



April 4, 2024 @ 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**

*Mayor Cutchen is out of town so Councilor Kinyon is running the meeting.*

**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**

James-added to 11.3 a \$400 TRT request for the Travel Lane County Visitors Business Summit

Councilor Hollett-wanted to move 10.1 to 9.0 before the appointments

**5. Public Comment**

Lynda Kamerrer-announced a city wide garage sale and sidewalk sale uptown. They are working on flyers.

Jennifer- along with the city wide garage sale they are giving people the opportunity to give stuff away for free on Sunday and wants to arrange pickups with St. Vincent DePaul when it is over.

Jason Nehmer-he is here to support the pump track and trail bridge.

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

Mayor Cutchen-reminded everyone about the hazardous waste collection on the 27<sup>th</sup> at the fire department.

**7. Councilor Comments / Announcements-none**

**8. Consent Agenda**

8.1 Minutes from previous City Council Meeting (s) on: March 21, 2024

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

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

## 9. Appointments

### 9.1 Kristyn Dodge Budget Committee application

James-introduced the issue.

**Motion:** Councilor Hollett moved to approve Kristyn Dodge's application for seat 2 on the budget committee, for a 1 year of a vacated 3 year term, expiring at the end of December 2024.

The council asked Kristyn some questions on why she wants to be on the budget committee and if she had experience.

Kristyn Dodge-stated why she wants to be on the committee.

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-*was not present*

## 10. Business from the City Council

### 10.1 Tree Planting Festival Teen Court presentation-moved to 9.0

The Oakridge 2024 Treeplanting Teen Court presented their speeches to the council and audience.

### 10.2 Tree Planting Festival Parade Street Closure Request

James-introduced the issue.

**Motion:** Councilor Brewer moved to approve the street closure of 1<sup>st</sup> Street between High and Beech Streets on Saturday May 4<sup>th</sup> from 10:30 -12:30pm for the Tree Planting Festival Parade. Councilor Hollett seconded the motion.

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

### 10.3 Yard Debris Program MOU with LRAPA and SWS/Oakridge Air

James-introduced the issue.

**Motion:** Councilor Tarman moved to approve the Community Yard Debris Program memorandum of Understanding with LRAPA and SWS/Oakridge Air and to allow the CA to sign it.

Sarah Altemus-Pope-talked about the program and answered a few questions from council.

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

### 10.4 OIP Pump Track Feasibility study Grant Request & \$5,000 from Travel Lane County

Rick-introduced the issue.

Connor Nolan, Travel Lane County-explained their interest in this project.

Rick-talked about the feasibility study.

**Motion:** Councilor Tarman moved to accept the 5,000 contribution from Travel Lane County and to collaborate with them to apply for an Oregon Parks and Recreation Department Grant for a pump track feasibility study. Councilor Brewer seconded the motion.

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

#### 10.5 Discussion on Annual Evaluations Process for CA, Recorder and Judge

Councilor Kinyon-opened up the discussion.

Councilor Hollett-she brought this up to James because we are coming into budget season.

Mayor Cutchen and Councilor Kinyon will have discussions on this and send out the evaluation forms to the council. This needs to be done quickly.

#### 10.6 Disclosures of Facebook posts by City Councilors

James-introduced the issue.

There was discussion on the violation and the reporting to the ethics commission.

**Motion:** Councilor Brewer moved to enter the Facebook discussion into the record and have it available on line and at city hall.

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

#### 10.7 Collections Revenue Status Report

James-introduced the issue

Our Muni court clerk is only part time, he will authorize over time in order to get this going.

#### 10.8 TV Butte/Old Hazeldell Quarry Opposition Letter

James-introduced the issue.

**Motion:** Councilor Brewer moved to approve the letter of opposition and submit it to the Lane County Planning Commission and Board of Commissioners. Councilor Hollett seconded the motion.

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

#### 10.9 Temporary Fee Waivers for Mobile Food Vending Temporary Use Permits

Rick-introduced the issue.

**Motion:** Councilor Tarman moved to temporarily waive fees for Temporary Use Permits and Variances for Mobile Food Vending units until a new ordinance can be established. Councilor Hollett seconded the motion.

There were questions on how close they can be to other food establishments and if the current food trucks are permitted.

Tarman (aye), Brewer (aye), Hollett (aye), Bjarnson (aye), Kinyon (aye), Mayor Cutchen (aye). Motion passed 6-0  
Councilor Coker lost connection again.

Councilor Kinyon- announced the time and asked the council if they are ok going another 15 minutes. Mayor Cutchen said he will have to leave at 8:15 pm.

Councilor Kinyon-we will take a 5 minute recess

Back in session 8:05pm

#### 10.10 Oakridge Trails Alliance letters of support for Flume Trail Bridge & Diamond View Park Grants

James-introduced the issue.

**Motion:** Councilor Brewer moved to approve the letter of support for the National Parks Service Grant for the Flume Trail Bridge Project. Councilor Tarman seconded the motion.

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

**Motion:** Councilor Brewer moved to approve the letter of support for the Kubota Hometown Proud Community Grant Program for the Diamond View Park Bike Skills Park Project. Councilor Tarman seconded the motion.

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

**11. Business from the City Administrator**

11.1 Permission to have Admin Committee revise forms

James-introduced the issue.

Councilor Kinyon-she knows other committees are working on things that the council didn't ask them to work on.

Councilor Hollett-the other committees work at the pleasure of the council.

**Motion:** Councilor Hollett moved to allow the Administration Advisory Committee to help the CA revise and update the TRT Block Grant Application, the TRT Funding Application and the committee application forms. Councilor Brewer seconded the motion.

After discussion Councilor Hollett rescinded her motion.

**Motion:** Councilor Hollett moved that Councilors Hollett, Brewer and Kinyon make minor adjustments to the RTMP Funding application with CA input and bring back to council for review. Councilor Brewer seconded the motion.

Councilor Tarman-he doesn't know why we don't keep the TRT and RTMP money in one pool.

Councilor Kinyon-explained why the council wants to keep them separate.

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

James-we will schedule a work session after budget season.

11.2 Rental Fee Waivers Update

James-gave an update on the fee waivers that he has granted.

11.3 Other Business and Updates

11.3.1 TRT Request

James-introduced the issue.

**Motion:** Councilor Kinyon moved to approve \$400 from TRT Funding for a table at the Visitor Industry Summit. Councilor Brewer seconded the motion.

Hollett (aye), Tarman (aye), Bjarnson (aye), Kinyon (aye), Brewer (aye). Motion passed 5-0

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

**13. Ordinances and Resolutions (with public comment)**-postponed

- 13.1 Resolution 04-2024 Administration Advisory Committee
- 13.2 Resolution 05-2024 Audit Advisory Committee
- 13.3 Resolution 06-2024 Library Board
- 13.4 Resolution 07-2024 Parks & Community Development Committee
- 13.5 Resolution 08-2024 Public Safety Advisory Committee
- 13.6 Resolution 09-2024 RTMP & TRT Advisory Committee
- 13.7 Resolution 10-2024 OEDAC

**14. Public Hearings-None**

**15. Department/Staff and Board/Committee/Commission Reports-Will report next time**

- 15.1 Admin Committee
- 15.2 Public Safety Committee
- 15.3 Charter review Subcommittee
- 15.4 Library Board
- 15.5 OEDAC
- 15.6 RTMP/TRT
- 15.7 Planning Commission
- 15.8 Parks & Community Services Committee
- 15.9 WAC Subcommittee
- 15.10 WAC Funding Committee

**16. Other Business-none**

**17. Public Comment**

Kristyn Dodge-spoke about the Mayor dictating the chat forum and the council needing more clarification on quorums.

Councilor Hollett-replied to the public comment.

**18. Adjourn: 8:34 pm**

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

Bryan Cutchen, Mayor

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

Jackie Taylor, City Recorder

