



City of Aumsville

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Aumsville City Council Minutes January 23, 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, Trina Lee, Lorie Walters and Gabe Clayton. Council absent was Councilor Kevin Crawford. City Administrator Ron Harding (CA Harding), City Clerk Colleen Rogers (CC Rogers) and Finance Officer Josh Hoyer (FO Hoyer) were also present.

OATHS OF OFFICE: Mayor Baugh administered the Oath of Office to New Council Member Gabe Clayton. Council members welcomed Councilor Clayton and congratulated him.

CONSENT AGENDA:

- Review of Bills: January 12th through January 13th, 2017 Check Registers
- Approval of January 9th, 2017 Aumsville City Council Meeting Minutes

Councilor Lee motioned to accept the Consent Agenda as presented, Councilor Seney seconded. Voting for the motion were councilors Clayton, Czarnik, Lee, Seney, Walters and Mayor Baugh; the motion passed unanimous.

CITY ADMINISTRATOR REPORT

CA Harding presented his "State of the City" Presentation to council. He began with an overview of the presentation and stated that his goal as City Administrator is to establish a higher level of structure and minimize risk to the city. The purpose of the presentation was to build context around challenges facing the city so the council could have the background for future decisions and goals setting that is to occur at the council retreat in February.

CA Harding explained to council how he has been researching the city's infrastructure and policies, and how this presentation reflects his findings. The presentation shows Utilities infrastructure concerns; water resource limiting factors for future growth, i.e. fire flow, delivery system and storage capacity. Our sewer system is gravity fed, as time goes on there is going to be necessary critical improvements that will need to occur. Public Works Director Oslie will present "Life cycle of how our system works" at one of the upcoming ACC meetings to give council a better understanding of the city's Sewer/Water utility systems. CA Harding talked about growth and how there might be a future need to build a Class A system. He asked council to

keep that in mind when considering updates; bring in new design elements that could be incorporated into a new system down the road.

Parks and Recreation: the new Parks Master Plan will be ready to adopt sometime in March 2017. CA Harding stated that there is a great list of projects for the next few years, but cautioned with the current state of Recreational Immunity that be kept in mind when deciding how to move forward with any facility decisions.

Police Department: patrol vehicle costs have risen considerably. Chief Schmitz and CA Harding are looking at different options to keep the costs down. They are also looking at how the department is working toward meeting State CJIS regulations and the overall security and future planning for long term sustainability of the department.

Public Works: staff members are making Standard Operating Procedures a priority at this time. Director Oslie and CA Harding are looking at the challenges they have with maintaining equipment and future budget needs.

City Hall: the IT system is in need of updates to computers, connectivity, interoffice communication, and having consistent software programs that will improve the efficiency of staff. CA Harding explained his objectives for City Hall is to have continuity of government and to empower staff with decision making authority in their particular expertise. There was discussion regarding the limitation of the current staffing levels and that should be a consideration in future discussion and decisions.

Next steps in work efforts include:

- A plan for IT system and security updates.
- Documenting staff work with procedure manuals.
- Reaching out to the School District, Fire Department, and the local business community to develop partnerships.
- Cleanup inconsistencies in our ordinances and how we operate,
- Improve the resourcefulness of the city newsletter,
- Leverage outside funding resources, such as grants.

Council had questions about the limitations of grant funds and how they could be used. CA Harding gave an example of how the grant could be utilized and it was discussed.

Council Convened at 8:22 PM and reconvened at 8:34 PM

CA Harding began the discussion going over the city activity report and addressing the stages of each project along with updates. CA Harding let council know that he will be bringing the Personnel Policy update to them at the February 13th council meeting. He gave council an overview of the changes that are being proposed.

The upcoming August 21st Total Solar Eclipse was discussed. CA Harding explained how he sees the city's role in the event: to seek sponsors that will fund a kids program for that day and do more in the direction of education vs. an official "Eclipse" city sponsored community event.

Marijuana Regulations: the city is reviewing possible ordinance updates so they are concurrent with the November 8, 2016 voter outcome. We will be sending out the required notifications and bring changes forward. Hopefully by the end of March 2017.

Issues with ODOT were discussed; the city is still waiting to hear from them regarding the "Safe Routes to School" project. The school district and city are ready to move forward. Council

discussed how the project has changed and how the City may need to be more involved in the administration of the project to get it completed. What the project originally included and how the money was to be distributed was discussed. CA Harding announced that he and Mayor Baugh have a meeting with ODOT regarding the Rail Road crossing is scheduled for January 26th. The re-drilling of Tower Well project went out to bid last year but all bid proposals exceeded the engineers estimate and the city did not award a contract at that time. It will go back out for bid again this year. A Structural Analysis has been completed on the water tower and the cost estimate for the needed updates is extremely high, CA Harding explained to council that he wants to get a second opinion before asking them to move forward with any decision. Council discussed the Corn Festival and parade. Councilor Walters inquired what her expected role as Park and Recreation Commissioner will be. Mayor Baugh would like her to be the liaison between Corn Festival Board and council by attending festival and parade planning meetings. CC Rogers will continue to be the liaison between Corn Festival Board and the City.

Council received a preview of the new Budget Forecasting tool. The model is still in the draft form. CA Harding gave acknowledgement of all FO Hoyer's hard work building the report from ground up. He explained how the document will be a powerful tool in the budgeting process and throughout the year to forecast expenses and help with planning decisions. Once complete the model will allow us to enter actual expenditures as well as hypothetical expenditure to see what the long term impacts will be before they are made. CA Harding stated that they are working on a budget calendar and have advertised the vacancy on budget committee in the February newsletter.

Council discussed simplifying their city email addresses, using their first initials and last names. We will set this up with the current email service but will look at the possibility of changing providers. CA Harding will look into provider options and bring them back to council at a future meeting. Mayor Baugh suggested the city use Micro Soft server software and it was discussed. Mayor Baugh asked to be kept in the loop about IT updates.

Request for Council Input – IFA Funding Presentation by Josh Hoyer:

FO Hoyer presented three funding options for needed upgrade projects. The projects were listed by priority. He explained each scenario: #1 finance only the top priority projects, #2 the top priority projects and a select number of medium priority projects or #3 finance all of the projects on the list. He talked about how the city could qualify for up to 30% of the loan value of \$1.9M if all projects are included, could be covered by a "Principal Forgiveness" grant. The annual interest rate on the loan would be 2.1%. Current water rates and how to adjust for future projects was discussed at length. They talked about the risks of waiting too long to do the projects and the financial impact of waiting until something breaks. CA Harding stated that we have a lot critical projects that will eventually have to be funded; if we don't do them we increase the risk. CA Harding also explained that the longer we wait to complete capital projects the more it will cost our residents. No one wants to raise rates for utility customers however the longer we wait the more the cost of the project and the more risk of experiencing issues. CA Harding also explained that the way the budget projections are looking, the city won't have enough funds to keep up with the costs of operating the utilities. Our cost of living adjustments each year will need to be evaluated based on specific operations and should have some data justifying the numbers. CA Harding asked council for guidance on whether to move forward with the IFA loan process or what direction council would like staff to go. Mayor Baugh voiced concerns about public perception of the increases if we move forward with financing of projects. Councilor Czarnik stated that, to him, it is obvious that we will have to increase the rates, but

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also has concerns about how to inform and educate the public and it was discussed. Councilor Seney commented that we need to go forward with option #3 it will save money in the long run. Mayor Baugh is concerned about 20 years down the road will need to do this all over again. Councilor Lee requested hard data on projects so they have a better idea of what we are dealing with. CA Harding will work with staff to work on tightening numbers and gather more data for council

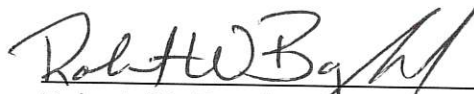
Council received the January 11, 2017 Staff Team Meeting Notes.

MAYOR and COUNCILORS REPORTS:

February 8th the League of Oregon Cities is hosting the City Day at the Capital event. Several Council members and CA Harding will be attending. They will also meet with Legislators between sessions and the schedule was discussed.

Mayor Baugh met with State Representative Hack; they discussed the ODOT Rail issues and Aumsville's Urban Growth Boundary, he plans to meet with her again in April. He announced that he is please with the progress of planning for Mayor White's February 11th retirement celebration.

The meeting adjourned without objections at 11:04 PM


Robert W. Baugh, Jr., Mayor

ATTEST:


Ron Harding, City Administrator