



May 6, 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 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 present

4. Additions, corrections or adjustments to the agenda

Councilor Kinyon-added a report from the Admin committee

Mayor Holston-we will move 15.0 to after 8.0

Councilor Hollett-9.2 Charter

5. Public Comment

Dan Barclay – the City Charter is out of date, he now knows the definition of “shall”

Trudy Hammond 47752 Berry St- feels the need to express advocating for change.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- the Firewise event will be on May 21st at Greenwaters Park.

Grace Kaplowitz- gave an update on the event.

Mayor Holston- she thought about having a public safety table at the Firewise event, she will get together with Councilor Coker to discuss this.

The last vaccination clinic will be held on Saturday, there hasn't been a need for any more.

7. Council Comments / Announcements

Councilor Hollett-are we going to talk about the WAC? She would like to add to the agenda what Mr. Barclay spoke about regarding the City Charter.

8. Consent Agenda

8.1 Approval of minutes from March 18 & 24 & April 8 & 15

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

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

9. Business from the City Council

9.1 CIS Proposed Volunteer Forms

Bryan-read the issue.

Mayor Holston- opened up discussions before making a motion.

There was discussion on the new forms.

Councilor Kinyon-do we have a policy for this?

Bryan- CIS is still doing the policy reviews.

Councilor Whitney- she likes what she sees here, we had a pretty robust discussion on keeping the confidential information private.

Bryan-he does keep the confidential information out of this.

Councilor Kinyon-asked about background checks.

Bryan-he will have them fill out that form after they are appointed if a background check is needed.

Mayor Holston-the background check is specifically for the library because they will be around children.

Councilor Kinyon-we should postpone this until we have a policy in place.

Councilor Hollett-wants to make sure this is a priority since we asked Bryan to get this to us and he did that.

Bryan-he has a policy template.

Councilor Coker-Bryan should go ahead and continue taking applications.

Councilor Kinyon-we should suspend taking all applications.

Councilor Spliethof- agrees with Councilor Kinyon, we should stop taking applications.

Councilor Hollett-she agrees, we should suspend taking applications, it doesn't make sense.

Councilor Whitney-we have been operating without a policy for a long time, it's hard for us to get things done sometimes, and this stops us from moving forward. Yes, we had a liability question, but this stops momentum.

Mayor Holston-if the city council can't do this by the 20th it isn't wise to not take applications, the city attorney might agree with this.

It was agreed to add this to the May 20th agenda and to continue taking applications.

Motion: Councilor Kinyon moved to table this until CIS has developed a volunteer policy to go with the volunteer forms. Councilor Spliethof seconded the motion.

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

9.2 Charter

Councilor Hollett-It is important that we realize the intent of our Charter, our attorneys are important, but when it comes to the Charter we should follow what the citizens wanted.

10. Business from the City Administrator

10.1 ODOT Rest Area Construction Contract Termination

Bryan-read the issue.

Councilor Kinyon-do we provide workers comp and SAIF?

Bryan- for whom?

Councilor Kinyon-anyone working.

Bryan-you are mixing this up, this is terminating the contract.

Motion: Councilor Whitney moved to approve Amendment Number 2 to contract number 10194, terminating the agreement Mayor Holston (aye), Whitney (aye), Coker (aye), Spliethof (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 7-0

10.2 ODOT Rest Area Maintenance Contract

Bryan-read the issue.

There was discussion on an old contract and that we haven't been getting paid.

Councilor Kinyon-wants to see the original contract.

Bryan-he already sent that to you.

Mayor Holston-she remembers this conversation, she said we are still supposed to be getting paid. Frannie said they could do back pay.

Bryan-he will get a hold of ODOT and see if he can get a copy of that contract.

Motion: Councilor Whitney moved to approve Agreement number 33960 with Oregon Department of Transportation for the Operation and Maintenance of Greenwaters Rest Area. Councilor Kinyon seconded the motion.

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

10.3 IFA Study Extension

Bryan-read the issue.

Councilor Kinyon-she thought this project was already completed.

Bryan-this is the study for the wastewater system, the engineer needed a few more months to finish.

Motion: Councilor Whitney moved to approve the Amendment to Contract V18007, A-02. Councilor Hollett seconded the motion.

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

11. Reports of Boards, Commissions and Committees

11.1 Audit Committee

11.1.1 City Auditor

Bryan- read the issue. We only received one response to the RFP.

Mayor Holston-the audit committee convened on Monday and were informed on how many requests we received.

Eric- he reached out to three firms and this is the only one who responded. We have had this auditor before and he couldn't find why we switched auditors at that time.

Motion: Councilor Kinyon moved to appoint Pauly, Rogers and Company as the City Auditor for the fiscal years ending June 30, 2021, 2022, 2023. Councilor Coker seconded the motion.

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

11.2 Admin Committee

Councilor Kinyon-the Admin Committee was tasked with the Charter review process, it came up that the National League of Cities reviews don't recommend council member involvement in charter reviews. The Admin Committee wants the city council to decide if we form a subcommittee or city council retract from giving this to the Admin Committee and create a citizen only Charter Committee.

Mayor Holston-the city council didn't ask the Admin Committee to come up with a charter.

Councilor Kinyon-she is hoping for city council approval to keep doing what they are doing...

Mayor Holston-wants to know the reasons why they say city council should not be involved?

Councilor Hollett-it was her understanding that the Admin Committee was tasked with the charter review. We shouldn't be making any changes, she asked how many people are on the charter review committee?

Councilor Kinyon-there are four Admin Committee members and she wants to add five more for the charter review committee.

Mayor Holston-strongly suggested bringing this back in written form.

Councilor Kinyon-she will do that.

Councilor Whitney-when we talked about this previously on the outline she provided we gave feedback, she would like to see the feedback applied to the forms.

12. Items Removed from the Consent Agenda-none

13. Ordinances, Resolutions and Public Comments

13.1 Supplemental Budget

Bryan-read the issue.

Councilor Whitney-she is declaring a potential conflict of interest, her brother Rick is doing work for the city and he may receive money.

Councilor Bjarnson-declared a potential conflict of interest, she is a volunteer at fire department.

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

Motion: Councilor Kinyon moved to adopt Resolution 04-2021, providing a supplemental budget for fiscal year 2020-2021. Councilor Coker seconded the motion.

Spliethof (aye), Bjarnson (aye), Whitney (aye), Mayor Holston (aye), Coker (aye), Kinyon (aye). Motion passed 6-0

Bryan- read the Resolution

14. Public Hearings- None

15. Appointments

Bryan- read the issue.

15.1 Library Board Reappointment

Julia Yoder- introduced herself and answered questions from the council.

Motion: Councilor Kinyon moved to appoint Julia Yoder to serve on the Oakridge Library Board for a term of three years. Councilor Spliethof seconded the motion.

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

15.2 Oakridge Economic Development Advisory Committee

Applicant was not present. Bryan asked to hold off on this one.

Mayor Holston-this committee hasn't had committee meeting in a while because they don't have enough members.

Councilor Hollett-this would be a good time to rework the committee and maybe hold off on applications for this committee.

Mayor Holston-we will set this aside for the next meeting.

15.3 Parks and Community Services Committee

Leo Robb- introduced himself to the council and explained why he wants to be on this committee.

Motion: Councilor Whitney moved that we appoint Leo Robb to serve on the Oakridge Parks and Community Services Committee for a term of three years. Councilor Kinyon seconded the motion.

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

16. Public Comment

17. Adjourn-9:15 p.m.

Signed: _____

Kathy Holston, Mayor

Signed: _____

Jackie Sims, City Recorder