



April 18, 2019  
City Council Meeting  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

## MINUTES

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

Council Present: Kathy Holston, Mayor  
Christina Hollett, Council President  
Bobbie Whitney  
Stan Barenboim  
Paul Forcum  
Donald Hadley  
Trisha Maxfield

Staff Present: Marsha Miller, Pro Tem City Administrator  
Mike Hansen, Fire Chief  
Jackie Taylor, Assistant City Recorder/Assistant Planner  
Susie LaDuke, Finance Director/City Recorder  
Kevin Martin, Police Chief  
Rick Zylstra, Community Services Coordinator

### 2.0 PLEDGE OF ALLEGIANCE

Mayor Holston reminded everybody that this is a business meeting and the public is here to observe the process, public comment is limited to the times allowed and no public comment will be heard at any other time. Please respect the rights of others to speak and the council to govern. She would ask that you mute your cell phones also.

### 3.0 ROLL CALL- All Councilors present

### 4.0 CORRECTIONS, OR ADJUSTMENTS TO THE ADGENDA-

- 9.6 Budget Calendar
- 9.7 RTMP Distribution

**5.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA –**

Kristin Quesada, Oakridge – Wants to start a softball league and would like to use the softball field at the WAC. They would like to use it for practice every two weeks on Thursdays and then games on Sundays.

Councilor Whitney said we should check the MOA with the School District.

Mayor Holston said she if you don't mind and if council agrees that this is something that they would like to allow to happen then she can get together with you, or staff, or the CA and look at the dates and check the calendars. We will check with our insurance to make sure that is all good.

Denise Waldrip Oakridge, Or- Her 18 month old baby had a grand maul seizure a couple of months ago. They waited and waited at the fire station and no one answered their call. She loves what the Mayor said about giving the council the respect to govern, she believes this is a failure in government. They are considering hiring an attorney if the community doesn't do the right thing. Her family is leaving and has been traumatized over this thing, it's not ok.

Dan Barclay Oakridge, Or- He is not naïve enough to know that people think he is anti-mountain biking and anti-chamber or whatever. He would challenge anyone in this room to show an example. Mr. Barclay talked about the Chamber in its heyday and present time. It is his duty to collect room taxes and send them to Lane County.

**6.0 MAYORS COMMENTS/ANNOUNCEMENTS/PROCLOMATIONS**

**6.1 Letter from Melody Cornelius**

Mayor Holston read a letter from Melody Cornelius thanking the community for their support.

Mayor Holston said we received a petition signed by the community in support of the Fire Department and the Fire Chief.

**6.2 LOC Conference**

**7.0 CONSENT AGENDA**

**7.1 March 14, March 18, March 21, and April 4, 2019 minutes**

**Motion:** Councilor Hollett moved to approve the city council minutes from March 14, March 18, March 21, and April 4, 2019. Councilor Whitney seconded the motion.

Mayor Holston (aye), P. Forcum (aye), B. Whitney (aye), S. Barenboim (aye), D. Hadley (aye), C. Hollett (aye), T. Maxfield (aye). Motion carried 7-0

**8.0 BUSINESS FROM THE CITY COUNCIL**

**8.1 Agenda for City Council Retreat**

Mayor Holston wanted to remind everyone to be there at 8:00 a.m. and they should be done by 5:00. Lunch will be provided for Council, participants and staff only. The meeting is open to the public.

## **8.2 Committee Reports**

Administration Committee 8:00 a.m. will meet on the third Tuesday of each month.

RTMP Committee, they met, the committee determined the distribution, and also recognized that there was a desire to revisit the process that we use and so they are requesting from council approval to meet and have conversations about that and present to council no later than September. There was consensus from council to do that.

OEDAC last Tuesday of the month at 4:00 p.m. Councilor Hollett has been attending those meetings. She has also been attending the budget meetings for LRAPA.

Councilor Maxfield said as a council they need to be looking at how our committees are structured, in some committees we have councilors that are the Chair and in other committees we have Staff that are the Chair. She thinks that moving forward we need to revisit this conversation.

Councilor Hollett said she agrees with that.

Mayor Holston said maybe that is a discussion we can have at a future work session.

## **9.0 BUSINESS FROM THE CITY ADMINISTRATOR**

### **9.1 City Administrators report**

#### **9.1.1 Request from Oakridge/Westfir Chamber of Commerce**

Marsha has a request from the Oakridge/Westfir Chamber of Commerce, this was included in your packets, and they are requesting \$10,000 for partial funding of an executive director position and there is a letter of request attached.

Councilor Hadley said they already hired somebody for the job before they got the ok.

Mayor Holston said they don't need an ok to post it, what they are asking for is money to pay for it.

Councilor Hadley said with the way this has been done he is not in favor of this.

Councilor Maxfield had some questions that she would like answered, how much is the budget for this? How many hours a month the executive director would be working? She did notice that there would be grant writing and she would like see what the goals for the chamber are. She would like to see if it would be foreseeable to stabilize this position with grants.

Mayor Holston said those are very good questions, we can formulate those questions and ask staff to get the answers to those or we can ask the chamber to come and speak to us at the next meeting about their request. So, the council would like more information and to push this to the next meeting and invite the chamber to attend so we can ask more questions.

**Motion:** Councilor Hollett moved to direct staff to ask the Chamber to bring back more information to the next city council meeting so we can discuss this further. Councilor Barenboim seconded the motion.

C. Hollett (aye), T. Maxfield (aye), P. Forcum (aye), Mayor Holston (aye), S. Barenboim (aye), B. Whitney (aye), D. Hadley (aye). Motion carried 7-0

### **9.1.2 Proposed Recruitment Process for City Administrator Position**

Marsha explained that you had this item in your original packet, but because we met with the Administration Committee after that packet went out it has been revised and changed a bit. It's essentially similar, but she thinks it's more streamlined and a little clearer. Marsha walked through this with the council. The position closed on Monday and they received 16 applications. Marsha also went over what the goals for this position are.

Marsha said, the council would review the LCOG screening, they would then review the results of the screening and approve the top five candidates, we would ask LCOG to send us the top five candidates from their screening, and this would be in executive session. After this there would be an interview process with the qualified candidates, the initial interview would probably be through skype or the phone with the goal of getting to two or three finalists. That is not a public process, it's an interview process. The second part would be an interview panel or could be referred to as the hiring committee made up of a subcommittee of council, some community members and staff. The hiring committee could consist of the Mayor, the Police Chief, City Recorder, a councilor appointed by the Mayor, a citizen education rep, citizen business rep and a citizen past elected official rep. The finalist process would be a meet and greet breakfast with the community, the community members can provide feedback and we will provide comment cards, then an interview with department heads and community members, a tour of the community and then staff will provide that feedback on the candidates and forward that to the mayor and she will forward to the council. There would be a final interview with the mayor and full council, this could be a standard interview or it could be an interview and a presentation on a topic determined by council that would be in executive session. Then the mayor would make a recommendation to council on a final candidate at a public meeting. The council would vote on the mayors recommendation, that would also be at a public meeting and then you would then go into reference checks and preparation of an offer if there was a successful candidate.

Marsha said LCOG is ready to go on the applications, we need to establish a hiring committee and then the mayor and council identify one or two community members that you would like to see in this process.

Councilor Maxfield said she has reflected on this and she feels like the council is relinquishing a lot of the control. She contacted the school board because they went through a similar process, however they had their community subcommittee and board working hand in hand, so we'd have our hiring committee, but include the council. LCOG will chose the top five and a narrative on what made them qualify. As a council they should be able to look at all of the applications to review and then if there is consensus from the council that they really want to see this one person, because they hold really strong values that we feel our community needs, then as a council we should be able to add that application. She realizes that this kind of undoes some of the work they did, but she reflected on this. For us this is a fresh start, if we have a bad hire, then it reflects on the council.

Mayor Holston said absolutely, what she hears her saying is what she argued for. The important thing about this is that we all come to an agreement on the process. It is also important that we do this in a timely manner, we have our applicants ready. The first step we need to do is to get them off to LCOG and have them come back. Mayor Holston asked Marsha how long she thought it would take?

Marsha said she didn't think it would take them very long, probably about a week. When she spoke to LCOG they said they would come here and talk to the council about the process, so you will be able to see the other applicants, they won't be hidden from you.

Mayor Holston asked Susie if we have a set of criteria that says these are the minimum qualifications and then we consider someone who doesn't have the minimum qualifications, is that legal?

Susie said it could be an issue.

Marsha said what could happen is someone who wasn't chosen who did have the qualifications and wanted to see the information, yes, they could potentially have a challenge.

Councilor Whitney said she thinks it is a good idea to score this, it is a good idea to have someone who doesn't have any preexisting (inaudible) of Oakridge and just applies the criteria based on what they see on the applications.

Mayor Holston asked if we have consensus of council?

There was consensus among the council.

Councilor Maxfield asked when are we going to revisit this process?

Mayor Holston said good point, we did want to talk about it some more.

Councilor Hollett said she seconds what Councilor Maxfield and Councilor Whitney said, there does need to be a little more council involvement as a whole, she sees a lack of council (inaudible) and when it comes down to it it really is our responsibility. She loves the community aspect of it, having a really strong community support and involvement.

Mayor Holston suggested that you take what we have here and make your recommendations on it and turn those in to the City Administrator so she can see what you are indicating.

Marsha said she is not trying to influence this at all, it is your decision, but if you have six councilors, a mayor and community members in a skype interview, she is not sure how we can quite manage that. She would like them in by Friday.

Councilor Maxfield said we would have the hiring committee that consists of Mayor, Police Chief, City Recorder and so on and we would be helping to choose the education representative and business representative, but what about the past elected officials, we have an influence on who we decide on that. Also, she is wondering and she really doesn't want to throw this out there, but there has been a lot of contention with one of the staff personnel that is on this list and she hesitates to put our community in that position because there's obviously been a lot of contention around that issue.

Mayor Holston said she will address that directly, she thinks that it's important that council remembers that an employee is an employee until they are not an employee. We are not responsible for disciplining, or praising, or adding to, or subtracting from salaries, or hiring or firing. The positions that our employees hold are important to be considered and their opinion should be considered in that hiring process. So regardless of how a community member may feel or doesn't feel, that is an employee's right to participate in the hiring process.

Councilor Maxfield said she would just be curious if we could select that staff member and maybe someone (inaudible).

Mayor Holston said each staff member holds a position and we are in a small community with a small department, so no we can't exclude based on the public's opinion.

Councilor Whitney said she thinks it's important that each staff person that is going to interact with our new city administrator be a piece of this, they do understand what their interaction is better than we do.

Mayor Holston said well said Bobbie.

Councilor Maxfield said she totally agrees, she would just be curious what the added value would be for that staff member versus a different staff member.

Mayor Holston said to get your changes to the City Administrator by next Friday.

## **9.2 City Recorder Finance Report**

Susan gave the finance report.

Mayor Holston said if you have questions on this go and ask questions about anything that is there, it is important that you know what these numbers are.

## **9.3 Emergency Services Report**

Chief Hansen gave the emergency services report.

## **9.4 Police Services Report**

Chief Martin gave the police report.

## **9.5 Community Services Report**

### **9.5.1 Greenwaters Park Fee Waiver for Community Easter Egg Hunt**

Rick read the issue.

**Motion:** Councilor Maxfield moved to approve the fee waiver for the use of the Greenwaters Park by the Oakridge Kiwanis Club on April 20, 2019 from 8:00 a.m. until 12:00 p.m. and transfer from TRT funds for grounds maintenance. Councilor Hollett seconded the motion.

B. Whitney (aye), T. Maxfield (aye) C. Hollett (aye), P. Forcum (aye), Mayor Holston (aye), D. Hadley (aye), S. Barenboim (aye). Motion carried 7-0

### 9.5.2 Planning Commission 1<sup>st</sup> Quarter Report

Rick presented the 1<sup>st</sup> quarter report to the council.

- January – Work session meet and greet
- February size variance for a manufactured home
- March – Work session, introduction of Low Impact development Code Amendment Recommendations.

### 9.5.3 Letter of Intent for Recreational Trails Program

Rick said at this point they are only requesting a letter of intent to apply for the 2019 RTP Grant Cycle. The LOI does not obligate us to apply for the grant, but without the LOI we would have no opportunity for this grant.

Councilor Maxfield said she thinks it would be great to have staff write this grant, but she is wondering if we can engage our committees more. Maybe the Community Services/Parks, Trails and Trees Board could assist in writing that grant, she is sure staff has done this in the past. She really wants to see our committees engaging more.

Mayor Holston said that is a great suggestion that we begin to use, but not demand it.

**Motion:** Councilor Whitney moved to direct staff to write a letter of intent to apply for the Recreational Trails Program for trail work to be done on an aspect of the Oakridge Industrial Park connecting trails. Councilor Barenboim seconded the motion.

S. Barenboim (aye), Mayor Holston (aye), P. Forcum (aye), C. Hollett (aye), D. Hadley (aye), B. Whitney (aye), T. Maxfield (aye). Motion carried 7-0

### 9.6 Budget Calendar

Marsha handed out the budget calendars to the council, the meetings begin at 6:00 p.m. on each date.

### 9.7 RTMP Distribution

Susan said the RTMP Committee met and they did a little bit different allocation, there was one application that rose to the top in that they already have a lot of out of state visitors that are committed to come, so we know they will create overnight stays.

Susan read the results out loud for the citizens and council.

**Motion:** Councilor Whitney moved to approve the distribution of RTMP Funds as recommended by the RTMP Committee. Councilor Maxfield seconded the motion.

Councilor Whitney asked if there is any way to get more information on the applicants?

Mayor Holston said this is why it goes to the RTMP Committee. She explained the process that the RTMP Committee uses. Yes, you can all look at this, you have asked your RTMP Committee to do that, it's up to council to decide whether or not you want to fund these.

Councilor Maxfield said we spent quite a bit of time discussing this and moving forward we are going to reexamine the process. Moving forward we as a committee, will be looking at things a little differently, she will say she is content with how things panned out this time.

B. Whitney (aye), Mayor Holston (aye), S. Barenboim (aye), T. Maxfield (aye), D. Hadley (nay), C. Hollett (nay), P. Forcum (nay). Motion carried 4-3

**10.0 ITEMS REMOVED FROM THE CONSENT AGENDA-None**

**11.0 UPCOMING MEETINGS AND EVENTS-None**

**12.0 Executive Session ORS 40.225 and ORS 192.660 (2) (h) attorney-client privilege and to discuss pending and potential litigation.**

**Adjourn for Executive Session at 7:54 p.m.**

**12.1 We are here to receive information that the council requested from the attorneys, and to review their opinions and recommendations. I'm turning this over to the attorney's to direct the conversation at this point.**

**13.0 Follow up to executive Session 9:15 p.m.**

Mayor Holston said they have a couple items of business that they need to take care of. We need to have an executive session next week to discuss Potential Litigation. They will meet Monday at 6:00 p.m. at City Hall.

Mayor Holston said as a result of our executive session she is asking if there are any motions that council would like to consider.

**Motion:** Councilor Maxfield moved we direct the City Administrator to negotiate the termination of the contract with Michael V Hansen Consulting, LLC for convenience with a termination date of no later than May 31, 2019. Councilor Hadley seconded the motion.

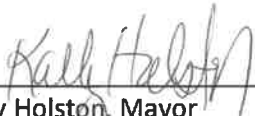
Mayor Holston said we are very appreciative of our attorney for providing answers to the questions that we asked and we asked for those specifics and we received them. She is very grateful for her council for the open and honest deliberations that we've had, this has been a rough time and she has to say it saddens her deeply that this community has split itself apart with such harshness with one another, such evil intent, in her opinion, has been shown to members of the community, our staff, our fire department, our council and she is ashamed of the response our community has given to this. She is not in any way ashamed that they were concerned.

Councilor Whitney and Councilor Barenboim said they concur with what the Mayor just said.



Mayor Holston (aye), B. Whitney (nay), S. Barenboim (nay), P. Forcum (aye), T. Maxfield (aye), C. Hollett (aye), D. Hadley (aye). Motion carried 5-2

**14.0 ADJOURN 9:15 P.M.**

Signed:   
Kathy Holston, Mayor

Signed:  asst City Recorder  
Susan LaDuke, City Recorder