



February 20, 2020  
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

**Council Present:** Mayor Kathy Holston (Via telephone), Councilors, Trisha Maxfield, Christina Hollett, John McClelland, 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

Bryan added item 10.1 A Approval for future development of the Old Mill Disc Golf Course

## 5.0 Public Comment

Jason Nehmer 47849 W 2<sup>nd</sup> Street- He is here to support the Old Mill Disc Golf Course which is on the agenda today.

Trudy Hammond 47752 Berry Street- How are the hearing impaired in our community accommodated with closed captioned capability in our City of Oakridge videos of council meetings? What is the procedure for reporting a violation of procedure rules if any should be discovered and what are the consequences? What time frame are public documents scheduled to be available to the public for viewing?

Rosemary Patrick 48373 7<sup>th</sup> Street- Her bus pass to Lane Community College doesn't work on the Diamond Express. We need to bridge the gap to college for everyone who wants to go.

## 6.0 Mayor Comments / Announcements / Proclamations

### 6.1 Medal of Honor

Mayor Holston- We received a plaque recognizing a Medal of Honor recipient, 1SG Maximo Yates, from Oakridge. The city has been designated a Medal of Honor City. While there is a memorial for him in the Greenwaters Park, we intend to place this plaque in City Hall.

Bryan- we will have a nice installation ceremony and try to invite all of the veterans in the community and the family.

## **7.0 Council Comments / Announcements**

## **8.0 Consent Agenda-None**

## **9.0 Business from the City Council**

Councilor Whitney- she is wondering where we are with the Realtor of Record and the RFP for that?

Bryan- we are working on it right now, we should have it published in a week. We will have it posted for 30 days before closing and then have a panel review the applications.

Councilor Whitney- the signage at the OIP is old and has our old realtors on them, can we create a couple additional signs or replace the old ones by the entrance? We need a sign that is clear and easy to see from the highway.

Councilor Kinyon- where do we stand with the CIS evaluation that we talked about last September?

Bryan- Dave Nelson from CIS did a risk assessment on the police department working closely with Chief and Mikal. He is still drafting his response.

### **9.1 City Administrator and Municipal Judge Evaluation Discussion**

Councilor Kinyon- she sent information to all of the councilors email, we need to have a process to follow. She wants to create a subcommittee of councilors to come up with their own plan and bring it to council.

Councilor Whitney-she agrees that we need to come up with something, she did call the LOC and they didn't have a lot of information on doing an evaluation on a Municipal Judge. She thinks it would be smarter to include our attorneys on that or we can contact LCOG.

Mayor Holston- agrees with Councilor Kinyon and our next step would be to write our own policy so we can get it added, we can get input from LCOG.

Councilor Maxfield- she approves of a subcommittee, but we also need to be thinking of the City Administrator evaluation as well.

Mayor Holston- these two things should be kept separate, do you want to have a subcommittee look at both of the policies at the same time or keep them separate?

There was consensus to do them at the same time.

Mayor Holston- will send out the City Administrator review policy to the council to review when she returns.

Mayor Holston, Councilor Kinyon and Councilor McClelland will make up the subcommittee for the review policies.  
**Motion:** Councilor Kinyon moved to form a subcommittee to look at process and procedure for a City Administrator and Municipal Court Judge evaluations. That committee would consist of Mayor Holston, Councilor McClelland and Councilor Kinyon. Councilor Forcum seconded the motion.

Hollett (aye), Forcum (aye), Whitney (aye), McClelland (aye), Mayor Holston (aye), Maxfield (aye), Kinyon (aye).  
Motion carried 7-0.

## **10.0 Business from City Administrator**

### **10.1 City Administrator Update**

Bryan- we are currently in negotiations with three collective bargaining units with the three unions we have in the city. We are working hard with Good Company and LRAPA on how we are going to structure and administrate the EPA 4.9 million dollar grant. We received a grant for a Smoke Mitigation Plan, this is more for wild fire smoke.

#### **10.1 A Approval of Future Development**

Bryan- wanted to inform the council on the proposal before they address the actual money aspect. The title is Old Mill Lot Three Disc Golf Course Proposal. He sent the actual proposal to you a few days ago. The fiscal impact is to be decided, the club would have to contribute to keep the course in the right condition.

**Motion:** Councilor Whitney moved to ask the city staff to begin working with the Oakridge Disc Golf Club to begin development of the Old Mill Disc Golf Course. Councilor Maxfield seconded the motion.

Councilor Maxfield- are there membership fees involved?

Jason Nehmer- you will purchase a bag for \$10.

Councilor Whitney- do you have to be a member to play?

Jason Nehmer- no, it's an open course.

Councilor Kinyon- will we be developing some kind of contract that would allow them to volunteer on city property?

Bryan- he has checked with our insurance company and it has to be controlled, the volunteers have to be designated volunteers and have their names on a list and they have to keep time when they are working.

Mayor Holston- are we going to have to do some rezoning?

Rick- a rezone would have to happen to have a park built on that land.

Mayor Holston- asked Jason if he has ever seen a disc golf course club dissipate?

Jason- he has never seen that happen, it is something that continues generation after generation.

McClelland (aye), Mayor Holston (aye), Forcum (aye), Kinyon (aye), Maxfield (aye), Whitney (aye), Hollett (aye).  
Motion carried 7-0

#### **10.1.1 Census Hiring Presentation – removed**

#### **10.1.2 TRT Requests**

Bryan- read the issue and gave the background.

**Motion:** Councilor Kinyon moved to discuss the TRT Fund options. Councilor Maxfield seconded the motion.

There was discussion on whether or not we need a motion to discuss this. Councilor Kinyon wanted to keep her motion on the table.

Kinyon (aye), Forcum (aye), Maxfield (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye).  
Motion carried 7-0

Councilor Kinyon- she would like to talk about the council having a work session with Travel Lane County so they can understand the TRT before they make any decisions. We no longer have a resolution that specifically talks about how we are to handle the TRT, so there is nothing on the books saying how to handle this.

Mayor Holston- she thinks it's fine to have a work session on this, she just doesn't want this to carry on too long because we have people waiting for this. It is important that we honor what we have already said.

Councilor Whitney- this recommendation came from the RTMP Committee?

Bryan- two of the requests were deferred to TRT funds instead of using RTMP funds.

Councilor Hollett- she would like to wrap her head around the difference between RTMP and TRT so, she personally would like to have those people come in and educate them on TRT, and to understand the intent of these funds.

Councilor Maxfield- at one point we did discuss that 30% of our TRT can go towards our general fund just to keep that in mind. Has the RTMP Committee set up a subsequent meeting to discuss next year's process?

Councilor Kinyon- to clear up the 30%, she spent several hours today emailing Travel Lane County and that portion is only allowed to be used on any new or increased TRT taxes that are imposed by cities for local taxes, so none of our TRT funds are allowed to be used by the general fund.

Bill- from a financial standpoint last year we budgeted \$40,000 in TRT revenue, but we only got \$28,800 in. We do have to be careful what we are approving because we may well exceed what we receive.

Councilor Maxfield- asked for a response on if the RTMP Committee set up a subsequent meeting to discuss next year's process.

Mayor Holston- she hasn't set up another meeting for RTMP, but she agrees in light of a work session we probably need to have that discussion all together. She has always wondered why we budget something that we don't know what we are going to get. In some years in the past we had funds that weren't used and weren't requested.

Bill- he is pointing out that if we appropriate as much as we budget in revenue we may over spend because the budget revenue has fallen short the last three years. However, because we have not actually spent even close to what we have budgeted for the expense. We haven't over spent, even though we could with the way we do it. The rollovers from the past have not been tracked. We have been trying to come up with an idea on how to deal with that and we think we do have an idea.

Councilor McClelland- if that rolls over and if you were to track, why couldn't we create a situation where this years you are spending last year's fund so you know exactly what you have.

Bryan- that is the plan, the bookkeeping from the past was not accurate enough for us to do this. His guess is that most of that money was spent on general fund expenditures.

Mayor Holston- we should not worry about the deadline right now and have the work session as soon as we can so we can get this figured out and then move forward.

Melody Cornelius- if you look at the current application for the TRT funds it says grants are offered on a first come first served basis and must be submitted in the same fiscal year.

Councilor Kinyon- it does say on the top of the application that those are for the Block Grants for TRT.

Mayor Holston- this really brings up the point that we do need to re-do these.

It was agreed to schedule a work session.

### **10.1.3 City Auditor Decision**

Bryan- read the issue.

**Motion:** Mayor Holston moved that we appoint SGA Certified Public Accountants and Consultants to perform the FY20 City Audit. Councilor Forcum seconded the message.

Councilor Kinyon- this process is already established by resolution that the audit committee would be making the decision or recommendation whether or not we should be looking for another auditor.

Bryan- this is for the intent of council, once he has the consensus the council approves of the current auditor he would get detailed cost information for you and if you didn't like the current auditor he would begin work on finding a replacement.

Councilor Kinyon- she would like to know what the reason is for this coming to us.

Bryan- he would like to know if we want to retain SGA Auditors for the next fiscal year so if you are unhappy with their services for FY2019 he can ask the audit committee to work with staff to find a different auditor.

Councilor Kinyon- the audit committee is already established by resolution to be making that decision and recommending it to us.

Bryan- they are here to select an auditor if you are getting a different auditor. This is the same auditor we just used.

Councilor Kinyon- how would we know if we want them or not? Have we reviewed them?

Bryan- you just experienced the audit they just did and looked at their audit.

Bill- we need some indication if you have an issue with the auditors, he expects that you would ask us what we thought of them first of all. They have many RFP's from other clients and they want to move on if we aren't going to use them. So we wanted to get your thought on if we wanted to retain them or you didn't want to retain them.

Mayor Holston- we just had the audit, the audit committee looked through the audit and we agreed we liked what we saw, it was presented to the council and they liked it. This is an effort of our administration to make sure that they don't take steps that the council doesn't want them to do.

Councilor Whitney- she heard that they did a great job with the audit this year, her impression is that Bill, who is a professional was happy with their work.

Bill- yes, he thought they were knowledgeable, easy to work with and they were approachable and receptive.

McClelland (aye), Mayor Holston (aye), Forcum (aye), Kinyon (Nay), Maxfield (aye), Whitney (aye), Hollett (aye).  
Motion carried 6-1

### **10.1.4 Intent of Council Regarding WAC- Withdrawn by Bryan**

### **10.2 Finance Director Update**

Bill- asked if anyone had any questions on the reports that he sent out?

Councilor Forcum- the reports are a lot easier for him to read than they were in the past.

Bill- some of our revenues are lagging a little behind, particularly the EMS is running about \$60,000 behind where we expect them to be at this time. We are keeping a close eye on that so we don't get dinged again for having a deficit. He will probably coming to you in April sometime and looking for some resolutions to set up some loans so we don't do an informal loan without the proper resolutions. We are working hard on the budgeting process.

Councilor Whitney- she recently had someone from Pacific source visit her, she was doing some public outreach for rural communities. They cover a lot of the people who have Medicare and Medicaid she had some dialogue with her regarding the non-transport calls, she would like to get the billing code for the non-transport and to see if it's covered through Pacific Source.

Scott Hollett- they can bill for Medicaid participants, but Medicaid does not.

Bill- to preface this one of our discussion items in regards to increasing revenue for the ambulance services was 40% of the calls are non-transport and should we be billing them. Bryan has had some discussions with municipalities that already do that.

Mayor Holston- I know we have brought up this question on how we can maximize our income when we do transports, she would like to know if or when we are going to make the changes. You said in April or May you will have a better handle of how badly in deficit we will be in EMS and General Fund. She wants to know when presented with the option to borrow from these other funds in order to cover this, what can she do to change the amount of money that Fire, EMS and General funds are using and she wants recommendations on where to cut rather than keep borrowing from loans that we shouldn't be borrowing from.

Bill- we will be pretty well along in the budget process for next year, he can tell you without getting that far that it is going to be difficult if some changes aren't made.

Bryan- within the next month or two his intent is to bring either an ordinance or resolution forward authorizing the collection for non-transport as well as outside of city limits billing to increase revenues. The other sensitive issues you brought up he wants to address at the budget committee meeting and have the budget committee involved.

### **10.3 Police Department Update**

Chief Martin- gave the Police Department report. Reserve Officer Miller is now Officer Miller. She will be at the Academy until June.

### **10.4 Fire Department Update**

Bryan- gave the Fire Department update. Next week he will be in union negotiations with their contract. We are in the middle of applying for three grants.

### **10.5 Public Works Update**

Rick- gave the Public Works update.

Councilor Kinyon- for several years we have been talking about the need for an I and I project, have we progressed to the point of getting estimates?

Rick- it is in the engineering field at this moment and he is unaware of what is going on, it has been there for too long.

Bryan- he will call Ed and see where the project stands.

Councilor Kinyon- aren't we talking about having an executive session at the next meeting?

Bryan- hopefully yes.

Mayor Holston- she would ask that the council agree to Councilor Kinyon's suggestion and direction to the City Administrator.

There was consensus among the council for Bryan to check on the status of the I and I project in the engineer's hands.

## **10.6 Community Services Update**

### **10.6.1 Old Mill Pond Plan Adoption**

Rick- read the issue. All of this ties into our Comprehensive Plan.

**Motion:** Councilor Maxfield moved we adopt the Oakridge Mill Park Plan, direct staff to initiate the process for a zone change of OIP lots 3, 4 & 39 and to seek out available funding sources to initiate projects within the Oakridge Mill Park Plan. Councilor Kinyon seconded the motion.

Councilor Maxfield- wanted to acknowledge how important this plan will be for grant opportunities.

Mayor Holston- encouraged everyone to think positive about this, she is very pleased to see this go through, a lot of work has been put into this.

Hollett (aye), Forcum (aye), Whitney (aye), McClelland (aye), Mayor Holston (aye), Maxfield (aye), Kinyon (aye).  
Motion carried 7-0

## **11.0 Items Removed from the Consent Agenda**

## **12.0 Public Hearings-None**

## **13.0 Ordinances, Resolutions and Public Comments**

### **13.1 Council Rules of Procedure Adoption – First Reading**

Councilor Hollett- asked if we want to touch on Trudy Hammonds comments in public comment and asked Mayor Holston to explain what censure means.

Mayor Holston- Volunteers on committees are different from elected officials. If someone on a committee breaks the code of conduct they can ask the council that they be removed from the committee. An elected official cannot be removed, but they can be censured and there is a process for that.

**Motion:** Councilor Kinyon moved we approve the reading of proposed Ordinance 930 by title only. Mayor Holston seconded the motion.

Kinyon (aye), Forcum (aye), Maxfield (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye).  
Motion carried 7-0

Councilor Hollett- read Ordinance 930 by title only.

**14.0 Appointments- none**

**15.0 Public Comment**

**16.0 Adjourn 9:03 P.M.**

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

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