



March 21, 2024 @ 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 Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Michelle Coker, Melissa Bjarnson, Chrissy Hollett and Kelly Brewer.

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

2. Pledge of Allegiance

3. Roll Call-all present

4. Additions, Corrections or Adjustments to the Agenda

Mayor Cutchen-added 10.0 Public Meetings Law

Councilor Hollett-wanted to move the RTMP items to a special session and to allow all public comment tonight.

Mayor Cutchen- after 10.8 we will go to 15. And if we run out of time we will schedule a work/special session.

5. Public Comment

Mayor Cutchen-read a letter from Bree Crane in support of the Oakridge/Westfir Chamber receiving funds.

Nancy Kelly-spoke against the Keg & Cask permit. She read a statement from a witness to her meeting with Rick regarding the appeal process and cost for a CUP.

Sabrina Ratkowski- spoke in favor of the Chamber receiving funds.

Mayor Cutchen-read a letter from Lindsay and Rick Yarbrough in support of the Bus Fair fee waivers and event.

Jude Anderson- vice Chair of the Chamber- spoke in favor of RTMP money and funding the Chamber.

Sarah Altemus-Pope- Spoke in favor of funding the Chamber.

Mayor Cutchen-read a letter in support of the Bus Fair Funding and event signed by several community members.

Eugene Cathcart-spoke about TRT/RTMP Funding and all requests should be supported.

Nicol Desch- spoke in favor of funding for the Chamber.

Mayor Cutchen- read a letter from Guen DiGioia in support of the Bus Fair.

Alyssa Meyer-read a letter from Holly Olsen in support of the Chamber.

Leanna- spoke in favor of the Chamber.

Dan Barclay-spoke about TRT and RTMP Funding

Mayor Cutchen- read a letter from Trudy Hammond regarding animal services in Oakridge.

Michelle Emmons- Chamber President- spoke in favor of the Chamber and funding the Chamber.

Valerie- from the Oakridge Farmers Market-spoke in favor of the Chamber and their hard work.

Mayor Cutchen-read a letter from Kevin Gobelman in favor of Concerts in the Park and the need for funding.

Corina Schorer-spoke in favor of Concerts in the Park event and funding.

Elizabeth Barclay-wanted to donate her three minutes to Dan Barclay.

Motion: Councilor Hollett moved to allow citizens to donate their minutes during public comment. Councilor Kinyon seconded the motion.

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

Dan Barclay-spoke about RTMP/TRT funding.

Rene Gobelman-spoke in favor of Concerts in the Park events and the need for funding.

6. Mayor Comments / Announcements / Proclamations

The city was awarded \$500,000 for WAC funding.

7. Councilor Comments / Announcements -none

8. Consent Agenda

8.1 Minutes from previous City Council Meeting (s) on: March 7, 2024

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

Ayes-7

Nays-0

9. Appointments

9.1 Loren Michaels WAC Subcommittee application

James-read the issue.

Motion: Councilor Tarman moved to appoint Loren Michaels to the WAC Subcommittee. Councilor Brewer seconded the motion.

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

9.2 Susan Goddard Budget Committee *and* WAC Subcommittee applications- *not present*

10. Business from the City Council

10.0 Public Meetings Law

Mayor Cutchen-read the issue.

This will be on the next meeting agenda.

10.1 Keg & Cask Festival Street Closure and Alcohol Permit Request

James-read the issue.

Motion: Councilor Brewer moved to approve the alcohol permit and street closure requests for the Keg & Cask Festival on August 10, 2024. Councilor Coker seconded the motion.

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

10.2 Loren Michaels Offer: WAC use in exchange for theater curtains and consulting services

James-read the issue.

Motion: Councilor Tarman moved to allow the CA to draft and sign a contract to allow Loren Michaels to temporarily use the WAC stage in exchange for curtains and professional services. Mayor Cutchen seconded the motion.

Mayor Cutchen (aye), Hollett (nay), Tarman (aye), Bjarnson (nay), Kinyon (aye), Coker (nay), Brewer (nay). Motion failed 3-4

Motion: Councilor Hollett moved to have the CA draft a contract to allow Loren Michaels to temporarily use the WAC stage in exchange for curtains and professional services and to bring the contract back to council for approval. Councilor Brewer seconded the motion.

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

10.3 Oakridge Pharmacy Alcohol Permit Request

James-read the issue.

Motion: Councilor Kinyon moved to approve Oakridge Pharmacy's OLCC Alcohol Permit application. Councilor Brewer seconded the motion.

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

10.4 Request to move the 4/29, 5/15, 5/20, and 6/3 Budget Committee meetings (or all meetings) to 7pm

James-read the issue.

Motion: Councilor Kinyon moved to move all Budget Committee Meetings to 7pm. Councilor Tarman seconded the motion.

Hollett (nay), Tarman (aye), Coker (nay), Brewer (nay), Mayor Cutchen (aye), Bjarnson (nay), Kinyon (aye). Motion failed 3-4

10.5 Staff report on Nancy Kelly's request to waive deadlines and fees for land use appeal

Rick-read the issue.

Motion: Councilor Kinyon moved to approve the appeal process for Nancy Kelly. Motion died due to lack of a 2nd.

10.6 OSP Lease Renewal

James-read the issue.

There was discussion on how the rent is calculated for the tenants of the building.

Motion: Councilor Brewer moved to approve allowing the CA to renew the OIP lease with the Oregon State Police with the 5% increase per month. Councilor Kinyon seconded the motion.

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

10.7 TMDL/OIP/Energy Resilience RARE Grant Application Request

James-read the issue.

Motion: Councilor Kinyon moved to allow the city staff to apply for the RARE program and apply for the DEQ TMDL grant to fund half of the cost of a RARE member, and to use \$13,000 of OIP funds to pay for the remaining cost of a RARE member. Councilor Brewer seconded the motion.

Mayor Cutchen-announced it was 8:55pm and asked to extend the meeting by 15 minutes, everyone agreed.

10.8 TV Butte/Old Hazeldell Quarry Opposition Letter & Old Dunning Road Landfill Issue

James-read the issue.

Motion: Councilor Brewer moved to approve the draft letter of opposition and allow the City of Westfir to sign on the letter as well. Councilor Kinyon seconded the motion.

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

Amended motion: Mayor Cutchen moved to allow the CA to fix things as he sees fit and bring the letter back to council. Councilor Tarman seconded the motion.

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

10.9-10.17 are moved to a special session on March 27th

10.9 RTMP/TRT Committee request to set aside TRT funds for the TRT Block Grant Program

10.10 The Bus Fair RTMP & TRT funding request

10.11 UBRA TRT funding request

10.12 Keg & Cask Festival RTMP & TRT funding request

10.13 Chamber of Commerce RTMP & TRT funding request

10.14 Concerts in the Park RTMP & TRT funding request

10.15 Triple Summit Challenge RTMP & TRT funding request

10.16 Sasquatch Festival RTMP & TRT funding request

10.17 Oakridge-Westfir FEAST request to use 6 hours of the city's free LTD bus service hours

11. Business from the City Administrator

11.1 Choosing 2 City Councilors to meet with State Representative Charlie Conrad on 4/4/2024 at 5pm

James-read the issue.

Mayor Cutchen-has been invited and Councilors Brewer and Coker are interested in attending.

11.2 Free NAMI Family Support Group meetings every 3rd Monday at 6:30 pm at GWP starting April 5.

James-read the issue.

Councilor Kinyon-asked if they have already done a fee waiver for this.

James-yes you have.

11.3 Other city business updates and issues

The meeting with the Governor's office went very well.

WeRSharp are no longer interested in using the WAC kitchen.

A & W is opening back up on Monday March 25.

12. Items removed from the Consent Agenda-none

13. Ordinances and Resolutions (with public comment)-none

14. Public Hearings-none

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

15.1 Finance Report

Colleen- nothing to add to report.

15.2 Police Report

Kevin- nothing to add to report.

15.3 Fire/EMS Report

Scott- nothing to add to report.

15.4 Public Works Report

Rick- nothing to add to report.

16. Other Business

16.1 Schedule Special session

James- gave a couple of dates and times that are available for the work/special session.

It was agreed to have the work/special session on March 27 at 6:30 pm

17. Public Comment

18. Adjourn: 8:15 pm

Signed: _____

Bryan Cutchen, Mayor

Signed: _____

Jackie Taylor, City Recorder