



October 19, 2017  
City Council Regular Session  
Willamette Activity Center, Rm 8  
47674 School Street  
7:00 p.m.



## MINUTES

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### 1.0 CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Council Present: Jim Coey, Mayor  
Judy Rowland  
Gary Carl, Council President  
Josh McMillin (absent)  
Paul Forcum  
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, Public Works Coordinator

### 2.0 PUBLIC COMMENT

Jan McLaughlin Farrier 76484 Pine Street- There are dangerous trees behind her house hanging over the house. She came in to city hall this week and talked to Louis and Rick. Rick came out and took pictures and talked with her. She is concerned and would like this taken care of because they are hanging over her house. She doesn't think the trees need to be removed because of the ground, but they do need to be taken care of.

Mayor Coey asked Louis if these are in fact our trees?

Louis said Rick went out and it appears that they are our trees. We are in the process of figuring out if we are going to do it or if we will bring in an arborist. The last time we brought an arborist out it was about \$4,000 to \$7,000. However, we are planning on doing something with them. She did just come to them earlier in the week so we are just barely in the process of getting this going.

### 3.0 MAYOR AND COUNCIL COMMENTS

Mayor Coey said last week they had their first RAIN meeting, this is a group out of the valley that works with entrepreneurs starting new ventures that primarily deal in the trade sector, which is product that either ships out of state or out of country. We had about 15-16 people show up for the first meeting.

Mayor Coey said that Senator Wyden's aid Juine Chada was here, she had gone to the School District and Orchid and then sat in on the RAIN meeting.

We had a work session on Saturday from 9:00 A.M. until 2:00 P.M. with the council. Mayor thought it went pretty well. Some things came out of that that we will discuss later.

The Mayor attended the Outdoor Summit on Monday and Tuesday at OSU. The Legislature created an office of outdoor recreation this year.

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

Additions:

6.5 Councilor Taylor's Resignation

6.6 Survey

6.7 Logo

#### **5.0 CONSENT AGENDA**

**Motion:** Councilor Carl moved to approve the consent agenda. Councilor Forcum seconded the motion.

G. Carl (Aye), Mayor Coey (Aye), J. Rowland (Aye), P. Forcum (Aye), K. Holston (Aye). Motion carried 5-0.

#### **6.0 ADMINISTRATIVE SERVICES**

##### **6.1 City Administrators Report**

Louis wanted to update on CMAQ, he has a meeting scheduled on November 9<sup>th</sup>, Louis and Jenna Burman will meet with their clerical folks and a couple of their decision makers. Those dollars are to be used for purchasing a bus, some crosswalks and to expand the Diamond Express to weekend runs.

Councilor Carl asked about the status on the crosswalk.

Ed Hodges said they just finally got the Rapid Rectangular Beacons, it should be finished by the end of November.

Louis is in the process of negotiating with Lane Electric, they want to put in a new row of poles on the East portion of the Industrial Park on Fish Hatchery Road on our property, two of those poles land right where we want to put our campground that we have been discussing. Louis is negotiating a drop for the easement.

##### **6.2 City Recorder Finance Report**

Susan gave the Finance report to the council and explained what some of the reports are that she handed out.

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

Mayor Coey (Aye), K. Holston (Aye), J. Rowland (Aye), P. Forcum (Aye), G. Carl (Aye). Motion carried 5-0.

### **6.3 Selection of Bid for City of Oakridge 2017 Water Source, Transmission, Storage & Distribution Improvements**

Edward Hodges gave a brief summary, we received six bids, the lowest was from a firm out of Reedsport, Laskey, Clifton and it was for \$ 2, 164,176.60. As per procurement law we checked their ability to bond and checked that they aren't in trouble with the CCB and we have checked that they haven't had outstanding issues on jobs and this firm doesn't have any issues of that sort.

Ed recommends that we accept this bid.

**Motion:** Councilor Carl moved that we award the contract for the City of Oakridge 2017 Water Source, Transmission, Storage & Distribution improvements and direct Curran-McLeod to deliver all needed contract documents for execution of the City of Oakridge 2017 Water Source, transmission, Storage and Distribution Improvements to Laskey, Clifton in Reedsport for \$2,164,176.60. Councilor Rowland seconded the motion.

Councilor Holston said so, your engineering estimate was \$2.13 and they came in at 2.164?

Ed said yes, that is correct. He knows Laskey, Clifton well, he worked with them years ago and he is pretty happy with them.

Mayor Coey said he thought we were doing the Transmission Main and the Road.

Ed said what he did was, we have done all of the Transmission Mains that we can and the remaining part is going to be done by the contractor. The biggest part of that is the bore underneath Dunning Road, by the railroad. That is pretty complicated work and this is what these guys do.

Mayor Coey asked if the County changed the specs on the access road.

Louis said we changed the specs and asked them to modify our special use permit, so yes, they have done that.

Ed said the pitch of the road changed, it is steeper. What happened with that was two years ago, the Hazeldell Quarry folks came to him and said we want your reservoir, we know we have to give you the reservoir so we want your tank here and oh by the way even though we have this nice road here we want you to put your road down here and go up the steep hill side and then go to the reservoir.

The contractor told Ed he doesn't see that the road is that big of a deal.

Councilor Carl asked if there are liquidated damages built in to this contract?

Ed said yes, \$500 a day if they fall outside of the date of substantial completion which will be sometime in September of next year.

K. Holston (Aye), Mayor Coey (Aye), G. Carl (Aye), P. Forcum (Aye), J. Rowland (Aye). Motion carried 5-0.

### **6.4 Insignia/Logo Discussion for Public Safety Vehicles**

Louis said Kevin went out and got some quotes, there is an insignia on the police and fire vehicles already.

Chief Martin said his run about \$170.00 per car.

Louis said what we are recommending is the public safety vehicles keep the insignias that they have and add about an 4" circle logo that can be put on the vehicles so that the city is represented.

Chief Martin said he can get 100 insignias for about \$595.00.

The council agreed by consensus for the insignias.

### **6.5 Councilor Taylor Resignation**

**Motion:** Councilor Carl moved to accept Councilor Taylor's resignation and instruct the City Administrator to post a vacancy announcement. Councilor Forcum seconded the motion.

P. Forcum (Aye), J. Rowland (Aye), G. Carl (Aye), K. Holston (Aye), Mayor Coey (Aye). Motion carried 5-0

### **6.6 Survey**

Mayor Coey said you received some documents that Louis sent you from the discussion at the work session. His thinking is that the survey they sent out about five years ago is probably the same survey we should be sending out for the next Strategic Plan. He would like to add the Community Center and Amtrak to that survey.

Councilor Rowland said she would like to see a copy of the survey and be able to review it before they decide that is what they are going to do.

Councilor Holston said she thinks the questions for the Strategic Plan, although she hasn't reviewed all of them from five years ago, probably are applicable, but she would like to see how they can worked in to the Amtrak and Community Center along with an accounting of where we are so far. She really wants to look at the survey, but she doesn't want to waste too much time on it.

Louis said he does not believe we should do anything with the Strategic Plan at this time. This Council has not reviewed that Strategic Plan as a council and this council has not reviewed some of the updates that Louis and a previous councilor started on in November of 2016. We need to review all of that, reassess and reevaluate and then reform the new questions or send the old ones. We need to do those steps before we send those out.

Councilor Carl would like to see a time line on this process so it doesn't drag on.

Councilor Holston said having not even seen it, she would like to be able to look at it and consolidate it and she would make a suggestion that we have something available by the end of October.

Mayor Coey told Louis to send the council the old surveys so they can start the review. He agrees with the timelines, but we should receive the former survey.

There was council consensus agreeing to this.

Louis said he would like to see a survey that is not too busy.

## **6.7 Logo**

Louis said the bicyclist has been taken care of on our logo, Travel Lane County did this for us and they also sent us the Victor files which allows us to adjust colors and those kinds of things if we want to.

This was approved by consensus.

## **7.0 COMMUNITY SERVICES**

### **Planning Commission Annual Report**

Mayor Coey said he would like more description on the Findings, we need to put what the variance or CUP was for. We need to have more information on the final orders.

Councilor Holston said she would just like to have a summary of each of the reports just to see what was done for each one. She noticed in the area where it had conditions that the conditions varied even though it might be for the same type of application. One on Hwy 58 would say that they need to adhere to the Hwy 58 standards and another one that was on Hwy 58 wouldn't say that. Shouldn't there just be some template language for each variance.

Louis said the commission can adjust the conditions, he does agree that if it is on Hwy 58 or Uptown that the conditions do need to ensure that the design standards are listed.

Councilor Holston asked if we can have people outside city limits serve on the Planning Commission.

Louis said yes we can have people outside city limits serve on Planning Commission.

Councilor Forcum asked how many people are on the commission?

Mayor Coey said it depends on how many people show up, they have to have a quorum. There are seven commissioners.

Councilor Rowland said she attends the planning commission meetings, she has for about four years. You can learn a lot about what is going on in town.

Councilor Carl said that he doesn't know that that is such a good idea because that is an Exparte communication isn't it?

Louis said it could be if it goes to an appeal. What could cancel that is the council will get all of the same information, the minutes, the list of everyone who testified, it is on the cusp because you get everything.

Councilor Carl said and you certainly don't want to make any comments at the meeting.

**Motion:** Councilor Holston moved to amend the Planning Commission Ordinance from an annual reporting to a quarterly reporting. Councilor Carl seconded the motion.

K. Holston (Aye), P. Forcum (Aye), Mayor Coey (Aye), J. Rowland (Aye), G. Carl (Aye). Motion carried 5-0

**8.0 POLICE SERVICES**

No report, Chief was called out on a call.

**9.0 EMERGENCY SERVICES**

Chief Hansen reported that the Fall Fun Night is coming up

**10.0 REPORTS FROM BOARDS AND COMMITTEE**

Public Safety Committee- They discussed emergency preparedness, they gave the police and fire departments a deadline, but because of staffing issues we won't get the reports as soon as we thought we were going to get them.

Meeting adjourned 8:06 P.M.

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

James Coey, Mayor

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

Susan LaDuke, City Recorder