



February 16, 2023 @ 6:00 p.m.
Regular Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES

1. Call Meeting to Order- 6:00 pm

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

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. Additions, Corrections or Adjustments to the Agenda

Mayor Cutchen-added committee appointments to after 9.2, postpone 15.3 and 9.3 is postponed until March.

Councilor Kinyon-added honoring Maximo Yabes during City Council Comments.

5. Public Comment

Trudy Hammond 76349 Willamette Way-thanked the committee and council applicants for applying.

James-read a letter from Mary Helen Pope.

6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen- the yard debris drop off at the Industrial Park is on the 1st Saturday of every month. There is free pick up for seniors and you can drop off at other hours by appointment, just call 541-782-3422 ext. 3.

Mayor Cutchen-gave an update on the LRAPA Board, he is the Chair for this board.

7. Councilor comments / Announcements

Councilor Kinyon-read a statement honoring Maximo Yabes.

Councilor Kinyon-they had an admin committee member move out of town, but she would like to still have them on the committee.

8. Consent Agenda

8.1 Consent Agenda City Council minutes from 2/2/2023 and 2/9/2023.

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

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

9. Business from the City Council

9.1 Voting for new City Councilor

James-gave the council directions on the procedure for voting for the vacant city council position.

Councilors Coker, Kinyon, Hooker and Bjarnson voted for Chrissy Hollett.

Mayor Cutchen and Councilor Tarman voted for Donald Grant.

Mayor Cutchen swore in Councilor Hollett.

9.2 Travel Lane County update and presentation from TLC Vice President Andy Vobora

Andy Vobora -gave a presentation from Travel Lane County.

9.3 Hills Street Turnaround issues/updates- *postponed until March*

9.4 No Parking paint at 1st & Alder Streets (48328 E 1st Street)

Rick-read the issue.

Motion: Councilor Hollett moved to allow painting more visible “no parking” stripes at E 1st and Alder Street. Councilor Kinyon seconded the motion.

Nancy Kelly-spoke in favor of the “no parking” being painted at her residence.

Tarman (aye), Hollett (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye), Mayor Cutchen (aye). Motion passed 7-0.

9.5 Red Cross Sound the Alarm program and March Red Cross Month

James-read the issue.

Motion: Councilor Hollett moved to approve the draft proclamation for March Red Cross Month to be presented at the next meeting. Councilor Coker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Hooker (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 7-0

9.6 Removal of Planning Commissioner Reed for lack of performance

Rick-read the issue.

Motion: Councilor Coker moved to remove Jeffrey Reed from the Planning Commission for non-performance of duty. Councilor Hollett seconded the motion.

Kinyon (aye), Mayor Cutchen (aye), Bjarnson (aye), Hollett (aye), Hooker (aye), Tarman (aye), Coker (aye). Motion passed 7-0.

9.7 CA Evaluation Summary

Councilor Coker-read the issue and a summary about James' performance and dedication to the City.

Motion: Councilor Hooker moved to accept the City Administrators performance review. Councilor Coker seconded the motion.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

9.8 GWP Community Building rental discount request from Jayme Martin for 3, 2 hour “Gospel Meetings”

James-read the issue.

Motion: Councilor Hollett moved to grant a 50% discount for the three Gospel Meetings at the Greenwaters Park Community Building. Councilor Coker seconded the motion.

Tarman (aye), Bjarnson (aye), Coker (aye), Hollett (aye), Mayor Cutchen (aye), Hooker (aye), Kinyon (aye). Motion passed 7-0.

9.9 Fire Department Reader board Replacement.

James-read the issue.

South Willamette Solutions, Oakridge Air and LRAPA are paying for this, it is not costing the city anything.

Motion: Councilor Hollett moved to award the bid to ES&A Sign & Awning Company to replace the reader board at the fire station. Councilor Hooker seconded the motion.

Bjarnson (aye), Mayor Cutchen (aye), Kinyon (aye), Hollett (aye), Tarman (aye), Coker (aye), Hooker (aye). Motion passed 7-0

10. Business from the City Administrator

10.1 Realtor of Record update

James-read the issue. There are two ways to reopen and RFP, if the RFP did not receive any responses or if the negotiation process fails. You cannot reopen an RFP just because someone didn't see it in time.

Councilor Kinyon-said we haven't even seen the application.

James-he will bring it to council once the negotiations go well and they agree on terms, it will come before council for final approval.

10.2 City Attorney Response regarding the City Recorder issue.

James-read the issue.

Motion: Mayor Cutchen moved to delegate the City Council's power to appoint the City Recorder to the City Administrator. Councilor Hooker seconded the motion.

There was discussion about who would supervise the City Recorder.

Mayor Cutchen-withdrew his motion and restated it.

Motion: Mayor Cutchen moved to appoint Jackie Taylor as City Recorder and delegate supervisory responsibilities to the City Administrator. Councilor Kinyon.

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

10.3 Budget process calendar

James-read the issue. There was one budget member who could not meet at 6 pm.

Motion: Councilor Hollett moved to approve and adopt the FY 23-24 Budget Calendar with the recommended time change. Councilor Hooker seconded the motion.

Councilor Kinyon-mentioned the times and dates for budget training.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

11. Staff and Board/Committee/Commission reports

Mayor Cutchen- It is now 8:00 pm, the Staff reports were emailed to you, if you have any questions you can email the City Administrator or the staff member who created the report.

- 11.1 Finance Report
- 11.2 Police
- 11.3 Fire
- 11.4 Public Works
- 11.5 Warming Center Update
- 11.6 WAC Funding Committee & Oakridge Air Updates

Sarah Altemus-Pope gave updates on the WAC Funding Committee and on Oakridge Air.

- 12. **Items removed from the consent agenda**-none
- 13. **Ordinances, Resolutions and Public Comments**-none
- 14. **Public Hearings**-none
- 15. **Appointments**

15.1 Douglas Leander – RTMP/TRT Committee

Motion: Councilor Hooker moved that appoint Douglas Leander to seat 2 of the RTMP/TRT Committee expiring in December 2025. Councilor Coker seconded the motion.

Bjarnson (aye), Mayor Cutchen (aye), Hooker (aye), Hollett (aye), Kinyon (aye), Tarman (aye), Coker (aye). Motion passed 7-0.

15.2 Kelly Wynant – OEDAC *and* RTMP/TRT Committees

Motion: Councilor Kinyon moved to appoint Kelly Wynant to seat 3 of the RTMP/TRT Committee for a term expiring in December 2025. Councilor Hooker seconded the motion.

Hooker (aye), Hollett (aye), Tarman (aye), Bjarnson (aye), Coker (aye), Mayor Cutchen (aye), Kinyon (aye). Motion passed 7-0

15.3 Marietta Thompson – Public Safety Committee-*postponed*

15.4 David Ackland - Special Fire District Subcommittee

Motion: Councilor Kinyon moved to appoint David Ackland to the Special Fire District Subcommittee. Councilor Coker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye), Hollett (aye). Motion passed 7-0.

15.5 Su Stella – RTMP-TRT Committee

Motion: Councilor Kinyon moved we appoint Su Stella to seat 4 of the RTMP/TRT Committee for a term expiring in December 2025.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

15.6 Gail Partain – Planning Commission –Gail was not present.

Councilor Kinyon-pointed out that this has been on the last five agendas and she has attended any of the meetings.

Rick-said he hasn't heard from her and she hasn't shown up for any meetings since he has been back.

15.7 Norine "Tink" Marquardt – Public Safety *and* WAC Committees

Motion: I move we appoint Norine “Tink” Marquardt to seat 4 of the Public Safety Committee for a term expiring in December of 2025 and to the WAC Subcommittee.

Hooker (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye). Motion passed 7-0.

15.8 Sarah Altemus-Pope – OEDAC

Motion: Councilor Kinyon moved to appoint Sarah Altemus-Pope to seat 3 of the OEDAC for a term expiring in December 2026. Councilor Hooker seconded the motion.

Councilor Hollett-asked how many out of city limits members can they have? She didn’t see it in the resolution.

Councilor Kinyon-it doesn’t address that in the resolution. She wouldn’t mind redoing that resolution and bringing it back to the Council.

Councilor Kinyon-withdrew her original motion.

Motion: Councilor Kinyon moved to defer this issue and all resolutions regarding out of city members for committees back to the admin committee. Councilor Hooker seconded the motion.

Hooker (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye) Hollett (aye). Motion passed 7-0.

15.9 Councilor Appointment to Library Board

James-read the issue.

Mayor Cutchen- recommended Councilor Hollett to the Library Board.

Councilor Hollett-declined, she would rather not be on the Library Board.

16. Public Comment

Paul Scott- Asked about the council if they have an objective that they would like to accomplish?

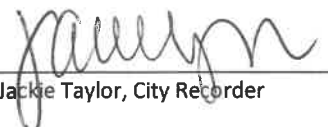
Mayor Cutchen-they have the Strategic Plan that was done in 2020 that they go by.

17. Adjourn 8:02 pm

Signed:


Bryan Cutchen, Mayor

Signed:


Jackie Taylor, City Recorder