



January 6, 2022  
Regular Session (Via Zoom)  
City Hall Conference Room  
48318 E 1<sup>st</sup> 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, Michelle Coker, Dawn Kinyon, Audy Spliethof and Christina Hollett

**Staff Present:** City Administrator Bryan Cutchen and Police Chief Kevin Martin

## 2. Pledge of Allegiance

3. Roll Call-Councilor Bjarnson is excused

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

## 5. Public Comment-

Rick Zylstra 48426 Sunny Nook- Osprey Park Expansion, that property was set aside in the parks master plan for a soccer field.

Dan Barclay- Had comments about the last work session.

John Ryan-requested current copies of city employee's hours and wages. He was told he would have to pay for copies.

Bryan- that information is public record he can get it online, or he can come in and pay the fee for the time it takes to get the information.

Margaret Cabral- asked what the public safety fee bill is for.

Bryan-explained what the fee is for.

Alex (inaudible) Klohn Rd- he shouldn't have to pay the public safety fee, the city should vote on it, not the city council.

Jan Christensen 47716 W 2<sup>nd</sup>- she is a member of the budget committee, one of the city council job descriptions are to appoint administrative positions. Bryan has been the only professional in these meetings as well as the finance director. The council should go out of their way to make a formal apology to Bryan.

## 6. Mayors Comments / Announcements / Proclamation

Mayor Holston- Read the Oakridge School Board Proclamation

The Council agreed to make this a proclamation.

## 7. Council Comments / Announcements

Councilor Coker-asked Bryan if it was in the Ordinance about the city putting liens on property if the PSF wasn't paid.

Bryan-it is part of the Ordinance.

Councilor Hollett-read a letter from Ken and Jan Hooker.

Councilor Kinyon-received a letter from a citizen regarding the PSF not knowing what the fee is for. Can we add a description to the bill?

Bryan-at the request of Councilor Coker we will send out information with the next bill.

Councilor Kinyon-she thought the council took the part about the liens on property out of the Ordinance.

Mayor Holston-If Councilor Kinyon can find that meeting we will add it to a future agenda.

## **8. Consent Agenda**

8.1 Minutes from December 16, 2021

8.2 City Attorney Billing for Sep-Oct-Nov 2021

Councilor Kinyon-wants to remove the minutes from the consent agenda. We will add this to 12.

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

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

## **9. Business from the City Council**

9.1 State of the City Address- Mayor Holston

Mayor Holston-read her State of the City Address

Mayor Holston- resigned from the position of Mayor effective immediately.

Councilor Hollett will run the rest of the meeting.

9.2 Charter Review Subcommittee Update-

Councilor Kinyon-they will be meeting next week.

9.3 Redistricting Committee Update-

Councilor Hollett-at the last meeting they put together a sub-committee (inaudible, bad connection)

9.4 Roberts Rules of Order

Councilor Kinyon-read the issue.

**Motion:** Councilor Kinyon moved to direct the City Administrator to schedule mediation or training for the council to learn how to debate and discuss per Roberts Rules with the League of Oregon Cities or another reputable source qualified to do so. Councilor Spliethof seconded the motion.

Councilor Whitney-asked if Councilor Kinyon has researched the cost of the training and Mediation? After tonight's events maybe this isn't appropriate now, she believes it was more of a personal conflict.

Bryan-once Councilor Kinyon gets us an amount she should bring it back at that time.

Councilor Kinyon-she agreed with Councilor Whitney, she will withdraw her motion.

Councilor Spliethof-agreed to withdraw motion.

#### 9.5 Audit Update

Bryan-status of the audit is Eric has been working closely with our auditors. They did not get to a point where they were ready to sign off by the 31<sup>st</sup>. The new audit due date is the end of January.

### 10. Business from the City Administrator

10.1 Osprey Disc Golf Course Expansion Proposal- removed from agenda

10.2 National Forest Grant

Bryan-read the issue.

Sarah Altemus-Pope presented a power point to the council and also discussed other grants they have applied for.

**Motion:** Councilor Whitney moved that we approve the National Forest Foundation Grant application for \$20,000 in grant funding and a \$20,000 match from the Oakridge Industrial Park Fund. Councilor Coker seconded the motion.

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

10.3 Use of TRT Funds

Bryan-read the issue.

**Motion:** Councilor Whitney moved that we approve the staff request to cancel the transfer of funds from the TRT account to the general fund to reimburse the fee waiver approved on 12/16/2021. The unrealized revenue will be allocated to the parks department. Councilor Kinyon seconded the motion.

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

10.4 Appointment of the Fiscal Year 2022-2023 Budget Officer

Bryan-read the issue.

**Motion:** Councilor Kinyon moved that we appoint the City Administrator (or City Administrator Pro Tem in his absence) to serve as the fiscal year 2023 budget officer. Councilor Whitney seconded the motion.

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

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

### 12. Items removed from the consent agenda

#### 12.1 Minutes from the December 16, 2021 meeting

Councilor Whitney-would like to put this on the next agenda and allow council to go through the standard procedure of going through city staff to make the corrections.

Councilor Hollett-would like a work session regarding the events of tonight and it being the start of a New Year talk about goal setting.

### 13. Ordinances, Resolutions-none

14. **Public Hearings-none**

15. **Appointments-none**

16. **Public Comment**

Sarah Altemus Pope – would like the council to think about the need for a Finance Director and she really, really encourages the council to go into mediation with Bryan to offer to have him rescind his resignation. He is an excellent CA and we are getting so many things done under his watch. We need to start discussion on putting together a Levy before the community but we need to educate the community.

Dan Barclay- City Administrator and Pro Tem hiring. We still do not have a formal Supplemental Budget.

Jan Christensen-she agrees with Dan and Sarah, she is really disappointed in the Mayor's departure that is a really bad sign. She would like the council to continue with mediation, they need to learn how to work together in differences of opinion and respect each other. She would like to see Bryan stay on and he has had to help you continue this meeting since the Mayor left.

Councilor Spliethof-how long do we have to elect our vice chair?

Councilor Hollett-she will check into that, she assumes it will be at the next meeting.

17. **CA & CA Pro Tem Recruitment #4- not doing this tonight given the circumstances of tonight.**

18. **Adjourn: 9:05 pm**

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

  
Chrissy Hollett, Mayor

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

  
Jackie Sims, City Recorder