



October 21, 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- 7:00 pm

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

Staff Present: City Administrator Bryan Cutchen, Mikal McPherson and City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call-all present

4. Additions, corrections or adjustments to the agenda

Bryan-wants to move 10.2-10.7 to the end of the meeting

Councilor Kinyon- wants to discuss moving the council chambers to city hall

Councilor Spliethof-wants to discuss the CA performance evaluation

Mayor Holston-wants to add the Tree Lighting discussion

5. Public Comment

Larry Sweet- the \$22.00 fee should be earmarked for public safety, not put in the general fund, he wants to be able to see where that \$22 is going.

Trudy Hammond 47752 Berry St- asked if the pallet houses will be relocated and who owns them?

Dan Barclay- read a statement on the public safety fee

Bryan- answered Larry's question about the Public Safety Fee (PSF). The only other alternative to putting the PSF into the general fund is to put it directly into the Emergency Services fund and transfer half to the general fund for police. Money gets put into the general fund and is distributed from there.

Mayor Holston- will we see that amount as a separate item and we can see that specifically so we can track it.

Councilor Kinyon- in the budget that Eric sent out to all of us there is no scheduled transfer from the general fund to the emergency services fund.

Bryan- the original deficit was about \$500,000, you passed a public safety fee of \$22, took off any sort of enforcement, so now the projected revenue with exemptions and delinquencies is about \$159,000. You didn't give me what I needed to balance, so there will be cuts, our choice is to maintain our current level of public safety and that is what he is committed to do.

6. Mayors Comments / Announcements / Proclamation

Mayor Holston- talked about the Chambers activity list. Be sure to read what was sent out from the Chamber, there is a lot of good information in there.

There is a virtual open house for Lane County's Master Bicycle Plan on November 3rd.

7. Council Comments / Announcements

8. Consent Agenda

8.1 September Financial Report

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

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

9. Business from the City Council

Councilor Kinyon- wants to start planning the move of the council chambers to city hall.

Bryan- he met with Loren Michaels to discuss equipment needed to conduct hybrid meetings. Until we can afford all of that we can scrape by with what we have, the cost was around \$2000.

Mayor Holston- Does council want to take on the Tree lighting this year? UBRA asked her when it will be held and they will do cookies and cider.

Councilor Whitney- Lynda Kamerrer has a tree she wants to donate.

Lynda Kamerrer- it is a blue spruce, very tall. The baseball field might be a nice place to have the festival.

Councilor Hollett-she likes the idea of a tree lighting, she would like to name it the Oakridge Tree Lighting, more inclusive to the whole city, not just uptown.

Mayor Holston- the 2nd Saturday of December is when we usually held this so we can plan on December 11th and start getting announcements together. We will still have to decide on a location.

Bryan- Robeart got the tree for us last year, it was donated by the nursery.

Councilor Spliethof- CA evaluation - we need to get on this, we talked about this, and we need to get this done.

Mayor Holston- she will pull the documents together and get them out to council by the first meeting in November.

10. Business from the City Administrator

10.1 Westfir IGA Addendums

Bryan- read the issue. This still has to go to Westfir city council.

Motion: Councilor Spliethof moved we approve the Intergovernmental agreement addendums totaling an additional \$18,297 for fiscal year 2022. Councilor Kinyon seconded the motion.

Councilor Whitney- thank you, they see the hard work we are doing.

Councilor Spliethof- what if they don't accept it?

Bryan- then we can go into discussions with them.

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

10.2 Keg & Cask Change of Venue

Bryan- read the issue.

Motion: Councilor Spliethof moved to approve the alcohol permit for the Keg and Cask Festival but not the fee waiver. Councilor Hollett seconded the motion.

Councilor Spliethof- he omitted the fee waiver because we are hard up for money, we can't keep giving fee waivers.

Councilor Coker- where are they planning on moving the Diamond Express busses?

Bryan- they will be moved to where they used to store the wood, they will be out of the way.

Councilor Whitney- this is a non-profit and they are raising funds for Food for Lane County, they are taking away from what they could give to the community.

Councilor Kinyon- asked if this is a permanent move or was this because they had to cancel because of the weather?

Amy Kelly- they had to cancel because of the fires, the end result is that the Food Box doesn't have much money.

Councilor Hollett- did they apply for RTMP or TRT money? She feels like we are giving money on top of money, how much do they give to the Food Box?

Amy Kelly- whatever they make they hold back 10% and give the food bank 90%

Councilor Hollett- so it won't really affect the donation given.

Mayor Holston- if you reduce the total expenses you reduce the profit.

Councilor Spliethof- did they apply for RTMP this year?

Mayor Holston- they haven't had the event yet, so no. There should be some consistency with non-profits when it comes to fees and fee waivers.

Councilor Kinyon- agrees with Councilor Hollett and Councilor Spliethof, but this is an off and special circumstance because of the fires.

Amended motion: Councilor Spliethof moved to approve the alcohol permit and fee waiver for the Keg and Cask Festival. Councilor Hollett seconded the motion.

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

10.3 City Engineer Selection

Bryan- read the issue.

Bryan- staff supports the committee's recommendation for Curran-McCleod.

Motion: Councilor Kinyon moved we select Civil West to serve as the Engineer of Record for a period of three years. Councilor Spliethof seconded the motion.

Councilor Kinyon- she thinks Civil West is more experienced in small towns like ours.

Councilor Whitney- she does not agree, she supports Curran-McCleod, one of our staff members was on the committee and she trusts their opinion.

Mayor Holston- these are her reasons for supporting Curran-McCleod; they are the least expensive out of all the engineers, they don't charge travel time, they know the most knowledgeable about our systems, they have good working relationships with our staff and even after a lawsuit they stayed committed to the city. The council subcontractor was to blame for the lawsuit. We just debated a \$200 fee waiver and now we are wanting an engineer who costs more.

Bryan- observe that this recommendation comes from a committee that Councilor Kinyon was a part of as well as the people who work the closest with them. For whatever reason you have chosen a different path.

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

10.4 Letter of Support for Senior & Disability Services Grant

Bryan- read the issue.

Councilor Whitney- declared a conflict of interest because of her employment.

Motion: Councilor Spliethof moved we approve the draft letter of support for the Lane Council of Governments Veteran's Services Grant Application.

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

10.5 Police Department Update

10.6 Fire Department Update

10.7 Public Works Update

11. Reports of Boards, Commissions and Committees-none

12. Ordinances, Resolutions and Public Comments

12.1 Resolution 11-2021 Supplemental Budget

Mayor Holston- we agreed as a council to set aside the rules for resolutions so we can get this done in one setting.

Motion: Councilor Kinyon moved to set aside the rules. Councilor Whitney seconded the motion.

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

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

Councilor Hollett- declared an actual conflict of interest, her spouse works for the City of Oakridge under a Collective Bargaining Agreement at the fire department.

Mayor Holston- asked for public comment.

Councilor Spliethof- asked Bryan, were we not the modifying the city administration department to a four day work week?

Mayor Holston- asked Bryan to wait to answer, so we can recognize public comment.

Dan Barclay- talked about council and staff behavior. He hopes some of this council has looked at this supplemental budget.

Councilor Spliethof- asked Bryan wasn't our city hall shut down to four days a week and that was all of our employees shut down to four days a week?

Bryan- city hall is closed on Fridays, he works on Fridays, but accounts receivable and accounts payable are not working on Fridays.

Councilor Spliethof- he sees that he has a reduction of city hall operating hours by three hours a week, where does the three hours come in?

Bryan- his intent is to provide some service back to citizens by allowing them to have access to city hall for half a day on Fridays.

Councilor Spliethof- where will the money come from then?

Bryan- it comes from the budget, the general fund. In the adopted budget the admin department was fully funded.

Councilor Spliethof- so you aren't taking anything out of the safety fee for this?

Bryan- all \$159,000 we gain from the PSF will all go to public safety

Councilor Coker- with the \$22 PSF we approved, is it going to show as the PSF in the general fund or how is it worded?

Bryan- yes and it will be divided between police and fire.

Councilor Coker- she is seeing some pretty big cuts in the supplemental budget, she wants to know if you can tell her what this is looking like? What are we going to lose?

Bryan- we are cutting admin services, we reduced overtime in police, we reduced overtime in fire, but, many of the reductions in fire with overtime are offset by part timers and volunteers, he also took a look at the current year and we have virtually no volunteers working stipend shifts since the new fiscal year, so if you do the math less funds are needed to pay volunteers for the rest of the year based on expectation of their participation. There is a balance between overtime and part timers so it goes back and forth.

Councilor Kinyon- currently we have doors closed at city hall, but the workers are still working with the exception of the finance director.

Bryan- no that is incorrect, the doors are closed on Fridays, Accounts Receivable and Accounts Payable are not working, the finance director is on contract so he is working by the hour and he works mostly remotely and Bryan works. This was a reaction to the length of time it was taking to get this supplemental budget passed. He had no idea if the city council was going to pass the PSF so he made some draconian measures. What he is doing now is re-adjusting the adopted budget to accommodate the change in revenue and reduced current expenditures.

Councilor Kinyon- so do we have city front office staff working on Fridays even though the doors are closed?

Bryan- no, just me.

Councilor Kinyon- and we are doing another three hours?

Bryan- what he is doing now is adjusting the adopted budget to accommodate the reduced revenue he was provided.

Councilor Kinyon- yes, but we were told in a previous meeting that the reduction of city hall from five days a week to four days a week was a \$32,000 value and that \$32,000 value is not reflected in this proposed supplemental budget.

Bryan- like I told Councilor Spliethof, it is his intent to open city hall from 8am – 12pm on Fridays to provide increased access to citizens.

Councilor Kinyon- so you are binging it back, so instead of a \$32,000 savings it's only a \$9,000 savings. How do we maintain the same public safety service, particularly in the fire department when we would be cutting from temp services, personnel line, the paid time line and the volunteer line? How do we maintain the same level of service with a \$235,000 reduction in revenue and staff cuts?

Bryan- the apparent reduction is because of the lack of execution in the first quarter of the year and the zeroing out of one firefighter paramedic salary, he has no control when an individual resigns and yes we probably will struggle pretty hard with one person less, but it is a hard process to hire a firefighter. It is going to be hard but he is committed to providing the same level of service at the current level.

Councilor Kinyon- why aren't cuts being made somewhere else besides public safety.

Bryan- the people have not changed we have the same number of FTE's aside from the firefighter that resigned and he accounted for that.

Councilor Whitney- she feels like we keep circling this and circling this, we knew when we passed the \$22 PSF it wasn't going to be enough, it was very obvious at the time and we knew we weren't going to see the full 12 months. It wasn't what our CA asked us for and I feel like our CA has done a good job with trying. The money isn't there like all of us would like to see it be, we are all doing the best we can. We need a supplemental budget, we need to move forward and find ways to improve our community.

Motion: Councilor Whitney moved we adopt Resolution 11-2021, providing a supplemental budget for fiscal year 2021-2022. Mayor Holston seconded the motion.

Councilor Whitney- our city administrator has done a really good job trying to make things fit and work and valuing his commitment to public safety, this isn't an easy job for anyone especially for him. He has staff in the office that he has to see every day and he has to say I'm sorry but your losing part of your paycheck because the budget just isn't there. She really wants to see us move forward and do better. We can really start focusing on what is important and finding funding and additional grants for emergency services, just move forward.

Councilor Spliethof- have the stipends been cut from the ambulance too?

Bryan- the stipends are for volunteer who respond to every call so if a volunteer is at the fire house getting a stipend they will respond to either fire or ambulance call. He looked at the participation rates for the first quarter, he projected for the year a reduced level of expectation for participation and made that budget adjustment.

Mayor Holston- it is 9:00 pm, it was agreed to continue in 15 minute increments.

Councilor Kinyon- we had a balanced budget that we approved for the emergency services department in June, this proposed supplemental budget cuts that budget by \$235,000. The way this is written is that we are only going to have \$17,000 for volunteer stipends, not plus the Hazeldell part. This is a poorly written supplemental budget. We are being asked to violate on our own ordinance.

Mayor Holston- can you state why you think we are violating our own ordinance Councilor Kinyon so I can understand that?

Councilor Kinyon- because our ordinance states that we need this fee for public safety and we are not transferring any money from the fee to the fire department the largest cut is to public safety.

Mayor Holston- she disagrees with what you said but she understands how you are coming to that conclusion so she will repeat what the city administrator has said many times. The money from the PSF will go into the general fund or it can go into the fire fund and then half would need to be transferred to the police. It is our commitment to our community that we will keep the public safety services at the current level, reductions have been made on both sides. As a council we were asked for the public to give more money in order to maintain that and we chose to give lesser number. We also took the teeth out of it by allowing people not to pay the fee without any consequences, the commitment no matter how many times we say it seems to be being ignored. There is nothing underhanded going on, there is no money being scraped somewhere else, all of the departments are being asked to reduce, our city administrator has gone above and beyond to make reductions in every area of city expenditures, yet we don't acknowledge he is even doing that which creates an illusion of distrust in the community. We have had ample time to review and ask questions, we have agreed on numbers, we have had the finance director answer questions in great detail the results of which has continually shown the professional accuracy and have not added to our understanding of the process but have been heavily processed and have no bearing on the duty the council has to pass the supplemental budget. It is time to pass a supplemental budget and more importantly it is time to set aside the thinking that there is something underhanded going on.

Councilor Hollett-called point of order.

Councilor Whitney- when we passed our budget it was passed knowing there was a PSF attached to it. We then went in and didn't pass a PSF. She doesn't understand why we can't move forward and stop arguing when we know this has to happen. We are not serving our citizens.

Councilor Kinyon- earlier the Mayor said that if the money from the PSF was to go into the emergency services fund then we would have to move half to the police services and she would agree if that was the way it was, it is scheduled to go into the general fund and none of it is scheduled to be transferred to the emergency services fund. She dares anyone to prove otherwise.

Councilor Kinyon left the meeting. 9:19 pm

Spliethof (nay), Mayor Holston (aye), Bjarnson (nay), Whitney (aye), Kinyon (nay), Coker (nay). Motion failed 2-3.

Mayor Holston- she suggests you put some thought into this because a supplemental budget has to be passed. Because we are required by law to stay within our budget. The changes that would have been enacted, will not be enacted, and the city administrator will have to make adjustments to the budget and he will report back to us what those are. Expect to see some information from him as to what our next steps are.

Councilor Whitney- by us not passing this, does this affect us in any way with the Department of Revenue? She would like to know that information, she wants to make sure we are not getting ourselves in hot water by not passing a supplemental budget and to just keep circling this.

Bryan- the Dept of Revenue is focused on expenditures, you passed a budget that had a certain level of expenditures based on a revenue that did not come to fruition so as long as you don't exceed the expenditures in the adopted budget you won't raise any eyebrows with the Dept. of Revenue. Knowing that he definitely doesn't want to exceed our resources for the year and that is why reductions have to be made. Council will have limited control over those reductions because he has no guidance from them. He will keep public safety level of service and let the rest fall it may.

Councilor Spliethof- when do you need the guidance from city council, tonight, a week?

Bryan- preferably July 1, but he would say ASAP.

Mayor Holston- the guidance that council should give to the city administrator should have been in the form a supplemental budget that is what our guidance should have been. When we don't pass a supplemental budget we relinquish some direction in the budget itself because our city administrator is required to work in the budget that has passed. We can't just keep saying no and give no guidance. The city administrator's next direction will come at the next city council meeting.

Bryan- it is a misperception by the council is, he knows you are all focused on R14 line by line item budget but the supplemental budget is at the appropriation level. You need to look at what I have up here and what was in the Resolution, that is what you have control over, not to go in and redo the entire budget like you should have done during the budget cycle.

Mayor Holston- asked the council if that makes sense? When you talk about at the appropriations level?

Council said they understood that.

13. Public Hearings-none

14. Appointments

14.1 Library Board Application

Bryan-read the issue.

Jessica Atkins-introduced herself and told the council why she wants to volunteer.

Motion: Councilor Whitney moved to appoint Ms. Jessica Atkins to serve on the Oakridge Library Board for a term expiring on12/31/2024. Councilor Spliethof seconded the motion.

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

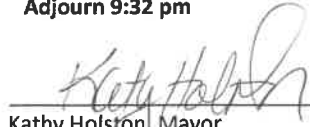
15. Public Comment

Trudy Hammond 47752 Berry Street- asked if the pallet houses are going to be relocated because of the vandalism?

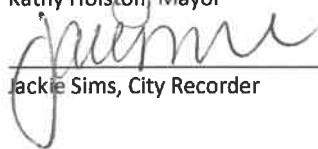
Bryan- they received minor damage, they were on camera and we kind of know who did it. One of our police officers repaired it when got there. We would love to use them but we need volunteers, but we need six volunteers a night and that is a pretty stiff requirement.

16. **Adjourn 9:32 pm**

Signed: _____


Kathy Holston Mayor

Signed: _____


Jackie Sims, City Recorder