



March 15, 2018
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, Council President
Josh McMillin
Paul Forcum
Kathy Holston
Kevin Gobelman

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, Community Services Coordinator

2.0 PUBLIC COMMENT

Susan Hardy 76318 Garden Road – She is here representing 90/30, as many of you know April is Child Abuse Prevention Month and we try to decorate our town with blue pinwheels, they are the symbol of child abuse prevention. She is here to ask the city council to read a proclamation for child abuse prevention month. She can make you a sample if you need one. They have been working on this for almost five years, they are at the point where they will be implementing two of the strategies that they have chosen. One is a welcome baby box, the idea is from Finland and every baby gets a box and they have decreased their number of infant deaths significantly, they are going to have a group of foster grandparent representatives and they will deliver the box to families when they have a new baby and that will open the door for further visits. By the beginning of the school year they will be implementing Roots of Empathy in the grade school. If you have any questions please ask her.

Dennis Patterson 47871 W 1st Street- Emerald Broadband news, about four or five days ago they were going to put up an antennae on one of the poles at the high school, the problem is no one knows who owns those poles so they couldn't get permission to do that. The antennae that is on the cross up on the hill is operating on one frequency. Prices vary and depend on whether you purchase the antennae and modem or if you rent them.

3.0 MAYOR AND COUNCIL COMMENTS

Mayor Coey asked about an issue between public works and Emerald Broadband?

Louis said yes, it has been resolved, we brought that up at the last meeting.

Mayor Coey said he went to Nashville last week at the request of the EPA, it was quite an event. Mayor Coey spoke on Wednesday afternoon, everyone who was there was either EPA, or Health Department or some other agency throughout the country. They all talked about the wood stove change out and he was the only one who talked about how we solved this problem without the wood stove change out.

Many of you have heard about the East Lane Regional Bike Routes Tourism Studio, we have now changed the name to Connect Lane. The rollout begins next Tuesday with the Mayors Round Table and he will be making a pitch at an inter-agency meeting between the Forest Service, BLM and other land management managers throughout this area.

Mayor Coey got a call today from the interim public works director for Lane County, since we have approved side by side usage in Oakridge, now we need county connections as well, specifically East First, Fish Hatchery and Kitson Springs Road. The director reached out to him today, so he is sending him the State Ordinance and our City Ordinance and we will see where that goes.

Tomorrow the Mayor will be in Portland all day for an Oregon Bike Summit Event, this will be the fourth one he has attended since he's been Mayor, and he will be doing a presentation for the Connect Lane part of this.

Councilor Carl has been out of communication for about a week. He asked if he would be able to attend the Governor's Conference in Bend this year.

Louis said the funding is there and there was consensus with the council.

Councilor Carl had both of his businesses hooked up to Emerald Broadband yesterday, it is \$100 to hook up. They have a direct shot to the cross on the hill and the lodge has a pretty good line of site to that spot also. It is incredibly fast and you can also have a telephone that runs through the internet and not wires.

Councilor Holston said she attended the Tiny Homes Symposium on Tuesday and she is going to attend the Cycle Oregon Conference on Friday also. She learned a lot at the Tiny Home Symposium and we are going to talk more about that later. She has heard a lot of conversation about the survey that we did and that's really cool and she is really liking that, but she would like to encourage people to, when you have questions about how things work or have concerns, to take them to city hall or bring them to city councilors or the Mayor.

3.1 Employee Appreciation Day Proclamation

Mayor Coey read the Proclamation

4.0 ADDITIONS, CORRECTIONS, OR ADJUSTMENTS TO THE AGENDA

Louis wants to add 6.5 Tiny Home Discussion

5.0 CONSENT AGENDA

Motion: Councilor Holston moved to approve the minutes from the February 15th meeting and the February 26th special meeting minutes as amended on page 5 with Councilor Rowlands abstention on the vote. Councilor Gobelman seconded the motion.

G. Carl (Aye), Mayor Coey (Aye), J. Rowland (Aye), P. Forcum (Aye), K. Gobelman (Aye), K. Holston (Aye), J. McMillin (Aye). Motion carried 7-0

6.0 ADMINISTRATIVE SERVICES

6.1 City Administrators Report

Louis, Councilor McMillin, Commissioner Taylor, Susan and Rick sat in with ODOT to select a consultant for our Transportation Systems Plan, a tentative consultant has been selected and it is Kip Kittleson and Associates. Louis, Rick and ODOT will speak with them next week basically to negotiate the costs of the plan. The money has already been set aside.

We are finalizing the Emergency Ops Plan, Chief Hansen is pushing that pretty hard.

Louis just sent you all an email to get some input from council and senior staff on the new website, because it is an administrative issue, not a meeting, you can deliver input to him in regards to that.

The Community Survey- They intend to have that to the council on the first meeting in April and he would also like to see if the council would like to set a work session for shortly thereafter so we can set goals for the strategic plan and those things. And then that would also give us an opportunity to follow up with Senator Wyden's office, that was a month that was good for their office so we may be able to make that time line.

Councilor Holston asked when we start the budget meetings?

Louis said he intends to present the budget to the council on April 17th.

Mayor Coey asked if we have any pending items for the council meeting on the 5th.

Louis said we could appoint budget committee members at the city council meeting and then go into goal setting. We will start at 6:00 at p.m. at city hall. Anyone who has applied to be on the budget committee will need to be at this meeting. We need five new budget committee members.

Louis reminded the council to do their Oregon Government Ethics Commission E filing. You should have got this by email by now.

6.2 City Recorder Finance Report

Susan gave the finance report to the council.

Susan presented the audit to the council. She said on the inside of the audit there is a loose piece of paper which is a letter from our auditors and that is probably the most important thing for you to read. It tells you that this was a clean audit and they changed a little bit of the wording on how they define that. Susan read an email from Brian Stone who was the lead auditor from Polly Rogers, it kind of sums up some things they went over in the audit committee.

Susan said when she first came in to this office she found a lot of things that needed to be fixed. In the five years they have addressed all of those and the two different types of deficiencies and we have gotten rid of all of them. This is the second year in a row that we have had no significant deficiencies and we are down to a number of things that are best practices. The big dogs in the audit world are material weaknesses, we have not had any of those in three years. This is a very clean audit. Susan wanted you to hear from Brian that this is rare for a city our size not to have those, especially to come from where we were to not have them is pretty much unheard of.

Councilor Rowland said two years ago when they were at the League of Oregon Cities, they used Oakridge as an example as a basically bankrupt city that in those three years had turned itself around. It was pretty impressive.

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

Councilor Holston wanted to commend the staff on a job well done, you are awesome. One of the things they (auditors) did bring up is the governing body and they are the governing body and we talk about how we understand our budget process and how we get materials to look at and she still feels somewhat inadequate about being able to look at and ask intelligent questions. She knows they are getting the information earlier now, but she would like to know if there are some other models that can be used to present the financial information to the council when the council as the governing body has to approve and know what we are approving. They trust them implicitly, you have done a great job so that is not the issue, but as we move forward she would like know that she is doing her due diligence also.

Susan said we can do that, she can give a short session and kind of give you the nuts and bolts of it. She said the auditors come through and randomly ask for a check register and we have to print it out for them.

Councilor Holston said she isn't questioning the audit, she is expressing her frustration at trying to understand this, at a later date if you could come back with suggestions for council. The audit is excellent, she is very happy with it.

Susan said the audit is your assurance, she pointed out those couple of pages.

Councilor Holston said it also points out that the governing body, the council, is the monitor and she wants to know that she is doing her due diligence, she has no question about what is happening.

Mayor Coey said it sounds like she is looking for some kind of training mechanism that we can listen to like someone from LCOG or the auditor.

Susan said she can do the training. The reason for audits and for presenting the audit and for the letter being of importance is because they realize that a lot of councils do not have accountants that sit on the board, we don't have in small towns accountants that can sit on the council that will understand all of this, that is why the importance of the letter is to read it, that is your assurance, you are looking at what the auditors are saying. To read that letter is important, that is why she pointed that out, but we can do a short session on the reports and what they are and what they can look for.

Councilor Carl wanted to say good job, he thinks that Susie is speaking to a different point than what Kathy is issuing, Louis you understand what she is saying?

Louis said yes, and he thinks Susan got it just a couple of minutes ago. Some type of a mechanism so that when we give you the reports you can look at them and understand what we are doing, what you are supposed to be looking for, red flags, those types of things. That is what he is sensing, that you need to be able to look at it and understand some of it.

Councilor Holston said she is sorry that this has even gone this far because she is reading from number one, governing body monitoring, she read number one out loud. She is just asking as to how she can do this.

Louis said he understands what that says and he gets what it says, but for a councilor to understand it (Louis was interrupted)

Councilor Holston said to ask the auditors how to do it.

Susan said we have talked to the auditors on this, that is when the audit committee was established and there is a councilor on the audit committee that sits with the CPA, Auditors, Susan and Louis and they do go through specific questions, that is part of that process. The monitoring process is, are you getting your reports? If you are not getting them, are you asking why?

Mayor Coey said that is not what she is asking.

Mayor Coey asked the council how many of them understand the paperwork they receive from Susan for the financial report? It seems to the Mayor that LCOG or someone has somebody that can come up here and give us an independent summary of what is going on, we are not questioning your abilities or what is being presented, it is just a basic understanding of budget law.

Louis said we can present a class on this. What he is hearing is part of it is that you want to be able to look at this stuff and understand what you are getting.

Councilor Holston said it is her goal to help you have the best audit that you can do, you are so good at what you have done. One of the audit recommendations is what she read, therefore she is asking, how she can make you even better by fulfilling this number one request.

Susan said that request will always be on there, there is nothing that can be done.

Councilor Rowland said Kathy you might understand this better after she goes through a whole budget process.

Councilor Holston said she has been through a budget process and she does understand a lot it. Again, she just wants to know how to fulfill number one.

Susan said we can go through this in a work session.

Councilor Holston said she is sorry she brought this up.

K. Gobelman (Aye), Mayor Coey (Aye), K. Holston (Aye), J. Rowland (Aye), P. Forcum (Aye), G. Carl (Aye), J. McMillin (Aye). Motion carried 7-0

6.3 Resolution 3-2018 A Resolution Establishing City Council Travel and Reimbursement Policy

Louis said one of the reasons this is out here is so he has a procedure policy to always follow for all of you when you travel and so you all have a process that you may want to use or not use. This is your procedure so as far as what is in here if you want to move around or change let him know. We want to make sure that when we do travel we have receipts, we are specific as to what we are doing, where we are going, location, and those kinds of things. Those are the key issues. He has had a couple of councilors say they would like to know when someone is going to travel, be it the Mayor or anyone else. We need to have a procedure. The language can stay as it is or it can change.

As you see in the resolution, one of the issues was the preapproval process for overnight stays, that will be at the discretion of the city council. Basically just trying to establish some policies on when you are going to collect mileage and when you will need council approval.

Motion: Councilor Carl moved that we approve Resolution 03-2018 A Resolution establishing the city council travel and reimbursement policy. Councilor Rowland seconded the motion.

Councilor Carl said he never thought much about it, generally it depends on the amount of money that is being spent. If somebody is going to spend \$800-\$900 of city money it should be approved by the council, but if somebody is going to go to Corvallis and spend \$50 he is not so concerned about that.

Councilor Rowland said the point on that is if she didn't know about going to Corvallis and not just the Mayor, but other people have gone to meetings that she would have liked to have gone to, but she didn't know about them. Even if it's just an email saying they are going to such and such, then they would have the opportunity to go.

Mayor Coey said first of all, he thought we had squashed this at our last work session, this conversation came during the work session and it was squashed then so why is it coming back now?

Louis said he does not believe it was squashed, it was not squashed Mayor.

Mayor Coey asked if it was given council approval to go forward?

Louis said yes.

Mayor Coey said he doesn't remember that, do any of you (councilors) remember that? Second of all, if council is going to be required to get council approval for out of city travel specifically overnight stays, then staff should be required to do the same.

Louis said staff does get approval.

Mayor Coey said it's not specified in here.

Louis said the city attorney stated that the policies need to be separated. He had it together and a suggestion from Councilor Holston at the time was to separate and that was in line with what the city attorney said. The stipulations are different for elected officials, that is why he said to separate it. Staff does need to get approval from him or department heads before they do any overnight stays. In regards to out of state travel they would be coming to council, unless it is a training.

Mayor Coey said as far as meetings approval, because his schedule is very fluid and some of these meetings pop up at a moment's notice, it's not inducive to a city council meeting.

Louis said if any of you send out an email saying you are going to this training you are not taking action.

Mayor Coey said you said you weren't even allowed to do that anymore.

Louis said no, you are not taking a legislative action, you are not making a law or (interrupted)

Mayor Coey asked then why is it even in here?

Louis said just say you have four meetings you are going to go to, just send out an email saying I've got these four meetings, then there may be one that they want to go to.

Councilor Gobelman said what you are trying to say is this is in administrative function not a legislative function.

Louis said yes exactly and you can do that without getting into any trouble.

Councilor Holston said we are talking about apples and oranges here because this resolution doesn't have anything to do with notifying. Louis just brought it up and it could be tacked on to this. This resolution really is about how the city agrees how they will reimburse council and mayor for functions they attend, what they will reimburse, how they will reimburse it and what our due diligence is to ask for reimbursement. Louis and I went over this to try to hammer out a responsible and flexible policy. There has to be responsibility on both sides. There is a piece in here where you have ten days to turn in your stuff and there is no time frame for the city to reimburse you, they will just do it at your next run. She is not particularly fond of that, but she can go with it.

Councilor Carl asked Councilor Holston since she has already given this some thought already, what is her opinion on a dollar limit for getting approval.

Councilor Holston said that this doesn't address that, this is for what you have already spent, you can only spend so much. This doesn't have anything to do with us reaching out and saying I am going to travel and I'd like a per diem and I won't spend more than this amount, that's not what this is.

Mayor Coey said he thinks the meal reimbursement should be a set dollar amount, not ten dollars for breakfast, fifteen for lunch and twenty five for dinner, it should just be a dollar amount per day.

Councilor Holston said she didn't know this was going to be a resolution, she thinks this would be better if they has a council table this so they have the opportunity to actually read this individually and then bring their comments back so that they incorporate all of them. Her and Louis already worked through this during an administrative meeting and reworded some things.

Councilor Holston wanted to move to table this.

Mayor Coey said there is already a motion on the table.

Councilor Carl made the original motion.

Amended motion: Councilor Carl moved to table this. Councilor Rowland seconded the motion.

J. Rowland (Aye), J. McMillin (Aye), P. Forcum (Aye), G. Carl (Aye), Mayor Coey (Aye), K. Holston (Aye), K. Gobelman (Aye). Motion carried 7-0

6.4 Renewal of IGA Right of Way Special events permits with Lane County—City of Oakridge

Louis said to disregard the resolution, the motion will suffice to reapprove the IGA.

Lane County has given the city the authority to issue special event permits up to one mile outside of our urban growth boundary.

Motion: Councilor Holston moved we continue the Intergovernmental Agreement with Lane County, giving the City the authority to grant special event permits one road mile outside of the Oakridge Urban Growth Boundary. Councilor Carl seconded the motion.

P. Forcum (Aye), J. Rowland (Aye), G. Carl (Aye), J. McMillin (Aye), Mayor Coey (Aye), K. Holston (Aye), K. Gobelman (Aye). Motion carried 7-0

6.5 Small Home Discussion

Louis said that we went to a Tiny Home Symposium on Tuesday, it didn't appear that any of us had any objections to this. The only issue he has with this is the Tiny Home Movement, one of the key issues is that we have a housing crisis and we don't have affordable or attainable homes for people to rent or buy. The other piece is accessory dwelling units, for example you have say a 7,000 sq ft lot and you want to put a tiny home in the back yard you can if it's stick built, it's already in our code already. The question that comes in is if it's a tiny home that's manufactured home, we have length limits that is one of the things we want to deal with. The last thing is the Air B & B's, at this time we don't have anything in our ordinance to deal with Air B & B's. He could see folks putting two or three of these up as Air B & B's and he doesn't have a problem with that, but again in our code we don't have any way to regulate that. What he is asking for tonight is that council allow staff to get going on this and he thinks depending on citizen input, that is what will gauge how long this will take. He would say 180 days or less is a safe bet. We will start with the Planning Commission and when they are done with their recommendations we will come to council. Just

a reminder, if you allow us to move forward on this you need to be careful in regards to talking with the planning commissioners because then you are getting into Exparte communications.

Mayor Coey wanted to suggest that we don't do this tonight. We have two separate things here, the Air B & B is a separate situation that is a taxing process as opposed to a zoning ordinance. The Air B & B side has been coming through Travel Oregon and is Oregon State Law now that they have the same taxing as say Councilor Carl does at his lodge except nobody knows where they are. By separating these two out and creating some sort of licensure for Air B & B's just like hotels and motels have to have.

Louis said he agrees, but this is a split issue, there is a zoning component to this and then there is the licensure issue.

Mayor Coey said right so why is the zoning coming to us before it goes to the planning commission.

Louis said this is just information letting you know that this is stuff we want to discuss with them. We are asking you for direction and the Air B & B is going to be primarily a zoning piece, it is not going to be the licensure, or the TRT or any of that stuff.

Councilor Holston said she is a little bit confused here, she has some things she'd like to say about this but not necessarily after a motion is made because she thinks the two should be split up.

Louis said we can just start with the tiny homes, the planning commission has a work session on the 20th which is where we were going to start with this.

Councilor Holston said it seems to her like the Mayor suggested that these are two separate issues and they don't need to be considered together. She also wants to be sure that you and everyone else understands that this is a biased statement "to prevent Air B & B's from making the housing crisis worse" she doesn't know that she has an opinion on that and she can see where it may, but there are those that believe that it does not make it worse. She doesn't want something presented to the planning commission with an already built in bias.

Mayor Coey said he doesn't believe there is a motion to be made here, he thinks we should just have a discussion about this.

Louis said he needs consensus to move forward. He would like to move forward with at least just the tiny homes.

Motion: Councilor Holston moved that staff start the process of making amendments to the City of Oakridge zoning ordinance that allow for tiny houses on wheels to be an outright use. Councilor Rowland seconded the motion.

Councilor Carl said there is an awful lot to this, it is incorrect for us to blur the issue with Air B & B, the whole Air B & B started out with people renting out a room from their house and it's now sort of morphed into something else. It is a whole separate subject.

Louis said correct, and he is good with that.

P. Forcum (Aye), J. Rowland (Aye), J. McMillin (Aye), Mayor Coey (Aye), K. Gobelman (Aye), G. Carl (Aye), K. Holston (Aye). Motion carried 7-0

7.0 COMMUNITY SERVICES

7.1 Road Closure of Pine to Oak Streets for the Sasquatch Duro Bike Event

Louis said he walked the course with Mike Ripley, they walked the course and sat down and talked. He showed Louis what his plan is, the staff doesn't have any objections to the closure.

Motion: Councilor Carl moved we approve the Street closure for the Sasquatch Duro Event at Pine Street to Oak Street on E 1st for Saturday May 19, 2018 from 6:00 am until 4:00 pm. Councilor McMillin seconded the motion.

Mayor Coey (Aye), K. Holston (Aye), J. McMillin (Aye), G. Carl (Aye), P. Forcum (Aye), K. Gobelman (Aye), J. Rowland (Aye). Motion carried 7-0

7.2 Greenwaters Park fee waiver and Funds transfer for the Community Easter Egg Hunt

Motion: Councilor Rowland moved that we approve the fee waiver for the use of the Greenwaters Park by the Oakridge Kiwanis Club on March 31, 2018 and transfer from TRT Funds for grounds maintenance. Councilor Carl seconded the motion.

J. McMillin (Aye), P. Forcum (Aye), Mayor Coey (Aye), K. Holston (Aye), J. Rowland (Aye), K. Gobelman (Aye), G. Carl (Aye). Motion carried 7-0

7.3 Storm Water Management

Rick read the issue. This is for information only. We just submitted our last year of a five year plan and we will be starting on a new five year plan that will be due in May 2019. We have not heard back on our report, last year they asked for some clarification on some answers and he wouldn't be surprised if they do that again this year.

Mayor Coey said they are wanting us to plant a bunch of vegetation along the river on the north side so we could cool down the river. It didn't make much sense to him then and it still doesn't make sense.

Rick said we do have a number of beaches that are truly riparian.

Mayor Coey asked how does I and I impacts this?

Rick said not so much because I and I goes through the waste water treatment plant. If the waste water treatment plant were to fail due to I and I then it would impact it.

Rick said they are taking quotes for additional testing of the well, they are not expecting it to be too much. They are retesting because of the chlorine compound that was found and they are required by the state to retest before they continue on with building the well head.

The access driveway to the new tank is well under way. Another slowdown is the boring under Salmon Creek is taking longer than expected. They are almost across the river, but every time they get to the south side of the levy they have issues. We are hoping it can be finished soon but their equipment keeps breaking, he doesn't think they were expecting the size of the boulders we have underground.

Rick said we are taking quotes for junk amnesty, a couple of years ago we parted ways with Lane County, they used to haul our junk away. The last two years we used Royal Refuse and so far they are coming out ahead again.

Rick said they are starting clean up on the new campground site on the 26th, we will start yanking out the blackberry bushes and cleaning out the invasive species.

8.0 POLICE SERVICES

Chief Martin gave his report.

Chief Martin attended the Association of Chiefs of Police, Small Agency Training and Conference.

They have had a large child abuse case load the last few months.

Chief Martin and Officer Larsen went to ODOT Traffic Safety Conference and Training.

Sergeant McPherson went to the Lane County Domestic Violence Council Meeting.

9.0 EMERGENCY SERVICES

Chief Hansen gave his report.

About every third day they have two ambulances on the road.

Our volunteers put in a lot of time. Kudos to those who step up and help our community.

This Saturday the 17th they will have the Household Hazardous Waste Round Up at the Fire Station from 9:00 am until 2:00 pm.

10.0 REPORTS FROM BOARDS AND COMMITTEE

None.

Mayor Coey said he forgot to do this, he wanted to call an executive session.

Louis said it depends under which one.

Mayor Coey said under 192.660 concerning your review and evaluation that is coming up.

Louis said yes you can do that. You can call it right now.

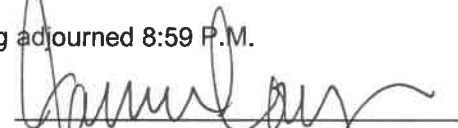
Mayor Coey called executive session ORS 192.660 (2) (i) Review and evaluate the City Administrator

Five minute recess then go into executive session.

Mayor Coey canceled the executive session.

Meeting adjourned 8:59 P.M.

Signed:


James Coey, Mayor

Signed:


Susan LaDuke, City Recorder