

August 6, 2020

7:00 pm City Council Meeting

Audio / Video Teleconference

Willamette Activity Center Room 8

47674 School Street

Oakridge OR, 97463



REGULAR SESSION

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– 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 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 Comments / Announcements / Proclamations

7. Council Comments / Announcements

8. Consent Agenda

9. Business from the City Council

9.1 Select representative to vote at League of Oregon Cities membership meeting

10. Business from the City Administrator

10.1 CA Update

10.2 Informational presentation from Travel Lane County

10.3 Gas tax staff report

10.4 Grant staff report

11. Reports of Boards, Commissions and Committees

12.1 Administrative Advisory Committee

12.2 Planning Commission

12. Items Removed from the Consent Agenda

13. Ordinances, Resolutions and Public Comments

14. Appointments

14.1 Administrative Advisory Committee Application

15. Public Comment

16. Adjourn

This will be a remote participation meeting. Citizens have four ways of attending and commenting:

1. Use your computer, tablet or smartphone and go to: <https://zoom.us/j/3664311610>, meeting ID: 3664311610.

2. Use your telephone and dial: +1 346 248 7799. Meeting ID: 366 431 1610.

3. Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm on August 6th.

4. It is not recommended due to COVID precautions, but citizens may can attend in person at the Willamette Activity Center, Room 8. There will be an audio and video feed.

Detailed instructions are available at City Hall, on the city website and the city Facebook page.

Accommodation for Physical Impairments: In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, the City's TTD Number is 541-782-4232.

Business of the City Council

City of Oakridge, Oregon

August 6, 2020

**Agenda Title: League of Oregon Cities
Board of Directors Election Voting
Delegate**

Agenda Item No: 9.1

Exhibit: 1) None

**Proposed Council Action: A motion to
select the voting delegate for the City of
Oakridge.**

**Agenda Bill Author: Bryan Cutchen
City Administrator: Bryan Cutchen**

ISSUE:

In concert with the 95th LOC Annual Conference, the LOC's Annual Membership Meeting is scheduled for Thursday, October 15, at 2:15 p.m. This public meeting is open to all. Each member city is entitled to cast one vote at the membership meeting. City officials do not need to be registered for the LOC's conference to attend the membership meeting. However, all cities are encouraged to attend the membership meeting. Members will vote on the LOC Board of Directors for 2021. If you have officials who plan to attend the meeting this year, please complete the form online by clicking [here](#). Your completed form is due by Friday, August 28.

The voting delegate form tells us who will be voting on behalf of your city during the Annual Membership Meeting on Thursday afternoon, October 15. Please note that delegates may not vote without giving the LOC their email and cell phone number on the electronic form. Voting by proxy is not permitted. Voting will happen live at the meeting. Since we are voting virtually, we ask that the city consider someone who is comfortable with many mediums of technology to be their voting delegate. Delegates will receive specific voting instructions prior to the membership meeting.

FISCAL IMPACT: None.

OPTIONS:

- 1) Designate a voting delegate.
- 2) Do not designate a voting delegate.

RECOMMENDATION: Staff recommends option 1.

RECOMMENDED MOTION: I move appoint _____ to act as the voting member for the City of Oakridge at the League of Oregon Cities membership meeting.

Business of the City Council

City of Oakridge, Oregon

August 6, 2020

Agenda Title: Grant Staff Report

Agenda Item No: 10.3

Exhibit: 1) Grant Summary

**Proposed Council Action: None.
Information only.**

**Agenda Bill Author: Bryan Cutchen
City Administrator: Bryan Cutchen**

ISSUE:

To provide a status on all grants in work or completed for the City of Oakridge.

FISCAL IMPACT: None.

OPTIONS: N/A

RECOMMENDATION: N/A

RECOMMENDED MOTION: N/A

Level	Fed Grantor & CFDA	Grantor and Grant ID	DUNS Number	Start Date	Finish Date	Amount	Status	Notes	Interim Reporting Frequency	Matching Funds Required	FY 20 Expenditures	FY 20 Draws	FY 21 Expenditure	FY 21 Draws	Next Reporting date
Federal															
	CFDA Number														
Targeted Airshed Grant	EPA	LRAPA #01-02-20 TAG		5/1/2020	4/30/2025	\$390,000.00	In progress	Code enforcement and CFP facility upgrades			\$6,810	\$6,810			
Assistance to Firefighter Grant	US Department of Homeland Security	EMW-2019-FG-03718				\$237,428.27	Submitted	Equipment							
Staffing for Adequate Fire and Emergency Response (SAFER) Grant	US Department of Homeland Security	EMW-2019-FF-01246				\$696,834.00	Submitted	Hiring of Firefighters							
Staffing for Adequate Fire and Emergency Response (SAFER) Grant	US Department of Homeland Security	EMW-2019-FF-01617				\$186,507.00	Submitted	Recruitment and retention coordinator							
FEMA/OEM Hazard Mitigation Grant Program						\$60,378.00	Submitted 7/1/2020	Letter of Intent approved. Emergency power for lift station and OFD.							
State of Oregon															
Oakridge-Westfir Ride Center (IMBA)	N/A	No. 34062		7/26/2010	ASAP	\$150,822.64	Awaiting ODOT Notice to Proceed								
TSP Update	N/A	No. 32986		7/20/2018	9/30/2020	\$149,700.00	In progress	Original exp. 3/31/2020							
Small City Allotment (SCA) – Garden Street	N/A				Est 6/30/2021	\$100,000.00	Not yet started, matching funds budgeted for in FY 20-21.								
SCA – Berry Street	N/A					\$100,000	Submitted 7/30/2020	Two year grant, can be extended.							
Smoke Management: Community Response Plan Development for Oakridge Airshed Grant	N/A	Oregon DEQ 139-20		4/21/2020	3/31/2021	\$35,000.00	In progress	Includes \$10k for developing a smoke impact data analysis platform.			\$4,025.84	\$4,025.84			
State of Oregon Recreational Trails Grant	N/A						Submit in June 2021	Pending trestle repair							
Library COVID 19 Response – Antiquated Computer Replacement	N/A			6/9/2020	8/31/2020	\$3,000	In progress	Replace four patron desktops. Reimbursable basis.							
Private															
Ford Family Foundation Grant – Strategic Planning	N/A	#20200130		4/20/2020	12/31/2020	\$5,000.00	In progress								
Union Pacific Community Challenge Grant	N/A					\$18,500	Submitted	GOATS submitted							

Completed Grants & Loans

Federal

Drinking Water State Revolving Fund	US DOT 66.468	IFA S16006 220-18	140785739	12/21/2015	4/7/2020	\$2,993,000 (before loan forgiveness of \$765,000)	Completed	Tank 7 Project	N/A	\$50,000	\$340,000	\$442,148	N/A	N/A	N/A
Assistance to Firefighters Grant	US Department of Homeland Security 97.044	FEMA EMW-2016-FV-01499	60-378-734	9/1/2017	7/30/2019	\$430,306	Closed out January 2020	Firefighting Apparatus and equipment	N/A	\$21,515	\$8,523.76	\$0	N/A	N/A	N/A
SAFER	US Department of Homeland Security 87.083	FEMA EMW-2016-FF-00406	60-378-734				Closed out May 2020	Firefighter Training	N/A	\$0	\$0	\$0	N/A	N/A	N/A
State															
Drinking Water State Revolving Fund	IFA	IFA V19009 220-20	140785739	2/19/2019	Open	\$40,000 (before loan forgiveness of \$20,000)	In Process-Engineers invoice pending for report	Test Well to Replace contaminated well-failed	N/A	N/A	\$27,995	\$27,995	N/A	N/A	N/A

Business of the City Council

City of Oakridge, Oregon

August 6, 2020

Agenda Title: Consideration to fill Public Safety Advisory Committee vacancies.

Agenda Item No: 14.2

Exhibits: Submitted Application

Proposed Council Action: A motion from the floor to appoint applicant into the vacant position.

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: The Oakridge Administrative Advisory Committee is seated with four citizens. Currently three seats are filled leaving one vacancy. The city has one applications to review.

The purpose of the Public Safety Advisory Committee is to advise and make recommendations to City Council regarding public safety issues to the Council and to aid City staff by providing input to aid in the development of public safety policies and procedures.

FISCAL IMPACT: None

OPTIONS: 1. Appoint the applicant to fill the vacant seat.
2. Do not appoint the applicant to the committee.

RECOMMENDATION:

RECOMMENDED MOTION: I move that we appoint _____ to serve in the vacant Oakridge Public Safety Advisory positions for a three-year term.

Applicants:

Sherry Klosterman



City of Oakridge form for Individual Volunteer Activity

Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hall to confirm date.

Committee or type of volunteer work you are interested in:

Name: *Sherry Klosterman*

Address: *48314 Hill St, P.O. Box 721, Oakridge, OR 97463*

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached:

Employer/Occupation: *Retired*

E-mail Address: *Sherrysquirt1@icloud.com*

Do you have any special training, experience, knowledge or abilities that are related to this position or that would help the work of this position: *In military worked directly with Headquarters Cmd. Logistics, communications, coordinating meetings, training for strategic advice for military in management. Also liaison from Pentagon to communications offices. Ethics training for personnel*

In order to do a brief background check, please provide the following information:

Date of Birth: *Aug. 20, 1949* Place of Birth: *Sacred Heart Hosp., Eugene, OR*

I understand that I will be responsible and liable for damage or injury to any persons or property resulting from my actions during this activity. I shall indemnify, hold harmless and release the City of Oakridge, its employees, agents and representatives against any and all damages, claims, demands actions, causes of action, costs, and expenses of whatsoever nature as a result of my actions during this activity and will notify the City in the event a third party is injured as a result of this activity.

I, the undersigned participant, acknowledge that I have read and understand the above release.

Participant Name (Printed): *Sherry Klosterman*

Participant Signature: *Sherry Klosterman*

Date: *July 9, 2020*

The City of Oakridge is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.



If participant is under age 18, a parent or guardian must sign this form.

As the parent or legal guardian of the above-listed minor, I hereby grant permission for my child to participate in the volunteer service program described above. My signature below represents that I have read, understand the consent to the terms and conditions of this document.

Parent/Guardian Name (Printed): *Klosterman, Sherry E.*

Relationship to participant: *Self*

Parent/Guardian signature:

Date: *July 10, 2020*

If applying for a Board or Committee, please tell us why you are interested in serving.

I've had & still have the interest in serving my community in different avenues of support. Learning how to use our respective talents, passions & fears, is a vital ingredient in transforming our city & its people. For this to be possible, I believe it is essential to prioritise the interests of what may interact, not through personal desires but as a whole group working as one entity. I truly believe I'm able to share ideas & skills honestly, to collaborate in ways that allow me to deliver on all project, & purpose.

Please check mark any other City Committees, Boards, or Commissions Seat you are currently holding and/or any other City Committees, Boards, or Commissions Seat you are applying for below:

Planning Commission Budget Committee Audit Committee

Administration Advisory Committee Library Board Public Parks & Community Services

Public Safety Committee Economic Development Advisory Committee Rural Tourism & Marketing Committee