



November 21, 2019
City Council Meeting
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

1.0 CALL MEETING TO ORDER

Council Present:

Mayor Kathy Holston, Councilors, Trisha Maxfield, Christina Hollett, Paul Forcum, Don Hadley 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 Whitney was excused

4.0 Additions, Corrections or Adjustments to the Agenda

Moving the work session to later in the meeting

6.0 Public Comment-30 Minutes

Larry Sweet 76361 Jones Rd- Thanked Chrissy and Dawn for putting together the Town Hall meeting and would like to see more Town Hall meetings.

7.0 Mayor Comments/Announcements/Proclamations

Bryan and Mayor Holston presented Scott Hollett, Leo Robb, Chrissy Hollett and Guy Harshbarger (not present) the October SEMI award for being a part of a critical chain of care.

8.0 Council Comments/Announcements

Councilor Kinvon like to see about adding a regular finance report to either the 1st or 2nd meetings.

Bill-Has a general idea of what some of the councilors want to see, he can do a highlights report or a general fund report.

Councilor Kinvon- She likes the dense reports, maybe we can have those emailed to council and have a summary report given at the meeting.

Bill- He can run those off and PDF them and email them to the council. He will provide the statement of revenue and expense and the check register at the next meeting. We will start with that and we can make changes from there.

Mayor Holston- Thanked Councilor Hollett and Councilor Kinyon and everyone involved for putting together the Town Hall Meeting. She learned some things that she didn't know, her goal for this was education, but for her it was not the end.

Councilor Maxfield- She thought the Town Hall went pretty well for the first town hall in quite a while, she thinks we should do quarterly town hall meetings.

Councilor Forcum- The Town Hall was very informative and it comes down to mental health, it is a big issue along with funding.

Councilor Hollett- She liked getting to work with the staff and the police department and learning about things that the average citizen doesn't get to learn. The biggest thing that she took away from the town hall is everything that Oakridge is experiencing is nothing unique to Oakridge. It all comes down to funding, mental health and drugs and all those things.

Councilor Kinyon- It was very apparent last night that there are a lot of people in our community that are interested in a neighborhood watch, she wouldn't mind getting information from the Lane County Sheriff's department.

Mayor Holston- If that is something that you are interested in then get with the Public Safety Committee it is their charge to go through that.

Councilor Hadley- They have discussed the neighborhood watch.

9.0 Consent Agenda

9.1 Approval of Committee Internal Evaluation Process

Motion: Councilor Maxfield moved to approve the City of Oakridge Committee Internal Process. Councilor Hollett seconded the motion.

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

10.0 Business from the City Council

11.0 Business from the City Administrator

11.1 Administrative Services-

Bryan- They are still wrapping up the final pieces of the audit with SGA, Bill is working hard daily with communication between the two, but for the first time in about three years it should be done on time, it may not be the most glowing audit given the past, but it will be done on time.

Bill- There will be some glitches, some comments, but it will be on time.

11.2 Community Services- None

11.3 Police Services-

Chief Martin- He didn't get a report done because he was on a pursuit most of the day. He was picked by the Chiefs of Police Association to go to Washington DC to talk to legislatures about the Coalition against Bigger Trucks... Fed Ex, UPS and Amazon want bigger trucks on the road for their business practices. Both Chiefs of Police Associations that he belongs to are against this.

11.4 Fire/ Emergency Services- None.

12.0 Reports of Boards, Commissions and Committees

12.1 Administration Advisory Committee- On the consent agenda they just passed the Annual report and Internal Committee Evaluation process so you can expect that to come out in the days or weeks. As a committee we are working on our annual report process, we have a little of head start on that because we knew it was coming up.

12.2 Audit Committee-Hasn't met, but they will meet once the audit is done to review it and translate it to council.

12.3 Budget Committee-No report

12.4 Community Services Committee-No report

12.5 Library Board-No report

12.6 Oakridge Economic Advisory Committee- They are working on the Rules of Engagement that they will bring to council. Councilor Hollett had a citizen approach her about getting together some preschool services in Oakridge, she brought it with OEDAC. They discussed getting together with other organizations to try to come up with something. This has been a problem in Oakridge for people who live here and for people who are looking to move here. Someone approached Councilor Hollett after the town hall and she works for a company similar to CAHOOTS and the company really wants to put a location in Oakridge.

Mayor Holston- Suggested Councilor Hollett sit down with the City Administrator to discuss this.

12.7 Planning Commission-Rick read the quarterly Planning Commission report.

Mayor Holston- Wants to make sure that our Conditional Use Permits have built in to them a review to make sure the conditional use they have been permitted for is actually that. She doesn't know if that is something we can direct the City Administrator to review the templates or if that is something we want to discuss. The reason she brings that up is because we have conditional use permits for marijuana businesses and built within them we should be able to go back in and make sure they are complying with the permit.

Rick- In regards to the template, the best form of a template is in the form of a staff report that hits all areas in the zoning ordinance that is affected by the application. We need to be careful in excluding one type of business and refer to all conditional use permits.

12.8 Public Safety Advisory Committee- We are just getting started so we haven't quite got the ball rolling. We did discover that most committees have seven voting members and we only have five. We are asking to increase that number so there is seven members including the city council members.

Councilor Hollett- We really need more consistency in our committees, she would like to send this to the Admin Committee for review.

Councilor Maxfield- We developed our annual report and laid out our goals for the next year.

Councilor Forcum- The next Public Safety Committee meeting is December 12th at 6:00 p.m. There was discussion on all city vehicles using one mechanic instead of having public works taking theirs to one place and police and fire taking theirs to another mechanic.

Councilor Hadley- They talked about police doing service outside of city limits. If there was a dangerous situation our police can't go out there.

Councilor Kinyon- There are some standards for how committee processes are and we probably need to review them. How often does the Mayor appoint seats on committees? She is the only councilor not appointed to a committee.

12.9 RTMP Committee-No report

13.0 Items Removed from the Consent Agenda-None

14.0 Ordinances, Resolutions and Public Comments-None

15.0 Public Hearings-None

16.0 Appointments

16.1 Appointment of Mayor Holston to the Aufderheide Drive Scenic Bikeway Committee

Mayor Holston- This is a committee that was formed a couple years that she has attended, this committee will probably continue for another year.

Motion: Councilor Kinyon I move we approve the assignment of Mayor Holston to the Auferheide Drive Scenic Bikeway Committee. Councilor Hollett seconded the motion.

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

16.2 Appointment to the Audit Committee

Bryan- Read the issue.

Mayor Holston- Asked Melissa to tell us why she wants to be on the audit committee.

Melissa Bjarnson- She is on the budget committee and this is a natural continuation of that and she wants to learn more.

Councilor Hollett- She has been to a couple budgetary trainings with Melissa and she sees her willingness and eagerness to learn.

Motion: Councilor Kinyon I move that we appoint Melissa Bjornson to serve in the vacant Audit Committee position for a two year term. Councilor Maxfield seconded the motion.

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

Councilor Hollett- Dawn brought up that she is not on any committees and you (Mayor Holston) said you were considering leaving the audit committee and we would discuss it later.

Mayor Holston- She currently does not have a committee that she chairs and while she does serve on other outside committees she would like to be on the audit committee.

17.0 Public Comment-None

Work Session 8:17 p.m.

5.0 Business from City Council

5.1 Strategic Vision, Mission and Focus Areas Discussion

Bryan- At the last session we looked at the Mission Statement and I received some comments and incorporated them. Now we move on to the vision statement, how you would want to see this community 10, 20, 30 years from now. I asked about council providing him some thoughts, he didn't get anything and understands this, visioning is very hard. He provided you with some slides to help come up with some ideas, take them home and think about, if you want to send him a line, a sentence, even an adjective he will build the statement and then you can edit however you like. After this

comes the focus areas, you want to choose three or four specific areas you think are most important to the city.

Councilor Maxfield- She has an adjective, she would like to see vibrant, or something to that affect.

Mayor Holston- We need to have a strategic plan, we need to have a goal, we have been a council for a year now and it's time to get this done. We need to look at what are the five strategic goals that we as a council want to accomplish?

Councilor Maxfield- She has a noun, vitality, anything that says energetic.

Councilor Kinyon- How long is the Strategic Plan good for?

Bryan- That is up to the council, the last one was good from 2013-2018, he has seen them a lot longer than that. They can be changed annually if you want.

Councilor Hollett- Would like to just hammer this out in a four hour work session.

5.2 Short Term Rental Discussion

Mayor Holston- We were concerned about short term rentals which are Air B & B's. There were some questions on whether or not they need to have business licenses or not and how they affect our housing market.

Councilor Maxfield- She felt that ORS that was included .was a little bit confusing in the way it defined temporary occupancy, she feels it's not very well defined.

Mayor Holston- What we really want to determine is is this something we really need to address and pursue. How is this affecting our rental system?

Councilor-Hadley- What you are saying is that I have to pay taxes to the city if I rent three rooms out to railroad workers at his house.

Mayor Holston- You would have to pay the lodging tax in that case, yes, that is the discussion we are having. One of the issues that comes up is that if you have a lot of those in your communities then they have. to pay for inspection fees; lodging taxes and then you have this group who are renting out their homes and they don't have to pay that. This can create a housing shortage in our community for our community members looking for housing.

Councilor Maxfield- Asked what the current tax rate is for room tax.

Bryan- The TRT tax rate which is the state tax is 1.8 and the TLT is 7.8 which is the county tax that comes to us and they are both collected at the same time.

Councilor Maxfield- as a City Councilor with the TRT funds we could use 30% of that towards city services which she sees as something .that we desperately need. She does feel it is only fair to tax Air B & B's which are doing the same service as hotels to be taxed in the same way especially since we have do have a housing shortage in Oakridge.

Councilor Hollett- She sees where Councilor Hadley is coming from and where Councilor Maxfield is coming from, if we tax the Air B & B's that might deter them from doing that and that could lead to less tourism.

Councilor Maxfield- Do we care about providing housing for our community or do we care about giving someone a rental. Her sister is a single mom working two jobs trying to find an affordable home in Oakridge and then you have people coming in and buying homes and turning them into an Air B & B.

Mayor Holston- There are two versions of this, one is I own a home and I have an extra room that I would like to rent out as opposed to a whole home that is not owner occupied being used as a short term rental instead of a long term rental. It's the non-occupied by a resident that we are focused on, is that the definition we should focus on. We have to put ordinances in place, if we don't then they don't have to pay the taxes and .inspection fees.

Rick- Nothing is going to be solved today and unfortunately this is a complaint driven process, if someone were to come into his office and complain about their neighbor renting his house out to five or six people at a time he would have to apply the sign code to it which means he would make them apply for a Conditional Use Permit. What he is trying to say is if someone comes in tomorrow he will have to act upon it. If you are in a residential district you cannot board or lodge more than three people without a conditional use permit and you need a business license.

Mayor Holston- So we do have some ordinances that can help with nuisance when there are complaints, she has had some citizens say that it is not fair.

Bryan- As he looked at this he tried to simplify this as much as he could, there are two areas, if you are concerned with the loss of revenue that we are not getting from the less than 30 day-rentals and are the other is the land use, are these temporary rentals disturbing the residential neighborhoods in the area? You should look at these separately and not together to simplify.

Rick- As he reads this it does require a business license and a health inspection, so the City Recorder may issue a business license upon finding the application has met all the findings of duty and county law. They can hold back the business license if somebody is not following all of the rules, they can apply for a conditional use permit...

Mayor Holston- We should do some digging and see what other cities are doing and how they have handled this.

Councilor Kin von- She would like to research how the money is distributed, somewhere somebody sets standards on how this money is used.

Bryan- He had a conversation with the person at Lane County who does the TLT and it used to be very much controlled and specific about use and periodic reports were submitted to the county, but gradually that has eroded.

Councilor Hollett- Do we know how many Air 8 & B's are in this area?

Bryan- When He was doing some research on this and found a company which ran a scan and reported it was around 80.

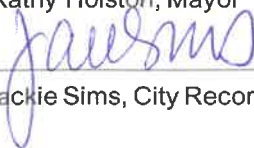
Mayor Holston- We are at a point where we can bring this up again and have more discussion at a work session.

18.0 Adjourn -8:51 P.M.

Signed: _____


Kathy Holston, Mayor

Signed: _____


Jackie Sims, City Recorder