



October 1, 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, and City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call – all present

4. Additions, Corrections or Adjustments to the Agenda

Mayor Holston- added 7.2.1 Discussion on posting for vacant seat on council

Councilor Kinyon- added 7.1.1 Levy discussion

Bryan- removed 12.4 Resolution 21-2020 FY 20-21 Schedule of Fees until the next meeting

5. Public Comment

Larry Sweet 76361 Jones Rd- He has been asked by citizens a question regarding the Levy, will this money really be used for Police, Fire and EMS.

Mayor Holston- we will discuss that later in the meeting when we discuss the Levy.

Trudy Hammond – have we come up with a name for the new park yet?

Mayor Holston – we will talk about that in council comments.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- The Great Willamette Cleanup will be on October 10th, they will meet in Oakridge at Greenwaters Park or Westfir at the portal, they are looking for volunteers. You can sign up online at the Great Willamette Cleanup.

The measure for the levy has a number now and we will have more discussion about that.

We need to double down on our efforts regarding Covid even though Oakridge is doing very well.

Mayor Holston -read the six points for an effective city councilor.

Mayor Holston -read Councilor Maxfield's resignation letter.

7. Council Comments / Announcements

Councilor Kinyon- she has several questions

1. Is the Planning Commission vacancy being advertised?
2. Where are we with AirBnB's?
3. When can we expect to see ordinances updated to fit the new TSP?
4. Why are our police officers traveling outside of the city limits at times?
5. She has been asked about advertising prices for city property on our website.
6. Business owners are complaining about our building codes/design standards.

Mayor Holston- does council want to take on the uptown design standards and codes?

Councilor Whitney- we have design standards, she agrees that things can get expensive but we need to stay within our design standards so she's not quite sure what they are looking for.

Mayor Holston- the discussion would be whether or not the design standards are current and reasonable. There was council consent to bring this back to the council.

Bryan- addressed some of the questions from Councilor Kinyon.

He did post the planning commission vacancy on our Facebook page, he may have neglected to put it on our website.

AirBnB's, no progress, he has an idea in mind, but he hasn't had time to get to it.

Dave Helton finished the two changes and they have been given to the contractor and they are putting them into the TSP, with any luck the TSP will be before council the 15th or the 1st meeting in November.

Regarding the police, we do have contracts with Westfir and Lowell that requires the police to go outside the City and there are times when they do mutual aid with the State and County.

Right now our Realtor of Record is our attorney, we put out an RFQ and we didn't have any responses. We will be advertising on the Oregon Prospector that is a state run commercial venue for advertising properties.

He would like to hear some specifics on the questions Dawn has regarding the building code/design standards.

7.1.1 Levy Discussion

Councilor Hollett- she hopes to have their group together next week, she did hear from the fire union and they will purchase door hangers and signs and the police union will do the same. She asked Mayor Holston to talk about the councilors attending the meetings for the Levy regarding serial meetings.

Mayor Holston- we are able to as councilor's canvas for the levy, our city administrator cannot and no employee that is on duty cannot. Our City Administrator and staff can assist us in ways such as printing and copying and things like that. As councilors we can gather together with others as long we post the fact that there may be a quorum at a meeting and the purpose of the meeting. In response to Larry Sweet's question from citizens, the wording of the Levy is specific to that, it cannot be used for anything other than that by law. She wants to assure citizens that this is a levy that will get us through the next five years as we work diligently to create a situation where we can afford the services that we want to have and value in this community.

Councilor Kinyon- asked if there will be new lines in the budget for the levy and show how much is for police and how much is for fire/ EMS?

Mayor Holston-we won't know how that is going to be split until we determine what our plan is.

Bryan- it will be separate line item in the general fund, so it would be a separate line item and then a transfer into the emergency services fund and the police department which is within the general fund so they will get the remainder.

Eric- there definitely will be an account to set up all of the revenue and it will be very clear where all of the money will be going. This is something the council given reports on.

Councilor Forcum- we need to be realistic and let people know what will happen if the levy does not pass.

Mayor Holston- said she agrees and we need to let people know that there will be drastic changes if this doesn't pass. The letter we approve is for our use to talk to citizens, don't hesitate to ask if you aren't sure about something, she encourages you to be active in educating yourselves.

7.1.2 Filling the empty council chair

Mayor Holston- we generally post for 30 days, the next council meeting after that would be the first meeting in November. After that there would only be 2-3 meetings that they would be able to attend.

Motion: Mayor Holston moved that we do not post the vacant council seat and wait until the newly elected council is sworn in the first week of January 2021. Councilor Hollett seconded the motion.

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

8. Consent Agenda- none

9. Business from the City Council

10. Business from the City Administrator

Bryan- the IMBA grant restroom construction was delayed, the new date is October 6 to begin construction. In an effort to increase our code enforcement efforts we are going to kick off a code of the month, each month the police will focus on a particular aspect of the code, it will be a friendly visit first and then from there ramp it up a little. For October the code will be noxious weeds.

Eric- the audit is going to start in a month so, he is getting stuff ready for the auditors. Eric presented a pie chart showing the breakdown of the revenue coming in to Oakridge. He is very open to creating any document that you might want, just get a hold him or Bryan.

10.1 Old Mill Disc Golf Club Master Plan

Bryan- read the issue.

Jason Nehmer- there are some questions and concerns he has heard about the name of the actual park, he proposed originally the Old Mill Park and the Old Mill Disc Golf Course. During the parks master plan they called it the Old Mill Park. Jason presented his ideas to the council and staff.

Mayor Holston- to give a little background as to why this is coming to us now, we have looked at it as a council once and agreed that the Parks and Community Services Committee were going to work with them to determine rules. It is important to remember the disc golf course is in a city park and if anything happens the city is liable. There needs to be an understanding that anything that is changed needs to be approved by the city before they move forward so we can consider any liability or other issues that might come up.

Councilor Whitney- the Fish Hatchery uses the ponds and part of the tree area for the sediment for filtering the water that comes out of the hatchery. We need to make sure this does not impact them in any way and also there was discussions on the parking area as well. The city needs to look into this deeper and make sure we are not going to have any conflicts with the fish hatchery, this is something that maybe Bryan needs to do. She knows the parking area was closed off at some point, but she can't remember why. Her other concern is the kiosk and it is very far away from where anyone can see that, her concern is vandalism. She is concerned about the ramp, on all of the plans for the trail system and mill pond that ramp was included, seeing how you have the course laid out it looks like that could be an issue.

Jason- if you look at other city parks and what they have done with disc golf courses with multi use trail systems, a lot of trails have disc golf courses in them.

Councilor Whitney- her other concern is where the parking is located, it just doesn't feel good to her.

Mayor Holston- she shares some of Councilor Whitney's concerns, the gates were put up in the city owned area along Fish Hatchery Road, it was for prevention of camping and parking since there are no facilities there. Sending our concerns over to the park committee is important as they create standards with the disc golf course. She asked about the ramp that Councilor Whitney asked about, will that compromise anything should we want to develop that?

Jason- the short answer is no.

Mayor Holston- all of these questions that Councilor Whitney has put up we need to refer to our parks committee and we also need to find out about facilities and what type of bathroom facilities will be necessary, Bryan intends to task the committee with developing the maintenance agreement and we trust that you will convey these questions that we have.

Councilor Kinyon- is this something that Jason just created to share with us about the whole plan?

Jason- no, this was created about six months ago.

Councilor Kinyon- she went through the packet they got in February and it shows the entire parks plan, but it doesn't show this.

Bryan- it may exist, but given the time frame he didn't have enough time to search for any more documentation.

Councilor Kinyon- is this a contract between the disc golf club and the city?

Jason- this is just a proposal that initially got approved.

Mayor Holston- city council gave them permission to move forward as we got the zone changed to Parks and Open Spaces. We need to craft a memorandum of understanding between the city and the club as to who will maintain what.

Councilor Kinyon- she wants to know if they are maintaining minutes and a budget and is that readily available?

Jason- yes they have an official board with a secretary, treasurer, a president and vice president and they have all of the minutes from the meetings.

Councilor Whitney- does LCOG have anyone that we can contract with to come in after Jason is done to look at the parking and kiosk and see how it is accessible to people who don't play disc golf. Just looking for a separate set of eyes to look at this.

Mayor Holston- it sounds like you would like to have another expert come in to review the plan. Her concern is that they would be moving backwards.

Councilor Whitney- they were only supposed to do a few tees until we did the rezone. She is concerned with vandalism and we need to talk to the Fish Hatchery before we keep moving forward.

Mayor Holston- has the Fish Hatchery been consulted?

Bryan- he personally has not reached out and Rick never relayed to him that he reached out, he will take it to Jason to see if they did that.

Councilor Whitney- she knows that Rick reached out and she knows they reached out to us when we were doing the plans for the trail system and they had concerns at that time. They had a contract and there were things that were looked at and discussed regarding that contract. The city needs to reach out to them and find out how that contract ended up and make sure we aren't doing anything that violates that.

Mayor Holston- she agrees that is the charge of the committee to make sure that is done. Also to look back as to what the park committee has already done and the plan we put together with the National Parks Service and see what that input was because she knows the fish hatchery had input at that time.

Councilor Hollett- she feels a little bit of concern on this topic, being a city councilor we have put a lot of investment into this disc golf course, she isn't arguing, but she doesn't remember putting anything on hold.

Councilor McClelland- he lives fairly close to this and he wants to point out that the Arial photo is old because there is a house on the corner now and they can see out towards the mural area, he has walked that and he has seen the ramp that Councilor Whitney is talking about and the 8th tee does not impact that in any way. The citizen that lives on the corner has expressed some level of concern about the amount of parking that takes place. They are parking perpendicular and not parallel to the street and she has expressed some concern about that.

Motion: Councilor Kinyon moved that the Old Mill Disc Golf Club proceed with further development of the course in close coordination with the staff and create a memo of understanding addressing maintenance etc. issues. Motion seconded by Councilor Hollett.

Councilor Whitney wanted to make a friendly amendment to that excluding any further development on stuff that might conflict with the Fish Hatchery until we get further clarification.

Councilor Kinyon- did not accept the friendly amendment.

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

10.2 Triple Summit Challenge Event Approval

Bryan- read the issue. There is a plan to ensure minors do not have access to the alcohol and it will be closely monitored by volunteers so only participants will get beer and no one else. He left it up to Devin to get an OLCC permit and if he didn't need one to let him know who at OLCC told him that and to get their name and phone number.

Motion: Councilor Whitney moved we approve the alcohol permit for the Triple Summit Challenge on October 24-25, 2020. Seconded by Councilor Forcum

Councilor Kinyon- her concern is with the actual event, she feels like it is 50 people max that are allowed to gather for events.

Councilor Forcum- it says there will be 20 runners per wave every 5 minutes.

Bryan- there isn't going to be an awards ceremony after, there won't be any mingling around.

Councilor Kinyon- asked to make a friendly amendment adding they follow COVID restrictions.

Councilor Whitney- the motion is for the alcohol permit, not the actual event so she doesn't know if it applies to this. She accepts the amendment.

Councilor Forcum- accepted the friendly amendment.

Amended Motion: Councilor Whitney moved we approve the alcohol permit for the Triple Summit Challenge on October 24-25, 2020 providing current COVID restrictions are met. Seconded by Councilor Forcum

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

10.3 Letter of Support

Bryan- this is to help LCOG obtain a grant to hire a part time person to do veterans benefits advisor and connect veterans with organizations with which can help them and that would also help veterans in Oakridge.

Councilor Whitney declared a potential conflict of interest.

Motion: Councilor Hollett moved to approve signing the letter of endorsement for the LCOG Veterans Affairs Grant. Councilor Forcum seconded the motion.

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

Due to time constraints it was the consensus of the council to postpone Ordinances, Resolutions and Public comment until the next meeting so they could go into executive session because the executive session has been postponed three times already.

11. Reports of Boards, Commissions and Committees

12. Ordinances, Resolutions and Public Comment- Postponed

- 12.1 Resolution 14-2020 Repealing and replacing Res. 15-2013 & 2-012 Oakridge Audit Committee
- 12.2 Resolution 16-2020 Repealing and replacing Res. 11-2018 Oakridge Economic Development Advisory Committee
- 12.3 Resolution 19-2020 Repealing and replacing Res. 01-2015 Oakridge Rural Marketing Program Advisory Comm.
- 12.4 Resolution 21-2020 FY 20-21 Schedule of Fees

13. Appointments

- 13.1 Parks and Community Services Committee

Mayor Holston- wanted to Jason to understand that in instances where they are discussing the disc golf club he will have to abstain from voting.

Jason- he understands that.

Motion: Councilor Whitney moved to appoint Jason Nehmer to serve in the vacant Oakridge Parks and Community Services Advisory position for a three- year term. Councilor Kinyon seconded the motion.

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

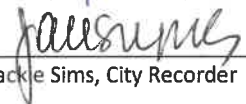
14. Public Comment-none

Executive Session 9:02 pm

ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

15. Adjourn 9:20 PM

Signed:  _____
Kathy Holston, Mayor

Signed:  _____
Jackie Sims, City Recorder