

October 15, 2020

7:00 pm City Council Meeting

Audio / Video Teleconference

Willamette Activity Center Room 8

47674 School Street

Oakridge OR, 97463



## REGULAR SESSION

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

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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**

8.1 City Council Minutes from September 17 and October 1, 2020

**9. Business from the City Council**

9.1 City Administrator Evaluation

9.2 Municipal Judge Discussion

**10. Business from the City Administrator**

10.1 Street Closure Request – Headwaters Harvest Festival Halloween Extravaganza

10.2 Surplus Properties

**11. Reports of Boards, Commissions and Committees**

**12. Items Removed from the Consent Agenda**

**13. Ordinances, Resolutions and Public Comments**

13.1 Resolution 21-2020 City of Oakridge Schedule of Fees

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

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

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

**14. Appointments**

**15. Public Comment**

**16. Adjourn**

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

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

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

**3. Send comments by email to: [cityadministrator@ci.oakridge.or.us](mailto: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.**

**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.



September 17, 2020  
City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

# MINUTES

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## 1. CALL MEETING TO ORDER

**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 Eric Kytola, City Recorder Jackie Sims and Chief Kevin Martin

## 2. Pledge of Allegiance

Mayor Holston- made a brief statement and asked everyone to take a moment of silence in recognition and solidarity of the communities around us in Oregon that have suffered great loss.

3. **Roll Call** – Councilor Maxfield was excused.

## 4. Additions, Corrections or Adjustments to the Agenda

Mayor Holston added 13.0 a Resolution approving a tax anticipation note  
Mayor Holston added 9.3 a discussion on emergency notifications in the community

## 5. Public Comment

Bryan- read a letter from Nancy Kelly at 48328 E 1<sup>st</sup> Street asking the Mayor and Council to rescind the permit application for outdoor music for the Three Legged Crane.

Mayor Holston - added a discussion about this to 9.4 so they can respond to this letter.

Nancy Kelly- Her house is single family residential and she has been using it as such for 15 years. There is a group of businesses around her and the one on the other side of her starts their day at 6:00 am. She has been told different times and information about this permit.

Mayor Holston- told Nancy that they will reply under council comments if she could stay a little longer.

## 6. Mayor Comments / Announcements / Proclamations

Mayor Holston- wanted to make sure that the community knows that you can sign up to get text alerts in case of emergencies through Oakridge Air. She wants to caution people that while social media can be effective to please check your sources and refer to trusted sites like the City of Oakridge, Oakridge Police Department and Oakridge EMS Facebook pages.

Mayor Holston - announced that Councilor Maxfield will be resigning because she is moving out of the city.

Mayor Holston- we have all been affected by the smoke from the fires, they have made an effort through Orchid and the School District to get air filters to those who are vulnerable.

Councilor Whitney- she has been working with people from Fall Creek, but here locally we have our Meals on Wheels program, and when we don't have electricity that doesn't operate. This time, they were able to deliver everybody their meals and they included two emergency boxes with non-perishable items that lasted them about five days.

Mayor Holston- replied to a citizen's question through chat on Zoom, she asked the citizen to please ask questions during public comment to keep it clean for the record. She was asking about Councilor Maxfield turning in her resignation and if the council will be filling her seat and if it created another open seat for the election.

## **7. Council Comments / Announcements**

Councilor Kinyon- asked for an update on the IMBA Grant, the surplus sale and also the Emergency Operations Plan.

Mayor Holston- they will add the EOP to the business of the city council and they will add IMBA and the surplus sales to the business from the City Administrator.

## **8. Consent Agenda**

### **8.1 City Council Minutes from July 22, 2020, August 6 & August 20, 2020**

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

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

## **9. Business from the City Council**

Mayor Holston- wanted to discuss the Three Legged Crane permit.

Councilor Whitney- declared a work related conflict of interest.

Mayor Holston- when we normally have a music event permitted by the city we usually require the permittee to send out notices to the surrounding neighbors, but wasn't really a permit, it was more of a request because of COVID.

Bryan- at one point there was outside music before the request was approved, he doesn't know if that was planned or if someone just picked up a guitar and started playing. The other thing is the very first day of his permitted event he started a half hour early so he sent the police over to talk to them.

Nancy Kelly- they were playing on a Sunday and she did call the police and make a report.

Mayor Holston- she apologizes to Ms. Kelly and being that this expires at the end of this month she is not ready to rescind this permit and we can use this as a lesson for next time.

Councilor Kinyon- should this have been brought to council as a request and not a permit?

Mayor Holston- part of this is in response to Covid, wanting to put chairs outside, but in the future we should look at this as an event given the circumstances.

Bryan- when the request first came he didn't know about the history on this and we were looking at this as a Covid thing anyway.

Nancy Kelly- In her discussions with Mr. Crane she said he plans to continue the outdoor seating and music after the 19<sup>th</sup> as part of his business plan and that is why she thinks is important that the rules be re-established.

Bryan - if he steps outside of the agreement that council voted on then he will be cited.

Mayor Holston- we all recognize that this is a unique situation given the location of Ms. Kelly's home and that it is right in the middle of our business district and the business across from her does bring in patrons to enjoy the evening outside and we did allow that. The council is more aware of this and perhaps will be a little more thorough in how we go about permitting it next time.

Ms. Kelly- she would appreciate that very much.

Councilor Hollett- apologized to Nancy for an inconvenience this has caused, they sometimes forget that there are people living over there.

Mayor Holston- she did receive a comment from another citizen who lives near the Pub and he said he enjoyed the music and didn't see it was a problem whatsoever.

#### 9.1 New City Park discussion

Mayor Holston- as you know now that we authorized a new park and open spaces and we now have a disc golf area and she thought it would be appropriate to think about what we would like to name our new park.

Councilor Whitney- is the zoning all done?

Bryan- it is on the very last step over at DLCD, we can consider it done.

Mayor Holston- along with the name we should think about rules and regulations for the park and how much it will cost to maintain the park. Would the council like to take this on?

Councilor Kinyon- asked if there is already a process established on the naming of parks?

Mayor Holston- to her knowledge no there is not a process for naming parks.

Councilor McClelland- he thinks a discussion and community involvement would be a great thing.

Mayor Holston- we will put this on a future meeting agenda and move forward with this.

#### 9.2 Public Safety Local Option Levy Discussion

Mayor Holston- sent a sample letter out to all of the councilors a couple of weeks ago asking for feedback. The reason she sent out the letter is to make sure we are all on the same page as we talk to our constituents and she thinks we are all doing well with that. Councilor Hollett has attempted to get in touch with the union leaders, but because they are stretched thin because of the fires it will take a little longer for them to get back to her.

Councilor Hollett- she did attempt to contact both unions and then the fires hit. She will get back on that in the next couple of days and hopefully we will be meeting and start to work on some campaign strategies. Both unions have stated that they will be involved in this. Councilor Hollett and Mayor Holston have discussed that any campaigning will not be done on work time and they are going to be very careful about that.

Mayor Holston- would hope that each of the councilors has looked at the letter and if that is acceptable to you please let her know, she would like to get this out to the community.

Councilor Kinyon- was curious if you have sent out a revision after she got feedback from everyone?

Mayor Holston- she thought she did, she will check on that and send it out again. She would encourage councilors to talk to their constituents, use your social media, the Dead Mountain Echo and make sure that the information you are putting out there is consistent with what our ballot measure is.

Councilor Kinyon- we did talk about doing a town hall meeting, can we just schedule the town hall meeting?

Mayor Holston- she would like to do it at the amphitheater with people out on the lawn and council on the stage.

Councilor Hollett- she would like to know when people will get their ballots in the mail?

Councilor Forcum- he thinks it is two weeks before the election.

Councilor Hollett- she thinks it would be good to have it around the time they get their ballots.

Mayor Holston- how would you feel about doing a drop-in event in the community building?

Councilor Kinyon- she likes that idea.

Councilor McClelland- he thought we could do both, we could have the amphitheater and after have a more one on one.

Mayor Holston- we will work together to create some sort of presentation and have material and Fire and Police personnel who are not on duty and might like to participate.

Councilor Kinyon- asked how we are going to get the word out for this?

Mayor Holston- is talking to Bryan about getting a mailing list to send out and she believes the unions will help out with that since this is not something that the city can do.

Councilor Whitney- can we go back to the parks discussion.

Bryan- had a conversation with the Greenwaters Park caretakers, she mentioned that nothing good happens after dark and the police confirmed that so he elected to start closing the park at dusk.

Councilor Whitney- are we allowing gates to be open for events at the park and when people rent the park?

Bryan- if it is a scheduled event it will be left open for the event.

### 9.3 Emergency Notifications

Mayor Holston- we have had some inquiry about getting sirens to notify the public in case of emergency. There seems to be some interest in the community. She sent an email to the council just before the meeting; she made an inquiry to a company that does civil defense sirens just to get a ball park figure because she had no idea what we would be talking about; that should help with having an idea for the cost. The community is concerned about how they would be notified that it is time to evacuate, what if the power was out or they were asleep? Bryan posted information on the city website and Facebook page the level one, two and three and the emergency management piece.

Councilor Kinyon- some of the people she has met with want to know how they are going to be notified in the quickest most efficient way, they all think a siren is a good idea.

Mayor Holston- read the response she received regarding the cost of the sirens.

Councilor Whitney- if we place one at each end of town maybe we could share the cost with Westfir and this could benefit them as well.

Councilor Hollett- to the other side of us is the Hazeldell district as well.

Mayor Holston- we could spread the cost of this out a little bit.

Chief Martin- he worked in communities that had tsunamis and they had tsunami sirens. They had several volunteers who had sirens on top of their cars, and they would drive around town when there was an emergency. The one thing to think about it is they do test them every day at noon.

Eric- he heard on the radio tonight about the fires in Talent and Phoenix, they were talking to an official there that said they had the option to use the Emergency Broadcast System to interrupt TV, Radio and cell phone all separately.

Mayor Holston- yes, and we have that here and it does work. So, she is hearing positive remarks from the council as being something the community may want and we believe it will be important for our community's protection. She would like to pursue getting some more information and do some cost checking and also ask the city administrator to see where in the budget we could afford this and if this is something we might want to ask the community to contribute to with a fundraiser.

**Motion:** Councilor Hollett moved to direct the City Administrator to work with our partnering agencies Hazeldell Fire District and the City of Westfir to investigate getting an emergency evacuation siren. Councilor Kinyon seconded the motion.

Councilor McClelland- wanted to point out that it does matter where the siren is located because it needs to be on a back- up generator.

Councilor Hollett- she meant that the location doesn't need to be in her motion because that is something that is operational.

Councilor McClelland- he thinks this is something important to have because during this event he didn't have the ability to get the internet which also wasn't allowing them to get the alerts and they had to depend on transistor radios.

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

Mayor Holston- would like to have this on the agenda within the next month and a half.

Councilor Kinyon- asked Bryan the status of the training of the Emergency Operations Plan, she wants to know if all of our departments have a copy on hand.

Bryan- there are three copies of the EOP, one at the fire department, police department and one on his desk.

Mayor Holston- as we take this up as an agenda item in the future, she would like to invite Sarah Altemus-Pope to join us. She was instrumental in the debriefing after our apocalypse and she and Bryan both have some really good understanding about what we can do to train. She asked Bryan if we can get this as one of our agenda items before the end of the year.

Bryan- said yes, he will do that.

## **10. Business from the City Administrator**

### 10.1 Transportation system Plan Option #2 Discussion with ODOT

Bryan- as you remember when the TSP was last considered and brought for a public hearing there were some questions wanting to know exactly what option #2 was. Dave Helton is here today to talk about option #2 and what is included in other plans that have already been published and what would be included in the TSP to finish it off.

Dave Helton- gave a presentation to the council showing the TSP without the roadway reconfiguration. At the last meeting he attended in August the city council made a motion directing staff to prepare an ordinance to adopt your Transportation System Plan without the roadway reconfiguration proposed for Highway 58. After that city council meeting he and Bryan met with the consultant and directed them to make the edits to remove the proposed roadway reconfiguration. They have done that and delivered it to the City and himself electronically.

Mayor Holston- we have a TSP Plan that is ready to be reviewed and signed off on and then this piece here is an addendum to the plan?

Bryan- no, he and David would take this language and add it to the TSP and it would come before the city council again before formally adopting it.

Councilor McClelland- do we have the space to do sidewalks without taking property owners property?

Dave- Yes, in most places we have 85 ft of right of way, you do see through town scraps of sidewalk that indicate the space between the curb line and utility poles which generally indicate the edge of the right of way. The sidewalks would not be as wide as we prefer given our standards and they would be what we call curb tight.

Mayor Holston-asked Dave if he could speak to the cost of this as far as how we appropriate those funds, is it all on our shoulders now and will you assist us in looking for money?

Dave- if you want to pursue sidewalk infill it would behoove you to be active in your pursuit of that. The city is very welcome to pay for sidewalk infill yourselves, he would recommend you focus your priority on the local sections of streets. Highway 58 is critical to the Safe Routes for school, we have a program that provides funds exactly for that. We also have a sidewalk infill program, like many of the projects in the TSP that would be largely funded by grants, those grants primarily are administered by ODOT and there is often an expectation of a local match typically 10 % although that can get waived for small communities.

Councilor Whitney- asked about the maintenance of the sidewalks if we do put them in, will that be at a state level or county level? If someone else is responsible for the maintenance why are we on the hook for all of the money if it is part of what the state owns?

Dave- you've landed in kind of an awkward area of transportation, the awkwardness is traditionally the sidewalk has been looked at as something the property owner adjacent to the roadway has to provide. ODOT is moving towards taking more ownership of maintenance on the highway.

Councilor Kinyon-she wonders if the sidewalks go in under the current code are they required that we have a space between the curb and actual sidewalk, will we have room for trees or plants, things like that?

Dave- no, the reason is without the roadway configuration there is no room for what they call the landscape strip between the sidewalk and roadway. In order to do that they would have to buy land from property owners and that can be very expensive.

Councilor Kinyon- when is this coming back to us?

Mayor Holston- we have a motion that we can pass to add this to the TSP and then the TSP will come back to us with this addition.

Dave- our contract with the consultant expires at the end of the month.

Mayor Holston- does this meet your needs? Is this a description of what you want to have happen in our future planning for Highway 58, for her this addresses problems we see on our roadway and gives us solutions that we can be working toward. She'd like to know how everybody feels.

Councilor Whitney- we already passed the rest of the TSP without this piece, are going to bring it back as a whole to pass again?

Bryan- we had a public hearing, but you didn't vote to pass it. We will bring it back to you and you would vote on adopting the Transportation System Plan.

Councilor Whitney- she is fine with what is here and the additions that Dave proposed.

Councilor Forcum- he is good with it too, it addresses some of the issues that we have and a lot of the people will agree with this if you don't want to do a reconfiguration.

Councilor Hollett -she agrees, she feels that this does address a lot of our issues beautification being one of them, it addresses the sidewalks and lighting. She really hopes the council takes the time and really addresses the priorities.

**Motion:** Councilor McClelland moved to direct the city staff to amend the current proposed Transportation System Plan to include the additional projects. Councilor Forcum seconded the motion.

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

#### 10.2 Lowell Law Enforcement IGA

Bryan- read the issue.

**Motion:** Councilor Whitney moved to approve the law enforcement intergovernmental agreement with the City of Lowell. Councilor Kinyon seconded the motion.

Councilor Hollett-asked Chief Martin to explain some of the changes to this contract.

Chief Martin-besides the dates and price increase there was the travel time.

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

Bryan- the water tower painting is on track but not on timeline due to George's unforeseen circumstances. The IMBA Grant was supposed to start on September 16, but with the smoke and fires that caused a delay but we are still on track to get this done. Regarding the surplus, it is an online silent auction and will be underway until October 4.

**11. Reports of Boards, Commissions and Committees-** No reports due to time

11.1 Administrative Advisory Committee

11.2 OEDAC

11.3 Parks and Community Services Advisory Committee

**12. Items removed from the Consent Agenda-**None

**13. Ordinance, Resolutions and Public Comments**

13.0 Tax Anticipation Note

Eric- he is still pretty new and trying to get his hands around what's going on with the financials. He was looking at the cash flow and he has gotten a lot questions about it, so he is going to explain it as simply as possible.

Eric gave a presentation to the council.

Councilor Kinyon- asked Bryan about this, she thought during budget sessions this year you said there was a plan for this period between July and when our taxes come in. Why are we still going below that line if we had a plan otherwise?

Bryan- kind of apples and oranges, this is really a cash flow problem, the budget itself was really are we spending more than we take in. Bill was pretty clear in June when we talked about the need for the short term Interfund loans and very clear that it wasn't going to satisfy the entire problem.

Councilor Kinyon-the way she understood what Bill was saying was we would be able to make it with our cash flow through when the taxes came in.

Bryan- sorry if you understood it this way, but that is not the case.

Eric- this is a budgeted line, this is just an estimate. Bill or himself are going to do the most diligent amount of work to make sure the estimate is as accurate as possible, but in the end it is just an estimate.

Eric continued his presentation.

Mayor Holston- announced that it was 9:00 pm and asked if everyone was ok with going until 9:30 pm, the council agreed to go until 9:30 pm

Councilor Whitney declared a potential conflict of interest.

Bryan- read the issue.

**Motion:** Councilor Kinyon moved to adopt Resolution 13-2020 a resolution approving a tax anticipation note in the amount \$100,000. Councilor Forcum seconded the motion.

Councilor Kinyon- if we do end up using some of this line of credit do we pay it back it in full as soon as we have received the taxes?

Bryan- yes that will be the plan.



Councilor Kinyon- will the line of credit close so it is no longer available through the rest of the year.

Eric- when he spoke to them they referred to this as a non- revolving line of credit, so you take the money out, pay it back and that is that.

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

Mayor Holston- if there are any ordinances that you believe should have changes let's call them out and set them aside.

13.1 Resolution 13-2020 Repealing and Replacing Res. 09-2018 Oakridge Administration Advisory Committee

No suggested changes.

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

Mayor Holston- she has some changes she'd like to suggest.

13.3 Resolution 15-2020 Repealing and Replacing Res. 13-2015 Oakridge Library Board

No suggested changes.

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

Councilor Kinyon-she would like to suggest changes.

13.5 Resolution 17-2020 Repealing and Replacing Res.12-2017 Oakridge Parks and Community Services Committee

No suggested changes

13.6 Resolution 18-2020 Repealing and Replacing Res.06-2019 Oakridge Public Safety Advisory Committee

No suggested changes

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

Councilor Kinyon and Mayor Holston want to make suggestions.

**Motion:** Mayor Holston moved to adopt Resolution 13-2020 Repealing and Replacing Res. 09-2018 Oakridge Administration Advisory Committee, to adopt Resolution 15-2020 Repealing and Replacing Res. 13-2015 Oakridge Library Board, to adopt Resolution 17-2020 Repealing and Replacing Res.12-2017 Oakridge Parks and Community Services Committee and to adopt Resolution 18-2020 Repealing and Replacing Res.06-2019 Oakridge Public Safety Advisory Committee. Councilor Kinyon seconded the motion.

Mayor Holston-opened up for public comment.

Dan Barclay- he forwarded some recommendations to the council, his concerns tonight are about the tax levy.

Loren Hogue- thanked them for allowing him to be on this committee, there was some spirited conversation at times and it's nice to see an agreement has been made on a vast majority of these. He would like to see in the future the other committees coming to the administration committee and being a part of the process.

Councilor McClelland- pointed out that we used Resolution 13-2020 on the loan that was just passed so 13-2020 should be 20-2020.

**Amended motion:** Mayor Holston moved to adopt Resolution 20-2020 repealing and replacing Res. 09-2018 Oakridge Administration Committee. Councilor Kinyon seconded the motion.

Hollett (aye), Whitney (aye), Kinyon (nay), Forcum (aye), McClelland (aye), Mayor Holston (aye). Motion passed 5-1

Mayor Holston- for the ones we took out we will take up at our next meeting.

It was agreed to postpone the executive session until the next meeting.

- 14. Appointments-none
- 15. Other Business-none
- 16. Public Comment-

Larry Sweet- the Vida Fire Chief wanted to thank the Oakridge Fire Department for their help.

Audy Spliethof 47587 Teller Rd- did you know Westfir has a flashing speed sign? Oakridge needs to get one.

Mayor Holston- yes she knew that.

Bryan- we are in the midst of getting one.

Audy- he and his wife were contacted through the clinic and they got a grant to give out fresh air filters. He didn't know if anyone else was aware of that.

Mayor Holston- yes that is through our Oakridge Air Program, part of the USDA grant that we got.

Councilor Whitney- the idea was to get them to the highest risk people and that is why we went through the clinic.

Audy-he has been watching the traffic walk signal and he wants to reiterate what a flashing yellow light means, it means slow down and proceed with caution. We should go through the state and get a flashing red light.

Councilor Forcum- if anyone is at a crosswalk in Oregon traffic has to stop, if they don't stop they should get a ticket.

Dan Barclay- he is one of four people in the city that can understand what this council is going through. This council has a duty to promote this levy.

- 17. Adjourn 9:30 PM

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder



October 1, 2020  
City Council Meeting (Via Zoom)  
Willamette Activity Center Room 8  
47674 School Street  
7:00 p.m.

# MINUTES

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## 1. CALL MEETING TO ORDER

**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 Eric Kytola, and City Recorder Jackie Sims

## 2. Pledge of Allegiance

## 3. Roll Call – all present

## 4. Additions, Corrections or Adjustments to the Agenda

Mayor Holston- added 7.2.1 Discussion on posting for vacant seat on council

Councilor Kinyon- added 7.1.1 Levy discussion

Bryan- removed 12.4 Resolution 21-2020 FY 20-21 Schedule of Fees until the next meeting

## 5. Public Comment

Larry Sweet 76361 Jones Rd- He has been asked by citizens a question regarding the Levy, will this money really be used for Police, Fire and EMS.

Mayor Holston- we will discuss that later in the meeting when we discuss the Levy.

Trudy Hammond – have we come up with a name for the new park yet?

Mayor Holston – we will talk about that in council comments.

## 6. Mayor Comments / Announcements / Proclamations

Mayor Holston- The Great Willamette Cleanup will be on October 10<sup>th</sup>, they will meet in Oakridge at Greenwaters Park or Westfir at the portal, they are looking for volunteers. You can sign up online at the Great Willamette Cleanup.

The measure for the levy has a number now and we will have more discussion about that.

We need to double down on our efforts regarding Covid even though Oakridge is doing very well.

Mayor Holston -read the six points for an effective city councilor.

Mayor Holston -read Councilor Maxfield's resignation letter.

## **7. Council Comments / Announcements**

Councilor Kinyon- she has several questions

1. Is the Planning Commission vacancy being advertised?
2. Where are we with AirBnB's?
3. When can we expect to see ordinances updated to fit the new TSP?
4. Why are our police officers traveling outside of the city limits at times?
5. She has been asked about advertising prices for city property on our website.
6. Business owners are complaining about our building codes/design standards.

Mayor Holston- does council want to take on the uptown design standards and codes?

Councilor Whitney- we have design standards, she agrees that things can get expensive but we need to stay within our design standards so she's not quite sure what they are looking for.

Mayor Holston- the discussion would be whether or not the design standards are current and reasonable. There was council consent to bring this back to the council.

Bryan- addressed some of the questions from Councilor Kinyon.

He did post the planning commission vacancy on our Facebook page, he may have neglected to put it on our website.

AirBnB's, no progress, he has an idea in mind, but he hasn't had time to get to it.

Dave Helton finished the two changes and they have been given to the contractor and they are putting them into the TSP, with any luck the TSP will be before council the 15<sup>th</sup> or the 1<sup>st</sup> meeting in November.

Regarding the police, we do have contracts with Westfir and Lowell that requires the police to go outside the City and there are times when they do mutual aid with the State and County.

Right now our Realtor of Record is our attorney, we put out an RFQ and we didn't have any responses. We will be advertising on the Oregon Prospector that is a state run commercial venue for advertising properties.

He would like to hear some specifics on the questions Dawn has regarding the building code/design standards.

### 7.1.1 Levy Discussion

Councilor Hollett- she hopes to have their group together next week, she did hear from the fire union and they will purchase door hangers and signs and the police union will do the same. She asked Mayor Holston to talk about the councilors attending the meetings for the Levy regarding serial meetings.

Mayor Holston- we are able to as councilor's canvas for the levy, our city administrator cannot and no employee that is on duty cannot. Our City Administrator and staff can assist us in ways such as printing and copying and things like that. As councilors we can gather together with others as long we post the fact that there may be a quorum at a meeting and the purpose of the meeting. In response to Larry Sweet's question from citizens, the wording of the Levy is specific to that, it cannot be used for anything other than that by law. She wants to assure citizens that this is a levy that will get us through the next five years as we work diligently to create a situation where we can afford the services that we want to have and value in this community.

Councilor Kinyon- asked if there will be new lines in the budget for the levy and show how much is for police and how much is for fire/ EMS?

Mayor Holston-we won't know how that is going to be split until we determine what our plan is.

Bryan- it will be separate line item in the general fund, so it would be a separate line item and then a transfer into the emergency services fund and the police department which is within the general fund so they will get the remainder.

Eric- there definitely will be an account to set up all of the revenue and it will be very clear where all of the money will be going. This is something the council given reports on.

Councilor Forcum- we need to be realistic and let people know what will happen if the levy does not pass.

Mayor Holston- said she agrees and we need to let people know that there will be drastic changes if this doesn't pass. The letter we approve is for our use to talk to citizens, don't hesitate to ask if you aren't sure about something, she encourages you to be active in educating yourselves.

#### 7.1.2 Filling the empty council chair

Mayor Holston- we generally post for 30 days, the next council meeting after that would be the first meeting in November. After that there would only be 2-3 meetings that they would be able to attend.

**Motion:** Mayor Holston moved that we do not post the vacant council seat and wait until the newly elected council is sworn in the first week of January 2021. Councilor Hollett seconded the motion.

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

#### **8. Consent Agenda- none**

#### **9. Business from the City Council**

#### **10. Business from the City Administrator**

Bryan- the IMBA grant restroom construction was delayed, the new date is October 6 to begin construction. In an effort to increase our code enforcement efforts we are going to kick off a code of the month, each month the police will focus on a particular aspect of the code, it will be a friendly visit first and then from there ramp it up a little. For October the code will be noxious weeds.

Eric- the audit is going to start in a month so, he is getting stuff ready for the auditors. Eric presented a pie chart showing the breakdown of the revenue coming in to Oakridge. He is very open to creating any document that you might want, just get a hold him or Bryan.

#### 10.1 Old Mill Disc Golf Club Master Plan

Bryan- read the issue.

Jason Nehmer- there are some questions and concerns he has heard about the name of the actual park, he proposed originally the Old Mill Park and the Old Mill Disc Golf Course. During the parks master plan they called it the Old Mill Park. Jason presented his ideas to the council and staff.

Mayor Holston- to give a little background as to why this is coming to us now, we have looked at it as a council once and agreed that the Parks and Community Services Committee were going to work with them to determine rules. It is important to remember the disc golf course is in a city park and if anything happens the city is liable. There needs to be an understanding that anything that is changed needs to be approved by the city before they move forward so we can consider any liability or other issues that might come up.

Councilor Whitney- the Fish Hatchery uses the ponds and part of the tree area for the sediment for filtering the water that comes out of the hatchery. We need to make sure this does not impact them in any way and also there was discussions on the parking area as well. The city needs to look into this deeper and make sure we are not going to have any conflicts with the fish hatchery, this is something that maybe Bryan needs to do. She knows the parking area was closed off at some point, but she can't remember why. Her other concern is the kiosk and it is very far away from where anyone can see that, her concern is vandalism. She is concerned about the ramp, on all of the plans for the trail system and mill pond that ramp was included, seeing how you have the course laid out it looks like that could be an issue.

Jason- if you look at other city parks and what they have done with disc golf courses with multi use trail systems, a lot of trails have disc golf courses in them.

Councilor Whitney- her other concern is where the parking is located, it just doesn't feel good to her.

Mayor Holston- she shares some of Councilor Whitney's concerns, the gates were put up in the city owned area along Fish Hatchery Road, it was for prevention of camping and parking since there are no facilities there. Sending our concerns over to the park committee is important as they create standards with the disc golf course. She asked about the ramp that Councilor Whitney asked about, will that compromise anything should we want to develop that?

Jason- the short answer is no.

Mayor Holston- all of these questions that Councilor Whitney has put up we need to refer to our parks committee and we also need to find out about facilities and what type of bathroom facilities will be necessary, Bryan intends to task the committee with developing the maintenance agreement and we trust that you will convey these questions that we have.

Councilor Kinyon- is this something that Jason just created to share with us about the whole plan?

Jason- no, this was created about six months ago.

Councilor Kinyon- she went through the packet they got in February and it shows the entire parks plan, but it doesn't show this.

Bryan- it may exist, but given the time frame he didn't have enough time to search for any more documentation.

Councilor Kinyon- is this a contract between the disc golf club and the city?

Jason- this is just a proposal that initially got approved.

Mayor Holston- city council gave them permission to move forward as we got the zone changed to Parks and Open Spaces. We need to craft a memorandum of understanding between the city and the club as to who will maintain what.

Councilor Kinyon- she wants to know if they are maintaining minutes and a budget and is that readily available?

Jason- yes they have an official board with a secretary, treasurer, a president and vice president and they have all of the minutes from the meetings.

Councilor Whitney- does LCOG have anyone that we can contract with to come in after Jason is done to look at the parking and kiosk and see how it is accessible to people who don't play disc golf. Just looking for a separate set of eyes to look at this.

Mayor Holston- it sounds like you would like to have another expert come in to review the plan. Her concern is that they would be moving backwards.

Councilor Whitney- they were only supposed to do a few tees until we did the rezone. She is concerned with vandalism and we need to talk to the Fish Hatchery before we keep moving forward.

Mayor Holston- has the Fish Hatchery been consulted?

Bryan- he personally has not reached out and Rick never relayed to him that he reached out, he will take it to Jason to see if they did that.

Councilor Whitney- she knows that Rick reached out and she knows they reached out to us when we were doing the plans for the trail system and they had concerns at that time. They had a contract and there were things that were looked at and discussed regarding that contract. The city needs to reach out to them and find out how that contract ended up and make sure we aren't doing anything that violates that.

Mayor Holston- she agrees that is the charge of the committee to make sure that is done. Also to look back as to what the park committee has already done and the plan we put together with the National Parks Service and see what that input was because she knows the fish hatchery had input at that time.

Councilor Hollett- she feels a little bit of concern on this topic, being a city councilor we have put a lot of investment into this disc golf course, she isn't arguing, but she doesn't remember putting anything on hold.

Councilor McClelland- he lives fairly close to this and he wants to point out that the Arial photo is old because there is a house on the corner now and they can see out towards the mural area, he has walked that and he has seen the ramp that Councilor Whitney is talking about and the 8<sup>th</sup> tee does not impact that in any way. The citizen that lives on the corner has expressed some level of concern about the amount of parking that takes place. They are parking perpendicular and not parallel to the street and she has expressed some concern about that.

**Motion:** Councilor Kinyon moved that the Old Mill Disc Golf Club proceed with further development of the course in close coordination with the staff and create a memo of understanding addressing maintenance etc. issues. Motion seconded by Councilor Hollett.

Councilor Whitney wanted to make a friendly amendment to that excluding any further development on stuff that might conflict with the Fish Hatchery until we get further clarification.

Councilor Kinyon- did not accept the friendly amendment.

McClelland (aye), Forcum (aye), Kinyon (aye), Mayor Holston (aye), Whitney (nay), Hollett (aye). Motion carried 5-1

#### 10.2 Triple Summit Challenge Event Approval

Bryan- read the issue. There is a plan to ensure minors do not have access to the alcohol and it will be closely monitored by volunteers so only participants will get beer and no one else. He left it up to Devin to get an OLCC permit and if he didn't need one to let him know who at OLCC told him that and to get their name and phone number.

**Motion:** Councilor Whitney moved we approve the alcohol permit for the Triple Summit Challenge on October 24-25, 2020. Seconded by Councilor Forcum

Councilor Kinyon- her concern is with the actual event, she feels like it is 50 people max that are allowed to gather for events.

Councilor Forcum- it says there will be 20 runners per wave every 5 minutes.

Bryan- there isn't going to be an awards ceremony after, there won't be any mingling around.

Councilor Kinyon- asked to make a friendly amendment adding they follow COVID restrictions.

Councilor Whitney- the motion is for the alcohol permit, not the actual event so she doesn't know if it applies to this. She accepts the amendment.

Councilor Forcum- accepted the friendly amendment.

**Amended Motion:** Councilor Whitney moved we approve the alcohol permit for the Triple Summit Challenge on October 24-25, 2020 providing current COVID restrictions are met. Seconded by Councilor Forcum

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

#### 10.3 Letter of Support

Bryan- this is to help LCOG obtain a grant to hire a part time person to do veterans benefits advisor and connect veterans with organizations with which can help them and that would also help veterans in Oakridge.

Councilor Whitney declared a potential conflict of interest.

**Motion:** Councilor Hollett moved to approve signing the letter of endorsement for the LCOG Veterans Affairs Grant. Councilor Forcum seconded the motion.

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

Due to time constraints it was the consensus of the council to postpone Ordinances, Resolutions and Public comment until the next meeting so they could go into executive session because the executive session has been postponed three times already.

**11. Reports of Boards, Commissions and Committees**

**12. Ordinances, Resolutions and Public Comment- Postponed**

12.1 Resolution 14-2020 Repealing and replacing Res. 15-2013 & 2-012 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

Mayor Holston- wanted to Jason to understand that in instances where they are discussing the disc golf club he will have to abstain from voting.

Jason- he understands that.

**Motion:** Councilor Whitney moved to appoint Jason Nehmer to serve in the vacant Oakridge Parks and Community Services Advisory position for a three- year term. Councilor Kinyon seconded the motion.

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

**14. Public Comment-none**

**Executive Session 9:02 pm**

**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 9:20 PM**

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Signed: \_\_\_\_\_  
Jackie Sims, City Recorder



**Business of the City Council**

City of Oakridge, Oregon

*October 15, 2020*

**Agenda Title: Halloween Street Closure Request**

**Agenda Item No: 10.1**

**Exhibits: (1) Application**

**Proposed Council Action: Motion from the floor to approve.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

**ISSUE:** The Chamber of Commerce is hosting a Halloween event supported by the Oakridge Police Department. The sponsor requests closure of Ash Street between Commercial Street and E. 1<sup>st</sup> Avenue. The event will allow participants to walk, ride or drive through the Halloween decorations. There will be no stopping or congregating to alleviate COVID concerns.

**FISCAL IMPACT:** None.

**Options:** (1) Approve the street closure  
(2) Do not approve the street closure

**RECOMMENDATION:** Staff recommends Option (1)

**RECOMMENDED MOTION:** I move to approve the street closure of Ash Street between Commercial and E 1<sup>st</sup> Streets from 12-8pm on October 31, 2020.



# City of Oakridge

## Property Rental Application

Event: Headwaters Harvest Halloween Extravaganza     Small event <99     Large event >100  
 Name: Bryan Cutchen    Dates requested: October 31, 2020  
 Hours: 12 – 8pm    Open at: 5pm  
 Contact address: City Hall    Contact phone: 541-782-2258


Facility:

- Greenwaters Picnic Shelter
- Greenwaters Community Building
- Greenwaters Amphitheater
- Greenwaters Whole Park
- WAC Classroom
- WAC Gym
- WAC Senior Lounge
- OFD Community Room
- Old Public Works Bldg
- Osprey Park
- Salmon Creek Park
- Diamond View Park
- OIP Overflow Parking

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**Requires Council Approval**

Street closure location: Ash Street between E 1<sup>st</sup> and Commercial  
 Noise permit: N/A  
 Nature of noise:  
 Estimated distance noise will be plainly audible:  
 Is a variance required:  Yes  No  
 Variance subject to event rules (see reverse)  
 Attach a list of all residences/businesses within 500 feet

Applicant signature:   
 Approval signature: \_\_\_\_\_

Date: 10/09/2020  
 Date: \_\_\_\_\_

Properties within 500 ft.

48265 Commercial St.	48317 E. 1st St.
48287 Commercial St.	48323 E. 1st St.
48295 Commercial St.	48335 E. 1st St.
48297 Commercial St.	48349 E. 1st St.
48305 Commercial St.	48353 E. 1st St.
48323 Commercial St.	48365 E. 1st St.
48329 Commercial St.	48354 E. 1st St.
48345 Commercial St.	48352 E. 1st St.
76418 Commercial St.	48328 E. 1st St.
76432 Alder St.	48310 E. 1st St.
76433 Alder St.	48296 E. 1st St.
76418 Beech St.	48298 E. 1st St.
76424 Beech St.	48292 E. 1st St.
76428 Beech St.	76470 Ash St.
76458 Beech St.	76478 Ash St.
76468 Beech St.	
48342 E 2 <sup>nd</sup> St.	
48324 E 2 <sup>nd</sup> St.	
76482 Oak St.	
76478 Oak St.	
76472 Oak St.	
76464 Oak St.	
76471 Oak St.	
48439 Oak St.	
48267 E 1 <sup>st</sup> St.	
48271 E 1 <sup>st</sup> St.	
48309 E. 1st St.	

## Business of the City Council

City of Oakridge, Oregon

*October 15, 2020*

**Agenda Title: Surplus Property**

**Agenda Item No: 10.2**

**Exhibits: Listing of Proposed Property**

**Proposed Council Action:**

**Motion to Approve**

**Agenda Bill Author: Bryan Cutchen**

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**ISSUE:** Exhibit (2) is a listing of the subject properties. The listing includes:

- the Lane County Account Number,
- an address if the lot contains a building and has been assigned an address by the County,
- the number of acres contained in the parcel, the Map and Tax Lot number (by which each spread sheet is sorted),
- descriptive comments developed in my review of the information such as location and/or use.

**FISCAL IMPACT:** Dependent upon the sale of the property.

**OPTIONS:** Approve, modify, or reject the list of potential surplus property.

**RECOMMENDATION:** Staff recommends starting the process to declare the listed properties as surplus.

**RECOMMENDED MOTION:** I move to declare the listed properties as surplus eligible for sale by the city. The sale contract would come before council for approval before being finalized.

map number	tax lot	property Use by designation	Closest Road/monument	description	In/Out of use	zoning	map acres	Shape sqft	Address
21351614	8900	RESIDENTIAL, VACANT	76410 Douglas St	Vacant Residential / Old county shop	Out of use - potential surplus	R1	0.24	10322.86633	76410 Douglas Street
21351714	6402	INDUSTRIAL, COMMERCIAL ZONE, IMPROVED	47899 Hwy 58	Old Public Works Shop	Out of use - potential surplus	C3	1.89	82402.35652	47899 OR-58
21352200	300	INDUSTRIAL, VACANT	Dunning Rd	North of Dunning Rd, vacant	Out of use - potential surplus	I2	2.70	117609.9704	48977 Dunning Road
21351612	3000	RESIDENTIAL, VACANT	48318 High Leah Dr	Forested, steep slope	Out of use - potential surplus	R1	0.34	14579.29691	48318 High Leah Drive
21351611	700	RESIDENTIAL, POTENTIAL DEVELOPMENT, VACANT	Between Westoak & Meadow Way	Forested, Storm Water Open ditch	Out of Use Potential Surplus	R1	0.47	20529.4439	Between Westoak & Meadow Way
21351612	1300	RESIDENTIAL, POTENTIAL DEVELOPMENT, VACANT	Sanford St	Old reservoir site	Out of use, potential surplus	R1	0.57	24989.60106	Sanford Street
21351612	1600	RESIDENTIAL, VACANT	Sanford St	Old reservoir site	Out of use, potential surplus	R1	0.15	6324.361594	Sanford Street
21351612	2600	RESIDENTIAL, VACANT	Sanford St	Forested, steep slope Stormwater open Ditch	Out of use, potential surplus	R1	0.37	16168.94088	Sanford Street
21351612	2700	RESIDENTIAL, VACANT	Sanford St	Forested, steep slope Stormwater open Ditch	Out of use, potential surplus	R1	0.48	21080.52829	Sanford Street

**Business of the City Council**

City of Oakridge, Oregon

*October 15, 2020*

**Agenda Title: WAC Storage Room Rental  
Waiver Request**

**Agenda Item No: 10.3**

**Exhibits: None**

**Proposed Council Action: Motion from the  
floor to approve.**

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

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**ISSUE: Mountain Respite & Mission Rescue Safety Animal Center, Inc. is requesting a waiver of rent for a storage room in the Willamette Activity Center. The company provides free pet food and supplies to Oakridge residents. The initial lease term would be for six months.**

**FISCAL IMPACT: None.**

**Options: (1) Approve the rent waiver  
(2) Do not approve the rent waiver**

**RECOMMENDATION:**

**RECOMMENDED MOTION: I move to approve the rent waiver for Mountain Respite & Mission Rescue Safety Animal Center for an initial term of six months.**

**Business of the City Council**

City of Oakridge, Oregon

*October 15, 2020*

**Agenda Title: Mental Health Clinic**

**Agenda Item No: 10.4**

**Exhibits: Contract Template**

**Proposed Council Action: Motion from the floor to approve.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE:** The staff has been in discussion with the White Bird Clinic in Eugene about providing a free mental health clinic in Oakridge. It is expected the clinic fee would be reimbursed by the Coronavirus Relief Fund but it is not assured until the city submits for reimbursement.

The clinic would consist of a team of 1-2 counselors and a benefits assistance specialist. It would operate from 10 AM to 4 PM at the WAC.

**FISCAL IMPACT:** \$800 - \$1,200 if not reimbursed.

**Options:** (1) Approve scheduling the clinic  
(2) Do not approve the clinic

**RECOMMENDATION:** Staff recommends option (1)

**RECOMMENDED MOTION:** I move to approve the staff to hold a free mental health clinic and submit for Coronavirus Fund reimbursement.



## **White Bird Clinic**

### **Scope of Services Mental Health Support Clinics in City of Oakridge**

White Bird Clinic will provide mental health support clinics for community members in the City of Oakridge struggling with mental health issues due to the COVID-19 pandemic. The clinics will provide services including, but not limited to crisis intervention, referrals to human services, and follow up care when appropriate.

White Bird Clinic will operate the clinic on a drop in basis, on the following dates and times:

**Insert dates/times here**

#### **Confidentiality**

Both parties agree to comply with HIPAA statutes that protect the confidentiality of patient health information. HIPAA mandates that providers share information only with those whom the client agrees, via written consent, may review their personal health information. The only exception is for very specific situations when mandatory reporting is required, such as:

1. In the case of suspected abuse or neglect, White Bird staff will, by the end of the work day, report their concern to Child Protective Services, Adult Protective Services or Senior and Disabled Services and the referring party if they are a member of law enforcement or a licensed mental health professional.
2. Appropriate authorities must be notified if there are health or safety concerns regarding a minor child or vulnerable adult, even if the reporting party provided this information in confidence (such as abuse, neglect, or imminent harm to any person or persons).

#### **City of Oakridge responsibilities**

1. Providing a facility for the clinic that has dedicated private space for meeting with clients and for those waiting for services.
2. Safeguarding the confidentiality of all patient health information referencing individuals served by this program.
3. Maintaining consistent, positive communication with the White Bird Clinic.

#### **White Bird Clinic responsibilities**

1. Providing appropriately trained and credentialed staff to clients, offer crisis intervention services, and give appropriate referrals to additional supportive services.
2. Providing on-going training and clinical supervision to White Bird Clinic providers engaged in the Mental Health Support Clinics.
3. Maintaining consistent, positive communication with the City of Oakridge.
4. Safeguarding the confidentiality of all client data.
5. Notifying the City of Oakridge of any clinician or service change.

#### **Compensation**

The City of Oakridge will pay \$\_\_\_ for each day of clinic operation. White Bird Clinic will invoice monthly for services.



## **Business of the City Council**

City of Oakridge, Oregon

**October 15, 2020**

**Agenda Title: FY 20-21 Schedule of Fees  
Resolution**

**Agenda Item No: 13.1**

**Exhibit: (1) Resolution 21-2020  
(2) Schedule of Fees**

**Proposed Council: Motion from the floor  
and a vote**

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

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**ISSUE: The city fee schedule is out of date and needs revision.**

**FISCAL IMPACT: None**

**OPTIONS: 1) Adopt Resolution 21-2020.**

**2) Do not adopt Resolution 21-2020.**

**RECOMMENDATION: Option 1.**

**RECOMMENDED MOTION:**

**I move we adopt Resolution 21-2020, the City of Oakridge Fee Schedule for Fiscal Year 20-21.**

**RESOLUTION NO. 21-2020**

**A RESOLUTION SETTING FEES FOR  
CITY SERVICES, PERMITS, OR APPLICATIONS**

**WHEREAS**, the City of Oakridge presently charges for a variety of services, permits, and applications, and

**WHEREAS**, such charges are currently each set by separate resolution or authority of the City Council as need arises and consequently are adopted at different times, and

**WHEREAS**, the City Council agrees that administration of the various charges would be greatly simplified if all such charges would be consolidated into one resolution where both city staff and the citizens of the City of Oakridge could determine any of the fees charged by City,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Oakridge, Oregon that the fees set forth in the attached exhibit shall be charged for the appropriate service, permit, and/or application effective with billings on Nov. 15, 2020.

***PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 15<sup>th</sup> day of October, 2020.***

***APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 15<sup>th</sup> day of October, 2020.***

Signed: \_\_\_\_\_  
Kathy Holston, Mayor

Attest: \_\_\_\_\_  
Jackie Sims, Assistant City Recorder

Ayes:  
Nays



**City of Oakridge  
Fee Schedule  
Effective: October 15, 2020**

**Ambulance**

Ambulance Transport Resident)	\$1,800
Plus per mile charge	\$25
Ambulance Transport (Non-Resident)	\$2,070
Plus per mile charge	\$25
Extra Attendant	\$50/hr Resident \$65/hr Non-Resident
Waiting Time	\$60/hr Resident \$75/hr Non-Resident
Sit Up Patients	50% of the base rate
Ambulance Aid Call	50% of the base rate

**Animal Control**

Dog Licenses	1 year \$15.00 3 year \$30.00
Spayed/Neutered & Seniors (55+)/Support Animal	1 year \$ 7.50 3 year \$15.00
Cat Registration	\$5.00
Animal Impound Fees	
First Time	\$30
Second Time	\$60
Third Time	\$90
Animal Adoption Fee	\$80.00 including spay/neuter
Miscellaneous Fees	
Kennel Care (per day)	\$10.00
Euthanasia	\$60.00

**Business Licenses**

\$50.00 per year, \$10.00 per month late fee

Exempt if gross income is under \$5000 per year.

**City Facilities**

Greenwaters Park

Community Building (for business use)	\$60/day
Sheltered Picnic Area	\$20.00/day
Amphitheater (for business use)	\$300.00/day
Entire Park (for business use)	\$500/day

Willamette Activity Center

Rooms, Kitchen	\$25 per day
Gym	\$100 per day
	\$25 cleaning and closing deposit, if required

Oakridge Fire Hall Charges	\$25 per day
	\$25 cleaning and closing deposit, if required

Osprey Park	\$100 per day
Salmon Creek Park	\$100 per day
Diamond View Park	\$100 per day
OIP Overflow Parking	\$200 per day
Old Public Works Bldg	\$200 per day

**Fire Department**

For responses outside the city boundaries and do not involve residents or property owners of the City of Oakridge, City of Westfir or the Hazeldell Rural Fire Protection District.

Response charge	\$250 minimum
Engine or Water Tender	\$150 per hour
Rescue vehicle	\$100 per hour
Medic unit	\$55 per hour
Heavy extrication services	\$50
Responder charge	\$20 per hour, per person

**FireMed**

Basic	\$75.00
With Life Flight (air lift)	\$125.00

## **Library**

Overdue Fines	\$0.15 per day up to replacement cost
Interlibrary Loans (Summer Only)	\$3.00 per item
Copies	\$0.25
Replacement Library Cards	\$0.50
Out of City Library Cards	\$10 per year

## **Liquor License**

Renewal Application	\$25, \$10.00 per month late fee
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## **Photocopies/Faxes**

Copies	\$0.25
Legal	\$0.30
Color	\$1.00
Mailed copies add	\$0.10 per page with \$0.75 minimum
Faxes	\$0.50 per page local call area with \$1.00 minimum \$1.00 per page for long distance with \$2.00 minimum
Electronic copies	\$2.00 each disc and \$0.75 per file
E mail	Same rates as for faxing

If the request for records requires personnel to spend 15 minutes or more searching or reviewing records prior to their release or copying, the minimum fee shall be the fully loaded rate of the staff individual involved, with billing increments set at one quarter hour.

## **Planning Permits**

Conditional Use Permit	\$275
Temporary Use Permit	\$225
Annexation	\$1,500
Variance	\$200
Zone Change	\$400
Plan Amendment	\$1000
Appeal	\$250
PUD Preliminary	\$300

PUD Final Plus \$20 Per Lot	\$200
Site Review	\$200-\$600*
Minor Partition	\$100
Major Subdivision	\$150

\*Staff determination based on complexity of review

**Police Department**

Vehicle Impound Fee	\$100
Vehicle Impound Storage Fee	\$25 (per day)
Finger Prints	\$15
Monthly Enforcement and Abatement Fee	\$1000

**Public Works**

Water Connection (tap) Charge:	
3/4" Meter	\$300 or cost of installation, whichever is greater
1" Meter	\$350 or cost of installation, whichever is greater
1 1/2" Meter	\$500 or cost of installation, whichever is greater
2" Meter & over	\$800 or cost of installation, whichever is greater

Sewer Connection (tap) Charge	
Single Dwelling	\$350
Multiple Dwelling	\$350 + \$50 for each additional unit using same tap point
Other Buildings	\$350 + \$50 for each additional unit using same tap point
Mobile Home Park	\$350 + \$50 for each additional space using same tap point

**Monthly Water Service Charges**  
(Increased every July 1 by the CPI-W)

Residential (base rate includes 1<sup>st</sup> 1,000 gallons used)

<i>Meter Size</i>	<i>Base Rate</i>	<i>Fire Flow</i>	<i>Use Rate</i>
Up to	\$ 39.99	\$1.00	\$3.49/1,000 gal.

Commercial

<i>Meter Size</i>	<i>Base Rate</i>	<i>Fire Flow</i>	<i>Use Rate</i>
¾	\$39.50	\$1.00	\$4.16/1,000 gal.
1"	\$62.35	\$1.00	\$4.16/1,000 gal.
1 ½"	\$127.24	\$1.00	\$4.16/1,000 gal.
2"	\$215.71	\$1.00	\$4.16/1,000 gal.
3"	\$458.63	\$1.00	\$4.16/1,000 gal.
4"	\$837.06	\$1.00	\$4.16/1,000 gal.

Water users outside the City shall pay the rates as calculated above plus 100%.

Monthly Sewer Service Charges  
(Increased every July 1 by the CPI-W)

<i>Type of Dwelling, Unit or Use</i>	<i>Base Rate per Month</i>
Individual detached residential dwelling	\$35.59
Any combination of dwelling units, hotels, rooming houses, apartments, mobile home parks without RV spaces.	\$35.59 per occupied unit
Mobile home parks with RV spaces	\$35.19 for the first 19,000 gal. water plus; \$35.17 for each additional 5,000 gal. of water used.
Any combination of businesses, or businesses and dwellings	\$35.59 per dwelling or business unit plus; \$35.59 per 5,000 gal. of water used after allowing for 5,000 gal. per dwelling and 19,000 gal. per business.
Industrial user with primarily industrial waste	Established by the Council based on an analysis of expected flows and nature of waste.
<b>Water Service Restoration Charge</b>	
Regular hours service call	\$25.00
After hours service call	\$35.00

Processing fee for delinquency first time	\$25.00
Processing fee for delinquency thereafter	\$50.00

**Excavation Permit Fees**

50 cubic yards or less	No fee
51-100 cubic yards	\$15
101-1,000 cubic yards	\$20
10,001-100,000	\$25 for the first 10,000 cubic yards
Each additional 10,000	\$15
100,001-200,000 cubic yards	\$150 for the first 100,000 cubic yards
Each additional 10,000	\$10
200,001 and up	\$200 for the first 200,000 cubic yards
Each additional 10,000	\$5

**Grading Permit Fees**

50 cubic yards or less	\$15
51-100 cubic yards	\$20
101-1,000 cubic yards	\$20 for the first 100 cubic yards
Each additional 100	\$10
1,001-10,000 cubic yards	\$85 for the first 1,000 cubic yards
Each additional 1,000	\$9
10,000-100,000 cubic yards	\$150 for the first 10,000 cubic yards
Each additional 10,000	\$30

Public Improvement Permit (sidewalk, curb & gutter, driveway, and drainage permit)	\$15
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**Social Gambling**

Owner	\$225
Non-owner	\$ 75

**Storm Water Assessment Fee**

\$1.76 per month per account

**Tobacco License**

\$ 35

Revised: October 15, 2020



## **Business of the City Council**

City of Oakridge, Oregon

**October 15, 2020**

**Agenda Title: Council Advisory Committee Resolutions**

**Agenda Item No: 13.2 – 13.4**

**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) Adopt all resolutions.  
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; Resolution 16-2020, repealing and replacing Res. 11-2018, the Oakridge Economic Development Advisory Committee and 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: