



August 3, 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, Chrissy Hollett, Melissa Bjarnson and Michelle Coker

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

2. Pledge of Allegiance

3. Roll Call-all councilors present

4. Additions, Corrections or Adjustments to the Agenda

Councilor Kinyon-wants to remove the 6/15/23 minutes from the consent agenda

Mayor Cutchen-add 10.7 to appoint Kevin Martin as Pro tem CA while James is out of town.

5. Public Comment

Trudy Hammond-read a statement regarding the animal ordinance, she is asking for more support from the Oakridge PD.

6. Mayor Comments / Announcements / Proclamations

6.1 Farmer's Market every Friday 3-5pm & First Friday Art Walk tomorrow (8/4/2023) 5-7 pm

6.2 Oakridge Keg & Cask Festival Saturday August 12th 3-11pm: <https://oakridgekegcask.com>

6.3 Oakridge Triple Summit Challenge (running race) this weekend at Greenwaters Park & Westfir: <https://Oakridgetriplesummitchallenge.com/>

7. Councilor Comments / Announcements

Councilor Hollett-requested that James meet with Trudy and add this to the next agenda.

8. Consent Agenda

8.1 minutes from previous City Council meeting (s) on 6/15/23 (revised (7/31/23) and 7/13/23

The minutes from 6/15/23 were pulled from the consent agenda.

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

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

9. Appointments

9.1 Jeffrey Reed-WAC Subcommittee

James-read the issue.

Motion: Councilor Hollett moved to appoint Jeffrey Reed to the WAC Advisory Committee. Councilor Kinyon seconded the motion.

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

9.2 Councilor Appointments to the Library Board, Special Fire District, and WAC Subcommittees

James-read the issue.

Motion: Councilor Kinyon moved to appoint Councilor Hollett to the WAC Sub-Committee and the Special Fire District Sub Committee. Councilor Coker seconded the motion.

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

10. Business from the City Council

10.1 Q & A with state Representative Charlie Conrad

James-read the issue.

Representative Charlie Conrad introduced himself and answered questions from the council.

10.2 FY 21-22 Audit Report & 2022 SRE (with Auditor Rebecca Harder of Hanford & Associates, LLC)

James-read the issue.

10.3 Resignation of Councilor Jan Hooker and new councilor application & appointment process

James-read the issue.

Motion: Councilor Tarman moved to approve the proposed process, timeline, and vacancy announcement to appoint a new City Councilor to fill Councilor Jan Hooker's vacancy. Councilor Kinyon seconded the motion.

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

10.4 Asphalt Pump Track at the OIP proposal from Parks Committee

James-read the issue.

Motion: Councilor Hollett moved to approve up to \$9,000 in OIP funds to be used for a Feasibility study for a future asphalt pump track in the OIP. Councilor Tarman seconded the motion.

There was discussion on an RFP and cost associated with that.

Councilor Hollett -withdrew her motion.

Motion: Councilor Kinyon moved to direct the CA to look into getting a feasibility study done on building a pump track in Oakridge. Motion died, no second.

Motion: Councilor Hollett moved to officially support the work from Jason and Tom and Parks & Community Services Committee for working on an asphalt pump track and to direct our CA to look into a feasibility study for the pump track at the OIP. Councilor Tarman seconded the motion.

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

10.5 Revised Cooling Station Request from WeRSharp

James-read the issue.

Motion: Councilor Kinyon moved to allow WeRSharp to build, operate, and supervise a cooling station in the police department parking lot for up to 2 hours a day when it is 90 degrees or above and for up to 4 hours a day when it is 100 degrees or above. Councilor Coker seconded the motion.

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

10.6 Revised Council Rules of Procedure (with public comment)

James-read the issue.

Motion: Councilor Kinyon moved that we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13th City Council Work Session and adopt the new 2023 version of the rules, to replace the old 2020 rules and attachment A of Ordinance 930. I further move that *part* of the suggested changes by the City Attorney regarding committee appointments also be incorporated in the new 2023 version of the rules as discussed during this meeting. Councilor Hollett seconded the motion.

Councilor Kinyon- rescinded her motion.

Motion: Councilor Kinyon moved that we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13th City Council Work Session and adopt the new 2023 version of the rules, to replace the old 2020 rules and attachment A of Ordinance 930. I further move that *all* of the suggested changes by the City Attorney regarding committee appointments also be incorporated in the new 2023 version of the rules as discussed during this meeting. Councilor Bjarnson Seconded the motion.

Amended Motion: Mayor Cutchen moved that we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13th City Council Work Session and adopt the new 2023 version of the rules, to replace the old 2020 rules and attachment A of Ordinance 930. I further move that *all* of the suggested changes by the City Attorney regarding committee appointments also be incorporated in the new 2023 version of the rules as discussed during this meeting. Adding chapter 2, section 1, the Mayor and Councilors will make every effort to attend City Council meetings in person, unless travel, medical or extenuating circumstances make virtual attendance necessary. Councilor Tarman seconded the motion.

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

Original motion:

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

10.7 Potentially appointing Chief Kevin Martin pro tem CA from August 4-7

James-read the issue.

Motion: Councilor Hollett moved to appoint Kevin martin as the pro tem City Administrator from August 4-7, if and when City Administrator Cleavenger cannot be reached by cell phone while he is out of the state. Councilor Coker seconded the motion.

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

11. Executive Session under ORS 192.660 (2) (e)-to conduct deliberations with person designated by the governing body to negotiate real property transactions.

In Executive session-7:48 pm
Back in regular session-8:14 pm

11.1 Offer to purchase OIP Lot 21

Motion: Councilor Kinyon moved to direct the CA to continue negotiations with the buyer for lot 21. Councilor Hollett seconded the motion.

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

12. Business from the City Administrator

12.1 Junction City Dispatch Update

James-gave an update on where we are with the dispatch services.

12.2 WAC Remodel & Survey Updates

James-gave an update on the WAC remodel, they survey closed on Monday, the RFP has already been put out and council approved.

12.3 Bedrock Fire Update

Mayor Cutchen and James attend the fire meetings in the mornings, Oakridge doesn't seem to be in danger. Oakridge Air has replacement filters.

13. Items removed from the consent agenda

Councilor Kinyon-wanted these minutes pulled from the consent agenda, she admittedly did not read them before she voted on them, and she had requested some changes to the minutes that were not made.

There was discussion on how the city council would like to see the minutes from now on.

Motion: Mayor Cutchen moved to direct the CA and the City Recorder to strip all comments from the minutes and only have the motions and votes and that's it. Councilor Tarman seconded the motion.

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

14. Ordinances and Resolutions

15. Public Hearings

16. Staff and Board/Committee/Commission Reports

16.1 Parks & Community Services Committee

Councilor Tarman-gave the report.

16.2 Public Safety Committee

James-gave the report.

16.3 Audit Committee

Councilor Kinyon-gave the report

16.4 Charter Review Sub-Committee

Councilor Kinyon- gave the report.

16.5 Budget Committee

No report.

16.6 Library Board

Councilor Kinyon-gave the report.

16.7 RTMP & TRT

Did not meet.

16.8 Planning Commission

Nothing to report.

16.9 OEDAC

James-gave the report.

16.10 Special Fire District Sub-Committee

Councilor Hollett-gave the report.

16.11 Admin Committee

James-gave the report.

16.12 WAC Sub-Committee

Councilor Hollett-gave the report.

16.13 WAC Funding Committee

Mayor Cutchen-gave the report.

17. Other Business

18. Public Comment

Dan Barclay-spoke about the Charter and the discussion of the City Recorder.

Mr. McNatt- spoke about the on line city council packet containing the Council Rules of Procedure documents.

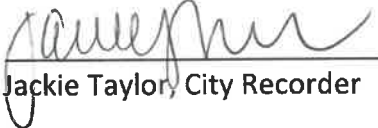
Councilor Hollett-said we should reconsider the previous motion that they all unanimously approved to not allow discussion in the minutes.

Motion: Councilor Kinyon moved to reconsider the previous motion. Councilor Hollett seconded the motion.

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

19. Adjourn 9:04

Signed: 
Bryan Cutchen, Mayor

Signed: 
Jackie Taylor, City Recorder