



May 21, 2020
City Council Meeting (Via Zoom)
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, 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

4.0 Additions, Corrections or Adjustments to the Agenda

Strike 12.0 Public Hearings
Adding 9.1 Meals on Wheels Endorsement
Adding 9.2 TRT Fund Request

5.0 Public Comment-None

6.0 Mayor Comments / Announcements / Proclamations

Mayor Holston- meetings have begun for the Smoke Management Plan. What was said from the experts was very enlightening and somewhat intimidating.

Councilor Maxfield- she helped write the grant to DEQ and basically it is to create more opportunities for prescribed burning. We have to balance risk reduction and the health of our community, the outcome will be reducing risks.

Mayor Holston- this isn't just a static plan, hopefully it will become a part of our Strategic Plan. Councilor Whitney was there also.

Mayor Holston and Councilor McClelland met with some restaurant owners, they wanted to talk to them about the challenges of opening up and how they are feeling.

Mayor Holston-met with the District Ranger and talked to him about opening up campgrounds and some of the concerns they have for the opening this weekend. They are concerned about the impacts it will have on Oakridge with all of visitors coming. McKenzie Bowerman sent a letter to the Administrator to request caution and care in the event of COVID. Bryan has the letter and he will forward it to the council.

7.0 Council Comments / Announcements

Councilor Hollett- today there was a group message sent to Councilors Maxfield, Hollett and Kinyon and the Mayor, it was an idea from a community member to do a drive-in event at the Greenwaters Park. She is bringing this up for transparency purposes because the community member probably didn't realize that this would constitute an illegal meeting.

Councilor Whitney- asked if we were planning on any July 4th events this year, we had some money that was raised last year and we are cutting is close again.

Mayor Holston-we can ask community members who helped last year, or we could encourage folks not to do anything or see if the City wants to do something.

Councilor Hollett- they were actively discussing this before COVID, she does like the drive-in idea that Councilor Whitney brought up. She will look in to this and get back to council.

Councilor Kinyon joined the meeting at 6:19 p.m.

8.0 Consent Agenda

8.1 Berry Street Grant

8.2 Approval of minutes from April 16, 2020

8.3 LRAPA IGA Approval

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

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

9.0 Business from City Council

9.1 Meals on Wheels Endorsement

Councilor Whitney-declared a potential conflict of interest.

Bryan- read the issue. Senior meals is asking for a letter of support.

Motion: Councilor Forcum moved to authorize the Mayor sign a letter of support for Senior and Disability Services proposal to purchase a truck for Meals on Wheels operations. Councilor Hollett seconded the motion.

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

9.2 TRT Fund Requests

Mayor Holston- thanked Councilor McClelland for putting together the guidelines for TRT and translating what we talked about into writing. She is going to discuss the guidelines before we get into this and would like a motion to adopt the guidelines.

Councilor Kinyon-on the definition part of the form can we add RV's, Camping and Airbnb's to the definition?

Mayor Holston- do we collect from these?

Councilor Kinyon -they are supposed to pay the tax if they stay less than 30 days and more than \$5.00.

Councilor Hollett- didn't we have a short term rental ordinance on the table that we discussed and it was supposed to come back to us.

Mayor Holston- yes that was before COVID we talked about what we should or shouldn't do.

Councilor Whitney -said her recollection was that we are not collecting money for Airbnb at this point.

Bryan- if you are affiliated with an AirBNB-type organization most collect if for you. You don't see the money if you are a landlord, the organization has agreed to collect the tax.

Councilor Hollett- what if they don't go through an short term rental organization?

Mayor Holston- then they don't pay it. Short term rentals should have a business license to operate in Oakridge just like a motel. Do we want to ask that they pay the TRT? It would be align with what our lodging owners are doing now. We do need to get this on an agenda to discuss this. Airbnb is a brand name, they are short term rentals.

Motion: Councilor Whitney moved to adopt the TRT Guidelines with the recommended adjustments in the definition. Councilor Forcum seconded the motion.

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

There was discussion on the block grants and how we want to use the funds. It was agreed that they should be used for beautification of the business.

Mayor Holston- proposes we look at these one at a time.

Councilor McClelland- the guideline item #3 is there to keep from overspending the TRT fund, the discussion was brought up before, and the fund has been mixed in with the general fund in the past. This line should cover us to get through into the next fiscal year. The disc golf course for instance has been waiting for a long time.

Mayor Holston- we can do these quickly and set aside any that we don't even want to consider and then we can go back and figure out what we want to spend. Do we bite the bullet and not spend anything or do we spend something on some of these to keep them moving forward.

Councilor Hollett- the Disc Golf Course has put a lot of work in and they have come before council a few times. She sees this as a priority.

Councilor Maxfield- she agrees with Councilor Hollett, it is free to the public and it is tourism related.

Councilor Kinyon- declared a conflict of interest.

There was about \$14,000 left to disburse so there was discussion on how much to award the applicants.

Motion: Councilor Hollett moved to approve the Old Mill Disc Golf Course Project's TRT request for \$7,000. Councilor Maxfield seconded the motion.

This is contingent on the Planning Commission rezone of the OIP.

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

Mayor Holston- Oregon Adventures does not fit the criteria so that will be set aside. The Dead Mountain Echo Oakridge/ Westfir Recreation Guide Project: is this is for the purpose of distribution display at visitors centers or is it for a print run volume. Mayor Holston reminded council that we paid Travel Oregon for a similar product.

Councilor Kinyon- they have done this in the past, they go do different cities in Oregon to distribute.

Councilor Maxfield- for her this feels a little bit redundant.

Councilor Whitney- she would like to know more about this, she does think it is important to support local businesses.

Mayor Holston- let's put a hold on this and ask Viki to give us an example of what she is going to do and how this is different from the advertising that we get from Travel Lane.

Mayor Holston- the final request is from Oakridge/Westfir Chamber of Commerce. They are asking for \$10,000.

Councilor Maxfield- asked Lynda Kamerrer of the Chamber understanding is the Chamber predominantly benefits Chamber members. She is concerned the City is giving limited funds which don't benefit all Oakridge businesses.

Lynda Kamerrer - an example to the contrary is their ad-hoc committee for COVID 19; it is helping everyone. Many of the things we do spill over and help all businesses whether they are members or not. They don't close their after-hours events to non-members.

Mayor Holston- can you speak to what the Chamber's goals are as it relates to the economic development for Oakridge and what you feel the partnership you have with the city is.

Lynda Kamerrer - we have been emphasizing our online presence, that is a constant process and we have added an Instagram account and switched from a Facebook group to a page.

Councilor Maxfield- what amount would be helpful for you.

Lynda Kamerrer - she would be happy with any amount we could give.

Motion: Councilor Maxfield moved to approve the Oakridge/Westfir Chamber of Commerce TRT request for \$5,000. Councilor Hollett seconded the motion.

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

Councilor Kinyon-she noticed a request for the amphitheater for \$10,000. Is that something that can come from our parks fund?

Bryan- no we don't have enough money in the fund. He threw that one in there just to give the councilor's food for thought because it is a justified use of TRT funds. The \$10,000 would go a long way.

BEGIN EXECUTIVE SESSION 7:39 p.m.

ORS 192.660 (2) (d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

END EXECUTIVE SESSION 7:58 p.m.

10.0 Business City Administrator

Bryan- announced the Bill has given his resignation for personal reasons. He will stay on until June 20th and then help out hourly after that.

10.1 Oregon RAIN presentation

Caroline Cummings and Raj gave their presentation.

Councilor Maxfield- what fund did we use to fund RAIN last year?

Mayor Holston- she thinks it was the general fund.

Bryan- yes, it was the general fund, professional services.

10.2 Collective Bargaining Agreement Approval(s)

Bryan- read the issue.

Councilor Hollett- declared a conflict of interest.

Motion: Councilor Maxfield moved to ratify the Collective Bargaining Agreements: Oakridge General Bargaining Unit AFSCME Council #75 – Local 2831-04, Oakridge Police Department AFSCME Council #75- Local 2831-02 and Oakridge Firefighter Association IAFF- Local #851. Councilor Forcum seconded the motion.

Whitney (aye), Kinyon (aye), Maxfield (aye), Forcum (aye), Mayor Holston (aye). Motion carried 5-0 (Councilor McClelland lost connection during this vote)

10.3 Finance Director Update

Bill- gave his finance report.

10.4 Police Department Update

Mikal- gave the police report.

10.5 Fire Department Update

Aric- gave the Fire Department Report

10.6 Public Works Update

Rick- gave the Public Works update. Greenwaters Park is finished, but he is currently in discussion with the contractors about some sub-standard work. In their opinion it's finished in his opinion it is not. He may have to talk to our attorneys.

10.7 Community Services Update

Rick- gave the Community Services report. We started the rezone for OIP public hearing and that will be finished on June 2, 2020 and if it passes it will come to council. The TSP public hearing will be in the Gymnasium at the WAC on June 16, 2020.

11.0 Items Removed from the Consent Agenda- None

12.0 Public Hearings-Tabled

12.1 Public Hearing-Fiscal Year 2020-2021 Budget

- 12.1.1 Statements in Favor
- 12.1.2 Statements in Opposition
- 12.1.3 Statements in General
- 12.1.4 Close Public Hearing
- 12.1.5 Council Discussion

12.2 Public Hearing-Declaring the City's Election to Receive State Revenues

- 12.2.1 Statements in Favor
- 12.2.2 Statements in Opposition
- 12.2.3 Statements in General
- 12.2.4 Close Public Hearing
- 12.2.5 Council Discussion

13.0 Ordinances, Resolutions and Public Comments

13.1 Ordinance Amending the Procedures for Public Contracting

Bryan- read the issue.

Motion: Mayor Holston moved to approve the reading of Ordinance 931 by title only. Councilor Forcum seconded the motion.

Kinyon (aye), Forcum (aye), Maxfield (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye).
Motion carried 6-0

Bryan- read Ordinance 931 by title only.

Motion: Mayor Holston moved to make a motion to adopt Ordinance 931. Councilor McClelland seconded the motion.

Hollett (aye), Forcum (aye), McClelland (aye), Mayor Holston (aye), Maxfield (aye), Kinyon (aye).
Motion carried 6-0

14.0 Appointments- None


15.0 Public Comments

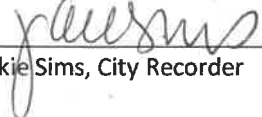
Loren Hogue 48319 E 1st St- At the last council meeting Trish Maxfield made a statement that they already produced the committee recruitment document from the administrative advisory committee. No one on the committee has seen that document or had any part of the document that was presented. Trish Maxfield said the document was produced by Dawn Kinyon, Chrissy Hollett and herself, all three who are councilors. This is a citizen committee, what is the use of them being on the committee if they are not allowed to participate.

Mayor Holston- your comment is noted and she appreciates the feedback. She is happy to pursue and bring the answer back to another meeting.

Councilor Maxfield- that was just a draft and since then the Admin Committee meeting was canceled.

16.0 Adjourn 9:00 P.M.

Signed: 
Kathy Holston, Mayor

Signed: 
Jackie Sims, City Recorder