

Minutes
Aurora City Council Meeting
Tuesday, March 08, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder
Mary Lambert, Finance Officer
Darrel Lockard, Public Works Superintendent
Officer Huitt, Marion County
Eleanor Beatty, Koho Law

STAFF ABSENT: Dennis Koho, City Attorney

VISITORS PRESENT: Byron Schreiver, Aurora
Shatrine Drake, Aurora
Mr. Michigan, Aurora

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Mayor Bill Graupp at 7:00 pm

2. CITY RECORDER DOES ROLL CALL

Mayor William Graupp- Present
Councilor Jason Sahlin - Present
Councilor Kris Sallee-Present
Councilor Robert Southard-Present
Councilor Tom Heitmanek -

3. CONSENT AGENDA

- a) City Council Meeting Minutes – February, 2016, Councilor Sahlin points out that the vote for the open council position is not reflected in the minutes at which point City Recorder Richardson examines the minutes in his packet and determines that the wrong minutes were placed in the council packets. At which point it is clearly stated that they would wait until next month to consider the February minutes. Councilor Sallee continues to critique the wrong minutes as clearly determined by everyone. Again Richardson points out that you would be making comments on the wrong information however Sallee continues with her remarks. On Pg 5 I (Sallee) think we need clarification as to who is speaking I do not think that I had said all of the information and it hard to know what the sentence is saying. Again Richardson states you are making comments regarding the wrong information these are the wrong minutes these comments are pointless at this point they are the wrong minutes. However Sallee goes on Pg 6 Old Business number 9 second paragraph I just need some

clarification on how that was recorded as well basically that paragraph is speaking to the Eddy property deal and basically my question was asking well I said council directed city attorney Koho that if there was a change in the deal the liens would go back into place and a new deal needs to be struck at that time and I don't think that is what I said I think I was asking Dennis what because if the deal if the first deal fell through um where does that set the liens and he had somewhat indicated that those liens would probably go back into place until a new deal or offer came into play and we could decide at that time and so again. Councilor Sahlin states the liens were never taken off the property. Councilor Sallee But that was my question to him and he was going to get back to me and clarify that and so I think I just need clarity on that and how that was said. How that all came about and we never heard about it so just wanted clarity. And then um the paragraph after that goes on to state that the terms of the new deal were not presented to council and they should have been prior to signing um to me this is a red flag that council is not being considered I think we should call an executive session and again maybe just listening to the tape cause I felt that we just didn't go through the right process so even though those terms may have stayed in place it was about going through the right process so I guess if you could just get some more clarity on that. Um and then just identifying the action item on that was. (Mayor Graupp) OK.

- b) Planning Commission – February, 2016, they were discussing the UGB expansion and Orchard View action.
- c) Historic Review Board Meeting – November, 2015

ACTION ITEM: NA

Motion to approve the consent agenda except for February Council minutes was made by Councilor Sahlin and is seconded by Councilor Southard. Motion approved by all. Councilor Sallee so how does that work if we're getting corrected ones next month Mayor Graupp as normal we will review them next month.

4. CORRESPONDENCE –

- a) 2016 Legislative Preview from the Local Focus Magazine LOC. Councilor Sallee I have a question I thought this would be really great to have this up loaded to the City website so citizens could have access to that I was not seeing that on there so I wasn't sure why, Mayor Graupp because I informed staff not to place this document on there as its not ours but that they could put a link to the LOC website on our website. (Sallee) and so where is that at Richardson states it's not up there yet but it will be soon, oh ok well that's fine I (Sallee) am just asking because I think it would be good for our citizens to have access to it and know what is going on in legislature.

Action Item: Staff directed to put link on the website.

5. Discussion and or Appointment of Council Position.

- a) Letter of Interest from Commissioner Mercedes Rhoden-Feely.
- b) Letter of Interest from Thomas Heitmanek.

Mayor Graupp we have the same two letters of interests so I will take a vote because we were introduced last time would you the applicants want to update us on anything. No discussion.

Vote
Southard, Tom
Sahlin , Tom
Graupp, Mercedes
Sallee, Tom

Mayor Graupp, Tom your on so let's go through the motions at this time, City Recorder Richardson performs the swearing in of the new council member Tom Heitmanek to fill Councilor Vlcek' old seat. As a reminder Mayor Graupp informs the new councilor that this term is through December 31st of 2016 the election process begins August 10th or so.

Mayor Graupp reads a section of the Council Procedures regarding roles of Liaisons and Department Heads.

ADMINISTRATIVE ROLES OF THE CITY COUNCIL AND DEPARTMENT HEADS

A City Council's administrative role varies according to the form of government. Aurora uses a "strong mayor" system. This means the Mayor is a voting member of the City Council as opposed to a presiding Mayor with veto power. The Mayor appoints City Councilors to serve as Liaison for a particular City Department at the first meeting in January of each year, and may serve as a Liaison for any number of functions.

A City Councilor may be assigned as "Liaison" to any one of these four responsibility areas: Public Works Department, Police Department, as Inter-Governmental Liaison or as with the City Administration Staff/Community Liaison. A portion of each City Council meeting is set aside for reports from the "liaisons" on matters related to their assignments, i.e., committee, workshops, research, etc.

Individually, each City Councilor has authority in administrative matters only to the extent delegated by the City Council as a whole.

This delegation is often formally expressed through an Ordinance or Charter provision but may be implemented through City Council action or resolution.

In Aurora, most administrative authority is vested in the City Council and Department Heads who are appointed and are removed by the City Council. Currently, these Department Head positions are as follows:

Public Works Superintendent
Police Chief
City Recorder
Finance Officer

Under the current administrative role of the City Council, there are likely to be many practical, and in some cases even legal limits to the City Council's administrative activities. But examples of City Councilor's administrative role may be: 1) During a

Department Head's absence, the Department Head's Liaison could present a department request, proposal or report for City Council Meetings, or present a potential problem, or requests for services: 2) The Department Head's Liaison could provide ideas about a program or policy, attend intergovernmental or other meetings to gain insight and background, assist with evaluation or bids for services, etc.

The City of Aurora Liaison's roles are support and advice mechanisms for the Department Heads and are for the City Council's mutual benefit. The Mayor and Department Heads bear the responsibility for the "general day to day" operations of the Department they supervise. Through this relationship, a Liaison uses the knowledge and background of the department or city service they represent at the City Council level to better inform other City Councilors and the citizens.

At this point Mayor Graupp hands out to each Councilor and staff member a link to a video regarding staff and councilor relations that he advises everyone to listen to.

Councilor Sallee asks if she can make some comments and wants to make a part of the record also and reads another section found on pg 30; part of the reason I want to bring this up is I know in the past liaisons have been more of a title and liaisons have not had much participation or encouraged to participate. So there has been really no direction for the liaisons in the past so it is a good thing that we are reviewing these sections.

CITY STAFF ROLES

City Staff will acknowledge the City Council as policy makers, and the City Council will acknowledge staff as administering the City Council's policies.

City Councilors and City Employees may participate in meetings, negotiations, discussions with other agencies, departments, etc. on matters pertinent to the interests and potential involvement of their departments. Liaisons and Department Heads will cooperate in all discussions and creation of any Department Goals.

She also brings in a document from the League of Oregon Cities regarding relations and staff between city councilors.

Regardless of the size of the city or its form of government, communication between the council and a city employee must be made with the recognition of two facts:

- The city employee is responsible to his or her immediate supervisor and cannot take orders from a councilor; and
- Each councilor has the authority in administrative matters only to the extent delegated by the council as a whole. This delegation is often formally contained in an ordinance or charter provision.

Misunderstandings may arise when a councilor intends only to ask for information. The employee receiving a direct request from a councilor can easily jump to erroneous conclusions or misinterpret the councilor intent. The best way for councilors to get

information about administrative matters is to make a request during a regular council meeting or to a specific manager or administrator.

So I (Sallee) really think that clarifies our roles and so we can be effective.

Richardson requests copies of all the information that Councilor Sallee read out loud.

6. VISITORS

Anyone wishing to address the Aurora 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 Aurora City Council could look into the matter and provide some response in the future.

No visitors or discussion.

7. REPORTS

a) Mayor Bill Graupp

- I attended the last meeting regarding the Orchard View subdivision along with attending the last Planning Commission meeting where they discussed their options. The group is going to have another meeting on the 27th and I plan on attending that one as well so far the issue here is lack of participation amongst the home owners. City Attorney Koho has been in contact with the contractor and so far he is willing to just hand over the property to the city. The City doesn't really want it that is why we are hoping Orchard View finds an alternative solution.

Council discussed. NA

ACTION ITEM: NA

b) Marion County Deputy

- Deputy reports nothing major has been happening we have been focusing on livability issues dealing with Ordinance violations. I have noticed that speeding issues have decreased and the number of related traffic stops has also decreased the main focus has been in and around Aurora and between North Marion School. Marion County has had a big enforcement push to keep commercial vehicles at of the area of the school for the safety of the kids. Been very successful with limiting commercial vehicles on Boones Ferry Rd.

Council discussed nothing at this time with Officer Huitt.

ACTION ITEM: NA

c) Finance Officer

- Finance officer reports everything is looking good and I just want to confirm that everyone has received their budget calendar.

Council Sallee had a question regarding the new truck for public works. She wanted to know if there was a specific amount or was it a range. She also wanted to confirm that we were looking at fleet pricing which is what occurred in this instance.

ACTION ITEM: NA

d) Public Works

- Public Works reports I apologize for not getting it into your packet were continuing work on the sludge removal/station. We did have a few pumps fail behind plant working on that. Trees in parks currently working on that. Trees along the street were going to trim just so you know. We thought we had a problem with the software however it turned out to be phone lines as to why we were continuing to get alarms at the plant that is now fixed.

Council discussed, Councilor Sallee had a few questions regarding water leaks which Lockard responded that he is on top of those issues. Sallee also had a question regarding the TGM program email that City Recorder, Richardson had sent out is that the same as the street grant no that is the SCA grant and were looking into that. Sallee also informs the group that herself and City "Recorder Richardson had attended the Hazard Mitigation meeting in Marion County were some other grant options were discussed as well. Lockard lets council know that we are still experiencing the water issue and bank erosion I am waiting for the next heavy rain to capture video to document the issue. She (Sallee) also wanted to know the status of the stop lines and Lockard informed her that he is waiting on a quote and working with the County. Sallee also states that she had sent out an email regarding certification for storm water Lockard said he would look at it.

ACTION ITEM: Lockard to look at storm water certification training.

e) Parks Committee

- Councilor Sahlin' asks if this is the current Living Color Park Contract. Yes it is stated by Mayor Graupp. Did Jerry get back to us regarding the additional items yes he had however the contract still really didn't call out each item well enough and Lockard still wanted to add some additional items. Consensus of the group to start on the contract items 1-5. Mayor Graupp informs Councilor Sahlin the school shop is closed for repairs so we are looking at another alternative for the garbage surrounds. Councilor Sahlin will talk about soccer goals during budget. Officer Huitt asks Councilor Sahlin for some time to discuss the previous year's issues regarding the park benches and tables.

Council discussed NA

ACTION ITEM: Get completed and updated contract that is more informative.

f) City Recorder

- Recorder report states you will notice that my report is neither on your desk top nor in your packet. I was a little swamped this last month with 2 weeks of training and then playing catch up.
- Richardson has one question for Council regarding the sidewalk issue and claim made by citizen the property owner was contacted he is fine with repairing the sidewalk he is wondering about the tree that is there causing the lifting in the sidewalk. The property owner is planning on removing the tree and I just wanted you all to be aware of it.
- Springbrook is going well the billing went ok and the meter reading equipment worked as well we are excited.
- Web-payments should be in May.
- Next budget season we need to look at computers.
- Councilor Sahlin asked about the Master Plan and Mayor Graupp lets everyone know that it is moving forward and they hope to have it finished this year. They should have most if not all of the data they need.

ACTION ITEM: NA

g) City Attorney

- City Attorney report, Mayor Graupp introduces Eleanor Beatty from Koho law she is here while Dennis is on leave. Miss Beatty is hopeful that he will return next month.

Council discussed, NA

ACTION ITEM: NA

8. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Ordinance 482 An Ordinance Amending the City of Aurora Municipal Code (Additional Design Standards Accessory Structures in Commercial Zone). First Reading

Motion to approve the first reading of Ordinance 482 Amending the Aurora Municipal Code Design Standards for Accessory Structures in Commercial Zone was made by Councilor Sahlin and is seconded by Councilor Sallee. Passed by All.

- b) Ordinance 483 An Ordinance Amending the City of Aurora Municipal Code (Regarding Storage of Recreational Vehicles). Second Reading

Motion to approve Ordinance 483 an Ordinance Amending the Aurora Municipal Code Regarding Storage of Recreational Vehicles second reading is made by Councilor Sahlin and is seconded by Councilor Southard. Passed by All.

9. NEW BUSINESS

- a) Discussion and or Action on Auditing Firm Grove Mueller and Swank for FY 2016-2017.

Motion to continue with Grove Mueller and Swank as our Auditing Firm for FY 2016/2017 was made by Councilor Southard and seconded by Councilor Sahlin. Passed by All.

10. OLD BUSINESS

- a) Discussion and or Action on Living Color Contract. Council has asked that it come up during budget and staff is going to meet with Jerry in the morning to look at the contract and make sure it is correct. No action is made at this time.

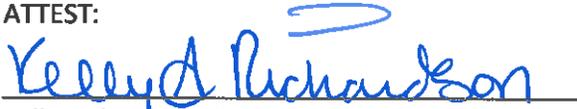
11. ADJOURN

Mayor Graupp adjourned the March 08, 2016 Council Meeting at 7:58 PM.



Bill Graupp, Mayor

ATTEST:



Kelly Richardson, CMC
City Recorder