



595 Main Street, Aumsville, OR 97325
Office: (503) 749-2030 ~ FAX: (503) 749-1852
Email: rharding@aumsville.us

PUBLIC MEETING NOTICE

JOINT PLANNING COMMISSION and CITY COUNCIL MEETING

Via Zoom Video Conference

MONDAY, FEBRUARY 22, 2021

AGENDA

1) CALL TO ORDER: 7:00PM

- a) Approve Agenda

2) PRESENTATIONS, PROCLAMATIONS, & VISITORS

- a) **Budget Committee Appointments** – Re-appoint Kim Ferguson and Amy Evans
- b) **Public Comment:** Due to the COVID-19 Virus Council will conduct the meeting via Zoom conference call. Public Comment will be accepted from online attendees at this time. Comments are limited to 5 minutes for comments on items other than Public Hearings listed below. There is a public comment period within each hearing. You may also submit comments by emailing City Administrator Ron Harding at rharding@aumsville.us by noon on February 22, 2021.
- c) **Visitors:** For information about how to attend the meeting online, please visit our website <https://www.aumsville.us/citycouncil/page/city-council-regular-meeting-78> or email crogers@aumsville.us to request log in instructions.

3) CONSENT AGENDA: Action

- a) February 8, 2021 Council Meeting Minutes
- b) February 9, 2021 Council Work Session Minutes

4) PUBLIC HEARING: None

5) OLD BUSINESS: Action

- a) Estimates for Dog Park and ADA Playground Equipment
- b) Approve Updated Council Protocol Manual
- c) Approve Aumsville Vision Plan 2040

6) NEW BUSINESS: Action

- a) **Ice Storm Cleanup in Parks**
 - Tree Repair and Removal
 - Authorize Expenditures

7) CITY ADMINISTRATOR REPORT: (Information)

- a) Aumsville Historical Society Annual Report
- b) Review Check Register February 11, 2021 through February 12, 2021

8) MAYOR AND COUNCILORS REPORTS

9) GOOD OF THE ORDER: Other Business May Come Before the Council at This Time

10) CORRESPONDENCE: None

11) EXECUTIVE SESSION: None

12) ADJOURNMENT REGULAR MEETING

The City of Aumsville does not and shall not; discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Anyone wishing to speak on an agenda item should ask to be recognized by the Mayor or Chair at the beginning of that agenda item. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities must be made at least 48 hours prior to the meeting. Please call (503) 749-2030 and leave a message or Oregon Relay Service for TDD at (800) 735-2900.



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www.aumsville.us

AUMSVILLE CITY COUNCIL

Minutes – February 8, 2021

Mayor Clevenger called the meeting to order at 7:05 PM via Zoom Conferencing. Council present was: Mayor Derek Clevenger, Nico Casarez, Angelica Ceja, Doug Ecclestone, Scott Lee, Walter Wick (logged in 7:07), and Della Seney. Council absent: None. City Administrator Ron Harding (CA Harding), Police Chief Richard Schmitz (Chief Schmitz), and City Clerk Colleen Rogers (CC Rogers) were also present via Zoom. The meeting was video recorded to be released later.

AGENDA APPROVAL: Councilor Casarez moved to approve the agenda as presented. Councilor Ecclestone seconded. Motion APPROVED 6-0: (Yes: Councilors Casarez, Ceja, Ecclestone, Lee, Seney, and Mayor Clevenger. No: None.)

PRESENTATION: Shake Alert Video Presentation: Shake Alert app is an early warning system in the case of an earthquake. This app allows agencies to set up automatic actions to stop trains, shut down gas lines, and open fire station doors so they won't get stuck closed. There will be a test on March 11th. Citizens can download the app to receive the alert.

VISITORS AND PUBLIC COMMENT: There were no online attendees. Login information was provided for members of the community to make public comment at this time and listen to the discussion.

CONSENT AGENDA: Council reviewed the January 25, 2021 Council meeting minutes. Councilor Casarez moved to approve the consent agenda as presented. Councilor Ecclestone seconded. Motion APPROVED 7-0: (Yes: Councilors Casarez, Ceja, Ecclestone, Lee, Seney, Wick, and Mayor Clevenger. No: None.)

OLD BUSINESS: There was no Old Business.

NEW BUSINESS: CA Report: The event planning committee is planning on a socially distanced Easter event with bunny delivery. This will be a fun event for the community even though is not the traditional easter egg hunt event. CA Harding also discussed the Corn festival event, he Ordered corn from the same grower as last year and we will wait until we get closer to the event to finalize plans.

MAYOR/COUNCIL REPORTS AND INITIATIVES: Councilor Seney update from Mid-Willamette Valley Transportation Committee, Oregon Transportation Commission updated how they respond to input to make it more equitable, which could be good for our region. They will be working on plans for funds for 2024-2027.

Mayor Clevenger was on a call regarding COVID-19 with the governor's office. There will be a number of counties dropping from extreme to high risk. Approximately 110,000 doses of the vaccine have been administered in Oregon.

GOOD OF THE ORDER: None

CORRESPONDENCE: Council received a certificate of appreciation from the US Census Bureau in recognition as an invaluable member of the 2020 Census Community Partnership and Engagement Program.

EXECUTIVE SESSION: None

ADJOURNED WITHOUT PREJUDICE AT 7:23 PM

Derek Clevenger, Mayor

Ron Harding, City Administrator



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AUMSVILLE CITY COUNCIL

Work Session

Minutes – February 9, 2021

Mayor Clevenger called the meeting to order at 6:05 PM via Zoom Conferencing. Council present was: Mayor Derek Clevenger, Nico Casarez, Angelica Ceja, Doug Ecclestone, Scott Lee, Della Seney, and Walter Wick. Council absent: None. City Administrator Ron Harding (CA Harding) was also present via Zoom. The meeting was video recorded to be released later.

CA Harding began the session discussing the outline for this and future work sessions. He expressed to Council that, even though we have some challenges, and all cities have challenges, it's the nature of city government. He stated that our city is in a position to accomplish some unprecedented achievements. CA Harding told Council he feels like we in a very good place due to the hard work and planning efforts of the city during the past four years.

The first item on the agenda was to review the Council Protocol Manual. CA Harding stated the manual has been reorganized from the previous version for better flow and includes links to information sources so new Council members could easily access this information if they choose to conduct further research. Many of the topics within the manual represent best practices and are not requirements of an ORS or city Charter. He explained that this manual is the Council's document to determine rules of conduct or establish general business conduct.

CA Harding explained each section briefly and took questions from Council as they were raised. Mayor Clevenger raised a question about section 9.2 Membership and Selection for committees. The section provides a process for the Mayor to appoint committee members with Council approval. The sentence states a two-thirds majority is needed to overturn an appointment by the Mayor. Mayor Clevenger wants to define what 2/3 equals. Is it four or five councilmembers? CA Harding said the process the Council has used was for the Mayor to recommend the appointments and seek approval from Council. He did not believe it's as formal as stated here. CA Harding will research and come back with some final language suggestion.

10.1 Addressing the Council: CA Harding said he wanted to see an edit in this section. It lists organizations but the section is related to the public or individuals so he would like to suggest some edits in this section.

10.5 Written Communications: concerns were raised as there had been some confusion last year about how and when Council receives letters from the public. The concern raised was the process when a councilmember receives a letter from the public related to city business. The

councilmember should provide this to the entire council in advance of a council meeting. This is a courtesy to the other councilmembers and in the spirit of the no surprise rule under council conduct. The Council asked for a more detailed explanation of this process.

12. Communication Plan: this section designates the Mayor as the public information officer for the City Council and the CA as the public information officer for the city. The Council approved Resolution 11-19 allowing Council to appoint the public information officer. Mayor Clevenger would like to see this as a reoccurring action every two years and suggested we include this at the same time as when Council appoints a council president.

CA Harding will make some suggested language changes to address these concerns and bring back for approval at the next council meeting.

CA Harding reviewed the Vision Plan with the City Council. There were some grammatical edits suggested as well as a name that was listed more than once. Council consensus was to correct these changes and bring back to Council for approval at the next meeting.

CA Harding when over the multi-jurisdictional hazard mitigation plan. This plan was approved in 2017 and is part of the Marion County hazard mitigation plan completed in cooperation with FEMA. CA Harding discussed a project list approved under the hazard mitigation plan and explained which projects were completed and which projects were ongoing. The purpose of the discussion was to inform Council of the types of hazard mitigation requirements the city must complete and our performance of meeting these requirements. There was general discussion on how some of these mitigation projects align with Council goals.

CA Harding reviewed the five Council approved goals with a subset of objectives. Then discussed each goal and the ideas that will be suggested to meet each goal as we move forward. The goals are:

Goal 1: Provide and maintain municipal facilities and infrastructure to support current operations and growth.

Goal 2: Support and encourage community involvement to create a sense of community and enhance livability.

Goal 3: Create an environment to attract, retain, and grow businesses.

Goal 4: Ensure a safe and prepared environment for citizens and businesses.

Goal 5: Provide City services that are responsive to citizens and demonstrate good stewardship.

The purpose of the presentation is to keep these goals fresh in our minds and we work through the planning session. This will assist Council in prioritizing projects and help identify if we need additional goals.

CA Harding then opened the discussion up for council initiatives. Mayor Clevenger discussed his desire to build a strong business economy. He suggested the city join local chambers of commerce as a forum to attract additional business to our area. CA Harding said we could easily accomplish this action. He also noted that when he provides the presentation of

economic development it will include some recommendations, many specific to the interchange management zone. CA Harding then discussed with Council some emerging development projects. He stated that we are currently seeing a lot of development and may have our largest growth year in 2021-2022 to date. We are seeing this growth in both residential and commercial type activities.

No additional initiatives were discussed but at the end of our work session series of presentations we will discuss recommendation and council can revisit any items they wish.

ADJOURNED WITHOUT PREJUDICE AT 8:54 PM

Derek Clevenger, Mayor

Ron Harding, City Administrator



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STAFF REPORT

TO: City of Aumsville City Council

FROM: Ron Harding, City administrator

SUBJECT: Budget for Dog Park and Wheelchair swing.

RECOMMENDATION: Approve a budget of \$20,000 to install a dog park and wheelchair swing at city parks. The dog park will be installed at Mill Creek park and the swing at Porter Boone.

BACKGROUND:

Council discussed some project ideas for the 2021-2022 budget cycle during the state of the city. There was consensus from Council to move the dog park idea and the wheelchair swing idea forward to install during this fiscal year, so they are available for warmer weather. Council directed staff to get estimates and come back with a project budget for approval. Staff believes both projects can be completed for less than \$20,000 including a water fountain for animals in the park. If approved tonight staff will proceed with the project and bring a budget amendment project back to Council at the next regular meeting.

MOTION:

- Move to approve the dog park – wheelchair swing project with a budget not to exceed \$20,000
- Move to approve the dog park – wheelchair swing project as modified.
- Move to remand back to staff for revisions as directed.

(503) 364-1919 Salem
 (541) 928-1344 Albany
 (541) 996-4474 Coast
 Fax: (503) 749-4421
 Email: info@jimco-fence.com

JIMCO
Fence
 9493 Porter Rd. SE, Ste. B
 Aumsville, OR 97325
 OR CCB# 150420

42246

Date: 2/9/2021

Mailing Address

Name: City of Aumsville Attn: Steve Home: _____
 Address: 595 Main St Work: (503) 749-1185
 City: Aumsville State: OR Zip: 97325 Cell: _____

Job Address

soslie@aumsville.us

Address: Mill Creek Park @ 1110 Mill Creek Rd X Street: _____
 City: Aumsville State: OR Zip: 97325

SPECIFICATIONS Dog Park - Commercial fence

Fence Height: 5' Overall Length: 388'
 Slats: none Fabric: 9 ga KK
 Term. Post: 2 3/8" CR20 Line Posts: 1 7/8" CR20
 Top Rail: 1 5/8" CR20 Tension Wire: 7 ga coil
 Barb Wire: none Footings: concrete
 Other: Bill customer upon completion
Customer to clear & mark fence line in white paint

SPECIAL INSTRUCTIONS

Fabric: Inside - Outside
 Install Fence: Follow Contour - Airline
 Concrete Footings: Covered - Exposed
 Salvage: Knuckle up - Barburp KK
 Trash Removal: Customer - Contractor
 Dirt Disposal: On Site - Off Site
 Utility Location: Power, Phone, Gas, TV - Jimco
 Other Location: Septic, Sprinkler, Private Lines,
 Water/Drain Lines - Customer

GATES

Quantity	Opening	Height	Frame	Type	Hardware
2	10'	5'	1 5/8" CR20	double swing	pin
2	4'	5'	1 5/8" CR20	walk	pin

CONTRACT CONDITIONS

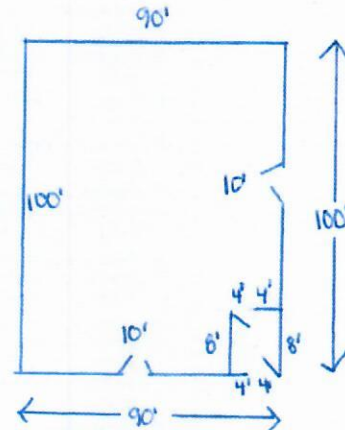
1. Location of property lines and/or fence lines is the exclusive responsibility of the owner/customer. Customer is responsible for staking end/corners.
2. Final fence placement is subject to location of underground utilities. Additional charges may be incurred when there are utility conflicts.
3. Liability of damage caused to underground obstructions is the responsibility of the owner/customer.
4. All materials are guaranteed to be as specified and labor to be performed in a workmanlike manner.
5. Any alteration or change in specifications involving extra cost of material or labor will be executed only upon written authorization and will become an extra charge over and above the quoted price.
6. All time agreements are contingent upon weather, accidents, delays, special order status, etc.
7. In the event of default of payment, customer agrees to pay all collection costs and any other costs or expenses resulting from the account being placed for collection, regardless of whether litigation is commenced.

SKETCH (not to scale)

Install commercial grade chain link per customer supplied drawing and specifications.

NOTE: The strength of the pipe was not identified, only the diameter of pipe. I have quoted CR20 which is a commercial grade thickness (strength).

IMPORTANT NOTE:
 The chain link materials market is extremely volatile right now. A decision to proceed would need to be made quickly if awarded so we can obtain materials at quoted price. Price good for only 10 days, and then the materials must be rebid.



Quoted price \$ \$9,131.00

Effective for 10 Days from above date.

All accounts are due on date of completion. A finance charge of 1.5% per month, which is an annual percentage rate of 18% will be charged on all past due accounts.

CUSTOMER HAS READ AND UNDERSTANDS THIS CONTRACT AND HAS READ REVERSE SIDE (ORS 87.093), AND HEREBY ACKNOWLEDGES RECEIPT OF AN EXECUTED COPY HEREOF.

Notwithstanding that this account is established in the name of a company, I personally guarantee payment of this contract.

Bid by: Debi Wheelchel

For Jimco Fence Company

Customer Signature: _____

Date: 2/18/21

City Council Procedural Guidelines and Code of Conduct



City of Aumsville

Originally adopted by the Aumsville City Council - May 13, 1985
Current Version adopted: February 22, 2021

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SIGNATURE PAGE (23)

- Appendix A, City of Aumsville Organizational Chart**
- Appendix B, City Charter**
- Appendix C, City Council Goals 2019-2020**
- Appendix D, Legislative Public Hearing Flow Chart**
- Appendix E, Council Motion Flow Chart**
- Appendix F, Ordinance Flow Chart**
- Appendix G, Parliamentary Motions Guide**

SOURCES

Authorities relied upon, or employed in the preparation of this document include:

1. [ORS 192.620-192.690](#)
2. [ORS 244.010-244.042](#)
3. [ORS 244.060 and ORS 244.070](#)
4. [League of Oregon Cities: Model Rules of Procedure for Council Meetings](#), March 2017
5. [League of Oregon Cities, Guide to Executive Sessions, April 2019](#)
6. [League of Oregon Cities, FAQ on Legislative, Administrative and Quasi-Judicial Decisions, September 2017](#)
7. Robert's Rules of Order Newly Revised
8. [Attorney General's Public Records and Meetings Manual, June 2019](#) State of Oregon, Department of Justice; Ellen F. Rosenblum, Attorney General

1. AUTHORITY:

1.1 Charter

The Charter of the City of Aumsville, Oregon, (Appendix B) provides that the City Council may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by Council, and until such time as they are amended, or new rules adopted in the manner provided by these rules.

The City Council Procedural Guidelines and Code of Conduct document shall be considered the definitive document relating to ethical conduct by Aumsville Council members and in addition to state laws governing ethics and conduct. The laws and regulations mentioned and referenced in this document shall be observed above any rules or recommendations outlined in this document.

2. SUSPENSION AND AMENDMENT OF THESE RULES:

2.1 Suspension of these Rules

Any provision of these rules contained in this document not governed by the City Charter may be temporarily suspended by a vote of a majority of Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.

2.2 Amendment of these Rules

These rules may be amended, or new rules adopted, by a majority vote of all Council members, provided the proposed amendments or adoptions shall have been introduced into the record at a prior Council meeting. Such amendments must be consistent with the City Charter and Oregon State Law.

3. GENERAL RULES:

3.1 Meetings to be Public

All official meetings, except where state or local law allows executive sessions for limited topics, shall be open to the public and held in a location that does not discriminate based on “race, color, creed, sex, sexual orientation, national origin, age or disability.” The meeting minutes (written report of meetings, outlined in ORS 192.650) shall be open to public inspection. (ORS 192.630) Executive sessions (meetings closed to the public) are held in special cases (ORS 192.660 and Section 5.5 of this document).

3.2 Attendance of Media at Council Meetings

All official meetings of City Council shall be open to the public, including the media. Representatives of the media may attend executive sessions as permitted by law. For the purposes of executive sessions held by the Council, a representative of the news media is a news gatherer who has a formal affiliation with an entity formally organized for the purpose of gathering and disseminating news. The Council must inform any media attending an executive session what aspects of the executive session can be reported and what cannot. Persons

unaffiliated with a formal news entity or media representatives that are a member of or affiliated with a litigation against the city (if the session is closed to the opposing party) do not fall under this rule and are allowed to be excluded. If there is any doubt on who/what constitutes as media, consult the city attorney.

3.3 Notice

Public notice of meetings is required by ORS 192.640. Public notice of a public hearing is posted appropriately 1 week prior to the meeting. Regular Council meeting notices are posted appropriately 72 hours prior to the regular meeting.

3.4 Quorum

A majority of Council members shall constitute a quorum and be necessary for the transaction of business. If a quorum cannot be present, those in attendance will be named and Council shall meet at a later date, postponing the meeting or delaying until absent members' arrival due to lack of a quorum. A councilor shall inform the Mayor or City Administrator, prior to the meeting, if the councilor is unable to attend a Council meeting. (Appendix B; City Charter, Section 14, and LOC Model Procedures for Council Meetings 'LOC' pg 4)

3.5 Meeting Minutes

An account of all proceedings of Council (minutes) shall be kept by the City Administrator, or designee, and shall be entered in a book constituting the official record of Council. The meeting minutes shall include at least roll call of council members present; all motions, proposals, resolutions, orders, ordinances proposed; results of votes; and substance of any discussion (ORS 192.650). The meeting minutes are public record.

3.6 Right of Floor

Any Council member desiring to speak shall raise their hand, be recognized by the presiding officer, and confine his/her remarks to the subject under present or future consideration.

3.7 Participation

All Council members should be given an equal opportunity to weigh in on the question. The Mayor or any councilor may move a question, second a motion, debate, and vote. It is best practice for the Mayor to act in the capacity as chair and weigh in last in discussion and when voting.

3.8 Rules of Order

Except as otherwise provided, Robert's Rules of Order Newly Revised shall govern parliamentary processes of this public body. Council has modified these rules to accommodate small board operations. The Mayor shall enforce the rules of Council. The intent is conduct business in an orderly manner and ultimately determines the direction of Council as a whole.

3.9 Debating

Each person should get an opportunity to speak in the debate before someone talks a second time. The preservation of equal opportunity is the foundation for parliamentary procedure. Small board structures and Robert's Rules Basic Principal is that the majority of any governing body resolves the questions at hand.

4. ROLES AND RESPONSIBILITIES:

Statement of Economic Interest: "On or before April 15 of each year (after the date of an appointment takes effect) a verified statement of economic interest (SEI) must be filed with the Oregon Government Ethics Commission (OGEC). "Every elected city or county official" (ORS 244.050) falls under this requirement. (see also ORS 244.060 and ORS 244.070) The city clerk reports all city officials in office as of January to the OGEC. OGEC emails out an 'invitation to register' to each of the city officials with instructions on how to create an account and submit their SEI information. If an official does not have internet access, the city clerk will assist in filing the form online. The only way to file is online; they will not accept paper forms. See the city clerk for any questions. <https://apps.oregon.gov/OGEC/EFS/>

See Appendix A for City of Aumsville chain of command.

4.1 City Administrator

"The city administrator is the administrative head of the city government." The supervision of city employees, city contracts, preparation of city budget are some responsibilities performed by the City Administrator. The City Administrator shall "keep the council advised of the affairs and needs of the city" (a complete list of City Administrator responsibilities is in Section 20 of the City Charter). The City Administrator is appointed by and can be removed by the majority vote of Council. The City Administrator shall attend all meetings of Council unless excused, and perform other duties as Council prescribes, consistent with the City Charter (Appendix B, City Charter, Section 20). The City Administrator may participate in any discussion but has no authority to vote in any decision rendered by City Council (LOC pg 5).

City Administrator recognizes that an informed policy body is the most effective means to establishing sound public policy and therefore shall strive to both ask and answer any questions relevant to creating and managing policy in Aumsville. City Administrator will notify Council of any issues that could be media worthy or emerging community issues as soon as possible, to the extent that it can be predicted, or is known by the City Administrator.

4.2 Presiding Officer

The Mayor shall preside over all meetings of Council. In the absence of both the Mayor and Council president, Council shall elect a temporary presiding officer. "Should either the mayor or president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed" (LOC pg 5).

Preservation of order: The presiding officer shall preserve order and decorum, prevent attacks on personalities and the impugning of Council members' motives, and confine Council members in debate to the Question under discussion.

Questions to be stated: the presiding officer may state the Questions submitted for a vote, or simply call for the Question and announce the results.

Points of order: The presiding officer shall determine all points of order, subject to the right of any Council member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" The majority of Council may then vote to sustain the presiding officer's decision. (LOC pg 4)

4.3 President of the Council

"At the first meeting of each odd-numbered year, the council shall elect a president from its membership as provided in its rules. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of office, the president shall act as mayor." (Appendix B; City Charter, Section 16).

4.4 City Council

- The City Council is a policy board. It is Council members' responsibility to establish law, policies, and overall vision of the City; he/she does not direct fellow Council members or city operations.
- City Council acts in all quasi-judicial proceedings.
- City Council serves as part of the budget committee.
- City Council formally approves the city budget.
- City Council serves as the Board of Appeals.

All members of City Council have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect. Council members must recognize that they act collectively as a governing body during properly noticed public meetings. Members must recognize that they do not have authority to make decisions or take individual actions on behalf of City Council unless expressly directed to do so by Council.

4.5 Mayor

- The Mayor presides over meetings and is responsible for maintaining an orderly process.
- The Mayor is the administrative liaison between City Council and City Staff.
- The Mayor is the ceremonial lead for all community events, regional meetings, and to other government agencies. The Mayor may delegate these duties as needed.
- The Mayor answers correspondence directed to the elected officials as a body.
- The Mayor appoints committee members and commissioner assignments (with approval from Council).

4.6 Commissioners/Liaisons

- Commissioner positions are liaison positions; they are established to develop a team approach to city sub-committees and operation.
- Commissioners advise and report to the City Administrator and/or the city council any complaints of a policy nature.
- Commissioners serve as the liaison between the city council and City Administrator for the assigned department.
- Commissioners attend meetings related to their assignment and report to City Council changes, or proposed changes, in state laws or administrative agencies directives that may impact the City or its residents.
- The City Administrator and Mayor are encouraged to request commissioners to provide input on testimony that may come before an agency or state governmental body.
- No commission member may contact contract employees, or consultants and task them with work on behalf of the city, commission members are encouraged to contact the City Administrator to request information needed for their perspective assignments.

4.7 Administrative Staff and City Employees Addressing Council or Public

The presenting staff member providing subject matter expertise or staff reports shall first be recognized by the presiding officer and shall address the remarks to the Council. The staff may respond to questions or comments by Council or members of the public, with permission of the Mayor/presiding officer. but shall always do so in a polite, tactful manner. It's important to ask the Mayor/presiding officer for permission to respond to members of the public.

5. TYPES OF MEETINGS:

5.1 Regular Meetings

Council shall meet in the Community Center or City Hall for Regular, Recessed, and Special Meetings. Council currently holds two meetings per month at 7:00 p.m. on the second and fourth Monday unless otherwise rescheduled or cancelled by Council. For regular meetings that fall on holidays: the City Administrator will ask Council if they would like to meet on that day or reschedule. Council can decide which as a whole.

5.2 Special/Emergency Meetings

A special meeting is a meeting that is called for a matter that cannot wait until the next Council meeting. Special meetings must have the justified reason for the meeting stated clearly in the minutes (ORS 192.640). They are not for safety emergencies, just time-sensitive issues in which Council and the public have been given notice no later than 48 hours prior to the meeting. Special Meetings may be called by the Mayor or at the request of three Council members.

The notice for a special or emergency meetings shall specify the day, the hour, and the location of the meeting and shall list the principal subject(s) to be considered (LOC pg 12).

5.3 Recess or Postponed Meetings

Any meeting of Council may be postponed to a later date and time, provided such postponement is not for a longer period than the next regular meeting. A shorter form of postponement is a recess within one meeting (i.e., 10-minute break for emotions to clear or to acquire more information).

5.4 Work Sessions

“Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings” (LOC pg 13). Generally, a work session is called by the City Administrator to review details of technical information about an upcoming subject matter since he/she is the one generally providing that information. Council may meet informally in work sessions (ORS 192 610-670), at the call of the Mayor, City Administrator, or of any three Council members to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive similar information from the City Administrator, provided all discussion and conclusions thereon shall be informal.

5.5 Executive Sessions

“Executive session” means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters (ORS 192.610). Executive sessions, or meetings closed to the public, may be held in accordance with the provisions of the State Public Meetings Law. A reason to hold this type of meeting may be that the subject of the meeting (employee, public officer, underage student, labor negotiator, committee, etc.) does not wish the hearing to be public. Another reason is that there will be discussion and/or negotiations or “information or records that are exempt by law from public inspection” (ORS 192.660). All decisions of the executive session, if any, shall be made in an open public meeting by Council after the executive session has been closed. “Executive sessions may be called by the presiding officer, by the request of three members of council, by the city manager [city administrator] or by the city attorney” (LOC pg 13).

If the Council in executive session provides direction or consensus to the City Administrator on proposed terms and conditions for any type of negotiations (e.g., property acquisition or disposal, existing or likely litigation, employee negotiations), contact with the opposing party is by the designated representative handling the negotiations. A councilor does not contact or discuss the negotiations with the other party or the party’s representative or communicate to anyone the substance of discussions held in executive session. Council will move to meet privately to discuss things such as labor negotiations, disciplinary, contracts, or land purchase, etc. Executive

sessions will be scheduled with the consent of the City Administrator or the city attorney to make sure the executive session is within the allowable exceptions required by ORS.192.660.

5.6 Public Hearings

“A public meeting may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters” (LOC pg 8). Public

hearings give the public and Council an opportunity to weigh and judge a significant matter at hand in a formal, public setting.

Legislative hearings are mainly the result of changes in city operations (i.e., budget-related changes, rate changes, adoption of general plans, or zoning ordinances). Quasi-judicial hearings are often the result of individual applications on a specific parcel or project.

The presiding officer may, with the approval of Council, limit the time and number of speakers at each public hearing. The presiding officer shall announce the restriction prior to the commencement of the hearing (Appendix D, Legislative Hearing Flow Chart and LOC pg 8).

6. ORDER OF BUSINESS AND AGENDA:

6.1 Order of Business and Agenda

The order of business of each meeting shall be as contained in the agenda prepared by the City Administrator. The agenda shall be a listing of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of Council to consider additional subjects, change the order, or remove items. The agenda shall be available to Council members at least 72 hours before the regular meeting and 24 hours preceding the special meeting to which it pertains (ORS 192.640). "A member of council who wishes to have an item placed on the agenda shall advise the city manager [city administrator] at least one week prior to the meeting" (LOC pg 5).

City of Aumsville's official Agenda Order of Business is as follows:

1. Call to Order - Pledge of Allegiance, Roll Call

The meetings of Council shall be called to order by the presiding officer. "The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes." (LOC pg 5). The city clerk will conduct roll call to determine which Council members are present or absent.

2. Proclamations, Presentations, Visitors, and Public Comment for all items except public hearings

Public Members Addressing Council: "Persons wishing to speak during public comment must sign in the 'speaker's roster' with the person's name and address and the topic upon which the person wishes to speak, not later than the call to order" (LOC pg 7). Any member of the public desiring to address Council under public comment period must first be recognized by the presiding officer and generally are called in the order on the roster. Before comment, a person of the public shall state his or her name and address. Speakers are asked to limit comments to five minutes each. Additional persons not on the roster may be allowed to speak if there is time left on the public comment period. Council should not debate public comments, but instead allow the presiding officer to address the speaker or simply thank them for their comments. The Oregon open public meeting laws require Council to allow public to attend council meetings; however,

there is no requirement to allow the public to participate in discussions. The Chair can allow additional comments after Council business is concluded in Good of the Order.

3. Consent Agenda

Consent agenda items are actions that Council is familiar with that are typically non-controversial. Review of purchases, renewed contracts, and approval of past minutes could be typical actions. These items can be approved all together in one motion (LOC pg 8 & 25). Unanimous vote of all members of Council present is required to approve items on the consent agenda. Any item on the consent agenda may be removed for separate consideration by any member of Council.

Reading of Minutes: Unless a reading of the minutes of a previous Council meeting is requested by a Council member, such minutes may be approved without reading if the City Administrator or his/her designee previously furnished each Council member with a copy.

4. Public Hearings (see Section 5.6)

5. Old Business

Items that are a follow-up from previous meetings.

6. New Business

Action items, such as ordinances, contracts, resolutions, etc.

7. City Administrator's Report

Occasionally, the City Administrator will provide City Council with an update of current operations, items impacting city operation, and items that may impact the community. The City Administrator shall in good faith provide the information to Council.

8. Mayor's / Council Reports and Initiatives

The agenda shall provide a time when the Mayor, or any Council member, may bring before the Council any business he/she feels should be deliberated by Council. These matters need not be specifically listed on the agenda, but formal action of such matters may be deferred until a subsequent Council meeting; immediate action may be taken upon a vote of the majority of Council as a whole but is not recommended unless the matter is time sensitive.

9. Good of the Order

Future scheduling and attendance notifications or issues or matters of announcement from City Council members.

10. Correspondence

Any written communication, via email or mail, from a citizen addressing Council can be read at this time. If by consensus Council wishes to address the Question raised, the Mayor will ask if they would like to add it to new business for the subsequent meeting.

11. Executive Session (see Section 5.5)

12. Executive Session Outcome

If there was an executive session, City Council returns to the public meeting from their executive session to communicate the outcome and/or motion to act, if there was one, of their executive session.

13. Adjournment

The motion to adjourn the meeting can be called by any Council member or Mayor. Once seconded, the Question will be voted on. There is no debate and the majority will determine the outcome.

7. ORDINANCES, RESOLUTIONS, AND MOTIONS:

7.1 Definitions

Ordinance: is a rule or law passed by a municipality to provide government of local matters under state or federal laws, typically applicable to public safety, zoning, animal control, and development.

Resolution: is a formal expression of Council (written and numbered) of a policy or statement that is the solution to a need of the city or its government.

Motion: is a request for action on an item, be it to discuss, call for a vote/decision, table, amend, etc. A motion is made by a Council member and then another Council member can second to put the action to vote.

7.2 Ordinances to be Confined to One Subject and Exceptions

An ordinance shall not relate to more than one subject and the subject shall be clearly stated in its title. Exceptions may occur and are subject to Council approval.

7.3 Motions

A Question is presented for decision by Council by means of a motion.. For this section, also refer to Appendix E, Council Motion Flow Chart, Appendix G, Parliamentary Motions Guide, and LOC, pg 23.

- A formal motion to amend a main motion shall be necessary to change a motion once made

and seconded. This is called a *secondary motion*. The secondary motion must be considered first; if passed, the main motion is automatically disposed. If rejected, the main motion is called for the question to the board.

- Motions are not made in the negative, e.g., “I move that we do not adopt the presented Question.” The proper course would be to not make, or second, the motion to adopt the Question, in which case the action fails due to lack of motion or second; or do not vote in favor, in which case the motion will not prevail, in the majority.
- A motion to modify a previous motion is called an amendment. Amendments are either hostile or friendly (negative or positive intent, respectively). An amendment is handled as any other motion. Once the amending motion has been made and seconded, it belongs to the group as a whole and is not dictated by the original amended motion maker. The presiding officer does not ask the original motion maker to approve or deny the amendment. For more information see: <https://jurassicparliament.com/friendly-amendment-in-roberts-rules-of-order/>
- A motion may be withdrawn prior to a vote by the maker of the motion.
- A motion does not become a valid motion until it receives a second. Points of order can proceed without a second.
- A motion to table an action, delays discussion, is not debatable, and precludes all amendments or debate of the issue under consideration. If the motion prevails, the matter may be taken from the table only by adding it to the agenda of the next regular meeting, at which time discussion will continue. If an item is tabled, it cannot be reconsidered at the same meeting.
- A motion to postpone to a certain time is debatable and amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at a specifically identified later meeting.
- A motion to postpone indefinitely is debatable and is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possible undesirable consequences.
- If a motion to “call the Question” (motion to vote immediately) is proposed. It does not require a second and is not debatable. The presiding officer will call for a vote on ending the debate first, the motion to call the Question. This motion is to end the debate. It’s not a vote to approve the action before Council. If that vote prevails by a majority, the debate ends, and the question is then presented for resolution.
- A motion to reconsider something previously adopted can be applied to any main motion which has been adopted, provided that none of the action involved has been carried out in a way which it is too late to undo. These motions must be made by any prevailing member, are debatable, and are amendable. The motion requires a two-thirds vote.

8. VOTING

- A motion passes by majority vote. In the event of a tie vote, the vote is not a majority and therefore the motions fails. The vote on every motion shall be taken by voice vote or roll call

and entered in the record. A roll call vote shall be taken upon the request of any Council member. The presiding officer will call for the Question by stating all those in favor, followed by all those opposed, even if the ayes constitute full board participation. If a Council member has not voted either way, they can announce that they will abstain. In this event, it's customary to state your reason.

- Council action shall not require a roll call vote unless requested by any member of the council. Members shall not explain their vote during roll call.
- A Council member should not abstain because of an unpopular subject, or they do not want to take a position. A Council member should abstain because of a conflict or connection that would render them non-objective, as follows.
 - **“Potential Conflict of Interest”** means any action by a councilor, which would be to the private pecuniary (financial) benefit or detriment of the councilor or a member of the councilor’s household, or a business with which the councilor or member of the councilor’s household is associated. (ORS 244.020, 1).
 - **“Bias”**: No councilor shall participate in any manner in a quasi-judicial decision if the councilor has actual bias regarding the decision. Actual bias means prejudice or prejudgment of facts to such a degree that a councilor is incapable of rendering an objective decision on the merits of the case (ORS 244.020, 1).
 - **“Ex-Parte Contact”**: Before participating in any quasi-judicial decision, a councilor shall declare any ex-parte contacts. An ex-parte contact is an oral or written communication with a member of Council regarding the merits of the case made outside of the public hearing process during the pendency of a proceeding. (Communication with city staff is not an ex-parte contact). Effective declaration of an ex-parte contact shall include identification of the party and disclosure of the nature of the communication. (LOC pg 24-25)

9. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

Council will elect, by majority vote, at the first meeting of the new Council every biennium (odd year), the Council president, ~~whom~~who presides in the Mayor’s absence. For this section, reference Appendix B, City Charter, Sections 24 & 25.

9.1 Citizen Committees, Boards, and Commissions

Council may create committees, boards, and commissions to assist in their roles as elected official under such duties as the Council, provided those duties are not inconsistent with the City Charter. Creation of committees, boards, and commissions is accomplished through clearly delegated resolutions.

9.2 Membership and Selection

The Mayor shall appoint membership and selection of members, unless otherwise specified by the City Charter with consent of a majority. ~~Council can override the mayoral appointment or appointee by a two-thirds majority decision.~~ Any committee, board, or commission so created

shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of Council. No committee, board, or commission shall have powers other than advisory to Council, except as otherwise specified by the City Charter or city ordinance. (Appendix B, City Charter)
~~Section 18)~~

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9.3 Removal of Members of Boards and Commissions

Council may remove a member of any board, commission, or committee which it has created, ~~or as created by the City Charter,~~ by majority vote of Council.

10. CITIZENS' RIGHTS:

10.1 Addressing the Council

Any person desiring to address the Council by oral communication, ~~can do so under the public comment section of the agenda, provided the City Council has provided for public comment. The City Council may limit the time and number of speakers pursuant to the council's rules, shall first secure permission of the presiding officer. Organizations who wish to address the Council shall contact the City Administrator one week prior to the Council meeting to ask to be officially placed on the agenda.~~

10.2 Personal and Slanderous Remarks

Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing Council, may be requested to leave the meeting and may be barred by the presiding officer from further audience before the Council (must be limited to a specific meeting). This can only be done when they prevent Council from addressing the city's business.

10.3 Reading of Protests

Interested persons, or their authorized representatives, may address Council for the reading of protests, petitions, or communications relating to any matter over which Council has control, when the item is under consideration by Council and a majority of the Council present agrees to let them be heard. Any person addressing Council must be recognized by the presiding officer before proceeding.

10.4 Refer Citizens Complaints

The Council or Mayor may refer citizen's complaints to the City Administrator unless the complaints are directed toward the City Administrator and the accusation violates state or local laws, in which case Council may elect a three council member panel to investigate and report back at an executive session of the City Council, as appropriate by Public Meetings Law (to investigate formal charges or illegal acts). After a Question has been called or after a public hearing has been closed, no public member shall address Council. The Council and Mayor should avoid immediate and protracted response to citizen comments. Speakers may offer

objective criticism of Council operations and programs, but the Mayor/City Council will not hear complaints concerning specific city personnel. The Mayor will gavel these comments out of order and direct the visitor to the appropriate means of city consideration and disposition of legitimate complaints involving individuals.

10.5 Written Communications

Interested parties, or their authorized representative, may address the Council any time by written communication in regard to any matter concerning the City's business or over which the Council has control. Such communication may be by direct mail or given to the City Administrator for copies to be distributed to the Council members.

Mail addressed to the city or Ceity Ceouncil will be distributed to all Cthe council as it is received. Mail addressed to an individual councilmember will only be provided to that individual and, if the content merits discussion at a future Ceouncil meeting, it shall be the responsibility of the council-member to provide the document 48 hours in advance to the entire Ceity Ceouncil or to the city administrator for distribution to the entire Ceouncil.

11. COURTESY NORMS AND PROTOCOL FOR CITY COUNCIL MEMBERS

11.1 General Courtesy Norms

- Be courteous and professional at all times.
- Praise in public and criticize in private.
- Raise hand and wait to be recognized by the presiding officer during Council meetings.
- Use formal titles such as Mayor (last name) and Councilor (last name) during formal Council meetings.
- No surprise rule. Council members should make every attempt to ask questions in advance of a formal meeting or bring forward any relevant information on policy or discussion items, if the Council member feels like answers would require research.
- City Council should bring any request forward to the City Administrator for research on information or task and refrain from approaching staff directly.
- City Council should show up to meetings prepared and on time.
- If your motion fails, do not take it personally; the motion or the Question failed, not you personally. You are just seeking to answer the Question. Do not keep score for your fellow Council members.

11.2 Council Protocols

- Confidential information: Councilors will keep secret the content of materials that are confidential under law. No mention of confidential information, read or heard, should be made to anyone other than other councilors, the Mayor, the City Administrator, appropriate staff, or the city attorney.
- Relationship with Committees and Commissions: Councilors have the right to attend meetings of city committees and commissions but should not become involved in discussions of those groups unless they are the liaison members of those bodies (see Commissioners'

roles and responsibilities). Council-members should not attend quasi-judicial meetings of another committee as these hearings may come before the council at a future date.

- Evaluation of City Administrator: The Council, at least annually, evaluates the performance of the City Administrator. All Council members participate in furnishing written evaluations of the City Administrator. The City Administrator decides whether the session is open or closed to the public. The City Administrator has the right to respond to comments made during the session. Following an evaluation session, the Council and Mayor may take appropriate action, merit raises, and offer performance feedback and plans. The City Administrator is also the Human Resource Director for the City. A collaborative process should be outlined with the City Administrator to develop the format for this evaluation;

however, the City Administrator should not be involved in gathering or dissemination of the raw information. This should be done by the Mayor or his designee. (LOC pg 28)

11.3 Council Discussion

- When any councilor is about to speak in debate or deliver any matter to Council, the councilor shall respectfully address the presiding officer and wait for the presiding officer to recognize the Council member. The member speaking shall confine remarks to the question in debate and avoid personal comments or attacks.
- During public hearings, councilors are open to the ideas and testimony of citizens and suspend judgment until review of all information and testimony is complete.
- When an action is deferred, Council specifies what additional information is needed and when an item will be reconsidered.
- Questions are asked to clarify information rather than to state an opinion. When possible, councilors ask staff questions before a meeting.
- Councilors are open, direct, and candid in their communications with each other. Councilors should avoid personal attacks on other councilors, city staff, and particularly the public.
- The Council will treat each other in a courteous, respectful manner.
- Remarks are limited to the question at hand. City policy should not be changed during consideration of a specific question. Instead, policy changes should be scheduled separately on a future agenda.

11.4 Council Members Behavior and Conduct

- City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council, such as loss of committee assignment (Mayoral decision). Council members should point out to the offending Council member infractions of the Code of Conduct.
- It is the responsibility of Council to initiate action if a Council member's behavior may warrant sanctions. The alleged violation(s) may be brought up with the full Council in a public meeting.
- If a violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the City Administrator. The City Administrator should refer to City Council on how to proceed. Council can investigate the matter or contract with a third party to investigate. It is City Council's responsibility to take the next appropriate action. These actions can include, but are not limited to, discussing and counseling the individual on the violations and recommending sanction(s).
- A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Council decision.

11.5 Council Conduct/Interaction with City Staff

- Governance of a city relies on the cooperative efforts of elected officials, who set policy, and city staff, who implement and administer Council's policies. Therefore, every effort should

be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community (LOC pg 30).

- A councilor who desires major policy or ordinance research from the city staff should obtain approval from Council as a whole or the City Administrator before requesting the services. The City Administrator will be responsible for directing the appropriate staff or city contractor to develop that information. Any written information material requested by a councilor or the Mayor is to be distributed to the entire Council with a notation indicating which Council member requested the information; the communication channel will be the City Administrator (LOC pg 30).
- Treat all staff as a professional with clear, honest communication that respects the abilities, experience, and dignity of each individual. Poor behavior towards staff is unacceptable.
- Limit contact to specific city staff. Questions of city staff and/or requests for additional background information should be directed only to the City Administrator or department heads. Requests for follow-up or directions to staff should be made only through the City Administrator. When in doubt about which staff contact is appropriate, Council members should ask the City Administrator for direction. Materials supplied to Council member in response to a request will be made available to all members of the Council so that all have equal access to information.
- Do not disrupt city staff from their jobs. Council members should not disrupt city staff while they are in meetings, on the phone, or engrossed in performing their job functions, in order to have their individual needs met (LOC pg 30).
- Never publicly criticize an individual employee. Council members should never express concerns about the performance of a city employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
- Do not get involved in administrative functions. Council members must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of city licenses and permits.
- Check with city staff on correspondence before acting. Before sending correspondence, Council members should check with city staff to see if an official city response has already been sent or is in progress (also see Section 12 of this document).
- Do not attend internal city office meetings with city staff unless invited by staff. Even if the Council member does not say anything, the Council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.
- Limit requests for staff support. Requests for staff support, even for high priority or emergency situations, should be made to the City Administrator ~~whom~~who is responsible for allocating city resources in order to maintain a professional, well-run city government.
- Do not solicit political support from staff. Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff. City staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be done away from the workplace.

12. COMMUNICATION PLAN

Public communications by Council members: Council members note whether they speak for themselves or for the Council in written and oral communications to other officials, the public, and the news media. However, it's important that city messages follow a channel of communication and be clearly defined. The Mayor and City Administrator are considered the public relations officials, At the first meeting of each odd-numbered year, ~~Cthe council shall affirm the Mayor as PIO or elect a Public Information Officer (PIO) from its membership (PIO) (Resolution No. 11-19); -as provided in its rules. but City Council has the right to, by majority vote, appoint a Public Information Officer from its membership (PIO) (Resolution No. 11-19).~~ Media contacts regarding city issues should be directed to the PIO. You are a ~~c~~Council-member and you cannot shed that title easily. People will assume you are representing the city and the city's position at meetings, on social media, the media, and just one-on-one in the community.

12.1 Communication Guidelines

- Always defer to the City Administrator or PIO when addressing city position or technical data (this is the reason we have subject matter experts). Unless the media contact is about you, or an action you have taken, always refer them to the City Administrator or PIO for official comment (LOC pg 29).
- Do not offer an opinion unless it is an expressed position of the City Council.
- Make sure you are accurately representing the majority position.
- It's okay to refer members of the public to city staff.
- Do not try to resolve issues when dealing with members of the public. Bring those issues to staff or Council to resolve.
- If you feel like you are compelled to comment, make sure you state that this is your opinion and that you cannot speak for the entire Council.

12.2 Social Media Guidelines

Social media can be a tool for local governments to communicate with its citizens outside of regularly scheduled Council meetings. The City of Aumsville's social media and website are managed by the City Administrator for events, moderating, and other notices. But, often engagement with the community extends beyond that. That is where the PIO's role lies.

Personal Social Media Accounts

Social media is a double-edged sword. Postings often contain incorrect information. The PIO's role is to direct community members to the correct information source or sources. This could be city staff or statewide resources (do not debate members on social media.). Telling someone they are wrong will only cause them to respond with additional information that is most likely inaccurate as well. The idea is not to disagree, but to offer resources that contain factual information.

Due to the Public Information Act, social media falls under public information if connected with

or related to official business. As a member of Council, personal accounts have more freedom than the City's social media. However, there are risks regarding how personal social media is used as an elected official. Once an elected official's social media is opened for political discussion, it is transformed into a public forum for speech and debate under the First Amendment.

Here are some guidelines for personal social media accounts for elected officials:

- Remove elected titles from personal profiles, and clearly offer direction for correspondence relating to city/public matters. Best practice is to do this by a statement in the profile, such as:

This account is intended for personal use only. The views, postings, positions, or opinions expressed on this site are my own and do not represent the City of Aumsville. If you are a citizen of Aumsville and would like to discuss city business, please go to www.aumsville.us or contact City Hall at 503-749-2030.

- Avoid posting or commenting related to your official duties, governmental bodies, or city business.
- Avoid commenting on local issues where other Council members are also participating in discussion.
- Do not post and/or comment on behalf of the City and/or the City Council. This is the responsibility of the PIO and/or the City Administrator.
- Hide, rather than delete, clearly inappropriate public comments on your personal or official social media account, if possible. In some cases, these comments may still be subject to verification or public disclosure in the future. When in doubt, don't delete it.
- Avoid responding to personal attacks or inappropriate comments on social media and direct them to an appropriate method of communication (i.e., email, city hall).

Also, consider the following:

- The city does not archive or manage Council members' social media accounts. You are solely responsible for the retention and archival of content published to your individual accounts.

I affirm that I have read and understand the City of Aumsville City Council Procedural Guidelines and Code of Conduct. Council should reconfirm and/or modify this protocol manual January of each odd year.

Print Name _____

Signature _____ Date _____



DRAFT

AUMSVILLE 2040 VISION

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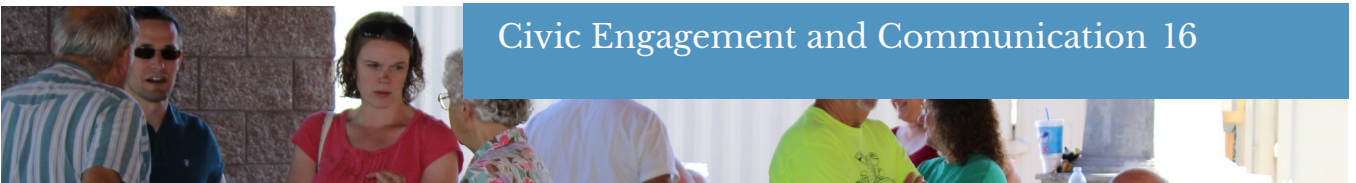
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Public Art and Community Branding 14



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COMMUNITY VOICES



2015

- 100+ community leaders
- University of Oregon Planning, Public Policy, and Management Department leadership
- Day long brainstorming

2017

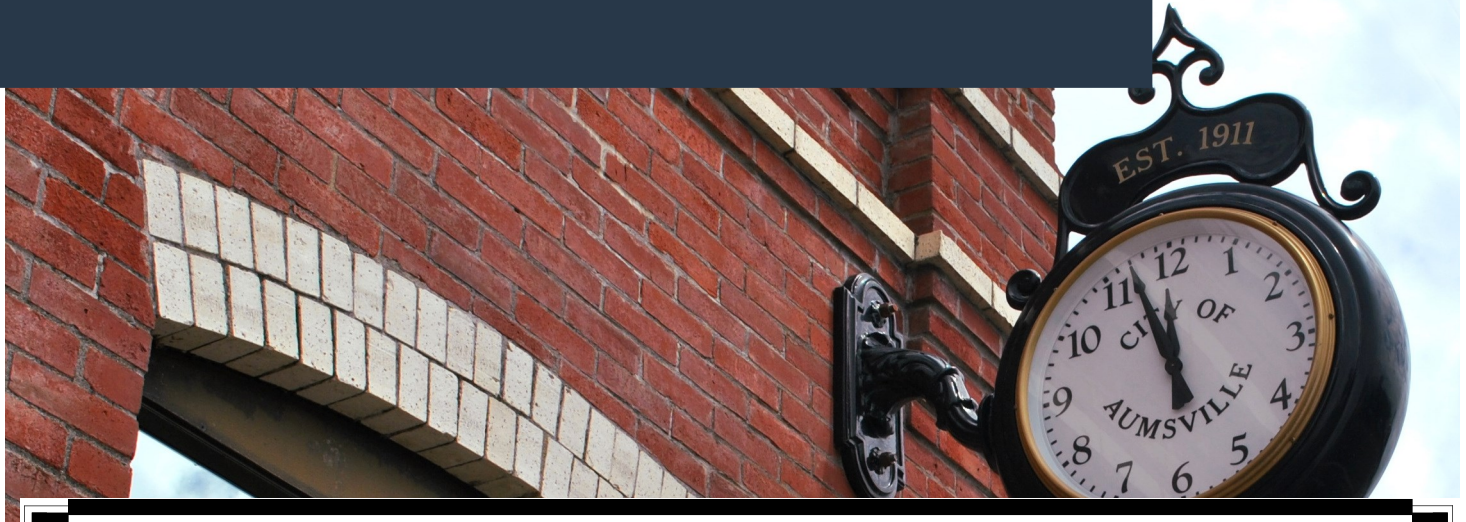
- Aumsville City Council and Planning Commission leadership
- Several meetings
- Visional Goals and Priorities outlined

2018

- Change in leadership
- Community wide meetings
- Visioning committee of 18 members
- Concept statements and strategic planning



ACKNOWLEDGEMENTS




The list below may have people who participated in multiple meetings or levels of engagement. In the interest of brevity, they have been listed once.

- Aumsville Planning Commission, past and present
- Aumsville City Council, past and present
- Aumsville Vision Plan Committee and Visioning Meeting Community Members
- John Morgan, Morgan CPS, Facilitator
- University of Oregon Planning, Public Policy, and Management Department
- Dave Kinney, Community Development Consultant
- Ron Harding, City Administrator
- City Staff: Ryanne Crowther, Elaina Turpin, Steve Oslie
- Design Charrette Participants
- Alex Alberti, Ashleigh Angel, Vicky Barber, Deb Baugh, Robert Baugh, Marina Brassfield, Vivian Bronec, Nico Casarez, Aaron Cain, Chris Chytka, Ethan Coutant, Brian Czarnik, Gary Dahl, Susan Farris-Gosser, Kaye Giagi, Dana Greenblatt, Morgan Greenwood, Kari Henningsgaard, Maryann Hills, Tom Hogue, Terrill Isaak, Dari Jongsma, Stephen Jordan, Kiara Kashuba, Professor Shengnan Lai, Rex Lucas, Aysia Marinelli, Evan McClendon, Keaton Otake, Eliza Pearce, Ken Rasmussen, Emma Rubottom, Della Seney, Duncan Setter, Barbara Slimak, June Stephens, University of Oregon Instructor Ric Stephens, Adrian Swain, Graham Talaber, Jackie Wallace, Lorie Walters, Qijia Wang, Harold White, Dayadevi Heart, Joel and Joan Mathias, Deanna Cox, Riley & Alyssa Anderson, Derek Clevenger, Carol Roller, Walter Wick, Becky Tilden, Nancy & Sam McPhail, Larry & Karen Purdy, Steve Seney, Angelica Ceja, Alyssa Mercier, Carrie Murphy, Jared and Christa Radke, Jay Stewart, Jeff Stewart, Cathy Stewart, Jean Dyer, Luke Cranston, and Tom Youmans.

VISION STATEMENT

Aumsville is a great place to live where neighborhoods are livable, clean, and safe; services are available; and the community is thriving.

SIX FOCUS AREAS

- 
- **LIVABLE NEIGHBORHOODS**
 - **VIBRANT DOWNTOWN AND HEALTHY ECONOMY**
 - **EXCELLENT PUBLIC FACILITIES AND INFRASTRUCTURE**
 - **INCLUSIVE EVENTS AND CELEBRATIONS**
 - **PUBLIC ART AND COMMUNITY BRANDING**
 - **CIVIC ENGAGEMENT AND COMMUNICATIONS**

The Aumsville Vision 2040 identifies six focus areas where the City will strategically commit people and financial resources. By committing public and private resources to these focus areas during the 20-year planning period, Aumsville will grow and enhance its reputation — “A Great Place to Live, Work, and Play.”

LIVABLE NEIGHBORHOODS

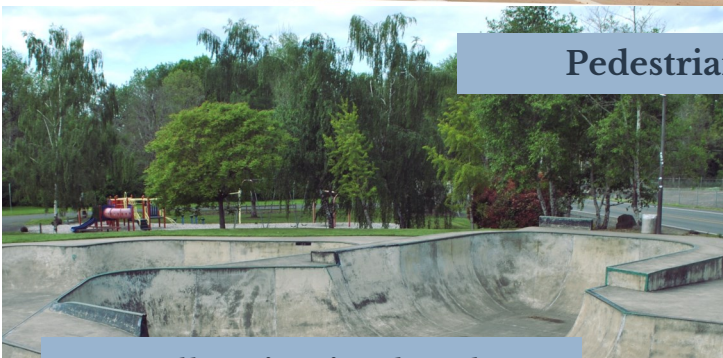
Provide and retain safe, walkable, and welcoming neighborhoods with attractive, well maintained homes, parks, and public facilities that are inviting to residents and visitors.

Affordable & Diverse Housing



Quiet Streets

Pedestrian Trails



Well Maintained Parks



Green spaces that connect neighbors

LIVABLE NEIGHBORHOODS

Attractive, well maintained housing that is affordable for families of all shapes and sizes

Action Steps:

1. Provide incentives for property owners to maintain homes and landscaping, provide an attractive curb appeal, and retain or increase property values.
2. Develop strategies to connect neighbors with each other. Support programs like National Night Out and other events where neighbors can interact with each other to share a high quality of life.
3. Update and actively enforce city ordinances to keep neighborhoods clean and safe and to eliminate nuisances.
4. Provide a process that encourages informal dispute resolution and minimizes neighborhood conflicts.
5. Update the Aumsville Development Code and design standards to provide clear standards for new residential development with the end goal of clean, nicely landscaped neighborhoods. Maintain consistency in planning and implementing codes.

Clean, nicely landscaped, safe, and walkable neighborhoods with few traffic issues.

Modern design shows community quality and value.



VIBRANT DOWNTOWN AND HEALTHY ECONOMY

Celebrate a revitalized Main Street commercial district that has new sidewalks, landscaping, signage, public art, and businesses. The downtown is bustling with restaurants, service businesses, and professional offices. It is a vibrant city center with historical character.



Street Trees

Rear Parking

Local Jobs

Underground Utilities



Attracts Visitors

A Bustling and
Walkable Downtown

Historic Character

Landscaping

VIBRANT DOWNTOWN AND HEALTHY ECONOMY

Promote Aumsville as a business-friendly community with an emphasis on Main Street revitalization and advancement of the Interchange Development Zone. There are plentiful local jobs and properties retain their assessed value.

Action Steps:

1. Encourage redevelopment of Aumsville's Main Street downtown and the 1st Street corridor north to OR-22.
2. Adopt updated design standards for commercial buildings, including design requirements for development of adjacent parks, public spaces, and streetscape elements.
3. Develop clear development standards for the ID Zone (Interchange Development) adjacent to OR-22.
4. Look for opportunities through programs and partnerships where the City can lead the effort to lower barriers of entry for new development. Examples could include local improvement district projects or development partnerships that can spread cost of entry across all property owners for the ID Zone.
5. Plan for the extension of public infrastructure and private utilities to properties in the ID Zone.
6. Develop a marketing strategy to promote private investment in the ID Zone.
7. Actively promote Aumsville's city center and ID sites as good places to do business.



EXCELLENT PUBLIC FACILITIES AND INFRASTRUCTURE

Infrastructure is safe, environmentally responsible, and efficient. Our streets are welcoming, our facilities are modern, and our education system is high quality.



Pedestrian and Bike Safety Improvements

Stormwater Retention and Sustainable Filtering

Clean, Abundant Drinking Water

Sustainable Technology

Quality Education

Emergency Preparedness

Energy Efficiency

EXCELLENT PUBLIC FACILITIES AND INFRASTRUCTURE

Be prepared for the future with organized emergency response plans and sustainable and energy efficient technology.

Action Steps:

1. Update the City's Water, Wastewater (Sewer), Storm Drainage Facility, Parks, and Transportation System master plans every 5-10 years.
2. Develop and adopt a 5-year Capital Improvement Plan with clear financial strategy to replace or upgrade the highest priority water, sewer, and storm drainage facilities.
3. Replace or upgrade water and sewer lines that are at the end of their useful life. Whenever possible, coordinate replacement with planned street and drainage improvement projects.
4. Update the City's public works design standards so they are consistent with engineering best practices.
5. New storm drainage standards will encourage on-site retention and detention, and will include water quality standards so the community minimizes pollution and discharges to local streams and waterways.
6. Design 1st Street as a welcoming, landscaped entry corridor from OR-22 to Main Street. Design and install wider sidewalks, decorative street lights, trash receptacles, benches, public art, and landscaped public spaces.
7. Relocate overhead electrical and telecommunications wires underground.
8. Prepare an emergency response and disaster recovery plan for the City and its residents. Coordinate emergency response plans with Marion County and nearby communities. Train city officials and citizens.
9. Provide backup generators, fuel reserves, and emergency response so that basic city water and sewage treatment facilities can continue to operate during severe weather and other natural disasters.
10. The City embraces sustainability and new technologies. Designs that reduce costs, are environmentally friendly, and add value, such as wind, solar, and energy efficient facilities, will be strongly encouraged.

INCLUSIVE EVENTS AND CELEBRATIONS

Provide outstanding community events and celebrations that are welcoming, inclusive, and bring the community together.



Promote Public Safety



Bigger, Better Corn Festival



Bring Community Together



Encourage Economic Development

INCLUSIVE EVENTS AND CELEBRATIONS

Action Steps:

1. Continue and enhance partnership of the Corn Festival Committee and the City of Aumsville to enable the Aumsville Corn Festival to grow, be self-sufficient, and continue to serve the community with a fun-filled event, celebrating the community's agricultural roots and the citizens who make the community special.
2. The City will sponsor and support small community events and activities that create opportunities for people to gather together, promote public safety and welfare, educate our citizens, and encourage economic development.
3. The City will be open and receptive to new ideas and actively look for opportunities to embrace and engage all segments of the community.



PUBLIC ART AND COMMUNITY BRANDING



Cohesive Branding



Family Focused

Create a cohesive community brand that emphasizes Aumsville as “A Great Place to Live” and creates a sense of place and entrance into the community.



Welcoming Touches



Branded Entryway

PUBLIC ART AND COMMUNITY BRANDING

Action Steps:

1. Fully embrace a community branding effort.
2. Develop a consistent brand for Aumsville that is modern and represents our community as a family friendly, great place to live.
3. Develop a public art program to install art on streets, public buildings, parks, and public spaces. Encourage property owners to incorporate visible and accessible art on their buildings and on their properties (murals, design features). Public art should support the city's brand.
4. Incorporate public art, attractive public gathering areas, and landscape design elements when city buildings and facilities are constructed and remodeled.

Public art and public spaces express and celebrate the Aumsville brand: a family friendly community and a great place to live, work, and play.

Art in Public Infrastructure



Family Friendly Themes

Hidden Easter Eggs



CIVIC ENGAGEMENT AND COMMUNICATION

Create a climate where citizens are actively engaged in the city and government. They are well informed and understand the challenges the community is facing.



Increased Volunteerism



Advisory and Ad Hoc Committees



Increased Communication Channels



Special Announcements



Pay My Bill



Subscribe



Dep



Timely and Engaging Communications

CIVIC ENGAGEMENT AND COMMUNICATION

Action Steps:

1. Share information with citizens so they are well informed and have a fact based understanding of community issues, city government, and challenges facing the community.
2. Develop a comprehensive communication plan to share information with Aumsville's citizens, businesses, and partners.
3. Provide timely, up-to-date information on city government, community issues, challenges, and decisions.
4. Encourage citizens to volunteer in city government, the fire district, civic organizations, and community events. Celebrate and recognize volunteers for their contributions.
5. Create a leadership development program. Commit resources to train and develop leaders of all ages.
6. Create feedback loops and other avenues in which citizens can provide input into concerns, processes, and issues.

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.” — Margaret Mead



COMMUNITY VISIONING MEETINGS

Public comments at the Community Visioning meeting in December 2018 can be divided into our six focus areas. When combined with past vision work, the downtown design charrettes, and focus group discussions, these comments were used to create this plan.

Livable Neighborhoods

- Best bedroom community
- Traffic calming
- Housing
- Quality of life
- Affordability
- Diverse building rooflines integrated
- Revitalization of older homes
- Homeless
- Smaller buildings
- Historic feel
- Clean
- Affordable housing
- Density of housing/size of lots
- Great place to raise kids
- Safety
- Livability
- Various types of housing—affordable
- Weave in larger homes
- Cleaner, nicer communities
- Update/rehab old homes

Vibrant Downtown and Healthy Economy

- Clean up Main St and entry to city
- Mini marketplace
- Daycare
- Economy
- Places to eat—food court area
- Minimal parking
- Store front windows
- Diverse business/services
- Lighting on buildings
- Market concept
- Town Square concept
- Commercial—south of Mill Creek going east
- Green space downtown
- Theater
- Library
- Outdoor seating
- Downtown sandwich boards
- Self-sufficient—goods and services
- Improve commercial growth
- Space to grow commercial—deficiency now

Excellent Public Facilities and Infrastructure

- Amazing parks—utilize them more
- Infrastructure/Quality
- Four-way stops
- Speeding—safety
- Parks and Recreation
- Decorative trash receptacles
- Bike lane
- Bike racks
- Street trees
- Clean streets
- Wire free—underground
- Walkability/Improve sidewalks
- Street lights
- Multi-modal
- Restrooms/drinking fountains
- Underground utilities
- Firm parking plan
- Streetlights—decorative
- Funding infrastructure
- Economical to community
- Viable school system
- Great School
- Mitigate costs of growth
- Efficient transportation (roundabout)

Inclusive Events and Celebrations

- Enhance Corn Festival
- Music festivals
- Outdoor marketplace
- Family and children activities year round

Public Art and Community Branding

- Something to draw in outsiders
- Arch-elements
- Community event flags
- Identifiable
- Public art
- Flower baskets
- Awnings
- Community planters
- Signage—Modern
- Consistency
- Potential
- Gateway

Civic Engagement and Communications

- Social opportunities
- Inclusive
- Friendly
- Population growth—Amazon
- Larger community space



DRAFT

Published by the City of Aumsville, 2020



595 Main St. Aumsville, Oregon 97325
(503) 749-2030 • TTY 711 • Fax (503) 749-1852
www.aumsville.us

STAFF REPORT

TO: City of Aumsville City Council

FROM: Matthew Etzel, Aumsville Public Works

SUBJECT: Tree Damage and removal at Porter Boone Park

RECOMMENDATION: Approve the removal of 80-90% of Ash Trees currently in the park. Research a different variety to be planted that will be better suited for that type of soil.

BACKGROUND: As many of you are aware the City of Aumsville had a severe ice storm that did lots of damage throughout the town on February 12-15th 2021.

One area that was hit hardest was our Porter Boone Park. The City had an arborist come in on February 17th, 2021 and assess the damage. About 80-90% of the trees sustained significant damage in the storm. These trees will need to be removed so they don't pose a safety hazard to the public now, or in the future when rot develops in the areas the trees were damaged.

Public Works staff will assist Santiam Tree Services in identifying and falling the damaged trees. Farmers Labors LLC will also be assisting in the clean-up of the trees and limbs in the park.

The cost of this removal will be approximately \$10,000. Public Works staff will do as much as they safely can. With the hazards in the trees, a majority of this work will need to be done by trained professionals.

One option we discussed internally was removing only trees that sustained 50% damage and topping or trimming up those trees that have damage but perhaps try to save the questionable trees. If we decided to move in this direction the cost would increase due to accessibility to many of the tree's and the way the tree service company needs to approach those trees. Under this scenario, the city would remove these trees over time and reforest the park as we go. The tree arborist does not recommend this

option. It is labor intense, costing significantly more than we are currently budgeting, but this is always an option.

MOTION:

- Move to approve the arborist plan to remove damaged trees in Porter Boone Park consisting of an estimated 80% of the current trees.
- Move to approve removing of damaged trees in Porter Boone Park as modified.
- Move to remand back to staff for revisions as directed.



595 Main St. Aumsville, Oregon 97325
(503) 749-2030 • TTY 711 • Fax (503) 749-1852
www.aumsville.us

STAFF REPORT

TO: City of Aumsville City Council

FROM: Ron Harding, City Administrator
Joshua Hoyer, Finance Officer

SUBJECT: Ice Storm – Tree Cleanup at Parks

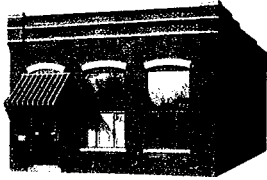
RECOMMENDATION: Staff requests that expenditures for cleanup of fallen trees and branches at city parks be authorized from the City Reserve Fund (022).

BACKGROUND: The recent ice storm has caused a significant amount of fallen trees and branches at Porter-Boone and Mill Creek Parks. It is estimated \$10,000 worth of cleanup will be needed to remove this debris in Porter Boone park alone. City council budgeted over \$15,000 in fund 22 for emergencies. Fund 22 is an emergency reserve that requires council approval before any funds can be spent. City staff is requesting approval from council to spend up to \$15,000 for emergency clean up. If approved, these expenditures would be taken from the Emergency expense line (022-611) The City is researching whether these expenditures would be eligible for reimbursement through its property coverage with CIS or through the state's Office of Emergency Management and FEMA grants. If reimbursement is possible, the city would allocate receipts back into the City Reserve Fund for future use.

MOTION:

- I move to authorize expenditures of up to \$15,000 from the Emergency expense line of the City Reserve Fund, for costs related to clean-up of fallen trees, repairs and debris at city parks caused by the ice storm.
- I move to authorize expenditures of up to xxxxxx from the Emergency expense line of the City Reserve Fund, for costs related to clean-up of fallen trees, repairs and debris at city parks caused by the ice storm

Aumsville Historical Society



February 8, 2021

2020 Aumsville Historical Society Report to City Council

As you know , we were unable to have meetings or open the museum as of April 2020.

We have been able to answer inquires via the telephone, website and a few appointments at the museum. We have received a few acquisitions and they have been indexed and placed appropriately in the museum. Our officers and volunteers have maintained our business needs for the museum and AHS. By board decision, AHS has extended the terms for the officers and expiring board position through the 2021 year.

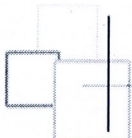
AHS has maintained a strong membership base with our renewals this year, currently at 54 including three new local members and two via our website after requesting information, one from Los Angeles, California and Tucson, Arizona.

Hopefully we will be able to open the museum for our 2021 season April - October. We will need to follow social distancing and mask guidelines to keep everyone safe, and hope to have meetings later in the year.

2020 Expenses: \$2,071 Income: \$2,361 Bank Balance \$14,463

Ted Shepard

President, Aumsville Historical Society



Accounts Payable Register

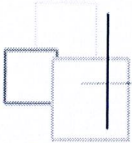
City of Aumsville

Fiscal: 2020-21

Deposit Period: 2020-21 - February

Check Period: 2020-21 - February - Second Council, 2020-21 - February - First Council

Number	Name	Print Date	Amount
Riverview Community Bank	9001000967		
Check			
<u>54561</u>	AIRGAS USA, LLC	2/11/2021	\$46.82
<u>54562</u>	BEERY ELSNER & HAMMOND LLP	2/11/2021	\$1,677.63
<u>54563</u>	BIOLYNCEUS BIOLOGICAL SOLUTIONS, LLC	2/11/2021	\$2,152.64
<u>54564</u>	BMS TECHNOLOGIES	2/11/2021	\$2,028.75
<u>54565</u>	DAMIAN FLOWERS	2/11/2021	\$41.44
<u>54566</u>	DAVISON AUTO PARTS INC	2/11/2021	\$314.88
<u>54567</u>	DELL MARKETING L.P.	2/11/2021	\$989.85
<u>54568</u>	GRAINGER	2/11/2021	\$60.21
<u>54569</u>	MARION COUNTY TREASURY DEPARTMENT	2/11/2021	\$1,573.00
<u>54570</u>	MNOP	2/11/2021	\$527.33
<u>54571</u>	MODERN MARKETING INC	2/11/2021	\$411.54
<u>54572</u>	MOONLIGHT MAINTENANCE	2/11/2021	\$336.75
<u>54573</u>	MOTION & FLOW	2/11/2021	\$9.56
<u>54574</u>	OCCMA	2/11/2021	\$244.71
<u>54575</u>	OFFICE DEPOT, INC	2/11/2021	\$423.55
<u>54576</u>	OREGON DEPARTMENT OF REVENUE	2/11/2021	\$4,946.57
<u>54577</u>	OREGON DEQ	2/11/2021	\$2,351.00
<u>54578</u>	SALEM TOOLS	2/11/2021	\$46.45
<u>54579</u>	STAN BUTTERFIELD P.C.	2/11/2021	\$750.00
<u>54580</u>	STAYTON ACE HARDWARE	2/11/2021	\$91.14
<u>54581</u>	ULTREX BUSINESS SOLUTIONS	2/11/2021	\$40.98
<u>54582</u>	WAVE	2/11/2021	\$9.95
<u>54583</u>	WESTECH ENGINEERING INC	2/11/2021	\$8,480.40
<u>54584</u>	WESTERN EQUIPMENT	2/11/2021	\$69.33
<u>EFT Payment 2/11/2021 12:38:55 PM - 1</u>	DE LAGE LANDEN FINANCIAL SERVICES, INC.	2/11/2021	\$85.00
<u>EFT Payment 2/11/2021 12:38:55 PM - 2</u>	INVOICE CLOUD	2/11/2021	\$1,715.20
<u>EFT Payment 2/11/2021 12:38:55 PM - 3</u>	PACIFIC POWER	2/11/2021	\$10,155.86
<u>EFT Payment 2/11/2021 12:38:55 PM - 4</u>	REPUBLIC SERVICES #456	2/11/2021	\$60.00
<u>EFT Payment 2/11/2021 12:38:55 PM - 5</u>	VERIZON WIRELESS	2/11/2021	\$38.04
	Total	Check	\$39,678.58
	Total	9001000967	\$39,678.58
	Grand Total		\$39,678.58



Payroll Register

City of Aumsville

Fiscal: 2020-21
Deposit Period: 2020-21 - February
Check Period: 2020-21 - February - First Council

Number	Name	Print Date	Amount
Riverview Community Bank	9001000967		
Check			
<u>54560</u>	Casarez, Santos N	2/12/2021	\$83.02
<u>Direct Deposit Run - 2/10/2021</u>	Payroll Vendor	2/12/2021	\$38,671.97
<u>EFT 11875940</u>	EFTPS	2/12/2021	\$13,976.24
<u>EFT 2262020</u>	PERS	2/12/2021	\$13,340.17
<u>EFT 45370210</u>	Oregon Department of Revenue	2/12/2021	\$3,831.44
<u>EFT HSA2122021</u>	HSA Bank	2/12/2021	\$1,105.00
<u>EFT OSGP2122021</u>	VOYA - STATE OF OREGON - LG#:2234	2/12/2021	\$565.00
<u>EFT V2122021</u>	Valic	2/12/2021	\$600.00
<u>HDSHP DON 2122021</u>	CITY OF AUMSVILLE	2/12/2021	\$184.49
	Total	Check	\$72,357.33
	Total	9001000967	\$72,357.33
	Grand Total		\$72,357.33

