



**June 2, 2021**

**Audio / Video Teleconference**

**Willamette Activity Center Room 8**

**47674 School Street**

**Oakridge OR, 97463**

**6:00 PM**

### **BUDGET COMMITTEE PUBLIC HEARING**

1. Call Meeting to Order
2. Roll Call
3. Approval of minutes
4. Public Hearing for Declaring the City's Election to Receive State Revenues
  - 4.1 Statements in Favor
  - 4.2 Statements in Opposition
  - 4.3 Statements in General
  - 4.4 Committee Discussion
5. Approval of ad valorem taxes.
6. Adjourn

**This will be a remote participation meeting. Citizens have four ways of attending and commenting:**

**1. Use your computer, tablet or smartphone and go to <https://zoom.us/j/3664311610>, meeting ID: 366 431 1610.**

**2. Use your telephone and dial: + [16699009128](tel:+16699009128), Meeting ID: 366 431 1610.**

**3. Send comments by email to [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) by 2pm, May 28,2020.**

**3. It is not recommended due to COVID precautions, but citizens may can attend in person at the Willamette Activity Center, Room 8. There will be an audio and video feed.**

**Detailed instructions are available at City Hall, on the city website and the city Facebook page.**



April 29, 2021

Budget Committee third Meeting  
Willamette Activity Center Room 8/via zoom video  
47674 School Street  
6:00 p.m.

## BUDGET COMMITTEE MINUTES

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### 1. CALL MEETING TO ORDER- 6:05 pm

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon- Chairperson, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Citizen Members Present:** Kevin Gobelman, Priscilla Davidson, Brenna Chrisman, Jan Christensen, Jan Hooker and April Allen

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin and City Recorder Jackie Sims

### 2. Pledge of Allegiance

### 3. Roll Call-All present

Chair Councilor Kinyon -asked if there are any conflicts of interest.

Councilor Bjarnson- declared a potential conflict of interest because she volunteers at the fire department.

Councilor Hollett- declared a potential conflict of interest, her husband is a collective bargaining employee with the fire department, and she volunteers at the fire department.

Brenna Chrisman- declared a potential conflict of interest, her husband is the public works lead with the city.

April Allen- declared a potential conflict of interest, she is the caretaker at the rest area and volunteers with the fire department.

Priscilla Davidson- declared a potential conflict of interest, her husband is a police officer with the city.

### 4. Public Comment-none

### 5. Approval of Meeting minutes from March 30 and April 7, 2021

**Motion:** Councilor Spliethof moved to approve the minutes from March 30 and April 7, 2021. Councilor Whitney seconded the motion.

Mayor Holston (aye), Whitney (aye), Coker (aye), Spliethof (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye), Chrisman (aye), Davidson (aye), Gobelman (aye), Christensen (aye), Allen (aye), Hooker (aye). Motion carried 13-0

### 6. Old Business

**a. Response to outstanding questions**

Eric-went over the reviewed fund accounting for the city of Oakridge.

Emergency Services fund-

In 2005 financial statements it said it was a combination of ambulance and fire department costs are paid primarily from ambulance user charges and transferred to the general fund. Since then, there have been 14 comments made about the financial status of the city. There were positive comments made in 2006, 2007 and beginning in 2008 there were negative comments being made about the ESF because it was costing more than expected. From 2012-2016 no specific comments, starting in 2017 there were comments being made about how the city expects to be able to sustain ESF and the comments get more serious as the time goes on. Each comment states since 2017 that the city council and management are looking for a solution.

Eric-wanted to share what accountants say about conflict of interest, people can become easily influenced. When it comes to conflict-of-interest, appearance is as important as reality, disclosure is extremely important. The individual cannot make the determination whether there is a conflict of interest or not because they are not objective and independent.

Councilor Hollett- the reason she asked Eric about the ambulance in 2005, at that time all the ambulances were profiting and that is when Medicaid and Medicare changed substantially. Currently there is this idea that tax money should not pay for EMS services and she thinks that is absurd. We need to allocate part of the employees' salaries to the ambulance service and part to the fire because the employees are dual purpose and she brought this up because this budget shows zero dollars going to the fire department.

Eric-reviewed tax money, he is not saying the fire department doesn't deserve any tax revenue.

Councilor Hollett- the fire department and ambulance are targeted, people say they are sucking the city dry. She doesn't see the fire department as the biggest drain on the city.

Mayor Holston- there are comments, people get confused, she's heard from people who understand it's not the police, fire department and ambulance's fault. The budget committee can't lay blame.

1. Where can we pare down services?
  - Service fees
  - Reduce staff
  - Privatization

She wants more discussion on other ways to adjust, ways to mitigate, she wants to hear what people want to do.

Councilor Spliethof-asked Eric about conflict of interest, he is friends with people on the budget committee.

Eric-no, he takes conflict of interest very seriously, a conflict of interest can be someone pressuring you to vote a certain way, and he is not pointing fingers.

Councilor Bjarnson- in conflict-of-interest, perception is important. Why can't the fire department fund themselves, the budget made it look like the fire department has a \$600,000 deficit?

Councilor Coker-we need to stop the blame game. She asked Eric for further information, some of the wages are outrageous.

Eric-the numbers are accurate and have been audited with the State of Oregon.

Councilor Kinyon-asked Eric to show the emergency services fund.

Bryan-he has not even presented that fund yet.

Priscilla Davidson-no one wants to see EMS and fire go away, but she doesn't want comingling, the police department has already lost 1 ½ positions for the fire department. Every department should be responsible for their own budget. She doesn't want to see the police department cut because of the fire department. There are other options to look at to deal with that issue.

Brenna Chrisman-say you vote the \$35.00 in, that is only a temporary fix, Medicare and Medicaid will never pay the full amount, the \$35.00 is just a band aid.

Eric-the fire department could be volunteer, the starting point is do they need to be paid?

Councilor Kinyon-stopped the discussion.

#### **b. Proposed changes to Restricted Fund budgets**

Bryan-asked for recommended changes necessary to Street, Water, Wastewater, Stormwater or OIP funds?

No recommendations.

### **7. New Business**

#### **a. Discussion of Budget**

##### **i. Governmental Funds**

Bryan-presented the Governmental Funds.

General Fund- Administration

Councilor Kinyon-why do we have the Assistant Planner in the administration fund?

Bryan-because this employee also does Accounts Receivable, Planning and other general administration duties.

Councilor Kinyon- would it make sense to split this position up like public works does?

Bryan-no because it's one fund, it's the general fund, there really wouldn't be an advantage to that.

Eric- the RARE participant will show in materials and services as a contractor.

Materials & Services Admin, stable budget, slight decrease.

Councilor Kinyon-In 2011-2012 it was suggested that we have someone be a second set of eyes, the council made a Resolution for that.

Eric-he has no objections to that.

Councilor Bjarnson-if we do need a second set of eyes, can that be a volunteer?

Mayor Holston-the Resolution is city council business, not budget committee business.

Building and Planning is unchanged.

Councilor Kinyon-is it possible to have our outside contractor take over these duties?

Bryan-we do outsource to Building Official duties to the Northwest Code Professionals, but the assistant planner gets the permitting process started at city hall.

Bryan- Library is unchanged.

The Parks fund has the \$160,000 IMBA Grant.

The WAC there are no changes.

Councilor Whitney-asked where we are with the WAC, is it cost effective?

Bryan-his concern is where the current functions of the WAC will go. Our city engineer said it would cost 1.5 million dollars to bring it up to standards and that was a few years ago.

There was discussion on different ideas relating to what to do with the WAC that would be the best option.

Councilor Kinyon-announced it was 7:50 p.m. we need to wrap up this conversation and pick it up at the next meeting.

Bryan-he will bring something back, he will talk with Robeart Chrisman about this. Staff position is that staff is opposed to not funding the WAC at this time.

**8. Next Agenda Items**

**9. Adjourn: 7:55 p.m.**

**Next Meeting: May 5, 2021, 6pm**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder



May 5, 2021

Budget Committee fourth Meeting  
Audio / Video Teleconference  
Oakridge, Oregon 97463  
6:00 p.m.

## BUDGET COMMITTEE MINUTES

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### 1. CALL MEETING TO ORDER- 6:00 pm

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon- Chairperson, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Citizen Members Present:** Brenna Chrisman, Priscilla Davidson, Jan Christensen, April Allen and Jan Hooker

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin and City Recorder Jackie Sims

### 2. Pledge of Allegiance

### 3. Roll Call- Kevin Gobelman was absent

Chair Councilor Kinyon -asked if there are any conflicts of interest.

Councilor Bjarnson- declared a potential conflict of interest because she volunteers at the fire department.

Councilor Hollett- declared a potential conflict of interest, her husband is a collective bargaining employee with the fire department, and she volunteers at the fire department.

Brenna Chrisman- declared a potential conflict of interest, her husband is the public works lead with the city.

April Allen- declared a potential conflict of interest, she is the caretaker at the rest area and volunteers with the fire department.

Priscilla Davidson- declared a potential conflict of interest, her husband is a police officer with the city.

### 4. Public Comment-None

### 5. Approval of Meeting minutes from April 29, 2021 –minutes are not ready

### 6. Old Business

#### a. Discussion of Budget

##### a. Response to outstanding questions:

Bryan-the electric bill is the largest cost to the WAC. If the budget committee wants to shut it down he asks that they give him some time to do it gracefully and let the tenants find other locations.

Jan Hooker-after the last meeting she got to looking at last year's budget and last year under administration, the assistant planner that was mentioned as either half-timing and we are in a worse position this year, we need to cut back as much as we can, is this a position we can cut.

Bryan-wanted to respond, there is a significant difference from where we are this year. Last year he furloughed his Planner and Asst Planner has picked up much of the load of the Planner, he would really be in an untenable situation without the Assistant Planner/Asst City Recorder/Accounts Receivable Clerk.

Jan Christensen-she is wondering, if there are five people with potential conflict of interests, how can we really deal with that on such a touchy subject that would affect each one of those people possibly.

Councilor Kinyon-explained how the Oregon State Budget Law works with conflict of interest. The budget committee is just making a recommendation, the council will make the decision and at that time if any of the council has a conflict of interest, they won't be able to vote.

Mayor Holston- Dawn is correct, we do not make the decision, and the council makes the decision. It is critical that councilors do not use their voice as influencers outside of these budget meetings that is really important. Thank you for asking, this has been asked before.

Bryan-because of that fact it is incumbent upon each of the budget committee members to comprehend the connections that a speaker might have to a topic while they are in conversation with the budget committee.

Mayor Holston-asked Bryan if the WAC was on one electric meter?

Bryan- he will have to get back to you on that.

Councilor Hollett-asked if Bryan can give them a list of the organizations that are in the WAC.

#### **b. Proposed changes to briefed budgets**

### **7. New Business**

#### **a. Discussion of Budget**

##### **i. Governmental Funds (continued)**

Bryan-continued from the last meeting presenting the General fund.

Municipal Court-the court was significantly impacted due to Covid 19, we are working through a backlog, and everything else is benign.

Councilor Hollett-she knows that a lot of small cities don't have muni court, if Oakridge was not to have a muni court what kind of trickle effect would that have?

Bryan-he will let the Chief answer this, but if you think you have no ability to enforce now, taking people to Lane County and getting their court cases dismissed, muni court is all we have left, and he would not recommend getting rid of muni court.

Chief Martin-there would be a lot of negatives to not having muni court, collecting our money would go way down because the court gets a percentage of the tickets and citations, our OT budget would be greatly increased because our officers would have to go to Eugene to go court.

There was discussion on the muni court numbers and how effective the muni court is for Oakridge.

Councilor Coker-she does not see where cutting the muni court will do any good, we will be taking funds away.

Councilor Whitney- asked why we are having so much discussion in a way that sounds like we want to cut this, she agrees with Councilor Coker and she disagrees with cuts to this part of the budget.

Mayor Holston-what we don't see in these numbers is the increased OT our officers will spend in court; we have many in our community that have flout the rules of society and she would hate to extend the message that not only are we short staffed and we will be hesitant to write a ticket. The message we would be sending to that community would be taken to heart and taken advantage of.

Bryan-from a staff perspective, law enforcement is a triad that you need to have to be effective. There are the officers who write the tickets, the court that processes it and then the attorneys, take away any of those and it becomes a less effective system. He supports retaining the municipal court.

Councilor Hollett-she brought this up because she was hoping we could gain a lot of knowledge on this, she did look at other small cities arounds and they do have municipal courts, it's always a good thing to look at other like cities.

Non-Departmental Revenue-RTMP and TRT, the reductions are tied directly he lack of people using our hotels and motels due to the pandemic.

There was discussion on Interfund transfers.

Discussion on RTMP/TRT

Eric- He explained to the committee how this money comes in and how it is allocated. The council reports that you get has the RTMP on them.

Councilor Kinyon- would like to make a recommendation to council that Eric will put \$23,000 in the next column and we will vote at the end of the process if we want to accept that.

Mayor Holston- yes, we can do that.

Councilor Kinyon-on the total special payments it is budgeted as zero for the Emergency services fund, she would like to recommend that we add back in our tax dollars to the Emergency services fund.

Mayor Holston-she would like to discuss this, we need to figure out where the numbers are going to come from. She asked Bryan if he could explain this.

Bryan- deferred this to Eric.

Eric-he has talked about this before, the public safety fee is shown as 100% going into the ESF with no transfers going into the general fund. He explained the different options.

Bryan-the budget committee has the authority to say no or use the sliding scale on what to ask for.

Councilor Kinyon-are you saying that Eric's proposal to move ESF into the general fund is something you would be comfortable with?

Bryan-yes, it is a great thing, it is easy to do and legal to do, obviously he does not want to do it today, but the budget committee could recommend it to the council for the next fiscal year.

Councilor Kinyon-if we are not going to consider moving ESF into the general fund she would strongly oppose leaving this line at zero and imposing a fee in the ESF fund for ambulance, it would be ignoring the fact that our current policy is to use tax money to support our fire dept.

Bryan- you are going down the same rabbit hole, this proposed budget the budget committee has the authority to do what is wants to do.

Councilor Hollett-her preference is to make cuts across the board, the way the budget is presented makes it look like the fire department deficit is their fault when you are zeroing it out. Transferring zero into ESF is a no go. She understands most likely there is going to be some type of a fee possibly assessed on the water bills and if that happens, we still need to put money in ESF and make as money cuts as we possibly can and then reassess the fee.



Councilor Bjarnson-would like to look at the workup from Eric, what it looks like if we do not assess the fee. She keeps hearing about three different options and proposals for OFD, this is obviously staffs preferred option, and she would like to see what it looks like if we don't add the fee.

Bryan-if we can get through briefing the departments, that is where the options are presented, but we keep having a rabbit hole discussion here.

Mayor Holston-we need to be careful and get through this so that we can have the important discussions on the other options that were laid out in the City Administrators briefing to us. We did talk about there is no blame, she understands what you are hearing, there are members of this community pushing that conversation, she has seen that being pushed on the chat forum, so it is our duty to say when we say in our committee meeting here that there is no blame, then we need to say that outside of the committee meeting. This is not a competition; she agrees we will have to makes some cuts and impose some fees and she is excited to finally get to that point so we can have some positive conversation on what we can do to get us back on track.

Councilor Whitney-she would like to move on with the presentation of the budget so she can piece this together and it will help when we finally get to these discussions because she has a lot to say as well.

Eric-maybe his options are too overwhelming or confusing, so why doesn't the budget committee consider him moving the imposed public safety fee of \$608,000 into the general fund revenue and then transferring to the ESF obviously moving forward we can do what we need to do.

Councilor Kinyon-she is ok to consider this as long as it means we are putting a number on the ESF line.

Eric-yes that is what it means.

Councilor Hollett-by doing that wouldn't the fee be more of an operating fee, why is only assessed to the ESF if it is an entire city fee?

Eric-it really is an ESF fee. The admin department is running about as lean as humanly possible, the police and fire obviously are a lot more expensive than the admin department, he thinks the cuts that the budget committee are going to have to make will be public safety positions because of how much money it costs to hire public safety employees, you would have to get rid of the whole admin department to even approach the hole that needs to be filled.

Councilor Hollett-are you saying you would put that in the general fund and that zero would be corrected and you would call it a public safety fee, would it have to be the \$35 or is that negotiable?

Eric-it would have to be the \$35.00 if there were no cuts made.

Councilor Kinyon-she is recommending we put a dollar amount in that line and then that can change later during discussions.

Bryan-recommended calling the question.

Mayor Holston-she doesn't want this to be looked at as we were doing something wrong, we were not. This is just a different way of looking at this, she is opposed to putting anything that zero-line item.

Councilor Kinyon-we need to follow our policy and put a number there or we have to change our policy, she would like to call for the question.

**Motion:** Councilor Kinyon made a motion that we add a number to transfer to the ESF line, she proposes that that number be \$568,000 because that is what it costs for exactly half of the emergency services department. April Allen seconded the motion.

Mayor Holston- she believes this motion is premature until we have gone through all of the budget, you can't just plug money in, and how do we show the money that is coming in from the ESF fee that this budget is proposing that we implement from the community.

Councilor Hollett-she is in favor of the motion or what Eric suggested about putting it in the general fund, we just need to be fair to all departments and not target on department and zeroing it out does target one department.

Councilor Kinyon-wanted to make a friendly amendment to her motion.

**Amended motion:** Councilor Kinyon moved to add \$568,000 to the General fund line to transfer to Emergency services and to take the public safety fee that is in the ESF fund of \$608,000 and move it into the General fund. April Allen seconded the motion.

Councilor Whitney-she agrees with what Mayor Holston said and based on what Eric just said about having to make other changes as well she would really like to be able to get the whole picture first. We are not violating any of our rules, we really need to get through the presentation, we've had I don't even know how many meetings, and we still haven't gotten through the presentations.

Mayor Holston (nay), Whitney (nay), Coker (aye), Spliethof (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye), Davidson (nay), Christensen (nay), Allen (aye), Hooker (aye). Motion passed 7-5

Bryan- Presented General Fund Revenue

Increase in Westfir Police Services contract, \$40,263, this is a squishy number in case we must furlough we will have to decrease the services.

American Rescue Grant is expected to receive half of the total to the cities that are receiving the grants, so next year we will get the other half.

There was discussion on where the money will be spent and who decides that.

Chief Martin- presented the Police Fund Budget

Councilor Coker-what falls into the Administrative Overhead?

Eric- he did not work specifically on this budget, but the admin department works for all departments, for instance he does the payroll for the other departments.

**8. Next Agenda items**

**9. Adjourn 8:00 p.m.**

**Next Meeting: May 12, 2021, 6pm**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder



May 12, 2021

Budget Committee fifth Meeting  
Audio / Video Teleconference  
Oakridge, Oregon 97463  
6:00 p.m.

## BUDGET COMMITTEE MINUTES

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### 1. CALL MEETING TO ORDER- 6:00 pm

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon- Chairperson, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Citizen Members Present:** Brenna Chrisman, Priscilla Davidson, Jan Christensen, Kevin Gobelman and Jan Hooker

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin, Mikal McPherson and City Recorder Jackie Sims

### 2. Pledge of Allegiance

3. **Roll Call-** April Allen was absent

### 4. Public Comment-

Dan Barclay- The numbers keep shifting regarding the fire department shortfall, he is curious as to what the real numbers are.

### 5. Old Business

a. Response to outstanding questions-none

Chair Councilor Kinyon -asked if there are any conflicts of interest.

Councilor Whitney- declared a potential conflict of interest, her brother Rick may have a contract working with the city.

Councilor Bjarnson- declared a potential conflict of interest because she volunteers at the fire department.

Councilor Hollett- declared a potential conflict of interest, her husband is a collective bargaining employee with the fire department, and she volunteers at the fire department.

Brenna Chrisman- declared a potential conflict of interest, her husband is the public works lead with the city.

Priscilla Davidson- declared a potential conflict of interest, her husband is a police officer with the city.

b. Proposed changes to briefed budgets-none

6. New Business

a. Discussion of Budget

i. Governmental Funds-Emergency Services Fund

Bryan-presented the ESF to the committee. Discussed volunteers and lack of volunteers and how calls are handled during those times. He explained how shifts are covered between full time employees, temps and volunteers.

Councilor Hollett- wanted to explain the ISO rating for Oakridge and how cuts to the fire department would crucially impact the homeowners of Oakridge.

Bryan-talked about the full-time employee's shifts and OT accruals. He explained the stipends that the volunteers receive when they take shifts.

There was discussion on the pros and cons of having a fire chief, we cannot afford to hire one at this time.

Brenna Chrisman-do we get paid for non-transport calls?

Bryan-no, most insurance providers will not pay for non-transport calls. We do bill for non-transport call where medical treatment is provided.

Bryan-talked about GEMT, this subsidizes EMS reimbursement fees, amount depends on the distance and the number of calls they go out on and a number of other factors.

Councilor Kinyon-are we expecting to get more than the \$20,000?

Bryan-Eric is working on that.

Eric-he talked to Scott and the amount should be \$40,000.

Councilor Kinyon-we should add in the \$40,000 for GEMT that we will be receiving.

There was discussion Firemed.

Councilor Whitney-it sounded like we will be putting the applications in the water bills.

Bryan-no, Systems Design will be sending out the applications, they will be able to reach a lot more people, and there will be a minimal cost to do that.

**Motion:** Councilor Kinyon moved to add \$40,000 into the proposed budget for GEMT. Mayor Holston seconded the motion.

Hollett (aye), Davidson (aye), Coker (aye), Gobelman (aye), Bjarnson (aye), Hooker (aye), Chrisman (aye), Spliethof (aye), Whitney (aye), Mayor Holston (aye), Christensen (aye), Kinyon (aye). Motion passed 12-0

Bryan-presented the personnel costs.

Jan Hooker-do all employees pay a portion of their health insurance cost?

Bryan-yes, they pay 7%.

Jan Hooker-is there anything that says we can't have them pay more?

Bryan-it would have to be renegotiated with the unions.

Materials and Services- the temp people are from PeopleReady, we don't pay benefits on them. We cut where we could, we reduced grounds maintenance to \$5,900.

There was discussion on transferring money to the fire department and the tax revenue that comes to the city and how much of that goes to the fire department.

Eric- It's not a stretch to say that the fire department gets their fair share.

Options to meet the shortfall.

Bryan-presented the options for reducing the shortfall for the fire department.

There was discussion on the different options.

Councilor Hollett-the city can't sacrifice two police officers, there has been talk about pay freezes, can we do pay freezes across the board?

Councilor Kinyon-agrees with pay freezes.

Mayor Holston-we agree we don't to reduce police or put a strain on the fire department. A commercial provider should be the last option. It is sounding more and more like we do the ESF safety fee. She thanked Bryan and Eric for presenting a nice clear picture.

Jan Hooker-is there another way to bill the ESF safety fee separate from the water bill?

Mayor Holston-is there a way to explain this better to the community? It appears on the water bill, but not a raise in water rates.

Jan Hooker-right now people are so frustrated because the city is not willing to cut things, staff is one of the biggest expenses. It goes back to, we need more money and you can't live without emergency services so you are going to pay for it. It is a scare tactic.

Mayor Holston-it is not a scare tactic.

Councilor Kinyon-announced the time is 8:09 p.m. we can vote to continue or we can stop now. It was decided to end the meeting.

**7. Next Agenda items**

**8. Adjourn 8:13 p.m.**

**Next Meeting: May 19, 2021 6:00 pm**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder



May 19, 2021

Budget Committee 6th Meeting  
Audio / Video Teleconference  
Oakridge, Oregon 97463  
6:00 p.m.

## BUDGET COMMITTEE MINUTES

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### 1. CALL MEETING TO ORDER- 6:01 pm

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon- Chairperson, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Citizen Members Present:** Brenna Chrisman, Priscilla Davidson, Jan Christensen, Kevin Gobelman and April Allen

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin, Mikal McPherson and City Recorder Jackie Sims

### 2. Pledge of Allegiance

3. **Roll Call-** Councilor Kinyon, Councilor Hollett was delayed logged and Jan Hooker was absent

### 4. Public Comment-None

Councilor Whitney- declared a potential conflict of interest, her brother Rick is sub- contracting with the city, and it is unclear if he will get paid.

April Allen- declared a potential conflict of interest she is volunteer at the FD and caretaker at the rest area.

Councilor Bjarnson- declared a potential conflict of interest because she is a volunteers at the fire department.

Councilor Hollett- declared a potential conflict of interest, her husband is a collective bargaining employee with the fire department and she volunteers at the fire department.

Brenna Chrisman- declared a potential conflict of interest, her husband is the public works lead with the city.

Priscilla Davidson- declared a potential conflict of interest, her husband is a police officer with the city.

### 5. Old Business

a. Response to outstanding questions

Bryan- presented a list of the tenants at the WAC.

Bryan- explained the remaining timeline for the budget to the committee.

Councilor Kinyon- does any of that affect the public hearing.

Bryan- no

Councilor Spliethof- asked when the deadline to approve the budget is?

Bryan- June 30<sup>th</sup>

Bryan- wanted to ensure that everyone on the budget committee got his email on the standards of conduct?

Councilor Whitney- she would like that email recorded into the record and at the last meeting Dan Barclay had a question and it was later answered by email from Bryan and she would like that entered into the record also.

Councilor Kinyon- asked if everyone agrees?

Mayor Holston- the letter is a legal protection for the city that everyone has seen it and it's not saying you agree or disagree with it, she would like the committee polled and entered into record.

Jackie- polled the committee, everyone received the email.

## **6. New Business**

### **a. Promulgate the budget for approval**

Bryan- handed this over the committee for deliberations.

Councilor Kinyon- opened the floor for recommendations to balance the budget.

Mayor Holston- presented a list of recommendations to forward to the city council.

Councilor Kinyon- would like to have a roundtable with ideas from other budget members before moving on.

There was discussion on the American Rescue Plan money.

There was more discussion on where the committee can recommend cuts.

Mayor Holston- feels strongly about the WAC, she wishes we could retain that.

The committee had discussion on the WAC.

Councilor Hollett- asked if there have been any changes to the \$35.00 fee on the water bills?

Eric- it is down to \$31.00 not including any changes you have talked about tonight.

**Motion:** Councilor Spliethof moved to sell the WAC.

Councilor Hollett- made a friendly amendment, to recommend to the city council to sell the WAC and to recommend the city look at all city properties.

Councilor Spliethof- accepted the friendly amendment. Councilor Hollett seconded the motion.

Councilor Whitney- we have discussed closing the WAC and that was not in the motion, she would like to see us close in about six months.

Mayor Holston- the motion doesn't really speak to the issue at hand, we have renters in there.

Coker (aye), Christensen (aye), Spliethof (aye), Whitney (aye), Chrisman (nay), Allen (aye), Mayor Holston (nay), Davidson (nay), Kinyon (aye), Bjarnson (aye), Hollett (aye), Gobelman (nay). Motion passed 8-4

**Motion:** Councilor Whitney moved to close the WAC within six months keeping the gym open for potential rental services. Councilor Bjarnson seconded the motion.

Councilor Coker- would everyone who rents the WAC have to be out by the six months?

Councilor Whitney- she would like to see everyone out by the time city council passes it.

Councilor Kinyon- made a friendly amendment to recommend to the city council to close the WAC within six months. Councilor Bjarnson seconded the motion.

Hollett (aye), Davidson (aye), Coker (aye), Gobelman (nay), Allen (aye), Bjarnson (aye), Chrisman (aye), Spliethof (aye), Whitney (aye), Mayor Holston (nay), Christensen (aye), Kinyon (aye). Motion passed 10-2

**Motion:** Mayor Holston moved to recommend to city council to reduce stipend by one half. Priscilla Davidson seconded the motion.

Councilor Whitney- she thinks it's only fair if we are going to discuss cutting staff that stipends are fair to cut also.

Councilor Spliethof- we will need to find out how much that will save us because people won't want to do it, are we going to cut ourselves in the throat?

Bryan- agrees, we should be talking about cutting that line item that the stipend fee is in. Volunteers do it to help the city not for the money.

Councilor Hollett- before voting on this we should hear from the people that this would impact. People pay a babysitter to volunteer, the cost savings isn't worth the impact.

Councilor Bjarnson- we have other cuts that we should look at before we cut emergency services. This is continuing to blame the fire department.

Councilor Kinyon- the fire department depends on the volunteers, if we reduce it, it could impact us in a bad way.

Mayor Holston- this is about a line item, not individuals. She has heard throughout the community, why do we pay our volunteers? It does not take away from being a volunteer, it is important to remember that that our police department doesn't get a stipend for their volunteers. She called for the question.

Spliethof (nay), Gobelman (aye), Kinyon (nay), Chrisman (aye), Whitney (aye), Christensen (aye), Mayor Holston (aye), Davidson (aye), Allen (nay), Hollett (nay), Bjarnson (nay), Coker (nay). Motion failed 6-6

Councilor Hollett- asked to discuss pay freezes.

Bryan- we would have to go to the unions, but to say across the board pay freezes is outside the scope of the budget committee.

Mayor Holston- you can't direct a pay freeze.

**Motion:** Councilor Hollett moved to recommend the city administrator to negotiate with all of the unions and city staff pay freezes for FY 21-22.

Bryan- you would ask the council to enter in negotiations.

Councilor Kinyon- Friendly amendment to recommend to council to negotiate pay freezes across the board in the budget.

Mayor Holston- she does not think it is appropriate to accept a motion from the spouse of someone whose pay we are about to affect.

Councilor Hollett- she is allowed to do this in the budget committee.

Mayor Holston- she strongly suggests that you don't.

Priscilla Davidson- it sounds like a conflict to her.



Councilor Hollett- withdrew her motion.

**Motion:** Councilor Kinyon recommend that the council negotiate pay freezes across the board in the budget. April Allen seconded the motion.

Councilor Whitney- she is feeling really frustrated right now, we just cut down a stipend and now we are asking the staff to take a pay freeze. She does not agree with a pay freeze, this just doesn't sit right with her.

Councilor Kinyon- noted that we are one minute away from 8:00 p.m.

Councilor Hollett- she has spoken to the ethics commission on what a conflict of interest is, she will talk to them again, and maybe we should hold off voting on this. This will affect three of the budget committee member's votes.

Councilor Kinyon- it is a potential conflict by law because you are only making a recommendation to the city council. She is not interested in withdrawing her motion.

Councilor Spliethof- made a friendly amendment, to recommend to city council to instruct the city administrator to do the negotiations. April Allen accepted the friendly amendment.

Eric- he needs to research this more, accounting wise he needs to be putting down the most conservative numbers on the budget. He doesn't think making a motion to have Bryan talk to the unions about wage freezes will allow him to change the numbers in the budget.

Councilor Kinyon- she agrees with that.

Jan C- is this where we could add the increase in insurance cost to employees.

Councilor Kinyon- are you making a friendly amendment?

Jan C- yes and do we need to make a time limit on the pay freezes?

Friendly amendment: Councilor Kinyon recommend that the council negotiate pay freezes across the board in the budget for FY 2021-2022 and to increase the employee cost to insurance... April Allen seconded the motion.

Bryan- he is on a permanent pay freeze so doesn't have dog in the fight but the very most important resource is people, we did union negotiations in the spring and they did make concessions. People in admin make slightly more than people at McDonalds, so you are going to impose a pay freeze on them. He recommends you move on and focus on something else.

Mayor Holston- Bryan's points are well taken. We are very selective where we are making cuts, we are avoiding the main issue. We need to focus on the three options. Our employees are paid at the lower end of the wage scale and they do way more than what their pay range is allotted as well as job descriptions. She would recommend that we not vote this in.

Mayor Holston (nay), Whitney (nay), Chrisman (nay), Coker (nay), Davidson (nay), Spliethof (nay), Allen (aye), Gobelman (nay), Christensen (nay), Kinyon (aye), Bjarnson (aye), Hollett (aye). Motion failed 4-8

**7. Next Agenda items -none**

**8. Adjourn 8:13 p.m.**

**Next Meeting: May 25, 2021 6:00 pm**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder



May 25, 2021

Budget Committee 7th Meeting  
Audio / Video Teleconference  
Oakridge, Oregon 97463  
6:00 p.m.

## BUDGET COMMITTEE MINUTES

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### 1. CALL MEETING TO ORDER- 6:00 pm

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon- Chairperson, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Citizen Members Present:** Brenna Chrisman, Priscilla Davidson, Jan Christensen, Kevin Gobelman, April Allen and Jan Hooker

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin, Mikal McPherson and City Recorder Jackie Sims (late)

### 2. Pledge of Allegiance

### 3. Roll Call- Mayor Holston and Councilor Coker- late

### 4. Public Comment-None

Councilor Whitney- declared a potential conflict of interest, her brother Rick is sub- contracting with the city, and it is unclear if he will be getting paid or not.

Priscilla Davidson- declared a potential conflict of interest, her husband is a police officer with the city.

April Allen- declared a potential conflict of interest she is volunteer at the FD and caretaker at the rest area.

Councilor Bjarnson- declared a potential conflict of interest because she is a volunteers at the fire department.

Councilor Hollett- declared a potential conflict of interest, her husband is a collective bargaining employee with the fire department and she volunteers at the fire department.

Brenna Chrisman- declared a potential conflict of interest, her husband is the public works lead with the city.

### 5. Approval of Minutes of prior meeting-none

### 6. Old Business

Councilor Whitney- she has been struggling with the motion and vote on the stipend for the volunteers. The stipend should be split with the police department because we need more police volunteers too.

Councilor Spliethof- asked Chief Martin if police volunteers in other cities get stipends.

Chief Martin -he would have to research that, but back when he was a reserve they did receive a stipend and got their uniforms dry cleaned. The current reserves have said they would rather receive more training and they like serving their community.

Councilor Spliethof -splitting the stipends for ambulance is not a viable option, most them come from the valley, it would be hard to get them here for \$50.

Councilor Whitney- aren't the people from the valley coming here for training?

Bryan -yes. To clarify, cutting the stipend in half is not cutting it individually, it is cutting the overall funding in half, they could still receive \$100 but reduce the number of shifts available.

Councilor Hollett -she is in favor of the police department receiving a stipend, we already voted on cutting the stipend and it failed, she thought you couldn't bring it back up.

Bryan- you can't bring it back during the same meeting. There are time limits on reintroducing resolutions and ordinances though.

## **7. New Business**

### **a. Recommendation to approve Fire/Police/EMS Fee**

Councilor Kinyon- gave a review from the last meeting on ways to make cuts to the budget

**Motion:** Councilor Kinyon moved to reduce the library fund by \$12,000, the parks by \$40,000 and the admin by \$120,000. Councilor Spliethof seconded the motion.

Councilor Whitney- where do you see cutting the admin?

Councilor Kinyon- she doesn't think she can make suggestions any farther than this, it would be up to Bryan.

Councilor Whitney- when she hears admin she see's people, it's hard to throw out a number and not envision what will be cut.

Councilor Kinyon- she is just making the motion and it will be up to Bryan where it will be cut.

Councilor Spliethof- can we cut the overtime?

Councilor Kinyon- she is just proposing to cut and leave the rest up to the city administrator.

Mayor Holston- when you are talking about reducing \$12,000 from the library and \$40,000 from the parks, how did you come up with that number?

Councilor Kinyon- she wants a discussion on discussing using public works funds to absorb the cost for maintenance on the park fund.

Mayor Holston- we are already doing that. She would like to hear from Bryan what it would look like to \$120,000 from admin, let's find out what that would do. That would also entail how we are going to reduce the fire department and the police department. She is hesitant to support this triad of motions rather than take them one by one. Eliminating the \$12,000 from the library would leave it open a couple days a week and eliminate new books and staffing, as a community are we willing to do this for three years. She really wants a good explanation from Bryan on how the parks is already spread out, maybe we can back away from the temp workers a little bit. She is really concerned about \$120,000 from the admin dept. Not only are we looking at a way to reduce expenses, we are looking for a way to stabilize the services that we offer through fire and EMS and that is going to require a lot of work. We are going to be asking our city administration to work harder than they are already are, it's not going to fall on the budget committee or city council to go out and to do all the leg work and sell a different method of funding to the county. She fears where this will go.

Councilor Kinyon- she wanted to mention, she did the math and if the cuts pass, we could bring the fee down from \$35.00 to about \$15.00.

Mayor Holston- did you check with Eric or did you just figure it out not knowing where the cuts will be.  
Councilor Kinyon- her figures should be approximately dead on and that did include closing the WAC.

Councilor Hollett- Mayor Holston mentioned that this would be a three-year cut, this motion only affects this one budget, the next budget cycle could be something entirely different.

Brenna Chrisman- she would like to hear from Bryan on the admin piece and how that would work out and you want to reduce the parks by \$40,000, that would pretty much be an employee, so who would be cleaning and doing the parks at that point.

Bryan- he would guess we would go down to one park at best and that would be done by whatever employees we have in public works.

Mayor Holston- we are talking about closing parks, we will have to decide which parks to close, putting signs up, she knows it's for one year, but keep in mind this means you are going to close parks.

Councilor Bjarnson- these are the tough decisions we have to make, if this is what we have to do for the next year while we figure out how to stabilize everything she thinks this is one of the better suggestions.

Councilor Hollett- we are talking niceties versus necessities; we can't prioritize the library and parks over public safety.

Bryan- in general he finds the motion short sighted and obtuse, short sighted because you are looking at one year and not even thinking beyond that, in addition, you are suggesting selling off capital assets and once you begin to do that it is the beginning of the end. So, with the three funds in question, in Admin there is no way you are going to be able to continue to provide the critical services we are required to provide as an incorporated city to receive shared revenue which is desperately needed here. He has mentioned this several times and but to reiterate, each of the folks that work in admin are doing more than one function and they are doing the critical functions. So, we could not have utility billing, or permitting, you could get rid of the city administrator or the finance director, he doesn't really see a workable solution here. The big expenses in the library are the coordinator who keeps it running day-to-day and the SIRSI system which if you don't have it you might as well not have a library. For parks, you might as well shut them all down because it will take everything left just to mow it. You haven't even discussed revenues, all you have been doing is nipping around the edges with expenditures, and you have completely ignored the revenue question.

Kevin Gobelman- called for the question.

Mayor Holston (nay), Whitney (nay), Chrisman (nay), Coker (nay), Davidson (nay), Spliethof (aye), Allen (nay), Gobelman (nay), Christensen (nay), Kinyon (aye), Bjarnson (aye), Hooker (aye), Hollett (aye). Motion failed 5-8

**Motion:** Priscilla Davidson moved to make a motion to go to an all-volunteer fire department. Motion did not get a second.

Priscilla- our city is in serious trouble, for ten years we have had a continuing deficit, 68% of our tax revenue goes to public safety. She is going off of the numbers from the public safety cost analysis with a ten city comparison. The cost of police patrols was consistent and Oakridge falls below the average cost. Fire department compared to nine cities 60% were able to pull resources with other entities to help with firefighting, an important note is that Oakridge is the only city that has a paid full time fire dept. We keep cutting and cutting, last year we cut one and half police and furloughed our city planner. We have members of our city council who are willing to cut anything including our library, the WAC and parks and not willing to reduce the volunteer stipend pay. This still doesn't solve our current deficit in public safety. Last year we knew we had this deficit, we had the citizens of Oakridge vote on a public safety levy and it failed, they made their voices heard.

Councilor Hollett- called point of order

Councilor Kinyon- asked Councilor Hollett what her point of order was?

Councilor Hollett- there is no motion coming from these false comments and half-truths and ridiculous opinions.

Priscilla- these aren't false comments, this is all from the public safety cost analysis.

Councilor Kinyon- called the point of order.

Mayor Holston- that is not a valid point of order, Priscilla should be allowed to continue.

Priscilla- the public safety levy did not pass, the citizens made their voices heard.

Councilor Spliethof- called point of order because the WAC has already been discussed and it's being closed.

Councilor Coker- it hasn't been to council.

Councilor Kinyon- allowed Priscilla to continue.

Priscilla- we are the poorest town in Lane County and Oakridge's cost to employee a full-time fire department is similar to cities 3 times our size. Priscilla read the cost analysis.

Councilor Hollett- asked about the American Rescue Plan money, she thought it was going to this year's budget. Her thought process is we are talking about cutting all of these things when he have this grant money that we are going to sit on until 2024 and we are talking about a water rate increase on our citizens.

Bryan- there is no money sitting in the general fund, the money hasn't arrived at the state yet. The funds are spread out over two years, 12 months apart. Also, this is not a water rate increase, this is simply a public service safety fee, ambulance fee, fire department fee, police fee, whatever you want to call it, but it's not a water rate increase. It is a temporary fee to get us to a point where he can renegotiate an agreement with Lane County and work on redistricting in order to reduce the expense of operating an EMS.

Mayor Holston- the last figure for the fee was \$31.00. This was proposed for 3 years, she thinks we could do this in 2 years. Council will look at this and may make some adjustments regarding low income and multiple water meters. We want to keep our services as they are. There has been discussion on how to restructure the fire department, EMS and volunteers. We should all over the next few years be volunteering to help the city out. We must quit pushing this down the road, this hard and this awful, this is a huge amount of money and we are just nipping it here and there; we can get rid of the library, close the parks, but the bottom line is this is a huge amount of money.

**Motion:** Mayor Holston moved to pass the budget that we have before us and pass to city council for approval. Kevin Gobelman seconded the motion.

Councilor Coker- does this include the \$31.00 to be included in the water bills?

Mayor Holston- yes, that number is wrapped into our budget and has been adjusted when Eric gave us the updated version.

Eric- the fee as it sits now is the public safety fee is \$31.30 and that includes the WAC.

Priscilla- would like to add a friendly amendment. She would like to add to transition the ambulance to a commercial provider as described by the CA during the budget brief.

Mayor Holston- rejected the friendly amendment.

Hollett (aye), Davidson (nay), Coker (aye), Gobelman (aye), Allen (aye), Bjarnson (nay), Hooker (nay), Chrisman (aye), Spliethof (nay), Whitney (aye), Mayor Holston (aye), Christensen (nay), Kinyon (nay). Motion passed 7-6

Jan Christensen- she said the motion just took her volunteer position away, there have been so many on this committee that have stated they have a possible conflict of interest yet you want to still have control over this whole thing, this is like a bad joke.

**b. Other changes prior to finalizing the budget**

**8. Next Agenda items**

- a. Public Hearing on Shared Revenues
- b. Approve Imposition of FY22 Property Tax Levy
- c. Approve the FY22-23 City of Oakridge Budget

**9. Adjourn 8:18 p.m.**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder

**Business of the Budget Committee**

City of Oakridge, Oregon

*June 2, 2021*

**Agenda Title: Approval of Imposition of  
FY22 Property Tax Levy**

**Agenda Item No: 4**

**Exhibits:**

**(1) Prior and FY22 Property Tax Levy**

**Proposed Committee Action: A motion to  
approve the imposition of the FY22  
Property Tax Levy**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE:**

Following the June 2, 2021 public hearing on State Revenue Sharing Funds under ORS 211.770 the Committee needs to approve the property tax levy.

**FISCAL IMPACT: As presented.**

**Options:**

- (1) Make a motion to approve the FY22 Property Tax Levy.**
- (2) Do not make a motion to approve the FY22 Property Tax Levy.**

**STAFF RECOMMENDATION: Option (1)**

**RECOMMENDED MOTION: I move we approve the City of Oakridge FY22 Property Tax Levy at the rate of \$7.1996 per \$1,000 of assessed value for operational purposes.**

## Schedule of Prior Year and FY 22 Budget Year Property Tax Levies

Description	Rate or Amount Imposed 2019-2020	Rate or Amount Imposed This Year 2020-2021	Rate or Amount Approved Next year 2021-2022
Permanent Rate Levy (rate limit \$7.1996 per \$1,000)	\$7.1996/\$1,000	\$7.1996/\$1,000	\$7.1996/\$1,000
Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a