



July 25, 2019  
City Council Meeting  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

## MINUTES

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### 1.0 CALL MEETING TO ORDER

**Council Present:** Mayor Kathy Holston, Councilors, Christina Hollett, Donald Hadley, Paul Forcum, Bobbie Whitney and Trisha Maxfield.

**Staff Present:** City Administrator Bryan Cutchen, Assistant City Recorder Jackie Sims, Community Services Director Rick Zylstra, Chief Kevin Martin

### 2.0 Pledge of Allegiance

### 3.0 Roll Call

### 4.0 Additions, Corrections or Adjustments to the Agenda

### 5.0 Public Comment on items on the agenda- None

### 6.0 Mayor and Council Comments / Announcements / Proclamations

Councilor Whitney she wasn't at the last meeting and she knows there was a little bit of discussion about the Fourth of July, she just wanted to follow up because the council approved \$2500 to fund the event and she'd like to schedule a time or on a future agenda to get a debrief on how things went and how the money was spent, it is important to be transparent.

Councilor Hollett reported on how all of the money is being spent and said that there is a community committee setting up as a nonprofit to coordinate the Fourth of July show and she is more than willing to get those people together to talk about that.

Councilor Maxfield read a document regarding her potential conflict of interest from the last meeting. Trish was asked by Mayor Holston to provide the recorder with a copy of her statement so it can be added to the minutes.

Councilor Hollett said it is really important that we start advertising our meetings in the Dead Mountain Echo again.

Mayor Holston asked when we stopped noticing our meetings in the Dead Mountain Echo?

Rick said that was decided when Phil was here.

There was discussion on which meetings should be advertised in the paper.

The motion was tabled until Bryan can come back with a fiscal impact.

Mayor Holston said the TSP comments are due tomorrow by 5:00 P.M. at City Hall. The materials are available in printed form at the library.

## **7.0 Consent Agenda**

**7.1 To approve the minutes from the June 25, 2019 Special Meeting and July 11, 2019 regular meeting.**

Action: To approve the consent agenda minutes from the June 25, 2019 Special Meeting and July 11, 2019 regular meeting.

Motion: Councilor Maxfield  
Second: Councilor Whitney  
Vote: Passed-Unanimous

## **8.0 Business from the City Council**

### **8.1 Budget Committee Discussion**

Rick read the issue.

Mayor Holston said she'd like to have the first one in September because we will have a new Finance Director and then we can have one in October to begin the process and have this done on a regular basis.

Action: I move that we convene the Budget Committee Thursday September 12, 2019 at 7:00 P.M. location to be determined and the second meeting to be October 10, 2019 at 7:00 P.M. location to be determined.

Motion: Councilor Hollett  
Second: Councilor Forcum  
Vote: Passed-Unanimous

## **9.0 Business from the City Administrator**

## **9.1 City Administrator**

Bryan said it is a pleasure to be here. He is thankful to the council for sitting down with him and getting their perspectives.

### **9.1.1 Authorization for City Administrator to perform volunteer work.**

Bryan read the issue.

Mayor Holston asked if this will require Bryan to be gone for a period of say three weeks at a time?

Bryan said no, at most it would be a long weekend.

Action: I move we approve the City Administrator, Bryan Cutchen, to remain as the Chairman of the Board, Board of Directors of the Association of the United States Navy while being employed by the City of Oakridge.

Motion: Forcum  
Second: Hollett  
Vote: Passed-Unanimous

## **9.2 Community Services**

Rick read the issue.

Councilor Whitney declared a potential conflict of interest.

Councilor Hadley said these permits supposed to be in at least 45 days in advance,

Mr. Custer said this was on him, he didn't realize he needed an extra form.

### **9.2.1 Street Closure alcohol permit for Keg & Cask**

Action: I move we approve Mr. Custer's request for street closure and alcohol permit from Alder Street to Oak Street and Ash Street from 1<sup>st</sup> Street to the first alleys for the Keg and Cask Festival on August 10, 2019 from 12 p.m. to 12 a.m.

Motion: Whitney  
Second: Hollett  
Vote: Passed-Unanimous

### **9.2.2 Alcohol Permit for Greenwaters Park**

Rick read the issue.

Action: I move we approve the Alcohol permit for the private event for Brian Steckler to be held on August 10, 2019.

Motion: Hollett  
Second: Maxfield  
Vote: Passed-Unanimous

**10.0 Items removed from the consent agenda- None**

**11.0 Upcoming meetings and events.**

Council retreat August 26, 2019  
National Night Out August 6, 2019  
Keg and Cask Festival August 10, 2019  
Mayor's Conference August 2<sup>nd</sup> – 3<sup>rd</sup>  
TSP work session on September 17 with Council and Planning Commission.

**12.0 Public Comment**

Larry Sweet 76361 Jones Road-He is interested in the Public Safety Committee, when is that going to reconvene?

The council directed the City Administrator to look into creating the Public Safety Committee and bring back to the council.


Trudy Hammond 47752 Berry Street- What happened to hiring a Fire Chief?

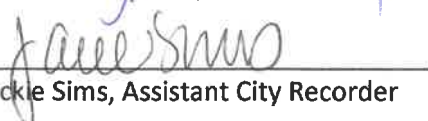
Bryan said he needs to take close look at the condition of the fire department and get some options. He is not ready to make the decision whether we need an interim fire chief or a permanent fire chief. He expects to have a plan within a month.

David Gordon 47755 W 1<sup>st</sup> Street- Read a letter regarding the fire/ambulance coverage at the fire department and the volunteers. He didn't realize there was an end date for the volunteers to be able to reapply.

Sherry Klosterman 48314 Hills Street-The City doesn't have an Evacuation Plan, we used to, we need to come up with a serious plan. She doesn't understand the proposal by the city to match funds for the TSP plan.

**13.0 Adjourn – 7:54 P.M.**

Signed:   
Kathy Holston, Mayor

Signed:   
Jackie Sims, Assistant City Recorder

