



December 3, 2020
City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER

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

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

2. Pledge of Allegiance

3. Roll Call – all present, Councilor Hollett arrived late

4. Additions, Corrections or Adjustments to the Agenda

Addition- 10.4 SCA Agreement

Move minutes from out of the consent agenda and in to 9.1

5. Public Comment

Trudy Hammond 47752 Berry Street- asked if we have researched a chipper that was closer to our area.

Audy Spliethof- when do the new councilors get their booklets and how will they be sworn in?

6. Mayor Comments / Announcements / Proclamations

We had a citizen alert us that the Diamond Express was running a small bus, our large bus is having mechanical issues right now.

The Christmas Tree is up and ready for the tree lighting.

There is a new grant application for businesses impacted by the pandemic, councilors, if you are in contact with businesses let them know this.

The city is still in the high-risk category for COVID-19.

7. Council Comments / Announcements

Councilor Hollett- unfortunately they are not going to be able to do the light parade this year, possibly postpone, they have some participants that are out sick.

Councilor Kinyon- at the November 5th meeting we discussed the motion made last May about the water tower and she made a motion to table it and it passed. At the November 19th meeting Mayor Holston asked the council to discuss it again and Councilor Hollett specifically requested it be discussion only. Mayor Holston then made a motion, breaking council rules on public comment.

8. Consent Agenda- removed from agenda

9. Business from the City Council

9.1 Approval of minutes from November 5, 2020

Motion: Councilor Whitney moved to approve the November 5, 2020 City Councilor minutes. Councilor Forcum seconded the motion.

Councilor Kinyon- she sent a request to make the adjustment and she hasn't seen that the correction has been made yet so she would like to hold off on voting until the changes are made.

Councilor Whitney- withdrew her motion.

10. Business from the City Administrator

10.1 CA Update

Bryan- the two employees that he reported on at the last meeting that were in quarantine are back to work now, however we have another employee that is in quarantine now, but they are asymptomatic.

COVID freeze - after reading the Executive Order they do make an exception for local governments and we will go back to the same schedule we had before the freeze with one front office staff member at a time and they will wear a mask when helping customers.

To expand on the grant the Mayor mentioned, it is a \$3.6 million grant, the window is going to be open from now until December 13. He encourages you to go the Lane County Economic Development site or the City Facebook site, they both have information, encourage your businesses to get out there and apply.

There will be Toys for Tots on the 12th, the event is on Facebook.

We received a Business Oregon PPE shipment today, they are giving the city PPE to distribute to local businesses.

The restroom at Diamond View Park is near completion.

10.2 Portland State University Newly Elected Officials Leadership Academy

Bryan-read the issue.

Motion: Councilor Whitney moved to approve the Portland State University training, Newly Elected Officials Leadership Academy for the newly elected councilors. Councilor Hollett seconded the motion.

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

10.3 Memorandum of Understanding with the Oakridge Disc Golf Club

Bryan- read the issue.

Bryan- he did have the City Attorney go over some of the legal and indemnity clauses, he did make some minor changes to the indemnity paragraph.

Motion: Councilor Kinyon moved to direct a revision to the Memorandum of Understanding.

Mayor Holston -suggested we open this up for discussion because she had some questions too and then we can decide whether or not we want to make changes.

Councilor Kinyon- the map in exhibit A is not a current map. In the 6th paragraph she would like to consider adding, after the word barrier, *on lot 4*. In paragraph 7 she would like to know what the abatement areas are.

Mayor Holston- that is an area they were told they could not dig in to because it is not stable ground.

Bryan- said he would have to get with Robeart to provide an answer.

Councilor Kinyon- asked about paragraph 8, the parcel leased to the Fish Hatchery.

Bryan- they have a 99-year lease, it has settling ponds for their breeding pools and they request that no baskets go beyond the high water mark.

Councilor Kinyon- in paragraph 9, who are the stakeholders that the City and the Disc Golf Club will collaborate with.

Bryan- that is a blanket statement, should something come up to do something else with the park they would participate and take care of it.

Mayor Holston-as far as the fiscal impact, she knows we take care of that property doing weed abatement, we will also oversee keeping the parking area cleared and also the club is going to take on the responsibility of the greens or will this be a joint effort?

Bryan- initially it will be a joint effort to maintain, this is something we will talk about with Jason.

Mayor Holston- the disc golf park sits on the park that the city owns and anything that is done to the park including the mural, or seating or anything like needs to be approved by the city first.

Councilor Kinyon-wanted to know how the council feels about adding the words *on lot 4* in paragraph 6?

The Council was ok with the added wording.

Motion: Councilor Whitney moved to approve the Memorandum of Understanding between the City of Oakridge and the Oakridge Disc Golf club to include the adjusted changes. Councilor Forcum seconded the motion.

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

10.4 SCA Agreement

Bryan- read the issue.

Motion: Councilor Whitney moved to accept the \$100,000 Oregon Department of Transportation Small City Allotment Grant for Berry Street improvements. Councilor Hollett seconded the motion.

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

11. Reports of Boards, Commissions and Committees

11.1 Administration Advisory Committee

Bryan- they did meet without a quorum, they brought aboard Councilor Kinyon as the council representative. They discussed redoing the Charter.

Councilor Kinyon- she emailed out some documents for review.

11.2 Parks and Community Services Committee

Councilor Whitney – they met and set some goals for the Committee. We talked about the IMBA Grant and Diamond View Park and they have been getting a lot of positive feedback from the county and state. Bryan will be submitting for reimbursement.

11.3 RTMP Committee

Mayor Holston- they haven't done anything to report on yet.

12. Items removed from the consent agenda

13. Ordinances, Resolutions and Public Comment

13.1 Resolution Adopting the City of Oakridge Strategic Plan

Bryan-read the issue.

Sarah Altemus-Pope- gave a brief update on the Strategic Plan and the process used.

Katie Fields- she worked with Sarah on the plan, she also gave an update on the Strategic Plan and the process they used to put this together.

Motion: Councilor McClelland moved we approve Resolution 23-2020, a Resolution adopting the City of Oakridge Strategic Plan 2020. Councilor Hollett seconded the motion.

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

Bryan -thanked Sarah and Katie for their hard work on this.

13.2 Resolution Adopting the City of Oakridge Social Media Policy

Bryan- read the issue.

Mayor Holston-would like more definition as far as defining employee and official or elected official.

Bryan- when it says official that is appointed or elected official.

Councilor Hollett- looked up the League of Oregon Cities website to see the differences on the polices and one thing they have on theirs is that in bold it says that these policies need to be run by the city attorney before they are passed. She did notice there is quite a large section of personal social media accounts that is not on the League of Oregon Cities example, she thinks this needs to be run by the attorney. She thinks this limits the councilor's ability to talk to our community.

Bryan- regarding the section on the personal, he did his research and part of that was public records request, if you are functioning as a councilor then people have a right to request public records from that social media. The city can archive our city website and our Facebook page, his concern is that if you decide to function as a councilor on a personal website then it is your responsibility to archive all of that. The other problem is that it is a city liability because if it is not archived they could come back and sue the city because it is a responsibility to provide public records upon request.

Councilor Kinyon- she has the same concerns that Councilor Hollett had so she did some research, and all the laws go back to the cities managing their own websites and Facebook pages, not the official's pages. We should do some more research on this and consult with the city attorney. She would also like to have the employee handbook separate from the official's handbooks even if they are the same.

Councilor Whitney- she agrees that we should have the City Attorney look at this and she likes that the policies are the same for the employees and the officials and we should have it all together in one document.

Councilor Forcum- he agrees with Councilor Whitney and we should have our attorney go over this.

Councilor McClelland- he agrees with what Councilor Forcum said that it needs to be reviewed by the City Attorney because if there ever is a violation they will need to get involved. He also agrees that it should be kept in one document to make updates easier in the future.

Councilor Kinyon- on records retention in section #3, her concern is that if every official and city employee is keeping an electronic file of every email that comes in it seems that we would need more than one records retention employee.

Mayor Holston- our software program is able to do this so we don't have to get that complicated.

Bryan-not all email is required to be retained by law, for email that is, it would go to the network server, at least for the city staff and be archived there. For council there are other ways to archive by zip drives, or the cloud.

Mayor Holston- she brought this to Bryan because we need a social media policy, it is important as a council to understand how we are going to use social media and we need to have some regulation. We attempted this a couple of years ago and it got bogged down and since we have new councilors coming in, she thinks this is really important.

Councilor Hollett- this is a good thing for the Admin Committee to look at and they could look at what other cities already have in place. She thinks this is a really good opportunity to include our new council coming in.

Mayor Holston- would like to have a work session about this, she has done her due diligence on this also and has looked around at other social media policies, it is one of those big things we are moving into and communities are learning how to use this and being cautious and learning how to regulate it. She would like to find a date in February to do a work session on this. We will table this until we have a work session.

Councilor Hollett- agrees, it makes more sense for us to hash it out before we have the attorneys look it over so they won't have to look at it twice.

14. **Appointments**

14.1 Planning Commission

Bryan- read the issue.

Councilor Kinyon- there is only one vacancy right now, also there is a mention of a three-year seat and that is not right. The posting that was done in November said there was one vacancy, not what this says. Every odd number year for the last few years we have always appointed the seats in January for the ones that are being vacated at the end of December.

Mayor Holston- so you are objecting to not following our policy that we have followed in the past. When we get our agenda packets, and we have things like this that are this big you should contact the city administrator and not wait until the meeting and waste people's time.

Bryan- he became aware after that posting that we had two terms expiring and he has a public hearing in January which is why he is aggressive in getting these candidates up here so we could have a full commission.

Councilor Whitney- asked if Loren Hogue was on the Planning commission because that will be another vacancy.

Councilor Hollett- she does not think we need to fill seats that aren't even vacant yet and leave this to the new council like we have done in the past.

Mayor Holston- she has heard your objections so what we will do is table all of these, she apologizes to all of applicants. And we will bring these up and post them again which means we will not have an active planning commission. We are just trying to have an active planning commission so we can deal with land issues as charged by the council and the charter.

Councilor Whitney- that is an issue that we will only have three filled seats come January and that is an issue that we should address. We do have someone here that has applied for one of the vacancies and we should do this so we have a working planning commission. She doesn't have a problem with filling all of the seats now and being proactive.

Councilor Kinyon- she disagrees about filling the seats, if Mr. Barclay is here and he is interested in the two-year seat that would be one thing.

Mayor Holston- we will direct the City Administrator to post for a vacancy beginning in January. She apologized to the applicants for wasting their time. We will do the interviews on January 7th. She asked Mr. Barclay if he wished to apply for the two year seat.

Mr. Barclay- no he does not, he will reapply in January.

Mayor Holston- we are going to have presented to us at the next meeting an opportunity that is coming to the OIP. She would like to meet before this to get more information.

Sarah Altemus-Pope- gave the council a brief update on this opportunity. This is an opportunity that has fallen into our lap and she agrees with the Mayor that a work session would be a good idea.

Mayor Holston- Bryan will query us to find a good time for a work session.

15. **Public comment**

16. **Adjourn 9:07 PM**

Signed: _____


Kathy Holston, Mayor

Signed: _____


Jackie Sims, City Recorder