



February 6, 2020
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, Trisha Maxfield, Christina Hollett, Bobbie Whitney, Paul Forcum and Dawn Kinyon

Staff Present: City Administrator Bryan Cutchen, Finance Director Bill Jones, City Recorder Jackie Sims, Community Services Director Rick Zylstra and Police Chief Kevin Martin

2.0 Pledge of Allegiance

3.0 Roll Call – All present

4.0 Additions, Corrections or Adjustments to the Agenda

Add 15.1 Budget Officer Appointment

5.0 Public Comment- None

6.0 Mayor Comments / Announcements / Proclamations

6.1 Lane Council of Governments Appreciation Dinner, February 28, 2020

Mayor Holston and Bryan will be attending. If you want to attend let the mayor or Bryan know, the cost is \$50 for the councilor, if you bring a guest they will have to pay for their ticket.

The League of Oregon Cities Spring Conference is April 23 & 24 in Hermiston. The cost is \$150 per councilor. Right now we have approximately \$2,000 in the training budget so keep your cost to a minimum. Remember that the LOC has two conferences each year and the bigger one is in the fall.

Mayor Holston- she hopes the council has been getting her emails that she has been forwarding from other elected officials in Oregon regarding the TSP Plan. She would also like to remind you that if you have anything you'd like to share with the rest of the council you can do that through the city administrator.

Bryan- the public hearing will be held on April 9th, expect a memorandum from Kittleson and ODOT to talk about the things they saw as issues and the comments they have received. They have also offered some options to consider on the items where there was some discord.

Rick- this will go to the Planning Commission on the 17th of March.

Mayor Holston- asked the council if they would like to have a TSP work session before the city council meeting on the first meeting in March for the first hour of the meeting.

The consensus was they would like to have a work session.

Councilor Whitney- feels that Councilor Kinyon's survey on Facebook only targeted one audience. If we are going to use that information she would like to see us target the rest of the community with the same questions so we can get more feedback from community members who are not on Facebook.

Mayor Holston- that is a very good suggestion. Councilor Kinyon can you forward that survey to Bryan so we can get it on the website and then Bryan can you find out how we can get printed copies out to turn in to city hall.

Bryan- has not read the survey so he would like to reserve the right to read it and make sure the questions conform since this is a city product.

The council agreed.

Mayor Holston- is going to be out of town February 14th-20th she may or may not be able to call in and there is a possibility that she will be back in time for the meeting. Councilor Hollett is aware of that and she will run the meeting if she doesn't make it back.

7.0 Council Comments / Announcements

Councilor Kinyon- asked for an update on the Greenwaters Park Project and she wants to know if we have a plan for adopting the new Council rules.

Rick- it was supposed to be done by the first of February but they are about a week behind. Rick gave an update on the completed work.

Bryan- the Council Rules and Procedures will be on the first meeting in March, the ordinance needs to be read twice unless the council agrees to unanimously to read it once.

8.0 Consent Agenda

8.1 Approval of minutes from January 2 & 16, 2020

Motion: Councilor Whitney moved to approve the consent agenda. Councilor Maxfield seconded the motion.

B. Whitney (aye), Mayor Holston (aye), D. Kinyon (aye), T. Maxfield (aye), P. Forcum (aye), C. Hollett (aye). Motion carried 6-0

9.0 Business from the City Council

9.1 Ophelia's Place Presentation

Mayor Holston- introduced Rita Doland, School Superintendent and the Executive Director of Ophelia's Place Verna Matthews.

Verna Matthews- Ophelia's Place work is to empower youth and help them make healthy life choices. This spring they will start their traveling plan once a week to Oakridge High School. Ms. Matthews described the programs they will have for the students.

10.0 Business from City Administrator

10.1 Realtor of Record RFQ Approval

Bryan- our existing Realtor of Record, Equinox Realty terminated their relationship with the city on December 31st. He would like to put out another RFQ and wants to make sure the council is on board with that because it is a long term relationship we are developing with a realtor. We will have a panel to interview interested realtors.

Motion: Councilor Whitney moved that we approve the staff begin a search for a Realtor of Record. Councilor Kinyon seconded the motion.

Councilor Hollett- How long is the term that you are looking at?

Bryan- he believes it is two years with a renewal clause.

P. Forcum (aye), T. Maxfield (aye), B. Whitney (aye), D. Kinyon (aye), Mayor Holston (aye), C. Hollett (aye). Motion carried 6-0

11.0 Reports of Boards, Commissions and Committees

11.1 Administration Advisory Committee

Councilor Maxfield- have we got all of the feedback from the committees through the surveys and also the annual reports?

Bryan- he hasn't tallied them yet.

Councilor Maxfield- next Tuesday the Admin Committee is meeting to discuss feedback with other committee representatives to discuss the structure of the resolutions that will eventually come to council.

11.2 Audit Committee

Councilor Hollett- we did wrap up the audit. For transparency reasons she wants our citizens to know that our auditors made it crystal clear that our staff worked really well with them. We need to make sure that we choose the next auditors before July.

Mayor Holston- that predisposes that we want to change the auditors, so maybe we need to determine first if we want to make any changes. We can put that on the agenda for the first meeting in March.

Bill- mentioned that the single audit was filed with the Federal Clearinghouse with our grants and was accepted.

11.3 Budget Committee

Mayor Holston- we will be starting up soon, a time line has been put out.

Bryan- we are targeting early March to have the first Budget Committee meeting.

11.4 Community Services Committee

Councilor Whitney- we met and talked a lot about the resolution changes. Lynda does plan on attending Tuesday's meeting. We also discussed the IMBA Grant.

11.5 Library Board

Councilor Whitney- they primarily discussed resolutions and Rene Gobelman will be at Tuesday's meeting. They discussed some fund raising. They have three vacancies that need to be posted.

There was consensus from the council to post the vacancies.

11.6 Oakridge Economic Development Advisory Committee

Councilor Hollett- we met to discuss the survey.

Bryan- they developed their annual report and discussed rules of engagement.

11.7 Planning Commission

Rick- no report, the December meeting was canceled for the holidays.

11.8 Public Safety Advisory Committee

Councilor Forcum- they had one resignation and they are working on their resolution.

It was agreed to post for the open position.

11.9 RTMP Committee

11.9.1 Approval of RTMP Allocations for FY20

Bryan- we met and looked at distributing \$18,850 maximum and the committee recommended allocation of all available funds and they understand that they are disbursed on a reimbursable basis, so in order to receive the funds you need to show receipts.

Mayor Holston- there were two applications for RTMP funds that the committee felt were more appropriate to come out of the TRT Fund, one was the Disc Golf Course and one was a video loop for the airport.

Motion: Councilor Whitney moved that we approve the RTMP Advisory Committee allocation of RTMP Funds. Councilor Forcum seconded the motion.

Councilor Hollett- how is it decided how many years an organization can receive the funds?

Mayor Holston- there is no cap, only on For Profit Organizations and that is three years.

Councilor Kinyon- she is wondering where we are with the changes for heritage types of events?

Mayor Holston- you are right, we are going to meet again. We agreed that we would stay with the same standard this year because that is what all of event requesters are expecting. When these individuals are notified on how much money they are going to get we will let them know that there are going to be some changes to criteria so please watch for those. We would like to have the changes by June 1st.

Bryan- the reason we couldn't change this year is because we were trying to get it out earlier because a lot of the organizations wanted to know earlier so they could plan and that didn't allow us a whole lot of time to give it some good thought on how to restructure.

B. Whitney (aye), D. Kinyon (aye), T. Maxfield (aye), C. Hollett (aye), P. Forcum (aye), Mayor Holston (aye). Motion carried 6-0

12.0 Items Removed from the consent agenda-None

13.0 Ordinances, Resolutions and Public Comments

13.1 Resolution Authorizing transfer of FY 2019-2020 Budget Appropriations within Funds

Bryan- this is a follow on to the supplemental budget that you passed last session, it is basically a line item change within funds.

Motion: Councilor Whitney moved we adopt Resolution 02-2020, Authorizing Changes in FY20 Expenditures and Allocations. Councilor Forcum seconded the motion.

Councilor Whitney declared a potential conflict of interest.

Councilor Hollett declared a potential conflict of interest.

Bill- he passed out an updated resolution and the reason for that is because on the back of the page he made an error in the current budget balance in personnel resources in the general police department. He had \$993,000 and it should have been \$946,000.

Councilor Kinyon-asked about the Payroll Specialist line item, is this a position that needs to be filled, it was discussed that there was a person in that spot.

Jackie- that was a position that Leah was initially hired for and then Tina left so Leah took the Utility Billing Clerk position. The Payroll Specialist was never filled, Bill is our Payroll Specialist.

Councilor Kinyon- asked about the Emergency Services Fund.

Bill- in the Emergency Services Fund we are over budget for overtime in that department so we need to increase funding the personnel area. We also hired a new Fire Fighter so the related expenses to that needed increased.

B. Whitney (aye), D. Kinyon (aye), C. Hollett (aye), P. Forcum (aye), Mayor Holston (aye), T. Maxfield (aye). Motion carried 6-0

13.2 Resolution 03-2020 Authorizing a loan from the Safe Drinking Water Revolving Loan Fund

Bryan- read the Issue

Motion: Councilor Maxfield moved we adopt Resolution 03-2020, authorizing a loan from the Safe Water Revolving Loan Fund. Councilor Hollett seconded the motion.

Councilor Kinyon- what is the actual amount we are borrowing?

Bill- we are borrowing another \$340,000 so the original amount of the loan was 2,653,000.00 and now it is 2,993,000.00. We would have liked to borrow the entire amount of the change order, but we need to keep the total loan under 3 million dollars.

D. Kinyon (aye), Mayor Holston (aye), P. Forcum (aye), C. Hollett (aye), B. Whitney (aye), T. Maxfield (aye). Motion carried 6-0

14.0 Public Hearings-None

15.0 Appointments

15.1 Budget Officer Appointment

Bryan- read the issue.

Motion: Councilor Maxfield moved that we appoint William Jones to serve as the FY21 Budget Officer. Councilor Forcum seconded the motion.

Mayor Holston (aye), T. Maxfield (aye), D. Kinyon (aye), P. Forcum (aye), C. Hollett (aye), B. Whitney (aye). Motion carried 6-0

15.2 City Council Appointment

Mayor Holston- read from chapter 5 from the Charter on appointing a new councilor and how the voting will take place.

Each applicant was interviewed by the council and offered to make a statement.

Bryan- called each applicants name, the councilors raised their hands for the applicant they are voting for.

	Kinyon	Whitney	Maxfield	Forcum	Hollett	Holston
Melissa Bjarnson	X				X	
Gary Carl				X		X
Trudy Hammond						
John McClelland		X	X			
Audy Spliethof						

Mayor Holston- read the results from the vote. We will now have another vote only for the candidates that had two votes.

Bryan- read the applicants names for the vote.

	Kinyon	Whitney	Maxfield	Forcum	Hollett	Holston
Melissa Bjarnson	X				X	
Gary Carl						
Trudy Hammond						
John McClelland		X	X	X		X
Audy Spliethof						

Mayor Holston- we require a vote of four, she asked Mr. McClelland if he is willing to serve on the council?

Mr. McClelland- yes.

Mayor Holston- by a vote of the council you are appointed.

Motion: Councilor Maxfield moved to appoint John McClelland to serve on the Oakridge City Council for a term ending in December 2020. Councilor Whitney seconded the motion.

Mayor Holston- the position will be vacant on January 7, 2021 at the first council meeting.

Amended Motion: Councilor Maxfield moved to appoint John McClelland to serve on the Oakridge City Council for a term ending on January 7, 2021. Councilor Whitney seconded the motion.

B. Whitney (aye), C. Hollett (aye), Mayor Holston (aye), P. Forcum (aye), T. Maxfield (aye), D. Kinyon (aye). Motion carried 6-0

Jackie swore in Councilor McClelland.

16.0 Adjourn – 9:26 P.M.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder