



October 7, 2021
City Council Regular/Work Session (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:01 pm

Council Present: Mayor Holston, Councilors Bobbie Whitney, Michele Coker, Audy Spliethof and Dawn Kinyon

Staff Present: City Administrator Bryan Cutchen, Police Chief Kevin Martin and City Recorder Jackie Sims

2. Pledge of Allegiance

3. **Roll Call**-Councilors Hollett and Bjarnson were excused.

4. Additions, corrections or adjustments to the agenda

Adjustment 13.1 Discussion only

Addition 9.1 Joint Fire Science Program

5. Public Comment

Trudy Hammond 47752 Berry St.-asked what the procedures are for dog licensing.

6. Mayors Comments / Announcements / Proclamation

(The zoom connection was pretty bad)

Mayor Holston-the Great Willamette Cleanup will be on October 9 from 9am until noon. You can register on Facebook.

Old Canal trail revitalization grant money (inaudible)

Kayla Gadava -Tuffte, a University of Oregon student reached out to the Mayor, she is a family member of Charlie Tuffte who used to reside in Oakridge and she wants to reestablish connections with Oakridge. Mayor Holston will talk with her more. She wants to come talk to the city council.

Mayor Holston had the chance to take a back roads trip through other small towns to see what they were doing with derelict buildings, transients or homeless individuals. One of the things that she noticed that seemed to be consistent throughout the towns that she drove through was that there was no tolerance for abandoned vehicles, for properties that could be picked up, not abandoned, but that looked very unkempt. She realized that here in Oakridge we tend to tolerate too much. She wants the council to be thinking about this, mainly Councilor Whitney with the Community Services Committee. A conversation should be started with the police department and all of us on holding folks to a higher standard.

7. Council Comments / Announcements

Councilor Kinyon-said people are asking when the exemption forms will be available and where and when will the program for the fees start?

Bryan-the exemption forms should be available by November 1st for the billing cycle in December. The forms will need to be brought in along with proof of income to city hall or the information can be scanned and emailed along with the application.

Councilor Whitney- regarding St. Vincent DePaul and the WAC, she would hate to see a bunch of trailers down there. We could send out the PSF fee waiver application in the water bills.

8. Consent Agenda

8.1 Minutes from September 2 & 16

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

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

9. Business from the City Council

9.1 Letter of support for Joint Fire Science Program

Mayor Holston-read the issue

Motion: Councilor Whitney moved to approve a letter of support for the Joint Fire Science Program grant application to do fire behavior modeling on the Middle Fork Ranger District. Councilor Coker seconded the motion.

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

10. Business from the City Administrator

10.1 Strategic Plan Scorecard Update

Bryan-read the issue.

Some of the councilors were not able to connect to the link that Bryan sent. We will discuss this at another meeting.

Bryan-wanted to update us on grants. We applied for a Hazard Mitigation Grant from FEMA and it was awarded for \$77,000 and will fund a project to install back up emergency generators at Greenwaters Park and the Fire Department.

The next two grants we were awarded was a Housing Needs Analysis (HNA) grant and a Transportation Growth Management grant. The two will run parallel and be coordinated to at our municipal code and housing needs currently and in the future. Together, both studies will take about two years.

Lastly, next week ODOT will submitting a Federal Lands Access Grant to provide sidewalks on the North Side of Hwy 58, if awarded, this is a huge win for the city.

10.2 City Engineer RFP

Bryan-read the issue.

Bryan-when we scored the applicants one of the committee members was absent. He added committee member comments to the score sheet, it is pretty significant who the choice would be to the committee, it was a two committee scoring. He hopes you had a chance to review this.

Mayor Holston-thanked the committee and the work they did for this. Were the references called for the three applicants?

Bryan- no, he was planning to do that after the selection was made.

Mayor Holston-she sees that Curran-McCleod was the highest scored.

Bryan-he was not a voting member, it was a citizen and a staff member.

Councilor Spliethof- Are we going with them because they had a higher score or what?

Bryan-those were the committee scores, it is ultimately a council decision.

Mayor Holston-asked Councilor Spliethof if he had a preference? Are you asking why their score was the lowest?

Bryan-explained how the committee came up with their scores. The historical knowledge of Oakridge was very important to them and valued that very high. They made some concerns that Civil West is new, but they didn't penalize them for that, and they didn't like the incompleteness and incorrect information.

Mayor Holston-asked Councilor Kinyon if she was on this committee?

Councilor Kinyon-yes, she was the one that was absent. She asked what the incorrect information was on Civil West and Keller Associates, after reading the proposals nothing stood out that was wrong information that they gathered for Oakridge.

Bryan-it had to do with the Million Gallon Tank, details about our systems, it was information like that.

Mayor Holston-she noticed the same things when she read the proposals, she was curious as well.

Councilor Whitney-wanted to confirm about Audy making phone calls, did he call diligently about all of the applicants or just the one he preferred?

Councilor Spliethof-he looked at all of the situations and who they serviced, he just called on Civil West only.

Councilor Whitney-it concerns her that we are only having discussions on the third engineer based on the research that Councilor Spliethof did and the research wasn't done fairly with the other two.

Councilor Spliethof-he wanted to find out more about them so he only called on them, the committee recommendations were for Keller Associates.

Mayor Holston-the recommendation was for Curran-McCleod, not Keller Associates.

Councilor Kinyon- asked Bryan to scroll back up to where the recommendations are.

Bryan-scrolled back up and read the scores, Curran-McCleod was 64, Keller Associates was 49 and Civil West was 43.

Mayor Holston-she liked them all as she read them, she wasn't that impressed with Keller. Granted this is just a recommendation from the committee, she holds a strong preference for a firm that already knows our systems, that is very important because we have a very old system and it is important to know them. One thing she didn't see here was prices or rates on any of the applications.

Bryan- the rates are proprietary, they were all within \$5-\$10 an hour within each other. Two of them charged travel time and one didn't.

Councilor Kinyon-what about the percentage on change orders? Is there anything in the fee schedules about change orders?

Bryan-none of them have any reference to change orders.

Mayor Holston--we can put a cost cap on change orders for each project.

Councilor Spliethof-are we required to put an RFP out every so often or were we not happy and wanted to put an RFP out?

Mayor Holston-we were not unhappy with our current engineer, this is just something that is good to do every so often to see what is out there. She personally, is happy with Curran-McCleod, this wasn't because we didn't like Curran-McCleod. Just for history, the last time we did this we didn't have anyone apply and the time before that we had three apply and when we asked them to come down and interview only two showed up to interview in front of council and we chose Curran-McCleod.

Councilor Spliethof-wants to see the charges before we make a motion, he would make that request because he wants to see the one who isn't going to charge us travel time because that can really add up.

Bryan-he can give you that information, that isn't proprietary, Curran-McCleod are the ones who don't charge travel time.

Mayor Holston-asked Bryan to arrange for an executive session.

Councilor Kinyon-in the review that she did, even though she didn't attend the committee meeting, she pulled up our RFP and the individual applications and she felt like they all followed the rules pretty well. She did have a liking for Civil West because of the cities that they serviced.

Mayor Holston-we will make a decision at the next meeting, she still feels strongly about the history and having a firm that knows our systems, not that she doesn't think they could catch up, but that takes time and we have a small staff. That weighs heavily on her.

11. Reports of Boards, Commissions and Committees-none

12. Items Removed from the Consent Agenda-none

13. Ordinances, Resolutions and Public Comments

13.1 Supplemental Budget- discussion only

Mayor Holston-she encourages you all too really go through this.

Councilor Whitney-when going through the supplemental budget she realized that we won't have the full 12 months to collect on the PSF because of how long it took us to get here. To her it says that we are going to have additional cuts to the budget than originally thought. She would like to see the consequences to the cuts in real time.

Councilor Spliethof-if we don't make the money are we going to charge more money, are we going to have to put in another supplemental budget? If that happens it is going to really upset a lot of people.

Mayor Holston-this is the decision that you all made, recognizing that if it wasn't enough money in the PSF that there would be resulting cuts that would have to happen. It was shared with us several times that we will have to see how this will roll out and how to deal with the consequences.

Bryan-when we came up with the estimated anticipated revenue from the PSF we were very conservative in the supplemental budget, we included a 20% expected delinquency rate due to the lack of ability to conduct short-term enforcement, we made a good estimate on the expected exemption rates, this is a very conservative number, he hopes it is accurate or a little under. We will keep a very tight eye on those revenues as they come in.

Councilor Spliethof-is it too early to make a motion, he would like to see a pay freeze across the board for all city employees.

Mayor Holston-no, that is a motion you would ask to consider for a future meeting, there are no materials to look at to see what the results would be. If this is something that the council would like to consider we can then ask the city administrator to bring something forward.

Councilor Coker-asked Councilor Spliethof if he is talking all departments or just administration and police?

Councilor Spliethof-all city employees.

Councilor Whitney-she doesn't want to see anything regarding a pay freeze, we have already asked a lot of the employees and they have taken on a lot, they have already lost with having staffing changes. Morale has already had enough, to ask them to take a pay freeze on top of that. Some of them are represented staff, you have unions and contracts that come in to play, you get what you pay for and we have some great staff and she would hate to do that to them. Bryan is looking at additional ways to fund the EMS and she would like to hear more about that and additional ways that the council can help with that movement.

Mayor Holston-knowing we are going to be looking at the numbers each month would be a great idea, it would be great to see what has transpired once a month or so and make a running list as to what is going on. She is also not interested in putting a cap on salaries across the board. Are salaries on a revolving basis? Do they go up all at one time? Are they rotating? There has to be a lot of questions that we have to have answered before something like that is to be considered. We can put this on as an agenda item if you want.

Bryan-considering a pay freeze, at this time it is an utter waste of time. They have already received their COLA increases for July 1 and the next time they are scheduled as a work force for another COLA is July 2022. All but three are under collective bargaining units and you don't just go broad brush and say your pay is all frozen without getting a grievance. He would recommend bringing this up during the budget cycle as you building the 2022-2023 budget. As far as the EMS solutions he built a brief that covers the current financial situation of our fire department and EMS, he briefed Commissioner Buck, the Ambulance Service Area Subcommittee, the Lane County Public Health Committee, the County Administrator and County Ops and he sat down with the Chief and Deputy Chief of Eugene and Springfield Fire. He will continue to engage with the county because they are the organization who has to lead this effort in one way or another.

Mayor Holston-Bryan and I and Chief and Mikal all attended the Westfir City Council meeting on Monday night. Bryan gave them the formula that we used for the public safety fee and let them know that this is what we did for our community and we would be asking them to raise their contract and gave them a number. Westfir would like to have exemptions for their people too.

Councilor Whitney-she would like to know some of the feedback that Bryan received out of the meetings he attended.

Bryan- There have been comments from some saying we should look more at redistricting because citizens will more easily give to a fire district or EMS district than a city because you don't have the perception that the city is just wasting their money away. The County is anxious to help, they understand the problem although they do have some concerns about setting a precedent if they decide to subsidize.

Councilor Kinyon-she wanted to point out that during the last budget season they were in the contracts with all three of the unions had already been negotiated, this should be something we should be talking about as a council prior to the next negotiation as early as February or March. She does agree with Audy.

Bryan-it's a three year CBA so when he says negotiation that would be an add on negotiation, it wouldn't be a renegotiation, that wouldn't be for another year and a half, two years. This would be approaching the unions letting them know we intend to do a pay freeze.

Councilor Kinyon-we were told at one point that if the council feels it is necessary that they could direct Bryan to go into negotiations off cycle from what the regular contract periods are. She agrees with Audy, this is something we should schedule to discuss in council. She also wanted to point out a couple of things, she sent Eric about 12 questions regarding the supplemental budget. When she did review what was presented in the supplemental budget she still sees huge cuts recommended for our EMS and Fire/Ambulance and much smaller amounts for police and administration. Those three areas are our biggest costs. To cut this much out of Fire and Ambulance our ISO rating would change and the homeowners insurance would be significantly impacted. She thinks as a council we should be looking at directing for cuts anywhere else that we can that we wouldn't be affecting our ISO rating.

Mayor Holston-are you asking the question on the cuts that were suggested how they are going to impact the service?

Councilor Kinyon-no, she is not asking that, it is a fair question, she would like to say as a council they should be looking at directing for cuts anywhere else that they can that doesn't affect the ISO rating.

Mayor Holston-the ISO rating is based only on fire, not anything else. Are the cuts that are being done in the supplemental budget affecting our ability to respond in a timely manner to fire?

Councilor Kinyon-yes because it is over \$400,000 and if it's the same that was proposed in July it would be losing a lot of, if not all of the part timers.

Mayor Holston-you indicated that you didn't want to discuss this because you haven't had a chance to go through this, yet you have some very detailed questions.

Councilor Kinyon-she has a lot of questions for Eric that she thinks the council should hear too, but she doesn't want to ask them all tonight because it would take up the rest of the meeting and more.

Mayor Holston-if you have questions then let's do questions, as opposed to statements as to what you believe is going to happen.

Councilor Kinyon-I do have a specific question then Mayor, I want to know if it can be a council decision as to how we want to implement cuts in our supplemental budget.

Bryan-at the fund level, not the line-item level.

14. Public Hearings-none

15. Appointments

15.1 Library Board

Motion: Councilor Spliethof moved that we appoint Ms. Annie Brown to serve on the Oakridge Library Board for a term expiring 12/31/2023. Councilor Whitney seconded the motion.

Annie Brown-introduced herself and told the council why she wants to volunteer for the Oakridge Library, she wants to give back to the community.

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

16. Public Comment

Trudy Hammond 47752 Berry Street- she hopes we can take a proactive approach to abandoned vehicles. We shouldn't make any more cuts in Police, Fire and Ambulance since the PSF will be collected.

17. Adjourn 8:41

Signed: _____

Kathy Holston, Mayor

Signed: _____

Jackie Sims, City Recorder