



August 17, 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, 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 present**

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

Mayor Cutchen- would like to postpone items 13.1, 13.2 and 10.6

### **5. Public Comment-none**

### **6. Mayor Comments / Announcements / Proclamations**

Mayor Cutchen-gave an update on the Salmon Creek Fire. Purifiers are available to distribute and Oakridge Air could use volunteers to help distribute them.

Reminder that the City Council vacancy applications are due September 4 at 5 pm.

Kudos to public works for working all night when we had a main break. All of the water samples came back clean.

### **7. Councilor Comments / Announcements**

Councilor Kinyon-asked about adding the finance report to the consent agenda to be approved, as per Council's prior direction. The CA agreed to do so from now on.

### **8. Consent Agenda**

8.1 Minutes from previous City Council meetings on 6/15/23. 6/29/23, 7/6/23 and 7/20/23.

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

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

### **9. Appointments-none**

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

#### 10.1 NAMI Request to use Greenwaters Park Community Center

James-read the issue.

Allie Harris, from NAMI Health -gave a presentation on what they do for communities.

**Motion:** Councilor Tarman moved to waive the fees to allow NAMI of Lane County to use the Greenwaters Park Building for Mental Health programs up to two nights per month, for up to two hours, but not on weekends starting in October. Councilor Kinyon seconded the motion.

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

#### 10.2 City Council Minutes Issue

James-read the issue, pointing out that the Council Rules and the ORS are almost exactly the same and that the video/audio recordings of the minutes help fulfill the requirements of the ORS and the Council Rules.

**Motion:** Councilor Kinyon moved to require the City Recorder to prepare our minutes capturing the basic substance of the meeting, as per the ORS 192.650 requirements. Councilor Bjarnson seconded the motion.

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

#### 10.3 Trudy Hammond's concerns re Animal Laws

James-read the issue.

Trudy Hammond- discussed her concerns.

#### 10.4 Asphalt Pump Track at the OIP proposal from Parks Committee

James-read the issue and said that Rick is taking this over along with the Parks & Community Services Committee and will report back to Council later.

#### 10.5 Plan of Action Letter for FY 21-22 Audit

James-read the issue, noting that these minutes will have to be approved at the August 31, 2023 meeting to send along with the letter to the state.

**Motion:** Councilor Kinyon moved to approve and adopt the Fiscal Year 21-22 Audit Report Plan of Action letter, to be signed by the Mayor and then filed with the Secretary of State. Councilor Coker seconded the motion.

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

#### 10.6 Revised Council Rules of Procedure –with public comment-*postponed*

### 11. Business from the City Administrator

#### 11.1 Junction City Dispatch

James-read the issue. They had another dispatcher quit, so it is going to be a bit longer.

#### 11.2 WAC Remodel Update

James-read the issue.

Curt Wilson-updated the council on what is going on at the WAC regarding what are repairs and what improvements are and how to move forward. They took samples of the roof and there was asbestos in the roofing material. He also viewed documents from the 80's and most other asbestos seems to have been removed.

**Motion:** Councilor Tarman moved to direct Architect Curt Wilson to proceed with option 1 for fixing the roof at the WAC. Councilor Bjarnson seconded the motion.

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

#### 11.3 Bedrock & Salmon Fires Update

James-gave fire updates.

#### 11.4 OIP Lot 20 Sale Update – USDA Concurrence Letter

James-read the issue. This is for information only.

#### 11.5 Other city business updates-including reminder of the 8/31 Food Truck/Portable Restroom Work Session

James-added this as a reminder for the meeting.

12. Items removed from the Consent Agenda

#### 13. Ordinances and Resolution

13.1 Resolution 16-2023 (OEDAC Resolution to repeal & replace Resolution 03-2023-*postponed*

13.2 Ordinance 942 (a new Parade Ordinance to repeal & replace Ordinance 75) -*postponed*

#### 14. Public Hearings

#### 15. Staff and Board/Committee/Commission Reports

##### 15.1 Finance Report

Colleen-she is here to answer any questions the council may have.

Councilor Kinyon-asked for the balance in Banner Bank and LGIP Accounts. She also asked if we are having our Journal Entries verified.

Colleen-yes we are.

**Motion:** Mayor Cutchen moved to approve the monthly Finance Report. Councilor Tarman seconded the motion.

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

##### 15.2 Police Report

Police Chief Kevin Martin-gave his report.

##### 15.3 Fire Report

Chief Hollett-stepped away, no verbal report, only written.

##### 15.4 Public Works Report

Rick-gave the public works report.

Councilor Kinyon- asked about the alley on Hills Street.

Rick-they do discuss that at the Parks meetings, they follow the TSP and they just go down the list, but we are still looking for grants to pay for the Hills Street alley.

**16. Executive Session under ORS 192.660 (2) (E) –to conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

16. Offer to purchase OIP Lot 21 (in Executive Session)

**Motion:** After the Executive Session, Councilor Tarman moved to direct the CA to continue negotiations on OIP lot 21. Councilor Bjarnson seconded the motion.

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

**17. Other Business**-none

**18. Public Comment**

Shaun Anderson, Hemlock-spoke about the police officers and the contract we have with Westfir.

Trudy Hammond-as an agenda item she shouldn't have been given only three minutes to speak.

Aaron Lee Goff- spoke about revenue and the WAC building.

John O'Neal, Hemlock- there is crime all over Hemlock, people living in RV's across from the park, why is it ok to illegally live there?

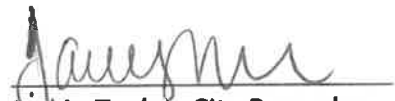
Paul Scott – the audit is hard to read, he would like to know the results of the audit.

**19. Adjourn 7:57 pm**

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

  
Bryan Cutchen, Mayor

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

  
Jackie Taylor, City Recorder