



September 7, 2023 @ 5:00 p.m.  
Council Interviews/Regular Session  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street

## MINUTES

### 1. Call Meeting to Order- 5:00 pm

**Council Present:** Mayor Bryan Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Chrissy Hollett, Melissa Bjarnson, Michelle Coker and Kelly Brewer (after sworn in)

**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

Councilor Kinyon-wanted to add an update on implementing a collection agency and Annual Reviews for appointees.

### 5. Public Comment-none

### 6. Mayor Comments / Announcements / Proclamations-none

### 7. Councilor Comments / Announcements-none

### 8. Consent Agenda

8.1 Minutes from previous City Council meetings: 8/3/2023 & 8/31/2023

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

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

### 9. Appointments

#### 9.1 Vacant City Council candidate interviews

The Mayor and Council interviewed the applicants in alphabetical order.

Damion Brewer, Kelly Brewer, Trudy Hammond, Lynda Kamerrer, Paul Scott and Chris Winchester.

#### 9.2 Vacant City Council position voting, appointment, and swearing-in

James-instructed the council and applicants how the voting will occur.

1<sup>st</sup> round of voting:

Mayor Cutchen and Councilor Tarman voted for Lynda Kamerrer. Councilor Kinyon voted for Trudy Hammond. Councilor Coker, Councilor Bjarnson, and Councilor Hollett voted for Kelly Brewer. The top 2 candidates (Lynda Kamerrer-2 votes and Kelly Brewer-3 votes) moved on to the 2<sup>nd</sup> round of voting.

2<sup>nd</sup> round of voting (between Kelly Brewer & Lynda Kamerrer):

Mayor Cutchen and Councilor Tarman voted for Lynda Kamerrer. Councilor Kinyon, Councilor Coker, Councilor Bjarnson and Councilor Hollett voted for Kelly Brewer.

James swore-in Councilor Kelly Brewer.

## 10. Business from the City Council

### 10.1 WAC Solar Feasibility Study RFP Responses

James-read the issue.

**Motion:** Councilor Kinyon moved to approve awarding the WAC Solar feasibility study to the Oregon Clean Power Cooperative. Councilor Tarman seconded the motion.

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

### 10.2 Bus Fair 2023 Report

James-read the issue.

Brock Butterfield- gave a report on the 2023 Bus Fair event.

### 10.3 Non- Resident Library Fee Issue

James-read the issue.

Georgianne Samuelson, Librarian- read a statement.

**Motion:** Councilor Tarman moved to reduce the annual fee for non- residents to \$20 effective immediately. Councilor Brewer seconded the motion.

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

### 10.4 Surplus Police Vehicles

James-read the issue.

**Motion:** Councilor Tarman moved to declare 11 city owned vehicles listed above as surplus and all proceeds go to the police department. Councilor Coker seconded the motion.

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

### 10.5 Publishing the Municipal Court Docket on City Website Issue

James-read the issue.

**Motion:** Councilor Kinyon moved to request that the Oakridge Municipal Court begin publishing the court docket at least one week in before the court date. Councilor Tarman seconded the motion.

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

### 10.6 Revised Council Rules of Procedure

James-read the issue.

**Motion:** Councilor Kinyon moved to approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13<sup>th</sup> City Council work session and the August 3<sup>rd</sup> City Council meeting and adopt the new 2023 version of the rules to replace the old 2020 rules and attachment A of Ordinance 930. Councilor Hollett seconded the motion.

Mayor Cutchen-is opposed for two reasons, this doesn't support in person attendance at meetings and he believes the Committee Appointment language goes against the intent of the Charter.

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

#### 10.7 Administrative Warrants for Abatements Legal Research Expenditure Authorization Request

James-read the issue.

**Motion:** Councilor Kinyon moved to approve the expenditure for legal research by the city attorney into the issue of Administrative Warrants and Abatement ordinances. Councilor Hollett seconded the motion.

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

#### 10.8 Annual Reviews for Council Appointees

Councilor Kinyon - wanted to bring this issue to the council for a vote.

**Motion:** Councilor Kinyon moved to conduct an annual review of the three city council appointees (City Administrator, City Recorder, and Municipal Court Judge) by the end of the calendar year. Councilor Hollett seconded the motion.

There was discussion on the council evaluating the City Recorder.

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

### 11. Business from the City Administrator

#### 11.1 Fire Updates

James-gave current fire updates.

#### 11.2 Lane County (non-city residents) Firewise Grant Applications open at [www.lanecountyor.gov/firewise](http://www.lanecountyor.gov/firewise)

James-read the issue.

#### 11.3 Other City Business- Collection agency Update

Councilor Kinyon-requested an update from CA regarding hiring a collection agency.

James- asked the council if they would like him to bring at least three of the collection agencies that he has reviewed to council for them to choose, or if they are ok with him choosing one.

The council agreed to allow the CA to choose the collection agency.

12. Items removed from the Consent Agenda- none

13. Ordinances and Resolutions- none

14. Public Hearings- none

15. Staff and Board/Committee/Commission Reports

#### **15.1 Parks & Community Services Committee**

Rick-gave the report.

#### **15.2 Public Safety Committee**

James-gave the report.

#### **15.3 Audit Committee**

Councilor Kinyon-they did not meet.

#### **15.4 Charter review Sub-Committee**

Councilor Kinyon- gave the report. Will start meeting bimonthly.

#### **15.5 OEDAC (vacant-CA will report)**

James-gave the report.

#### **15.6 Special fire District Sub-Committee**

Councilor Hollett-gave the report.

#### **15.7 Admin Committee**

Councilor Kinyon-gave the report.

#### **15.8 WAC Sub-Committee**

Councilor Hollett-gave the report

#### **15.9 WAC Funding Committee**

Mayor Cutchen-they did not meet.

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

**In Executive session 7:54 pm**

**Back in regular session: 8:08 pm**

#### **16.1 Offer to purchase OIP lot 21**

**Motion:** Councilor Brewer moved to direct the CA to reject the offer for OIP lot 21. Councilor Kinyon seconded the motion.

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


#### **17. Other Business**

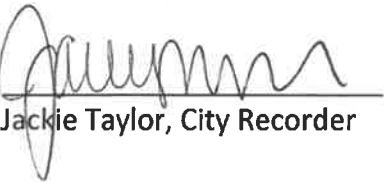
#### **18. Public Comment**

Dan Barclay, Oakridge- made a clarification on the room tax discussion.

Trudy Hammond, Oakridge- wanted to publically apologize to Mayor Cutchen for saying he was trying to micromanage her at the last meeting and thanked him for being kind to her.

19. Adjourn 8:16 pm

Signed:   
Bryan Cutchen, Mayor

Signed:   
Jackie Taylor, City Recorder

