



June 20, 2019
City Council Meeting
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1.0 CALL MEETING TO ORDER

Council Present: Mayor Kathy Holston, Councilors Bobbie Whitney, Christina Hollett, Donald Hadley, and Trisha Maxfield.

Staff Present: Pro Tem City Administrator Marsha Miller, Finance Director Susan LaDuke, Community Services Director Rick Zylstra, Chief Kevin Martin

2.0 Pledge of Allegiance

3.0 Roll Call- Councilor Forcum absent

4.0 Additions, Corrections or Adjustments to the Agenda

5.0 Resolutions & Ordinances

5.1 Res 03-2019 City Election to receive state revenue sharing

- Open Public Hearing- 7:37 P.M.
- Statements in Favor- None
- Statements Against-None
- Statements in General-None
- Close Public Hearing7:38 P.M.
- Council Discussion

Marsha read the agenda bill and the background.

Action: Motion for the adoption of Resolution 3-2019 declaring the City's election to receive State Revenues.

Motion: Whitney

Second: Maxfield

Vote: Passed - unanimous

5.2 Resolution 04-2019 Certifying Required Municipal Services

Marsha read the agenda bill.

Action: Motion for the Adoption of Resolution 4-2019 certifying that the City of Oakridge provides four or more of the required municipal services for State Funding.

Motion: Maxfield

Second: Whitney

Vote: Passed-Unanimous

5.3 Resolution 05-2019 Adoption of the FY 19-20 Budget, imposing and categorizing taxes

No quorum.

Councilor Whitney declared a conflict of interest.

Councilor Hollett declared a conflict of interest.

Mayor Holston read a statement regarding the budget.

There was discussion on possibly having to have a pro tem councilor if we do not have a quorum at the next meeting and on when to set the next meeting.

Dawn Kinyon wanted to find out how we plan on choosing a pro tem and she hopes that you all have read the email she sent out to Marsha and the Council regarding the supplemental budget. She is concerned that the city has overspent this year.

Mayor Holston said the Budget Committee approved the budget as a whole voted to approve the budget and send it to council for adoption.

- **Open Public Hearing**
- **Statements in Favor**
- **Statements Against**
- **Statements in General**
- **Close Public Hearing**
- **Council Discussion**

Action: Move to reschedule the Budget Hearing and Supplemental Budget hearing for June 25th and 28th 2019 at 6:00 P.M.

Motion: Maxfield
Second: Hadley
Vote: Passed - Unanimous

5.4 Resolution 06-2019 FY 18-19 Supplemental Budget

- **Open Public Hearing**
- **Statements in Favor**
- **Statements Against**
- **Statements in General**
- **Close Public Hearing**
- **Council Discussion**

Action: Motion to direct the City Administrator to review local budget law in regards to the supplemental budget.

Motion: Maxfield
Second: Hadley
Vote: Passed- Unanimous

Mayor Holston read a letter to Aric Higdon from the State Ethics Commission regarding Mr. Higdon and the allegations Dawn Kinyon made against him. The Commission did not find cause to proceed with an investigation, enclosed is a final order of dismissal.

There was more discussion on what will happen if the budget doesn't pass. The City will be in breach of our contracts with Lowell, Westfir, three Unions and many more if this doesn't pass.

5.5 Resolution 07-2019 Authorizing a loan from the water fund and entering into a financing contract with the Oregon Infrastructure Finance Authority FOR Water Rate Study

Rick read the agenda bill.

Councilor Hollett said she thought we already gave permission for this.

Rick said that is correct, this is a requirement for IFA, this is to them, their official stamp of approval.

Action: Move to adopt Resolution 07-2019 a resolution of the City of Oakridge authorizing a loan from the Water Fund by entering into a financial contract with the Oregon Infrastructure Finance Authority and direct staff to pursue the feasibility study for test well #3.

Motion: Whitney
Second: Hollett
Vote: Passed - Unanimous

6.0 Mayor and Council Comments / Announcements / Proclamations

7.0 Business from the City Council

7.1 Post empty council position

Marsha read the issue.

Action: Move that we direct staff to post a vacancy for the City Council Vacancy for 30 days.

Motion: Hadley

Second: Hollett

Vote: Passed- Unanimous

8.0 Business from the City Council

8.1 Consent Agenda

Action: Move to approve the minutes from June 6, 2019

Motion: Whitney

Second: Hadley

Vote: Passed- Unanimous

9.0 Business from the City Administrator

9.1 Emergency & Police Service- No report

9.2 Community Services

9.4.1 Concerts Fee Waiver Request

Action: To approve the fee waivers and alcohol permits for the Concerts in the Park events on July 13, 2019, July 27, 2019, August 3, 2019 and August 17, 2019.

Motion: Maxfield

Second: Whitney

Vote: Passed – Unanimous

Councilor Maxfield said in the past when they have asked for potentially using TRT Funds on the agenda bill it would be nice to have the current amount in that fund at that time.

9.4.2 Community Firewood Program MOU for Lot #37

Rick read the issue.

Sarah Altemus-Pope did a presentation on the Community Firewood Program.

Councilor Whitney declared a potential conflict of interest.

Councilor Maxfield declared a potential conflict of interest.

Mayor Holston declared a potential conflict of interest.

Marsha said our attorneys have sent out letters to the company that is on lot 37 letting them know they are in violation of their lease and to get their equipment off and vacate the property.

Mayor Holston said we can vote on this tonight as long as we indicate that it is contingent upon him vacating the property.

Action: Move to direct staff to amend the current Memorandum of Understanding allowing the Community Firewood Program to operate from the OIP for five years at the rate of \$1.00 per year and accelerate phase 2 by six months.


Motion: Whitney
Second: Maxfield
Vote: Passed 4-1

10.0 Upcoming Meetings and Events

11.0 Public Comment.

12.0 Adjourn

Signed: 
Kathy Holston, Mayor

Signed: 
Jackie Sims, Assistant City Recorder



June 25, 2019
City Council Meeting/Special Session
Willamette Activity Center Room 8
47674 School Street
6:00 p.m.

MINUTES

1.0 CALL MEETING TO ORDER

Council Present: Mayor Kathy Holston, Councilors Bobbie Whitney, Christina Hollett, Donald Hadley, and Trisha Maxfield (Telephone), Councilor Forcum (Telephone)

Staff Present: Pro Tem City Administrator Marsha Miller, Chief Kevin Martin, Assistant City Recorder Jackie Sims.

2.0 Roll Call – All present

3.0 Business from the City Administrator

3.1 Resolution 05-2019 Adoption of the FY 19-20 Budget, imposing and categorizing taxes

Councilor Whitney declared an actual conflict of interest, she is related to an employee. Councilor Whitney sat with the audience.

Councilor Hollett declared an actual conflict of interest, she is related to an employee.

- **Open Public Hearing-** 6:03 P.M.
- **Statements in Favor-** None
- **Statements Against-** Stephan Ball 76482 Cedar St, he thanked everyone for their hard work on the budget. When he looks at this budget he thinks there could have been more foresight put into whether the supplemental budget was conducted legally and properly.
- **Statements in General-** None

- **Close Public Hearing- 6:06 P.M.**
- **Council Discussion –**

Councilor Maxfield said that originally she voted down this budget, she was told they could do supplemental budgets once we got the new CA and Interim Fire Chief, she wanted to the record to reflect that moving forward her vote will be from that assumption.

Councilor Forcum said he is in the same place as Councilor Maxfield, the budget needs to be reviewed once we get the new CA and Interim Fire Chief seated.

Councilor Hadley said he did talk to the Department of Revenue about this budget and everything about the budget is fine and there are things that we need to do, but that can all be addressed.

Marsha said in addition to Councilor Hadley’s comment she talked to the Department of Revenue also and explained our situation with our budget and that we are committed to moving forward and then addressing some of the issues once we get a new City Administrator, a new Finance Director and the budget committee can really hash this out, sooner than later this year instead of putting it off.

Mayor Holston said she agrees with everything that has been said and she agrees that we need to move forward and adopt this budget that has been approved by the budget committee. The budget committee did agree to meet more frequently. It is important that we do our due diligence and pay attention to what is going on.

Action: I move that we approve Resolution 5-2019 adopting the FY 2019-2020 budget in the amount of \$7,370,642.00 and making appropriations and imposing and categorizing taxes.

Motion: Maxfield
 Second: Forcum
 Vote: Passed- Unanimous

3.2 Resolution 06-2019 FY 18-19 Supplemental Budget

Marsha read the Agenda Bill.

Councilor Whitney declared an actual conflict of interest, she is related to an employee.

Councilor Hollett declared an actual conflict of interest, she is related to an employee.

- **Open Public Hearing- 6:15 P.M.**
- **Statements in Favor- None**
- **Statements Against- None**
- **Statements in General- None**
- **Close Public Hearing- 6:16 P.M.**
- **Council Discussion**

Councilor Maxfield said we aren’t able to go back and do an additional supplemental budget once we know the numbers is that correct?

Marsha said that is correct, if things show up in the audit we would get an audit comment, basically a ding on the audit on the issues we need to address then.

Councilor Maxfield said looking at the supplemental budget we aren't addressing the Emergency Services Fund, are we looking at that under Administration?

Marsha said no, we did not address the issues in the EMS in the supplemental budget.

Mayor Holston said no, that Administration line is not reflective of anything in the EMS budget.

Councilor Maxfield said that is concerning to her.

Marsha said that is why in the budget it actually shows us going into the budget in EMS with a \$160,000 deficit.

Action: I move that we approve Resolution 6-2019 adopting the supplemental budget and make the appropriations and adjustments to the 2018-2019 adopted budget.

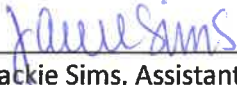
Motion: Hadley
Second: Forcum
Vote: Passed-Unanimous

Councilor Hollett asked that emails sent from Summer Sears making recommendations to management, be forwarded on to council.

Marsha said Summer is willing to come down and help us and also Melanie from the DOR is willing to help us.

4.0 Adjourn- 6:24 P.M.

Signed: 
Kathy Holston, Mayor

Signed: 
Jackie Sims, Assistant City Recorder

**Business of the City Council
City of Oakridge, Oregon
June 25th, 2019**

Agenda Title: Resolution 5-2019 Adoption of the FY 19-20 Budget and imposing and Categorizing Taxes

Agenda Item No: 3.1

**Exhibits: Resolution 5-2019
CA Marsha Miller
Susan LaDuke**

Proposed Council Action: Motion from the floor and approve

ISSUE: As the Council knows, we are required to present a balanced budget annually. Through the work done by the Budget Committee, Council and Staff I present the FY 19-20 Budget. The budget is being presented with no changes from the budget approved by the budget committee. This Budget will lead us into the new FY, where hard discussions will need to take place about funding services. This budget comes to Council from the Budget Committee with recommendations for quarterly meetings of the Budget Committee and a request to participate in the discussions that will need to take place this year.

FISCAL IMPACT: FY 2019-2020 Budget \$ 7,370,642

OPTIONS: Option 1: Approve Resolution 5-2019 Adopting the FY 19-20 Budget
2: Do not approve Resolution 5-2019 Adopting the FY 19-20 Budget

RECOMMENDATION: Option 1

RECOMMENDED MOTION: I move that we approve Resolution 5-2019 Adopting the FY 2019-2020 Budget in the amount of \$ 7,370,642 and Making Appropriations and Imposing and Categorizing Taxes

RESOLUTION NO. 5-2019

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Oakridge, Oregon, hereby adopts the budget for fiscal year 2019-20 in the total amount of \$7,370,642. This budget is now on file at www.oakridge.or.us.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019, for the following purposes:

GENERAL FUND	
Administrative	867,756
Building/Planning	64,000
Police	1,156,729
Library	29,270
Parks	192,200
Willamette Activity Center (WAC)	23,100
Municipal Court	76,862
Not Allocated to Program:	
Materials & Services	48,112
Transfers Out	600,000
Contingency	- 0 -
TOTAL APPROPRIATIONS - GENERAL FUND	<u>3,058,029</u>
STREET FUND	
Street Program	486,297
Not Allocated to Program:	
Transfers Out	2,000
Contingency	6,044
TOTAL APPROPRIATIONS - STREET FUND	<u>494,341</u>
EMERGENCY SERVICES FUND	
Fire/EMS Services	993,165
Not Allocated to Program:	
Transfers Out	- 0 -
TOTAL APPROPRIATIONS - EMERGENCY SERVICES FUND	<u>993,165</u>

WOOD STOVE REPLACEMENT FUND	
Wood Stove Replacement	- 0 -
Not Allocated to Program:	
Transfers Out	- 0 -
Contingency	<u>20,831</u>
TOTAL APPROPRIATIONS -	
WOOD STOVE REPLACEMENT FUND	<u>20,831</u>
BICYCLE/PEDESTRIAN PATH FUND	
Bicycle/Pedestrian Path Program	15,000
Not Allocated to Program:	
Contingency	<u>6,076</u>
TOTAL APPROPRIATIONS -	
BICYCLE/PEDESTRIAN PATH FUND	<u>21,076</u>
OAKRIDGE INDUSTRIAL PARK FUND	
Oakridge Industrial Park	355,500
Not Allocated to Program:	
Debt Service	- 0 -
Transfers Out	144,000
Contingency	<u>116,579</u>
TOTAL APPROPRIATIONS -	
OAKRIDGE INDUSTRIAL PARK FUND	<u>616,079</u>
WATER FUND	
Water Utility	778,377
Not Allocated to Program:	
Debt Service	140,762
Transfers Out	5,808
Contingency	<u>21,053</u>
TOTAL APPROPRIATIONS - WATER FUND	<u>946,000</u>
WASTEWATER FUND	
Wastewater Utility	917,086
Not Allocated to Program:	
Debt Service	18,121
Contingency	<u>112,493</u>
TOTAL APPROPRIATIONS - WASTEWATER FUND	<u>1,047,700</u>

STORMWATER FUND	
Stormwater Utility	19,000
Not Allocated to Program:	
Contingency	10,506
TOTAL APPROPRIATIONS - STORMWATER FUND	<u>29,506</u>
TOTAL APPROPRIATIONS, All Funds	7,226,727
TOTAL UNAPPROPRIATED AMOUNTS, All Funds	<u>143,915</u>
TOTAL BUDGET	<u><u>7,370,642</u></u>

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2019- 2020 at the rate of \$7.1996 per \$1,000 of assessed value for permanent rate tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and within the General Government limitation.

PASSED by the Council of the City of Oakridge this 25th day of June, 2019.

APPROVED AND SIGNED by the Mayor of the City of Oakridge this 25th day of June, 2019.

Signed: Kathy Holston
Kathy Holston, Mayor

Attest: Jackie Sims
Jackie Sims, Assistant City Recorder

Ayes: 6
Nays: 0

CITY OF OAKRIDGE, OREGON

RESOLUTION NO. 06-2019

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-19 FOR GENERAL FUND

WHEREAS, ORS 294.471(1)(a) allows the governing body of a municipal corporation to make one or more supplemental budgets if an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period requires a change in financial planning; and

WHEREAS, if amended estimated expenditures differ by more than 10 percent from the expenditures in the budget as most recently amended prior to the supplemental budget, ORS 294.473(1)(c) states that, after a public hearing, additional expenditures contained in the supplemental budget may not be made unless the governing body of the municipal corporation enacts appropriation ordinances or resolutions authorizing the expenditures; and

WHEREAS, the City of Oakridge, Oregon wishes to adjust its budget to recognize building activity, unexpected costs related to transition of City Administrator, and additional library program expenditures.

NOW, THEREFORE, BE IT RESOLVED, after completion of a public hearing, by and through the City Council meeting in regular session, as follows,


Section 1: Mayor and City Council hereby adopts the following supplemental budget, makes appropriations, and adjusts the fiscal year 2018-19 adopted budget as follows:

GENERAL FUND			
Budget Category	Adjusted Budget	Increase / (Decrease)	Revised Budget
Resources:			
Licenses & Permits Fees	\$ 55,000	\$ 101,759	\$ 156,759
Franchise Fees	180,000	10,000	190,000
Property Taxes	950,000	84,241	1,034,241
TOTAL RESOURCES		196,000	
Expenditures:			
Administration*	856,788	50,000	906,788
Building/Planning Program*	48,000	142,000	190,000
Library Program*	28,525	4,000	31,525
TOTAL REQUIREMENTS		196,000	
Net Budget Adjustment		\$ - 0 -	

* Appropriation level

APPROVED, ADOPTED, AND MADE EFFECTIVE by the City Council on this 25th day of June, 2019.


Kathy Holston, Mayor

ATTEST:

Jackie Sims, Assistant City Recorder