



January 17, 2019
7:00 pm City Council Meeting
Willamette Activity Center Room 8
47674 School Street
Oakridge OR, 97463



REGULAR SESSION AGENDA

Personnel complaints will not be heard at City Council Meetings and individuals with concerns regarding personnel shall follow the Complaint Procedure Policy. Copies are available at every council meeting and at City Hall.

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment on Items not on the Agenda – 30 Minutes

Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based on public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the City Administrator to follow up on comments received.

6. Mayor's Comments / Announcements / Proclamations

7. Public Hearings

8. Consent Agenda

All items listed under the consent agenda are considered routine and will be enacted by one single motion in the form listed below. There will be no separate discussion of these items unless a Councilor requests that an item be removed from the Consent Agenda and considered separately.

8.1 Approval of January 3, 2019 Minutes

9. Resolutions & Ordinances

Public comment will be allowed after each Ordinance or Resolution is read and before a motion to consider is made by council. Comments shall be limited to three minutes per person. Comments must be on the specific item and cannot be used for additional discussion of other items on the agenda.

10. Business from the City Council

11. Business from the City Administrator

11.1 City Administrators Report

11.1.1 City Administrator Recruitment

11.1.2 Presentation of City Attorney / Legal Service

11.2 City Recorder Finance Report

11.3 Emergency Service Report

11.4 Police Service Report

11.5 Community Services Report

11.5.1 Approve Test Well # 3

11.5.2 Presentation by City Engineer

11.5.3 2017 Water System Improvement Project Engineering Services Amendment No. 3

11.5.4 Sasquatch Duro Street Closure Request

12. Items Removed from the Agenda

13. Upcoming Meetings and Events

14. Public Comment

15. Adjourn



January 3, 2019
City Council Regular Session
Willamette Activity Center, Rm 8
47674 School Street
7:00 p.m.

MINUTES

1.0 CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

1.1 Swearing in of new Council

Council Present: Kathy Holston, Mayor
Christina Hollett, Council President
Bobbie Whitney
Stan Barenboim
Paul Forcum
Donald Hadley

Staff Present: Phil Messina, Interim City Administrator
Mike Hansen, Fire Chief (absent)
Jackie Taylor, Assistant City Recorder/Assistant Planner
Susie LaDuke, Finance Director/City Recorder
Kevin Martin, Police Chief
Rick Zylstra, Community Services Coordinator

Jackie Taylor swore in the new Mayor and Councilors

2.0 PLEDGE OF ALLEGIANCE

3.0 ROLL CALL- The Mayor and all of the Council were present

4.0 ADDITIONS, CORRECTIONS, OR ADJUSTMENTS TO THE ADGENDA

Councilor Hadley asked for a discussion on an audit of the attorney’s billings for last year and the RFP’s that were sent out to the attorneys.

Mayor Holston would like to add appointing a Council President.

Councilor Hollett asked that 7.3 (h) be taken off the agenda so it can be advertised properly.

Mayor Holston said we have some changes to the agenda and she apologized to anyone who applied for committees, but we are just going to fill the Library Board and Planning Commission vacancies tonight.

Councilor Whitney asked that the council have a work session to set council rules and set very solid council rules by Resolution so we can have something that is transparent and that we all will follow.

Councilor Hollett said she would like to set a work session for the council to discuss the city committees. She would like to know more about the committees and the job duties before they hire an applicant.

5.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Stephan Ball 76482 Cedar Street- Welcomed the new Mayor and Council. He has an objection to considering the RFP from Williamson Law Group, this is the same law firm that we are trying to get away from.

Don Reesman 47738 Fairy Glen- Welcomed the new Councilors and Mayor. He handed out a letter from the Secretary of State clearing him of possible election law violations made by former Mayor Coey.

Teresa Freborg 76773 Bugle Loop- She welcomed the new Council and Mayor and thanked those who served before. She hopes that we have the word transparent as a standard for the city and we can move forward. It is important for those who are selecting committee members that you select those people who have a sense of our history and a memory of some of the fields we have already plowed, and that they show up for meetings and they are willing to do the work and the research to make an informed decision that will benefit the citizens of all of Oakridge. Thank you for your consideration and good luck.

6.0 MAYOR’S COMMENTS/ANNOUNCEMENTS/PROCLOMATIONS

Mayor Holston said she will give the State of the City Address at the next meeting.

Mayor Holston read a statement to the citizens and council. (see attached)

7.0 CONSENT AGENDA

- 7.1 Approval of November 21, 2018 City Council Special Session
- 7.2 Approval of December 6, 2018 City Council Regular Session Minutes

Motion: Councilor Forcum moved to approve the consent agenda with correction. Councilor Hadley seconded the motion.

Mayor Holston (aye), P. Forcum (aye), B. Whitney (aye), S. Barenboim (aye), D. Hadley (aye), C. Hollett (aye). Motion carried 6-0

8.0 PUBLIC HEARINGS - None

9.0 RESOLUTIONS AND ORDINANCES- None

Mayor Holston said she will ask for community comments on any resolution or ordinances before city council discussion.

10.0 BUSINESS FROM THE CITY COUNCIL

10.1 Concerns and Comments from the Council

Councilor Forcum welcomed everybody.

Councilor Hollett thanked the council before them and she knows everybody took this seat to do a good thing for Oakridge.

10.2 Request that Staff Posts for City Council Vacancy

This is typically posted for 30 days and then applicants are reviewed and then the council will select from the applications that come in. It will be February 21st when we will be able to fill that position.

Councilor Hollett asked if we could have a special council meeting to fill that seat?

Mayor Holston said if we post it today, in 30 days from now...

Susan said we would assume February 4th would be the day that it closes, that doesn't give us enough time to get it out to you so you can look over them.

Mayor Holston said she would like to wait until February 21st.

Motion: Councilor Whitney moved that we request that staff posts for City Council vacancy for 30 days and bring that to the February 21st City Council meeting to be filled. Councilor Forcum seconded the motion.

Mayor Holston (aye), P. Forcum (aye), C. Hollett (aye), S. Barenboim (aye), B. Whitney (aye), D. Hadley (aye). Motion carried 6-0

10.3 Filling Positions of Boards, Committees and Commission

Mayor Holston said we have a list of Boards and Committees and Commissions with vacancies that we need to fill and we have wonderful people that said they would volunteer and we appreciate that. This evening we are only going to fill the Library Board and Planning Commission

- a) Administration Committee-postponed**
- b) Budget Committee-postponed**

c) Library Board

Mayor Holston asked the Library applicants to come up so the council can ask them some questions.

Mayor Holston asked Ms. Sayre and Ms. Cabello-Penn how long they previously served on the board?

Ms. Sayre said she served for two years and Ms. Cabello-Penn served two years also.

Councilor Hollett moved to appoint Jeannie Cabello-Penn and Stephanie Sayre to serve in the vacant Library Board positions for four years each. Councilor Whitney seconded the motion.

C. Hollett (aye), D. Hadley (aye), P. Forcum (aye), B. Whitney (aye), S. Barenboim (aye), Mayor Holston (aye). Motion carried 6-0

d) Oakridge Economic Development Advisory Committee-postponed

e) Parks and Community Services Committee-postponed

f) Planning Commission

Phil read the issue. We are filling five seats total, four ended on December 31, 2018 and one two year term was vacated from a council elect.

Mayor Holston said at this time what we are going to do is give the council time to talk to all of the applicants before we make a motion to appoint anybody. All of the applicants were present except for James Walker.

Mayor Holston said there is one two year position and four four year positions, is there anyone here that is interested in the two year position?

Louis Gomez said he is interested in either the two year or four year positions.

Mayor Holston said lets fill the two year position first.

Councilor Whitney asked Mr. Gomez why he thinks he will be a good fit for the Planning Commission?

Mr. Gomez said there is a new council, one of the questions was "what are you going to do?" well, he doesn't know what he can do until you decide what direction you want to go. He did the planning here for three years so he knows the code.

Mayor Holston said she has a concern, the council doesn't typically give the planning commission any direction, but she does think that is something that they need to consider about where the planning commission is going. She wanted to remind the council that they have the opportunity to nominate or not nominate as you fill the positions.

Mayor Holston said she would entertain a motion at this time.

No motion was made. The Council moved on to the four year terms.

Mayor Holston asked Mr. Spliethof why he chose the planning commission?

Mr. Spliethof said this is his retirement home, he has lived here previously and he is just getting into politics. He thinks the planning commission is a good place to start along with other committees.

Councilor Whitney asked Mr. Spliethof if he knows a lot about the planning commission and how it works?

Mr. Spliethof said no, but he is willing to learn.

Mayor Holston said because we have multiple people for this position, we are going to interview all of them and then we will go down and do a show of hands.

Councilor Hollett said she finds it really difficult to hire somebody for this position, like Mr. Gomez pointed out that the council doesn't have a direction yet. Can we have a work session to figure out what we want before we ask people to apply?

Councilor Whitney said she was on planning commission until recently and a lot of what they worked on was if somebody had a variance and also going through different ordinances, there isn't a whole lot to it at this point. She is not sure if she is correct, but she thinks to be a municipality you have to have a planning commission?

Phil said yes, you do need to have a planning commission. Also, he wanted to point out to Councilor Hollett that we are not hiring, you are appointing. That indicates that these people are going to get paid and that is not the case. The planning commission really has their duties set in code and state law and certain things that they need to work on. Personally he thinks that you should fill these positions tonight, he doesn't agree with holding off on the other committees until council gets a feel on what they are about or what they do.

Rick said council has basically given direction to the planning commission in the form of Ordinance 874. We do have some pending applications and some possible site reviews that we will use 874 to make our decisions upon. Under the Oregon State Planning Rules we have 120 days to complete the applications, once they are submitted to the city the clock starts ticking.

Mayor Holston asked Rick Wiemholt if he has any experience with planning commission?

Mr. Wiemholt said yes he does, he attended most of their work sessions the past year and he worked with the planning commission in San Jose and Carson City, Nevada. He is also on the Admin Committee and the Transportation Systems Plan Committee.

Mayor Holston asked Kevin Gobelman if he has any experience with the planning commission?

Mr. Gobelman said he has experience in municipal planning commissions and inspections, he spent 40 years doing specification writing for large industrial projects and prior to becoming appointed to council he attended all commission meetings here. He has a very good grasp on interpreting and writing codes.

Councilor Hadley asked Robert Baker if he lives outside the city limits?

Mr. Baker said he does, he was a long time resident of Oakridge and he has a very vested interest in this town. He knows how codes, regulations, rules and ordinances are applied.

Mayor Holston said we are allowed to have two commissioners live outside of the city limits and we currently have one on the commission at this time.

Mayor Holston asked for a show of hands remembering that you are voting for four, four year terms. She will call a name and the council will raise their hand if they want that person to be appointed. We will then tally the numbers and then vote.

Audy Spliethof-6
Rick Wiemholt-3
Kevin Gobelman5-
Robert Baker-6
Louis Gomez-3

Motion: Councilor Whitney moved to appoint Audy Spliethof, Kevin Gobelman and Robert Baker to serve in three of the four vacant Planning Commission positions for four year terms. Councilor Hadley seconded the motion.

P. Forcum (aye), Mayor Holston (aye), D. Hadley (aye), S. Barenboim (aye), B. Whitney (aye), C. Hollett (aye). Motion carried 6-0.

Gary Carl just wanted to remind the council that it is not appropriate for you to go to the planning commission meetings like Mr. Gobelman said he did.

Mr. Gobelman said he did not say that, he said prior to being on council he attended the meetings.

Mr. Carl said because something that comes before the planning commission can ultimately come before you.

Councilor Whitney asked if we need to make a motion to post the planning commission vacancies?

Mayor Holston said we can, or we were going to talk about a motion to leave all of the remaining ones open.

Councilor Whitney said she is wondering since we opened up the planning commission and we are addressing it she feels like we need a motion to say we are going to post these two vacancies for 30 days and then we will appoint them at the February 21st meeting.

Motion: Councilor Whitney moved that we post one four year and one two year vacancy for the planning commission for 30 days to be filled at the February 21, 2019 city council meeting. Councilor Hollett seconded the motion.

Mayor Holston (aye), P. Forcum (aye), C. Hollett (aye), S. Barenboim, B. Whitney (aye), D. Hadley (aye). Motion carried 6-0.

g) Rural Tourism Marketing Program-postponed
h) Charter Review Committee- postponed

Dawn Kinyon 76113 Fish Hatchery Road- She said she put her name on a list to speak on items that are on the agenda.

Mayor Holston said you are correct, it is out of order, but you did sign up to speak about items on the agenda.

Ms. Kinyon said specifically she did put her name down to talk about committees and she knows the Mayor made changes and she appreciates that, she did make an application for a committee tonight that is not being discussed and apparently her application didn't show up in their packets. She brought some to hand out but she is also happy to resubmit it and get it processed.

10.4 Audit for existing Attorney's bill

Councilor Hadley said that when Gary Carl was on the council he said this should be done and so did Jim Coey and that is why he is putting this forward. We need to see the documents from the city attorney before we pick another attorney.

Mayor Holston said she would ask that other than because someone else said that it needed to be done, why do you believe it needs to be done?

Councilor Hadley said because he wants the paperwork that Susie put in.

Mayor Holston said to please refrain from pointing or referring to anyone individually.

Councilor Hadley said in the Zimmerman days, in his days that was part of the problem, he has all of these documents and checks.

Mayor Holston asked if there was any further discussion on this?

Councilor Whitney said she wants to know what exactly Councilor Hadley expects to see out of the billing?

Councilor Hadley said looking at the billing is the same as looking at the check register, you can see what the billing was for, was it for the council or the staff? The billing will tell you that.

Councilor Whitney said she knows why he is wanting this, but an audit is a huge thing, it is important to define what we really want to get out of an audit, if you are asking for the billing of everything that is a lot of information and it could be a lot of money.

Councilor Forcum said he knows what Councilor Hadley wants, he wants to know who was using the City Attorney other than the council and staff and why were we paying so much.

Councilor Hollett said he is not looking for an audit, he is wanting the council to audit the invoices.

Mayor Holston said it sounds like what he is asking for is to review all of the invoices because the invoices detail the transaction. We need to be careful about what is disclosed and what is not disclosed. While you may think this isn't going to involve staff time it is going to involve staff time, it doesn't mean that we can't do that, but we need to be thoughtful of the process.

Councilor Hadley said he could just submit a public request and get the same thing.

Mayor Holston said you are a councilor so no.

Councilor Hadley said but a public person could get the same thing.

Mayor Holston said she is not disagreeing with you, she is just pointing out that there are some considerations that we need to think about.

Councilor Whitney said for example if there is a personnel issue you are going to have city staff consulting our attorney about that and that is confidential information and we really shouldn't have access to that information.

Councilor Forcum said the city attorney is for the council, not for the staff.

Councilor Whitney said our lawyer is for the City of Oakridge.

Councilor Forcum said no.

Mayor Holston recognized Mr. Carl.

Mr. Carl said so you are not going to want an audit, it's not going to take a lot of time, all you want is 12 monthly statements and you want to see who the attorney was talking to and what they were talking about and that will be delineated in the attorney's bill. And if the attorney was talking to a staff member about something he should not be talking to them about it could be a violation of professional ethics. He wouldn't expect the staff to know that the attorney is violating professional ethics, but if the staff is talking to the attorney about something they shouldn't be talking about that could be maleficence. Is he saying this happened, he doesn't know, but he knows the one month he did look at he saw evidence of that.

Mayor Holston said the previous council had concerns about this and wanted to do something, but didn't move forward. As the new council we need to determine if there is reason to move forward.

Phil said he is waiting for council direction, do you want all the statements from 2018, does all the council want copies of them? Are you going to form a committee? Is the Mayor going to review them?

Mayor Holston said we need to keep this within the council, do you want to form a sub-committee?

Councilor Hadley said it should be the council that goes through the paperwork. The prior council had the opportunity to do this and they didn't.

Councilor Whitney said she agrees with the sub-committee, but is there going to be confidential information in those reports that should not become public record?

Susan said that information will be redacted and they send statements, they don't send invoices, it will say what department it is being billed out of, but if it was employment issues that would be covered up.

Chief Martin said his suggestion is that since some of the information might be attorney client privilege, that the council meet with the City Administrator and you can go over with him about it.

Councilor Hadley wanted to make a motion that we sit down with the interim City Administrator and look at the statements of services from the attorney from 2018 dates to be determined. Councilor Forcum seconded the motion.

Councilor Hollett asked if they are allowed to be supplied with that information and look at it at home?

Phil said we need to keep it in the office.

Susan said a lot of it would have to be redacted if it was going to be a public record. There is some information that will be left in if it doesn't leave city hall.

Mayor Holston said let's take that first step and see what we are looking and then we can determine if this is something each individual councilor needs to have or we can do it as a group.

Phil said he doesn't want to be glib, but at some point he will probably going to have to have a talk with the city attorney and ask him what we can share and we need to redact.

Mayor Holston said we need to find out what we need to move forward with this and have a discussion about, we are reviewing the attorney that we are about to ask the opinion of the attorney which seems a little odd, and we need to keep that in perspective.

Phil said the firm has more than the one attorney that has been working with so he can have a discussion with another attorney.

Councilor Whitney said since we are separating these meetings so we don't have a quorum, we need to be careful about not talking amongst themselves and having serial meetings as we do this.

C. Hollett (aye), D. Hadley (aye), B. Whitney (aye), S. Barenboim (aye), Mayor Holston (aye), P. Forcum (aye). Motion carried.

10.5 RFP's for Attorneys

Councilor Hadley said he thinks this council needs to look at all four of the RFP's and that this council deserves to look at them and pick themselves who they want.

Mayor Holston said what she is understanding is that you want this council to review all of the RFP's and reconvene to choose whoever we choose to interview and in a sense start the process over to the RFP's.

Councilor Hadley said the other council has already brought forward two of the individuals that they feel is qualified for them, but he doesn't think it's fair to these councilors up here. Can we stop the attorneys that the other council invited on the 17th and review them and give this council a chance to bring them forward.

Councilor Whitney said is she remembers correctly the last city council made a motion to have the attorneys to come and present, have they already been invited?

Mayor Holston said yes.

Councilor Whitney asked what that does to our credibility. To keep changing things in the process and how we are doing things. There is nothing saying that we can't listen to them and then say we want to start again.

Mayor Holston said we can invite the others, they may not be able to come on the 17th, but that is a possibility.

Councilor Hollett said she agrees with Councilor Hadley on most of what he said, it is pretty absurd to pick an attorney that we are terminating to represent us and it doesn't make sense to have previous councilors who are not here choose our attorney.

Mayor Holston said she wanted to remind council that the attorney's firm that we currently have has more than one attorney there and that we could go with a different attorney.

Councilor Hollett said the other thing she wanted to bring up is that maybe they should have a work session to discuss the RFP's and what they are looking for in an attorney.

Mayor Holston said her opinion on this is that there needs to be some continuity with councils, council has decided something and we can't recreate the wheel every time, she understands they are a brand new council she also understands the frustration, because she is frustrated with having to interview an attorneys firm that we are in the process of trying to find a replacement for. She does understand there are multiple attorneys in a firm it's still that firm and perhaps she is not as savvy about that as she should be. She doesn't want to start all over again, we may be able to send out requests for RFP's again, for example LCOG has attorneys that we can use that didn't get an RFP and we can look at those that have applied and invite them to come and speak, although we should look at them first, there was a reason why the committee chose not to move forward on one of them for sure, but you need to see that for yourselves.

Councilor Hadley he understands that, the problem that he sees is if you don't fix the problem and you keep pacifying the problems you have with the same attorney that you've had for twenty some years, he thinks this council shouldn't listen to what the last council put in front of them, they should be able to judge for themselves. When he went to the League of Oregon Cities he did ask attorneys and several different city administrators.

Mayor Holston said we don't have an argument that we want to replace our attorney, we are just figuring out what the process is.

Phil said what he can do with council direction is he can reach out to the other two attorney firms that weren't selected and see if they are available for the January 17th meeting, if they can't we can schedule them for the February 21st meeting.

Councilor Forcum said he'd like that.

Councilor Hadley asked if in the meantime he could give all of the council a copy of the RFP's.

Phil said yes, it is a significant amount of reading, but you can all have a copy.

Councilor Hadley said he has them all and he has read them. It is important to him that all of council looks at this.

Rustie Ackland said she hesitates to say this, but as a citizen of this community she hears all of you say you want to move forward and make the city better. What she hears tonight is that you are wanting to go backwards and change everything that has already been done, she is not saying that what's been done was right or wasn't right, but how much time are you willing to spend going backwards fixing things that you think they did wrong instead of moving forward and going forward with it, she doesn't want to argue this with anybody, she is just saying that it seems like that is what we are doing tonight, saying that what the council that sat up there before you did wasn't good enough and now you want to go back and change it all and as a citizen that bothers her.

Mayor Holston said thank you. We have discussed this, obviously we are not comfortable with interviewing just the two attorney's that seems to be a consensus with everyone.

Councilor Whitney said no, she is fine with that, she is fine with moving forward with what the previous council has already done.

Mayor Holston said ok. She does appreciate what Rustie said and she does think it is important to move forward and get a new attorney, but she also thinks that we need to be cognizant in the fact that we cannot correct what wrongs we think were done.

Motion: Councilor Hadley moved that the council get the RFP's that have been received, to interview the two on the 17th that have already been scheduled and to set a work session time for the council to choose any others that they would like to interview.

Mayor Holston made a suggestion that we get these and discuss them at a work session? We still have two that are coming to meet with us and that are going to talk to us on the 17th, we could do a work session to look at them on a Saturday.

Councilor Hollett asked if we can do the work session soon?

Councilor Whitney said before we keep moving this discussion forward it is important that we find out what was communicated with these firms. Where is our credibility, we keep going in circles, what have we communicated with these attorneys? She feels like we are definitely moving backwards.

Phil said two firms were told they were selected to move forward and come to the city council and the other two he told were not selected at this time to be interviewed.

Mayor Holston said what we need to do is look at the other two and see if any of them would be able to come, we already have two and there is no reason we can't expand that. She asked Councilor Hadley to go ahead and finish his motion.

Councilor Hadley said there is one thing he would like to address to you and everybody else, there was an election this year that is why all these people are new up here. The council that was here are not here any longer. He agrees with Rustie that we need to move forward, he is 100% behind that, but you are putting a council up here, five brand new people that absolutely don't have anything to do with the past. He understands the turmoil that Mr. Messina has.

Mayor Holston said she is going to stop you here, because she thinks at this point what we can do as a council we can choose to make a decision to change our process in moving forward or we can choose to leave it the same as it is and then when it comes time to listen to them choose not to hire those two and move on, there is a process for doing that. We need to move forward with a motion and ask the city administrator to get all of the RFP's that were received to all of the council and set up a date to sit and discuss them.

B. Whitney (nay), S. Barenboim (aye), P. Forcum (aye), Mayor Holston (aye), C. Hollett (aye), D. Hadley (aye). Motion carried 5-1

10.6 City Council Work Session for Committees

Councilor Hollett said she was hoping to set up a work session to review all of the city's committees, she was hoping that staff could provide us a list of their job duties, responsibilities and just give us an overview of what the committees entail that way when we select an applicant we know what we are selecting them for. She heard that some of these committees need to be restructured and she was hoping to hear from some people on how to restructure them or maybe they don't need to be restructured.

Councilor Whitney said in addition to what Chrissy is asking for it would be nice to know what who is responsible for what in these committees and boards, we have a lot of projects going on right now.

10.7 City Council Work Session to set Council Rules

Councilor Whitney would like to set a council work session to develop a set of council rules for this council on how it is going to operate. Something with a little more detail that outlines all the different pieces that impact city council and have something that is transparent and she'd like to see this as a resolution because that is something that is easily amended.

Mayor Holston asked if there was consensus, do you agree that this is something that you want to do?

There was consensus among the council.

Mayor Holston said to remember that this will take staff time and we need to consider this.

Phil said as much as he thinks the discussion on committees and committee roles is important that seems to him one they can push down the road a little bit.

Mayor Holston we will stick with the other two then and the first meeting in March will be a work session.

The work session will be held on January 13, 2019 from 4:00 P.M. to 7:00 P.M. in the conference room at city hall.

10.8 City Council President

Mayor Holston said the Charter requires that we look at a council president on the first meeting of every other year.

Motion: Councilor Forcum nominated Councilor Hadley as Councilor President. No second.

Councilor Hollett asked if she could nominate herself?

Mayor Holston said she didn't ask for that, she asked for a second.

Motion: Mayor Holston nominated Councilor Hollett for Council President. Councilor Hadley seconded the motion.

C. Hollett (aye), D. Hadley (aye), S. Barenboim (aye), P. Forcum (aye), Mayor Holston (aye). Motion carried 5-0

Councilor Whitney abstained.

11.0 BUSINESS FROM THE CITY ADMINISTRATOR

Phil reported that before the Christmas break he and Mayor Holston went into Eugene and had a meeting with LRAPA and with our Realtors of Record. There is some renewed interest on a couple lots at the OIP, so we should be bringing something to you in the next month or so.

He got a tour of the city facilities with Rick, he is impressed with the public works shop and the rental building at the industrial park.

He has been doing some preliminary work on the City Administrator recruitment, he will bring this to the January 17th meeting.

Rick reported that portions of the transmission line from the well field to the booster pump are being chlorinated and flushed, chlorinated again and sampled this week. The reservoir is mostly complete, still working on electrical components, the floor still needs to be cleaned and painted and the booster pump is mostly completed as well again still working on electrical components and we look to bump test the pumps at the end of this week and we have a targeted completion date is the end of January.

Mayor Holston asked Rick if the City Engineer is coming to talk to us on the 17th.

Rick said yes.

12.0 ITEMS REMOVED FROM THE CONSENT AGENDA- None

13.0 UPCOMING MEETINGS AND EVENTS

Transportation Systems Plan meeting on January 10th at 6:00 P.M. at Greenwaters park Community Building.

Mayor Holston said she is attending the Lowell City Council meeting Monday night if anyone wants to ride with her. She thinks it's good to attend other council meetings to see how they progressively move forward.

Councilor Hollett said the League of Oregon Cities is having an event on January 24th at the Capitol Building, she will be attending.

Chief Martin said there is a League of Oregon Cities Conference and he'd like a councilor to go with him, they are having a training on all of the marijuana issues that cities deal with, it is sometime in April.

14.0 PUBLIC COMMENT- None

15.0 ADJOURN

Meeting Adjourned 8:59P.M.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Susan LaDuke, City Recorder

Although the state of the city will be given at the next meeting, I want to say a few words to the council. Congratulations and I'm excited to move forward together with you this year.

I think we can agree that the flavor of this election was change. In conversations with each of you, that has been reinforced. That you want to see change that benefits Oakridge, it's citizens, its economic health, it's appearance. A change in the way we do business. An open, transparent and welcoming attitude.

The Change that each of you are committed to begins today. I ran on a commitment to help Oakridge come together, and work toward solutions to problems, and reinforce the good in our community. The key to that is this council.

To make change, we must commit ourselves to work hard. Work hard to educate ourselves with open minds about the problems we face and the reality of the situation. It is going to take work to become a council that is effective. A council that works well together. A council that knows the value and power of being transparent, A council that can learn together, have lively discourse, assess the communities needs and and collaboratively come to a decision And then support that decision within our community.

While I suppose this is what you all expect me to say because you know that I believe in unity, and in working for the common good and I drift toward the Kumbaya side of life. But I want to be very clear. This doesn't happen by itself. It happens with hard work, dedication commitment and tenacity to follow the course. I promise, that I will help you address the issues facing this community, help you be educated, help you to have the information you need to make decisions and determine the best course of action But I am challenging you today, to promise to me that you will work with a fierce transparency. That you will not make behind closed doors deals, that when you have ideas, concerns, issues you will bring it to the open council so we can together discuss issues, plans and opportunities. I am challenging you to be the change and be the example of change to your community.

Council you have been sworn into a council at a critical time in Oakridge's future. It will be your task to choose a City Administrator to guide Oakridge for many years to come. To do that we are going to be asked to set down personal agendas, and biases and to as clearly as possible assess what type of city administrator we will hire. To do that, we, as a council, will have to work hard to bond together as quickly as possible. Our unity our ability to work respectfully with one another and our ability to and eagerness to be the best council we can be has a direct relationship on Oakridges ability to attract a city administrator who has the skills, ethics, stature and desire to step into a small community that has such great potential. We must learn quickly the rules of the road, and how to work respectfully with one another.

Let us guard against breaking into factions and groups that drain the energy away from the business of the council.

If we don't veer from path of being open and transparent, we will be able to hire a city administrator of substance. And we will be able to make change.

Now that you have been elected by the citizens of Oakridge, and you have a seat on the council your passion and ideas take on a new tenor. You are whether you like it or not, the voice of the community. Of all the community. You have become a part of a council - we are a body, one body. Different strengths and weaknesses, different opinions, but one goal, to come to a consensus that best serves our community. To make decisions for the operation and future of Oakridge. To set goals and to adhere to a standard of conduct that is an example for the community.

Business of the City Council
City of Oakridge, Oregon

January 17, 2019

Agenda Title:

City Administrator Recruitment
Originator: Interim City Administrator

Proposed Council Action:

This item is informational. No action required at this time.

ISSUE: City Administrator Recruitment

FISCAL IMPACT N/A

POLICY

BACKGROUND: As a part of my agreement to serve as Interim City Administrator I have also agreed to assist the City with the recruitment of your next City Administrator. It is important that we start this process now as it could conceivably take the entire six months that I have agreed to work for you. To that end I've prepared some information for Council. Your packet includes a draft schedule, a list of suggested leadership values, an article about leaders, and another article that was previously distributed to you by the Mayor about recruiting. Included in the packet is a copy of a proposal from a recruiting firm, and a Job Description for a City Administrator.

One of the first steps is to develop the candidate profile. In order to do this we need input from the Mayor and Council, city staff and eventually, the community. Included in the materials is a "cheat sheet" of Leadership Values; Skills: and Experience and Knowledge. The list is not exclusive, there may be skills that you believe are important that I haven't identified. The list is meant to be a starting point to help you think about what you want in the next Administrator. I have additional copies of the Leadership values sheet. I am asking you to give some thought to these ideas, circle the one's you think are important characteristics that need to be considered in the selection process. Please get the sheet back to me by the middle of next week, I can then use the information to start on the candidate profile and a draft of the job announcement.

Agenda Item No:

Exhibits:

- 1) City Administrator Recruitment Schedule (Draft)
- 2) List of Leadership Values, Skills Experience/Knowledge
- 3) Article: 23 Traits of Good Leaders
- 4) Article: How to successfully recruit a city manager in the 21st Century
- 5) (Example) Proposal from an executive recruiter
- 6) (Example) Job Description for City Administrator (Veneta, OR)

OPTIONS:

RECOMMENDATIONS: N/A

RECOMMENDED MOTION: N/A

RECOMMENDED MOTION: N/A

(DRAFT) City Administrator Recruitment Schedule

Jan - Feb

Survey Council and staff on what they want/expect from the next city administrator

Build the candidate profile/ position description

Select locations/organizations for posting job announcement

Advertise position on March 1

March

Advertise with April 15 cut-off for "first round"

Prepare questions for candidates & finalists

April

April 15 cut-off date, Begin review of resumes & applications to insure they meet minimum requirement (CA & HR)

Small committee review the applications and select 6-10 for Skype/phone interviews selecting 4-6 to move forward (CA & Mayor, committee?)

Initial reference checks and review of background information

Forward resumes etc. of most 4-6 suitable candidates to Council for their review

Meet with Council to discuss selecting 3-4 final candidates for interviews

Conduct reference checks on finalists (CA, HR, OPD))

May

Schedule interviews May 17-18 (Friday-Saturday)

Include Friday meet & greet with community

Interviews: Mayor & Council, Department Head panel, (citizen committee panel?) city tour

Council meets to receive input from other panels, excuses all and deliberates on their preferred candidate (Perhaps select a second choice)

Council in "regular" session moves to have CA negotiate a contract with the successful candidate.

June

Contract is signed, candidate agrees to start July 1 (or sooner)

Leadership values

- Authentic
- Authoritative
- Caring
- Collaborative
- Compassionate
- Confident
- Creative
- Curious
- Determined
- Empowering
- Fair
- Friendly
- Honest
- Humorous
- Humble
- Integrity
- Just
- Kind
- Knowledgeable
- Listener
- Optimistic
- Respectful
- Responsive
- Stable
- Supportive
- Trustworthy
- Wise

Other:

Skills

- Communication: Speaking/Listening
- Goal-setting/Achieving
- Positive attitude
- Optimistic
- Responsible
- Passionate
- Compassionate
- Sense of Humor

Other:

Experience/Knowledge

- Management
- Finance
- Economic Development
- Team building
- Strategic Planning
- Public speaking
- Education

Other:

23 traits of good leaders



By Rachel Farrell, CareerBuilder.com
August 3, 2011 8:25 a.m. EDT



THINK STOCK

AP/WIDEWORLD

Good leaders know how to engage their employees and challenge them to do their best work.

STORY HIGHLIGHTS

Traits five leadership professionals consider to make a good leader

Confidence is key, says a workplace coach. "If you don't believe in yourself, no one will."

Leaders are fearless, says author Mike Sproule. "True leaders are not afraid to take risks or make mistakes."

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(CareerBuilder.com) -- Leadership is one of those nebulous terms -- you hear it all the time but it has various definitions. The traits that make up a good leader can vary depending on the organization, team, manager and work environment.

Leadership can also vary in style -- are you someone who dictates the group and doesn't listen to anyone else's opinion? Or do you lead with a more bureaucratic or democratic style?

"Every leader has a particular style of leadership that is innate. However, the behaviors, attitudes or methods of delivery that are effective for one staff member may in fact be counterproductive for another," says Michael Burke, account supervisor, MSR Communications, a public relations firm.

"Great leaders are aware of their own style and make the effort to learn how their style actually comes across to their team. They learn to flex their leadership style to individual team members so that they communicate and behave in ways that motivate and inspire."

Here is what five leadership professionals consider to be traits that make up a good leader:

Rachael Fisher-Layne, vice president of media relations, JCPR, a public relations agency

- 1. Honesty.** Always do the honest thing. It makes employees feel like they know where they stand with you at all times.
- 2. Focus.** Know where you're going and have a strong stated mission to lead people on. If you're not sure, how can your people be sure? You have to have strong focus and stay the course.
- 3. Passion.** Whatever it is, you must have passion for what you're doing. Live, breathe, eat and sleep your mission.
- 4. Respect.** Not playing favorites with people and treating all people -- no matter what station in life, what class or what rank in the org chart -- the same.

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AP/WIDEWORLD

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5. Excellent persuasion abilities. People have to believe in you and your credibility. Image is everything and the belief people have in you, your product, your mission, your facts or your reputation are key to being a great leader. You have to persuade people of this -- it doesn't just happen.

Darcy Eikenberg, a leadership and workplace coach, Red Cape Revolution

1. Confidence. If you don't believe in yourself, no one will. I hear leaders worrying that if they show too much confidence, others will think them arrogant. The reality is people want to know what you know for sure -- and what you don't. Having the confidence to say "I don't know" is a powerful skill.

2. Clarity. The only way you can get confidence is by becoming really, really clear about who you are and what is most important to you. New leaders fail when they try to become all things to all people, or try to do too much out of their area of excellence. Clarity helps you say "yes" to the right things -- and "no" to others.

3. Care. The strongest, most effective leaders I've met care not just about the business, but about the people in it and the people impacted by it. Plus, they show they care through their words and actions, even proving how they care for themselves and their family by taking unplugged vacations and continuing their own professional development. Care shouldn't be a four-letter word in our workplace today -- and the best leaders know it.

Tom Armour, co-founder, High Return Selection, a recruitment firm

1. Integrity. They are people who are respected and worth listening to. I find in general due to all of the economic difficulties, employees prioritize and seek leaders and organizations that are honest and meet their commitments.

2. Compassion. Too many leaders these days manage with the balance sheet, often times at the expense of their employees and long-term customer relationships. Talented people want to work for leaders and organizations that truly care about their employees and the communities in which they operate.

3. Shared vision and actions. People produce real business gains and smart people need to understand what is needed and be part of the solution.

4. Engagement. Great business leaders are able to get all members of their teams engaged. They do this by offering them challenge, seeking their ideas and contributions and providing them with recognition for their contributions.

5. Celebration. In today's work environment, people are working very long hours and they need to take some time to celebrate their successes in order to recharge their batteries. Those leaders who fail to do this create burnout environment overtime.

Mike Sprouse, CMO, Epic Media Group, and author of "The Greatness Gap"

1. Humility. True leaders have confidence but realize the point at which it becomes hubris.

2. Empowering. True leaders make their associates feel emboldened and powerful, not diminished and powerless.

3. Collaborative. True leaders solicit input and feedback from those around them so that everyone feels part of the process.

4. Communicative. True leaders share their vision or strategy often with those around them.

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5. Fearlessness. True leaders are not afraid to take risks or make mistakes. True leaders make mistakes born from risk.

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Nancy Clark, author of "18 Holes for Leadership"

1. Genuine. You need to be clear on what your values are and must be consistent in applying them. As part of that, you need to have the courage to hold true to them. You must not lose sight of reality. Lost values may be one of the biggest causes of downfalls.

2. Self-awareness. You need to be clear on what your strengths are and what complementary strengths you need from others. This includes understanding others and learning how best to utilize their strengths. Many unsophisticated leaders think everyone should be like them; that too can cause their downfall. They surround themselves with people like them. "Group think" can blindside them and cause failure.

3. Leverage team strengths. Part of awareness is don't expect people to change. If you think you can change someone, think again. This doesn't mean you can't help them grow and develop. But don't expect to change anyone (even yourself) behaviorally. We are who we are. Your job as a leader is to understand each person's strengths and place them in positions where they can flourish and grow. If you are good at that, you have a huge part of the equation for success.

4. Leadership transitions. Going from individual contributor to supervisor is only the first of many transitions along the leadership pipeline. You need to understand the business model, how it applies to your current position, what you need to do to provide the greatest value, and how to leverage your strengths at this level. This requires building competencies and focusing on the right things. No one ever tells you that there are many levels and many adjustments you need to make along the way.

5. Supportive. You need to foster a positive environment that allows your team to flourish. Also by aligning the reward and recognition systems that best match your teams profile and deliver results.

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How to Successfully Recruit a City Manager In the 21st Century

October 2004

by Rod Gould and Glenn Southard

Rod Gould is city manager of San Rafael and can be reached at Rod.Gould@ci.san-rafael.ca.us. Glenn Southard is city manager of Claremont and can be reached at GSOUTHARD@ci.claremont.ca.us. Both are board members of the California City Management Foundation, which developed this article. Special thanks to Bill Avery, Bob Murray, Norm Roberts and John Shannon, who also contributed to the content.

The most important decision any city council will make is the selection of a city manager. It's more important than any budget, general plan or land use decision. Understand the gravity of the decision: The new city manager will have a major effect on your organization and community, one that will endure well beyond your term in office. Today, hiring a city manager requires a large investment, and a mistake can be costly. A successful recruitment can help your city achieve its true potential.

Here are some practical suggestions for successfully recruiting a city manager in the 21st century. Intended for elected officials and interim managers, these tips include input from the California City Management Foundation leadership and a number of top professional search consultants.

Assess Your Situation and Needs

First and foremost, it is essential that the city council meet to evaluate the state of your city and tenure of the previous city manager. Take stock and discuss what worked - and what didn't. Be honest with each other.

Next, determine what the council wants from the new city manager. Certainly, there should be a discussion about the experience, knowledge, skills, abilities, personal traits and level of education that are expected. More importantly, be clear about the needs of the organization and the key priorities you wish the new city manager to address. Don't take an "I'll know it when I see it" stance at the start of the recruitment.

Assess primary challenges and opportunities for your new city manager. Are they to:

- Balance the budget?
- Manage growth?
- Improve services?
- Resolve community disputes?
- Redevelop the downtown? or
- Resolve internal organizational problems?

Similarly, assess your city's needs. Are you looking for:

- An ambassador/ombudsman to personify the city in public?
- A field marshal to galvanize city employees toward service goals?
- A master planner with vision and technical skills to oversee development?
- A financial wizard to solve a structural budget crisis and untangle accounting knots?
- An economic development/redevelopment guru to replace blight and slums with exciting new retail stores and housing?
- An operations manager to reorganize your staff and streamline processes for effectiveness and efficiency? or
- A "status quo" manager to keep things moving forward while avoiding controversy and conflict?

Most importantly, you need to fairly assess your city's strengths and challenges in attracting top candidates. Ask yourself:

- Does your city have a reputation for political stability?
- Does your community have a history of dealing fairly with city managers?
- What were the tenures of previous city managers?
- How strong is your financial base?
- What is the state of your organizational health and labor relations?
- Is your city a good place to live and raise a family?

If your city has been going through a volatile political period, you might consider hiring an interim city manager until things calm down. This may improve your chances of attracting a top candidate later.

It's a Tight Market

A second major point in searching for your city manager is to understand that it is a very tight market for talent. City managers are part of an aging workforce, which is also reflective of the councils they serve. Several decades of government bashing have demeaned public sector work for many. There is a huge cadre of 55- to 60-year-old managers who are retiring because they can. The next generation has not had as much tenure, and there are few Generation X managers in the pipeline. The pool of candidates is shrinking as fewer assistant city managers wish to move up. Many are choosing to avoid the stress and exposure that comes with filling the role of city manager.

So if you are looking for a manager with lots of experience, expect to recruit managers at the tail end of their careers. Younger people are less likely to take the risks of city management. Many won't apply. Recruiters agree that the gap is worse than it looks. We suggest that you make an early decision whether or not to hire your assistant city manager or other internal candidate for the position. Don't waste the time or money on recruiting if you have a viable internal candidate. What's more, many city managers will not apply if there is an internal candidate under consideration. These days, it pays to look at operating department heads as well. It may also be necessary to think outside the box and consider candidates from special districts and regional agencies or consultants.

Be clear on what the market demands and what you are willing to offer top candidates. City councils are very concerned that city managers' salaries are rising - along with expectations. You should consider what comparable cities are paying and the next highest-paid position in your own city. Recognize that if you are not willing to offer a competitive salary and benefits package, no recruiter can help you obtain top quality candidates.

Employment contracts are now the norm. Decide if you prefer that the new city manager live in your city. Housing assistance is critical in some markets. Spouse relocation is increasingly common. It's imperative that the council decide, up-front, how flexible it is willing to be in the city manager's compensation package. This is of great help to potential candidates.

Should You Recruit a Recruiter?

Early on, the council should decide whether to use a professional recruiter. There are many benefits of doing so. Recruiters and search consultants have verifiable track records, knowledge of candidates, objectivity and external expertise, and offer a greater comfort level for candidates. Many high-caliber city managers will not respond to advertisements; they must be recruited. One expert asserts that 75 percent of top candidates would not have applied for open city management positions had they not been contacted by recruiters. The recruiter can give candidates an honest appraisal of what's being said between the lines in the brochure. Most make lots of calls to city managers to find out who they think might be a good fit for your city. They will often target city managers who are successful and content in their current cities. These managers, if induced to apply, can make the best candidates of all.

A recruiter-led search for a city manager can cost anywhere from \$18,000 to \$30,000. It may be tempting to ask your human resources department to conduct the search to avoid the expense of hiring an outside search consultant. The danger here is that many human resource departments don't really know what the

councils are seeking in candidates and don't have the time or the expertise to do the level of outreach that consultants provide. Therefore, they are less likely to attract the best candidates for your city. Also, candidates may be skeptical of a human resources department's ability to keep their interest in your position confidential.

It might also be wise to engage the community, at the outset, in developing a profile of the desirable candidate. Most successful searches also include wide publication and extensive personal outreach. An advertisement, brochure and application materials need to be developed. They should not be puff pieces, full of the same old stuff about your city. Candidates want to know what they are getting into, good and bad. Websites are increasingly important in making the opportunity known to potential candidates.

Recruiting Schedule

As far as a schedule for the recruitment, shorter is better, especially with firm deadlines. Most are too long and lose candidates along the way. It is best to avoid involving the public in the selection process, which is viewed negatively by top candidates. Remember, it is a two-way process, so respect each other's time. Make every effort to respect the confidentiality of candidates, at least until they are finalists for the position. Decide early on how to manage media relations.

"Round robin" interviews - where those reporting to the city manager have the opportunity to interview candidates - are sometimes conducted. In general, it is not smart to involve the stakeholders in the interview process itself. Candidates can't afford the exposure in their current cities, and city managers like to be chosen by the city councils they will serve. If you must do it, first have the city council narrow the field to two to three top candidates; then expose only the finalists to a panel of department directors or community leaders the day after the interviews. Make sure everyone signs confidentiality agreements. Know that this can be a major barrier to inducing quality candidates to apply to your city.

The Interviews

When it comes time to decide the interview format and questions to be asked, make sure to schedule sufficient time for the interview and select an off-site location that is comfortable and devoid of distractions. City hall is not a good site.

Develop thought-provoking and relevant questions, and discuss in advance what might be good answers to the questions. Make sure that all of your interview questions are legal and appropriate, and ask the same questions of each candidate. Assume at least two rounds of interviews. Make sure they see the real city council; this is no time to fake it.

It's very common after the first day of interviews to focus very heavily on a particular candidate. Don't fall in love until a full background check has been conducted. This should include talking to previous employers and co-workers - not just those listed by the candidate as references. Furthermore, dates and titles of service and educational credentials should be verified. You may want to have your top candidate sign a release holding your city harmless in order to obtain this information.

Today, background checks are much more comprehensive than in the past, thanks to the Internet. Within a short time, it's possible to get civil, criminal and other information on your finalist, as well as what the press has said about the candidate in recent years.

At this point, it is appropriate for members of the council to express their individual feelings about the finalist and take a straw vote to determine where the council stands. It's time for everyone to be completely honest about any reservations or concerns before offering the position. In the case of split votes, keep the process going to achieve consensus, if not unanimity. It is very important to incoming city managers to have strong support on their councils.

Once you are certain that the candidate is, indeed, who you thought you interviewed, it's time to negotiate a package. The city council should be involved with the recruiter or city attorney. The negotiation needs to be conducted very carefully and constructively. It sets the tone of the relationship. A poor negotiation can lead to a bad outcome. Make it as pleasant and productive as possible. Once the negotiations are complete, you need to make a media announcement and set about introducing the candidate to your community and staff. Think it through.

If you're not satisfied with the initial result of your recruitment efforts, recruit again. Consider an interim or acting city manager to hold the fort while you get it right. The stakes are simply too high for your council and community to settle for second best.

Making Sure the New Manager Gets a Good Start

It is crucial that you immediately begin building a relationship with the new city manager. Set aside plenty of time for the city council and the new hire to get clear on priorities, community issues and how you wish to handle emergencies. Acknowledge disagreements on what constitutes success. Put in place a regular evaluation process for the new manager. All this can be done in the context of a council/manager retreat or council/manager goal-setting process.

If you follow these guidelines, your chances of success in finding a top manager for your city are greatly enhanced. You'll have to tailor your recruitment process for your city and its particular needs, but this is no place to cut corners or save nickels. Successfully recruiting and hiring a highly qualified city manager, who is a good fit for your community, can provide lasting benefits to your city. Moreover, hiring the right city manager makes your job as a council member smoother and more satisfying. Give the recruitment the care and thought that it is due. It may be the greatest service you render your city.

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**Proposal to provide
Sourcing & Screening Recruitment Services
for the City of Oakridge's next
City Administrator**



Leadership is Key to the Sustainability of Any Organization

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STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 500 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 6,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization but fit within the community as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. With a full recruitment, should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd, Suite 310, Issaquah, WA 98065
www.prothman.com
Submittal Date: January 7, 2019

COMMITMENT TO PROVIDE SERVICE

Prothman looks forward to working with the City of Oakridge and commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - EXPERIENCE

Current Recruitments

League of Oregon Cities, OR – Legislative Director – just completed
City of Roseburg, OR – City Manager
Tualatin Valley Water District, OR – Chief Executive Officer
Deschutes Valley Water District, OR – General Manager
City of Grants Pass, OR – Public Safety Director
Deschutes County, OR – Fair & Expo Director
Whatcom Transportation Authority, WA – Planning Director
King County, WA (2.19 million pop.) – Director of Adult & Juvenile Detention
Park City, UT – City Engineer
Ocean Shores, WA – City Engineer
City and Borough of Sitka, AK - HR Director
Inyo County, CA – Deputy County Administrative Officer
Front Range Fire, CO – Fire Chief
Snohomish County PUD, WA – Assistant General Manager
Snohomish County PUD, WA – HR Director
Key Peninsula Fire Department, WA – Fire Chief
Valley Transit, WA – General Manager

References/Recruitments

City of Troutdale, OR - Public Works Director (just completed), City Manager
Contact - Finance Director, Erich Mueller - 503.674.7231
erich.mueller@troutdaleoregon.gov

Tualatin Hills Park & Recreation District, OR – Human Resources Manager, Director of Communications
Contact – Debbie Schoen – 503.466.8373
dschoen@thprd.org

City of Bend, OR – Police Chief, Fleet Manager, Asst. Finance Director, Purchasing Analyst
Contact – Asst. City Manager, Kevin Ripper – 541.323.8561
kriper@bendoregon.gov

City of Medford, OR - Asst. City Manager / CFO
Contact – City Manager, Brian Sjothun – 541.774.2000
Brian.sjothun@cityofmedford.org

City of Woodburn, OR – HR Director, Finance Director, City Administrator, Community Development Director, Police Chief, Economic Development Director
Contact – HR Director, Mel Gregg - 503.982.5228
Mel.gregg@ci.woodburn.or.us

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

STEVE WORTHINGTON - PROJECT LEAD

Steve is a senior consultant for Prothman and brings over 25 years of successful leadership in local government and is currently serving his second 4-year term as a Council Member for the City of University Place, WA. Prior to retirement after 6 years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane WA Economic Development Council and member of the Association of Washington Cities Legislative Task Force and Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

JOHN HODGSON - PROJECT SUPPORT

John is a senior consultant for Prothman and brings 33 years of municipal service including, most recently, 7 ½ years as City Administrator/Chief Administrative Officer for the City of Kent, the sixth largest city in the state of Washington. Prior to that, John had 26 years in parks and recreation management for the cities of Vancouver, WA, Metropolitan Park District of Tacoma, and Director of Parks, Recreation and Community Services for the City of Kent from 1994-2005.

John served as president of the Kiwanis Club of Kent, president of Washington Recreation and Parks Association (WRPA), president of the Regional Council of the National Recreation and Parks Association (NRPA) and is founder and current president of the Kent Parks Foundation. John has a Bachelor of Science degree in Parks and Recreation Management from the University of Oregon (1980) and completed the Cascade Management Series from the University of Washington Graduate School of Public Affairs (1992).

SONJA PROTHMAN - PROJECT SUPPORT

As Vice President, Sonja directs the day-to-day operations of the Prothman Company and she assists with recruitments, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

BARRY GASKINS - PROJECT SUPPORT

Barry is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

JARED ECKHARDT - PROJECT SUPPORT

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for the profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared graduated from the University of Washington earning his BA in Communications.

AVAILABILITY, COMMUNICATION & SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We will provide you our cell phone numbers so that you have direct access to your lead consultant and support staff and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development & approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, 2-3 weeks for coordinating final interviews.

SAMPLE SCHEDULE

Blue highlighted / Bold events represent meetings with the client

Date	Topic
Weeks of January 7 & 14, 2019	Work contract, gather information for position profile, send profile for review
Week of January 14, 2019	Post Profile and Start Advertising
Week of January 28, 2019	Candidate Outreach & Direct Mail
February 24, 2019	Application Closing Date
Weeks of February 25 & March 4, 2109	Prothman screens applications & interviews top 8 - 15 candidates
Week of March 11 - 15, 2019	Work Session to review semi-finalists and pick finalist
N/A	City of Oakridge handles the final interview process

EXECUTIVE SUMMARY

Every city in the US is unique, yet those who choose to work and volunteer for cities do so with the common goal of providing the best possible services for their residents. Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 17 years. We have worked for small organizations like Yachats, OR pop. 800 to Minot, ND pop. 47,822 to large organizations like King County, WA pop. 2.2 million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients. Anything less would be unacceptable!

Our strategy is to cast the widest net possible to insure a diverse, qualified applicant pool. We have an aggressive national advertising campaign and our extensive databases allow us to mail and mail the job announcement directly to employees in every city, county, and district in the US. We follow up the direct mail with emails and phone calls with the goal that all qualified potential applicants know about your open position. Our recruitment process emphasizes "fit" and we take as much time as needed to meet with your team so that we can learn and understand the experience, qualities and personality traits required for candidates to be successful within your unique organization and community.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will meet via phone or travel to Oakridge and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Administrator. We will:

- ◆ Meet with Interim City Administrator
- ◆ Meet with other staff and stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
- ◆ **Organization-specific information**
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Targeted Direct Mail Brochures** sent directly to hundreds of highly qualified city/county managers/administrators who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via emails and phone calls from our extensive database of city/county managers/administrators.
- ◆ **Posting the Position Profile on Prothman Facebook, LinkedIn, and on the Prothman Website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semi-finalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gage their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you a detailed summary report of all semi-finalist candidates and binders which include each candidate's application materials, including resume, cover letter, and supplemental questions, and the results of the personal interviews and publication search. We will travel to Oakridge or meet via Skype and discuss with you everything we have learned throughout our screening process. We will review with you the candidate's qualifications and experience, the results of the semi-final interviews and the candidate's strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 5 candidates to invite to the final interviews.

4. Support for Final Interviews

◆ **Background Checks**

Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:

• **References**

We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.

• **Education Verification, Criminal History, Driving Record and Sex Offender Check**

We contract with Sterling for all background checks.

◆ **Final Interview Binders**

The Final Interview Binders includes suggested interview questions as well as the candidate's application, supplemental question responses, and resumes and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a city administrator sourcing & screening only recruitment is **\$12,500**. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Oakridge will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites and other advertising (approx. \$1,700 – 2,100)
- Direct mail announcements (approx. \$1,600 – 1,900)
- Interview Binders & printing of materials (approx. \$300 - 800)
- Delivery expenses for Interview Binders (approx. \$150 - 300)
- Consultant travel: Including Airfare, rental car, travel time @ \$50 per hour, mileage at IRS rate, lodging if needed (approx. \$900 – 1,400 per trip)
- References (\$200 per candidate)
- Background checks performed by Sterling (approx. \$150 - 200 per candidate)

Expenses are billed monthly.

Warranty

If a top candidate is not chosen in the first round, we will repeat the recruitment for a fee of \$1,400 plus the cost for the expenses.

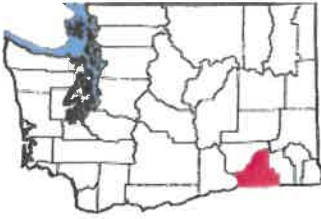
Guarantee

There is no guarantee with a sourcing & screening only recruitment.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

WHY APPLY?



Headquartered in Walla Walla, Washington, nestled at the base of the Blue Mountains only 5 miles north of the Oregon border in southeastern Washington, Valley Transit provides public transportation for people who live and work in Walla Walla County. The County seat of Walla Walla is a place where scenic beauty, internationally recognized wineries, renowned restaurants, cultural inspiration, outdoor adventures and small-town friendliness come together to create an experience that has landed the region on many lists, including the 10 Most Beautiful Towns in Washington in 2015, the 15 Most Underrated Cities in the US in 2015, and 10 Best Worldwide Wine Travel Destinations in 2014.

If you are an experienced management professional looking to lead a team of dedicated staff to provide excellent services to a close-knit community in an area abundant with amenities, this is the right position for you!

THE REGION

With a population of roughly 61,000, Walla Walla County covers an area of just under 1,300 square miles and is the perfect place to experience all four seasons with its warm sunny summers, crisp yet moderate winters and spectacular springs and falls that fill the area with color. Walla Walla has long been known as one of the most fertile agricultural areas in the nation, producing such crops as wheat, asparagus, strawberries and the famous Walla Walla Sweet Onions. The city of Walla Walla is the county seat and is the largest city in the county with a population of 31,132. The County was formed in 1854 and is named after an Indian name meaning "many waters".

THE ORGANIZATION

Valley Transit is a special-purpose municipal corporation providing public transportation services to the cities of Walla Walla and College Place and parts of unincorporated Walla Walla County. The Public Transportation Benefit Area was created in 1979 by the Walla Walla County Board of County Commissioners and funded by a public vote in March of 1980, approving a sales tax to fund operations.

Valley Transit employs 55 full and part-time employees with a 2018 total operating budget of \$5.3 million. The organization is governed by an appointed eight-member Board of Directors. The Board consists of elected officials from the Walla Walla County Board of Commissioners, the College Place City Council, the Walla Walla City Council, and a non-voting representative from the Amalgamated Transit Union. Valley Transit offers innovative choices when it comes to public transportation through three departments including Operations, Maintenance, and Administration. Valley Transit operates nine fixed routes from 6:15am to 5:50pm, Monday through Friday, and also offers a variety of van-based special transportation services under the name Valley Transit Plus, including Dial-A-Ride, evening and Saturday flex-route service, job access, and vanpool. In 2017, combined ridership for all modes of service totaled 730,454.



THE POSITION

Under the direction of the Board of Directors, the General Manager administers, supervises and coordinates the overall activities and functions of the transit system, and is responsible for effectively providing leadership and direction to the system while complying with various State, Federal, and local regulatory laws. The Manager ensures the efficient utilization of employees, funds, materials, facilities and time, and maintains close working relationships with elected officials, City and County Departments, citizen groups and outside agencies. The General Manager implements the Valley Transit Board of Directors' decisions and policies.

Please visit www.prothman.com to review the detailed position profile and compensation package.

Also visit the **Prothman Job Board** at prothman-jobboard.com for this and other great opportunities!

Job Description:
CITY ADMINISTRATOR

Department: Administrative
Classification: Management, Exempt
Reports to: Mayor and City Council
Work Schedule: Full-time (40+ hrs/week), 8:00 a.m. to 5:00 p.m. Monday-Friday, plus evening meetings and occasional weekend events; subject to change at City's discretion

Critical features of this job are described under the headings below. They may be subject to change at any time. Nothing in this job description restricts the appointing authority's right to assign or reassign duties and responsibilities to this job at any time.

General Statement of Responsibility

The City Administrator is the administrative head of the City. As such, the administrator is responsible for the overall management, administration, and direction of the City's operations, employees, and contracted staff pursuant to established policies, procedures, and City Council direction.

Essential Responsibilities

Personnel Functions

- Appoint, discipline, and remove City employees.
- Supervise, support, and evaluate performance of City employees directly or through Department Heads.
- Reorganize the departmental structure of the City as needed and/or as directed.
- Establish work programs and work priorities; delegate authority and job assignments to employees and contracted staff.
- Ensure satisfactory resolution of personnel issues.
- Develop and maintain a positive working relationship with fellow employees, elected officials, supervisors, citizens of our community, clients and others.

Official Functions

- Attend all meetings of the Council, unless excused by the Council or Mayor. Keep the Council advised of the affairs and needs of the city. Facilitate reports to the Council from staff, committees, and commissions.
- Prepare and submit to the Council recommendations relative to all matters (including, but not limited to programs, policies, contracts) requiring Council action, placing before the Council such facts, information and reports as are available to insure the making of informed decisions.
- Develop procedures with appropriate staff members to implement and evaluate Council approved programs and policies.
- Analyze the need and prepare in draft form such ordinances and resolutions that may be deemed necessary or desirable for the health, safety, or welfare of the city or for the improvement of services. Make appropriate recommendations to the Council for adoption.

- Ensure that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fulfilled on a continuing basis.
- Provide guidance to Department Heads, as needed, so as to allow them to perform their respective responsibilities in a satisfactory manner.
- Confer with Department Heads and others on operating and administrative problems, review plans, programs, and procedures, and suggest new methods to improve operation efficiency and/or standard of City services provided.
- Perform other duties as may be assigned by the City Council as long as they are consistent with established City Charter or City Ordinances.

Community Functions

- Work with various citizen and business groups to encourage and develop economic development opportunities.
- Attend meetings, as workload allows, and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support.
- Respond to citizen inquiries and resolve complaints or refer to appropriate staff member when possible. Follow through to ensure satisfactory resolution of citizen inquiry.

Financial Functions

- Supervise the preparation of the annual budget; review and approve departmental needs and estimates.
- Oversee the transmittal of the budget document to the Budget Committee and City Council for review and approval and compliance with budget.
- Act as agent of the Council for the sale or purchase of property, and act as final authority on purchases of supplies and services.
- Actively seek grant sources to present to Council. Prepare application, as directed. Oversee the administration of grants received, including reporting and correspondence.
- Oversee the establishment of all financial record keeping systems and updates to the systems as needed.

Planning/Building Functions

- Serves as the City's Planning and Building Official or delegate responsibility to appropriate staff member.
- Supervise the preparation and implementation of a Comprehensive Plan, and other plans necessary for effective land use management.
- Oversee the establishment of all building and electrical permit records and procedures and assist with changes when needed.

Public Works Functions

- Develop and implement necessary Capital Improvement Plan(s).
- Develop and monitor procedures for the safeguarding of all City real and/or personal property, and utility systems.
- Oversee the establishment and implementation of all procedures, as well as updates when needed, related to the daily operation, and maintenance of City streets, parks, water treatment and distribution, wastewater collection and treatment, storm drainage, equipment, and buildings.
- Facilitate a teamwork approach to permit attainment, design, management, and inspection of City projects.

- Supervise the administration of regulatory compliance, code enforcement, and nuisance abatement programs.
- Oversee the establishment of all public works related record keeping systems and updates to the systems as needed.

Auxiliary Expectations

- Follow all City safety rules and procedures at all times.
- Follow record retention laws for all City records within area of responsibility.
- Maintain proficiency by attending training's and meetings, reading materials, and networking.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.
- Comply with City policies and procedures addressed in Ordinances, Resolutions, Employee Handbook, and other pertinent City documents.
- Focus on the tasks within area of responsibility.
- Don't interfere with others in the performance of their responsibilities.
- Work together to solve problems and tackle projects.
- Strive to do your best and support co-workers as they strive to do the same.
- Focus on the facts when discussing and resolving issues (keep your personal judgements and perceptions to yourself).
- Maintain confidentiality of information accessible and/or used in the performance of duties.
- Practice common courtesy and respect with fellow employees especially related to work schedule, work load, time-off coordination, use of council room, and other shared equipment and areas.
- Maintain work area in a clean and orderly manner.
- Maintain a clean, neat, and paraprofessional appearance and dress in an appropriate manner for the work being performed.
- Perform related duties as assigned.

Position Qualifications

Mandatory

- This position requires employee to have earned a Bachelor's Degree.
- At least three years of public or private management experience is also required.
- Employee in this position must be able to be bonded.

Special

- Upon accepting the position, administrator must furnish information sufficient enough for other City staff to obtain bond in the amount to be approved by the City Council.

Desirable

- Bachelor's degree in municipal management.
- A Master's degree in a related field.
- Previous experience as a City Administrator/Manager in a city of comparable size and/or in a rural setting.

Working Conditions

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, facsimile machine, copier, personal interruptions, and background noises.

Occasionally, while performing the duties of this position, the employee is exposed to, outside weather conditions for short periods of time and is required to travel.

Supervision Exercised

Directly supervises 10-25 full and/or part time employees. The supervision responsibilities includes assigning and reviewing work and workload and evaluating and discussing job performance. The person in this position has the authority to hire or fire with or without consensus by the City Council. The person in this position also works with volunteers and occasionally provides them with direction and guidance.

Supervision Received

Works under the direction of the City Council (5 member board) by direct assignments, and/or by adhering to Council approved policies, procedures, charter, resolutions, and ordinances. The City Council conducts an annual evaluation of the administrator's performance and takes action accordingly.

Physical Demands of Positions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Business of the City Council

City of Oakridge, Oregon

January 17, 2019

Agenda Title: Selection of Bid for Boring of Test Wells # 3

Agenda Item No: 11.5.1

Exhibit: Engineers Recommendation & one bid

Proposed Council Action: A motion from the Floor and a Vote

Agenda Bill Author: Rick Zylstra

City Recorder: Susan LaDuke

Interim City Administrator: Phil Messina

ISSUE: On behalf of the City, Edward Hodges of Curran-McLeod solicited three bids for the drilling of Test Well #3. They received one bid for this part of the Water Systems Improvement Project. The received bid that was submitted was reviewed for conformance with the solicitation requirements by Curran-McLeod.

The bid from Casey Jones Well Drilling in the amount of \$37,180.00 is the recommend bid by Curran-McLeod. A review of the Oregon Water Resources records indicated Casey Jones Well Drilling currently has all required proper registrations, bonding and insurance to do this work.

FISCAL IMPACT: \$37,180.00

OPTIONS: 1) Accept the recommendations from Curran-McLeod and award the drilling contract to Casey Jones Well Drilling.

2) Do not accept the recommendations from Curran-McLeod, do not award the drilling contract to Casey Jones Well Drilling and request Curran-McCleod solicit new bids.

RECOMMENDATION: Staff recommends Option 1

RECOMMENDED MOTION: I move we award the contract for drilling test well #3 to Casey Jones Well Drilling allowing, Curran-McLeod to deliver all needed Contract Documents for Execution of Test Well #1

rickzylstra@ci.oakridge.or.us

From: Edward Hodges <eph@curran-mcleod.com>
Sent: Thursday, December 20, 2018 2:13 PM
To: rickzylstra@ci.oakridge.or.us; robeartchrisman@ci.oakridge.or.us
Cc: City Administrator
Subject: FW: Bid for HWY 58 Rest Area Test Well
Attachments: Curran McLeod Inc Contract.pdf

All:

Attached is the sole proposal from Casey Jones for the test Well project at the Highway 58 Rest Area. Bid proposals were also sent to two other companies, Holt Drilling and Westermore, but neither bid the project. Per State rules pertaining to public works project procurement, for projects valued less than \$100,000, the owner has simply to have proof that three proposals were sent to prospective bidders. This has been taken care of and so procurement requirements are satisfied.

The bid is within budget, is acceptable and is from a reputable company. I have no problem recommending that the City accept this proposal from Casey Jones Well Drilling to perform the work.

Thanks and let me know if you have questions concerning this matter.

Ed

Edward P. Hodges, P.E.
CURRAN-McLEOD, INC.
6655 S.W. Hampton St., Ste. 210
Portland, OR 97223
T: (503) 684-3478
C: (503) 869-7849
F: (503) 624-8247
E: eph@curran-mcleod.com

From: Casey Jones [mailto:caseyjoneswelldrilling@yahoo.com]
Sent: Thursday, December 20, 2018 10:17 AM
To: Edward Hodges
Subject: Contract

Hi Ed,

Here is the completed & signed contract. If I missed anything, please let me know.

I've sent off a request for Cert. of Insurance to be sent to you from Ward Insurance Agency!

Merry Christmas & Happy New Year!
Heather Beer

Casey Jones Well Drilling Co., Inc.

Serving Western Oregon since 1947

& C. J. Development Co.

37115 Immigrant Road
Pleasant Hill , OR 97455

Office 541-747-2806
Cell 541-729-6405

See us on the web at caseyjoneswelldrilling.com for helpful tips and information.

See rainbowpump.net for helpful tips and information on water well pumps and systems.

Septic systems * Roads * Driveways * Home site prep * Subdivisions * CCB 114437

No. ITEM

CHANGE OR CLARIFICATION

- *****
1. **Notice to Contractors** Replace original page 1, "Notice to Contractors", with attached revised page.
 2. **Bid Proposal** Replace original Bid Proposal, pp 11 - 14, with attached revised pages.
 3. **C o n t r a c t F o r Construction** Replace original page 16, "Contract For Construction", with attached revised page.
 4. **Specification Section 02100 Site Preparation** Replace Specification Section 02100 with attached revised Specification Section.
 5. **Specification Section 02010 Test Well Work Scope** Replace Specification Section 02010 with attached revised Specification Section.



EXPIRES: 01/13/2019

NOTICE TO CONTRACTORS

The City of Oakridge is soliciting informal bids for the construction of Test Well No.3. Bids will be received by the City Engineer until 2:00 PM on Wednesday, December 20, 2018, at which time bidding will be closed.

Bids over \$50,000 will require Oregon Prevailing Wage Rates in the bid price. Bidders on this contract will be subject to all requirements of the American Iron Steel Act.

Bids may be forwarded to the Engineer by mail, email and or fax and shall be addressed to Rick Zylstra, Community Service Coordinator, City of Oakridge, c/o Edward Hodges, P.E., Curran-Mcleod, Inc., 6655 S.W. Hampton, Portland, Oregon 97223; email: eph@curran-mcleod.com. At 2:00 PM., bids will be opened and read aloud at the Portland Office of the Engineer.

The Work generally consists of the following: The Contractor shall drill a 6-inch diameter borehole and advance 6-inch nominal steel casing to a depth of 250 feet using air-rotary or other drilling methods. The work shall include the installation of perforations in the casing, soil sample collection, water sampling, static water data collection, completion of a constant-rate pumping test and data collection, and construction of a required sanitary seal and completion of the test well. The Contractor shall also be responsible for providing the required Oregon Department of Water Resources start card/well log fee. A detailed description of the work is contained in Attachment 1 of this document.

Additional information including adjacent well logs is enclosed and also is available offices of CURRAN-McLEOD, INC., Consulting Engineers, 6655 S.W. Hampton Street, Suite 210, Portland, OR, 97223, telephone: (503) 684-3478, fax: (503) 624-8247. The primary contact for the project shall be Edward Hodges, P.E.; email eph@curran-mcleod.com.

No bid shall be received or considered unless the Bidder is registered with the Construction Contractors Board as required by ORS 701.021.

To be considered, bids must be completed on the bidding forms provided, in the manner prescribed in the bidding documents. Each bidder must indicate in the space provided on the Bid Form, whether they are a Resident or Non-Resident Bidder pursuant to ORS 279A.120.

By submission of a bid, each bidder certifies that Oregon Prevailing Wage Rates are included in the bid prices. Contractors need not be licensed for asbestos handling per ORS 468A.720 to complete this project. No submission of a First Tier Subcontractor Form is required for this project.

The City of Oakridge reserves the right to reject any or all bids not in compliance with all prescribed public bidding procedures and requirements, may reject for good cause any and all bids upon a finding of the agency it is in the public interest to do so, and may waive all informalities. The City of Oakridge is an Equal Opportunity Employer.

By Order of the City of Oakridge.

BID PROPOSAL

Dec 20th, 2018

TO: Mr. Rick Zylstra, Community Service Coordinator
City of Oakridge
C/O Mr. Edward Hodges, P.E.
Curran-McLeod, Inc.
6655 S.W. Hampton, Suite 210
Portland, OR 97223

The undersigned is a (indicate one):

RESIDENT NON RESIDENT

bidder as defined by ORS 279A.120, structured as (check one of the following and insert information requested):

- a. A Corporation organized and existing under laws of the State of Oregon; or
- b. A Partnership registered under the laws of the State of _____, or
- c. An individual doing business under an assumed name registered under the laws of the State of _____.

The undersigned bidder declares that the only persons or parties interested in this proposal are those named herein, that this proposal is in all respects fair and without fraud and that it is made without collusion with any representatives of the OWNER.

The bidder further declares that: a) he has examined the plans, specifications, and other proposed contract documents; b) he has determined the extent, character, and location of the proposed Work, the nature and type of excavation to be done, the location and condition of existing streets and roadways giving access to the site of the Work, and topography of the site of the Work; and c) he has personally inspected the site of the Work and has satisfied himself as to the conditions of the Work and understands the listing of materials as included herein is brief and is intended only to associate the said quantities with detailed requirements of the contract documents.

The bidder does hereby propose to furnish all materials, tools, equipment, and appliances, and to perform all labor and work necessary to construct and complete the project entitled:

**City of Oakridge
TEST WELL NO.3**

and all specified work appurtenant thereto, and in connection with this project for the OWNER with the time limit specified, and in accordance with plans, specifications and change order documents prepared by the ENGINEER for the sums set forth in the following schedule of prices, it being understood that the unit prices are independent of the exact quantities involved and that they represent a true measure of the labor and materials required to perform the Work.

The successful bidder agrees that if this proposal is accepted, bidder will execute the required documents and supply the required submittal information as specified herein, within the time frames established herein.

The successful bidder agrees to be substantially complete with all work within 45 days of the Notice to Proceed, and achieve final completion within 10 calendar days after issuance of the Certificate of Substantial Completion including punch list items.

In the event the successful bidder fails to achieve Substantial Completion or Final Completion of the project within the time limits specified or extended time limits as agreed upon, liquidated damages shall be paid to the OWNER or deducted from amounts due the Contractor, at the rate of Two Hundred Fifty Dollars (\$250.00) per calendar day until Substantial Completion or Final Completion is achieved. Sundays and legal holidays shall be excluded in determining the number of days in default.

BASIC BID SCHEDULE - Test Well No. 3

1. MOBILIZATION/DEMobilIZATION, including all labor, equipment, material to complete the work as listed in the basic bid schedule and contract specifications, miscellaneous start-up costs, equipment move-in, all associated costs for mobilization and demobilization, site clean up, and OWRD well fees, at the lump sum price of:

Two thousand five hundred Dollars and
no/100 Cents (\$ 2,500⁰⁰). \$ 2,500⁰⁰/xx

2. Six-inch borehole advancement, Six-inch casing installation to 250 feet below grade including soil sampling, drill cuttings and fluids disposal, all labor, equipment, material and installation, at the lump sum price of:

Twenty three thousand three hundred Dollars and
no/100 Cents (\$ 23,300⁰⁰). \$ 23,300⁰⁰/xx

3. Installation of 40 feet of casing perforations at a depth to be selected in the field for performance of a 12 hour pump test. Provide all labor, equipment, materials and installation, at the lump sum price of:

Two Thousand Dollars and
no/100 Cents (\$ 2,000⁰⁰). \$ 2,000⁰⁰/xx

4. Installation of a sanitary well seal, concrete slab and well completion per OWRD requirements. Provide all labor, equipment, materials and installation, at the lump sum price of:

Two Thousand Dollars and
no/100 Cents (\$ 2,000⁰⁰). \$ 2000⁰⁰

5. Performance of 12-hour constant-rate pumping test. The Contractor shall provide a pump with a capacity of 100 gpm at a pumping lift of 200 feet, and shall perform one test lasting an estimated twelve hours. Water samples shall be collected for analysis at the end of the test. Includes all labor, equipment, materials and installation, at the lump sum price of:

Seven Thousand Three Hundred Eighty Dollars and
no/100 Cents (\$ 7380). \$ 7.380

Total Bid Lump Sum Cost (Items 1-5)

\$ 37,180⁰⁰

The undersigned certifies that (1) this Bid has been arrived at independently and is being submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Advertisement for Bids designed to limit independent bidding or competition, and (2) if awarded the Contract, he will commence work within ten (10) calendar days after the date of Notice to Proceed and that he will complete the Work within the specified number of days set forth in the Agreement.

The undersigned certifies that he has received and duly considered the following Addenda to the specifications.

Addenda: No. 02100 to No. 02010 inclusive.

The undersigned agrees if awarded the Contract, that he will comply with the provisions of the Contract Documents including all Prevailing Wage requirements.

Name of Firm Casey Jones Well Drilling Co., Inc.

Signature * CJ

Name Casey Jones Well Drilling Co., Inc

Address P.O. Box 817 Pleasant Hill, OR 97455

Telephone No. 541 747 2800

Construction Contractors Board No. # 114437

If Corporation, Attest: Rebecca A. Jones
Secretary of Corporation

*If bid is by a partnership, then one of the partners must sign the bid.

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the 20th day of December in the year 2018, by and between:

City of Oakridge
(hereinafter called OWNER) and
Casey Jones Well Drilling Co, Inc
(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents titled:

**City of Oakridge
TEST WELL NO.3
December, 2018**

The Work generally consists of the following: The Contractor shall drill a 6-inch diameter borehole and advance 6-inch nominal casing to a depth of 250 feet using air rotary or other drilling methods. The work shall include the installation of 40 of perforations in the casing, soil and water sample collection, static water data collection, pump testing, sanitary seal installation and well completion. The Contractor shall also be responsible for providing the required Oregon Department of Water Resources start card/well log fee.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who is hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3 - CONTRACT TIME

3.1 The Work will be substantially completed within 45 calendar days after the date when the Contract Time commences to run as provided in the General Conditions, and completed and ready for final payment in accordance with the General Conditions within 5 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.

**SECTION 02100
SITE PREPARATION**

PART 1 - GENERAL

1.01 DESCRIPTION

- A. This section includes provisions for work necessary to prepare the site for construction operations. The cost of work specified in this section shall be considered incidental to the costs of the bid items where site preparation is required.
- B. CONTRACTOR shall coordinate sitework to avoid existing utilities. The water production and storage operations must be maintained in service during construction, except as allowed in Section 01000, General Requirements.

1.02 COORDINATION

- A. The CONTRACTOR shall coordinate his operations with affected property owners and utilities likely to be impacted by his construction. A partial listing of agencies and utilities follows:
 - 1. Mr. Robert Chrisman (City of Oakridge) (541) 954-3121
 - 2. Utilities Notification Center (800) 332-2344
 - 3. Oregon Emergency Response System (800) 452-0311
- B. The CONTRACTOR shall be responsible for coordinating his activities with affected utilities and property owners and other adjacent contractors. No additional costs are allowed for delays resulting from a lack of such coordination by the CONTRACTOR.

1.03 PROPERTY PROTECTION

- A. All structures, utilities, and properties, whether inside or outside the project limits, shall be protected from damage or interruption by the CONTRACTOR'S activities. Responsibility for safety and protection of buildings near or in the project limits are the CONTRACTOR'S. The CONTRACTOR shall repair or replace damaged structures, utilities, and/or properties to the satisfaction of the OWNER.
- B. The location of underground utilities; power, telephone, cable, gas, etc., if shown on the Design Drawings are approximate. The actual locations may vary from those shown. The CONTRACTOR is responsible for verifying all utility locations. The CONTRACTOR shall retain the services of an independent locate service to verify on-site utilities as required. No extra costs are allowed for delays resulting from utility conflicts for which the CONTRACTOR is responsible. On questions regarding the disposition of existing utilities, improvements or buildings, the CONTRACTOR shall contact the ENGINEER for advisement.

PART 2 - PRODUCTS

Not applicable to this section.

PART 3 - EXECUTION

3.01 **SITE ACCESS** - The City of Oakridge shall ensure access is available to the site and provide a road and working pad as needed.

3.02 **DEMOLITION (Not Applicable)**

3.03 **DISPOSAL OF WASTE EXCAVATED MATERIAL**

Disposal of all excess material shall be the responsibility of the CONTRACTOR in accordance with all federal, state, and local regulations. A portion of the excess material potentially could be placed on-site upon approval of the City. **The City will also be available to remove and dispose of any excess materials that cannot be spread on site.** Contractor shall coordinate directly with the City of Oakridge or the Engineer for approvals, otherwise all material shall be disposed of off-site.

3.04 **POLLUTION AND EROSION CONTROL**

A. The CONTRACTOR is responsible for developing and maintaining a pollution control plan to prevent the occurrence of point source types of pollution. The pollution control plan shall include but is not limited to the following:

A description of methods to be used to prevent erosion and sedimentation that covers sites, equipment storage sites, fueling operations and staging areas.

A description of the hazardous products and materials that will be used, including inventorying, storage, handling, and monitoring.

A spill containment and control plan with notification procedures; specific clean up and disposal instructions for different products; quick response containment and clean up measures which will be available on site; proposed methods for disposal of spilled materials; and employee training for spill containment.

B. Standard erosion control practices shall be utilized to control runoff from the construction sites. These methods include but are not limited to: hay bales, silt fences, berms, stockpile covers, gravel construction entrances, etc. Erosion control measures shall be in conformance with local, state and federal regulations.

C. CONTRACTOR shall control dust at the site with water or an approved dust inhibitor.

D. Specific erosion and pollution control measures shall be taken to include:

Fueling in a designated staging location approved by the agencies, and a spill containment kit will be readily available should the need arise.

To prevent the possibility of fuel or oil reaching the stream or wetlands, hazardous substances, chemicals, fuels and lubricating oils will not be stored within 100 feet of any stream.

Waste materials and spoils not utilized in the project shall be removed from the site and disposed of in an appropriate upland location that is approved by the agencies.

All equipment will carry a spill containment cleanup kits on board.

All contractor employees and subcontractors will be required to receive training in procedures to prevent erosion and spills.

All erosion control devices shall be inspected weekly, at a minimum during the construction to ensure that they are working adequately.

Install all erosion and sediment control measures along the waterway prior to any work in the area.

Erosion control materials (i.e. silt fence, straw bales, Biobags, aggregate, etc.) In excess of those installed shall be available on-site for immediate use during emergency erosion control needs.

Containment measures adequate to prevent chemical spills material from entering any waterway shall be available on site for immediate use during emergency erosion control needs.

Vehicles operated within 150 feet of any waterway shall be free of fluid leaks. Daily examination of vehicles or machinery for fluid leaks is required during periods of operation within or above the waterway.

No pollutants of any kind (sewage, waste spoils, petroleum products, silt, welding slag and grindings) shall come in contact with the stream.

****END OF SECTION****

SECTION 02010
TEST WELL WORK SCOPE

PART 1 – GENERAL

- A. The work shall include Mobilization and Demobilization from the site. The Contractor shall be responsible for providing water and power as required to perform the work at the site. Water may be obtained from the City of Oakridge water system free of charge.
- B. The Contractor shall drill a 6-inch diameter borehole and advance 6-inch nominal steel casing to a depth of 250 feet using air rotary or other drilling methods. The casing shall be of such construction so as to withstand installation and, if required, removal without breakage or deformity.
- C. During drilling, representative formation samples shall be collected at five- or ten-foot intervals and at changes in formation type or color, or at other intervals specified by the Consultant. Each formation sample shall be a minimum volume of one gallon and placed in a re-sealable zipper storage bag (e.g., Ziploc). The well name and depth/interval the sample was collected from shall be clearly marked on the sample container using waterproof ink. Sample collection methods shall ensure that a representative sample of the formation materials, including fines, are collected.
- D. Static water-level measurements shall be made and recorded prior to starting each day's work. Each static water level shall be measured to the nearest 0.01 foot and be made from a common measuring point.
- E. **The Contractor shall provide means for perforating a forty-foot section of the installed casing at a depth to be decided in the field for the purpose of pump testing. The perforations shall be of sufficient size and quantity to be able to successfully perform the pump test.**
- F. The Contractor shall complete a constant-rate pumping test. The Contractor shall provide a pump with a capacity of 100 gpm at a pumping lift of 200 feet. A pumping test, lasting 12 hours, shall be performed at a depth selected by the Engineer/Geologist. The Contractor shall provide for continuous measurement of pumping water level and pumping rate for the duration of the tests.
- G. The Contractor shall provide a 3/4-inch sampling port for the collection of water samples. Access for manual water level measurements shall be provided.
- H. Drill cuttings can be stockpiled and spread-thin onsite. Water generated during drilling and testing can be discharged to the surface and allowed to infiltrate onsite. The Contractor shall use necessary water-management and erosion-control measures to

control water and prevent erosion. No sediment-laden water shall be allowed to migrate offsite.

- I. **The Contractor shall be responsible for installation of the casing and completing the well with a sanitary seal, concrete pad and lockable lid per OWRD requirements.**
- J. The Contractor shall be responsible for completion and filing of the Oregon Department of Water Resources Start Card along with the correct fee.

Business of the City Council

City of Oakridge, Oregon

January 17, 2019

Agenda Title: Water System Improvement
Project Engineering Services Amendment
No. 3

Proposed Council Action: Motion from the
floor and a vote

Agenda Item No: 11.5.3

Exhibits: Change Order request from
Curran-McLeod

Agenda Bill Author: Rick Zylstra
City Recorder: Susan LaDuke
Interim City Administrator: Phil Messina

ISSUE: In light of significant delays Curran-McLeod has expended all of the engineering budgets for the 2017 Water System Improvement Project. Curran-McLeod is requesting an amendment not to exceed \$7500.00 per month for not more than three months for contracting administration and inspection services. This amount would be billed on a time and materials basis and is expected to take an additional 1-3 months.

Curran-McLeod has spent significant efforts in responding to change order request and slowdowns from the contractor. They have also performed a number of services not anticipated in the original budget such as, redesigning well house for well #7, and the design of a carbon filtration system for well #7.

FISCAL IMPACT: \$22,500

- OPTIONS:**
- 1) Approve a change order for \$22,500.
 - 2) Do not approve a change order.

STAFF RECOMMENDATION: Staff recommends option 1.

PROPOSED MOTION: "I move to approve the Water System Improvement Project Engineering Services Amendment No. 3 change orders in the amount of \$22,500."

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

November 27, 2018

Mr. Louis Gomez, City Administrator
City of Oakridge
P.O. Box 1410
48318 E. 1st Street
Oakridge, OR 97463

**RE: CITY OF OAKRIDGE
2017 WATER SYSTEM IMPROVEMENTS PROJECT
ENGINEERING SERVICES AMENDMENT NO. 3**

Dear Louis:

Following up on a conversation with you earlier this month CURRAN-McLEOD, INC. is requesting an Amendment to our contract for Engineering Services for additional services to be performed during the construction.

In light of the significant delays and other issues occurring on this project, we have expended all of our engineering budgets. We would like to request an additional amendment not to exceed, \$7,500 per month for contract administration and inspection services. This amount would be billed on a time and materials basis and is expected to take an additional 2 - 3 months.

Our original construction services budget was predicated on a six-month period of construction after performing submittal review. As of this date, we have been performing oversight duties related to the project for more than a year. In addition to the extra time this project has taken, we have had to expend a significant effort on responding to change order requests and/or claims from the Contractor. Addressing these matters, along with the extended time of construction, has caused us significant extra cost. We also have performed a number of services not anticipated in the original budget, including redesign of the well house for well number 7 and design of a carbon treatment system for that same well, due to the unexpected issues occurring with yield and water quality.

While we will continue to service the City as required to close out this project, we would request additional funds to perform this work. We anticipate that construction, start-up and close-out will be completed by the end of January or early February, so we would see this agreement being in place until then.

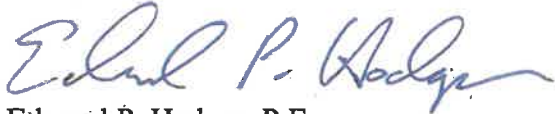
We have attached an Amendment, Amendment No. 3, for the construction services with this letter for your signature. We have also attached, for your informational purposes, a summary of all costs to date for the project.

Mr. Louis Gomez
November 27, 2018
Page 2

Please feel free to contact me if you have questions and/or concerns related to this letter or any other project related matters.

Very truly yours,

CURRAN-McLEOD, INC.

A handwritten signature in blue ink that reads "Edward P. Hodges". The signature is written in a cursive style with a long, sweeping underline.

Edward P. Hodges, P.E.

enclosures:

**CITY OF OAKRIDGE
2017 WATER SYSTEM IMPROVEMENTS PROJECT**

**AMENDMENT NO. 3
TO THE CITY ENGINEERING SERVICES CONTRACT**

The City Engineering Services Contract, executed September 16, 2016, between the CITY OF OAKRIDGE and CURRAN-McLEOD, INC., Consulting Engineers shall be amended as follows:

Costs for additional Construction Phase Engineering Services due to delays in the project and other unanticipated events.

Contract Exhibit B of the Agreement shall be amended as follows:

CONTRACT EXHIBIT B - ENGINEERS PROPOSAL (INCLUDING SCHEDULE OF CHARGES AND COST BREAKDOWN)

Amend the following article:

The Engineering services cost estimate of Exhibit B on page 18 of the City Engineering Services Contract shall be modified to increase the Construction Phase Engineering Services budget by \$7,500 per month for not more than three months, amounting to \$22,500 or a grand total of \$177,929, to be billed hourly per our standard rates.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this AMENDMENT NO. 3 to the AGREEMENT FOR ENGINEERING SERVICES in duplicate on the respective dates indicated below.

**OWNER:
CITY OF OAKRIDGE**

**ENGINEER:
CURRAN-McLEOD, INC.**

SIGNATURE: _____

SIGNATURE: Edward Hodges

NAME: _____

NAME: Edward Hodges, PE

TITLE: _____

TITLE: Vice-President

DATE: _____

DATE: 4/22/18

Business of the City Council

City of Oakridge, Oregon

January 17, 2019

Agenda Title: Street Closure of 1st Street from Pine to Oak for the Sasquatch Duro Bike Event

Agenda Item No: 11.5.4

Exhibit: Street Closure Application and event info

Proposed Council Action: Motion from the floor and a vote for a street closure

Agenda Bill Author: Rick Zylstra

City Recorder: Susan LaDuke

Interim City Administrator: Phil Messina

ISSUE: Mike Ripley, representing the Sasquatch Duro Bike event, is requesting a street closure on E. 1st, from Pine St. to Oak St. for Saturday May 18th 2019 from 6:00am until 5:00pm.

Ride starts at 10am and we will proceed up Oak and finish by coming down Cedar. The duration will be a max of 5 minutes to clear 1st street through the closure on Cedar.

This is a timed event, with the rollout being slow and the ride down to Westfir being slower also. The Finish is east of Westfir for the rider's time and the slog back to Oakridge for post event food and fun!

Please see the Operations Plan for details as provided by Mr. Ripley

FISCAL IMPACT: Unkown

**OPTIONS: 1) Approve the Street Closure for the Sasquatch Duro
2) Do not Approve the Street Closure for the Sasquatch Duro**

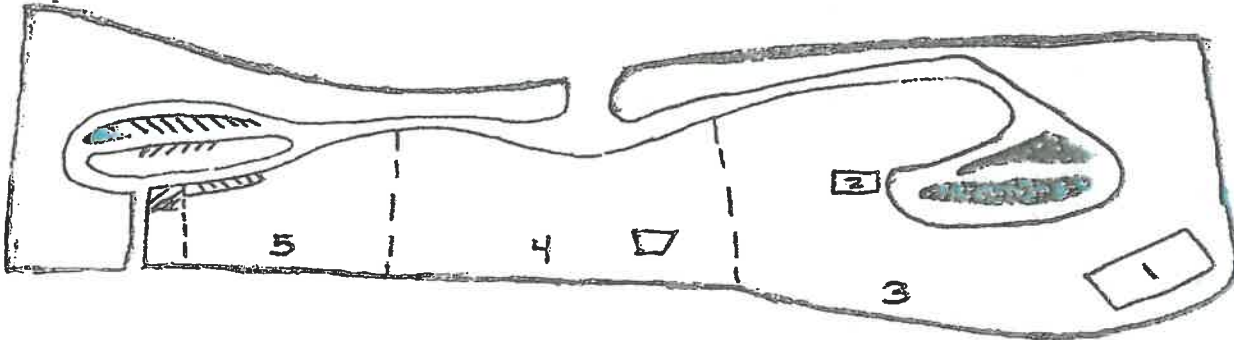
RECOMMENDATION: Staff recommends option 1

RECOMMENDED MOTION: I move we approve the requested Street Closure of 1st Street from Pine to Oak for the Sasquatch Duro Bike Event on Saturday May 18th 2019 from 6:00am until 5:00pm.

City of Oakridge

Event: Sasquatch Duro Small Event < 99 Large Event > 100
 Name: Mike Ripley Dates Requested: 5/18/2019 Hours of Use: 6am until 5pm
 Contact Address: Po Box 87, Monroe, OR 97456 Contact Phone: 541-225-7946

Greenwaters Park



1: Picnic Shelter 2: Community Building 3: Whole Park 4: Amphitheater Area 5: Overflow Area

Large Event:	\$20/day	\$14/hr, \$56/day	\$500/day	\$300/day	\$200/day
Small Event:	\$20/day	\$10/hr, \$40/day	\$200/day	\$100/day	\$200/day

Areas Requested: 1st and Pine Total: _____

Alcohol Permit: X Y N (Separate app required)

Need Road Closed barricades if possible

Osprey Park Or Salmon Creek Park \$100.00 p/day.

Other Facilities:	Rates
WAC: Classroom <input type="radio"/>	\$15/Half Day
Gym <input type="radio"/>	\$25/Day
Senior Ctr <input type="radio"/>	Keys Must Be Returned to City Hall
Room # _____	

Office Use Only

Fees Paid: \$ _____ Date: _____

SEE REVERSE FOR PERMIT CONDITIONS

IF COUNCIL APPROVAL IS REQUIRED, SUBMIT AT LEAST 45 DAYS IN ADVANCE

REQUIRES COUNCIL APPROVAL

Street Closure: Location: 1st and Pine to Oak Street

Noise Permit:

Nature of Noise: PA System and Band

Estimated Distance Noise will be plainly audible: 1/16 mile Fee: \$ _____

Is a Variance required?: Yes No

Variance subject to event rules (see reverse)

Attach a list of all residences/business within 500 feet.

OIP Fenced Parking: Y N (Fee \$100.00 p/day in lot 7) Total: _____

Other OIP lots may be negotiated as needed.

Applicant Signature: Mike Ripley Date: 10/29/2018
 Approved: _____ Date: _____

ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event, including clean up, must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
4. The noise levels at your event cannot consistently exceed 80 decibels at the distance of 500 feet from the amplified source of the noise as measured by the Oakridge Police Department.
5. **If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City Ordinance.**
6. Events must comply with all city ordinances: policies and Council Directives; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
7. All fees must be paid prior to event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

Groups Over 100

In addition to the above rules, the following apply to all groups over 100 people.

You must attach appropriate documentation (Items 8-12) at time of application in order for it to be approved.

8. Provide a list of all businesses and residents that are located within 500 feet of the event. This list must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days, prior to the event. The information must include a contact number for further information or complaints.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained and easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plan prior to submitting. plans must include contact information in case of emergency. You will be held financially responsible for any and all expense incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above condition and any other stipulation the City may deem necessary.

Signature: Mike Ripley Date: 10/29/2018

Failure to abide by the above conditions may result in sanctions including, but not limited to the Cities refusal to rent facilities, Fees being due at time of reservation and inability to secure an alcohol permit.


Sanctions may be appealed to the City Council.

**City of Oakridge
Alcohol Permit**
(Please fill in all applicable information.)

Category:	Event: <u>Sasquatch Duro</u>
Family: <input type="checkbox"/>	Event Sponsor: <u>Mudslinger Events</u>
Group: <input type="checkbox"/>	Date of Event: <u>May 18th 2019 (Saturday)</u>
Non-Profit: <input type="checkbox"/>	Hours of Event: _____
For Profit: <input checked="" type="checkbox"/>	Will you charge admission to the event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Expected Number of People Attending the Event: <u>150</u>
	Applicant: <u>Mike Ripley</u>
	Contact Address: <u>Po Box 87, MNonroe, OR 97456</u>
	Contact Phone: <u>541-225-7946</u>
	No charge for alcohol

Facility To Be Reserved: (Check all that apply to Event:)	Greenwaters:	Entire Park: <input type="checkbox"/>	<input type="checkbox"/>
		Community Building: <input type="checkbox"/>	<input type="checkbox"/>
		Picnic Shelter: <input type="checkbox"/>	<input type="checkbox"/>
		Amphitheater: <input type="checkbox"/>	<input type="checkbox"/>
	Street Closure:	<input type="checkbox"/>	Which Street: <u>1st and Pine between Pine and Oak same as 2018</u>
	WAC:	Classroom <input type="checkbox"/>	Senior Ctr <input type="checkbox"/>
		Gym <input type="checkbox"/>	Kitchen <input type="checkbox"/>
		Fire Hall Training Room: <input type="checkbox"/>	<input type="checkbox"/>
	Have you scheduled the facility with the City?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Alcohol Permit:	Hours of Alcohol Service: <u>11am until 5pm</u>
	Type of Food/Caterer: <u>Cowgirl Cookin food truck</u>
	Security Measures: <u>Signage for Alcohol to not leave the area. Wrist bands for over 21 only</u>
	Date of Council Approval: _____
	After approval by the Council, please provide copies of :
	Certificate of Insurance: <input type="checkbox"/>
	Hold Harmless Agreement: <input type="checkbox"/>
	OLCC License: <input type="checkbox"/>

Noise Permit	Nature of Noise Generation: <u>Pa System and also a Band for 2019</u>
	Estimated Distance Noise will be plainly audible: <u>1/16 mile</u>
	is a variance required?: Yes <input type="checkbox"/> No <input type="checkbox"/>
	(If a variance is required, please explain the reason for the variance.)
	Attach a list of all residences/businesses within 500 feet.

Applicant Signature: Mike Ripley **Date:** 10/29/2018

*Please see the conditions for these permits on the back of this application.
* If Council approval is required, submit application at least 45 days before event.*

Fees Received: _____ **Date :** _____

Final Approval Signature: _____ **Date:** _____

Copies to Oakridge Police Department and Public Works

Revised: Mar.4, 2010



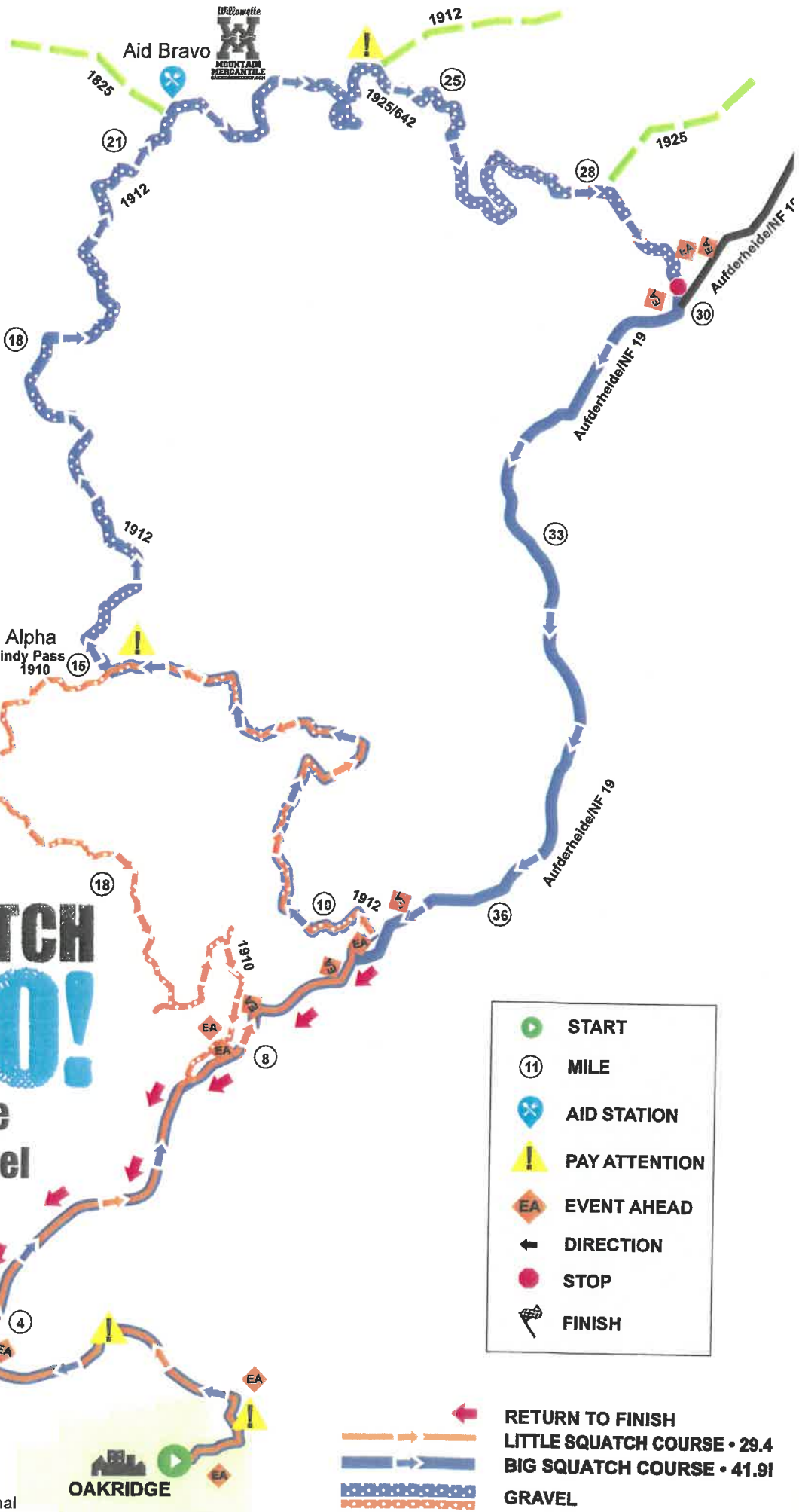
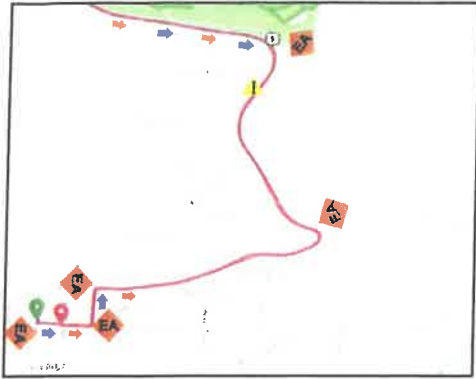
**Rental Agreement for the
Use of Alcohol in City Facilities**

Answers Should Be Provided on a Separate Sheet of Paper

1. You will be civilly liable for any damage or injuries that may occur during your event.
2. You will be responsible for the cleanup of the facility and for any required repairs.
3. The event must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
4. Please provide a list of all neighboring businesses and residences and their addresses and phone numbers located within 500 feet of the activity. Each of these businesses or residents must be contacted with information about the event not more than 14 days, nor less than 7 days, prior to the event. The information must include a contact number for information requests or complaints.
5. If admission is charged at the event and alcohol is served, you must reserve the entire facility for the duration of the event.
6. Permit Applications for Alcohol Usage in City Facilities must be submitted to the City no less than 45 days before the event.
7. If alcohol is approved for service by the City Council, please provide a certificate of insurance for \$1,000,000, a hold-harmless agreement, and a copy of the OLCC license after approval of the Council at least two weeks before the event.
8. You must provide appropriate security during your event commensurate to the size of the event, i.e. one security trained and easily identifiable personnel for every 100 participants with a minimum two personnel on duty at all times.
9. You must have controls in place to insure that minors do not consume alcohol at your event. Please describe.
10. You must have controls in place to insure that the adults who drink stay within the rented area. Please describe.
11. If there are any changes as far as the amount of alcohol or the number of people attending, it is your responsibility to advise the City at 541-782-2258.
12. You must abide by the above conditions and any other stipulations the City may deem necessary.
13. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of a City ordinance.

Signature: Mike Ripley





SASQUATCH DUERO!

Welcome to the Kingdom of Gravel

- START
- MILE
- AID STATION
- PAY ATTENTION
- EVENT AHEAD
- DIRECTION
- STOP
- FINISH

- RETURN TO FINISH
- LITTLE SQUATCH COURSE • 29.4
- BIG SQUATCH COURSE • 41.91
- GRAVEL



Mudslinger Events is under a special use permit with the US Department of Agriculture Willamette National Forest Middle Fork Ranger District. Mudslinger Events is an equal opportunity employer.



Sasquatch Duro
OPERATIONS & SAFETY PLAN
A Gravel Cycling Experience in Oakridge

This information contained below is for review and is intended for consumption by permitting agencies and key personal. The timeline included has the best intentions to provide a good outcome for all involved.

Thank you for all of your support and efforts

Mike Ripley

Mudslinger Events LLC

Fall through January	Permits, planning and promotion
October	Permit sent to US Forest Service Willamette National Forest Middle Fork Ranger District
November _December	Permits sent to all other agencies. City of Oakridge, City of Westfir, Lane County Public Works
January	Insurance requested for additional insured certificates (Please ask for current agencies names and any 2 page endorsements)
Ongoing	Communication and Route Conditions including back up routes in case of Snow.
Ongoing	Community Partnerships and pursue collaborative fundraising and or awareness opportunities.
February/March	Permit approval and disbursement of insurance to agencies and permit holders
February/March	Volunteer recruitment
February/March	Vendor and staging area overview
February/March	Staffing requirements and communication needs (Digital Radio's Silke Communications)
Thursday the week prior to the event	Thursday May 9 th possible volunteer social
Thursday the week prior to the event	Final Aid station drop for sponsors and volunteer groups Aid Stations, Alpha at Windy Pass and Aid Station Bravo with Eugene Cathacart.

Event Contacts

Mike Ripley 541-225-7946 mke@mudslingerevents.com

Louis Gomez louisgomez@ci.oakridge.or.us 541-782-2258

Kevin Rowell 541-782-5305 karowell@fs.fed.us

Jennifer Paugh Jennifer.Paugh@co.lane.or.us 541-682-6905

Venue location 48241 E. 1st St, Oakridge, 97463



Sasquatch Duro
OPERATIONS & SAFETY PLAN
A Gravel Cycling Experience in Oakridge

Detailed Event Layout

May 14th,
2019

- 8am to 1pm** Place advanced notice signs in Wedfir and Oakridge per city and Lane County permit
- Porta Poties and Garbage dumpster placed 1st and Pine Friday.
- 6am** Street Closure 1st Street from Pine to Oak barricades located at Police department
Barricades staged for am placement

May 18th **TIMELINE** (all times subject to final scrub/coordination meeting week of event as needed)

- 6am** Street Closure 1st Street from Pine to Oak barricades located at Police department.
- 7am** **Place Bike Racks and tents for packet pickup and rider welcome 1st and Pine**
- 8am** Aid Station Volunteers, course traffic safety team final check in 1st and Pine with volunteer coordinator
- 7am until 11am** Final Vendor set up in Expo area
- 5:45 am – 7:20 am** Aid Station personnel (stations #1, 2) collect final aid station equipment and food/fluids and supplies and move to assigned aid stations that has not been assigned. (Aid Station equipment and supplies will be pre-staged at the 1st and Pine at the Mudslinger Events Black trailer on the evening before as necessary. Aid Station Team Leaders place/confirm all course signage, barriers and road/turn markings and confirm course is free of new road slides/downed trees and patently obvious objective hazards (newly washed out road, for example).



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- 6:45am** **Registration Crew arrives**
- 7: am** **Packet Pickup Opens**
- 7: am** **Start/Finish/Expo Support check in**
- 7:00am** **Motorcycle escorts check in. (2) for lead on course**
- 7:20am** **All personnel in place with required safety and communications equipment (see communications plan).**
- 8:00 am** **Final check in before departing from Oakridge for all aid station and course personell.**
- 8:15am** **Timing crew heads to westfir for remote finish set up and official starting time of timed portion of event.**
- **Tent, 2 Tables, Water, generators, timing supplies**
- 8:45 am** **Lead Moto 1 departs Oakridge to position at NF-19 and 1912 to hold any traffic for riders departing NF-19 for climb up 1912. Please use safety vest.**
- 8:45am** **Aid station leaders notify Race Director that their respective sections are manned, able to communicate and are prepared for the start. The course (all routes) are ready.**
- 8:45 am** **Race Director instructs all participants to begin forming up for the start with faster riders up front.**
- 8:50 am** **The course (Big and Litte Squatch routes) are ready**
- 8:50 am** **Rider safety announcements, rules of the road, control your bike, aid station locations and general guidelines.**
- 8:50 am** **Event announcer starts playing music at a low level and announcing sponsors and local thanks**
- 8:50 am** **Sag support positions at rear of Peleton with flashers on.**



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- 9:00 am** Race Director signals the start of “Sasquatch Duro”
- Police lead vehicles lead the Peloton (include lead motorcycles) to the top of _____ prior to heading towards Westfir if police have availability.
- Race Director will be leading the group until Aid Alpha at Windy Pass.
- SAG vehicle(s) and bike truck remain 100 or more feet behind the last cyclists.
- 10:00 am** Prepare Start/Finish for food and beverage area
- 11:00 am** Finish line area prepared to receive first little squatch riders with beer and food ready for riders
- 11am-3pm** **Welcome back to Oakridge and celebration on 1st and Pine**
- 1:30pm** **Awards and continued party**
- 4pm** **Last finisher and post event cleanup**
- 5:30pm** **Open 1st Street to normal traffic**



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Time(s) TBD SAG truck(s) and bike trucks arrive with final cyclists.

All cyclists accounted for.

Course closed (7 pm)

All course safety personnel and equipment return to the Finish Line area at 7th and Main Streets for accountability.

Course cleanup/inspection is continuous throughout day. As last cyclist (and SAG trucks) pass through each volunteer position and aid station, a final area/course cleanup is conducted and checked and all course equipment and supplies are removed and returned to the Finish Line at 1st and pine uptown Cottage Grove.

Race Director notifies all outside agencies (Fire, EMS, Police, etc) that the course is closed and all cyclists and volunteers are accounted for.

All course equipment is returned to the Finish Line area at 1st and Pine, uptown Oakridge



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SAFETY. Prior to the event all cyclists will be advised of the following:

- a) This event can be hazardous especially when high speeds and other cyclists are involved. Please follow the rules of the road at all times and be aware of your surroundings. There are numerous potentially serious RISKS present on the course, to include automobiles, pot holes, spectators, pedestrians, dogs, cows, turkeys, sheep/goats, and trash/rocks and other hazards on or near the road, to name a few.
- b) NF-19 does have poor sight lines and all cyclists are to be warned before the event and at the pre-ride meeting to use special caution when on NF 19 going out from Westfir and finishing later in the day.
- c) The City Oakridge and Westfir, Lane County and Willamette National Forest Please respect their property and leave no trace of our presence. If the weather is hot and dry (not likely, but possible), we must be extremely FIRE ALERT during the race weekend. NO SMOKING will permitted anywhere on the course. Immediately call 911 or notify all race stations via radio to report any sightings of fire, large or small. After calling 911, notify the nearest race official.

COURSE (ROUTE) DESCRIPTIONS

- a. See Map



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AID STATION PLAN

- a. Water – (amount of water to be determined week of race)
- b. Hammer Gels
- c. Bananas/Orange slices
- d. Electrolyte
- e. Cups – TBD (based on number of entries)
- f. Trash can – 3
- g. Trash bags – 50
- h. Broom – 1
- i. Table – 2
- j. Portable Toilet -1 at Aid Alpha only
- k. Back up/emergency supplies (not to be opened unless needed)
 1. Water – TBD
 2. Gels – TBD
 3. HEED – TBD
 4. Cups – TBD
- l. Trash/Clean up.
 1. Keep aid station free of trash.
 2. Once last rider has passed through the Aid Station and the Course Coordinator has approved, disassemble the aid station, clean up and bag all trash (even trash we didn't leave), and sweep the area.
 3. Aid Station team leader notify Course Coordinator that aid station is closed and cleaned and request transport/pick up.
- m. Safety: keep the aid station area free of debris and loose personnel at all times.
- n. **Fire Prevention: No smoking or open flames of any kind are permitted on the course. Call 911 immediately to report any smoke or fires. The SLARA communications teams will be equipped with limited firefighting equipment.**



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MECHANICAL SUPPORT PLAN. Local bike shops will be providing mechanics at the Start/Finish area, at each aid station (except for the Piccolo route) and in one or two roving SAG vehicles.

COMMUNICATIONS PLAN

- a) Primary: Handheld radios
- b) Secondary: personal mobile phones (at those positions with cell coverage).
 - 1. See “Day Of Key People” contact sheet
- c) Backup Cell Phones

COURSE (ROUTE) POSITIONS

- a) Aid Alpha (see map) Aid Alpha will double as sag support descending 1910
- b) Aid Bravo (see map)
- c) Sweep Bike riders for both courses (2 each)
- d) Sag Support to pick up riders (1 following longer route)

LEAD VEHICLE (MOTORCYCLE) OPERATIONS

- a. Purpose: Provide a safety zone for the lead bicycle riders



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- b. Manning: Experienced volunteer motorcyclists (2)
- c. Communications
 - 1. Primary: Radio # (TBD)
 - 2. Secondary: cell phone

SAG AND BIKE TRUCK OPERATIONS

- a. Purpose
 - 1. Trail the last cyclists on the course.
 - 2. Assist/pick up any cyclist who is unable to complete the bike course
 - 3. Once the bike course is closed, assist in clearing the bike course of equipment and supplies.
- b. Manning: driver and two assistants in SAG truck and driver and assistant in Bike truck.
- c. Communications
 - 1. Primary: Radio # (TBD)
 - 2. Secondary: cell phone

CRASH/ACCIDENT PLAN

- a. Course volunteers are cautioned to be extremely careful on the course. Bicycles and cars are moving at speeds in excess of 25mph and can easily kill/maim/injure anyone in their path.
- b. Approved high-visibility vests must be worn by all volunteers standing on or near roadways (vests will be provided by Mudslinger Events).
- c. Bike Crash // Bike-Auto Crash // Bike-Pedestrian Crash
 - 1. If there are injuries call 911/notify EMS via radio immediately.
 - 2. Prevent any further/additional accidents/injuries.
 - 3. Volunteers near scene of crash warn oncoming riders of the accident. Stop/slow vehicular traffic as required for safety.
 - 4. As soon as possible, but not at the expense of safety, emergency aid, or traffic control, record bib numbers of athletes involved in or witnesses to the incident and take photographs of the accident scene and notify the appropriate section leader that photos have been taken.
- d. If a cyclist is separated from his/her bike and personal effects, an event official/volunteer will take possession of and safeguard the athlete's property until



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the property is turned over to the Course Coordinator or the Race Director (or another appropriate responsible party).

SEARCH AND RESCUE PLAN

- a. The SAG and Bike Trucks will notify the Final Sweep Vehicle by radio or cell phone if any cyclist falls behind (slow speed or mechanical problem). The Final Sweep Vehicle will not leave any cyclist behind without first obtaining the bib number and name of the cyclist(s).
- b. The SAG truck and/or the Final Sweep Vehicle will ensure that the bib number/name of any cyclist falling behind the Final Sweep Vehicle is transmitted to the Race Director.
- c. One the lead motorcycles have returned to the Finish Line with the lead cyclists, they (two motorcycles) will be prepared to return to the course to assist with any “search” operations as required.
- d. The Race Director is responsible for coordinating any search operations on the course.

EMS/MEDICAL PLAN

- a. Event Day EMS point of contact: Captain Oakridge Fire Department
- b. Ambulance.
- c.
- d. Communications Plan. The Medical Net will be an assigned channel for all volunteer medical personnel to use for medical communications.
- e. This is not a privileged net, so avoid using cyclist names if possible, use bib numbers.
- f. In the event of a bona fide medical emergency notify the assigned ambulance/paramedics via radio if possible, but if any communication delay appears possible, dial 911 and request emergency assistance.



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- g. The nearest hospital is the Sacred Heart Hospital Riverbend in Eugene. The direct line telephone number for the hospital Emergency Department is
- h. If in doubt, call 911.

LAW ENFORCEMENT PLAN

- a. Lead law enforcement (LE) agency on site: Oakridge Police Dept
- b. LE plan:
 - 1. Oakridge Police will provide an escort vehicle(s) for the start if available.
 - 2. In the event of a bike course-related medical emergency, LE may support EMS movement to and from the incident scene.
 - 3. There will be limited LE presence in the area.
 - 4. Lane County Sheriff's Offices and the Oregon State Police have been notified of the event.
 - 5. In the event of a bona fide emergency, or if in doubt, Call 911.

FIRE PLAN

- a. **NO SMOKING OR OPEN FLAMES ARE PERMITTED ON THE COURSE AT ANY TIME BY ANY ONE.**
- b. This event takes place in early June when fire hazard conditions should be low. However, if conditions are hot and dry, high fire hazards could exist. It is imperative that everyone involved (race officials, volunteers, cyclists and friends/family members) is aware of the threat of fire.
- c. There will be **NO SMOKING** at any time by race officials, volunteers or cyclists at any point on the event course (long/medium/short) in order to reduce the chance of roadside brush fires.
- d. If any fire (small grass fire to house fire) is discovered along the course, **CALL 911** and notify the Race Director by the fastest means possible.
- e. Points of Contact/Emergency Contact:
 - 1. 911
 - 2. Oakridge Fire and EMS
Non-emergency number



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EVENT CANCELLATION PLAN

- a. See the INCLEMENT WEATHER PLAN for information on lightning and other storms.
- b. In the event that lightning or other weather-related activity causes the start to be delayed by more than two hours, the event itself may be cancelled.