



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

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## AUMSVILLE CITY COUNCIL

### April 22, 2024 Meeting Minutes

Mayor Angelica Ceja called the meeting to order at 7:01 PM. Present in person: Mayor Angelica Ceja, Councilors Nico Casarez, Douglas Cox, Della Seney, Katie Wallace, and Walter Wick. Present via Zoom: Councilor Scott Lee. Staff present: City Administrator (CA) Ron Harding, and Assistant City Administrator (ACA) Kirsti Pizzuto. The meeting was video recorded to be released later.

**AGENDA APPROVAL:** Councilor Seney moved to approve the agenda with the removal of Agenda Item 6A. Councilor Casarez seconded. Council voted unanimously to approve the amended agenda. Agenda approved.

**PRESENTATIONS, PROCLAMATIONS, & VISITORS:** None.

**PUBLIC COMMENT:** None.

**CONSENT AGENDA:** Councilor Casarez moved to approve the consent agenda as presented. Councilor Seney seconded the motion. Council present voted unanimously to approve the agenda. Councilor Lee was absent from the meeting at this time. Motion passed.

**PUBLIC HEARING:** None.

**OLD BUSINESS:** None.

### **NEW BUSINESS:**

**B) MWVCOG Contract:** CA Harding explained Mid-Willamette Valley Council of Governments (MWVCOG) is a government entity that serves intergovernmental agencies. CA Harding stated the City contracts with them and this is a renewal of the yearly contract with updated rates. CA Harding explained that MWVCOG provides billable services like grant management, planning services, and help for smaller cities with financial services and other services they cannot permanently staff positions for.

CA Harding explained that most of the City's planning work is done in the form of inquiries processed through his office. CA Harding described the city does use the MWVCOG for some applications and the billable rates are increasing by about 8% this year. CA Harding stated staff recommended renewing the contract with the updated rates.

Councilor Casarez asked if the City used MWVCOG for any other services aside from planning. CA Harding discussed the Housing Rehabilitation Grant program, which works like a recirculating loan for rehabilitating homes under certain criteria.

CA Harding described the MWVCOG contract, which is set up like a subscription membership, where the City will receive the discounted billable rate for members. CA Harding stated he wants to continue that membership and that he and ACA Pizzuto have an upcoming meeting with the MWVCOG to discuss the possibility of having the MWVCOG assist with the City's sewer project grants, as they have staff with expertise in Federal grants.

Councilor Casarez moved to approve the intergovernmental agreement between the Mid-Willamette Valley Council of Governments and the City of Aumsville as presented by staff. Councilor Wick seconded the motion. Council present in person and online voted unanimously to approve motion. Motion passed.

**C) Budget Committee Application:** CA Harding stated the City has been putting out notices online and in the newsletter looking for people to fill the openings in the budget committee. CA Harding explained the City received an application from Laura Rinaker, who has a background in accounting and finance.

Councilor Casarez moved to appoint Laura Ann Rinaker to the vacant budget committee seat with the term expiring December 31, 2026 as presented. Councilor Wick seconded the motion. Council voted unanimously to approve the motion. Motion passed.

**D) Resolution 04-24 Updating Application Fees for Alarm Permits:** CA Harding discussed the City adopted Ordinance 490 when several ordinances were updated in 2020, and that the ordinance states the City will adopt a fee schedule by resolution. CA Harding explained that the City has been charging a fee based on the original resolution, but needs to reauthorize the resolution.

CA Harding clarified that the fee is not for silent alarms, but for audible alarms that require law enforcement to respond. CA Harding stated the purpose of the application and renewal is to maintain a database of these alarms so responders know who to call when alarms are activated. CA Harding described previous accounts of alarms in businesses going off several times a week with no way for law enforcement to contact the business owners due to no registry. CA Harding explained there's a \$50 application fee for the permit, with annual renewals required to ensure that contact information is updated.

Council and CA Harding discussed the frequency of false alarm activations, how the activations are received by law enforcement, and the costs to the City associated with responding to alarm activation calls.

CA Harding explained that the application fee is to account for the cost of processing and maintaining the database, and does not cover the cost of the officer responding to the alarm. CA Harding stated that fines only apply after three false alarm responses to encourage the business to fix their alarm.

Councilor Cox asked if its consistent with what other cities are doing. Councilor Cox also asked what happens if there is no officer on duty when an alarm goes off. CA Harding explained the City has an interjurisdiction mutual aid agreement, so the call would fall to Marion County. CA Harding stated there is a state law that requires Marion County to respond if there is no other law enforcement available, but over the years, Marion County has set a priority respond list in place and typically don't respond to calls that are non-life threatening.

Councilor Casarez moved to approve Resolution 04-24, a Resolution Updating Application Fees for Alarm Permits as presented by staff. Councilor Wick seconded the motion. Council unanimously voted to approve the motion. Motion passed.

**E) Preview of Suggested COLA and Staff Comparables for 2024-2025 Budget:** CA Harding explained that a staff committee analyzes industry rates and benefits, comparing 15-20 cities similar to Aumsville, to identify necessary changes, and presents those findings to Council every three years. CA Harding described how the committee looks at COLAs and uses a CPIW 12-month comparable to target above the median range to provide incentives for staff retention. CA Harding presented data showing that Aumsville is right in the middle of the comparable cities used.

CA Harding presented a spreadsheet of the proposed changes, and recommended a one-time 3% adjustment to the Finance Officer position. CA Harding also recommended officially reclassifying the Clerk position to Assistant City Administrator, due to the increased workload in administrative duties, and increasing the top step by \$1,000. CA Harding added he spoke with the person in the Assistant City Administrator position and they agreed that it was a good range to look at.

Council and CA Harding discussed the existing step plan and clarified that no additional steps would be added, but rather the existing seven steps would be adjusted to align with the \$1,000 increase to the seventh step.

CA Harding explained that the committee also recommended a 3% increase to the Police Support Specialist position, as it fell below the median when compared to similar cities.

Council and CA Harding discussed step increases versus COLA raises, and clarified that these increases would be salary adjustments for these specific positions, separate from the COLA raises.

CA Harding stated the COLA analysis done using the CPI formula shows a year-over-year change by comparing January in one year and the following year to see the change. CA Harding stated the data came in at 3.3% and recommended a 4% COLA.

Council and CA Harding discussed the budget and future rate increases due to the wastewater project, and CA Harding stated that there should be no issue with the budget this year.

Council and CA Harding reviewed the spreadsheet of existing salaries and proposed updates and discussed police and public works salaries and the required certifications for those positions. CA

Council discussed the upcoming budget, and clarified that, if approved, the updated salaries and COLA adjustments would be implemented into the budget to be presented at the upcoming budget committee meetings.

Councilor Wallace stated that she supported the changes. CA Harding confirmed consensus among the Council.

Council discussed the process for the City Administrator's review and when it needs to be completed.

**CITY ADMINISTRATOR REPORT:** CA Harding presented the Police Department report. CA Harding stated the new Public Works building is coming along and Council will get a tour before the grand opening.

CA Harding explained he and Mayor Ceja have been attending a new leadership group that includes other neighboring cities, where they talk about challenges like zoning and OSHA issues. CA Harding stated he is trying to keep up with laws as they are updated, but it's difficult, as there is no notification sent to cities affected by newly passed laws.

CA Harding noted items to be brought before Council at a future meeting, including a resolution regarding liability for recreational trails required by a recently passed bill, and a franchise agreement with FTX (formerly Viser).

CA Harding discussed sponsorships for children's circus tickets, and for Corn Festival. Council and CA Harding discussed the event planning process and Council's involvement. CA Harding provided a summary of 2024 Corn Festival progress.

**MAYOR/COUNCIL REPORTS AND INITIATIVES:** Councilor Casarez announced that he is stepping down, and retiring as a City Councilor. Mayor Ceja stated she was sad to see him go.

Councilor Wallace stated CA Harding and staff did a great job with the volunteer appreciation dessert.

**GOOD OF THE ORDER:** None.

**CORRESPONDENCE:** Councilor Casarez submitted his letter of resignation.

**EXECUTIVE SESSION:** None.

Mayor Ceja adjourned the meeting without prejudice at 8:00 PM.

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April 22, 2024 minutes unanimously approved by Council on May 13, 2024.