



July 7, 2016  
City Council Regular Session  
Willamette Activity Center, Rm 8  
47674 School Street  
7:00 p.m.



# MINUTES

---

## 1.0 CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Council Present: Jim Coey, Mayor  
Judy Rowland  
Gary Carl  
Amy Buchmeier  
James Affa  
Bobbie Whitney  
Kathy Holston

Staff Present: Louis Gomez, City Administrator  
Mike Hansen, Fire Chief  
Jackie Taylor, Assistant Planner  
Susie LaDuke, Finance Director/City Recorder  
Kevin Martin, Police Chief  
Rick Zylstra, Assistant to the City Administrator

## 2.0 PUBLIC COMMENT

None

## 3.0 MAYOR AND COUNCIL COMMENTS

Mayor Coey said last week they submitted paperwork for a FLAP grant, the money they applied for is about \$455,000 that helped pay for the construction and installation of the Signage and Wayfinding. This has been worked on for six years approximately. We have had a lot of letters of support for this.

Two weeks ago Travel Oregon brought a Delegation from Arkansas to Oakridge. They were on a five day tour of Oregon for Recreation Tourism. We shuttled them around for the day, had dinner at the PUB and at the Bistro. They said the highlight of their trip was Oakridge, they couldn't believe how friendly everyone was and how beautiful it is here.

We had a Town Hall with DEQ, they were here for their task force that the Mayor and Sarah Altemus have been working on for the last six months on the air quality issue we have, the PM 2.5. LRAPA was here, a representative from Oregon Solutions was here.

They had a follow up Side by Side meeting, they are already planning for next year on June 24 and 25. They are coinciding with the Concerts in the Park so they can ride during the day and then come to the park and listen to the music.

Councilor Rowland said she is very pleased to see that eight people applied for the city council vacancies. She read all of the applications and they all have really good ideas to help the city move forward and because you are not appointed tonight please don't stop coming, we need people to be active. We had a town hall meeting and they had nine people attend. We need all of your help.

Councilor Buchmeier thanked Sandy Edds and Daniel Tanner for the awesome Fourth of July Fireworks show. The only negatives she heard was that it is not as homey as the golf course, not much grassy area to spread out on and she had cars constantly coming towards her with their lights on so there are a couple things she'd like to see worked out.

Councilor Affa said for those of us who were here for the Engineer Ed show at the last meeting he remains convinced he will not be a good service to us and he would like to see in the contract some sort of penalty if they do something stupid again.

Councilor Buchmeier asked Louis how we go about finding another Engineer for the City?

Louis said so that there does not seem to be any impropriety the best way to do it is through and RFQ process. Some people feel like we should go knock on doors and that is not really appropriate for us to do.

Councilor Buchmeier asked if we could go ahead and do this? Louis said that we could put something out in November 2016 for review by the new council.

Louis said his recommendation would be that be one of the goals for the new council in January because they are the ones who will be dealing with whoever gets picked for a number of years.

Councilor Carl said we had the opportunity to interview them in person for this project and Chuck Kurnick said he was satisfied working with them and goodness knows they were questioned enough and then we took a council vote for this particular project and it was in favor of using them, so he doesn't see why we are raking this over again.

Louis said the issue at hand is not the project engineer, it is for the engineer of record.

#### **4.0 ADDITIONS, CORRECTIONS, OR ADJUSTMENTS TO THE AGENDA**

Mayor Coey moved 6.5 Filling vacant Council positions ahead before Administrative Services.

#### **5.0 CONSENT AGENDA**

**Motion:** Councilor Buchmeier moved to approve the consent agenda. Councilor Rowland seconded the motion.

J. Affa (Aye), A. Buchmeier (Aye), Mayor Coey (Aye), J. Rowland (Aye), G. Carl (Aye). Motion carried 5-0

## **6.0 ADMINISTRATIVE SERVICES**

### **6.1 City Administrators Report**

#### **Capital Projects in Process/Complete:**

Million Gallon Reservoir-Well-Transmission Lines - Louis reorganized his councilor update so the council can look at it and not be lost. What he did was he put together different categories. One of the first areas he is going to cover is Capital Projects that are in process/complete. Capital Projects are anything that is of value of \$5,000 or more. Currently the capital projects we have in line now are the Million Gallon Reservoir- Well-Transmission Lines. Curran-McLeod will be the Engineer for the project. Louis has not heard from Lane County in regards to our Special Use Permit, he did call them last week and they said it would be a week or two more to get a decision to place the tank on the hillside.

Highway 58 Crosswalk Project - They thought everything was rolling along with the crosswalk, now we have issues with the Tyco, LLC property. The issue is the access to that lot, at this time ODOT does not know if Tyco, LLC has a permitted access into that lot. They are doing their research to see. If they do not have a permitted access then there is a probability that a sidewalk will go in there with no curb cuts.

Community Center Project - The council accepted the campaign funding strategy from the consultant. The next step is the consultant to publish that document and get it all cleaned up so we can present it to different funders across the state and nation. When he talks about the Community Center the primary purpose is for the greater Oakridge-Westfir and east county community. It is to be used for community events, such as weddings, reunions, banquets, Christmas bazars and other large gatherings.

Councilor Buchmeier would like to see an ROI analysis.

We completed Teller Road and the North Ash Street LID this year.

#### **Economic Development and Sustainment:**

Economic Development Projects - OEDAC and staff have been talking to different businesses, surprisingly a couple of them are forest products related and another one uses forest products for the stuff that he sells.

Realtor of Record – Council will be discussing that this evening.

Enterprise Zone (Tanner)- Now that the 4<sup>th</sup> of July is over Louis should be able to sit down with Mr. Tanner and the Tax Assessor to calculate the tax exemption Mr. Tanner will receive for the next three years.

Log Bicycle Racks – UBRA has put up one so far and as far as he has seen this more as a conversation piece more than anything.

TRT Block Grants – For FY 15-16 we gave out a total of \$4,000 in TRT Block Grants for businesses in the Highway District and the Uptown District. Eight businesses participated, the City’s goal is to set aside \$10,000 a year for this purpose.

AMTRAK Station – We are just trying to keep this alive, we are talking to different folks at Union Pacific.

Tyco, LLC Property – They did offer it to us with a lease. Louis hasn’t had a chance to sit down and talk about it more. They offered the property for \$500 a month and that doesn’t feel very good to us, but he still has to talk to the other partners.

### **In Process/Pending Grants**

The City of Oakridge has submitted its FY 16-17 Transportation Growth Management Grant application to ODOT for the City of Oakridge Transportations Plan Update, the last update we did was in the year 2000.

The City of Oakridge recently submitted a Federal Lands Access Program Grant to fund the Way Finding Sign Project. Travel Oregon and the City of Oakridge have contributed approximately \$60,000 to complete phase 1 and phase 2.

The City of Oakridge is in the process of completing a Small Cities Allotment Grant through ODOT. The purpose of this grant is to assist with capital projects such as streets with financial assistance of \$50,000. We have received this grant in the past.

The City of Oakridge just recently completed a Bicycle Pedestrian Study that was funded with a \$50,000 grant from ODOT. For the record he nor anyone on this current council has made any statements on what the next steps are with that study.

We are in the early stages of completing a grant through Oregon State Parks to fund the construction of a pedestrian bridge over Salmon Creek. We hope to partner with the Northwest Youth Corps.

Louis has been in discussions with Chris Woods from the Federal Highway Administration in regards to the ODOT IMBA Grant earmark for construction of shelters and bathrooms at Diamond View Park and Greenwaters Park. There is approximately \$160,000 available to construct some of the project. Mr. Woods is facilitating a meeting with Oregon State Parks, so they can assume the responsibilities of the grant.

At present with the City Engineers guidance I am completing the IFA intake form for grants and loans for our I and I project.

### **Pending/Ongoing Administrative Tasks**

LTD Meeting and Discussion – Recently the Mayor and Louis were advised that there are some ODOT dollars that the city should have been receiving. They are for mitigating dust and those kinds of things. Those dollars can also be used for transit and in our case that is Diamond Express. Louis will set up a meeting with Council and LTD to further discuss the Diamond Express.

Franchise Agreement – Louis finally had the opportunity to speak with the City Attorney. She is suggesting that we look at a Right of Way Ordinance. Louis is reviewing a draft at this time and will follow up with council once he completes his review.

Lot 3 as a park – The parks Trails and Tree Board is working on this project slowly. They hope to do a Disc Golf Course and looking at grant funding for a pedestrian bridge.

At the next meeting we will be bringing the ballot title to the council for the 3% marijuana tax. At one of our meetings it was asked if it is possible to put part of that to parks. His recommendation would be that 2.5% for public safety and .5% to parks, we are always struggling to piece together a budget for the parks.

You can decide the breakdown during the budget process or do we do it when we put the ballot title on. A number of cities are being specific on their ballot title.

Councilor Whitney likes the idea to specify up front because it adds transparency to the process.

Mayor Coey said he likes the 2.5% for Public safety and .5% for parks.

Councilor Buchmeier said she likes the idea to lock it in for transparency, she would rather say 2.5% for police rather than public safety.

Councilor Carl asked if there was any flexibility to that or once we specify we are locked in to it.

Louis said once we specify on the ballot we are locked in.

Councilor Carl asked if we have to specify on the ballot?

Louis said we are not required to specify.

There was consensus to put 2.5% into Police and .5% to parks.

Councilor Holston said we should put the whole 3% into the general fund since we don't know how much money we are talking about yet, she would hate to lock us in to three specific things now when we could do Community Services and Public Safety and as we begin to see the numbers come in begin to allot at that time.

Mayor Coey said if we put it in as General Fund, then the council can determine where the money would be split.

Louis said that is correct.

**Motion:** Councilor Carl moved that out of the marijuana taxes collected that we put 2.5% be dedicated to the police department and .5% be dedicated to the parks. Councilor Buchmeier seconded the motion.

A. Buchmeier (Aye), G. Carl (Aye), J. Rowland (Nay), Mayor Coey (Nay), J. Affa (Nay), K. Holston (Nay), B. Whitney (Aye). Motion failed 3-4

**Motion:** Councilor Rowland moved that out of the marijuana taxes collected that we put 3% in to the general fund with the council deciding where the money will go. Councilor Affa seconded the motion.

A. Buchmeier (Nay), J. Affa (Aye), J. Rowland (Aye), G. Carl (Nay), Mayor Coey (Aye), B. Whitney (Nay), K. Holston (Aye). Motion carried 4-3

Louis said he had an opportunity to sit down with his Chiefs and it appears that we did take a few vehicles more to town than we normally did.

The plan for the police department is that the Chief will go out for quotes to different vendors and whoever gives him the best quote we will go with.

Chief Martin will make a list of the services we need.

There is no reason why we shouldn't be getting our tires here. Louis spoke with Todd today and they do have warranties.

Councilor Buchmeier said the website needs to be updated for the City Councilors. Dawn and Dwight are still on there.

## **6.2 City Recorders Financial Report**

Susan gave the Financial Report.

**Motion:** Councilor Rowland moved to accept the City Recorders Financial Report as presented. Councilor Carl seconded the motion.

J. Rowland (Aye), Mayor Coey (Aye), A. Buchmeier (Aye), J. Affa (Aye), G. Carl (Aye), B. Whitney (Aye), K. Holston (Aye). Motion carried 7-0

Susan will be giving an information session on elections for anyone wanting to apply for the city council position on this election. This will be July 18<sup>th</sup> from 12:00 – 12:30 P.M. and 6:00 – 6:30 P.M. in the conference room at city hall. The information will be on the Facebook page, website and in the Dead Mountain Echo.

## **6.3 Sale of AT&T Lease to Black Dot**

Louis said we have been back and forth with Black Dot Wireless, a company that buys cellular company leases. They asked AT&T if they would be willing to sell their lease. Louis did do some checking around to make sure we aren't getting raked over, we are about 7% off of where it could be. Over a four month period we got them to agree to \$192,888. In forty years this will end.

**Motion:** Councilor Buchmeier moved that we sell the AT&T lease executed on October 24, 2000 to Black Dot Wireless for the amount of \$192,888 with exclusive and nonexclusive easements as agreed upon in the new agreement. Councilor Carl seconded the motion.

J. Rowland (Aye), Mayor Coey (Aye), A. Buchmeier (Aye), J. Affa (Aye), G. Carl (Aye), K. Holston (Aye), B. Whitney (Aye). Motion carried 7-0

## **6.4 Accepting of Request for Proposal for Realtor of Record**

Louis said we received one proposal from Kate Young, she works with Oakridge Real Estate. She presented a phased proposal. Louis, Councilor Buchmeier and Susan LaDuke had a meeting with her and discussed this. The primary concern was in phase 1 was a request for \$6,000, it appears that we may have a lot of

the documents, the zones and those kind of things. The committee felt that was a little high for what is expected when you are marketing 83 properties. We will not dump all of them on the person at once.

The City would benefit from the stand point of working with one person.

**Motion:** Councilor Buchmeier moved that we appoint Ms. Kate Young as the Realtor of Record for the City of Oakridge to assist in the sale of city owned properties. Councilor Rowland seconded the motion.

Councilor Carl said we didn't cast the net far enough, we didn't send it out to lane county commercial realtors. He has never heard of a realtor requesting funds up front for a sale. That is a concern to him. He would like to see the RFP to go out throughout Lane County.

Mayor Coey said he thought they agreed to send it out county wide.

Councilor Rowland asked Ms. Young about the \$6,000 and \$4,000 for phase 1 and phase 2.

Ms. Young said she was going in to this proposal kind of blind, as if no one knows anything about these properties and she developed it into phases. You could choose not to do phase 1 or phase 2, she wanted to simplify things. She explained to the council the different phases and what she would be doing.

Councilor Affa said she is closer than a phone call that is what he likes about having someone local.

Councilor Holston asked how many properties have we sold in the last two years?

Louis said we have sold two properties.

Councilor Carl said he has never heard of a realtor asking for money up front, totally unheard of, he is against paying money up front.

Councilor Buchmeier doesn't like the money up front. She admires her passion. She used to be a broker and Eugene doesn't like to come here because property values are too low, Ms. Young is right about that. She does not believe phase 1 is necessary, we have most of that information.

J. Affa (Aye), J. Rowland (Aye), K. Holston (Aye), Mayor Coey (Aye), A. Buchmeier (Aye), G. Carl (Nay), B. Whitney (Aye). Motion carried 6-1

## **6.5 Filling City Council Vacancies**

The applicants introduced themselves to the council.

**Motion:** Councilor Rowland moved to appoint Terry Walker to the City Council seat #1. No second

**Motion:** Councilor Carl moved that we appoint Kathy Holston to the City Council seat #1. Councilor Affa seconded the motion.

Mayor Coey (Aye), G. Carl (Aye), A. Buchmeier (Aye), J. Rowland (Aye), J. Affa (Aye). Motion carried 5-0

**Motion:** Councilor Buchmeier moved to appoint Bobbie Whitney to the City Council seat #2. Councilor Rowland seconded the motion.

A. Buchmeier (Aye), J. Affa (Nay), Mayor Coey (Aye), G. Carl (Aye), J. Rowland (Aye). Motion carried 4-1

Susan swore in the new councilors.

## **6.6 Council Action to Explore Options for Removal of USDA Lien**

Louis said at time the council has discussed the opportunity for people who want to cultivate marijuana at the industrial park. One of the issues at hand is that the city receives a grant from the USDA which is a Federal Agency and as we know more than likely they won't allow that.

We owe roughly 1.2-1.3 million on that grant. That was for cleaning up all of the dirt that was contaminated out there. One of the issues is how do we get out of that lien? Do we look for someone who is looking for acreage out there? Does the city get a loan and cover the rest so we have full control of the 60 acres so we can do what we want with it.

Using the 1,000 ft distance between facilities we could only have three facilities out there on the 60 acres.

Louis does not know how long this will take, he is asking how many hours the council would like him to put into this.

**Motion:** Councilor Rowland moved that we allow Louis to explore options for removal of USDA lien and allow three hours for him to work on this. Councilor Affa seconded the motion.

Mayor Coey (Aye), J. Rowland (Aye), J. Affa (Aye), G. Carl (Aye), A. Buchmeier (Aye), K. Holston (Nay), B. Whitney (Aye). Motion carried 6-1

## **7.0 COMMUNITY SERVICES**

### **7.1 Concerts in the Park Alcohol Permit Request and Fee Waiver 8-6-16 & 8-7-16**

**Motion:** Councilor Buchmeier moved that we approve the alcohol permits and fee waivers for Concerts in the Park for August 6, 7 & 20<sup>th</sup> 2016. Councilor Rowland seconded the motion.

A. Buchmeier (Aye), G. Carl (Aye), Mayor Coey (Aye), J. Affa (Aye), J. Rowland (Aye), B. Whitney (Aye), K. Holston (Aye). Motion carried 7-0

### **7.2 Concerts in the Park Alcohol Permit Request and Fee Waiver 8-20-16**

Approved with 7.1 in one motion.

### **7.3 Resolution 13-2016 Special City Allotment**

Rick said this would be a grant for \$50,000 to improve Berry Street, this is the same type of grant we used for Teller Road.



**Motion:** Councilor Buchmeier moved that we adopt Resolution 13-2016 Special City Allotment Grant for support of the reconstruction of Berry Street. Councilor Carl seconded the motion.

Mayor Coey (Aye), G. Carl (Aye), J. Affa (Aye), J. Rowland (Aye), A. Buchmeier (Aye), K. Holston (Aye), B. Whitney (Aye). Motion carried 7-0

## **8.0 POLICE SERVICES**

Chief Martin gave the stats for the 4<sup>th</sup> of July weekend, there were 43 citations and 5 warnings, and there were 10-30 calls per shift. Pretty uneventful weekend.

The stats for June are 310 calls for service, 23 cases, 18 citations and 1 warning.

The radio project was started, they got three of them and should get three more in a couple of weeks. The county is giving them a break on not switching the system yet, they will wait until they have all of them.

Councilor Buchmeier said she heard several complaints over the weekend at her business about the number of officers out over the weekend and amount of tickets for illegal fireworks.

## **9.0 EMERGENCY SERVICES**

### **9.1 Surplus Equipment**

Chief Hansen gave the stats for the month of June, there were 69 calls for service, 39 EMS calls, and 2 other and 41 were in the Oakridge city limits.

**Motion:** Councilor Rowland moved that we surplus the listed equipment and have staff remove said equipment by either selling, donating or trashing if no value remains. Councilor Affa seconded the motion.

Councilor Affa asked where the stuff was located?

It is located in bay 2 out at the manufacturing building.

Councilor Affa said so he can go visit this then.

G. Carl (Aye), A. Buchmeier (Aye), Mayor Coey (Aye), J. Rowland (Aye), J. Affa (Aye), B. Whitney (Aye), K. Holston (Aye). Motion carried 7-0

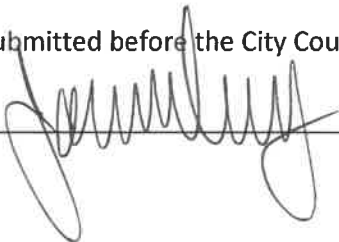
## **10.0 REPORTS FROM BOARDS AND COMMITTEE**

None

Adjourn meeting 8:56 P.M.

Respectfully submitted before the City Council July 21, 2016

Signed: \_\_\_\_\_



James Coey, Mayor

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "S. LaDuke", written over a horizontal line.

Susan LaDuke, City Recorder