



March 5, 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
Jackie Taylor, Assistant Planner
Susie LaDuke, Finance Director/City Recorder
Kevin Martin, Police Chief

2.0 PUBLIC COMMENT

Floyd Staley, Oakridge – Considering Hwy 58 is a designated truck route, isn't it about time to consider a truck stop in Oakridge.

The RV Park should be at the OIP.

Why are the Police running people over, they have already killed a 90 year woman, they chased a motorcyclist and ran over him. He suggests they have cameras in their cars and send tickets in the mail.

Susan Hardy 76318 Garden Rd, Oakridge – She is with the 90 x 30 Group, they are located only in Lane County at this time. Their goal is to decrease child abuse by 90% by the year 2030. They have a proposal to ask the Mayor to do a proclamation of Child Abuse Awareness month in April.

They are making blue pinwheels to put all over town in support of 90 x 30. Anyone interested in helping make pinwheels can contact Kack at the Family Resource Room, she will be back next week. She has a Lane County resource list that gives information if you are interested in working with the leadership committee. They need lots of people to help, you can just work on projects if you'd like also.

3.0 MAYOR AND COUNCIL COMMENTS

Mayor Coey did meet with the Ministerial Association two weeks ago and they informed him about the 90 x 30, he would be glad to sign anything and encourages anyone who is interested to get involved with it.

He was asked about the work session, it went very well, they didn't get as far as he wanted to, but they have five new people on the council so it was a lot of catch up. They have another work session coming up on April 4, 2015.

As far as industry, we are working on some things, he can't divulge information right now, but they are working on things. We have three active interested parties in the Industrial Park right now.

Councilor Carl is really pleased to see so many people attending the City Council meetings, it is encouraging to him as a Councilor to know that they are interested in their City Government.

To Mr. Staley regarding the Truck Stop, if he had a wand and Fairy Dust he would make it happen tomorrow.

Councilor Kinyon said she thinks a truck stop is a good idea.

Councilor Slaven wanted to send kudos to someone who used to be a citizen of Oakridge, his name is Wade Wilder, he runs Economy Power Wash. He still has children that live here and he contacted Councilor Slaven because one of his girls told him that the equipment at Salmon Creek Park got slippery sometimes and he volunteered to power wash out at the park.

Mr. Staley wanted to give the City an atta boy for removing the two burned houses on First Street and Laurel.

4.0 ADDITIONS, CORRECTIONS, OR ADJUSTMENTS TO THE AGENDA

Louis asked if they could switch 6.9 to fill the library board position to right after the Finance Report.

Mayor Coey said we can move that.

5.0 CONSENT AGENDA

Motion: Councilor Rowland 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

Transportation Systems Plan – They usually charge anywhere from \$90,000-\$125,000 to do those studies. We have attempted to get a grant to get ours updated.

Crosswalk – We were supposed to have the 30% plans, the Engineer said he'd have them by the March 19th meeting.

Lot on Hwy 58 – Looking for funding for different funding options, not just for the lot on Hwy 58, but for two or three other lots. They are looking to move the Chamber of Commerce information building into town.

Strategic Plan – They have another work session on April 4th and they will continue to work on this.

Orchid Health Collective/Fiber – Hopefully we will take action on this ordinance tonight. If this gets passed after 30 days they can work on the fiber.

Economic Development is ongoing

Amtrak Station – We had a meeting with a number of stakeholders in regards to the Amtrak station. One of them was Congressman DeFazio's Aide Nick Batz. Nick asked us to get him the notes from the meeting so he could see if there is anything they can do to help us get funding for the Amtrak Station.

The Million Gallon tank and 100,000 tank will be discussed at the next work session.

Teller Road – We have ordered a lot of material for water/sewer/storm pipes, so they are getting ready to dig into the dirt.

Marijuana Dispensary – On March 17, 2015 the Planning Commission will be reviewing proposed language for marijuana dispensaries within the corporate city limits and the recreational sales of marijuana.

LID on Ash Street – The project will be bid out on March 18, 2015 with a construct date of sometime in April. The County did put in a culvert at the bottom of Ash Street saving the City about \$3,000-\$4,000.

Enterprise Redesignation – We had meeting tonight at 6:00 P.M. We had to have a public meeting, they only had two people show up, but that is ok. The next step is on March 19, 2015 he will bring it to the City Council hopefully for approval so they can designate that as an Enterprise Zone, what that does is it gives tax exemptions and different types of incentives for larger businesses that move into the area.

Zoning Ordinance – FEMA has specific language that he needs to put into the zoning ordinance, so before he can do anything with the RV Park in R-1 or anything by the river, he needs to finish adding that language.

Mayor Coey asked about LTD, did they specify what the additional outreach is?

Louis said he would have to look at the email again to know what they are talking about.

Mayor Coey said LTD came to us about a year ago regarding expanding their services to us and enlightened us to how they were not appropriately using Ride Share and there were some issues where they are considered and Inter-Urban transportation District, they were supposed to be connecting Amtrak to us through the bus system. The last conversation we had they were supposed to look for special buses so they could carry bikes. They were supposed to come to us last month but some additional information

came up. It is going to be favorable for us, we are at least going to have some Saturday runs and a couple additional mid-day runs.

Councilor Slaven said they came to the Tourism Alliance meeting last month and they have made the partnership with Amtrak so they will be adjusting their schedule so it fits with Amtrak and you will be able to buy a ticket that will include a Diamond Express ticket. We will be on Amtrak's website as a tourist destination also.

Mayor Coey said one of the issues they have with they want us to put in a pocket track because they say they have so much real estate here if they ever want to put in a second main line, which we all know is never going to happen, they don't want to impede on our possibilities. That is going to cost up between three to eight million dollars, if we don't have a pocket track then we are looking at a million and a half to two million dollars at the most.

Mayor Coey said we got notification from ODOT this week about the tunnel construction work that is getting ready to start back up on March 9, 2015. Their contract states that they won't have any more than 20 full closures at night. It won't be like last time with the night time closures, hopefully it will be done in the fall.

Councilor Kinyon asked what time they are doing the work session this time.

Mayor Coey said it will be held noon to 5:00 P.M. at City Hall in the old library.

6.2 City Records Financial Report

Susan gave the financial report to the Council.

The Audit Committee met on Monday, they went over the audit they just received from the auditors. That will come to you at the next City Council meeting.

Motion: Councilor Rowland moved to accept the financial reports as presented. Councilor Carl seconded the motion.

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

6.3 Resolution 15-01 RTMP Committee Make up and duties

Louis said at one time the Council appointed a Rural Tourism Marketing Program and Transient Room Tax advisory committee under Resolution 1-2014 back in January 2014. There has been a lot of perceived bias and those kinds of things when the committee was trying to distribute the funds. What we are trying to do tonight is to revamp the committee with new members and use a new sterile formula to distribute the money and to also set aside Transient Room Tax funds for community based programs such as the Easter Egg Hunt, any of those types of events, that is what was discussed at the meeting.

For this calendar year 2015 the proposal will be, more than likely, \$15,000; \$13,805 from Rural Tourism Marketing Program and \$1, 095 from Transient Room Tax Funds.

Mayor Coey said this has been an issue for many years, we have tried to get this funneled into something very simple. Susie came up with a plan that he thinks works. Understanding this year that TRT money is not going to be available to events, we are going to be utilizing that money for other projects in town. The RTMP is always an odd number we decided to make it an even \$15,000. Last week we had a meeting on how to revamp this.

Motion: Councilor Kinyon moved to postpone this discussion until we have complete information from our meeting before. We talked about a marketing plan and that is not included in this proposal.

Susan said they did talk about submitting a marketing plan and she did put that wording in there.

Mayor Coey said he took this as what they discussed at the meeting they all sat in on.

Councilor Kinyon said they talked about creating an actual questionnaire so that everyone would answer the same questions regarding their marketing plan.

Susan said it is within the RTMP questionnaire and what they talked about was not a questionnaire but was to include the language from the other application.

Louis called point of order, 6.3 is specifically to the makeup of the committee which is separate from the discussion that is going on right now. On 6.4 would be the proper place for postponement.

Councilor Kinyon withdrew her motion.

Motion: Councilor Carl moved that we adopt Resolution 1-2015 Creating the Rural Tourism Marketing Program Advisory Committee and amending Resolution 1-2014. Councilor Rowland seconded the motion.

Councilor Slaven said we should look at the wording of section 4: Responsibilities, number 4. Members of the RTMP Advisory Committee cannot apply for funds. Does this mean personally or if they are part of group they can't apply for funds?

Louis said for them to have someone else from the group come in to apply for the funds.

Councilor Kinyon said on the citizen's at large section, page three she thought they were still going to have one hotelier and one citizen at large.

Louis said we said just two citizens at large, they don't have to be hoteliers.

Councilor Buchmeier wanted it clarified that we still have one hotelier on the committee who will now be a citizen at large and will complete her three year term.

Councilor Kinyon said at the top of page five, second paragraph, it says that the committee is to be an advisory body to the Council and to aid the staff by providing assistance in preparation of policy and rules. The way it used to be is the committee decided on the policy and rules and she doesn't remember that they decided to change it to the city.

Councilor Buchmeier said it looks like he left this paragraph the same, but he removed it from the responsibilities list.

Louis said he removed it from the bottom since it was already up on top.

Councilor Kinyon said how she understands this is that it sounds like the committee is aiding the staff rather than the committee being the ones who create and recommend the rules, like the staff is creating the rules.

Louis said at the meeting everyone brainstormed and gave their thoughts and direction and then they went and put it together.

Mayor Coey said this is the way it should be, the staff is who we pay to create and understand the rules and regulations that we are to deal with.

Councilor Carl said he is going to vote in favor of this, but as he recalls resolution 2014 was established to create the same impartial result. On that committee was Mr. Gomez, Mr. Shorey, Mayor Coey (who was not the Mayor at that time) and they all applied a set of criteria and it still didn't work. His personal belief is that when you have less money to give out than people who are asking for it you are always going to have cries of bias or favoritism, you are just changing the target.

Mayor Coey said one of our discussions in this meeting was that it will just going to go to the city staff and them making their decisions and presenting their findings to us based on the questionnaire that you will see in 6.4. This will keep it very simple, very generic, very unemotional they would go through and rate everything based on the questionnaire and then it will come to council. They are just trying to simplify this process and make it simple. The pool this year is definitely smaller than last year.

Elizabeth Barclay asked which committee they are referring to that made these decisions.

Mayor Coey said it was the RTMP Committee, they had the chair of the Community Services, the chair of the Administration Committee, Councilor Coey who is a member of the RTMP Committee, Louis and himself sit down and work through the wording that they had been presented as far as the application process. If you are on the committee you will still be involved in reviewing the applications as they come in. This was creating the actual forms.

Councilor Carl said it says clearly that the RTMP/TRT Committee is recommending this and RTMP/TRT Committee never was called to order to organize and have a discussion about this. Where this came from he doesn't know, but he thinks it's good and fine, but we are getting off on the wrong foot by saying the RTMP/TRT Committee is recommending this because it did not come from there.

Mayor Coey said it came from City staff.

Councilor Carl said it should say that then.

Mayor Coey said right now we have a first and a second, he will call for a vote, if it gets turned down then we go back to the drawing board.

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

6.4 RTMP Application Documents for Council Approval

Louis said we are trying to simplify the application process, Councilor Carl said we probably won't ever get there, but we are going to keep trying.

These documents were reviewed by the Mayor and a number of other Councilors and Staff and were initially presented by the City Recorder for review. Again, one of the things we are trying to minimize is any perception of bias and try to use a system that is very sterile.

Motion: Councilor Carl moved to approve and adopt the Rural Tourism Marketing Program and Transient Room Tax Application Documents. Councilor Rowland seconded the motion.

Councilor Kinyon she doesn't know the proper procedure, but she'd like to move to postpone this.

Louis said we already have a motion on the floor, what is appropriate at this time is discussion.

Councilor Rowland asked what applicants had to do last year compared to what they have to do this year to get money?

Susan said there was an application process, it didn't really define what documentation needed to be presented. The hardest part was when there were recommendations made to the Council, the Council took a look and there were some applications that were set aside, people were upset because they didn't get funded, the committee itself was upset because their recommendations weren't adhered to. She saw a lot of people upset over the whole process. After this was over she had people coming in and asking her why they didn't get money, she had people come in that did receive money that didn't understand the process.

Susan explained the new process to the Council, it is simple and clean and it can be explained and understood better.

Mayor Coey this has been something that has been very confusing and somewhat arbitrary, he thinks all spelling in these documents should remove TRT completely from this and that be a completely separate process.

Councilor Kinyon said she thinks the group discussed removing that and agreed that it should be two separate things and that TRT and RTMP should not be on any document together.

Susan said she will remove it.

Councilor Kinyon said the questionnaire that they agreed to at the last meeting is still missing from this packet so she feels that this presentation here is incomplete based on what they agreed on in the meeting.

Susan said the wording they discussed is in here, they just need to attach their advertising plan along with the questionnaire.

Councilor Carl asked to amend his motion to remove the Transient Room Tax reference.

Friendly Amendment to motion: Councilor Carl moved to approve and adopt the Rural Tourism Marketing Program Application Documents. Councilor Rowland seconded the motion.

Councilor Slaven said we had talked about having something that said will you advertise online, on TV, Radio or mail. She is concerned about putting this off any longer, we do have language in the application that asks for people to share their advertising plan. If we don't approve this soon we are going to really be stressing the process even more.

Councilor Kinyon said why it would matter if this was stretched out any further.

Councilor Slaven said many groups have very limited budgets.

Louis said nothing says that you can approve this as is with the direction that you try to put together the type of document you are looking for.

Mayor Coey said this has become such a convoluted process that he likes Susie's process and if we don't get this settled soon, next year we let city staff do this. This shouldn't have to be so difficult every year and it continues to be difficult.

Councilor Kinyon said she disagrees, if this committee has ever failed in their process it is this Council's responsibility for that failure.

Mayor Coey said she is absolutely correct.

Susan said at the bottom of the questionnaire it says on a separate piece of paper please provide an explanation for each question that you marked "yes". That includes the advertising, it does already incorporate all of that.

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

6.5 Adopt FY 15-16 Budget Preparation and Adoption Calendar

Louis said annually he puts together the budget calendar. We will be advertising for one more budget committee member.

Motion: Councilor Kinyon moved that we adopt the FY 15-16 Budget Calendar. Councilor Slaven seconded the motion.

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

6.6 Adoption of Hunter Communications Franchise Ordinance 906

Louis said what you have in front of you is a proposed ordinance 906 for a Communications Franchise with Hunter Communications. They are an internet service provider, they are the ones who put the internet into the Government buildings that we have in the community and also laid fiber to the medical buildings in the community. Without this franchise agreement it is difficult for the City to hold Hunter Communications accountable for any damage they might do on the City's right of ways. We have about four businesses right now that need this passed so they can get hooked up. If the Council wants to get

this passed tonight in one reading then Louis has to read the whole ordinance one time and then by title only after it is read all the way through and by unanimous vote.

Councilor Carl asked who originally laid the fiber optic cable and who owns it?

Louis said the owner of the fiber is the citizens.

Motion: Councilor Carl moved that we adopt Ordinance #906 granting Hunter Communication a Non Exclusive Franchise, and right to construct, operate, maintain a fiber facility, occupy City Rights of Way and provide fiber based services in the City of Oakridge and read the Ordinance in full and by title only. Councilor Buchmeier seconded the motion.

Louis read the Ordinance in full.

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

Motion: Councilor Buchmeier moved to adopt Ordinance #906 by title only. Councilor Carl seconded the motion.

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

6.7 Figaro's Pizza OLCC License Application

Councilor Buchmeier declared an actual conflict of interest and will abstain from discussion and voting.

Motion: Councilor Carl moved that we recommend approval of Figaro's Pizza's, OLCC Liquor License application. Councilor Zylstra seconded the motion.

Councilor Rowland asked if this is going to be on premises only?

Councilor Buchmeier said they will sell beer to go and on delivery with ID at the door.

R. Zylstra (Aye), C. Slaven (Aye), Mayor Coey (Aye), J. Rowland (Aye), G. Carl (Aye), D. Kinyon (Aye). Motion carried 6-0

6.8 Cedar Creek Meats & Provisions LLC OLCC License Application

Councilor Carl declared an actual conflict of interest and will abstain from all discussion and voting.

Motion: Councilor Buchmeier moved that we recommend approval of Cedar Creek Meats and Provisions LLC, OLCC Liquor License application. Councilor Kinyon seconded the motion.

R. Zylstra (Aye), D. Kinyon (Aye), Mayor Coey (Aye), J. Rowland (Aye), C. Slaven (Aye), A. Buchmeier (Aye). Motion carried 6-0

6.9 Library Board Appointment

Louis stated that when he did this agenda bill we only needed to fill one position, but we actually need to fill two positions. We have two applicants that applied and they are both present.

Motion: Councilor Slaven moved that we appoint Alana Bellwood (Wright) to serve in the vacant Library Board position. Councilor Rowland seconded the motion.

Councilor Kinyon said she wanted to know if the length of time in Oakridge and voting is something that is required on Committees.

Mayor Coey said it is not on Committees, they don't have the same requirements. The Planning Commission does have the same requirements about living inside City limits etc...

Louis said the library has its own resolution and there is not anything that states that they had to have been here for at least one year.

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

Motion: Councilor Carl moved that we appoint Loren Hogue to serve in the vacant Library Board position. Councilor Buchmeier seconded the motion.

Councilor Carl said he had the opportunity to work with Mr. Hogue last summer as part of the Ukulele Festival and he is happy to report that Mr. Hogue was diligent and very efficient and worked tirelessly to help the Ukulele Festival be successful.

Councilor Kinyon said she noticed that the Volunteer applications are different.

Susan said the Library still has older applications, we are trying to weed out the old ones so we all use the same applications.

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

7.0 COMMUNITY SERVICES

7.1 Facilities Permit for Concerts in the Park 6-27-15

Candace Michaels from the Concerts in the Park gave the Council their proposed income and expense for 2015 along with our income and expense report from 2014. They do provide a Buck's Porta Potty for the duration of the concerts. When there is a peak in use they provide additional Buck's. They also pressure wash and clean the Amphitheater inside and out each year. She is requesting their fee for \$100 for each day be waived in exchange for the upkeep and porta potties.

Councilor Carl asked if the money will be coming out of TRT or RTMP?

Louis said that is normally out of the TRT fund.

Mayor Coey said that is the community events side that we talked about keeping money in for.

Motion: Councilor Slaven moved that we approve the alcohol permit for the Concerts in the Park Committee event on June 27, 2015 and the \$100.00 waiver for park rental from the TRT Fund. Councilor Rowland seconded the motion.

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

7.2 Facilities Permit for Concerts in the Park 7-11-15

Motion: Councilor Kinyon moved that we approve the alcohol/street closure permit for the Concerts in the Park event on July 11, 2015 and the \$100.00 fee waiver for park rental from the TRT Fund. Councilor Rowland seconded the motion.

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

7.3 Facilities Permit for Concerts in the Park 8-1-15 & 8-2-15

Motion: Councilor Rowland moved that we approve the alcohol permit for the Concerts in the Park Committee event on August 1st and 2nd, 2015 and the \$200.00 fee waiver to come out of the TRT Fund. Councilor Carl seconded the motion.

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

7.4 Facilities Permit for Concerts in the Park 9-12-15

Motion: Councilor Carl moved that we approve the alcohol permit for the Concerts in the Park Committee event on September 12, 2015 and the \$100.00 fee waiver out of the TRT Fund. Councilor Buchmeier seconded the motion.

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

8.0 POLICE SERVICES

Stat reports for February, the Police department had 230 calls for service which resulted in 48 case reports, 66 traffic citations and warnings.

Chief Martin reported that February 28th one of our police officers were involved in a collision. An officer was heading east bound on Hwy 58 when a car pulled right out in front of him. Luckily that is one car that has a functioning video camera, the camera caught the whole accident. The driver of the other car was charged by OSP, he had alcohol in his system and narcotics in his vehicle.

9.0 EMERGENCY SERVICES

Chief Alcalde updated the Council on recent grants that the Fire Department manages. The Retention Grant from 2011, initially it was \$600,000 and it was supposed to be for a four year period, currently they have \$254,000 left on that grant. He projects that by the end of the grant period which is July they will still have about \$150,000. They will attempt to do an extension on the grant. They have another grant for staffing, they have about \$40,000 left on that one. They put in for an extension for that grant so they have an additional four months to spend the \$40,000. The third grant is the new one he is applying for tomorrow. It is a Safer Grant for staffing. We will be hiring three additional firefighter/paramedics for a two year grant period. These are all non-matching grants.

Chief Alcalde reported on the train derailment that happened.

10.0 REPORTS FROM BOARDS AND COMMITTEES

Tourism Alliance – They bought three new cameras for the Flee the Fog program, Lane Electric is partnering with them along with the City of Westfir and Oakridge.

Councilor Carl said that now we have the committee reports in written form do we really need to make an oral report?

Mayor Coey said no we do not, that was the whole reason for typing them up and they will be attached to the minutes when they are posted.

See attached

Meeting adjourned 9:10 P.M.

Respectfully submitted before the City Council March 5, 2015

Signed: _____
James Coey, Mayor

Signed: _____
Susan LaDuke, City Recorder