



December 17, 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 Bobbie Whitney, John McClelland, Paul Forcum, Dawn Kinyon and Chrissy Hollett

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

## 2. Pledge of Allegiance

## 3. Roll Call – all present

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

Addition- Devonshire Group Agenda bill

## 5. Public Comment

Trudy Hammond- offered her non-profit for grant writing for police animal control issues that the city may need.

Audy Spliethof- asked about the warming center houses. Additionally, you can't see the name on the water tower until you are right beside it.

## 6. Mayor Comments / Announcements / Proclamations

This is the last meeting of 2020 and she wanted to wish everyone a happy new year. There are several ways you can help your community: Lane Electric and the City both collect funds to help people with their utility bills and volunteering in your community.

### 6.1 Outgoing Councilor Recognition

Mayor Holston- recognized Councilors Forcum, McClelland and Kinyon for their service on the city council.

## 7. Council Comments / Announcements

Councilor Kinyon-she noticed the minutes did get updated from the November 19 meeting, but it still does say that the TSP Motion passed and it says in our council rules that it should be a unanimous vote.

Mayor Holston- she will look into it; she is not prepared to start digging into this right now.

Mayor Holston- the warming center is not a city function, it is a project of the community, and the city stepped in when they lost their insurance and investigated helping insure them. They are following all screening processes for COVID 19. When the temperature gets down to 33 degrees they open the doors. We decided not to open the warming center at this time, there were concerns with the volunteers because of the risk with COVID 19, and we are going to reevaluate this in January. It would be nice if we had more volunteers that are younger.

## 8. Consent Agenda

### 8.1 Approval of minutes from November 5 & 19, 2020

Councilor Kinyon- she doesn't want to pull the November 19 minutes, but her concern is they go against council rules.

Mayor Holston-we can go ahead pass them, but we will look at it and determine if we need to do a secondary reading.

Councilor Kinyon-was ok with that.

**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

## 10. Business from the City Administrator

Bryan- gave an update on the COVID status on the entire staff including volunteers.

The Community Lending works sent out email letter to those who were awarded grants for their small businesses.

Remote learning WiFi is on target to install and be ready to go by the next semester. It will provide community wide Wi-Fi for students.

### 10.1 OLCC Permit renewal

**Motion:** Councilor Kinyon moved to recommend granting an OLCC Liquor License to Moose Lodge #2191. Councilor Whitney seconded the motion.

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

### 10.2 Feasibility Study Grant

Bryan-read the issue.

**Motion:** Councilor Whitney moved we fund the requested \$6,250 for the Devonshire Group, LLC to write and submit an application for the 2021 Wood Innovation Grant Cycle. Councilor Forcum seconded the motion.

Councilor Hollett-regarding the presentation we listened to last week about the biomass fuels. Her understanding is the grant is going to be awarded in the Spring, but they are asking us to hold off sales for the entire year. Why wouldn't we hold off until we hear about the grant?

Sarah Altemus-Pope- the in-kind contribution from the city would set aside 10 acres to be made available for the effort and as long as the city does that they would be meeting the obligation of the grant.

Councilor Hollett- is there any certain area they need to have?

Sarah- no, part of the grant application will be to set aside tens of thousands of dollars for development.

Bryan- we did budget to extend water and sewer down Kokanee in this budget cycle, we haven't started on this.

Councilor Hollett- how could having this biomass company here effect our community? She imagines there will be smokestacks.

Sarah-there won't be full on smokestacks, this is more technical, higher end stuff. What you will hear is more of forklifts sounds and more truck traffic.

Councilor Kinyon-asked for clarification on our in-kind responsibility and the \$125,000 that the city will have to spend.

Sarah- explained what the in-kind contributions are the things the city is bringing to the table like the leased space. The \$125,000 is cash that the grant will provide to invest into the project. This is shared with Prineville and this is for the term of the grant.

Mayor Holston- the \$6,250 will come out of the OIP fund and that is not in the general fund, it is money restricted to the OIP. This is a really wonderful way to find out if this is a viable opportunity for the city at a cost that isn't too exorbitant, and we also get to partner with Prineville.

Sarah- by hiring Devonshire to write the grant application we will own that grant. We will have other grant opportunities if we don't get this grant.

Councilor Whitney- she likes that the biomass material will come from our local forests and it will help clean up our forest floors and help with fire risk.

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

#### 10.3 Finance Director Update

Eric- presented the Finance Director Update.

Loans to Water and Wastewater were paid back this week and the audit presentation will be next week.

Councilor Kinyon- what is the city using the Cares Act Grant money for?

Eric-preventive measures that public works is doing and remote work capability that we are using at City Hall.

Bryan- some of the big-ticket items are: a defibrillator for one of the ambulance units; and \$10,000 grant administrated by the Community Lending Works to give grants to Oakridge small businesses. We will file our last reimbursement request tomorrow and that will include reimbursement for public safety salaries and overtime.

#### 10.4 Economic Development Update

Grace—she is very excited about the biomass utilization and she has been working with the Chamber and RAIN to look at other economic development opportunities.

#### 10.5 Police Update

Chief Martin- presented the police update. All of the staff was able to attend the Chiefs training this year since the conference was on Zoom and it was much less expensive. Some of the officers attended de-escalation training. He hopes we can get some volunteers for the warming center.

#### 10.6 Fire Department Update

Bryan- presented the fire update. It has been very busy and the number of COVID transports has increased.

#### 10.7 Public Works/Community Services Update

Bryan- presented the public works update. They are putting the final touches on the new restroom.

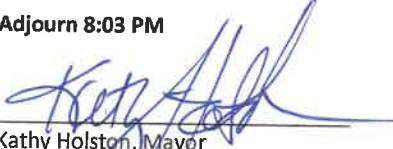
Chief Martin- he and the department thanked Councilor Forcum, his officers appreciated him. He went on more ride-alongs than any other councilor. And he enjoys seeing his smiling face on the school bus.

11. **Reports of Boards, Commissions and Committees**
12. **Items removed from the consent agenda**
13. **Ordinances, Resolutions and Public Comment**
14. **Appointments**
15. **Public comment**

Sarah wanted to announce that the Greater Oakridge area Fire wise Assessment application was approved, the area around Oakridge is now designated fire wise and we do have some work to maintain that status but this does help us with grants.

16. **Adjourn 8:03 PM**

Signed: \_\_\_\_\_

  
Kathy Holston, Mayor

Signed: \_\_\_\_\_

  
Jackie Sims, City Recorder