

December 15, 2005
City Council Regular Session
Oakridge City Hall Council Chambers
7:00 p.m.



MINUTES



CALL MEETING TO ORDER

Mayor Sue Bond called the meeting to order at 7:00 p.m.

Council Present: Sue Bond, Mayor
Glenn Fortune
Rayetta Clark
Carina Schorer
Don Hampton
Leah Chapman

Council Absent: Dawn Shields

Staff Present: City Administrator Gordon Zimmerman
City Recorder Chantell Hayson
Fire Chief Jerry Shorey
Community Services Director Kevin Urban
Police Chief Louis Gomez

CITIZEN INPUT ON NON-AGENDA ITEMS

Dean Phillips, 47699 W. 2nd Street, Oakridge: Mr. Phillips asked the Mayor for an update on the water project.

Mayor Bond stated that a Water Project Kick-Off Meeting with the State agency and engineering personnel has occurred. They are very close to beginning the project.

Mr. Phillips then pointed out that a new position within the City using water funds is being created; he would like to know if this pertains to this project.

City Administrator Gordon Zimmerman responded that the position is in the Water Fund not the Water Projects Fund that was created for the water project. Gordon Zimmerman gave details about the water kick-off meeting with the Oregon Economic Community Development Department and the engineers. He explained that the committee has created a tentative timeline. The committee is now working with the engineers to put in the chlorine contact chamber and some electrical equipment during the winter with the

major construction through next summer. The anticipated completion is September of 2007.

Mr. Phillips then asked if the problem with the varmint [on the proposed property for the new water reservoir] was resolved. Gordon responded that the problem was resolved.

CONSENT AGENDA

- 1.1 Minutes of Regular Session of November 17, 2005
- 1.2 Res. 36-2005 Establishing Part-Time Accounting Clerk Position
- 1.3 Res. 37-2005 Appropriating Unanticipated Revenue to EMS Fund

Motion by D. Hampton and seconded by R. Clark to approve the consent agenda. C. Schorer (Aye), Mayor Bond (Aye), D. Hampton (Aye), G. Fortune (Aye), R. Clark (Aye), and L. Chapman (Aye). Motion carried 6-0.

ADMINISTRATION

- 2.1 Oakridge LAMP (Loan Assistance for Micro-Producers) Program: Designation of Council Member for LAMP Committee

Gordon Zimmerman explained that this is a program that provides small loans up to \$5,000 for small businesses in Oakridge. The committee currently has an application for assistance but will need to have a Councilor appointed before a decision can be made. Former Councilor Mike Beitz was the member of this committee. After discussion, Mayor Bond appointed Councilor Don Hampton to replace Councilor Beitz on this committee.

- 2.2 Approval of Intergovernmental and Sub-Recipient Agreements for Housing Rehabilitation Consortium

Mayor Bond gave the Council background information on the process of hiring an administrator that monitors and distributes funds for the consortium. In years past this process happened every three years. Part of the process includes a new intergovernmental agreement and sub-recipient agreement between the City of Oakridge and St. Vincent de Paul. She explained that the only change in the new rules will now require the process every three years with a three-year extension, so in essence it will be a six-year process. These documents give the consortium the authority to use City of Oakridge funds for Oakridge projects and allow St. Vincent de Paul to monitor and distribute the funds for the City of Oakridge.

Councilor Fortune asked if the consortium has the money or just provides the grants.

Mayor Bond responded that it is a complicated process and the consortium does maintain the funds as well as the grants.

Councilor Fortune stated that part of the intergovernmental agreement seems to be adding the City of Florence who did receive \$400,000 for housing rehabilitation this year but is not a member of the consortium.

Mayor Bond responded that yes this is a part of the process and how it works. The City of Oakridge received their funds years ago and it also was not a part of the consortium at the time. Oakridge became part of the consortium after nearly two years in the program.

Councilor Fortune reiterated that there are many cities that are not part of the consortium but do request money.

Mayor Bond responded that yes that is how it works.

Gordon Zimmerman continued to explain that one has to apply for grants first, and if they are funded, then they can become part of the consortium.

Motion by G. Fortune and seconded by R. Clark to approve the Intergovernmental Agreement between the City of Oakridge and Lane County and the Cities of Cottage Grove, Lowell, and Florence and the Sub-Recipient Agreement between the Housing Rehabilitation Consortium and St. Vincent de Paul as contractor. Mayor Bond (Aye), L. Chapman (Aye), G. Fortune (Aye), R. Clark (Aye), C. Schorer (Aye), and D. Hampton (Aye). Motion carried 6-0.

Councilor Schorer asked why the City of Lowell was not able to use its money.

Mayor Bond responded that Councilor Schorer could contact them for further details but she believes that the situation with Lowell was that the city did not get applicants for the money, therefore the boundaries for applicants was increased to utilize funds.

Councilor Hampton asked Mayor Bond if there has been any clarity on how the funds could be spent after they are defederalized.

Mayor Bond responded that there still has not been any clarity on this. She continued to say that the State of Oregon needs to define defederalized before the committee can start planning the use of the funds.

2.3 Approval of New Plan Document for Deferred Compensation Provider

Gordon Zimmerman explained that this is a modified plan due to IRS requirements for compliance of deferred compensation plans. The city currently has one employee with Nationwide Retirement Solutions.

Motion by R. Clark and seconded by D. Hampton to approve the plan changes for the Nationwide Retirement Solutions Deferred Compensation Plan. G. Fortune (Aye), R.

Clark (Aye), C. Schorer (Aye), L. Chapman (Aye), D. Hampton (Aye), and Mayor Bond (Aye). Motion carried 6-0.

COMMUNITY SERVICES

3.1 Approval of Prior Account Balances Write Off Policy

Gordon Zimmerman explained that the city has outstanding prior water account balances. These accounts are reviewed and collected whenever possible, but on occasion they never get cleared. The current list has accounts dating back to 1991 and the staff has been asked by the auditor to create a policy for writing them off in a timely manner. A written policy would allow the Finance Director and Utility Billing Clerk to review and write off what falls under the policy.

Councilor Hampton asked if a deposit is in place.

Gordon responded that we do currently charge a \$75 deposit and we do collect that in a closed account, but many times they are closing and they owe more than that.

Councilor Hampton suggested that the deposit might need to be increased to help reduce the smaller accounts.

Citizen Larry Phipps suggested that since there is a bigger difference in water bills from commercial versus residential that the deposit should be different based on usage.

Motion by C. Schorer and seconded by R. Clark to adopt the Prior Account Balances Write Off Policy. G. Fortune (Aye), R. Clark (Aye), C. Schorer (Aye), L. Chapman (Aye), D. Hampton (Aye), and Mayor Bond (Aye). Motion carried 6-0.

Mayor Bond suggested that Councilor Hampton, Community Services Committee Chair, call a meeting to discuss if there is a need for increasing water deposits for residents and creating a hierarchy of charges for businesses.

PUBLIC SAFETY

Police Chief Louis Gomez passed around the new patch with the City of Oakridge Logo that will be sewn onto the officers' uniforms.

Mayor Bond asked if they were able to get new uniforms as well.

Chief Gomez reported that they have been able to get matching uniforms for each of the full-time officers and will gradually complete out the volunteers when the budget allows. The new uniforms are midnight blue with utility gray pants.

Fire Chief Jerry Shorey informed the Council that Toys for Tots will be this Saturday afternoon and a breakfast will be in the morning.

