

Minutes
Aurora City Council Meeting
Tuesday, March 12, 2013, 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
Otis Phillips, Waste Water Superintendent

STAFF ABSENT: Kelly Richardson, City Recorder
Bob Southard, Water Superintendent
Pete Marcellais, Marion County Deputy

VISITORS PRESENT: Kris Sallee, Aurora
Spud Sperb, Aurora
Jim Fisher, Aurora
Wendy Buck – Portland General Electric
Annie Kirk, Aurora
Bill Simon, 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 Brotherton -absent
Councilor Sahlin – present
Councilor Vlcek - present

3. Consent Agenda

- I. City Council Meeting Minutes – February 12, 2013
- II. Planning Commission Meeting Minutes – February 05, 2013
- III. Historic Review Board Minutes –January 24, 2013**

No comments on minutes

Correspondence

- I. League of Oregon Cities HB Summary**
- II. Land Use Bills**
- III. Marion County Board of Commissioners Invite to Business Meeting**
- IV. BHNS News letter House Summary on Health Care**

Motion to approve consent agenda was made by Councilor Vlcek, seconded by Councilor Graupp. 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.

Jim Fisher, 20960 Liberty St, has questions on behalf of the American Legion. First, whose responsibility is it to prune trees up in the telephone lines? Mayor Taylor informs him he should contact CenturyTel as it is their phone lines the tree is growing into.

Mr. Fisher would also like to know what can be done in regards to the problem of water running down into the basement of the American Legion Hall when it rains. Third St has been paved higher than the sidewalk now, causing the problem. Mayor Taylor states that he and Public Works Superintendent Bob Southard have been looking into repaving and adding new sidewalks on 3rd St. Mr. Fisher asked what can be done in the interim, sand bags? Mayor Taylor replied that he will discuss this with Bob Southard and they may just work on fixing that area soon.

5. Discussion with Parks Committee

Councilor Sahlin gave the report for the Parks Committee.

- Initial tree survey quote was more than \$2500 so will need to put out RFP. Councilor Graupp had mentioned someone at the Oregon State Extension Service may want to assist with the tree survey. Councilor Sahlin has been trying to contact him and will continue to do so. Councilor Sahlin also received follow up information for the work that Mike Bruno did on the tree survey some time ago. There was no formal report. Will have further discussion on that.
- Has water fountain been fixed? Mayor Taylor answered that he believes it was fixed but the water has been turned off until spring.
- Will water be plumbed to the Amphitheater before Memorial Day weekend? Mayor Taylor said yes, will probably plumb from the well house.
- He was asked to put together a drawing for a recycling center – Mayor Taylor would like to speak with him about that first.
- Will put together a proposal for laminated signs for the restrooms stating hours open and contact number.
- Putting together a flyer to distribute to people who live around the park asking them to call if they see something going on.
- Asked about the broken window on restroom – Mayor Taylor stated they are looking into having it repaired with something other than glass. Should be done soon. Only replacing this one window for now.
- Would like to see if Triple T can spray ball field for weeds this spring. This will be discussed when the contract renewal is discussed later in the meeting.

- Ball field needs new bases – would like to look into getting approval to make that purchase. Mayor Taylor asked about anyone to donate. Not at this time. Mayor Taylor also reiterated that Pryde may use the ball field free of charge; we just ask that they give us a schedule. Councilor Graupp asked if Pryde might contribute bases for the field. Councilor Sahlin stated he feels they do enough already.
- The committee is wondering if they can schedule a park cleanup. Mayor Taylor said he would like to wait until the play structure is repaired.

There were no further questions.

6. Discussion with Traffic Safety Commission

Commission has not been formed yet.

7. Reports

A. Marion County Deputy Report –(included in your packet)

Deputy Sheriff Pete Marcellais was not in attendance.

- Mayor Taylor stated he had asked Deputy Marcellais for a report showing what is happening where and when. The report was a list of acronyms that he will need to get clarification on.
- We have had a lot of issues the last 60 days. A motion sensor camera has been installed at the park to try to identify who is doing damage there.
- Has been very aggressive and changed hours in response to night time activities in town.

There were no questions from council.

B. Finance Officer's Report – Financials (not included in your packets)

Finance Officer Jan Vlcek read her report.

- Majority of estimates needed for budget are in. She is waiting for a response from Marion County Sheriff's Office regarding the police contract.
- Grove, Mueller and Swank will send proposal for next audit.
- Letters have been sent out for reimbursement of costs for our planner, attorney and engineer totaling \$5437.
- Spoke with Budget Committee member Byron Schreiver. He will not renew his 3 year term due to conflicts with the proposed meeting dates. Mayor Taylor asked City Attorney Koho to check if the vacancy needs to be posted and get back to him.
- Finance Officer Vlcek stated she would like to have the council appoint a Budget Officer for fiscal year 2013-2014 and have comments, questions, revisions, and approval of the Budget Committee calendar. Mayor Taylor stated he had asked the council to review the calendar that was received at the last meeting for any conflicts.

The 2013-2014 budget calendar was accepted by consensus of the council.

1. Revenue & Expense Report
There was no discussion by council.
2. Appointment of Budget Officer
 - The duties of the Budget Officer include preparing the budget and budget message and getting the publishing notices in the paper.

Councilor Graupp makes a motion that Finance Officer Vlcek be the Budget Officer for fiscal year 2013-2014. The motion is seconded by Councilor Sahlin and is passed by a 3-1 vote with Councilor Vlcek opposed.

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 Bob Southard was not present to go over his reports. Mayor Taylor went over the reports.

- Water line repair on Ehlen Rd is finished and working well. Will be able to determine in 30 days if we have drastically reduced our water usage by eliminating the leaky pipe.
- Councilor Graupp asked if the water being plumbed to the amphitheatre is potable. Mayor Taylor replied, yes, it is potable, it is not filtered.
- The signs that had been taken down by vandals will be put back in place this week, reinforced.
- We are 3 weeks out on schedule for the playground equipment repair. Everything will be covered by our insurance.
- Question from Annie Kirk, 21370 Main St – is it correct that there is a camera at the park. Mayor Taylor confirmed it is up and aimed at the restroom area. It is activated by motion and takes photos. We hope to obtain a few more cameras.

There were no further questions.

3. Waste Water Treatment Plant Update from Otis Phillips (included in your packet)
Waste Water Treatment Plant Supervisor Otis Phillips went over his report.
 - Everything looks good.
 - Just started the plant back up on Monday, discharging, will keep it running until the end of April. Capacity is good, water is running great.
 - Councilor Graupp asked if WWTPS Phillips had ordered the new irrigation motor – no, pricing it out. Will try to squeeze it in before the end of the fiscal year.

- WWTPS Phillips stated he had seen on the news where the North Marion School football team is doing odd jobs to raise money for new helmets and would like to consider offering them the job of cleaning up the field at the plant after Public Works Superintendent Southard completes the harvesting. Mayor Taylor replied he will contact them about this. Liability issue will be handled the same as with other volunteers, they will need to sign a waiver.

There were no further questions of WWTPS Phillips.

D. City Recorder's Report (not included in your packet)

Mayor Taylor reported that City Recorder Kelly Richardson is currently out for neck surgery for 3 weeks. She will be in contact via phone and email beginning next week. The office remains open with the two administrative assistants, Mary Lambert and Sophia Kuznetsov, covering.

No Questions from Council.

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

- **Rodger Eddy update** City Attorney Koho has not heard from Mr. Eddy since he sent out the letter with the April 1, 2013 deadline for completion or substantial start of requirements. Time is approaching where the council may need to take action. Koho will have action options at the next meeting. Mayor Taylor stated that Mr. Eddy has been coming into City Hall with records requests. Koho does not believe he will find what he is looking for in the minutes. He is looking for an agreement with the police to guard his property. Council never agreed to this and this was confirmed with the previous city attorney.
- **Discussion on possible Saturday Market** Koho conferred with City Planner Renata Wakeley and they both conclude a temporary use is possible. Koho went over Wakeley's recommendations including a Certificate of Appropriateness from HRB, City Council authorizing the Mayor to sign a letter stating the city right of way may be used for this purpose, a business license application or waiver from City Council and some sort of site plan. Councilor Sahlin stated they will probably use the 2nd St location and offered to get a list of items needed to Mary Claire. Annie Kirk – Aurora, asked if there is anything relative to safety. Mayor Taylor replied that the site plan will be reviewed by Council and perhaps the fire department as well. Mayor Taylor asked Administrative Assistant Mary Lambert to contact the City of Canby asking how they regulate their Saturday Market and pass that information on to Councilor Sahlin.

There were no further questions for City Attorney Koho.

8. Ordinances and Resolutions

A. Discussion and or Action on Ordinance 469 AN ORDINANCE PROVIDING FOR AN AMENDMENT TO THE CITY OF AURORA COMPREHENSIVE PLAN OF THAT CERTAIN PROPERTY OWNED BY ANTHONY AND GAYLE FIDANZO, WHICH IS WITHIN THE CITY'S URBAN GROWTH BOUNDARY AND ABUTS THE CORPORATE CITY LIMITS.

Mayor Taylor reads the ordinance by title only and asks for questions or discussion. There is none.

Councilor Graupp makes a motion to accept Ordinance 469 as read, Councilor Vlcek seconds the motion and it passes unanimously.

B. Discussion and or Action on Resolution Number 664 Updating the current Planning and Zoning Fee Schedule.

Councilor Vlcek asked if Aurora is in line with other cities regarding the fees.

Mayor Taylor responds the biggest change is how we handle independent contact with our contractors. It is now stated that there will be a deposit required and charges for contact not specifically outlined in our fee schedule. It is to keep our costs down. Mayor Taylor then reads Resolution Number 664 by title only.

Councilor Vlcek makes a motion to pass Resolution 664, Councilor Graupp seconds the motion and it passes unanimously.

C. Discussion and or Action on Ordinance Number 470 Adopting Franchise Agreement Extension with Portland General Electric.

This is the first reading and it is read by title only by Mayor Taylor. This item will be revisited at the next meeting.

9. New Business

A. Discussion and or Action on PGE Franchise Agreement renewal

Wendy Buck introduced herself as a representative for Portland General Electric. She stated PGE has had a long term relationship with Aurora. She has been happy to work with City Attorney Koho and City Recorder Richardson to renew the franchise agreement and will be happy to answer any questions.

Mayor Taylor stated this is a standard, yearly procedure.

Councilor Graupp asked Ms. Buck if PGE offers any renewable options that would lower the cost to the city, perhaps the city loaning land for solar panels. Ms Buck replied that they do have some such partnerships which would be totally separate from this franchise agreement. She will ask their solar department to send information to City Hall.

There were no more questions.

B. Discussion and or Action on Renewal of Triple T contract for Park

Mayor Taylor stated there are no changes to the contract and that he feels the work performed has been excellent.

Councilor Sahlin asked if we could include one weed spray application in March to the ball field in the contract. Mayor Taylor responded that with council's approval he will propose an addition to the contract of spraying the ball and clarified if there is an amended cost he has the council's authority to make that agreement. Council agreed.

Councilor Graupp makes a motion to accept the Triple T contract with an addendum to include one weed spray application to the city park ball field in March. The motion is seconded by Councilor Vlcek and passes unanimously.

C. Discussion and or Action on joining the North Marion Enterprise Zone.

The information received from Donald City Manager Heidi Blaine regarding the Designation of the North Marion Enterprise Zone included these main points:

- Enterprise Zones are small areas sponsored by one or more local governments to offer tax and other incentives for investments in non-retail businesses;
- The proposed zone would include areas in Aurora, Donald and Hubbard;
- Only new property is exempted, usually for three years but may be exempted longer under special circumstances;
- Primary beneficiaries are manufacturing and other more industrially oriented facilities;
- To qualify, the business must create new full-time employment of more than one job or a 10 percent increase.

Councilor Graupp stated this is a proposed resolution from COG that will be requiring a vote at the next meeting by each of the three cities involved. Cost will be a maximum 20 hours billed by COG split by the three cities. He volunteered to be the contact person for Aurora. Mayor Taylor stated he thinks this will be a good step in the right direction. Annie Kirk, 21370 Main St, stated this is very valuable information for the city to which Councilor Graupp replied that once it is approved he will put out a pamphlet.

There was no further discussion.

Councilor Sahlin asked if he might give a report on the Economic Development Committee. Mayor Taylor agreed. Councilor Sahlin reported they had their second meeting last week. They decided to meet on the third Thursday of each month. They focused on city appearance, an amendment to parking which was discussed at last week's planning meeting and Councilor Graupp has offered to put together informational pamphlets with information such as city ordinances and how to start a business in Aurora. Councilor Graupp then stated he needs a city logo. He would like something colorful. Mayor Taylor stated the city has always used the ox barn. Councilor Graupp mentioned he had asked the public works employees about the logo on their shirts. They did not remember where the work was done. City Hall will look into who may have the template.

There was no further discussion.

10. Old Business

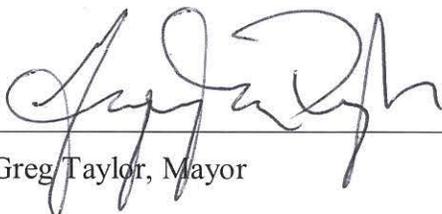
A. Discussion and or Action on the 99E Planter Strips.

Mayor Taylor stated it was brought to the council's attention that the planter strips along Hwy 99E are in bad shape. He went to Triple T for a bid. The bid came back at \$1800 which the city cannot afford. A call for volunteers was then put out but it wasn't specific enough. We could have a cleanup day but then how do we maintain the areas? There were many suggestions on how to get this done through volunteers. Councilor Vlcek asked if the strips can go under the parks to which Mayor Taylor answered no; it would have to go under the street fund. Annie Kirk, Aurora, asked if she could look at the Triple T proposal and perhaps adjust the scope and look to other landscape contractors in the area. For example, Living Color donated time and material on the initial project. There was a question inquiring whose responsibility it is to maintain the strips, the property owner or the city. Mayor Taylor said there is no formal agreement with the property owners. He also opposes asking owners to maintain them because it was a city project. City Attorney Koho stated that a property owner can maintain that strip as they prefer. If the city wants the strips maintained a certain way then the city needs to take ownership. It was agreed that Councilor Vlcek, Annie Kirk and Spud Spurb, Aurora, will get together to look at options and proposals and bring it to Mayor Taylor as soon as possible. He is able to approve a date for volunteers or a low bid without council approval.

At the conclusion of this discussion, Councilor Sahlin asked that those that are on the I Love Aurora Facebook page would try to diffuse some of the negative comments. Annie Kirk replied it may be something for the newsletter, that we invite them to come to the council meetings. Mayor Taylor agreed. He will see about getting it into the next newsletter.

11. Adjourn

A motion to adjourn the March 12, 2013, meeting at 8:29 p.m. was made by Councilor Vlcek seconded by Councilor Graupp and passed unanimously.



Greg Taylor, Mayor

ATTEST:



Mary C. Lambert, Administrative Assistant