



October 5, 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, Melissa Bjarnson, Michelle Coker, Kelly Brewer and Chrissy Hollett.

**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-none

### 5. Public Comment

Joe Felty, Oakridge-his water meter is not reading right, he did not use as much water as it shows. He believes the meter is broken and would like someone to come and look and for it to be replaced.

Rick-he was out there today, he and public works will go back out and test the meter and replace it if necessary.

### 6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-the Library's silent auction will be on October 21, 2023, proceeds will go towards children's educational activities, books and DVD's.

### 7. Councilor Comments / Announcements

Councilor Kinyon- she was not present at the last meeting, but she did see an email that was sent out to Brock Butterfield on behalf of the City, was that email appropriate? She disagrees that he was being grilled at the meeting when he gave his Bus Fair update.

### 8. Consent Agenda

8.1 Minutes from previous City Council meeting 9/21/2023

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

Ayes-7

Nays-0

### 9. Appointments

9.1 Laurie Patty Library Board Application- was not present.

9.2 Cyma Lovell-Beers Library Board Application

James-read the issue.

**Motion:** Councilor Kinyon moved to appoint Cyma Lovell-Beers to seat 2 of the Library Board for a term expiring in December 2025. Councilor Coker seconded the motion.

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

9.3 Meagan Metcalf Planning Commission Application

James-read the issue.

**Motion:** Councilor Tarman moved to appoint Meagan Metcalf to seat 3 of the Planning Commission for a term expiring in December 2026. Councilor Kinyon seconded the motion.

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

10. **Business from the City Council**

10.1 Change Order for Cherry Street Project

Councilor Brewer- asked Rick a few questions regarding the change order, she wanted to make sure Wildish isn't double dipping.

**Motion:** Councilor Kinyon moved to allow the CA to sign Change Order #1 for Cherry Street. Councilor Tarman seconded the motion.

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

10.2 Library Silent Auction Alcohol Permit for Saturday October 21<sup>st</sup> at 6pm

**Motion:** Councilor Tarman moved to approve the Library's alcohol permit for their silent auction on October 21, 2023. Councilor Brewer seconded the motion.

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

10.3 Designation of Agent Form for FEMA Hazard Mitigation Grant Program

**Motion:** Councilor Kinyon moved to approve and allow the Mayor to sign the FEMA "Designation of Agent" Form, certifying that City Administrator James Cleavenger is the City's Agent, authorized to execute all forms and documents for the purpose of applying for and obtaining financial assistance through FEMA Grants. Councilor Brewer seconded the motion.

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

10.4 Greenwaters Park Banner Bank Amphitheater Remodeling Bid Award

Councilor Brewer -recused herself from voting, she is the owner of On Top Construction and Design.

James-read the issue.

**Motion:** Councilor Kinyon moved to award the contract, up to \$20,000, for the Banner Bank Amphitheater in Greenwaters Park re-siding project to the lowest bidder, On Top Construction and Design. Councilor Coker seconded the motion.

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

10.5 Boy Scouts Fee Waiver/Reimbursement Request for Greenwaters Park

James-read the issue.

**Motion:** Councilor Kinyon moved to approve a full fee waiver for up to 3 rentals of the Greenwaters park community building for the Boy Scouts. Councilor Bjarnson seconded the motion.

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

#### 10.6 Dogs of Valor Fee Waiver Request for Greenwaters Park

James-read the issue.

**Motion:** Councilor Kinyon moved to waive 4 rentals fees for the Dogs of Valor programs at Greenwaters Park on October 26<sup>th</sup>, December 1-3, and/or December 15<sup>th</sup>, alternate days if necessary. Councilor Bjarnson seconded the motion.

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

### 11. Business from the City Administrator

#### 11.1 Fire Update

James-gave an update.

#### 11.2 Other city business updates

James-attended an infrastructure summit, had a tour of the OIP.

### 12. Items removed from the Consent Agenda-none

### 13. Ordinances and Resolutions (with public comment)-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

No report.

#### 15.3 Charter Review Subcommittee

Councilor Kinyon-gave the report.

#### 15.4 Library Board

Councilor Kinyon-gave the report.

#### 15.5 OEDAC

James-gave the report. The meeting dates have changed, they will be the 2<sup>nd</sup> Wednesday of each month at 5:00 pm.

#### 15.6 Admin Committee

James-gave the report.

#### 15.7 WAC Subcommittee

Councilor Hollett-gave the report.

#### 15.8 WAC Funding Committee

Mayor Cutchen-gave the report.

### 16. Other Business

Councilor Kinyon-there is a lot of training coming up through LOC in December.

**17. Public Comment**

Paul Scott-asked if the council will ever not waive a park rental fee? We are in bad shape financially.

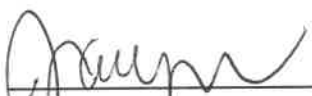
Jeanne Cabello-Penn-agrees with Mr. Scott.

Cyma Lovell-Beers- we could have them pay half, we should take care of our kids here.

Keith Robinson- sees Greenwaters Park as an asset, he doesn't think it is appropriate to waive all of the fees.

**18. Adjourn 7:10 pm**

Signed:   
Bryan Cutchen, Mayor

Signed:   
Jackie Taylor, City Recorder