



April 1, 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- 7:01 pm**

**Council Present:** 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 – Mayor Holston was absent.**

Council President Hollett will run the meeting tonight.

**4. Additions, corrections or adjustments to the agenda-**

Bryan-added 10.3 CIS Update and City of Westfir Public Services

Councilor Kinyon- wanted to add an executive session.

Bryan- it hasn't been noticed properly.

Councilor Hollett- thought we had to have 24 hours' notice for executive session.

Councilor Kinyon- she looked that up earlier and it said that is not necessary as long as there is a motion and a majority vote we can go into executive session. She sent the information to the council a little bit ago. She asked the Mayor at the last meeting to put it on the agenda and when she opened her packet this afternoon she saw it wasn't on there. She sent the information out to the council today, it is to review the minutes of a previous executive session.

Councilor Whitney-she is not comfortable going into executive tonight unless it is an emergency since we have not given notice. We received our council packets on March 26 and she looked at it then.

It was determined that it needed to be noticed out at least 24 hours in advance, we will hold a special/executive session on April 8, 2021 at 5:00 p.m.

**5. Public Comment-none**

**6. Mayor Comments / Announcements / Proclamations-none**

**7. Council Comments / Announcements-**

Councilor Spliethof- wants to add the conduct of the Chair during meetings when others are speaking, in Roberts Rules of Order it states the Chair is not to interrupt. He sent an email out to everyone about this.

Bryan- he didn't see this email.

Councilor Spliethof- he will send it to Bryan.

Councilor Hollett- are you asking to put this on the agenda or to put the email into the record.

Councilor Spliethof- he is asking for both.

Bryan- he would like to have time for the staff to review this.

Councilor Whitney-we don't follow Roberts Rules verbatim, she would like to work on the business items first. This could really be better discussed during a team building meeting, she was going to bring up that we should schedule some team building meetings.

Councilor Hollett- this will go on next meetings agenda.

**8. Consent Agenda**

8.1 Approval of minutes from 3/10/2021 and 3/16/2021

**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) Motion carried 6-0

**9. Business from the City Council**

9.1 Review of Legal Bills

Bryan- read the issue.

Councilor Whitney-she was pleased to see less contact from staff to the attorney regarding city council like in the past.

**10. Business from the City Administrator**

10.1 CA Pro Tem

Bryan-read the issue.

**Motion:** Councilor Spliethof moved we appoint Police Chief Kevin Martin as City Administrator Pro Tem for the period of April 13-19, 2021.

Coker (aye), Kinyon (aye), Whitney (aye), Bjarnson (aye), Spliethof (aye), Hollett (aye). Motion carried 6-0

10.2 Department of Environmental Quality letter-Revised Willamette Basin Mercury Total Maximum Daily Load

Bryan- read the issue. The Letter is attached. The Mercury levels in the Willamette Basin need to be lower, we have an intern starting this semester and he is going to have her look at initially and make some recommendations. We do have an implementation of mitigation that we have accepted, but this was never brought to council for approval so Bryan will bring it to council.

10.3 City Administrator Update

Bryan- he and Chief Martin will be joining the City of Westfirs city council meeting, they are in their budget cycle. As you know they have a Fire Protection IGA, a Police IGA and an Employee IGA. He wants to inform them that there is a chance that the scope of the IGA for Police could be significantly impacted on what we decide to do with public safety, he doesn't want them to be blindsided.

Bryan-he checked in with CIS, Sharon Harris did the HR review. He got verbal information about the volunteer form, the bottom line is every volunteer that works for the city must sign a liability waiver. The background checks only need to be done for the library volunteers since they will be working around children. She might have already sent the form in an email he received from her.

Councilor Kinyon- did she say when she could come up with a recommended liability statement that we can review?

Bryan- he saw an email come in just before he came on here so it's probably here, he can get that to council.

Councilor Kinyon- she would like that to review at the next meeting.

Councilor Hollett-do all of their clients have the same clause?

Bryan- she worked for The City Medford and that is where she got most of her experience and he knows that Medford did. It is in the CIS recommended model volunteer program in forms.

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

**11.1 Administrative Advisory Committee**

Councilor Kinyon- they will bring the Charter Review timeline to council for approval. Bryan sent her an email after the last meeting asking them to review something else before this comes back to council, is that right Bryan?

Bryan- yes, after you sent out the reference on how the Charter commissions are set up, the committee he envisioned needs to be a little more robust and independent than what we expected. He wants to discuss this at the meeting before we bring it to council.

**11.2 Parks and Community Services Committee**

Councilor Whitney-the dog waste station is up at the disc golf course, the money was donated to put that in. A lot of good things are happening out there, there are a lot of motivated people there.

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

**13. Ordinances, Resolutions and Public Comments-none**

**14. Public Hearings- None**

**15. Appointments**

**15.1 Budget Committee Appointment**


Bryan- read the issue

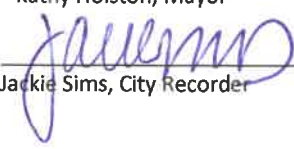
**Motion:** Councilor Spliethof moved to appoint Ms. Hooker to serve on the Oakridge Budget Committee for a term of three years. Councilor Coker seconded the motion.

Hollett (aye), Kinyon (aye), Coker (aye), Bjarnson (aye), Spliethof (aye), Whitney (aye). Motion carried 6-0

**16. Public Comment-none**

**17. Adjourn-7:45 p.m.**

Signed:  \_\_\_\_\_  
Kathy Holston, Mayor

Signed:  \_\_\_\_\_  
Jackie Sims, City Recorder