



February 18, 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

### 5. Public Comment

Deb Borton- the Disc Golf Club needs restrooms.

Ed Moonyhan- the Disc Golf Club meets every Sunday and he agrees that they need restrooms ASAP.

Mayor Holston- asked Councilor Whitney if the Parks and Community Services Committee could review this and bring a suggestion back to city council or to the city administrator.

Councilor Whitney- they can discuss this, but she doesn't know where the money would come from.

Dan Barclay 47501 Hwy 58- the council voted unanimously to get the five year Public Safety Levy on the ballot, there were discussions on venues and procedures to avoid reoccurring budget deficits, those discussions never materialized or provided information that could have possibly influenced the levy outcome.

### 6. Mayor Comments / Announcements / Proclamations

Mayor Holston- we have our Covid vaccination clinic coming up on Saturday. We reached our max this afternoon, we have 10 names on our waiting list and we have our volunteers in place.

Bryan- some of the folks from Orchid and the pharmacy and individuals that are eligible for overtime will get paid for Saturday and it is all FEMA reimbursable.

Councilor Whitney- one great thing about Oakridge is that we are ahead of the curve, we are doing a great job and this is great for our community.

**7. Council Comments / Announcements- none**

**8. Consent Agenda**

8.1 Approval of minutes from February 4, 2021

**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

**\*\*\*Begin Executive Session\*\*\* 7:23 p.m.**

**ORS 192.660(2) (f) to consider information or records that are exempt by law from public inspection.**

**\*\*\*End Executive Session\*\*\* 8:18 p.m.**

**9. Business from the City Council**

9.1.1 Volunteer Liability Statement – Councilor Kinyon

Councilor Kinyon-doesn't know if it is necessary to have the indemnification clause on our volunteer forms. She asked Bryan if we have any policies on our volunteers regarding what they are or are not allowed to do.

Bryan-no and he thinks that is something we are missing as you saw on the CIS information he sent they have an entire policy on volunteers and that would be a good thing to do.

Mayor Holston- we have had some inquiries from citizens about this, she thinks it is appropriate for the public to know the council is committed to making changes on this and to make it clear and appropriate to our community.

Councilor Hollett- she would be in favor of moving this to a work session.

Councilor Kinyon-agreed to the work session.

Councilor Whitney- we should have CIS's HR review our volunteer polices and forms and provide feedback and bring back to us before our work session.

**Motion:** Councilor Whitney moved that we direct the City Administrator to have CIS and their HR Department review our volunteer policies and forms and bring that information to us prior to the work session. Councilor Kinyon seconded the motion.

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

**10. Business from the City Administrator**

10.1 City Administrator Update

Bryan-we got a hold of everyone in the right age groups that wanted to attend the vaccination clinic, there were some that didn't make it. He encourages you as you talk to your constituents to have them fill out the form on our website no matter what their age and as we get more doses we will go down the list to the right ages for future clinics.

Lane county health will be at the fire department on March 3 to conduct Covid testing.

10.1.1 Disc Golf Course Events Approval

Bryan- read the issue.

**Motion:** Councilor Kinyon moved to approve the Oakridge Disc Golf Club property rental applications and fee waivers for April 3<sup>rd</sup> and July 24, 2021. Councilor Whitney seconded the motion.

Councilor Hollett- asked Jason about his event, his last event was pretty awesome, why are you asking for a fee waiver? We do a lot of fee waivers, at some point we need to consider what we are doing fee waivers for, as a council they have done so many.

Jason Nehmer- economic impact is the reason for the fee waiver request.

Councilor Spliethof- as long he has been watching the meetings we have been waiving all of the fee waivers that come in.

Councilor Kinyon- asked Jason if his events are for profit or nonprofit.

Jason- all of the money that they put in they just hope to break even with the fees they charge. He offered to host a meeting for the council so they can see how the tournaments work.

Councilor Kinyon- asked Jason if he charged an extra \$6.00 per player that he could pay the cost of the park, then both of us would win.

Jason- yes that is a very good point.

Councilor Hollett- she is agrees that we need to help Jason get his event out there, but her goal would be to not give fee waivers like we have been.

Mayor Holston- asked Jason if they are providing porta potties or is that something the city provides?

Jason- he will be providing them.

Mayor Holston- Jason and his team have put in a lot of sweat equity and as long as he is covering the cost of the porta potties this is something we can continue to waive the fee on. It is important to recognize what Councilor Spliethof said but there are times when we do charge the fees, we don't waive all of them.

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

## 10.2 Finance Director Update

### 10.2.1 January Financial Report

Eric-we have received almost all of our property tax revenue in, he will answer questions if anyone has any.

Mayor Holston- asked how much of the property tax revenue we got in?

Eric- we have received about 99% of property tax revenue.

Councilor Kinyon- asked Eric about the email she sent him regarding the two transfers on the January statement of expenditures and revenues.

Eric-explained what the transfers were.

## 10.3 Economic Development Update

Grace-gave the Economic Development update.

## 10.4 Police Update

Chief Martin- gave the Police update

## 10.5 Fire Department Update

Bryan- gave the Fire Department Update

#### 10.6 Public Works/Community Services Update

Bryan- gave the public works update

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

#### 11.1 Parks and Community Services – OIP Park Naming Recommendation

Councilor Whitney- the committee came up with a name for the OIP Park, *The Old Mill Park* is what they are suggesting.

Jason- that would be a fitting name for the park and it fits with the signs and décor that are at the park.

Lynda- they have been using that name for the last several years as they were doing their planning and they'd like to keep it simple.

**Motion:** Councilor Hollett moved that we name lots 3 & 4 at the OIP *The Old Mill Park*. Councilor Whitney seconded the motion.

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

#### 11.2 OIP Park Beautification Project

Councilor Whitney- the group that does the disc golf course would like to clean up the area at the park and make it more presentable and buy signage for parking. They will putting all native plants out there and they are looking for permission to start the phases of the beautification.

**Motion:** Councilor Kinyon moved to approve the proposed improvements at OIP Park as described in exhibit (1). Seconded by Councilor Coker seconded the motion.

Councilor Kinyon-asked about purchasing the plants and dog station, is this something the committee has raised funds for is the city participating in that.

Lynda-as Bryan pointed out we will be working together, as for the plants you can get a free permit from the Forest Service to dig plants. She can ask for donations from people who would be interested in making contributions.

Councilor Whitney-when we talked about this at the meeting they talked about the Tree Planting Festival and they will be planting native plants out there as well.

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

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

### 13. Ordinances, Resolutions and Public Comments

#### 13.1 Supplemental Budget

Bryan- read the issue

Councilor Whitney -declared a possible conflict of interest, her brother still contracts with the city.

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

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

Councilor Hollett- declared a possible conflict of interest, her husband works for the collective bargaining unit.

Councilor Kinyon- had questions about the water and wastewater funds,

Eric-explained to the council what was happening in those funds. The Library fund for \$3,000 is a grant they received for new computers, because the fund is so small the \$3,000 can't be ignored.

Councilor Kinyon- what community services would be hiring or contracting out for \$30,000 in lieu of the position that was eliminated.

Bryan- that is for planning services from the LGOG.

Eric- the rest of the amount is from the community services position transferred over in case we have hire people to take care of that stuff.

**Motion:** Councilor Kinyon moved we adopt Resolution 02-2021, a Resolution adopting a Supplemental Budget for fiscal year 2020-2021. Councilor Spliethof seconded the motion.

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

**14. Public Hearings- None**

**15. Appointments-**

15.1 Library Board

15.1.1 Consider an Appointment to the Library Board

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

Cassandra McCollister- introduced herself and explained why she would like to be on the Library Board.

**Motion:** Councilor Kinyon moved we appoint Cassandra McCollister to serve on the Oakridge Library Board. Councilor Whitney seconded the motion.

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

**16. Public Comment-None**

**17. Adjourn-9:45 p.m.**

Signed:

  
Kathy Holston, Mayor

Signed:

  
Jackie Sims, City Recorder