



April 16, 2020
City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1.0 CALL MEETING TO ORDER

Council Present: Mayor Kathy Holston, Councilors, Trisha Maxfield, Christina Hollett, John McClelland, 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

Mayor Holston wanted to add the Oakridge/Westfir Chamber discussion.

Councilor Kinyon wanted to add a discussion about banners for our graduating seniors.

Councilor McClelland asked about the League of Oregon Cities warranty services. Mayor Holston said we can come back and discuss it; we can bring it up during council comments.

Councilor Hollett wanted to add a discussion about the OIP Office building.

5.0 Public Comment

Loren Hogue 48318 1st Street- New resolutions that are being presented, please read these over carefully and discuss with the committee members, the City Administrator, people who are directly involved.

6.0 Mayor Comments / Announcements / Proclamations

Mayor Holston- wanted to remind everybody that 2020 Census is on and she encourages everyone to do it. It is especially important to our community.

Mayor Holston- we are about two weeks out on our peak for the Covid 19 virus, we hope that it starts to drop down after that.

7.0 Council Comments / Announcements

Councilor Whitney-with all of the Covid 19 stuff going on and there are a lot of great people in our community volunteering at the meal sites and we have a lot of home health care workers who are still making sure their people are being taken care of and have what they need.

Councilor Hollett- since she became a councilor one of the topics that has been discussed is moving the police department out to the OIP office, but it has never made it to a council discussion. She had the opportunity to tour the police department, it is quite surprising what they work with. The working conditions in her opinion are poor.

Mayor Holston- this is appropriate to put on a later agenda, maybe in May so the Chief and City Administrator can gather information.

Bryan- he will have it ready for a May agenda.

Mayor Holston- Councilor McClelland's suggestion for the warranty program will be put on the next agenda for review.

Councilor Kinyon- saw on Facebook that someone in the community has been looking into prices for banners to be hung along highway 58 for our graduating seniors. From what she saw there are a lot of people will to financially contribute to this, but also people are asking if this is something that the city can pay for.

Rick-he doesn't know a lot about this other than the discussion he had with our public works crew leader, their discussion was not for us to pay for it, but for our man hours and cost to put them up. This is something they have done before, so it is not out of the norm.

Bryan-spoke with the school principal who is spear heading this for the school and he was going to contact Lane Electric.

Mayor Holston- it sounds like it is moving forward, she does not think we need to do anything as a council.

Councilor Whitney- wanted to disclose that she has a son graduating this year, she didn't know if it was conflict of interest or not since we are not voting on anything but wanted to disclose that.

8.0 Consent Agenda

9.0 Business from City Council

10.0 Business City Administrator

10.1 City Administrator Updates

10.1.1 LCOG Intergovernmental Agreement Approval

Bryan- read the issue.

Motion: Councilor Whitney moved to authorize the Mayor to sign the Intergovernmental Agreement between the City of Oakridge and Lane Council of Governments. Councilor Forcum seconded the motion.

Forcum (aye), Whitney (aye), Maxfield (aye), Hollett (aye), Mayor Holston (aye), Kinyon (aye), McClelland (aye).
Motion carried 7-0

10.1.2 Oregon Department of Transportation Sharing agreement Approval

Bryan- read the issue.

Motion: Councilor McClelland moved to authorize the Mayor to sign the Wireless Communications Site Sharing Agreement between the City of Oakridge and Oregon Department of Transportation. Councilor Hollett seconded the motion.

Mayor Holston (aye), Whitney (aye), Kinyon (aye), Maxfield (aye), Forcum (aye), McClelland (aye), Hollett (aye).
Motion carried 7-0

10.1.3 COVID-19 Situation Report

Bryan- we still have the fire department locked down; they have a triage tent outside. They are giving themselves health checks and the police department are getting health checks. Our inventory supplies are not great but are adequate for what we were doing. Public works is still doubling down on cleaning the public spaces and city facilities. Admin folks are teleworking, they come in to do things that cannot be done from home.

Mayor Holston- how is it going with people needing to pay their water bills, have there been any issues come up?

Bryan- he has talked to Leah and Jackie and there doesn't seem to be any issues, people call and leave a voicemail and get a call back to pay and we have a lot of payments coming through the door. There have been a few citizens that wish we would waive the 3% fee on the credit cards.

Councilor Kinyon- where are we with some grants that were being applied for the fire department, do we have any updates on those?

Bryan- the one for the fire department equipment has been submitted and acknowledged so we are just waiting on the decision. The other one was the SAFER grant which is for fire department personnel and that one is not due until May 15 and he will be completing that one. Other grants are the DEQ grant and also helped the school submit a letter of interest for a refurbishment to their community room. Rick is looking at submitting an AARP grant to put an ADA Accessible entry to the back of city hall.

Lynda Kamerrer – wanted to give a Chamber update, there has been a gap in knowledge as to what the chamber has been up to, she apologized for that. They are trying to focus on helping local businesses for when they can finally reopen. They hired a new board assistant; she is a very busy person attending the U of O and caring for her family and she is a great addition. They are working on a shoulder season event that ties in with tourism and everyone else who is in business since business drops off in the fall.

10.2 Finance Director Update

Bill-presented a slide presentation for the finance report.

10.3 Police Department Update

Chief Martin- gave the police department report for March 2020. They have taken some online Covid 19 training.

10.4 Fire Department Update

Captain Hollett- gave the fire department report. Call volume has been down, and most people just want to get checked out, but not go to the hospital. Their PPE is adequate right now with no serious wait times.

10.5 Public Works Update

Rick-gave the March 2020 Public works report.

10.5.1 Oregon Water/Wastewater Agency Response Network Approval

Rick- read the issue. We would be working with for example Cottage Grove, Corvallis, Harrisburg, Springfield just to name a few, there are 139 participants in this. There is no fee for this unless we use their services.

Motion: Councilor Whitney moved we direct the city staff to complete the necessary steps to become a member of the Oregon Water/Wastewater Agency Response Network. Councilor Forcum seconded the motion.

Hollett (aye), Kinyon (aye), Forcum (aye), Mayor Holston (aye), McClelland (aye), Whitney (aye), Maxfield (aye). Motion carried 7-0.

10.6 Community Services Update

Rick-gave the Planning Commission update, we had one minor partition for School St that was approved. TSP update, he had a conversation with Kittleson and ODOT and we all agreed to pick this back up when Covid 19 is over and we can all be in the same room. The first public hearing for the OIP rezone is tentatively May 19th with Planning Commission and then it would go to City Council on June 4th.

He should have the bids come back today for Diamond View Park.

Bill- we did get our formal loan forgiveness for the IFA loan yesterday for \$700 + thousand.

11.0 Items removed from the Consent Agenda-None

12.0 Public Hearings-None

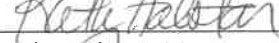
13.0 Ordinances, Resolutions and Public Comments-None

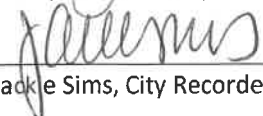
14.0 Appointments-None

15.0 Public Comments

Trudy Hammond 47752 Berry St- thanked public works for patching Berry Street.

16.0 Adjourn 8:43 P.M.

Signed: 
Kathy Holston, Mayor

Signed: 
Jackie Sims, City Recorder