



May 4, 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, Melissa Bjarnson, Chrissy Hollett and Michelle Coker

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

### 2. Pledge of Allegiance

3. **Roll Call-** Councilor Hooker was excused

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

Mayor Cutchen-moved 9.13 to the top of the agenda  
James-added 10.4

### 5. Public Comment-None

### 6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-May is Wildfire Awareness Month, we have been awarded three grants to deal with wild fire preparedness. Wild fire safety night is July 14 at GWP.

### 7. Councilor comments / Announcements

Councilor Kinyon- read a statement and then read from the Charter regarding Councilor Hollett being admonished at a previous meeting.

Councilor Bjarnson-asked for the minutes to be moved to 12.1.

### 8. Consent Agenda

8.1 Consent Agenda City Council minutes from 4/20/2023- *moved to 12.1*

### 9. Business from the City Council

9.1 Storm Drain & Crosswalk Art Project Update

Rick- updated the Mayor and council on this project.

9.2 Street Closure Request for OHS Seniors Parade June 8<sup>th</sup>

**Motion:** Councilor Kinyon moved to approve the June 8<sup>th</sup> Street closures on 1<sup>st</sup> and 2<sup>nd</sup> Streets for the Oakridge High School Senior parade. Councilor Coker seconded the motion.

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

### 9.3 TGM Code Analysis Final Action Plan Report Adoption (Resolution 09-2023)

**Motion:** Councilor Kinyon moved to approve the 1<sup>st</sup> reading of Resolution 09-2023 adopting the City of Oakridge TGM Code Action Plan and support moving phase 2 for implementation. Councilor Tarman seconded the motion.

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

Rick -read Resolution 09-2023.

**Motion:** Councilor Kinyon moved to approve the 2<sup>nd</sup> reading of Resolution 09-2023 adopting the City of Oakridge TGM Code Action Plan and support moving phase 2 for implementation by title only. Councilor Tarman seconded the motion.

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

Rick - read Resolution 09-2023 by title only.

### 9.4 Veneta Business Retention and Expansion Report

Councilor Hollett- presented her research and ideas to the council.

### 9.5 Oregon State Tourism Conference Report -*postponed*

### 9.6 Well #2 Rehab SCADA Contract Approval

James-introduced the issue.

Rick-explained the SCADA System is to the council.

**Motion:** Mayor Cutchen moved to allow the CA to sign Change order #4 for the \$17,900 in extra costs incurred during the Well #2 refurbishment project. Councilor Hollett seconded the motion.

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

### 9.7 USFS Fee Waiver Request for OIP parking/camping for OHV Volunteers June 16-18

James-introduced the issue.

**Motion:** Councilor Kinyon moved to approve the fee waiver request to allow forest service volunteers to park and camp at one of the OIP lots from June 16-18 and other dates at the CAs discretion. Councilor Hollett seconded the motion.

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

### 9.8 Greenwaters Park Community Volunteer Clean-up day – June 3<sup>rd</sup>

James-introduced the issue.

The cost to the city is one public works employee.

**Motion:** Councilor Tarman moved to allow the CA to organize a community volunteer clean-up day at Greenwaters Park. Councilor Kinyon seconded the motion.

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

#### 9.9 Concerts in the Park 2022 RTMP Reimbursement Request

**Motion:** Councilor Kinyon moved to approve \$2,500 in RTMP funds for the 2022 concerts in the park. Councilor Tarman seconded the motion.

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

#### 9.10 Oakridge Arts Council 2022 RTMP Reimbursement Request

Mayor Cutchen-declared an actual conflict of Interest and will not participate in this discussion.

**Motion:** Councilor Tarman moved to approve \$2,500 in RTMP funds for the Oakridge Arts Council for their 2022 expenditures. Councilor Kinyon seconded the motion.

Councilor Hollett-has concerns about some of the receipts submitted.

There was discussion on qualifying expenditures for RTMP reimbursement.

Councilor Tarman- withdrew his motion.

**Motion:** Councilor Kinyon moved to approve up to \$2,500 in RTMP funds for the Oakridge Arts Council for their 2022 qualifying expenditures. Councilor Hollett seconded the motion.

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

#### 9.11 Uptown Business Revitalization Association (UBRA) 2022 RTMP Reimbursement Request

**Motion:** Councilor Tarman moved to approve \$964.12 in TRT funds for the Uptown Business Revitalization Association for their 2022 expenditures (Council agreed that TRT funds were more appropriate than RTMP). Councilor Hollett seconded the motion.

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

Mayor Cutchen-asked the council if they want to extend the meeting up to 30 minutes. The consensus was to extend the meeting.

#### 9.12 Lowell Police Services Contract 2023-2024

James-introduced the issue.

**Motion:** Councilor Kinyon moved to approve the terms of the Police Services IGA contract with the City of Lowell for fiscal year 2023-2024. Councilor Tarman seconded the motion.

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

#### 9.13 WAC Public Outreach & Opportunities Consultant- **presented before 9.1**

James- introduced the issue.

Trisha Maxfield-spoke about Public Outreach and Community involvement in putting out a survey to identify community priorities for the Willamette Activity Center.

**Motion:** Councilor Hollett moved to approve a Community Outreach and Engagement survey through Consor Strategic Planning & Communications sponsored by South Willamette Solutions with project oversight by the WAC Subcommittee, to identify community priorities for the Willamette Activity Center. Councilor Kinyon seconded the motion.

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

**9.14 Lane County Visitor Industry Summit May 17<sup>th</sup>**

James-introduced the issue.

**Motion:** Councilor Kinyon moved to approve \$500 in TRT funds to be used to purchase a table at the Travel Lane County Visitor Industry Summit. Councilor Hollett seconded the motion.

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

Councilors Tarman, Kinyon and Hollett all stated that they would like to attend, Mayor Cutchen needs to check his calendar.

**10. Business from the City Administrator**

**10.1 Dispatch Update**

James-gave an update on dispatch services with Junction City Police Department, he doesn't see any road blocks.

**10.2 WAC Remodel Update**

James-introduced the issue.

They are getting closer to hiring and electrician.

**10.3 Cedar Creek Fire, Fire Management Assistance Grant (FMAG) FM-5457 Declaration**

James-the city will be putting in for reimbursements soon.

**10.4 Request to use TRT funds for Greenwaters Park Amphitheater Electrical Upgrades.**

James-introduced the issue.

**Motion:** Councilor Hollett moved to approve up to \$6,000 in TRT funds to work on the upgrade of the electrical and lighting in the Amphitheater at Greenwaters Park. Councilor Kinyon seconded the motion.

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

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

**11.1 Parks & Community Services Committee**

**11.2 Public Safety Committee**

**11.3 Audit Committee**

Councilor Kinyon- their meeting was canceled for the second time, she will call the auditor tomorrow to see what is going on.

**11.4 Charter Review Sub-Committee**

Councilor Kinyon-they are half way through.

**11.5 Budget Committee**

Councilor Kinyon-invited the public to the upcoming meetings.

**11.6 Library Board**

**11.7 RTMP & TRT**

Councilor Kinyon-they have had two meetings since her last update and presented reimbursement requests tonight.

**11.8 Planning Commission**

**11.9 OEDAC**

**11.10 Special Fire District Sub-Committee**

**11.11 Admin Committee**

Councilor Kinyon-they are working on updating the fee schedule.

**11.12 WAC Sub-Committee**

**11.13 WAC Funding Committee**

**12. Items removed from the consent agenda**

8.1 Minutes from April 20, 2023

Councilor Bjarnson- on 15.4 it states there was no motion, there was a motion made, but no vote.

There was discussion on the motion being made and no vote taken at the last meeting.

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

**13.1 Oakridge Smoke Safety and Community Response Plan Resolution 06-2023**

James-introduced the issue.

**Motion:** Councilor Kinyon moved to approve the 1<sup>st</sup> reading of Resolution 06-2023 to adopt the 2021 Oakridge Smoke Safety and Community Response Plan. Councilor Coker seconded the motion.

Hollett (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Cooker (aye). Motion passed 6-0.

Bryan- read Resolution 06-2023.

**Motion:** Councilor Kinyon moved to approve the 2<sup>nd</sup> reading of resolution 06-2023 to adopt the 2021 Oakridge Smoke Safety and Community response plan by title only. Councilor Tarman seconded the motion.

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

James-read 06-2023 by title only.

**13.2 Admin Committee Resolution 04-2023 (1<sup>st</sup> Reading)-postponed until June, motion failed in March.**

**13.3 TGM Code Analysis Final Action Plan Report Adoption Resolution 09-2023 (1<sup>st</sup> Reading, see 9.3) - See 9.3**

**14. Public Hearings-none**

**15. Appointments-none**

**16. Public Comment**

Gary Carl, on behalf of the Hwy 58 Herald- expressed concerns regarding Councilor Bjarnson continuing to attend Council meetings remotely via Zoom instead of in-person.

Sissy Cutchen- addressed the Oakridge Arts Council's RTMP receipts.

Trudy Hammond- asked about the park caretakers and their duties.

**17. Adjourn -8:26 pm**

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

  
Bryan Cutchen, Mayor

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

  
Jackie Taylor, City Recorder