



February 4, 2021  
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 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

Mayor Holston- wanted to add for discussion only: response to questions regarding attorney billing at the work session, the additional charges for the TSP and solutions for resolution issues discovered at the work session.

### 5. Public Comment-*none*

### 6. Mayor Comments / Announcements / Proclamations

Mayor Holston- there is a new update to the website with Covid information, the city will be sending out a vaccine interest form with the water bills to be returned to city hall and they are also on our website or anyone can come in to city hall and fill one out. Lane County started their online sign up also and it would be a good idea to do both.

We received a thank you from the Census for participating and she will get that hung up at city hall.

### 7. Council Comments / Announcements

Councilor Whitney- the Parks and Community Services Committee are working on bringing a potential name for the park at the old mill site and would like to bring it to the next meeting with a proposal of what they'd like the name to be.

### 8. Consent Agenda

8.1 Approval of minutes from January 7 & 21, 2021

**Motion:** Councilor Kinyon moved to approve the consent agenda. Councilor Whitney 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 Review of City Engineer Contract – Councilor Hollett

Councilor Hollett-she just wanted to get this on the table, there have been some issues discussed in executive session that she can't bring up, but she wants to get some dialogue going to consider and RFP for an Engineer of Record.

**Motion:** Councilor Kinyon moved to direct the City Administrator to put out an RFP for an Engineer of Record. Councilor Coker seconded the motion.

Councilor Hollett-she thinks we have encountered a fair amount of legal issues and she thinks it's worth taking a good look at this and consider putting out an RFP.

Mayor Holston- our engineer of record is not something we pay monthly like the attorney so there is not a fiscal impact. She would recommend, while this is an important issue that we look at this at a later time, right now we are in the middle of a gnarly budget process and adding this into it would complicate things. She suggests looking at this six months down the road after the budget and that would give the new councilor's time to get an understanding of what the engineer does.

Councilor Bjarnson- she was looking at the contract and it is shorter than she expected, this contract has been on file since 2010, does this automatically renew?

Mayor Holston- in 2017 the council interviewed other engineers and at that time the council moved to select Curran-McLeod as the city engineer, but we cannot find this contract.

Bryan- talked to the engineer and this 2010 contract is the one he is working from, the hourly rate is \$128.00.

Councilor Bjarnson- she is wondering if the bigger projects are negotiated.

Bryan- the last big project they had was the 2017 water systems improvement project and that was bid out for engineering services separately and our engineer won that bid.

Councilor Whitney- she thinks it is always a good idea to periodically send out RFP's because it gives us an idea on who is out there and make sure we are getting the biggest bang for our buck. She realizes we have a lot coming up with our budget and she'd like to wait a few months, but six months feels like too long.

Mayor Holston- six months is when we have to have the budget done that is why she said six months.

Councilor Kinyon- read from the contract, it states that the contract permits, but does not require the city to direct all engineering services to the engineer of record. Berry Street will be starting in April, maybe we can get an RFP out for that project.

Mayor Holston- as the City Administrator pointed out that for the big projects, most recently the water, we have put an RFP' out, for the smaller ones she thinks that would be difficult, knowledge of the city you are working with is important and putting RFP's out for all of the smaller projects you are going to incur additional charges because the firm will have to familiarize themselves with our community and our substructure. She doesn't want to delay Berry Street with an RFP and our engineer has already started on that.

Councilor Hollett- agrees that it might not be the wisest move to jump ship right now, but her frustration is that we talked about this issue about this time last year and if we keep getting pushed into the next project then there is never an opportunity for council to put out an RFP. Maybe we can agree that no new projects until we have a new RFP, she is ok if we don't put one out now, she agrees with Councilor Whitney that six months might be too long.

Mayor Holston- she appreciates that, we have an engineer that is in the process of doing some projects, that does not prevent us from putting out an RFP because they will just roll over and we can say the current engineer will finish out these projects and new projects will be taken over by the new firm.

Councilor Spliethof- do we need to go into executive session to discuss what Councilor Hollett was talking about?

Mayor Holston-yes, at some point we will do that.

Councilor Kinyon- made a friendly amendment to her motion.

**Amended motion:** Councilor Kinyon moved to direct the City Administrator to put out an RFP for an Engineer of Record by June 1<sup>st</sup>. Councilor Coker seconded the motion.

Bryan- from the staff perspective he supports retaining Curran-McLeod because no engineering firm knows Oakridge better than Curran-McLeod and to bring any new firm will be an extensive learning curve. He is aware of what happened in the past, an agreement was reached, but he understands and he supports the delayed RFP.

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

Mayor Holston- we had it come up previously about our attorney billing, if any of the councilors would like to see a specific billing they are available through the City Administrators office, they cannot be disclosed to third parties without the consent of the council. She showed the council a copy of a statement and explained what is on the bills and the billing process.

Councilor Kinyon- that answers her questions perfectly, she wondered if they can get a copy of that and if a couple times a year they can see those statements?

Mayor Holston- yes, it is up to the council how often they see the bills, the only thing we can't see is anything that has to do with HR.

Councilor Bjarnson- she would like to see the statements as they come in.

The Mayor and council agreed.

Bryan- would it be acceptable to put them in the consent agenda?

It was agreed that would be acceptable.

Mayor Holston- she told some citizens information that turned out not to be true, when the Kittleson Group came in here and did our TSP their work was done on a grant that ODOT got for the city, she was under the impression and was told that the grant would cover all of that work, as it turns out there was a matching component, Bryan put in all the numbers of all of the work that has happened since 2018 and came up with an amount of \$11,000 that we had to write a check for.

Councilor Whitney- thanked the Mayor for her transparency, she appreciates that.

Mayor Holston- in our rules of procedure we have a specific method for doing Ordinances, to our chagrin we discovered that that is similar language for Resolutions and we have never done the double reading procedure with Resolutions in the past. So, we have rules of procedures that we have passed that we are not following and we are all a little concerned about if we have to do that, was that left in procedure by accident? She doesn't want to delay the work of the city and we have a Resolution tonight, so her suggestion is that it has always been our custom to pass Resolutions in one meeting, so until we resolve this issue either take it out of our process or affirm that we want to do this process that we go ahead and set aside the rule each time we need to do this.

Councilor Kinyon- in the interim we can make a motion to suspend the rules to process the Resolution, we vote on that and then on the Resolution.

Mayor Holston- that is exactly what she was thinking.

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

Bryan- on top of the two grants the Mayor mentioned that got turned in that leads us to the next two in the queue which are the Assistant to Firefighter's Grant which is due next week and the SAFER Grant which is farther out. Grace is working diligently on two prospective grants with the USDA dealing with community structure.

He had to schedule a work session for RAIN to talk to the council about entrepreneurial eco system which we talked about some time ago, but it got slid because there was a conflict, the work session is on February 23<sup>rd</sup> at 6:00 p.m.

Mayor Holston- thanked Bryan for all of his hard work on grants and thanked Grace also, she doesn't know how you would get all of this done without her.

## **11. Reports of Boards, Commissions and Committees**

### 11.1 Audit Committee

#### 11.1.1 Recommendation of City Auditor

Mayor Holston-our accounting firm that we have been using SGA Accounting declined to continue working with us so we need to put out an RFP for an auditor, with a new auditor coming in it is going to take extra time to become familiar with the city that means it is going to be more expensive the first time around so to keep that in mind.

**Motion:** Councilor Hollett moved to direct the City Administrator to publish an RFP for an auditor for a three year term. Councilor Coker seconded the motion.

Councilor Bjarnson- asked where Summer Sears fits in to the audits and stuff?

Bryan- Summer provides services to help the finance director with the extensive amount of information that is required to undergo the audit and in the past she has helped with account reconciliations that occur quarterly and now monthly.

Eric- Summer provides technical accounting assistance on a lot of stuff, governmental accounting is really complex and she manages the PERS and other employment benefits for the audit. One of things she does is the reconciliation of the bank accounts, but he is working hard to get that transferred to his desk.

Councilor Hollett- asked if it is standard business practice for other cities to have two auditors, it's been a question that has come up and she doesn't feel like they have really got a good answer.

Eric- Summer is not an auditor, we only have one auditor, and she provides accounting assistance for the really technical stuff that he hasn't had a lot of experience with.

Councilor Bjarnson- asked for copies of Summer's contracts.

Mayor Holston- she will get those to the council.

Councilor Kinyon- she would like to see the SGA contract so we know what we are working with when we get the RFP's in.

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

### 11.2 Planning Commission

Bryan- we had two meetings, we had a training work session from the attorney at LCOG on land use and they elected a new Chairperson which is Commissioner Gobelman. They had a public hearing on Hiland Ranch the record is still open, but the public hearing is closed and later this month they will make a decision on the partition and close the record.

### 11.3 Public Safety Committee

Bryan-they met and they elected to vote a Chair until they have more members. They discussed a siren, they are gathering information from the City of Florence on their Tsunami siren.

Councilor Kinyon- asked if the Planning Commission prepared their annual report?

Bryan-no, the request went out, what you saw is what he got and it's not just the Planning Commission.

## **12. Items Removed from the Consent Agenda-none**

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

13.1 Supplemental Budget

**Motion:** Councilor Kinyon moved to suspend the rules for Resolution 02-2021. Councilor Spliethof seconded the motion.

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

Councilor Whitney declared a potential conflict of interest, her brother Rick Zylstra had done work for the city.

Councilor Hollett declared a potential conflict of interest, her husband is an employee of the collective bargaining unit.

Bryan read the issue.

**Motion:** Councilor Whitney moved we adopt Resolution 02-2021 A Resolution adopting a supplemental budget for fiscal year 2020-2021. Councilor Spliethof seconded the motion.

Councilor Kinyon at the meeting where we were going to discuss this last month we had a different supplemental budget from what we are being presented with tonight, so her question is what is happening to the first one?

Eric the supplemental budget he is looking at on the screen is not the right one, this has to do with last years budget.

Mayor Holston we will table this until we have the correct information at the next meeting.

Councilor Whitney withdrew her motion.

**14. Public Hearings- None**

**15. Appointments-None**

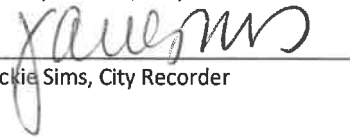
**16. Public Comment-None**

**17. Adjourn-8:28 p.m.**

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

  
Kathy Holston, Mayor

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

  
Jackie Sims, City Recorder