



February 2, 2023
Regular Session
City Hall Council Chambers and Zoom
48318 E 1st 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 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-Councilor Hooker was excused.

4. Additions, Corrections or Adjustments to the Agenda

Mayor Cutchen-wanted to remove items 9.7, 11.3 and 11.13 and wants to refer 9.6 to the Admin Committee.

5. Public Comment-none

6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-recognized Floyd Stalcup who retired from public works after 33 years and 4 months of service.

James has started adding strategic themes to the agenda bills.

7. Councilor comments / Announcements

Councilor Kinyon-is happy to see the new flags in the council chambers/court room.

8. Consent Agenda

8.1 Minutes from previous City Council Meetings on – 10/6/22, 9/1/22 & 1/19/23

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

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

9. Business from the City Council

9.1 April Street Closure

Rick-read the issue.

Motion: Councilor Kinyon moved to approve the street closures on April 22nd and 29th for the Upper Willamette Storm Drain and Creative Crosswalks Project to paint art in the crosswalks and around the storm drains in and adjacent to Cedar and Ash Streets at East 1st Street. Councilor Bjarnson seconded the motion.

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

9.2 City Hall Window Bids

Colleen-read the issue.

She received four bids, she is recommending Mark & Co. They spent a lot of time here talking to her and Rick.

Motion: Councilor Kinyon moved to allow the Finance Director to accept the proposed bid for \$59,894 from Mark & Co. to purchase and install new windows at city hall. Councilor Hooker seconded the motion.

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

9.3 Gravel Grinder Alcohol permit

James-read the issue.

Motion: Councilor Hooker moved to approve the Gravel Grinders Alcohol permit. Councilor Kinyon seconded the motion.

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

9.4 Bus Fair Alcohol permit

James-read the issue.

Motion: Councilor Kinyon moved to approve the Bus Fair's alcohol permit. Councilor Tarman seconded the motion.

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

9.5 Dogs of Valor Fee Waiver request

James-read the issue.

Mayor Cutchen-like he has said before, he would like people to have some skin in the game and to not be giving everyone fee waivers.

Motion: Councilor Kinyon moved to approve the fee waiver request to allow the Dogs of Valor program to use the Greenwaters Park Community Building every Thursday from 10-11 am through the end of April, 2023.

Tarman (aye), Bjarnson (aye), Mayor Cutchen (nay), Hooker (aye), Kinyon (aye). Motion passed 4-1

9.6 OEDAC Operating Guidelines-removed from the agenda-admin committee-removed from the agenda

9.7 CA Evaluation Summary-removed from the agenda

10. Business from the City Administrator

10.1 RFP for Realtor of Record-result and request for reopening the RFP for 2nd application.

James-read the issue.

Motion: Councilor Kinyon moved to approve Oakridge Real Estates request to reopen the RFP in order to allow them (and potentially others) to submit an application by February 28th. Councilor Bjarnson seconded the motion.

James-the council needs to decide whether or not to reopen the RFP or vote on this.

Mayor Cutchen-given our current financial status we could, as we have done in the past, work the deals ourselves. He disagrees with the whole idea of a Realtor of Record. If we reopen this RFP you could be opening up the city to an appeal of this decision.

We need to be really careful with what we do here, we don't normally extend deadlines in order for someone else to apply. There is no reason to open to this up to give an advantage to another person who wasn't as adept at looking for an RFP. We can advertise on a platform, but you don't go out and specifically target the realtor that you want to apply.

Councilor Kinyon withdrew her motion.

Motion: Councilor Kinyon moved to table agenda item to the next meeting to do more research. Councilor Bjarnson seconded the motion.

Bjarnson (aye), Mayor Cutchen (nay), Kinyon (aye), Tarman (aye), Hooker (aye). Motion passed 4-1

10.2 RFP for new Auditor

James-read the issue.

Hanford is willing to do our audit immediately. We will be saving about \$25,000 in a four year period.

The council was happy with the reviews and reference checks that they performed.

Motion: Councilor Hooker moved to allow the City Administrator to negotiate the contract with Hanford and Associates, LLC for auditing services.

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

10.3 New Police/EMS Dispatch services IGA-Bid proposal from Junction City

James-read the issue.

The Junction City police Chief Bob Morris along with Assistant Chief Eric Markell were there to answer questions.

Motion: Councilor Tarman moved to allow the City Administrator to negotiate a new IGA Contract with the City of Junction City for dispatch services. Mayor Cutchen seconded the motion.

Bjarnson (nay), Mayor Cutchen (aye), Hooker (aye), Kinyon (aye), Tarman (aye). Motion passed 4-1

11. Staff and Board / Committee / Commission reports

11.1 Admin Committee

Councilor Kinyon-gave the report. They elected the Chair and Vice Chair.

11.2 Parks & Community Services Committee

Rick-gave the report, they appointed the Chair for the committee.

11.3 Public Safety Committee-removed from the agenda-no report

11.4 Audit Committee

Councilor Kinyon-they elected the Chair of the committee.

11.5 Charter Review Committee

Councilor Kinyon-they met, they elected the Chair, Vice Chair and Secretary.

11.6 Budget Committee-have not met.

11.7 Library Board-no report

11.8 RTMP & TRT

They have not met, they only have one member.

11.9 Planning Commission

Rick-gave the report.

11.10 OEDAC

No Quorum, have not met.

11.11 Special Fire District Sub-Committee

Councilor Hooker-gave the report. They did meet in January, Steve Abel is starting the feasibility study.

11.12 WAC Sub Committee

They did not meet.

11.13 WAC Funding Committee-removed from the agenda

12. Items removed from the consent agenda

13. Ordinances, Resolutions and Public Comments

13.1 CA Evaluation Process Resolution 01-2023 (2nd reading)

James-read the issue.

James-read the 2nd reading of Resolution 01-2023

Motion: Councilor Tarman moved to approve the second reading of Resolution 01-2023 including exhibit (s) A, B and C. Councilor Hooker seconded the motion.

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

13.2 Supplemental Budget Resolution 02-2023

Colleen-read the issue.

Motion: Councilor Kinyon moved to approve the Supplemental Budget for Fiscal year 2022-2023 as outlined in Resolution 02-2023 with the effective date 30 days after today. Councilor Hooker seconded the motion.

Mayor Cutchen-the resolution states it is effective immediately, it will be effective in 30 days.

Councilor Kinyon-amended her motion to reflect that change.

Hooker (aye), Tarman (nay), Bjarnson (aye), Mayor Cutchen (aye), Kinyon (aye). Motion passed 4-1

14. Public Hearings-none

15. Appointments

15.1 John McClelland-Planning Commission

Motion: Councilor Tarman moved to appoint John McClelland to seat 5 of the Planning Commission expiring 12/2026. Councilor Hooker seconded the motion.

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

15.2 Heather Buley-Parks & Community Services Committee

Motion: Mayor Cutchen moved to appoint Heather Buley to the Parks & Community Services Committee expiring in 2025. Councilor Hooker seconded the motion.

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

15.3 Gail Partain-Planning Commission-wasn't available

15.4 Mary Rivera-OEADAC

Motion: Councilor Kinyon moved to appoint Mary Rivera to seat 5 of the OEDAC advisory Committee expiring in 12/2026. Councilor Tarman seconded the motion.

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

15.5 Su Stella-RTMP & TRT Committee- Sue wasn't available

15.6 Robert Woodson (wasn't available) and Jill Mardin-Library Board*

**only 1 position available*

Motion: Councilor Kinyon moved to appoint Jill Mardin to the Library Board. Councilor Bjarnson seconded the motion.

Tarman (aye), Bjarnson (aye), Mayor Cutchen (aye), Hooker (aye), Kinyon (aye). Motion Passed 5-0

16. Public Comment

Trudy Hammond- thanked all of the applicants and council for dedication and hard work.

17. Adjourn 8:06 pm

Signed: _____

Bryan Cutchen, Mayor

Signed: _____

James Cleavenger, City Recorder