

October 1, 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.

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1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment– 30 Minutes

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

6. Mayor Comments / Announcements / Proclamations

7. Council Comments / Announcements

8. Consent Agenda

9. Business from the City Council

10. Business from the City Administrator

10.1 Old Mill Disk Golf Club Master Plan

10.2 Triple Summit Challenge Event Approval

11. Reports of Boards, Commissions and Committees

12. Items Removed from the Consent Agenda

12. Ordinances, Resolutions and Public Comments

12.1 Resolution 14-2020 Repealing and Replacing Res. 15-2013 & 2-2012 Oakridge Audit Committee

12.2 Resolution 16-2020 Repealing and Replacing Res. 11-2018 Oakridge Economic Development Advisory Committee

12.3 Resolution 19-2020 Repealing and Replacing Res. 01-2015 Oakridge Rural Marketing Program Advisory Comm.

12.4 Resolution 21-2020 FY 20-21 Schedule of Fees

13. Appointments

13.1 Parks and Community Services Committee

14. Public Comment

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.

15. 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](mailto:cityadministrator@ci.oakridge.or.us) by 2pm on the day of the meeting.**

**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.

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

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

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

## **Business of the City Council**

City of Oakridge, Oregon

Sep 3, 2020

**Agenda Title: Council Advisory Committee Resolutions**

**Agenda Item No: 12.1 – 12.3**

**Exhibit: Resolutions 14-2020; 16-2020; 19-2020**

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

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE:** The Administration Advisory Committee was tasked with reviewing existing committee establishing documents and creating more uniform resolutions for each of the committees. On September 17, 2020, council adopted resolutions for the Administrative Advisory Committee, Library Board, Public Safety Advisory Committee and Parks and Community Services Committee.

**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 14-2020, repealing and replacing Res. 15-2013 & 2-2012, the Oakridge Audit Committee.**
- (2) I move we adopt Resolution 16-2020, repealing and replacing Res. 11-2018, the Oakridge Economic Development Advisory Committee.**
- (3) 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. 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. 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. 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:

**Business of the City Council**

City of Oakridge, Oregon

*October 1, 2020*

**Agenda Title: Old Mill/Lot #3 Disc Golf Course Proposal**

**Agenda Item No: 10.1**

**Exhibits: (1) Initial Proposal  
(2) Updated OIP Map**

**Proposed Council Action: Motion from the floor to approve continued development of the Old Mill Disc Golf Course.**

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

**ISSUE:** On February 20, 2020 City Council gave initial approval for development of a disc golf course on Lot #3 of the OIP contingent on rezoning to Parks and Open Spaces. In addition, on May 21, 2020 they authorized \$7,000 in TRT funds to be put toward the development.

The Parks and Community Services Committee will be tasked with developing a maintenance agreement between the city and Old Mill Disc Golf Club to delineate the shared responsibilities in maintaining the Park.

This agenda item is to provide an update to the council on the progress and further development of the disc golf course.

**FISCAL IMPACT:** TBD.

**OPTIONS:** (1) Direct modification of the current plan.  
(2) Approve continued development as planned.

**RECOMMENDATION:** Staff recommends option (2)

**RECOMMENDED MOTION:** I move the Old Mill Disc Golf Club proceed with the further development of the course in close coordination with the staff.

# Old Mill/Lot #3 Disc Golf Course Proposal

OBJECTIVES - Establish a championship level disc golf course within the city of Oakridge, Oregon.

## GOALS -

1. Design a course that is mindful of all levels of play and is attractive to the public.
2. Construct the course grounds so that it is relatively free of physical endangerments and obstructions by the beginning of summer 2020.
3. Establish a course inline with PDGA (Professional Disc Golf Association) approved tee pads, fairways, and targets by summer's end of 2020.
4. Maintain a clean area free of vegetation obstructions, trash, and other pollutants.
5. Partner with organizations and businesses (i.e. City of Oakridge, Travel Lane County, GOATS, Oakridge/Westfir Chamber of Commerce, Banner bank, etc) in order to finance and assist with creating/maintaining the course.
6. Showcase the natural beauty of the Oakridge area through disc golf recreation.

7. Incorporate a historical commemoration to the Pope and Talbot Sawmill and Conservation Corp Camp within the course in the form of interpretive tee signage and potential artifacts in order to facilitate an open-air museum of sorts that everyone, including non disc golfers, can enjoy.

## SOLUTIONS -

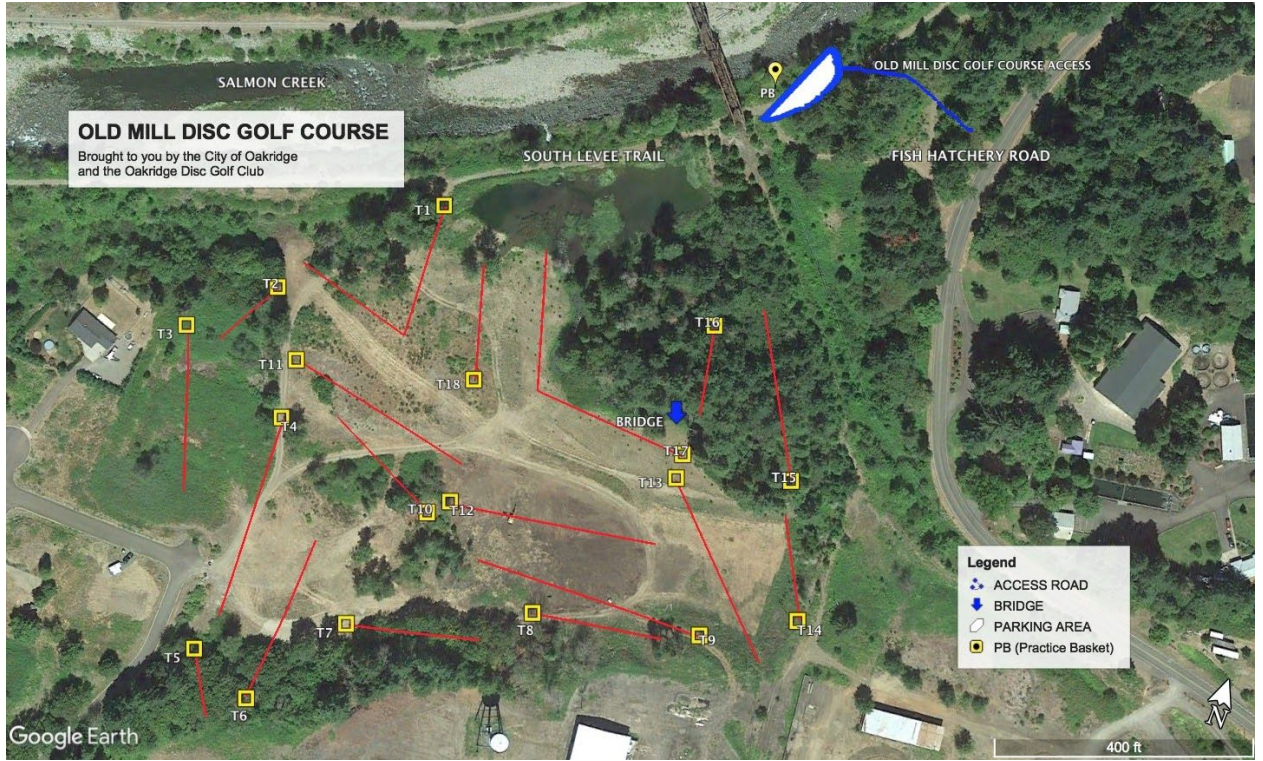
1. Begin marking and clearing fairways, establish greens by integrating multiple target placement locations for each hole to ensure multilevel play, and link together holes with pathways for optimal course flow. In order to reach our goal of establishing the course grounds by the summer of 2020, the Oakridge Disc Golf Club would like to begin this process as soon as legally possible (will take months of work).
2. The landscaping of the course will focus directly on building paths, within reason, in accordance with trail requirements/standards recommended by the National Forest Service and the City of Oakridge in order to mitigate injury due to improper construction. This process is directly related to Solution #1 and would be a lengthy process.
3. Professionally install 18 concrete tee pads (either 5' by 10' or 5' by 12' depending on hole length) along with high quality, accurate tee signage and course map at kiosk; provide informational signs along course trail, such as directional arrows and 'trail share' reminders, that orientate and educate players to enable smooth course flow; provide an 'eco friendly' bench near each tee pad constructed from natural forest litter (falling trees and tree branches) in order to provide comfort and convenience for all; landscape fairways so that they maintain their natural state, but are free and clear of potentially dangerous obstacles (e.g. snags, dead trees with fragile limbs, etc.); and remove or trim brush that would impede 'speed of play' and loss of discs; acquire, assemble, and properly position 19 (one will be the practice target) certified targets/baskets so that there is one target/basket per hole.
4. The Oakridge Disc Golf Club, in partnership with the City of Oakridge Public Works Department, will maintain clear paths, fairways, and greens with regularly scheduled monthly/bimonthly course maintenance (season dependent). In addition, garbage collection within the designated disc golf course area will be implemented by utilizing

trash receptacles in key locations along the disc golf course (to be determined). This trash and potential recycling program would undoubtedly extend to all users of the property.

5. With a budget in excess of \$20,000 (see budget breakdown in RTMP grant proposal) the collaboration between the Oakridge Disc Golf Club and financiers is crucial. In terms of grassroots efforts within the community, a sponsorship campaign will be instituted involving local businesses and other entities for individual disc golf holes (\$300 for two years, \$500 for five years, and \$1,000 for lifetime). These businesses/entities will be showcased on a tee sign/signs for their donation to the cause. For the larger grant opportunities, Travel Lane County has recently showed interest in helping promote disc golf within the area. Starting in April, Travel Lane will be offering sport tourism specific grants for the 2020 summer season with rewards of upwards of \$20,000, which the Oakridge Disc Golf Club will definitely be applying for (disc golf has been slotted as a priority for the 2020 season in the Travel Lane budget, so being rewarded is a high probability).
  
6. Due to the course's city limit's location and proximity to the Salmon Creek watershed, the natural beauty of the area is there for all to witness.
  
7. Through the fostering of community relationships between the Oakridge Disc Golf Club and relevant groups (i.e. the Oakridge Pioneer Museum Society, Oakridge/Westfir Chamber of Commerce, City of Oakridge, local citizens that want to donate, etc) and other regional allies, such as Travel Lane County, the Old Mill Disc Golf Course could potentially incorporate a multi use historical interpretive trail involving placards revealing information about the site's past at all 18 tee post locations as well as donated sawmill and/or Conservation Corp items from their corresponding time periods. The Oakridge Disc golf Club believes that this project, which is separate from the element of disc golf, is important and will work towards making it a reality. With this said, the monies, resources, and timeline to make this happen is yet to be determined.

Respectfully,  
Jason Nehmer, Oakridge Disc Golf Club President

Old Mill Disc Golf Course Map attached below.



# OLD MILL DISC GOLF COURSE

Brought to you by the City of Oakridge and the Oakridge Disc Golf Club

SALMON CREEK

SOUTH LEVEE TRAIL

GATE

PARKING AREA

FISH HATCHERY ROAD

KIOSK

T1

T15

T16

T2

T4

T3

T12

T5

MURAL

T18

T17

T14

T11

T9

T10

T8

T13

T6

T7

**Legend**

- FLIGHT PATHS
- GATE
- KIOSK
- MURAL
- PARKING ACCESS
- PARKING AREA
- TEE PAD



**Business of the City Council**  
**City of Oakridge, Oregon**  
**October 1, 2020**

**Agenda Title: Approval of Alcohol on City Property**

**Agenda Item No: 10.2**

**Exhibit: (1) Application**

**Proposed Council Action: A motion from the floor to approve the distribution and consumption of alcohol on city property.**

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

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**ISSUE:** The Triple Summit Challenge event has reserved the Amphitheater for the finish of the race and desire to dispense canned beer to finishers. They have agreed to the terms of the application.

**In addition, they are taking the following COVID precautions:**

- 1. Each person must wear a mask whenever they cannot keep within a six foot distance from someone else.**
- 2. Each runner must wear a mask while receiving their bib number.**
- 3. Each runner must check in each day to let the RD know that you plan on running and to get your temperature checked. If any runner has over a 100.3 temp. that runner cannot participate in the event, and must leave the area.**
- 4. There will be no self-serve food before, after or during the run.**
- 5. Each runner will have to wear a buff while running that they can have by their neck while running, but must cover their face each time they pass a runner.**
- 6. All volunteers will be required to wear a mask and gloves at all times.**
- 7. Runners will not touch anything first. All things given to a runner will be given by a volunteer.**
- 8. There will be food provided by Cow Girl Cook'n each day, in which the server will be wearing a mask and gloves.**
- 9. Medals will be handed to runners when they finish by a volunteer wearing gloves. Each medal will be packaged.**
- 10. Aid Stations: There will be no self-serve nutrition out for the runners. The runners will need to put on their mask and call out what they want at the aid station. A volunteer will then put everything on a plate and hand it to the runner. If the runner needs his or her water bottle filled the volunteer will do so. There will be disposable cups for the runners. Otherwise runners must carry their own water bottle and volunteers will fill the water bottle up.**
- 11. There will be sanitizer for the volunteers at each aid station.**



12. There will be no awards ceremony after the races on Friday and Saturday. There will be a brief awards ceremony on Sunday. All drinks that will be provided after the race will be handed out by a volunteer and will be in a bottle or can form.
13. We will encourage all runners to not mingle about after the run.
14. We will encourage runners to only bring one support person instead of a bunch of people.
15. If needed we would be willing to do wave starts. Around 20 runners per wave every 5 minutes.

**FISCAL IMPACT: \$200.00 Rental Revenue**

**OPTIONS: 1) Approve the serving of bottled/canned beer at the event.  
2) Do not approve the serving of alcohol at the event.**

**RECOMMENDATION: The staff recommends approval.**

**RECOMMENDED MOTION: I move we approve the alcohol permit for the Triple Summit Challenge on October 24-25, 2020.**

**City of Oakridge**

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

**Category:** **Event:** Triple Summit Challenge

**For Profit:** Yes

**Event Sponsor:** Devin VansCoy

**Date of Event:** 24-25 October 2020

**Hours of Event:** 7am – 3pm

**Will you charge admission to the event?** Yes

**Expected Number of People Attending the Event:** 60 per day

**Applicant Contact Address:** 2256 Pierce St. Eugene, OR. 97405

**Contact Phone:** 541-337-3122

**Facility To Be Reserved:** Greenwaters: Amphitheater:

**Street Closure:** No

**Alcohol Permit:** Yes

**Hours of Alcohol Service:** 12 – 3pm

**Type of Food/Caterer:** Cow Girl Cookn

**Security Measures:** Yes

**Date of Council Approval:**

**After approval by the Council provide copies of:**

(1) Certificate of Insurance: Hold Harmless Agreement:

(2) OLCC License:

**Noise Permit:** No

**Applicant Signature:** Devin VansCoy

**Date:** 9-22-20

**Fees Received:**

**Date :**

**Final Approval Signature:**

**Date:**

*Copies to:*

*Oakridge Police Department and Public Works*

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

*You will be civilly liable for any damage or injuries that may occur during your event.*

You will be responsible for the cleanup of the facility and for any required repairs. The event must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.

Please provide a list of all neighboring businesses and residences and their addresses and phone numbers located within 500 feet of the activity. Each of these businesses or residents must be contacted with information about the event not more than 14 days, nor less than 7 days, prior to the event. The information must include a contact number for information requests or complaints.

If admission is charged at the event and alcohol is served, you must reserve the entire facility for the duration of the event.

Permit Applications for Alcohol Usage in City Facilities must be submitted to the City no less than 45 days before the event.

If alcohol is approved for service by the City Council, please provide a certificate of insurance for \$1,000,000, a hold-harmless agreement, and a copy of the OLCC license after approval of the Council at least two weeks before the event.

You must provide appropriate security during your event commensurate to the size of the event, i.e. one security trained and easily identifiable personnel for every 100 participants with a minimum two personnel on duty at all times.

You must have controls in place to insure that minors do not consume alcohol at your event. Please describe.

*Alcohol will be dispensed to registered participant only and consumed on premises.*

You must have controls in place to insure that the adults who drink stay within the rented area. Please describe. *Volunteers will ensure participants stay in the rented area.*

If there are any changes as far as the amount of alcohol or the number of people attending, it is your responsibility to advise the City at 541-782-2258.

You must abide by the above conditions and any other stipulations the City may deem necessary. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of a City ordinance.

Signature: Devin VansCoy

## **Business of the City Council**

City of Oakridge, Oregon

**October 1, 2020**

**Agenda Title: Lane Council of  
Governments Veterans Affairs Grant  
Endorsement**

**Agenda Item No: 10.3**

**Exhibit: 1) Draft Letter**

**Proposed Council Action: A motion to  
approve the mayor & CA signing the  
endorsement.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE: LCOG has requested a letter of support for their grant application which would allow them to hire a part time Veterans Benefit Specialist on staff.**

**FISCAL IMPACT: None.**

**OPTIONS:**

- 1) Approve signing the letter of endorsement.**
- 2) Do not approve signing the letter of endorsement.**

**RECOMMENDATION: Staff recommends option 1.**



City of Oakridge  
48318 E. 1<sup>st</sup> Street - PO Box 1410  
Oakridge, Oregon 97463  
Phone: 541-782-2258 FAX 541-782-1081

October 1, 2020

Senior & Disability Services  
Lane Council of Governments  
1015 Willamette Street  
Eugene, OR 97401

RE: Oregon Department of Veterans Affairs Grant

The City of Oakridge strongly supports the Lane Council of Governments (LCOG) grant request for funding to bring a Veteran Benefits Specialist (VBS) on staff. This individual would be a critical resource connecting those who chose to serve our country with the much-needed support of veteran's organizations.

The City of Oakridge has extremely limited ability to support the many veterans residing in the city. The remote location of Oakridge makes it very difficult to provide necessary services to this vulnerable demographic. A dedicated partner at LCOG would be a quantum improvement to our current capacity.

These veterans in need among us are suffering both mentally and physically from the sacrifice they made defending our country so you and I could enjoy the freedoms it provides. Through it's already established network of Senior & Disability Services offices, LCOG is in a unique position to help these veterans in Lane County.

We support this proposal and are committed to working with LCOG to strengthen partnerships and services in Lane County to support our veterans.

Sincerely,

Kathy Holston  
Mayor  
City of Oakridge

Bryan P. Cutchen  
Rear Admiral, USN (ret)  
City Administrator  
City of Oakridge

**Business of the City Council**

City of Oakridge, Oregon

*October 1, 2020*

**Agenda Title: Consideration to fill Parks and Community Services Committee Vacancy.**

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

**Agenda Item No: 13.1**

**Exhibits: Submitted Application**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

**ISSUE:** The Oakridge Parks and Community Services Advisory Committee is seated with six citizens. Currently five seats are filled leaving one vacancy. The city has one application to review.

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.

**FISCAL IMPACT:** None

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

**RECOMMENDATION:** The staff recommends option 1.

**RECOMMENDED MOTION:** I move that we appoint \_\_\_\_\_ to serve in the vacant Oakridge Parks and Community Services Advisory position for a three-year term.

**Applicants:**

Jason Nehmer



**City of Oakridge form for Individual Volunteer Activity**  
Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hall to confirm date.

Committee or type of volunteer work you are interested in: *Parks and Community Committee*

Name: *Jason Nehmer*

Address: *47849 W. 2nd St. Oakridge, OR 97463*

Is your residence in the City of Oakridge: YES  NO

Telephone where you can be reached: [REDACTED]

Employer/Occupation: *Willamette Mountain Mercantile*

E-mail Address: *jason.d.nehmer@gmail.com*

Do you have any special training, experience, knowledge or abilities that are related to this position or that would help the work of this position:

*Yes, I have been involved in several municipal based committees in Newport, OR (i.e. Parks Master Plan Committee and Parks and Rec Committee).*

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

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

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

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

Participant Name (Printed): *Jason Nehmer*

Participant Signature: *J.D.N.*

Date: *9/22/2020*

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



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

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

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

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

*Because I care!*

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

Planning Commission	<input type="checkbox"/>	Budget Committee	<input type="checkbox"/>	Audit Committee	<input type="checkbox"/>
Administration Advisory Committee	<input type="checkbox"/>	Library Board	<input type="checkbox"/>	Public Parks & Community Services	<input checked="" type="checkbox"/>
Public Safety Committee	<input type="checkbox"/>	Economic Development Advisory Committee	<input type="checkbox"/>	Rural Tourism & Marketing Committee	<input type="checkbox"/>