



June 15, 2023 @ 6:00 p.m.  
Regular Session *and* Budget Hearing  
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, Chrissy Hollett, Melissa Bjarnson and Michelle Coker

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

### 2. Pledge of Allegiance

### 3. Roll Call-all present

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

Councilor Kinyon-added Muni Court discussion 10.4

### 5. Public Comment

Rick Yarbrough- Agenda item 10.1 pertains to him. He talked about the need for using the porta potties and problems he has experienced with the complainant.

Nancy Kelly-talked about item 10.1. She is asking the City to mediate so she can sleep and breathe.

Matthew McNatt- talked about the new fee schedule, specifically building and planning permits.

Dan Barclay-talked about the OIP lots and Old PW building for sale, the budget packet and PSF.

### 6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-the library will be having a book sale Saturday from 11 am until 3 pm. And fire danger went from low to moderate, please be vigilant.

### 7. Councilor Comments / Announcements

Councilor Hollett-the fire department along with the Red Cross will be distributing smoke alarms. RAIN held a social media work shop, the next event will be at the Middle Fork Bistro.

Councilor Kinyon-addressed Dan Barclays comment on the PSF, she has asked for the total about that we have brought in and has not received that yet. She would like the monthly finance reports sooner and with more information.

**Motion:** Councilor Kinyon moved to direct our City Administrator to ensure that we receive our monthly finance report every month on the second Thursday, including the statement of revenue and expenditures, including an updated actual received PSF dollar amount and including a check register report. Councilor Hollett seconded the motion.

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

**8. Consent Agenda**

8.1 Minutes from 6/1/2023 City Council meeting

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

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

**9. Executive session under ORS 192.660 (2) (e) –To conduct deliberations with person designated by the governing body to negotiate real property transactions.**

Start Executive session-6:25 pm

Back in regular session-7:13 pm

9.1 Offers to purchase 76410 Douglas Street

**Motion:** Councilor Kinyon move to direct the CA to accept the offer to purchase the vacant land at 76410 Douglas Street, subject to a Public Hearing. Councilor Tarman seconded the motion.

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

9.2 Offer to purchase OIP Lot 20

**Motion:** Councilor Tarman moved to tentatively accept the offer to purchase OIP Lot 20 for \$30,000, subject to USDA approval and a future Public Hearing. Councilor Hooker seconded the motion.

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

9.3 Offer to purchase OIP Lot 19

**Motion:** Councilor Kinyon moved to direct the CA to continue negotiations for the purchase of OIP Lot 19. Councilor Hooker seconded the motion.

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

9.4 Offers to purchase 47899 Hwy 58

**Motion:** Councilor Kinyon moved to direct the CA to accept the offer to purchase the Old Public Works Building, located at 47899 Hwy 58, subject to a future Public Hearing. Councilor Hooker seconded the motion.

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

**10. Business from the City Council**

10.1 Staff report on use of portable restrooms and mobile food vendor Ordinances

**Motion:** Councilor Kinyon moved to defer this to a work session and to email Rick Zylstra with any questions in advance. Councilor Hooker seconded the motion.

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

10.2 Committee Appointments Legal Issue

James-introduced the issue.

Mayor Cutchen-read the attorney response.

This will be added to our work session.

10.3 Inbound LLC Request to camp on OIP lot 37

James-read the issue.

Don Collins with Inbound LLC-explained what they needed and that they will keep it very clean. They do support the community.

**Motion:** After discussion, Councilor Kinyon moved to allow Inbound LLC to camp at OIP Lot 37 for \$100 month through the end of the 2023 fire season and to provide insurance for the lot. Councilor Hooker seconded the motion.

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

10.4 Muni Court Discussion

James- is still working on the issue.

Councilor Kinyon-wants to know how much money is actually being collected by the Muni Court and will email James more specific questions.

**11. Business from the City Administrator**

11.1 Junction City Dispatch Update

James-read the issue. They had two dispatchers quit and one is going on maternity leave. James asked LCSO if we could do a month to month contract for now and they said we could. This will be going to Junction City, City Council on the 27<sup>th</sup> of June.

**12. Staff and Board/Committee/Commission Reports-** skipped reports, due to time constraint.

- 12.1 Finance Report
- 12.2 Police
- 12.3 Fire
- 12.4 Public Works

**13. Items removed from the Consent Agenda-**none

**14. Ordinances and Resolutions**

14.1 Resolution 14-2023 Schedule of Fees beginning Fiscal year 2023-2024

James-introduced the issue.

Councilor Kinyon – requested that the issue be tabled. Council agreed and it was tabled.

14.2 Resolution 11-2023 Adoption of the Approved FY 2023-2024 Budget

Councilor Hollett-declared an actual conflict of interest, her husband is an employee of the City of Oakridge.

Councilor Bjarnson- declared a potential conflict of interest, she is on the volunteer roster at the fire department.

**Motion:** Councilor Tarman moved that we approve the 1<sup>st</sup> reading of Res 11-2023 adopting the approved fiscal year 2023-2024 budget in the amount of \$11,691,828.00 and making the associated appropriations and imposing and categorizing taxes. Councilor Hooker seconded the motion.

Coker (nay), Tarman (aye), Mayor Cutchen (aye), Kinyon (nay), Bjarnson (aye), Hooker (aye). Motion passed 4-2

**Motion:** Councilor Tarman moved that we schedule a special session for the 2<sup>nd</sup> reading of resolution 11-2023 on June 29<sup>th</sup> 2023. Mayor Cutchen seconded the motion.

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

#### 14.3 Ordinance 940 Fireworks Prohibition during "Extreme" Fire Danger

James-introduced the issue.

**Motion:** After discussion, Councilor Hollett moved to approve the reading of Ord. 940, an Ordinance amending Oakridge Code Chapter 130 to adopt a fireworks ban and other restrictions during declared "extreme" fire danger conditions effective immediately. Councilor Hooker seconded the motion.

Hooker (aye), Hollett (aye), Tarman (nay), Mayor Cutchen (nay), Kinyon (aye), Bjarnson (aye). Motion passed 4-2

James-read Ordinance 940

#### 15. Public Hearings-none

#### 16. Public Comment

Councilor Kinyon – Before public comment began, Councilor Kinyon wanted to comment on the finance report. She stated that Council used to approve the finance report after it was read by the Finance Director and she wants to go back this style of report.

**Motion:** After discussion, Councilor Kinyon moved that the monthly finance report will now include the Banner Bank and LGIP balances, and the council will vote to accept the report. Councilor Hooker seconded the motion.

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

Rustie Ackland- her concern is the PSF, it should be equally shared and we should do away with the waivers.

Dan Barclay- Councilor Kinyon was right about the budget meetings. The City is broke, we can't keep giving out handouts.

#### 17. Adjourn 8:40 pm

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

Bryan Cutchen, Mayor

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

Jackie Taylor, City Recorder