

June 15, 2006
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
Carina Schorer
Don Hampton
Rayetta Clark
Glenn Fortune

Council Absent: Dawn Shields
Leah Chapman

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

CITIZEN INPUT ON NON-AGENDA ITEMS

Danielle Cleveringa, 48458 Vine Street, Oakridge: Danielle has come tonight for permission from the Council to do a community garden in Oakridge. She said that although Kevin Urban had asked about this already, she wanted to present the request as well. She said the start of the project would be moving soil for vegetables and planting some permanent fruit trees. She has spoken with the Upper Willamette Community Development Corporation about helping to write grants for funding and non-profit support. She is also working to coordinate with the Oakridge Food Box and Food for Lane County for donating overages.

Gordon Zimmerman explained that this project is not intended for this summer but rather next summer, although some winter planting could begin this fall if the site is ready.

Danielle said some planting of things like garlic would occur in August or September for winter planting.

Gordon said this is better because there is not a time crunch to get this project done for this summer.

Danielle's e-mail if anyone needs to contact her is blueberryeater@yahoo.com.

Councilor Hampton asked Danielle to give a brief background of her experience.

Danielle responded that she was first motivated to grow food for herself and others. She said many times private gardens have more than one family can use, so a community garden would help more than just those that are planting and maintaining. She is a Lane County Master Gardener graduate, has worked in several nurseries, and has done private gardening for individuals. Currently she is a student at the University of Oregon working on a biology degree.

Mayor Bond thanked Danielle for her comments.

ADDITIONS, CORRECTIONS, OR ADJUSTMENTS TO THE AGENDA

None.

PUBLIC HEARING CONCERNING THE 2006 COMMUNITY DEVELOPMENT BLOCK GRANT FOR A HOUSING REHABILITATION LOAN

The purpose of this hearing is for the city council to obtain citizen views and to respond to questions and comments about:

- Community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and,
- The proposed project.

1.1 Staff Report

Mayor bond explained that this public hearing is to determine whether the City wants to apply for the grant or not.

Gordon explained that this has two parts. Back in February the City applied for and has since received the Community Development Block Grant (CDBG) funding for building a new library. Now the City can go after the Housing Rehabilitation in partnership with the Consortium. He said Lane County is applying for \$400,000 and Oakridge can apply for another \$400,000. Through the Warm Homes Project, sixty-six homes have been identified that are on a waiting list to have some form of weatherization, stabilization, structure, insulation, and/or replacement of wood stoves. He said there are twenty-one in the County and forty-five in the City. This money would be used to fund as much of the work as could be done for these homes. The project is also supported by the Lane Regional Air Protection Agency.

1.2 Statements in Favor

Mayor Bond continued to say that the Consortium works to keep people in their homes and center on health and safety issues. So lower-income homeowners can get assistance through low-interest loans that do not need to be paid back until the home is refinanced, sold, or the owner is deceased. She said this makes it a very good deal. She continued to say that Oakridge did have one of these a few years ago and also has shared some of Lowell's money that it was not able to use.

1.3 Statements in Opposition

None.

1.4 General Comments

None.

1.5 Council Discussion

Councilor Clark reiterated that this is a great program.

PUBLIC HEARING CONCERNING THE APPROVED 2006-2007 BUDGET

2.1 Staff Report

Gordon reported that this budget is a little over \$12 million if everything follows through. He believes it is a solid budget indicating some growth and improving in carryover as well as taking care of some needs. He said several items such as insurance had to be estimated and to this point they have been quite accurate.

2.2 Statements in Favor

None.

2.3 Statements in Opposition

None.

2.4 General Comments

None.

2.5 Council Discussion

None.

CONSENT AGENDA

- 3.1 Minutes of the Budget Committee Meeting of May 8, 2006
- 3.2 Minutes of the Budget Committee Meeting of May 15, 2006
- 3.3 Minutes of Regular Session of May 18, 2006
- 3.4 Resolution 9-2006 Making Current Year Budget Adjustments
- 3.5 Westfir Police Contract
- 3.6 Lowell Police Contract
- 3.7 Resolution 13-2006 Unanticipated Revenue Parks Fund

Motion by D. Hampton and seconded by G. Fortune to approve the consent agenda. G. Fortune (Aye), R. Clark (Aye), C. Schorer (Aye), D. Hampton (Aye), and Mayor Bond (Aye). Motion carried 5-0.

ADMINISTRATION

- 4.1 Oregon Community Development Block Grant Housing Rehabilitation Grant Request

Mayor Bond asked if there were any additional comments about this topic.

Motion by G. Fortune and seconded by D. Hampton to direct staff to apply for a Community Development Block Grant of \$400,000 for a housing rehabilitation program. D. Hampton (Aye), R. Clark (Aye), C. Schorer (Aye), Mayor Bond (Aye), and G. Fortune (Aye). Motion carried 5-0.

- 4.2 Resolution 10-2006 To Receive State Revenues

Gordon explained that this is part of the annual process to receive revenues such as state revenue sharing, gas, cigarette, and liquor taxes.

Motion by R. Clark and seconded by G. Fortune to approve Resolution 10-2006 declaring the City's election to receive state revenues. R. Clark (Aye), C. Schorer (Aye), Mayor Bond (Aye), D. Hampton (Aye), and G. Fortune (Aye). Motion carried 5-0.

- 4.3 Resolution 11-2006 Certifying Municipal Services

Gordon explained that this resolution proves to the State that Oakridge is a City based on the services provided.

Motion by R. Clark and seconded by D. Hampton to approve Resolution 11-2006 certifying the required municipal services for state funding. D. Hampton (Aye), G. Fortune (Aye), C. Schorer (Aye), Mayor Bond (Aye), and R. Clark (Aye). Motion carried 5-0.

4.4 Resolution 12-2006 Adopting the 2006-2007 Budget and Making Appropriations and Categorizing Taxes

Gordon said this is a state mandated process and the last step in adopting the budget that has been approved by the Budget Committee.

Motion by G. Fortune and seconded by R. Clark to approve Resolution 12-2006 adopting the Fiscal Year 2006-2007 Budget, making appropriations, and imposing and categorizing taxes. C. Schorer (Aye), Mayor Bond (Aye), D. Hampton (Aye), G. Fortune (Aye), and R. Clark (Aye). Motion carried 5-0.

4.5 Selection of City Auditor

Gordon said Bruce Montgomery of Johnson, Montgomery & LaVassaur has ended the audit relationship with the City of Oakridge after nineteen years of service. The City sent a request for proposal out in the paper and through mailings. Gordon explained that in the next few years the City would have to adjust the audit procedure to hire one firm to do the financial statements and the other firm to do the actual audit. This will be a State requirement by 2008. The other company that was only interested in doing the financial statements was Jones & Roth, PC, which the City will research in the next fiscal year. Pauly, Rogers and Co., PC, one of the State's leading auditors, responded with a full proposal for services within the City's budget. This auditor is also the Oakridge School District's new auditor; the City anticipates a good relationship with this firm and recommends hiring them for this year.

Councilor Clark asked if the costs were the same as the last auditor.

Gordon said the costs are about the same because we have so much federal money we are required to have single audits on the federal grants. This is why the cost of the audit process has increased over the years. He said we can reduce this by not receiving federal grants, such as the \$3.3 million water project, but that would mean less money and projects to help build the City of Oakridge.

Councilor Schorer asked how long the advertisement was out.

Gordon responded over a month.

Chantell Hayson clarified that ads were placed with the Register-Guard, the Daily Journal of Commerce, and individual mailings to over twenty certified public accountants in the County. The request was also mailed to several other entities outside the area.

Motion by D. Hampton and seconded by R. Clark to approve the selection of Pauly, Rogers as the City's Audit Firm. D. Hampton (Aye), G. Fortune (Aye), R. Clark (Aye), Mayor Bond (Aye), and C. Schorer (Aye). Motion carried 5-0.

Mayor Bond apologized for not bringing this subject up earlier. She continued to say that the Oakridge Charter, under Chapter VII Vacancies In Office, states that the absence of a Councilor has to be excused by the Council. She said that the situation has come where two Councilors have not attended in quite some time. She noted that Councilor Shields did e-mail the Council today so it would need to be decided if she is excused or not by the Council. She continued to read a section of the Charter defining what creates a vacancy. In the case of Mayor or Councilors a vacancy is created upon the person's absence from the city for thirty days or upon the person's absence from meetings of the Council for sixty days without consent of the Council and upon a declaration by the Council of the vacancy. She said the sixty days would be up for both Councilors on June 20th and a decision for vacancy could be made then. Tonight she would like the Council to either excuse or not excuse Councilor Shields absence.

Councilor Fortune asked when the consent of the Council would take place.

Mayor Bond said she assumes it would take place at each meeting that the Councilor does not attend.

Councilor Hampton said it could occur at a Council meeting prior to the next meeting if requested by the Councilor.

Gordon said that in most cases it is requested in advance, but he believes that it could be decided however the Council chooses to.

Councilor Fortune mentioned that an emergency would be a different situation and the Council agreed.

Mayor Bond said one-time situations are one thing, but missing multiple meetings in a row without being excused prior to the meetings is not acceptable. Her philosophy is that this is a difficult position and individuals are elected by the public with an expectation to attend meetings and be active in the role of Councilor. She feels at this time these two Councilors have not fulfilled this requirement.

Councilor Fortune and Councilor Clark agreed.

Mayor Bond asked if anyone wanted to make a motion for Councilor Shields absence.

Councilor Clark asked for clarification on Councilor Shields absence this evening.

Mayor Bond stated that she had been in an accident and has received eighteen stitches in her hand, although she did see her at work earlier that day.

Councilor Clark asked what motion is needed.

Mayor Bond said to excuse her from this evening.

No motion was made to excuse Councilor Shields from tonight's meeting.

Gordon said an alternative is to wait until June 20th to have a meeting to formally dismiss them, or to wait until the next Council meeting on July 6th.

Councilor Schorer said that she understands that an e-mail was sent for this meeting but what about the several prior to this meeting. She wanted to know if an e-mail has been sent by Councilor Shields for every meeting she has missed.

Mayor Bond said she was under the impression that she has the ability to excuse Councilors and because Councilor Shields has contacted her on several occasions for her absences she is not ready to dismiss her from the Council. She apologized for not making that more known in the past.

Councilor Clark said that the point is that they are elected and neither has been to the meetings lately or regularly.

Councilor Schorer agreed.

Councilor Clark continued to say that they may come to a meeting one particular week and then they will miss three in a row. They also did not attend the budget meetings and there have been some very heavy discussion items that she feels they should have been here for.

Councilor Schorer said that there are other citizens that are interested in participating in city government and would like to be on the Council.

Councilor Fortune asked for clarification of the requirements to being a Councilor.

Mayor Bond and Gordon responded that it is one year as a citizen of Oakridge and to be a registered voter.

Councilor Fortune asked if someone could automatically be removed if they moved away.

Mayor Bond said it would have to be thirty days from when someone moved; such is the case for Councilor Chapman. She stated that the sixty days requirement also works for Councilor Chapman as of June 20th. She continued to review each Councilor's absence for 2006 with Councilor Shields and Councilor Chapman attending five out of seventeen (two canceled and two budget) meetings, a total of about thirty percent present. Councilor Fortune has missed two meetings while Councilors Schorer and Clark have missed one meeting. Mayor Bond and Councilor Hampton have not missed any meetings this year.

Councilor Hampton feels the Council cannot make a decision before June 20th.

Council agreed to convene for a Special Council meeting on Tuesday, June 20th at 6:00 p.m. in the Council Chambers.

COMMUNITY SERVICES

5.1 Purchase of New Backhoe

Kevin Urban said this was budgeted for this fiscal year and next, however the trade-in was more than expected and the total cost can be paid for all in one year. He clarified that the figures in the packet are off for the trade-in but that the total costs are correct. The best quote coming from Central Equipment Company for \$37,839.

Councilor Clark said the price might be cheaper due to delivery costs.

Kevin responded that the City would have picked it up anyway so there would not be savings for this. He said it's possible to get a slightly different machine, but that this is a great deal and he is very excited about the amount of the trade-in that will be received on the old backhoe.

Motion by Councilor Fortune and seconded by D. Hampton to authorize the purchase of a 2006 Case 580SM II Backhoe from Central Equipment Company for \$37,839.00 with the trade-in of the 1996 Case Super L. Mayor Bond (Aye), G. Fortune (Aye), R. Clark (Aye), C. Schorer (Aye), and D. Hampton (Aye). Motion carried 5-0.

Councilor Schorer asked if it is normal for a backhoe to only last for ten years.

Kevin responded that it is getting tired. He was very surprised at the trade-in value but we are getting a good deal, in talking with the Case dealers, because we get the state pricing.

Councilor Fortune reiterated that these machines take quite a beating over ten years.

Kevin agreed. He said not many days go by without the use of the backhoes.

5.2 Public Works Contract Ratification

Gordon said the staff and union representatives have successfully completed the negotiations last week including the final figures for health insurance within the City's budget proposal. He recommends approval of the contract.

Motion by D. Hampton and seconded by R. Clark to approve the proposed contract with the General Bargaining Unit. G. Fortune (Aye), R. Clark (Aye), C. Schorer (Aye), D. Hampton (Aye), and Mayor Bond (Aye). Motion carried 5-0.

Councilor Fortune asked if this included negotiations on health for the Fire Department.

Gordon responded that this contract does not pertain to the Fire Department. Gordon explained that last year when settling with the Fire Department that a consensus would occur for all City staff pertaining to insurance during these negotiations. The staff including management has agreed on a new package and now contributes the same to the premiums as everyone else. The Fire Department is currently reviewing the new health insurance package.

PUBLIC SAFETY

6.1 Police Contract Ratification

Gordon said this is the same report as the General Bargaining Unit. He said it is a unique process of two unions negotiating together and he feels was successful for everyone.

Motion by D. Hampton and seconded by R. Clark to approve the proposed contract with the Police Bargaining Unit. G. Fortune (Aye), R. Clark (Aye), C. Schorer (Aye), D. Hampton (Aye), and Mayor Bond (Aye). Motion carried 5-0.

EMERGENCY SERVICES

Mayor Bond noted that Chief Jerry Shorey was not present to report and Councilor Clark clarified that he is out on a call.

Mayor Bond asked Gordon to discuss the situation with the propane tank last week.

Gordon said it was an outstanding training opportunity for the staff. He said this experience has taught us a lot about what we need to improve upon. He mentioned that a citizen even called about an article in the Reader's Digest on Emergency Management Planning. He said Chief Shorey was tasked several months ago to update the Emergency Management Plan and has since then been coordinating with the County and the Eugene/Springfield area to coincide with their plans. He said this could have been a big disaster but fortunately everything turned out okay. He said the City learned a great deal because it was complicated by the fact that there was the propane tank issue, a fire at a home, and a vehicle theft all happening at the same time. All of this made it a good training because that is exactly what would happen during a real disaster. An after-action meeting analyzed what was done well and what was done wrong and staff is now clarifying the areas that need improvement and training.

Councilor Hampton said several Councilors received an e-mail from former Councilor Beitz about lack of communication. He would suggest that since the City has the reverse 911 capability, he feels it could be used to let everyone know about a situation.

Gordon said that is a good suggestion.

Chief Louis Gomez said that it could be used.

Councilor Hampton said that a phone call that just informed of an emergency situation could be useful and hopefully would not bring out more citizens to take a look at what was happening.

Chief Gomez said we had a slow response from the Oregon Department of Transportation (ODOT) and once they were on board, they did help a lot with directional and blinker signs. He said the public relations piece would be addressed by including a standard operating procedure in the manual.

Councilor Hampton said that he heard that the detour route was not very clear and confused people.

Chief Gomez said that was correct, but as soon as ODOT arrived and started setting up the signs and detouring traffic, it was okay. He continued to say that the City's Public Works Department would be asked to participate because the waiting time would be less for them than with ODOT. They would already know the appropriate routes to set up in the event of a highway closure.

Everyone agreed that this situation could have been very disastrous.

REPORTS FROM BOARDS AND COMMITTEES

Gordon introduced Jenifer Hood as the new Enterprise Facilitator for the UPBEAT (Unique Program for Business Enhancement and Advancement Together) program. He said if you are thinking of opening a business or expanding a current business, contact her.

Jenifer Hood said she could be reached at 541-520-4154 for free, caring, and confidential business management coaching.

Councilor Fortune attended a Lane Regional Air Protection Agency (LRAPA) meeting. He said it was not a very productive meeting as a lot of time was wasted on meaningless questions about the budget. He pointed out that if someone has general questions during a budget process they should ask them before a meeting of staff to save time for others.

Councilor Fortune attended the Region 2050 meeting. That planning process is nearly complete. The regional problem solving approach ended when Springfield and Cottage Grove withdrew from the process. He believes the project will now fold and have a final wrap up sometime in October.

Councilor Hampton said he believes that although it is ending, there is a lot of valuable information gained from the process. He continued to say that he would attend the Middle Fork Willamette Watershed Council meeting next week.

Mayor Bond attended a task force meeting at the University of Oregon to help the Lane County Sheriff's Department rewrite its strategic plan. She said there was a good question-and-answer period as well as she met some new contacts from the University. Also in attendance were two State Senators, Commissioner Faye Stewart and Creswell Mayor Ron Pettiti. She is not sure what will happen next as it is being facilitated by the University.

Mayor Bond attended another meeting about the abolishment of the Justice Court systems in rural areas. She said they did decide not to abolish any rural courts but that Springfield's should be. She said Oakridge Justice Court was rated #70 out of 79 priorities of the county programs.

Gordon responded that if that is the case and they stopped funding programs from the bottom up, then we would be one of the first to go.

Mayor Bond said yes and with that funding so would a majority of services because the City would no longer be able to keep the Willamette Activity Center open. She said all County services would disappear. but that will be determined in September. She feels a lot of the meetings taking place right now are inappropriate because funding needs to be realized first. She said Oakridge is being left alone for now, but that Florence wants a full-time judge and that was the crux of the meeting. She also attended the going away party for Peter Thurston that was put on by the County. Former County Commissioner Cindy Weeldreyer gave a long presentation. She said the party was very well done and Peter would be going to Alaska for a few weeks and returning to Eugene.

MAYOR AND COUNCIL COMMENTS

Councilor Fortune asked where we are on the Highway 58 Project.

Kevin responded that the paperwork is in a big box in his office. He said it would go before the Planning Commission in the middle of this summer.

Gordon said at this point there is not need to rush because we are not even on the Statewide Transportation Improvement Plan (STIP).

Councilor Schorer asked if that includes the reconstruction and access management.

Gordon said yes, it does.

Councilor Schorer asked why this would be on hold with all the things that have been in the paper with new housing developments and such. She thinks that highway improvements and bicycle lanes should be in line with more people moving in to town. She thinks maybe this should be moved up in our thinking process.

Kevin said you are absolutely right. It's fine if you want to do it now. It has not been shelved for any particular reason. He said the Planning Commission has been focused on the Comprehensive Plan and technically that should be what drives all other planning. It would be best to complete this before the Highway 58 Plan begins. As Gordon mentioned, we do have some time because ODOT does not plan to start for some time.

Gordon said that ODOT is looking at starting near 2012.

Kevin said that we could continue at this time to get small amounts of money for planning efforts such as the Access Management Plan. For example, we just received \$12,000 to work on an economic development look at the commercial aspects of the town with an emphasis on tourism. He said there are a lot of different planning projects going on. This one is important but will not be realized for some time. He said other projects are on a more time-sensitive issue, and that is why the Planning Commission has not focused on it.

Gordon said that we are expecting a minimum of six years with two years for design and four years for construction. He said it does not take four years to build it but it will take the State four years to set aside the money to pay for the project. He said currently we are not even on the list for approval although they know that we are working on what we would like to see. He said we have quite a bit of time before any construction begins.

Councilor Fortune asked if the Comprehensive Plan is a function of the Planning Commission.

Kevin said it is for putting it together with input coming from the public. After the Planning Commission has completed its work, then it would go before the City Council for final approval.

Councilor Fortune asked what the time frame is for completion.

Kevin said this plan has been in the works for at least three years and unfortunately the work done is based on the money available. He said there are certain parts of the plan that can be done by the City such as the Master Parks Plan, but other pieces like a Buildable Lands Inventory needs to be done by an outside source. He said the State, which previously helped support Comprehensive Plan development, no longer provides funding. Other grant monies for pieces of the plan need to be found. This can be a lengthy process in itself.

Gordon said Kevin is putting together an overview of the Comprehensive Plan so we have a clearer picture of what has been done and what needs to be done to finish it.

Councilor Fortune clarified that the old plan is nearly twenty-five years old and does need a lot of updating.

Kevin said that is correct but some decisions that were made by the Planning Commission were not addressed by the Comprehensive Plan and that is part of the problem. He said at times they have been offered money to do a project that was not in the plan and it was difficult to turn down the money. He continued to say that the box of information in his office cost nearly \$100,000. That process was started by former City Administrator Jay Bennett and was funded by outside sources and is still being processed by the current staff. He said there are some public hearings that still need to occur.

Councilor Schorer asked what has happened from the meetings that occurred at the Fire Department with the public.

Gordon said that information is part of what is in the Consultant's report that is in the box in Kevin's office.

Kevin said that if the Council wants him to work on that right now he can, but there are more pressing items in his workload than this. He said with the new budget there would be an additional person part-time to help with planning issues.

Councilor Schorer is pleased to hear this but she hates to see so much that so much was happening, but has now come to a standstill. She thought that because it started two years ago that there would be at least bike lanes by now.

Mayor Bond said there couldn't be any work done because it is ODOT's highway and they are not ready to give us the money.

Councilor Schorer reiterated that perhaps something would happen if the box of information were addressed.

Councilor Fortune said the bike lanes would not occur until construction occurs.

Councilor Schorer said we should be doing something with it instead of it just sitting in a box.

Kevin asked what she would like him to put off to work on this project. And then asked where this project fell on the Council's goals.

Councilor Schorer was unsure of where it was on the goals list.

It was determined that it is listed as a long-term goal because the money is not there.

Mayor Bond asked if we really want to stir up the public on an issue that we have no control over and cannot work on until ODOT is ready.

Councilor Hampton said that the staff is doing a lot of work elsewhere in the city such as working on the Trails Committee. He said that we would have a plan by this fall on what to do with our own city roads. He said you would think that if Highway 58 is within our city and we want to do something along it, we should be able to. But the truth is that we can't.

Kevin said when the Department of Transportation came through to do an overlay they said it would last five years, but in ODOT time that equates to about twelve years. He said they will come back and we will have to have our plan ready before they come back, but that is at least six years out. He said the Planning Commission tried to explain this at those public meetings but it did not get through to everyone.

Kevin mentioned that some trees have been planted on Second Street now.

Councilor Clark said she did see that and finishing these kinds of projects helps when looking for other funds for other projects.

Mayor Bond noted that Fire Chief Jerry Shorey had arrived and asked if he had any updates.

Chief Shorey reported that due to the second mailing of the FireMed applications through the paper helped to bring in an additional thirty-eight applicants.

Councilor Schorer said it was a great job of explaining the insurance piece on the form.

Councilor Hampton announced that this Thursday at the United Methodist Church an authentic French dinner would be served by Don and Judy Hampton. Proceeds will go to the Relay for Life Cancer Program. Tickets are \$10 each and there are still about 15 tickets available. He said all money spent for the event would be tax deductible.

Gordon said another Relay for Life opportunity is on Saturday at Les Schwab. The price of the oil from an oil change goes to the program.

Kevin reported that a third opportunity for the Relay for Life is on July 1st at the Siuslaw Bank Amphitheater with a BBQ and Jazz Concert for \$8, where the proceeds from the BBQ are going to the Relay for Life program.

ADJOURN

Mayor Bond adjourned the meeting at 8:15 p.m.

Respectfully submitted before the City Council July 6, 2006.

Signed: _____
S. Sue Bond, Mayor Date

Attest: _____
Chantell R. Hayson, City Recorder Date