



May 16, 2019  
City Council Meeting  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

## MINUTES

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### **1.0 MEETING CALLED TO ORDER**

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney, Christina Hollett, Stan Barenboim, Paul Forcum, Donald Hadley, and Trisha Maxfield.

**Staff Present:** Pro Tem City Administrator Marsha Miller, Assistant City Recorder Jackie Taylor, Police Chief Kevin Martin, Community Services Coordinator Rick Zylstra.

### **2.0 PLEDGE OF ALLEGIANCE**

### **3.0 ROLL CALL- All Councilors present**

### **4.0 ADDITIONS, CORRECTIONS, OR ADJUSTMENTS TO THE ADGENDA-**

12.0 Business with the City Attorney will be moved to before 10.0 Business from the City Council

Remove 6.2 IMBA

### **5.0 PUBLIC COMMENT ON ITEMS ON THE AGENDA –**

Trudy Hammond 47752 Berry Street- Handed out a petition that she started regarding an in house hire for the Fire Chief position.

### **6.0 MAYORS COMMENTS/ANNOUNCEMENTS/PROCLOMATIONS**

#### **6.1 Public Works Week Proclamation**

Mayor Holston read the Public Works Proclamation

**7.0 PUBLIC HEARING**

**8.0 CONSENT AGENDA- May 2<sup>nd</sup> City Council Minutes**

*Action:* Approve Consent Agenda  
*Motion:* Councilor Whitney  
*Second:* Councilor Forcum  
*Vote:* Passed-Unanimous

**9.0 RESOLUTIONS AND ORDINANCES**

**9.1.1 Resolution No 2-2019, A Resolution Authorizing the Transfer of FY 2018/2019 Budget Appropriations within the Wastewater Fund from Contingency to New Equipment-Capital Expenditure**

Rick read the issue. The City of Creswell received a new Sewer Vacuum truck and are willing to sell us their old one.

*Action:* To adopt Resolution No. 2-2019, a Resolution authorizing the transfer of FY 2018/2019 budget appropriations within the Wastewater Fund from Contingency to New Equipment-Capital Expenditure for the purchase of a sewer cleaner vacuum truck from Creswell Public Works Department.

*Motion:* Hollett  
*Second:* Hadley  
*Vote:* Passed-Unanimous

**9.1.2 Resolution No 3-2019, A Resolution Authorizing the Transfer of FY 2018/2019 Budget appropriations within the Wastewater Fund from Contingency to New Equipment- Capital Expenditure**

Rick read the issue. The Automation Group (TAG) on February 13, 2019, received Sole Source Determination for the installation of the Waste Water Treatment Facility Ultraviolet (UV) Disinfection System Control from the Oakridge City Council.

*Action:* To adopt Resolution No. 3-2019, a Resolution authorizing the transfer of FY 2018/2019 budget appropriations within the Wastewater Fund from Contingency to New Equipment-Capital Expenditure for the replacement of the Wastewater Treatment Plant Ultraviolet Disinfection System Control.

*Motion:* Maxfield  
*Second:* Hollett  
*Vote:* Passed -Unanimous

**10.0 BUSINESS FROM THE CITY COUNCIL**

**10.1 Update on Softball Field request**

Rick said he got a schedule late yesterday, Rick, Bev McCulley and the School will get a hold of the applicant to iron out a schedule. Per the MOU, Upper Willamette Youth has control of the field for the next few months. After this season is over we need to revisit the MOU's.

## **11.0 BUSINESS FROM THE CITY ADMINISTRATOR**

### **11.1 City Administrators Report**

Marsha received a call from the LOC and they would like to schedule a second session for the retreat that they held previously. The council decided on July 12 and 15 for possible retreat dates.

Marsha said at the last meeting they had an OEDAC appointment, Vernon Beard, and someone brought to their attention that they need to live inside city limits, but that is not a requirement of OEDAC. Marsha will ask him to come back so the council can ask him some more questions.

Marsha announced that our meetings will be available by audio on our website thanks to Jackie. You will be getting summary minutes from now on.

City Hall will be closed on May 24, 2019 due to staffing shortages and starting June 1, 2019 the office will be closed between 1:00 p.m. and 2:00 p.m. for lunch also due to staffing shortages.

Mayor Holston said because our first meeting in July is on July 4<sup>th</sup> our July meetings will be on July 11<sup>th</sup> and 25<sup>th</sup>.

#### **11.1.1 Request from Oakridge/Westfir Chamber of Commerce**

*Action:* To table the request from the Oakridge/Westfir Chamber of Commerce until July

*Motion:* Whitney

*Second:* Hollett

*Vote:* Passed - Unanimous

#### **11.1.2 Request for 2019 TRT Funds**

*Action:* Move that we approve the distribution of \$7,390 from TRT Funds to the Bus Fair and waive the fee for use of Lot 3 OIP property upon a signed MOU with the City.

*Motion:* Whitney

*Second:* Barenboim

*Vote:* Passed - Unanimous

#### **11.1.3 Recruitment for City Administrator Process Update**

Marsha explained the recruitment process for the City Administrator hiring process. The position closed on April 15<sup>th</sup> and we received 16 applicants.

*Action:* To approve the updated recruitment process and direct the Interim City Administrator to move forward with scheduling interviews for the four recommended candidates.

*Motion:* Forcum  
*Second:* Maxfield  
*Vote:* Passed-unanimous

**11.1.4 Process for filling Fire Chief Position and financial analysis of options.**

Marsha went over the options for hiring an Interim Fire Chief and the costs for each option. We have two candidates for this position.

*Action:* To support the direction of the City Administrator to move forward with pursuing an Interim Fire Chief.

*Motion:* Whitney  
*Second:* Forcum  
*Vote:* Passed 1 Nay, 6 Aye

**11.2 City Recorder Finance Report- No report**

**11.3 Emergency Service Report- No report**

**11.4 Police Service Report- Chief Martin presented his report**

**11.5 Community Services Report**

**12.0 BUSINESS FROM THE CITY ATTORNEY**

Mayor Holston said this item is here because the council received communication from the City Attorney. They had three communications, one had to do with the volunteers at the fire department, one had to do with Ethics and the other had to do with the termination of a lease at the OIP. The attorney is available by phone if you have questions about the communications that we received.

Councilor Hollett asked if they were able to know what the questions are that were asked of the attorneys? She doesn't feel comfortable with some of the questions in public.

Marsha said these are the questions that council asked and they were asked in a public meeting.

Mayor Holston said if you have questions and you would like to call, email or stop in to talk to Marsha we can reach out and get clarification that way.

**13.0 ITEMS REMOVED FROM THE CONSENT AGENDA- None**

**14.0 UPCOMING MEETINGS AND EVENTS**

**15.0 PUBLIC COMMENT**

**16.0 ADJOURN – 8:33**

Signed: Kathy Holston  
Kathy Holston, Mayor

Signed: Susan LaDuke  
Susan LaDuke, City Recorder

*Cops*

**RESOLUTION NO 2-2019**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FY 2018/2019 BUDGET APPROPRIATIONS WITHIN THE WASTEWATER FUND FROM CONTINGENCY TO NEW EQUIPMENT - CAPITAL EXPENDITURE**

WHEREAS, the City desires to transfer FY 2018-19 budget appropriations between categories within the Wastewater Fund, to adjust appropriations within the adopted budget and the nature of planned expenditures; and

WHEREAS, ORS 294.463(3) allows for transfers of appropriations within a fund when authorized by ordinance or resolution of the governing body of a municipal corporation.

WHEREAS, there will be no net change in the total of all appropriations; and

WHEREAS, no new appropriation categories will be created; and

WHEREAS, transfers of general operating contingency appropriations are less than 15 percent of the total appropriations of the fund contained in the original budget adopted by the governing body of the municipal corporation for the fiscal year;

WHEREAS, The City of Creswell has offered to sell to the City of Oakridge a used Sewer Vacuum Truck for the price of \$35,000;

WHEREAS, the above-mentioned equipment would be a improvement over the existing equipment that is currently owned and operated by the City of Oakridge,

NOW, THEREFORE, BE IT RESOLVED, by and through the Oakridge City Council meeting in regular session, as follows,

Section 1: The City Council of the City of Oakridge desire to transfer appropriations between categories within the Wastewater Fund as stated below for the 2018-19 City budget;

Section 2: The City Council hereby transfers the following budget appropriations between categories within the Wastewater Fund:

Wastewater FUND	Budget Appropriation	INC/DEC	Adjusted Budget
Contingency	\$267,198.	-\$35,000	\$232,189
New Equipment - Capital	\$5,000	+\$35,000	\$40,000

**PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 16<sup>TH</sup> DAY OF MAY, 2019  
APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 16<sup>TH</sup> DAY MAY, 2019**

Signed: *Kathy Holston*  
Kathy Holston, Mayor

Attest: *Susan M. LaDuke*  
Susan M. LaDuke, City Recorder

Ayes: 7  
Nays: 0