



January 21, 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 – All council present

### 4. Additions, corrections or adjustments to the agenda

Councilor Whitney –added 9.2 how to handle complaint regarding citizens on a committee.

Councilor Hollett–added 9.3 work session and council rules.

Councilor Kinyon– added 9.4 huts for warming center, 9.5 citizen complaint, 9.6 planning applicant.

### 5. Public Comment–none

### 6. Mayor Comments / Announcements / Proclamations

Mayor Holston–LRAPA is looking for an Executive Director. She attended the Southern Forest Collaborative and Forest Service meetings; they are looking for projects that they can earmark for funding in our local area.

We have 64 COVID cases in Oakridge since the pandemic began.

### Orchid Health COVID-19 Vaccine Presentation

Dr. Joe Volpi and Sarah Scott gave an update on COVID-19 vaccines in Oakridge and who will be vaccinated first. They have been working diligently to make sure we get the vaccine into our community.

### 7. Council Comments / Announcements

Councilor Kinyon– asked Bryan to provide the council a copy of his contract and she would like to postpone the supplemental budget discussion. She also asked about a citizen complaint on Commercial Street.

Mayor Holston- we will discuss that when we get to the supplemental budget.

Bryan- he will email the council a copy of his contract.

## **8. Consent Agenda**

### 8.1 Approval of minutes from December 3, 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 carried 7-0

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

### 9.1 Council Committee Assignments

Mayor Holston- she received an email from Councilor Bjarnson that she didn't want to serve on the Library Board.

Councilor Spliethof- he will serve on the Library Board.

**Motion:** Councilor Whitney moved to approve the proposed committee assignments as promulgated in exhibit (1). Councilor Coker seconded the motion.

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

Councilor Hollett- at the last meeting she brought up that she would like to have a work session to discuss our council rules. She would like the new councilors to have an opportunity to go through the council rules to educate themselves with it. She also see some areas in our council rules that we are not following.

Mayor Holston- have you reached out to the City Administrator about the areas that aren't being adhered to to make sure we get the proper materials as well as any training we may need for the work session like I suggested?

Councilor Hollett- no, because she believes this is a council topic that we decide as a council what we want to do and then direct it to him.

Mayor Holston- at the last meeting she asked Councilor Hollett to reach out to him so we would have the material ready so we could have that discussion. Since you didn't do that it's not on the agenda so we won't be discussing it. We will cover it in our already scheduled work session. She asked the council to go over the council rules and be sure you look at those things you don't understand or you have questions about, come prepared to discuss them at the work session. If you have questions you can ask her or Bryan.

### 9.4 Warming Center Huts

Councilor Kinyon- she had a discussion with a citizen and they were asking if they could use one of the warming huts to distribute food instead of being out in the open?

Mayor Holston- she talked to that citizen and they do not want to use the hut, we are going to be using the huts as they are intended starting Sunday. She found other places to distribute and store the food.

### 9.5 Citizen complaint

Councilor Kinyon- wanted to discuss the email regarding the citizen complaint regarding the amount of objects that are on Commercial Street across from the homes. Are we responding to that or should be we individually be responding to this?

Bryan- they did become aware of an email from a citizen, he told him that we would investigate and provide feedback. Officer Miller has been spending a lot of time down there and Chief Martin went and talked to the complainant. The complainant did thank Bryan.

Chief Martin- Officer miller is working on several cases down there and eventually he or Sgt. McPherson will have to talk to the railroad because that is their property, historically they have given people approval to use the property. Technically if there are violations it will be the railroads, not the individuals.

#### 9.6 Citizen Complaint on Committees

Councilor Whitney- we received a complaint from a citizen that serves on a committee that is having issues with another committee member, she needs to know how we can address this, but she thinks we do need to address it.

Mayor Holston- neither one of the individuals are elected officials, this is a personal issue between the individuals. This is not a council issue, or a committee issue, it is a personal issue. Whether they choose to stay on the committee is up to them.

Councilor Whitney- she will just reach out to the councilor that is on that committee.

#### 9.7 Planning Commission application

Councilor Kinyon- we received an application that has been denied being put on the agenda tonight due to the applicant crossing out part of the application.

Mayor Holston- we have an application form that we hand out and give to volunteers, because this form was not filled out all the way it is incomplete, the CA accurately said it is not complete. We will have the opportunity at our next meeting to look at the application to see if what we have is what we need to have and we will get our attorney and insurance company opinions also. We are not going to change our application process for one person.

Councilor Spliethof- one of the applications we have tonight isn't filled out all the way, Amy Kelly didn't provide her date of birth.

Bryan- that is for a re-appointment, we have done a background check on Ms. Kelly and he doesn't see a need to do another one.

Councilor Kinyon- she wants to discuss the indemnity clause on our applications tonight.

Mayor Holston- we will not discuss that tonight; we need to get the opinions from our insurance and attorneys first.

**Motion:** Councilor Kinyon moved to suspend the rules and discuss this indemnification clause tonight. Councilor Spliethof seconded the motion.

Mayor Holston- in her opinion she does not have enough information to discuss this because she doesn't have the opinion of her attorney or her insurance.

Councilor Kinyon- it's not an opinion, it's factual. She has looked at other city volunteer forms and no other cities that she looked at had this clause.

Mayor Holston- asked Councilor Kinyon to forward the forms to the CA for the next meeting.

Councilor Whitney- she agrees with the Mayor that she doesn't feel like she has enough information to make a decision on this tonight.

Councilor Bjarnson- she feels that Amy Kelly's application is different than the one we are talking about, as far as the indemnity clause she wants to see what questions are posed and the answers we receive back from the attorney and insurance company.

Councilor Kinyon- she agrees with everything that Councilor Bjarnson said tonight and she would like the application for the admin committee to be considered tonight, since we already have her information on file.

Chief Martin- he knows at the time the application was changed was when we had library volunteers because they had access to children.

Councilor Kinyon- removed her motion.

## 10. Appointments

### 10.1 Administrative Advisory Committee

Mayor Holston- read the issue and asked the applicants to introduce themselves.

Amy Kelly and Jerri Reed -introduced themselves and answered questions from the council.

**Motion:** Councilor Kinyon moved that we appoint Amy Kelly and Jeri Reed to serve on the Oakridge Administrative Advisory Committee for the term that matches the resolution. Councilor Bjarnson seconded the motion.

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

### 10.2 Budget Committee

Mayor Holston- read the issue and asked Ms. Christensen to introduce herself.

Janet Christensen- introduced herself and answered questions from council.

**Motion:** Councilor Kinyon moved that we appoint Ms. Christensen to serve on the Oakridge Budget Committee for a term of three years. Councilor Whitney seconded the motion.

Coker (lost connection, no vote), Hollett (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Whitney (aye), Bjarnson (aye). Motion carried 6-0

### 10.3 Planning Commission

Mayor Holston- read the issue and asked the applicant to introduce himself and say why he wants to serve on the Planning Commission.

Jeffery Reed- introduced himself and answered questions from the council.

**Motion:** Councilor Spliethof moved to appoint Jeffrey Reed to serve as an Oakridge Planning Commissioner for a four-year term. Councilor Coker seconded the motion.

Spliethof (aye), Coker (aye), Bjarnson (aye), Hollett (aye), Whitney (aye), Mayor Holston (lost connection, no vote), Kinyon (aye). Motion carried 6-0

## 11. Business from the City Administrator

### 11.1 City Administrator Update

Bryan- asked the department heads to be brief due to time constraints.

### 11.2 Finance Director Update

#### 11.2.1 December Financial Report

Eric- presented the December financial report.

### 11.3 Economic Development Update

Grace Kaplowitz- gave an Economic Development update, the biomass utilization grant proposal project is moving ahead, the final draft will be submitted Wednesday February 3<sup>rd</sup>. The City Administrator sent out an overview of small business funding, 19 businesses from Oakridge applied for that funding and four of them received the funding.

### 11.4 Police Department

Chief Marin- gave the police department update for December.

### 11.5 Fire Department Update

Bryan- they had some transports that involved COVID-19 and are keeping documentation of them because eventually we will try to get reimbursement from FEMA.

It is grant time at the fire department, we are going to be working strenuously to be getting the grant together for some gear and possibly personnel when that opens. We have a tight timeline and it is going to be a challenge.

### 11.6 Public Works / Community Services Update

Bryan- read the public works report for December.

Councilor Whitney- asked who donated the defibrillators the city?

Bryan- Sayre Custer and her son.

## 12. Reports of Boards, Commissions and Committees

## 13. Items Removed from the Consent Agenda-none

## 14. Ordinances, Resolutions and Public Comments

### 14.1 Audit Corrective Actions

Bryan- read the issue.

Mayor Holston- she is looking at the corrective action plan for the billing process, internal control guidance, it is the fire departments experience that some payers will not pay for services when they respond to a citizen's home and there is no transport. When that happens, you do not bill because we are charged from the 3rd party. Is there an alternative billing process and do we do repeat calls to the parties that do this?

Bryan- we do not ever not go to a 911 call, we do have calls that result in non-transport that we are able to charge for and we are starting to do that, we do have some leeway that the fire department has on that.

Councilor Whitney- she wants to say that she has a potential conflict of interest for the supplemental budget, budget and she is going to say the audit too to cover all of her bases because her brother Rick Zylstra does some contracted work with the city.

Councilor Kinyon- asked if the council has received a copy of the audit.

Bryan- they have been in your boxes for a week and a half, some have been picked up and some have not.

Councilor Hollett- she thought they had a corrective action on this audit issue last year.

Bryan- Bill Jones did start the work on the audit plan and Eric is ready to talk to the actual plan of action on the details he sees.

Eric- there was a plan in place last year, he can see the plan did not have a lot of detail that it should have. He interviewed Scott to see what their billing process was. Most of the controls are in place already, it is just a little bit of documentation and archiving of documents that were not being done at the fire department yet. The other big portion is the part that the finance director needs to do is making sure that the billings coming from our 3<sup>rd</sup> party biller are matching the revenue coming in, that was not happening. They are ready to do the process now.

**Motion:** Councilor Kinyon moved we adopt Res. 01-2021 and the plan of action. Councilor Spliethof seconded the motion.

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

### 14.2 Supplemental Budget

9:08 P.M.

Mayor Holston-we will move the Supplemental Budget to the first meeting in February.

**15. Public Hearings**

**16. Public Comment**

Trudy Hammond 47752 Berry Street- asked the Mayor if she contacted Cedric Hayden regarding call boxes along Hwy 58.

Mayor Holston- will call Trudy tomorrow about that.

Councilor Kinyon- would like to add the complaint process to a future agenda to review and discuss.

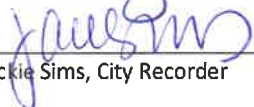
Mayor Holston-the complaint process is online if you want to review it and we will eventually add it to a future meeting, it works if people use it.

**17. Adjourn-9:11 p.m.**

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

  
Kathy Holston, Mayor

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

  
Jackie Sims, City Recorder