

Agenda
Aurora City Council Meeting
Tuesday, July 9, 2019 at 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING

2. ROLL CALL

Mayor Kris Sallee

Councilor Mercedes Rhoden-Feely

Councilor Brian Asher

Councilor Tara Weidman

Councilor Tom Heitmanek

3. CONSENT AGENDA

- a) City Council Minutes – June 11, 2019
- b) Planning Commission Minutes – June 4, 2019
- c) Historic Review Board Minutes – May 23, 2019
- d) Parks Committee Minutes – May 21, 2019

4. VISITOR

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.

5. CORRESPONDENCE-N/A

6. NEW BUSINESS-N/A

7. OLD BUSINESS

- a) Utility Billings

8. PUBLIC HEARING-N/A

9. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Resolution 769—Extending Workers’ Compensation Coverage to Volunteers of the City of Aurora

10. REPORTS

- a) Public Safety
- b) Finance Officer
- c) Public Works
- d) City Attorney
- e) City Recorder

- f) Legislative Update
- g) Airport
- h) Planning
- i) Community Outreach
- j) Parks Committee
- k) Colony Days
- l) Mayors Report

11. ADJOURN

Minutes
Aurora City Council Meeting
Tuesday, June 11, 2019 at 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: Mary Lambert, Finance Officer; Mark Gunter, Public Works Superintendent; Sarah Kendrick, City Attorney; Renata Wakeley, City Planner; Deputy Mike Bell, Marion County Sheriff's Office

STAFF ABSENT: W. Scott Jorgensen, City Recorder

VISITORS PRESENT: Anna Henson; Bill Ciz; Ed Chamberlin; David Bissett; Mike Byrnes; Tara McKnight; Carl McKnight; Jim Stewart, Aurora; Greg Leo, Butteville

1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING

Mayor Kris Sallee called the meeting to order at 7 p.m.

2. ROLL CALL

Mayor Kris Sallee-Present

Councilor Mercedes Rhoden-Feely-Present

Councilor Brian Asher-Absent

Councilor Tara Weidman-Present

Councilor Tom Heitmanek-Present

3. CONSENT AGENDA

a) City Council Minutes – May 14, 2019

b) Planning Commission Minutes – May 7, 2019

c) Historic Review Board Minutes – April 25, 2019

d) Parks Committee Minutes – April 16, 2019

Councilor Tom Heitmanek moved to approve the consent agenda. That motion was seconded by Councilor Tara Weidman and adopted unanimously.

4. VISITOR

There were no visitors at this time.

5. NEW BUSINESS

a) Donald-Aurora Interchange Improvements Project Update

Oregon Department of Transportation (ODOT) Project Manager Anna Henson said she was here in April giving an update on the two interchange alternatives that were being considered. The first phase of the project has been funded by the Legislature. Survey and field work and traffic modeling has been conducted. Preliminary design is the next phase. The design work will be 30 percent completed by December. An interchange area management plan will be done concurrently. Marion County and the Oregon Transportation Commission will have to approve the project prior to construction in the spring of 2022. It is currently on schedule. Ed Chamberlin said the

designs have been refined. One concept is the single point interchange, similar in style to the one near Market Street in Salem. The ramps come to a single signal in the middle of the interchange. Bentz Road would be relocated to a new intersection to the west. Dolores Way would be relocated to the east. The I-5 bridge will have three lanes north and south with capacity for a fourth lane for future expansion. Ehlen Road will have two lanes east and westbound with dual turn left lanes to get on and off I-5. There was some discussion about carpool lanes. There is also space set aside for pedestrian and bike access on Ehlen Road. Chamberlin described the diverging diamond design. It's a new interchange type for the region, although there is one in Southern Oregon in Phoenix. That has been open for the last couple of years and is working well. This design reduces the number of traffic conflicts and increases safety. It's more free-flowing than other styles of interchange. The relocations of Bentz and Dolores are the same. There would be less reconstruction on I-5 because the bridges are simpler than the other design. There are two lanes each way on Ehlen but not the two left turn lanes. Chamberlin went over the evaluation criteria for the designs. There were 30 criteria total. Almost 20 of them had no significant difference between the two design proposals. Ten favored the diverging diamond concept and only two favored the single point interchange. The project team of around 30 staff from ODOT, Marion County and other entities recommended the diverging diamond interchange. ODOT hopes to make its final decision on the preferred alternative the next week. The team has engaged multiple stakeholders as part of the process to gather their input to inform ODOT's decision. There was a discussion about the diverging diamond design and how it has worked in Phoenix. Greg Leo invited the team to present at the July French Prairie Forum meeting. Councilor Tom Heitmanek said he used to live near the interchange in Phoenix. He said the divergent diamond design works well.

6. CORRESPONDENCE

- a) Aurora Fire District SPIRE Grant
Mayor Kris Sallee described the grant that was awarded to the fire district and said it was good news. Leo gave an update on the CERT program and its upcoming classes and activities.
- b) Oregon Department of Land Conservation and Development—2019 Transportation and Growth Management Program Planning Grant Application
City Planner Renata Wakeley described the grant and said the city applied for it in 2008 to update its transportation system plan. The planning commission had discussions about the grant and Mayor Sallee signed a letter in support of the city's application for it. The application was submitted the previous week.

7. NEW BUSINESS

- b) Planning Commission Recommendations Regarding Utility Billings
Tara McKnight said she and her husband Carl have been paying for three separate sewer hookups for the last five years. Planning Commission recommends collecting one payment. If the building is sold, it could revert back to the current code. Planning Commissioner John Berard said the McKnights are one of nine residences and businesses in town that have been identified as paying multipliers on their utility bills. Planning Commission recommends that until a more permanent solution is found, the

- rule be rolled back to how it was in 2014. Mayor Sallee said it is worth investigating. She wanted to know if any of those properties have changed owners since 2014. Carl McKnight said he has written several letters to the city about it in the subsequent years. Councilor Heitmanek said the Planning Commission also recommended changing code to require multiple connections and meters on new development or redevelopment going forward. Wakeley said that is already a requirement of the newly adopted public works design standards. Heitmanek said retrofitting older buildings is cost prohibitive. There was a discussion of the need to understand the financial impact on the city of changing the policy. Finance Officer Mary Lambert asked if staff could be involved in any related discussion. Mayor Sallee said she doesn't think the council should make a decision tonight without understanding the full impact. She suggested that maybe an audit could be done and a decision could be made after that. The information could be obtained and the item could be placed on the agenda for the next council meeting. Councilor Mercedes Rhoden-Feely asked that the rules regarding this matter be presented to council as part of that discussion.
- c) Planning Commission Request for Input on Potential Code Changes Regarding Outdoor Displays in the Historic District
- Wakeley said that this issue came up during the last round of code updates. The Historic Review Board wanted a dimensional standard for displays that could remain outside overnight. Planning Commission recommended up to 10 percent of the width and length frontage of the display and that's what was adopted. There was a discussion as to whether or not the HRB was aware of the change. Mayor Sallee suggested tabling the matter until the next council meeting. Wakeley said it could be added to the next HRB agenda to see if they wanted further changes or were satisfied with the 10 percent standard.

8. PUBLIC MEETING

- a) Appeal of Planning Commission Interpretation (INT-2019-01) for 14971 First St NE
- Mayor Sallee disclosed ex-parte contact because she knows the applicant on a personal and business basis. She spoke to him prior to any appeal being submitted. Wakeley summarized her staff report and a memo dated June 4. Staff found that the applicant met the criteria for a non-remonstrance agreement and offered the planning commission the option of a fee in lieu of improvements. That option was an error. The applicant correctly noted in his appeal that he did not ask for that option. He asked for either the frontage improvements or the non-remonstrance agreement. The applicant is eligible for the non-remonstrance agreement. The interpretation was incorrect. Staff recommends that the council change the planning commission determination and approve the non-remonstrance agreement. The property went through site development review, which was done by the Planning Commission during its May meeting. It was approved with conditions. The non-remonstrance agreement was a separate application at that meeting. Staff recommends approval of the non-remonstrance agreement with three conditions. Mayor Sallee verified that the city is not being billed for Wakeley's time on the appeal. Wakeley confirmed she would not be billing the city or the applicant. Mayor Sallee recommends that the applicant be refunded the appeal fee due to the staff error. There was a discussion involving applicant Mike Byrnes regarding his request to have samples of the non-

remonstrance agreement included in city code. Councilor Mercedes Rhoden-Feely said she disagrees with refunding the appeal fee because of the precedent it sets. Mayor Sallee reiterated her original position that the fee should be refunded to Byrnes.

Mayor Sallee moved to accept the non-remonstrance agreement as recommended by staff. That motion was seconded by Councilor Tara Weidman and adopted unanimously.

Mayor Sallee moved to refund the \$800 appeal fee to the applicant. That motion was seconded by Councilor Weidman and adopted 3-1, with Councilor Rhoden-Feely dissenting.

9. REPORTS

a) Public Safety

Deputy Mike Bell said the sheriff's office is hiring 20 new deputies. He introduced Deputy Scott Diehl, whom he is training for the next month.

10. NEW BUSINESS

d) Discussion and/or Action on Contract for Land Use Services with Mid-Willamette Valley Council of Governments FY 2019/20 Mayor Sallee went over the terms of the contract.

Councilor Heitmanek moved to approve the contract. That motion was seconded by Councilor Rhoden-Feely and adopted unanimously.

e) Background Checks for Volunteers

Mayor Sallee reviewed the staff report that was included in the council packet. Councilor Rhoden-Feely said the resolution that was previously passed by the council dealt with consultants. None of the persons listed in the report are consultants. The ordinance that was already in place speaks to appointed volunteers. She doesn't believe the council appointed the parks committee. City Attorney Sara Kendrick said she could look into it. It was her understanding that the checks applied to volunteers who were appointed and report back to the city, not necessarily for Colony Days. Mayor Sallee asked if contracted entities are considered consultants. She cited the Mid-Willamette Valley Council of Governments as an example. Kendrick said they are not. Consultants need to be approved by the council. Councilor Heitmanek said some of the people listed in the report have been appointed multiple times. Kendrick said background checks don't need to be repeated if someone is reappointed.

11. PUBLIC HEARING

b) Discussion and/or Action on 2019-20 Fiscal Year Budget and All Related Resolutions as Listed:

- Resolution 762— To Levy Taxes
- Resolution 763— Certification of Municipal Services Provided
- Resolution 764—To Receive State Revenue

- Resolution 765—To Adopt the Budget

Mayor Sallee opened the hearing at 8:40 p.m.

Nobody spoke about the budget.

Mayor Sallee closed the hearing at 8:40 p.m.

12. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Resolution 762— To Levy Taxes
Councilor Rhoden-Feely moved to approve the resolution. That motion was seconded by Councilor Heitmanek and adopted unanimously.
- b) Resolution 763— Certification of Municipal Services Provided
Councilor Weidman moved to approve the resolution. That motion was seconded by Councilor Rhoden-Feely and adopted unanimously.
- c) Resolution 764— To Receive State Revenue
Councilor Heitmanek moved to approve the resolution. That motion was seconded by Councilor Weidman and adopted unanimously.
- d) Resolution 765—To Adopt the Budget
Councilor Weidman moved to approve the resolution. That motion was seconded by Councilor Rhoden-Feely and adopted unanimously.
- e) Resolution 766—Authorizing the Mayor and City Council to Enter Into an Intergovernmental Agreement with Marion County for Law Enforcement Services
Councilor Rhoden-Feely moved to approve the resolution. That motion was seconded by Councilor Heitmanek and adopted unanimously.
- f) Resolution 767—Authorizing the Public Works Superintendent to Accept a Contract for Not More Than \$50,000 for Paving Work on Fourth Street

Lambert noted a change that she made from the original published resolution.

Councilor Heitmanek moved to approve the resolution with the change. That motion was seconded by Councilor Weidman and adopted unanimously.

- g) Resolution 768—Authorizing the Public Works Superintendent to Accept a Contract for Not More Than \$50,000 for Paving Work on Filbert and Walnut Streets

Councilor Rhoden-Feely moved to approve the resolution with the change. That motion was seconded by Councilor Heitmanek and adopted unanimously.

13. REPORTS

b) Finance Officer

c) Public Works

Public Works Superintendent Mark Gunter reported that 80 new water meters have been installed. Many houses in the city have one-inch meters rather than three-quarter inch meters. The one-inch meters are more expensive. The \$20,000 that was budgeted for new meters will only purchase around 45 to 50 of them. That will slow the process of switching the meters out. Aurora Fire District Chief Josh Williams has asked Gunter if the city could store the generator it will obtain through the SPIRE grant. The city will have access to two mobile generators, one each for the sewer and water systems.

d) City Attorney

Kendrick reported that her mentor, Dennis Koho, passed away. He was the former city attorney and mayor of Keizer. She worked on the Byrnes appeal and legal questions about it. Mayor Sallee called and asked her about the terms of her contract. Councilor Rhoden-Feely asked Mayor Sallee what the questions were regarding Kendrick's contract. Mayor Sallee replied that she asked if the contract was different than Kendrick's previous contract. She wanted clarification on terms included in it. Contracts include terms related to termination, and hers does not. Councilor Rhoden-Feely asked if Mayor Sallee if the city was going to move forward with terminating the contract. Mayor Sallee said the city needs to look at all of its options and who it would use as its attorney of record if there is potential litigation. She just wanted to get some clarification. Kendrick said her contract is a representation agreement. The substance of it is the same as the contract that Koho had when he represented the city. Mayor Sallee said she was curious when the contract ended. Councilor Rhoden-Feely said it's not uncommon for cities to use different attorneys with different areas of expertise.

e) City Recorder

f) Airport

Mayor Sallee summarized the minutes from the recent PAAM meeting. Efforts are being made to limit the noise to the west side of the airport. Councilor Heitmanek said he received a draft Memorandum of Understanding (MOU) from the attorney representing TLM Holdings regarding the proposed project at the airport. He described it as "generic" and weighed in favor of TLM Holdings. In exchange for a letter of support from the city for the project, the company agrees not to object to oppose the city's efforts to expand its Urban Growth Boundary (UGB) and begin annexation to include that property and the airport. The MOU is a starting point and the basis for continued discussion. He and Planning Commission Chair Joseph Schaefer met earlier in the day with the attorney and the applicant to discuss the MOU. Some property owners at the airport do not recognize the potential benefit of future annexation into the city. The applicant and his attorney agreed to meet with the property owners to discuss those benefits for further discussions. It was also agreed that the Oregon Department of Aviation, Marion County and Oregon Department of Land Conservation and Development should be brought into the discussion to see if some momentum and backing can be generated for eventual UGB expansion. The hearings officer's recommendation for the proposed TLM project has yet to be issued and is not expected in the near future. Work on the MOU will continue.

g) Planning

Councilor Weidman said the Planning Commission discussed House Bill 5001, which would ban single family housing in cities of a certain population threshold. Schaefer provided a more detailed explanation of the bill. While the bill would not directly affect Aurora, its passage would create development pressure for single family housing in this and other towns.

h) Community Outreach

Councilor Rhoden-Feely said a team from North Marion placed second in a robotics championship. The two students on the team have a financial barrier, so the SIT team helped them with that. The SIT team also funded hygiene packets for young students to use over the summer.

i) Legislative Update

j) Parks Committee

Mayor Sallee said she participated in the site visit of the proposed dog park property.

k) Colony Days

Mayor Sallee said sponsorships are still coming in. Paid sponsorships are up to \$4700 so far and another \$2500 has been received through verbal commitments. The trolley has been confirmed. She drove on it through town the previous weekend and the route has been determined. All the bands have been confirmed. Advertising has been planned. The pancake breakfast and run/walk are organized. Vendors are being confirmed for markets in the park. The next Colony Days volunteer meeting is scheduled for June 20 at city hall.

l) Mayors Report

Mayor Sallee attended the French Prairie Forum meeting and met with officials from the Marion County Sheriff's Office to discuss the city's contract and ways to enhance officers' engagement with the community. Work will continue on developing a Neighborhood Watch program. CERT trainings and community mapping efforts are continuing. She attended the PAAM meeting a mayor's coalition meeting. Councilor Rhoden-Feely asked about the patrol log that was included in the council packet. Mayor Sallee said Donald has part-time contracted police service. They have a log that the officer does. She thinks that might be nice for Aurora to have. She hears from people that they don't have the awareness of when our officer is in town. One way to create that awareness is to have the patrol log. It gives the citizens some transparency. That is the goal. Councilor Rhoden-Feely asked if this was something that was being presented to the council for its consideration. Mayor Sallee said no, she's going to implement it. She's discussed it with officials from the sheriff's office and it's not required to be part of the city's contract. Councilor Rhoden-Feely said council should have more opportunity to discuss it. The matter should also be discussed with the city's contract deputy. It would be more of a collaborative effort if the council had some input. She has many concerns and wants to bring Deputy Bell in on the conversation. If the council is going to be looking at time records, it makes sense for it to be consistent with all of city staff. These matters are addressed in the employee handbook, which is subject to council review. Council should have those conversations. Her broad concern is micromanagement. Mayor Sallee explained her reasoning for wanting the police log. It's her role trying to manage the daily operations of the city. Councilor Rhoden-Feely asked if the mayor if this was being

presented to the council for consideration. Mayor Sallee said no, she's going to implement it. Councilor Rhoden-Feely said this is something the council should discuss with Deputy Bell. She and the mayor disagree about whether it's something the mayor can do unilaterally or with input from the council. Mayor Sallee wants to talk to Bell about it, then follow up with the council. Councilor Rhoden-Feely asked what the resistance is to including council in this. Mayor Sallee wants to be able to do her job and not wait for council approval. She has the ability to do that. Mayor Sallee asked the rest of the council what they thought. Councilor Heitmanek asked if it's redundant. He doesn't disagree with the sentiment that there is a lack of police presence around town, but isn't sure who would read the log. If he were Deputy Bell, he would be insulted by this. He thinks there should be some conversations with Bell and Sergeant Don Parise. Mayor Sallee explained why she wanted it done. Councilor Rhoden-Feely said the mayor would accomplish more if she worked with council. Mayor Sallee said she will work on it with the sheriff's office and bring it back to council afterwards.

14. OLD BUSINESS-N/A

15. ADJOURN

Mayor Sallee adjourned the meeting at 9:38 p.m.

Kris Sallee, Mayor

ATTEST:

W. Scott Jorgensen
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, June 4, 2019, 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder

STAFF ABSENT: None

VISITORS PRESENT: Tom Heitmanek, Aurora; Tara McKnight, Canby; Carl McKnight, Canby; Jim Stewart, Aurora; Bill Graupp, Aurora

1. CALL TO ORDER OF THE AURORA PLANNING COMMISSION MEETING

Chair Joseph Schaefer called the meeting to order at 7:02 p.m.

2. ROLL CALL

Chairman Joseph Schaefer-Present

Commissioner Craig McNamara-Present

Commissioner John Berard-Present

Commissioner Cindy Riley-Present

Commissioner Bud Fawcett-Present

Commissioner Tim Shea-Present

Commissioner Jonathan Gibson-Present

3. CONSENT AGENDA

a) Planning Commission Minutes – May 7, 2019

b) City Council Minutes – April 9, 2019

c) Historic Review Board Minutes – April 25, 2019

Commissioner Tim Shea moved to approve the consent agenda. That motion was seconded by Commissioner John Berard and adopted unanimously.

4. CORRESPONDENCE-N/A

5. VISITORS

There were no visitors at this time.

6. PUBLIC HEARING-N/A

7. NEW BUSINESS

a) Utility Billing Practices

Councilor Tom Heitmanek said there are nine properties in town that have one meter but multiple connection charges for water and sewer. Pheasant Run has one sewer and water connection each. The business is open three days a week and has three upstairs apartments with three-quarter bathrooms. As of 2014, their billing went from one to three service charges. There is a duplex in town with a single meter and one sewer connection that has two service charges. City staff reviewed the matter and sent a letter to the McKnights a year ago. Ordinances require those calculations to be based on the number of dwelling units that impact the city's system. The impact of the McKnights' property on the system is not more than a single family residence with multiple restrooms. The city should adjust the code going forward so future mixed use construction would require

individual meters per dwelling unit. His recommendation is that the nine existing units could be reverted to their pre-2014 status until they pull permits for development or remodel. Those could be the changes going forward and those nine units could be grandfathered. Schaefer said during new construction, impacts are measured through counts of the number of fixtures, including sinks, toilets and showers. That's how pipe sizes are calculated. He asked Carl McKnight about the upstairs apartments in his building. Carl McKnight said he had the usage checked and it's less than the average house in town. Heitmanek said he had copies of the McKnights' utility billings going back several years and confirmed that the usage didn't change in 2014. City Recorder W. Scott Jorgensen explained that the utility billings are a combination of base and usage charges. Shea asked if the policy would change if the nine units that are grandfathered are sold. Heitmanek said there is a high cost to add new meters. If those nine units are developed or remodeled, they could be subject to that change. Tara McKnight said it's a monetary and equality issue. Their bill jumped once that change was made. Heitmanek said the utility bill for the Pheasant Run property was \$182 in April 2014 and \$376 the following month. The usage remained consistent but the sewer rate went from \$102 to \$306. Tara McKnight said the utility bill for the property is now over \$420. Schaefer said people usually want separate meters for their buildings so tenants don't abuse it and he would expect that in the future for new construction projects. Landlords typically include utilities in the rent so there's no incentive for people to conserve water. There's no reason to require separate water meters and billings for individual dwelling units. Jorgensen explained that the city expects to see some mixed use projects in the future, so this would be a good time to develop a policy for them. Heitmanek said it's less expensive to add water meters before a building is constructed than it is to do so afterwards. Schaefer said the commission can make a recommendation to the council. He said that, for example, a strip mall may have five to six retail stores that share bathrooms. The sewer charges are at a fixed rate of \$118 every two months per connection. Water charges are in three tiers based on usage. The use of water determines the variability of payments. Heitmanek gave a breakdown of the city's utility bills and categories. Jorgensen said the city is in the process of upgrading its water meters. Approximately 93 have been switched out so far and the next round of replacements will be done after the start of the new fiscal year in July. Shea said that as the nine properties transition to new owners, the addition of wells could be built into the selling cost. Berard recommends that the nine properties revert to their pre-2014 status. Shea said they could change at point of sale. Berard said the current city code makes clear that the charges are based on number of connections per unit. Heitmanek said the assessments included in the city's master plans provide an idea of what the costs should be. Some of the utility rates may have to go up again. The sewer fee is designed to cover the costs of the treatment plant. The water fees have the same purpose, covering the costs of that plant. Commissioner Craig McNamara said Shea's proposal seemed reasonable to him. Schaefer said there are three options. Those nine properties could be grandfathered to their pre-2014 status. Another is to do that, and have them reevaluated at point of sale. A third is to require new development to have one meter per dwelling unit. He asked for consensus among commissioners. Commissioners agreed by consensus to recommend that the council grandfather those nine properties but reevaluate them at point of sale and require new developments to have one meter per dwelling unit.

b) Donald/Aurora Interchange Project Update

Berard said there are upcoming meetings about the update. One is scheduled for June 13 at the Baptist Church in town. Stakeholders will meet from 4 to 6 p.m. and the general

public is invited to attend from 6 to 8 p.m. Jorgensen said a presentation will be given at the city council's June 11 meeting.

c) Staff Update

Schaefer summarized the report that was provided by Planner Renata Wakeley. The commission can expect a conditional use application for building A of the Smetco property on Ottaway for a new tenant. The application is currently incomplete. Jorgensen said plans have been submitted for buildings B and C and frontage improvements are being done. Schaefer said the Oregon Department of Transportation has approved the non-remonstrance agreement for the Portland Electrical Construction project on Highway 99. The planned improvements to the freeway exit and Highway 551 are expected to have impacts on the traffic coming into town. There was a discussion about the possible need for a committee to examine the traffic issues. Schaefer said he didn't feel it was necessary and it's difficult enough to get people to volunteer to serve on committees.

8. OLD BUSINESS

a) Oregon Department of Land Conservation and Development—2019 Transportation and Growth Management Program Planning Grant Application

b) Legislative Update

Schaefer described House Bill 5001. It would ban single family zoning in cities of a certain population threshold and allow up to four dwellings per lot. If the bill passes, it could increase development pressure on cities like Aurora. Berard asked Jorgensen about new housing applications. Jorgensen said the city has mostly been receiving applications for commercial development projects. He said that Mayor Kris Sallee testified in favor of Senate Bill 1021, which would make seismic upgrades to the Boone Bridge. That bill passed out of the Joint Transportation Committee and sent to the full Ways and Means Committee.

c) Outdoor Displays in the Historic District

Schaefer said this matter was considered during the last round of code updates but not included. Jorgensen said it came up at the Historic Review Board (HRB) during a discussion about sign materials. He quoted Karen Townsend as saying during that meeting that if the portion of code about sign materials was going to be updated, the portion regarding outdoor displays should be as well. Schaefer directed Jorgensen to put both matters on the agenda for the Commission's July meeting. He said he will attend the next council meeting to solicit that body's input on the outdoor display issue. Schaefer directed Jorgensen to put it on the council agenda. Berard said the issue came up when he was on the HRB. The Marion County Sheriff's Office had expressed concerns about merchants leaving items out overnight.

d) Marion County Request for Comment for Proposed Development at 22515 Airport Road

Schaefer said he expected to have already received the recommendation from the county hearings officer, but it has not been issued yet. He will make recommendations on how the city should respond once it is released. The county won't schedule a hearing until at least a month after it is. He thought the Board of County Commissioners would be having its hearing in June but it will more likely be in July. Any subsequent decision by the Land Use Board of Appeals wouldn't be made until February or March.

9. ADJOURN

Chair Schaefer adjourned the meeting at 8:18 p.m.



Joseph Schaefer, Chairman

ATTEST:



W. Scott Jorgensen
City Recorder

Minutes
Aurora Historic Review Board
Thursday, May 23, 2019, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder
STAFF ABSENT: None
VISITORS PRESENT: Brian Asher, Aurora; Nancy Asher, Aurora; Ronan Feely, Aurora; Mercedes Rhoden-Feely, Aurora

1. CALL TO ORDER OF THE AURORA HISTORIC REVIEW BOARD MEETING

Chair Stephanie Sutch called the meeting to order at 7 p.m.

2. ROLL CALL

Chair Stephanie Sutch-Present
Member Karen Townsend-Present
Member Gayle Abernathy-Present
Member Jan Peel-Present
Member Stephen Mikulic-Present

3. VISITORS

There were no visitor comments at this time.

4. CONSENT AGENDA

a) Historic Review Board Minutes – April 25, 2019

Chair Sutch noted a single correction to the second page.

Member Jan Peel moved to accept the consent agenda as amended. That motion was seconded by Member Gail Abernathy and adopted unanimously.

5. CORRESPONDENCE-N/A

6. NEW BUSINESS

a) Fence Removal for the Leonard Will House—21533 Liberty St NE
Applicant Ronan Feely described the fence as being dilapidated. They want to open the visibility of the house back up by moving the fence to the side and start over with new wood. Peel expressed support for the idea. Mercedes Rhoden-Feely gave a description of the current fence heights. Member Karen Townsend said the current fence is contemporary, although it does meet code. The house is historically significant. Rhoden-Feely said it will be open and closer to what it looked like in historic photos if the front fence is moved.

Townsend moved to accept the fence proposal as presented. That motion was seconded by Member Stephen Mikulic and adopted unanimously.

Rhoden-Feely said the church adjacent to their property wants the cherry tree taken down. Townsend said there are some trees around town that are getting really big. Some are dangerous and difficult to maintain and need to be removed and new trees planted to replace them. Rhoden-Feely said there is no intent to plant anything to replace the cherry tree, as it's on the property line between their residence and the church. They do intend to replace the cedar trees and would come back to the HRB for its input on that. Ronan Feely said the cherry tree has substantial rot and a storm would take it down. The tree could take out their house or the church. Rhoden-Feely said the walnut tree on the property will be more visible if the removal is approved. Chair Sutch said the cherry tree is an eminent hazard and the cedar trees are not contributing much to the historic nature of the home.

Townsend moved to accept the proposed tree removals. That motion was seconded by Peel and adopted unanimously.

- b) Sign Application for Aurora Colony Visitors Association—Highway 99E and Second St NE
Peel said this sign is to replace the one that was run over by a truck on the highway ten years ago. It's the same size, font and location that it was before and is a wooden board with plastic edging. There was a discussion about a notice of decision from the HRB's August 2012 meeting about an A-Frame sign and location for Back Porch Vintage. City Recorder W. Scott Jorgensen read an excerpt from the minutes of that meeting. Townsend said there was a two-year window for the Back Porch Vintage A-Frame sign that the HRB approved in 2012. Peel asked if she could request a different corner for the ACVA sign to be located. Can it be on the island across the street from where it is now? There was consensus among HRB members to allow that to be the location. Townsend said it would probably be a good place for it.

Abernathy moved to accept the sign as submitted and the new location. That motion was seconded by Mikulic and adopted unanimously.

- c) Landscaping at the Colony Carpentry Finishing Shop—21883 Airport Rd NE
Chair Sutch, who is also the applicant, handed the gavel off to Vice-Chair Townsend to preside over this matter. Sutch described the project as a multi-year plan. It will be a retaining wall with basalt rock material and garden beds. There are many retaining walls already on the property. The proposed plan also includes an archway that is ten feet tall and made of reclaimed wood beams. Sutch said she would bring the plans back to the HRB if they changed. Peel said this would be a nice improvement. Townsend said the city's code does not have a design guide on outdoor amenities. She likes the concept of a gateway to the garden and the idea of using reclaimed wood.

Abernathy moved to approve the concept of the garden, the retaining wall and the materials being used as indicated. Peel seconded and the motion was adopted unanimously.

- d) Tree Removal at Aurora Family Health—21358 Highway 99E
Sutch resumed her role as chair. She said the application indicated that the tree is dead and dying and dropping materials on the ADA parking of the adjacent property of this business.

Townsend moved to accept the removal on the grounds that it is a danger to the public due to its health

and age, based on the arborist's evaluation and recommendation. That motion was seconded by Peel and adopted unanimously.

e) Picket Fence at Aurora Family Health—21358 Highway 99E

Townsend moved to accept the picket fence as presented. Peel seconded and the motion was adopted unanimously.

f) Historic District Boundaries

Jorgensen explained that the issue came up with an application for a development on First Street. There was a question of whether or not part of the property was in the historic district. The applicant did some research and provided some information on the original boundaries. There was a site development review and interpretation done for the project at the last Planning Commission meeting. However, the applicant plans to appeal the commission's decision before the city council. The applicant has been advised that the HRB would like him to do a presentation about the project. He just got back to town and couldn't make this meeting but could be at the next one.

7. OLD BUSINESS

a) Sign Letter to Business Owners

Townsend suggested that the letter be addressed to business owners "in the Historic District" and that the phrases "has been approved" and "has not been approved" be underlined. Members agreed by consensus that the date listed in the letter be changed from June 21 to the 27th. Jorgensen said that a typo was identified at the council meeting, that "customs" should be replaced with "customers." The planning commission and the council are okay with the letter being sent out.

b) Sign Material Discussion

Sutch summarized the result of the previous discussion, that composite materials that look like wood or metal can be used on a case-by-case basis. Jorgensen said the planning commission and council are fine with making that change. Townsend said having them decided on a case-by-case basis is essential. Sutch said that gives the HRB leeway and puts the decisions back in its hands. Townsend said it would have to be specific about the basis of the opinion. There has to be a standard. Sutch suggested language stating that materials with the appearance of wood or metal may be approved by the HRB on a case-by-case basis. Townsend said that if code changes are being made, the HRB should think about what else could be included in that. She suggested outdoor displays in the commercial district. Jorgensen said the agenda for the next planning commission meeting has not been finalized and he could try to get that topic on there for discussion.

Sutch said she would like to do a farmers market outside of her business and others on Main Street on Thursdays from 11-2. Vendors may want to have canopies, but code says they would need permits for that unless it's at a special event allowed by the city. Townsend said she isn't sure that could be done. Special events would be okay, but not anything on a regular basis. Items sold outside of a business have to relate to what is sold inside of the building. Farmers markets have been tried before in Aurora and never worked. Customers don't want perishable items. Abernathy said farmers markets are more popular now than they were the last time one was attempted in Aurora. Peel suggested having it done in conjunction with First Fridays. Sutch said the farmers market could be done as an event. Townsend suggested that Sutch find a way to make it an event that could be approved.

8. ADJOURN

Chair Sutch adjourned the meeting at 8:36 p.m.



Stephanie Sutch, Chair

ATTEST:



W. Scott Jorgensen
City Recorder

Minutes
Aurora Parks Committee Meeting
Tuesday, May 21, 2019 at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder

STAFF ABSENT: None

VISITORS PRESENT: Robert Teran, Woodburn; Valerie Yakis, Woodburn; Kent Larson, Aurora; Suzie Larson, Aurora; Margo Miller, Aurora

1. CALL TO ORDER OF THE AURORA PARKS COMMITTEE MEETING

Chair Brian Asher called the meeting to order at 7:05 p.m.

2. ROLL CALL

Chair Brian Asher-Present

Member Nick Kaiser-Present

Vice Chair Stuart Cregger-Present

Member Ronan Feely-Present

Member Annie Harris-Absent

3. VISITOR

North Marion High School students Robert Teran and Valerie Yakis presented a proposed flower planting beautification project for the city park as a project for a student leadership class. Teran suggested that it be done on Tuesday, May 28, starting at 9 a.m. There are 15 students in the class who can work on the project. Signups can be created if more are needed. His mother works at a nursery and has flowers that were donated. Petunias, daisies, day lilies, dahlias, hydrangeas and goldenrods can be planted along a pathway. Flowers are easy to maintain. Stuart Cregger asked which side of the pathway the students planned to do the planting in. Teran said both. Some soil will be needed for the planting. The class has a small budget to work with and could cover the cost or split it with the city. Asher asked if they plan to prepare the soil by hand. Teran said they do. City Recorder W. Scott Jorgensen asked how long the students plan to spend working at the park that day. Teran said up until the early afternoon. Asher suggested that the area be prepared in advance. Jorgensen said the day before the 28th is Memorial Day. City hall will be closed, but public works may be around. Teran said the site preparation could possibly be done over the weekend before. Committee members agreed with the proposal by consensus. Cregger suggested that the students visit the site with Public Works Superintendent Mark Gunter and get his input. Jorgensen said he would brief Gunter in the morning. He gave the students Gunter's business card and urged them to call him in the afternoon. The students could maybe do a site visit as early as the following day once they get out of school.

4. CONSENT AGENDA

a) Parks Committee Minutes-April 16, 2019

Cregger moved to approve the consent agenda. That motion was seconded by Member Ronan Feely and adopted unanimously.

5. NEW BUSINESS

a) Timeline for Dog Park Project

Asher reported that \$5000 for the project was approved by the Budget Committee. Those funds for materials would not be available until July 1. Site preparation must be done first. That will consist of tractor work, mowing down the vegetation and assessing the fencing. He can take measurements of how much would be needed. Jorgensen said there is existing fencing on the sides of the property, but the city will want two sets of fencing, one inside of the other. Asher said there will need to be an entryway. Feely asked about the side of the property that borders the river. It was agreed by consensus that access to the river should be preserved. Jorgensen said it's late May now, so maybe the committee should do a site visit on a weekend in June. Asher said he was hoping to do the initial mowing this weekend. The site will also need some gravel and rock for the parking area. Member Nick Kaiser said the Oregon Department of Transportation (ODOT) may have some they could donate. Asher said there's some on the railroad property. Canby Sand and Gravel has some. Feely said that could be a sponsorship opportunity for that company. Margo Miller asked what kind of fencing the city would use. She has two Rottweilers on her property, which abuts the city property. It was determined by consensus that site preparation would be done June 8, at which point there would be a better understanding of what kind of fencing would be required. Cregger said the city would be purchasing the fencing in early July and would probably want to have it installed around the middle of that month. Asher said a Porto-potty may also be needed for the site.

b) Potential Dog Park Issues

Kaiser said someone will ultimately have to manage the park once it's completed. Someone will have to deal with any issues that come up. Asher said that would be Jorgensen as city recorder and that he could manage the construction. Jorgensen said there will have to be rules for the park. Feely submitted a sign with rules. The sign can be purchased on Amazon for \$25. Committee members agreed by consensus that the rules on the sign were appropriate. Jorgensen referred committee members to the article that was included in the meeting packet. The last section included suggestions on dog park designs and he provided an overview. Asher said the park should close at night and open in the morning. Miller said there are coyotes in the area and that she has concerns about potential traffic issues. Cregger said there will need to be a trash can at the site. Feely said there are bins at Champoeg State Park and the city could use something similar. Asher said the trash cans shouldn't be large enough that people put household waste in them. Kent Larson raised a series of questions about parking. Asher said there could be five to seven parking spots. Jorgensen said there are railroad ties at another city property that could be moved there to delineate the parking area. Larson asked about the right-of-way width. Miller said she doesn't want anything to block the gate that she has on her property. Larson said there should be "no parking" signage along the side of the road and the area could possibly be paved. He recommended establishing clear boundaries to avoid any future mistakes. Larson

is an architect and said he would be willing to do a drawing of the site as part of the project. Jorgensen asked what time everyone wanted to do the June 8 site visit.

Committee members agreed by consensus to start at 9. Larson suggested making one of the parking spots handicapped accessible. Miller said she wants to retain access to the gate on her property when she harvests hay.

c) Parks Master Plan Update

Jorgensen said the city will have to update its master plan to show the dog park.

There's no need to hire a consultant, as he can probably put something together, bring it to the committee and have it approved by the council.

6. OLD BUSINESS

a) Highway Adoption for Litter Removal

Jorgensen said the supplemental packet materials were sent to him by ODOT a few hours earlier. He can follow up with them about adopting a stretch of highway closer to town.

b) Aurora Mills Property Update

Asher said the invasive species were cleared and subsequently sprayed. Some neighbors had concerns about the chemicals that were used as part of that process.

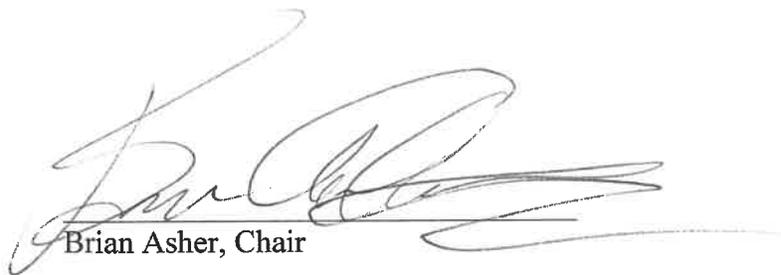
Kaiser said a portion of the property could be used for walking trails.

Jorgensen said public works received a reasonable estimate on what it would cost to have a path constructed that would enable long-term maintenance. The west side of the property did experience some flooding and the neighbors over there don't want it developed on that side. But the opposite side could possibly be used and is now more accessible since the clearing work has been done.

Feely submitted a volunteer interest form to be considered at the next meeting. He said there is moss on the playground equipment at the park and under some trees and the shelter roofs. Jorgensen reported that he just ordered bulletin boards for the city park.

7. ADJOURN

Chair Asher adjourned the meeting at 8:20 p.m.



Brian Asher, Chair

ATTEST:



W. Scott Jorgensen
City Recorder

CITY OF AURORA

RESOLUTION NO. 412

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AURORA, OREGON, ESTABLISHING THE METHODOLOGY FOR DETERMINING THE SANITARY SEWER SYSTEM RATES AND THEN ESTABLISHING THE SANITARY SEWER SYSTEM RATES; AND REPEALING ALL PRIOR RESOLUTIONS ADDRESSING SANITARY SEWER SYSTEM METHODOLOGY AND RATES.

WHEREAS, the City Council of the City of Aurora, recently received final approval from the Oregon State Department of Environmental Quality and the City Engineer certifying that the construction of the City-Wide Wastewater System ("System") has been successfully completed and that the System is fully operational.

WHEREAS, pursuant to its authority granted by the Oregon Constitution, Oregon Revised Statutes, City Charter, and the City Sewer Bond Election wherein the city electors approved the construction of the System, as well as adopted City Ordinance No. 398, the City Council has the right and responsibility to impose an equitable share of all of the City costs of the operation and maintenance of the System on all users of the System in the form of monthly sewer rates.

WHEREAS, the City Council believes that the most equitable basis upon which to establish monthly sewer rates is to measure the actual water usage for an appropriate period during the non-irrigation season of each year and establish an "Equivalent Dwelling Unit" (EDU) based on the average single family residential water usage for that same time of year.

WHEREAS, the City Council desires to adopt a methodology for calculating the monthly sewer rates and adopt the initial sewer rates based on that methodology.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AURORA THAT:

Section 1, Methodology:

The City Council hereby adopts the following methodology as the basis for the establishment of the initial and future Sewer Rates for paying for all of the City costs of the operation and maintenance of the City-Wide Wastewater System ("System"), which methodology itself shall be based upon existing water usage and the concept of "Equivalent Dwelling Unit" ("EDU"), which shall be calculated annually by using the following formula:

- A. Calculate the "Monthly Sewer Rate for Each EDU" by first calculating the "Total Operation and Maintenance Costs for the System", and then dividing the "Total

Operation and Maintenance Costs for the System” by the “Total Number of EDUs” using the methodology shown below.

1. Calculate the “Total Operation and Maintenance Costs for the System”, by adding the adopted budget expenditure for “Total Personnel Services” in the Sewer Operating Fund, to the adopted budget expenditure for “Total Materials and Services” of the Sewer Operating Fund.
2. The “Total Number of EDUs” shall be calculated by the City, using the following methodology:
 - a. Calculate the “Average Monthly Water Usage for Single Family Residential Customers”, by calculating the total single family residential water usage in gallons or cubic feet for the normally non-irrigation months of March (if the City water bills are sent monthly) or March and April (if the City water bills are sent bimonthly), divided by the “Total Number of Individual Single Family Residential Water Customers” (the number of single family residential water meters or water services).

The “Average Monthly Water Usage for Single Family Residential Customers” as calculated above shall be the “equivalent dwelling unit” (“EDU”) usage, and shall be used for establishing the Sewer Rates for all Commercial, Industrial and Non-residential Customers as shown below.

- b. Calculate the “Total Number of EDUs for all Commercial, Industrial and all other Non-residential Customers”, by comparing each Commercial, Industrial and Non-residential Customer’s water usage in gallons or cubic feet for the normally non-irrigation months of March (if the City water bills are sent monthly) or March and April (if the City water bills are sent bimonthly), to the EDU usage calculated above to determine the number of those customers and their respective monthly water usage who use more than one EDU and determine the number and respective water usage for those customers who use one EDU or less per month. Each Commercial, Industrial, and Non-residential Customer using one EDU or less shall be counted as one EDU.

Then, calculate the number of EDUs for all Commercial, Industrial and Non-residential Customers whose water usage is more than one EDU per month, by adding up all of their respective monthly water usages, and then dividing that number by the “average monthly water

usage for Single Family Residential Customers” which is the equivalent of one EDU in gallons or cubic feet.

Calculate the “Total Number of EDUs for all Commercial, Industrial and all other Non-residential Customers”, by adding the number of EDUs for Commercial, Industrial and Non-residential Customers using one EDU or less per month to the number of EDUs for Commercial, Industrial and Non-residential Customers using more than one EDU per month as calculated above.

- c. Calculate the “Total Number of EDUs”, by adding the “Total Number of Individual Single Family Residential Water Customers” to the “Total Number of EDUs for all Commercial, Industrial and all other Non-residential Customers” as calculated above.
- B. Then, calculate the “Monthly Sewer Rate for Each EDU”, by dividing the “Total Operation and Maintenance Costs for the System” by the “Total Number of EDUs” divided by 12 months.

Section 2, Initial Sewer Rates:

The City Council, based on the methodology adopted under Section 1 above, and based on the supporting information and documentation in Exhibit A attached hereto and incorporated herein by this reference, hereby establishes the City Sewer Rates, shown in Table 1 below:

**TABLE 1
Monthly Sewer Rates for Each EDU**

<u>Customer Class/Use</u>	<u>Sewer Rate</u>
Residential (One EDU)	\$ 23.00 per month
Commercial/Industrial* (Up to One EDU)	\$ 23.00 per month
Commercial/Industrial* (Over One EDU)	\$ 23.00 per month for each EDU, or portion thereof.

*Commercial and Industrial Customers who create wastes of a strength that require additional treatment costs may be charged an additional Sewer Rate, as provided below.

Section 3, Residential Customers:

A Residential Customer is a single family house, an apartment unit that is intended for year-round occupancy, a manufactured home, or mobile home either on a separate lot or in a manufactured home park that is leased on a month to month or longer period. A Residential Customer does not include recreational vehicle parks, motels, hotels, hostels, or other living quarters occupied on seasonable, daily or weekly basis, or residential care facilities. For multiple housing units served by a single water meter (including duplexes, apartment buildings and manufactured home parks), each housing unit shall be considered one "Equivalent Dwelling Unit" and the property owner shall be charged the monthly sewer rate of one EDU for each housing unit on the single water meter. *No exceptions from the monthly sewer rates shall be allowed for unoccupied units unless the water meter is physically disconnected. In the event that a water meter is disconnected for more than a month, a monthly sewer rate of one-half the adopted sewer rate shall be charged to the property owner.*

Section 4, Non-Residential Customers:

Non-residential Customers include recreational vehicle parks, hotels, motels, hostel, and other living quarter occupied on a seasonal, daily, or weekly basis, all retail business, offices, medical facilities, food services, wholesale businesses, manufacturers, institutions (including hospitals, day care, clinic and residential care facilities), clubs, churches, and government owned, leased, or used buildings, schools, parks, warehouses, and any other use not specifically described as a Residential Customer or as an Industrial Customer. *If a water meter serves more than one unit and some of the units would be classified as Residential and some would be classified as Non-residential, then the non-residential rates will apply to all the units on that water meter.*

Section 5, Industrial Customers:

The wastes from industrial customers that send processed water to the System will be evaluated for "strength" as milligrams of suspended solids (SS) per milligrams per liter (mg/l) of sewage and by biological oxygen demand (BOD) milligrams per liter (mg/l), by a testing agency of the City's choice and the customer's expense. The City will determine from these tests the cost to treat that strength of sewage and determine the rate per month.

Section 6, Future Development:

Any future development will be required to install water meters for each class/use of units served (R-Residential, C-Commercial, I-Industrial or N-Non-residential), in order to facilitate determination of sewer rates. Rates for any development not easily designated in one of these classes/uses described above, shall be determined by the City's Superintendent of Public Works. In these cases, the property owner or developer can appeal the Superintendent's decision to the City Council by submitting a written appeal for review ten (10) days after the notice of the original decision by the Superintendent.

Section 7, Exceptions to Established Rates:

1. Unoccupied Units and Structures: No exceptions to the rates established in this resolution shall be allowed for unoccupied units or structures, unless the water meter is physically disconnected from the unit or structure. In the event that the water meter is disconnected, a monthly sewer rate of one-half the current monthly sewer rate for the customer class/use shall be charged to the property owner.
2. Demolished Buildings: Property which contains no building or structure, or lots which contain buildings or structures which have been demolished and are no longer connected to water and sewer service shall not be charged for sewer service.

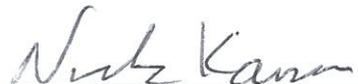
Section 8, Non-Residential Customers:

This resolution is effective immediately upon its passage and shall remain in effect until repealed by the City Council.

The monthly Sewer Rates established under Section 2 above shall be billed to all customers beginning May 1, 2001 and shall continue to be billed on a monthly or bi-monthly basis until repealed or amended. The City Council may amend the monthly sewer rates each year after its adoption of the next fiscal year's budget.

INTRODUCED AND ADOPTED this 8th day of May, 2001.

CITY OF AURORA, OREGON

BY: 
NICK KAISER
MAYOR

ATTEST:

BY: 
SHERI HALL
CITY RECORDER

EXHIBIT A

**METHODOLOGY FOR THE CALCULATION OF
THE INITIAL MONTHLY SEWER RATE FOR EACH EDU**

Using the methodology adopted by the City Council in Section 1 and described in Section 2 of Resolution No. 412, the following calculations were used to establish the initial "Monthly Sewer Rate for Each EDU" for monthly or bi-monthly billing beginning May 1, 2001:

1. Calculate the "Total Operation and Maintenance Costs for the System", by adding the adopted budget expenditure for "Total Personnel Services" in the Sewer Operating Fund, to the adopted budget expenditure for "Total Materials and Services" of the Sewer Operating Fund:

a.	"Total Personnel Services" from the adopted Sewer Operating Fund (Fiscal year 2001 - 2002)	\$37,856.00
	"Materials and Services" from the adopted Sewer Operating Fund (Fiscal year 2001 - 2002)	<u>\$53,544.00</u>
	"Total Operation and Maintenance Costs for the System" (Fiscal year 2001 - 2002)	\$91,400.00

2. Calculate the "Total Number of EDUs":

- a. Calculate the "Average Monthly Water Usage for Single Family Residential (SFR) Customers":

i.	Total SFR Water Usage in gallons and cubic feet for March/April 2001 (one cubic foot = 7.5 gallons) (Does not include extremely high or low water usages)	291,120.48 cu. ft. 2,183,403.6 gal.
	Number of SFR Customers Represented by this usage (Please note that one SFR user was not counted in the above Total Usage because a special problem exists that made it not representative of a typical SFR User)	252
	Current number of SFR water services (Number of water meters: 206 - 5/8" and 3/4"; 47 - 1")	253
	Current number of C/I/NR water services (Number of water meters: 36 - 3/4"; 9 - 1"; 4 - 2") * Does not include the Aurora Rural Fire District and public restroom water meters.	<u>49*</u>
	Total number of water customers by water meter	304

- ii. "Average Monthly Water Usage for Single Family Residential Customers":
- | | |
|--|-------------|
| (291,120.48 cu. ft. divided by 252) divided by 2 months: | 578 cu. ft. |
| (2,183,403.6 gal. divided by 252) divided by 2 months: | 4,332 gal. |
- Therefore, the Monthly "Equivalent Dwelling Unit" for fiscal year 2001 - 2002 is 578 cubic feet per month or 4,332 gallons per month.
- iii. Calculate the "Total Number of EDUs for all Commercial, Industrial and all other Non-residential Customers (C/I/NR)":
- | | |
|---|-------------------------------|
| Total C/I/NR water usage per month for March/April 2001 (Does not include extremely high or low water usages) | 29,969 cu. ft.
224,770 gal |
|---|-------------------------------|
- Of the 49 C/I/NR Customers, 37 Customers had water usage equal to 1 EDU per month or less, and 12 Customers had water usage greater than 1 EDU per month. These 12 had a total monthly usage for March/April of 2001 of 16,370 cubic feet or 122,771 gallons per month.
- | | |
|--|---------|
| Number of EDUs for C/I/NR Customers using one EDU or less: | 37 EDUs |
|--|---------|
- iv. Calculate the number of C/I/NR Customers greater than 1 EDU usage:
- | | |
|--|-----------------|
| Total monthly usage for the 12 customers using more than one EDU divided by one EDU (average monthly water usage for SFR Customers): | |
| 16,370 cubic feet divided by 578 cubic feet | 28 EDUs |
| 122,771 gallons divided by 4,332 gallons | 28 EDUs |
| Number of C/I/NR Customers using one EDU or less | <u>37</u> |
| "Total Number of EDUs for all C/I/NR Customers"
(37 + 28 = 65) | 65 EDUs |
| "Total Number of Individual SFR Water Customers" | <u>253 EDUs</u> |
| "Total Number of EDUs for all C/I/NR Customers"
(65 + 253 = 318) | 318 EDUs |

3. Calculate the "Monthly Sewer Rate for Each EDU for 2001 - 2001 Fiscal year

a. "Total Operation and Maintenance Costs for the System"	\$91,400.00
Divided by "Total Number of EDUs"	318 EDUs
Total annual system costs per EDU	\$287.42
Divided by 12 months	<u>12</u>
"Monthly Sewer Rate for each EDU beginning May 1, 2001"	\$23.95

4. Using the monthly sewer rate methodology described in Resolution 412, the above calculations show that the "Monthly sewer rate for each EDU", beginning May 1, 2001, should be \$23.95 per EDU. Because this monthly sewer rate is based on the total operation and maintenance costs for the system, projected for the 2001 - 2001 fiscal year, which year is the first year of the operation of the system, and because the City has no sewer operating history to analyze the accuracy of these projections, the City Council has decided to establish a "Monthly sewer rate for each EDU", beginning May 1, 2001, of \$23.00 per month per EDU.

Summary of Water Usage Detail March/April 2001

Water Pipe Service Size Summary

Residential:	Count
5/8 - 1/2"	206
1"	47
2"	0
Total Residential:	253
Commercial:	
5/8 - 1/2"	36
1"	9
2"	4
Total Commercial:	49
No Charge Meters	2
Total Meters	304

Average Water Usage Summary

Residential:	
Number used for average:	252**
Cubic Feet per Residence	1155.24
Gallon Conversion x 7.5	8664.3 *
Average Use Commercial:	
Number used for average:	33**
Cubic Feet per Business	632.55
Gallon Conversion x 7.5	4744.125 *
Heavy Use Commercial:	
Number used for average:	12**
Cubic Feet per Business	2728.25
Gallon Conversion x 7.5	20461.875 *

*These totals represent a two month billing cycle.
 ** These numbers do not include one or more extremely high or low water usages.

This information was compiled from the data received from the City of Aurora's Utility Billing Program Usage Detail Report and an actual count of meters used within the city as of April 26, 2001.

This report was created by Sheri Hall, City Recorder

Council Resolutions Pertaining to Sewer Rates:

-727, passed May 9, 2017

-633, passed July 12, 2011

-610, passed July 13, 2010

-553—council decided **NOT** to pass on June 10, 2008

-531, passed June 12, 2007

-508, passed June 26, 2006

-488, passed June 14, 2005

-450, passed June 6, 2003

Properties with Service Multipliers

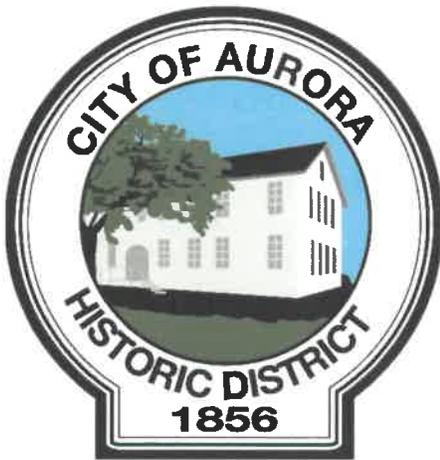
Address	Acct #	Name	Water	Sewer	Reason
21690 Main St.	#1420	McKnight	1	3	Store w/ 2 apts above Business & home on same property
14783 Ehlen Rd.	#782	Champion	1	2	
21527 Hwy. 99E	#181	Bodine	1	2	Shop & Home
20747 Hwy. 99E	#391	Meskers	0	1	Well water for irrigation/ sewer only Out of City Limits - have water only
21757 Hwy. 99E	#1255	Cortez	2	0	
21148/58 Hwy 99E	#2498	Shrier/McLaren	1	2	2 business spaces
21168/70 /72 Hwy. 99E	#2478	Pudding River	1	3	3 apartments on 1 meter Out of City Limits - have water only
15211 Park Ave.	#202	Johnson	2	0	
21326/28 Main St.	#37	Cotten	1	2	Duplex w 1 meter

Properties with Sewer Service Multipliers

Address	Acct #	Name	Water	Sewer	Reason
21690 Main St.	#1420	McKnight	1	3	Store w/ 2 apts above April 2014 - 2 sewer services added after, through building permits, city became aware of 2 apartments above building
14783 Ehlen Rd.	#782	Champion	1	2	Business & home on same property June 2008 - 1 sewer service added for Aurora Outdoor Power
21527 Hwy. 99E	#181	Bodine	1	2	Shop & Home April 2014 - 1 sewer service added for residence above business
21148/58 Hwy 99E	#2498	Shrier/McLaren	1	2	2 business spaces December 2011 - 1 sewer service added for separate business space
21168/70 /72 Hwy. 99E	#2478	Pudding River	1	3	3 apartments on 1 meter December 2011 - 2 sewer services added for tri-plex
21326/28 Main St.	#37	Cotten	1	2	Duplex w 1 meter June 2008 - 1 sewer service added for duplex
21270 / 21268 Hwy 99E					Duplex This was a business and residence duplex with 2 sewer services charged since 2003. It has been converted to a single residence and is now receiving only 1 sewer service charge

Wastewater Rate Summary

CITY OF AURORA



Final Report

April 2017



Prepare by:

Oregon Association of Water Utilities

City of Aurora Wastewater Summary

The City of Aurora called upon the Oregon Association of Water Utilities to conduct a wastewater summary of rates. This project succeeded and collaborated with the water rate study in determining the adequacy of the current rates for the 2017-2018 fiscal year. The approach of this study includes financial strategies and rates that:

- Adjust current wastewater utility revenues due to inflation, operations and maintenance modifications and costs, and cost-of-living increases
- Review capital expenses as they relate to operational cost of the wastewater system and proposed Capital Improvement Plan (CIP) projects and propose a rate structure designed to meet expenditures
- Are relatively simple to understand and implement, being consistent with industry standards and practices

The rate summary proposal is based upon combined expenditures placed into a single total line item; these budgeted amounts are obtained from the City of Aurora documents. This figure includes personnel services, materials and services, contingency funding and capital improvement.

Initial contact inquiring the procedures to conduct a wastewater summary began in December 2016. After completion of the preliminary information, the City of Aurora approved the Oregon Association of Water Utilities to begin the review process. This is the first wastewater rate review since the last rate adjustment in July 2011.

Beginning steps include the following:

- Review of existing budget, and or proposed budget
- Review of influent flows into the wastewater treatment plant (WWTP)
- Review of water sales, and the correlation to influent flows

Billing for sewer service is based on the volume of wastewater a user will discharge to the sewer system. Discharge is measured by comparing winter water usage to an annual use, and billing on a one-to-one ratio of said usage. These measurements assist in defining the difference of the discharge of sewage by the users and the total volume of wastewater received at the WWTP. The variance between the two typical consists of the inflow and infiltration (groundwater) entering the collection system.

One point of discrepancy is the comparison of actual influent into the WWTP and how the units of measure are derived. Currently, City of Aurora comprises of 475 connections stemming from 329 residential connections and 46 commercial connections. With these two classifications of users, a total of 475 residential equivalent units (REUs) are billed monthly, but in a bi-monthly (2

months) manner. A single REU consist of 4,660 gallons, and is the amount of discharge before additional surcharge fees are imposed.

Another factor discovered during the review process was the design flows of the sanitary sewer to equate to 60 gallons per capita daily (gpcd), based on 3 people in a single-family residence. When calculating the totals, an assumption of 180 gallons per day multiplied by 30 days or 5,400 gallons per month. The 180 gallons per day was calculated by using actual figures measure at the WWTP. The difference between the two figures presented is likely due to inflow and infiltration of groundwater in the collection system. The second point is shared as a measurement tool for future calculations and possibly change in wastewater flow determinations.

Annually, using 475 REUs per month, multiplied by 12 months, a total of 5,700 REUs are billed. At 5,400 gallons per REU, this translates to approximately 30.7 million gallons of generated sewage prior to any surcharges being imposed.

Of the 30.7 annual million gallons, the average winter influent is 4.7 million gallons from infiltration and inflows. In comparison to the number of units billed, some adjustment may be necessary to align measured flows with actual conditions. The data from the water rate study commenced in a review of the actual water flows for the customers. This information allowed determination to better align actual discharge associated with a single REU.

Winter months, average wastewater flow into the WWTP is 16.5 million gallons from October through March. This figure correlates to 2.76 million gallons per month. Average water sold per month through the same period equates to 2.2 million gallons. Usually when potable water consumed exceeds wastewater discharge, it is due to irrigation, washing of vehicles, etc. These activities typically occur during the summer months.

One recommendation is to routinely compare information with the water department as it pertains to total water sales. This data, along with data from the WWTP, will better support futures decision and understanding of rates, flows and operating expenses.

Cost Evaluations:

If the total operating expenditures were equally segregated according to the number of equivalent dwelling units, the revenue necessary per residential equivalent unit required by the authority would be \$58.76 per month.

$\$334,946.00$ divided by 12 months divided by 475 residential equivalent units = \$58.76 per

When determining cost for wastewater, equity based upon the treatment of wastewater is applied, and this is accomplished by means of determining the price per unit and the amount of generation per month. One should pay only for the amount of wastewater generated, and the

treatment of such. Believed as one of the highest priority regarding wastewater utility rates, is that consumers should pay for their costs associated with services rendered.

City of Aurora Wastewater Rate Review Points –

Financial Review:

- Sewer service revenues in the proposed budget total \$334,946.00 dollars, which is a reduction from the original set of figures. The adjustment stems from a reduction in capital outlay, and an increase of personnel services to accommodate for the transition of personnel (retirement).
- Capital outlay figured with \$35,800.00 in preparation for future upgrades of the WWTP to meet discharge requirements of the NPDES (National Pollutant Discharge Elimination System) permit.

Technical Review:

- Total connections (475) equate to 475 residential equivalent units (REUs), billed bi-monthly totaling 5,700 REUs annually.
- Average monthly discharge per connection per month equals 4,660 gallons (1-REU)
- 2015 influent into WWTP is 31.3 MG or 6,716 total REUs
- Average treatment cost per REU, based on proposed budget equals \$58.76

Note: The discrepancy of REUs generated annually by customers compared to total REUs, is speculated, on the infiltration and inflows of groundwater and confirmed from WWTP operations.

Billing Comparisons:

- Expenditures:
 - Personnel Services = \$105,221.00
 - Materials Services = \$193,925.00
 - Contingency = \$
 - Capital Outlay = \$ 35,800.00
- Total Expenditures = \$334,946.00

- Total revenues for 2016 - 2017 = \$290,700.00
- Forecast shortfall for 2017 - 2018 = **\$ 44,246.00**
- Forecast Revenues for 2017 – 2018 = \$334,946.00
 - Increased percentage 15.00

- Total actual cost per REU = \$ 58.76
- Recommended Rate Increase = \$ 6.00

Allocations of Capital:

- Cash on Hand = \$265,000.00
- Capital Accrual (4 years) = \$143,200.00
- Capital Improvement Total = \$408,200.00

Capital improvement planning, and the funds necessary to complete future upgrades, stem from regulatory requirements dealing with discharge levels of pollutants. Increasing percentages of removal for both biological oxygen demand (BOD) levels and total suspended solids (TSS) will mandate the WWTP to be modernized.

Discrepancies between estimated and actual costs for construction projects will vary, dependent on several factors. These variations in construction costs may encourage or hamper the timeline in which to proceed, impacting the allotment of funds. The wastewater facilities plan, (currently be written) will outline both technical and financial objectives required to meet new NPDES permits.

The recommendation in this study proposes the monthly base rate corresponds to 100 percent of the total proposed budget. A routinely review of customer’s water consumption will determine if any exceedance of a single REU is being generated. This will allow for adjustments of the billing to match the additional treatment cost associated with any increase of sewage.

One aspect to follow when considering future rate adjustments is to look at Consumer Price Index at it relates to the basket of services in the utility industry. A running average for the past ten years has been 2.21 percent. If 2.21 percent were applied to the proposed budget line items of personnel and materials services at \$299,146.00 in the following fiscal year (2018-2019), an additional increase would be \$6,611.12 or \$0.98 per REU.

As collected evidence presents itself during the subsequent year, the Oregon Association of Water Utilities will return, if called upon, to review and confirm the effectiveness of the recommendations, thus assuring the goals presented in this wastewater rate summary.

With numerous considerations and decisions being calculated with this rate summary, it is an goal of Oregon Association of Water Utilities to assist the City of Aurora towards a sufficient wastewater rate to meet the needs of the system, provide fair and equitable rates for all consumers and to ensure the wastewater system is poised for future growth.



Wastewater Rate Study
for
City of Aurora

System Data

For Year: 2017-2018
Date completed: April-17

Wastewater Collected
Amount of Water Sold ¹
Potential Infiltration

Gallons (annual)	100 Cu Ft. (annual)	2015	
31,300,000	41,845		
26,590,500	35,549		
4,709,500	6,296		15.05%

Personnel / Materials
Contingency
Annual Debt Service
Capital Outlay
Total Proposed Budget

Dollars	Cost per Gallon	Cost Per 1000 Gals	Cost Per 100 Cu.Ft.
\$299,146.00			
\$0.00	\$0.0107	\$10.70	\$8.00
\$0.00			
\$35,800.00			
\$334,946.00	Potential Treatment Cost \$	50,397.07	\$ 50,397.07

Connection Information
Base Rate Only

Size	# of connections			Total Connections
	Residential	Commercial	Other	
5/8"	0	0	0	475
3/4"	291	34	0	
1"	138	11	0	
1 1/2"	0	0	0	
2"	0	1	0	
3"	0	0	0	
4"	0	0	0	
6"	0	0	0	

Current Rate information (base)

	Residential	Commercial	Other	Base Rate Revenues
5/8"				
3/4"	\$51.00	\$51.00		
1"	\$51.00	\$51.00		
1 1/2"				
2"		\$51.00		
3"				
4"				
6"				

Current Generation Rate
Per Single Family Residence

6.23	4,660
Cubic Feet	Gallons

Percentage of budget without any consumption revenue

Operating Budget Outline

Personnel / Materials	\$299,146.00	89.31%
Contingency	\$0.00	0.00%
Capital Outlay	\$35,800.00	10.69%
Annual Debt Service	\$0.00	0.00%
TOTAL OPERATING EXPENDITURES	\$334,946.00	Base Rate % Total Cost 86.79%

Notes:

1- Total # of EDUs based on ave SFR consumption of water at 6.23 units or 4,660 gals / user / mo. 26.5 MG (35,548 units)
Wet weather sewer flows based on 92K per day or 5,810 gals / user / mo. or 33.58 MG (44,893 units)
1- Dry weather sewer flows based on 77K per day or 4,880 gals / user / mo. - 28.1 MG (35,573units)
Wastewater flows based on mo. winter water consumption at 1:1 ratio or 4,660 gals / user / mo. 26.5 MG (35,548 units)





Base Rate 100

Rate Study
for

City of Aurora

For Year: 2017-2018
Date completed: April-17

Wastewater Collected
Amount of Water Sold
Potential Infiltration

100 Cu. Ft. (Annual)	41,845	
	35,549	
	6,296	15.05%

Annual Operating Budget
Annual Debt Service
Total Annual Budget

Dollars	\$ 334,946.00
	\$ -
	\$ 334,946.00

100% of Budget
334,946.00

Connection information

Size	# of connections		
	Residential	Commercial	Other
5/8"	0	0	0
3/4"	291	34	0
1"	138	11	0
1 1/2"	0	0	0
2"	0	1	0
3"	0	0	0
4"	0	0	0
6"	0	0	0

Per 100 Cubic Feet
8.00

Discharge w/ base (cu.ft.)

	6.23	6.23	0
--	------	------	---

Current Rate (base)

	Residential	Commercial	Other
5/8"	\$58.76	\$58.76	\$58.76
3/4"	\$58.76	\$58.76	\$0.00
1"	\$58.76	\$58.76	\$58.76
1 1/2"	\$58.76	\$58.76	\$58.76
2"	\$58.76	\$58.76	\$58.76
3"	\$58.76	\$58.76	\$58.76
4"	\$58.76	\$58.76	\$58.76
6"	\$58.76	\$58.76	\$58.76

Consumption Charge
Current Base Revenue

per 100 cu. ft.	\$8.67		
-----------------	--------	--	--

	Residential	Commercial	Other	Totals
5/8"	\$0.00	\$0.00	\$0.00	\$ -
3/4"	\$17,099.87	\$1,997.92	\$0.00	\$ 19,097.80
1"	\$8,109.22	\$646.39	\$0.00	\$ 8,755.61
1 1/2"	\$0.00	\$0.00	\$0.00	\$ -
2"	\$0.00	\$58.76	\$0.00	\$ 58.76
3"	\$0.00	\$0.00	\$0.00	\$ -
4"	\$0.00	\$0.00	\$0.00	\$ -
6"	\$0.00	\$0.00	\$0.00	\$ -
Total/month	\$25,209.09	\$2,703.07	\$0.00	\$ 27,912.17
12 mo. Total	\$302,509.12	\$32,436.88	\$0.00	\$ 334,946.00

% of operating budget

	90.32%	9.68%	0.00%	100.00%
--	--------	-------	-------	----------------

Water with base charge

Total/month	2,673	287	0	2,959
12 mo. Total	32,072	3,439	0	35,511

Typical 3/4" Usage

6.23				
-------------	--	--	--	--

Wastewater Generation
84.86%

	Residential	Commercial	Other	Revenue / Shortfall
12 mo. Total	32,072	3,439	0	
12 mo. Total			0	
			6,334	\$0.00

Surplus Wastewater
Revenue Percentage / Dollars

Potential Annual Revenues		16.40%		\$ 54,915.08
---------------------------	--	---------------	--	---------------------

Cost per 100 c.f.

\$8.00		Total Revenue Generated	\$ 389,861.08
		Annual Gain/(Shortfall)	\$ 54,915.08

Typical Residential Water Bill

Notes:	Gallons	Cubic Ft. Used	Res. Water Bill
Base rate increase 11% or \$6.00 per month, creates total base rate @ 97%	4,665	6.23	\$58.76
First increase since July 2011, an average of \$1.00 per month, annually.	6,986	9.34	\$85.73
	13,980	18.69	\$166.79

From: [Scott Gustafson](#)
To: [Recorder](#)
Cc: [Melissa Lennon](#)
Subject: SAIF Policy - CITY OF AURORA
Date: Thursday, June 27, 2019 8:37:22 AM
Attachments: [Volunteer Sign-In Sheet - MOPL.pdf](#)

Hi Scott,

Now that City is with SAIF for Work Comp, we will need to change the Volunteer Resolution. I will work with you on that Draft.

Additionally SAIF has a more specific record keeping requirement for Volunteers and those are outlined in yellow below. These are guidelines and bottom line is SAIF requires Date, Name and Hours to be placed on a record.

Attached is the Volunteer Log City of Molalla uses for recording Volunteer time.

They keep the log in a Central location and Volunteers are required to keep the log updated for their own hours.

Like that they have the volunteer responsible for the log entry, it removes much of the burden from staff.

SAIF Suggestion for Volunteer Hour Record:

Hi Scott,

I do not have a sample volunteer log but I recently discussed volunteer reporting with premium audit they provided me with some information on what they consider appropriate volunteer record keeping. Here is what I was told:

The policyholder should **maintain volunteer logs** which includes the volunteer names, types of work each volunteer performs, and the dates and hours worked by each volunteer. For tracking the Council/Planning Commission/Budget Committee time, the minutes can be the basis for the log, but they will need to summarize those; we don't want to look at the minutes for every meeting and pull out the info.

For other volunteer engagements, volunteers can track their hours in a similar manner. They can keep calendars, notes, a spreadsheet – really anything that works for them, as long as they summarize the hours and have the backup for the summary.

What I would really emphasize is that the info needs to be summarized and the backup showing where their numbers come from needs to be available to the auditor.

Hopefully this information is helpful.

Jennifer Parsons

Scott Gustafson, Agent

| GUSTAFSON INSURANCE AGENCY |

Phone: 503.266.2216 Fax: 503.266.7510

Address: 541 NW 2nd Ave Canby, OR 97013 ~ Po Box 927



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CITY OF AURORA, OREGON
Volunteer Workers' Compensation Coverage
Resolution 769

A Resolution of the City of Aurora, Oregon, a Resolution Extending Workers' Compensation Coverage to Volunteers of the City of Aurora

WHEREAS, Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on payroll schedule and verified at audit; and

WHEREAS, Public Safety Volunteers

Applicable _____ **Non-applicable** **X**

An assumed monthly wage of \$800.00 per month per volunteer will be used for public safety volunteers in the following volunteer positions (check all that apply):

- Police reserve
- Search and rescue
- Firefighter
- Emergency medical personnel
- Ambulance drivers
- Other _____

; and

WHEREAS, Volunteer boards, commissions, and councils for the performance of administrative duties.

Applicable **X** **Non-applicable** _____

Oregon minimum wage will serve as assumed wage for both premium and benefits calculations and will be used per each volunteer board and commission for the performance of administrative duties. The covered bodies are:

- a. City Council
- b. Planning Commission
- c. Historic Review Board
- d. Parks Committee
- e. Budget Committee

; and

WHEREAS, Volunteer council positions for the performance of administrative duties.

Applicable X **Non-applicable** _____

Oregon minimum wage will serve as assumed wage for both premium and benefits calculations and will be used per each councilor for the performance of administrative duties.

; and

WHEREAS, Manual labor by elected officials.

Applicable X **Non-applicable** _____

Oregon minimum wage will serve as assumed wage for both premium and benefits calculations for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above, if any,

; and

WHEREAS, Non-public safety volunteers.

Applicable X **Non-applicable** _____

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. SAIF will assign the appropriate classification code according to the type of volunteer work being performed.

- Parks and recreation
- Other _____

; and

WHEREAS, Public Events

Applicable X **Non-applicable** _____

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

- a. Aurora Colony Days

; and

WHEREAS, Community Service Volunteers/Inmates

Applicable X **Non-applicable** _____

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Aurora.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

; and

WHEREAS, Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Aurora:

- a. Provides at least two weeks' advance written notice to SAIF underwriting requesting the coverage
- b. SAIF approves the coverage and date of coverage
- c. SAIF provides written confirmation of coverage

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster.

Now, Therefore, the City of Aurora Resolves as follows:

Section 1. The City of Aurora agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

Section 2. To provide workers' compensation coverage as indicated above.

Section 3. Effective upon passage this day;

Adopted by the Aurora, Oregon City Council this ____ day of _____, 2019.

Kris Sallee, Mayor

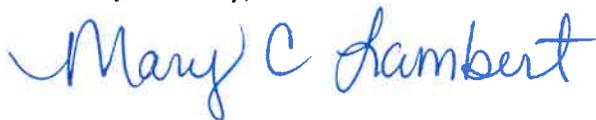
Attest:

W. Scott Jorgensen, City Recorder

Report from the Finance Officer
for July 9, 2019

- The *Draft* Revenue & Expense report through June, the final month of fiscal year 2018-2019, is included. This report shows budgeted amounts and percent of budget received/spent. The 2018-2019 fiscal year ended June 30th but has not been closed out. These numbers are still subject to adjustments but should be close to final numbers.
- The ending bank balances at June 30, 2019 are:
 - Checking - \$ 90,943.48
 - LGIP - \$ 2,351,518.52
- All fiscal year 2019-2020 budget documents have been submitted to their respective state departments.
- I have been in contact with our auditing firm, Grove, Mueller & Swank, P.C. I have forwarded a questionnaire from Tom Glogau, our auditor, to the mayor, council and staff. This is part of the audit and should be completed and returned to Tom as soon as possible. The in house field work has been scheduled for October 3, 2019.
- Keeping current with payables and receivables.

Respectfully,



Mary C. Lambert

D R A F T

CITY OF AURORA -FINANCE REPORT Ending June 30, 2019										Year to Date
	FUND	BUDGET	*BALANCE @ July 1, 2018	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE June 30, 2019	Gains / (Losses)
10	GENERAL	1,128,621.00	609,456.00	550,101.29	92.90%	680,950.00	512,571.70	75.27%	646,985.59	\$ 37,529.59
15	CITY HALL BUILDING	196,800.00	169,566.00	26,974.38	\	196,800.00	0.00	0.00%	196,540.38	\$ 26,974.38
20	AURORA COLONY DAYS	24,155.00	12,610.00	15,835.57	105.89%	18,072.00	13,919.12	77.02%	14,526.45	\$ 1,916.45
25	PARK RESERVE	7,195.00	1,181.00	29.91	0.50%	7,195.00	0.00	0.00%	1,210.91	\$ 29.91
29	PARK SDCs	61,973.00	52,818.00	5,759.09	80.38%	61,973.00	0.00	0.00%	58,577.09	\$ 5,759.09
30	STREET/STORM	301,430.00	173,335.00	93,810.70	71.92%	172,821.00	79,512.99	46.01%	187,632.71	\$ 14,297.71
35	ST/STORM RESERVE	128,000.00	112,502.00	17,318.07	111.73%	128,000.00	0.00	0.00%	129,820.07	\$ 17,318.07
39	ST/STORM SDCs	82,791.00	67,878.00	7,595.27	61.75%	82,791.00	0.00	0.00%	75,473.27	\$ 7,595.27
40	WATER OPERATING	617,310.00	259,478.00	382,355.71	102.97%	422,492.00	313,196.95	74.13%	328,636.76	\$ 69,158.76
45	WATER RESERVE	100,400.00	79,614.00	22,515.90	107.22%	100,400.00	0.00	0.00%	102,129.90	\$ 22,515.90
49	WATER SDCs	178,300.00	149,483.00	15,020.94	63.45%	178,300.00	0.00	0.00%	164,503.94	\$ 15,020.94
50	SEWER OPERATING	658,100.00	318,016.00	355,585.65	105.80%	413,280.00	295,455.28	71.49%	378,146.37	\$ 60,130.37
55	SEWER RESERVE	58,500.00	49,309.00	21,254.02	103.68%	58,500.00	56,811.50	97.11%	13,751.52	\$ (35,557.48)
57	G. O. DEBT SERVICE	359,975.00	18,148.00	360,535.73	104.81%	349,975.00	349,975.00	100.00%	28,708.73	\$ 10,560.73
59	SEWER SDCs	67,469.00	56,869.00	5,557.01	63.74%	67,469.00	0.00	0.00%	62,426.01	\$ 5,557.01
	TOTALS	3,971,019.00	2,130,263.00	1,880,249.24	97.34%	2,939,018.00	1,621,442.54	55.17%	2,389,069.70	
	* Balance per audit								2,389,069.70	\$ 258,806.70

City Council

Public Works Activity Report

June 2019

Waste Water: Routine operation and maintenance.

- Wastewater Treated 1.67 MG
- Review plans for development
- Completed DMR form to report DEQ
- Collection System Master Plan Adopted

Water: Routine operation and maintenance.

- Wells are running 4.0 hours daily producing an average 209,000 gal per day. Total water production 6,268,000 Gal.
- Wells 3, 4 and 5 in production.
- Plan for future water supply
- ordered 55 1 in. meters and 15 ¾ in. meters

Streets: Routine operation and maintenance.

- fixed sinkhole at Ottaway and Main St
- Monitoring street lights.
- Catch basins cleaning.
- Street grant (Selected).
- Pothole remediation.
- Storm water Plan moving forward
- Spoke with Engineer about street analyst they will send a bid

Park:

- Removed dangerous branches
- Received bids for painting building at the park
- Monitor trees for safety issues.
- Plan for new roof on 2nd Street restrooms.
- Plan painting of main park restrooms.

Meetings and/or Training Attended:).

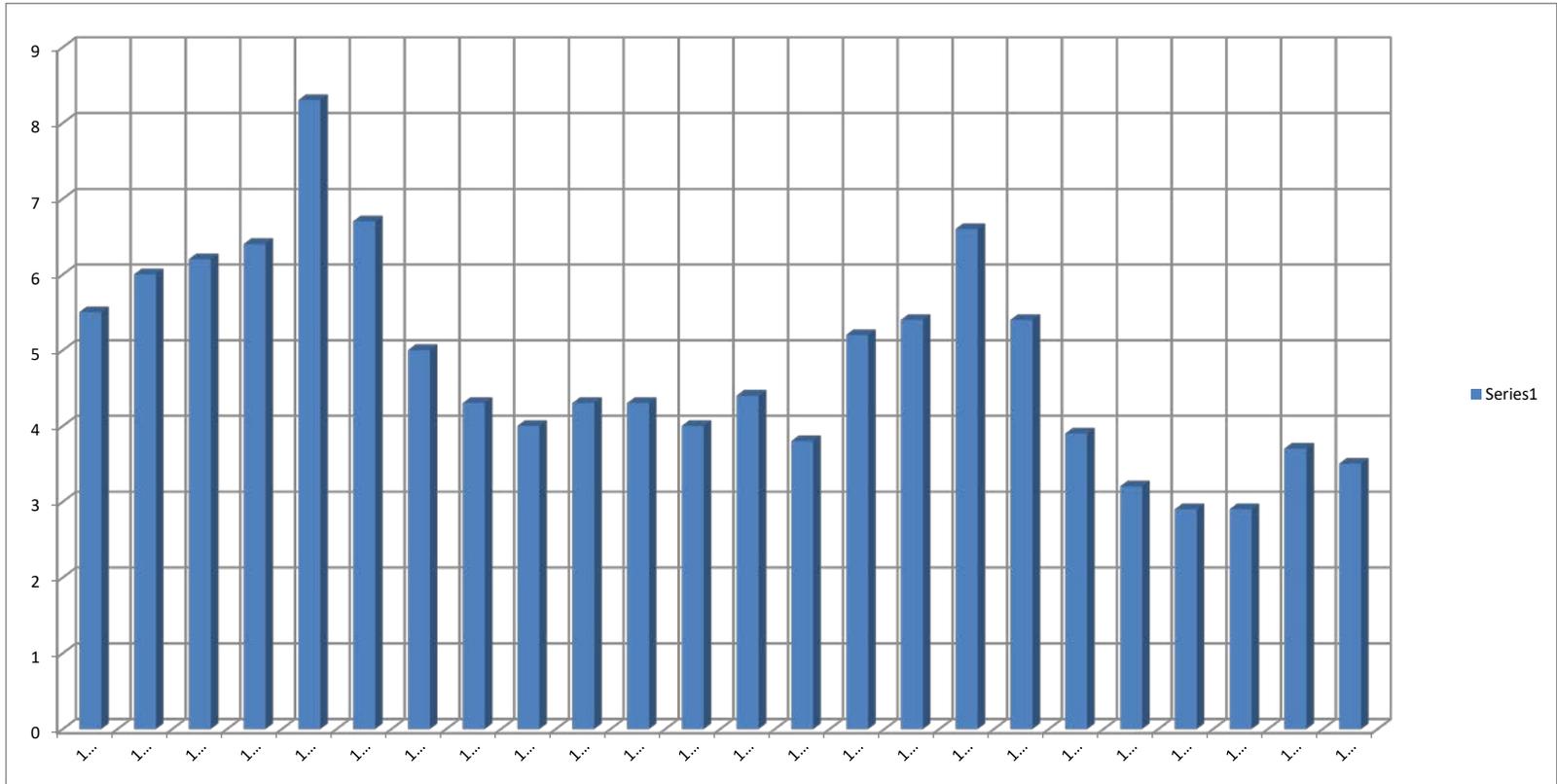
- NW Section of American Water Works Association.
- Respectfully: Mark Gunter PWS

Public works project list

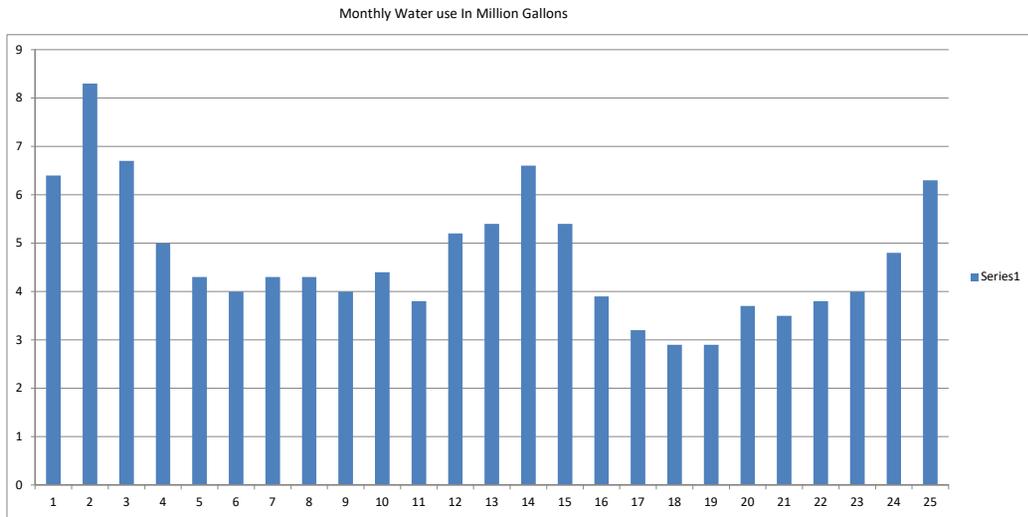
- Storm water master plan (in process)
- Waste water irrigation system (summer)
- Water meters replacement (ongoing)

Mar-17 5.5
 Apr-17 6
 May-17 6.2
 Jun-17 6.4
 Jul-17 8.3
 Aug-17 6.7
 Sep-17 5
 Oct-17 4.3
 Nov-17 4
 Dec-17 4.3
 Jan-18 4.3
 Feb-18 4
 Mar-18 4.4
 Apr-18 3.8
 May-18 5.2
 Jun-18 5.4
 Jul-18 6.6
 Aug-18 5.4
 Sep-18 3.9
 Oct-18 3.2
 Nov-18 2.9
 Dec-18 2.9
 Jan-19 3.7
 Feb-19 3.5
 Mar-19 3.8

Monthly Water use In Million Gallons



Jun-17	6.4
Jul-17	8.3
Aug-17	6.7
Sep-17	5
Oct-17	4.3
Nov-17	4
Dec-17	4.3
Jan-18	4.3
Feb-18	4
Mar-18	4.4
Apr-18	3.8
May-18	5.2
Jun-18	5.4
Jul-18	6.6
Aug-18	5.4
Sep-18	3.9
Oct-18	3.2
Nov-18	2.9
Dec-18	2.9
Jan-19	3.7
Feb-19	3.5
Mar-19	3.8
Apr-19	4
May-19	4.8
Jun-19	6.3



**Aurora Business License
Deposit Detail
June 2019**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		06/06/2019		Business License ...	15.00
Payment	78335	06/04/2019	Mark S Electric aka ...	Undeposited Funds	-15.00
TOTAL					-15.00
Deposit		06/20/2019		Business License ...	30.00
Payment		06/18/2019	THRASHER PLUMB...	Undeposited Funds	-30.00
TOTAL					-30.00
Deposit		06/27/2019		Business License ...	130.00
Payment		06/25/2019	R & R LOPEZ	Undeposited Funds	-30.00
Payment	82086	06/25/2019	HYDRO-TEMP MEC...	Undeposited Funds	-100.00
TOTAL					-130.00

Report from the Recorder
July 9, 2019

Mayor Sallee and Members of the Council,

Much staff time has been spent over the past couple of weeks researching the utility billing issues that came up during the last council meeting. Along with Finance Officer Mary Lambert and Public Works Superintendent Mark Gunter, I've been researching the city's codes and resolutions that have been passed by the council that established the current billing practices. We've also been working with individual councilors and City Attorney Sara Kendrick to better understand the issue and come up with solutions.

A pre-application conference was held on Thursday, June 27 for the proposed Peyton Circle subdivision project. Much like the previous Williams Court project, initial work was done on this prior to the onset of the Great Recession. The project, as it has been proposed, will consist of a series of townhouse homes on lots off of Highway 99. Another portion of the project will include four single family homes on larger lots.

Permits have been issued for two of the three buildings at the industrial property on Ottaway Road. Required frontage improvements are being made to the property.

Along with City Planner Renata Wakeley and Kendrick, I've been working with the owners of the proposed commercial development on Highway 99 on their non-remonstrance agreement regarding improvements on that stretch of state roadway.

The county is moving forward with the sale of a foreclosed property on Filbert. It will be set to be auctioned off in September.

A developer has filed for a residential building permit for a long-vacant lot on Jenny Marie Lane.

Lastly, I've been doing follow up on the proposed dog park project that the Parks Committee has been working on. One of the neighbors is an architect and I've been in contact with him about drawing up a set of plans for the proposal so the committee can move forward on it.

Respectfully Submitted,

W. Scott Jorgensen
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, July 2, 2019, 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder

STAFF ABSENT: None

VISITORS PRESENT: Tom Heitmanek, Aurora

1. CALL TO ORDER OF THE AURORA PLANNING COMMISSION MEETING

Chair Joseph Schaefer called the meeting to order at 7:01 p.m.

2. ROLL CALL

Chairman Joseph Schaefer-Present

Commissioner Craig McNamara-Present

Commissioner John Berard-Present

Commissioner Cindy Riley-Present

Commissioner Bud Fawcett-Present

Commissioner Tim Shea-Absent

Commissioner Jonathan Gibson-Present

3. CONSENT AGENDA

a) Planning Commission Minutes – June 4, 2019

b) City Council Minutes – May 14, 2019

Commissioner Craig McNamara moved to accept the consent agenda. That motion was seconded by Commissioner Jonathan Gibson and adopted unanimously.

4. VISITORS

There were no visitors at this time.

5. CORRESPONDENCE

a) LUBA Decision on Accessory Dwelling Units

Chair Schaefer said the decision is an illustration of the analysis people engage in when code is unclear.

6. PUBLIC HEARING-N/A

7. NEW BUSINESS

a) U.S. Supreme Court Decision on Regulatory Takings

Chair Schaefer said the case was about procedures and not takings. Precedent had been set by the Williamson case, and this one overruled it. That's the reason property rights cases haven't been decided at the federal level. You can't just sue in federal court, you have to go through administrative procedures first. If you're denied locally, you appeal at that level before suing in federal court. The federal courts tend to be friendlier to property rights than state courts.

b) Highway 99E Traffic Counts

Chair Schaefer said he found the traffic counts for Highway 99E while reviewing data from the Oregon Department of Transportation (ODOT). There are over 16,000 trips over

the bridge on the east side of town but fewer than 8,000 south of town. That means over half of the cars coming through town go from the bridge to Ehlen Road.

8. OLD BUSINESS

a) Donald/Aurora Interchange Update

Commissioner John Berard provided a timeline of road construction activity that is anticipated to occur in the area over the next few years. The work on Highway 551 is slated to begin in 2020. It will involve installing left hand turn lanes and creating a connector from 551 to Boones Ferry Road. In the fall of 2020, Columbia Distributing will open its warehouse in Canby. That will combine activities currently occurring at three separate facilities in Portland. It will have access to I-5 and 205. Repaving work is scheduled to take place in Canby in 2021. Construction on the Aurora/Donald Interchange is scheduled to begin in 2022. The double diamond design will be built to the standard for traffic expected by the year 2040. There's also the project to re-stripe the Boone Bridge so the north and south lanes match, and even that may not be adequate to meet traffic demands. A study will be conducted regarding the possible addition of another lane on the bridge. Newberg and St. Paul are asking ODOT to conduct a traffic study on Highway 219 and McKay. They've seen an increase of traffic due to the new bypass. There have been more accidents or more focus and awareness of them. Eminent domain will be required to acquire property for some of these projects, especially the work on I-5 and 551. Councilor Tom Heitmanek said there is also the bike/footbridge/emergency vehicle project across the Willamette from Wilsonville to the other side of the river. Chair Schaefer explained the process used to acquire land for these kinds of projects. The Columbia Distributing project will likely involve heavy trucks, slower traffic and more wear and tear on the roads. Commissioner Berard said the bridge project mentioned by Heitmanek is being referred to as the French Prairie Bridge. It is not an ODOT project, but a City of Wilsonville project. Two alternatives are being considered.

b) Historic District Sign Code

c) Outdoor Displays in the Historic District

Chair Schaefer said he attended the most recent Historic Review Board meeting to request input on the sign code and the outdoor display issue. Those will be included in the next round of code updates. He would also be happy to discuss an update to the section of code pertaining to Accessory Dwelling Units. Chair Schaefer hasn't yet seen all of the bills that were passed by the Legislature and isn't sure if any of those will require cities to do further code updates. House Bill 2001 passed, and it outlaws single family zoning in cities with populations over 25,000 or 10,000 in Metro's Urban Growth Boundary (UGB). He thinks the bill will increase the demand for land in jurisdictions with single family dwelling zonings, including Aurora, Estacada, Clark County, Washington and others. There will also be an increased demand for subdivisions with homeowners associations because they often have covenants that restrict their developments to single family dwellings. Schaefer asked City Recorder W. Scott Jorgensen to provide an update about legislation pertaining to third-party building officials. Jorgensen said HB 2420 did not pass. That bill would require that building officials be government employees. It was similar to a bill that was proposed in the 2018 session that did not pass, but it would have allowed for councils of governments to provide those services, in the same way that they provide planning services for multiple municipalities. HB 2420 had passed the House and he lobbied Republican leadership in that chamber to oppose it. Most of their members did. The bill was referred to the Senate Rules Committee, but did not advance further due to the Senate Republicans leaving the

state towards the end of the session. HB 2420 included a provision that validated all inspections done by third party officials. That was important for the homebuilders and union interests. But the failure of the bill to pass means that those groups will likely be more willing to remain at the table for future negotiations on legislation. The Building Codes Division (BCD) could pass administrative rules like it did last year. He's been in discussion with various parties, including the city's building official, about reaching out to Cameron Smith to ask that a work group be formed to develop a legislative fix for the short February session. Smith's agency oversees the BCD.

- d) Marion County Request for Comment for Proposed Development at 22515 Airport Road
Chair Schaefer said he recently did lunch with Councilor Heitmanek, the project's applicant and the applicant's attorney to discuss options. Councilor Heitmanek said they want another meeting and lines of communication are open. They're working on a wish list to make future inclusion in the city's UGB feasible for property owners at the airport. There isn't much interest at this point and it is a slow process.

Chair Schaefer reviewed the update that City Planner Renata Wakeley submitted to the commission. There's a pending application for a house on Jenny Marie. Wakeley proposes that street be added to the list of legacy streets. She also suggested Martin Street. It's a gravel road by the Octagon Building. The commission can include those on the list of legacy streets in the next round of code updates. Commissioner Berard said the new Historical Society building will add more interest to Martin Street. Schaefer said progress has been made in bringing the Smetco property into compliance. ODOT approved a non-remonstrance agreement for the commercial development at 21187 Highway 99E. The applicants have been talking to Wakeley about it. Jorgensen verified that those discussions are ongoing. Schaefer said the commission erred in requiring a fee in lieu of improvements for the proposed development at 14971 First St NE. Fees in lieu can only be requested by the applicant. The city has applied for a grant to update its Transportation System Plan. Commissioner Berard asked about the discussions regarding the city's sewer rates. Jorgensen said a lot of staff time has gone into investigating the matter. The city council will be discussing it at its next meeting.

9. ADJOURN

Chair Schaefer adjourned the meeting at 7:58 p.m.

Joseph Schaefer, Chairman

ATTEST:

W. Scott Jorgensen
City Recorder

Minutes
Aurora Historic Review Board
Thursday, June 27, 2019, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder
STAFF ABSENT: None
VISITORS PRESENT: Joseph Schaefer, Aurora; Jessica Iselin, Oregon City; Jeremy Conroy, Canby; Denise Conroy, Canby; Todd McDonald; Aurora; Mike Byrnes, Portland

1. CALL TO ORDER OF THE AURORA HISTORIC REVIEW BOARD MEETING

Chair Stephanie Sutch called the meeting to order at 7 p.m.

2. ROLL CALL

Chair Stephanie Sutch-Present
Member Karen Townsend-Present
Member Gayle Abernathy-Absent
Member Jan Peel-Present
Member Stephen Mikulic-Present

3. VISITORS

There were no visitors at this time.

4. CONSENT AGENDA

a) Historic Review Board Minutes – May 23, 2019

Member Karen Townsend moved to approve the minutes as corrected. That motion was seconded by Member Jan Peel and adopted unanimously.

5. CORRESPONDENCE-N/A

6. NEW BUSINESS

a) Presentation on Proposed Development at 14791 First St
Chair Stephanie Sutch said the property is not in the historic district, but the HRB asked applicant Mike Byrnes to present to them for their input. The property is not bound by the stipulations of Title 17. Townsend said it is subject to gateway standards. Chair Sutch asked if the proposed development had gone before the Planning Commission. Byrnes confirmed that it had been approved by that body. Byrnes gave an overview of the project and described the property boundaries. He wants the building to be a great asset to the community. The design was modeled after a railroad building in Hudson New York and was commonly used all over the United States in the 1880s. It will be a hybrid structure with web trusses and solid legs and will not use any wood. A wooden exterior would be difficult and expensive. Byrnes described the siding and said there would be a freestanding awning over the front door. If the engineering allows for it, there will be an old bridge from Kansas used on the inside. It's currently in the engineering phase, and then will go through permitting. He expects to start

construction on the building in September or October and hopes to have it open by mid-February. The existing Quonset hut will be sold and dismantled and that process has already started.

b) Roof and Chimney Replacement at 21377 Highway 99E

Applicant Todd McDonald said the roof replacement is necessary because there is currently water in two rooms of the house. The chimney replacement was recommended to him by a professional. He's fine with making the new roof black. Townsend said that is a requirement. She said it is exciting that there will be a new room and chimney on that house.

Townsend moved to accept the new roof with black composition under AMC 17.40.150 A-5 and the chimney replacement in standard traditional red under AMC 17.40.040. That motion was seconded by Peel and adopted unanimously.

c) Tree Removal for Conroy Classics at 21520 Main St NE

Applicant Jeremy Conroy said the tree is located on the corner of the property. It hangs over the Aurora Colony Pub and a residential lot. The tree has been a nuisance to the pub and he has a letter from them stating as much. Limbs from the tree frequently fall onto the pub's property and the tree's root system could get into the foundation of the new building he hopes to construct on his lot. Townsend said the tree is a safety hazard to the business next door and won't be visible once the new building is built.

Peel moved to accept the tree removal at 21520 Main Street NE under AMC 17.04.050. That motion was seconded by Member Stephen Mikulic and adopted unanimously.

d) Preliminary Design Review for Conroy Classics at 21520 Main St NE

Conroy said he wants the structure to match the building that was previously on the lot. The first level will be a classic car showroom. The second will have five apartments and there will be two on the third floor. Chair Sutch said it does look like the old building. Peel suggested having a more dramatic design element at the top of the building. Architect Jessica Iselin said the designs are preliminary. Chair Sutch suggested having large signage at the top of the building. Conroy said he was agreeable to that and could hang a sign off of the lower roof. Iselin said the sign will take some time to design and can be a separate application. Denise Conroy clarified that Conroy Classics is the name of the business and not the apartments. Townsend said it is typical to have the name of the business on the sign, even if there are apartments above it. Peel cited Pheasant Run as an example. There was a discussion about materials, specifically, fiber cement versus wood siding and trim. Townsend said samples would be helpful, some wood and some fiber cement. There was a discussion about what colors the building should be. Townsend said that adding seven housing units to the city will be wonderful. There was a discussion about the garage doors on the first floor. Iselin said they open into commercial retail space, so she doesn't think of it as a garage. She is looking for approval of the concept. Chair Sutch said that could be on the agenda for the next meeting, with samples for the windows. Iselin said the proposal is to have the lower windows be fiberglass and vinyl for the upper level.

Townsend moved to accept the mixed use building proposal for 21520 Main Street NE and the overall general design plan with white painting with grey trims under AMC 17.040.120, lower porch roofing of black architectural composition under AMC 17.40.150 and smooth fiber cement siding under AMC 17.40.170 and fiberglass windows on the lower showroom and vinyl windows on the upper level under AMC 17.40.190. That motion was seconded by Peel and adopted unanimously.

Chair Sutch handed the gavel over to Townsend as vice-chair to preside over the rest of the meeting.

7. OLD BUSINESS

a) Outdoor Display of Goods in the Historic District

Planning Commission Chairman Joseph Schaefer said he was in attendance for the discussions on sign materials and outdoor displays of goods in the historic district. Peel said the HRB had talked about approving signs of composite materials on a case-by-case basis. Townsend said there are some other items in Title 17 that could be changed. Schaefer said Title 17 was last revised six years ago. Townsend said the language around open displays is confusing. The HRB had no input when it was written. She asked how small merchandise was defined and what the intent was. She said the original intent was that small merchandise be defined as anything that could easily be picked up and moved. But the code doesn't address larger items. The HRB's concept was that items could be displayed freely during the daytime and ten percent of the merchandise could be left outside overnight. That seemed to satisfy people. Things were accumulating outside of stores before the code changes were made and it looked like a junkyard. She asked about the regulation of materials stored on side yards and backyards. Schaefer said the Planning Commission could come up with some text. Townsend referred to the section of code regulating outdoor display of goods pertaining to public works. It mentions displays within the property line. Townsend directed City Recorder W. Scott Jorgensen to put a discussion of codes 16.22.040 and 16.34.060 on the agenda for the HRB's July meeting.

8. NEW BUSINESS

- a) Sign for Aurora Company and Aurora Colony Visitors Association at 21581 Main St NE, Suite A
Townsend said the banners for the Thursday market events are temporary. They meet the general sign code provisions for color and graphics. HRB approval is not necessary.

Peel moved to approve the sign as presented under AMC 17.24.070. Mikulic seconded and the motion was adopted unanimously.

9. OLD BUSINESS

a) CLG Grant Update

Jorgensen provided an update. The city received notice that its grant application was approved. It included a provision requiring the city to confirm by a certain date or else lose the funding. The notice was sent to a post office box; the city hasn't used one in many years. He followed up with state officials once the notice was sent to the proper address at city hall at confirmed that the funds will not be jeopardized.

10. NEW BUSINESS

a) Assignments for Annual Sign Inventory

Townsend directed Jorgensen to place this item on the agenda for the HRB's July meeting.

b) Mayor Sallee Tri-Fold Request

Townsend said she would put something together.

11. ADJOURN

Vice Chair Townsend adjourned the meeting at 8:46 p.m.

Stephanie Sutch, Chair

ATTEST:

W. Scott Jorgensen
City Recorder

DRAFT

Minutes
Aurora Parks Committee Meeting
Tuesday, June 18, 2019 at 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder

STAFF ABSENT: None

VISITORS PRESENT: Dillon Smith, Aurora

1. CALL TO ORDER OF THE AURORA PARKS COMMITTEE MEETING

Chair Brian Asher called the meeting to order at 7:02 p.m.

2. ROLL CALL

Chair Brian Asher-Present

Member Nick Kaiser-Present

Vice Chair Stuart Cregger-Present

Member Ronan Feely-Present

Member Annie Harris-Absent

3. VISITOR

Dillon Smith said he is neither for nor against the proposed dog park at the end of Ottaway Road, but he does have some concerns. He's lived in town for four years and the city has infrastructure needs, like sidewalks and streets. The dog park site is only usable seven months out of the year and floods the other five. The current city park is a more reasonable location than one on a dead-end street that floods every year. He's also concerned about impacts to traffic in the Ottaway Road area and would rather see the city invest more in its existing park. Smith expressed concerns about any fencing that gets put up being washed away in a flood. Member Ronan Feely suggested that Smith walk down to the site and see the fencing that neighbors have put up on their properties and ask them how it's stood up over time. In response to one of Smith's stated concerns, Feely said there's less likely to be loitering on the site if people are using it. He added that children already go down to the site to go fishing. City Recorder W. Scott Jorgensen said that during a recent site visit, committee members determined that preserving access to the river is a priority and could even be enhanced. Smith asked about maintenance costs. There was a discussion about some of those being offset through park sponsorships. Jorgensen invited Smith to do a site visit with him if he's ever in town during the day. Chair Asher said the committee examined other city-owned properties to see if they would be suitable for future park development.

4. CONSENT AGENDA

a) Parks Committee Minutes-May 21, 2019

Vice Chair Stuart Cregger moved to approve the consent agenda. That motion was seconded by Feely and adopted unanimously.

5. NEW BUSINESS

a) Dog Park Site Visit Recap

Chair Asher said the June 8 site visit had a good turnout. Neighbors shared information and provided their opinions. One discussed donating a corner of his property to improve turnaround access. The consensus seems to be to keep the park to the right side of the ditch and river access to the left. Cregger asked if there should be fencing on the left side to keep people out of the ditch. Consensus was that there should be. Jorgensen said committee members determined during the visit that there should be no more than four parking spaces on the site. Cregger said one should be a handicapped spot. Chair Asher said there should also be a portable toilet and gravel for the parking area. Cregger said the park was easier to visualize since Asher mowed the property. Chair Asher said there needs to be another cleanup along the fence line and ditch because that area has been overrun for years. He directed Jorgensen to obtain a plot map of the site.

b) Dog Park Amenities

Chair Asher said there should be a set of double gates. He, Cregger and Jorgensen did a rough sketch on the whiteboard of what the proposed park should look like, based on input received during the site visit. Smith asked about liability issues. Jorgensen said he has spoken with the city's insurance about the park proposal. The main concern is having separate areas for on and off-leash dogs, or for smaller and larger dogs, and appropriate signage to distinguish the areas. Chair Asher said there should be bags and a trash receptacle and no parking signs.

c) Volunteer Sign-Up Form

There was a discussion about possible additions to the form for highway litter removal, donating funds and donating materials. The city's logo should also be put on the form. Feely said he would send Jorgensen a Word version of the document. Cregger suggested that instead of birth date, the form should ask if volunteers are 18 years or older. Feely concurred that instead of date of birth, the form should ask age. Jorgensen said he could make the change and put the form on letterhead. Chair Asher said it should ask for a phone number or best way to contact.

6. OLD BUSINESS

a) Bulletin Boards at City Park

Jorgensen showed committee members pictures of the new bulletin boards.

b) Student Project Update

Jorgensen showed committee members pictures of the student project at the city park and Chair Asher provided a narrative. Chair Asher directed Jorgensen to draft a thank you letter to the school superintendent.

c) Aurora Mills Property Update

Jorgensen said there's a Boys and Girls Club group that wants to volunteer to do improvements at the nine-acre city-owned property near the railroad tracks. Public works is planning to hire a contractor to construct a path on the property to make it easier to maintain.

7. ADJOURN

Chair Asher adjourned the meeting at 7:52 p.m.

Brian Asher, Chair

ATTEST:

W. Scott Jorgensen
City Recorder

DRAFT

July 9 Aurora City Council Airport Liaison Report

Talks are ongoing with TLM Holdings regarding the “Church Retreat Property” development at the airport—specifically regarding UGB expansion efforts and potential annexation. Last meeting was with Ted Millar and Mark Shipman, Joseph, and me on June 10. There is a willingness on TLM part to cooperate and assist with UGB expansion efforts but a lot of remaining work to define what that will actually involve. Joseph provided a map showing a possible UGB outline and some suggestions that would benefit both the City and Airport business/property owners. Ted and Mark agreed to pull a meeting of key stakeholders together to come up with a “wish list” of features/benefits that might make the expansion efforts more interesting for everyone involved. Again, at this time these are just talking points to encourage positive communication. This is not a speedy process. We expect to have another meeting sometime in early July but nothing scheduled as yet.

Still no decision on the application from The Marion Co hearings officer

NO ODA meeting that I was aware of in June.

I attended the PAAM meeting on June 20, minutes are included below. I did make a pitch for airport business and property owners to participate in talks regarding UGB expansion but have had no takers (other than TLM) at this time.

There is another informational open house scheduled for July 17 at HTS, this time regarding ground operations. Unfortunately, once again the timing is terrible as this is on a concert night in the park. The presenters are hoping to have this meeting video'd and if so will make it available for us to link to our website. There has been good feedback from the first such open house and PAAM leadership is discussing making these a regular occurrence, likely bi-annual.

PAAM is hoping to have an informational booth for community outreach at Aurora Colony Days, see in minutes below.

Positive Aurora Airport Management Meeting Minutes

Thursday, June 20, 2019

Willamette Aviation Building – 8:30AM

Members Present:

Tony Helbling – Wilson Construction	Dave Waggoner – Willamette Aviation Services
Robert Fournier – Helicopter Transport Services	Pat Hickman – Charbonneau Country Club
Bob Harland – Charbonneau Country Club	Nick Kaiser – Aurora
Denis Pilon – Helicopter Transport Services	Jim Hand
Tim Clark - Life Flight Network	Bruce Bergman – Geo Terra, Wylee
Josh Lewis – Lynx FBO	Deb Barnes – Prairie View Neighborhood Resident

Note:

Ex-Officio Members Present:

Tom Heitmanek – City of Aurora Councilor	John Wilson – Oregon Department of Aviation
Matt Maass – Oregon Department of Aviation	Bill Graupp – North Marian School District

Guests: none Secretary/Mtg Minutes: Beth Link Total number in attendance: 17

Call to Order/Introductions/Approval of Minutes:

8:30AM Tony Helbling called meeting to order. Everyone in attendance introduced themselves. Quorum present to approve May 23, 2019 Minutes. Jim Hand moved to approve, Bob Harland seconded, passed unanimously.

Membership Committee: Tim Clark-LFN

Membership dues are coming up in August

PAAM account April ending balance at \$7323.99

Tony – check for past PAAM secretary Kristen Moore was approved, has been written, and will clear the bank soon.

Airport Safety Committee: Bruce Bennett-AA

Bruce was not in attendance

Josh Lewis – asked about the trench box and if it was going to be moved. Said there is some concern about night time and planes hitting it. John Wilson – Will look into after the meeting and take care of it.

Noise Committee: Nick Kaiser

John – Has been trying to get in touch with the FFA, TRACON specifically to talk about the proposal of putting traffic on the west side.

Pat Hickman – said he has positive feedback for the airport. He appreciates John and his group for trying to keep the noise down, working on the noise abatement and rerouting planes to keep the levels down. The community is seeing a “tremendous improvement” in flights over Charbonneau.

Deb Barnes – said she too has noticed that noise level has improved as well. Noticed that the pilots, that use the “red barn” as a turning point, are going out even further south than that to help keep the noise down. She believes the only complaints are about the planes people hear, but she said they do not hear as many as they used to.

John Wilson – talked about the interim tower manager, Pete Bresnic. He has done a very good job and John is working well with him. When asked if Pete would like the job of manager but John said rather be a controller.

Josh Lewis – noted that Pete was very helpful with a plane that had gone off the runway. He helped them get back up and running in half a day, in the past it would have closed them down for the entire day.

Jim Hand – asked about constrained operation, and said he was not allowed to do “touch and go’s”. John – Tower hours are reduced on Wednesday and Thursday. Probably was not allowed because of lack of personnel and how busy the tower gets.

Matt Maas – said we are training two full time people now and hope to get things going again soon. John – New hires have to have a certain number of hours at the tower before they can be signed off. One of the new controllers is a 20 year navy vet, is working on familiarity with the tower and the area, and he should be ready to go by mid-July.

Oregon Department of Aviation: Matt Maass - ODA

Matt – nothing at this time

Tony – Asked John about runway maintenance. John – We are looking at the end of the summer, September. Update on main. Tony – asked for as much warning as we can get so we can work with flight schools. Matt – Meeting with Century West and asking for 30 days’ notice, 60 days if possible.

Update on Hillsboro – closed until October 1st

Josh – Not seeing in an increase of planes here yet, but anticipates some.

Bruce – questioned activity on run up area plans? Matt – FAA Betty Stansbury and Matt are talking about it. When we know you will know.

Tony – Asked about the two bills

1) For ODA ability to give citations for VPDs Matt - it passed and will start July 1st. When asked the amount he said it could be up to \$2500 (he will have to check that figure for sure). He also said the intent is not to make money, or fine people for small infractions. It is more for when they we see a certain trend, and repeat offenders.

2) Fuel Tax - Matt – said it was “stymied”. One reason was when it came up Representative McKeown felt we needed to have additional funds. The bill to eliminate the Sunset and fuel tax were in the same bill and she wanted to make a statement that if she could not get more money she would not support the removal of the sunset. The bill may come back in the short session in February. Probably will remove Sunset and get funds approved.

Ex Officios

Tom Heitmanek – City of Aurora Councilor

The city is still working to get ready for Colony Days. Working on the concerts in the park, Car Show, Parade etc. for Saturday, August 10th. Everyone is encouraged to come.

City of Aurora is renewing efforts to expand the urban growth boundary to include the airport. He understands this is not popular concept for everyone but sees it as a move that has a benefit for Aurora business and property owners. Tom is looking for input and cooperation from multiple places including Marion County, and hopefully ODA and LCDC. Trying to develop a wish list of key issues that are important to everyone concerned. Tom let us know he had business cards with him and offered to schedule meetings with anyone who would like to meet personally. Would like to make this a collaborative approach so that it works for everyone.

Bill Graupp – North Marian School District – Broke ground on new high school underground structures are being done as well as middle school and high school seismic upgrades. Bill let us know that our school bond money is coming to fruition. Parking structures are in, and in August/September will start building the frames and the walls. If you would like a tour please contact him.

Discussion was had about starting two new aviation clubs at North Marian, and Canby high schools. Bill talked about the importance of getting these kids interested early. Possibility of bringing a simulator to the schools for kids to try. Still creating a program that may, for example, have them take a test and if they pass they get one hour of simulator time. Bill mentioned a Basic Flight School free online for kids. He is still working on curriculum for principals.

Tony – mentioned a youth who came out to job shadow and tour the airport. How about how excited he was. Tony said this is the kind of thing we are striving for with these programs. Encouraged everyone to contact Bill and offer some kind of job shadow, and not just for pilots, for office, mechanics, ground etc. Tony asked if would be worthwhile for PAAM to chat with the schools PTO and expand those kinds of relationships.

Jim Hand – has a simulator, and offer it's use to Bill if needed. Bill – said Rick has one too. And there was talk about setting up at the schools or even in a trailer.

New Business:

Tony – July 17th will be the next community outreach. HTS has volunteered their hanger. They are going to get a bigger screen and are looking into a PA system.

Tom – Asked if it could possibly be video recorded so that it could be shown later for people who cannot make the date. He will look into it. Tony – mentioned that a video could even be attached to a website.

Tony – Date and time for the meeting will be Wednesday, July 17, 2019 at 7:00PM

The first meeting focused about things that happen above the ground. This meeting will be more about what happens on the ground. Design layout of the airport, what can and can't happen. Tony would not like this to be two series of meetings and then end. Discussion was had about doing this sort of outreach to the people quarterly, semi-annually, to get together for some kind of open house. We like conversation with our PAAM neighbors.

Jim Hand – suggested one in Spring and Fall. Bob Harland – suggested annually. Deb Barnes – thought her group of neighbors might come twice a year, and Wednesday is not a good night.

Tony – asked Tom if Aurora residence would come? Tom-Yes, we could work on the timing.

Tony suggested October / February

Discussion ended with no definite plan or dates.

Tony – for Colony Days he suggested that PAAM put together a booth so that we can improve our public outreach with the community. Could be done simply by putting together a table, chairs, banner, two – five PAAM members to take turns at the booth, and just be there to talk to people. Stressed that this is a good opportunity for larger airport users, Life Flight, HTS Columbia, Wilson etc. to talk with community. Possibly even interested people/youth in aviation or for jobs.

Tom – said even though the airport is a mile from Aurora, very few are aware of what goes on. This would be a good thing.

Tony – asked Bob if Charbonneau has something like Colony Days. Bob – They have Community Information day which will be August 20th, will get more information for us.

Tony will get in contact with Tom, Kris, and Bob to see if something can be sorted out to make this work.

Tony – Reminder that August is elections. In July PAAM usually does not meet so the next meeting will be in August.

Next PAAM Meeting: Thursday, AUGUST 22, 2019, 8:30 AM Willamette Aviation building.

Tony – Meeting adjourned 9:12AM

No Executive Meeting today.

July 2019 Update

LAND USE APPLICATIONS

<u>Project</u>	<u>Status</u>
Building Permits/Correspondence	<ul style="list-style-type: none"> • 21031 Jenny Marie Lane (pending)
Sign Permits/Business License	
Manufactured Home Permit	
Land Use Applications	<ul style="list-style-type: none"> • Smetco property Bldgs ‘A-C’ - conditions of approval from SDR-2016-02 have yet to be met but owner has made progress. No new business licenses nor CUP applications have been determined completed on the subject property. • SDR-19-02 (21477 Hwy 99E)- Update: ODOT approved recording of a non-remonstrance agreement along frontage in lieu of frontage improvements. • INT-19-01 (Byrnes)- staff erred in the recommendation for fee in lieu rather than non-remonstrance agreement for frontage improvements. Upon appeal, the City Council conditioned recording of a non-remonstrance agreement in lieu of frontage improvements.

ADDITIONAL PLANNING

<u>Project</u>	<u>Status</u>
Transportation Growth Management Program (ODOT)	<ul style="list-style-type: none"> • TSP application submitted on June 6, 2019.
Misc.	<ul style="list-style-type: none"> • Seeking additional feedback from HRB on outdoor display in the Historic Commercial Overlay zone.