



March 18, 2021
City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street+
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

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- None

5. Public Comment

Stephan Ball 76482 Cedar Street- wanted to speak in favor of Bryan's contract, he is impressed with the website and how easily complaint forms are to obtain. He thanked Bryan for his attention to fiscal responsibly and for his leadership during Covid, he also thanked the Mayor for her leadership as well during Covid.

Trudy Hammond 47752 Berry Street- She would like to set up a PO Box for people who don't have an address. Thanked the police department for monitoring Willamette way while she continues to work on a property there.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston-bike stations are being installed at Greenwaters Park and the Westfir Portal, this is a joint effort, and meetings will be starting soon. She is proud of the community and efforts at the disc golf course and the community gardens.

7. Council Comments / Announcements- None

8. Consent Agenda

8.1 Approval of minutes from March 4, 2021

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

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

9. Business from the City Council

9.1 Volunteer Form Way Ahead- Councilor Spliethof

Councilor Spliethof- he knows our lawyers have told us to wait for this company to come in and view the form but we are lacking on memberships for our committees. There should be two volunteer forms to fill out, one as a volunteer worker where something could happen and one for say the planning commission. Having volunteers sign the liability form is deterring people from applying.

Mayor Holston- called point of order, the council needs to decide if they wish to bring this up again to consider because we have brought this up once and established direction. It is up to the council to decide if they want to take this on again. We are still waiting on input from CIS.

Councilor Whitney- she would like to wait until we have information back from the attorney, she is not ready to make a decision tonight. She thought we could still use the current form until we received information saying otherwise.

Councilor Bjarnson- she agrees with Councilor Whitney, we should wait to hear from CIS.

Councilor Kinyon- she also agrees with Councilor Whitney, she would like to see the information from CIS, but she'd also like to know what the update is on that. What is the timeline?

Bryan- he has an update on the CIS HR review and general which includes the volunteer program, the representative that will review this is booked through April so it will be a while, we are looking at mid-summer.

Councilor Hollett- can we just move this up sooner, waiting until summer to fill committees is definitely not in the best interest. Could we just ask CIS if we can have a working and non-working volunteer form?

Councilor Coker- she wants to wait to hear from CIS so we don't make a mistake and do something we shouldn't.

Mayor Holston- she reminded everyone that our form is still in place, people in the past and in the present can still apply. We had one individual who didn't like it and based on that we decided to review it, but that hasn't prevented anyone else from applying. Bryan is there any way that we can push this at all?

Bryan- she seemed very busy and this is a gratuitous service so he doesn't want to push. He will talk to them though.

9.2 Charter Review Timeline- Councilor Kinyon

Councilor Kinyon- discussed the how the Admin Committee came up with the timeline for the charter review process. Each committee member has their own assignment.

Mayor Holston- the original charge was to put together a proposal to council as to what the charter review would be and that is what you have brought to us. Council can take time to review this and we can bring it back for approval.

Councilor Kinyon- explained how they came up with the timeline that is proposed.

Mayor Holston- asked will they be looking for attorney review periodically or waiting until they have a draft.

Councilor Kinyon- they didn't discuss that, but she thinks the way to go would be wait until they have it complete to save time and money.

Mayor Holston- are you going to reach out to former councilors and mayors who have had experience with running up against challenges of the charter?

Councilor Whitney-she thinks the attorney review needs to happen before it is complete and she thinks they need to reach out to others who have had to deal with the charter.

Councilor Kinyon- (poor connection) we should check in with the attorney sooner rather than later?

Councilor Whitney- yes, she was thinking a couple different times to lessen conflict and legalities.

Councilor Kinyon- maybe it will be helpful to check in with the city council along the way.

Mayor Holston-we will put this on the next meeting's agenda.

10. Business from the City Administrator

10.1 City Administrator Update

Bryan- we put in an application for a grant to get generators to power the lift station out at Greenwaters and also to power the fire department which will be our incident command center if anything goes down. It looks good we got a request for information for the grant out at Greenwaters.

We fully executed the CARES Act Funding, we executed it to the fullest and we got every penny back.

We will perhaps be submitting for a Travel Oregon Grant for signage and way finding.

We are working with FEMA to get the 50% funding for the vaccine clinics. It is a priority for the administration and we get 50% up front and then you validate the expenses and the last 50% you provide documentation and then get the money back.

Still waiting on a response for the Assistance to Fire Fighters Grant.

Bio Mass project is still progressing, Grace might have some words later on.

We are pursuing funding for RARE participant for another year, Graces term expires at the end of July.

Garden Street and Berry Street are on schedule for this summer.

Eric is working on bettering the on line utility payments, we had some complaints from citizens.

Still on track for extending utilities on Kokanee, he has some concern about our grader, it is an antique.

We are getting more PPE from Business Oregon to pass out to local businesses who need some.

The auditor RFP is out with a suspense date of April 9th, once that is done we will put a committee together to go over the packets.

The FLAP Grant looks good for this year. We are focused on sidewalk infill from the North side of Hwy 58 east and west of Crestview.

Junk Amnesty begins on April 1st, it is open from 8:00 am until 3:00 pm seven days a week, closed for lunch.

Yard debris drop off is open the first Saturday of the month, thanks to Robert Stewart for volunteering.

Vaccine clinic this Saturday, it is the second dose for the Moderna vaccine and the next weekend is the second vaccine for the Phizer vaccine.

Councilor Whitney-asked about the RFP for the engineer and asked about the ARAP Grant.

Mayor Holston- we set a deadline for June 1st to have the Engineer RFP out.

Bryan- explained what the ARAP Grant is.

Councilor Hollett- asked about Junk Amnesty, we took it out of the budget the year before, what budget does that come out of so we can afford to do that? She thanked Bryan for his thorough report.

Bryan- explained how Junk Amnesty works now, it is a drop off site.

10.1.1 Strategic Plan Scorecard

Bryan- gave a report on how we are doing on the Strategic Plan Scorecard.

10.2 Finance Director Update

Bryan- Eric is not in attendance tonight.

10.2.1 February Financial Report

Bryan- the February finance report was included, if you have questions reach out to Eric or he might be able to answer.

10.3 Economic Development Update

Grace- gave an Economic Development Update

10.4 Police Update

Chief Martin- gave the police update, we have three reserves in the testing phase right now. Chief, Mikal and volunteers have been helping out with the vaccine clinics. They have had a lot of mental health crisis lately, almost daily.

10.5 Fire Department Update

Bryan- gave the fire report, they have had a great turnout during the vaccine clinics.

10.6 Public Works/Community Services Update

Bryan- gave public works report

11. Reports of Boards, Commissions and Committees-none

12. Items Removed from the Consent Agenda-none

13. Ordinances, Resolutions and Public Comments

13.1 First reading of the Transportation and Growth Management Resolution

Bryan- read the issue

Bryan read Ordinance 03-2021

Councilor Whitney- she likes this idea and the idea that there is no fiscal impact.

Councilor Kinyon-will they be looking at the codes for transportation on Hills Street?

Grace- if you all support this program there will be time for review.

Councilor Whitney-are we going to work with the Chamber on this since they are working on housing?

Mayor Holston- this actually came out of that committee, in the process of looking at this Grace identified the opportunity that is built in the State of Oregon agencies and brought it to them.

There was discussion on whether or not the council needs to suspend the rules for this motion.

Motion: Councilor Whitney moved to adopt Resolution 03-2021, A Resolution supporting the City of Oakridge Code Assistance Application. Councilor Coker seconded the motion.

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

14. Public Hearings- None

15. **Appointments-none**

16. **Public Comment-**

Councilor Spliethof- wants it read into the record that he sent a document out to all of the councilors and Mayor on procedures.

Mayor Holston- that should have been brought up during council business. We will do this at the next meeting.

Joy Kingsbury 47726 Fairy Glen- Bryan works very hard and encourages council to work with him, the council should get acquainted with Bryan.

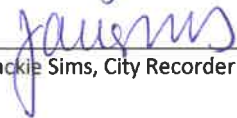
Trudy Hammond 47752 Berry Street-recommends Chris Eyre's from Trillium Health to help with the mental health crisis.

17. **Adjourn-8:42 p.m.**

Signed: _____


Kathy Holston, Mayor

Signed: _____


Jackie Sims, City Recorder