



October 15 2020  
City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

## MINUTES

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### 1. CALL MEETING TO ORDER

**Council Present:** Mayor Kathy Holston, Councilors Christina Hollett, John McClelland, Bobbie Whitney, Paul Forcum, and Dawn Kinyon

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, and City Recorder Jackie Sims

### 2. Pledge of Allegiance

### 3. Roll Call --all present

### 4. Additions, Corrections or Adjustments to the Agenda

Mayor Holston- removed 9.1

Bryan- added 10.4 White bird Clinic approval

### 5. Public Comment

Trudy Hammond 47752 Berry Street- she received an additional 500 pounds plus for our community pet food bank.

### 6. Mayor Comments / Announcements / Proclamations

October 27<sup>th</sup> at 3:00 at the fire station there will be Covid testing through Lane County Public Health.

The warming center will be opening on November 14<sup>th</sup>. IF you are interested in volunteering get a hold of the City Administrator or Dawn Kinyon.

Thank you to George Custer and the water tower crew for getting the tower painted and thank you to John McClelland for painting the light poles up town.

The Oakridge Air public meeting is October 29 from 6-7:30 on line.

October 31<sup>st</sup> the Chamber is sponsoring an event that we will be talking about later.

### 7. Council Comments / Announcements

Councilor McClelland-asked about the water tower, at one point we discussed putting this out to the community, are we still looking to do that?

Bryan- he spoke with George today and the funds are limited at this time, he has a stencil that says "Oakridge Welcomes You" that he will put up at this time.

Mayor Holston-we should put this as an agenda item in the next couple of months and ask George to come talk to us about this.

## **8. Consent Agenda**

8.1 City Council minutes from September 17 & October 1, 2020

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

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

## **9. Business from the City Council**

9.1 City Administrator Evaluation- removed from agenda

9.2 Municipal Judge Discussion

Bryan-Judge Segarra was back yesterday on a full time basis. He is going to assist in revising ordinances in law enforcement.

## **10. Business from the City Administrator**

Wood heat exemption forms are available at city hall, on line and on the Oakridge Air website.

We had two successful auctions of city property, we ended up selling every item.

10.1 Street Closure request- Headwaters Harvest Festival Halloween Extravaganza.

Bryan-read the issue

**Motion:** Councilor Hollett moved to approve the street closure of Ash Street between Commercial and E 1<sup>st</sup> Streets from 12-8 pm on October 31, 2020. Councilor Kinyon seconded the motion.

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

10.2 Surplus properties

Bryan- read the issue

**Motion:** Councilor Whitney moved to declare the listed properties as surplus eligible for sale by the city. The sale contract would come before the council before being finalized. Councilor Forcum seconded the motion.

Councilor Kinyon- have we thought about appraising the properties and what we will be listing them at?

Bryan- the old public works shop is the only one that has been appraised. There is an individual who is interested in placing an offer, but was waiting on the decision tonight before he did that.

Mayor Holston-she is concerned about selling the old public works building, at one time we had discussed putting a community events center there.

Councilor Hollett-she agrees, there is a lot of potential in that piece of property.

Mayor Holston- she would like to hold on to that before we put it up for sale until we decide if we are going to do a community center there.

Councilor Kinyon-are we just deciding to list these as surplus or can we just not list this piece of property for sale for now?

Bryan- if the council doesn't want him to list this he won't.

**Amended Motion:** Councilor Whitney moved to declare the listed properties as surplus eligible for sale by the city except for the old public works shop. The sale contract would come before councilor before being finalized. Councilor Kinyon seconded the motion

Councilor Hollett- are there any current offers on any of these properties and if so can you tell us which one it is?

Bryan- there is a desire to place an offer on the old public works building, but they were waiting for the outcome of this before they put in an offer.

Mayor Holston- wants to make sure we have put enough thought into this, she thinks it is a good idea to keep it off the list but not permanently until we have discussion about this.

Councilor Kinyon-wants to rescind her second on the friendly amendment, we should have been told that there was a potential offer on that before we even discussed all of this.

Mayor Holston-there is a delicate balance between someone saying if this comes up for sale I would be interested in buying it and someone coming to the council and saying do you want to put this up for sale.

Councilor Forcum -seconded the motion for the friendly amendment.

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

#### 10.3 Mountain Respite and Mission Rescue Safety Animal Center rent waiver

Bryan-read the issue

**Motion:** Councilor Hollett moved to waive the rent for storage for the Mountain Respite and Mission Rescue Safety Animal Center for an initial term of six months. Councilor Forcum seconded the motion.

Councilor Kinyon- declared a potential conflict of interest.

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

#### 10.4 White bird Clinic

Bryan- read the issue. Pending council approval he is targeting the last week of October to start, he hasn't heard from White Bird yet though.

Councilor Whitney-how many sessions are you planning to have?

Bryan- if we can get reimbursed he is hoping to have one or two a month until the coronavirus funds are expended.

Councilor Whitney- she would like to talk to him more about how he is going to implement this to get the people there who need it.

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

Mayor Holston- wanted to discuss the Levy, you should all be getting notification in your mail boxes from council. Councilor Hollett has been working with both Unions on messaging. It is our job as council for our community to understand this fully.

11. Reports of Boards, Commissions and Committees- none
12. Items removed from the consent agenda-none

**13. Ordinances, Resolutions and Public Comment**

13.1 Resolution 21-2020 FY 20-21 Schedule of Fees

Bryan-read the issue.

**Motion:** Councilor Kinyon moved that we adopt Resolution 21-2020, the City of Oakridge fee schedule for fiscal year 20-21. Councilor Whitney seconded the motion.

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

13.2 Resolution 14-2020 Repealing and replacing Res. 15-2013 & 2-012 Oakridge Audit Committee

Mayor Holston-this would be easier if we do these separately.

**Motion:** Councilor Whitney moved to adopt Resolution 14-2020, repealing and replacing RES. 15-2013 & 2-2012, The Oakridge Audit Committee. Councilor Forcum seconded the motion.

Mayor Holston-her concern is in section 2, terms for seats 1, 2 and 3, one of those should read mayor, not councilor.

Councilor Hollett-she thought we talked about making the audit committee standardized with the other committees and there would be seven people total on it.

Mayor Holston-she is comfortable with it being this way, this is a committee that meets annually on a regular basis irregularly.

Councilor Kinyon-they did discuss this in the Admin committee, but it was decided that because of the nature of the committee it was felt that it wasn't necessary to have a full committee. In section one she would like to remove "no staff member may apply as a voting citizen member" because there is no citizen member. In section two remove the word citizen at large.

Mayor Holston-agreed, we need to designate the budget committee member because the Mayor and council member are designated.

Mayor Holston-the Mayor is always on the committee, unless they appoint a designee. It makes sense to have a two year term because it falls in that weird time frame in year.

Councilor McClelland-he agrees that they shouldn't camp out there forever. What if you just used terminology that all appointments will be reviewed annually that way you have the option of going back and checking them. If someone wanted out or into a committee they could change, but leave in that they are assigned for three years, but reviewed annually.

Councilor Kinyon-agrees with John and thinks we should put that on every resolution on every committee.

Councilor Hollett-she thought that the reason they were doing the resolutions was to standardize them and make them somewhat uniform and consistent.

Mayor Holston-we need to be flexible with the committees, we can't make them all the same. The audit committee is different because it is a small committee and it has very specific duties, we can be flexible and still be consistent. She likes John's that all committees will be reviewed annually and leaving the rest of the wording as it is and taking out the years in seat one, leave seat three the councilor and seat two the mayor or designee.

Councilor Whitney-she can live with the three year terms, but no more than that.

Mayor Holston= we are not going to vote on this, we will bring this back with the revised changes and then vote on it.

Councilor Whitney- withdrew her motion.

13.3 Resolution 16-2020 Repealing and replacing Res. 11-2018 Oakridge Economic Development Advisory Committee

Mayor Holston-is there anyone who has any changes or suggestion for this resolution?

Councilor Hollett-they have discussed reforming this committee, but they haven't sat down and done it. They haven't talked about what this committee does and the overlap of planning commissioners and OEDAC. We could have a great committee if we just sat down and put together what our expectations are.

Mayor Holston-the admin committee did discuss this, the OEDAC committee itself has goals and a mission statement. In section four, number three it does say other activities within the scope of the committee as assigned by the city council. Regarding the committees, there will always be overlap in committee members.

Councilor Whitney-she feels with all the discussions we have had on this maybe we should have a work session about this and make sure we are handling this the right way.

Mayor Holston-it is important to recognize that some of these questions have been taken to our city attorney and they said there was no problem.

**Motion:** Councilor Kinyon moved to adopt Resolution 16-2020, Repealing and Replacing RES. 11-2018, The Oakridge Economic Development Advisory Committee. Councilor Forcum seconded the motion.

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

13.4 Resolution 19-2020 Repealing and replacing Res. 01-2015 Oakridge Rural Marketing Program Advisory Comm.

Mayor Holston-is there anyone who has questions or changes?

Councilor Kinyon-she agrees with Councilor Whitney that we should have a work session, but she doesn't think this resolution has anything to do with that.

Mayor Holston-until she knows for sure that there are separate documents spelling out the definitions she doesn't want to repeal anything and she doesn't want to vote in anything.

Councilor Kinyon-we can just add this to the list of things to bring back.


14. **Appointments-none**

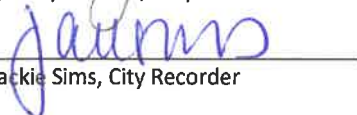
15. **Public comment**

Trudy Hammond 47752 Berry St- thanked the council for approving the storage space for the community pet food bank.

Dan Barclay- talked about the RTMP committee and the Charter.

16. **Adjourn 9:26 PM**

Signed:   
Kathy Holston, Mayor

Signed:   
Jackie Sims, City Recorder