



May 20, 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- 7:00 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

Bryan-add 10.1.6 RTMP Allocation

Councilor Kinyon-added discussion regarding having a table at the Firewise event

### 5. Public Comment

Sarah Altemus-Pope-from the SWFC spoke about the upcoming Wildfire safety event at Greenwaters Park

Deb Borton- Is in support of the Osprey Park Disc Golf Tournament

### 6. Mayor Comments / Announcements / Proclamations

Mayor Holston- reminded everyone about the Firewise event on Friday from 3-7 p.m. at Greenwaters Park. We will not have a table there this year, we didn't have time to get it together. If any councilors go please identify yourselves as councilors.

Thanked UBRA for the flowers baskets uptown.

The Johnson & Johnson vaccine clinic is on May 26, 2021, you need to register in advance.

### 7. Council Comments / Announcements

Councilor Kinyon-Did we get a copy of the original ODOT contract? Did we sell or lease another lot out at the OIP?

Bryan- he already sent out the original contract, he has been in contact with Jim Gamble at ODOT and he is not comfortable with the back payments. He signed a new contract and we can file for fiscal year 2022.

We have a short term lease with Cascadia Lumber Works, the owner is Tim Wooley, he sells online and is interested in joining the chamber.

Councilor Hollett- a few meetings back there was a motion to decrease the water rate increase, has there been any movement on that?

Councilor Kinyon- no and that is on her.

Bryan-he had Eric research this, he does have information but he is not ready to bring to the agenda yet.

Councilor Kinyon-she wants to add the allocation of the Covid money to the next agenda.

Bryan-we have a 150 page document to review, discussion is fine, but we have a lot to get through.

Councilor Kinyon-it's ok if it goes to the next meeting, she just wants to make sure the city council has a chance to go through and make the decisions.

Bryan-it is on the treasury website, we don't have to be in a rush to spend this, we have until 2026, and it is very specific to what we can spend it on.

## **8. Consent Agenda**

### 8.1 Approval of minutes from May 6, 2021

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

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

## **9. Business from the City Council**

### 9.1 Volunteer Program – Councilor Spliethof

Mayor Holston-read the issue. The template was sent to council along with a policy for the council to go over and she hopes you all looked at it, it is on Google drive forms.

Skipped ahead to 15.1 appointments

Could not do appointment, applicant lost connection.

Councilor Kinyon- in the policy it says something about a person that leads the volunteer program, potential volunteers must contact (blank) prior to performing volunteer projects or jobs, how do we want to fill that in?

Mayor Holston-she is a little frustrated, because the documents she sent out to the council were all filled in so we could talk about them and see what was missing and wasn't.

Bryan- suggested bringing this back to the next meeting instead of going line by line right now.

### 9.2 Charter Review Commission- Councilor Kinyon

Councilor Kinyon-the council needs to make a decision whether or not the Admin committee will be taking on the task of a Charter review and update the Charter. The Admin committee can solicit and form a sub-committee of citizens to work along with us to update the Charter. The council will decide the size of the committee. The Admin committee along with Councilor Kinyon would like to take on the Charter update.

Mayor Holston-do we want to leave this in the hands of the Admin committee?

Councilor Whitney-this should be a citizen only committee, ex-parte contact could come into play, the council can provide direction on issues that we have seen come up.

Councilor Hollett-disagrees with Councilor Whitney, ex-parte contact has nothing to do with this. She thinks Councilor Kinyon or any other Councilor would be an asset to the committee.

Mayor Holston-read what the charter manual recommends.

Councilor Coker-a separate citizen committee would be better, we could have a councilor on the board, but it should be a separate board.

Councilor Bjarnson-she doesn't like the idea of a city councilor deciding who sits on the committee that gives them too much sway.

Mayor Holston- is in agreement of putting a citizen charter committee together, vetted by the city council. This will be a very long and slow process. We don't need to have a councilor on the committee, we have people who don't want to work with councilors. It is important that the charter review be separate from the council.

Councilor Kinyon-she agrees it should be a citizen only committee, the city council passed to have the admin committee do a charter review, she advocates for the admin committee to form a sub-committee.

Mayor Holston- League of Oregon Cities and LCOG can help guide us through the process.

**Motion:** Councilor Hollett moved to form a Charter Review Committee as a sub-committee under the Admin Committee. Councilor Bjarnson seconded the motion.

Mayor Holston-she disagrees with this process, she doesn't disagree with the charter review, she has spoken on how important this is, and we will rely on our resources.

Whitney (nay), Spliethof (aye), Bjarnson (aye), Hollett (aye), Coker (nay), Mayor Holston (nay), Kinyon (aye). Motion passed 4-3

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

### 10.1 City Administrator Update

#### 10.1.1 Nuisance Ordinance Review for Fire Safety

Bryan-introduced Leslie Neu

Leslie Neu- gave a wild fire mitigation presentation.

Councilor Whitney-gives this a stamp of approval, what would be the appropriate next step?

Mayor Holston- we can put this on a different agenda for a later discussion.

#### 10.1.2 Chamber of Commerce TRT Request

Bryan-read the issue and he gave the council a briefing sheet on the balances of what we have in the TRT fund. Bryan introduced Lynda Kamerrer from the Chamber of Commerce

Lynda- introduced herself and explained what the Chamber does for the community.

Councilor Kinyon-recommends postponing making any decisions on this until the council has had time to review and revise our policy and distribution of our TRT funds.

Mayor Holston-we are not revising our TRT funds we are looking at revising our RTMP funds.

Councilor Kinyon- disagrees.

**Motion:** Councilor Kinyon moved to postpone discussions for TRT until we make a TRT decision. Councilor Spliethof seconded the motion.

Councilor Whitney-we are always receiving emails from the Chamber updating us on different things they are doing or just keeping us informed on what is going on in the city. She supports this, they are vital to our community.

Mayor Holston-this is not something we should postpone, we have had this in our packet for some time. The Chamber has done an outstanding job during Covid helping our businesses. We have a pot of money in our TRT and it behooves us to use it and use it wisely. This is another example of the council's inability to make a decision and she is saddened by this motion.

Councilor Hollett-she does not disagree about the Chamber, they have really stepped up. She does believe Dawn is correct and we agreed that we are not going to be issuing money out of this fund.

Councilor Spliethof-he appreciates what the Chamber is doing, we agreed to look at this and we haven't done that.

Bryan-his concern is the speed at which this council deliberates, it could be many many months before you get to have a consolidated and approved TRT program. Like you said it is on the council for dragging your feet and you are going to penalize a very vital member of our economic development community and you are going to hurt your city more than you are going to be worried about disappointing your constituents for not doing due diligence, there is plenty of money in the TRT fund.

Councilor Bjarnson- we shouldn't penalize the Chamber for our failures, she thinks we should award this and what they do is important.

Councilor Kinyon-she wanted to let Lynda and Jason know she does support the chamber, she just feels really strongly with council following through with their procedures. They didn't know you were going to apply and she is sorry and she is not trying to postpone something here.

Mayor Holston (nay), Hollett (nay), Coker (nay), Spliethof (aye), Whitney (nay), Bjarnson (nay), Kinyon (aye). Motion failed 2-5

**Motion:** Councilor Whitney moved that we grant the Oakridge/Westfir Area Chamber of Commerce \$15,360 in Transient Room Tax funds for FY 21-22. Councilor Coker seconded the motion.

Mayor Holston (aye), Whitney (aye), Coker (aye), Spliethof (nay), Hollett (aye), Kinyon (nay), Bjarnson (aye). Motion passed 5-2

#### 10.1.3 OLCC Permit

Bryan- read the issue

**Motion:** Councilor Kinyon moved we recommend the OLCC liquor license for the Campfire restaurant be approved. Councilor Spliethof seconded the motion.

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

#### 10.1.4 Fee Waiver

**Motion:** Councilor Kinyon moved we recommend the fee waiver for Greenwaters Park rental to conduct the National Flag Day retirement ceremony be approved. Councilor Coker seconded the motion.

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

*\*Went straight to public comment due to time restraints*

#### 10.1.5 Oakridge-Westfir Fire Protection IGA

#### 10.1.6 RTMP Allocation

10.2 Finance Director Update-

10.2.1 April Financial Report

10.3 Economic Development Update

10.4 Police Update

10.5 Fire Department Update

10.6 Public Works/Community Services Update

10.6.1 Water Quality Status Report

**11. Reports of Boards, Commissions and Committees-skipped due to time restraints**

11.1 Parks and Community Services Committee

11.1.1 Osprey Park Disc Golf Proposal

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

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

**14. Public Hearings- None**

**15. Appointments**

15.1 RTMP (OEDAC) Committee-applicant lost connection

**16. Public Comment**

Trudy Hammond- Charter review committee, we need to all work together.

Sarah Altemus-Pope-thoughts on the Charter discussion, should be a citizen led committee.

**17. Adjourn-9:27 p.m.**

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

  
Kathy Holston, Mayor

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

  
Jackie Sims, City Recorder