



March 24, 2021

Special/Executive Session City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
6:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 6:00 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, City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call – All council present

Mayor Holston- read two letters from citizens in favor of renewing Bryan's contract.

Begin Executive Session 6:07 p.m.

ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent.

End Executive Session 6:53 p.m.

4. Business from Executive Session

Motion: Councilor Kinyon moved to approve the contract amendment option #2 with our City Administrator. Councilor Coker seconded the motion.

Councilor Whitney-friendly amendment, she would like it stated that we are extending his current contract with an addendum of the amendment which includes extending the contract for one year with an additional one year renewal.

Councilor Kinyon- that seems quite wordy, she doesn't think it is necessary to be in the motion, all of that information is in the contract.

Councilor Whitney- she thought it would be important so the people would know what we are doing and it goes along with the wording of what the attorney would say.

Councilor Kinyon-accepted the friendly amendment if she can put it into a motion.

Amended motion: Councilor Whitney moved to extend the contract with the addendum of amendment which extends the contract for one year with an additional one year renewal.

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

Mayor Holston- the Oakridge City Council wishes to publicly support the City Administrator Bryan Cutchen and acknowledge his work that has been accomplished in the last two years.

5. Business from City Council

5.1 CA Evaluation Process

Mayor Holston- we have recognized that there are some processes that need to be continued. What would we like to do for the evaluation this year?

Councilor Kinyon- we should start the evaluation process now for the annual review. We already have a process that we use and everyone should have that.

Mayor Holston- do we want to do the full process where we get evaluations from employees or do we want to do a limited process. In our process we did not include what is known as the follow up, that is really important.

Councilor Hollett- she would prefer holding off on doing the evaluation since we are coming into budget season. She is thinking maybe we could do this in May.

Councilor Whitney- she would like to see a full evaluation including staff and the interns such as Grace, she wants a fair evaluation. She agrees with waiting until May also, the budget is going to take a lot of our time and it is going to be a tough one and she doesn't want to see that come through in evaluation.

Mayor Holston-asked the council how they feel about waiting on the evaluation process until after the budget season. The consensus was to wait until May after budget season.

Mayor Holston- she will send out the evaluation forms.

6. Public Comment

7. Adjourn 7:09 p.m.

Signed: _____


Kathy Holston, Mayor

Signed: _____


Jackie Sims, City Recorder