

February 4, 2021

7:00 pm City Council Meeting

Audio/Video Teleconference

Willamette Activity Center Room 8

47674 School Street

Oakridge OR, 97463



REGULAR SESSION

Personnel complaints will not be heard at City Council Meetings and individuals with concerns regarding personnel shall follow the Complaint Procedure Policy. Copies are available at every council meeting and at City Hall.

**1. CALL MEETING TO ORDER**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Additions, Corrections or Adjustments to the Agenda**

**5. Public Comment– 30 Minutes**

*Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the City Administrator to follow up on comments received.*

**6. Mayor Comments / Announcements / Proclamation**

**7. Council Comments / Announcements**

**8. Consent Agenda**

8.1 Approval of minutes from January 7 & 21, 2021

**9. Business from the City Council**

9.1 Review of City Engineer Contract – Councilor Hollett

**10. Business from the City Administrator**

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

11.1 Audit Committee

11.1.1 Recommendation of City Auditor

11.2 Planning Commission

11.3 Public Safety Committee

**12. Items Removed from the Consent Agenda**

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

13.1 Supplemental Budget

**14. Public Hearings**

**15. Appointments**

**16. Public Comment**

**17. Adjourn**

This will be a remote participation meeting. Citizens have four ways of attending and commenting:

1. Use your computer, tablet or smartphone and go to: <https://zoom.us/j/3664311610>, meeting ID: 3664311610.

2. Use your telephone and dial: +1 346 248 7799. Meeting ID: 366 431 1610.

3. Send comments by email to: [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) by 2pm the day of the meeting.

4. It is not recommended due to COVID precautions, but citizens may attend in person at the Willamette Activity Center, Room 8. There will be an audio and video feed.

**Detailed instructions are available at City Hall, on the city website, and the city Facebook page.**

**Accommodation for Physical Impairments:** In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, the City's TTD Number is 541-782-4232.



January 7, 2021

City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

# MINUTES

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## 1. CALL MEETING TO ORDER

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin and City Recorder Jackie Sims

## 2. Pledge of Allegiance

## 3. Roll Call

## 4. Oath of Office

Mayor Holston- introduced the incoming councilors.

4.1 Councilor-elect Bjarnson

Read the Oath of Office and introduced herself.

4.2 Councilor-elect Coker

Read the Oath of Office and introduced herself.

4.3 Councilor Kinyon

Read the Oath of Office and introduced herself.

4.4 Councilor-elect Spliethof

Read the Oath of Office and introduced himself.

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

Bryan- 16.1, 16.2 has additional applicants and asked to remove 16.3.

Mayor Holston- they will remove 16.2 until the next meeting so council has more time to review the application.

Councilor Hollett- would like to add a spot on the agenda to add a work session for council rules of procedure, the City of Westfir contract and she has questions about the City Engineer contract.

Mayor Holston-we will add those items to Business of the City Council.

## **6. Public Comment**

Kelly Maxfield 47598 Teller Rd- has had issues with her water bills and E-billing. This is something that has been going on for a while now and she will talk to Bryan and make her concerns public.

Dan Barclay- thanked the voters of Oakridge for the new city council.

## **7. Mayor Comments / Announcements / Proclamations**

Mayor Holston- read a letter from Leo Robb thanking everyone for their generosity for the Toys for Tots event this year.

### 7.1 State of the City

Mayor Holston- read her State of the City letter.

## **8. Council Comments / Announcements**

Councilor Kinyon-asked if the city has connected with Trudy Hammond regarding her services and her desire to meet with the police department.

Bryan- he did connect with Trudy via email along with Chief Martin and Mikal this week. They will arrange a time to see if there are opportunities there.

Councilor Kinyon-she saw Kelly's post on Facebook and she saw other people had similar problems, she would like to see that everyone get updated on the progress for this.

Bryan- we have had some historical problems with the legacy billing software that came with ASYST, it is no longer being supported. Eric is looking into other software programs.

## **9. Consent Agenda**

### 9.1 Approval of minutes from December 17, 2020

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

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

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

### 10.1 Election of the City Council President

Mayor Holston- read the issue and asked if the council understood this and they did.

**Motion:** Councilor Bjarnson moved to nominate Councilor Hollett to serve as Council President from January 7, 2021 to January 3, 2023. Councilor Spliethof seconded the motion.

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

### 10.2 Work session on Council Rules of Procedure

Mayor Holston-we will have a work session scheduled in February, no date has been set yet, to discuss social media, we will fold that into this work session. The councilors will have to come prepared having read the Council Rules of Procedures in advance and have their questions ready.

Councilor Kinyon-asked about the new council handbook and procedures.

Bryan-there is a link to the new council handbook, and he has hardcopies available to those who need them.

Mayor Holston-reminded everyone to check their council boxes at city hall regularly. We will work on a Doodle Poll for a date for the works session.

Councilor Hollett- her intent is for the new councilors to thoroughly go through the council rules, so they are a good working team and there are a couple rules that she thinks need to be reviewed.

10.2 & 10.3

Mayor Holston-asked Councilor Hollett to get with Bryan with her questions about the contracts to make sure she is clear, and he can write out an agenda bill with the items she wants to address.

Councilor Hollett- the Engineer's contract is a council discussion, she wants to review the contract and work on an RFP for a City Engineer.

## **11. Business from the City Administrator**

### 11.1 Events Approval-Old Mill Disc Golf Course

Bryan-read the issue.

Mayor Holston- these are two separate events, she would like to look at these separately.

Councilor Hollett-asked Jason to explain the events to the council.

Jason Nehmer- he explained to the council what the events were and who they will benefit. He can send a link to the council and it is also on Facebook.

Councilor Kinyon-asked about the alcohol permit, one application says it does need a permit and the other says it does not.

Jason-they will not be serving alcohol at the events. They will need the parks closed to the public because it will be a full tournament, it is a four-hour event. They will put up signs at the entrances to inform people that the park is closed.

Councilor Kinyon-asked if there will be someone monitoring the parking.

Jason- yes, they will have parking attendants.

Councilor Whitney- asked about restrooms.

Jason- they are renting two portable restrooms.

Councilor Kinyon- if someone did bring alcohol to the event and something happened is that a liability to the city?

Councilor Whitney- we have had other events at the park that serve alcohol.

Councilor Kinyon- at the park events that serve alcohol they carry insurance to serve the alcohol.

Mayor Holston- they are not serving alcohol at this event, all of our parks are non-alcohol, she agrees there is a liability there, and they do take the liability on their own by allowing people to bring their own alcohol to the event.

Jason- he would prefer that this be an alcohol-free event and it will be.

**Motion:** Councilor Kinyon moved to approve the Oakridge Disc Golf Club property rental applications and fee waivers for January 16 & 24, 2021 with the following modifications, no alcohol will be permitted for either event. Councilor Hollett seconded the motion.

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

#### 11.2 Approval of FY 2020-2021 Budget Officer and Budget Calendar

Bryan-read the issue.

**Motion:** Councilor Whitney moved that we appoint Eric Kytola to serve as the FY 21-22 Budget Officer. Councilor Spliethof seconded the motion.

Councilor Kinyon-it says in the city charter that the City Administrator is to prepare our city budget.

Bryan- last year we did appoint Mr. Bill Jones to serve as the budget officer, the CA can delegate the duties of the budget officer and he will present the budget to the council, he would be overwhelmed to have do all of it.

Councilor Kinyon-our charter actually says the city administrator is supposed to prepare the budget.

Mayor Holston- the budget officer we are required to have in ORS does not have to be himself, but Eric as the budget officer is required to make sure the deadlines are met, and the paperwork is filed. Bryan being his supervisor will make sure that happens.

Councilor Kinyon- would like the council to know that they will be making a change to the charter if they approve this.

Councilor Whitney- she appreciates that Eric would be the one to prepare the budget that is his specialty that is what his background is, his knowledge and she thinks that is the way we get the best budget possible, by having the specialist do it. She does not believe this goes against the charter.

Mayor Holston- read the charter.

Councilor Whitney- withdrew her motion.

**Motion:** Councilor Kinyon moved that we appoint Bryan Cutchen to serve as the FY 21-22 Budget Officer. Councilor Coker seconded the motion.

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

Mayor Holston-the January 12<sup>th</sup> training will be scratched, we will let everyone know when we have a date.

## 12. Reports of Boards, Commissions and Committees

### 12.1 Administrative Advisory Committee

#### 12.1.1 Annual Report

Councilor Kinyon-they had to do their report via email, it is really difficult to do without minutes.

### 12.2 Parks and Community Services Committee

#### 12.2.1 Annual Report

Councilor Whitney- they set their goals and objectives, this is a great committee, and they are very driven.

Bryan- gave an update on the IMBA Grant.

#### 12.2.2 Recommendation for Naming of OIP City Park-none

### 12.3 Public Safety Committee

#### 12.3.1 Annual Report

Bryan- they have just started to meet on a regular basis, they had some quorum issues. They are working on the Neighborhood watch program and the sirens for emergency notification.

Mayor Holston- at the next meeting she will have recommendations for council to approve for committees.

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

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

14.1 Second Reading of the City of Oakridge Transportation System Plan Ordinance

Bryan-read the issue.

**Motion:** Councilor Kinyon moved to adopt Ordinance 936, The City of Oakridge Transportation Systems Plan read by title only. Councilor Bjarnson seconded the motion.

Bryan read Ordinance 936 by title only.

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

**15. Public Hearings-none**

**16. Appointments**

16.1 Planning Commission

Bryan- read the issue.

Mayor Holston- asked the applicants to introduce themselves and answer questions from council.

George Custer- introduced himself and his qualifications.

Councilor Spliethof- asked George how well he can work with the planning commission.

George-he is happy to work with them and anyone who has expertise and ideas on the planning commission.

The time is 9:10 pm, the council agreed to work until 9:45 pm

Rick Wiemholt- introduced himself and answered questions from the council.

Councilor Bjarnson- asked in what capacity is he interested in tiny homes?

Rick- he is interested in the need for more affordable housing in Oakridge.

Dan Barclay- introduced himself and answered questions from the council.

Councilor Kinyon- has he familiarized himself with chapter 32 and the planning commission ordinances.

Dan Barclay- he has not, but he sees that they will go over that at the next planning commission meeting.

John McClelland- introduced himself and answered questions from the council.

Councilor Hollett asked him his thoughts on the current Frontier style theme and tiny homes.

John-he doesn't think the Frontier theme is applicable and if you are wanting businesses to start up and them having to follow that theme can be a big expense while cleaning up a building and occupying it. The bigger concern is filling the buildings with viable businesses. He does think tiny homes are a way to create affordable housing.

**Motion:** Councilor Kinyon moved to appoint Dan Barclay to serve as an Oakridge Planning Commissioner for a four-year term. Councilor Bjarnson seconded the motion.

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

**Motion:** Councilor Hollett moved to appoint John McClelland to serve as an Oakridge Planning Commissioner for a two-year term. Councilor Bjarnson seconded the motion.

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

**Motion:** Councilor Whitney moved to appoint George Custer to serve as an Oakridge Planning Commissioner for a four-year term. Mayor Holston seconded the motion.

Mayor Holston (aye), Whitney (aye), Hollett (nay), Spliethof (nay), Bjarnson (nay), Kinyon (nay), Coker (nay). Motion failed 2-5.

**Motion:** Mayor Holston moved to appoint Rick Wiemholt to serve on the Oakridge Planning Commission for a four-year term. No second. Motion failed

16.2 Budget Committee-postponed

16.3 Administrative Advisory Committee-postponed

**17. Public Comment**

Trudy Hammond 47752 Berry Street-would like Bryan to delegate a meeting with her and police department, she is anxious to help with the shelter issue.

**18. Adjourn-9:40 p.m.**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder



January 21, 2021

City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

# MINUTES

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## 1. CALL MEETING TO ORDER

**Council Present:** Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin and City Recorder Jackie Sims

## 2. Pledge of Allegiance

## 3. Roll Call – All council present

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

Councilor Whitney –added 9.2 how to handle complaint regarding citizens on a committee.

Councilor Hollett-added 9.3 work session and council rules.

Councilor Kinyon- added 9.4 huts for warming center, 9.5 citizen complaint, 9.6 planning applicant.

## 5. Public Comment-none

## 6. Mayor Comments / Announcements / Proclamations

Mayor Holston-LRAPA is looking for an Executive Director. She attended the Southern Forest Collaborative and Forest Service meetings; they are looking for projects that they can earmark for funding in our local area.

We have 64 COVID cases in Oakridge since the pandemic began.

## Orchid Health COVID-19 Vaccine Presentation

Dr. Joe Volpi and Sarah Scott gave an update on COVID-19 vaccines in Oakridge and who will be vaccinated first. They have been working diligently to make sure we get the vaccine into our community.

## 7. Council Comments / Announcements

Councilor Kinyon- asked Bryan to provide the council a copy of his contract and she would like to postpone the supplemental budget discussion. She also asked about a citizen complaint on Commercial Street.



Mayor Holston- we will discuss that when we get to the supplemental budget.

Bryan- he will email the council a copy of his contract.

## **8. Consent Agenda**

### 8.1 Approval of minutes from December 3, 2020

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

Mayor Holston (aye), Bjarnson (aye), Coker (aye), Spliethof (aye), Hollett (aye), Kinyon (aye), Whitney (aye). Motion carried 7-0

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

### 9.1 Council Committee Assignments

Mayor Holston- she received an email from Councilor Bjarnson that she didn't want to serve on the Library Board.

Councilor Spliethof - he will serve on the Library Board.

**Motion:** Councilor Whitney moved to approve the proposed committee assignments as promulgated in exhibit (1). Councilor Coker seconded the motion.

Kinyon (aye), Bjarnson (aye), Mayor Holston (aye), Hollett (aye), Whitney (aye), Spliethof (aye), Coker (aye). Motion carried 7-0

Councilor Hollett- at the last meeting she brought up that she would like to have a work session to discuss our council rules. She would like the new councilors to have an opportunity to go through the council rules to educate themselves with it. She also see some areas in our council rules that we are not following.

Mayor Holston- have you reached out to the City Administrator about the areas that aren't being adhered to to make sure we get the proper materials as well as any training we may need for the work session like I suggested?

Councilor Hollett- no, because she believes this is a council topic that we decide as a council what we want to do and then direct it to him.

Mayor Holston- at the last meeting she asked Councilor Hollett to reach out to him so we would have the material ready so we could have that discussion. Since you didn't do that it's not on the agenda so we won't be discussing it. We will cover it in our already scheduled work session. She asked the council to go over the council rules and be sure you look at those things you don't understand or you have questions about, come prepared to discuss them at the work session. If you have questions you can ask her or Bryan.

### 9.4 Warming Center Huts

Councilor Kinyon- she had a discussion with a citizen and they were asking if they could use one of the warming huts to distribute food instead of being out in the open?

Mayor Holston- she talked to that citizen and they do not want to use the hut, we are going to be using the huts as they are intended starting Sunday. She found other places to distribute and store the food.

### 9.5 Citizen complaint

Councilor Kinyon- wanted to discuss the email regarding the citizen complaint regarding the amount of objects that are on Commercial Street across from the homes. Are we responding to that or should be we individually be responding to this?

Bryan- they did become aware of an email from a citizen, he told him that we would investigate and provide feedback. Officer Miller has been spending a lot of time down there and Chief Martin went and talked to the complainant. The complainant did thank Bryan.

Chief Martin- Officer Miller is working on several cases down there and eventually he or Sgt. McPherson will have to talk to the railroad because that is their property, historically they have given people approval to use the property. Technically if there are violations it will be the railroads, not the individuals.

#### 9.6 Citizen Complaint on Committees

Councilor Whitney- we received a complaint from a citizen that serves on a committee that is having issues with another committee member, she needs to know how we can address this, but she thinks we do need to address it.

Mayor Holston- neither one of the individuals are elected officials, this is a personal issue between the individuals. This is not a council issue, or a committee issue, it is a personal issue. Whether they choose to stay on the committee is up to them.

Councilor Whitney- she will just reach out to the councilor that is on that committee.

#### 9.7 Planning Commission application

Councilor Kinyon- we received an application that has been denied being put on the agenda tonight due to the applicant crossing out part of the application.

Mayor Holston- we have an application form that we hand out and give to volunteers, because this form was not filled out all the way it is incomplete, the CA accurately said it is not complete. We will have the opportunity at our next meeting to look at the application to see if what we have is what we need to have and we will get our attorney and insurance company opinions also. We are not going to change our application process for one person.

Councilor Spliethof- one of the applications we have tonight isn't filled out all the way, Amy Kelly didn't provide her date of birth.

Bryan- that is for a re-appointment, we have done a background check on Ms. Kelly and he doesn't see a need to do another one.

Councilor Kinyon- she wants to discuss the indemnity clause on our applications tonight.

Mayor Holston- we will not discuss that tonight; we need to get the opinions from our insurance and attorneys first.

**Motion:** Councilor Kinyon moved to suspend the rules and discuss this indemnification clause tonight. Councilor Spliethof seconded the motion.

Mayor Holston- in her opinion she does not have enough information to discuss this because she doesn't have the opinion of her attorney or her insurance.

Councilor Kinyon- it's not an opinion, it's factual. She has looked at other city volunteer forms and no other cities that she looked at had this clause.

Mayor Holston- asked Councilor Kinyon to forward the forms to the CA for the next meeting.

Councilor Whitney- she agrees with the Mayor that she doesn't feel like she has enough information to make a decision on this tonight.

Councilor Bjarnson- she feels that Amy Kelly's application is different than the one we are talking about, as far as the indemnity clause she wants to see what questions are posed and the answers we receive back from the attorney and insurance company.

Councilor Kinyon- she agrees with everything that Councilor Bjarnson said tonight and she would like the application for the admin committee to be considered tonight, since we already have her information on file.

Chief Martin- he knows at the time the application was changed was when we had library volunteers because they had access to children.

Councilor Kinyon- removed her motion.

## 10. Appointments

### 10.1 Administrative Advisory Committee

Mayor Holston- read the issue and asked the applicants to introduce themselves.

Amy Kelly and Jerri Reed -introduced themselves and answered questions from the council.

**Motion:** Councilor Kinyon moved that we appoint Amy Kelly and Jeri Reed to serve on the Oakridge Administrative Advisory Committee for the term that matches the resolution. Councilor Bjarnson seconded the motion.

Hollett (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Whitney (aye), Spliethof (aye), Mayor Holston (aye). Motion carried 7-0

### 10.2 Budget Committee

Mayor Holston- read the issue and asked Ms. Christensen to introduce herself.

Janet Christensen- introduced herself and answered questions from council.

**Motion:** Councilor Kinyon moved that we appoint Ms. Christensen to serve on the Oakridge Budget Committee for a term of three years. Councilor Whitney seconded the motion.

Coker (lost connection, no vote), Hollett (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Whitney (aye), Bjarnson (aye). Motion carried 6-0

### 10.3 Planning Commission

Mayor Holston- read the issue and asked the applicant to introduce himself and say why he wants to serve on the Planning Commission.

Jeffery Reed- introduced himself and answered questions from the council.

**Motion:** Councilor Spliethof moved to appoint Jeffrey Reed to serve as an Oakridge Planning Commissioner for a four-year term. Councilor Coker seconded the motion.

Spliethof (aye), Coker (aye), Bjarnson (aye), Hollett (aye), Whitney (aye), Mayor Holston (lost connection, no vote), Kinyon (aye). Motion carried 6-0

## 11. Business from the City Administrator

### 11.1 City Administrator Update

Bryan- asked the department heads to be brief due to time constraints.

### 11.2 Finance Director Update

#### 11.2.1 December Financial Report

Eric- presented the December financial report.

### 11.3 Economic Development Update

Grace Kaplowitz- gave an Economic Development update, the biomass utilization grant proposal project is moving ahead, the final draft will be submitted Wednesday February 3<sup>rd</sup>. The City Administrator sent out an overview of small business funding, 19 businesses from Oakridge applied for that funding and four of them received the funding.

### 11.4 Police Department

Chief Marin- gave the police department update for December.

### 11.5 Fire Department Update

Bryan- they had some transports that involved COVID-19 and are keeping documentation of them because eventually we will try to get reimbursement from FEMA.

It is grant time at the fire department, we are going to be working strenuously to be getting the grant together for some gear and possibly personnel when that opens. We have a tight timeline and it is going to be a challenge.

### 11.6 Public Works / Community Services Update

Bryan- read the public works report for December.

Councilor Whitney- asked who donated the defibrillators the city?

Bryan- Sayre Custer and her son.

## 12. Reports of Boards, Commissions and Committees

## 13. Items Removed from the Consent Agenda-none

## 14. Ordinances, Resolutions and Public Comments

### 14.1 Audit Corrective Actions

Bryan- read the issue.

Mayor Holston- she is looking at the corrective action plan for the billing process, internal control guidance, it is the fire departments experience that some payers will not pay for services when they respond to a citizen's home and there is no transport. When that happens, you do not bill because we are charged from the 3rd party. Is there an alternative billing process and do we do repeat calls to the parties that do this?

Bryan- we do not ever not go to a 911 call, we do have calls that result in non-transport that we are able to charge for and we are starting to do that, we do have some leeway that the fire department has on that.

Councilor Whitney- she wants to say that she has a potential conflict of interest for the supplemental budget, budget and she is going to say the audit too to cover all of her bases because her brother Rick Zylstra does some contracted work with the city.

Councilor Kinyon- asked if the council has received a copy of the audit.

Bryan- they have been in your boxes for a week and a half, some have been picked up and some have not.

Councilor Hollett- she thought they had a corrective action on this audit issue last year.

Bryan- Bill Jones did start the work on the audit plan and Eric is ready to talk to the actual plan of action on the details he sees.

Eric- there was a plan in place last year, he can see the plan did not have a lot of detail that it should have. He interviewed Scott to see what their billing process was. Most of the controls are in place already, it is just a little bit of documentation and archiving of documents that were not being done at the fire department yet. The other big portion is the part that the finance director needs to do is making sure that the billings coming from our 3<sup>rd</sup> party biller are matching the revenue coming in, that was not happening. They are ready to do the process now.

**Motion:** Councilor Kinyon moved we adopt Res. 01-2021 and the plan of action. Councilor Spliethof seconded the motion.

Whitney (aye), Mayor Holston (aye), Bjarnson (aye), Hollett (aye), Spliethof (aye), Coker (aye), Kinyon (aye). Motion carried 7-0

### 14.2 Supplemental Budget

9:08 P.M.

Mayor Holston-we will move the Supplemental Budget to the first meeting in February.

**15. Public Hearings**

**16. Public Comment**

Trudy Hammond 47752 Berry Street- asked the Mayor if she contacted Cedric Hayden regarding call boxes along Hwy 58.

Mayor Holston- will call Trudy tomorrow about that.

Councilor Kinyon- would like to add the complaint process to a future agenda to review and discuss.

Mayor Holston-the complaint process is online if you want to review it and we will eventually add it to a future meeting, it works if people use it.

**17. Adjourn-9:11 p.m.**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder

**Business of the City Council**

City of Oakridge, Oregon

**February 4, 2021**

**Agenda Title: City Engineer Contract Review**

**Agenda Item No: 9.1**

**Exhibit: 1) Contract**

**Proposed Council Action: Review the contract with Curran-McCleod.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

**ISSUE: Councilor Hollett requested to review the existing contract with Curran-McCleod.**

**FISCAL IMPACT: None**

**OPTIONS: N/A**

**RECOMMENDATION: None.**

**RECOMMENDED MOTION: N/A**

## CITY OF OAKRIDGE

### ENGINEERING SERVICES CONTRACT

**THIS AGREEMENT** entered into this date February 18, 2010, by and between the CITY OF OAKRIDGE, a municipal corporation existing by and under the laws of the State of Oregon, herein referred to as "CITY", and CURRAN-McLEOD, INC., whose address is 6655 S.W. Hampton, Suite 210, Portland, Oregon 97223, hereinafter referred to as "ENGINEER".

1. **SERVICES.** The ENGINEER agrees to act as the City's Engineer of Record in providing Engineering services on an as-needed basis; the scope of services is at the discretion of the City, but may include:
  - Review plans, specifications, and engineer's estimates of private development to determine Compliance with the City's adopted codes, specifications, practices, Master Plans, Facilities Plans and current development strategies.
  - Conduct field inspections to determine and report the status of compliance with approved plans and specifications.
  - Review changed site conditions, recommendation of payment, change orders and credits resulting from private development that impacts the City.
  - Assist the City as may be needed in the administration of the City's development codes.
  - Prepare plans, specifications and engineer's estimates for public works improvements in compliance with City requirements and regulatory agency requirements.
  - Prepare Master Plans, plan updates, system development change Methodology and/or updates.
  - Assist the City in securing funding through available grant/loan programs.

This contract permits but does not require the City to direct all engineering services to the Engineer of Record.

2. **COMPENSATION.** The CITY will pay for ENGINEERING services according to the following:
  - Standard Hourly Rate Schedule, Attached as Exhibit "A", is subject to revision annually. Revisions, if any, will be submitted to the CITY for review and approval.
  - A negotiated budget specific to a defined scope of work. Estimates of engineering cost and budgets shall be provided upon request of the owner and prepared without cost.

8. **NO ASSIGNMENT.** The ENGINEER may not assign any of its rights or duties under this agreement without the prior written consent of the CITY.
9. **PAYMENT.** The CITY shall remit to the ENGINEER within 30 days after receipt and approval of the ENGINEER's invoice for services rendered.
10. **NOTICES.** All notices given or so sent hereunder shall be sent by United States mail, postage prepaid, addressed to the respective party at the address set forth on the signature page hereof, or to such other addresses that the parties shall designate in writing from time to time.
11. **TERMINATION OF PRIOR AGREEMENTS.** This agreement cancels and terminates, as of its effective date, all prior agreements between the parties covering Engineer of Record services whether written or oral or partly written or partly oral.
12. **GOVERNING LAW.** This agreement shall be governed and construed in accordance with Oregon law.
13. **SIGNATURES.** Both the CITY and the ENGINEER agree to the above and have executed this agreement on the dates shown above.

**CITY OF OAKRIDGE**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Donald E. Hampton*

*Donald E. Hampton, Mayor*

*11/2/10*

**CURRAN-McLEOD, INC.**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Patrick D. Curran*

*Patrick D. Curran, P.E., President*

*10/12/10*

**RECEIVED**

**NOV 04 2010**

**CURRAN-McLEOD**



# **STANDARD HOURLY RATES**

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**Effective January 1, 2008**

Senior Principal Engineer	\$ 124.00
Principal Engineer/Manager	114.00
Project Engineer/Project Manager	104.00
Design Engineer	104.00
Design Technician	72.00
Graphics Technician	56.00
Word Processing	50.00
Resident Project Representative	65.00

# **REIMBURSABLE EXPENSES**

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Reproduction expenses are at cost.

Auto expenses reimbursed at 50.5¢ per mile.

Meals and Lodging at cost.

## **Business of the City Council**

City of Oakridge, Oregon

**February 4, 2021**

**Agenda Title: Resolution Adopting a Supplemental Budget for Fiscal Year 2020-2021 and Making Appropriations**

**Agenda Item No: 13.1**

**Exhibit: Resolution 02-2021**

**Proposed Council Action: A motion to approve the proposed resolution.**

**Agenda Bill Author: Eric Kytola  
City Administrator: Bryan Cutchen**

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**ISSUE: ORS 294.471 permits the governing body to create a supplemental budget for the fiscal year in which the regular budget has been adopted for certain and specific reasons.**

**FISCAL IMPACT: As described in the exhibits.**

**OPTIONS: 1) Vote to approve the resolution.  
2) Vote to not approve the resolution.**

**RECOMMENDATION: Staff recommends adoption of the resolution.**

**RECOMMENDED MOTION: I move we adopt Resolution 02-2021, a resolution adopting a supplemental budget for fiscal year 2020-2021.**

## RESOLUTION NO. 02-2021

### A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 20120-2021 AND MAKING APPROPRIATIONS

The City of Oakridge resolves the following:

**WHEREAS**, ORS 294.471 permits the governing body of a municipal corporation to make a supplemental budget for the fiscal year for which the regular budget has been prepared if one or more of the following circumstances exist:

- a. An occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning.
- b. A pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires prompt action.
- c. Funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period.
- d. A request for services or facilities the cost of which is to be supplied by a private individual, corporation or company or by another governmental unit and the amount of which could not be accurately estimated when preparing the original budget or a previous supplemental budget for the current year or current budget period.
- e. Proceeds from the involuntary destruction, involuntary conversion, or sale of property that necessitates the immediate purchase, construction or acquisition of different facilities in order to carry on governmental operations.
- f. Ad valorem property taxes that are received during the fiscal year or budget period in an amount sufficiently greater than the amount estimated to be collected such that the difference will significantly affect the level of government operations to be funded by the taxes as provided in the original budget or a previous supplemental budget for the current year or current budget period.
- g. A local option tax described in ORS 294.476 that is certified for extension on the assessment and tax roll under ORS 310.060 for the fiscal year or budget period in which the local option tax measure is approved by voters.
- h. A reduction in available resources that requires the governing body to reduce appropriations in the original budget or a previous supplemental budget for the current year or current budget period.
- i. The original budget of the municipal corporation adopted under ORS 294.456 did not include estimated requirements to pay debt service pursuant to ORS 294.477 or the actual requirements are different from the

estimated requirements included in the original budget or a previous supplemental budget.

**WHEREAS**, the supplemental budget proposed meets one or more requirements of ORS 294.471;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Oakridge hereby adopts a supplemental budget for fiscal year 2020-2021 in the amounts shown below for each Fund and,

**BE IT FURTHER RESOLVED** that the amounts shown below as appropriations for the fiscal year beginning July 1, 20120 and for purposes shown are hereby appropriated for each Fund:

<b>Fund-Water</b>	<b><u>Current Budget</u></b>	<b><u>Increase (Decrease)</u></b>	<b><u>Revised Budget</u></b>	<b><u>Revenue/ Appropriations</u></b>
<b>Resources</b>				
IFA Loan proceeds	\$0	\$482,000	\$482,000	
Impact on Total revenue				\$482,000
<b>Appropriations</b>				
Legal & Professional expenses	\$17,500	\$52,000	\$69,500	
Impact on Materials & expenses				\$52,000
Capital outlays	\$0	\$430,000	\$430,000	
Impact on Capital Outlays				\$430,000
Impact on Total Appropriations				\$482,000
Net Impact on Fund Balance				\$0

To reflect additional IFA borrowings for Tank 7 change orders and related professional expenses. Also, to reflect \$40,000 IFA loan for test well and estimated cost of the well.

<b>Fund-Street</b>	<b><u>Current Budget</u></b>	<b><u>Increase (Decrease)</u></b>	<b><u>Revised Budget</u></b>	<b><u>Revenue/ Appropriations</u></b>
<b>Revenue</b>				
Small City Allotment-ODOT	\$100,000	(\$100,000)	\$0	
Impact on Revenues				(\$100,000)
<b>Appropriations</b>				
Street Improvements	\$100,000	(\$100,000)	\$0	
Impact on Appropriations				(\$100,000)
Net Impact on Fund Balance				\$0

To reduce ODOT allotment and related expenditures for Berry Street Project to correct amount of allotment by \$50,000 and reduce expenditures and grant proceeds for capital expenditures.

**BE IT FURTHER RESOLVED** that this resolution shall be effective immediately upon its passage.

**PASSED BY THE COUNCIL** of the City of Oakridge this 4<sup>th</sup> day of February 2021.

**APPROVED AND SIGNED BY THE MAYOR** of the City of Oakridge this 4<sup>th</sup> day of February 2021.

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Kathy Holston, Mayor

Attest:

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Jackie Sims, Asst. City Recorder

Ayes:

Nays