



April 2, 2020

City Council Meeting (Via Zoom)  
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, John McClelland, Bobbie Whitney, Paul Forcum and Dawn Kinyon

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

## 2.0 Roll Call

**Work Session** Transient Room Tax Disbursements

Councilor Maxfield- she would like to see the TRT and RTMP funds split with RTMP more tourism based and TRT more for Park based projects like the Disc Golf project.

Councilor Forcum said he'd like to see more nonprofits get equal money. He'd like to see them get a percentage of what they are asking for.

Councilor Hollett- as a citizen she likes to attend the events, she really does want them to move forward and she realizes that they need the extra funds to do so, but she thinks some of them ask for a bit too much money. She would like to see a dollar cap on the requests, she doesn't have a number in her head for what that should be, but she thinks some of the amounts are a little high for what our little town can afford. She agrees with what Councilor Maxfield said about separating the TRT and RTMP funds.

Councilor Kinyon- TRT is mostly supposed to be used for tourism marketing and beautification capital projects, not really for events. We need to discuss fee waivers and where we want them to come out of and actually see that in our budget.

Councilor McClelland- he did some research in regards to what the funds are intended for. He found that TRT is supposed to be going towards the promotion and development of tourism. He feels like we shouldn't be funding for-profit businesses so they can make more profit. We need to know what we are spending and which year it is coming out of.

Mayor Holston- we want to talk about in general how we want to fund events. We should use some our TRT money to advertise in Travel Oregon and Travel Lane County. She would like to see the funds come out when we waive

fees. Bill has told her that at this time the funds are all wrapped together in the general fund, there isn't a separate fund to be able to track TRT and RTMP in separate pocket, she doesn't remember the wording he used.

Bill- he would recommend that we set aside the TRT and RTMP in a separate bank account to enable tracking of how much we have for one particular year. In the past two years we have not used the full amount of the TRT funds. He would like to see an end to fee waivers and just have people pay the usage fees.

Mayor Holston- thinks maybe what we need to do is solidify when we waive the fees, we have gotten into the habit of waiving fees when we really don't need to.

The Council went over the worksheet and discussed what they wanted to see as priorities and how to spend the funds. We have to have a strategic plan for our community. It would be a good idea to set aside money for future projects that we might want to do down the road.

Councilor Hollett- she is completely comfortable with everything they have discussed tonight, it feels like they are all on the same direction. Her only concern is the TRT requests that are on the agenda. Are approving them tonight?

Mayor Holston- We won't be approving events that will be gathering people.

Resume regular session

### **3.0 Additions, Corrections or Adjustments to the agenda**

Bryan wants to add 14.2 Budget Committee Vacancy Consideration

Councilor Maxfield wanted to make a correction on 10.1.1 Committee Resolution Discussions, she would like it to say evaluations instead of resolutions.

### **4.0 Public Comment**

Lynda Kamerrer 48175 E 1<sup>st</sup> St- regarding the TRT funds, no one is traveling right now, setting aside money for a match might be a good idea for when we go to apply for grants. Chamber update, she apologized for not keeping the council up to date, one of the problems they have is that their committee members are very busy.

Trudy Hammond 47752 Berry St- are nonprofits eligible for applying for funds?

Mayor Holston- yes, they are eligible to apply for funds.

### **5.0 Mayor Comments / Announcements / Proclamations**

Mayor Holston- this has been a very strange last few weeks. She has been really happy with the people who have stepped up to the plate, our City Administrator and his staff who have been very flexible and gone above and beyond to keep our city safe. Our Fire Department and our Police Department who are working hard. She wants everyone to keep up on social distancing and Oregon is doing a great job. The library has started their curbside service for checking out books.

Councilor Forcum- regarding the school lunch program, there is a number you can call (541-782-3090) and any child can have lunches delivered to any of the bus stops.

### **6.0 Council Comments / Announcements**

Councilor Kinyon-how are we going to continue with the TSP Plan, are we going to have a meeting like this?

Mayor Holston- We should put some thought into this, the last time we met we extended our contract time line. The Planning Commission has not had their public meeting yet.

Bryan- Correct, the planning commission or city council have not had their public hearings yet, we have been delaying the hearings 30 days at a time.

Rick- he hasn't heard from ODOT or the contractor, they are following our lead on this. He has talked to DLCD on how to hold a public hearing on line. It is pretty extensive, it requires the public hearing to be open for two weeks, that would be two weeks of accepting public comments, and it is a long process. He can get more information on this, he doesn't have it right in front of him.

Mayor Holston- would like him to get that information for her.

Councilor Hollett- it is really nice to see the community coming together and our school has done a great job for our kids.

Councilor Maxfield- tomorrow RAIN is holding a Zoom meeting to help local small businesses for small business grant information.

Councilor Whitney- she learned as part of the stimulus package was extra LIHEAP money to help people who are laid off that wouldn't have qualified before, but may qualify now.

Mayor Holston- we are not turning off water right now, we ask citizens having difficulties to contact city hall.

**7.0 Consent Agenda- None**

**8.0 Business from the City Council- None**

**9.0 Business from the City Administrator**

9.1 City Administrator

9.1.1 TRT Requests

Bryan- he has given a summary and the individual requests as an exhibit and background and obviously these are contingent if they can comply with the executive order from the Governor. Bryan read the issue.

Mayor Holston- said the last time she talked to Mick they discussed the Eugene Airport Film Loop, she doesn't think this is the time to be advertising Oakridge, and her suggestion on this is to suspend action on this to a more appropriate time.

Councilor Hollett- she would like to table of these requests until we have a draft from the RTMP Committee.

Councilor Whitney- she feels differently, at the least the Highway Snowflakes, the Disc Golf Course and the Water Tower painting fall into what we discussed and it's a good idea to move forward with them.

Councilor Kinyon- agrees with postponing the Airport Film Loop, she thought the snowflake project would fall under a block grant option because they are only on Highway 58 and they impress our tourists.

Councilor Forcum- the only one he sees feasible for funding right now is the water tower.

Councilor Hollett- she would like to talk to George about having some of our local artists help with this project and take advantage of some of our local talent.

There was discussion among the council for ideas on how to approach this. There was discussion on liability as well.

The Council agreed to have Councilor Hollett talk to George about the water tower.

**Motion:** Councilor Kinyon moved we approve the XI Delta XI Sorority and Kiwanis to have \$1500 to use to replace the bulbs in the snowflakes.

Councilor Hollett made a friendly amendment to say “up to \$1500” Councilor Kinyon accepted the friendly amendment.

**Amended motion:** Councilor Kinyon moved we approve the XI Delta XI Sorority and Kiwanis to have up to \$1500 to use to replace the bulbs in the snowflakes. Councilor Hollett seconded the motion.

Forcum (aye), Whitney (aye), Maxfield (nay), Hollett (aye), Mayor Holston (nay), Kinyon (aye), McClelland (aye).  
Motion carried 5-2

## 9.2 Community Services

### 9.2.1 Harvest Festival Fee Waiver Request

Mayor Holston- under this we have the Harvest Festival, Concerts in the Park, the Kiwanis Easter Egg Hunt and the Zero Clearance Theater.

Bryan- in each of these motions he put a contingency that they must obey the Governors executive order.

Lynda Kamerrer- she explained the Harvest Festival and the different individual events.

**Motion:** Councilor Whitney moved we authorize the fee waiver for the Harvest Festival. Councilor Maxfield seconded the motion.

Mayor Holston (aye), Whitney (aye), Kinyon (aye), Maxfield (aye), Forcum (nay), McClelland (aye), Hollett (lost connection wasn't able to vote) 5-1

### 9.2.2 Zero Clearance Theater Fee Waiver Request- removed

### 9.2.3 Concerts in the Park Fee Waiver Request

Bryan- read the issue.

**Motion:** Councilor Whitney move we authorize the fee waiver for the Concerts in the Park.

Councilor Kinyon made a friendly amendment to add that we use TRT funds for waiver.

Councilor Whitney- accepted the friendly amendment.

**Amended motion:** Councilor Whitney move we authorize the fee waiver for the Concerts in the Park and have the money transferred out of the TRT fund. Councilor Kinyon seconded the motion.

McClelland (aye), Mayor Holston (nay), Forcum (nay), Kinyon (aye), Maxfield (aye), Whitney (aye), Hollett (aye).  
Motion carried 5-2

### 9.2.4 Kiwanis Easter Egg Hunt Fee Waiver Request-removed

## 10.0 Reports of Boards, Commissions and Committees

### 10.1 Administration Advisory Committee

Councilor Maxfield- due to time restrictions she would like to table this topic until we get the recommendations from council. The Admin Committee is meeting on the 14<sup>th</sup>. She would like to have a work session on this topic.

Mayor Holston-she is extremely frustrated with this because there is no reason this should have taken this long to get back to us. She isn't saying the Admin Committee isn't doing a good job, but at some point you have to draw the line and bring it to council.

Councilor Maxfield- they have only got the annual reports back from the Planning Commission, OEDAC and Admin Committee. She recommends next year that the Admin Committee send out the reports and not ask the City Administrator to have to do that.

The council will have a two hour work session on April 23<sup>rd</sup>.

Councilor Maxfield- asked if we can get a last minute push to get the rest of the committees to turn in their reports.

- 10.1.1 Committee Resolutions Discussion
- 10.1.2 Committee Annual Reports Review
- 10.2 Audit Committee
- 10.3 Budget Committee
- 10.4 Community Services Committee
- 10.5 Library Board
- 10.6 Oakridge Economic Development Advisory Committee
- 10.7 Planning Commission
- 10.8 Public Safety Advisory Committee
- 10.9 RTMP Committee

### 11.0 Items Removed from the Consent Agenda- None

### 12.0 Public Hearings-None

### 13.0 Ordinances, Resolutions and Public Comments-None

### 14.0 Appointments

#### 14.1 Appointment to the Public Safety Committee

Bryan- read the issue.

One of the applicants, Jill Mardin was dropped from the meeting, she had been on most of the time. We have had several issues with this tonight.

**Motion:** Councilor Kinyon moved to suspend the rules. Councilor Forcum seconded the motion.

Kinyon (aye), Forcum (aye), Maxfield (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye)

Councilor Hollett- asked Trudy what she hopes to bring to the Public Safety Committee.

Trudy Hammond- she would like to be a part of helping with disasters that may happen.

**Motion:** Councilor Kinyon moved that we appoint Trudy Hammond to serve in the vacant Oakridge Public Safety Advisory Committee position for a three-year term. Councilor Forcum seconded the motion.

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

#### 14.2 Appointment to the Budget Committee

Mayor Holston- asked April why she would like to serve on the budget committee.

April Allen- she grew up in Oakridge and just recently became a volunteer at the fire department. She wants to be more involved in the community.

Mayor Holston- asked April if she has ever sat on Municipal Committees before and what experience she has with budgets.

April's connection was cut off.

**Motion:** Councilor moved to appoint April Allen to serve in the vacant Oakridge Budget Committee seat for a three-year term. Councilor seconded the motion.

Bryan- wanted to disclose that Ms. Allen is the Rest Area care taker and receives rent in lieu of payment for her services and she does receive a stipend from the fire department.

Councilor Kinyon- when research was done with the State of Oregon volunteers do not have to abstain from voting since they are not employees.

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

#### 15.0 Public Comment

#### 16.0 Adjourn

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

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