



January 7, 2021
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 Dawn Kinyon, Michele Coker, Melissa Bjarnson, Audy Spliethof 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

4. Oath of Office

Mayor Holston- introduced the incoming councilors.

4.1 Councilor-elect Bjarnson

Read the Oath of Office and introduced herself.

4.2 Councilor-elect Coker

Read the Oath of Office and introduced herself.

4.3 Councilor Kinyon

Read the Oath of Office and introduced herself.

4.4 Councilor-elect Spliethof

Read the Oath of Office and introduced himself.

5. Additions, corrections or adjustments to the agenda

Bryan- 16.1, 16.2 has additional applicants and asked to remove 16.3.

Mayor Holston- they will remove 16.2 until the next meeting so council has more time to review the application.

Councilor Hollett- would like to add a spot on the agenda to add a work session for council rules of procedure, the City of Westfir contract and she has questions about the City Engineer contract.

Mayor Holston-we will add those items to Business of the City Council.

6. Public Comment

Kelly Maxfield 47598 Teller Rd- has had issues with her water bills and E-billing. This is something that has been going on for a while now and she will talk to Bryan and make her concerns public.

Dan Barclay- thanked the voters of Oakridge for the new city council.

7. Mayor Comments / Announcements / Proclamations

Mayor Holston- read a letter from Leo Robb thanking everyone for their generosity for the Toys for Tots event this year.

7.1 State of the City

Mayor Holston- read her State of the City letter.

8. Council Comments / Announcements

Councilor Kinyon-asked if the city has connected with Trudy Hammond regarding her services and her desire to meet with the police department.

Bryan- he did connect with Trudy via email along with Chief Martin and Mikal this week. They will arrange a time to see if there are opportunities there.

Councilor Kinyon-she saw Kelly's post on Facebook and she saw other people had similar problems, she would like to see that everyone get updated on the progress for this.

Bryan- we have had some historical problems with the legacy billing software that came with ASYST, it is no longer being supported. Eric is looking into other software programs.

9. Consent Agenda

9.1 Approval of minutes from December 17, 2020

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

Mayor Holston (aye), Bjarnson (aye), Coker (aye), Spliethof (aye), Hollett (aye), Kinyon (aye), Whitney (aye). Motion passed 7-0

10. Business from the City Council

10.1 Election of the City Council President

Mayor Holston- read the issue and asked if the council understood this and they did.

Motion: Councilor Bjarnson moved to nominate Councilor Hollett to serve as Council President from January 7, 2021 to January 3, 2023. Councilor Spliethof seconded the motion.

Hollett (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Whitney (aye), Spliethof (aye), Mayor Holston (aye). Motion passed 7-0

10.2 Work session on Council Rules of Procedure

Mayor Holston-we will have a work session scheduled in February, no date has been set yet, to discuss social media, we will fold that into this work session. The councilors will have to come prepared having read the Council Rules of Procedures in advance and have their questions ready.

Councilor Kinyon-asked about the new council handbook and procedures.

Bryan-there is a link to the new council handbook, and he has hardcopies available to those who need them.

Mayor Holston-reminded everyone to check their council boxes at city hall regularly. We will work on a Doodle Poll for a date for the works session.

Councilor Hollett- her intent is for the new councilors to thoroughly go through the council rules, so they are a good working team and there are a couple rules that she thinks need to be reviewed.

10.2 & 10.3

Mayor Holston-asked Councilor Hollett to get with Bryan with her questions about the contracts to make sure she is clear, and he can write out an agenda bill with the items she wants to address.

Councilor Hollett- the Engineer's contract is a council discussion, she wants to review the contract and work on an RFP for a City Engineer.

11. Business from the City Administrator

11.1 Events Approval-Old Mill Disc Golf Course

Bryan-read the issue.

Mayor Holston- these are two separate events, she would like to look at these separately.

Councilor Hollett-asked Jason to explain the events to the council.

Jason Nehmer- he explained to the council what the events were and who they will benefit. He can send a link to the council and it is also on Facebook.

Councilor Kinyon-asked about the alcohol permit, one application says it does need a permit and the other says it does not.

Jason-they will not be serving alcohol at the events. They will need the parks closed to the public because it will be a full tournament, it is a four-hour event. They will put up signs at the entrances to inform people that the park is closed.

Councilor Kinyon-asked if there will be someone monitoring the parking.

Jason- yes, they will have parking attendants.

Councilor Whitney- asked about restrooms.

Jason- they are renting two portable restrooms.

Councilor Kinyon- if someone did bring alcohol to the event and something happened is that a liability to the city?

Councilor Whitney- we have had other events at the park that serve alcohol.

Councilor Kinyon- at the park events that serve alcohol they carry insurance to serve the alcohol.

Mayor Holston- they are not serving alcohol at this event, all of our parks are non-alcohol, she agrees there is a liability there, and they do take the liability on their own by allowing people to bring their own alcohol to the event.

Jason- he would prefer that this be an alcohol-free event and it will be.

Motion: Councilor Kinyon moved to approve the Oakridge Disc Golf Club property rental applications and fee waivers for January 16 & 24, 2021 with the following modifications, no alcohol will be permitted for either event. Councilor Hollett seconded the motion.

Whitney (aye), Kinyon (aye), Coker (aye), Mayor Holston (aye), Bjarnson (aye), Spliethof (aye), Hollett (aye). Motion passed 7-0

11.2 Approval of FY 2020-2021 Budget Officer and Budget Calendar

Bryan-read the issue.

Motion: Councilor Whitney moved that we appoint Eric Kytola to serve as the FY 21-22 Budget Officer. Councilor Spliethof seconded the motion.

Councilor Kinyon-it says in the city charter that the City Administrator is to prepare our city budget.

Bryan- last year we did appoint Mr. Bill Jones to serve as the budget officer, the CA can delegate the duties of the budget officer and he will present the budget to the council, he would be overwhelmed to have do all of it.

Councilor Kinyon-our charter actually says the city administrator is supposed to prepare the budget.

Mayor Holston- the budget officer we are required to have in ORS does not have to be himself, but Eric as the budget officer is required to make sure the deadlines are met, and the paperwork is filed. Bryan being his supervisor will make sure that happens.

Councilor Kinyon- would like the council to know that they will be making a change to the charter if they approve this.

Councilor Whitney- she appreciates that Eric would be the one to prepare the budget that is his specialty that is what his background is, his knowledge and she thinks that is the way we get the best budget possible, by having the specialist do it. She does not believe this goes against the charter.

Mayor Holston- read the charter.

Councilor Whitney- withdrew her motion.

Motion: Councilor Kinyon moved that we appoint Bryan Cutchen to serve as the FY 21-22 Budget Officer. Councilor Coker seconded the motion.

Coker (aye), Hollett (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Whitney (nay), Bjarnson (aye). Motion passed 6-1.

Mayor Holston-the January 12th training will be scratched, we will let everyone know when we have a date.

12. Reports of Boards, Commissions and Committees

12.1 Administrative Advisory Committee

12.1.1 Annual Report

Councilor Kinyon-they had to do their report via email, it is really difficult to do without minutes.

12.2 Parks and Community Services Committee

12.2.1 Annual Report

Councilor Whitney- they set their goals and objectives, this is a great committee, and they are very driven.

Bryan- gave an update on the IMBA Grant.

12.2.2 Recommendation for Naming of OIP City Park-none

12.3 Public Safety Committee

12.3.1 Annual Report

Bryan- they have just started to meet on a regular basis, they had some quorum issues. They are working on the Neighborhood watch program and the sirens for emergency notification.

Mayor Holston- at the next meeting she will have recommendations for council to approve for committees.

13. Items removed from the Consent Agenda-None

14. Ordinances, Resolutions and Public Comments

14.1 Second Reading of the City of Oakridge Transportation System Plan Ordinance

Bryan-read the issue.

Motion: Councilor Kinyon moved to adopt Ordinance 936, The City of Oakridge Transportation Systems Plan read by title only. Councilor Bjarnson seconded the motion.

Bryan read Ordinance 936 by title only.

Spliethof (aye), Coker (aye), Bjarnson (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), Kinyon (aye). Motion passed 7-0

15. Public Hearings-none

16. Appointments

16.1 Planning Commission

Bryan- read the issue.

Mayor Holston- asked the applicants to introduce themselves and answer questions from council.

George Custer- introduced himself and his qualifications.

Councilor Spliethof- asked George how well he can work with the planning commission.

George-he is happy to work with them and anyone who has expertise and ideas on the planning commission.

The time is 9:10 pm, the council agreed to work until 9:45 pm

Rick Wiemholt- introduced himself and answered questions from the council.

Councilor Bjarnson- asked in what capacity is he interested in tiny homes?

Rick- he is interested in the need for more affordable housing in Oakridge.

Dan Barclay- introduced himself and answered questions from the council.

Councilor Kinyon- has he familiarized himself with chapter 32 and the planning commission ordinances.

Dan Barclay- he has not, but he sees that they will go over that at the next planning commission meeting.

John McClelland- introduced himself and answered questions from the council.

Councilor Hollett asked him his thoughts on the current Frontier style theme and tiny homes.

John-he doesn't think the Frontier theme is applicable and if you are wanting businesses to start up and them having to follow that theme can be a big expense while cleaning up a building and occupying it. The bigger concern is filling the buildings with viable businesses. He does think tiny homes are a way to create affordable housing.

Motion: Councilor Kinyon moved to appoint Dan Barclay to serve as an Oakridge Planning Commissioner for a four-year term. Councilor Bjarnson seconded the motion.

Hollett (aye), Bjarnson (aye), Whitney (aye), Spliethof (aye), Mayor Holston (aye), Coker (aye), Kinyon (aye). Motion passed 7-0.

Motion: Councilor Hollett moved to appoint John McClelland to serve as an Oakridge Planning Commissioner for a two-year term. Councilor Bjarnson seconded the motion.

Coker (aye), Mayor Holston (aye), Bjarnson (aye), Kinyon (aye), Spliethof (aye), Whitney (aye), Hollett (aye). Motion passed 7-0.

Motion: Councilor Whitney moved to appoint George Custer to serve as an Oakridge Planning Commissioner for a four-year term. Mayor Holston seconded the motion.

Mayor Holston (aye), Whitney (aye), Hollett (nay), Spliethof (nay), Bjarnson (nay), Kinyon (nay), Coker (nay). Motion failed 2-5.

Motion: Mayor Holston moved to appoint Rick Wiemholt to serve on the Oakridge Planning Commission for a four-year term. No second. Motion failed

16.2 Budget Committee-postponed

16.3 Administrative Advisory Committee-postponed

17. Public Comment

Trudy Hammond 47752 Berry Street-would like Bryan to delegate a meeting with her and police department, she is anxious to help with the shelter issue.

18. Adjourn-9:40 p.m.

Signed: _____


Kathy Holston, Mayor

Signed: _____


Jackie Sims, City Recorder