



July 15, 2021  
City Council Executive / Regular Session (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
6:30 p.m.

## MINUTES

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### Begin Executive Session

ORS 192.660 (2) (e) to conduct deliberations with person designated by the governing body to negotiate real property transaction.

ORS 192.660 (2) (f) to consider information or records that are exempt by law for public inspection.

END EXECUTIVE SESSION

### 1. CALL MEETING TO ORDER- 7:00 pm

**Council Present:** Mayor Holston, Councilors Bobbie Whitney, Michele Coker, Melissa Bjarnson, Audy Spliethof, Dawn Kinyon 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-would like to talk about following the email from the residents of Y Drive.

Mayor Holston- we will add that to business from the City Council.

### 5. Public Comment

Georgianne Samuelson, Perkins Street- Read a statement regarding the library. See attached

Jeanne Cabelo-Penn E 2<sup>nd</sup> St- Houses being sold should be resources for money for the city. Covid relief money, we should look at the library.

Bryan- read a letter submitted by Priscilla Davidson- See attached

Councilor Kinyon- called for point of order, it has been longer than three minutes.

Councilor Hollett- agreed, it has been longer than three minutes.

Mayor Holston-did not accept the point of order.

Councilor Coker-did not accept the point of order.

Mayor Holston polled the council whether or not to accept the point of order.

Coker-no, Bjarnson- yes, Hollett-yes, Kinyon-yes, Spliethof-yes, Whitney-no, Mayor Holston-no.

Mayor Holston- this is a poor show of transparency and asked Bryan to make sure the letter is put into the record.

Trudy Hammond 47752 Berry Street- She has been cut off many times during her public comment.

Valerie Miller- she remembers a couple of years ago a letter passed around so everyone could read it, she would like this letter continued at the next meeting.

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

**7. Council Comments / Announcements**

Councilor Kinyon-requested to add to a future agenda an assessment of the Municipal Court. She will send information to Bryan. She would also like to discuss the house on Y Drive.

Councilor Spliethof-he drove through there recently, there are cars on both sides of the road now, have the police been notified?

Councilor Coker- Valerie has been out there and she is sure she has cited them.

Mayor Holston-asked Bryan for an update.

Bryan-it is much easier to have the questions ahead of time, but he does have some information. The citizen has been cited, if no action is taken the can go in and tow and put liens on the property, it will be an expense to the city. He agrees this is a public safety issue, unfortunately our budgets are declining in those areas.

Chief Martin-pointed out that this has been an ongoing issue since he started here. They write tickets, but there never money to clean up. He has brought this up many times during budget committee meetings.

Councilor Whitney-we have a lot of low income citizens, she feels disappointed at how badly we have spoken about this citizen, and it could have been handled better.

Mayor Holston-as a community she would like the city council to come back with ideas on how to raise funds and help our community. This gentleman has been offered help and has refused. Come back with ideas that other cities have done.

Bryan-The individual who had the fire has been cited.

**8. Consent Agenda-**

8.1 Approval of minutes from April 29; May 20; June 3, 17 & 21; July 1.

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

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

**9. Business from City Council**

None

**10. Business from City Administrator**

10.1 Road Overlay Change Order

Bryan-read the issue.

**Motion:** Councilor Kinyon move we approve the change order to the Garden Road/Berry Street overlay project. Councilor Bjarnson seconded the motion.

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

10.2 Concerts in the park

Bryan-read the issue.

**Motion:** Councilor Spliethof moved to approve the alcohol permit but not the fee waiver for Concerts in the Park. Councilor Coker seconded the motion.

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

10.3 Motion Resulting from Executive Session-removed from agenda-None

10.4 City Administrator 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 July 30 through August 6, 2021. Councilor Coker seconded the motion.

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

**11. Reports of Boards, Commissions and Committees-None**

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

**13. Ordinances, Resolutions and Public comments**

13.1 Resolution 07-2021 Schedule of Fees

Bryan-read the issue.

**Motion:** Councilor Spliethof moved we adopt Resolution 08-2021, the City of Oakridge fee schedule for fiscal year 21-22. Councilor Whitney seconded the motion.

Councilor Kinyon-the animal impound fee should be more, is there a daily kennel fee?

Chief Martin-the kennel fee is per day and the fee impound is a one-time fee.

Mayor Holston-asked about System Development Charges.

Bryan-his plan is to spend money to get SDC's for water and stormwater, it is important for our compliance with TMDL.

Mayor Holston-she would suggest to the City Council to pass this and then send it to the Admin Committee to review and bring back to the council.

Councilor Kinyon- agreed with Mayor Holston.

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

**Motion:** Mayor Holston moved that the City of Oakridge fee schedule be adopted for 21-22 be reviewed by the Admin Committee and recommendations for changes be brought back to council no later than October 1<sup>st</sup>, 2021.

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

Five minute recess.

### 13.2 Resolution 08-2021 Supplemental Budget

Bryan-read the issue.

**Motion:** Councilor Whitney moved we adopt Resolution 09-2021, providing a Supplemental Budget for Fiscal Year 2021-2022. Mayor Holston seconded the motion.

Councilor Hollett-declared an actual conflict of interest, her husband is employed by the City of Oakridge under a collective bargaining unit and she will not be voting.

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

Councilor Kinyon- our shortfall is \$425,000. She would like to see us bring this back with an updated version with actual beginning fund balances before we make more cuts.

Bryan-have you discussed this with Eric?

Councilor Kinyon-no.

Eric-it could be a month or more before we get actual beginning fund balances.

Bryan-we are also accounting for grant revenue which is very specific on how it is spent.

Councilor Kinyon-she saw a post saying that the admin department is closed on Fridays and none of this supplemental budget shows how that will save us money. She is asking the City Administrator to direct the Finance Director to update these numbers with more accurate information.

Mayor Holston-she understands concerns for more accurate numbers, Eric said we won't have exact numbers, how much more exact do you want? Where do we say ok now this is good enough to proceed?

Bryan-we don't have to make a decision on the money from the Fed's right away and we don't have all the rules in place that the State is going to require in order to make those decisions, we have spent an inert amount of time just dealing with passing a budget.

Mayor Holston- he is empowered to go ahead and move forward with the budget whether we approve it or not. He is required not to overspend. If we are asking to put this off again there needs to be more specifics. When do you decide we just sit around and wait for Councilor Kinyon to say ok, I have enough accurate figures to decide, do we all just sit around and wait for Councilor Kinyon to decide we have enough numbers. We are failing in our duty to move forward, she is not pushing this budget or any other budget, she just wants this council to move forward in a manner that is conducive to city governance, and by delaying the supplemental budget over and over again we put our city administrator and city governance at a huge disadvantage.

Eric- even if this supplemental budget gets passed and we update the beginning fund balances so they are really accurate you can do another supplemental budget to add the expenditures.

Councilor Coker-asked Eric to explain the cuts for each department and what are we looking to lose.

Bryan-it was in his city administrator's statement, he read the cuts that he will be making.

Councilor Bjarnson-she hates these large cuts, she feels like we are not doing our due diligence.

Bryan-in the absence of guidance from the city council he has begun to make reductions without being over the top, city hall is closed on Fridays, he is working with FD union to put in a standby clause to alleviate part time employee staffing shortages, the

park restrooms will be closed except for the rest area and Greenwaters park, the public works part time help is being reduced. He was waiting to see if city council would consider a public safety fee before he took more dramatic reductions.

Mayor Holston-she doesn't see why we can't put a time on when we will have the numbers and pass this supplemental budget and continue to work. Bryan is continuing negotiations with the unions, we will see results as we move along, and she doesn't want to push too many things aside.

Councilor Kinyon-she feels it is possible for Eric to come back to the next meeting with more accurate beginning fund balance numbers that could change the way this whole thing looks. Either that or if Bryan could agree now not to make any changes to staff until we know better.

Eric-he updates this every couple weeks so he can bring numbers back to the next meeting.

Mayor Holston-she would like to have a work session at the August 5<sup>th</sup> meeting since the City Administrator won't be there.

Councilor Kinyon-would like to revise the supplemental budget in addition to getting the numbers.

Councilor Whitney-if we keep kicking the can down the road won't the cuts be deeper? That is her concern, our city staff is watching this and what we do impact their moral. We can have more than one supplemental budget.

Eric-you bring up a good point, the beginning fund balances are going to be higher, if we wait one more month of payroll we won't be digging too big of a hole.

Mayor Holston-rather than vote on this motion and refuse it which is an incorrect statement in how the council feels she would suggest that the motion be withdrawn.

Councilor Whitney-she is fine with withdrawing her motion.

Bryan-for the last year and a half he has been showing on a maceral level how much the city is overspending what they take in in revenue, so we started at \$650,000, now \$540,000 and with more reductions we are down to just under \$500,000. This is absent grant money, this money is artificially inflating the revenue that is coming in. We take in 1.1 million a year in property taxes, the police department costs us 1.1 million, and the fire department costs us another 1.1 million. The water and wastewater is self-supporting. So to think that we are magically going to erase this entire deficit and don't need a public safety fee or a public safety fee of one dollar you are fooling yourselves. Like Councilor Whitney said we are kicking the can down the road, trying to see how much we can whittle away and take no pain.

Mayor Holston-we have taken this off the table, Eric will get us updated numbers, the second meeting in August we will have a meeting for the supplemental budget. She appreciates Bryan's statements, she knows we have to make reductions and maybe still do a public safety fee.

Bryan-there was an off handed comment about him not taking staff actions, he has no intention of doing that unless directed by council, if the council wants him to stop taking staff action you need to tell him exactly what you want him to do.

Mayor Holston-we need to give Bryan direction on this.

**Motion:** Councilor Kinyon moved to direct the city administrator to hold off on making any changes until the supplemental budget has been approved. Councilor Spliethof seconded the motion.

Councilor Whitney-we need to start implementing these changes, we've known for a long time that this was going to be hard and it was going to have to happen. We need to implement this before we make more cuts.

Mayor Holston- she would prefer we direct no reduction in personnel, but the ones that have been set in motion by the unions, overtime.

Councilor Kinyon- accepted that friendly amendment.

Councilor Spliethof- accepted the friendly amendment.

Councilor Whitney- she can get behind that.

**Amended motion:** Councilor Kinyon moved to direct the city administrator to hold off on any personnel changes and he continue with some of the other reductions that he already has in motion until the supplemental budget is approved on August 19<sup>th</sup>. Mayor Holston seconded the motion.

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

**14. Public Hearings-none**

**15. Appointments-none**

**16. Public Comment**

Trudy Hammond 47752 Berry Street-asked if the residents on Berry Street will have access blocked to their driveways during the paving?

Bryan-most likely it will be brief, they will start door tagging residents tomorrow.

Mary Gustafson-putting off the supplemental budget until August seems pretty late in the year. When do you normally have the budget finished?

Mayor Holston-there isn't a time frame for the supplemental budget, the budget has already passed. We put ourselves into a pickle when we passed a budget knowing full well that we weren't able to fund it.

Rusty Ackland 48265 Commercial-she wanted to recognize Bryan, this is a lot of heartache for him as well as all of you. She feels bad that he had to go through all of that and be put off again. Kudos for what he is doing for our community.

Councilor Kinyon-it has been brought up multiple times tonight that we knew we weren't going to pass the fee, yet we passed the budget and screwed everything up. She disagrees we collectively knew we weren't going to pass the fee, we individually knew, she didn't know if the whole council was going to pass the fee. The Mayor and CA made strong suggestions that we had to pass the budget and then we could do a supplemental, she only followed direction.

Eric-he would encourage the budget committee to bring these things up during the budget committee meetings, not now.

Councilor Hollett-as someone observing she feels that the council was following the advice given.

Mayor Holston-we have all witnessed things we do not like. The way we have conducted ourselves in budget and city council meetings, the inability to make tough decisions, the inability to be transparent although we say we are and our inability to stay off social media we have proved to be a dysfunctional council. We need to move forward and get past this and tackle our problems.

**17. Adjourn- 9:12 pm**

Signed:

  
Kathy Holston, Mayor

Signed:

  
Jackie Sims, City Recorder