



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

# MINUTES

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## 1.0 CALL MEETING TO ORDER

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

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Bill Jones, City Recorder Jackie Sims, Police Chief Kevin Martin, Community Services Director Rick Zylstra

## 2.0 Pledge of Allegiance

3.0 Roll Call – Councilor Hadley was excused

## 4.0 Additions, Corrections or Adjustments to the Agenda

Add 11.1.3 Appoint Pro Tem City Administrator

Add 11.1.4 Lane Preparedness Coalition

Add 11.1.5 LCOG Executive Committee

Remove 11.2.3 Fee Waiver Request for Oakridge High School Theater Productions

Remove 14.2 First Reading of Ordinance 930 (by title only) - Repealing and Replacing Chapter 30 of the Oakridge Municipal Code

## Work Session- 7:03 P.M.

## 5.0 Business from City Council

5.1 Council Rules and Procedures Review

Mayor Holston- Although we took off the resolution for the ordinance we still want to have an opportunity to talk about the rules and procedures that we put together as a result of our meetings with LOC. We have had time to reflect on these and give input to the City Administrator on corrections or suggested changes. She would like to discuss this openly with the purpose of moving it forward to the agenda on November 21<sup>st</sup> meeting for a first reading and approval on December 5<sup>th</sup>. Her question is, does this document accurately reflect the changes to the ordinance that we would like to see that we discussed at the work session with LOC.

Councilor Whitney- On page 26, Appointments of members to Boards, Commissions and Committees, she does not recall discussing this in great detail and she doesn't have any notes. Item number C, unless authorized by council no member of council may occupy a Board, Commission or Committee seat that could be occupied by a citizen. She has a problem with making exceptions when we have a Resolution.

Councilor Kinyon- There was a pretty significant section of this that she remembers they skipped because of the amount of time that other stuff took, we skipped all of the legislative stuff. She agrees with Councilor Whitney, why make exceptions when we have a rule.

Mayor Holston- She agrees that she doesn't remember going through that item either.

Councilor Kinyon- She read sections from pages four and five regarding Additions, Corrections or Adjustments to the Agenda.

Mayor Holston-The language is kind of confusing.

Councilor Kinyon- She looked up what was discussed in the first meeting and actually in the original ordinance it says councilors can make additions to the agenda at any meeting, it also says that in Roberts Rules of Order. Her suggestion for item B on the top of page four is we alter that to say something to the effect of in general we prefer to add items 10 days in advance, but it is allowable as needed by any council member at any meeting.

Councilor Whitney- When we were in the meeting we had a lot of discussion on this and some of the concerns at the time were if we are just randomly adding things to the agenda that would require research by staff and allowing staff to prepare documents for everybody so we have enough information to make decisions, it just creates some frictions.

Councilor Hollett- I don't think it necessarily means that we have to vote it's just adding a topic to the agenda so we can discuss the topic and vote at the next meeting.

Councilor Whitney- Remembers the issue being early on with this council we had some items added to the agenda that were very impactful and very big and it was very hard for everybody to digest having that added and then things being voted on so quickly and rapidly without research or attorney input. She thinks that is what this is trying to keep from happening.

Mayor Holston- Roberts Rules of Order does say that an agenda item can be brought before a board or council. It says while allowed to present anything at any time members are encouraged to go through the proper channels so that all of the members of the council or board are aware of the topic. As we have become more mature and are learning better to use the rules the difference between bringing up an item to put on the agenda to discuss and someone saying I would like to make a motion, that is what we are trying to put the parameters around. We did talk about this quite a bit.

Councilor Maxfield- She is concerned that this language is limiting councilors to bring forth agenda items that they find pertinent. She would like to see a little bit of the power given back to the council as a whole.

Mayor Holston-We have gone over this at two different sessions, two four hour sessions to go through this, she would hesitate to go any further on this. She encouraged the council to highlight any areas of concern. They can set aside some time at a work session or have a work session for this since this is a vital interest to the community and ourselves.

Councilor Hollett- She likes the suggestion of a special session or work session.

The council will have a work session on January 11<sup>th</sup> from 9:00 a.m. until noon.

## 5.2 Strategic Vision, Mission and Focus Areas Discussion

Bryan-We are looking at revising the Strategic Plan for the city and the first place you need to start is your Mission Statement and then you go to your Vision, where do you want to see the city at five, ten years and then the Focus Areas, where is the city going to focus its efforts and resources to get the desired outcomes that they want. Once you generate those outcomes then you can measure your success towards those outcomes.

There was discussion on the Mission Statement, Councilor Hadley found the existing Mission Statement for him, a couple of the Councilors gave feedback and thought it was just fine the way it is. Bryan started with one as a starting point before he knew there was one in existence. He can alter these to your desires, but we need to start on this as a group.

Councilor Hollett- She was one of the councilors that thought she was fine with the existing Mission, but now that she is looking at the other one she's thinking maybe we can meet more in the middle.

Bryan- The second line of the existing one is more core values.

Councilor Maxfield-The shorter the better, less is more especially in terms of a Mission Statement.

Bryan- He will revise this and obviously this isn't permanent until we pass the entire Strategic Plan.

Bryan- This is more of a conceptual thing, where does Oakridge want to be in the future.

Mayor Holston- She does not like that that is not a vision statement that is a description of our town.

Bryan- You can shoot me one liners or however you want to do it and he can put something together. He would like these as quick as you can.

## 5.3 Transportation System Plan Discussion

Mayor Holston- We had a meeting with ODOT to talk about the TSP because they were concerned after the meeting because there was a lot of questions and confusion. They wanted to meet to ask us what they can do to help clarify what it is that is needed from the TSP.

The TSP is a 20 year vision plan, nothing within the boxes have detailed carved in stone plans. It does not say we are going to increase the budget by XYZ or has a dollar figure of course because it helps you think about how much this is going to cost.

Councilor Hollett- We talked about our concerns, Frannie was very helpful, we talked about projects for instance project one was Highway 58 and project two was City Streets. She doesn't like the word plan, she would prefer if it was Transportation System Objective. Some of the objectives they talked about was how to make the city streets safer, potholes. She felt better coming out of this meeting, the joint meeting made her feel a little concerned, but this made her feel better.

Mayor Holston- At this time there isn't funding, but when we make a decision they will go after funding. As far as the whole TSP plan she asked if we have to pass this right away and what happens if we aren't able to get this passed until February and she was told that was ok, we have time.

Councilor Kinyon- If we agree to accept all of the projects in the TSP and all the ideas for the sidewalks etc.... what we are saying is if we ever do anything we have to meet those objectives which basically means we are accepting that project. In her opinion she wants to know if we can just take projects out of the plan and just not have them in there.

Councilor Forcum- They said that, we don't have to do what they tell us, we can make modifications.

Councilor Kinyon-This is going to change ordinances, if we do anything we have to meet all of the standards we are agreeing to.

Rick- The ordinances you are referring to don't refer to Highway 58 they only refer to our own personal streets and future development of those streets. It can also be used as a guideline for repairing current streets. ODOT has their own standards in regards to the highway.

Mayor Holston- ODOT will never come in and say, well except under extenuating circumstances, they won't come in and say "Oakridge, we don't care what you say or what you think we are doing this" they want community buy in.

Rick-Thinks we need to take this to another work session, there are inconsistencies with what is being said.

Mayor Holston- Councilors need to forward all their questions to Rick and he can compile them and then prepare answers. Then we can move forward and then it is with the Planning Commission?

Rick-Only in regards to the ordinances we discussed.

Mayor Holston- But we won't be ready to vote on anything until they recommend it to us.

Rick- That is correct, but honestly he thinks the Planning Commission and City Council should attend another work session.

Resume regular session- 7:45 P.M.

#### **6.0 Public Comment-30 Minutes**

-Jason Nehmer 47849 W 2<sup>nd</sup> St- Disc Golf is a part of Oakridge now, it is located at Osprey Park. It has been well received so far. On Sundays at 1:00 p.m. if you are interested in learning about disc golf come on down. Next Sunday we will have two professionals at the park and they will have a clinic at 1:00 p.m. There is no cost to play.

#### **7.0 Mayor Comments/Announcements/Proclamations**

Mayor Holston- Met with Heather Buck and Rita Doland, they have regularly scheduled meetings. She attended a Mayor's Round Table, at the Round Table she brought up the difficulties we are having as rural communities with law enforcement. She participated in the Fall Fun Night and she had a lot of fun, met with ODOT concerning the TSP, she participated in a tour of the Rigdon District on the 23<sup>rd</sup> with Cedric Hayden and Commissioner Buck, Stake Holders Meeting in Cottage Grove on the Regional Cooperative Tourism Program.

ODOT got approval to move the IMBA funds out of the Federal basket into the State basket and then into the ODOT basket, so we are well on our way to getting those projects done. With this money we will have a restroom and pavilion at Diamond View Park.

#### **8.0 Council Comments/Announcements**

#### **9.0 Consent Agenda**

9.1 Minutes from October 3, 10 & 17, 2019

9.2 Approval of Revised OEDAC Application

**Motion:** Councilor Whitney moved to approve the consent agenda. Councilor Kinyon seconded the motion.

P. Forcum (aye), Mayor Holston (aye), B. Whitney (aye), D. Kinyon (aye), C. Hollett (aye), T. Maxfield (aye). Motion carried 6-0

## **10.0 Business from the City Council**

### **11.0 Reports from Boards, Commissions and Committees**

#### **11.1 Administrative Services**

##### **11.1.1 Approval of Contract to Sponsor Community Page in Eugene, Cascades & Coast Visitor Guide**

Bryan- Had lunch with the woman who runs the Eugene, Cascades & Coast Visitor Guide, essentially what we do is buy a page of this magazine and we share the cost with the Chamber and the businesses can buy tiles on the page. 120,000 guides are purchased each year. We can pull this out of TRT funds.

Mayor Holston- This is something we have done in the past on a regular basis, but this hasn't come to council before because of the amount.

**Motion:** Councilor Hollett moved we approve the contract to sponsor a page in the 2020 Eugene, Cascades & Coast Visitor Guide. Councilor Whitney seconded the motion.

B. Whitney (aye), D. Kinyon (aye), C. Hollett (aye), P. Forcum (aye), Mayor Holston (aye), T. Maxfield (aye). Motion carried 6-0

Councilor Kinyon- Her concern is whether the opportunity is available to all of the businesses and not just the Chamber businesses. It definitely should be opened to all businesses.

Councilor Maxfield- Do we know how much money is in the TRT fund?

Bill- He believes the entire budget of \$30,000 is in the TRT fund.

Rustie Ackland- This is not a Chamber publication so it is not limited to chamber members.

Vote- Passed unanimous

**Motion:** Councilor Kinyon moved that we fund the 2020 Eugene, Cascades & Coast Visitor Guide with funds coming out of the TRT fund. Councilor Maxfield seconded the motion.

B. Whitney (aye), C. Hollett (aye), P. Forcum (aye), Mayor Holston (aye), D. Kinyon (aye), T. Maxfield (aye). Motion carried 6-0

##### **11.1.2 Approval of OLCC Liquor License Application for Mamma's Pasta**

Bryan- Mamma's Pasta is asking that we grant the liquor license application.

**Motion:** - Councilor Hollett I move we recommend granting the liquor license for Mamma's Pasta Restaurant. Councilor Maxfield seconded the motion.

D. Kinyon (aye), Mayor Holston (aye), P. Forcum (aye), C. Hollett (aye), B. Whitney (aye), T. Maxfield (aye). Motion carried 6-0

##### **11.1.3 Appoint Pro Tem City Administrator**

Bryan- He is going to Virginia for the annual meeting for the non-profit that he chairs, so he needs someone to represent him and Bill graciously agreed to pitch in.

**Motion:** Councilor Maxfield I move to appoint Bill Jones to the Pro Tem City Administrator position from November 13-16. Councilor Whitney seconded the motion.

B. Whitney (aye), Mayor Holston (aye), C. Hollett (aye), D. Kinyon (aye), T. Maxfield (aye), P. Forcum (aye). Motion carried 6-0

#### 11.1.4 Lane Coalition

Bryan- Read the issue.

**Motion:** Councilor Hollett - I move to appoint Councilor Whitney to the Lane Preparedness Coalition Committee. Councilor Kinyon seconded the motion.

Councilor Whitney- How this came about was through her employer, when we had the levy failure. There are citizens that live really close to that levy that she worked really hard to find places for them to go if they needed to be moved. In that process she realized that she didn't have enough resources to adequately serve them, so she was reaching out to numerous agencies. She reached out to this coalition via email and they just responded and invited her to be a part of this coalition.

Councilor Maxfield- This is great to have representation there, she is wondering if we can send her with a list of questions.

Mayor Holston-If we have a councilor attending regular meetings it is absolutely ok to send questions.

Councilor Hollett- She would like to go to this as well.

Mayor Holston- She doesn't have any problem with that.

P. Forcum (aye), B. Whitney (aye), T. Maxfield (aye), C. Hollett (aye), D. Kinyon (aye), Mayor Holston (aye). Motion carried 6-0

Vote- Passed unanimous

#### 11.1.5 Approval of Mayor Holston to join the LCOG Executive Committee if elected

Bryan- Mayor Holston was approached by Brenda Wilson the Executive Director, it's a board that they actually have to vote to bring her aboard, but she has been asked to join. The reimbursement would be \$324.28 if she went to all of the meetings.

**Motion:** Councilor Hollett I move to add Mayor Holston to the LCOG Executive Committee. Councilor Maxfield seconded the motion.

Councilor Kinyon- She would amend that motion to read exactly as it is recommended because we can't add her to that committee.

**Amended Motion**- I move we approve the assignment of Mayor Holston to the LCOG Executive Committee.

Amended motion was accepted by Councilor Hollett and Councilor Maxfield.

T. Maxfield (aye), B. Whitney (aye), D. Kinyon (aye), P. Forcum (aye), Mayor Holston (aye), C. Hollett (aye). Motion carried 6-0

## 11.2 Community Services

### 11.2.1 Greenwaters Update

### 11.2.2 Approval of Greenwaters Repair Contract

Rick- You have before you the contract with BELFOR, they are the company that had the best price for the repair of Greenwaters. He contacted four companies and only heard back from two, that would be BELFOR and Serve Pro and both of the original estimates were about \$10,000 higher than what the insurance payout was going to be. That prompted negotiations between insurance companies and contractors and BELFOR and CIS were able to come to an agreed upon value.

**Motion:** - Councilor Maxfield I move we contract with BELFOR Restoration Service to repair the Greenwaters Community Building. Councilor Forcum seconded the motion.

Councilor Kinyon- How was it decided that you would go with BELFOR over Serve Pro if their bids were similar?

Rick- Because BELFOR was willing to negotiate and Serve Pro was not. Mid Oregon Claims Service negotiated on behalf of CIS.

Councilor Kinyon- Is it in the contract that we will be notified before it would go over in cost?

Rick- I do believe that is in there, there is a checked box for that.

Mayor Holston (aye), T. Maxfield (aye), D. Kinyon (aye), P. Forcum (aye), C. Hollett (aye), B. Whitney (aye). Motion carried 6-0

Rick- Read the Public Works Report

### 11.2.3 Fee Waiver Request for Oakridge High School Theater Productions- Removed

## 11.3 Police Services

### 11.3.1 Provide Information on Abandoned House Community Options

Chief Martin- Officer Cleavenger was nominated for and awarded a Medal of Honor from the Oregon Police Officers Association. The Department as a whole was nominated for and awarded a Critical Incident Award for "Snowpocalypse". Fall Fun night was a good event this year and he thanked all of the volunteers who helped and donated to the event.

Chief Martin- Went through the process of how they handle abandoned houses. These are mostly houses that are banked owned, but they don't actually take possession of the house so they just sit and rot. One of the big things for him is if in the next budget cycle we try to find some money so we can abate some of these houses.

### 11.4 Fire / Emergency Services- None

## 12.0 Reports of Boards, Commissions and Committees

12.1 Administration Advisory Committee – They created a process for committee evaluations, as a council it is really hard for us to know what committees are working on, it is not outlined up front. We did the process and they are making some changes on our own annual report process. The final document will be the annual report that tells us what the committees have been working on the past year and lays out what they want to focus on in the coming year.

Councilor Kinyon- We should look at asking the committees to keep minutes and those should be readily available.

Councilor Hollett- This is really awesome, this is something we really need to have, high functioning committees and it's what is going to make us better as a council and a city.

Mayor Holston- On the committee annual report she would like to make sure it says The City Council of Oakridge, not the City of Oakridge. She wants to focus on the question if their committee has been effective.

12.2 Audit Committee- We had kind of a brief meeting, we talked about when we should meet and what our next objective is and whether or not we need to go backwards since our audit has already started, but we did agree that once the audit is completed that the Audit Committee will meet and meet with the auditors to review their report to summarize for the presentation to the council.

12.3 Budget Committee-No report

12.4 Community Services Committee- Councilor Whitney said The Parks and Community Services Committee met, we briefly talked about some goals that we have looked at and discussed in more detail a tracking chart that they are working together to develop.

12.5 Library Board-None

12.6 Oakridge Economic Development Advisory Committee- Their new application was approved today so she is sure Bryan will have those advertised so we can fill the vacancies.

12.7 Planning Commission-No report

12.8 Public Safety Advisory Committee- Will have their first meeting on the 14th

12.9 RTMP Committee-Met today, Council asked them to review how they assign the money to the various individuals and groups who apply. We have the RTMP funds in hand and it was the consensus of the committee to move up the deadlines and process so we will open that up November 15 until January 17.

### **13.0 Items Removed from the Consent Agenda-None**

### **14.0 Ordinances, Resolutions and Public Comments**

14.1 Resolution 11-2019 A Resolution Amending Amendment 09-2019 – Adjusting the fee for water charges

Bryan- This is a Resolution amending Resolution 09-2019 the resolution adjusting the fees for water charges, if you remember that resolution came out with an increase of just over \$11 quickly followed by a request to delay the effective date so he and Bill could go over the numbers again. They have comeback with a revised increase downward to \$8.54, which makes the base rate for a 5/8" line with an effective date of December 1<sup>st</sup>.

Mayor Holston- Thanked Bill and Bryan for going over this again and she appreciates their diligence on this.

**Motion:** Councilor Whitney - I move we adopt a Resolution re-adjusting the base rate fee for water charges to \$40.50 with an effective date of December 1, 2019. Councilor Forcum seconded the motion.

B. Whitney (aye), C. Hollett (aye), Mayor Holston (aye), P. Forcum (aye), T. Maxfield (aye), D. Kinyon (aye). Motion carried 6-0

14.2 First Reading of Ordinance 930 (by title only) – Repealing and Replacing Chapter 30 of the Oakridge Municipal Code- Removed

### **15.0 Public Hearings-None**

### **16.0 Appointments**

16.1 Oakridge Public Safety Advisory Committee Vacancy



Bryan- Read the issue


The applicants introduces themselves to the council and answered some questions from the council.


**Motion:** Councilor Hollett - I move we appoint Dave Crist, Don Crist and Larry Sweet to serve in the vacant Oakridge Public Safety advisory positions for a three year term. Councilor Maxfield seconded the motion.

B. Whitney (aye), D. Kinyon (aye), Mayor Holston (aye), P. Forcum (aye), T. Maxfield (aye), C. Hollett (aye). Motion carried 6-0

**17.0 Public Comment**

**18.0 Adjourn – 9:22 P.M.**

Signed:   
Kathy Holston, Mayor

Signed:   
Jackie Sims, City Recorder