



October 3, 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  
Jim Coey  
Ernest Baszler  
Les Biggerstaff  
Christine Slaven

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

## 2.0 PUBLIC COMMENT

None

## 3.0 MAYOR AND COUNCIL COMMENTS

Councilor Biggerstaff thanked the City for sending them to the conference last weekend.

Councilor Fortune thanked Councilor Slaven and the city staff for the new city website, it is up and running and looks good.

Mayor Shorey thanked the community, St. Vincent DePaul and others for putting on events for our citizens such as the Community Caring Concert and the Wellness Fair.

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

- 6.6 Adding Res 12-2013
- 7.2 Adding Res 11-2013

## 5.0 CONSENT AGENDA

**Motion:** Councilor Clark moved to approve the consent agenda. Councilor Coey seconded the motion.

L. Biggerstaff (Aye), E. Baszler (Aye), J. Coey (Aye), G. Fortune (Aye), R. Clark (Aye), Mayor Shorey (Aye), C. Slaven (Aye). Motion carried 7-0.

## **6.0 ADMINISTRATIVE SERVICES**

### **6.1 City Administrators Report**

Louis said the Atherton foreclosure is still in process, should have news from the court by the 2<sup>nd</sup> or 3<sup>rd</sup> week of this month regarding the bankruptcy.

Salt Creek Canal Feasibility Study Grant, Louis received an email from the granting agency and they will try to help us with funding. Hopefully by February we will have the process done for some funding for a water tank and a well. It appears that we have a good shot at a large amount of grants.

Well #6 refurbishing is still on schedule for this month.

Working on the final review of the Community Garden Handbook, the winter will give us some time to massage it out.

Regarding Amtrak, Louis and the Mayor spoke with Brock Nelson with Union Pacific, not a no yet, they did give us some station requirements; he will get it out to everybody.

Regarding the vacant lot, Louis spoke with the owner of the property, he asked for tax maps. John Milandin sent them to him. We don't know if it is going to be a card lock station or a truck stop, that's going to be up to them; our issue is to get the property on the Hwy.

Councilor Coey asked about the resurfacing for the parking lot at City Hall.

Chief Scobert said it is still on schedule.

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

Susan gave the Financial Report.

The Auditors arrived on Wednesday; they have been working throughout the day. They have been doing some testing to see that our documents have been signed properly and that we have the proper documentation for journal entries.

We will have an Audit Committee meeting Friday morning.

### **6.3 Acceptance of the Strategic Plan**

Mayor Shorey said it is laid out pretty well, not how he'd like to see it but it's a plan.

Councilor Coey asked Mayor Shorey what he'd like to see added or deleted from the plan.

Mayor Shorey said he'd like to see more benchmarks in the plan but, he does think they hit on just about everything we talked about.

Councilor Slaven said we should have a work session to talk about action plans. What we have got here is a bunch of things that we want to do and now we need to figure out what we are going to do this month or this year. We need to start prioritizing and putting out concrete steps.

Councilor Coey said we need to start the process of creating the benchmarks.

Councilor Biggerstaff asked when we start discussing the projects we want to start working on i.e. Teller Road. When do they bring that up? Our lease for the sewage treatment plant is up in 2021; shouldn't we be starting to look at that now? They are probably going to want a five year study done so we should get started on that. Do we need to have a special session for this?

Councilor Fortune said we should accept the plan as presented and then start working on it.

Councilor Clark said she agrees, the book is just a foundation to start with.

**Motion:** Councilor Coey moved that we accept the City of Oakridge 5 year Strategic Plan as presented. Councilor Clark seconded the motion.

Matt Altemus said he thought that he was going to put it more in a web format; it should be presented in a more organized fashion. It would be nice to have it broken down on the website.

L. Biggerstaff (Aye), Mayor Shorey (Aye), C. Slaven (Aye), G. Fortune (Aye), J. Coey (Aye), E. Baszler (Aye), R. Clark (Aye). Motion carried 7-0.

Councilors Fortune and Coey said we need to start having work sessions.

Mayor Shorey said we have a work session once a month; we can make this a priority and start setting benchmarks.

We will have work sessions once a month to discuss the Strategic Plan as long as we don't have anything else on the agenda.

Councilor Clark said the first work session we have should be to decide what we really need to work on and decide if they need to go to a committee or not.

#### **6.4 Fill Library Board Vacancy**

Councilor Coey said this is not a conflict but Maggie Curtis is his daughter. He would endorse her for the Library Board, not because she is his daughter but because he is trying to encourage more young people to get involved with the community which is one of the reasons he encouraged Christine to run for Council. They are the ones that are up and coming, they are raising families here.

**Motion:** Councilor Coey moved that we appoint Maggie Curtis to serve in the vacant Library Board Position. Councilor Fortune seconded the motion.

R. Clark (Aye), Mayor Shorey (Nay), J. Coey (Aye), E. Baszler (Aye), L. Biggerstaff (Aye), C. Slaven (Aye), G. Fortune (Aye). Motion carried 6-1

Councilor Clark said Georgeanne has done a wonderful job on the library board and she would urge everybody that if there is another vacancy that we consider her again because she has done a really good job.

Councilor Slaven said she'd like to encourage her that her support and work is still valued, these meetings are open so if she would still like to be a part of the process we can still support her in that.

#### **6.5 Request to Place Memorial Bench for Don Hampton in Greenwaters Park**

Rusty Ackland from the Kiwanis Club said they would like to put a memorial bench at Greenwaters Park for Donald Hampton. They have started taking donations and they are putting on a fund raiser on the 12<sup>th</sup> of this month, they are having a yard sale at the school. She didn't know if the City was going to do anything and thought maybe we could partner with them. Their goal is to be able to present this during Tree Planting weekend.

**Motion:** Councilor Clark moved that we approve the Donald Hampton Memorial Bench for Greenwaters Park. Councilor Coey seconded the motion.

Mayor Shorey asked what type of bench we are talking about.

Ms. Ackland said she is talking to Doug Bergner; he could do one out of iron. It depends on the amount of money they get. They want to go with something permanent, that won't weather over time.

Councilor Fortune said we need to look at rewording the motion to say I move to approve the *placement* of the Donald Hampton Memorial bench, as it states right now it's basically saying that the City is approving to do a bench.

**Amended Motion:** Councilor Clark moved that we approve the placement of the Donald Hampton Memorial Bench for Greenwaters Park.

E. Baszler (Aye), C. Slaven (Aye), L. Biggerstaff (Aye), R. Clark (Aye), J. Coey (Aye), G. Fortune (Aye), Mayor Shorey (Aye). Motion carried 7-0

#### **6.6 Low interest Loan for Orchid Health Clinic start up - Res. 12-2013**

Louis said the City Attorney wrote up documents for us from the Security Agreement, Promissory Note and Business Loan Agreement. He did get an email today from Oliver in regards to these documents. It is up to the Council how they want to handle that, can Oliver ask his questions to the council.

Councilor Fortune said shouldn't this be something that the City Administrator basically decides on rather than the City Council making that decision.

Mayor Shorey said the City Administrator cannot enter into contracts.

Councilor Fortune said he isn't entering into a contract but he is the one developing the contract being presented to the Council.

Louis said the reason he brought it here is because it was kind of short notice on the questions and it took the City Attorney a while to get this. You are correct normally that is what he would do.

Councilor Clark said if these are legal issues we shouldn't be deciding on those anyway.

Louis said they aren't legal issues, for example, we want them to start paying in December and they are asking if they can do their first payment in March or April.

Councilor Coey said he thinks we should table this until the next meeting to allow them the chance to make the revisions.

Councilor Slaven said we should not table this until the next meeting. We need to talk about the questions and if it's something we can decide we need to make a decision and get it going, this is time sensitive, the sooner we can make a decision the better it will be for all of us.

**Motion:** Councilor Biggerstaff moved that we approve a loan in the amount of \$11,170.44 for Orchid Health Collective LLC. Councilor Fortune seconded the motion.

Councilor Slaven wanted to go over the questions with Orion and Oliver.

Oliver asked the questions; in the payment section it states that the first month following the disbursement of the loan proceeds is when the payment will begin. Assuming the disbursement occurs relatively soon in October that would be November. At that point we won't be open, we would like for the payments to be able to start one month after they open the clinic. The full loan will be due no later than February 15, 2017, so that might need to be adjusted, depending on when the first payment is due. They would like to adjust the December 1<sup>st</sup> date to June 1<sup>st</sup>, 2014.

Susan said at this point they are making it sound like this is all the money that they have, the \$11,000 is not going to get you very far and therefore it wouldn't be a very good investment on the part of the City to do this if you don't already have more money guaranteed, secured in your pocket to back this up. Susan is the Finance Director for the City and this is a problem for her.

Oliver said they are currently in talks with investors to negotiate equity agreements and possibly low interest loans as well. They are talking to others as well. At this time they have no money secured.

Susan said she understands this but, as keeper of the tax monies, public monies, you need to be sure that there is something else out there other than the money we are handing you. When the time comes that you have the other money that has been guaranteed and you know that you have it, then at that time come back to get the proceeds from this loan. She is completely aware that the City needs this and it's going to be a valuable thing, it's a great need, the issue that she has is that the city knows that there is something else behind this. Her understanding was that the \$11,000 was to be used to get their medical building started up.

Oliver said the \$11,000 will go to accounting so they can present the utterly most accurate financials to potential investors and that includes contracting with a specialist accounting firm out of Spokane Washington and they establish your Medicare and Medicaid reimbursement rate so they will be able to service those patients immediately with that rate.

Councilor Coey said he is the one a couple weeks ago that recommended that we go through this process; he believes in their plan and what they are doing. He has some issues with some things that he has heard over the last week. Namely that there was supposed to be a meeting last week with a group of private investors and then he found out they were seeking a quarter of a million dollars without any equity interest.

Oliver said there was miscommunication on the expectations of the meeting they had, at this point they are discussing equity and they are talking to investors. They realize that securing a large loan without giving up equity is very unlikely.

Councilor Coey said he agrees with what Susan said; where we are coming from the last couple years we need to be careful with our money which has not happened in the past. He is all for this to happen.

Louis has been going through the business plan, talked to some folks; there are not a lot to speak to. One of the things that might assist us at this time is a list of people that have been working and assisting them on this plan.

Gary Carl said he looked at the business plan they drafted, on page 7 is specifies that Oliver and Orion are the owners of the company. Until that business plan is modified to show the investors as the owners of the company they are going to have a difficult time raising \$350,000.

Orion said the way that the majority of businesses start is that the founder and co founder each start with 50% and as you bring on investors you start dividing up the shares of the company. They don't know what investors they are going to have at that this time to put in the business plan.

Councilor Slaven asked Louis what assurance we have if they fail to pay back the loan.

Louis said if they fail to pay back the \$11,000 we can go to circuit court and we can try to attach any future earnings which he is confident that they will earn, maybe not this year but they will.

Councilor Biggerstaff said we can argue this all night, what it's going to come down to is a vote of confidence.

Mayor Shorey said he is going to vote against the motion, the reason for that is there are too many unanswered questions. He thinks this should be kicked in to the administrative committee to look at.

Susan's concern is that at this point there is no collateral, she really wants this clinic to open but her job is to protect the City's money, the people's money.

Mayor Shorey said his personal belief on this project is that it is very well needed, the business plan overall is very good, but there are concerns that there are a lot of grants that they are hoping for and have applied for but, hoping for a grant and not having the grant are very different.

Councilor Biggerstaff held up our Strategic Plan, he said this is a book of grants we are hoping to get; we have no money to do anything with. It's up to the City to decide if we want to take a leap of faith and back up these guys or do we want to just leave things the way they are, you tell me how far this city is going to get without somebody taking some kind of chance.

Councilor Slaven asked if we should amend the original resolution to show the corrected dates that they will start paying back the loan.

**Amended motion:** Councilor Biggerstaff moved that we approve Resolution 12-2013, a loan in the amount of \$11,170.44 for Orchid Health Collective, LLC with corrections. Councilor Fortune seconded the motion.

Mayor Shorey (Nay), J. Coey (Nay), R. Clark (Aye), L. Biggerstaff (Aye), G. Fortune (Aye), E. Baszler (Nay), C. Slaven (Aye). Motion carried 4-3

## **7.0 COMMUNITY SERVICES**

### **7.1 Acceptance and Approval of the RTMP/TRT Criteria and RTMP/TRT Agreement/Chamber Agreement**

**Motion:** Councilor Coey moved that we accept and approve the TRT/RTMP Criteria, TRT/RTMP Agreement and the Chamber TRT/RTMP Agreement. Councilor Biggerstaff seconded the motion.

Councilor Coey said the Community Services Committee was asked to create this agreement with criteria and they have a Chamber Agreement. This is what they will be utilizing from this point forward starting next calendar year for people coming in and applying for money through TRT or RTMP.

Councilor Slaven said one problem is that we have TRT money for fiscal year 2013-14 that hasn't been allocated at this time and we will likely have requests for these funds. We should put in a one time extended date for requests for funds for TRT for fiscal year 2013-14.

Louis said they have already spoke with the Chamber and they will be coming, as an exception, with their normal request that they bring to us in November for monies that they usually get in January or February.

Councilor Slaven said if we are going to open it up for the Chamber to come in and ask for funds shouldn't any other organization have the same opportunity.

Louis said this has been their normal request time; this has been their ongoing practice.

Councilor Slaven said but, we are saying this is no longer how it is going to be done.

Louis said that is for the 2014-15 TRT money.

They will have to go to the TRT Committee and then the Council.

Councilor Fortune asked why we want to have a date on here if we have funds available, why can't someone, anytime during the year come before the Council, as long as they meet the criteria for awarding those funds.

Councilor Coey said that was part of the budget considerations, this was created for next year, the understanding we had was that the money has to be in the budget. We did extend it from March 1st until April 1<sup>st</sup> to give a little more leniency there, but we have to have some sort of idea by budget time in May.

Councilor Biggerstaff said he hopes they are lenient enough that if someone wants to use the gymnasium on January 1<sup>st</sup> to have a party for the youth in Oakridge and they didn't have a plan, that they could still apply.

Councilor Coey said that is another reason for having a deadline as well, to create a contingency fund afterwards for the rest of the year if someone wanted to do something later in the year.

Councilor Slaven called for the question.

J. Coey (Aye), G. Fortune (Aye), R. Clark (Aye), Mayor Shorey (Aye), E. Baszler (Aye), C. Slaven (Aye), L. Biggerstaff (Aye). Motion carried 7-0

## **7.2 Acceptance and Approval of City of Oakridge Color Pallet Res 11-2013**

**Motion:** Councilor Fortune moved that we accept and approve Resolution 11-2013 the master palette global color system as the City's Color Palette. Councilor Clark seconded the motion.

L. Biggerstaff (Aye), R. Clark (Aye), C. Slaven (Aye), J. Coey (Aye), G. Fortune (Aye), Mayor Shorey (Aye), E. Baszler (Aye). Motion carried 7-0

## **8.0 POLICE SERVICES**

Chief Scobert reported that Officer Gerig's last day was September 30, 2013. They are in the process of going through applications.

There was a down trend in calls in September except for felonies.

## **9.0 EMERGENCY SERVICES**

Interim Fire Chief Tim Whitaker reported that call volume has declined by about 50 calls from about two months ago.

Scott Hollett, our EMS Captain, is out on FMLA leave.

The new Fire Chief should start on October 22, 2013.

The Fire Department is down one ambulance; that is typical for them.

The student program is an essential program; they have another two years of funding for this program, without that they wouldn't have an ambulance service today.



## 10.0 Reports from Boards and Committees

Mayor Shorey is looking at revamping the committees, finding out the relevance of having the committee. Those of you that are committee chairman he would like to know what do you do, why do you do it and is the committee necessary and if not what do you suggest to take it's place.

Mayor Shorey would like to suggest that the committees each send in a summary of notes on what they discussed to the council; we may not need to do the committee reports at all this way.

Community Services – They met this evening; the regular meeting date is the 1<sup>st</sup> Thursday of each month at 5:30 in the Council Chambers. They reviewed the Community Garden handbook and should be coming to the Council within the next 30 days. They are reviewing all of ordinances that were created to create these groups. They started the review to find out if they are still pertinent for today since some of these were formed decades ago.

Public Safety - They tried to have a meeting, the Fire Chief and Police Chief were both called out during the meeting.

LCOG – They met at the Veneta Library, they talked about their own finances and problems there. Lane Council of Governments just this last year discovered that they were a million dollars in the hole. In the process of going back they found money that had been misallocated and in the end they were actually in the black and not in the red.

Chamber of Commerce – They discussed balance in the new visitors guide in regards to biking, hiking, rafting etc...The Chamber Board is looking for officers and they will have elections in November. They have gained about five or six new members.

Watershed Council – They did meet with a representative that wants to present a program for school kids. They want to use the mitigation area at the OIP, they want the kids to be able to take water samples, plant non-invasive species and eradicate invasive species. They will talk to the school first and get back to us.

GOATS – They invited the Council to an open house on Monday October 7, 2013 at the St. Vincent DePaul meeting room at 6:00 p.m.

OEDAC – Met last Tuesday, lots of participation, they would like more people to participate; they might put ads out inviting people to participate.

Parks, Trails and Tree Board – Keith Brown has found a grant that we can apply for along with YCC for the parks, we will be discussing this at the meeting on Wednesday. They Parks Board are going to be a big player in the Community Garden.

Tree Planting Committee - The next meeting is on October 14, 2013 at 6:00. They need lots of volunteers. Christine doesn't know that they need a City Councilor on this board, if they need something they come to them anyway.

Library Board – They are working on a volunteer form for library volunteers. The back deck needs to be treated and power washed. The library policies are almost complete.

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

**Executive Session: Under 192.660 (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.**

Five minute recess 9:03 p.m.

Executive session 9:08 p.m.

Back in regular session 9:34 p.m.

**Motion:** Councilor Clark moved to approve a 2% raise for the Louis Gomez our City Administrator. Councilor Coey seconded the motion.

G. Fortune (Aye), R. Clark (Aye), Mayor Shorey (Aye), J. Coey (Aye), L. Biggerstaff (Aye), C. Slaven (Aye).  
Motion carried 6-0

**ADJOURNMENT:** The Council adjourned at 9:35 p.m.

Respectfully submitted before the City Council October 17, 2013

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

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

