



November 4, 2021  
City Council Regular/Work Session (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

# MINUTES

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

**Council Present:** Mayor Holston, Councilors Bobbie Whitney, Michele Coker, 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-Councilor Spliethof was excused

## 4. Additions, corrections or adjustments to the agenda

Add 9.3 Huckleberry Flats letter of support

## 5. Public Comment

Mary Gustafson-she is shocked by Bryan's resignation and wants to know why

Sarah Altemus-Pope- read a statement (see attached)

## 6. Mayors Comments / Announcements / Proclamation

Mayor Holston-it has been a tumultuous week. She had a meeting with St. Vincent DePaul on Wednesday with Terry McDonald to find out the next steps in regards to purchasing the WAC and other property exchanges for more housing in Oakridge. He informed her at that time that he is no longer interested in investing in Oakridge because of the instability and the mess of our city council. He will still be working with UWDC, but he cannot in good conscience invest here. He extended his best wishes to the City Administrator for a job well done, and the Mayor. In his opinion Oakridge has stepped back ten years. She shares this with council only to remind us that all of our actions have consequences and this one was particularly disappointing, it was a difficult meeting, she has great respect for Mr. McDonald and his organization and their repeated interest in Oakridge and finding growth opportunities for us.

The Keg & Cask Festival is this weekend, this is a fundraiser for the Oakridge Food Bank.

## 7. Council Comments / Announcements

Councilor Kinyon-apologized for leaving council meeting last week and acknowledged it was wrong.

## 8. Consent Agenda

- 8.1 Minutes from October 7, 2021
- 8.2 Strategic Plan Scorecard Update

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

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

## 9. Business from the City Council

### 9.1 CA Resignation Formal Acceptance

Councilor Whitney asked if we have to accept the resignation?

**Motion:** Councilor Kinyon moved to accept the Resignation of the City Administrator effective February 28, 2021. Councilor Hollett seconded the motion.

Councilor Coker is curious if Bryan would be willing to speak with all of us before voting.

Mayor Holston we are all here right now, is this for a possibility for a resolution?

Councilor Coker yes mayor.

Mayor Holston that is a very good comment.

Councilor Hollett she appreciates the work Bryan has done, he has many of the attributes that we need to look for in a city administrator, the city council votes how the citizens want them to vote. The citizens have a different vision than Bryan has.

Bryan he is very happy to sit down with each councilor, but as Councilor Hollett said, you are speaking for the citizens and he isn't sure they could come to an agreement.

Mayor Holston she truly believes that Bryan's vision isn't Bryan's vision, it's what the council has given to him. We all differ on that and she is sad to see him go.

City Attorney Matt Dahlstrom wanted to let the council know that with a yes vote includes delivery of the letter from Mayor to Bryan. It is a necessary step to be compliant in his contract.

Bjarnson (aye), Whitney (aye), Coker (aye), Hollett (aye), Kinyon (aye), Mayor Holston (nay). Motion passed 5-1

### 9.2 CA Hiring Process Discussion

Councilor Kinyon she is pretty sure a couple of years ago the council created a process on filling vacancies for a pro tem administrator and procedures for hiring a city administrator.

Mayor Holston yes, she remembers that. We are going to revise the city administered job description. We need to make a choice if we are going to hire a pro tem, the important thing is the job description of the city administered. She encourages you to go in and talk to Bryan about what it is that he does.

Councilor Kinyon she was thinking it would be appropriate to get those documents that are already lined out and the job description and have a work session.

Mayor Holston she will get what she can find and get that all together.

Councilor Whitney LCOG helped us last time with the process, it would be a good idea to reach out to them again.

Bryan he will put out a doodle poll tomorrow to set a date for the work session.

### 9.3 Huckleberry Flats letter of support

**Motion:** Councilor Whitney moved to approve the letter of support to support the Huckleberry Flats improvements. Councilor Coker seconded the motion.

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

**10. Business from the City Administrator**

10.1 City Engineer RFP

Bryan-read the issue.

Councilor Kinyon-agrees that the scoring wasn't done properly, she would like the council to select the committee for this.

Mayor Holston-you want to change the process?

Councilor Whitney-it's clear to her why we are doing this, it is important to have a staff member on the committee, especially Robeart, they are the ones who will be working with the engineer.

**Motion:** Councilor Kinyon moved to cancel the Request for Proposal dated June 15, 2021, and republish the request. Councilor Bjarnson seconded the motion.

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

**11. Reports of Boards, Commissions and Committees**

11.1 Administrative Advisory Committee

Councilor Kinyon-they haven't met yet, they will meet next week. They put out applications for the citizens to apply for the committee.

11.2 Parks and Community Services Committee

Bryan-gave the report.

Mayor Holston-RTMP Committee met and they will have something to bring to council at the next meeting.

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

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

Mayor Holston-asked if we want to suspend the rules for these resolutions.

**Motion:** Councilor Kinyon moved to suspend the rules for the resolutions. Councilor Coker seconded the motion.

Councilor Hollett-has an actual conflict of interest and will not vote or discuss.

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

13.1 Resolution 11-2021 Supplemental Budget for Berry & Garden Overlays

Councilor Hollett-declared an actual conflict of interest, her husband is a city employee who works for the Collective Bargaining Unit contract.

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

Bryan-read the issue

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

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

13.2 Resolution 12-2021 Authorizing a loan from the Safe Water Revolving Loan Fund

Bryan-read the issue.

**Motion:** Councilor Kinyon moved to adopt Resolution 12-2021 and approve the loan contract with the State of Oregon Infrastructure Finance Authority for \$260,000. Councilor Whitney seconded the motion.

Councilor Kinyon-when this is done does this complete the project?

Bryan-he doesn't know how this was caged three years ago, he will talk to Robeart and the engineer and find out.

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

**14. Public Hearings-none**

**15. Appointments-none**

**16. Work Session- ARPA Funding**

Bryan-went over the ARPA Grant information and what we are allowed to spend the funds on.

Councilor Kinyon-aside from the \$100,000 we are going set aside for our budget that we consider using the remainder for programs for our community members and businesses who have been affected by Covid.

Mayor Holston- the difficulty with that is sorting out which businesses get relief, some didn't get a chance to apply.

Councilor Whitney-due to economic hardship we will have people who will apply for the exemption, can we use some of the money for the city to help out with that.

Bryan-he would try to keep it separate, you can use ARPA funds to help people for water or electric bills, he knows the low income water assistance is going to happen so he'd rather wait and see what happens with that.

Councilor Hollett-what are other like cities doing with their ARPA funds.

Bryan-one thing to consider would be a town hall meeting to get ideas from the citizens. He would like to do another work session in December. He'd like to have this done in 2-3 work sessions.

Mayor Holston-what does that sound like to have a town hall meeting in January?

Bryan-thinks we can make the third work session the town hall, we can start working on that at the beginning of the New Year. We can generate an ARPA page on our website that community members can go look at and we can share and help with making decisions.

End work session 8:52 pm

**17. Public Comment**

Sherry Klosterman 48314 Hills Street- she is very sorry to hear that Bryan is leaving us, we were looking for someone who was honest and has clarity to the rules, she doesn't understand why the council, the mayor and the rest of the city has no communication. Look back at what we left, the last 30 years we've had nothing but discontent and loss. Now all of a sudden you put out a request for a new city administrator, you are the ones who picked him and he's done a great job. When you guys ran for these positions on the council you have not done anything that you promised me when I voted for you. You need to start talking and listening and resolve issues to keep Bryan. This town may not make it this time, she is highly upset with our council and mayor.

Trudy Hammond 47752 Berry Street-wondering about the dog licenses still, she hasn't seen the forms on line.

Jackie-explained the licensing process/

Dan Barclay-he wants to be on the committee for the city engineer.

Ben Ward 47702 W 2<sup>nd</sup>-when you take out loans on the water does that come back on us?

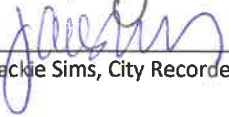
Bryan-the loan for Well #2 will not increase the water rates.

**18. Adjourn 8:53 pm**

Signed: \_\_\_\_\_

  
Kathy Holston, Mayor

Signed: \_\_\_\_\_

  
Jackie Sims, City Recorder