/2011 17:57	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121506	TRFCITE	09/24/2011 17:57	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI121506	TRFCITE	09/24/2011 17:57	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121507	TRFCITE	09/25/2011 18:19	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121507	TRFCITE	09/25/2011 18:19	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121507	TRFCITE	09/25/2011 18:19	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation

# Citation Analysis Report

From: 9/1/2011 To: 9/30/2011

PRINT DATE: 10/4/2011 10:51:57AM

CITATION ID	TYPE	ISSUED DATE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
AAPI121507	TRFCITE	09/25/2011 18:19	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121508	TRFCITE	09/25/2011 18:19	HWY 99E SB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI121509	TRFCITE	09/26/2011 20:02	HWY 99E SB	0003	MARSHALL,DANIEL OFC	807.570	Fail to Carry/Present Operators License
AAPI121509	TRFCITE	09/26/2011 20:02	HWY 99E SB	0003	MARSHALL,DANIEL OFC	807.620	Giving False Information to Police Officer
AAPI121510	TRFCITE	09/26/2011 20:02	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI121510	TRFCITE	09/26/2011 20:02	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI121510	TRFCITE	09/26/2011 20:02	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI121511	TRFCITE	09/30/2011 18:29	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.507	Operate Vehicle while using mobile communication device
AAPI121512	TRFCITE	09/30/2011 18:42	HWY 99E NB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
AAPI121512	TRFCITE	09/30/2011 18:42	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.635	Improper Use of Temporary Registration Perm
AAPI121513	TRFCITE	09/30/2011 20:20	HWY 99E	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
AAPI121513	TRFCITE	09/30/2011 20:20	HWY 99E	0003	MARSHALL,DANIEL OFC	811.505	Fail to Stop When Emerging from Alley, Driveway or Bldg

**TOTAL CITATION 56**

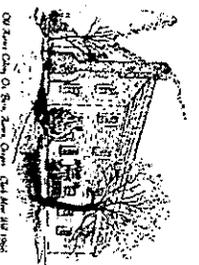
# General Ledger

## Revenue Analysis

User: Jan V

Printed: 10/04/2011 - 4:17 P

Period 1 to 3, 2012



**City of Aurora**  
FOUNDED 1856  
"National Historic Site"

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
10	GENERAL FUND					
10-111-5001	Beginning Balance	101,776.00	0.00	0.00	101,776.00	0.00
10-111-5003	Previous Levied Taxes	8,264.00	2,955.52	2,955.52	5,308.48	35.76
10-111-5004	Interest Income	450.00	115.48	115.48	334.52	25.66
10-111-5005	Franchise Fees	55,700.00	5,010.31	5,010.31	50,689.69	9.00
10-111-5006	Planning/Development Fees	10,000.00	3,645.75	3,645.75	6,354.25	36.46
10-111-5007	Building Permits & Fees	15,000.00	1,299.61	1,299.61	13,700.39	8.66
10-111-5008	Municipal Court Fines	194,375.00	35,092.45	35,092.45	159,282.55	18.05
10-111-5009	Towing Ordinance Fees	10,000.00	1,350.00	1,350.00	8,650.00	13.50
10-111-5010	Donations	0.00	0.00	0.00	0.00	0.00
10-111-5012	Miscellaneous Revenue	500.00	2,787.39	2,787.39	(2,287.39)	557.48
10-111-5013	Park Reservation Fees	1,740.00	550.00	550.00	1,190.00	31.61
10-111-5014	Copy & Misc. revenue	250.00	40.00	40.00	210.00	16.00
10-111-5101	State Liquor & Cigarette Tax	12,319.00	1,969.76	1,969.76	10,349.24	15.99
10-111-5102	Fingerprinting	400.00	70.00	70.00	330.00	17.50
10-111-5103	Cell Tower Rent	20,465.00	5,801.90	5,801.90	14,663.10	28.35
10-111-5212	Unanticipated revenues	0.00	0.00	0.00	0.00	0.00
10-111-5451	Business Licenses	5,000.00	550.00	550.00	4,450.00	11.00
10-111-5452	Business Licenses Surcharge	0.00	0.00	0.00	0.00	0.00
10-111-5456	Police Reserves/Cadets	5,000.00	448.00	448.00	4,552.00	8.96
10-111-5465	Pedestrian Safety Enforcement	0.00	0.00	0.00	0.00	0.00
10-111-5470	DUII Overtime Grant (Police)	1,000.00	0.00	0.00	1,000.00	0.00
10-111-5475	Seat Belt Enforce Grant	1,500.00	0.00	0.00	1,500.00	0.00
10-111-5481	Revenue Sharing	6,580.00	2,807.89	2,807.89	3,772.11	42.67
10-111-5490	Police Training assessments	3,000.00	1,007.00	1,007.00	1,993.00	33.57
10-111-5495	ODOT - MCSAP	11,250.00	0.00	0.00	11,250.00	0.00
10-111-5500	Aurora Colony Day Rev.	4,000.00	302.00	302.00	3,698.00	7.55
10-111-5501	Aurora Antique Faire Revenue	2,500.00	2,175.00	2,175.00	325.00	87.00
10-111-5606	Planning Assist Grant	1,000.00	0.00	0.00	1,000.00	0.00
10-111-5903	Transfer From Park SDC Fund	0.00	0.00	0.00	0.00	0.00
10-111-5950	Taxes Necessary To Balance	201,573.00	1,702.20	1,702.20	199,870.80	0.84

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
15	10 Totals:	673,642.00	69,680.26	69,680.26	603,961.74	10.34
15	CITY HALL BUILDING FUND					
15-111-5001	Beginning Balance	94,774.00	0.00	0.00	94,774.00	0.00
15-111-5004	Interest Income	200.00	70.65	70.65	129.35	35.33
15-111-5012	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
15-111-5450	Donations	0.00	0.00	0.00	0.00	0.00
15-111-5452	Business License Surcharges	1,200.00	80.00	80.00	1,120.00	6.67
15-111-5462	Enhanced Citation Revenue	14,500.00	4,678.00	4,678.00	9,822.00	32.26
15-111-5902	Transfer from General Fund	3,000.00	0.00	0.00	3,000.00	0.00
15 Totals:		113,674.00	4,828.65	4,828.65	108,845.35	4.25
25	PARK RESERVE FUND					
25-111-5001	Beginning Balance	7,458.00	0.00	0.00	7,458.00	0.00
25-111-5004	Interest	42.00	5.33	5.33	36.67	12.69
25 Totals:		7,500.00	5.33	5.33	7,494.67	0.07
29	PARK SDCs					
29-111-5001	Beginning Balance	18,996.00	0.00	0.00	18,996.00	0.00
29-111-5004	Interest Income	75.00	13.05	13.05	61.95	17.40
29-111-5710	SDCs Reimbursement	134.00	134.00	134.00	0.00	100.00
29-111-5720	SDC Capital Improvements	2,071.00	2,071.00	2,071.00	0.00	100.00
29-111-5904	Transfer from Park Renovations	0.00	0.00	0.00	0.00	0.00
29 Totals:		21,276.00	2,218.05	2,218.05	19,057.95	10.43
30	STREETS/STORM FUND					
30-111-5001	Beginning Balance	75,109.00	0.00	0.00	75,109.00	0.00
30-111-5004	Interest Income	200.00	62.90	62.90	137.10	31.45
30-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
30-111-5020	State/City Allotment Grant	25,000.00	0.00	0.00	25,000.00	0.00
30-111-5130	Street Overlay /Maintenance	0.00	(1,545.92)	(1,545.92)	1,545.92	0.00
30-111-5150	Street Light Fees	19,152.00	3,474.35	3,474.35	15,677.65	18.14
30-111-5151	State Highway Taxes	51,888.00	12,090.13	12,090.13	39,797.87	23.30
30-111-5901	Transfer from Street SDC	0.00	0.00	0.00	0.00	0.00
30-111-5902	Transfer from Storm SDCs	3,111.00	0.00	0.00	3,111.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
35	STREET/STORM RESERVES					
35-111-5001	Beginning Balance	0.00	0.00	0.00	0.00	0.00
35-111-5004	Interest Income	50.00	16.38	16.38	33.62	32.76
35-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
35-111-5150	Street Maintenance Fees	12,600.00	3,745.92	3,745.92	8,854.08	29.73
35-111-5904	Transfer From Street Fund	0.00	0.00	0.00	0.00	0.00
35 Totals:		174,460.00	14,081.46	14,081.46	160,378.54	8.07
39	STREET/STORM SDCs					
39-111-5001	Beginning Balance	25,373.00	0.00	0.00	25,373.00	0.00
39-111-5004	Interest Income	25.00	12.49	12.49	12.51	49.96
39-111-5710	SDC Charges/Streets-Reimbursen	1,292.00	1,292.00	1,292.00	0.00	100.00
39-111-5715	SDC Charges/Storm-Reimbursen	108.00	108.00	108.00	0.00	100.00
39-111-5720	SDC Charges/Streets-Improvenen	1,448.00	1,448.00	1,448.00	0.00	100.00
39-111-5725	SDC Charges/Storm-Improvements	212.00	212.00	212.00	0.00	100.00
39 Totals:		28,458.00	3,072.49	3,072.49	25,385.51	10.80
40	WATER					
40-111-5000	Beginning Working Capital	198,099.00	0.00	0.00	198,099.00	0.00
40-111-5004	Interest Income	600.00	153.55	153.55	446.45	25.59
40-111-5012	Prior taxes from GO Water Bond	500.00	20.32	20.32	479.68	4.06
40-111-5201	Water Sales	209,505.00	49,733.79	49,733.79	159,771.21	23.74
40-111-5202	Meter Installation Sales	4,600.00	2,249.69	2,249.69	2,350.31	48.91
40-111-5903	Transfer from Water SDC	4,000.00	0.00	0.00	4,000.00	0.00
40 Totals:		417,304.00	52,157.35	52,157.35	365,146.65	12.50
42	SPW PROJECT MAINTENANCE FU					
42-111-5001	Beginning Balance	21,529.00	0.00	0.00	21,529.00	0.00
42-111-5004	Interest Income	0.00	15.50	15.50	(15.50)	0.00
42-111-5602	LID #1 Assessments	736.00	0.00	0.00	736.00	0.00
42-111-5904	Transfer From Water Fund	0.00	0.00	0.00	0.00	0.00
42 Totals:		22,265.00	15.50	15.50	22,249.50	0.07

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
43	WATER FILTRATION SYSTEM					
43-111-5001	Beginning Balance	0.00	0.00	0.00	0.00	0.00
43-111-5004	Interest Income	0.00	0.00	0.00	0.00	0.00
43-111-5012	City's match & self help	0.00	0.00	0.00	0.00	0.00
43-111-5160	Grant revenue (ARRA)	0.00	0.00	0.00	0.00	0.00
43-111-5230	OECD Loan	0.00	0.00	0.00	0.00	0.00
43-111-5903	Transfer from Water SDCs	0.00	0.00	0.00	0.00	0.00
43 Totals:		0.00	0.00	0.00	0.00	0.00
45	WATER RESERVE FUND					
45-111-5001	Beginning Balance	5,808.00	0.00	0.00	5,808.00	0.00
45-111-5004	Interest Income	0.00	4.41	4.41	(4.41)	0.00
45 Totals:		5,808.00	4.41	4.41	5,803.59	0.08
49	WATER SDCs					
49-111-5001	Beginning Balance	42,148.00	0.00	0.00	42,148.00	0.00
49-111-5004	Interest Income	0.00	35.39	35.39	(35.39)	0.00
49-111-5710	SDC Charges-Reimbursements	1,466.00	1,466.00	1,466.00	0.00	100.00
49-111-5715	SDC Charges-Improvements	6,840.00	6,840.00	6,840.00	0.00	100.00
49 Totals:		50,454.00	8,341.39	8,341.39	42,112.61	16.53
50	SEWER					
50-111-5000	Beginning Working Capital	0.00	0.00	0.00	0.00	0.00
50-111-5004	Interest Income	330.00	113.20	113.20	216.80	34.30
50-111-5012	Misc. Revenue	10,000.00	0.00	0.00	10,000.00	0.00
50-111-5301	Sewer Charges	257,040.00	50,757.01	50,757.01	206,282.99	19.75
50 Totals:		267,370.00	50,870.21	50,870.21	216,499.79	19.03
55	SEWER RESERVE FUND					
55-111-5001	Beginning Balance	5,396.00	0.00	0.00	5,396.00	0.00
55-111-5004	Interest Income	24.00	3.93	3.93	20.07	16.37
55-111-5902	Transfer From Sewer Fund	0.00	0.00	0.00	0.00	0.00
55 Totals:		5,420.00	3.93	3.93	5,416.07	0.07
57	SEWER DEBT SERVICE					

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
57-111-5001	Beginning Balance	9,658.00	0.00	0.00	9,658.00	0.00
57-111-5003	Previous Levied Taxes	7,500.00	2,538.05	2,538.05	4,961.95	33.84
57-111-5004	Interest Income	225.00	9.69	9.69	215.31	4.31
57-111-5950	Taxes Necessary To Balance	283,705.00	2,281.73	2,281.73	281,423.27	0.80
	57 Totals:	301,088.00	4,829.47	4,829.47	296,258.53	1.60
59	SEWER SDC FUND					
59-111-5001	Beginning Balance	9,809.00	0.00	0.00	9,809.00	0.00
59-111-5004	Interest Income	100.00	9.59	9.59	90.41	9.59
59-111-5710	SDC Charges-Reimbursements	2,588.00	2,588.00	2,588.00	0.00	100.00
59-111-5715	SDC Charges-Improvements	1,476.00	1,476.00	1,476.00	0.00	100.00
	59 Totals:	13,973.00	4,073.59	4,073.59	9,899.41	29.15
	Report Totals:	2,115,342.00	217,944.39	217,944.39	1,897,397.61	10.30

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-112	GENERAL FUND					
10-112-6001	Administration	9,528.00	2,520.32	2,520.32	7,007.68	26.45
10-112-6002	Personnel Expenses	2,387.00	580.09	580.09	1,806.91	24.30
10-112-6011	City Recorder	16,376.00	4,108.17	4,108.17	12,267.83	25.09
10-112-6012	Finance Officer	2,342.00	551.10	551.10	1,790.90	23.53
10-112-6014	Admin. Assistant - P.M.	106.00	5.90	5.90	100.10	5.57
10-112-6016	WB/A/workmans Comp Insurance	2,343.00	535.66	535.66	1,807.34	22.86
10-112-6017	Social Security/Medicare	1,103.00	251.82	251.82	851.18	22.83
10-112-6018	State Unemployment Payroll Tax	2,334.00	642.68	642.68	1,691.32	27.54
10-112-6019	PERS	9,907.00	2,477.44	2,477.44	7,429.56	25.01
10-112-6401	Health Insurance	100.00	0.00	0.00	100.00	0.00
	Emergency Response					
	Total: Personnel Expenses	46,526.00*	11,673.18*	11,673.18*	34,852.82*	25.09*
Account Type: E02	Materials & Services					
10-112-6020	Operating Materials/Supplies	0.00	0.00	0.00	0.00	0.00
10-112-6021	Contract Services	2,700.00	0.00	0.00	2,700.00	0.00
10-112-6022	Copier Lease/Maint	600.00	128.60	128.60	471.40	21.43
10-112-6024	Repair & Maintenance	2,000.00	0.00	0.00	2,000.00	0.00
10-112-6025	Legal	22,500.00	7,440.00	7,440.00	15,060.00	33.07
10-112-6026	Insurance & Bonds	5,000.00	2,754.43	2,754.43	2,245.57	55.09
10-112-6027	Bank & Finance Charges	280.00	6.00	6.00	274.00	2.14
10-112-6028	Mileage	500.00	0.00	0.00	500.00	0.00
10-112-6029	Electricity & Heating	0.00	0.00	0.00	0.00	0.00
10-112-6030	Office Expense	6,100.00	1,436.73	1,436.73	4,663.27	23.55
10-112-6031	Training & Conference	3,200.00	300.00	300.00	2,900.00	9.38
10-112-6032	Audit	6,625.00	0.00	0.00	6,625.00	0.00
10-112-6033	Equipment	1,100.00	0.00	0.00	1,100.00	0.00
10-112-6035	Office Equipment Lease	250.00	56.26	56.26	193.74	22.50
10-112-6039	Ethics Commission Fee	3,500.00	175.60	175.60	74.40	70.24
10-112-6048	Phone & Fax	3,500.00	737.83	737.83	2,108	21.08
10-112-6052	Postage	1,500.00	231.85	231.85	1,268.15	15.46
10-112-6054	Miscellaneous Expense	300.00	0.00	0.00	300.00	0.00
10-112-6061	Internet Service	288.00	46.48	46.48	241.52	16.14
10-112-6062	Computer training	1,200.00	0.00	0.00	1,200.00	0.00
10-112-6090	Springbrook Lease	600.00	120.00	120.00	480.00	20.00
10-112-6304	Professional Dues & Fees	500.00	135.00	135.00	365.00	27.00
10-112-6402	Emergency response	100.00	0.00	0.00	100.00	0.00
10-112-6405	Website	0.00	769.71	769.71	(769.71)	0.00
	Total: Materials & Services	59,093.00*	14,338.49*	14,338.49*	44,754.51*	24.26*
Account Type: E03	Capital Outlay					
10-112-6403	Emergency Response	100.00	0.00	0.00	100.00	0.00
10-112-6901	Equipment	350.00	0.00	0.00	350.00	0.00
10-112-6906	City Hall Maintenance & Repair	1,500.00	0.00	0.00	1,500.00	0.00
10-112-6910	Software/Software Updates	0.00	0.00	0.00	0.00	0.00
10-112-6915	Software security	500.00	200.50	200.50	299.50	40.10

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-112-6920	On-Site Server	2,600.00	650.00	650.00	1,950.00	25.00
	Total: Capital Outlay	5,050.00*	850.50*	850.50*	4,199.50*	16.84*
Account Type: E07						
10-112-7501	Contingencies	0.00	0.00	0.00	0.00	0.00
	Total: Contingencies	0.00*	0.00*	0.00*	0.00*	0.00*
10-112 Totals:						
		110,669.00**	26,862.17**	26,862.17**	83,806.83**	24.27**
10-113						
Account Type: E01						
10-113-6001	Personnel Expenses	7,622.00	2,016.22	2,016.22	5,605.78	26.45
10-113-6011	City Recorder	1,638.00	410.82	410.82	1,227.18	25.08
10-113-6014	Finance Officer	32.00	1.56	1.56	30.44	4.87
10-113-6016	WBA/Workmans Comp Insurance	708.00	164.67	164.67	543.33	23.26
10-113-6017	Social Security/Medicare	333.00	77.23	77.23	255.77	23.19
10-113-6018	State Unemployment Tax	541.00	157.76	157.76	383.24	29.16
10-113-6019	PERS	3,721.00	930.49	930.49	2,790.51	25.01
	Health Insurance					
	Total: Personnel Expenses	14,595.00*	3,758.75*	3,758.75*	10,836.25*	25.75*
Account Type: E02						
10-113-6026	Materials & Services	300.00	76.00	76.00	224.00	25.33
10-113-6028	Aurora City Council	50.00	0.00	0.00	50.00	0.00
10-113-6030	City Official Mitige	0.00	0.00	0.00	0.00	0.00
10-113-6031	Office Expense	500.00	0.00	0.00	500.00	0.00
10-113-6036	City Official Training & Conf	300.00	323.00	323.00	(23.00)	107.67
10-113-6037	Aurora Planning Commission	300.00	152.00	152.00	148.00	50.67
10-113-6038	Historic Review Board	14,000.00	3,557.22	3,557.22	10,442.78	25.41
10-113-6039	Planning Consultant-City Paid	8,000.00	867.75	867.75	7,132.25	10.85
10-113-6040	City Engineer-Billed Out	2,000.00	0.00	0.00	2,000.00	0.00
10-113-6041	Marion City Pmt Fees	12,000.00	0.00	0.00	12,000.00	0.00
10-113-6063	Planning Assistance Grant	1,000.00	0.00	0.00	1,000.00	0.00
10-113-6065	Publishing & Posting Fees	2,000.00	0.00	0.00	2,000.00	0.00
10-113-6066	Aurora Colony Day Exp.	4,000.00	2,303.78	2,303.78	1,696.22	57.59
10-113-6067	Aurora Antique Faire Expense	2,500.00	1,828.16	1,828.16	671.84	73.13
10-113-6200	Revenue sharing projects	7,000.00	1,087.50	1,087.50	5,912.50	15.54
10-113-6212	Abatement, lien filing expense	300.00	235.00	235.00	65.00	78.33
10-113-6304	Dues & Publications	3,400.00	1,703.61	1,703.61	1,696.39	50.11
	Total: Materials & Services	57,650.00*	12,134.02*	12,134.02*	45,515.98*	21.05*
10-113 Totals:						
		72,245.00**	15,892.77**	15,892.77**	56,352.23**	22.00**
10-114						
Account Type: E01						
10-114-6001	Municipal Court	3,811.00	1,008.13	1,008.13	2,802.87	26.45
10-114-6002	City Recorder	1,193.00	290.05	290.05	902.95	24.31
	Administrative Assistant					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-114-6011	Finance Officer	1,638.00	410.77	410.77	1,227.23	25.08
10-114-6012	Admin. Assistant - P.M.	9,367.00	2,204.40	2,204.40	7,162.60	23.53
10-114-6014	WBA/Workmans Comp Insurance	65.00	4.19	4.19	60.81	6.45
10-114-6016	Social Security/Medicare	1,225.00	275.94	275.94	949.06	22.53
10-114-6017	State Unemployment Payroll Tax	576.00	129.74	129.74	446.26	22.52
10-114-6018	PER'S	935.00	260.93	260.93	674.07	27.91
10-114-6019	Health Insurance	2,161.00	540.35	540.35	1,620.65	25.00
	Total: Personnel Expenses	20,971.00*	5,124.50*	5,124.50*	15,846.50*	24.44*
Account Type: E02	Materials & Services	7,800.00	1,300.00	1,300.00	6,500.00	16.67
10-114-6005	Judge	1,000.00	252.15	252.15	747.85	25.22
10-114-6006	Interpreter	600.00	128.60	128.60	471.40	21.43
10-114-6022	Office Expense	500.00	0.00	0.00	500.00	0.00
10-114-6030	Training & Conference	500.00	0.00	0.00	500.00	0.00
10-114-6031	Postage	235.00	54.50	54.50	180.50	23.19
10-114-6035	Court Revenue Pymts to Others	54,000.00	12,139.46	12,139.46	41,860.54	22.48
10-114-6047	Postage	350.00	56.56	56.56	293.44	16.16
10-114-6052	Total: Materials & Services	64,985.00*	13,931.27*	13,931.27*	51,053.73*	21.44*
Account Type: E03	Capital Outlay	0.00	0.00	0.00	0.00	0.00
10-114-6910	Software/Software Updates	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
10-114 Totals:		85,956.00**	19,055.77**	19,055.77**	66,900.23**	22.17**
10-115	Police					
Account Type: E01	Personnel Expenses	14,148.00	3,580.28	3,580.28	10,567.72	25.31
10-115-6005	Police Clerk	49,169.00	12,499.77	12,499.77	36,669.23	25.42
10-115-6007	Police Chief	35,604.00	8,768.84	8,768.84	26,835.16	24.63
10-115-6008	Police Officer 1	6,216.00	0.00	0.00	6,216.00	0.00
10-115-6010	Grant Wages	3,275.00	821.64	821.64	2,453.36	25.09
10-115-6011	Finance Officer	11,250.00	0.00	0.00	11,250.00	0.00
10-115-6012	MCSAP Wages (OT) - reserves	3,512.00	19.66	19.66	3,492.34	0.56
10-115-6014	WBA/Workmans Comp Insurance	0.00	0.00	0.00	0.00	0.00
10-115-6015	Personnel Expenses (Grant)	8,294.00	1,859.73	1,859.73	6,434.27	22.42
10-115-6016	Social Security/Medicare	3,903.00	881.17	881.17	3,021.83	22.58
10-115-6017	State Unemployment Payroll Tax	10,707.00	1,603.43	1,603.43	9,103.57	14.97
10-115-6018	PER'S	19,651.00	4,906.36	4,906.36	14,744.64	24.97
10-115-6019	Health Insurance	165,729.00*	34,940.88*	34,940.88*	130,788.12*	21.08*
	Total: Personnel Expenses					
Account Type: E02	Materials & Services	2,500.00	200.00	200.00	2,300.00	8.00
10-115-6020	Contract Services	5,800.00	570.57	570.57	5,229.43	9.84
10-115-6021	Copier Lease/Maint	600.00	128.60	128.60	471.40	21.43
10-115-6022	Legal Expense	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-115-6028	Mifflage	300.00	6.63	6.63	293.37	2.21
10-115-6029	Electric/Heating	0.00	0.00	0.00	0.00	0.00
10-115-6030	Office Expense	6,000.00	404.08	404.08	5,595.92	6.73
10-115-6031	Training & Conference	4,500.00	80.00	80.00	4,420.00	1.78
10-115-6034	Auto Operating Exp-Leas	23,800.00	9,035.08	9,035.08	14,764.92	37.96
10-115-6037	Postage Machine Lease	235.00	54.50	54.50	180.50	23.19
10-115-6038	Training & Conference - Clerk	1,000.00	185.00	185.00	815.00	18.50
10-115-6048	Phone & Fax	5,000.00	673.69	673.69	4,326.31	13.47
10-115-6049	Insurance	3,025.00	1,667.54	1,667.54	1,357.46	55.13
10-115-6050	Equip Repairs & Maint	2,000.00	283.90	283.90	1,716.10	14.19
10-115-6051	Uniforms	1,500.00	0.00	0.00	1,500.00	0.00
10-115-6052	Postage	800.00	42.84	42.84	757.16	5.36
10-115-6061	Internet service	288.00	46.49	46.49	241.51	16.14
10-115-6101	Dispatch Services	16,300.00	3,762.50	3,762.50	12,537.50	23.08
10-115-6102	Investigative Materials	750.00	0.00	0.00	750.00	0.00
10-115-6304	Professional Dues & Fees	450.00	0.00	0.00	450.00	0.00
10-115-6456	Police Reserves & Cadets	5,000.00	0.00	0.00	5,000.00	0.00
10-115-6922	Server Maintenance	1,200.00	250.00	250.00	950.00	20.83
	Total: Materials & Services	81,048.00*	17,391.42*	17,391.42*	63,656.58*	21.46*
Account Type: E03	Capital Outlay					
10-115-6901	Equipment	8,000.00	1,116.00	1,116.00	6,884.00	13.95
10-115-6905	City Hall Bldg Improvements	2,000.00	70.87	70.87	1,929.13	3.54
10-115-6910	Software/Software Updates	1,000.00	0.00	0.00	1,000.00	0.00
10-115-6915	Software security	500.00	200.50	200.50	299.50	40.10
10-115-6930	Office Equipment	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	11,500.00*	1,387.37*	1,387.37*	10,112.63*	12.06*
	10-115 Totals:	258,277.00**	53,719.67**	53,719.67**	204,557.33**	20.80**
10-116	Public Facilities					
Account Type: E02	Materials & Services					
10-116-6020	Operating Materials & Supplies	1,500.00	353.99	353.99	1,146.01	23.60
10-116-6021	City Hall & Pub. Rest. Cont Ser	3,420.00	537.35	537.35	2,882.65	15.71
10-116-6024	Repair & Maintenance	3,000.00	0.00	0.00	3,000.00	0.00
10-116-6029	Electric/Heating	6,700.00	1,335.25	1,335.25	5,364.75	19.93
	Total: Materials & Services	14,620.00*	2,226.59*	2,226.59*	12,393.41*	15.23*
Account Type: E06	Transfer out					
10-116-6955	Trans to City Hall Bldg Fund	3,000.00	0.00	0.00	3,000.00	0.00
	Total: Transfer out	3,000.00*	0.00*	0.00*	3,000.00*	0.00*
	10-116 Totals:	17,620.00**	2,226.59**	2,226.59**	15,393.41**	12.64**
10-120	Park					
Account Type: E01	Personnel Expenses					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-120-6001	City Recorder	3,811.00	1,008.13	1,008.13	2,802.87	26.45
10-120-6003	Public Works Supervisor	4,621.00	1,157.82	1,157.82	3,463.18	25.06
10-120-6009	PW Assistant	3,106.00	824.99	824.99	2,281.01	26.56
10-120-6011	Finance Officer	1,638.00	410.82	410.82	1,227.18	25.08
10-120-6014	WBA/Workers Comp Insurance	382.00	2.37	2.37	379.63	0.62
10-120-6016	Social Security/Medicare	1,008.00	228.85	228.85	779.15	22.70
10-120-6017	State Unemployment Tax	474.00	107.61	107.61	366.39	22.70
10-120-6018	PERs	1,057.00	294.97	294.97	762.03	27.91
10-120-6019	Health Insurance	4,923.00	1,231.00	1,231.00	3,692.00	25.01
	Total: Personnel Expenses	21,020.00*	5,266.56*	5,266.56*	15,753.44*	25.05*
Account Type: E02						
10-120-6020	Materials & Services	1,250.00	276.57	276.57	973.43	22.13
10-120-6021	Operating Material/Supplies	2,000.00	255.00	255.00	1,745.00	12.75
10-120-6024	Contract Services	2,000.00	329.54	329.54	1,670.46	16.48
10-120-6026	Repair & Maintenance	2,700.00	861.83	861.83	1,838.17	31.92
10-120-6029	Insurance & Bonds	1,935.00	1,061.77	1,061.77	873.23	54.87
10-120-6035	Electricity & Heating	1,000.00	69.28	69.28	930.72	6.93
10-120-6052	Vehicle/Equipment Maintenance	50.00	0.00	0.00	50.00	0.00
10-120-6121	Postage	2,500.00	480.00	480.00	2,020.00	19.20
10-120-6221	Contract svcs - tree removal	4,000.00	0.00	0.00	4,000.00	0.00
10-120-6321	Park Maintenance Contractor	9,200.00	2,580.00	2,580.00	6,620.00	28.04
	Total: Materials & Services	26,635.00*	5,913.99*	5,913.99*	20,721.01*	22.20*
Account Type: E03						
10-120-6901	Capital Outlay	0.00	0.00	0.00	0.00	0.00
10-120-6904	Equipment	0.00	0.00	0.00	0.00	0.00
10-120-6906	Equipment Reserve	0.00	0.00	0.00	0.00	0.00
10-120-6907	Park Bldg Imprvmt & repair	0.00	0.00	0.00	0.00	0.00
10-120-6908	Park Grounds Capital Improv	0.00	0.00	0.00	0.00	0.00
10-120-6909	Parks Design	0.00	0.00	0.00	0.00	0.00
10-120-6915	Parks surveys, studies	0.00	0.00	0.00	0.00	0.00
	Parks Development expense	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
10-120 Totals:		47,655.09**	11,180.55**	11,180.55**	36,474.45**	23.46**
10-125	(No Description)					
Account Type: E07	Contingencies	94,470.00	0.00	0.00	94,470.00	0.00
10-125-7501	General Fund Operating Conting	94,470.00*	0.00*	0.00*	94,470.00*	0.00*
	Total: Contingencies					
10-125 Totals:		94,470.00**	0.00**	0.00**	94,470.00**	0.00**
10 Totals:		686,892.00***	128,937.52***	128,937.52***	557,954.48***	18.77***

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
15	CITY HALL BUILDING FUND					
15-111	Income					
Account Type: E02	Materials & Services	1,000.00	0.00	0.00	1,000.00	0.00
15-111-6040	City Engineer	1,000.00*	0.00*	0.00*	1,000.00*	0.00*
	Total: Materials & Services					
Account Type: E03	Capital Outlay	112,674.00	0.00	0.00	112,674.00	0.00
15-111-6907	Capital Outlay - Construction	112,674.00*	0.00*	0.00*	112,674.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts	0.00	0.00	0.00	0.00	0.00
15-111-6920	Reserved for Future Exp	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Reserve Accounts					
15-111 Totals:		113,674.00**	0.00**	0.00**	113,674.00**	0.00**
15 Totals:		113,674.00***	0.00***	0.00***	113,674.00***	0.00***
25	PARK RESERVE FUND					
25-111	(No Description)					
Account Type: E03	Capital Outlay	7,500.00	0.00	0.00	7,500.00	0.00
25-111-6906	Park Improvements	7,500.00*	0.00*	0.00*	7,500.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts	0.00	0.00	0.00	0.00	0.00
25-111-6920	Reserve for Future Expenditure	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Reserve Accounts					
Account Type: E06	Transfer out	0.00	0.00	0.00	0.00	0.00
25-111-6952	Transfer to General Fund	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Transfer out					
25-111 Totals:		7,500.00**	0.00**	0.00**	7,500.00**	0.00**
25 Totals:		7,500.00***	0.00***	0.00***	7,500.00***	0.00***
29	PARK SDCs					
29-1111	(No Description)					
Account Type: E04	Reserve Accounts	21,276.00	0.00	0.00	21,276.00	0.00
29-1111-6907	SDC Capital Improvements	0.00	0.00	0.00	0.00	0.00
29-1111-6920	Reserved for Future Expenditur	21,276.00*	0.00*	0.00*	21,276.00*	0.00*
	Total: Reserve Accounts					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
30	STREETS/STORM FUND					
30-111	(No Description)					
Account Type: E01	Personnel Expenses					
30-111-6001	City Recorder	1,906.00	504.08	504.08	1,401.92	26.45
30-111-6003	Public Works Superintendent	6,931.00	1,736.71	1,736.71	5,194.29	25.06
30-111-6009	Public Works Assistant	3,106.00	857.97	857.97	2,248.03	27.62
30-111-6011	Finance Officer	1,638.00	410.82	410.82	1,227.18	25.08
30-111-6014	WBA/Workmans Comp Insurance	876.00	2.46	2.46	873.54	0.28
30-111-6016	Social Security/Medicare	1,039.00	234.92	234.92	804.08	22.61
30-111-6017	State Unemployment Payroll Tax	489.00	110.46	110.46	378.54	22.59
30-111-6018	PERKS	1,172.00	322.76	322.76	849.24	27.54
30-111-6019	Health Insurance	5,288.00	1,231.46	1,231.46	4,056.54	23.29
	Total: Personnel Expenses	22,445.00*	5,411.64*	5,411.64*	17,033.36*	24.11*
Account Type: E02	Materials & Services					
30-111-6020	Operating Material/Supplies	4,500.00	783.33	783.33	3,716.67	17.41
30-111-6021	Contract Services	16,000.00	0.00	0.00	16,000.00	0.00
30-111-6034	Vehicle & Equip. Oper. Expense	2,500.00	503.14	503.14	1,996.86	20.13
30-111-6035	Vehicle Repair & Maintenance	0.00	13.48	13.48	(13.48)	0.00
30-111-6049	Insurance	980.00	536.00	536.00	444.00	54.69
30-111-6151	Street Lighting	19,152.00	4,923.48	4,923.48	14,228.52	25.71
	Total: Materials & Services	43,132.00*	6,759.43*	6,759.43*	36,372.57*	15.67*
Account Type: E03	Capital Outlay					
30-111-6901	Equipment	0.00	0.00	0.00	0.00	0.00
30-111-6907	Capital Improvements	3,500.00	0.00	0.00	3,500.00	0.00
30-111-6925	Cap Improve w/ SCA Grant	25,000.00	0.00	0.00	25,000.00	0.00
30-111-6926	Stormwater Master Plan	13,450.00	0.00	0.00	13,450.00	0.00
30-111-6947	UIC & TMDL Compliance	1,500.00	144.90	144.90	1,355.10	9.66
	Total: Capital Outlay	43,450.00*	144.90*	144.90*	43,305.10*	0.33*
Account Type: E06	Transfer out					
30-111-6952	Transfer Out	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E07	Contingencies					
30-111-7501	Contingencies	65,433.00	0.00	0.00	65,433.00	0.00
	Total: Contingencies	65,433.00*	0.00*	0.00*	65,433.00*	0.00*
30-111 Totals:		174,460.00**	12,315.97**	12,315.97**	162,144.03**	7.06**

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
35	STREET/STORM RESERVES					
35-111	(No Description)					
Account Type: E03	Capital Outlay	33,501.00	0.00	0.00	33,501.00	0.00
35-111-6907	Capital Outlay	33,501.00*	0.00*	0.00*	33,501.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts					
35-111-6920	Reserved for Future Expenditur	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
	35-111 Totals:	33,501.00**	0.00**	0.00**	33,501.00**	0.00**
	35 Totals:	33,501.00***	0.00***	0.00***	33,501.00***	0.00***
39	STREET/STORM SDGs					
39-111	(No Description)					
Account Type: E03	Capital Outlay	0.00	0.00	0.00	0.00	0.00
39-111-6930	Capital Projects	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts					
39-111-6920	SDG Capital Improvements	25,347.00	0.00	0.00	25,347.00	0.00
	Total: Reserve Accounts	25,347.00*	0.00*	0.00*	25,347.00*	0.00*
	Transfer out					
Account Type: E06	Transfer to Storm Drains	0.00	0.00	0.00	0.00	0.00
39-111-6952	Transfer to Street/Storm Fund	3,111.00	0.00	0.00	3,111.00	0.00
39-111-6953	Total: Transfer out	3,111.00*	0.00*	0.00*	3,111.00*	0.00*
	39-111 Totals:	28,458.00**	0.00**	0.00**	28,458.00**	0.00**
	39 Totals:	28,458.00***	0.00***	0.00***	28,458.00***	0.00***
40	WATER					
40-111	(No Description)					
Account Type: E01	Personnel Expenses	5,717.00	1,512.15	1,512.15	4,204.85	26.45
40-111-6001	City Recorder	4,177.00	1,015.17	1,015.17	3,161.83	24.30
40-111-6002	Admin. Assistant - A.M.	30,035.00	7,525.71	7,525.71	22,509.29	25.06
40-111-6003	Public Works Supervisor	17,080.00	4,537.42	4,537.42	12,542.58	26.57
40-111-6009	Finance Officer	3,275.00	821.64	821.64	2,453.36	25.09
40-111-6011	WBAA/Workmans Comp Insurance	2,306.00	12.53	12.53	2,293.47	0.54
40-111-6014	Social Security/Medicare	4,612.00	1,114.51	1,114.51	3,497.49	24.17

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
40-111-6017	State Unemployment Payroll Tax	2,170.00	524.31	524.31	1,645.69	24.16
40-111-6018	PERS	5,313.00	1,460.18	1,460.18	3,852.82	27.48
40-111-6019	Health Insurance	20,294.00	5,075.17	5,075.17	15,218.83	25.01
	Total: Personnel Expenses	94,979.00*	23,598.79*	23,598.79*	71,380.21*	24.85*
Account Type: E02						
40-111-6020	Materials & Services	16,500.00	4,462.76	4,462.76	12,037.24	27.05
40-111-6021	Op. Materials & Supplies	20,000.00	5,013.77	5,013.77	14,986.23	25.07
40-111-6022	Contract Services	1,000.00	219.38	219.38	780.62	21.94
40-111-6024	Copier Lease/Maint	7,000.00	0.00	0.00	7,000.00	0.00
40-111-6029	Repair & Maintenance	23,500.00	5,296.46	5,296.46	18,203.54	22.54
40-111-6030	Electricity & Heating	750.00	112.08	112.08	637.92	14.94
40-111-6031	Office Expense	2,500.00	0.00	0.00	2,500.00	0.00
40-111-6032	Training & Conference	3,200.00	0.00	0.00	3,200.00	0.00
40-111-6033	Audit	650.00	123.22	123.22	526.78	18.96
40-111-6034	Communications System Lease	2,500.00	831.15	831.15	1,668.85	33.25
40-111-6035	Vehicle & Equip. Oper. Expense	5,500.00	472.19	472.19	5,027.81	8.59
40-111-6039	Vehicle Maintenance & Repairs	105.00	74.79	74.79	30.21	71.23
40-111-6040	Ethics Commission Fee	1,000.00	1,275.00	1,275.00	(275.00)	127.50
40-111-6048	City Engineer	3,550.00	983.18	983.18	2,566.82	27.70
40-111-6049	Phone & Fax	10,500.00	5,806.65	5,806.65	4,693.35	55.30
40-111-6051	Insurance	500.00	0.00	0.00	500.00	0.00
40-111-6052	Uniforms	900.00	127.69	127.69	772.31	14.19
40-111-6053	Postage	2,000.00	1,020.00	1,020.00	980.00	51.00
40-111-6055	Test Lab	5,000.00	263.09	263.09	4,736.91	5.26
40-111-6060	Filtration System Op. Expense	200.00	0.00	0.00	200.00	0.00
40-111-6061	Computer Training	565.00	92.93	92.93	472.07	16.45
40-111-6062	Internet svcs	455.00	104.67	104.67	350.33	23.00
40-111-6090	Postage Machine lease	600.00	420.00	420.00	180.00	70.00
40-111-6092	Springbrook Lease	2,000.00	1,452.00	1,452.00	548.00	72.60
40-111-6202	Sensus Hardware & Software Sup	1,500.00	1,225.73	1,225.73	274.27	81.72
40-111-6210	Water Rights Transfers	111,975.00*	29,376.74*	29,376.74*	82,598.26*	26.24*
	Total: Materials & Services					
Account Type: E03						
40-111-6901	Capital Outlay	0.00	0.00	0.00	0.00	0.00
40-111-6902	Equipment	1,800.00	450.00	450.00	1,350.00	25.00
40-111-6905	On-site Server	4,000.00	300.00	300.00	3,700.00	7.50
40-111-6906	Fire hydrant upgrade	750.00	0.00	0.00	750.00	0.00
40-111-6907	Building Improvements	0.00	0.00	0.00	0.00	0.00
40-111-6908	Capital Improvements	0.00	0.00	0.00	0.00	0.00
40-111-6909	Water Meters/Backflow Valves	5,000.00	2,001.34	2,001.34	2,998.66	40.03
40-111-6910	Vehicle Reserve	0.00	0.00	0.00	0.00	0.00
40-111-6916	Software Update	0.00	0.00	0.00	0.00	0.00
40-111-6955	Software security	500.00	200.50	200.50	299.50	40.10
40-111-6960	Water main repairs	80,000.00	15,953.67	15,953.67	64,046.33	19.94
40-111-6965	Waic Filtration System	25,000.00	480.00	480.00	24,520.00	1.92
40-111-6965	Reservoir Repair & Maintenance	250.00	0.00	0.00	250.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
Account Type: E07 40-111-7501	Total: Capital Outlay	117,300.00*	19,385.51*	19,385.51*	97,914.49*	16.53*
	Contingencies	118,150.00	0.00	0.00	118,150.00	0.00
	Total: Contingencies	118,150.00*	0.00*	0.00*	118,150.00*	0.00*
Account Type: E08 40-111-7999	Unappropriated Fund Balances	0.00	0.00	0.00	0.00	0.00
	Unappropriated Ending Fund Bal	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Unappropriated Fund Balances	0.00*	0.00*	0.00*	0.00*	0.00*
	40-111 Totals:	442,404.00**	72,361.04**	72,361.04**	370,042.96**	16.36**
	40 Totals:	442,404.00***	72,361.04***	72,361.04***	370,042.96***	16.36***
42	SPW PROJECT MAINTENANCE FUN					
42-111	(No Description)					
Account Type: E02 42-111-6034	Materials & Services	15,000.00	0.00	0.00	15,000.00	0.00
42-111-6035	Reservoir Maintenance & Repair	7,265.00	0.00	0.00	7,265.00	0.00
	Pump Station Maint. & Repair	22,265.00*	0.00*	0.00*	22,265.00*	0.00*
	Total: Materials & Services	22,265.00*	0.00*	0.00*	22,265.00*	0.00*
	42-111 Totals:	22,265.00**	0.00**	0.00**	22,265.00**	0.00**
	42 Totals:	22,265.00***	0.00***	0.00***	22,265.00***	0.00***
43	WATER FILTRATION SYSTEM					
43-111	(No Description)					
Account Type: E01 43-111-6050	Personnel Expenses	0.00	0.00	0.00	0.00	0.00
	Asset Management Activity	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Personnel Expenses	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E02 43-111-6040	Materials & Services	0.00	0.00	0.00	0.00	0.00
43-111-6950	Project Engineering	0.00	0.00	0.00	0.00	0.00
43-111-6950	Water Rates Study	0.00	0.00	0.00	0.00	0.00
43-111-6965	City's matching funds	0.00	0.00	0.00	0.00	0.00
	Total: Materials & Services	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E03 43-111-6960	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Project Construction	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E07 43-111-7501	Contingencies	0.00	0.00	0.00	0.00	0.00
	Contingency	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
	Total: Contingencies	0.00*	0.00*	0.00*	0.00*	0.00*
43-111 Totals:		0.00**	0.00**	0.00**	0.00**	0.00**
43 Totals:		0.00****	0.00****	0.00****	0.00****	0.00****
45	WATER RESERVE FUND					
45-111	(No Description)					
Account Type: E03	Capital Outlay	5,808.00	0.00	0.00	5,808.00	0.00
45-111-6907	Capital Outlay	5,808.00*	0.00*	0.00*	5,808.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts					
45-111-6920	Reserved For Future Expenditure	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E06	Transfer out					
45-111-6952	Transfer to Water Fund	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
45-111 Totals:		5,808.00**	0.00**	0.00**	5,808.00**	0.00**
45 Totals:		5,808.00****	0.00****	0.00****	5,808.00****	0.00****
49	WATER SDCs					
49-111	(No Description)					
Account Type: E04	Reserve Accounts					
49-111-6907	SDC Capital Improvements	50,454.00	0.00	0.00	50,454.00	0.00
	Total: Reserve Accounts	50,454.00*	0.00*	0.00*	50,454.00*	0.00*
Account Type: E06	Transfer out					
49-111-6952	Transfer to Water Operating	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
49-111 Totals:		50,454.00**	0.00**	0.00**	50,454.00**	0.00**
49 Totals:		50,454.00****	0.00****	0.00****	50,454.00****	0.00****
50	SEWER					
50-111	(No Description)					
Account Type: E01	Personnel Expenses	5,717.00	1,512.17	1,512.17	4,204.83	26.45
50-111-6001	City Recorder	4,177.00	1,015.17	1,015.17	3,161.83	24.30
50-111-6002	Admin. Assistant - A.M.	4,621.00	1,157.77	1,157.77	3,463.23	25.05
50-111-6003	Public Works Supervisor					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
50-111-6004	WWTp Operator	56,388.00	13,749.73	13,749.73	42,638.27	24.38
50-111-6009	Public Works Assistant	7,764.00	2,062.46	2,062.46	5,701.54	26.56
50-111-6011	Finance Officer	3,275.00	821.64	821.64	2,453.36	25.09
50-111-6014	WB/V/Workmans Comp Insurance	3,053.00	13.41	13.41	3,039.59	0.44
50-111-6016	Social Security/Medicare	6,268.00	1,479.01	1,479.01	4,788.99	23.60
50-111-6017	State Unemployment Payroll Tax	2,950.00	617.83	617.83	2,332.17	20.94
50-111-6018	PERS	7,305.00	1,944.67	1,944.67	5,360.33	26.62
50-111-6019	Health Insurance	14,482.00	3,623.31	3,623.31	10,858.69	25.02
	Total: Personnel Expenses	116,000.00*	27,997.17*	27,997.17*	88,002.83*	24.14*
Account Type: E02	Materials & Services					
50-111-6020	Operating Material/Suppl	30,000.00	4,637.23	4,637.23	25,362.77	15.46
50-111-6021	Contract Services	5,000.00	1,671.10	1,671.10	3,328.90	33.42
50-111-6022	Copier lease/maintenance	700.00	151.30	151.30	548.70	21.61
50-111-6023	Consultant Services	2,500.00	0.00	0.00	2,500.00	0.00
50-111-6025	Legal	0.00	0.00	0.00	0.00	0.00
50-111-6029	Electricity & Heating	31,065.00	7,473.64	7,473.64	23,591.36	24.06
50-111-6030	Office Expense	1,000.00	212.39	212.39	787.61	21.24
50-111-6031	Training/Conference	1,500.00	0.00	0.00	1,500.00	0.00
50-111-6032	Audit	3,200.00	0.00	0.00	3,200.00	0.00
50-111-6034	Vehicle & Equip. Oper. Expense	3,500.00	690.83	690.83	2,809.17	19.74
50-111-6035	Tractor & Vehicle Repair	3,500.00	0.00	0.00	3,500.00	0.00
50-111-6036	Sewer Equipment Repair & Maint	20,000.00	5,654.71	5,654.71	14,345.29	28.27
50-111-6039	Ethics Commission Fee	105.00	74.80	74.80	30.20	71.24
50-111-6040	City Engineer	2,500.00	0.00	0.00	2,500.00	0.00
50-111-6042	Lagoon Maintenance	0.00	0.00	0.00	0.00	0.00
50-111-6048	Phone	1,750.00	326.32	326.32	1,423.68	18.65
50-111-6049	Insurance	4,750.00	2,620.42	2,620.42	2,129.58	55.17
50-111-6051	Safety Apparel/Uniforms	1,300.00	18.50	18.50	1,281.50	1.42
50-111-6052	Postage	1,300.00	127.68	127.68	1,172.32	9.82
50-111-6053	Misc - land appraisal	10,000.00	0.00	0.00	10,000.00	0.00
50-111-6054	T-est Lab	15,000.00	4,779.00	4,779.00	10,221.00	31.86
50-111-6055	Rental Expense	1,000.00	0.00	0.00	1,000.00	0.00
50-111-6060	Computer training	0.00	0.00	0.00	0.00	0.00
50-111-6061	Internet svcs	240.00	0.00	0.00	240.00	0.00
50-111-6062	Postage machine lease	335.00	81.67	81.67	273.33	23.01
50-111-6090	Springbrook Lease	300.00	260.00	260.00	40.00	86.67
50-111-6304	Permits & Fees	3,000.00	500.00	500.00	2,500.00	16.67
	Total: Materials & Services	143,565.00*	29,279.59*	29,279.59*	114,285.41*	20.39*
Account Type: E03	Capital Outlay					
50-111-6901	Equipment	10,000.00	0.00	0.00	10,000.00	0.00
50-111-6902	On-Site server	1,800.00	450.00	450.00	1,350.00	25.00
50-111-6906	Construction Projects	5,000.00	3,037.97	3,037.97	1,962.03	60.76
50-111-6910	Software Updates	0.00	0.00	0.00	0.00	0.00
50-111-6915	Software Security	500.00	200.50	200.50	299.50	40.10
50-111-6920	Wastewater Master Plan	0.00	0.00	0.00	0.00	0.00
50-111-6950	Site Prep for 2nd Plantation	2,500.00	835.04	835.04	1,664.96	33.40

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
50-111-6960	Collection system maintenance Total: Capital Outlay	5,000.00 24,800.00*	588.16 5,111.67*	588.16 5,111.67*	4,411.84 19,688.33*	11.76 20.61*
Account Type: E06 50-111-6952	Transfer out Transfer to Sewer Reserve Fund Total: Transfer out	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
Account Type: E07 50-111-7501	Contingencies Contingencies Total: Contingencies	125,391.00 125,391.00*	0.00 0.00*	0.00 0.00*	125,391.00 125,391.00*	0.00 0.00*
Account Type: E08 50-111-7999	Unappropriated Fund Balances Unappropriated Ending Fund Bal Total: Unappropriated Fund Balances	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
50-111 Totals:		409,756.00**	62,388.43**	62,388.43**	347,367.57**	15.23**
50 Totals:		409,756.00***	62,388.43***	62,388.43***	347,367.57***	15.23***
55 55-111 Account Type: E03 55-111-6907	SEWER RESERVE FUND (No Description) Capital Outlay Capital Improvements Total: Capital Outlay	5,420.00 5,420.00*	0.00 0.00*	0.00 0.00*	5,420.00 5,420.00*	0.00 0.00*
Account Type: E04 55-111-6920	Reserve Accounts Reserved For Future Expenditure Total: Reserve Accounts	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
Account Type: E06 55-111-6952	Transfer out Trans to Sewer Operating Total: Transfer out	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
55-111 Totals:		5,420.00**	0.00**	0.00**	5,420.00**	0.00**
55 Totals:		5,420.00***	0.00***	0.00***	5,420.00***	0.00***
57 57-111 Account Type: E05 57-111-6021 57-111-6552 57-111-6553	SEWER DEBT SERVICE (No Description) Bond Payments Administration Fee 2009 Series Sewer Pmts Princip 2009 Series Sewer Pmts Interes	375.00 160,000.00 130,713.00	0.00 0.00 0.00	0.00 0.00 0.00	375.00 160,000.00 130,713.00	0.00 0.00 0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
Account Type: E08 57-111-7999	Total: Bond Payments	291,088.00*	0.00*	0.00*	291,088.00*	0.00*
	Unappropriated Fund Balances					
	Unappropriated Ending Fund Bal	10,000.00	0.00	0.00	10,000.00	0.00
	Total: Unappropriated Fund Balances	10,000.00*	0.00*	0.00*	10,000.00*	0.00*
	57-111 Totals:	301,088.00**	0.00**	0.00**	301,088.00**	0.00**
57 Totals:		301,088.00***	0.00***	0.00***	301,088.00***	0.00***
59 59-111 Account Type: E04 59-111-6907	SEWER SDC FUND (No Description) Reserve Accounts SDC Capital Improvements Total: Reserve Accounts	13,973.00 13,973.00*	0.00 0.00*	0.00 0.00*	13,973.00 13,973.00*	0.00 0.00*
Account Type: E06 59-111-6952	Transfer out Transfer to Sewer Operating Total: Transfer out	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
	59-111 Totals:	13,973.00**	0.00**	0.00**	13,973.00**	0.00**
59 Totals:		13,973.00***	0.00***	0.00***	13,973.00***	0.00***
	Final Total	2,316,929.00****	276,002.96****	276,002.96****	2,040,926.04****	11.91****



# City of Aurora

FOUNDED 1856  
"National Historic Site"

Public Works department

## City Council Public Works Activity Report September 2011

### Waste Water

Routine operation maintenance. See report from Otis

### Water

Routine operation and maintenance. Water meters will be read, Oct. 17-21  
Water Filtration plant is working ok. City irrigation systems are off. Installed 2 new water meters. Had a customer complain about water leak, was on his side. Have a meter update on Park ave. on todo list. Water use is going down due to recent rain.

### Streets

Catch basin cleaning to begin this month.

### Equipment

City back hoe lost brakes, I am researching cost for repairs and may have do in house, to keep cost down.

### Administration

Public Works scheduling and planning for staff.  
Capitol improvement planning for entire city.  
Planning of Ehlen Rd. water line replacement.

### Parks

Maintenance and repairs.

Park hours for rest room will be cut back for winter season, at end of October.

There has been no overtime this month.

Respectfully Bob Southard

## Your Future Depends On It

**DO YOU HEAR** that rumble in the distance? The deafening noise is the baby boomers getting ready to retire. On January 1, 2011, the very first boomer turned 65. Millions upon millions of them are rushing towards retirement age. This iconic generation that transformed America is getting ready to retire. Every single day, more than 10,000 baby boomers will reach the age of 65. This is going to keep happening every day for the next 19 years!

State and local governments are scrambling to find ways to pay out all of the benefits that they have been promising. Many state and local governments will be forced into some very hard choices by the hordes of boomers that will now be retiring.

Utilities and other companies in the water industry are facing an impending mass exodus of senior workers the likes of which has never before been seen. There are approximately 82 million baby boomers. The federal government estimates that by 2012, 24 million workers will need to be replaced due to death or retirement. As this generation leaves the workplace, the consequences of their exit and the steps necessary to ensure a smooth transition should be carefully examined.

Besides placing a strain on governmental entitlement programs and company benefit and pension plans, a bigger concern will be those suddenly empty chairs and service trucks in utilities across the nation. The incoming workforce generation is small, and coupled with their high turnover rate and transient nature, means a shrinking pool of replacements and increased competition for those employees. There could be a possible labor shortage in the coming decades even though a recent AARP survey of baby boomers says 40 percent of them plan to work "until they drop."

Longer life expectancy makes it likely that many boomers will retain positions past typical retirement age. Fortunately, it is doubtful that all of the baby boomers will retire en masse tomorrow, but planning for that eventuality needs to begin today. Has your utility devised a plan for capturing and transferring the critical knowledge of retirees to your younger employees before hundreds or even thousands of years of work experience pack up and leave? This effort will ensure that when your utility offices become vacant and the utility is turned over to the next generation, the transition will be as painless as possible.

It's past time for your utility to look closely at its plan for human resource needs and devote the necessary attention to knowledge management and succession planning. The future of your utility and your customers depends on it. 



BY JOE LILES, NRWA PRESIDENT

It's past time for your utility to look closely at its plan for human resource needs and devote the necessary attention to knowledge management and succession planning. The future of your utility and your customers depends on it.

# Will You Survive the Night of the Baby Boomer Exodus?

The Myths, Reality and Urgency of Utility  
Succession Planning

BY ROB MCELROY, P.E., GENERAL MANAGER, DAPHNE UTILITIES



**HERE'S AN IDEA** for a new horror movie sure to send chills up the spines of utility managers everywhere. In it, the management of a local utility company awakens to find they are all alone. All the senior operators who knew how to make their plants work properly, effectively and efficiently are gone. First-hand knowledge of how their piping system is laid out has vanished in the blink of an eye. The location of critical valves is suddenly a mystery to everyone. That's some scary stuff!

The real horror is that this is not a work of fiction. It is playing out at hundreds of "well run" utilities across the country. If you fail to recognize the danger of the coming baby boomer exodus, as well as just normal turnover, it will happen at your utility as well...and that is truly a frightening prospect.

Fortunately, there is a "silver bullet" to solve your problem of critical knowledge loss at your utility. It involves preparing and executing an effective succession plan that identifies your weaknesses and uses broad cross-training to spread this critical knowledge around your staff. What's keeping you from using it?

The danger might be real, but some common myths actually do more to hold managers back than anything else. Here are just a few. (How many of them are you telling yourself right now?)

**Myth #1: No one is retiring soon, so succession planning can be put off till later.**

Reality: Retirement is not the only way you will lose critical staff members. They could be sick, take a long vacation or leave to take a better job elsewhere. The average tenure for U.S. employees is less than three years, so high turnover is part of the "new normal" way of doing business. Polling of American workers indicates that 60-70 percent of all workers will jump ship at the first opportunity when the economy finally turns around. You must be prepared to survive the loss of any single person without effecting overall performance.

**Myth #2: We can't afford to worry about the future while we're in survival mode.**

Reality: An effective succession and cross-training program doesn't have to cost any money. In fact, it can often save you money through staffing efficiencies and employee engagement. In addition, effective succession planning helps you "develop your bench" so that

you are better protected from things that can cost you money and damage your reputation.

**Myth #3: My people know how to do my job because they see me do it every day.**

Reality: We don't hand teenagers a driver's license automatically when they turn 16 years old, even though they have watched their parents drive for more than 15 years! Surely they have learned how to drive safely themselves from watching others do it for so long. Not hardly! Until someone can perform a task on their own with *no* guidance from more senior people, they really don't learn it at all.

#### ***A Better Way to Save the Day***

It's time to move beyond myths and face our problems head on. To do that, you are going to need an effective succession plan for your utility. Here's how to get started:

#### ***Step 1: Analyze Your Present Situation Honestly***

- Meet privately with your upper level management. Tell everyone to wear their "extra-thick skin" so you can have an open and honest discussion about the future of your utility operation and its staffing.

- Closely examine your organizational chart and highlight the "single-point failures" you find. A single-point failure is a person who is the only one who knows some piece of critical knowledge about your operation. You could have many single-point failures on your staff such as:

**Water Quality Manager** – The only person who knows how to submit your water testing results to your state regulators.

**Line Locate Personnel** – The people who remember where all your lines are located because they installed the lines themselves 20 years ago.

**Water Distribution Supervisor** – The person who knows where all of your critical valves are located...even though none of them are identified on a drawing.

**Maintenance** – The person who keeps all your generators and pumps working despite the fact that there are no manuals on them in your library.

You could have many more...lab techs, wastewater operators and field personnel, even upper level managers. This exercise should take some time and you should come back to it often and add new "single point failure" candidates as you think of new ones. Remember that each critical staff member may own more than one critical task. Write the task (or knowledge) description next to the person's name.

#### ***Step 2: Identify an Effective Back-Up Person for Each Critical Task***

- Next to each critical task or position, write the names of at least one (and preferably two) other persons on your team that you feel could be effectively cross-trained to learn these critical tasks. Carefully select these cross-training candidates. They must have the capability to learn complex tasks, the maturity to assume a new level of responsibility should they be asked to do so, and do it all while still maintaining high performance in their current position. Avoid selecting people based solely on their tenure with your company.
- Meet with area managers and department supervisors and discuss your first-draft findings. Seek their input to ensure that you have captured the most critical tasks and persons on your list. Their insight will be very valuable. Update your succession plan as necessary.
- Prioritize your findings. Your ultimate goal is to have effective back-ups in place for every person and task at



your utility but this may take some time to do. Identify the most critical areas taking into consideration all the factors you have identified, including proximity of the current staffer to retirement.

**Step 3: Over-Communicate What Is Going On and Why**

- It's important that everyone on your staff understand that you are not promising people jobs; rather, you are covering critical tasks with back-ups in case a critical staffer is out for any reason. If a key staffer leaves, hiring a quality replacement may take anywhere from weeks to months, and your overall quality of service cannot falter in the interim.

The real horror is that this is not a work of fiction. It is playing out at hundreds of "well run" utilities across the country. If you fail to recognize the danger of the coming baby boomer exodus, as well as just normal turnover, it will happen at *your* utility as well...and that is truly a frightening prospect.

Firmly, but positively, let your key people know that this plan *will* be executed. People associate hoarding critical information with job security and you must let them know that everyone must contribute effectively to this effort and that their annual performance evaluation will reflect their willingness to do so.

**Step 4: Execute the Plan**

- There are two key components to this being successful, and both should be included in the employee evaluation process:  
For the critical staffer, set measureable goals for them to transfer and share their knowledge with the designated trainee. Monitor progress along the

way. Hold the person accountable if there is any reluctance to do so.

Similarly, the cross-training candidate must also have measurable goals and a timeline to accomplish them. Monitor progress along the way and hold the person accountable if there is reluctance to go with the program.

**Step 5: Celebrate Small Successes to Build Momentum**

- Publicly note the benefits of cross-training and knowledge transfer as they occur. One of the first signs of a good cross-training program is that key people can actually take a vacation day and not interrupt it with a call in to the plant ("Just checking on you guys...") or a call from the plant ("This bad thing happened and we don't know what to do.") Other benefits include:
- Lower staff counts – Widespread cross-training allows you to share workers from one department to another.
- Increased employee engagement – Cross-training also gives your

You future needn't be a horror story! Get started on your succession plan...NOW. Plan your cross-training program...NOW. Do what it takes to safeguard your utility from harm... and do it NOW. You, your employees and your customers will be glad you did!

employee a new sense of responsibility for carrying out these new tasks.

**Step 6: Update the Plan at Least Annually**

- Review the succession and cross-training plan at least twice each year. Once at the annual evaluation period so that new training can be assigned to key staffers and just before mid-year evaluations so that you can monitor progress and provide feedback to all employees on their efforts.

**One Last Myth to Overcome**

The most dangerous and damaging myth you may encounter is this:

*Succession planning should only be initiated by HR Manager, Utility Director,*

*Utilities Board, City Council...i.e. "anyone but me".*

Reality: In a perfect world, upper management should have already taken the initiative in this matter. But if they do not, someone needs to and that someone may be YOU. Regardless of your title, succession planning is necessary and can be the key to your personal success and that of the company. (If you see the ball on the ground, pick it up and run with it!)

Remember that upper management is always on the lookout for employees demonstrating the initiative to build a better utility. Imagine their reaction if you announced:

*"I am executing a plan to cross-train every member of my team with the critical knowledge we should all know to act as effective back-ups for each other. I have also reached out to other departments to perform a similar function with their duties and vice versa. I'll keep you informed of our progress along the way and look for your feedback to help make this plan even more efficient and effective."*

Impressive? Absolutely! The person who says this at my utility is probably on the fast-track to long-term success. What about you and your organization? Will you do what is necessary to protect your utility from great harm just around the corner?

You future needn't be a horror story! Get started on your succession plan...NOW. Plan your cross-training program...NOW. Do what it takes to safeguard your utility from harm... and do it NOW. You, your employees and your customers will be glad you did! 🍌

*Rob McElroy is the general manager of Daphne Utilities and a memorable "un-engineer" sounding presenter at conferences across the country, including the 2011 H2O-XPO in Louisville, Kentucky.*

September 7, 2011

Wastewater Treatment Plant Update:

In the month of September:

Operated and maintained the treatment plant to meet all standards set forth in the NPDES permit along with the added requirements of the Consent Decree with the Willamette River Keepers.

The first Annual TMDL report completed and sent to the DEQ. This is a progress report on the TMDL implementation plan.

The scheduled harvest of the poplar plantation is in progress, the logging portion is completed. 675 trees are pulled out with stump and stacked for chipping.

The landscape irrigation has been expanded.

New lawn was planted on the triangle shaped area in front of the office building.

Started the sludge removal project using the geobag.

Daryl Hensley and Amy Willman have volunteered to work in the public works department. Daryl is a carpenter seeking a new career path. Amy is a local resident and recent graduate from Portland State University and looking for field experience. Amy has been a major part of the TMDL implementation plan and report.

Otis Phillips

Wastewater Operator

City of Aurora

Work Cell 503-519-6426

Plant Phone 503-678-1035

[Phillips@ci.aurora.or.us](mailto:Phillips@ci.aurora.or.us)

# Memo

**To:** City Council  
**From:** Kelly Richardson  
**CC:** None  
**Date:** 10/7/2011  
**Re:** Recorders Report Month of September Revised report

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Activities and ongoing projects are as follows:

- ❖ Ongoing secretarial duties for the City Council and Planning, along with attending the meetings once a month.
- ❖ Attending Records Management Meetings
- ❖ Working diligently with City Planner Wakeley on Aurora Muni Code update and getting new codes printed.
- ❖ Working on NIMS training for compliance with FEMA Training is complete for all staff.
- ❖ Records requests as needed for CIS Attorneys
- ❖ Working on Netter Easement with Netter's and City Attorney Koho
- ❖ Attended OAMR Conference which I felt as successful and this helps towards CMC certification.

#### Records Request update

- Aaron Reed request copies of election paperwork submitted by Terri Roberts & Greg Taylor from 2008 election, along with letter of intent from Greg Taylor for Mayors position.
- Laurie Boyce requested copies of for the month of August and September
  - Signature sheets for Jim Meirow election 2010
  - Requested any invoices from Tiero Construction
  - Requested water filtration documents
  - Copies of council meetings recordings

**COMPLETED**  
**FYI**

**DATE:** September 13, 2011  
**TO:** Aurora City Council  
**FROM:** Aurora Planning Commission  
**RE:** Transportation Growth Management Workshop Project Report

#### **REQUESTED ACTION**

Acknowledgement of the attached Project Report resulting from the ODOT and DLCD partnership funding the Transportation Growth Management Outreach Workshop

#### **BACKGROUND**

The Oregon Transportation Growth Management (TGM) program is a partnership between the Department of Land Conservation and Development and Oregon Department of Transportation. The program funds period review and code and economic development plan projects as well as the TGM Outreach Workshops. At the end of 2010, the City of Aurora applied for sponsorship of a TGM Outreach Workshop to help the City get a better grasp from the community on safety concerns surrounding Ottaway Road, zoning opportunities and constraints, and how the public wants this part of Aurora to grow in the future.

OTAK consultants was awarded a contract for consulting services to help guide the City through this process, collect information from staff and local property owners, hold a workshop to collect additional feedback and information and ultimately provide the City with a Final Report that outlines design guidelines for the Southern Gateway. The attached June 2011 report is a result of this work.

The Planning Commission took an opportunity to review the Report work and would like to provide the following feedback:

- Development- The document does not include recommendations for promoting industrial and community development in the City. While addressing appropriate zoning and safety concerns are a step toward a more user and business friendly environment, the intent and scope of this document did not include marketing and business attraction which the Planning Commission continues to support.
- Zoning Recommendations- The Report includes recommendations for zone code modification such as expanding permitted residential uses in the Commercial zone and prohibiting drive-up and drive- through restaurants (pg 14). While such revisions may indeed result in a safer transportation corridor, the Planning Commission will continue to be cognizant of code changes that may negatively affect a business' ability to locate in the City of Aurora or negatively affect the value of local property owners.

- Safety Corridor Recommendations- The consultant provides several recommendations for pedestrian safety enhancements at the intersection of 99E/Ottaway Road. While the long-term plan for this intersection calls for turn lane and a traffic signals, there are options for the City to pursue in the interim such as on-street parking; additional roadway/crosswalk illumination; and flashing beacons or driver speed feedback. The Planning Commission supports the Council's pursuit of funding options for the interim improvements identified on page 21 of the report.

The Report is a combination of views expressed at the Public Outreach workshop and the consultants' recommendations on addressing safety and zoning questions in the Southern Gateway. While it did not include an opportunity for Planning Commission or City Council review or comment, this does not mean the document should be shelved. Planning sees this as a working document to be used as a tool and reference at such time that the City decides to move forward with any actions in this area.

At a minimum, Planning Commission is recommending City Council acknowledgment of the Report and the contribution of the Otak, DLCD, and ODOT. Planning also intends to add the completion of the document to the Vision Action Plan accomplishments list for 2011.



Kelly Richardson  
City Recorder  
City of Aurora  
21420 Main St. NE  
Aurora, Oregon 97002  
503-678-1283

-----Original Message-----

From: Aurora Xerox  
Sent: Wednesday, October 05, 2011 2:54 PM  
To: recorder  
Subject: Scan from a Xerox WorkCentre

Please open the attached document..

Number of Images: 5  
Attachment File Type: PDF

Device Name: AuroraXerox  
Device Location: Aurora City Hall

For more information on Xerox products and solutions, please visit  
<http://www.xerox.com/>

# AGREEMENT FOR A GRANT OF EASEMENT

## Parties:

Fred W. Netter Trust  
Fred W. Netter, Trustee  
15082 Ottoway Road NE  
Aurora, Oregon 97002

and

Teresa H. Netter Trust  
Teresa H. Netter, Trustee  
15082 Ottoway Road NE  
Aurora, Oregon 97002

("Grantors")

City of Aurora  
An Oregon Municipal Corporation  
21420 Main Street  
Aurora, Oregon 97002

("Grantee")

## Recitals:

- A. Grantee desires to have Grantor provide Grantee with a non-exclusive access easement over certain property owned by Grantee;
- B. Grantor is willing to provide such an easement under certain circumstances and along with the provision of certain inducements to Grantee;
- C. Grantee finds Grantor's conditions acceptable; and
- D. All parties desire to put their agreement in written form that may be recorded.

NOW, THEREFORE, the parties agree as follows:

## Agreement:

1. Grant of Easement. Grantor provides Grantee with a Non-Exclusive Access Easement ("the Easement") which is attached to and made a part of this

agreement. The Easement may be recorded separately from this Agreement if either party desires.

2. Grantors' Rights of Use. Nothing in the Easement shall limit Grantors' use of the property subject to the Easement so long as that use does not interfere with the purpose of the Easement.

3. Grantors' Access. Grantors shall have free access to their field across any strip of land at the south end of Yukon Street, Aurora, Oregon <sup>AND GRANTORS AGENT</sup> if such strip is owned or <sup>Yukon Street</sup> controlled by Grantee. <sub>and Street</sub>

4. Maintenance. Grantee shall maintain and care for the property subject to the Easement.

5. Notices. Any notices given pursuant to this agreement shall be in writing and mailed to the parties at the following addresses:

**Grantors:**  
Fred W. Netter Trust  
Fred W. Netter, Trustee  
and  
Teresa H. Netter Trust  
Teresa H. Netter, Trustee  
15082 Ottoway Road NE  
Aurora, Oregon 97002

**Grantee:**  
City of Aurora  
Attn: City Recorder  
21420 Main Street  
Aurora, Oregon 97002

6. Legal Effect and Assignment. The Easement granted burdens the Grantors' Parcel and shall run with the land. It is binding on and shall inure to the benefit of the parties hereto, and their respective heirs, personal representatives, successors and assigns.

7. Modifications or Amendments. No amendment or modification to this Agreement shall be valid unless in writing and signed by all parties.

8. Recording. Once fully executed, this Agreement may be recorded with the County Clerk for Marion County, Oregon at the option of any party.

/////

/////

/////

would like additions:  
6, 9, 10, 11, 12, 14, 15 of the  
Attached.

Attached

6. Indemnification. To the extent permitted by law, City agrees to indemnify, hold harmless and defend Grantors from any and all losses, claims or liability to Grantors arising in any manner out of the use of the Easement Area by the City, its agents, employees, independent contractors, and other such parties. Likewise, Grantors agree to indemnify, hold harmless and defend City from any and all losses, claims or liability to the City arising in any manner out of the use of the Easement Area by Grantors, its agents, employees, independent contractors, and other such parties.

7. Grantors' Right of Relocation. Grantors may relocate or modify the Easement Area with the prior written approval of the City, which will not be unreasonably withheld or conditioned, provided that the relocated or modified Easement Area, and the facilities located therein, meet the engineering specifications of the City, and further provided that Grantors pay all costs associated with any such modification or relocation. All modifications and relocations of the Easement Area as described above are subject to the permitting and governmental authority required by the City and other governmental entities having jurisdiction.

8. Notices. All notices to be given under this Agreement shall be in writing and shall be effective when actually delivered. If mailed, notice shall be deemed effective 48 hours after mailing as registered or certified mail, postage prepaid, directed to the other party at the address set forth below or such other address as the party may indicate by written notice to the other:

**GRANTORS:**  
Fred and Teresa Netter  
15082 Ottoway Road, NE  
Aurora, OR 97002

**CITY:**  
Attn: City Recorder  
21420 Main Street  
Aurora, OR 97002

9. Breach—Remedies—Equitable Relief. The parties acknowledge that the uses provided by this Agreement are unique in that money damages alone for breach of this Agreement are inadequate. Any party aggrieved by a breach of the provisions hereof may bring an action at law or a suit in equity to obtain relief, including specific performance, injunctive relief and any and all other available equitable and legal remedies.

10. Legal Effect and Assignment. The Easement granted hereby shall burden the Grantor Parcel and shall run with the land, and is binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, personal representatives, successors and assigns.

11. Attorneys' Fees. In the event suit or action, including action pursuant to bankruptcy laws, is instituted to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sums as the court may adjudge reasonable as attorneys' fees and costs of action at trial and on appeal and review of such suit or action, in addition to all other relief that may be available.

12. Severability. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no legal right to contract, the latter shall prevail; but the provision of this Easement which is affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

TAN  
Finn  
11/20

13. Modification or Amendments. No amendment, change or modification of this Easement shall be valid, unless in writing and signed by all the parties hereto.

14. Waiver. Failure of either party at any time to require performance of any provision of this Easement shall not limit the party's right to enforce the provision, nor shall any waiver of any breach of any provision be a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

15. Excuse for Nonperformance. Either party shall be excused from performing any obligation or undertaking provided for in this Easement in the event and/or so long as the performance of such obligation is prevented or delayed, retarded or hindered by act of God, fire, earthquake, flood, explosion, interruption, action of the elements, war, invasion, insurrection, riot, mob violence, sabotage, strike, lockout, action of labor unions, or any other cause, similar to the preceding causes, not within the reasonable control of such party. Such excuse does not relieve the party of their obligation to remedy the situation at the earliest time within the control of such party.

16. Recording. The fully executed original of this Easement shall be duly recorded in the Deed Records of Marion County, Oregon.

17. Entire Agreement. This Agreement constitutes the entire agreement between and among the parties, integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties or their predecessors in interest with respect to all or any part of the subject matter hereof. This Agreement may not be altered, modified or amended except by subsequent written instrument signed by Grantors and City.

IN WITNESS WHEREOF, the parties have executed this Agreement consisting of five (5) pages, exclusive of exhibits, effective as of the day and year first above written.

GRANTOR:

CITY:

CITY OF AURORA, an Oregon municipal corporation

Fred W. Netter  
Fred Netter

By: Charles C. Donald

Teresa Netter  
Teresa Netter

Title: Mayor

*[Notary Acknowledgments appear on the following page]*

# OTTAWAY ROAD

FND 2-1/2" BRASS DISK  
W/ PUNCH MARK  
DOWN 0.40' IN MONUMENT BOX  
CENTER OF SECTION 13

S89°35'22"E 1322.63'

FND IR WYPC  
MARKED "DLT & ASSOC"  
SET IN MCSR 32732

S00°25'52"W 0.59'

S00°25'52"W 10.00'

10.00'

20.00'

POINT OF BEGINNING

FND IR WYPC  
MARKED "GORMAN RPLS 2281"  
SET IN MCSR 37943

S89°34'08"E 18.43'

N49°20'20"W 24.78'

S00°24'29"W 26.21'

S00°24'29"W 82.87'

ADJUSTMENT AREA A  
REEL 3259 PG 315

EASEMENT  
AREA

PARCEL III  
REEL 3259 PG 315

EXISTING FENCE

FND IR WYPC  
MARKED "NEWBERG LS 2838"  
SET IN MCSR 37917



SCALE 1"=10'

EXHIBIT B

SCALE 1"=10'

NONEXCLUSIVE ACCESS  
EASEMENT

LOCATED IN THE SOUTHEAST QUARTER OF SECTION 13,  
TOWNSHIP 4 SOUTH, RANGE 1 WEST OF THE WILLAMETTE  
MEDFORD, MARION COUNTY, OREGON

**DK**  
& Associates

CIVIL ENGINEERING AND LAND SURVEYING

PO BOX 901  
AURORA, OR 97002  
PH: 503.678.3353

# **ORDINANCES & RESOLUTIONS**

# **OLD BUSINESS**

# **NEW BUSINESS**

September 7, 2011

Dear City of Aurora Council Members:

We are submitting this letter in regard to the denial of the Owens Corning Faux Rock building material by the Historic Review Board. We are seeking approval by the City Council to have this material on our 1970's non historic home that is located in the Historic District. This is the only decision on our application that we are appealing.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Greg & Megan Patzer". The signature is written in a cursive style with a large, sweeping flourish at the end.

Greg and Megan Patzer

# City of Aurora Building /Planning Application

(Check appropriate box)

- |   |  |
|---|--|
| <input type="checkbox"/> SITE DEVELOPMENT REVIEW (AMC 16.58)<br><input type="checkbox"/> FLOOD PLAN DEV. PERMIT (AMC 16.18)<br><input type="checkbox"/> HISTORIC OVERLAY DISTRICT (AMC 16.20-16.22)<br><input type="checkbox"/> Certificate of Appropriateness<br><input type="checkbox"/> Demolition Permit<br><input type="checkbox"/> Sign Review<br><input type="checkbox"/> MANUFACTURED HOME PARK (AMC 16.36)<br><input type="checkbox"/> COMPREHENSIVE PLAN AMENDMENT (AMC 16.80)<br><input type="checkbox"/> Text <input type="checkbox"/> Map<br><input type="checkbox"/> ZONING ORDINANCE AMENDMENT (AMC 16.80)<br><input type="checkbox"/> Text <input type="checkbox"/> Map | <input type="checkbox"/> CONDITIONAL USE (AMC 16.60)<br><input type="checkbox"/> VARIANCE (AMC 16.64)<br><input type="checkbox"/> HOME OCCUPATION (AMC 16.46)<br>___ Type I    ___ Type II<br><input type="checkbox"/> NON-CONFORMING USE (AMC 16.62)<br><input type="checkbox"/> LAND DIVISION<br><input type="checkbox"/> Subdivision (AMC 16.72)<br><input type="checkbox"/> Partition (AMC 16.70)<br><input type="checkbox"/> Property Line Adjustment (AMC 16.68)<br><input checked="" type="checkbox"/> APPEAL TO <u>HRB</u> (AMC 16.74-16.78)<br><input type="checkbox"/> OTHER _____ |
|---|--|

**APPLICANT GENERAL INFORMATION**

Applicant Greg & Megan Putzer Phone 503 656-6256  
 Mailing Address 21852 Airport Rd NE Aurora, OR 97002  
 Property Owner (same) Phone (503) 672-8442 cell  
 Mailing Address \_\_\_\_\_  
 Contact person if different than applicant \_\_\_\_\_ Phone 253-334-9672 cell\*  
 Mailing Address \_\_\_\_\_

**PROPERTY DESCRIPTION**

Address 21852 Airport Rd NE Tax Map # \_\_\_\_\_ Tax Lot # \_\_\_\_\_  
 Legal Description (attach add'l sheet if necessary) Residential R-1 (Historic District)

Total Acres or Sq. Ft. 5.166 Existing Land Use \_\_\_\_\_  
 Existing Zoning \_\_\_\_\_ Proposed Zoning (if applicable) \_\_\_\_\_  
 Proposed use \_\_\_\_\_

**ACTION REQUESTED: (use additional sheets as needed)**

**ATTACHMENTS:**

- A. Plot plan of subject property- show scale, north arrow, location of all existing and proposed structures, road access to property, names of owners of each property, etc. Plot plans can be submitted on tax assessor maps which can be obtained from the tax assessor's office in the Marion County Courthouse, Salem OR.
- B. Legal description of the property as it appears on the deed (metes and bounds). This can be obtained at the Marion County Clerk's office in the Marion County Courthouse, Salem OR.

**ADDITIONAL INFORMATION**

In order to expedite and complete the processing of this application, the City of Aurora requires that all pertinent material required for review of this application be submitted at the time application is made. If the application is found to be incomplete, review and processing of the application will not begin until the application is made complete. The submittal requirement relative to this application may be obtained from the specific sections of the Aurora Municipal Code pertaining to this application. If there are any questions as to submittal requirements, contact the City Hall prior to formal submission of the application.

In submitting this application, the applicant should be prepared to give evidence and information which will justify the request and satisfy all the required applicable criteria. The filing fee deposit must be paid at the time of submission. This fee in no way assures approval of the application and is refundable to the extent that the fee is not used to cover all actual costs of processing the application.

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application. I understand that the original fee paid is only a deposit and I agree to pay all additional actual costs of processing this application, including, but not limited to, all planning, engineering, City attorney and City administration fees & costs. I understand that no final development approval shall be given and/or building permit shall be issued until all actual costs for processing this application are paid in full.

Megan Putzer  
 \_\_\_\_\_  
 Signature of Applicant

9/2/11  
 \_\_\_\_\_  
 Date

Signature of Property Owner

Date

Office Use Only:	Received By: <u>CR</u>	Date: <u>9-2-11</u>	Fee Paid\$ <u>800.00</u> <u>ck# 5806</u>
Receipt # _____	Case File # _____	Planning Director Review _____	Date: _____

NOTICE OF FINAL DECISION  
APPLICATION APPROVED BY THE HISTORIC REVIEW BOARD  
CITY OF AURORA, OREGON

Date application was heard by HRB: August 25, 2011

Date this Notice is mailed: September 1, 2011

Name of Applicant: Greg and Megan Patzer

Applicant's Mailing Address: 21852 Airport Rd NE Aurora, OR 97002

Project Description: Exterior rehab

Subject Property Address: 21852 Airport Rd NE Aurora, Oregon

Findings:

This application is approved **with the exception** of the faux rock on the lower third front of the garage, house and shop and **with the addition** of the garage doors as described below.

Comments/Recommendation:

Approved the use of HardiPlank siding on the house, shop and shed per the Design Review Guidelines for Historic Properties, page 33, Exterior Siding and Details, #34, bullet #4;

Approved the exterior paint color of light beige for the base, dark beige for the trim and a dark brown for the gutters per Design Review Guidelines for Historic Properties, page 35, Color, Residential Buildings;

**Denied** the material of Owen Corning Faux Rock for the lower third front of the garage, house and shop per Design Review Guidelines for Historic Properties, page 32, Materials, #32, bullet #2;

Approved Milgard Montecito vinyl windows per Design Review Guidelines for Historic Properties, page 42, Windows, #55, bullets #2 and #7;

Approved front porch railing of wood with wrought iron balusters per Design Review Guidelines for Historic Properties, page 43, Porches and page 32, Materials, #32;.

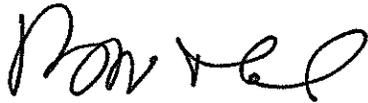
Approved screening the backyard and fence with arborvitae planted on the outside of the existing fence per Design Review Guidelines for Historic Properties, page 21/22, Historic Fencing, #2, Bullet #3 and page 23, Plant Materials, #6;

Approved Wayne Dalton 9700 vinyl garage doors (not on the application) conditionally because they are already installed.

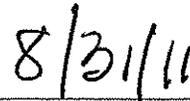
The findings and conclusions on which this decision is based are contained in the minutes for the HRB meeting at which this decision was made and audio-tape record of the HRB's meeting and deliberations. The minutes and audio-taped record are available at Aurora City Hall, 503.678.13283, 21420 Main Street, Aurora, Oregon.

The Historic Review Board's decision is final on the date that this notice is mailed. Any party with standing may appeal this decision with the City of Aurora Municipal Code which provides that a written appeal, together with the required fee, shall be filed with the City Recorder within fifteen (15) calendar days of the date the Notice of Decision was mailed. The appeal fee schedule and forms are available from the City Recorder at City Hall, 214209 Main Street NE, Aurora, Oregon 97002.

This decision is approved and this Notice of Decision serves as the Certificate of Appropriateness subject to the conditions set forth above.



\_\_\_\_\_  
Chairman, Aurora Historic Review Board



\_\_\_\_\_  
Date of Signature

**CONTRACT FOR SERVICE**  
**CITY OF AURORA**  
**and**  
**NORTH MARION SCHOOL DISTRICT**

THIS AGREEMENT is entered into between CITY OF AURORA, by and through its Police Department and NORTH MARION SCHOOL DISTRICT (NMSC);

WHEREAS, NMSC has requested and is in need of police services for games/events throughout the remainder of the 2011-2012 school year on an as needed basis.

WHEREAS, CITY OF AURORA agrees to provide said services on the terms and conditions hereinafter stated; and

NOW THEREFORE, in consideration of the covenants herein contained, the parties hereto agree as follows:

1. CITY shall provide general police security services to NMSD for events as requested through June 30, 2012
2. For such services, NMSD shall pay to CITY for Reserve Officers per game/event at a fee of \$ 24.00 per hour per Reserve Officer. If higher sworn reserves are requested or used, contract rate for reserves will reflect payment per hour/reserve.
3. During the performance of the Agreement, NMSD shall consult with Chief Brent Earhart, or his designated representative, concerning patrol needs. CITY will provide a level of coverage deemed appropriate to provide a law enforcement presence and respond to reported or observed criminal activity and other emergencies. NMSD agrees that Chief Brent Earhart will have the authority to increase the number of reserves, if conditions warrant. Any increase in reserves will follow consultation with NMSD representative except in an emergency situation.
4. Documentation of activities, incidents/problems investigated by CITY will be submitted to NMSD in a timely manner. NMSD shall receive documentation from CITY in the hours of service provided in the hours of service by the reserve. CITY will invoice NMSD monthly for payment.
5. The Reserve Officers assigned under this contract are in no way to be considered as employees of NMSD. CITY will provide salaries, fringe benefits, and official equipment. Reserve Officers will be subject to operational and other personnel policies of CITY.
6. Both parties shall defend, save, hold harmless and indemnify each other, their officers,





# City of Aurora

FOUNDED 1856  
"National Historic Site"

## City Council Position Available

The Aurora City Council currently has one open position.

The requirements for the position are as follows:

- Candidates must reside in the Aurora City Limits (for at least 6 months).
- Candidates must be registered voters.

All interested applicants must submit a letter of interest to City Hall no later than Thursday, October 6<sup>th</sup>, by 5:00pm and should attend the Aurora City Council Meeting on Tuesday, October 11<sup>th</sup> at 7:00 pm.

Thank you for your interest; we value our volunteers.

## recorder

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**From:** Gary Lovell [gdlovell50@hotmail.com]  
**Sent:** Tuesday, September 27, 2011 8:50 AM  
**To:** recorder  
**Subject:** RE: Mayor, Council positions openings

Yes I am, I felt that being appointed to the Mayor that I didn't need that level of stress in my life at this time . There are many issue I would like to address if I am appointed to the Council Seat. I believe if Scott B. plans to step down it would be in the best interest of the Council if he would do it sooner than later I would like The Council to go into the new year with members that will be there throughout 2012 and if he plans to be there throughout next year than that would great.

Thank You and I will plan be prepared for question from the Council.  
Gary Lovell  
21090 Cody Lane NE.  
Aurora, Oregon.

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**From:** [recorder@ci.aurora.or.us](mailto:recorder@ci.aurora.or.us)  
**To:** [gdlovell50@hotmail.com](mailto:gdlovell50@hotmail.com)  
**Date:** Mon, 26 Sep 2011 12:07:03 -0700  
**Subject:** RE: Mayor, Council positions openings

Gary,

Are you still interested in the open council seat?

*Kelly Richardson*  
*City Recorder*  
*City of Aurora*  
*21420 Main St. NE*  
*Aurora, Oregon 97002*  
*503-678-1283*

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**From:** Gary Lovell [<mailto:gdlovell50@hotmail.com>]  
**Sent:** Wednesday, August 31, 2011 10:44 AM  
**To:** recorder  
**Subject:** Mayor, Council positions openings

Hello my name is Gary Lovell and I had been a member of the Planning Commission for 4 years and I believe it is time to step up and put my hat into the ring for Mayor, and if not; Than it is my understanding that Scott Brotherton will be stepping down as well so this is my request to be put on any all list of people that are interested in either position as they open up.

I can be reached at 503.708.9405 Gary Lovell  
21090 Cody Lane NE  
Aurora, Oregon

We moved into Aurora about 7-8years ago.

## recorder

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**From:** Jon Montgomery [jonmontgomery6214@yahoo.com]  
**Sent:** Monday, September 26, 2011 3:54 PM  
**To:** recorder  
**Subject:** Re: Mayor's position

Thank you Kelly : I Jon R. Montgomery Re submit my name for the now open position on the Aurora city Council, I would be honored to fill Mr. Taylors position now that he occupies the mayors position.  
Sincerlly Submitted Jon R. Montgomery

9-26-2011

**From:** recorder <recorder@ci.aurora.or.us>  
**To:** Jon Montgomery <jonmontgomery6214@yahoo.com>  
**Sent:** Monday, September 26, 2011 12:06 PM  
**Subject:** RE: Mayor's position

Please remember that I would prefer a new email or something in writing by October 6th if you are still interested in the open council seat.

Have a good day.

Kelly Richardson  
City Recorder  
City of Aurora  
21420 Main St. NE  
Aurora, Oregon 97002  
503-678-1283

-----Original Message-----

**From:** Jon Montgomery [mailto:jonmontgomery6214@yahoo.com]  
**Sent:** Wednesday, August 31, 2011 3:12 PM  
**To:** recorder  
**Subject:** Mayor's position

To the Aurora City Council:

I Jon R. Montgomery wish to be considered for the position of mayor. I have lived in Aurora for the last 18 months after moving from Canby where I resided for 42 years, I am currently a volunteer leautinite in the Aurora fire district. I am a great team player and love community involvement I believe that I can help bring Aurora together to work for the best interest of the people of are already great community. Sincerely Jon R Montgomery  
Sent from my iPhone

## recorder

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**From:** Ptata [ptata@centurytel.net]  
**Sent:** Wednesday, October 05, 2011 7:53 PM  
**To:** recorder  
**Subject:** City Council Position

Hi Kelly,

This is my notice that I would like to be considered for the open council seat on 10/11 City Council meeting. I will be in Salem this day for Jury Duty and hope to be back in Aurora in time for the start of the meeting.

Thanks,  
Bill Graupp

To: Aurora City Council

RE: Open City Council Position

Date: Oct. 5, 2011

This letter is to let the Council know that I would like to be considered for the open council position. To help you fill this position I am including information that should help in your decision making process.

I have lived in Aurora since August 1975, where Jan and I have raised our 3 daughters. So I think I have a good background on where our City has been and where it is going in the future. While our family loves the small town atmosphere, there are changes in store as we move into the future. I would like to be a member of the Council that will be facing the tough decisions on what the town's future will look like as we try to retain the quality of life that continues to draw families of all ages to move to Aurora.

Some of the experience that I would bring to the council includes:

- 30 years in public education. The last 29 years with the North Marion School District. During my time there I was actively involved, as a teacher, MS AD and 7th grade chairperson, in helping establish our yearly budgets.
- As an elected member, 3/26/1991, of the ARFD Board of Directors, I again had experience in dealing with the budgeting process of matching district needs to available resources.
- 25+ years as a volunteer with the ARFD and 9 years with Woodburn Ambulance. This has offered me an insider's look at how the different branches of the city, county and state have to be able to work together effectively to provide the services that our citizens deserve.
- 39 years married to Jan. I feel that with her 2 stints as an employee of the city, I have a pretty good feel for the City's recent history. This should help me in getting up to speed quickly on the challenges the City finds itself currently facing.

Respectfully,



Rick Vlcek