



August 15, 2019
City Council Special Session
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1.0 CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE

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

Staff Present: City Administrator Bryan Cutchen, Assistant City Recorder Jackie Sims, Community Services Director Rick Zylstra and Chief Kevin Martin

2.0 Pledge of Allegiance

3.0 Roll Call

4.0 Additions, Corrections or Adjustments to the agenda

5.0 Public Comment

Sherry Klosterman 48341 Hills Street- Wants to know if Council or City Administrator know if all of the people in the community that live in residential districts have permits for businesses. There seem to be houses that are operating businesses. Also, if you want revenue to come into the community you should have everyone go by the law and quit waiving permits fees for events. Some events make it hard to get around town if you aren't familiar with Oakridge.

Councilor Kinyon said the city website should have all of the business licenses listed. When someone requests a waiver for permit fees for events that comes out of the TRT funds that are set aside for that use.

6.0 Executive Session ORS 192.660 (2) (h) to consult your attorney regarding your legal rights and duties in regard to current litigation or litigation more likely than not to be filed.

Executive Session ORS 192.660 (2)

7.0 Mayor & Councilor comments/announcements/proclamations

Mayor Holston said on October 17th there will be a meeting with Lane County to get more information on the Census that is coming up next year. If you are interested in attending with Mayor Holston let her know. On the 18th at noon there is a meeting with UBRA and they are meeting with a Representative from Oregon Main Street, this is an opportunity to find out more about what they do. If you are interested let the City Administrator know.

Mayor Holston is out on vacation from the 19th through the 25th.

Councilor Kinyon was contacted by a concerned citizen regarding the amount of thievery and tire slashing going on around town. He is also very frustrated about public comment being at the end of the meetings.

Mayor Holston asked the council if they'd like to add the two subjects to a future agenda for discussion or add it into a work session? Mayor Holston also suggested that Councilor Kinyon could get together with Chief Martin to discuss and get information to take back to her constituent and then also more information to perhaps bring back to council if there is something to consider.

Councilor Kinyon said she has something she wants to bring to council to consider and that is why she wanted it to be an agenda item.

Mayor Holston said we will add it to the September 5th agenda.

Councilor Whitney said when the Bus Fair was presented to them and they approved funds for that Mr. Butterfield said he would come back to make a presentation and she'd like to see that. She was also wondering if they were still on task to have the Water Fund audited?

Bryan said he had our contract CPA do that informal audit and he forwarded it to everyone and there is a full audit coming in October.

8.0 Consent Agenda

8.1 Approval of July 25th & August 1st minutes

Action: I move to approve the minutes of July 25th & August 1st City Council meeting

Motion: Whitney

Second: Maxfield

Vote: Passed- Unanimous

9.0 Business from the City Council

Action: I move that the City Council approve a change order for \$140,000 increase in contract price for the 2017 Water Source Transmission Storage plus distribution improvements construction

projects which the amount will be paid as additional compensation for professional underground services work on the project.

Motion: Hollett
Second: Forcum
Vote: Passed- Unanimous

10.0 Business from the City Administrator

10.1 City Administrator

10.1.1 City Administrator's Surety Bond

Bryan looked in to the Surety Bond as requested by the City Council. He got one when he came on board as will the Finance Director. He recommends removing this from the Charter, CIS Insurance covers the same thing that the Surety Bond would do up to \$550,000 and his surety bond is \$150,000. He is still investigating this, we could recommend lowering the Finance Directors bond to the minimum to save money.

Mayor Holston said they can put this on their list of the changes they want to make to the Charter.

Councilor Whitney said she thinks it would be a good thing to keep a motion log, as she was reading this it seems like it would be a good idea to track the things we want for our Charter that way we don't miss anything.

10.1.2 Resolution 6-2019 A Resolution Establishing the Safety Committee

Bryan read the issue. He handed out an updated copy tonight, to expedite things he rolled the Bylaws and the Resolution together.

Councilor Kinyon said she has a lot of things that she would like to suggest to the City Administrator, she was assuming that was part of our discussion here.

Mayor Holston said we can go ahead and have some discussion.

Councilor Whitney said in the original it had a four year commitment and that was changed to two years, she would like the four year.

Mayor Holston said she suggested the two year so she would like to have discussion on this.

Councilor Maxfield thinks three years would be a good amount of time.

It was agreed to change this to three years.

It was agreed that a councilor should be the Chair of the Committee.

Mayor Holston said we have 20 minutes left and we have other things to move on to, would you like to table this for now and bring it up for discussion at our next meeting.

10.2 Police Service Report

10.2.1 Agreement for Law Enforcement Services City of Westfir/City of Oakridge

Chief Martin read the issue and the fiscal impact.

Action: I move to authorize the City of Oakridge to enter into an Intergovernmental Agreement with the City of Westfir for Law Enforcement Services.

Motion: Whitney

Second: Kinyon

Councilor Kinyon asked if the joint committee is new to the contract?

Chief Martin said it has been in there for two years, it is for conflict resolution, and it has never been activated.

Mayor Holston asked if Chief Martin meets with the Mayor to let them know how services are going or do you provide a report to them?

Chief Martin said they provide a report to them each month.

Mayor Holston said in the past one of the conversations was that is this amount of money we are charging for this amount of hours actually covering the cost of what this is?

Chief Martin said no, we have been increasing it annually 10%, it will be awhile before we actually charge what we are providing.

Vote: Passed-Unanimous

Chief Martin gave the July Police report

10.3 Community Services

10.3.1 Dead Mountain Echo printing options

Rick read the issue.

There was discussion on the different options of advertising that are being offered by the Dead Mountain Echo.

Mayor Holston would like something added, maybe at the bottom, saying that agendas are available at City Hall.

Rick said this won't replace our current mode and that is what keeps us in compliance and that is posting at the four locations.

Mayor Holston said we would like to give direction to the City Administrator to advertise these in the Dead Mountain Echo and we would like him to come back with a solid price that meets our public meeting laws.

10.3.2 Information Session regarding the recent Water Rate Study

Mayor Holston said we are at 9:00, she would like to move to 10.3.3 and then come back to 10.3.2

Mayor Holston asked if we want to go until 9:30 or do we want to table this.

Councilor Kinyon said she'd like to have a work session.

There was consensus of the council to have a work session.

Mayor Holston said we could

Action: I move that we schedule a work session followed by a special session to discuss information regarding the recent Water Rate Study this month.

Motion: Hollett

Second: Kinyon

Mayor Holston said she was looking to do this on September 5th. She is gone the 19th-25th and the Retreat is on the 26th.

Vote: 5-2 passed

It was decided to have the work session and special meeting on Friday the 23rd from 6pm until 8 pm in the council chambers.

10.3.3 Street Closures and City alcohol permit for Cycle Oregon

Rick read the issue.

Tara Corbin said they are excited to be in the community, they are a non-profit, and their whole goal is to have a positive economic impact on the state.

Action: I move we grant Cycle Oregon street closures for W 1st Street closures for W 1st Street between High Street & Crestview from 7 am 9/6/19 to 10 am on 9/8/19, E 1st Street between Pine & Cedar Street from 9 am-11:59 pm on 9/7/19, Kokanee between Industrial Parkway & Fish Hatchery Road from 7 am-10 pm on 9/14/19 and grant two alcohol permits for E 1st Street and Kokanee on 9/14/19.

Motion: Maxfield

Second: Forcum

Vote: Passed-Unanimous

Chief Martin wanted to make an announcement regarding something that our City Prosecutor informed us about, from now on if someone is homeless and they are camping on our city property we cannot ask them to leave. They are now known as illegal campers, not homeless or transient. If they are on private property we can do something about that.

11.0 Items removed from the agenda-None

12.0 Upcoming meetings and events-None


13.0 Public Comment

Trudy Hammond- They had a Trillium event on Friday the 9th, the two main concerns from citizens were transportation, getting to and from appointments. She forgot her 2nd concern.

Loren Hogue- wanted to thank the police and fire for their response to a man lying in the middle of street, they were there within four minutes. They had a wonderful Keg and Cask and he enjoyed the National Night Out.

14.0 Adjourn- 9:21 P.M.

Signed: 
Kathy Holston, Mayor

Signed: 
Jackie Sims, Assistant City Recorder