



January 5, 2023  
Regular Session  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street  
6:00 p.m.

## **MINUTES**

### **1. CALL MEETING TO ORDER- 6:00 pm**

**Council Present:** Mayor Bryan Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Melissa Bjarnson, Michelle Coker and Jan Hooker

**Staff Present:** City Administrator James Cleavenger, Police Chief Kevin Martin, Finance Director Colleen Shirley, City Recorder Jackie Taylor and Community Development Director Rick Zylstra

### **2. Pledge of Allegiance**

### **3. Roll Call**

### **4. Oath of Office and Swearing-In for new Mayor and City Councilors**

Jackie gave the Oath of Office to the new Mayor and City Councilors.

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

#### **5.1 Mayor Cutchen's "State of the City" Address**

Mayor Cutchen- thanked Councilor Spliethof for his service.

### **6. Council Comments / Announcements-none**

### **7. Additions, Corrections or Adjustments to the Agenda**

Mayor Cutchen-wants public comments after Mayor and Council comments.

Councilor Kinyon-add discussion on the annual CA review process.

### **8. Public Comment**

Kelly Brewer Hills Street- read a letter regarding item 11.1. (Attachment)

Rustie Ackland- she applied for the OEDAC Committee a while back and hasn't heard anything.

Trudy Hammond- thanked the previous Mayor and Councilors for their service.

### **9. Consent Agenda**

#### **9.1 Minutes from previous City Council meeting(s) on: 12/15/22 (including 12/27 and 12/29 continuations)**

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

Coker (aye), Cutchen (aye), Hooker (aye), Tarman (aye), Bjarnson (aye), Kinyon (aye). Motion passed 6-0

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

### **10.1 Election of City Council President**

James-read the issue.

**Motion:** Councilor Hooker moved to elect Councilor Kinyon to serve as the Council President from January 5, 2023 to January 2, 2025. Councilor Coker seconded the motion.

Coker (aye), Hooker (aye), Kinyon (aye), Mayor Cutchen (aye), Bjarnson (aye), Tarman (aye). Motion passed 6-0.

### **10.2 Swearing of City Recorder (James Cleavenger)**

Mayor Cutchen- swore in City Administrator James Cleavenger as the City Recorder.

### **10.3 Review of City Administrator's Contract**

Mayor Cutchen-read the issue.

Councilor Kinyon-would like to get a process together for CA evaluations.

**Motion:** Councilor Coker moved to approve the Contract Addendum to the City Administrator's Employment Contract. Councilor Kinyon seconded the motion.

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

### **10.4 Brock Butterfield funding and fee waiver requests for Bus Fair 2023**

James-read the issue.

Brock Butterfield- gave his presentation of the event to the council.

The council wanted to postpone this item until they had time to review the TRT/RTMP funds.

**Motion:** Councilor Kinyon moved to postpone this agenda item until the next meeting on January 19, 2023. Councilor Hooker seconded the motion.

Mayor Cutchen (aye), Tarman (aye), Bjarnson (aye), Kinyon (aye), Coker (aye), Hooker (aye). Motion passed 6-0.

### **10.5 City Council Vacancy and Appointment Process**

James-read the issue.

**Motion:** Councilor Tarman moved to approve the proposed timeline and process to appoint a new city councilor to fill Councilor Spliethof's vacant position. Councilor Coker seconded the motion.

The Vacancy will be posted immediately and due by February 5<sup>th</sup> at 5:00 pm. There will be a work session on February 9<sup>th</sup> and the Council will appoint the new councilor at the February 16<sup>th</sup> meeting.

Kinyon (aye), Hooker (aye), Tarman (aye), Mayor Cutchen (aye), Bjarnson (aye), Coker (aye). Motion passed 6-0

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

### **11.1 Hills Street Turn-Around issue update**

Rick Zylstra-presented the issue.

The area in question is part of the Original Parks Master Plan.

Mayor Cutchen asked the City to bring back an agenda item with the City's position.

**12. Staff and Board/Committee/Commission Reports**

**12.1 Admin Committee**

Councilor Kinyon reported on the Admin Committee.

**12.2 Parks & Community Services Committee**

Rick gave an update on the Parks & Community Services Committee.

Tree City USA wants to come in and refurbish the Lost Wagon sign at GWP and they want to find a new sponsor for the amphitheater.

**12.3 Public Safety Committee**

Councilor Coker gave an update on the Public Safety Committee.

The next meeting will be the first week of February.

**12.4 Audit Committee**

Councilor Kinyon gave an update on the Audit Committee.

They met maybe 4/5 times in 2022. Due to the delay in last year's audit the next audit is already late. They will meet on the 3<sup>rd</sup> Monday of the month from 5 pm – 6 pm.

**12.5 Charter Review Committee**

Councilor Kinyon gave the report for the Charter Committee.

She wants to make sure the members understand the current charter before they start working on a new charter.

**12.6 Budget Committee**

No report.

**12.7 Library Board**

No report. This was Councilor Splethof's board.

**12.8 RTMP & TRT Committee**

Councilor Kinyon gave the report for the RTMP & TRT Committee

In the past the committee only worked with RTMP funds, now they will be working with TRT also.

**12.9 Planning Commission**

Rick Zylstra gave a report on the Planning Commission.

**12.10 OEDAC**

Mayor Cutchen no report, no quorum.

**12.11 WAC Sub-Committee**

Councilor Hooker gave the report. They haven't met since November and would like more citizen members on the Committee.

**12.12 Special Fire District Sub-Committee**

Councilor Hooker gave the report. They currently have nine members. They are working with Steve Abel on how to proceed. They haven't met since November.

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

**13.1 Audit Committee Resolution 06-2022 2<sup>nd</sup> reading**

**Motion:** Councilor Hooker moved we adopt Audit Committee Resolution 06-2022, which will repeal and replace Resolutions 15-2013 and 02-2012. Councilor Bjarnson seconded the motion.

Tarman (aye), Kinyon (aye), cooker (aye), Hooker (aye), Bjarnson (aye), Mayor Cutchen (aye). Motion passed 6-0

**14. Public Hearings-none**

**15. Appointments**

**15.1 Appointments of FY 22-23 Budget Officer**

**Motion:** Councilor Kinyon moved to approve the City Administrator as the Budget Officer. Councilor Coker seconded the motion.

Tarman (aye), Hooker (aye), Coker (aye), Bjarnson (aye), Kinyon (aye), Cutchen (aye). Motion passed 6-0.

**15.2 Committee Appointments (Gail Partain-Planning and Councilor Appointments to Committees)**

The Planning Commission appointment is removed from the agenda because Gail Partain, the applicant was not present.

**Motion:** Councilor Hooker moved to appoint Councilor Tarman to the Parks & Community Services Committee. Councilor Coker seconded the motion.

Mayor Cutchen (aye), Kinyon (aye), Coker (aye), Hooker (aye), Bjarnson (aye), Tarman (aye). Motion passed. 6-0.

**Motion:** Councilor Tarman moved to appoint Mayor Cutchen to the Audit Committee. Councilor Bjarnson seconded the motion.

Tarman (aye), Coker (aye), Hooker (nay), Kinyon (nay), Bjarnson (nay). Motion failed 2-3.

**Motion:** Councilor Kinyon moved to appoint Councilor Bjarnson to the Audit Committee. Councilor Coker seconded the motion.

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

**16. Public Comment**

Kelly Brewer- spoke about item 11.1.

**17. Adjourn 7:49 pm**

Signed: \_\_\_\_\_

Bryan Cutchen, Mayor

Signed: \_\_\_\_\_

James Cleavenger, City Recorder