



June 4, 2020

City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
6:00 p.m.

# MINUTES

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## 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

### Pledge of Allegiance

**1.0 Roll Call** – All present

### **2.0 Public Hearings**

2.1 Open Public Hearing – Res. 06-2020 Use of State Revenue Sharing Funds – 6:02 pm

- 2.1.1 Statements in favor-none
- 2.1.2 Statements in opposition-none
- 2.1.3 Statements in general-none
- 2.1.4 Close public hearing-6:03 pm
- 2.1.5 Councilor discussion

2.2 Open Public Hearing- Res 07-2020 Adoption of the FY 20-21 Budget-6:05 pm

Councilor Whitney declared a conflict of Interest

Councilor Hollett declared a conflict of interest

- 2.1.1 Statements in favor-none
- 2.1.2 Statements in opposition-none
- 2.1.3 Statements in general-none
- 2.1.4 Close public hearing-6:06 pm
- 2.1.5 Councilor discussion

Councilor Kinyon- asked about unemployment, she heard we are going to have a layoff in the administration department. How does unemployment insurance work with the city?

Bill- we are self-insured when it comes to unemployment, we don't belong to the state or federal unemployment tax programs, and it is a pay as you go program.

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

#### 9.3 Addition IGA for LCOG Planning Services

Mayor Holston -Reta Doland will be calling in so she would like to fit her in at that time, is the council ok with that?

The council agreed.

### **4.0 Public Comment-None**

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

Mayor Holston-wanted to comment on the past week with the murder of George Floyd. She is grateful we haven't had any negative effects here. She hopes that our community isn't complacent when it comes to the rights of black and brown communities. She prays that each of us have taken time to examine ourselves and our community. She read a statement from our Oregon Association of Chiefs of Police and Oregon State Police dated May 28.

Mayor Holston- read an email reply from Bryan regarding whether or not we have a plan in place in case of riots in our town.

Mayor Holston- in the past we have taken a week off from meeting, it is usually the first meeting in July. We will add this conversation in council comments.

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

Councilor Maxfield- thanked Mayor Holston for acknowledging everything that is going on in our minority communities. She would also like to hear from our police chief in terms of what they are doing to make sure they are not using excessive force in our community.

Councilor Kinyon- asked for updates on applications for the Finance Director position, the Municipal Judge, on Greenwaters Park and the City Administrator evaluation.

Mayor Holston- we will definitely bring these up.

Councilor Hollett- she wants to talk about the recruitment application Councilor Maxfield brought to the council a few meetings back. She wanted to get on record a few things from the censure hearing, she was a little tongue tied that night and she'd like to say that it is important to her that the citizens know that she doesn't believe Councilor Kinyon was being nefarious in any way and she also doesn't believe that Mayor Holston was being malicious in any way. She did bring up that we need to get back to the charter, she believes our citizens need to work on our charter. One of our citizens has brought up several times during public comment that Councilor Kinyon was not allowed to be on the Admin committee, we have discussed this, when the new policy is finished we will reevaluate both councilors being on committees and staff members being on committees. Councilor Kinyon was put on that committee as a citizen and at no time did the council make a motion to remove her.

Councilor McClelland- he would like the council to take up the topic of our fuel tax. Not tonight but sometime in the near future.

Councilor Maxfield – would like to add park fees and library fees to that discussion.

Councilor Whitney- she wanted to add information to the discussion regarding Councilor Kinyon being removed from the Admin committee. When she became a councilor and she was removed from that committee she called the League of Oregon Cities to get a little more clarification and to understand it better. Their direction to her at the time was when you are a councilor, you are a councilor, and when you are a citizen, you are a citizen, so generally we do not have councilors occupy citizen seats on committees. That is not something they encourage, once she got that information she didn't worry too much about her position on that committee, you and I might have a different understanding of how that was supposed to happen. That is where her concerns came from. She has not tried to attack anyone, she just wants everyone treated fairly and equally.

Councilor Maxfield- now that we have it in writing in our councilor rules it won't be so gray anymore.

Councilor Whitney- she agrees although the League did have a good recommendation.

Mayor Holston- she agrees and this is a prime example of the vague language we have in our charter.

## **7.0 Consent Agenda**

7.1 Approval of Minutes from May 7, 2020

7.2 Oregon Emergency Management Contract- COVID Reimbursement- moved to 12.1

Councilor Kinyon- would like to take 7.2 out of the consent agenda, she has questions about this.

Mayor Holston- we will move this to 12.0, items removed from the consent agenda.

**Amended Motion:** Councilor Whitney moved to approve the Minutes from the May 7, 2020 meeting. Councilor Maxfield seconded the motion.

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

Reta Doland from the Oakridge School District called to give an update on the schools. Although the schools are closed it has been a busy and action packed end of the school year. She invited everyone to join them Saturday on 1st Street by the track area to celebrate the graduates. The guidance for reopening should be out next week, each school district will have to have plan for reopening. Information for meal service for students will be on the school website.

## **8.0 Business from the City Council**

Mayor Holston- Councilor McClelland would like the council to agree to put on the August agenda a discussion on the fuel tax and Councilor Maxfield would like discussion on park fees. The council all agreed.

Mayor Holston- Councilor Kinyon had some questions she wanted addressed, we will go over them one by one. The first one is finance Director Applications.

Bryan- asked if he could do this when he does business from the City Administrator.

Mayor Holston- asked about the Municipal Judge.

Bryan- no change, the Judge is still on sabbatical, he hasn't been actively trying to reach out to him. The current Pro Tem Judge is happy to continue to serve and he has not received any complaints. After we get the budget done he will try to reach the Judge and find out what his intentions are.

Mayor Holston- there was a question about CA evaluations, it is actually on her, she hasn't got anything out to Dawn and John, she promises to get something out this week.

Mayor Holston- there was a request for an update on the Greenwaters building.

Rick- he met with a third person today and they walked through the building, they will something going early next week. That is the report he got from them.

Councilor Hollett- at the last meeting we had a person from the public comment on the fact that the recruitment policy didn't go before the Admin committee, she just wanted to explain how this came about and what happened. Councilor Maxfield put this together and asked Councilor Kinyon and Councilor Hollett to peruse the document and let her know if they saw anything to change or add. It was as simple as that, Councilor Maxfield came up with 95% of the policy and they came up with a few skills to add. All policies that we work on don't need to go through the Admin Committee.

Councilor Maxfield- she wants to make sure we bring up RVCC and their sign on papers with the city.

Mayor Holston- this was sent out as an email, the deadline is this Friday. She has been to three of their conferences, she sent out their policy statement has a lot of areas that relate to rural communities.

Councilor Maxfield- gave the council a quick explanation of what this does for rural communities.

**Motion:** Councilor Maxfield moved that we sign on to RVCC's supporting rural resilience and recovery issue paper. Councilor Forcum seconded the motion.

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

Mayor Holston- typically the council takes off one meeting during the summer, she suggests we take off July 2. Is the council ok with that?

There was council consensus.

**Motion:** Councilor Hollett moved to cancel the July 2, 2020 City Council meeting in honor of the Fourth of July holiday. Councilor Forcum seconded the motion.

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

Councilor Hollett- the Mayor received a call this week about fireworks, they had a discussion on how they could facilitate that. They came to the conclusion that because of being in phase 2 this would not be possible. They would like to encourage businesses to decorate for the holiday. They are open to any ideas, they will advertise to the community via the newspaper and social media.

## 9.0 Business from the City Administrator

Bryan- with great sadness he delivered a layoff notice to the Community Services Director last Friday, his last day will be June 30<sup>th</sup>. Rick has had a number of tasks, he has responsibility for Public Works, Planning, Community Services, permits and in addition he has some skill sets that you don't see often in a city staff like this. That combined with the transition of the Finance Director he asks for some patience. This was a financial decision. On November 15 he will reevaluate the situation and give an update where we are financially to see if we can bring Rick back on or someone else. Bill has agreed to stay on until the end of June and he work on an hourly basis to help with the transition of the new Finance Director. We have been advertising for the position and our accountants have been

circulating the notice as well. The first round of interviews will happen Friday, the panel will include one councilor, one citizen, Bill and Bryan.

Bryan- we did receive a Ford Family Foundation Grant to help facilitate our Strategic Plan. The contractor has been selected, they would like to propose a couple council retreats. We do have a deadline from Ford so he doesn't want to drag our feet on this.

Bryan- phase two has been granted by the Governor for the county, there are a lot of different regulations which he posted on the Facebook page. Phase three will only happen if we get a vaccine or a successful treatment.

Councilor Kinyon- how will this affect city council meetings, will we continue zoom meetings or somewhere else?

Bryan- he was going to bring that up, we could hold meetings at the OIP building or the gymnasium and still comply with the restrictions, if council wants him to work towards a plan for that he will do that.

Councilor Kinyon- she hasn't heard of any of the committees meeting, are they meeting?

Mayor Holston- they have the ability to meet, there hasn't been anything saying they can't.

Rick- the Planning Commission has met twice and Parks and Community Services have met twice, they did zoom meetings though.

Councilor Hollett- she asked about Rick's duties and who those duties will fall on and will that incur overtime for the employees? She wished that the option would have been put up in the budget committee, they discussed cutting other positions half time, she is curious why that option wasn't put out in the budget committee.

Mayor Holston- this will be discussed in 9.3.

#### 9.1 Declaration of a Local State of Emergency – Resolution 04-2020

Bryan- read the issue.

Councilor Whitney- as Senior and Disability Services worker this changes how she can work with her clients and partners in confidentiality situations and having this in place has made it easier in dealing with people that are COVID 19 impacted. The most reasonable thing to do would go with Lane County, she doesn't want to see this lapse.

**Motion:** Councilor Kinyon moved we extend Resolution 04-2020. A Resolution declaring a Local State of Emergency due to the present COVID 19 pandemic to coincide with the Lane County Local State of Emergency expiration. Councilor Forcum seconded the motion.

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

#### 9.2 Approval of RAIN Memorandum of Understanding

Bryan- read the issue.

**Motion:** Councilor Maxfield moved we approve the memorandum of Understanding with Oregon Regional Accelerator and Innovation Network for FY20-22. Councilor Whitney seconded the motion.

Mayor Holston- she appreciates all that RAIN is doing especially in this time of COVID being active and helping businesses sustain themselves.

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

9.3 Approval of Intergovernmental Agreement (IGA) between Lane Council of Governments and the City of Oakridge for Planning Services

Councilor Whitney- declared a conflict of interest.

Bryan- read the issue.

Bryan- in response to Councilor Hollett's questions, Robeart will take over the day to day management of public works and report to Bryan, in regards to planning we will rely on LCOG to do the heavy duty planning. For permitting, Jackie does most of that already and will continue to do so. The Community Services Director will be a void, between Robeart and himself they will pick that up. In regards to staffing, hiring and firing is his prerogative, he offered the notion in regards to what the budget committee should be thinking about. He didn't feel inclined that the budget committee should be going through and deciding who gets fired and who gets hired.

Rick- given the financial situation we have at hand he agrees with Bryan's decision. In regards to the IGA we have, the TSP that needs to be wrapped up to meet a deadline set by the Federal Highways Administration. ODOT has been very generous in extending deadlines due to COVID, but he's not sure the Federal Highways Administration is going to be the same.

**Motion:** Councilor Maxfield moved we approve the Intergovernmental Agreement with Lane Council of Governments for Planning Services for FY 20-21. Councilor Forcum seconded the motion.

McClelland (aye), Maxfield (aye), Forcum (aye), Kinyon (nay), Councilor Hollett (aye), Mayor Holston (aye). Motion carried 5-1

## **10.0 Reports from Boards, Commissions and Committees**

10.1 Budget Committee-no report

10.2 Planning Commission

Rick- the Planning Commission did have a public hearing for the rezone and you will receive the full report soon.

Councilor Maxfield- she knows we have these committee resolutions that are going to be coming back to council, she feels it might be best to have our Strategic Plan in place, so she wanted to discuss that with council. Particularly because she thinks the community recruitment strategy will be best implemented, possibly in a town hall like setting.

Mayor Holston- thinks this is absolutely ok, we need to consider the ramifications and why things have gone as slow as they have. Council needs to understand how they work, why they work, how we use them to our best advantages and our challenges, we obviously don't have full committees.

Bryan- we had the first discussion about a recruitment strategy for committees, he put a pause on putting any more applications out for committees if are we going to continue to delay the resolutions and recruitment strategy, would you like to advertise for the vacant positions now?

Mayor Holston- we should be advertising the vacant positions, we are looking at a future process on how we want to draw people into committees and how we want to recruit. In the mean time we need to fill the positions.

Councilor Whitney- agrees with Mayor Holston.

Councilor Maxfield- she feels differently, we need to be tactical at how we fill those particularly doing outreach, once we put someone on there they can be there for three years and she doesn't feel we have been very tactical in how we have filled committees in the past.

Councilor Hollett- she feels like if we are going to hold off on recruitment and then we should also hold off on filling the vacancies. It's a little unfair to ask somebody to apply to a committee and put forth the effort to be on the committee when we haven't even decided the direction we want them to go.

Mayor Holston- our committees know what direction we are giving. If you want to wait her opinion would be why we don't just disband all of the committees until we can figure out how you want to recruit for them. You are going to tie their hands if they don't have a quorum, although that is not a requirement.

Councilor Hollett- do we have committees that don't have a quorum?

OEDAC doesn't have a quorum and the Library is close to not having one.

Councilor Maxfield- it might be worth it to do some outreach for those committees. We will also be discussing our priorities this summer. We need to have a strategy, she believes we are all going out and talking to community members.

Councilor Whitney- we don't have to accept every person that applies for a committee.

Mayor Holston- is council in agreement to go ahead and post for the empty committee positions?

The consensus was yes.

Bryan will go ahead and post for the open seats.

Councilor Kinyon- can we get consensus from the council on having those resolutions on the agenda soon?

Bryan-he will get them on an agenda soon.

**11.0 Public Hearings- None**

**12.0 Items Removed from the Consent Agenda**

12.1 Oregon Emergency Management Contract- COVID Reimbursement

Bryan- read the issue.

**Motion:** Mayor Holston moved to authorize the City Administrator to sign the Oregon Emergency Management Agreement reference infrastructure contract number 4499-DR-OR. Councilor Forcum seconded the motion.

Councilor Kinyon-we have already filed for reimbursement through the Cares Act, she doesn't understand why we need a contract if we haven't applied.

Bryan- this defines how you are going to file with FEMA for those reimbursements should they not be covered by the CARES Act, this is just an administrative tool to tell us how to do this.

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

**13.0 Ordinances, Resolutions and Public Comments**

13.1 Resolution 05-2020 City Services

Bryan- read the issue.

**Motion:** Councilor Whitney moved we adopt Resolution 05-2020 certifying the City of Oakridge provides four or more of required municipal services be eligible for state funding. Councilor Forcum seconded the motion.

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

13.2 Resolution 06-2020 State Revenue Sharing

Bryan- read the issue.

**Motion:** Councilor Forcum moved we adopt Resolution 06-2020, declaring the City's election to receive state revenues. Councilor Maxfield seconded the motion.

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

13.3 Resolution 07-2020 FY 20-21 Budget Adoption

Bryan- read the issue.

Councilor Whitney- declared a conflict of interest, she will not be voting.

**Motion:** Councilor McClelland moved to approve Resolution 07-2020 adopting the FY 2020-2021 budget in the amount of \$8,932,308 and making appropriations and imposing and categorizing taxes. Councilor Maxfield seconded the motion.

Councilor Hollett- declared a conflict of interest

McClelland (aye), Mayor Holston (aye), Forcum (aye), Kinyon (nay), Maxfield (aye). Motion carried 4-1

**14.0 Appointments-none**

**15.0 Public Comment**

Trudy Hammond 47752 Berry St- she has been talking to Cedric Hayden, he is going to check in to getting call boxes along Highway 58 after mile post 38 where cell service stops after the death of her daughter and another car accident. She just wanted to share this information.

Mayor Holston- gave Trudy her condolences and said she she'd be happy to contact Cedric and offer any help with that that they can to get that through. She will call him tomorrow.

**16.0 Adjourn – 8:20 pm**

Signed: Kathy Holston  
Kathy Holston, Mayor

Signed: Jackie Sims  
Jackie Sims, City Recorder