Minutes
Aurora City Council Meeting
Tuesday, March 13, 2012 at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Otis Phillips, Waste Water Superintendent
Kelly Richardson, City Recorder,
Jan Vlcek, Finance Officer
Lyle McCuistion, Chief of Police
Bob Southard, Water Superintendent

STAFF ABSENT: None

VISITORS PRESENT: Denny Wellen, Aurora
Mitch Graffe, Aurora

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Greg Taylor at 7:01 p.m.

2. City Recorder does Roll Call

Councilor Graupp - Present
Councilor Roberts – Present
Councilor Sahlin – Present
Councilor Vlcek – Present
Mayor Taylor – Present

3. Consent Agenda

I. City Council Meeting Minutes – February 14, 2012
II. Planning Commission Meeting Minutes – February 07, 2012
III. Historic Review Minutes December 14, 2011.

A motion to approve the consent agenda is made by Councilor Vlcek and seconded by Councilor Sahlin motion passes.

Correspondence

I. Email and price quote for a Governing Basics on the go training
II. Email from Marion County Representative, deadline dates on Opening Reception of all twenty cities.
III. Commendation Letter for Officer Marshall

A motion to approve the correspondence is made by Councilor Graupp 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.

Denny Wellen, Smith Lane Aurora, Oregon. Speaks to council with road maintenance issues on Smith Lane, he states it is wasting the city and staff time and money replacing rock and it is gone in two days. The apron helps however I feel it has not been the same since the sewer lines went in I just wish they would fix the rut holes and dig it out and compact it properly. Mayor Taylor responds with we need to have the proper weather conditions and we hope to do all of the gravel roads all at the same time. Wellen states he feels as though because there are only 6 of us on the road that it is not a city priority. Again Mayor Taylor responds that we hope to get to all of the gravel roads as soon as possible.

Mitch Graffe, Aurora Topaz Homestead formerly the Corner House introduces himself and invites everyone to come and enjoy the new restaurant and menu.

Joe Fidanzo, Ottaway. Update from FEMA, information they do not set the rules on who can or cannot build on their land, they said it was local control of the city. In the ordinance it allows commercial building but not residential. Currently we are waiting on Kristin Shirley from FEMA to make a determination. There is more discussion however no solution is rendered at this time.

5. **Discussion with the Parks Committee**

   - **Parks Committee Report (not in packet)** no one in attendance.

6. **Discussion with Traffic Safety Commission**

   a. **Traffic Safety Report (not Included in your packet) Council** No one from Traffic Safety was in attendance.

7. **Reports**

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

- Speaks very highly of Officer Marshall,

Each time Officer Marshall has to hold his radio in the air and in this instance Marshall was holding up his radio in the air and he was then attacked. So this is an issue we at some point will need to address.

- Vehicles are getting quite old and having many maintenance issues so I have, contacted many agency for bids on cars and I have looked into agencies who could donate to us. There are two vehicles from Clackamas County and one from the State at 3,500 for 2008 with 120 thousand miles.
- Currently I have worked a deal for our officers with the City of Canby, so our officers can train every other month. In trade I will train there officers for SWAT training. We can attend their role calls and I think this is good for their officers to get more acquainted with ours and is good training.
- Reserve Officer Simmons and Austin have resigned

- Applied for Chiefs Conference and received a grant to attend.
  Currently I am only lacking 26 hours of the required 80 to obtain certifications needed.
- Working on setting up employee files per each officer as far as training.
- Established an emergency notification policy
- Last Friday I believe I walked around to each business owner.
- We have looked into a new camera for evidence purposes ours in not adequate.
- I have looked at the current contract with Hubbard towing, it states that every other year they would give us 15 thousand dollars for new police cars. Since apparently this has not been happening I will investigate it further.
- I have reviewed municipal code, chapter 8 it states all members of police department are to be trained on how to use a noise meter and no one knows what it is.
- Vehicles and traffic, chapter 10 requires and a commercial truck owner to fill out a required permit form and no one in the dept has been reviewing them. Councilor Vlcek asks is this renewable permit, and is this any vehicle with PUC, yes.
- Attended computer CAD training in Woodburn Norcom uses this system. One of the issues is that how our computers are mounted in the cars.
- I am currently looking into cold weather coats for each officer.
- I have looked into the IGA agreement for the truck inspections it will be the same amount as last year however with that said in reading this Officer Marshall is to attend training and he needs to get this done and keep it up to date.
- I am in the Process of writing grant for AED for each patrol car and for Police Dept.
- I have obtained more up to date maps and I have given the city hall one.

No questions from the Council.

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

1. Revenue & Expense Report
   - I would just point out to the new Chief that we have a supplemental budget coming up and based on the figures we will not need a hearing.
   - Department Heads will need the supplemental budget changes to me in the next week or so.
   - Tentatively meetings if necessary are set for Wednesday @ 6:30
   - Colony Days Committee is looking for sponsors for the concerts in the park and would like to put up banners for Advertisement City Recorder states we will need to look at sign code.
   - We need to look into the MSAP grant and how the funds are distributed.

No more questions from the Council.

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

1. Monthly Status Report (Storm Water) Mayor Taylor reads Public Works report.

- We have fixed a few leaks and now run time on pumps from 6hr to 2hr.
- Working on Street light inventory list.

No more questions for Bob from the Council.

A. Waste Water Treatment Plant Update (from Otis Phillips) there was not a lot of discussion on the report as submitted.

- I have found a new method of testing for around 8 dollars a test and we get the results right then and no more driving to Clackamas.
- Looking into Aerators the one's we have are not efficient and updating would save a lot in electricity costs and repair.
- I believe the sale of the old ones will help to supplement the cost.

There were no more questions from the Council.

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

- Is asked to look into updating the addresses in the Historic district so we can differentiate by color in the water bills.

Gives a brief overview of the written report as submitted.

No questions from the Council.

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

- Having received response from the State on the building codes situation we are planning on moving forward with the process of obtaining our program back.
- The State did have 3 areas they would like to see us address.
  - Check list
  - A licensed code enforcement company
  - Implementation of the E-permitting process, I will need to confirm with them how much of this they will require.
  - They will need to give us approval or denial no later than April 1, 2012
  - They were also concerned that customer service be up to par.
- The Mayor requests Koho to write a letter to the former IT Dept and retrieve any and all City property that he may still have.
- Koho is also asked to write a letter to Mr. Patzer and request his fine payment for his HRB fines.

There were no more questions of City Attorney, Koho.

8. Ordinances and Resolutions

A. **Ordinance Number 468 and Ordinance Establishing a Preferred Street Tree list for the City of Aurora.** Second Reading is read by title only.

A motion was made by Councilor Vlcek to approve the second reading of Ordinance 468 with his concerns as noted in section two to allow a process of approval or denial of a tree that may or may not be on the list and seconded by Councilor Sahlin. Motion Passes.

B. **Resolution Number 647 Declaring Intent to Assume Program Administration of Building Codes Program.**

A motion is made by Councilor Graupp to approve Resolution Number 647 and is seconded by Councilor Roberts. Motion Passes Unanimously.

9. Old Business

A. Discussion and or Action on final report on water utility rate study.

- Rate has to go up because of the building and operating costs, the rate increase will be over a two year period. We structured the base rate to reflect the size of the meter.
- The fire district currently pays nothing for the fire district and the City is subsiding the entire usage of water for all fire usage. We recommend the base and water usage for the house and Fire Hall be passed along to the fire district.
- The standpipe cost has been cut in half and then you need to actually charge for it currently it is on the resolution however no one has been charged for it.
- Finally water sales. And second rate increase over the second year.

Question from audience (Denny Wellin) in regards to bulk water rate. Are we charging for bulk water permits. Currently we are charging and have been charging for bulk water permits.

Councilor Vlcek question, basing this on more volume verses lower usage because of the climate and weather pattern. The second rate increase will allow for a conservative view. This should allow the contingency fund to be built up for problems or maintenance.

10. New Business

A. Discussion and or Action on Appointment of the Budget Officer. Mayor Taylor volunteers to be budget officer and no one contested however Finance Officer Vlcek did ask him if he knew the duties of the budget officer.

B. Discussion and or action on Fire Department paying for their City services. Discussion is to have them pay for their basic water usage on the fire hall building and the house. Next the discussion of sewer rate on the fire hall building and house at normal sewage rate. For now we are going to discuss it with the fire dept. Councilor Vlcek will talk with Chief Yoder tomorrow.

C. Discussion and or Action on retrieving electronic data from previous IT Dept. City Attorney Koho will write a letter to Aurora Tech.

11. Adjourn

A motion to adjourn the March 13, 2012 meeting at 9:17 pm was made by Councilor Vlcek and seconded by Councilor Graupp. Motion Passes Unanimously.

Councilor Vlcek did mention he had an appointment with the realtor to look at the property across the street. We need to at least look at it because if for no other reason the lot and parking.

Greg Taylor, Mayor

ATTEST:

Kelly Richardson, City Recorder