

October 07, 2021
7:00 pm City Council Meeting
Audio/Video Teleconference
Willamette Activity Center Room 8
47674 School Street
Oakridge OR, 97463



REGULAR SESSION

-
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
 9. Business from the City Council
 10. Business from the City Administrator
 - 10.1 Strategic Plan Scorecard Update
 - 10.2 City Engineer RFP
 11. Reports of Boards, Commissions and Committees
 12. Items Removed from the Consent Agenda
 13. Ordinances, Resolutions and Public Comments
 - 13.1 Supplemental Budget
 14. Public Hearings
 15. Appointments
 - 15.1 Library Board
 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://us02web.zoom.us/j/3664311610>, meeting ID: 3664311610.
2. Use your telephone and dial: +1 669 900 9128. Meeting ID: 366 431 1610.
3. Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm the day of the meeting.
4. It is discouraged due to COVID precautions, but citizens may can 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.



September 2, 2021
City Council Regular/Work Session (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

Council Present: Mayor Holston, Councilors Bobbie Whitney, Michele Coker, Melissa Bjarnson, Audy Spliethof, Dawn Kinyon 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**-Councilor Hollett joined the meeting at 7:12 pm

4. Additions, corrections or adjustments to the agenda

5. Public Comment

Trudy Hammond 47752 Berry St- commends the council on their hard work and hard decisions.

Dan Barclay 47501 Hwy 58- there should be an apology for the way council has treated each other and for their misconduct while making a sincere effort to do better.

6. Mayors Comments / Announcements / Proclamation

Mayor Holston-she gave a brief fire update; they are very professional and organized.

7. Council Comments / Announcements

Councilor Whitney- wanted to acknowledge an email the council received from one of our Patrol Officers, Valerie Miller, and would like it entered into the record.

Councilor Spliethof- gave a shout out to the fire fighters and helicopter operators, they were giving tours of the helicopters.

Councilor Hollett-just arrived, asked if we had public comment yet and if Jan Hooker spoke? Councilor Hollett read a question from Jan Hooker. She will put this in writing and send it to Bryan and Chief Martin.

Bryan-they will respond at the next meeting.

8. Consent Agenda-None

9. Business from the City Council

Mayor Holston-the Oregon Legislature is redistricting, possibly our district will be redrawn where we will be in with Eugene and Portland. We want to stay in a more rural district. Mayors are encouraged with city council approval to send letters to stay in a rural area. The hearings are next week on Thursday.

The council all agreed they want to stay in a rural area.

Mayor Holston-the Great Willamette Cleanup is coming up and we need to decide on a date, Westfir is doing theirs October 9th.

We have a citizen who is concerned about the lack of masking in our local businesses. You can go to the OSHA website and report businesses who are not following the mandate.

10. Business from the City Administrator

10.1 CA Update

Bryan- CIS inspection conducted a wildfire risk assessment. Due to the degraded material condition, they are dropping the property insurance on the WAC. We are appealing the decision with the assistance of the city insurance broker.

We have had a positive Covid test in the admin department, for right now we can maintain regular hours, but he is not sure how long.

There was a report of someone dumping gray water in the wrong manhole at public works. Investigating what reporting is required and my whom.

We did receive the \$374,000 ARPA money, Bryan and Eric will a expenditure decision package to another council meeting.

Mayor Holston-asked Bryan about the ethics training from CIS.

Bryan-it is about harassment prevention and the instructor would prefer to do it in person. It will be given at a later date.

11. Reports of Boards, Commissions and Committees-None

12. Items removed from the Consent Agenda-None

13. Ordinances, Resolutions and Public Comments

13.1 Ordinance 937 Adopting a Public Safety Fee and Effective Date

Mayor Holston-she would like to have discussion before we have a motion. She read to the council the cuts that were being recommended by the city administrator.

Councilor Kinyon-we haven't seen all of that in a proposed supplemental budget.

Bryan-he can't produce an accurate supplemental budget to consider without an anticipated revenue figure.

Councilor Kinyon- read an analysis that she came up with. (See attached)

Bryan-how anyone thinks the city doesn't have a significant problem and can just kick the can another year he doesn't understand. It's a council decision, he'd like to see your analysis, and he would have liked to have seen it ahead of time.

Mayor Holston-at every meeting we ask if everybody is satisfied with the numbers and then we come back with not being satisfied. Councilor Kinyon's analysis was very well put together, your numbers brought it down to only needing \$48,000.

Councilor Kinyon-that didn't include the \$32,000 from the 32 hour work weeks so that brought it down to \$14,000.

Mayor Holston-you think our shortfall is only \$14,000?

Councilor Kinyon-yes and we can borrow from wastewater or water like we have done.

Mayor Holston- that number doesn't match what our finance director and CA say, we need to check the numbers, that's just too far apart and it needs more analysis. Something has been missed.

Councilor Kinyon-we did discuss this at the August 5th meeting, the significant portion of what the city administrator is asking us to ignore and go back to the \$540,000 number.

Bryan- understand that the beginning balances include the \$374,000 ARPA funding that you can't apply all of that to daily operational expenses.

Mayor Holston-what she hears councilor Kinyon saying is that the numbers we have been given are not accurate and are not legitimate and that has been your push the whole time and they really need to be explained. Yet we have heard them explained over and over again, at some point we have to do something about this. It concerns her that your numbers are so consistently different from what our finance director is putting together and showing us.

Councilor Whitney-she doesn't even know what to say, we aren't listening to our hired professionals. She feels that we need a fee and wants to move forward, she is very frustrated.

Councilor Spliethof-he would like to see Dawn's information, it is taken right out of the budget, and he would like for Dawn and Eric to get together and go over the numbers and bring back to the council.

Councilor Bjarnson-it's time to make a compromise, she agrees with Bobbie that we need to move this forward, what we have left is too much to lose. She apologized for her misunderstandings and the politicizing.

Mayor Holston-our finance director is a professional, he is not bringing us false numbers. At this point because the numbers are so far apart we have to have some common ground. The level of distrust in our community is tenuous. As we move forward we need compromise and to agree on what basis that solution is. What should the public safety fee be? The fee turns into money and a paycheck. She has faith in the numbers from the city administrator.

Bryan-read the issue.

Motion: Councilor Spliethof moved that we do not adopt Ordinance 937, Adopting a Public Safety Fee and establishing an effective date. Councilor Kinyon seconded the motion.

Councilor Bjarnson-declared a potential conflict of interest, she is on the volunteer roster at the fire department.

Councilor Hollett-declared an actual conflict of interest, her husband works for the City of Oakridge under a collective bargaining unit.

Councilor Whitney-she wanted to express her extreme frustration

Spliethof (aye), Bjarnson (nay), Kinyon (aye), Coker (nay), Mayor Holston (nay), Whitney (nay). Motion failed 2-4

13.2 Resolution 09-2021 Establishing the FY 21-22 Public Safety Fee

13.3 Resolution 11-2021 City of Oakridge Employee Handbook

Motion: I move to adopt the City of Oakridge 2021 Employee Handbook. Councilor Coker seconded the motion.

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

- 14. Public Hearings
- 15. Appointments
- 16. Public Comment
- 17. Adjourn

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



September 16, 2021
City Council Regular/Work Session (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

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

Staff Present: City Administrator Bryan Cutchen, Finance Director Eric Kytola, Mikal McPherson and City Recorder Jackie Sims

2. Pledge of Allegiance

3. **Roll Call**-Councilor Hollett was excused

4. Additions, corrections or adjustments to the agenda

Add 10.1.1 Eugene, Cascades & Coasts 2022 Visitors Guide

5. Public Comment

Dan Barclay 47501 Hwy 58-The public safety fee is a horrible ordinance, the city council wants it separate from the water bill, the majority of council says one thing and does another.

Mayor Holston-read a letter from Gary Carl (See attached)

6. Mayors Comments / Announcements / Proclamation

Mayor Holston- It is important to watch the Covid numbers in Oakridge, she strongly encourages business owners to encourage mask wearing inside their businesses.

There will be an Executive Session next Tuesday at 5:00 pm.

7. Council Comments / Announcements

Councilor Spliethof-asked the Mayor if she wrote and sent the thank you letter to Inbound yet?

Mayor Holston-no she has not had a chance to do that yet, you are more than welcome to write one if you'd like. She will get this done.

Councilor Kinyon-responded to the letter from Mr. Carl that was read in public comment.

8. Consent Agenda

8.1 Approval of Minutes from August 19th

8.2 August Financial report

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

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

9. Business from the City Council-none

10. Business from the City Administrator

10.1 CA Update

10.1.1 Approval to place advertising in the Eugene, Cascades & Coast Visitors Guide

Bryan-read the issue

Motion: Councilor Whitney moved to approve the contract for \$2,176 to allow placement of an advertising page in the Eugene, Cascades & Coast 2022 Visitor Guide using TRT funding. Councilor Coker seconded the motion.

Councilor Spliethof-asked how many years we have done this in the past?

Bryan-we have been doing this for the three years that he has been here, since COVID there has been a shortened version, but they are back to the full version this year.

Mayor Holston-this serves a good purpose for showcasing Oakridge and gives our businesses an opportunity to showcase themselves.

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

Bryan-he is looking for one city councilor to be on the review board for the city engineer RFP's that we received.

Councilor Kinyon-she would like to be on the board.

Bryan-our RAIN representative is resigning for a new opportunity in Mexico.

10.2 Finance Update

Bryan- Due to budget constraints, the Finance Director is not attendance. if you have any questions, please email Eric.

10.3 Police Update

Mikal-gave the police update and talked about the patrol vehicles.

10.4 Fire Department Update-none

10.5 Public Works Update-none

11. Items removed from the Consent Agenda-None

12. Ordinance, Resolutions and Public Comments

12.1 Ordinance 937 Adopting a Public Safety Fee and Effective Date (second reading)

Councilor Bjarnson- are we going to have discussion? We don't want to see people get their water shut off for not paying the fee.

Mayor Holston-what Dan Barclay said in public comment was in error, we did take that out.

Bryan-the council agreed that it would be a separate piece of paper, but would go out with the water bill to save postage.

Mayor Holston-she thinks we have accurately reflected what council wanted to do in this ordinance.

There was discussion about landlords and tenants and how this will work with the ESF fee and if they qualify for the low income exemption.

Bryan- the owner can pass it on to the tenant or not pass it on, we have no say in what the landlords do.

Bryan-read Ordinance 937 in full.

Motion: Councilor Whitney moved to adopt Ordinance 937, Adopting a Public Safety Fee and Establishing an Effective date. Mayor Holston seconded the motion.

Coker (aye), Whitney (aye), Mayor Holston (aye), Spliethof (nay), Kinyon (nay), Bjarnson (aye). Motion passed 4-2

12.2 Resolution 09-2021 Establishing the FY 21-22 Public Safety Fee

Bryan- read the issue.

Bryan- The Oakridge Budget Committee determined the need for the revenue, in 937 it will determine the amount for fiscal year 21-22 this amount will be put in our schedule of fees so each year the amount will be reviewed so council has control over the fee. If you go in with a reduced fee that means the anticipated revenue will be less than what was calculated. You need to take into account without an incentive to pay the fee and an expected delinquency rate of 20% based on the ambulance revenue default rate, you are looking at only getting 70% of the revenue anticipated. That is why we are sticking with the \$30 figure.

Councilor Whitney -asked if they could have discussion before a motion.

Councilor Kinyon- asked Bryan about the \$30 fee and had questions about the amount of money we needed.

Bryan- with council's permission he is happy to share what you and the finance director discussed this week which came up with the number.

Councilor Kinyon- that is completely separate from this question.

Bryan- not in my mind it isn't, I am looking at the operating deficit of the city and you and the finance director together agreed that is \$397,000 approximately. That is using \$100,000 of grant revenue to help defray that as well the reductions he already implemented into the budget, if you add those two things back in that takes you back up \$540,000. That is why we are recommending \$30.

Councilor Whitney-wanted to talk about when we start implementing the fee and will that be for only six months and not a whole year?

Bryan-it is going to be somewhere around a 30% less revenue and we will have to find a way to make up that difference.

Councilor Whitney-so if we go with the lower fee then it's going to have a greater negative impact.

Bryan-the lower amount exasperates it, yes.

Mayor Holston-the council asked Councilor Kinyon to meet with the Finance Director and go over these numbers. Everyone received a copy of the recording so you could follow along with the conversation. She asked Councilor Kinyon to update the council on this and what the result was, are they in agreement or do they still differ?

Councilor Kinyon-we had a really good meeting, we were in agreement on everything, and we went through everything. She presented what they discussed and the findings.

Mayor Holston-you have said some things in here that the council has not agreed on, but she wants to know what number did you agree was the number we needed to reach? Not the proposals on what you want us to consider and how to get there that is what council needs to determine. We kept hearing from you that there was a difference in what the actual deficit was.

Councilor Kinyon-she would have to say no because that is not what they discussed. She said she never disagreed with the numbers that were presented, her sole purpose was to offer another solution.

Mayor Holston-so all of these suggestions that you are calling suggestions that have already been put into place right now if we were to determine what the public safety fee should be then we need to determine what reductions we need to have. Council needs to determine if we want to use some of the grant money to help defer some of the cost. Councilor Kinyon wants us to use \$43,000 transfer from the water fund and also \$50,000 loan. She is in favor of the \$30, she does understand that we can whittle it away a little bit.

Councilor Whitney-she would not be in favor of a loan transfer from water and she knows we have a system that has the potential for a catastrophic failure and we need to keep safe water flowing to homes. She does agree with the \$100,000 from the ARPA grant. She is glad Bryan reminded us of the removal of the water fee. If we reduce too much in other areas it is going to make it harder for other areas of the city to function, we are at pretty bare bones that is why she is in agreement with the full amount. There will be another additional resource that will help low income people with their water bills, it hasn't come out yet, but she knows about it from her job. She doesn't want us to lose services.

Mayor Holston-asked Bryan if we used the 100k what would that bring the fee down too?

Bryan-it would be about \$27 and also don't forget that Councilor Whitney did not want to see changes from the water fund so that changes the figures.

Councilor Whitney-when she said that that was not her intention, but she sees where you are going with that. We are in September and we don't know how things are going to look for services and we have already cut. She would prefer to leave it there for other things, we don't know what will come up. A good example is when we had the levy failure after the snowstorm, we moved money all over the place to keep that bridge and levy in place. We don't know for sure who is going to pay the fee and who is not.

Councilor Spliethof-he is in favor of the \$100k from the ARPA grant.

Motion: Councilor Spliethof moved to use 100k from the ARPA Grant to reduce the amount of the ESF fee. Councilor Kinyon seconded the motion.

Mayor Holston- it is more important to hold them aside, we have infrastructure that needs repairs that we haven't even looked at yet to see how much money it is going cost. And we have money there to do repairs with and have money to leverage to get money. Council has not had the opportunity to review all of these ARPA funds and discuss them in a work session, but because we haven't done that yet, she is against allocating 100k to this.

Bryan-understand that if we are going to use the 100k to plug an operating deficit that was an estimate, and it all depends on how many Covid transports our people did. We could say up to 100k because he may not be able to get up to 100k.

Mayor Holston-asked Councilor Spliethof if after hearing that would he like to amend his motion?

Councilor Spliethof-he would agree to that change to say *up to 100k*.

Amended motion: Councilor Spliethof moved to use up to 100k from the ARPA Grant to reduce the amount of the ESF fee. Councilor Kinyon seconded the motion.

Bjarnson (aye), Mayor Holston (nay), Kinyon (aye), Whitney (aye), Spliethof (aye), Coker (aye). Motion passed 5-1

Mayor Holston-so we know we will be using up to 100k that should help influence what we are determining here as far as what our level would be. Knowing this will bring it down to about \$27 do we have any other further discussion on the Resolution?

Motion: Councilor Kinyon moved that we will accept the beginning fund balance changes that Eric has proposed. Councilor Spliethof seconded the motion.

Mayor Holston-this is a supplemental budget issue, she is hesitant to say that we can go ahead and accept this without seeing the documentation in front of us and without making a supplemental budget.

Bryan-the opening balance is the opening balance, it is not something to be adjusted. He doesn't know what they would be voting on here.

Mayor Holston-this is not a legal process here, but it can be wrapped into a supplemental budget if there were corrections.

Councilor Kinyon-scratch her motion.

Motion: Councilor Kinyon moved to do a supplemental budget to reflect the beginning fund balance changes that were discussed by council on August 5th and are reflected in Eric's beginning fund balance estimation that he has provided to council. Councilor Spliethof seconded the motion.

Mayor Holston-again, you are asking us to do something without numbers in front of us, she does not think this is wise. She understands what you are trying to do. We should concentrate on your other motion on how to reduce.

Councilor Kinyon- the budget the way it is written has a beginning fund balance for the general fund of \$60,000 in actuality it ended the year at around \$364,000.

Mayor Holston-she agrees that changes need to be made, but they need to be made in a supplemental budget and be brought to us by the Finance Director. She is very uncomfortable voting on something that we don't have the numbers in front of us.

Councilor Whitney-she agrees with the Mayor, we should not do this, for one, we are lacking our Finance Director at this meeting. Yes we have a document that was shared and she watched the video of their meeting and she knows that you guys are still in discussion on some of the items that were brought up in that meeting and she knows that some of the items were not resolved between the two of you. She thinks we need to do a supplemental instead of just saying *the budget from this date*. She is not prepared to vote on this.

Councilor Spliethof-he was unable to watch the video so he is not even privy to that information.

Mayor Holston-we will help you with that outside of council so you can watch it.

Councilor Spliethof-the consequences from that could have a change in value from what we may present to you guys. What he got from Dawn is that Eric lowered that amount.

Bryan-he can pull that sheet up again, they all agreed upon which is all that video is about. It would be premature to present a supplemental budget if you don't know what your revenue is going to be. Bryan pulled up the sheet again for Councilor Spliethof and explained it again.

Mayor Holston-we need to wait for the Finance Director's input. We have a motion in front of us, we know that we have other things that need to be done in the supplemental motion.

Councilor Kinyon-withdrew her motion. With the motion that Councilor Spliethof just made and the motion she is about to make for the \$43,000 that needs to be changed, the supplemental budget is going to come up with a number that we should charge, it's not that we should be making up a number.

Mayor Holston-we are not making up a number, we have a graph in front of us that says if this is where we are at then this is what we will get for it.

Councilor Kinyon-withdrew her motion.

Mayor Holston-we have already directed that we are going to use up to 100k of the ARPA funds to help with the crisis that we are in, now we are at a point where we need to put a number in to the resolution that we passed for the PSF. If we include the 100k we are at \$27 or \$28 whichever, recognizing we are already into the month.

Motion: Councilor Whitney moved to adopt Resolution 09-2021 establishing the FY 21-22 Public Safety Fee rate at \$30.00 per month. Mayor Holston seconded the motion.

Councilor Coker-as much as this hurts her to say this, she knows we need a fee she is just not set on the \$30.

Spliethof (nay), Mayor Holston (aye), Bjarnson (nay), Whitney (aye), Kinyon (nay), Coker (nay). Motion failed 2-4.

Mayor Holston-how do we feel about bringing it down to \$27, she could support that, she wouldn't go any lower than \$25 because we are already seeing the effect of these funds are going to be lessened and we are going to have folks who are going to choose not to pay it. Councilor Coker, where would you be comfortable at?

Councilor Coker-she was thinking more \$22, but she would be ok with \$25.

Mayor Holston-asked Councilor Bjarnson where she would be comfortable at?

Councilor Bjarnson-she would prefer to be closer to the \$22.

Mayor Holston-asked Councilor Spliethof, she knows he doesn't want a fee at all.

Councilor Spliethof-he doesn't want a fee and as far as discussing a fee he can't do it.

Councilor Whitney-she is good with \$27, we need to be really thoughtful that this isn't going to be a full fiscal year that we are going to be able to do this in.

Councilor Kinyon-she is not interested in a fee.

Mayor Holston-can we try \$25, is that something we are going to be comfortable with?

Councilor Whitney-she can do that.

Councilor Coker-she is not sure, she needs a minute.

Councilor Bjarnson-she would like to see \$22.

Mayor Holston-asked Bryan to bring up the chart again, if we do \$22 it only brings in \$380,000 and if we add the 100k if we are able to that could bring it up to \$480,000. We would have to still work on reductions.

Councilor Whitney-is that \$380,000 based on 12 months?

Bryan-yes

Councilor Whitney-we don't even know what our fee is for the second year. If we do \$22 we won't even see the reality of what that \$22 will bring based on this chart and this chart is based on 12 months and we don't have the 12 months to collect on that.

Councilor Coker-asked what the \$22 would bring in?

Mayor Holston- the \$380,000 was the \$22 fee.

Councilor Kinyon-if we go with the \$22 and it brings in \$380,000 and up to another 100k from the ARPA the actual beginning fund balance differences that we are going to end up having and the \$43,000 transfer that we will end up happening in the supplemental it would be sufficient.

Mayor Holston- \$43,000 transfer? Remember if we pass the PSF the intention is to lower the water rate.

Bryan-the staff's position was that the individual water rates would go down by \$2.73.

Councilor Whitney-and we are not going to realize the \$380,000 because we don't have the 12 months to collect on that.

Councilor Bjarnson-we need to keep the cuts we have already made and do the \$22 fee and continue to compromise and look at where else we can bring in more money.

Motion: Councilor Coker moved to adopt Resolution 09-2021 establishing the FY 21-22 Public Safety Fee rate at \$22.00 per month. Councilor Bjarnson seconded the motion.

Whitney (aye), Spliethof (nay), Bjarnson (aye), Kinyon (nay), Mayor Holston (aye), Coker (aye). Motion passed 4-2

13. Public Hearings-None

14. Appointments-None

15. Public Comment

Dan Barclay-he understands the need for the fee, how we got here is infuriating, he appreciates the time and energy the council has utilized to make a decision.

Ashley Chase-thanked the council, she has been following this and she is glad they didn't go with the higher rate.

Councilor Spliethof-he sat at Dowell Towing for 45 and saw OSP pull over three people, if we had an officer out there we could make more money.

Mayor Holston-while we have differences of opinion, we all agree on how important public safety is. She thanked the council and the public.

16. Adjourn- 9:07 pm

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder

Business of the City Council

City of Oakridge, Oregon

March 18, 2021

**Agenda Title: Strategic Plan Scorecard
Review**

Agenda Item No: 10.1

Exhibit: None

Proposed Council Action: Information only

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: The City of Oakridge Strategic Plan 2020-2025 was published in November of 2020. Part of the plan includes a scorecard to measure progress towards the city's strategic goals. This scorecard is meant to be reviewed with city council in open session at least quarterly.

City Council members can access the scorecard here:

<https://docs.google.com/spreadsheets/d/12aPqhOZN2NkOJrH-C3b98Jftf-73OEJvtLnBBn7zMQ/edit?usp=sharing>

Please ensure you are logged into your councilor email when accessing.

FISCAL IMPACT: None.

OPTIONS:

RECOMMENDATION:

RECOMMENDED MOTION:

Business of the City Council

City of Oakridge, Oregon

October 7, 2021

Agenda Title: City Engineer of Record RFP

Agenda Item No: 10.2

Exhibit: (1) Committee Recommendation

Proposed Council Action: A motion from the floor to select the City Engineer.

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

ISSUE: The city council directed a Request for Proposal (RFP) be posted for the City of Oakridge Engineer of Record by June 2021. The RFP was posted on June 15, 2021 with a proposal due date of September 15, 2021. Three proposals were received and reviewed by a committee which made a recommendation. The firms submitting were:

Keller Associates:

<https://drive.google.com/file/d/1Sd9HBw9YIdWDyTsgNmLmy5soR9TXey39/view?usp=sharing>

Curran-McCleod:

https://drive.google.com/file/d/1dJf_xTLHI-9v6wkxcq86_mfhjl35TWUD/view?usp=sharing

Civil West:

<https://drive.google.com/file/d/12FhLpuW6wqGs1HDsPBtw9Ka2tFQOJ3r5/view?usp=sharing>

Please review the RFP, proposals, and committee recommendation to inform your vote for City Engineer of Record.

Link to RFP:

https://drive.google.com/file/d/1_ogbjHtIAenC1lzmxqC_vM5cQ8Yqpg6G/view?usp=sharing

FISCAL IMPACT: TBD.

OPTIONS: (1) Select an Engineer of Record

(2) Direct staff to submit another RFP for City Engineer

RECOMMENDATION: Staff recommend option (1).

RECOMMENDED MOTION: I move we select _____ to serve as the Engineer of Record for a period of three years.

	<i>Civil West</i>	<i>Curran-McLeod</i>	<i>Keller Associates</i>
Years of experience*	3	4	4
	3	4	4
Experience with Oakridge	1	5	1
	1	5	0
Firm capacity (depth)	3	4	4
	3	4	4
Accessibility	3	4	4
	4	5	4
Breadth of services offered	3	5	4
	5	5	5
Firm Reputation	4	4	4
	5	5	5
Proposal completeness	2	5	3
	3	5	3
Total	43	64	49

*years since inception as a firm

Rating system

1-5, with 5 being the best

Comments

Civil West is relatively new, however they do serve communities near us.

Biggest concern, all else being relatively equal, is the time it would take to get "up to speed" with our systems.

Both Civil West and Keller Assoc. had misinformation for Oakridge knowledge

Civil West is a relatively new firm. Not sure if that is good or bad. My gut tells me not enough experience. Comparing Keller Assoc. has many staff with pretty much the same education, not as diverse.

Business of the City Council

City of Oakridge, Oregon

May 06, 2021

Agenda Title: Consider appointment of citizen to a committee.

Agenda Item No: 15.1

Exhibits: (1) Submitted Application

Proposed Council Action: A motion from the floor to appoint applicant into a vacant position.

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

ISSUE: The city has received one citizen application for the Library Board:

<u>Name</u>	<u>Committee</u>	<u>Vacancies/Seats</u>	<u>Term</u>
Ms. Annie Brown	Library Board	2 / 7	2 years

FISCAL IMPACT: None

**OPTIONS: 1. Appoint applicant.
2. Do not appoint applicant.**

RECOMMENDATION: The staff recommends option 1.

RECOMMENDED MOTION: I move that we appoint Ms. Annie Brown to serve on the Oakridge Library Board, for a term expiring 12/31/2023.

Edith "Ann" Brown



City of Oakridge Volunteer Application and Placement Form

Return completed application to: City Administrator, 48318 E 1st Street, Oakridge, OR 97463 or cityadministrator@ci.oakridge.or.us

Name	Annie Brown	Daytime Phone	[REDACTED]
Address	[REDACTED]	Evening Phone	same
City/Zip	Oakridge 97463	Email	[REDACTED]

Are you under 18 years of age? (circle one) YES NO

Current Employer or School	Oakridge Library	Phone	
Education, Work, or Volunteer Experience			
Library volunteer			
Skills or Certifications			
I love books! I'm a library volunteer who wants to give back to the community.			

List the hours you are available or prefer:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
NA	_____					

Personal Reference (not related)

Name	Rack Cameron	Phone	[REDACTED]	Relationship	friend
Address	City/State/Zip				

Volunteer or Employer Reference

Name	Georganne Samelson	Phone	[REDACTED]	Relationship	employer
Address	4525 Perkins	City/State/Zip		Oakridge OR	

I give my permission for the named references to be contacted either verbally or in writing. I also understand that information obtained will be used only in conjunction with a City of Oakridge volunteer position. All of the information on this application is true to the best of my knowledge.

Signature: E. Ann Brown Date: 09-21-21
For Internal Use Only



Volunteer Name: ANNIE BROWN

Referred to or Placed:

Department & Staff	Volunteer Position	Copies Sent by	Date
LIBRARY	BOARD MEMBER		9/21/2021

Enter Date Completed (if applicable)

Application	9/21/2021	Interview	✓
Reference Check	N/A	Job Description Provided	✓
Background Check	N/A	Volunteer Orientation & Certification	✓
DMV Check	N/A	Insurance Coverage & Waiver	✓
Parental Consent Form	N/A	Auto and General Liability Waivers	N/A

Comments

Current library volunteer. City Council scheduled 10/7/2021

Edith "Ann" Brown



This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260 -30.300 to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS OF VOLUNTEER SERVICE AND WAIVER OF LIABILITY. I CERTIFY THAT ANY PERSONALLY OWNED VEHICLE USED IN THE COURSE OF MY VOLUNTEER DUTIES ARE INSURED IN ACCORDANCE WITH OREGON INSURANCE REQUIREMENTS.

I AGREE AND ACKNOWLEDGE THAT MY PARTICIPATION AS A VOLUNTEER FOR THE CITY OF OAKRIDGE IS COMPLETELY VOLUNTARY AND THAT I HAVE NEITHER RECEIVED NOR EXPECT TO RECEIVE ANY COMPENSATION OR OTHER BENEFIT FOR MY PARTICIPATION AS A VOLUNTEER.

I UNDERSTAND THAT IN ORDER TO RECEIVE THE PROTECTIONS SET FORTH IN THIS AGREEMENT; THE FOLLOWING MUST BE COMPLETED AND APPROVED BY AN AUTHORIZED REPRESENTATIVE OF THE CITY OF OAKRIDGE.

Name	Annie Brown	Home Phone	[REDACTED]
Address	[REDACTED]	Alt. Phone	
City/ST/Zip	Oakridge, Or 97463	Email	Hanniebrown@gmail.com
Driver's License Number	OR 6067800	Auto Insurance Company/Policy No.	Farmers Ins
Signature	E. Ann Brown	Date	09/21/21
Supervisor Name	Georgi Samuelson	Phone	541-782-1156

REQUIRED FOR ALL MINORS:

PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT

I, _____, as parent or legal guardian hereby grant permission for to do volunteer work for the City of Oakridge. In the event of an emergency, accident, or illness, I authorize the City of Oakridge and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

Signature: _____ Date: _____

Note: Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for a different activity, or when volunteer duties change.



City of Oakridge Volunteer Waiver

As a volunteer working at the City of Oakridge, you need to have an understanding of the extent to which you are covered by insurance for liability and personal injury or illness. Please read the following carefully and sign below.

TORT LIABILITY

The City of Oakridge will indemnify and defend you against civil actions for injuries or damage to the person or property of others, subject to the following general conditions:

- You are working on a task assigned by an authorized City of Oakridge supervisor for the benefit of City of Oakridge.
- You limit your actions to the duties assigned (defined in the assigned duties section below).
- You perform your assigned duties in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

The conditions and limits of this protection are stated in the Oregon Tort Claims Act, ORS 30.260 – 30.300.

MOTOR VEHICLE LIABILITY

If you use a personally owned vehicle in the course of your duties, you are required to have automobile liability insurance in accordance with Oregon law. Your personal insurance will provide your primary coverage for any accidents involving the personally owned vehicle you are driving. State provided automobile liability coverage may apply on a limited basis only after your primary coverage limits have been used and only where the indemnification conditions set forth above are applicable. You MUST possess a valid driver's license.

WORKERS' COMPENSATION COVERAGE

Workers' compensation coverage is provided while you if you are injured while performing volunteer service for the City of Oakridge.

REPORTING RESPONSIBILITY

Any time you are involved in any accident or injury to person or property while performing assigned duties, you MUST inform your immediate supervisor as soon as possible. You will need to immediately report the details by filling out SAIF form 801 or call 855-959-2741.

WAIVER OF LIABILITY

As an authorized volunteer for the City of Oakridge, I understand that the City of Oakridge will provide workers' compensation coverage for me in the event I suffer injury due to an accident while performing authorized volunteer duties. In exchange for the coverage, I, for myself, my heirs, executors, administrators and assigns, release and forever discharge the City of Oakridge from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against the City of Oakridge or its officers, elected officials, agents or employees, and from all liability under the Oregon Tort Claims Act, ORS 30.260 – 30.300, for any and all harm or damage to my health in any matter resulting from or arising out of my volunteer activities.