

September 17, 2020
7:00 pm City Council Meeting
Audio / Video Teleconference
Willamette Activity Center Room 8
47674 School Street
Oakridge OR, 97463



REGULAR SESSION / EXECUTIVE 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**
 - 8.1 City Council Minutes from July 22, August 6, August 20, 2020
 - 9. Business from the City Council**
 - 9.1 New City Park Discussion
 - 9.2 Public Safety Local Option Levy Discussion
 - 10. Business from the City Administrator**
 - 10.1 Transportation System Plan Option #2 Discussion with ODOT
 - 10.2 Lowell Law Enforcement IGA
 - 10.3 Tax Anticipation Notes
 - 11. Reports of Boards, Commissions and Committees**
 - 11.1 Administrative Advisory Committee
 - 11.2 OEDAC
 - 11.3 Parks and Community Services Advisory Committee
 - 12. Items Removed from the Consent Agenda**
 - 13. Ordinances, Resolutions and Public Comments**
 - 13.1 Resolution 13-2020 Repealing and Replacing Res. 09-2018 Oakridge Administration Advisory Committee
 - 13.2 Resolution 14-2020 Repealing and Replacing Res. 15-2013 & 2-2012 Oakridge Audit Committee
 - 13.3 Resolution 15-2020 Repealing and Replacing Res. 13-2015 Oakridge Library Board
 - 13.4 Resolution 16-2020 Repealing and Replacing Res. 11-2018 Oakridge Economic Development Advisory Committee
 - 13.5 Resolution 17-2020 Repealing and Replacing Res. 12-2017 Oakridge Parks and Community Services Committee
 - 13.6 Resolution 18-2020 Repealing and Replacing Res. 06-2019 Oakridge Public Safety Advisory Committee
 - 13.7 Resolution 19-2020 Repealing and Replacing Res. 01-2015 Oakridge Rural Marketing Program Advisory Comm.
 - 14. Appointments**
 - 15. Public Comment**

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.

Executive Session

ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

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 September 17th.
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.



July 22, 2020

City Council Special Session (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
5:00 p.m.

MINUTES

Council Present: Mayor Kathy Holston, Councilors: Christina Hollett, John McClelland, Bobbie Whitney, Paul Forcum and Dawn Kinyon

Staff Present: City Administrator Bryan Cutchen, Finance Director Bill Jones, City Recorder Jackie Sims, and Police Chief Kevin Martin

1.0 Call Meeting to Order

2.0 Pledge of Allegiance

3.0 Roll Call- Councilor Maxfield was absent

4.0 Additions, Corrections or Adjustments to the Agenda- none

5.0 Public Comment-none

6.0 Ordinances and Resolutions

6.1 Resolution 09-2020 Correcting June Supplemental Budget

Bryan read the issue.

Councilors Whitney and Hollett declared actual conflicts of interest.

Motion: Councilor McClelland moved we adopt Resolution 09-2020, a Resolution correcting an omitted transfer in the FY 2019-20 Supplemental Budget. Councilor Forcum seconded the motion.

Councilor Kinyon- is it ok to make a change to the previous year's budget after the year ends?

Bill – he asked the powers that be and as long as it is a correction of an error it is ok as long as it is in a timely manner.

Forcum (aye), Kinyon (aye), Mayor Holston (aye), McClelland (aye). Motion carried 4-0

6.2 Resolution 10-2020 Short Term Interfund Loans

Bryan read the issue.

Councilors Whitney and Hollett declared a conflict of interest.

Motion: Councilor McClelland moved we adopt Resolution 10-2020, A Resolution approving short term interfund loans. Councilor Forcum seconded the motion.

Mayor Holston- is this something that is required to come to council?

Bill- yes, these are not transfers, they are loans. If they are not required to be in the budget but they do require resolution of the governing body.

McClelland (aye), Mayor Holston (aye), Forcum (aye), Kinyon (aye). Motion carried 4-0

6.3 Resolution 11-2020 City Administrator Evaluation Process

Mayor Holston read the background.

Motion: Councilor McClelland moved to adopt Resolution 11-2020, a resolution adopting the CA performance review criteria, including attachments A & B and Exhibit A. Councilor Forcum seconded the motion.

Kinyon (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), Forcum (aye), McClelland (aye). Motion carried 6-0

6.4 Resolution 12-2020 Local Option Public Safety Operating Levy

Bryan read the issue

Councilor Kinyon- can someone explain about the water rate increase last fall where it was discussed that the increase would cover police and fire. She understands it, but she has had citizens ask her and she can't explain it very well.

Bryan- should the levy pass he wants to look into removing that base rate increase going to public safety and bring the water bills back to just paying for water. Even with the levy we are still going to be shy of about \$150,000.

Bill- that \$150,000 is after the \$120,000 transfer from the water fund to support the emergency services. If that wasn't being transferred then the deficiency would be significantly higher.

Mayor Holston- so what you are saying is that we transfer from the water fund and what we raised comes to about \$120,000 a year, but with the levy we will still be about \$150,000 short. Without the water accounts we would be \$270,000 short.

Bryan- that is correct.

Councilor Whitney- don't we already transfer money out of our water fund into those accounts to cover other expenses other than what was raised by the water rate increase?

Bryan- previous administrations used administrative overhead to transfer among funds. When he arrived they took the administrative overhead and applied some data analysis to truly determine what the right rates were to

charge people for overhead. We came up with a consistent method of allocation administrative overhead across all funds. That is why you see those short term loans and the levy.

Bill- to clarify, when we did the water rate increase the administrative overhead was right around \$270,000 which we felt was way too high and we changed that to a more reasonable amount which reduced the amount transferred to the general fund. In addition our debt service increased dramatically.

Councilor Kinyon – how will this money be split? How much goes to police and how much fire services?

Bill- they haven't done a detailed study of that split right now, his initial assumption like the administrative overhead they would look at the various expenses of the two departments and allocate it based on a calculation with number of personnel and materials and supplies, key financial data.

Bryan- this will be a key discussion item for the budget committee.

Councilor McClelland- this is just a big step in a long process to put the city on firmer financial ground. He along with others don't like to see his taxes go up but it's a necessary step that the city needs to take in moving away from the creative accounting of the past.

Councilor Kinyon- when are we going to talk about the remaining shortfall, even if this passes we will still be \$150,000 short. When will be talking about the special district that will that might affect our needs financially, is that set up yet?

Mayor Holston- once we have the levy then the discussion should begin right away. I'm sure the City Administrator has some plans on how he wants to set up the formal processes yet. There will be citizen participation in the group along with the police and fire department.

Bryan- this is a short term solution that allows us breathing room to find an alternative whether it is a special district, negotiating an ambulance service area modification with Lane County or some other solution.

Dan Barclay- it took more than three years for the previous staff to enact the annual CPI increase and then that fall council voted to approve the \$4.50 increase on water rates with specific distribution to pay the loan and create a reserve fund. Staff insubordination was condoned and excused and enabled by a council who were unwilling to provide leadership to two people. Bryan walked into a situation last year where we should have had the money to pay the loan but the money wasn't there.

Councilor Hollett- just wanted to reply to Mr. Barclay, she appreciates what he said and wants the citizens to know that none of council wanted to raise rates, it was not fair but this is a mess they all need to clean up.

Mayor Holston- wants to make clear about the money that Dan Barclay added up and talked about, she doesn't want anyone to think oh my god where did the money go? It got absorbed into the general fund, and it wasn't transparent, she just doesn't want anyone thinking we have this money sitting somewhere.

Councilor Kinyon- thinks that money was used on the projects that were on-going.

Bill- we did spend about \$115,000 on the water project out of pocket over and above what we were able to borrow.

Motion: Councilor McClelland moved we adopt Resolution 12-2020, a resolution calling an election to submit to the voters of the city a five year local option levy for public safety operations. Councilor Whitney seconded the motion.

Councilor Hollett declared a potential conflict of interest.

Councilor Whitney declared a potential conflict of interest.

Mayor Holston- encouraged the public to reach out to their councilors and city hall if they have questions or concerns about this levy.

Hollett (aye), Whitney (aye), Forcum (aye), McClelland (aye), Kinyon (aye), Mayor Holston (aye). Motion carried 6-0

7.0 Public Comment

Mayor Holston- thanked Councilor McClelland for painting the street light poles up town.

8.0 Adjourn – 5:50 pm

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



August 6, 2020

City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

Council Present: Mayor Kathy Holston, Councilors: Christina Hollett, John McClelland, Bobbie Whitney, Trisha Maxfield, Paul Forcum and Dawn Kinyon

Staff Present: City Administrator Bryan Cutchen, Finance Director Bill Jones, City Recorder Jackie Sims, and Police Chief Kevin Martin

Council President Hollett ran the meeting until Mayor Holston's internet issues were resolved.

1.0 Call Meeting to Order- 7:06 pm

2.0 Pledge of Allegiance

3.0 Roll Call- all present

4.0 Additions, Corrections or Adjustments to the Agenda

Bryan removed item 14.1; the applicant withdrew
Councilor Hollett added 9.2 to discuss open council positions
Mayor Holston added 9.2; the public safety levy restrictions and 9.3, PD and ordinances

5.0 Public Comment

Marge Petrusa 46386 Hwy 58 TSP Plan, you have already heard from the citizens, through a survey the citizens already told the City Council they don't like the TSP Plan. It seems like you are still pushing this when the citizens have said they don't want this, how many times do you have hear no.

6.0 Mayor Comments / Announcements / Proclamations

None-Mayor Holston was having internet problems

7.0 Council Comments / Announcements-None

8.0 Consent Agenda-None

9.0 Business from the City Council

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

Bryan- read the issue.

Councilor Hollett- is willing to do this again if no one else is interested.

Motion: Councilor Kinyon moved to appoint Councilor Hollett to act as the voting member for the City of Oakridge at the League of Oregon Cities membership meeting. Councilor Maxfield seconded the motion.

Hollett (aye), Whitney (aye), Kinyon (aye), Maxfield (aye) Forcum (aye), McClelland (aye), Motion carried 6-0

9.2 Discuss open council positions

Councilor Hollett- she recently read that the open council seats were advertised as four seats open, two of them being four year terms and two being two year terms. She believes they should be three four year terms and one two year term.

Bryan-after it was posted we realized there was an error and it has since been corrected.

9.3 Levy and LGOC

Mayor Holston- she sent an email to LCOG asking for direction on how to proceed as far as staying within the parameters of the rules and what can we do as a council. Bryan has already shared a packet on what city employees can and cannot do. Mayor Holston shared the questions and answers she asked Howard regarding the Levy. Given this information she would like to send an email to our attorney on Monday sharing Howard's answers. She would like all of the council to have a good handle on this and would like to have extra meetings on this because it is coming up quick.

Councilor Hollett- would this be an opportunity to have a work session with our attorney, she has a lot of questions and she imagines other councilors do as well.

Mayor Holston- she can certainly reach out to the attorney and see if we can set up a work session, we should come up with our questions before that.

Councilor Whitney- is this something we need to have a work session for? Can't we do this at our next council meeting?

Mayor Holston- she hesitates to say yes to that because of the time line involved, the next council meeting is at the end of August.

Councilor Maxfield- she wondered if we could just have a small subset of council meet with the attorney and those that want to and have the capacity can step into that.

Mayor Holston- we can definitely have a small subset meet with the attorney and come back and meet with the council.

Councilor Kinyon- would like to hold a town hall meeting after they get all the information that they can.

Mayor Holston- that is definitely a possibility. We need to determine what our process is to promote the levy.

Councilor Whitney- she very strongly agrees with Dawn's idea and it should be very well advertised.

Mayor Holston- wanted to go back to reaching out to the attorney's, Councilor Maxfield mentioned that maybe a couple councilors reach out to the attorney with questions from everybody and bring them back to our next council meeting. Then we need to determine what our next steps are and how we want to do outreach, that will definitely include a town hall.

Councilor McClelland- he is fine with funneling all of the questions through Mayor Holston, Councilor Hollett and the CA.

Motion: Mayor Holston moved that council permit Council President Hollett and Mayor to present to the attorney questions concerning moving forward with our levy to the public and how council interacts with the public. Councilor Maxfield seconded the motion.

McClelland (aye), Maxfield (aye), Forcum (aye), Kinyon (aye), Mayor Holston (aye), Whitney (aye), Hollett (aye).
Motion carried 7-0

Mayor Holston- reached out to Frannie Brindle from ODOT to see what our next step is regarding option #2. She hasn't heard back from her yet, but asked if a councilor would like to meet Frannie with her.

Councilor Kinyon- she would like to meet with Frannie too.

9.4 Police Department Ordinances

Mayor Holston- in the past we have talked about ordinances that need to be changed, modified or created to assist our police department in the execution of our laws and codes in the community. She asked the CA to give us an update during his report.

10. Business from the City Administrator

10.1 CA Update

Bryan- with mayor's permission he'd like to put Travel Lane County first.

10.2 Informational presentation from Travel Lane County

Andy Vobora- from Travel Lane County gave a report on direct travel impacts in our area and Lane County. He explained how the TRT Funds are distributed.

10.1 City Administrator Update

Bryan- introduced our new Finance Director Eric Kytola.

Eric- introduced himself, he is happy to be here, he has been mountain biking in this area for many years.

Bryan- in response to the Mayor's questions about police and ordinances, the Chief of Police has presented questions to our City Prosecutor Pat, what is left is for the Chief, Pat, Matt and himself to get together and write recommendations on how to rewrite ordinances and code; the City charter changes area will be more significant.

Bryan- we had a citizen complaint regarding significant odors surrounding A Vant Garden's that are located next to the Nazarene Church. Matt Dahlstrom took a close look at all of the Conditional Use Permits that were written, the owner invited them to come down and staff did a walk through and interestingly enough the plants were in full bloom and he couldn't smell anything. Bryan found they are operating within their CUP.

The new 2020 wood stove exemptions are available at city hall.

The Strategic Plan survey is out, they are at the library and were sent out in water bills.

The Triple Summit Challenge on September 25-27, Bryan looked over their COVID Mitigation Plan and it is pretty vigorous, he was impressed.

The Sasquatch Duro is also partnering with Oakridge on October 3 and again their COVID Mitigation Plan is pretty vigorous.

10.3 Gas tax staff report

Bryan- read the issue.

Mayor Holston- council wanted to look at this to see what the impact to our budget will be. Bryan did a good job putting the information together. She would like to open this up for discussion before a motion is made.

Councilor McClelland- when Bill brought this up in a previous session he quoted a number of \$239,000 for the entire year, is that still a correct number?

Bryan- these numbers came from Bill, he was using fiscal year 2019 consumption, and we get money from the state also.

Councilor McClelland- he was looking at this and his motivation behind wanting us to look at it this is a way to fund the road repairs for the city and not put the whole burden the residents of the city. This is the only way of gathering a tax where we are taxing people who don't live here. We need to do something to help gather funds to take care of our decaying roads situation, he would be in favor of not higher than two cents, but a shorter period of time, but he doesn't know how that works, but during the tourism time to minimize the impact on the community, in particular those who are economically challenged.

Mayor Holston- her thoughts on this is it seems like a bad time to be raising taxes, but that money will go directly to our community. Having said that, she is not advocating for doing the tax or not doing the tax she just thinks that John's point to pull in income from those who do not live here as well as those who do live here.

Bryan- he would recommend the May 2021 election for the time frame.

Councilor Kinyon- she doesn't think that two cents is going to do anything for getting any roads done in Oakridge. We would need so much more, in five years we have done one road, that's what we can afford. This is not a good thing to put on people especially when we are putting on a levy for our safety services in Oakridge.

Mayor Holston- the money will accrue over five years and then we would be able to repair roads.

Councilor Whitney- even though it wouldn't accrue a lot, it would bring in enough for us to make a match for grants that do help us repair our roads. Hopefully things will be a lot better in May and this will be doable for people. It makes a big difference that we have a gas station on the other side of the highway. She hates adding to people's pocket books, but two cents is a very small amount and it helps spread out the need for revenue.

Councilor Maxfield- she agrees with everything that has been said, gas tax is the most direct tax to the end user. She doesn't see where it's going to hurt other than the staff time to prepare the ballot measure. It is ultimately up the community taking the vote.

Councilor Hollett- she feels like we have asked for a lot from our community this year for her the timing is bad. She would hate for anything to deter from what they are trying to do with the levy.

Councilor McClelland- if we look at Bryan's timeline we are really not even looking at trying to do this for another year and if you look at this, for a full tank fill up you are still only talking about \$1.00 depending on your tank. He always buys his gas in Oakridge now that he is more educated on this.

Councilor Kinyon- she would really like to look at what we are going to do with the money and how our budget looks for the street department. We should really be looking at stipulating how the money is going to be spent before we ask people to pay more.

Mayor Holston- with any gas tax it is required to be spent on road maintenance, it can't be used any place else. This could help us and it will help us solve some of our road issues that we have had for many years. She would like be more willing to do the tax for 12 months out of the year rather than just some months, we do get a lot of traffic.

Motion: Councilor Kinyon moved to direct the City Administration to do further research on the gas tax option for street repairs. Councilor Hollett seconded the motion.

Councilor Maxfield- she agrees with Councilor Hollett that the timing isn't great, she doesn't know that it would fully impact getting the levy passed, but she thinks that is a priority.

Councilor Whitney- agrees with Councilor Hollett also, this timing isn't great. Maybe after May of next year, that is when we seriously look at putting this one on and we can do more research. It is important that we find a way to get some additional revenue for the city.

Mayor Holston- are you feeling like you would rather wait until next year to readdress this issue or address this issue now and wait until next year to put it on the ballot?

Councilor Whitney- she believes May is too close, she does want to continue looking at this and researching it, she doesn't want to lose it.

Councilor McClelland- he agrees that the timing is not great, but when is the timing ever good to ask people to pay more money. This seems like the council just kicking the can down the road again and not taking any passion to help the community as a whole. We would be better off to make a motion to take this to the ballot the following May if we all agree that this May is too soon and let the City Administrator get started on this and he has a very full plate and this will give him more time to pull all of this together.

Councilor Whitney- she doesn't think we are kicking the can down the road, the timing isn't perfect right now. She doesn't see it happening if we follow too close to the levy.

Councilor Hollett- putting this on the forefront could jeopardize both of them and in her opinion probably both of them will fail. She has personally seen the discussion for the last ten years on social media people talking about how bad the city streets are here. If we had some type of prioritized list that we are really looking into and put that out to the citizens. Putting this on May is just too close to the levy and our focus needs to be on the levy.

Mayor Holston- if this does come to fruition sometime in the future, indicating what specific projects that we are going to do with the tax is not wise and probably something we can't even do. Prioritization of street repairs is a function of public works.

Mayor Holston- suggested a friendly amendment to the motion to specify the research that is being asked for by the city administrator.

Councilor Kinyon- she would like to see the council have more discussion about our needs for street repairs in the City of Oakridge, she would also like to see as far as research goes information from the city what we do to maintain roads throughout the year and why are we adding more staff to that department.

Mayor Holston- she hesitates to combine that with this, this is specific to a gas tax.

Amended Motion: Councilor Kinyon moved to direct the City Administration to do further research on the gas tax option for street repairs to include repairs we are doing now, maintenance and prioritization of the needs for street repair. Councilor Hollett seconded the motion.

McClelland (nay), Mayor Holston (aye), Forcum (aye), Kinyon (aye), Maxfield (aye), Whitney (aye), Hollett (aye).
Motion carried 6-1

10.4 Grant staff report

Bryan- gave an update on grants that we applied for.

Councilor Kinyon- what is the status on the IMBA Grant?

Bryan- we got the notice to proceed from ODOT, which means we can start executing funds. He is meeting with the parks committee on Monday to decide where the pavilion can go at Diamond View Park and then they will order it.

11. Reports of Boards, Commissions and Committees

11.1 Administrative Advisory Committee

Bryan- Administrative Committee met, they chose a Pro-tem Chair until we get the resolutions passed. We will bring the resolutions to the next council meeting.

11.2 Planning Commission

Bryan- they had a work session last month on short term rentals, mainly on the zoning side of them, if we want them in residential areas or not.

12. Items removed from the Consent Agenda- none

13. Ordinances, Resolutions and Public Comments-none

14. Appointments

14.1 Administrative Advisory Committee application- removed from agenda

15. Public Comment

16. Adjourn- 9:04 pm

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



August 20, 2020

City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER

Council Present: Mayor Kathy Holston, Councilors: Trisha Maxfield, Christina Hollett, John McClelland, Bobbie Whitney, and Dawn Kinyon

Staff Present: City Administrator Bryan Cutchen, Finance Director Eric Kytola, City Recorder Jackie Sims and Sgt. Mikal McPherson PD

2. Pledge of Allegiance

3. Roll Call – All present

4. Additions, Corrections or Adjustments to the Agenda

Mayor Holston- would like to move 8.2 out of the consent agenda into 10.1.4

5. Public Comment

Audy Spliethof - 47587 Teller Road- wants to know why we aren't recording at city hall any more. We used to record, but he was told that we no longer do that.

Bryan- we are recording all the time, we have two cameras that are motion triggered.

Audy also said when he turned in his signature sheets there were only two people signed in on the list and he knows there were more people than him that turned in signatures.

Bryan- explained the process.

Dan Barclay- in May 2015 he suggested the city present a live broadcast of the meetings, one of the first things Bryan did when he got here was put our meetings on YouTube. You can't do a search on the website for the candidates who are running for council. It would be helpful to put time tags on the videos for people who want to look up a particular agenda item.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- thanked Councilor McClelland for painting the light poles, they are coming along great. She would also like to thank Councilor Hollett for answering questions that are coming in regarding fire season. She reminded everyone that we are in a red season and there are no fires allowed, including recreational.

7. Council Comments / Announcements

Councilor Kinyon- asked Bryan for clarification on the signatures sheets when you turn in documents to city hall.

Bryan- explained the process, you will sign when the process is complete and you get your letter that you are an official candidate.

8. Consent Agenda

8.1 Approval of Minutes from July 16

8.2 Intergovernmental Agreements for Westfir Police, Fire and Shared Employee- removed from consent agenda

8.3 Lane County Regional Housing Rehabilitation Program Intergovernmental Agreement

Motion: Councilor Whitney moved to approve the consent agenda. Councilor Hollett seconded the motion.

Whitney (aye), Kinyon (aye), Maxfield (aye), Hollett (aye), Mayor Holston (aye), Forcum (aye), McClelland (aye). -- Motion carried 7-0

9. Business from the City Council

Councilor Whitney- she would like to see if there is a way to get a list of the Airbnb's in Oakridge, maybe from Travel Lane.

Mayor Holston- you are welcome to contact Travel Lane yourself and ask them. She anticipates future discussions on this.

10. Business from the City Administrator

10.1 City Administrator Update

10.1.1 Surplus of City Property

Bryan- read the issue. This isn't all of the surplus city property that has been approved. We are trying to get rid some of the material that is no longer needed.

Motion: Councilor Whitney moved we approve the surplus list for disposition in accordance with the city policy for public contracting and purchasing. Councilor Forcum seconded the motion.

McClelland (aye), Maxfield (aye), Forcum (aye), Kinyon (aye), Mayor Holston (aye), Whitney (aye), Hollett (aye). Motion carried 7-0

10.1.2 EcoGen Donation

Bryan- read the issue

This is a nonprofit that comes up once every other month and takes plastics and other recyclables that Oakridge Sani Haul no longer takes.

Councilor Maxfield- she is in favor of an in-kind contribution.

Mayor Holston- she is not sure what he is asking from us as in the length of time?

Bryan- this is for the calendar year 2020.

Mayor Holston- she likes the in-kind contribution. She would like to encourage the citizens to take their recycles to him.

Councilor Whitney- she agrees with the in-kind sponsorship although she'd like to add that public works be in charge of where they store stuff.

Councilor Forcum- are they asking for money?

Bryan- they are asking for \$500, but he is encouraging in kind.

Councilor McClelland- the bottom paragraph spells out what the in kind or \$500 would entail and it does entail those three for the year.

Councilor Forcum- asked if we did the \$500 where it would come out of.

Bryan- from the general fund.

Motion: Councilor McClelland moved we approve the request for an in-kind sponsorship. Councilor Maxfield seconded the motion.

Councilor Whitney- she would like to make a friendly amendment to add that the in kind service is at a level of covered storage.

Bryan- would like to just count it at a value of no more than \$500, he doesn't want to tie hands if he wants labor instead of storage he'd like to have that flexibility.

Amended motion; Councilor McClelland moved we approve the request for In-Kind sponsorship of EcoGeneration with a cap of \$500. Councilor Maxfield seconded the motion.

Kinyon (aye), Forcum (aye), Maxfield (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye).
Motion carried 7-0

10.1.3 Three Legged Crane Outdoor Music Request

Bryan- read the issue.

Mayor Holston- she is glad this only through September 18th, anything that we can do to help a business flourish at this time she wants to do. She is concerned about the amplified music, would that mean he is going to throw a band out there every day, her senses say no, but she wants to be careful with that.

Bryan- the ordinance actually has limits on outdoor music not being able to be heard from 500 ft and some other things.

Councilor Kinyon- has anyone talked to the residents that live near there and asked if there would be any issues with that.

Bryan- he has been approached by one resident who is against this and we have one resident here in the audience if you want to hear from him.

Loren Hogue- he lives above the Three Legged Crane and he has no problem with the request. They offer enjoyment for people and with controlled amplification it will work very well for him.

Motion: Councilor Whitney moved to authorize the permit for the Three Legged Crane to have outdoor music on the requested dates. Councilor Maxfield seconded the motion.

Hollett (aye), Forcum (aye), Whitney (aye), McClelland (aye), Mayor Holston (aye), Maxfield (aye), Kinyon (aye).
Motion carried 7-0

10.1.4 Intergovernmental Agreements for Westfir Police, Fire and Shared Employee

Mayor Holston- she has a couple of questions regarding the police, in the contract with Westfir it states what we will and what we won't do for police coverage. She was approached by a citizen of Westfir concerning a vicious dog and had been told that our police department doesn't do that. She didn't see that specifically in the contract so she wants to make sure that whatever we are or are not doing is well defined.

Mika- the confusion with this specifically with animal complaints, is we have asked for a separate contract for animal enforcement and they haven't had that. They did have one at one point and then it just went away and she is not sure why.

Bryan- it used to be included in the contract with Westfir, but it hasn't been included for some time. Westfir did actually do some shopping around for animal control with Lane County and found it to be very expensive. We left it out of this contract because we don't want to do animal control for Westfir.

Mayor Holston- is the rate of pay higher than last year, did we adjust for inflation at all?

Councilor Kinyon- wanted to clarify what would make an animal call a criminal call?

Bryan- that is a Chief question, he will get back to you. Regarding the rate of pay, this contract includes emergency response time, when you do that it increases the cost. The increase is probably about 10%.

Councilor Kinyon- If Westfir decided they wanted to add animal control is this something they could add any time during the year?

Bryan- he would ask or a separate contract.

Motion: Councilor Kinyon moved to approve the Intergovernmental Agreement with the City of Westfir Police, Fire and Shared Employee. Councilor Whitney seconded the motion.

Hollett (aye), Whitney (aye), Kinyon (aye), Maxfield (aye), Forcum (aye), McClelland (aye), Mayor Holston (aye).
Motion carried 7-0

10.2 Finance Director Update

Eric- he has been working with Bill, he is trying to understand the system and making sure that he does a good job. He has a lot of the accounting software to figure out.

10.3 Police Department Update- No update

10.4 Fire Department Update-

Bryan- the transport rate has increased greatly in the past few weeks. We have a new scheduling software that will help better track participation and easier sign up.

10.5 Public Works Update

Bryan- gave the Public Works update

10.6 Community Services Update

Bryan- gave the Community Services update

11. Public Hearings

11.1 Oakridge Industrial Park Rezone

11.1.1 Declared Conflicts of Interest

Councilor Whitney-declared a potential conflict of interest

11.1.2 Open Public Hearing- 7:56 pm

11.1.3 Staff Report

Rick Zylstra- read the staff report and background

11.1.4 Statements in Favor

Debra Borton- she is one of the many volunteers doing a lot of the work out there. There has been a lot of the public coming to them out there telling them how happy they are that are clearing the blackberries and cleaning it up

Jason Nehmer- he is in favor of this, he has been working on this along with Debra and he has poured his heart in to this.

11.1.5 Statements in Opposition- None

11.1.6 Statements in General- None

11.1.7 Close Public Hearing- 8:04 pm

11.1.8 Findings of Fact

Rick Zylstra- read the findings of fact

11.1.9 Council Discussion

Councilor Whitney- for the residential use with the lots, is that where the business is in front and residential in back?

Rick- typically mixed use would allow for a residential only. They just have to follow the the land use ordinance like any other residential or commercial zone.

Mayor Holston- does that mean someone could come in put a residence out there they would have to go to the Planning Commission because it is an allowed use?

Rick Zylstra- that is correct, they wouldn't have to go before the planning commission as long as their intended structure fits all the regular zoning for a residential use.

Councilor Kinyon- she wants to understand why we want to change the lots to mixed use?

Mayor Holston- we have had difficulty selling these lots, it's been recommended to us by a couple different realtors that we change the zoning. With the request to change the zoning at the park area it would be more marketable, we could get quite a few more people to look at it if it wasn't heavy industrial.

Rick- you are spot on Mayor, he has been out there at least ten times with potential buyers and they will tell him what they want to do and he'd have to tell them he's sorry that does not meet the zoning. We have not seen any desire for heavy industrial since he was with the city and it is not just what the market is requesting.

Councilor Kinyon- the reason she is asking is because the FHC recommends that we do not approve the change for rezoning based on some documents that they want that we can't afford to do.

Rick- with all due respect those documents are not required, they are just requested. We are meeting the intent of the FHC in providing better opportunity for housing, this will open up nine more lots for potential housing. FHC sends out these notices on a regular basis without ever looking at the criteria or actual case and he thinks that is what happened here.

Councilor Kinyon- they are telling us they'd like us to defer that and you are saying we don't agree with that.

Mayor Holston- that is exactly what they are saying, in this case this is a blanket statement from them because their job is to see how much housing they can get. For our community this has been suggested to us by realtors for the last five years. In this market we are seeing a lot of interest in combined residential and small shops. There are places in Redmond doing this and they are having great success.

Rick- he did a quick analysis based on the most recent tax data that he has and we have a pretty good mix of housing, based on property values and we have quite a few vacant properties as well. We are far from a situation where we need to worry about these nine lots.

Councilor Maxfield- does this change the value of the lots since they will be more versatile?

Rick- he is not sure, that would be a realtor question.

Councilor Hollett- to tag on to what Councilor Maxfield said, even though they might not be more valuable, the lots might sell better because there is more people looking for residential. Will any of this have an effect with the USDA having ownership over the OIP?

Rick- not that he is aware of and he included the USDA in this conversation quite a while ago and we never got anything back that is alarming or red flags.

Councilor Hollett- when she first became a councilor there was a little bit of discussion of putting an apartment complex out at the OIP and she is wondering if this change would make that possible?

Rick- yes it would, if the mixed use followed a medium density residential which it can do that is the purpose of mixed use, then you would follow the medium density district guidelines then you could build an apartment complex.

Councilor Kinyon- she is confused on the part where zoning would be an issue on selling a piece of property because the lot she lives on was heavy industrial and it was just a matter of asking as a condition of the sale for the zone to be changed to mix use and within a month the contract was over and it was a mixed use piece of property.

Rick- with all due respect Councilor Kinyon your property is still heavy industrial. This can be a conversation off line.

Mayor Holston- when people are looking for property to buy they want shovel ready and that includes zoning.

Councilor Whitney- are these the lots we were talking about doing sewer lines and electric service?

Mayor Holsten- to make them shovel ready.

Bryan- ideally we'd do every lot, but these are the initial ones.

11.1.10 Councilor Directed Action

Councilor Hollett- is there any reason that there is a rush to pass these ordinances?

Mayor Holston- she would counter on is there any reason not to?

Bryan- you do have some citizens who are ready to play some disc golf.

Motion: Councilor Whitney moved to adopt Ordinance 932 in a single reading read by title and then in full. Councilor Maxfield seconded the motion.

McClelland (aye), Mayor Holston (aye), Forcum (aye), Kinyon (aye), Maxfield (aye), Whitney (aye), Hollett (aye).
Motion carried 7-0

Bryan- read the ordinance.

Motion: Councilor Maxfield moved to enact Ordinance 932. Councilor Whitney seconded the motion.

Mayor Holston lost connection to the meeting.

Kinyon (aye), Forcum (aye), Maxfield (aye), Hollett (aye), Whitney (aye), McClelland (aye). Motion carried 6-0

Motion: Councilor Maxfield moved to adopt Ordinance 933 at a single reading read by title and then in full. Councilor Forcum seconded the motion.

Kinyon (aye), Forcum (aye), Maxfield (aye), Hollett (aye), Whitney (aye), McClelland (aye). Motion carried 6-0

Rick- read the ordinance.

Motion: Councilor Whitney moved to enact Ordinance 933. Councilor Maxfield seconded the motion.

Hollett (aye), Forcum (aye), Mayor Holston (aye), Maxfield (aye), Whitney (aye), McClelland (aye), Kinyon (aye).
Motion carried 7-0

Bryan- we still have the resolutions to look at in ten minutes and the Executive Session scheduled so it's either going to go long or push the resolutions to another meeting.

Council consensus was to table the resolutions to the next meeting.

14. Appointments-none
15. Other Business-none
16. Public Comment-none
17. Adjourn 8:54 PM

BEGIN EXECUTIVE SESSION- 8:54 pm

ORS 192.660 (2) (l) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

END EXECUTIVE SESSION- 9:10 pm

16. Public Comment-none
18. Adjourn – 9:10 pm

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder

Business of the City Council

City of Oakridge, Oregon

Sep 17, 2020

**Agenda Title: Transportation System Plan
Option #2 Discussion with ODOT**

Agenda Item No: 10.1

Exhibit: (1) ODOT Memo

**Proposed Council: A motion to declare the
intent of council.**

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: The memo to support this agenda item is currently being reviewed ODOT leadership and will be provided to council on Thursday. But in summary, the TSP contains many of the measures that the City can take on OR 58 in its current configuration to address concerns about speed, safety, and mobility for cyclists and pedestrians. These measures include:

- Installation of speed feedback signs at the east and west entrances to Oakridge.
- Installation of additional marked crossings with rapid flashing beacons.
- Improved street lighting from Hyland Lane to Hills Street.
- Systemic intersection safety improvements (warning signs, better striping, etc.).
- Better lighting, sidewalk infill, and crossing improvements on Crestview Street at OR 58 intersection.

The only additional measures recommended are the city should consider adding to the TSP are:
1) sidewalk infill on OR 58 as a project, with priority to sections critical to providing safe routes to schools, and
2) a policy to work with ODOT to seek approval for enhanced traffic control at intersections on OR 58 and the Fire Station.

FISCAL IMPACT: None.

OPTIONS: 1) Pass a motion direct city staff to amend the proposed TSP to include additional projects.

2) Make no motion and the staff will bring the TSP ordinance to council as written.

RECOMMENDATION: Option 1

RECOMMENDED MOTION: I move to amend the proposed the Transportation System Plan to include the following projects: _____.



Oregon

Kate Brown, Governor

Department of Transportation

Area 5

2080 Laura Street
Springfield, OR 97477
Phone: (541) 744-8080

September 3, 2020

To: Oakridge City Council
From: David Helton, ODOT Transportation and Growth Management Program
Subject: OR 58 measures in the 2020 Oakridge TSP

At their July 16, 2020 meeting, the Oakridge City Council directed staff to draft an ordinance to adopt the 2020 Oakridge Transportation System Plan without a proposed reconfiguration for OR 58. The City Council directed staff to work with ODOT to identify measures that could be taken on OR 58 in its current configuration to reduce speeds, address safety, and better provide for pedestrians and cyclists. Our consultant edited the 2020 Oakridge TSP to eliminate the proposed roadway reconfiguration but left in measures on OR 58 that address the City's concerns about speed, safety, and active transportation. This memo summarizes the measures remaining in the 2020 Oakridge TSP that pertain to OR 58, additional measures the City might consider for OR 58, and excerpts from the 2020 Oakridge TSP for your reference.

Summary of OR 58 Elements in the 2020 Oakridge TSP

The measures remaining in the Oakridge TSP related to OR 58 include the following:

- Improved/additional street lighting on OR 58 from Hills Street to Hyland Lane and at the entrance to Greenwaters Park. (R-5 and R-2)
- Creation of an eastbound left turn lane on OR 58 at Industrial Park Way. (S-3)
- Installation of Speed Feedback Signs on OR 58 at the City's east and west entrances. (S-5)
- Systemic intersection safety improvements (warning signs, better striping, etc.) on OR 58. (S-1)
- Better lighting, sidewalk infill, and crossing improvements on Crestview Street at OR 58 intersection. (P-9)
- Installation of marked crossings at locations identified in the 2016 Pedestrian Safety Plan. (C-4, C-5, C-6, C-7)

I have included a section at the end of this memo with verbatim excerpts of items related to OR 58 in the 2020 Oakridge TSP.

Additional Measures the City Might Consider

The proposed reconfiguration of OR 58 would have included provision of a continuous sidewalk system on the highway. In the absence of the reconfiguration, the Oakridge TSP should include a project or projects for sidewalk infill on OR 58, with priority for sections critical for providing a safe route to schools.

The Mayor and members of the City Council have expressed a desire for additional traffic signals at intersections on OR 58 and at the Fire Station. All traffic control measures on the State highway system, including signals, must meet stringent criteria and be approved by the State Traffic Engineer. Our analysis for the Oakridge TSP suggests that OR 58 intersections in Oakridge will not meet the criteria for enhanced traffic control within the planning period of the TSP. However, conditions in Oakridge and criteria for installation of traffic control measures can change over time. In this context, if the City wishes to pursue enhanced traffic control measures at intersections on OR 58 and at the Oakridge Fire Department Station, then the TSP could

include a policy to work with ODOT on that. For example, the TSP could include a policy to “Work with ODOT to investigate potential measures for enhanced traffic control at intersections on OR 58 and at the Oakridge Fire Department Station on OR 58.”

Excerpts from the 2020 Oakridge TSP

Section 2: Goals and Policies

Goal 1: Economic Development

- a. Ensure adequate access to services on OR 58.
- b. Provide for efficient freight mobility on OR 58 while balancing the access and mobility for residents and visitors.
- e. Improve city gateways, entrances, OR 58, and other key roadways and multimodal facilities with aesthetic improvements that also provide utilitarian value, such as street trees, landscaping, and lighting.

Goal 2: Transportation System Characteristics

- h. Support improvement of OR 58 in Oakridge with facilities for bicyclists and pedestrians.

Goal 3: Mobility for All

- e. Develop a Safe Routes to School (SRTS) plan to prioritize improvements to encourage walking and biking to schools.

Goal 4: Transportation and Land Use Planning

- c. Develop a land use plan that supports transportation goals and policies for OR 58. Coordinate with the Oregon Department of Transportation to implement system management and operations strategies on Highway 58.

Section 3: Roadway and Intersection Plan

Functional Classification

OR 58 is classified as a Major Arterial. No standard for OR 58 is included in the TSP.

Access Management

ODOT specifies access management spacing standards in the Oregon Highway Plan (OHP) and OAR 734-051-4020(8). The applicable access management spacing standards for OR 58 within the Oakridge City limits are summarized in Table 3-2. These standards are based on the 2017 Annual Average Daily Traffic volume (AADT), posted speed limit, and functional classification. The AADT on OR 58 in the Oakridge city limits exceeds 5,000 vehicles per day.

Roadway Plan

Table 3-4 below has been edited to include only the OR 58-related projects.

Table 3-4. Roadway Plan Elements

Proj. ID	Project Name	Project Description	Location	Cost Estimate ¹	Expected City Contribution	Funding Partners
High Priority Projects						
R-5	OR 58 Illumination	Provide illumination along OR 58.	OR 58 from Hills Street to Hyland Lane	\$80,000	\$10,000	ODOT
Medium Priority Projects						
R-2	Greenwaters Park Illumination	Illuminate the intersection of OR 58/Greenwaters Park and provide illumination along the road leading to the parking lot. Project development will determine lighting types, which may vary from luminaires at the highway to bollards in the parking lot.	Greenwaters Park	\$120,000	\$120,000	None
Low Priority Projects						
FR-2	Weigh Station Feasibility Study	Conduct a feasibility study to identify the need for, location of, and viability of a weigh station for heavy vehicles on the east side of Oakridge using Oakridge's existing (inactive) weigh station.	Determined by study	\$50,000	\$50,000	None
	Truck Parking Feasibility Study	Conduct a feasibility study to identify the need and viability of constructing a truck parking area or commercial truck stop for heavy vehicles within Oakridge. This should include a review of existing parking areas in use.	Determined by study	\$50,000	\$50,000	None

Section 4: Safety Plan

Table 4-1 below has been edited to include only the OR 58-related projects.

Table 4-1. Safety Plan Elements

Proj. ID	Project Name	Project Description	Location	Cost Estimate*	Expected City Contribution	Funding Partner
High Priority Projects						
S-3	Intersection safety improvement at OR 58/Industrial Park Way	Restripe to move the end of the merge lane west and develop eastbound left turn lane into the industrial park. (See the Prospectus Sheet in Appendix A for a sketch of this concept.)	OR 58/Industrial Park Way Intersection	\$20,000	\$2,000	ODOT
S-5	Speed feedback signs entering Oakridge (east and west)	Install speed feedback signs in conjunction with posted speed limit signs.	East and West approaches of OR 58 to Oakridge	\$30,000	\$3,000	ODOT
High Project City Contribution Cost Total					\$5,000	
Medium Priority Projects						
S-1	Systemic safety intersection improvements on OR 58	Provide/upgrade intersection warning signs, install or widen centerlines/edge lines, improve side street intersection visibility (signage, striping, recessed pavement markers).	Locations on OR 58 include, but are not limited to, Hills Street, Union Street, River Road, Rainbow Street, Hyland Lane, Jones Road	\$20,000	\$2,000	ODOT
Medium Project City Contribution Cost Total					\$2,000	

Section 5: Pedestrian and Bicycle Plan

Table 5-1 below has been edited to include only the OR 58-related projects.

Table 5-1. Pedestrian Plan Elements

Proj ID ¹	Proj. Name	Project Description	Location	Cost Estimate ²	Expected City Contribution	Funding Partners
High Priority Projects						
P-9	Traffic Signal Pedestrian Improvement at Crestview/OR 58	Provide intersection lighting, pedestrian countdown timers for crossing of north leg, sidewalk infill on west side of north leg.	OR 58/Crestview Street intersection	\$200,000 ⁵	\$20,000	ODOT
C-4	OR 58/River Road-Thatcher Lane Pedestrian Safety Improvement ⁴	Install enhanced pedestrian crossing which could include raised median, curb extension, traffic calming, illumination, etc.	On OR 58, approximately 350 feet east of Thatcher Lane	\$200,000	\$20,000	ODOT
C-5	OR 58/Rainbow Street Pedestrian Safety Improvement ⁴	Install enhanced pedestrian crossing which could include raised median, curb extension, traffic calming, illumination, etc.	On OR 58, approximately 40 feet east of Rainbow Street	\$200,000	\$20,000	ODOT
Medium Priority Projects						
C-6	OR 58/Hill Street Pedestrian Safety Improvement ⁴	Install enhanced pedestrian crossing which could include raised median, curb extension, traffic calming, illumination, etc.	On OR 58, approximately 20 feet east of Hills Street	\$200,000	\$20,000	ODOT
C-7	OR 58/Union Street Pedestrian Safety Improvement ⁴	Install enhanced pedestrian crossing which could include raised median, curb extension, traffic calming, illumination, etc.	On OR 58, approximately 20 feet east of Union Street	\$200,000	\$20,000	ODOT

Business of the City Council

City of Oakridge, Oregon

September 17, 2020

Agenda Title: Lowell Intergovernmental Agreement for Law Enforcement

Agenda Item No: 10.2

Exhibit: (1) Law Enforcement IGA

Proposed Council Action: A motion approving the IGA.

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

ISSUE: Annual renewal of the intergovernmental agreement with the City of Lowell.

FISCAL IMPACT: Nominal increase (3%) in contract pricing.

**OPTIONS: (1) Approve the Intergovernmental Agreements.
(2) Do not approve the Intergovernmental Agreements.**

RECOMMENDATION: Staff recommends Option (1).

RECOMMENDED MOTION: I move we approve the law enforcement intergovernmental agreement with the City of Lowell.

AGREEMENT FOR LAW ENFORCEMENT SERVICES

CITY OF LOWELL/CITY OF OAKRIDGE

THIS AGREEMENT is made and entered by and between the CITY OF LOWELL hereinafter called Lowell, a municipal corporation of the State of Oregon, and the CITY OF OAKRIDGE, hereinafter called Oakridge, a municipal corporation of the State of Oregon.

WITNESSETH

WHEREAS, Lowell is desirous of contracting with Oakridge for the performance of the hereinafter described law enforcement functions within the boundaries of Lowell by Oakridge thereof, and;

WHEREAS, Oakridge has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be 12 months, commencing July 1, 2020 and terminating June 30, 2021.
2. **COMPENSATION:** Lowell shall pay to Oakridge for such law enforcement services as provided herein as follows:

- a. Costs for this period. Payments shall be made in equal installments.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>HOURLY RATE</u>
July 1, 2020 - June 30, 2021	\$28,966.90	480	\$60.34

- b. In the event an incident within Lowell requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Lowell to exceed the 40-hour month average, Lowell shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrator shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.
- c. Additional hours may be requested by Lowell to cover special events or patrols. Such requests shall be made in writing to Oakridge no less than 30 days prior to the event or patrol. Oakridge shall make reasonable accommodations to cover these additional hours. Unless prior arrangements are made and agreed to by both parties in writing, Lowell shall pay for such services at the hourly rate listed above.

3. **POLICE RESPONSIBILITIES:** Oakridge agrees to provide police protection within the corporate limits of Lowell to the extent and in the manner herein set forth. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The Oakridge Police shall:
- a. Provide enforcement of State Statutes and Lowell Ordinances regarding criminal offenses and Oregon Vehicle Code Violations.
 - b. Provide enforcement of all other Lowell ordinances which by their nature are generally enforceable by police action on a call basis, responding to Lowell staff or resident complaints of ordinance violations, but generally no ordinance enforcement by random patrol.
 - c. Provide a 10-hour weekly patrol (average 40 hours per calendar month) of Lowell in marked police vehicles, with at least one patrol more than 4 hours. Travel time shall be charged based on actual travel time and segregated on the monthly report. Administrative hours will be included in the 40 total hours to include investigative reports and other administrative duties as needed and segregated on the monthly report.
 - d. Patrol schedule shall be provided a minimum of two-weeks in advance to the Lowell City Administrator to allow time for planning traffic control, crime prevention and code enforcement activities.
 - e. Provide a written report to Lowell on or before the 8th day of each month setting forth the actual number of calls for service and number of citations and arrests for the previous month. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as requested by Lowell.
 - f. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder.
4. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge.
- a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Oakridge.

- b. Lowell shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Oakridge personnel performing services hereunder for Lowell or any liability other than that provided for in this agreement. Except as otherwise herein specified, Lowell shall not be liable for compensation or indemnity to any Oakridge employee for any injury, or sickness arising out of his or her employment.

- 5. **COURT:** It is mutually agreed that all arrests for felony crimes or other misdemeanors, except those cited under Lowell Ordinance 273 which may be cited into the Lowell Municipal Court, will be presented to the District Attorney for Lane County, State of Oregon, for trial in the appropriate court of jurisdiction, and the court of jurisdiction will be entitled to all portions of fines, forfeitures, etc. normally retained by them. All violations of Oregon Vehicle Code and ordinance violations committed within the incorporated limits of Lowell will be cited to appear in the Lowell Municipal Court, Lane County, Oregon, or such other court as has jurisdictions over the offense cited. Oakridge will provide a bailiff for the Lowell Municipal Court who shall be present whenever the Court is in session. An Officer schedule to testify at Court may serve as Bailiff. Bailiff time will be accounted for separately from patrol time and will be paid for at the established rate from Court revenues. A minimum of one hour will be charged for each Court session. Required Court appearances by Officers, above and beyond Bailiff duty will also be accounted for separately and paid from Court receipts. All net revenue generated and retained by the Lowell Municipal Court will be divided equally with the City of Oakridge, to assist in covering additional costs of services. Lowell will segregate funds received and record them into a liability account. Court Revenue will be accounted for as follows on a quarterly basis:
 - a. From Gross Receipts, all Statutory Assessments, including the Court Administration Surcharge will be deducted and paid from the liability account.
 - b. From Gross Receipts, direct Court costs for the Judge and any other required personnel services, including but not limited to City Attorney and Interpreter, if required, plus 10% Court Administrative Costs in addition to previous year Court Administration Surcharge and will be deducted for payment to the City of Lowell.
 - i. From Gross Receipts, Bailiff costs and additional costs for Officers to appear in Court, will be deducted for payment to the City of Oakridge.
 - ii. The remaining net revenue will be divided equally between Lowell and Oakridge.
 - iii. Within 30 days of the end of each fiscal year quarter, costs identified in b above plus Lowell's share of net receipts will be deducted from the liability account and paid to the City of Lowell.
 - iv. Within 30 days of the end of each fiscal year quarter, a check will be written to the City of Oakridge for costs identified in c above plus Oakridge's share of net receipts.

- 6. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.

7. **TERMINATION:** This agreement may be terminated by either city at any time upon giving two (2) months written notice of their intent to do so. Further, if the City of Lowell receives a UHP COPS Grant the contract will be adjusted as needed.

8. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Oakridge will provide Lowell a certificate of insurance indicating the City of Oakridge carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.

9. **MISCELLANEOUS:**

- a. Any amendments or modification hereto shall be made in writing as approved by respective councils.

IN WITNESS WHEREOF, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

CITY OF OAKRIDGE

CITY OF LOWELL

Kathy Holston, Mayor Date

Don Bennett, Mayor Date

ATTEST:

Kevin Martin Date
Chief of Police

Jared Cobb Date
City Administrator

Business of the City Council

City of Oakridge, Oregon

July 16, 2020

**Agenda Title: Resolution Approving a Tax
Anticipation Note**

Agenda Item No: 13.0

Exhibits:

(1) Proposed Resolution 13-2020

**Proposed Council Action: A motion from
the floor to adopt the resolution**

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: The General Fund requires additional operating funds for the period July 1, 2020 until property tax funds are received in November-December of 2020. ORS 287A.180 permits short term borrowing in anticipation of tax revenue if the amount is 80 percent or less than the ad valorem property taxes levied by the City for fiscal year 2020-2021.

FISCAL IMPACT: Interest accrued on non-revolving line of credit and a \$500.00 service fee.

OPTIONS:

- (1) Approve Resolution 13-2020**
- (2) Do Not Approve Resolution 13-2020**

STAFF RECOMMENDATION: Option (1)

RECOMMENDED MOTION: I move we adopt Resolution 13-2020, a resolution approving a Tax Anticipation Note in the amount of \$100,000.

**RES. 13-2020 APPROVING TAX ANTICIPATION NOTE OF \$100,000
FOR THE CITY OF OAKRIDGE**

WHEREAS, the City of Oakridge is in need of funds for City activities, operations, and programs; and

WHEREAS, \$100,000.00 is being requested as a Tax Anticipation Note loan ("Note"); and

WHEREAS, \$100,000.00 is 80 percent or less than the ad valorem property taxes levied by the City for fiscal year 2020-2021; and

WHEREAS, Banner Bank has proposed a Note, the material terms are as follows:

- a) \$100,000.00 non-revolving line of credit;
- b) Fixed interest rate of 5 3/8%
- c) City to provide resolution pledge of property tax proceeds as collateral for the Note;
- h) Loan service fee of \$500.00; and

THEREFORE, BE IT RESOLVED that in accordance with ORS 287A.180, the City hereby authorizes the Mayor to execute a Note on behalf of the City in the amount of \$100,000.00 with Banner Bank, with the material terms for the Note as set out above.

IT IS FURTHER RESOLVED that the Mayor is authorized to cause the completion and execution on behalf of the City of such other documents and instruments that may be required to obtain the financing contemplated by this Resolution.

DATED this 17th day of September, 2020.

Kathy Holston, Mayor, City of Oakridge

ATTEST:

Jackie Sims, Asst City Recorder

Yeas:

Nays:

Business of the City Council

City of Oakridge, Oregon

Sep 17, 2020

Agenda Title: Council Advisory Committee Resolutions

Agenda Item No: 13.1 – 13.7

Exhibit: Resolutions 13-2020 thru 19-2020

Proposed Council: Motion(s) from the floor and a vote

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

ISSUE: The Administration Advisory Committee was tasked with reviewing existing committee establishing documents and creating more uniform resolutions for each of the committees.

FISCAL IMPACT: None

OPTIONS: 1) Individually adopt each resolution.
2) Adopt selected resolutions.
3) Send the resolutions back to committee for revision.

RECOMMENDATION: Option 1.

RECOMMENDED MOTION:

- (1) I move we adopt Resolution 13-2020, repealing and replacing Res. 9-2018, the Oakridge Administration Advisory Committee.
- (2) I move we adopt Resolution 14-2020, repealing and replacing Res. 15-2013 & 2-2012, the Oakridge Audit Committee.
- (3) I move we adopt Resolution 15-2020, repealing and replacing Res. 13-2015, the Oakridge Library Board.
- (4) I move we adopt Resolution 16-2020, repealing and replacing Res. 11-2018, the Oakridge Economic Development Advisory Committee.
- (5) I move we adopt Resolution 17-2020, repealing and replacing Res. 12-2017, the Oakridge Parks and Community Services Committee.
- (6) I move we adopt Resolution 18-2020, repealing and replacing Res. 6-2019, the Oakridge Public Safety Advisory Committee.
- (7) I move we adopt Resolution 19-2020, repealing and replacing Res. 1-2015, the Oakridge Rural Tourism Marketing Program Advisory Committee.

CITY OF OAKRIDGE

RES. 13-2020 A RESOLUTION REPEALING AND REPLACING RES. 9-2018 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Administration Advisory Committee resolutions; and

WHEREAS, the purpose of the Administration Committee is to be an advisory body to the Council and to aid City staff by providing input in the preparation of resolutions, Ordinances and rules for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator and City Recorder. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances and rules for the governance of the

City for council approval for council approval.

2. Other activities, within the scope of the committee, as assigned by City Council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the Administration Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____ .

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____,
DAY OF _____.**

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 14-2020 A RESOLUTION REPEALING AND REPLACING RES. 15-2013 and 2-2012 THE CITY OF OAKRIDGE AUDIT COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Audit Committee resolutions; and

WHEREAS, the purpose of the Audit Committee will be to aid City staff in the selection of highly qualified City Auditors and to assure clear and complete transmittal of audit results to the City Council and the community;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Audit Committee is hereby established. The committee shall consist of three (3) voting members: one (1) Mayor or designee, one (1) City Councilor, and one (1) Oakridge Budget Committee member. Non-voting member(s): City Finance Director. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seat 2: Councilor Elected Term

Seat 3: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Two (2) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Audit Committee shall be as follows:

1. Review with the Finance Department and/or staff those firms or individuals proposed for appointment as City Auditors in succeeding years.

2. Recommend to the City Council the appointment of the auditing firm that the Committee deems best suited to perform the annual City audit.
3. Discuss, as necessary, with the City auditors, any additional or particular areas of inquiry or audit focus which the auditors or the committee deem desirable or appropriate.
4. Review the Communication to the Governing Body presented by the auditors. Discuss the material weakness(es) and/or significant deficiency(ies) (if any) and Best Practices Recommendation(s) (if any) with the Finance Department and/or staff. Verify that the auditors' recommendations are implemented as appropriate, and report to the City Council.
5. Other activities, within the scope of the committee, as assigned by City Council.
6. Keep records of minutes for each meeting per ORS. 192.650
7. Annual reports will be completed in the fourth-quarter of the calendar year.
8. Reports or recommendations of the Audit Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____ .

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 15-2020 A RESOLUTION REPEALING AND REPLACING RES. 13-2015 THE CITY OF OAKRIDGE LIBRARY BOARD

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Library Board resolution; and

WHEREAS, the purpose of the Library Board is to be an advisory body to the Council and to aid City staff by providing oversight and assisting in the preparation of policies and rules for the Library for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Library Board is hereby established. The board shall consist of seven (7) voting members: six (6) 97463 and 97492 citizens at large with at least four (4) of the citizens residing within Oakridge city limits and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): Library Coordinator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Library Board shall be as follows:

1. Formulating recommended rules and policies for the governance of the library for council approval. Oversight of recruitment, training, and retention of volunteers.

2. All requests for expenditures of Library funds requested by the board will be presented to the Library Coordinator for transmission to the proper authority. Expenditures will be made in accordance with the procedures that are in place at the time of the request. All requests that are not budgeted regardless of amount will be reviewed by the City Administrator prior to expenditure. Any request for expenditures beyond the City Administrators authority will be forwarded to the City Council for approval of fund expenditures.
3. Oversight of programs, fundraisers and other activities that will utilize the Library.
4. Other activities, within the scope of the committee, as assigned by City Council.
5. Keep records of minutes for each meeting per ORS. 192.650
6. Providing recommendations to the City Council of long term goals and objectives for the library. Pursuant to ORS 357.520, each public library shall make an annual report to the State Library and to the governing body on a form supplied to the State Library. Annual reports will be completed in the fourth-quarter of the calendar year.
7. Reports or recommendations of the Library Board shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____ .

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 16-2020 A RESOLUTION REPEALING AND REPLACING RES. 11-2018 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee resolutions; and

WHEREAS, the purpose of the Oakridge Economic Development Advisory Committee is an advisory body to the City Council and the City staff by providing input concerning economic development within the City of Oakridge or the Oakridge Industrial Park;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator, Community Services Director, and Chamber of Commerce representative. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
2. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.
3. Other activities, within the scope of the committee, as assigned by City Council.
4. Keep records of minutes for each meeting per ORS 192.650
5. Annual reports will be completed in the fourth-quarter of the calendar year.
6. Reports or recommendations of the Economic Development Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.
7. OEDAC shall operate in accordance to operating guidelines that may be revised by the public body as needed.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____ .

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 17-2020 A RESOLUTION REPEALING AND REPLACING RES. 12-2017 THE CITY OF OAKRIDGE PARKS AND COMMUNITY SERVICES COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Parks and Community Services Committee resolutions; and

WHEREAS, the purpose of the Parks and Community Services Committee is to be an advisory body to the council and aid staff by providing input on City Streets, Water, Wastewater, Stormwater Systems, Parks, Trails, and Outdoor Spaces;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Parks and Community Services Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) 97463 and 97492 citizens at large with at least four (4) of the citizens residing within Oakridge city limits and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): Community Services Director. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Parks and Community Services Committee shall be as follows:

1. Providing oversight for the Comprehensive Plan, Transportation System Plan, Stormwater Plan, Community Trails Plan, Parks Master Plan.
2. Other activities, within the scope of the committee, as assigned by City Council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the Parks and Community Services Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____ .

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____,
DAY OF _____.**

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 18-2020 A RESOLUTION REPEALING AND REPLACING RES. 06-2019 THE CITY OF OAKRIDGE PUBLIC SAFETY ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Public Safety Advisory Committee resolution; and

WHEREAS, 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;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Public Safety Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: (6) citizens within the emergency response area, with at least three (3) of the citizens residing within Oakridge city limits and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): Chief of Police or designee, Fire Chief or designee, Hazeldell Rural Fire Protection District designated by their board, City of Westfir designated by their board, Oakridge School District designated by the Superintendent, Public Works Director or designee. The Committee may involve additional people as adjunct, non-voting advisors for special projects based on expertise. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Public Safety Advisory Committee shall be as follows:

1. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
2. To advise Council on educating the community about public safety and health issues, concerns and programs.
3. To review and recommend public safety and health policies and plans.
4. To facilitate Oakridge community involvement in public safety and health and increase citizen awareness of both.
5. In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Committee:
 - a. Advise the City Council on:
 - i. Disaster preparedness
 - ii. Emergency management
 - iii. Emergency Medical Services
 - iv. Fire and Rescue services
 - v. Police services
 - vi. Public safety at city facilities
 - vii. Public safety legislation
 - viii. Post-incident management
 - ix. Traffic Management
 - b. Identify public safety and health needs in Oakridge.
 - c. Develop educational programs and materials to increase community awareness.
 - d. Organize and conduct public forums on public safety and health agencies.
 - e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.
6. Other activities, within the scope of the committee, as assigned by City Council.
7. Keep records of minutes for each meeting per ORS. 192.650
8. Annual reports will be completed in the fourth-quarter of the calendar year.
9. Reports or recommendations of the Public Safety Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____ .

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____,
DAY OF _____.**

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 19-2020 A RESOLUTION REPEALING AND REPLACING RES. 1-2015 THE CITY OF OAKRIDGE RURAL TOURISM MARKETING PROGRAM ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Rural Tourism Marketing Program Advisory Committee resolutions; and

WHEREAS, the purpose of the Rural Tourism Marketing Program Advisory Committee is to be an advisory body to the Council and to aid City staff by providing assistance in the preparation of policies and rules for the Rural Tourism Marketing Program Advisory Committee for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Rural Tourism Marketing Program Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator, City Finance Director. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Rural Tourism Marketing Program Advisory Committee shall be as follows:

1. Reviewing, prioritizing and submitting all requests for Rural Tourism Marketing Program funds to the City Council for approval.
2. Other activities, within the scope of the committee, as assigned by City Council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the Rural Tourism Marketing Program Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____ .

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____,
DAY OF _____.**

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays: