



September 17, 2020
City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER

Council Present: Mayor Kathy Holston, Councilors Christina Hollett, John McClelland, Bobbie Whitney, Paul Forcum, and Dawn Kinyon

Staff Present: City Administrator Bryan Cutchen, Finance Director Eric Kytola, City Recorder Jackie Sims and Chief Kevin Martin

2. Pledge of Allegiance

Mayor Holston- made a brief statement and asked everyone to take a moment of silence in recognition and solidarity of the communities around us in Oregon that have suffered great loss.

3. **Roll Call** – Councilor Maxfield was excused.

4. Additions, Corrections or Adjustments to the Agenda

Mayor Holston added 13.0 a Resolution approving a tax anticipation note
Mayor Holston added 9.3 a discussion on emergency notifications in the community

5. Public Comment

Bryan- read a letter from Nancy Kelly at 48328 E 1st Street asking the Mayor and Council to rescind the permit application for outdoor music for the Three Legged Crane.

Mayor Holston - added a discussion about this to 9.4 so they can respond to this letter.

Nancy Kelly- Her house is single family residential and she has been using it as such for 15 years. There is a group of businesses around her and the one on the other side of her starts their day at 6:00 am. She has been told different times and information about this permit.

Mayor Holston- told Nancy that they will reply under council comments if she could stay a little longer.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- wanted to make sure that the community knows that you can sign up to get text alerts in case of emergencies through Oakridge Air. She wants to caution people that while social media can be effective to please check your sources and refer to trusted sites like the City of Oakridge, Oakridge Police Department and Oakridge EMS Facebook pages.

Mayor Holston - announced that Councilor Maxfield will be resigning because she is moving out of the city.

Mayor Holston- we have all been affected by the smoke from the fires, they have made an effort through Orchid and the School District to get air filters to those who are vulnerable.

Councilor Whitney- she has been working with people from Fall Creek, but here locally we have our Meals on Wheels program, and when we don't have electricity that doesn't operate. This time, they were able to deliver everybody their meals and they included two emergency boxes with non-perishable items that lasted them about five days.

Mayor Holston- replied to a citizen's question through chat on Zoom, she asked the citizen to please ask questions during public comment to keep it clean for the record. She was asking about Councilor Maxfield turning in her resignation and if the council will be filling her seat and if it created another open seat for the election.

7. Council Comments / Announcements

Councilor Kinyon- asked for an update on the IMBA Grant, the surplus sale and also the Emergency Operations Plan.

Mayor Holston- they will add the EOP to the business of the city council and they will add IMBA and the surplus sales to the business from the City Administrator.

8. Consent Agenda

8.1 City Council Minutes from July 22, 2020, August 6 & August 20, 2020

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

Whitney (aye), Kinyon (aye), Hollett (aye), Mayor Holston (aye), Forcum (aye), McClelland (aye). Motion carried 6-0

9. Business from the City Council

Mayor Holston- wanted to discuss the Three Legged Crane permit.

Councilor Whitney- declared a work related conflict of interest.

Mayor Holston- when we normally have a music event permitted by the city we usually require the permittee to send out notices to the surrounding neighbors, but wasn't really a permit, it was more of a request because of COVID.

Bryan- at one point there was outside music before the request was approved, he doesn't know if that was planned or if someone just picked up a guitar and started playing. The other thing is the very first day of his permitted event he started a half hour early so he sent the police over to talk to them.

Nancy Kelly- they were playing on a Sunday and she did call the police and make a report.

Mayor Holston- she apologizes to Ms. Kelly and being that this expires at the end of this month she is not ready to rescind this permit and we can use this as a lesson for next time.

Councilor Kinyon- should this have been brought to council as a request and not a permit?

Mayor Holston- part of this is in response to Covid, wanting to put chairs outside, but in the future we should look at this as an event given the circumstances.

Bryan- when the request first came he didn't know about the history on this and we were looking at this as a Covid thing anyway.

Nancy Kelly- In her discussions with Mr. Crane she said he plans to continue the outdoor seating and music after the 19th as part of his business plan and that is why she thinks is important that the rules be re-established.

Bryan - if he steps outside of the agreement that council voted on then he will be cited.

Mayor Holston- we all recognize that this is a unique situation given the location of Ms. Kelly's home and that it is right in the middle of our business district and the business across from her does bring in patrons to enjoy the evening outside and we did allow that. The council is more aware of this and perhaps will be a little more thorough in how we go about permitting it next time.

Ms. Kelly- she would appreciate that very much.

Councilor Hollett- apologized to Nancy for an inconvenience this has caused, they sometimes forget that there are people living over there.

Mayor Holston- she did receive a comment from another citizen who lives near the Pub and he said he enjoyed the music and didn't see it was a problem whatsoever.

9.1 New City Park discussion

Mayor Holston- as you know now that we authorized a new park and open spaces and we now have a disc golf area and she thought it would be appropriate to think about what we would like to name our new park.

Councilor Whitney- is the zoning all done?

Bryan- it is on the very last step over at DLCD, we can consider it done.

Mayor Holston- along with the name we should think about rules and regulations for the park and how much it will cost to maintain the park. Would the council like to take this on?

Councilor Kinyon- asked if there is already a process established on the naming of parks?

Mayor Holston- to her knowledge no there is not a process for naming parks.

Councilor McClelland- he thinks a discussion and community involvement would be a great thing.

Mayor Holston- we will put this on a future meeting agenda and move forward with this.

9.2 Public Safety Local Option Levy Discussion

Mayor Holston- sent a sample letter out to all of the councilors a couple of weeks ago asking for feedback. The reason she sent out the letter is to make sure we are all on the same page as we talk to our constituents and she thinks we are all doing well with that. Councilor Hollett has attempted to get in touch with the union leaders, but because they are stretched thin because of the fires it will take a little longer for them to get back to her.

Councilor Hollett- she did attempt to contact both unions and then the fires hit. She will get back on that in the next couple of days and hopefully we will be meeting and start to work on some campaign strategies. Both unions have stated that they will be involved in this. Councilor Hollett and Mayor Holston have discussed that any campaigning will not be done on work time and they are going to be very careful about that.

Mayor Holston- would hope that each of the councilors has looked at the letter and if that is acceptable to you please let her know, she would like to get this out to the community.

Councilor Kinyon- was curious if you have sent out a revision after she got feedback from everyone?

Mayor Holston- she thought she did, she will check on that and send it out again. She would encourage councilors to talk to their constituents, use your social media, the Dead Mountain Echo and make sure that the information you are putting out there is consistent with what our ballot measure is.

Councilor Kinyon- we did talk about doing a town hall meeting, can we just schedule the town hall meeting?

Mayor Holston- she would like to do it at the amphitheater with people out on the lawn and council on the stage.

Councilor Hollett- she would like to know when people will get their ballots in the mail?

Councilor Forcum- he thinks it is two weeks before the election.

Councilor Hollett- she thinks it would be good to have it around the time they get their ballots.

Mayor Holston- how would you feel about doing a drop-in event in the community building?

Councilor Kinyon- she likes that idea.

Councilor McClelland- he thought we could do both, we could have the amphitheater and after have a more one on one.

Mayor Holston- we will work together to create some sort of presentation and have material and Fire and Police personnel who are not on duty and might like to participate.

Councilor Kinyon- asked how we are going to get the word out for this?

Mayor Holston- is talking to Bryan about getting a mailing list to send out and she believes the unions will help out with that since this is not something that the city can do.

Councilor Whitney- can we go back to the parks discussion.

Bryan- had a conversation with the Greenwaters Park caretakers, she mentioned that nothing good happens after dark and the police confirmed that so he elected to start closing the park at dusk.

Councilor Whitney- are we allowing gates to be open for events at the park and when people rent the park?

Bryan- if it is a scheduled event it will be left open for the event.

9.3 Emergency Notifications

Mayor Holston- we have had some inquiry about getting sirens to notify the public in case of emergency. There seems to be some interest in the community. She sent an email to the council just before the meeting; she made an inquiry to a company that does civil defense sirens just to get a ball park figure because she had no idea what we would be talking about; that should help with having an idea for the cost. The community is concerned about how they would be notified that it is time to evacuate, what if the power was out or they were asleep? Bryan posted information on the city website and Facebook page the level one, two and three and the emergency management piece.

Councilor Kinyon- some of the people she has met with want to know how they are going to be notified in the quickest most efficient way, they all think a siren is a good idea.

Mayor Holston- read the response she received regarding the cost of the sirens.

Councilor Whitney- if we place one at each end of town maybe we could share the cost with Westfir and this could benefit them as well.

Councilor Hollett- to the other side of us is the Hazeldell district as well.

Mayor Holston- we could spread the cost of this out a little bit.

Chief Martin- he worked in communities that had tsunamis and they had tsunami sirens. They had several volunteers who had sirens on top of their cars, and they would drive around town when there was an emergency. The one thing to think about it is they do test them every day at noon.

Eric- he heard on the radio tonight about the fires in Talent and Phoenix, they were talking to an official there that said they had the option to use the Emergency Broadcast System to interrupt TV, Radio and cell phone all separately.

Mayor Holston- yes, and we have that here and it does work. So, she is hearing positive remarks from the council as being something the community may want and we believe it will be important for our community's protection. She would like to pursue getting some more information and do some cost checking and also ask the city administrator to see where in the budget we could afford this and if this is something we might want to ask the community to contribute to with a fundraiser.

Motion: Councilor Hollett moved to direct the City Administrator to work with our partnering agencies Hazeldell Fire District and the City of Westfir to investigate getting an emergency evacuation siren. Councilor Kinyon seconded the motion.

Councilor McClelland- wanted to point out that it does matter where the siren is located because it needs to be on a back- up generator.

Councilor Hollett- she meant that the location doesn't need to be in her motion because that is something that is operational.

Councilor McClelland- he thinks this is something important to have because during this event he didn't have the ability to get the internet which also wasn't allowing them to get the alerts and they had to depend on transistor radios.

Hollett (aye), Forcum (aye), Whitney (aye), McClelland (aye), Mayor Holston (aye), Kinyon (aye). Motion passed 6-0

Mayor Holston- would like to have this on the agenda within the next month and a half.

Councilor Kinyon- asked Bryan the status of the training of the Emergency Operations Plan, she wants to know if all of our departments have a copy on hand.

Bryan- there are three copies of the EOP, one at the fire department, police department and one on his desk.

Mayor Holston- as we take this up as an agenda item in the future, she would like to invite Sarah Altemus-Pope to join us. She was instrumental in the debriefing after our apocalypse and she and Bryan both have some really good understanding about what we can do to train. She asked Bryan if we can get this as one of our agenda items before the end of the year.

Bryan- said yes, he will do that.

10. Business from the City Administrator

10.1 Transportation system Plan Option #2 Discussion with ODOT

Bryan- as you remember when the TSP was last considered and brought for a public hearing there were some questions wanting to know exactly what option #2 was. Dave Helton is here today to talk about option #2 and what is included in other plans that have already been published and what would be included in the TSP to finish it off.

Dave Helton- gave a presentation to the council showing the TSP without the roadway reconfiguration. At the last meeting he attended in August the city council made a motion directing staff to prepare an ordinance to adopt your Transportation System Plan without the roadway reconfiguration proposed for Highway 58. After that city council meeting he and Bryan met with the consultant and directed them to make the edits to remove the proposed roadway reconfiguration. They have done that and delivered it to the City and himself electronically.

Mayor Holston- we have a TSP Plan that is ready to be reviewed and signed off on and then this piece here is an addendum to the plan?

Bryan- no, he and David would take this language and add it to the TSP and it would come before the city council again before formally adopting it.

Councilor McClelland- do we have the space to do sidewalks without taking property owners property?

Dave- Yes, in most places we have 85 ft of right of way, you do see through town scraps of sidewalk that indicate the space between the curb line and utility poles which generally indicate the edge of the right of way. The sidewalks would not be as wide as we prefer given our standards and they would be what we call curb tight.

Mayor Holston-asked Dave if he could speak to the cost of this as far as how we appropriate those funds, is it all on our shoulders now and will you assist us in looking for money?

Dave- if you want to pursue sidewalk infill it would behoove you to be active in your pursuit of that. The city is very welcome to pay for sidewalk infill yourselves, he would recommend you focus your priority on the local sections of streets. Highway 58 is critical to the Safe Routes for school, we have a program that provides funds exactly for that. We also have a sidewalk infill program, like many of the projects in the TSP that would be largely funded by grants, those grants primarily are administered by ODOT and there is often an expectation of a local match typically 10 % although that can get waived for small communities.

Councilor Whitney- asked about the maintenance of the sidewalks if we do put them in, will that be at a state level or county level? If someone else is responsible for the maintenance why are we on the hook for all of the money if it is part of what the state owns?

Dave- you've landed in kind of an awkward area of transportation, the awkwardness is traditionally the sidewalk has been looked at as something the property owner adjacent to the roadway has to provide. ODOT is moving towards taking more ownership of maintenance on the highway.

Councilor Kinyon- she wonders if the sidewalks go in under the current code are they required that we have a space between the curb and actual sidewalk, will we have room for trees or plants, things like that?

Dave- no, the reason is without the roadway configuration there is no room for what they call the landscape strip between the sidewalk and roadway. In order to do that they would have to buy land from property owners and that can be very expensive.

Councilor Kinyon- when is this coming back to us?

Mayor Holston- we have a motion that we can pass to add this to the TSP and then the TSP will come back to us with this addition.

Dave- our contract with the consultant expires at the end of the month.

Mayor Holston- does this meet your needs? Is this a description of what you want to have happen in our future planning for Highway 58, for her this addresses problems we see on our roadway and gives us solutions that we can be working toward. She'd like to know how everybody feels.

Councilor Whitney- we already passed the rest of the TSP without this piece, are going to bring it back as a whole to pass again?

Bryan- we had a public hearing, but you didn't vote to pass it. We will bring it back to you and you would vote on adopting the Transportation System Plan.

Councilor Whitney- she is fine with what is here and the additions that Dave proposed.

Councilor Forcum- he is good with it too, it addresses some of the issues that we have and a lot of the people will agree with this if you don't want to do a reconfiguration.

Councilor Hollett-she agrees, she feels that this does address a lot of our issues beautification being one of them, it addresses the sidewalks and lighting. She really hopes the council takes the time and really addresses the priorities.

Motion: Councilor McClelland moved to direct the city staff to amend the current proposed Transportation System Plan to include the additional projects. Councilor Forcum seconded the motion.

McClelland (aye), Mayor Holston (aye), Forcum (aye), Kinyon (aye), Whitney (aye), Hollett (aye). Motion passed 6-0

10.2 Lowell Law Enforcement IGA

Bryan- read the issue.

Motion: Councilor Whitney moved to approve the law enforcement intergovernmental agreement with the City of Lowell. Councilor Kinyon seconded the motion.

Councilor Hollett-asked Chief Martin to explain some of the changes to this contract.

Chief Martin-besides the dates and price increase there was the travel time.

Kinyon (aye), Forcum (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye). Motion carried 6-0

Bryan- the water tower painting is on track but not on timeline due to George's unforeseen circumstances. The IMBA Grant was supposed to start on September 16, but with the smoke and fires that caused a delay but we are still on track to get this done. Regarding the surplus, it is an online silent auction and will be underway until October 4.

11. Reports of Boards, Commissions and Committees- No reports due to time

11.1 Administrative Advisory Committee

11.2 OEDAC

11.3 Parks and Community Services Advisory Committee

12. Items removed from the Consent Agenda-None

13. Ordinance, Resolutions and Public Comments

13.0 Tax Anticipation Note

Eric- he is still pretty new and trying to get his hands around what's going on with the financials. He was looking at the cash flow and he has gotten a lot questions about it, so he is going to explain it as simply as possible.

Eric gave a presentation to the council.

Councilor Kinyon- asked Bryan about this, she thought during budget sessions this year you said there was a plan for this period between July and when our taxes come in. Why are we still going below that line if we had a plan otherwise?

Bryan- kind of apples and oranges, this is really a cash flow problem, the budget itself was really are we spending more than we take in. Bill was pretty clear in June when we talked about the need for the short term Interfund loans and very clear that it wasn't going to satisfy the entire problem.

Councilor Kinyon-the way she understood what Bill was saying was we would be able to make it with our cash flow through when the taxes came in.

Bryan- sorry if you understood it this way, but that is not the case.

Eric- this is a budgeted line, this is just an estimate. Bill or himself are going to do the most diligent amount of work to make sure the estimate is as accurate as possible, but in the end it is just an estimate.

Eric continued his presentation.

Mayor Holston- announced that it was 9:00 pm and asked if everyone was ok with going until 9:30 pm, the council agreed to go until 9:30 pm

Councilor Whitney declared a potential conflict of interest.

Bryan- read the issue.

Motion: Councilor Kinyon moved to adopt Resolution 13-2020 a resolution approving a tax anticipation note in the amount \$100,000. Councilor Forcum seconded the motion.

Councilor Kinyon- if we do end up using some of this line of credit do we pay it back it in full as soon as we have received the taxes?

Bryan- yes that will be the plan.

Councilor Kinyon- will the line of credit close so it is no longer available through the rest of the year.

Eric- when he spoke to them they referred to this as a non- revolving line of credit, so you take the money out, pay it back and that is that.

Kinyon (aye), Forcum (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye). Motion passed 6-0

Mayor Holston- if there are any ordinances that you believe should have changes let's call them out and set them aside.

13.1 Resolution 13-2020 Repealing and Replacing Res. 09-2018 Oakridge Administration Advisory Committee

No suggested changes.

13.2 Resolution 14-2020 Repealing and Replacing Res. 15-2013 & 2-2012 Oakridge Audit Committee

Mayor Holston- she has some changes she'd like to suggest.

13.3 Resolution 15-2020 Repealing and Replacing Res. 13-2015 Oakridge Library Board

No suggested changes.

13.4 Resolution 16-2020 Repealing and Replacing Res.11-2018 Oakridge Economic Development Advisory Committee

Councilor Kinyon-she would like to suggest changes.

13.5 Resolution 17-2020 Repealing and Replacing Res.12-2017 Oakridge Parks and Community Services Committee

No suggested changes

13.6 Resolution 18-2020 Repealing and Replacing Res.06-2019 Oakridge Public Safety Advisory Committee

No suggested changes

13.7 Resolution 19-2020 Repealing and Replacing Res.01-2015 Oakridge Rural Marketing Program Advisory Comm.

Councilor Kinyon and Mayor Holston want to make suggestions.

Motion: Mayor Holston moved to adopt Resolution 13-2020 Repealing and Replacing Res. 09-2018 Oakridge Administration Advisory Committee, to adopt Resolution 15-2020 Repealing and Replacing Res. 13-2015 Oakridge Library Board, to adopt Resolution 17-2020 Repealing and Replacing Res.12-2017 Oakridge Parks and Community Services Committee and to adopt Resolution 18-2020 Repealing and Replacing Res.06-2019 Oakridge Public Safety Advisory Committee. Councilor Kinyon seconded the motion.

Mayor Holston-opened up for public comment.

Dan Barclay- he forwarded some recommendations to the council, his concerns tonight are about the tax levy.

Loren Hogue- thanked them for allowing him to be on this committee, there was some spirited conversation at times and it's nice to see an agreement has been made on a vast majority of these. He would like to see in the future the other committees coming to the administration committee and being a part of the process.

Councilor McClelland- pointed out that we used Resolution 13-2020 on the loan that was just passed so 13-2020 should be 20-2020.

Amended motion: Mayor Holston moved to adopt Resolution 20-2020 repealing and replacing Res. 09-2018 Oakridge Administration Committee. Councilor Kinyon seconded the motion.

Hollett (aye), Whitney (aye), Kinyon (nay), Forcum (aye), McClelland (aye), Mayor Holston (aye). Motion passed 5-1

Mayor Holston- for the ones we took out we will take up at our next meeting.

It was agreed to postpone the executive session until the next meeting.

- 14. Appointments-none
- 15. Other Business-none
- 16. Public Comment-

Larry Sweet- the Vida Fire Chief wanted to thank the Oakridge Fire Department for their help.

Audy Spliethof 47587 Teller Rd- did you know Westfir has a flashing speed sign? Oakridge needs to get one.

Mayor Holston- yes she knew that.

Bryan- we are in the midst of getting one.

Audy- he and his wife were contacted through the clinic and they got a grant to give out fresh air filters. He didn't know if anyone else was aware of that.

Mayor Holston- yes that is through our Oakridge Air Program, part of the USDA grant that we got.

Councilor Whitney- the idea was to get them to the highest risk people and that is why we went through the clinic.

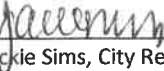
Audy- he has been watching the traffic walk signal and he wants to reiterate what a flashing yellow light means, it means slow down and proceed with caution. We should go through the state and get a flashing red light.

Councilor Forcum- if anyone is at a crosswalk in Oregon traffic has to stop, if they don't stop they should get a ticket.

Dan Barclay- he is one of four people in the city that can understand what this council is going through. This council has a duty to promote this levy.

- 17. Adjourn 9:30 PM

Signed: 
Kathy Holston, Mayor

Signed: 
Jackie Sims, City Recorder