



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

PUBLIC MEETING NOTICE

CITY COUNCIL MEETING

In the Community Center and via Zoom Video Conference

MONDAY, November 22, 2021

A G E N D A

1) CALL TO ORDER: 7:00PM

- a) Approve Agenda

2) PRESENTATIONS, PROCLAMATIONS, & VISITORS

a) **Presentation:**

- b) **Public Comment:** Council will conduct the meeting in-person and via Zoom conference call. Public Comment will be accepted from online attendees at this time. Comments are limited to 5 minutes and only 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 November 22, 2021.

- c) **Visitors: Visitors can attend in-person or online.** 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) November 8, 2021 Council Meeting Minutes
- b) Cancel December 27, 2021 Council Meeting

4) PUBLIC HEARING: None

5) OLD BUSINESS: None

6) NEW BUSINESS: Contract Award for Booster Station Emergency Generator (Action)

7) CITY ADMINISTRATOR REPORT: (Information)

- a) CA Harding Report
- b) Review Check Register October 6, 2021 through November 15, 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

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.



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

AUMSVILLE CITY COUNCIL

Minutes – November 8, 2021

Councilor Casarez called the meeting to order at 7:06 PM. Present in person were, Councilors Nico Casarez, Doug Ecclestone, City Administrator (CA) Ron Harding, and City Clerk Colleen Rogers. Councilors Scott Lee, Della Seney, and Walter Wick joined via Zoom Conference call. Council absent: Mayor Clevenger and Councilor Angelica Ceja. The meeting was video recorded to be released later.

In the absence of Mayor Clevenger and Council President Angelica Ceja, Councilor Casarez asked for a motion to appoint someone to chair the meeting. Councilor Doug Ecclestone moved to appoint Councilor Casarez as Chair for this meeting. Councilor Wick seconded the motion. Motion APPROVED 5-0: (Yes: Councilors Casarez, Ecclestone, Lee, Seney, and Wick. No: None.)

AGENDA APPROVAL: Councilor Ecclestone moved to approve the agenda as presented by staff. Councilor Seney seconded. Motion APPROVED 5-0: (Yes: Councilors Casarez, Ecclestone, Lee, Seney, and Wick. No: None.)

PRESENTATIONS: Water System Improvement Work Overview by Chris Brugato Westech Engineering. CA Harding stated that the purpose for this presentation is to provide some updated information and to bring Council's focus and perspective into the tasks we have ahead of us. Brugato gave some background citing four high priority projects that were outlined in the 2015 Water Master Plan: Water Rights Management; Evaluation of Water Supply Options; New Water Supply Well; and New Water Storage Tank and Booster Pump Station.

Brugato explained the process of obtaining new water rights certificates and making changes to existing water rights. He updated Council on the City's current water rights and where they are in the process of obtaining certificates for the new Tower Well and Boone Park/Church Well. Moving on to new water supply options, he stated that new groundwater rights are not available and suggested that the best option is to make use of the City's existing water rights. Brugato explained that the City has about 400 gpm of water rights that are available but aren't currently being pumped.

In summary, Brugato told Council that the water rights management work is complete, and the city is currently waiting to hear from Oregon Water Resources Department (OWRD). He stated that it could take 18 to 24 months to complete the water rights process before wells can be drilled. CA Harding explained that the city is working on funding for drilling and developing two new wells, and the construction of a new ground storage tank and booster pump station. A brief discussion followed the presentation.

VISITORS AND PUBLIC COMMENT: There were no online attendees and no in-person 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 October 25, 2021 Council meeting minutes. Councilor Seney moved to approve the consent agenda as presented. Councilor Ecclestone seconded. Motion APPROVED 5-0: (Yes: Councilors Casarez, Ecclestone, Lee, Seney, and Wick. No: None.)

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:

Council reviewed Resolution No. 20-21 A Resolution Establishing Updated City Service Fees and Public Records/Information Request Policy. CA Harding gave brief overview of the changes to the fee schedule. Councilor Seney moved to approve Resolution 20-21 updating the City Services Fees and Public Records/Information Request Policy as presented by staff. Councilor Ecclestone seconded. Motion APPROVED 5-0: (Yes: Councilors Casarez, Ecclestone, Lee, Seney, and Wick. No: None.)

Council reviewed the Affidavit for the Partial Diminution of a Water Right Certificate. Public Works Assistant Director Matt Etzel explained that Santiam Water Control District (SWCD) contacted the City regarding a well that isn't owned by the City but is located on property that was donated to Mill Creek Park and the City has partial water rights. OWRD only allow one primary source. The well was used for irrigation prior to the donation to the city, the city never used it. The City now uses water from Mill Creek under a certificate from SWCD to irrigate the park. He cited that the Affidavit doesn't cancel or terminate the water right but would move it to a secondary source status. Councilor Seney moved to approve the affidavit for partial diminution of water right certificate 24155 provided by Santiam Water Control District. Councilor Ecclestone seconded the motion. Motion APPROVED 5-0: (Yes: Councilors Casarez, Ecclestone, Lee, Seney, and Wick. No: None.)

Farm Lease Transfer: CA Harding gave a staff report. He explained that the City of Aumsville currently has a lease with Butler Farms LLC. The lease ends in September 2022. Butler Farms has sent a letter to the city asking to be released from the lease. Tim Bielenberg is willing to take over the lease with interest in increasing the lease agreement length. Councilor Ecclestone

moved to approve the Lease transfer from Butler Farms LLC to Tim Bielenberg for the remainder of the current lease ending in 2022. Councilor Seney seconded the motion. Motion APPROVED 5-0: (Yes: Councilors Casarez, Ecclestone, Lee, Seney, and Wick. No: None.)

City Administrator Report: CA Harding updated Council on some of the upcoming city events. Staff are busy getting ready for Santa Visits and Christmas in the Park. The event will be December 11th this year. The Event Planning Committee will meet the first week of December to finalize all the details.

MAYOR/COUNCIL REPORTS AND INITIATIVES: Councilor Casarez asked if there were any reports or initiatives from Council. There were none.

CORRESPONDENCE: Council received a letter from a citizen regarding a land use and nuisance ordinance enforcement issues. CA Harding stated that the city is working with the homeowner to resolve the issue.

Councilor Casarez adjourned the meeting without prejudice at 7:57 PM

Nico Casarez, Mayor Pro-tem

Ron Harding, City Administrator



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STAFF REPORT

TO: City of Aumsville City Council November 22, 2021

FROM: Matthew Etzel, Aumsville Public Works

SUBJECT: Contract Award For Booster Station Emergency Generator.

Recommendation: Approval of the Contract for Water Pump Station Auxiliary Power Improvements JO 2599.4020 by Westech Engineering.

Background: Over the last several months Public Works staff has worked with Westech Engineering to design Auxiliary Power Improvements to our water booster station at the Million Gallon Reservoir.

The City of Aumsville supplies water through Million Gallon Reservoir Booster Station. During loss of power situations in the past we were able to rely on the elevated tank at City Hall to provide water to the city in emergency situations. With the additions of Flower Meadows and the growth of the town this is no longer a reliable source to provide the city with the required water pressure needed.

Approval of the contract presented will provide the city with a back up generator and some site improvements that can supply water to the entire city on a loss of power emergency.

MOTION:

- Move to approve the Contract with R.L. Reimers Co for Water Pump Station Auxiliary Power Improvements JO 2599.4020 as presented by Westech Engineering.
- Move to approve the Contract with R.L. Reimers Co for Water Pump Station Auxiliary Power Improvements JO 2599.4020 as presented by Westech Engineering with the following revisions.
- Move to remand back to staff for revisions as directed.

November 5, 2021

The Honorable Mayor and City Council
City of Aumsville
595 Main Street
Aumsville, OR 97325

RE: Recommendation for Award- Water Pump Station Auxiliary Power Improvements
JO. 2599.4020

Ladies and Gentlemen:

Bids for the above-referenced project were received and opened at our office at 2:00 p.m. on November 4, 2021. There was a total of three responsive bids received from qualified bidders. We are pleased with the level of interest that the project generated among contractors and with the bid response.

The low bid was submitted by R.L. Reimers Company of Albany, Oregon. The bid prices and our estimated cost for the work are shown in the table below.

Bid Tabulation		
Bidder	Bid Total	Difference from Engineer's Estimate
<i>Engineer's Estimate</i>	<i>\$209,000.00</i>	-
R.L. Reimers Company	\$157,750.00	-25%
The Saunders Co., Inc.	\$213,575.00	+2%
Stettler Supply Company	\$219,970.80	+5%

As shown above, the low bid was 25% below the engineer's estimate. We spoke with the low bidder by telephone, and they indicated that they are comfortable with their bid number and plan to pursue the project.

If the City will proceed with the project at this time, we recommend that the City authorize award of a contract for \$157,750.00 to R.L. Reimers Company. We further recommend that the City Council approve a construction contingency budget of 10% of the bid total (\$15,775.00) to address unknown conditions or issues that may occur during construction.

We will be sending out the Notice of Intent to Award to all bidders as required by OAR 137-049-0395.1. Sending out the Notice of Intent to Award will start the statutory time limit for the 7-day bid protest period, but does not obligate the City to issue the final Notice of Award.

Upon expiration of the 7-day protest period (assuming no bid protests) and approval by the City Council, we will then proceed to issue a Notice of Award to the Contractor, after which we will

November, 5 2021

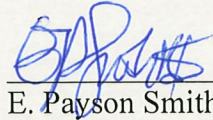
Page 2

proceed with obtaining the required signatures for the Contract Documents, and schedule a pre-construction conference with the Contractor, the City and any affected utilities. We plan to issue the Notice to Proceed as soon as practical after contracts are signed and the pre-construction conference is held.

We hope this information is useful and will assist the City Council in making a final decision on the award of this project. We would be glad to attend the City Council meeting and to answer questions or to discuss the project in more detail if desired. Please contact us if you have any questions or need additional information regarding this matter.

Sincerely,

WESTECH ENGINEERING, INC.



E. Payson Smith, E.I.T.
Project Manager

eps

cc via email:

- Matt Etzel, Assistant Public Works Director, City of Aumsville
- Chris Brugato, P.E., Westech Engineering

**AUMSVILLE, OR
WATER PUMP STATION AUXILIARY POWER IMPROVEMENTS
JO 2599.4020**

NOTICE OF INTENT TO AWARD

OWNER: CITY OF AUMSVILLE, OREGON

TO: All Bidders

DATE: 11/5/21

Pursuant with ORS 279C.375 and OAR 137-049-0395(1), this document constitutes the Owner's notice that it intends to award a contract for the above-referenced work to **R.L. REIMERS CO.**, contingent upon authorization and approval of this award by the City Council.

A copy of project bid tabulations is enclosed.

Issuance of the Notice of Award is subject to receipt of all required documents and approvals as applicable. Owner's issuance of the Notice of Award will not occur sooner than seven (7) calendar days following the issuance of this Notice, or after Owner affirms this award in the event of a timely filed protest, whichever is later (*ORS 279C.375 and OAR 137-049-0395*).

Bidder list:

- R.L. Reimers Co.
- Stettler Supply Company
- The Saunders Co. Inc.

encl: (*bid tabulations*)

cc w/encl:

- Mr. Matt Etzel, City of Aumsville

BID RESULTS

Owner: CITY OF AUMSVILLE

Engineer: WESTECH ENGINEERING, INC.

Project Name: WATER PUMP STATION AUXILIARY POWER IMPROVEMENTS

Project Job No.: 2599.4020

Bid Submittal Date: 11/4/2021

Bid Submittal Time: 2:00 p.m.

Disclosure Submittal Time: 4:00 p.m.

Bidder	Bid Signed?	Bid Bond?	Bid Conditioned?	Addendum Acknowledged?	Total
THE SAUNDERS CO., INC.	YES	YES	NONE	YES	\$ 213,575.00
STETTLER SUPPLY COMPANY	YES	YES	NONE	YES	\$ 219,970.80
R.L. REIMERS CO.	YES	YES	NONE	YES	\$ 157,750.00



City of Aumsville
595 Main Street, Aumsville, OR 97325
(503) 749-2020
Email: cityadministrator@aumsville.us

November 22, 2021

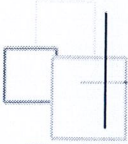
To: Mayor Clevenger and City Councilors
From: Ron Harding, City Administrator
Subject: City Administrator Report Memo

DISCUSSION ITEMS

1. **COVID-19 update:** According to the Marion County Health Authority records, the accumulative number for the Aumsville area positive COVID cases is 771. This is an increase of 20 during the past week and 38 during the last two weeks. The cases follow trends of other cities. However, with the rise in a direction upward, the risk to the public and staff is greater. The city has policies in place to work with staff who test positive, and we continue to work through the challenges of providing services with COVID as an obstacle.
2. **Projects:** Phase one of Maude's Village is complete and the staff is working on the second phase to have it ready for the Saturday Market Program. We have received three grants this year to help fund phase two.
3. **Veterans Memorial:** Staff has found and plans to apply for a grant to install a Veterans Memorial in Aumsville. We are working with the Stayton VFW to help design and apply for the grant. We do not know if it will be a funded application but wanted the council to know it's a project we would like to work on. Please let me know if you have any reservations about this project. We believe we can design the memorial to fit within the city's goals, objectives, and branding. This would require matching funds from the City.
4. **UGB work:** Our committee has scheduled an open house for the UGB expansion. This is one of the items that will help strengthen our application. The open house is on December 7th from 5 pm to 7 pm at the Aumsville Community Center. The open house is an opportunity to solicit comments from the community.
5. **Development code:** As we discussed before, the development code is intended to be an evolving document. Since the City approved new public works design standards and there have been some new cases decided in LUBA appeals courts, we will be coming forward with some minor changes. The most significant change is memorializing that development must adhere to the state fire code. Our city attorney, in charge of land use, has suggested this change to make sure we do not have future problems down the road. If the council has any items or areas they are concerned about, please email them to me sooner rather than later so we can look at them in this context.

6. **Event planning meeting:** The City Committee began discussing Christmas in the Park, Toy Drive, and Santa Visits. We believe we can have these events safely in the expected capacity and wanted to make sure there wasn't any general direction or concern from the council. We are planning a bigger event this year with some restrictions to maintain safety. We're hoping everyone has an enjoyable experience and the weather holds out.
7. **Planning Commission openings:** There are three positions on the Planning Commission that are up for re-appointment. The preferred process has been to advertise for all open positions and ask current members to re-apply and take new applications. There has not been a lot of activity this year because we approved the Vision Plan, code updates, and further development applications have decreased due to COVID. Some members will not re-apply, so if you know someone interested, the application is available on the Aumsville website.

We continue to work forward to reaching our City goals. I think we are on track to have a couple of solid years. We are leveraging more grants and funds to help move projects forward, and we have a great outlook for 2022. With your help and support, we are accomplishing some remarkable things.



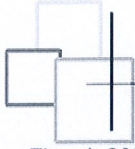
Accounts Payable Register

City of Aumsville

Fiscal: 2021-22
Deposit Period: 2021-22 - October
Check Period: 2021-22 - October - First Council

Number	Name	Print Date	Amount
Riverview Community Bank Check	9001000967		
EFT Payment 10/6/2021 - 1	AT&T MOBILITY	10/6/2021	\$120.12
	Total	Check	\$120.12
	Total	9001000967	\$120.12
	Grand Total		\$120.12

Roy J. Hoyer



Accounts Payable Register

City of Aumsville

Fiscal: 2021-22
Deposit Period: 2021-22 - October
Check Period: 2021-22 - October - Second Council

Number	Name	Print Date	Amount
Riverview Community Bank	9001000967		
Check			
<u>55061</u>	AIRGAS USA, LLC	10/25/2021	\$749.19
<u>55062</u>	ARETE ADVISORS LLC	10/25/2021	\$270.00
<u>55063</u>	City Of Aumsville	10/25/2021	\$213.30
<u>55064</u>	COMPLETE WIRELESS SOLUTIONS	10/25/2021	\$149.25
<u>55065</u>	FERGUSON WATERWORKS #3011	10/25/2021	\$4,264.69
<u>55066</u>	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	10/25/2021	\$2,137.50
<u>55067</u>	MNOP	10/25/2021	\$482.52
<u>55068</u>	OFFICE DEPOT, INC	10/25/2021	\$125.04
<u>55069</u>	T.G. NICHOL PLUMBING INC	10/25/2021	\$160.44
<u>55070</u>	TROUTT ROOFING	10/25/2021	\$4,420.00
<u>55071</u>	WAVE	10/25/2021	\$9.95
<u>EFT Payment 10/25/2021 1:29:51 PM - 1</u>	AT&T MOBILITY	10/25/2021	\$120.12
<u>EFT Payment 10/25/2021 1:29:51 PM - 2</u>	HOME DEPOT CREDIT SERVICES	10/25/2021	\$73.87
<u>EFT Payment 10/25/2021 1:29:51 PM - 3</u>	NW NATURAL	10/25/2021	\$73.50
<u>EFT Payment 10/25/2021 1:29:51 PM - 4</u>	ZIPLY FIBER	10/25/2021	\$623.85
	Total	Check	\$13,873.22
	Total	9001000967	\$13,873.22
	Grand Total		\$13,873.22

Accounts Payable Register

City of Aumsville

Fiscal: 2021-22
 Deposit Period: 2021-22 - November
 Check Period: 2021-22 - November - First Council

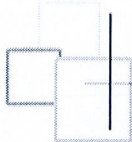
Riverview Community Bank

9001000967

Check

<u>55118</u>	AUMSVILLE ACE HARDWARE	11/12/2021	\$7.15
<u>55119</u>	BMS TECHNOLOGIES	11/12/2021	\$560.13
<u>55120</u>	EKTRON INDUSTRIES	11/12/2021	\$635.00
<u>55121</u>	GIRL SCOUTS OF OREGON AND SW WASHINGTON, INC	11/12/2021	\$1,000.00
<u>55122</u>	GRAINGER	11/12/2021	\$44.30
<u>55123</u>	METCOM 9-1-1	11/12/2021	\$8,031.67
<u>55124</u>	MNOP	11/12/2021	\$3,099.68
<u>55125</u>	MOONLIGHT MAINTENANCE	11/12/2021	\$511.75
<u>55126</u>	OHA - DRINKING WATER SERVICES	11/12/2021	\$350.00
<u>55127</u>	PCE PACIFIC INC	11/12/2021	\$134.84
<u>55128</u>	PLATT ELECTRIC SUPPLY	11/12/2021	\$108.46
<u>55129</u>	REBELLION DOGS	11/12/2021	\$180.00
<u>55130</u>	STAYTON ACE HARDWARE	11/12/2021	\$21.11
<u>55131</u>	T.G. NICHOL PLUMBING INC	11/12/2021	\$285.00
<u>55132</u>	WATERLAB CORP	11/12/2021	\$175.00
<u>55133</u>	WAVE	11/12/2021	\$9.95
<u>55134</u>	WESTECH ENGINEERING INC	11/12/2021	\$25,374.25
<u>EFT Payment 11/12/2021 3:53:11 PM - 1</u>	INVOICE CLOUD	11/12/2021	\$206.40
<u>EFT Payment 11/12/2021 3:53:11 PM - 2</u>	NW NATURAL	11/12/2021	\$169.22
<u>EFT Payment 11/12/2021 3:53:11 PM - 3</u>	OREGON DEPARTMENT OF REVENUE	11/12/2021	\$56.33
<u>EFT Payment 11/12/2021 3:53:11 PM - 4</u>	REPUBLIC SERVICES #456	11/12/2021	\$60.00

Total	Check	\$41,020.24
Total	9001000967	\$41,020.24
Grand Total		\$41,020.24



Payroll Register

City of Aumsville

Fiscal: 2021-22
Deposit Period: 2021-22 - November
Check Period: 2021-22 - November - First Council

Number	Name	Print Date	Amount
Riverview Community Bank	9001000967		
Check			
<u>55117</u>	DEPARTMENT OF REVENUE	11/15/2021	\$456.81
<u>Direct Deposit Run - 11/10/2021</u>	Payroll Vendor	11/15/2021	\$36,641.70
<u>EFT 11302021</u>	PERS	11/15/2021	\$13,266.59
<u>EFT 41371110</u>	Oregon Department of Revenue	11/15/2021	\$3,760.73
<u>EFT 45117123</u>	EFTPS	11/15/2021	\$13,489.82
<u>EFT HSA11152021</u>	HSA Bank	11/15/2021	\$1,021.00
<u>EFT OSGP11152021</u>	VOYA - STATE OF OREGON - LG#:2234	11/15/2021	\$590.00
<u>EFT V11152021</u>	Valic	11/15/2021	\$575.00
<u>HDSHP DON 11152021</u>	CITY OF AUMSVILLE	11/15/2021	\$184.49
	Total	Check	\$69,986.14
	Total	9001000967	\$69,986.14
	Grand Total		\$69,986.14