



June 3, 2021
Work Session and City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
6:30 p.m.

MINUTES

1. CALL MEETING TO ORDER- 6:30 pm

Council Present: Mayor Holston, Councilors Dawn Kinyon, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett**was in and out of the meeting due to poor connection.

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 – Councilor Whitney was absent and Councilor Spliethof arrived at 6:44

Work Session began 6:30

Councilor Kinyon-do we need the vehicle policy or would we be reimbursing for gas?

Bryan-if volunteers go to an event they need to be included on the insurance.

There was discussion on evacuation routes and PPE, Bryan said there are evacuation routes and first aid kits in city buildings.

Councilor Kinyon-she likes the new application and the reason she is asking all of the questions is because she wants to make sure we adhere to it.

Bryan-he is required to send all of the volunteer hours to the insurance company monthly.

Councilor Kinyon-will our current volunteers need to sign the new form?

Mayor Holston- that will be up the council.

Councilor Kinyon-she would just like to see the current volunteers read the new application and sign it.

Councilor Coker-she had a citizen ask about the code of conduct and if that will be included in the new form.

Mayor Holston-we do have a code of conduct, she asked Bryan if it was in the list of forms required. Code of conduct needs to be added.

Work Session ended: 6:56

4. Additions, corrections or adjustments to the agenda

Bryan-took out 15.1, the applicant has chosen to delay her application.

Councilor Kinyon-asked if we are going to be able to cover the RTMP distributions since we didn't have time at our last meeting.

Mayor Holston- she sent an email out to the RTMP committee to see when a good time to meet is.

5. Public Comment

Dan Barclay 47501 Hwy 58- spoke about lack of professional behavior at meetings.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- she would like to review the nuisance ordinance that was presented to us at the last meeting.

It is time to begin to resume meeting in person, she suggests September for beginning to meet in person again. That will give us the opportunity to get the court chambers ready. She would like to also use Zoom to limit the number of in person citizens.

Oakridge Air had its quarterly meeting today.

We had a tragic week with the car accident and a shooting.

She made a post on FB asking the community to look at the problems, not individual personalities. That is tearing our community apart.

7. Council Comments / Announcements-None

8. Consent Agenda

8.1 approval of minutes from May 20, 2021

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

Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Bjarnson (aye), Coker (aye) Motion passed 5-0 (Councilor Hollett lost connection)

Councilor Hollett lost connection

9. Business from the City Council

9.1 Action from work session –City Volunteer Program

Motion: Councilor Kinyon moved to approve the Volunteer Policy including the new application with the addition of the code of conduct to the policy. Councilor Bjarnson seconded the motion.

Councilor Kinyon-would like to see this added to the website.

Mayor Holston-she agrees.

Bjarnson (aye), Coker (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye). Motion passed 5-0 (Councilor Hollett lost connection)

10. Business from the City Administrator

Bryan- some time ago we received a grant from DEQ for a community smoke safety plan that effort is complete and we are closing out the grant.

He will have the request for the RFP for the City Engineer posted shortly as requested several months ago.

10.1 Westfir Fire Protection Intergovernmental Agreement

Bryan-read the issue

Motion: Councilor Spliethof moved to approve the Intergovernmental agreement to provide fire services to the City of Westfir at a cost of \$16,800 for fiscal year 2022. Councilor Kinyon seconded the motion.

Mayor Holston (aye), Coker (aye), Spliethof (aye), Kinyon (aye), Bjarnson (aye). Motion passed 5-0

10.2 Event Street Closure request

Bryan-read the issue.

Councilor Kinyon-asked if the community will still be able to get around down there?

Bryan-yes they will.

Motion: Councilor Kinyon moved to approve the closure of 1st Street between Pine and Cedar Streets on June 12, 2021 from 6 am until 6 pm. Councilor Coker seconded the motion.

Coker (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Mayor Holston (aye), Bjarnson (aye). Motion passed 5-0

10.3 Property Rental Fee waiver

Bryan- read the issue.

No motion.

Councilor Bjarnson-she thinks this is really odd. It's strange that it was paid, it was \$100 and now they are asking for it back.

Mayor Holston- are you saying you don't think it should be paid back or is it an inappropriate request.

Councilor Bjarnson- fee waivers are a tough issue for her right now because of the budget.

Motion: Councilor Spliethof moved to disapprove the property rental fee waiver for the Tree Planting Princess event. Councilor Kinyon seconded the motion.

Councilor Spliethof-the fee has already been paid and the budget is tight right now.

Bjarnson (aye), Mayor Holston (nay), Kinyon (aye), Spliethof (aye), Coker (aye). Motion passed 4-1

10.4 Intent to Award Approval

Bryan-read the issue.

Motion: Councilor Kinyon moved to approve the Intent to Award to Riverbend Construction, Inc providing they are willing to cap the changes orders to 15%. Councilor Spliethof seconded the motion.

Councilor Kinyon-is worried about excessive amounts of change orders.

Bryan-they are just repaving to make it affordable. The project has to be completed by either late July or early August. He is concerned about the 15% cap, it would limit what he can do.

Amended motion: Councilor Kinyon moved to approve the Intent to Award to Riverbend Construction, Inc and that all change orders will come to council. Councilor Spliethof seconded the motion.

Spliethof (aye), Bjarnson (aye), Mayor Holston (aye), Coker (aye), Kinyon (aye). Motion passed 4-0

Mayor Holston-Councilor Hollett texted her and said she doesn't think she will be able to attend the rest of the meeting.

10.5 Speed Sign Intergovernmental Agreement

Bryan-read the issue.

Motion: Councilor Spliethof moved to approve the Intergovernmental Agreement with Oregon Department of Transportation concerning speed feedback signs. Councilor Coker seconded the motion.

Chief Martin-one sign will be by the Arbor Inn and the other one will be by the Tire Center.

Mayor Holston (aye), Bjarnson (aye), Kinyon (aye), Coker (aye), Hollett (aye). Motion passed 5-0

10.6 LTD RAISE Application Endorsement

Bryan-read the issue.

Motion: Councilor Kinyon moved to approve signing on to the letter of support for the RAISE application being submitted by Eugene/Springfield-LTD for Franklin Boulevard Improvements. Councilor Spliethof seconded the motion.

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

10.7 Alcohol permit Extension

Bryan-read the issue

Motion: Councilor Spliethof moved to approve extending the alcohol permit for the Gravel Grinder Event to include June 25, 2021. Councilor Coker seconded the motion.

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

10.8 Lane County Dispatch Contract

Bryan-read the issue

Motion: Councilor Bjarnson moved to approve the Lane County Dispatch Services for fiscal years 2022-2023. Councilor Spliethof seconded the motion.

Bryan- they decided to extend this for two years to cut avoid having to do this annually. The cost will be split three ways between police, fire and public works.

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

10.9 Water Rate Adjustment

Bryan- read the issue

Eric-gave a briefing on what they are proposing.

Councilor Kinyon-is this adjustment to the base rate something we can do now and the public safety fee is completely separate?

Eric-yes.

Bryan- This won't take effect until July 1. This will come back on 6/17/2021 in the schedule of fees.

11. Reports of Boards, Commissions and Committees

11.1 Parks and Community Services Committee

11.1.1 Osprey Park Proposal

Bryan-read the issue.

Jason Nehmer- the Parks Committee is removing the request.

Councilor Hollett asked to add the Fireworks show to the agenda, she missed the beginning of the meeting so she couldn't ask to get add it to the agenda.

Councilor Hollett-she wasn't sure what the precautions were going to be and if they would be able to have the fireworks this year. She is asking the council to consider funding the cost of the event. Tannerite will be doing the fireworks and Harry Rumor will be helping again and his company will match the amount that the city provides. She thinks the RTMP fund would be a good source for the funds from but is open to receiving them from wherever.

Councilor Spliethof-this would be a good use of RTMP funds.

Councilor Coker-this is a great idea, and she is willing to help out, she is not sure of the funding though.

Councilor Kinyon-is there any other funds in the budget that we can take this from?

Mayor Holston-asked who is on the Fireworks Committee?

Councilor Hollett-named the committee members. The non-profit 501C3 did not get set up.

There was discussion on using the council training budget line for the fireworks.

Motion: Councilor Kinyon moved that the City sponsor the 4th of July Fireworks Committee with \$2,500 from the budget for this year's show. Councilor Bjarnson seconded the motion.

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

12. Items Removed from the Consent Agenda-None

13. Ordinances, Resolutions and Public Comments-None

14. Public Hearings- None

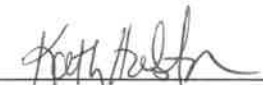
15. Appointments

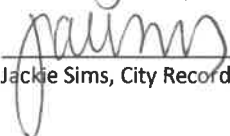
15.1 Oakridge Economic Development Advisory Committee-removed from agenda

16. Public Comment

Trudy Hammond 47753 Berry Street- thanked Eric for the work he has done, she understands this a lot better now.

17. Adjourn- 8:53 p.m.

Signed: 
Kathy Holston, Mayor

Signed: 
Jackie Sims, City Recorder