

Jackie



April 18, 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 *9.6 Budget calendar 9.7 RTMP DIST.*
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. Consent Agenda
7.1 March 14, March 18, March 21 & April 4 2019 minutes
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. Business from the City Council
 - 8.1 Agenda for City Council Retreat
 - 8.2 Committee Reports
9. Business from the City Administrator
 - 9.1 City Administrators Report
 - 9.1.1 Request from Oakridge/Westfir Chamber of Commerce
 - 9.1.2 Proposed Recruitment Process for City Administrator Position
 - 9.2 City Recorder Finance Report
 - 9.3 Emergency Service Report
 - 9.4 Police Service Report
 - 9.5 Community Services Report
 - 9.5.1 Greenwaters Park Fee Waiver for Community Easter Egg Hunt
 - 9.5.2 Planning Commission 1st Quarter Report
 - 9.5.3 Letter of Intent for Recreational Trails Program
10. Items Removed from the Consent Agenda
11. Upcoming Meetings and Events
12. Executive Session ORS 40.225 and ORS 192.660(2)(h) attorney-client privilege and to discuss pending and potential litigation.
13. Special Session - Follow up to Executive Session
14. Public Comment
15. Adjourn



April 4, 2019
City Council Meeting
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1.0 CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

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

Staff Present: Marsha Miller, Pro Tem City Administrator
Mike Hansen, Fire Chief
Jackie Taylor, Assistant City Recorder/Assistant Planner
Susie LaDuke, Finance Director/City Recorder
Kevin Martin, Police Chief
Rick Zylstra, Community Services Coordinator

2.0 PLEDGE OF ALLEGIANCE

3.0 ROLL CALL- All Councilors present

4.0 CORRECTIONS, OR ADJUSTMENTS TO THE ADGENDA-

Adding 9.2 RTMP Appointment

5.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA –

Susan Hardy 76318 Garden Road- Spoke about 90by30 and welcome baby boxes, they have decreased the SIDS deaths and have had tremendous success. It is ran by a group of volunteers, for more information www.90by30.com.

Dan Barclay 47501 Highway 58- Thanked Dawn and Melissa for video recording the meetings. Spoke about the recent elections to office and contracts.

Councilor Whitney asked Susan if they are still doing fundraising?

Ms. Hardy said yes, each box costs \$150.00

6.0 MAYORS COMMENTS/ANNOUNCEMENTS/PROCLAMATIONS

Mayor Holston read the proclamation for Child Abuse Awareness Month.

Mayor Holston gave some updates on city business, Junk Amnesty, the chipper program and the city administrator search.

The Forest Service is making a plaque for a citizen who passed away last week and she would like to know if we want our city logo on that?

There was consensus among the council that they would like that.

There will be council training on April 18, 2019

7.0 CONSENT AGENDA

7.1 March 14, March 18th and March 21st City Council Meeting Minutes

Councilor Hollett asked to have this tabled since she hasn't had the chance to read them yet.

All council agreed to table this.

8.0 BUSINESS FROM THE CITY

8.1 Committee Discussion

Mayor Holston said the Admin committee met this afternoon, Trisha chaired that for us.

Based on the chart the Mayor gave you all at the last meeting, what committees you are assigned to she'd like you to get started on those. She will meet with the committees as they meet about expectations and reporting back to council.

Rick Wiemholt reported on the OEDAC Committee, they held off voting for the chair until they were all present.

9.0 BUSINESS FROM THE CITY ADMINISTRATOR

9.1 Fee waiver and alcohol permit for Friends of the Theater & Arts

Rick read the issue.

Motion: Councilor Whitney moved to approve the alcohol permits and fee waiver for Friends of the Theater and arts for May 4th, 11th and 12th and to transfer the necessary funds from TRT. Councilor Forcum seconded the motion.

D. Hadley (aye), C. Hollett (aye), S. Barenboim (aye), P. Forcum (aye), T. Maxfield (aye), B. Whitney (aye), Mayor Holston (aye). Motion carried 7-0

9.2 RTMP Appointment

Motion: Councilor Forcum moved to appoint Michael Garvin to the RTMP Committee. Councilor Hollett seconded the motion.

B. Whitney (aye), T. Maxfield (aye), C. Hollett (aye), P. Forcum (aye), Mayor Holston (aye), D. Hadley (aye), S. Barenboim (aye). Motion carried 7-0

10.0 ITEMS REMOVED FROM THE CONSENT AGENDA-None

11.0 UPCOMING MEETINGS AND EVENTS-None

12.0 PUBLIC COMMENT-None

ADJOURN REGULAR MEETING AT 7:22 P.M. FOR WORK SESSION

WORK SESSION

13.0 ATTORNEY PRESENTATION, PUBLIC OFFICIAL LEGAL REFRESHER

14.0 ADJOURN 8:24 P.M.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Susan LaDuke, City Recorder

Oakridge City Council Retreat

Date: Friday, April 19, 2019
Time: Begins at 8:00 a.m. – 5:00 pm
Location: Greenwaters Community Building
48362 Hwy 58
Oakridge, OR 97463

- A. Welcome and Introductions
- B. Session Overview
- C. Ground Rules
- D. Defining Consensus
- E. Council Roles and Responsibilities
- F. Facilitated Exercises
- G. Develop Council Rules of Procedure
- H. Review and Closing

Lunch (provided) from 12:00 – 1:00
Coffee, tea and water available
Muffins in the AM and Cookies in the PM

Please come prepared to participate. If you have special dietary needs please let the City Administrator know before Tuesday, April 16, 2019.

In compliance with Oregon Public Meetings Law this meeting is open to the public. There will be no public comment. All cell phones will be muted and we ask the viewing public to remain quiet during the sessions. Lunch and beverages are provided to participants only.

Business of the City Council

City of Oakridge, Oregon

April 18, 2019

**Agenda Title: Request from
Oakridge/Westfir Chamber of Commerce**

Agenda Item No: 9.1.1

Exhibit: Letter from the Chamber

**Proposed Council Action: A motion from
the floor to approve or not approve**

City Administrator: Marsha Miller

Agenda Bill Author: Marsha Miller

City Recorder: Susan LaDuke

ISSUE: The Oakridge/Westfir Chamber of Commerce is requesting \$10,000 for partial funding of an Executive Director position. See attached letter of request.

FISCAL IMPACT: The \$10,000 would come out of the TRT fund. This request would need to be considered in the Fiscal Year19/20 Budget process.

OPTIONS: 1) Direct staff to prepare a report to evaluate this request and the potential impact on TRT funds and other allocations.
2) Take no action

RECOMMENDATION: Direct staff to prepare a report and bring back to Council for consideration.

RECOMMENDED MOTION: I move to direct staff to prepare a report for Council that evaluates the potential impact of this \$10,000 request from TRT funds.



"To Produce a cooperative effort to promote and improve the business environment, stimulate a vibrant local economy and promote tourism."

President,
Tracey Sunflower
Westfir Lodge

Vice President
Lynda Kamerrer
Oakridge Lodge &
Guest House

Secretary,
Rustie Ackland
Banner Bank

Treasurer,
Toni Wassenberg
Casey's RV Park

Board Members,
John Milandin
Viki Burns
Joy Kingsbury
Kathy Nichols
Matt Meske

April 3, 2019

Kathy Holston, Mayor of Oakridge
Marsha Miller, Oakridge Interim City Administrator

Greetings,

I am writing on behalf of the Oakridge/Westfir Chamber of Commerce to seek the City's support for partial funding of an Executive Director. Please see the attached job description for this part time contracted position. The Chamber has set aside \$5,000 from our current budget toward this position and the City of Westfir has committed \$1,000 from their 2019 budget. We are requesting \$10,000 from the City of Oakridge.

In the past the City of Oakridge has provided significant and ongoing financial support for a Chamber Executive Director. For the past few years that position has been vacant. Last fall the Board of Directors concluded they could not fulfill the expectations of members and be in step with our mission statement without a paid position for the organization.

The most recent strategic plan for the City of Oakridge ranked Economic Development as Goal #2. Please see the attached article from Business Oregon Magazine, "*Your Chamber's Role in Economic Development*," February 2019. Our current board aims to strive toward collaboration, convening business owners, and being a champion for local business interests. We look forward to a prosperous Oakridge and Westfir community.

Best Regards,


Lynda Kamerrer
Vice President
Oakridge/Westfir Chamber of Commerce

Enclosures

Oakridge / Westfir Chamber Executive Director ~ RFP for Contractors

General Description:

The Executive Director coordinates and implements the activities of the Oakridge/Westfir Chamber of Commerce, working under the policy guidelines of the organization. The Director is the receptive point of contact for inquiries from local businesses, visitors, government, and non-profit organizations to promote and cultivate a thriving business environment in Oakridge and Westfir. This is a contracted position for a one-year term, renewable upon board approval and funding being available.

Responsibilities:

- On behalf of the Chamber, proactively manage social media channels
- Handle email, snail mail, and routine correspondence
- Publish an e-newsletter six times annually with content support from Board and membership
- Manage membership, and make face to face contacts with businesses
- Maintain web site calendar
- Proactively represent the Oakridge and Westfir business community locally and regionally by attending key events and meetings recommended by Board of Directors
- Liaison with the City of Oakridge OEDAC, Planning Commission, UBRA, USFS, City of Westfir, RAIN, and Travel Lane County to streamline efforts to improve and maintain a positive business environment
- Report monthly to Board of Directors
- Research and Identify grants for Chamber of Commerce, member businesses, and affiliates
- Develop a grant template
- Apply for grants to further the goals of Chamber of Commerce with Board approval

Qualifications

- AA degree preferred or experience in similar positions
- Knowledge of social media and marketing as they apply to membership organizations
- Professional communication skills in writing and public speaking
- Experience working as a contractor with a Board of Directors
- Grant writing experience
- Ability to work independently
- Proficiency in Microsoft Office Suite

Preferred Qualifications:

- BA/BS in Business, Journalism, or Marketing related field
- Marketing Experience, especially email and social media campaigns
- Customer service and/or Tourism experience
- Web site editing experience
- Small Business Experience
- Knowledge of the Oakridge & Westfir Community

How to Apply:

Bids on RFP will be evaluated and compensation set. Contractor must provide cell phone and computer or a device with email access. Attn: ED Search Committee, PO Box 217, Oakridge, OR 97463. Leave a message at 541.313.6086.

Your Chamber's Role in Economic Development

BY KEITH DICKERSON
CEO,

Lake Oswego Chamber of Commerce

No other organization is better suited to strengthen the local economy as your Chamber of Commerce! I believe it, I've seen it and our business community lives it.

Your Chamber's greatest contribution is to serve as convener and coordinator of the entities that make up the economic engine of a successful city. Here are seven ways your Chamber can help build the community and strengthen your local economy.

1. Identify and develop emerging leaders.

Gone are the days when leaders were respected for how well they kept their success secrets to themselves. Today, it's all about collaboration. Effective leaders know that the world expects and admires leaders and organizations that create succession plans while making room for up-and-coming leaders to add value to their ventures and keep them sustainable. For thirty-three years our Chamber has modeled this through our Leadership Lake Oswego program.

Our program is like many others with the addition of monthly full-day sessions from local leadership experts in education, government and business designed to develop our participants on a personal level. Of course, we still include field visits to the State Capitol, city offices and innovative businesses but we are aware that we are developing potential talent to take up the leadership baton handed down by others. This way we build a highly participative, informed, communicative community.

2. Convene established leaders for collaboration.

Ten years ago, our Chamber noted our community's role in building the first iron smelting furnace operation this side of the Rockies and was inspired to launch an event that came to be known as the Fusion Community Partnership. This event brings together leaders from the arts, business, education, faith, government and the Lake Corporation to meet and share opportunities and challenges while discussing ways in which we can work together for the public good.

3. Create and support forums and summits.

Forums and summits on best practices, innovation and future hurdles are highly sought after today. One of the area's highly anticipated events is the Kruse Way Economic Forum. The Forum was founded in April 2001 as a venue for informed presentations and open discussion of social, economic, and political issues affecting the Portland metro area and the Pacific Northwest. The goal is to help local businesses, professionals, and academic leaders stay informed and up-to-date on key issues facing them and the region.

Our chamber is a proud partner in this effort.

4. Welcome new businesses and encourage existing ones.

While starting and staying in business is a challenge, Chambers are here to assist businesses as Solution and Relationship Brokers. This is the essential work of the Chamber. Whether the need is for introductions or information, the Chamber is here to serve with ribbon cuttings, advocacy and marketing assistance.

5. Rally your members to share leads and innovative ideas.

Providing effective networking opportunities is still near the top of perceived needs for many of our members. Business After Hours and Morning Networking events are still effective ways to create space for business and community leaders to experience the mutual benefit derived from interacting with one another. Chamber ambassadors – volunteers who meet monthly and make a concerted effort to welcome and advocate for businesses – are key to the success of networking events.

6. Celebrate the businesses, organizations and individuals who raise the water level of your community so all boats may float.

Chambers are a great place to celebrate and bring the community together as businesses, government officials, organizations and individuals. Our Chamber does this through our annual Celebration of Excellence awards – and supports local organizations when they recognize people who make a difference in our community.

7. Throw a party and invite the world.

Our Chamber has a few "annual" events people associate with Lake Oswego. These include the Village Flower displays of 250 baskets throughout our city; the Chamber Classic golf tournament (when non-members can golf at Oswego Lake Country Club); the Christmas Tree Lighting Festival (with possibly the tallest lighted living tree on the West Coast); and the Downtown Wine Walk. Add in the regional Festival of the Arts, the Lake Run and our many evening music programs and you have a city where people want to live, work and play.

Chambers can serve as the community hub connecting all business, civic, educational, charitable and non-for-profit organizations that work together to build your city. Strengthening these relationships builds community which in turn builds the economy. For this reason, creating conditions that encourage and facilitate good relationships are the secret sauce to healthy and vibrant Chambers. ■



Keith Dickerson, CEO
Lake Oswego Chamber
of Commerce
459 Third Street
PO Box 368
Lake Oswego, OR 97034
503-636-3634
keith@lake-oswego.com
www.Lake-Oswego.com



LAKE OSWEGO
CHAMBER OF COMMERCE
EST. 1941

FORGING RELATIONSHIPS,
BUILDING COMMUNITY

Business of the City Council
City of Oakridge, Oregon
April 18, 2019

**Agenda Title: Proposed Recruitment Process
for City Administrator Position**

Agenda Item No: 9.1.2

Exhibits: Attachment A

**Proposed Council Action: Discussion and
provide feedback**

**Agenda Bill Author: Marsha A. Miller, Interim
City Administrator**

BACKGROUND:

The City's job posting for the City Administrator will close on April 15th. This agenda item is to present a proposed process for moving forward with that recruitment for Mayor and Council's discussion and feedback.

The goals of the recruitment process for the Administrator Position are:

- 1) To conduct a neutral, legal and ethical process.
- 2) To provide opportunities for the community and staff to participate in the process and provide feedback for the Mayor and Council's consideration.
- 3) To maintain confidentiality throughout the process until the finalist stage.
- 4) To hire a City Administrator that can help move the community forward in fulfilling the vision and goals for a bright, positive future for the City.

The proposed recruitment process consists of two options depending on the number of applicants that score highly in the screening process.

Step 1: Screening of Applications.

The proposal is to have Lane Council of Governments (LCOG) conduct the initial screening of the applicant pool. LCOG is experienced in this area and it is beneficial to have a neutral party conduct the screening. The screening would be done based on the requirements of the position and the qualifications of the applicants. The list of screening criteria is attached (Attachment A) for your review.

Step 2: Interview Process for Qualified Candidates.

Option 1: For four or more candidates.

Initial Interview:

- Conduct an initial interview either by phone or Skype with the goal of getting to 2-3 finalists.

- Interview panel can be made up of a sub-committee of Council, some community members and staff, as an option.

Finalists Interviews, Day 1

- Interview with community members and staff.
- Tour of the Community and City operations with community members and staff.

Feedback on the candidates will be forwarded to the Mayor and Council for consideration.

Finalist Interviews, Day 2

- Breakfast (light refreshments) meet and greet for the community and finalist candidates
- Final Interview with the Mayor and Council. This can be a standard interview or an interview and presentation on a topic determined by Council.

Once Mayor and Council have a finalist, reference checks and preparation of an offer will be made.

Option 2: For two to three candidates.

Interviews, Day 1

- Interview with community members and staff.
- Tour of the Community and City operations with community members and staff.

Feedback on the candidates will be forwarded to the Mayor and Council for consideration.

Interviews, Day 2

- Breakfast (light refreshments) meet and greet for the community and finalist candidates
- Final Interview with the Mayor and Council. This can be a standard interview or an interview and presentation on a topic determined by Council.

Once Mayor and Council have a finalist, reference checks and preparation of an offer will be made to the successful candidate.

Next Steps:

- 1) Screen the applications
- 2) Establish a Council subcommittee (Interview Committee)
- 3) Mayor and Council identify 1 - 2 community members to be involved in the process

Business of the City Council
City of Oakridge, Oregon
April 18, 2019

**Agenda Title: Distribution of 2019
RTMP Funds**

Agenda Item No: 9.2.1

Exhibits: Committee Recommendations

**Proposed Council Action: Motion
from the floor and approve**

**Agenda Bill Author: CA Marsha Miller
City Recorder: Susie LaDuke**

BACKGROUND: The Application process and deadlines were announced in February with applications being accepted March 1 -31 of this year. The RTMP committee met on April 16th 2019 to discuss and recommend the distribution of the current RTMP funds. The city received \$18,122 in RTMP funds this year, and seven (7) applications which totaled \$36,273.

The RTMP committee reviewed the applications and agreed:

One did not meet the criteria for funding;

One request will be fully funded;

Five events will share the remaining funds;

The committee also felt one application, a new event that will encompass 3 days and already shows tickets sales from outside of the State deserved special funding. Attracting out of State visitors is a key element of this program, and this event is also working with Travel Lane County as well as our local Chamber and Travel Oregon. As a result the Committee recommends allocation of 15% of funds received as well as the average amount allocation be approved for this application. The committee also made other recommendations outside of the RTMP program that will be presented to Council for consideration at a later date after staff review.

FISCAL IMPACT: \$18,112.00 was received from the county for this program.

OPTIONS: Open for Council discussion to approve or not approve.

RECOMMENDED MOTION: I move that we approve the distribution of RTMP funds as recommended by the RTMP Committee.

**Attachment A
Oakridge City Administrator
Screening Criteria
April 2019**

Education

- 5 – BA/BS – (minimum)
- 7 – BA/BS – Public Administration or Related Field
- 9 – Advanced degree – related area

Experience in Public Administration

- 5 – Five or more years progressively responsible experience in a public agency
- 7 – Five or more years experience at a senior management level in a public agency
- 9 – Five or more years experience, at the senior management for a city or county

Rate each of the following areas on a scale of one to three: (2- minimal experience; 4 – substantial experience; 6 – extensive, relevant experience)

- Financial Management (budget, managing expenditures, forecasting)
- Working with Elected Officials
- Public Policy Formation
- Managing Contracts
- Strategic Planning
- Grant Funding
- Developing Operational Policies and Procedures
- Program Development and Evaluation
- Performance Management
- Economic Development
- Labor Negotiations
- Specific Areas of City's Responsibility (Administration, Community Development, Public Works, Police, Fire)

Additional Points

Up to 10 points for overall presentation (writing skills, effective cover letter and resume, relevant information presented)

Business of the City Council
City of Oakridge, Oregon
April 18, 2019

Agenda Title: Greenwaters Park Fee
Waiver for Community Easter Egg Hunt

Agenda Item No: 9.5.1

Exhibit: Community Park use application

Proposed Council Action: Motion from the
Floor and a Vote

Agenda Bill Author: Rick Zylstra
City Recorder: Susan LaDuke

ISSUE: The Kiwanis Club is requesting a fee waiver for Greenwaters Park for their annual Easter Egg Hunt. This will occur on April 20, 2019 from 8:00am to noon. This waiver has been granted to the Kiwanis club for a number of years. This is a positive event that will benefit the youth of our community.

FISCAL IMPACT: We will not collect our customary fee, instead there will be a transfer of funds from TRT.

OPTIONS: 1) Approve the fee waiver for the Greenwaters Park
2) Do not approve the fee waiver for the Greenwaters Park

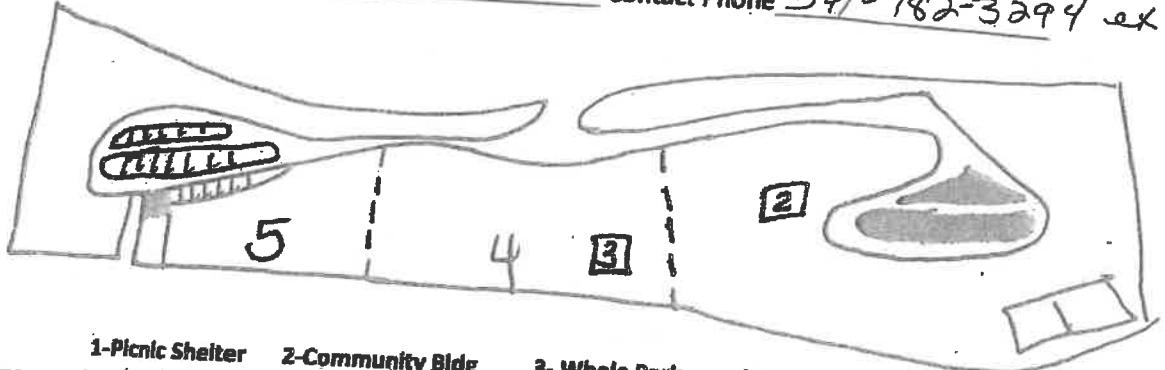
RECOMMENDATION: We recommend option 1

RECOMMENDED MOTION: I move we approve the fee waiver for the use of the Greenwaters Park By the Oakridge Kiwanis Club on April 20, 2019 from 8:00am to noon and transfer from TRT funds for grounds maintenance.

Requesting fee waiver

CITY OF OAKRIDGE

Event Kwanza Egg Hunt Small event >99 Large event <100
Name Susan Davis Date(s) requested April 20, 2019
Hours 8:00AM - 12:00PM Open at 8:00AM
Contact Address _____ Contact Phone 541-782-3294 ex 1701



1-Picnic Shelter	2-Community Bldg	3- Whole Park	4-Amphitheater	5- Overflow
Large event: \$20/day	\$14/hr., \$56/day	\$500/day	\$300/day	\$200/day
Small event: \$20/day	\$10/hr., 40/day	<u>\$200/day</u>	\$100/day	\$200/day

Areas Requested _____ Total _____
Alcohol Permit Yes No (Separate Application Required)
Osprey Park or Salmon Creek Park \$100 per day

Other Facilities:

WAC: Classroom _____ Rates: \$15/half day \$25/Day
Gym _____ Keys must be Returned to City Hall
Senior Lounge _____

Office Use Only
Date paid _____
Amount Paid _____
See Reverse for permit conditions
if Council approval is required, submit at least 45 days in advance

Street Closure location _____ Requires Council Approval Yes - fee waiver

Noise Permit: Nature of Noise: _____

Estimated distance noise will be plainly audible _____
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 Yes No (fee \$100/day in lot 7) Total _____
Other OIP lots may negotiated as needed.

Fees are non-refundable
Applicants Signature Susan Davis Date April 11, 19
Approval Signature [Signature] Date 4-11-19

Business of the City Council
City of Oakridge, Oregon
April 18, 2019

**Agenda Title: Planning Commission
Quarterly Report**

Agenda Item No: 9.5.2

**Proposed Council Action: Discussion and
Information Only**

**City Administrator Marsha A. Miller
Agenda Bill Author: Rick Zylstra
City Recorder: Susan LaDuke**

ISSUE: For the first quarter of 2019 the Planning Commission completed the following;

- January – Work Session Meet and Greet
- February – Size Variance for a Manufactured Home
- March – Work Session, Introduction of Low Impact Development Code Amendment Recommendations

The Planning Commission is currently reviewing the Oakridge Land Use Code (Ordinance 874) with the intent of improving the current zoning regulations regarding Tiny Homes.

A reminder to City Councilors in regards to Planning Commission Reports.

The Planning Commission hears land use applications in a quasi-judicial capacity on behalf of the City. As a result, Planning Commissioners must protect the land use process from ex-parte contacts and must decide the matter without undue bias. Contacting a Planning Commissioner about a pending land use application could jeopardize the process by injecting error into the City's hearing procedures. Under ORS 197.835(12), LUBA has the authority to reverse or remand a City land use matter if the City's procedures included ex-parte contacts or undue bias on the part of a Planning Commissioner. Please respect the Planning Commission's obligations and do not contact Planning Commissioners about any pending or ongoing land use applications.

OPTIONS: Discussion and informational only

Business of the City Council

City of Oakridge, Oregon

April 18, 2019

**Agenda Title: Letter of Intent for
Recreational Trails Program**

Agenda Item No: 9.5.3

Exhibit:

**Proposed Council Action: A motion from
the floor and a vote**

**City Administrator: Marsha A. Miller
Agenda Bill Author: Rick Zylstra
City Recorder: Susan LaDuke**

ISSUE: It is recommended that the City considers writing a Letter of Intent to apply for the 2019 RTP grant cycle. The LOI is due on April 30, 2019 and grant applications are due June 15, 2019. The LOI is a required first step in the grant application process for the RTP grants. After consulting with Dan Miller of the National Parks Service (NPS staff currently assisting with the OIP connecting trails) it is his recommendation that we at least write the LOI. Without the LOI we can not apply for the grant. I recommend we write the LOI in regards to the trail over the railroad spur and trestle or the trails around the ponds, depending on which would be a better fit considering the finances available compared to the project costs. Mr. Miller is willing to work on those costs estimates for this grant.

The LOI does not obligate us to apply for the grant but without the LOI we would have no opportunity for this grant.

FISCAL IMPACT: Staff time.

OPTIONS: 1) Direct staff to write the LOI.
2) Do Nothing at this time.

RECOMMENDATION: It is recommended that we write the LOI

RECOMMENDED MOTION: I move we direct staff to write a Letter of Intent to Apply for the Recreational Trails Program for trail work to be done on an aspect of the Oakridge Industrial Park Connecting Trails

Council Meeting Roll Call

Meeting Date: 4-18-19 Start Time: 7:00 End Time: _____

Roll Call

Mayor Holston
 Councilor Hadley
 Councilor Whitney
 Councilor Forcum
 Councilor Barenboim
 Councilor Hollett
 Councilor Maxfield

City Administrator
 Jackie Taylor
 Susie LaDuke
 Kevin Martin
 Mike Hansen
 Rick Zylstra

