



December 5, 2013  
City Council Regular Session  
Willamette Activity Center- Room 8  
47674 School Street  
7:00 p.m.



## MINUTES

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### 1.0 CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Council Present: Gerald Shorey, Mayor  
Rayetta Clark, Council President  
Glenn Fortune (absent)  
Jim Coey (absent)  
Ernest Baszler  
Les Biggerstaff  
Christine Slaven

Staff Present: Louis Gomez, City Administrator  
Dale Scobert, Chief of Police  
Tim Whittaker, Interim Fire Chief (absent)  
Jackie Taylor, Assistant Planner / Public Works Secretary  
Susie LaDuke, Finance Director/City Recorder

### 2.0 PUBLIC COMMENT

Karon Tiller – Riverview Street, Oakridge Or –Asking for fee waiver for the use of the Community Building at Greenwaters Park for Christmas Dinner.

This is on the agenda 7.2

Jess Henrys – Portal Drive, Oakridge Or – The new water bill system, Susan thinks that even though he has receipts showing he initiated the payment on time, and we don't get the money before the due date he will still have to pay the late fee. It's getting confusing; Susan suggested that he initiate his payment sooner so it won't be late. Mr. Henrys thinks that the day you make the payment on line should be the date that the City considers the payment made, not the date we receive it.

Susan explained how the new system works with pay pal. The new system has eliminated over \$3,000 in fees for the City. There were only a handful of people who use that and it wasn't fair for all the customers to pay that convenience fee.

Councilor Clark said if you don't have the money until the due date then you should just go up to the City Hall that day and pay it, then you won't get late fees.

Terry Walker, Oakridge Or - He didn't know if the Council knew we could do this, but when we get the money from the bond for Mr. Zimmerman, we can invest it. Mr. Walker passed out information to the council.

### 3.0 MAYOR AND COUNCIL COMMENTS

Mayor Shorey presented Jackie Taylor her five year Public Service award for the City of Oakridge.

Police Chief Scobert introduced our new Police Officer.

Councilor Clark thanked Lane Electric and Chuck for putting up the snowflakes. She also brought up a concern that was brought up at the Public Safety meeting, they were discussing the age limit for the Toys for Tots which is 13 and then they were discussing what the Tree of Joy does and the age limit on that which is 10. We have a group of youngsters from 13-17 that, there is no organization that is doing anything for this age group. This is something we should all be concerned about, there is really nothing we can do this year, but she'd like to work on this for next year.

Mayor Shorey gave Police Officer Zech Ames his ten year Public Service award.

### 4.0 ADDITIONS, CORRECTIONS, OR ADJUSTMENTS TO THE AGENDA

- Pull 6.5**            **Chamber Request for Funds for CY 2014**
- Add 6.7**            **Signage and Way Finding Project**

### 5.0 CONSENT AGENDA

**Motion:** Councilor Clark moved to approve the consent agenda with corrections. Councilor Slaven seconded the motion.

L. Biggerstaff (Aye), E. Baszler (Aye), R. Clark (Aye), Mayor Shorey (Aye), C. Slaven (Aye). Motion carried 5-0

### 6.0 ADMINISTRATIVE SERVICES

#### 6.1 City Administrators Report

Nothing new on the Atherton Foreclosure, Louis called the City Attorney and they haven't heard anything different.

Well #6 refurbishment; when they pulled out the motor they discovered it needed some repair, we all figured something would pop up so Louis authorized the repair in the amount of \$1,800.

Councilor Biggerstaff said we had three bids that were at right about the same amount. They were supposed to be bids for the worst case scenario. We shouldn't have to pay the \$1,800.

Louis said he is correct; he will look in to this. Louis said he will call them back, we haven't paid them yet.

DEQ fish testing, they are getting the report ready for the city. They are trying to do some outreach with Oregon Fish and Wildlife because there are some PCB's in the fish, maybe do some catch and release.

Our new Fire Chief couldn't make it tonight; he had some class orientations to attend.

On the surety Bond; Louis is on page four on his response. Louis will let the council know what his final number will be.

The Mayor signed the Feasibility Study for the Million Gallon Tank and Well. We did send it to IFA, so they have our application for the grant of about \$20,000.

LRAPA; we have been issuing citations for visible smoke.

Councilor Clark asked if we issue warnings the first time.

Louis said over the last ten years it's been warnings, we are at year 11. This is the year that we talked about that would be strict enforcement.

Chief Scobert said they are doing a lot of education as well. Overall this has been a good year. Dale went over what the fines are and what his bail schedule is.

Louis said we received \$50,000 for the Small Cities Allotment Grant for Teller Road. We probably won't do Teller Road until 2015, not 2014. We are going to work on the Water, Sewer and Stormwater in 2014.

## **6.2 City Recorder-Finance Report**

Susan gave the Finance reports to the City Council.

We received the draft copy of the audit; Susie and Summer are currently working on the Management Discussion and Analysis, they will give that to Louis to go over, review and make any changes that he wants to make. After that it will go on to the auditors. Susie can get the Council a copy of the draft but it can't let anyone view it. They anticipate having this back by the end of the year when it is due. There wasn't anything unusual on the audit this year.

## **6.3 Resolution 14-2013 Library Board Creation and Rules**

Louis and Councilor Slaven put together a resolution for the library. Both Louis and Councilor Slaven looked back to see if there was a resolution and there was not.

Louis forwarded this to the Librarian to look at and have the library board look at and he didn't receive any responses.

**Motion:** Councilor Clark moved that we adopt Resolution 14-2013 a resolution creating the City of Oakridge Library Board. Councilor Slaven seconded the motion.

E. Baszler (Aye), Mayor Shorey (Aye), C. Slaven (Aye), L. Biggerstaff (Aye), R. Clark (Aye). Motion carried 5-0

#### **6.4 Resolution 15-2013 Audit Committee Revision**

This resolution is changing the responsibilities of the audit committee, 2-2012 basically stays in tact, and the only thing that changes is the responsibilities.

**Motion:** Councilor Clark moved that we adopt Resolution 15-2013 a resolution amending responsibilities of the Audit Committee. Councilor Slaven seconded the motion.

R. Clark (Aye), Mayor Shorey (Aye), E. Baszler (Aye), L. Biggerstaff (Aye), C. Slaven (Aye). Motion carried 5-0

#### **6.5 Chamber Request for Funds for CY 2014**

Removed from agenda

#### **6.6 Surface Water Management Program**

Louis said we have gone through this a few times already; he is looking for acceptance of this plan now. There is one minor change, talking about the LID's for the Planning Commission; they changed it from two months to six months.

**Motion:** Councilor Slaven moved that we accept and approve the City of Oakridge Surface Water Management Program. Councilor Baszler seconded the motion.

R. Clark (Aye), Mayor Shorey (Aye), E. Baszler (Aye), C. Slaven (Aye), L. Biggerstaff (Aye). Motion carried 5-0

#### **6.7 Signage and Way Finding Project**

Louis said the local Oakridge/Westfir Tourism Committee have been working to get about \$12,000 to do a signage and Way finding plan, what that is are signs that direct people off the beaten path. It directs them to trail heads, the fish hatchery, places that aren't signed very well, these signs would be starting at I-5. They would like participation from the Council.

Councilor Slaven said this is a partnership with Travel Oregon, we are going to get \$12,000, they have been working with a company, out of Portland. One thing they found in the visitor readiness report is that the signage to get to Oakridge and then to find anything in Oakridge is confusing to people. This project would tie all of the signs together and look better.

Councilor Slaven said right now their committee is basically just a group of people; they have been talking to UWCDC about possibly incorporating under them so they will have a fiscal agent. So at this time there is no way any money can pass through.

Louis said the City is not the fiscal agent. Louis is asking the Council by consensus if Councilor Biggerstaff is interested and if the Council is ok with Louis inviting the Chair or someone from the Parks Board to be on this committee.

There was consensus from the Council to go ahead and do this.

## **7.0 COMMUNITY SERVICES**

### **7.1 Approval of Community Garden Handbook**

Louis said with the handbook we will be able to have people start to turn in applications for garden plots. There are some people prepping the garden to get through the rest of the winter and be ready to go in the spring.

**Motion:** Councilor Clark moved that we accept and approve the City of Oakridge Community Garden Handbook. Councilor Biggerstaff seconded the motion.

Councilor Slaven asked if the Parks, Trails and Tree Board are involved and do they know this is coming.

Louis said he has been talking with John Lucachick, the Parks Board Chair, about this.

R. Clark (Aye), Mayor Shorey (Aye), L. Biggerstaff (Aye), E. Baszler (Aye), C. Slaven (Aye). Motion carried 5-0

### **7.2 Fee Waiver for Greenwaters Park Community Building**

Louis said Ms. Tiller has asked for this fee waiver in the past.

**Motion:** Councilor Clark moved that we approve the fee waiver for the use of Greenwaters Park Community Building for the Christmas dinner. Councilor Slaven seconded the motion.

Councilor Clark said this is a great thing that she does.

There was discussion on where the funds can be taken out of for events like this; possibly from the Community events line item.

C. Slaven (Aye), R. Clark (Aye), Mayor Shorey (Aye), E. Baszler (Aye), L. Biggerstaff (Aye). Motion carried 5-0

## **8.0 POLICE SERVICES**

None

## **9.0 EMERGENCY SERVICES**

### **9.1 Introduce Fire Chief**

They will defer introducing the new Fire Chief until another meeting. He is working on some additional EMT classes.

## **10.0 Reports from Boards and Committees**

Public Safety – Met on December 3<sup>rd</sup>, they discussed the cattery, it is still a work in progress, and they are getting closer every month. They just purchased a 2009 Crown Victoria; it was practically given to us from another department. The Police Department doors are being replaced, they aren't up to standards. The Fire Chief and the Police Chief are working together on setting up standards for social media issues. Still working on dangerous buildings and got the asbestos reports back.

Chamber Meeting – They had a nice presentation from Travel Oregon.

Louis reminded everyone about the Tree Lighting tomorrow at 5:00.

**\*\*\*Old Business**

**ADJOURNMENT:** The Council adjourned at 8:51 p.m.

Respectfully submitted before the City Council December 19, 2013

Signed: \_\_\_\_\_  
Jerry Shorey, Mayor

Signed: \_\_\_\_\_  
Susan LaDuke, City Recorder

