



February 19, 2015  
City Council Regular Session  
Willamette Activity Center- Room 8  
47674 School Street  
7:00 p.m.



# MINUTES

---

## 1.0 CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Council Present: Jim Coey, Mayor  
Christine Slaven  
Judy Rowland  
Gary Carl  
Rick Zylstra  
Amy Buchmeier  
Dawn Kinyon

Staff Present: Louis Gomez, City Administrator  
Albert Alcalde, Fire Chief (Absent)  
Jackie Taylor, Assistant Planner / Public Works Secretary  
Susie LaDuke, Finance Director/City Recorder  
Kevin Martin, Police Chief

## 2.0 PUBLIC COMMENT

Dan Barclay 47501 Hwy 58 – He has often spoke of TRT/RTMP Funds, which he is not going to do tonight. The City Council established a committee to review applicants, on this committee the Administrative Committee, Community Services Committee, Councilors and the Chamber. The Chair and Vice Chair were actually in the business of collecting room tax. Several months later there was a resolution presented to the Council, motioned by Councilor Slaven and by unanimous decision of the Councilors approved that resolution to establish the committee that previously was not formally sanctioned.

John Milandin 76750 High Prairie Road – The City is beginning to look really good along Hwy 58, there have been a lot of improvements. When he used to take people through town who wanted to possibly relocate here, the first thing he was confronted with was how Hwy 58 looked. That is diminishing now because there has been a lot of hard work from the business owners, likewise with the Uptown area. What he is advising Council on is to maintain our good presentation.

## 3.0 MAYOR AND COUNCIL COMMENTS

Mayor Coey wanted to touch on what Mr. Milandin just said, in the work session they are having Saturday they will be discussing the beautification of Hwy 58 and how to fund this. They have discussed in the past using some of the TRT funds. They will keep some money for things like the Easter Egg Hunt, they will put some in a line item to use to deal with abatement issues like we had on Laurel Street and then we will put the rest into a Community Block Grant for beautification projects so property owners can clean up their businesses or homes along Hwy 58. We have plenty of volunteers that want to help, they don't want to sit in meetings, they want to be out there working.

At the last City Council meeting Mr. McKee made, again, some insinuations on a couple of items. As far as the mail fraud there have been two conversations and some emails from the Postal Inspector and according to him there is no issue. He wants to know why Mr. McKee wasn't written up for insubordination for continuing to have his mail sent to the Fire Department. There was no mail fraud, no mail tampering. As far as his other insinuations, we still don't have any idea what he is talking about, so we will move on from there and wait for his 60 day deadline.

Councilor Carl asked Mr. Milandin about the implication that an RV Park would degrade neighborhoods. Councilor Carl asked Mr. Milandin if he has ever been to Casey's RV Park in Westfir.

Mr. Milandin said yes he has.

Councilor Carl asked if he considered that to be a degradation of that community?

Mr. Milandin said no he does not.

Councilor Carl said so it isn't the fact that it is an RV Park in itself that possibly degrades the neighborhood, it is the location.

Mr. Milandin said yes, when you go to buy a house they will tell you location, location, location. That was the extent of his comment.

Councilor Kinyon said she asked Louis if there was any funding in the City Budget for the Council Representative for the Chamber to attend the Governors Tourism Conference coming up in April. He said there is but, she needs to get Council consensus for her to do that. The cost is \$285.00.

Louis said he needs Council consensus for her to attend this and for the City to pay the cost.

Councilor Carl said this is a big deal, Lynda was on one of the panels last year in Sunriver. They will both attend again this year but, they will go on their own nickel.

Councilor Rowland said as a person who lives next door to the property that they want to put in an RV Park she is very opposed to that. They said there will be snowbirds, they stay for about six months and that is taking up residency, they will be burning camp fires, drinking, they will hoop and holler. She does not think this should be in a residential area.

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

##### **6.3 Review Offer for Lot 28**

Louis wants to do this after Executive Session and make it 7.3

Louis added documents to 7.1 from Cummings Tree Service

## **5.0 CONSENT AGENDA**

**Motion:** Councilor Slaven moved to approve the consent agenda. Councilor Carl seconded the motion.

C. Slaven (Aye), J. Rowland (Aye), G. Carl (Aye), A. Buchmeier (Aye), D. Kinyon (Aye), Mayor Coey (Aye), R. Zylstra (Aye). Motion carried 7-0

## **6.0 ADMINISTRATIVE SERVICES**

### **6.1 City Administrators Report**

Salt Creek Canal - The intent of the Forest Service is that the City will abandon the Salt Creek Canal and will bring it back into its natural form by breaking down the canal itself. They are not going to make us hire a contractor to do this, we will use our personnel. This is a cost the City will have to bear.

TSP Update/Highway 58 Refinement Plan - Transportation Systems Plan update, we will be resubmitting our Transportation Growth Management Grant this spring. We will also update the Highway 58 Refinement Plan that was done back in 2007. He reminded the City Engineer that is something we need to do.

Crosswalk – The City Engineer had a surveyor out Monday looking at two different locations. These will be proposed locations for the sidewalk, we will bring that to the Council.

Empty Lot on Hwy 58 - Louis had a meeting with the Regional Solutions Team and some ODOT Representatives. They gave him a number of people that he can contact for funding.

Strategic Plan – We will discuss that Saturday.

Orchid Health Collective – In regards to the fiber for Orchid and the other businesses, the funds were approved and LCOG have got a hold of Hunter Communications and they should start their process to put in the fiber within the next 3-4 weeks. The holdup is our City Attorney has not returned the Franchise Agreement that he sent her.

Amtrak Station – They are trying to put a meeting together with the stakeholders on February 25, 2015 from 10:00 a.m. until 12:00 p.m.

Million Gallon Tank and Well – This is ongoing, the City Engineer is trying find different funding sources.

Teller Road – Public Works has received the plans and they are working on the storm water/sewers/waterlines, replacing the lines that need replaced.

LTD – Louis received an email from them the other day. They have been doing some additional outreach in regards to Diamond Express and the Dial A Ride Program, things they discussed the last time they were

here. They would like to come and do about a 20 minute update for the Council but, we don't have a date for that yet.

Marijuana Dispensary Moratorium- Louis submitted the language that the City Attorney has prepared for us in regards to Medical and Recreational Marijuana under the zoning ordinance. It has been forwarded to the Department of Land Conservation and Development and the Planning Commission should have their first hearing on it March 17, 2015. Primarily what we are looking at is no retail sales or medical marijuana dispensaries within 1000 feet of any parks, libraries, anywhere you have childcare or schools. You are looking at the East end of town in the area where the Sportsman used to be. Even if the Planning Commission and City Council approve this language the person will still have to go before the Planning Commission for a Conditional Use Permit.

Enterprise Zone – Louis has completed all of the paperwork to redesignate the Enterprise Zone. He has a meeting on the 5th of March at 6:00 p.m. with all of the taxing districts that are affected. On March 19<sup>th</sup> he will have a Resolution for the Council to hopefully approve the redesignation of our enterprise zone. That allows tax exemptions to different businesses, in this application he added Hotels and Resorts.

Text Amendment and RV Parks in R-1 – Louis had a meeting with a representative from the Department of Lands and Conservation. What they told him is that we cannot move at all on the text language for the RV Parks nor can we move on the rezone on the South side of the Hwy. Louis has to add some language to our code that was supposed to be added 10-11 years ago. She brought him some information showing that as far back as 2004 under the National Flood Insurance Program (NFIP) we are required to have RV language in our code already. Not necessarily in R-1 or any other zone but, we have to have it in our flood subject. He has spoken with a number of the neighbors from the area regarding the RV Park.

Councilor Kinyon asked if volunteers can volunteer for the canal work?

Louis said yes they can.

Councilor Kinyon asked that since the City is considering purchasing one lot, will they consider purchasing a different lot.

Louis said absolutely.

Councilor Kinyon asked if we have a deadline for the Medical Marijuana Dispensary.

Louis said we have to have at least one meeting by the end of March, at the latest the 29<sup>th</sup> of March for the Council to review the text changes and to either approve or disapprove. Then either the City Attorney or Louis can declare it an emergency so that is why we must finish by the 29<sup>th</sup> so that the 30 days kicks off and the moratorium will be May 1<sup>st</sup>.

Mayor Coey said we passed this last year as most communities of the State of Oregon did to extend it to May 1<sup>st</sup> to work on this process.

Councilor Carl said regarding the text change and zoning orders, somewhere in this whole thing Mr. Dreiling was wanting to put an RV Park on property that he has an option to buy. Is his application for his part caught up in the same restrictions?

Louis said yes it is because we don't have the recreational vehicle language in our flood plain sub district piece, anything that has to do with a flood plain of any kind is on hold.

Councilor Carl said he noticed on Mr. Dreiling's website he is advertising that he has camping available for his customers. Should somebody from the City contact him about that?

Louis said he has about six or seven acres down there that he has been using that is private land. He understands that that is the property he is using, he can't prove it one way or another.

Councilor Carl said if it's private land in a flood plain then what is wrong with what Mr. Steele wants to do.

Louis said we are not saying RV Parks can't be in a flood plain, they can be but, we don't have any language that says that. That is the language that he has put in there. The argument here is the zoning, R-1.

## **6.2 City Recordors Financial Report**

Susan gave the financial report to the Council.

**Motion:** Councilor Rowland moved to approve the Financial Report as presented. Councilor Carl seconded the motion.

R. Zylstra (Aye), Mayor Coey (Aye), C. Slaven (Aye), D. Kinyon (Aye), G. Carl (Aye), J. Rowland (Aye), A. Buchmeier (Aye). Motion carried 7-0

## **6.3 Review Offer for Lot 28**

Moved to 7.3 after Executive Session

## **6.4 Facilities Permit Review**

Louis said we will bring you a better product at the next meeting. It is pretty self-explanatory, we will get that hashed out and a better looking copy and bring it back to Council.

## **7.0 COMMUNITY SERVICES**

### **7.1 Tree Removal E 2<sup>nd</sup> Street**

Louis said the more we looked at the area it is on our right of way so they are our trees. The issue is do we leave them there or do we take them down. The Mayor and Louis went out there about a week ago and it was during a wind storm to see if there was any ground disturbance. They didn't see any disturbance but, there are a couple of branches that could fall on somebody's house. The Mayor asked Louis to find out if they could just cut off the tops. You have his response on email, he is saying he doesn't top trees, it is dangerous. They were trying to find a less expensive way to mitigate those trees. They Mayor has found someone who might be able to do it for less so Louis is going to get a hold of him.

Louis is asking the Council to allow him to continue to research this with the limit of \$10,000, hopefully he can find someone less expensive. Mr. Cumming's said he would still honor his quote.

Mayor Coey said the reason he asked to have this brought forward is because the elderly community member that lives in the house has called him a couple of times. The wind storms we have had lately have caused her a lot of distress. He told her they would address this issue at this time. We have not found any cheaper estimates, a friend of his has referred someone else that we will be calling. We know we have a bid for \$10,000, if he can get it done for less than that then go ahead. We have been accused of not paying attention to our local community members we should go ahead and process this since we have told her we would at this meeting.

**Motion:** Councilor Carl moved to authorize the City Administrator to go forward with the removal of the cottonwood tree, that he first check to see if there is a lower bid available and if not within the next 30 days go forward and accept the current bid from Cummings Tree Service to remove the tree not to exceed \$10,000. Councilor Rowland seconded the motion.

Mayor Coey (Aye), D. Kinyon (Nay), G. Carl (Aye), C. Slaven (Aye), R. Zylstra (Aye), J. Rowland (Aye), A. Buchmeier (Aye). Motion carried 6-1

## **7.2 Bid for Renovation of OIP Office Lobby and Conference Room**

Louis said the Mr. Milandin has been on him to do something with this building for years. This is the opportunity to do this.

Councilor Buchmeier said she is seeing this at \$5,000.

Louis said he showed her the other piece that allows us to take a sole source at \$10,000 and what allows us to do a sole source at \$10,000 or less is that it is not new construction or major reconstruction. If is any of those two things on a public building then the cap is \$5,000.

Louis said as far as the funding for it we do have \$18,000 in contingency so he thinks this would be a good investment. We need it to have some pop! When we show it right now you go retro back to 1965. In the past we have thought about selling the building that is not a good thing to do. If we do ever get a large number of folks in the park, we would want that building for management of the park. It would be ok to lease to someone but, probably not something we ever want to sell.

There was discussion about the contract and the charges from the contractor. Mayor Coey said the numbers don't add up.

Louis explained to the Council how will work out.

Councilor Slaven asked if we could wait on this until our next fiscal year, we haven't got our audit back yet and this doesn't seem like something that needs to be done right away.

Louis said we have \$18,000 in contingency, we will be ok.

Councilor Slaven said then that would leave us with \$8,000 for three months, which is not a lot.

Mayor Coey said he has some issues with some of the specifications, he disagrees with the laminate flooring, it is not something that will uphold long term commercial use and he doesn't want to replace it again in 3-4 years. As far as Formica on the conference table, it does not need to be removed, it can be resurfaced right over the top of it.

Councilor Carl said we don't have a motion so it's not proper to discuss it.

**Motion:** Councilor Carl moved that we postpone this recommendation and further discuss it at the work session on Saturday. Councilor Rowland seconded the motion.

A. Buchmeier (Aye), R. Zylstra (Aye), C. Slaven (Aye), Mayor Coey (Aye), J. Rowland (Aye), G. Carl (Aye), D. Kinyon (Aye). Motion carried 7-0

## **8.0 POLICE SERVICES**

Chief Martin said the USDA accepted their grant application for police vehicles.

We are going to try something new that no one else in the State of Oregon has done, while our officers are at the academy, we are going to hire temporary officers through a temp service like Public Works does. That will save a quite a bit of money.

## **9.0 EMERGENCY SERVICES**

Chief Alcalde was not present.

## **10.0 REPORTS FROM BOARDS AND COMMITTEES**

Chamber – They have their budget done, but it needs to go before the committee for approval. They have an updated renewal application that will also be voted on. They are going to hold classes available to Chamber members and the public, classes like how to keep your computer maintained, Excel and Word programs. They are updating their membership structure. They will be updating their bi-laws at the next meeting.

Public Safety – Will have their meeting on Tuesday March 3, 2015, this will be his first meeting as Chair. He invited the City Prosecutor, the Judge and the former Court Clerk. People who impact the judicial system in Oakridge to meet face to face.

The public is always invited to attend committee meetings. They aren't always allowed to respond, that is up to each Chair or Committee member. It is an open meeting but, they don't ask for public comment.

**ADJOURNMENT: Meeting adjourned 8:15 P.M. Five minute recess for Executive Session**

**Executive Session 8:20 P.M.**

**Executive Session: ORS 192.690 (2) (e) to conduct deliberations with person designated by the governing body to negotiate real property transactions and ORS 192.690 (2) (h) to consult with Council regarding legal right of public body regard to current litigation or litigation likely to be filed and 192.690 (2) (d) to conduct labor negotiations on behalf of the government body.**

**Executive Session adjourned 9:08 P.M.**

**Regular meeting 9:09 P.M.**

**Motion:** Councilor Carl moved that we send this land purchase offer from Robin Keever for lot 28 to the OEDAC Committee to study and report back with a recommendation at the May 7, 2015 Council Meeting. Councilor Rowland seconded the motion.

G. Carl (Aye), C. Slaven (Nay), J. Rowland (Aye), D. Kinyon (Aye), A. Buchmeier (Aye), Mayor Coey (Aye), R. Zylstra (Aye). Motion carried 6-1

**Meeting adjourned 9:10 P.M.**

Respectfully submitted before the City Council March 5, 2015

Signed: \_\_\_\_\_  
James Coey, Mayor

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



## COMMITTEE REPORTS

### **Committee Name: Community Services**

Council Rep Name: Dawn Kinyon (Amy Buchmeier is the Council Rep for all future meetings)

Meeting Date: March 5th Next

Meeting Date: April 2<sup>nd</sup>

Brief Recap: This meeting is canceled due to a conflict in scheduling with the Enterprise Zone meeting. We will resume normal schedule next month.

### **Committee Name: Oakridge Westfir Chamber of Commerce**

Council Rep Name: Dawn Kinyon

Meeting Date: March 3rd. (Board Meeting)

Next Meeting Date: March 16th (General Meeting)

Brief Recap:

- reviewed mission statement previously adopted and decided we need to make a simpler more defined mission statement specific to our Chamber.
- Update from the Mayor about the changes coming to the TRT/RTMP programs for the city.
- Governors Conference - consensus was to send Sandy Jerry Jim. They will pay and be reimbursed later.
- Budget created for 2015. motion to accept passed unanimously
- Randy Dreiling is going to 2 conferences, for the Mckenzie Bridge Chamber. The City is asking for an endorsement from our Chamber and Tourism Alliance for them to spend 500 to help him pay for the trip. Chamber would like to contribute, but we can't afford it right now. Consensus to verbally support with request the City develop a contract.
- Ongoing discussion about the possibility of moving the Visitor Center to Gary and Lynda's lot on Hwy 58. also talked about the Village as a visitor center.
- Chamber Bylaws reviewed and final draft will be at General meeting for approval.
- two fundraising ideas presented, and will be discussed more in the subcommittee.
- membership renewal applications will go out in the mail tomorrow.

### **Committee Name: Oakridge Economic Development Advisory Committee**

Council Rep: Mayor Jim Coey

Meeting Date:

Next Meeting: March 10, 2015 4:00p.m. In the old Library

Brief Recap: Ha not met yet

### **Committee Name: Oakridge Westfir Tourism Alliance**

Council Rep: Mayor Jim Coey

Meeting Date: 3/4/2015

Next Meeting: 4/1/2015, 6:00p.m. at The Uptown

Brief Recap: Updates;

- Wayfarer and Signage,
- Flee the fog –camera has been ordered
- Discussion on the Government Conference on Tourism – who will attend.
- Introduction of new member, Tim Giraudier

### **Committee Name: Lane Council Of Governments**

Council Rep: Mayor Jim Coey

Meeting Date: 2/26/2015

Next Meeting: 4/23/2015, 6:00 to 8:00p.m. LGOG Building in Eugene

Brief Recap: Not much that applied to Oakridge

### **Committee Name: Area Commission on Tourism**

Council Rep: Mayor Jim Coey

Meeting Date:

Next Meeting Date: 3/10/2015, 5:30p.m., ODOT Building on A Street in Springfield

Brief Recap: No meeting yet

**Committee Name: RTMP/TRT**

Council Rep: Dawn Kinyon

Meeting Date: 2/24/2015

Next Meeting Date: TBA

Brief Recap: Discussion:

- New application process
- New funding structure was discussed. Funding will be made using a formula to allow fairness and consistency in subsequent year.
- A phase out of three years will apply to "for-profit" events
- New application will go before council for approval on 3/5/2015
- Revamped resolution for the committee will go to council for approval

**Committee Name: Public Safety Committee**

Council Rep: Gary Carl

Meeting Date: 3/3/2015 meeting held at the Fire Department

Next Meeting Date: TBA

Brief Recap: Discussed:

- The possibility of bringing dispatch back to Oakridge. Subject dovetailed into discussion introduced by Chief Martin, of how we could prosecute more misdemeanors. Patrick Melandy, city prosecutor, suggested that having available jail space would be a component. Jail space is necessary for compliance. Having our dispatch functioning locally would allow us to re-open our jail since dispatch could be trained and qualified as jail supervisors. Furthermore, we need to have a full time court administrator/clerk to process paper work. While the judge and prosecutor can be part time employees, the clerk's function needs to be full time in order for the court to function efficiently.
- There was a brief discussion of allocating a greater and fixed percentage of fines received back to the police department for equipment necessary for them to do their jobs.
- We talked about the need for a code enforcement officer.  
Our meeting started at 1pm and ended at 2pm.

**Committee Name: Tree Planting**

Council Rep: Judy Rowland

Meeting Date: 2/23/2015

Next Meeting Date: 3/9/2015, 6:00p.m., at the Pub

Brief Recap: Discussed:

- They will be ordering three new banners
- The Princesses will be attending the next meeting
- They were disappointed that they have not heard back from the Schools and Organizations around the state they mailed letter to inviting them to participate in the parade.

**Committee Name: Library Board**

Council Rep: Judy Rowland

Meeting Date: 2/10/2015

Next Meeting Date: 3/17/2015, 5:15p.m. In the Library

Brief Recap: Discussion Items;

- Table and chairs for the deck. A smaller table and two chairs will fit. Several have been located, No decision was made.
- Jim Drew's term ending 12/31/2014, he decided not to renew. There are two open positions. The applications will be seen and voted on by council 3/5/2015.