



November 5, 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, 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** –Councilor Whitney was excused

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment

Loren Hogue 48319 E 1st Street- thanked Rick Yarborough for initiating the Oakridge/Westfir Cleanup Group.

Sherry Klosterman 48314 Hills Street- Truck traffic on Hills Street.

Trudy Hammond 47752 Berry Street- Gave an update on donations for the community pet food bank, they will be open the 1st and last Thursdays of the month from 10 a.m. until 6 p.m.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston –yard debris drop off starts this Saturday at the OIP. You can get permits on-line or at City Hall.

Congratulations to the candidates who won the elections, we had 69% voter turnout for the levy, it was a lower turnout for the council.

Kack Kamerrer needs blankets at the community resource center, you can drop blankets off at city hall or get a hold of Kack.

The Tree lighting ceremony and Light Parade are coming up, they are going to try to coordinate together again this year.

We have 15 total cases of COVID in Oakridge, we had a small turnout at the testing site, and 56 people came out for that. Keep your masks on and keep up on the social distancing.

The Mayor reminded the council about Zoom protocol, remember to keep your faces up and be able to be seen, she has had a few people comment that they can't see the councilors.

Our first budget meeting is going to be January 12th with the approval of Chairman Gobelman. Bryan is in touch with him to set up some trainings.

The warming center is working hard on getting up and going, they have some challenges this year due to COVID, we are able to be open after November 14. They are in need of volunteers, we would like to start engaging our younger community.

7. Council Comments / Announcements

Councilor Kinyon-wanted to respond to Sherry to let her know that once our TSP plan is final there is an ordinance update that will happen and it will allow us to enforce that rule.

Mayor Holston- she is not certain that this has anything to do with passing the TSP, she asked Bryan to push the Chief a little on this and find out. This has been going on for a long time and it needs to be resolved one way or another.

Councilor Kinyon- she did look this up in our TSP and it is part of the plan to implement a truck route.

Sherry Klosterman- that sign has been on Hills Street for over 20 years and the ordinance doesn't have anything to do with the TSP.

Councilor Kinyon- now that we have our Judge back she would like to start the annual review process and she would like to see all of the open committee seats posted. She asked why we are not using our own chipper for the yard debris and how much is it going to cost us to rent one?

Bryan- there is an organization up in Portland that we will rent the chipper from, it is a high volume chipper and it can do an enormous amount in one day. To use our chipper would take one individual to feed it and it would take days and days. When we brought the chipper down for the storm damage from 2018 the cost was around \$7000-\$8000.

8. Consent Agenda

8.1 City Council minutes October 15, 2020

Motion: Councilor Kinyon moved to approve the consent agenda. Councilor Hollett seconded the motion.

McClelland (aye), Mayor Holston (aye), Kinyon (aye), Hollett (aye), Forcum (aye). Motion carried 5-0

9. Business from the City Council

9.1 Ordinance 874 Discussion – Sponsor: Dawn Kinyon

Councilor Kinyon- the reason she asked to have this discussion is because a business owner contacted her regarding ordinance 874. She would like the council to consider asking the planning commission to update the ordinance.

Rick Yarbrough- he purchased three properties in the uptown area a few years ago, his issue with the current standards is that it is from 2004 and he doesn't see anywhere uptown where these standards have been followed or effective. In 2017 he wanted to improve the look of the old YMCA building and he was hit with these standards that no one else in the uptown has been held to.

Mayor Holston-are we just talking about architectural standards or building codes itself?

Rick- the design standards are looking for a certain look for the façade, one standard that is hard to meet is what the windows need to look like and to meet that it can get really expensive.

Mayor Holston- does council want to direct the city administrator to direct the planning commission to look at the uptown and Highway 58 standards, in the mean time we can talk about what our desires would be.

Councilor Hollett-she thought this would be a good project for the OEDAC Committee to work on since they work on economic development.

Bryan- Ordinance 874 is directly in the planning commission's court and it belongs nowhere else but there.

Mayor Holston-we will start there then and she wanted to caution council that this is not something that happens quickly.

9.2 Water Tower Signage

Bryan- read the agenda bill.

Motion: Councilor Kinyon moved we do not approve the painting of "Oakridge Welcomes You" on the Highway 58 water tower. Councilor Hollett seconded the motion.

Councilor Kinyon-in May of this year we had a motion approved that specifically said to paint the water tower a blank slate and then at a later date we would encourage our community to participate in ideas on a design for the water tower.

Mayor Holston- a lot has transpired since then that we need to get up to speed on. Painting the water tower and gathering volunteers was the brainchild of George Custer and a lot of volunteers donated to that, they used 40 gallons of paint and rented a lift and it was not an easy task.

George Custer- regardless of what murals could go on there he is assuming everyone would want the water tower to say Oakridge. His intent is to keep it simple, something is better is nothing. He is in the process of cutting the stencils out and getting new volunteers and another lift for a \$1000 a day, so if you are looking at doing murals or anything else you are looking at several thousand dollars more.

Councilor Kinyon-she is disappointed that you would go against the wish of the council and go ahead and do that.

Councilor Hollett- she has an email agreement with George and the agreement was that it would be painted a solid color and he would leave the words out, about a week later George said he was pulling out and he said it should be a city project. If something changed behind the scenes the council should have been notified.

Councilor McClelland- he does remember the motion and he did think it would be nice to involve the community, but given the information about the potential hazard of doing that we may want to rethink the idea from a safety standpoint. His concern is that someone could be injured going up in the bucket, it is a little unnerving.

Mayor Holston- council believed that public works was going to take the lead on this and she applauds the community for volunteering. The purpose of this was to get that painted, putting up the word Oakridge isn't going to prohibit us from doing something in the future.

Bryan- at one point George did say he wasn't going to participate and that point what was left was to go to public works, he personally welcomed it when George came back because of the complexity of the project and maybe he did not relate that to the council. Now we have two councilors that are very concerned about a process that was averted and if that's the case he will take responsibility for that. If you decide to vote this down because of a process foul you are going to have a white tank with nothing on it for years because we are never going to have the money while he's working here or the near future.

Councilor McClelland-his opinion is that the two don't have to be mutually exclusive, he doesn't see why we can't move forward with signage and then have the artwork designed around it to compliment it.

Councilor Kinyon-we haven't even taken one step to investigate what it might cost for an artist to go up there and how is it any different than it would be for anyone else to go up there and use a stencil, we all agree it would be dangerous.

George-regardless of whatever mural you put up you will need to have the Oakridge go up first. He is prepared to go up and finish that part of the project and then if the city wants to form a committee he is willing to do that.

Mayor Holston-we all agree that we made a motion, we did give direction, Bryan indicated that it was his shortcoming for saying the project is back on. What she hears George saying is he has already prepared the stencil, do you want to go ahead and put Oakridge up there? It will take time and we are going into the rainy season and that will give us time to find out what the interest is for the mural and the cost for the project.

Councilor Hollett-she agrees that the word Oakridge needs to be up there, but we might get an artist that has their own idea of where they want the word placed.

Kinyon (aye), McClelland (nay), Mayor Holston (nay), Hollett (aye), Forcum (nay). Motion failed 2-3

Mayor Holston- the motion from May still stands, we need to look at the cost and if there is any interest for someone to paint it.

Motion: Councilor Kinyon made a motion to table it. Councilor Hollett seconded the motion.

Hollett (aye), Forcum (aye), McClelland (aye), Mayor Holston (nay), Kinyon (aye). Motion carried 4-1

10. Business from the City Administrator

10.1 CA Update

Bryan- we applied for two grants, the fire department one was for staffing and we didn't get that one but we did get the one for Berry Street and this one we were approved for \$100,000, we have two years execute that grant.

The Harvest Festival trebuchet event will be this weekend, the original request for the rental of city property was for a different event. He is going to take councils approval for this event also.

With the levy failure there will be significant changes in real time coming to ensure that we have a balanced cash flow for the year.

He will send out an email tomorrow about new councilor training.

The city is moving forward with obtaining some battery powered speed advisory signs, the Chief is working with the company to get them installed.

It is RTMP season again, he sent out an email as to what our allocation is this year, he will have the RTMP Committee meet to see if they want to continue with the established process. If they are in consensus they will start November 16th allowing applications to be submitted for two months and then go through the committee process and bring it to council in February.

It is annual committee evaluation season, he will be sending out the evaluations to the committees.

Lane County has got some palletized housing units that they are willing to sell or let cities borrow for the warming center, due to Covid we may be able to avoid difficulties for the warming center.

There will be a Toys for Tots, it will be a little different this year due to Covid.

TSP, the contractor who is responsible for printing that is just about done and then it will be time to bring it back to council for approval.

He wants to recognize Grace Kaplowitz, she is working for the city 50% and working for Oakridge Air 50%, she has done a fabulous job, she's got her feet on the ground, and her primary duty for the city is economic development.

Councilor Kinyon-she would like an update on the emergency siren.

Bryan-it is still being addressed by the safety committee.

Councilor Kinyon-asked about the IMBA grant work, she thought there would be consequences if it wasn't finished by October.

Bryan-he confirmed with ODOT that as long as we started work, which we have, there won't be any negative consequences.

Councilor Kinyon- she would like the next steps regarding the levy and the changes that will be coming and she would like to know the process that we are going to be going through.

Bryan- the current year budget is a staff function, the harder part is a council issue, and we will develop a budget that doesn't account for a levy for the budget committee and council to go through. If he makes any changes he will let council know as soon as he makes them.

10.2 Finance Director Update

Eric- he is working with Summer on getting our information ready for the auditors.

Councilor Kinyon- she wanted to follow up on an evaluation for our Municipal Judge.

Mayor Holston- Councilor McClelland, Councilor Kinyon and herself will start the process for the Municipal Judges review and bring it back it back to council.

10.3 Police Update

Chief Martin-read the October police report.

10.4 Fire/EMS Department Update

Bryan- read the Fire Department update.

Scott Hollett- they submitted a grant to Firehouse Subs for \$43,000 and they ordered a new heart monitor which will help in transportation of Covid patients.

10.5 Public Works Update

Bryan- read the Public Works update.

11. Reports of Boards, Commissions and Committees

11.1 Administration Committee

Bryan- they met last month, but they didn't have a quorum. They are focusing on the city website to clean up and update. Amy Kelley is working on making our forms PDF fillable.

Mayor Holston- with Trisha leaving she has asked Councilor Kinyon to take on the councilor position for the admin committee and she agreed. With Council approval she would like to begin the process to see what a charter review would look like and how the Admin committee would begin moving into that.

Councilor Kinyon-wants to make sure all of the committee vacancies that we have and that will be coming up at the end of the year are posted.

Bryan- he believes that every committee has been posted.

11.2 Community Services Committee- no report

12. Items removed from the consent agenda-none

13. Ordinances, Resolutions and Public Comment

13.1 Ordinance Amending Ordinance 932 to correct a scrivener's error- postponed due to time

13.2 Ordinance Amending Ordinance 933 to correct a scrivener's error-postponed due to time

13.3 Resolution 22-2020 City Administrator Performance review

Mayor Holston-the council went through and did a performance review and then met together to discuss their findings and criteria. This is a public document and anyone is able to see it. Mayor Holston read the issue.

Motion: Councilor McClelland moved we approve Resolution 22-2020, a Resolution accepting the City Administrators performance review. Councilor Forcum seconded the motion.

Kinyon (aye), Forcum (aye), Hollett (aye), Mayor Holston (aye), McClelland (aye). Motion carried 5-0

14. **Appointments-none**

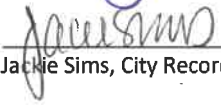
15. **Public comment**

16. **Adjourn 9:00 PM**

Signed:


Kathy Holston, Mayor

Signed:


Jackie Sims, City Recorder