



September 1, 2022
Regular Session (Via Zoom)
City Hall Conference Room
48318 E 1st Street
6:00 p.m.

MINUTES

1. Call meeting to order- 6:00 pm

Council Present: Mayor Christina Hollett, Councilors Bobbie Whitney, Dawn Kinyon, Audy Spliethof, Melissa Bjarnson, Michelle Coker and Jan Hooker

Staff Present: City Administrator James Cleavenger, Police Chief Kevin Martin, and City Recorder Jackie Taylor

2. Pledge of Allegiance

3. Roll Call

4. Additions, corrections or adjustments to the agenda

5. Public Comments

Mayor Hollett-read a letter from Jeri Reed.

6. Mayor Comments / Announcements / Proclamations

Mayor Hollett-reported on meetings that she has attended. She met with the Mayor of Cottage Grove to discuss homelessness.

7. Council Comments / Announcements

Councilor Kinyon-appreciates the Cedar Creek Fire Updates.

8. Consent Agenda

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

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

9. Business from the City Council

9.1 Fire Updates

Scott Hollett- gave fire updates from the meetings he has attended, there are no concerns at this point.

9.2 Caselle software contract options

James-read the issue.

Motion: Councilor Kinyon moved to allow the Finance Director to accept the hosted software and services proposal from Caselle with the conditions outlined above and discussed by council. Councilor Whitney seconded the motion.

James-gave a brief introduction about this software, Colleen was out of town and she is more familiar with this since she has been talking to the Caselle team. There was discussion on where the funds would come from and the options that we had to purchase through Caselle.

The council decided to table this until Colleen could be present to answer questions.

Councilor Kinyon- withdrew her motion.

Councilor Whitney-recommended that everyone get their questions together

9.3 Updates on DEQ projects and contract with WestOak GIS & Planning LLC

Rick Zylstra-gave and update on the progress with DEQ.

James-we will have some leniency because of COVID.

9.4 Officer Steve Davidson retirement recognition gift options

James-read the issue.

James-asked Chief Martin if we surplus Officer Davidson's weapon, will we have the funds to purchase another one for the department?

Chief Martin-yes, we will be able to purchase another weapon.

Motion: Councilor Kinyon moved to declare retired Police Officer Steve Davidson's duty weapon a surplus item. Councilor Whitney seconded the motion.

Spliethof (nay), Hollett (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye), Whitney (aye). Motion passed 6-1

Motion: I move to approve \$570 from the police department budget to be used to purchase the surplus weapon and badge as retirement gifts for Officer Steve Davidson, in recognition of his honorable service to our city. Councilor Coker seconded the motion.

Coker (aye), Whitney (aye), Hollett (aye), Hooker (nay), Spliethof (nay), Kinyon (aye), Bjarnson (aye). Motion passed 5-2

9.5 Greenwaters Park discussion

Mayor Hollett-read the issue.

Mayor Hollett-has heard a lot of complaints about the park. She wants to discuss having a community cleanup for our parks. The Amphitheater needs a lot of work, painting, and moss removal. This is a great park and it should be being utilized every weekend.

Councilor Whitney-suggested that this go to the Parks and Community Services Committee. Rick has a list as well and they can look for grants.

9.6 Adoption of the 2020 Lane County Community Wildfire Protection Plan (Resolution 05-2022)

James-read the issue.

Motion: Councilor Whitney moved to adopt Resolution 05-2022 to adopt the 2020 Lane County Community Wildfire Protection Plan. Councilor Coker seconded the motion.

James-read Resolution 05-2022.

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

Motion: Councilor Whitney moved to adopt Resolution 05-2022 for the 2020 Lane County Community Wildfire Protection Plan after the 2nd reading. Councilor Coker seconded the motion.

James-read the motion a 2nd time.

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

9.7 Coburg Police Thank you Letter

James-read the issue.

Motion: Councilor Coker moved to allow the City Administrator to draft a thank you letter to the Coburg Police Department. Councilor Hooker seconded the motion.

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

9.8 Town Hall Discussion

Mayor Hollett- we need to decide on a date for the PSF town hall meeting.

The council agreed on October 8th at 5:00 pm at the Oakridge High School auditorium.

9.9 Council Field Trip

Mayor Hollett- she would like to set a date for the council to have a field trip with public works. It will be beneficial for the councilors to see how things work when issues or projects come before them.

9.10 PSF, citizen involvement

Councilor Kinyon- she believes we should include citizens in the discussion about the PSF.

James-we have 32 open committee vacancies, we really don't need another committee. We could use the budget or public safety committee.

Councilor Hooker-we should wait until we have the town hall meeting.

Councilor Whitney-she agrees that we don't need another committee.

9.11 Special Fire District discussion

Mayor Hollett-updated the council on the Special Fire District progress and the committee members. They want Steve Able to do the feasibility study, the cost for that will be around \$10,000.

Councilor Whitney-she has put a lot of thought into this since the PSF work session. She would like to see this get going quickly and if we need to put money up front then we should do it.

Motion: Councilor Whitney moved that once the scope of study is determined we direct the CA to submit an RFP for Sole Source Procurement whichever is appropriate based on proposed costs. Councilor Hooker seconded the motion.

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

10. Business from the City Administrator

James-we applied for a grant for Cherry Street for \$250,000, he is hoping we get this one.

The housing needs analysis survey is still out.

The code evaluation study is getting kicked off, Rick attended with our consultants.

James-Jackie and I spent a lot of time today updating the website.

Colleen asked him to make sure the councilors have their questions about Caselle in to him by the end of next week.

James- he will be attending the League of Oregon Cities Conference in October in Bend.

11. Staff reports

Chief Martin-gave his report. Chief will be bringing in the new police officers and reserve officer to be sworn in soon.

12. Items removed from the Consent Agenda-none

13. Ordinances, Resolutions and Public comments

13.1 Resolution 05-2022, adopting the Lane County Community Wildfire Protection Plan. (Item 9.6)

14. Public Hearings-none

15. Appointments-none

16. Public Comment

Rustie Ackland 48265 Commercial St-she hopes the council will make a decision about the PSF after the town hall and she hopes they make it quickly.

Dan Barclay-talked about the PSF work sessions, his concern isn't about the money, and it is the way it was done.

17. Adjourn -8:36 PM

Signed:


Christina Hollett, Mayor

Signed:


Jackie Taylor, City Recorder


Samer Cleavenger