



December 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 (arrived at 7:41 pm) and Jan Hooker

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

2. Pledge of Allegiance

3. Roll Call

4. Additions, corrections or adjustments to the agenda

Mayor Hollett-removed item 16, Executive Session, moved 9.2 to 9.1 and moved 9.7 to 9.2

5. Public Comments

Dan Barclay- spoke about the importance of having the minutes out in a timely manner.

6. Mayor Comments / Announcements / Proclamations

Mayor Hollett- reported on upcoming meetings.

We have the City Holiday party invitations ready, they should hit your emails tomorrow.

The Tree Lighting and Light Parade will be Saturday December 10.

7. Council Comments / Announcements

Councilor Kinyon-asked about the sign boards policy and the painting of the water tower.

Councilor Kinyon- announcement for Toys for Tots.

Chief Martin-gave an update on Measure 114.

8. Consent Agenda

8.1 Minutes from previous City Council Meetings on 6/28/22, 7/21/22 & 8/4/22.

Councilor Kinyon-has adjustments she wants made before we vote on the consent agenda.

9. Business from the City Council

9.1 Personal services contract with Steve Abel, LLC for a Special Fire District Feasibility Study

Mayor Hollett-read the issue and introduced Steve Abel.

Steve Abel-explained to the council and staff what the contract will consist of and the services they offer. All of the entities will have a lot of work to do.

Councilor Spliethof-does Westfir and Hazeldell have a say in this?

Steve Abel-he needs to find out if Westfir is on board with this now that they have their own Fire Chief.

Trudy Hammond- is the \$9,000 for all three entities or just Oakridge?

Mayor Hollett-it is three separate entities, \$9,000 is Oakridge's portion, Westfir has their own portion and Hazeldell has their own portion.

Motion: Councilor Whitney moved to approve the draft Personal Services contract with Steve Abel & Associates, LLC for \$9,000 for completion of a Special Fire District Feasibility Study. Councilor Hooker seconded the motion.

Spliethof (aye), Hooker (aye), Kinyon (aye), Hollett (aye), Bjarnson (aye), Whitney (aye). Motion passed 6-0

9.2 RAIN Presentation

Mayor Hollett-introduced Melissa Prestinario from RAIN.

Melissa-gave a presentation to the council and staff about what they are working on and how they help businesses and entrepreneurs.

9.3 Committee Appointments- renewals of expiring members, elected chairs, discussion of OEDAC

James-read the issue.

Motion: Councilor Whitney moved to appoint Kevin Gobelman to the Parks and Community Services Committee seat 1 and Planning Commission seat 2. Councilor Hooker seconded the motion.

Hooker (aye), Bjarnson (aye), Whitney (aye), Kinyon (aye), Hollett (aye), Spliethof (aye). Motion passed 6-0

Mayor Hollett-wants to wait to appoint to OEDAC until they redo their resolution to focus more on the city and not so much on property sales.

James- asked the councilors to reach out to their committees to get members to reapply.

9.4 Request for use of ARPA Funds for new flooring and additional bids (Colleen Shirley)

Colleen-read the issue.

Motion: Councilor Kinyon moved to allow the Finance Director to accept the proposed bid for \$18,950 to install new flooring in the remainder of city hall to include the 5 staff offices, the hallway, breakroom, conference and storage rooms using ARPA funds added in Supplemental Budget. Councilor Spliethof seconded the motion.

Bjarnson (aye), Spliethof (aye), Whitney (aye), Hollett (aye), Kinyon (aye), Hooker (aye). Motion passed 6-0

9.5 Summary of 2021 Audit

Councilor Kinyon -read the issue and read the audit findings to the council and staff.

Motion: Councilor Kinyon moved to accept our 2021 Audit and direct staff to ensure all recommendations are followed through and brought forward to council in a future update. Councilor Whitney seconded the motion.

Whitney (aye), Hollett (aye) Spliethof (aye), Bjarnson (aye), Kinyon (aye), Hooker (aye). Motion passed 6-0

9.6 Discussion on policy for posting City Council minutes and YouTube videos

James-read the issue.

Colleen-we are trying to get things caught up and running differently, until Rick came back Jackie was juggling at least three different job duties. Just give us time, we are going to get there.

Mayor Hollett-she would like to lean more towards a 30 day policy, she finds it hard to approve minutes that are 3-4 months behind.

Councilor Kinyon-she doesn't feel it is necessary to change the policy, it sounds like you are already on top of it making sure that they get caught up. Her role as a Councilor is to be able to look back on what was discussed at the meetings.

James-does council want Jackie to work backwards and get the most recent minutes done since we are already behind?

Councilor Whitney-she would prefer to not go backwards, she wants us to be in compliance.

Motion: Councilor Kinyon moved to approve the minutes from June 28, 2022. Councilor Spliethof seconded the motion.

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

Jackie will start working backwards on the minutes to stay up to date.

9.7 Request from WeRSharp to use power from the WAC for meals to the homeless

James-read the issue.

Noreen Blankenship-she has done this in the past and hasn't had any problems with neighbors. She serves the homeless coffee and a warm meal and replaces their wet clothes and sleeping bags with dry items.

Motion: Councilor Spliethof moved to allow the community groups to use the power from the WAC to serve meals and coffee to the homeless. Councilor Hooker seconded the motion.

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

James-Catholic Community services will start coming to City Hall on the first Wednesday of each month from 10 am until 3 pm to help people apply for help on their utility bills.

9.8 Draft RFP for Realtor of Record

James read the issue.

Motion: Councilor Kinyon moved to allow the City Administrator to post an RFP for a Realtor of Record. Councilor Coker seconded the motion.

Hooker (aye), Bjarnson (aye), Whitney (aye), Kinyon (aye), Spliethof (aye), Hollett (aye). Motion passed 6-0

9.9 Approval of June 28, 2022 minutes

Motion: Councilor Kinyon moved to approve the June 28, 2022 city council minutes. Councilor Spliethof seconded the motion.

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

10. Business from the City Administrator

10.1 Cedar Creek Fire Rentals (\$46,816.73)

James explained what the rentals were and where the money will be going, most of it will be going back into the OIP.

Union negotiations are coming up soon. He doesn't foresee any issues with that.

11. Staff reports

Shop with a Cop will be held on December 15. We are accepting donations.

12. Ordinances, Resolutions and Public comments-none

13. Public Hearings-none

14. Appointments-none

15. Public Comment

Kevin Martin-the Boy Scouts will be selling Christmas Trees on December 3 from 8am – 3pm and December 4 from 9am – 3pm at the Sugar Plum Festival at the Grade School.

Dan Barclay- spoke about the audit findings.

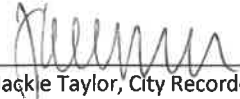
16. Executive Session under ORS 192.660 (2) (i) – CA Performance Evaluation-removed from agenda

17. Adjourn – 8:42 PM

Signed: _____


Christina Hollett, Mayor

Signed: _____


Jackle Taylor, City Recorder