



April 20, 2023 @ 6:00 p.m.  
Regular Session  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street

## MINUTES

### 1. Call Meeting to Order- 6:00 pm

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

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

### 2. Pledge of Allegiance

### 3. Roll Call

### 4. Additions, Corrections or Adjustments to the Agenda

Councilor Hollett- *no sound*.

Councilor Tarman- add Asphalt Pump track Proposal discussion. 9.9

### 5. Public Comment

Eugene Cathcart- Sidewalk/Storm drain painting artists.

### 6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-announced that the American Legion is sponsoring a bowling night on 4/26 for Veterans from 6-9 pm at Willamette Lanes.

### 7. Councilor comments / Announcements

Councilor Kinyon- announced that tomorrow LCSO will be at the high school to talk about the services they provide.

Councilor Kinyon-would like the council to look at the council rules and send your comments to James.

Councilor Kinyon-asked about the Gambling License fee amount.

Councilor Hollett- thanked Eugene and talked about the Treeplanting Festival that is coming up.

### 8. Consent Agenda

#### 8.1 Consent Agenda City Council minutes from 4/5/2023 and 4/6/2023.

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

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

**9. Business from the City Council**

**9.1 4<sup>th</sup> of July Fireworks Fee Waiver Request for Greenwaters Park**

James- read the issue.

Mayor Cutchen-asked for any conflicts of interest. There were none.

There was discussion on fire hazard precautions and insurance.

Councilor Hollett-said the Forest Service will be there, they are there every year.

**Motion:** Councilor Kinyon moved to approve the Greenwaters Park fee waiver for the 4<sup>th</sup> of July Fireworks. Councilor Hooker seconded the motion.

Bjarnson (aye), Mayor Cutchen (nay), Coker (aye), Kinyon (aye), Tarman (aye), Hooker (aye), Hollett (aye). Motion passed 6-1.

**9.2 Wildfire Safety Night Fee Waiver Request for Greenwaters Park**

James-introduced the issue.

**Motion:** Councilor Hooker moved to approve the Greenwaters Park fee waiver request for the 2023 Wildfire Safety Night. Councilor Coker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (nay), Hooker (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 6-1.

**9.3 Oakridge Air Annual Update (Sarah Altemus-Pope)**

James-introduced the issue.

Sarah Altemus-Pope- gave the annual update for Oakridge Air.

**9.4 Veneta Business Retention and Expansion Report**-removed from the agenda

**9.5 Oregon State Tourism Conference Report** --removed from the agenda.

**9.6 Westfir Police & Fire IGA Contracts**

James-read the issue.

**Motion:** Councilor Tarman moved to approve the terms of the Police & Fire/EMS services IGA Contracts with the City of Westfir for fiscal year 2023-2024. Councilor Kinyon seconded the motion.

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

**9.7 Go Beyond Racing "Oregon 200" Partial Fee Waiver Request**

James-read the issue.

**Motion:** Councilor Hooker moved to approve the waiving of \$2,500 of the \$5,000 Greenwaters Park rental fee for the 2023 Go Beyond Racing "Oregon 200" race. Councilor Hollett seconded the motion.

Councilor Tarman-asked what the balance of the TRT/RTMP fund is?

James-it is \$9,000, we expect more to come in around November.

Mayor Cutchen-this shows the weakness of the rolling application for the RTMP, before we had a deadline for applications. He is opposed to this.

Coker (aye), Hooker (aye), Kinyon (aye), Mayor Cutchen (nay), Hollett (aye), Bjarnson (aye), Tarman (nay). Motion passed 5-2.

#### **9.8 Circle Bar Golf Club Parade Permission for Golf Carts**

James-read the issue.

**Motion:** Councilor Tarman moved to allow golf carts to be driven from the Circle Bar Golf Club to the Oakridge High School on May 6<sup>th</sup> for the Tree Planting Festival Parade. Councilor Coker seconded the motion.

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

#### **9.9 Asphalt Pump Track discussion**

Councilor Tarman- this has been approved by the Parks and Community Services Committee to bring to the council for a motion.

Councilor Hooker-asked what this is?

Councilor Tarman-this is a loop or oval shaped bike and/or scooter track and is built to create momentum.

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

#### **10.1 Lane County Rural Roads Community Survey ([www.lanecounty.org/cms/one.aspx?pageid=19411289](http://www.lanecounty.org/cms/one.aspx?pageid=19411289))**

James- read the issue.

There was discussion on the projects that will be happening.

#### **10.2 Dispatch Update**

James- introduced the issue. They are getting the technical work done for the phones and are working on the contract.

#### **10.3 WAC Update**

James- read the issue and gave an update on the WAC.

#### **10.4 WAC Architect Update**

James- read the issue. They had three excellent applicants, they are all good architects.

Curt Wilson of Wilson Architect is the winner by a vote of the WAC Subcommittee.

#### **10.5 Cedar Creek Fire 2022 Internal After Action Report**

James-read the issue.

Bryan- said it was a good read.

We will post this on the website.

#### **10.6 Lane County Public Safety Levy Measure 20-340 and LCSO Info session at OHS 4/21/2023**

James- Councilor Kinyon already touched on this, the Sheriff will be there to answer any questions.

#### **10.7 Willamette Nation Forest and UBRA Volunteer Clean-Ups on Saturday 4/22/2023**

James-read the issue. You are encouraged to bring tools.

**11. Staff and Board/Committee/Commission reports**

**11.1 Finance Report**

Colleen-gave her update.

Councilor Kinyon-asked a few questions about some of the funds.

Councilor Kinyon-asked if our books are balanced and reconciled?

Colleen-we are currently in February.

Councilor Kinyon-are all cash and investment accounts reconciled to the general ledger?

Colleen-yes

Councilor Kinyon-does the adopted budget reflect expected expenditures?

Colleen-yes.

**11.2 Police Report**

Chief Martin-gave the police report.

**11.3 Fire Report**

Chief Hollett-gave the fire department report.

**11.4 Public Works Report**

Rick-gave the public works report.

**12. Items removed from the consent agenda-none**

**13. Ordinances, Resolutions and Public Comments-none**

**13.1 OEDAC Resolution 03-2023 (2<sup>nd</sup> Reading)**

James-read the issue.

**Motion:** Councilor Hooker moved to approve and adopt Resolution 03-2023 after the 2<sup>nd</sup> reading. Councilor Hollett seconded the motion.

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

**13.2 Admin Committee Resolution 04-2023 (1<sup>st</sup> Reading)**-removed from the agenda.

**13.3 Surplus Properties Resolution 05-2023 (2<sup>nd</sup> Reading)**

James-read the issue.

**Motion:** Councilor Kinyon moved to approve and adopt Resolution 05-2023 after the 2<sup>nd</sup> reading and to do the 2<sup>nd</sup> reading by title only. Councilor Hooker seconded the motion.

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

James-read Resolution 05-2023 by title only.

**13.4 Oakridge Smoke Safety and Community Response Plan Resolution 06-2023**-removed from the agenda.

**13.5 WAC Future Uses Resolution 07-2023 (2<sup>nd</sup> Reading)**

James-read the issue.

**Motion:** Councilor Kinyon moved to approve and adopt Resolution 07-2023 after the 2<sup>nd</sup> reading by title only. Councilor Tarman seconded the motion.

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

James-read Resolution 07-2023 by title only.

**13.6 Salmon Creek Trestle Bridge Resolution 08-2023 (1<sup>st</sup> Reading).**

**Motion:** Councilor Hooker moved to approve Resolution 08-2023 a Resolution Authorizing application for Grant for Salmon Creek Trestle Bridge Restoration Feasibility Study. Councilor Kinyon seconded the motion.

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

Rick-read Resolution 08-2023

**Motion:** Councilor Kinyon moved to approve the 2<sup>nd</sup> reading of Resolution 08-2023 a Resolution Authorizing application for Grant for Salmon Creek Trestle Bridge Restoration Feasibility Study by title only. Councilor Tarman seconded the motion.

Hooker (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye).

Rick-read Resolution 08-2023 by title only.

**13.7 OIP Lot 24 to be added to Surplus Properties Resolution 09-2023 (1<sup>st</sup> Reading)**

James-read the issue.

**Motion:** Councilor Kinyon moved to approve the 1<sup>st</sup> reading of Resolution 09-2023, declaring OIP Lot 24 as a surplus property. Councilor Hollett seconded the motion.

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

**14. Public Hearings**

**15. Appointments**

**15.1 Sarah Altemus-Pope-OEDAC**

James-read the issue.

**Motion:** Councilor Tarman moved to appoint Sarah Altemus-Pope to Seat 3 of the OEDAC for a term expiring in December 2025. Councilor Hollett seconded the motion.

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

**15.2 James Winkelman-Planning and RTMP/TRT Committees**

James-read the issue.

**Motion:** Mayor Cutchen moved we appoint James Winkleman to Seat 1 of the RTMP/TRT Committee for a term expiring in December 2025 and to Seat 1 of the Planning Commission for a term expiring in December 2026. Councilor Kinyon seconded the motion.

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

**15.3 Marietta Thompson- Public Safety Committee**

James-read the issue.

**Motion:** Councilor Tarman moved we appoint Marietta Thompson to Seat 3 of the Public Safety Committee for a term expiring in December 2025. Councilor Kinyon seconded the motion.

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

**15.4 Council Appointment to the OEDAC**

Councilor Kinyon moved to appoint Councilor Hollett as the City Council Representative to the OEDAC. Councilor Coker seconded the motion. Mayor Cutchen did not allow the motion to be heard, based on his reading and interpretation of the Oakridge City Charter and Council Rules of Procedure.

**16. Public Comment –**

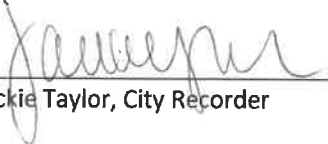
Trudy Hammond 76349 Willamette Way-thanked the Planning Commission and City staff for approving her Conditional Use Permit.

Karin Thompson- 76352 Rock Rd- she cares about the community and economic development, she feels that Hwy 58 gets left out of focus.

Sarah Altemus- Pope-talked about OEDAC and the history of how OEDAC came about.

**17. Adjourn -8:27 pm**

Signed:   
Bryan Cutchen, Mayor

Signed:   
Jackie Taylor, City Recorder