



December 15, 2022
Regular Session (Via Zoom)
City Hall Council Chambers
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, Finance Director Colleen Shirley, City Recorder Jackie Taylor and Community Development Director Rick Zylstra

2. Pledge of Allegiance

3. Roll Call

4. Additions, corrections or adjustments to the agenda

5. Public Comments

Bryan Cutchen- spoke about the Audit Committee Resolution that is on the agenda tonight.

6. Mayor Comments / Announcements / Proclamations

Mayor Hollett-talked about the accident during the Light Parade and the City Holiday Appreciation Party

7. Council Comments / Announcements-none

8. Consent Agenda

8.1 Minutes from previous City Council Meetings on 7/21/22, 8/4/22, 8/18/22 and 12/1/22.

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

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

9. Business from the City Council

9.1 Committee Appointments

Lynda Kamerrer- Parks & Community Services (renewal)

James-read the issue.

Motion: Councilor Whitney moved to appoint Lynda Kamerrer to the Parks and Community Services Committee. Councilor Spliethof seconded the motion.

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

WAC Subcommittee and Special District

James-read the issue.

Motion: Councilor Kinyon moved to appoint Chrissy Hollett to the WAC Subcommittee and Special District Subcommittee and appoint Bobbie Whitney to the WAC Subcommittee. Councilor Coker seconded the motion.

Councilor Whitney and Mayor Hollett both abstained from the vote.

Hooker (aye), Coker (aye), Spliethof (aye), Bjarnson (aye), Kinyon (aye). Motion passed 5-0

9.2 Revised MOU with Oakridge Disc Golf Club ("ODGC") including fee waivers request (Jason Nehmer)

James-read the issue.

Motion: Councilor Whitney moved to allow the City Administrator to sign the revised MOU with the Oakridge Disc Golf Club. Councilor Kinyon seconded the motion.

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

9.3 RTMP Funding Request from ODGC (Jason Nehmer) for Middle Fork Open disc golf tournament.

James-read the issue.

Motion: Councilor Whitney moved to approve \$2,000 in RTMP funds to be granted to the Oakridge Disc Golf Club for the 2023 Middle Fork Open Disc Golf Tournament. Councilor Hooker seconded the motion.

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

9.4 Travel Lane County Visitor's Guide Magazine 2023-*tabled until next meeting when they have more information.*

9.5 Discussion of setting a date for a Special Work Session to discuss the Supplemental Budget.

James- he would like a draft sent to the council and then wait about five days.

Colleen- she has the supplemental budget ready to email to out.

Mayor Hollett- suggested everyone has their questions to Colleen by the 23rd and then meet for a Special session on the 27th.

9.6 Audit Committee Resolution 06-2022

James-read the issue

Motion: Councilor Kinyon moved to adopt Audit Committee Resolution 06-2022 which will repeal and replace Resolutions 15-2013 and 2-2012. Councilor Hooker seconded the motion.

Mayor Hollett -asked for public Comment.

Bryan Cutchen-explained his interpretation of the resolutions.

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

Mayor Hollett- announced the time and there was consensus to end the meeting and pick up on December 27th at 6:00 pm after the Supplemental Budget work session.

James-there were a few items on the agenda that he needed to have done tonight.

9.7 Bonds for Recorder, Finance Director and City Administrator- **Next meeting 12/27/22**

9.8 RTMP Committee Resolution 07-2022- **Next meeting 12/27/22**

9.9 Oakridge/Westfir Chamber of Commerce TRT Funding request

James-read the issue.

Motion: Councilor Kinyon moved to approve \$10,000 in TRT funds for the Oakridge/Westfir Chamber of Commerce. Councilor Whitney seconded the motion.

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

9.10 Election Certification

James-read the issue.

Motion: Councilor Whitney moved to approve the Certified Election Results from Lane County Elections. Councilor Kinyon seconded the motion.

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

9.11 Discussion of the Public Safety Fee- **Next meeting 12/27/22**

9.12 Water Tower (Mayor Hollett) - **Next meeting 12/27/22**

9.13 RFP for the WAC

James read the issue.

Motion: Councilor Whitney moved to allow the CA to draft and post one or more RFP's to replace the roof and upgrade the electrical system at the WAC as soon as possible. Councilor Kinyon seconded the motion.

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

9.14 RFP for new Auditor

James-read the motion.

Motion: Councilor Whitney moved to approve the RFP for a new auditor with the modification that we notify our current auditor by December 31st that we will no longer require their services. Councilor Spliethof seconded the motion.

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

9.15 Contracts reviewed- Next meeting 12/27/22

9.16 Discussion of the purpose of the OEDAC Committee- Next meeting 12/27/22

10. Business from the City Administrator

10.1 Walmart donation of holiday lights and he wanted to thank them.

James- Walmart donated lights to the City of Oakridge.

10.2 Catholic Community Services utility bills help at City Hall every 1st Wednesday

James- talked about the hours and days that they will be in Oakridge.

James-there is counseling available to employees who need it after the tragic event the other night at the Light Parade.

11. Staff reports

Rick-gave a planning update.

12. Ordinances, Resolutions and Public comments

Audit Committee Resolution 06-2022 (see item 9.6)

RTMP Committee Resolution 07-2022 (see item 9.8) - *Next meeting 12/27/22*

13. Public Hearings-none

14. Public Comment

Luis Pokorny-talked about off road ATV use up Huckleberry Road.

Dan Barclay- commended Mayor Hollett and Councilor Whitney for their dedication to the council.

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

16. Suspend the meeting at 8:23 pm until December 27th at 6:00 pm.

December 27, 2022 resume meeting at 6pm

1. Call Meeting to Order- 6:00 pm

2. Pledge of Allegiance

3. Roll Call

4. Public Comment

Mayor Hollett- read a letter from Harvey Barnes regarding the Supplemental Budget.

Councilor Kinyon-read her reply to Mr. Barnes that she sent out previously.

9.4 Travel Lane County Visitor's Guide Magazine 2023

James-read the issue.

Mayor Hollett-wants to put this on social media to give other businesses in town an opportunity to purchase an ad.

Motion: Councilor Whitney moved to approve up to \$2,370 from TRT Funds for publication of the Oakridge/Westfir section of the 2023 Lane County Visitors Guide and in addition have the CA advertise that there are tiles available in the Travel Lane County Visitors Guide. Councilor Spliethof seconded the motion.

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

9.5 Supplemental Budget

Colleen-presented the items for the Supplemental Budget to the council.

Colleen-will bring back another draft for the council and after that a public hearing for the supplemental budget will be posted.

9.7 Bonds for Recorder, Finance Director and City Administrator

James-read the issue. He recommends to keep this as is.

Councilor Kinyon- the City Charter says that our City Recorder will sign all Orders of the Treasury. She wants to know when, how and why this job got separated from the Finance Director.

Colleen-her position when she was hired, did not include the City Recorder. The way that things are going at city hall is the way things are going to continue.

Councilor Kinyon-said then we are not following our charter.

James-he will talk to our City Attorney and bring this back to council.

Colleen-said she is going to talk to CIS about this again.

Mayor Hollett-called for a five minute recess 7:40 pm

Back in session 7:48 pm

There was consensus from the council to end the meeting at 8:00 pm and resume on Thursday after the Executive Session.

9.8 RTMP Committee Resolution 07-2022

James-read the issue.

Motion: Councilor Kinyon moved to adopt version 2. RTMP and TRT together as one committee. Mayor Hollett seconded the motion.

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

Mayor Hollett-read Resolution 07-2022.

Councilor Kinyon-read Resolution 07-2022

Motion: Councilor Kinyon moved to approve both readings of the Resolution 07-2022. Councilor Whitney seconded the motion.

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

Meeting is suspended until December 29, 2022 at 6:00 pm.

December 29, 2022 resume meeting at 6pm

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call-** Councilor Bjarnson is excused
4. **Additions, corrections or adjustments to the agenda**

Mayor Hollett-the Executive Session scheduled for tonight will be held tomorrow at 7:00 pm.

Mayor Hollett-she wants to resume the bond issue and Charter discussion from the last meeting.

5. **Public Comment-none**
6. **Mayor Comments**

Mayor Hollett- talked to Dennis from the Baptist Church to hold the soup and coffee at the church, it won't be every day, but they are looking at a more permanent space.

7. **Councilor Comments/ Announcements - none**

8. **Consent Agenda - none**

9. Committee Appointments

9.1 Gail Partain-Planning Commission renewal

The applicant was not present so James will contact her to attend the next meeting. There was discussion on procedures for appointing applicants.

9.7 Bonds for Recorder, Finance Director and City Administrator

Mayor Hollett-she believes the intent of the Charter is that the City Recorder should be the Finance Director. She believes that the council should appoint the City Recorder. James put out an email to the city attorney and cc'd her but it boils back to the city attorney's opinion is just that, an opinion.

James-read the email he sent to the city attorney.

Councilor Whitney-if this was the intent then the council would have done this all along.

Motion: Councilor Kinyon moved to appoint James Clevenger as the City Recorder. Councilor Spliethof seconded the motion.

Councilor Whitney-we should wait until we hear back from the attorney and CIS.

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

9.11 Discussion of the Public Safety Fee-

Mayor Hollett-declared a potential conflict of interest, her husband works for the City of Oakridge Fire Department.

Councilor Whitney-declared a potential conflict of interest, her brother works for the City of Oakridge.

James-read the issue.

There was discussion on the PSF most of the audio was inaudible. Concerns were with the late fees, the PSF going on the water bill and possibly getting water shut off because of non- payment of the PSF and liens being placed on the property.

9.12 Water Tower

Mayor Hollett- read the issue.

She knows of some artists that are interested in painting the water tower. She would like to put out a formal advertisement for people to submit ideas to the council and get this done.

9.15 Contracts reviewed

Mayor Hollett-read the issue.

Councilors have come to her asking about contracts, so she asked James to have them available to look at.

9.16 Discussion of the purpose of the OEDAC Committee

There was discussion on how the OEDAC Committee she should run according to the Resolution.

Mayor Hollett-the resolution needs to be amended and brought back to council for approval.

Motion: Councilor Kinyon moved to update resolution 16-2020 section 4 item 7 to change the word public body to city council. Councilor Hooker seconded the motion.

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

Motion: Mayor Hollett moved that we direct the Admin Committee to formulate a standard operating guideline for OEDAC. Councilor Coker.

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

11. **Staff reports-none**

12. **Ordinances, Resolutions and Public comments-none**

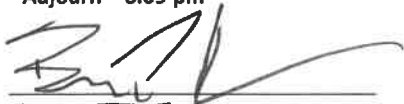
13. **Public Hearings-none**

14. **Public Comment**

Mayor Hollett thanked the councilors and staff for working together on her time as Mayor.

15. **Adjourn – 8:09 pm**

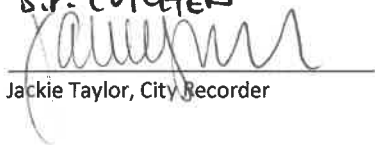
Signed:



~~Christina Hollett, Mayor~~

B.P. CUTLER

Signed:



Jackie Taylor, City Recorder