



City of Aumsville

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AUMSVILLE CITY COUNCIL MEETING Minutes

March 13, 2017

Mayor Baugh called the meeting to order at 7:00 PM in the Chester Bridges Memorial Community Center, 555 Main Street, Aumsville, Oregon.

Council present were Mayor Robert Baugh, Jr., Councilors Brian Czarnik, Della Seney, Lorie Walters, Gabe Clayton and Councilor Kevin Crawford. City Administrator Ron Harding (CA Harding) and City Clerk Colleen Rogers (CC Rogers) were also present. Council absent was Councilor Trina Lee.

CONSENT AGENDA: Council reviewed the February 28, 2017 through March 8, 2017 Check Registers and the February 27, 2017 Aumsville City Council Meeting Minutes. Councilor Seney made a motion to approve the Consent Agenda as presented. Councilor Crawford seconded the motion and it passed unanimously.

OLD BUSINESS: Council received a copy of the proposed updated employee handbook. CA Harding explained the steps he took to make proposed updates and why they were needed. He stated that he worked with CIS and the city attorney to ensure that the new manual has a solid legal base. Administrative policies will be developed and added to the manual as an appendix. Changes to the employee handbook itself will be brought back to the council when it triggers a budgetary increase or change in benefits. The proposed regulation does not limit on sick leave accrual and applying a cap on accrual was discussed. CA Harding stated that this is something that can be updated later after more research. He is working with department heads to develop a proposal. Travel and training per-diem amounts were discussed. The new handbook provides for reimbursement only up to a limit on travel not a set per-diem. The discussion was should it remain reimbursement or be a set per-diem. The consensus was to leave it as presented. A new travel and training form has been implemented for staff to fill out for approval of the expenditure. The new form is helping track costs more realistically and track expenses for budgeting purposes. Councilor Seney made a motion to approve the 2017 Employee Handbook effective date January 2017 as

presented. Councilor Crawford seconded the motion and it passed unanimously.

NEW BUSINESS: Corn Festival Memorandum of Understanding (MOU). CA Harding explained the MOU and the changes that were made this year. The section stating that the City would create a plan for emergency evacuation was removed. A committee has been formed and the city will still do it; it just won't be in the agreement until one is actually ready to implement. Paying staff that work at the festival and parade was brought up and Ron explained that wage law is an issue when employees volunteer during the event and it was discussed. If we have volunteers recruited we could relieve some of the staff hours. It was suggested to recruit a volunteer coordinator that could do the recruiting and plug volunteers in as needed to cover events.

City staff has formed a Community Events Planning Committee that meets once a month to plan city sponsored events. Council will be included in the invitation to the meeting. It was suggested to run a newsletter article announcing volunteer opportunity. Council consensus was to authorize the City Administrator to sign the MOU memorializing the city participation in the Corn Festival.

CITY ADMINISTRATOR REPORT

CA Harding and Councilor Czarnik recently attended the Mid-Valley Rural Economical Conference. Becky McCray was key speaker and she raised some interesting concepts about how small communities can survive economic downturns.

On February 28th CA Harding attended the Marion County Emergency Management Advisory Council meeting. He explained that the great part about attending these meetings is many of the concepts we have been talking about in Aumsville have also been included as part of Marion County's work plan. He went over some of the highlights from the meeting.

The Tower Well drill project is back out for bid with a deadline of March 30th at 2pm. This project was out for bid last year but came in over budget. Councilor Clayton asked if the budgeted amount has been changed. CA Harding explained the process and how it will be addressed if the bids come in above the project budget again. The bids could be rejected, negotiated and or a budget amendment could be authorized.

The CIS risk management best practices survey is completed. Aumsville scored in the 80-90% range in our practices that will result in some discounts on our insurance. CA Harding reviewed the report card that CIS produced.

The March 2nd Planning Commission Hearing on the Marijuana Code Update went smoothly. The city council Public Hearing will be March 27th.

CA Harding said that he sent an email to ODOT requesting a meeting to talk about the Safe Routes to School project. He is concerned that every year it is delayed it is going cost more. He wants to stay on top of them to make sure there is some action taken soon. A meeting is scheduled with the ODOT representative for this week, March 16th.

We are getting bids at this time for repairs to the brick at the Aumsville Museum building and City Hall. The history of the museum building and its value to the community was

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discussed. The costs are higher than expected and we would like to find someone with experience working with historical buildings. We also have some repairs to make on the City Hall brick.

Council recessed at 8:21 PM and reconvened at 8:33 PM

MAYOR & COUNCILORS REPORTS: Mayor Baugh announced that Harold White is interested in filling the vacant Budget Committee seat and is looking forward to serving.

EXECUTIVE SESSION called to order at 8:37 PM: The council met under the authority of ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Administrator.

CALL BACK TO ORDER IN REGULAR SESSION at 8:53 PM

Executive Session Outcome – (Declare publicly consensus reached or confirm that it resulted in no action.) CA Harding was presented with the evaluation results with comments from the council. Council consensus was CA Harding is fully effective in his role as City Administrator Council provided a written evaluation to be placed in City Administrator Harding’s personnel file.

The meeting adjourned at 8:54 PM without objection.


Robert W. Baugh, Jr., Mayor

ATTEST:


Ron Harding, City Administrator