



January 16, 2020  
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, Bobbie Whitney, Paul Forcum and Dawn Kinyon

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

### 2.0 Pledge of Allegiance

### 3.0 Roll Call – All present

### 4.0 Additions, Corrections or Adjustments to the Agenda

Councilor Hollett wanted to add a discussion about the Robotics presentation and another about zombie houses.

### 5.0 Public Comment

Floyd Staley 76854 High Prairie Rd- Showed the police report published in the Dead Mountain Echo. He commented there were a tremendous amount of incidents in the report.

Lynda Kamerrer 48175 E 1<sup>st</sup> Street- She wanted to talk about childcare and preschool. She has a poster to put up around town to advertise a survey. She is the President of the Chamber of Commerce and during their December meeting this came up as an issue the Chamber wanted to address. This is an important issue for the community.

Councilor Hollett is curious if the school is trying to obtain the list of the kids that are on the waiting list from Head Start.

Lynda said she heard that there are 19 kids on the wait list and there is pressure to increase the number of slots available. Jayme Martin from the school district is the contact person if you have any questions.

Councilor Maxfield said another thing to consider is not having these preschools actually limits people from wanting to come to Oakridge.

## **6.0 Mayor Comments / Announcements / Proclamations**

**Mayor Holston read a Proclamation for the Oakridge Jr. Sr. High School Robotics team**

Councilor Whitney The presentation at the Council work session was fantastic.

Mayor Holston attended the RVCC Conference, she was on a panel about recreation in rural communities.

6.1 State of the City Address- Mayor Holston – See attached

## **7.0 Council Comments / Announcements**

### **8.0 Consent Agenda**

8.1 Approval of minutes from December 19, 2019

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

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

## **9.0 Business from the City Council**

Councilor Hollett- regarding zombie houses, there is a residence here in town that has been a big issue, many people from the community have sought her out to ask what the status is on house and why hasn't the city done anything.

Chief Martin- he can't talk about a particular house in general since it is an ongoing case. Zombie houses are houses that people don't live in. His goal is that when they get the code position filled they will be focusing on drafting a new ordinance and also providing a list of zombie houses.

Councilor Maxfield- is there city code right now that says people can't live in RV's on properties?

Chief Martin- yes and no, there are two codes that contradict each other.

Councilor Kinyon- is it legal for a home owner to occupy a condemned home?

Chief Martin- that would be a yes and no answer too. For example, they have a house that has been condemned and the police department were told they couldn't remove them from their house.

Councilor Whitney- she works for Senior and Disability Services so she sees a lot of people on a lot of different levels, she doesn't think the issue is just about people who shouldn't be occupying homes. The answer isn't going to be just about changing city code, it is about changing attitudes and helping in other ways.

Councilor Hollett- where she has compassion is for the people who live around these residences, they have multiple fires, drugs, raw sewage, and trash. That is a concern for the people living nearby who pay taxes and contribute to society.

Mayor Holston- what we need to do is educate ourselves on the city code and reach out to people in other communities to see what they are doing and how they have come to solutions. She will reach out to LCOG.

Bryan- he has asked the chief of police to compile a list of the zombie houses and once he has the list he can find out who the lienholder is so the city can write a letter, after review by the city attorney, explaining the legal liability they are exposing themselves to. If it is a bank and we send it to their legal department it might push the issue a little bit.

Councilor Hollett- regarding the robotics presentation, she thinks the biggest thing they were hoping for is to revitalize the WAC and use some of the rooms for resources for after school activities. She would like to see the council support them in every way they can.

Mayor Holston- she meets with the superintendent once a month, she would advise Councilor Hollett to join her and they can begin the discussion about what they can do and how they can partner to support the various things that are happening at the school.

Councilor Maxfield- if we empower the students on how they can make a change then they can say that they are actually doing something.

Councilor Kinyon- a prior councilor was working with some kids about establishing a junior councilor program.

Mayor Holston- It was brought to council but never got implemented because council as a whole felt it probably wasn't a good time to involve kids since the council was not practicing good decorum at the time. She thinks that this is something we need to think about now. Students could sit with council and have discussions with them, but be non-voting members. They could then take that information back to the school and share with the student body.

## **10.0 Business from City Administrator**

### 10.1 City Administrator Update

Bryan- unfortunately our realtor of record, Equinox Realty, has chosen not to continue their services with the city. There is a lot of stuff on the supplemental budget tonight, on the first meeting in February he intends to have the council appoint the budget officer and then do some hard work on the budget with the staff with a goal of getting it to council in early March. Our server was getting ready to go unsupported and he was able to get one from LCOG, so now we are able to put in changes to the ASYST accounting software that had not been done for up to a year. He had a meeting with Good Company, they are working with LRAPA to hire the residential unit coordinator. The coordinator will work with the contractors that do the upgrades to the houses such as heat pumps and certified wood stoves. There will be town hall for the community to explain this program.

Councilor Hollett- what is the process for the RFP for the realtor of record?

Bryan- just a standard advertising in the right places if that is what council wants to do.

Councilor Kinyon- was there a reason why they decided to not renew the contract?

Bryan- they indicated it was the length of time it took to get an offer through and not having a defined point of contact.

### 10.2 Finance Director Update

Bill- we have a supplemental budget in front of us tonight; we intend to do a second round at the next meeting. Those changes will not exceed 10% of the total funds so they won't require a public hearing. We are about six months in and the numbers are starting to shape up. We have only one department that projects to be slightly over spent and that is the Willamette Activity Center fund and that is due to some unexpected electrical maintenance and debris removal. We will keep an eye on it and make sure it doesn't become an issue. There are three funds that have a current year deficit, not an ongoing deficit, but a fund deficit: Streets, Wastewater and the EMS. We have several line items that are over budget and several that are under budget, when we do the adjusted budget for those line items that picture will become a lot clearer.

Mayor Holston- asked the council how it worked for them getting the financial reports ahead of time?

The consensus was it worked well.

### 10.3 Police Department Update

Chief Martin- read the monthly police report

#### 10.3.1 Neighborhood Watch Status

Chief Martin- He is looking for somebody who is a go-getter to be the lead person to work with him and help him pick the four people to lead each neighborhood quadrant. After they get these people then the planning and policies can get going.

Mayor Holston- what are you looking for in a lead person to work with you?

Chief Martin- we have tried to do neighborhood watch several times, you get people who are interested and then they don't want to continue. The biggest thing is they need to have strong work ethic, common sense and good communication skills.

Bryan- read the agenda bill.

**Motion:** Councilor Hollett moved we request the Police Department to proceed with establishing an Oakridge Neighborhood Watch Program. Councilor Maxfield seconded the motion.

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

### 10.4 Fire Department Update

Bryan- read the fire department update

Mayor Holston- asked about our coverage and learned we cover from the Willamette Pass and to the weigh station. She asked is there a way to obtain a stipend or reimbursement for going out to service those distant areas.

Scott Hollett-we are given an ambulance service area and we have to take the whole area, we can't opt out of a portion of it and there is no additional compensation.

Bryan- to further explain, if you transport, you file a claim to get reimbursement, right now the city is not filing claims for non-transport calls and he is looking into revising that policy in the budget process, we get so many non-transport calls and some of them borderline primary care, not emergency calls.

### 10.5 Public Works Update

Bryan- read the public works update

Mayor Holston-she noticed when the street sweeper was out it was in the middle of the day down first street and there were cars parked everywhere. Why are we sweeping in the afternoon when you can't get to the curbs? A suggestion that timing might be a better use for the street sweeper.

### 11.0 Items removed from the consent agenda- None

## 12.0 Public Hearings

### 12.1 2019-2020 Supplemental Budget Hearing

- Open Public Hearing- 8:05 P.M.

Councilor Whitney -reached out to LCOG regarding conflicts of interest, she spoke with Colton, he was a little wishy-washy on whether this was a conflict of interest for her, so she is going to go ahead and disclose a potential conflict of interest.

- Statements in Favor- Loren Hogue- Knowing we are paying off federal loans, he would like the city to look at this as those tanks are going to be up there 50-60 years, don't let this scare you from that.
- Statements Against- None
- General Statements- None
- Close Public Hearing- 8:08 P.M.
- Council Discussion

## 13.0 Ordinances, Resolutions and Public Comments

13.1 Resolution No. 01-2020 adopting a supplemental budget for fiscal year 2019-2020 and making appropriations.

Mayor Holston- read the issue

Resolution No. 01-2020 Adopting a Supplemental Budget for Fiscal Year 2019-2020 and making appropriations

**Motion:** Councilor Kinyon moved we adopt the Supplemental Budget for Fiscal Year 2019-2020. Councilor Forcum seconded the motion.

Councilor Kinyon- thanked Bill for bringing this to us, it is vital to the whole entire budget process.

Bill- explained the \$100,000 on the street project, it was a grant for the Small Cities Allotment Grant. We had it in there for \$100,000 in capital outlay, there was two issues there, the \$100,000 was actually \$50,000, not \$100,000 and the other part was that it was very unlikely that we would be able to finance that part over and above the remaining \$50,000, so we thought it was appropriate to avoid mistating it this time in the supplemental budget.

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

13.2 Resolution No. 02-2020 Adopting a plan of action to correct internal control deficiencies cited in the fiscal year 2019 financial statement audit.

Bryan- read the issue

**Motion:** Councilor Hollett moved we adopt the Resolution and Plan of Action. Councilor Maxfield seconded the motion.

Councilor Hollett- this plan of action is addressing deficiencies found by the audit. There were four main areas identified. We will have a full report at the next meeting and the staff did a great job.

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

Councilor Hollett-will the full Plan of Action be available for transparency purposes on the website?

Bryan- now that it is passed he will put it on the website.

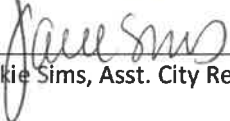
**14.0 Appointments**

**15.0 Public Comment**

Kevin Martin 47713 Commercial Street- as an individual and school board member he appreciates the council's interest in the students. The robotics class, those kids are rock stars, it is really cool because people don't realize that sports are kind of dying out and we need to keep those extracurricular activities going because it's keeping some kids engaged. Taking his school board hat off and putting on his dad hat, the child care issue is really important, his kid didn't get to go to preschool this year unless he went to Springfield.

**16.0 Adjourn – 8:20 P.M.**

Signed:   
Kathy Holston, Mayor

Signed:   
Jackie Sims, Asst. City Recorder