

March 3, 2022
7:00 pm City Council Meeting
Remote Participation Session
City Hall Conference Room
48318 E 1st 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

8.1 Approval of Minutes from 12/16/2021; 1/6/2022; 1/12/2022; 1/20/2022

9. Business from the City Council

9.1 City Auditor Brief

10. Business from the City Administration

10.1 Introduction of the New City Administrator Pro Tem

10.2 City Engineer Selection

10.3 TRT Request – Banner Park Project

11. Reports of Boards, Commissions and Committees

11.1 Administrative Advisory Committee

11.1.1 Charter Review Subcommittee

11.2 Parks and Community Services Committee

11.3 RTMP Committee

12. Items Removed from the Consent Agenda

13. Public Hearings

14. Ordinances, Resolutions

15. Appointments

15.1 City Councilor Appointment

15.2 Budget Committee

15.3 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. While discouraged due to the pandemic, you may attend in person at City Hall. Masks are required.

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.



December 16, 2021
Regular Session/Work Session (Via Zoom)
City Hall Conference Room
48318 E 1st 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, Dawn Kinyon, Audy Spliethof and Christina Hollett

Staff Present: Police Chief Kevin Martin and City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call-all present. Councilor Coker was excused to leave meeting at 7:11

4. Additions, corrections or adjustments to the agenda-none

5. Public Comment-

John Ross- he is a reporter for the Highway 58 Herald, he wanted to clear up that there was an article written with his name attached, but he is not the one who wrote the article and it has been corrected.

6. Mayors Comments / Announcements / Proclamation

Mayor Holston-thanked Lynda and Gary and everyone who helped with the Tree Lighting event.

The Red Cross went door to door offering to install smoke detectors around town.

7. Council Comments / Announcements

Councilor Hollett-thanked everyone for volunteering for the Light Parade.

8. Consent Agenda

8.1 Minutes from 11/4/2021 and 11/18/2021
8.2 November Financial Report

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

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

9. Business from the City Council

Councilor Kinyon-asked about the PSF.

Mayor Holston and Jackie Sims- explained the process of how they are generated and mailed out.

Councilor Kinyon-would like to discuss this at the next meeting.

Mayor Holston-gave an update on the Finance Director Job posting and the Engineer of Record posting.

10. Business from the City Administrator

10.1 City Administrator Update

10.1.1 Fee Waiver

Mayor Holston-read the issue

There was discussion on the process of waiving fees for events, we don't have a set process. We will come back at a later date to put together a process to use.

Motion: Councilor Kinyon moved to approve the requested fee waiver for the dance and ballet classes at the Greenwaters Community Building January-June 2022 and transfer the money out of TRT. Councilor Bjarnson seconded the motion.

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

10.1.2 Change Order

Mayor Holston-read the issue.

The council discussed the need for the change order.

Motion: Councilor Kinyon moved to approve the change order in the amount of \$24,500 for the Alpine Stream Construction Signage and Wayfinding Project. Councilor Whitney seconded the motion.

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

10.1.3 National Forest Grant-no information in packet

10.1.4 Osprey Disc Golf Course-no information in packet

10.2 Community Services Update- Councilor Whitney gave report

10.3 Police Department Update-Chief Kevin Martin gave report

10.4 Fire Department Update-Scott Hollett updated on the Red Cross

10.5 Public Works Update-Robeart gave a report

11. Items Removed from the Consent Agenda-none

12. Ordinance, Resolutions and Public Comments

12.1 Ordinance 938-controlling the sale of tobacco products

Mayor Holston-read the issue

Motion: Councilor Spliethof moved we adopt Ordinance 938, which repeals Chapter 115 of the City of Oakridge Code for Tobacco products. Councilor Kinyon seconded the motion.

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

13. Public Comments-none

14. Appointments-none

Adjourn regular meeting for work session- 8:33 pm

15. Work Session-CA Recruitment #3-Position Description and Timeline, Pro Tem process

The Mayor and Councilors discussed salary ranges and what they are looking for in a City Administrator.

Chief Martin-the staff is concerned about not receiving any inquiries for the Finance Director position.

Mayor Holston-she will talk to LCOG.

Councilor Kinyon-said she is logging off of the meeting at 8:43 pm, but returned shortly after.

16. Public Comment

Sissy Cutchen 48430 Hills Street- She expressed great concern regarding the actions of the city council and the loss that the city is going to take.

Jan Christensen- is on board with everything that Sissy said.

Councilor Kinyon- wanted to respond to Sissy's comments.

17. Adjourn- 9:13 pm

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



January 6, 2022
Regular Session (Via Zoom)
City Hall Conference Room
48318 E 1st Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

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

Staff Present: City Administrator Bryan Cutchen and Police Chief Kevin Martin

2. Pledge of Allegiance

3. **Roll Call**-Councilor Bjarnson is excused

4. Additions, corrections or adjustments to the agenda

5. Public Comment-

Rick Zylstra 48426 Sunny Nook- Osprey Park Expansion, that property was set aside in the parks master plan for a soccer field.

Dan Barclay- had comments about the last work session.

John Ryan- requested current copies of city employee's hours and wages. He was told he would have to pay for copies.

Bryan- that information is public record he can get it online, or he can come in and pay the fee for the time it takes to get the information.

Margaret Cabral- asked what the public safety fee bill is for.

Bryan- explained what the fee is for.

Alex (inaudible) Klohn Rd- he shouldn't have to pay the public safety fee, the city should vote on it, not the city council.

Jan Christensen 47716 W 2nd- she is a member of the budget committee, one of the city council job descriptions are to appoint administrative positions. Bryan has been the only professional in these meetings as well as the finance director. The council should go out of their way to make a formal apology to Bryan.

6. Mayors Comments / Announcements / Proclamation

Mayor Holston- read the Oakridge School Board Proclamation

The Council agreed to make this a proclamation.

7. Council Comments / Announcements

Councilor Coker- asked Bryan if it was in the ordinance about the city putting liens on property if the PSF wasn't paid.

Bryan- it is part of the ordinance.

Councilor Hollett- read a letter from Ken and Jan Hooker.

Councilor Kinyon- received a letter from a citizen regarding the PSF not knowing what the fee is for. Can we add a description to the bill?

Bryan- at the request of Councilor Coker we will send out information with the next bill.

Councilor Kinyon- she thought the council took the part about the liens on property out of the ordinance.

Mayor Holston- if Councilor Kinyon can find that meeting we will add it to a future agenda.

8. Consent Agenda

8.1 Minutes from December 16, 2021

8.2 City Attorney Billing for Sep-Oct-Nov 2021

Councilor Kinyon-wants to remove the minutes from the consent agenda. We will add this to 12.

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

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

9. Business from the City Council

9.1 State of the City Address- Mayor Holston

Mayor Holston- read her State of the City Address

Mayor Holston- resigned from the position of Mayor effective immediately.

Councilor Hollett will run the rest of the meeting.

9.2 Charter Review Subcommittee Update-

Councilor Kinyon- they will be meeting next week.

9.3 Redistricting Committee Update-

Councilor Hollett- at the last meeting they put together a sub-committee (inaudible, bad connection)

9.4 Roberts Rules of Order

Councilor Kinyon- read the issue.

Motion: Councilor Kinyon moved to direct the City Administrator to schedule mediation or training for the council to learn how to debate and discuss per Roberts Rules with the League of Oregon Cities or another reputable source qualified to do so. Councilor Spliethof seconded the motion.

Councilor Whitney- asked if Councilor Kinyon has researched the cost of the training and mediation? After tonight's events maybe this isn't appropriate now, she believes it was more of a personal conflict.

Bryan- once Councilor Kinyon gets us an amount she should bring it back at that time.

Councilor Kinyon- she agreed with Councilor Whitney, she will withdraw her motion.

Councilor Spliethof- agreed to withdraw motion.

9.5 Audit Update

Bryan- status of the audit is Eric has been working closely with our auditors. They did not get to a point where they were ready to sign off by the 31st. The new audit due date is the end of January.

10. Business from the City Administrator

10.1 Osprey Disc Golf Course Expansion Proposal- removed from agenda

10.2 National Forest Grant

Bryan-read the issue.

Sarah Altemus-Pope- presented a power point to the council and also discussed other grants they have applied for.

Motion: Councilor Whitney moved that we approve the National Forest Foundation Grant application for \$20,000 in grant funding and a \$20,000 match from the Oakridge Industrial Park Fund. Councilor Coker seconded the motion.

Whitney (aye), Kinyon (aye), Coker (aye), Spliethof (aye), Hollett (aye). Motion passed 5-0

10.3 Use of TRT Funds

Bryan- read the issue.

Motion: Councilor Whitney moved that we approve the staff request transfer of funds from the TRT account to the general fund to reimburse the fee waiver approved on 12/16/2021. The unrealized revenue will be allocated to the parks department. Councilor Kinyon seconded the motion.

Hollett (aye), Kinyon (aye), Coker (aye), Spliethof (aye), Whitney (aye). Motion passed 5-0

10.4 Appointment of the Fiscal Year 2022-2023 Budget Officer

Bryan- read the issue.

Motion: Councilor Kinyon moved that we appoint the City Administrator (or City Administrator Pro Tem in his absence) to serve as the fiscal year 2023 budget officer. Councilor Whitney seconded the motion.

Coker (aye), Kinyon (aye), Spliethof (aye), Whitney (aye), Hollett (aye). Motion passed 5-0

11. Reports of Boards, Commissions and Committees

12. Items removed from the consent agenda

12.1 Minutes from the December 16, 2021 meeting

Councilor Whitney- would like to put this on the next agenda and allow council to go through the standard procedure of going through city staff to make the corrections.

Councilor Hollett- would like a work session regarding the events of tonight and it being the start of a New Year, talk about goal setting.

13. Ordinances, Resolutions-none

14. **Public Hearings-none**

15. **Appointments-none**

16. **Public Comment**

Sarah Altemus Pope – would like the council to think about the need for a Finance Director and she really, really encourages the council to go into mediation with Bryan to offer to have him rescind his resignation. He is an excellent CA and we are getting so many things done under his watch. We need to start discussion on putting together a levy before the community but we need to educate the community.

Dan Barclay- City Administrator and Pro Tem hiring. We still do not have a formal Supplemental Budget.

Jan Christensen- she agrees with Dan and Sarah, she is really disappointed in the Mayor's departure that is a really bad sign. She would like the council to continue with mediation, they need to learn how to work together in differences of opinion and respect each other. She would like to see Bryan stay on and he has had to help you continue this meeting since the mayor left.

Councilor Spliethof- how long do we have to elect our vice chair?

Councilor Hollett- she will check into that, she assumes it will be at the next meeting.

17. **CA & CA Pro Tem Recruitment #4- not doing this tonight given the circumstances of tonight.**

18. **Adjourn: 9:05 pm**

Signed: _____
Christina Hollett, Council President

Signed: _____
Jackie Sims, City Recorder



January 12, 2022
Special/Work Session (Via Zoom)
City Hall Conference Room
48318 E 1st Street
5:30 p.m.

MINUTES

1. CALL MEETING TO ORDER- 5:30 pm

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

Staff Present: City Administrator Bryan Cutchen, Police Chief Kevin Martin and Assistant City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call

4. Additions, corrections or adjustments to the agenda

Councilor Kinyon-wanted to add 4.1 Council comments and 4.2 Public comments and 8.2 nominate a Council President.

4A Public Comment

Mary Gustafson 48353 Westoak Rd- she was shocked to see that two more people have resigned. She doesn't understand what is going on with people who are serving our community.

Dan Barclay 47501 Hwy 58- astonished that tonight's agenda has paragraph 5, talked about the Mayor's vacant position.

****WORK SESSION****

Started at 5:41 pm

5. Discussion of Mayor Vacancy

5.1 Announcement of Vacancy

Bryan- he understands Mr. Barclay's comments, but he did run this by the City Attorney and he provided council his opinions on the charter.

5.2 Call for nominations

Bryan- asked for a consensus that they want him to run a vacancy opening for 30 days immediately.

5.3 Appointment process

The council prefers to have a motion from the floor when this comes up later.

6. Discussion of City Administrator Pro Tem Recruitment

6.1 Advertisement-Direct Contact

Bryan- read the issue.

Bryan-do you want to use city staff and city council resources to assist in this effort or do you want to use LCOG resources?

Councilor Kinyon- would like to see the full council work together for the process of hiring a Pro Tem and the posting for the City Administrator.

Councilor Whitney- she would like help from LCOG, just to make sure that we are complying with all of the hiring laws and make sure we don't run into any issues.

Councilor Spliethof- in our packet we got from LCOG that showed six people that are available for the Pro Tem CA he doesn't think they are all available, he contacted one of them that used to be the CA here and he is not available.

Bryan- the list is pulled from a database that is used by the League of Oregon Cities, just because they are in the database doesn't mean they are available.

6.2 Timeline

Councilor Hollett- she would like to post the advertisement and see who is interested. (bad connection)

6.3 Compensation

Councilor Spliethof -asked Bryan if there is any way that he would come back?

Bryan- he would ask the council to look at his resignation letter and address the issues that he had or else he doesn't see the working relationship being cohesive. That would have to be addressed before he would consider it.

Councilor Kinyon- when we post the pro tem and permanent city administrator positions that we are accepting applications from internal and external applicants?

Bryan- he does have some concerns with when you say internal do you mean internal to the staff?

Councilor Kinyon- yes.

Bryan- he has some concerns with selecting the pro tem from the staff. All of the employees aside from himself, the police chief, Sergeant McPherson are unionized nonexempt personnel. It would be a conflict of interest for them to take a leave of absence to perform the job of the Chief Executive of the City and perhaps change policies that might benefit them or their department and then go back into their position.

7. Discussion of City Administrator Recruitment

7.1 Approval of recruitment documents

Bryan- he looked in the shared folder and it didn't look like many councilors checked in and even reviewed the documents that we need to move ahead. He would encourage you to go look at the documents, mark it up and make comments. We need to set a date on taking the applications and start the review.

7.2 Method of recruitment-internal or external

7.3 Timeline

7.4 Compensation

Councilor Whitney- she is really concerned that we won't have a finance director here come March 1st.

Bryan- he does have a couple of pre-interviews next week.

****SPECIAL SESSION****

Started at 6:43 pm

8. Business from the City Council

8.1 Announcement of City Council Vacancy

Motion: Councilor Kinyon moved to nominate our Council President Chrissy Hollett to fill the mayoral seat through December 31, 2022 and post for a vacancy on the council. Councilor Spliethof seconded the motion.

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

Mayor Hollett- asked to confirm what date we would vote for the new council seat.

Bryan- if you want to give it a 30-day application window it would have to be the first meeting in March.

8.2 Nomination of Council President

Councilor Whitney- expressed that she has an interest in being the Council President.

Councilor Spliethof- nominated Councilor Kinyon as Council President.

Councilor Coker- expressed that she would like to be Council President.

Councilor Kinyon- said she would step back from the nomination.

Motion: Councilor Kinyon nominated Councilor Whitney for Council President. There was no second.

Motion: Councilor Kinyon nominated Councilor Coker for Council President. Councilor Spliethof seconded the motion.

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

9. Public Comment

Dan Barclay 47501 Hwy 58- commented on the council president taking the mayor's seat and City Charter.

Sarah Altemus Pope- she was hoping there would be more discussion on keeping our City Administrator. This weighing heavily on her.

10. Adjourn: 7:01 pm

Signed: _____
Christina Hollett, Mayor

Signed: _____
Jackie Sims, City Recorder



January 20, 2022
Regular Session (Via Zoom)
City Hall Conference Room
48318 E 1st Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

Council Present: Councilors Michele Coker, Dawn Kinyon, Audy Spliethof, Melissa Bjarnson and Mayor Christina Hollett

Staff Present: City Administrator Bryan Cutchen, Police Chief Kevin Martin and Assistant City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call- Councilor Whitney is excused

****Executive Session****

7:02 pm

192.660 (2) (a) to consider the employment of a public officer, employee, staff member or individual agent.

****Regular Session****

4. Additions, corrections or adjustments to the agenda

Councilor Kinyon- add supplemental budget update

Councilor Spliethof- add not hiring a police officer and fire fighter, cost analysis

Mayor Hollett- we will discuss that with the supplemental budget

5. Public Comments

Mayor Hollett- read a letter that was emailed to her regarding the new PSF. (see attached)

Jan Christensen- why we need in person meetings.

6. Mayor Comments / Announcements / Proclamations

None

7. Council Comments / Announcements

Councilor Kinyon- asked for the status of the ARPA Town Hall meeting?

Bryan- we had to cancel the meeting due to lack of quorum which was to discuss scheduling the town hall.

8. Consent Agenda

- 8.1 Minutes from 12/6/2021
- 8.2 December Financial Report

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

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

9. Business from the City Council

- 9.1 LRAPA Budget Committee Appointment-Mayor Hollett

Bryan - Steve Dietrich from LRAPA and Julie Lindsey the Finance Director with LRAPA are in attendance.

Mayor Hollett- asked if any councilors would be interested in this position.

Steve Dietrich- talked about how often and when the meetings will occur.

Councilor Kinyon- she would be interested in the budget committee meetings.

Mayor Hollett- she will attend the Board of Directors meetings.

Motion: Councilor Bjarnson moved to appoint Councilor Kinyon to the LRAPA Budget Committee for the 2022-2023 Budget Cycle. Councilor Coker seconded the motion.

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

- 9.2 City Engineer RFP Review Committee Designation – Councilor Kinyon

Councilor Kinyon- read the issue.

Councilor Kinyon- two members of the community have reached out to her wanting to be on this committee.

Motion: Councilor Kinyon moved that we appoint Poncho and Dan Barclay to the City Engineer Request for Proposal Review Committee. Councilor Spliethof seconded the motion.

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

- 9.2. Appoint Councilor to City Engineer RFP Committee

Motion: Councilor Spliethof moved to appoint Councilor Kinyon to the City Engineer RFP Committee. Councilor Bjarnson seconded the motion.

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

- 9.3 Banner Park Proposal- Councilor Whitney

Bryan- read the issue.

Lynda Kamerrer- gave a presentation on the plans for the update of Banner Park.

Motion: Councilor Spliethof moved that we approve the permaculture design proposal for Banner Park and Authorize initial work to begin under the supervision of the Parks and Community Services Committee. Councilor Bjarnson seconded the motion.

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

9.4 Supplemental Budget Update

Councilor Kinyon- asked Bryan to give them an update on the open Finance Director position.

Bryan- he has two applicants and he had preliminary interviews today and he is going to have round table interviews next week.

Councilor Kinyon- last fall when we had a supplemental budget presented to the council that wasn't approved, we directed the CA to provide us with a supplemental budget. We should consider directing for a supplemental budget proposed that is more in line with things that the council has been asking for like Councilor Spliethof asking that we don't replace the police and fire positions and she agrees with that.

Mayor Hollett- declared a conflict of interest since her husband is an employee of the city.

Councilor Spliethof- asked the city administrator to provide us with a supplemental budget without hiring another police officer and fire fighter and he asked about shutting city hall down to three days a week.

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

Motion: Councilor Kinyon moved have a hiring freeze on the two positions in the police and fire departments and to direct our city administrator to come to us as soon as possible with information on the possibility of a three-day week at city hall.

Councilor Spliethof- made a friendly amendment to add a pay freeze.

Councilor Kinyon- accepted the friendly amendment.

Councilor Spliethof- seconded the motion.

Chief Martin- he strongly suggests you do not freeze hiring, he has two officers who have expressed they will be leaving the department. You cannot freeze wages for the union employees.

Councilor Coker- for the record she is completely against this motion.

Councilor Coker - will work with Eric to come up with a supplemental budget.

Councilor Kinyon- rescinded her motion and thanked Councilor Coker for offering to help with the supplemental budget. She wants to give direction to the city administrator to have Eric come up with a supplemental budget.

10. Business from the City Administrator

10.1 City Administrator Update

Bryan- he is trying to close out as many projects as he can so it is a smooth transition for the new city administrator.

10.2 Community Services Update- no update

10.3 Police Department Update

Chief Martin- gave the update.

10.4 Fire Department Update

Bryan- gave an update.

Scott Hollett- gave an update on the fire department volunteer drive.

10.5 Public Works Update

Bryan- gave the report.

Grace- gave an update on the Signage and Wayfinding grant.

- 11. **Items Removed from the Consent Agenda-none**
- 12. **Ordinances, Resolutions, and Public Comments-none**
- 13. **Public Hearings-none**
- 14. **Appointments-none**
- 15. **Public Comments**

Rustie Ackland 48265 Commercial St- talked about the consequences of not filling the two positions in the fire and police departments and the purpose of the PSF and the community.

Trudy Hammond 76349 Willamette Way- Banner Bank Park comment.

Dan Barclay 47501 Hwy 58- the hiring freeze is a bad idea and you can't freeze the union employee wages.

Deb Borton LaDuke Rd- Why can't she vote and run for office; the council really screwed up by getting rid of Bryan.

- 16. **Adjourn 9:27 pm**

Signed: _____
Christina Hollett, Mayor

Signed: _____
Jackie Sims, City Recorder

Business of the City Council

City of Oakridge, Oregon

March 03, 2022

Agenda Title: City Engineer Selection

Agenda Item No: 10.2

**Exhibit: (1) Proposal Evaluation Process excerpt
(2) Committee Scoring Summary**

**Proposed Council Action: A motion from
the floor to approve.**

City Administrator: TBA

ISSUE: The evaluation and selection process for the City Engineer of Record was completed by the RFP Review Subcommittee. An excerpt from the RFP describing the evaluation process is included as Exhibit (1). A summary of the scoring is attached in Exhibit (2). The recommendation is now presented to the city council for approval.

FISCAL IMPACT: None.

OPTIONS: 1) Select the recommended candidate, Curran McCleod.
2) Cancel the RFP.

RECOMMENDATION: Staff recommends option (1).

RECOMMENDED MOTION: I move we appoint Curran McCleod as the city engineer for record for a period of three years.

III. PROPOSAL EVALUATION

A. MINIMUM QUALIFICATIONS

The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- A Civil Engineer licensed to work in the State of Oregon.
- Ability to provide the engineering work needed by the City to the standards required by the City, County and State.
- Has the financial resources for the performance of the desired engineer services, or the ability to obtain such resources.
- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Engineering Service Contract.

B. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

	Maximum Points
1) Specialized experience in the type of work to be performed, specifically including work in a city of similar size.	(25)
2) Qualifications and experience of the staff assigned by proposer to perform these services.	(15)
3) Past experience of proposer and project team members with relevant county, state, and federal regulatory and funding agencies.	(10)
4) Quality of proposed scope of work, including the proposed management techniques and practices for City service needs.	(10)
5) Familiarity with the City and City locale.	(10)
6) Distance from City.	(10)
7) Availability and capability to perform the engineering services described in this RFP on an ongoing basis, including flexibility to perform services on projects of projects of widely varying sizes.	(15)
8) References.	(5)
Maximum Total Points	100

C. SELECTION

The City is using a qualifications-based selection (QBS) process as mandated for engineering contracts anticipated to exceed \$100,000 by ORS 279C.110. As a result, selection of the most qualified candidate will be made without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

Each member of the evaluation committee shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Article III.B of this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, the evaluation committee shall provide the results of the scoring and ranking to the City Council, with an awardee recommendation. If the Council does not cancel the RFP after receipt of the evaluation committee's scoring results and recommendation, the City will begin negotiating a contract with the highest-ranking candidate. The City shall direct negotiations toward obtaining written agreement on the Engineer's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have a new engineering contract in place no later than April 1, 2022.

D. CONTRACT

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Submittal of a proposal indicates a proposer's agreement with the terms of the attached contract. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

It is anticipated that the City of Oakridge will enter into a one (1) year agreement, which thereafter may be extended upon written consent of both parties for additional three (3) year terms.

Any contract requires that awardee will comply with all applicable federal and state laws, rules and regulations. This solicitation is not an implied contract and may be modified or revoked without notice.

**The City of Oakridge is an Equal Opportunity/Affirmative Action Employer.
Women, Minorities and Disabled Persons are encouraged to apply.**

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE
MODIFIED OR REVOKED WITHOUT NOTICE.

City of Oakridge - City Engineer RFP Review Committee Scorecard Summary

Curran McCleod Keller

Kinyon	83	96
Barclay	90	85
Tarman	92	94
Chrisman	90	68
Total	355	343

Business of the City Council

City of Oakridge, Oregon

March 3, 2022

Agenda Title: Banner Park TRT Request

Agenda Item No: 10.3

Exhibits: (1) TRT Request

Proposed Council Action: A motion from the floor to approve.

City Administrator: TBA

ISSUE:

The Parks and Community Services Committee has been working with citizen volunteers on a design for Banner Park. The was approved by the city council on January 20, 2022. As a follow on, the group has developed an estimate to complete the initial work on the park and are request TRT funds to assist in funding the effort.

The request is included as Exhibit (1)

FISCAL IMPACT: \$5,000.00

**OPTIONS: (1) Approve all or some of the request.
(2) Deny the request.**

STAFF RECOMMENDATION: Option (1)

RECOMMENDED MOTION: I move that we approve \$5,000 in TRT funds to assist in funding the approved permaculture design for Banner Park.

TRT PROJECT BUDGET

Project: Banner Park Landscaping

Property Owner: City of Oakridge

Project Address & Mailing Address: 48267 East First Street, Oakridge

Contact Person: Lynda Kamerrer


Phone: 541-915-1217 **Email address** info@oakridge-lodge.com

Fax Number: _____

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$	\$
Equipment/Supplies	\$	\$
Other	\$	\$
trees/shrubs	1500	1500
soil	1500	1500
edging blocks	800	800
delivery fee	1200	1200
Total	\$5,000	\$5,000
Funds Requested	\$5,000	\$5,000

Prepared by: Lynda Kamerrer

Title: Volunteer-Parks Committee

Signature of Point of Contact: 

Title: Volunteer-Parks Committee

Note:
This Project Budget must be submitted in the original grant application.

February 22, 2022

To: Bryan Cutchen, City Administrator

Re: TRT Request

Fr: Lynda Kamerrer on behalf of the Parks & Community Services Advisory Committee

Please see the attached TRT Project Budget form. Below is some additional information about the park development and community contributions. This project qualifies under beautification and specifically the landscaping category. The expected results from improving the looks and functions of Banner Park include: a positive aesthetic for the business district, an inviting space for residents and visitors to enjoy, creating shade to cool the urban built environment, and increase the time visitors spend in Oakridge.

The donation request to Lane Forest Products is in process and the results are unknown at this time. The Oakridge School District plans to complete their benches and trellises by mid-April. The EV charging station will create revenue which can then be reinvested in the park.

	Project Budget
Community Contributions	These are estimates
Volunteer Time: Planning, seeking donations, outreach to community, valued at \$25/hour for 500 hours	12,500
GOATS – Volunteer time and use of equipment to refine gravel pathways	1500
Lane Forest Products -Donation Request in Process; potential discount on delivery and cost of materials	Pending
Oakridge School District CTE Program: students are making benches and trellises to be donated to the City	800
Lane Electric Cooperative has made a verbal commitment to install an Electric Vehicle Charging Station in the Northeast corner of the park in the next few months, depending on equipment and personnel availability. This is an estimate of the investment they are making in our community.	50,000
Total Anticipated/Estimated Contributions	64,800
Resources Needed for Phase 1 Park Development	5,000
Trees and Shrubs	1,500
Soil	1500
Pathway Edging Blocks	800
Delivery Fee	1200
Future Plans: a kiosk with maps of the district and community attractions; a restroom; development of the north hillside.	

Business of the City Council

City of Oakridge, Oregon

March 03, 2022

Agenda Title: City Council Vacancy

Agenda Item No: 15.1

Exhibit: (1) Candidate Packages

Proposed Council Action: A motion from the floor to appoint a candidate to fill the vacancy.

City Administrator: TBA

ISSUE: A vacancy on the city council was created when Mayor Holston resigned 1/6/2022 and Councilor Hollett was appointed to fill the mayor vacancy on 1/12/2022. The city advertised the vacancy and has received two applications.

FISCAL IMPACT: None.

**OPTIONS: 1) Select a candidate to fill the councilor vacancy.
2) Do not select a candidate to fill the vacancy.**

RECOMMENDATION: N/A

RECOMMENDED MOTION: I move we appoint _____ to fill the city council vacancy for a term ending 12/31/2022.



Oakridge City Councilor Questionnaire

Name: Trudy Hammond 1/17/2022

Please use a separate sheet of paper to answer the questions.

1. Describe your vision for Oakridge and what your service on the council can do to help reach that vision.
2. Describe the strengths that you would bring to the council.
3. Describe any previous public or civic service you have given.
4. Once a decision is made after careful and reasoned debate, describe your ability to support the majority opinion, even though you may not agree.
5. Describe your understanding of the role of the council versus the role of staff in a local government.
6. The public process can seem to be slow and tedious. Describe your ability to deal with the frustration this may cause.
7. Describe your ability to dedicate significant amounts of time required to be of service to your community, including the opportunities to serve on local, county, regional, and state committees.

1. My vision for Oakridge is of unification between local leadership and community members. I can independently make decisions to provide the best outcome for Oakridge using my skills in communication, research and integrity.
2. The strength I can bring to the city council is a new perspective, fresh ideas and a supportive role advocating for the citizens, all the while, supporting agendas in progress from past decisions.
3. My previous and current public service extends to Lane County as a participant advocate with the Rural Advisory Committee for the city of Oakridge citizens. I was a former Oakridge Public Safety Committee member, former Budget Committee member and currently am an Administration Committee member and volunteer for the Community Solutions warming center. I also operate an animal safety center in Oakridge as well as donate pet food to neighboring Lowell's community food bank.
4. I can continue in support by taking action as needed to provide the team effort of achieving goals for our community asserted by our city council.
5. The role of a city councilor is countless hours of dedicated unpaid activities, research, and public scrutiny. Staff is under the direction of a paid position and limited time spent, with just as much achieved with guidance.
6. Frustration is an emotional reaction to anger. I use techniques to defuse anger and I am not shy to seek advice, apply mental health techniques learned in countless training scenarios and experiences.
7. I am naturally dedicated to devoting time and energy by having the position of authority, income, and desire to be involved in providing services to this community. I formerly held six contracts with Douglas County in my non profit serving low income, youth, veteran, homeless and disabled. Oregon is my home no matter the county or city.

Thank you for your time,

Judy Hammond



Oakridge City Councilor Questionnaire

Name: Jan Hooker

Please use a separate sheet of paper to answer the questions.

1. Describe your vision for Oakridge and what your service on the council can do to help reach that vision.
2. Describe the strengths that you would bring to the council.
3. Describe any previous public or civic service you have given.
4. Once a decision is made after careful and reasoned debate, describe your ability to support the majority opinion, even though you may not agree.
5. Describe your understanding of the role of the council versus the role of staff in a local government.
6. The public process can seem to be slow and tedious. Describe your ability to deal with the frustration this may cause.
7. Describe your ability to dedicate significant amounts of time required to be of service to your community, including the opportunities to serve on local, county, regional, and state committees.

Jan Hooker

Question 1: Describe your vision for Oakridge and what your service on the council can do to help reach that vision.

Answer: My vision is to help bring our city back into balance. Financially and community wise. We have a chance to put Oakridge back in the news and on the map in a better way. It will take all of us to do it. I believe we need to live within our budget. It will put hardship on ALL of us however we must do it. I also understand it is not without challenges.

I want to see us bring businesses that will add a variety of jobs with decent wages for people so they don't have to go out of town to work. And bring new folks into town. Things such as possibly a truck stop, which I hear is being looked into, family restaurant, grocery store (not just a convenience store), distribution center etc. Also see things for our families and kids to do. Things like kidsport activities, gaming center. I believe we can recruit volunteers to help work with the police department on code enforcement to help alleviate the complaints to police and get the Neighborhood Watch program up and running again. I believe, if done correctly, we can have a large community volunteer program. I believe the majority of our community is more than willing to come together to do that. I would like to see our Municipal Court and Police work together to get a Community Service program for people who have misdemeanor citations and citations such as Code enforcement, minors in possession, vandalism, etc. to put hours in to clean a park or places along side the highway within city limits along with the fine. Also work with the school to help mentor a program if there isn't one for kids to help with a project to receive school credit.

Question 2: Describe the strengths that you would bring to the council.

Answer: I believe I can bring a calm demeanor with the understanding that everyone has a right to voice their opinion. It is HOW they voice it that is important. I also am able to listen to both sides but come to my own opinion after fully listening and hearing them.

Question 3: Describe any previous public or civic service you have given.

Answer: I volunteered for several months at the PD prior to being hired in 2013 as dispatch clerk. I also serve on the Budget Committee and now the Charter Review Committee.

Question 4: Once a decision is made after careful and reasoned debate, describe your ability to support the majority opinion, even though you may not agree.

Answer: No one will ever agree with ALL decisions however I believe we are required to put our own agenda's aside and work to make our city come together as a whole. IF we have done our due diligence with weighing all options, compromising if possible and it's the

decision to best serve our community, we must support and answer citizen questions with confidence that will make them comfortable with that decision. With the proper and reasonable information and communication with citizens, I believe we can achieve greatness again.

Question 5: Describe your understanding of the role of the council versus the role of staff in a local government.

Answer: I believe the role of staff is to lay the groundwork by researching, gathering and compiling information into an informed decision and present it to council. The council then must ask questions they may have and reach an informed decision or compromise to vote. This doesn't mean they will always approve.

Question 6: The public process can seem to be slow and tedious. Describe your ability to deal with the frustration this may cause.

Answer: I like to relax with breathing exercises and get involved in other things.

Question 7: Describe your ability to dedicate significant amounts of time required to be of service to your community, including the opportunities to serve on local, county, regional and state committees.

Answer: I am adamant that if a person does NOT have the ability to devote time to a position of this importance, they should not run. My husband has health problems however we have people who help if needed. He is aware of the time it takes for this position. He is aboard with my decision to run for it. I do not work so have time to do it. I am not saying there may not be a time when an emergency makes it necessary to miss something, however I will do whatever I can to keep that at a minimum.

Business of the City Council

City of Oakridge, Oregon

March 03, 2022

Agenda Title: Consider appointment of a citizen(s) to committees.

Agenda Item No: 15.2, 15.3

Exhibits: (1) Submitted Applications

Proposed Council Action: A motion from the floor to appoint applicants into vacant position(s).

City Administrator: TBA

ISSUE: The city has received a citizen application for committees:

<u>Name</u>	<u>Committee</u>	<u>Vacancies/Seats</u>	<u>Term</u>
Ms. Jeri Reed	Budget	1 / 7	3 year
Mr. Andrew Leach	Library	1 / 7	3 year

FISCAL IMPACT: None

**OPTIONS: 1. Appoint applicant(s).
2. Do not appoint applicant(s).**

RECOMMENDATION: The staff recommends option 1.

RECOMMENDED MOTION: I move that we appoint [name] to serve on the Oakridge [committee] for a term of three years.



FEB 23 REC'D
LMB
4:45

City of Oakridge form for Individual Volunteer Activity
Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hall to confirm date.

Committee or type of volunteer work you are interested in: BUDGET COMMITTEE

Name: Jeri A. Reed

Address: [Redacted] Oakridge, OR 97463

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: [Redacted]

Employer/Occupation: U of O EC Cares

E-mail Address: willow.works.reed@gmail.com

Do you have any special training, experience, knowledge or abilities that are related to this position or that would help the work of this position: I have served on councils and reviewed the budget for Head Start of Lane County on a monthly basis. I am familiar with how a budget works and the importance of knowing what money can be spent and keeping it balanced.

In order to do a brief background check, please provide the following information:

Date of Birth: [Redacted]

Place of Birth: [Redacted]

I understand that I will be responsible and liable for damage or injury to any persons or property resulting from my actions during this activity. I shall indemnify, hold harmless and release the City of Oakridge, its employees, agents and representatives against any and all damages, claims, demands actions, causes of action, costs, and expenses of whatsoever nature as a result of my actions during this activity and will notify the City in the event a third party is injured as a result of this activity.

I, the undersigned participant, acknowledge that I have read and understand the above release.

Participant Name (Printed): Jeri Allyn Reed

Participant Signature: [Handwritten Signature]

Date: 2.17.22

The City of Oakridge is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.



If participant is under age 18, a parent or guardian must sign this form.

As the parent or legal guardian of the above-listed minor, I hereby grant permission for my child to participate in the volunteer service program described above. My signature below represents that I have read, understand the consent to the terms and conditions of this document.

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

If applying for a Board or Committee, please tell us why you are interested in serving.

Oakridge needs to be able to have a budget that is within the parameters of the incoming funds and the requirement on how funds may be allocated. I want to ensure that these things are being done and we prioritize those budget items that benefit our community.

Please check mark any other City Committees, Boards, or Commissions Seat you are currently holding and/or any other City Committees, Boards, or Commissions Seat you are applying for below:

- | | | | | | |
|-----------------------------------|-------------------------------------|---|--------------------------|-------------------------------------|--------------------------|
| Planning Commission | <input type="checkbox"/> | Budget Committee | <input type="checkbox"/> | Audit Committee | <input type="checkbox"/> |
| Administration Advisory Committee | <input checked="" type="checkbox"/> | Library Board | <input type="checkbox"/> | Public Parks & Community Services | <input type="checkbox"/> |
| Public Safety Committee | <input type="checkbox"/> | Economic Development Advisory Committee | <input type="checkbox"/> | Rural Tourism & Marketing Committee | <input type="checkbox"/> |

Library Board



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	Andrew Leach	Daytime Phone	[REDACTED]
Address	[REDACTED]	Evening Phone	[REDACTED]
City/Zip	Oakridge OR 97463	Email	PDXLEACH@gmail.com

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

Current Employer or School	Unemployed	Phone	
Education, Work, or Volunteer Experience	2 Computer Degrees, B.A. in Psych minor in Religion. 95% of an MSW. Several years of music classes + Accounting.		
Skills or Certifications	30 years of Music training. Several years of electronics. 5 years as a software trainer. Computer graphics, online CD, Woodworking.		

List the hours you are available or prefer:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
ANY	Any	Any	Any	Any	Any	Any

Personal Reference (not related)

Name	Jessica Atkins	Phone	[REDACTED]	Relationship	Friend
Address	City/State/Zip		Westfir, OR		

Volunteer or Employer Reference

Name	Lorraine Weers	Phone	[REDACTED]	Relationship	ex-coworker
Address	City/State/Zip		Portland, 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: 
For Internal Use Only

Date: 1/19/22



Volunteer Name: Andrew Leach

Referred to or Placed:

Department & Staff	Volunteer Position	Copies Sent by	Date

Enter Date Completed (if applicable)

Application		Interview	
Reference Check		Job Description Provided	
Background Check		Volunteer Orientation & Certification	
DMV Check		Insurance Coverage & Waiver	
Parental Consent Form		Auto and General Liability Waivers	

Comments