



March 2, 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, Michelle Coker, Jan Hooker and Councilor Hollett.

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

2. Pledge of Allegiance

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

4. Additions, Corrections or Adjustments to the Agenda

Mayor Cutchen-15.3 is postponed.

Councilor Hollett-added 9.8 fire department sign discussion and 9.9 discussion of Council Rules of Procedure

5. Public Comment-none

6. Mayor Comments / Announcements / Proclamations

6.1 Mayor Cutchen-introduced Red Cross Volunteers and presented the Red Cross Proclamation letter to them.

Mayor Cutchen-presented a plaque from LRAPA to former Mayor Kathy Holston for her service on the LRAPA Board of Directors.

Mayor Cutchen - suggested that the council refamiliarize themselves with the Council Rules of Procedure regarding debates during council meetings.

7. Councilor comments / Announcements

Councilor Kinyon- asked if we were able to get the Oregon Dept of Energy grant submitted and the Letter of support for the Federal Funding for Oakridge Trails projects.

Mayor Cutchen-stated that we did.

Councilor Kinyon asked the Mayor to provide where it states in the Council Rules that citizens can't speak (outside of the Public Comment periods) during meetings.

Councilor Hollett-met with Eugene Cathcart from GOATS regarding working together on trails and there might be future movement on grants.

8. Consent Agenda

8.1 Consent Agenda City Council minutes from 2/14/2023 and 2/16/2023.

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

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

9. Business from the City Council

9.1 FY 2021 Audit "plan of action" letter to Secretary of State.

James-read the issue.

Motion: Councilor Hollett moved to approve and adopt the FY 20-21 "Plan of Action" letter, to be signed by the Mayor and then filed with the Oregon Secretary of State. Councilor Kinyon seconded the motion.

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

9.2 Triple Summit Challenge RTMP Funding request

James-read the issue.

Motion: Councilor Kinyon moved to waive \$1,000 of the \$2,500 in park rental fees and to grant \$1,000 in RTMP funds for the 2023 Oakridge Triple Summit Challenge. Councilor Coker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (nay), Hooker (aye), Hollett (aye), Kinyon (aye). Motion passed 5-1

9.3 Charlie Diaz Retirement Gift (21 Yrs. as a reserve police officer)

James-read the issue.

Motion: Councilor Hollett moved to approve up to \$250 in non-allocated general funds, to purchase a badge and other items for a retirement gift in recognition of his decades of service. Councilor Kinyon seconded the motion.

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

The council expressed their appreciation for Officer Diaz's service to Oakridge.

9.4 Library Roof Repairs

James-read the issue.

Motion: Councilor Hooker moved to approve up to \$2,500 in ARPA funds to fix the leaking skylight on the roof of the library. Councilor Kinyon seconded the motion.

Councilor Kinyon -asked if there was a warranty on the previous work done on the roof. James said probably not, but he would try to check.

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

9.5 Well #2 Restrictive Easement Update

Rick-read the issue.

Councilor Kinyon-asked if this will be coming back to the council?

Rick-stated yes. He is also in communication with OHA.

9.6 New Application Questions for Planning Commissioners

Rick-read the issue.

Motion: Councilor Tarman moved to approve the recommended new questionnaire for Planning Commission applicants. Councilor Kinyon seconded the motion.

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

9.7 Warming Center March extension and OHS donated storage shed at GWP

James-read the issue.

Motion: Councilor Kinyon moved to allow the warming center to continue to operate at Greenwaters Park through the month of March, and to approve \$50 from the Parks budget to be spent on a plaque for the storage shed donated by Oakridge High School. Councilor Tarman seconded the motion.

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

Councilor Hooker – expressed concerns that she saw someone inside the building after-hours and wondered if this was authorized. James said he would look into this.

9.8 Fire Department Sign discussion

Councilor Hollett-she thinks it would be a good idea to move the old readerboard from the fire department to be used at the WAC.

Motion: Councilor Kinyon moved to save and repurpose the old readerboard from fire department at the WAC. Councilor Coker seconded the motion.

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

9.9 Council Rules of Procedure discussion

A brief discussion of the Council Rules of Procedure was had.

Councilor Hollett – suggested that a Work Session to go over the Rules might be a good idea in the future.

Mayor Cutchen - directed all Councilors to submit any proposed changes to the Rules to the CA by the end of March, at which point the CA could bring proposed changes to the Council.

10. Business from the City Administrator

10.1 RFP for Realtor of Record

James-read the issue.

Motion: Councilor Tarman moved to approve the Realtor of Record contract with Joy Kingsbury real estate through the end of 2024. Councilor Kinyon seconded the motion.

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

10.2 Junction City Dispatch Contract Update

James-read the issue. He is still waiting for answers from Junction City, as their City Council still has to approve the deal and there seems to be some hesitation on their end.

Motion: Councilor Hollett moved to direct the CA to start drafting an RFP for dispatch services in case the deal with Junction City falls through. Councilor Kinyon seconded the motion.

Councilors Hooker & Hollett – Said they have heard from some Junction City City Councilors that they are not in favor of the deal and probably won't vote for it.

Mayor Cutchen-Does not think we need to put out an RFP right away and he will meet with the CA to discuss further options.

James- Agrees that we need to get answers from Junction City so we can move forward, but is concerned about how this Motion would affect our discussions with Junction City because it may seem like Oakridge is trying to get out of the agreement we made.

Hooker (aye), Tarman (aye), Coker (aye), Mayor Cutchen (nay), Kinyon (aye), Hollett (aye). Motion passed 5-1.

10.3 RFP WAC Architect

James-read the issue.

Motion: Councilor Hooker moved to approve the draft RFP for immediate posting to hire an architect for the renovation of the WAC. Councilor Coker seconded the motion.

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

11. Staff and Board/Committee/Commission reports

11.1 Finance Report

Councilor Kinyon- asked Colleen questions about the financial report including possible errors in the year to date balance and the beginning fund balances.

Colleen-she could insert numbers where there is missing data, but she was hoping to get answers and specific numbers from the auditor first.

Mayor Cutchen – said he emailed some questions about the financial report to Colleen to answer later.

11.2 Parks & Community Services Committee

Rick-gave the report.

11.3 Public Safety Committee

James-gave the report. Karin Thompson was elected Chair and James is the secretary.

11.4 Audit Committee

Councilor Kinyon-they met and worked on the plan of action letter to the Secretary of State and they also talked about the new auditor.

11.5 Charter review Sub-Committee

Councilor Kinyon- gave the report.

11.6 Budget Committee-no report

11.7 Library Board-no report

11.8 RTMP & TRT-no report

11.9 Planning Commission-no report

11.10 OEDAC-no report

11.11 Special Fire District Sub-Committee-no report

11.12 Admin Committee

Councilor Kinyon- gave the report.

11.13 WAC Sub-Committee-no report

11.14 WAC Funding Committee

Mayor Cutchen-gave the report. Discussed grants they could pursue.

Councilor Kinyon-asked if the feasibility study has been completed. Mayor Cutchen said not yet.

11.15 RAIN Bi-Monthly Report-written report only.

12. Items removed from the consent agenda-none

13. Ordinances, Resolutions and Public Comments

13.1 OEADAC Resolution 03-2023 (2 versions, 1st reading)-postponed until next meeting

13.2 Admin Committee Resolution 04-2023 (1st Reading)

James-read the issue.

Motion: Councilor Tarman moved to approve and adopt version 2 of the revised Admin Advisory Committee Resolution 04-2023, which will repeal and replace Resolution 20-2020. Councilor Hooker seconded the motion.

Councilor Hollett-is in favor of option one because it was previously discussed by Council that this committee should only have city residents on it.

Amended motion: Councilor Kinyon moved to amend Councilor Tarman's motion to ask the City Administrator to change the document to say only one (1) member can live outside the city limits. Councilor Hollett seconded the motion.

James- some other committees have up to two out of city limits members.

Mayor Cutchen-he doesn't know why we are being so frugal on allowing a limited number of citizens living outside city limits to be on the city's committees.

Vote on amending the motion: Tarman (nay), Hooker (nay), Mayor Cutchen (nay), Hollett (aye), Kinyon (aye). Motion failed 2-3. (Councilor Coker lost service)

Vote on original motion: Mayor Cutchen (aye), Hooker (aye), Kinyon (nay), Tarman (aye), Hollett (nay). Motion failed 3-2. (Councilor Coker lost service).

14. Public Hearings-none

15. Appointments

15.1 Councilor Appointment to Library Board

James-read the issue.

Motion: Mayor Cutchen moved to appoint Councilor Hooker to the Library Board. Councilor Kinyon seconded the motion.

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

15.2 Councilor Appointment to the OEADAC

Motion: Mayor Cutchen moved to appoint Councilor Tarman to the OEADAC as the City Council Representative. Councilor Hooker seconded the motion.

Hollett (nay), Coker (nay), Tarman (aye), Mayor Cutchen (aye), Kinyon (nay), Hooker (aye). Motion failed 3-3.

15.3 Marietta Thompson- Public Safety Committee-postponed

15.4 JT Flowers-OEDAC

James-read the issue.

JT-introduced himself to the council.

Motion: No motion was made*.

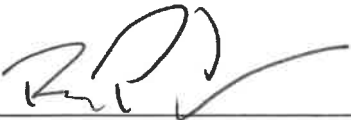
Hooker (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Hollett (aye), Kinyon (aye). Vote (no Motion made) to appoint JT Flowers to the OEDAC was 6-0 in favor.

**This issue will be addressed during the 3/6/23 Special Session*

16. Public Comment - none

17. Adjourn - 8:09 pm

Signed:



Bryan Cutchen, Mayor

Signed:



Jackie Taylor, City Recorder