

Minutes
Aurora City Council Meeting
Tuesday, June 12, 2012, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT:

Mary Lambert, Administrative Assistant ,
Jan Vlcek, Finance Officer
Lyle McCuiston, Chief of Police
Bob Southard, Water Superintendent
Otis Phillips, Waste Water Superintendent

STAFF ABSENT:

Kelly Richardson, City Recorder, in training

VISITORS PRESENT:

Jessica Brotherton, Aurora
Boyd Keyser, Aurora
Amy Willman, Aurora
Chief Rod Yoder, Aurora Fire
Chris Halstead, Aurora
Annie Kirk, Aurora
Betsy Imholt, Aurora
Tina Zeck, Aurora
Chris Taylor, Aurora
Scott Brotherton, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Greg Taylor at 7:00 p.m.

2. Administrative assistant does Roll Call

Mayor Taylor – present
Councilor Graupp - present
Councilor Roberts -present
Councilor Sahlin – arrived at 7:02 p.m.
Councilor Vlcek - present

3. Consent Agenda

- I. City Council Meeting Minutes – May 08, 2012 and May 17, 2012
- II. Planning Commission Meeting Minutes – May 01, 2012
- III. Historic Review Minutes April 26, 2012. Notice of Decisions

Correspondence

- I. **League of Oregon Cities Bulletin.**
- II. **Marion County Notice of Adoption Legislative Amendment (LA) 12-1**
- III. **Letter from Marion County on Population Forecasting**
- IV. **Letter from HRB regarding board position**

A motion to approve the consent agenda as presented is made by Councilor Vlcek, seconded by Councilor Roberts and motion passes.

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.

There were no comments.

5. **Public Hearing**

The public hearing on the 2012/2013 Fiscal Year budget was opened by Mayor Greg Taylor at 7:03 p.m. There were no comments. The hearing was closed at 7:04 p.m.

A. Discussion and or Action on 2012/2013 Fiscal Year budget

Finance Officer Jan Vlcek noted an adjustment made to the budget for the cost of the audit which was slightly higher than budgeted. She also stated that the budget has been approved by the budget committee.

Councilor Vlcek asked if he needs to sit out this vote. Attorney Koho stated his relationship with Finance Officer Vlcek is not material, it should just be acknowledged. There were no objections to Councilor Vlcek voting on the city budget.

A motion to adopt the 2012/2013 fiscal year budget was made by Councilor Roberts, seconded by Councilor Vlcek. Motion passed unanimously.

6. **Discussion with the Parks Committee**

Annie Kirk, Aurora, spoke for the committee. They had met regarding trash receptacles. Mayor Taylor stated the city will repair the broken one and put it in front of city hall and will get 2 more units for garbage and recycling for the concert series. Annie Kirk asked if another unit could be purchased in the next budget cycle to put by the ball fields to which Mayor Taylor agreed.

Annie Kirk noted the tree survey work is being done pro bono. Of the trees that had been tapped, one was a hazard and will be taken down, one was not a problem. Public Works will notify the public.

Public Works Superintendent Bob Southard asked for park committee input on a new park rules sign.

Mayor Taylor noted the parking ordinance will not be enforced before the signs are posted – they have not yet been ordered. There will be three signs total stating, no parking from 6.a.m. – 10 p.m. Commercial parking allowed with permit only and only within the hours posted. Councilor Sahlin doesn't like overnight parking at the park. Councilor Vlcek doesn't want to see no parking at all for the park as long as it is not long term. Councilor Sahlin believes we need to address the ordinance to which City Attorney Koho replied that the ordinance is somewhat flexible. Mayor Taylor reiterated that the concern is cars parked long term taking spaces during the day when people are using the park. Councilor Sahlin doesn't want to see any commercial parking, it is not appropriate for our town. City Attorney Koho stated permits can be altered or revoked.

7. Discussion with Traffic Safety Commission

No one from Traffic Safety was present.

Mayor Taylor let Betsy Imholt know she needs to address her hedge before the next council meeting.

8. Reports

A. Police Chief's Report – (included in your packet) Chief McCuiston read his report.

Mayor Taylor is concerned with traffic and parade on 99E at same time. Annie Kirk stated the parade route is on 99E for only 262 ft. Councilor Vlcek noted perhaps it could be coordinated to stop traffic for kids on bikes or horses to which Annie Kirk replied we can have traffic stopped only 5 minutes at a time. Mayor Taylor confirmed with Chief McCuiston we have permits and liability insurance.

Chief McCuiston states that the exit interview with Officer Marshall had been done, copies were distributed to the council.

No more questions of the Chief

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

Finance Officer Vlcek noted the letter of engagement from the auditors, Grove Mueller and Swank she had given each councilor a copy of. The price for the audit will be a bit higher than projected but should not exceed \$1400. The council needs to

approve and the letter needs to be signed. The general consensus from the council is to accept the terms of the letter.

1. Revenue & Expense Report

Mayor Taylor noted the revenue is short of projections and the expenditures are mostly on target.

There were no more questions from the council.

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

1. Monthly Status Report (Storm Water)
2. Monthly Status Report (Water)

Public Works Superintendent Southard read his report in its entirety. Councilor Sahlin asked if he is finished with the storm water master plan. Southard answered he is still working on it. Mayor Taylor said the target date for completion is the end of December. Southard replied he is shooting for October. There were no further questions for Public Works Superintendent Southard.

A. Waste Water Treatment Plant Update (from Otis Phillips),

Waste Water Superintendent Phillips read his report in its entirety. He noted he has finished clearing the dike and will re seed. He also acknowledged Daryl Hensley, Amy Willman and Larry Johnson for all their help. They are still trying to market the logs. He also picked up an irrigation gun. Mayor Taylor asked about the new aeration to which Phillips replied he is still working on with DEQ. Also, the cost will be on next year's budget. There were no further questions for Waste Water Superintendent Phillips.

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

City Recorder Kelly Richardson was gone at training. She had left a memo with her report asking for a work session to discuss changes to the employee handbook. Several dates were suggested. The council decided on June 19, 2012 at 6 p.m. for handbook review/discussion only. City Attorney Koho stated he can attend if the council would like him to.

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

- City Attorney Koho noted he has been working on the Patzer issue for payment. Councilor Sahlin interjected that it has been paid, he was asked to hand deliver it. City hall will mail them a receipt stating "paid in full".
- Notice has been prepared for the Eddy property. Chief McCuiston will finish and post the notice at the property and will send letter. Mayor Taylor stated the foundation can be condemned after July 1, 2012. City Attorney Koho –

Hard deadlines can be built in and it does fall under the dangerous building ordinance. Councilor Vlcek asked if this site could be used for a New City Hall. City Attorney Koho stated he could look into eminent domain. Mayor Taylor stated this is not the avenue we want to take.

- City Attorney Koho states I am currently still working on obtaining city property from previous IT Dept Aurora Tech.

9. Ordinances and Resolutions

A. Discussion on Resolution 652 A Resolution to enact administrative violation fees on uniform citations. Read by title only.

Councilor Vlcek asked if this is the maximum amount of fees we can add to a citation. Mayor Taylor replied the fee has been adjusted.

A motion to approve Resolution 652 was made by Councilor Roberts, seconded by Councilor Vlcek and passed unanimously.

B. Discussion and or Action on Resolution Number 653 Disbursements of Revenue Share Dollars. Read by title only.

Councilor Vlcek asked what this resolution is doing. Mayor Taylor replied that in order to receive funds we need to state what we are doing with them.

A motion to approve Resolution 653 was made by Councilor Roberts, seconded by Councilor Graupp and passed unanimously.

C. Discussion and or Action on Resolution Number 654 A Resolutions Declaring the City's Election to Receive State Revenues. Read by title only.

A motion to approve Resolution 654 was made by Councilor Graupp, seconded by Councilor Roberts and passed unanimously.

D. Discussion and or Action on Resolution Number 655 A Resolution Levying AD Valorem Taxes for Fiscal Year 2012-2013. Read by title only.

A motion to approve Resolution 655 was made by Councilor Vlcek, seconded by Councilor Roberts and passed unanimously.

F. Discussion and or Action on Resolution Number 656 A Resolutions Adopting the 2012-2013 Budget and Making Appropriations. Read by title only.

A motion to approve Resolution 656 was made by Councilor Graupp, seconded by Councilor Roberts and passed unanimously.

10. Old Business

A. Discussion on Planning Commission and Historic Review Board Proposal.

Mayor Taylor stated the consensus is to not expand the Planning Commission. He was present at the last Historic Review Board meeting and only the chair attended. They are having a hard time getting a full board. They may need to abandon the HRB and give the duties to the Planning Commission.

The Mayor would like to table this discussion until the next council meeting after he attends the next HRB meeting.

B. Discussion on Meeting with Fire District Proposal

There was a written proposal received from the Aurora Fire Department given to each councilor and the mayor. Mayor Taylor asked if the council wants to go with the proposal from the last meeting or continue discussion. Councilor Vlcek stated, he doesn't want to get into we charge them for water and sewer, they charge us for use of building. Additionally, he feels the money collected is not worth losing our good relationship. Councilor Vlcek then asked Fire Chief Rod Yoder if the department will curtail water use so citizens don't perceive excessive use due to no charge. Yoder replied the department has taken measures to conserve. They also have a well on property where they do training.

Mayor Taylor stated he doesn't want to get in a bidding war with the fire department. He would like the city to charge for the fire house but not the station. Councilor Sahlin noted that if we charge the fire department their cost will come back to citizens. He thinks we should continue with the current arrangement.

Councilor Graupp would like to keep our good relationship and asked if the fire department could report on program improvements highlighting conservation and sustainability measures they are taking. Fire Chief Yoder thought this was a good idea and would be good for public relations within the community.

Mayor Taylor proposed the city table charges but require quarterly hydrant usage reports. The council agreed to this proposal.

C. Discussion and or Action on State Revenue Sharing Distribution

Betsy Imholt, Co-chair of the Aurora Colony Days committee asked about their group's request for \$2500 that was submitted at the May meeting. There was another request from Aurora Colony Visitors Association for \$2200. Mayor Taylor stated the total amount budgeted to give out is \$7000. Any balance left over can be used on city projects. Councilor Vlcek asked if the ACVA has a fund that they contribute to. Mayor Taylor replied they do not; there is no longer a

chamber of commerce. Mayor Taylor asked if he has approval to disperse the funds.

The council consensus is to distribute the funds requested to both groups.

11. **New Business**

A. Discussion and or Action on the RV Parking Problem in the City.

Mayor Taylor asked Chief McCuiston to notify the specific problem person with a door hanger and give them a copy of the ordinance.

Councilor Vlcek stated he would like to allow visitors to park in the parking lot for a few days with a permit.

Amy Willman, Aurora, asked if we have talked to this person. Mayor Taylor responded that he wanted to post signs first to see if they will comply.

B. Discussion and or Action on Draft MOA permit for UIC's

Mayor Taylor asked if he has approval to sign this document. Public Works Superintendent Bob Southard has some issues he wants to discuss with the mayor and DEQ but is ready to move on it.

The consensus from the council is to allow Public Works Superintendent Southard and Mayor Taylor to discuss, modify and sign the document.

C. Discussion and or Action on Excise Tax for North Marion School District, presented by North Marion School Superintendent Boyd Kaiser.

Superintendent Kaiser explained SB 1036 authorized in 2007 gave school districts the right to add a construction tax to some building permits. By law, the issuer of building permits must collect and redistribute the tax to the school district. The proposed administrative fee from NMSD to the City of Aurora is 4%.

Councilor Graupp stated he doesn't like commercial building permits being taxed. Mayor Taylor reiterated that this had already been decided when the bill passed. The city is legally bound to collect this tax; we are only deciding how much we will charge the school district.

A motion to approve the Intergovernmental Agreement and Memorandum of Understanding between the City of Aurora and North Marion School District in regards to the Construction Excise Tax to be collected by the city was made by Councilor Vlcek, seconded by Councilor Sahlin and passed unanimously.

D. Discussion and or Action on The Building Shop Contract

Mayor Taylor met w/Charlcie and will sign the documents with council approval.

City Attorney Koho stated we need a motion for this item.

A motion to complete the plan of bringing back the city inspection services to the City of Aurora by hiring contracting agency The Building Shop LLC. and authorizing the Mayor to sign that contract was made by Councilor Graupp, seconded by Councilor Roberts and approved unanimously.

E. Discussion and or Action Police Dept staffing level

Mayor Taylor met with the mayors of Hubbard and Donald and Chief Dryden of the Hubbard Police Dept. regarding the possibility of a tri city policing agreement. Mayor Taylor did have a concern with a recent incident in Donald involving the Hubbard Police. He felt they were unprofessional and this is inconsistent with what we have for Aurora. The proposed cost for the first year is \$245,000 to take over policing with 80 hours of coverage per week.

Chief McCuisition's concern is that the Aurora Police Department is crumbling. He believes it is a good deal for the city and that Aurora can't afford to maintain a police department. There are too many hours that just can't be covered, and Marion County won't respond. A new recruit will cost for their training, and we are unable to bring them up to speed due to the slow nature of the city. Usually, as soon as a new recruit is certified they leave. Coverage with this agreement will be sporadic, not predictable, and officers will be available to citizens 24/7. The Hubbard Police Chief will be in charge. He understands Aurora's concern with maintaining their identity and will take steps to make "tri cities" police force – not Hubbard police force. It is also proposed to have only one municipal court, located in Hubbard.

Mayor Taylor asked about moving forward with the proposal as long as Donald will go along, noting this will probably be a year long process. The council needs to look at the budget and hold public meetings. In the interim, should we fill the vacant officer position now or not?

Councilor Sahlin asked if we need a special meeting or executive session or if this can be added to the June 19th work session. City Attorney Koho stated there are fundamental issues to discuss; this decision will touch all of staff except public works and finance.

Councilor Graupp will look into the financial side.

Councilor Sahlin stated he appreciates the chief's honesty. He also has some concerns with the Hubbard Police Chief and how he runs things.

Chief McCuiston thinks it is not wise to hire another full time employee at this time. As an alternative, he suggested we hire Reserve Officer Tolley as a temporary, part time employee. He does not need to go to the academy if he works less than 80 hrs per month. Councilor Vlcek suggested we schedule him at 70 hours per month to make sure we keep under the 80 hour requirement.

The consensus of the council is to go ahead with the temporary, part time employee and add discussion of the proposal to the June 19, 2012 work session.

F. Discussion and or Action on Proposal to Create An Economic Development Committee for Aurora.

Mayor Taylor stated he is looking for ways to develop interest in bringing businesses into town.

Councilor Sahlin would like an inventory of properties for sale in town to show commercial property realtors.

G. Discussion and or action on Mid-Willamette Valley contract renewal

The council consensus was to approve the contract renewal for COG unanimously.

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H. Discussion and or Action on Aurora Colony Days Parade Route and Approval of Parade Form.

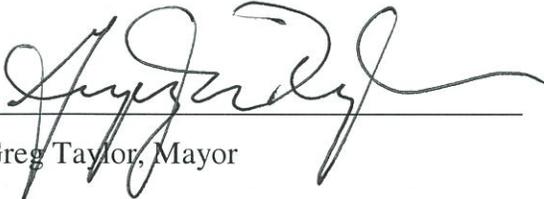
Annie Kirk, Aurora, stated that in years past the rules were not on the application. This year we have added them to the parade form.

The consensus of the council was to approve the parade form.

Councilor Vlcek suggested using a bucket with orange flags at crosswalks on 99E for pedestrians to use to show they are intending to cross. He had seen this in another town and thought it was a good idea. Annie Kirk agreed and will look into.

12. Adjourn

A motion to adjourn the June 12, 2012, meeting at 9:56 p.m. was made by Councilor Vlcek, seconded by Councilor Sahlin and passed unanimously.



Greg Taylor, Mayor

ATTEST:



Mary Lambert, Administrative Assistant