

January 7, 2021

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. Oath of Office:**

4.1 Councilor-elect Bjarnson

4.2 Councilor-elect Coker

4.3 Councilor Kinyon

4.4 Councilor-elect Spliethof

**5. Additions, Corrections or Adjustments to the Agenda**

**6. 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.*

**7. Mayor Comments / Announcements / Proclamations**

7.1 State of the City

**8. Council Comments / Announcements**

**9. Consent Agenda**

9.1 Approval of minutes from December 17, 2020

**10. Business from the City Council**

10.1 Election of the City Council President

**11. Business from the City Administrator**

11.1 Events Approval – Old Mill Disc Golf Course

11.2 Approval of FY 2020-2021 Budget Officer and Budget Calendar

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

12.1 Administrative Advisory Committee

12.1.1 Annual Report

12.2 Parks and Community Services Committee

12.2.1 Annual Report

12.2.2 Recommendation for Naming of OIP City Park.

12.3 Public Safety Committee

12.3.1 Annual Report

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

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

14.1 Second Reading of the City of Oakridge Transportation System Plan Ordinance

**15. Public Hearings**

**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.

## 16. Appointments

- 16.1 Planning Commission
- 16.2 Budget Committee
- 16.3 Administrative Advisory Committee

## 17. Public Comment

## 18. 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 the day of the meeting.
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.**

## **Business of the City Council**

City of Oakridge, Oregon

January 7, 2021

**Agenda Title: Oath of Office for New Council Members**

**Agenda Item No: 4.1 – 4.4**

**Exhibit: Individual Oaths**

**Proposed Council Action: New councilor stake oath of office.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE: Newly elected members to city council will be asked to recite the oath of office (exhibits) and offered an opportunity to briefly introduce themselves to the council and the community.**

**FISCAL IMPACT: None.**

**OPTIONS:**

**RECOMMENDATION:**

**RECOMMENDED MOTION:**



City of Oakridge  
Lane County, Oregon

### Oath of Office

I, Melissa Bjarnson, do solemnly swear and affirm that I support the Constitution and laws of the United States and the state of Oregon, and of the charter, ordinances, and rules of procedures for the City of Oakridge, and that I will faithfully and honorably perform the duties of the office for which I am about to assume.



City of Oakridge  
Lane County, Oregon

### Oath of Office

I, Michelle Coker, do solemnly swear and affirm that I support the Constitution and laws of the United States and the state of Oregon, and of the charter, ordinances, and rules of procedures for the City of Oakridge, and that I will faithfully and honorably perform the duties of the office for which I am about to assume.



City of Oakridge  
Lane County, Oregon

### Oath of Office

I, Dawn Kinyon, do solemnly swear and affirm that I support the Constitution and laws of the United States and the state of Oregon, and of the charter, ordinances, and rules of procedures for the City of Oakridge, and that I will faithfully and honorably perform the duties of the office for which I am about to assume.



City of Oakridge  
Lane County, Oregon

### Oath of Office

I, Omar Spliethof, do solemnly swear and affirm that I support the Constitution and laws of the United States and the state of Oregon, and of the charter, ordinances, and rules of procedures for the City of Oakridge, and that I will faithfully and honorably perform the duties of the office for which I am about to assume.







December 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 Bobbie Whitney, John McClelland, Paul Forcum, Dawn Kinyon and Chrissy Hollett

**Staff Present:** City Administrator Bryan Cutchen, Finance Director Eric Kytola, Police Chief Kevin Martin and City Recorder Jackie Sims

## 2. Pledge of Allegiance

## 3. Roll Call – all present

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

Addition- Devonshire Group Agenda bill

## 5. Public Comment

Trudy Hammond- offered her non-profit for grant writing for police animal control issues that the city may need.

Audy Spliethof- asked about the warming center houses. Additionally, you can't see the name on the water tower until you are right beside it.

## 6. Mayor Comments / Announcements / Proclamations

This is the last meeting of 2020 and she wanted to wish everyone a happy new year. There are several ways you can help your community: Lane Electric and the City both collect funds to help people with their utility bills and volunteering in your community.

### 6.1 Outgoing Councilor Recognition

Mayor Holston- recognized Councilors Forcum, McClelland and Kinyon for their service on the city council.

## 7. Council Comments / Announcements

Councilor Kinyon-she noticed the minutes did get updated from the November 19 meeting, but it still does say that the TSP Motion passed, and it says in our council rules that it should be a unanimous vote.

Mayor Holston- she will look into it; she is not prepared to start digging into this right now.

Mayor Holston- the warming center is not a city function, it is a project of the community, and the city stepped in when they lost their insurance and investigated helping insure them. They are following all screening processes for COVID 19. When the temperature gets down to 33 degrees, they open the doors. We decided not to open the warming center at this time, there were concerns with the volunteers because of the risk with COVID 19, and we are going to reevaluate this in January. It would be nice if we had more volunteers that are younger.

## **8. Consent Agenda**

8.1 Approval of minutes from November 5 & 19, 2020

Councilor Kinyon- she doesn't want to pull the November 19 minutes, but her concern is they go against council rules.

Mayor Holston-we can go ahead pass them, but we will look at it and determine if we need to do a secondary reading.

Councilor Kinyon-was ok with that.

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

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

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

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

Bryan- gave an update on the COVID status on the entire staff including volunteers.

The Community Lending works sent out email letter to those who were awarded grants for their small businesses.

Remote learning WiFi is on target to install and be ready to go by the next semester. It will provide community wide Wi-Fi for students.

10.1 OLCC Permit renewal

**Motion:** Councilor Kinyon moved to recommend granting an OLCC Liquor License to Moose Lodge #2191. Councilor Whitney seconded the motion.

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

10.2 Feasibility Study Grant

Bryan-read the issue.

**Motion:** Councilor Whitney moved we fund the requested \$6,250 for the Devonshire Group, LLC to write and submit an application for the 2021 Wood Innovation Grant Cycle. Councilor Forcum seconded the motion.

Councilor Hollett-regarding the presentation we listened to last week about the biomass fuels. Her understanding is the grant is going to be awarded in the Spring, but they are asking us to hold off sales for the entire year. Why wouldn't we hold off until we hear about the grant?

Sarah Altemus-Pope- the in-kind contribution from the city would set aside 10 acres to be made available for the effort and as long as the city does that, they would be meeting the obligation of the grant.

Councilor Hollett- is there any certain area they need to have?

Sarah- no, part of the grant application will be to set aside tens of thousands of dollars for development.

Bryan- we did budget to extend water and sewer down Kokanee in this budget cycle, we haven't started on this.

Councilor Hollett- how could having this biomass company here effect our community? She imagines there will be smokestacks.

Sarah-there won't be full on smokestacks, this is more technical, higher end stuff. What you will hear is more of forklifts sounds and more truck traffic.

Councilor Kinyon-asked for clarification on our in-kind responsibility and the \$125,000 that the city will have to spend.

Sarah- explained what the in-kind contributions are the things the city is bringing to the table like the leased space. The \$125,000 is cash that the grant will provide to invest into the project. This is shared with Prineville and this is for the term of the grant.

Mayor Holston- the \$6,250 will come out of the OIP fund and that is not in the general fund, it is money restricted to the OIP. This is a really wonderful way to find out if this is a viable opportunity for the city at a cost that isn't too exorbitant, and we also get to partner with Prineville.

Sarah- by hiring Devonshire to write the grant application we will own that grant. We will have other grant opportunities if we don't get this grant.

Councilor Whitney- she likes that the biomass material will come from our local forests and it will help clean up our forest floors and help with fire risk.

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

#### 10.3 Finance Director Update

Eric- presented the Finance Director Update.

Loans to Water and Wastewater were paid back this week and the audit presentation will be next week.

Councilor Kinyon- what is the city using the Cares Act Grant money for?

Eric-preventive measures that public works is doing and remote work capability that we are using at City Hall.

Bryan- some of the big-ticket items are: a defibrillator for one of the ambulance units; and \$10,000 grant administrated by the Community Lending Works to give grants to Oakridge small businesses. We will file our last reimbursement request tomorrow and that will include reimbursement for public safety salaries and overtime.

#### 10.4 Economic Development Update

Grace—she is very excited about the biomass utilization and she has been working with the Chamber and RAIN to look at other economic development opportunities.

#### 10.5 Police Update

Chief Martin- presented the police update. All of the staff was able to attend the Chiefs training this year since the conference was on Zoom and it was much less expensive. Some of the officers attended de-escalation training. He hopes we can get some volunteers for the warming center.

#### 10.6 Fire Department Update

Bryan- presented the fire update. It has been very busy and the number of COVID transports has increased.

#### 10.7 Public Works/Community Services Update

Bryan- presented the public works update. They are putting the final touches on the new restroom.

Chief Martin- he and the department thanked Councilor Forcum, his officers appreciated him. He went on more ride-alongs than any other councilor. And he enjoys seeing his smiling face on the school bus.

11. **Reports of Boards, Commissions and Committees**
12. **Items removed from the consent agenda**
13. **Ordinances, Resolutions and Public Comment**
14. **Appointments**
15. **Public comment**

Sarah- wanted to announce that the Greater Oakridge area Fire wise Assessment application was approved, the area around Oakridge is now designated fire wise and we do have some work to maintain that status but this does help us with grants.

16. **Adjourn 8:03 PM**

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

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

## **Business of the City Council**

City of Oakridge, Oregon

January 7, 2021

**Agenda Title: Election of Council President**

**Agenda Item No: 10.1**

**Proposed Council Action: Nominate and elect the Council President for the 2021-2023 City Council.**

**Exhibit: None**

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

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**ISSUE: From the City of Oakridge Charter, Section 17: President of the Council. At its first meeting after this charter take's effect and thereafter at its first meeting of each odd-numbered year, the council shall elect a president from its membership as provided in its rules. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of the mayor's office, the president shall act as mayor.**

**FISCAL IMPACT: None.**

**OPTIONS:**

**RECOMMENDATION:**

**RECOMMENDED MOTION: I nominate \_\_\_\_\_ to serve as Council President from January 7, 2021 to January 3, 2023.**

**Business of the City Council**

City of Oakridge, Oregon

*December 3, 2020*

**Agenda Title: Oakridge Disc Golf Course  
Event Request**

**Agenda Item No: 11.1**

**Exhibits: (1) Event Requests  
(2) COVID Guidance**

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

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

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**ISSUE:** The Oakridge Disc Golf Club would like to host two tournaments in January at the OIP Park. They are requesting a fee waiver and alcohol permit. Since the alcohol will be brought in individually and offered at no charge at the reception following, no OLCC permit is required. The club is also requesting overflow parking at Lot 7 of the OIP. The club will observe all OHA COVID limitations.

**FISCAL IMPACT: \$1,000 of forfeited revenue in park rental fees if the waiver is approved.**

**OPTIONS: (1) Approve the rental application as written.  
(2) Approve the application with limitations.  
(3) Deny the application.**

**RECOMMENDED MOTION: I move to approve the Oakridge Disc Golf Club property rental applications for January 16 & 24, 2021 (with the following modifications: \_\_\_\_\_)**



# City of Oakridge

## Property Rental Application

Event: Veterans for Vets Disc Golf Tournament  Small event <99  Large event >100  
 Name: Oakridge Disc Golf Club Date(s) requested: JANUARY 16, 2021  
 Hours: 8AM - 4PM Open at: 8AM  
 Contact address: 47849 W 2nd St. Oakridge, OR Contact phone: (541)270-4215

Facility: Rent:

- Greenwaters Picnic Shelter \$20
- Greenwaters Community Building \$60
- Greenwaters Amphitheater \$300
- Greenwaters Whole Park \$500
- WAC Classroom \$25
- WAC Gym \$100
- WAC Senior Lounge \$25
- OFD Community Room \$25
- Old Public Works Bldg \$200
- Osprey Park \$100
- Salmon Creek Park \$100
- Diamond View Park \$100
- OIP Park Cold Mill Disc Golf Course \$300
- OIP Overflow Parking \$200

} Request for fees to be waived

Total Fees: \_\_\_\_\_

### Requires Council Approval

Street closure location: None  
 Alcohol permit:  Yes  No  
 Noise permit: N/A  
 Nature of noise: Ringing of chains  
 Estimated distance noise will be plainly audible: 300ft.  
 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: None J. D. Weber  
 Approval signature: \_\_\_\_\_

Date: 12/17/2020  
 Date: \_\_\_\_\_

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____



# City of Oakridge

## Property Rental Application

Event: Old Mill Webfoot series <sup>Disc Golf Tournament</sup>  Small event <99  Large event >100  
 Name: Jason Nehmer Date(s) requested: January 24<sup>th</sup>  
 Hours: 8 AM - 4 PM Open at: 8 AM  
 Contact address: 47849 W 2<sup>nd</sup> St, Oakridge, OR Contact phone: 541 270 4215

Facility:	Rent:
<input type="checkbox"/> Greenwaters Picnic Shelter	\$20
<input type="checkbox"/> Greenwaters Community Building	\$60
<input type="checkbox"/> Greenwaters Amphitheater	\$300
<input type="checkbox"/> Greenwaters Whole Park	\$500
<input type="checkbox"/> WAC Classroom	\$25
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> WAC Senior Lounge	\$25
<input type="checkbox"/> OFD Community Room	\$25
<input type="checkbox"/> Old Public Works Bldg	\$200
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input checked="" type="checkbox"/> OIP Overflow Parking	\$200
<input checked="" type="checkbox"/> Old Mill Disc Golf Course	\$300

Total Fees: Request waiver

### Requires Council Approval

Street closure location: None  
 Alcohol permit:  Yes  No  
 Noise permit: N/A  
 Nature of noise: Ringing of basket chains and a bit a hooting and hollering  
 Estimated distance noise will be plainly audible: 500ft.  
 Is a variance required:  Yes  No  
 Variance subject to event rules (see reverse)  
 Attach a list of all residences/businesses within 500 feet: Corner of Roaring Rapids and Coho Lane  
 Applicant signature: J. Nehmer Date: 12/23/2020  
 Approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____



### ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event, including clean up, must concluded by 10:00 pm or at the time approved by City Council on the application to be compliant with City ordinance.
4. The noise levels at your event cannot consistently exceed 80 decibels at the distance of 500 feet from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City ordinance.
6. Events must comply with all city ordinances; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
7. All fees must be paid prior to event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

### Groups Over 100

In addition to the above rules, the following apply to all groups over 100 people. You must attach appropriate documentation (items 8-12) at the time of application in order for it to be approved.

8. Provide a list of all businesses and residents that are located within 500 feet of the event. This must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days prior to the event. The information must include contact number for further information or complaints.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained end easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plans prior to submitting. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expense incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above conditions and any other stipulations the City may deem necessary.

Signature:  Date: 12/17/2020

Failure to abide by the above conditions may result in sanctions including, but not limited to refusal to rent facilities, fees being due at time of reservation and inability to secure an alcohol permit.

Sanctions may be appealed to the City Council.



Activities	Lower Risk	Moderate Risk	High Risk	Extreme Risk
<b>Social and At-Home Gathering Size — Indoor</b>	Max 10, recommended limit 4 households	Max 8, recommended limit 2 households	Max 6, recommended limit 2 households	Max 6, recommended limit 2 households
<b>Social and At-Home Gathering Size — Outdoor</b>	Max 12	Max 10	Max 8	Max 6, recommended limit 2 households
<b>Eating and Drinking Establishments</b>	Indoor Dining available at 50% capacity, 12:00a Close, Outdoor Dining 300 cap, max 8 per table.	Indoor Dining available at 50% capacity or a max 100 (whichever is smaller), max 6 per table. 11:00p Close, Outdoor Dining 150 cap, max 8 per table	Indoor dining available, not to exceed 25% capacity, max 50 capacity, 11:00p Close Outdoor Dining Available, max capacity 75, max 6 per table, limit 2 households	Takeout highly recommended. Outdoor dining, max 50 capacity, 11:00p Close, max 6 per table, limit 2 households
<b>Indoor Recreation and Fitness Establishments (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor collegiate sports, indoor personal training, indoor dance)</b>	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
<b>Indoor Entertainment Establishments (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor entertainment activities of any kind, indoor event spaces)</b>	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
<b>Retail Stores (includes Farmers' Markets, Grocery Stores, Convenience Stores and Pharmacies)</b>	Max 75% of capacity, encourage curbside pick-up	Max 75% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up
<b>Indoor and Outdoor Shopping Centers/Malls</b>	Max 75% of capacity, encourage curbside pick-up	Max 75% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up
<b>Faith Institutions, Funeral Homes, Mortuaries, Cemeteries</b>	Indoor max 75% capacity 300 outdoor	Indoor max 50% capacity or 150 total (whichever is smaller), 250 outdoor	Indoor max 25% capacity or 150 total (whichever is smaller), 200 outdoor	Indoor max 25% capacity or 100 total (whichever is smaller), 150 outdoor
<b>Offices</b>	Limited office work available	Recommend remote work if able	Recommend remote work if able	Require remote work if able, close offices to the public
<b>Outdoor Recreation and Fitness Establishments (includes outdoor gyms, outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor collegiate sports, outdoor personal training, outdoor dance)</b>	Max 300	Max 150	Max 75	Max 50
<b>Outdoor Entertainment Establishments (includes Zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert halls, outdoor entertainment activities of any kind)</b>	Max 300	Max 150	Max 75	Max 50
<b>Personal Services</b>	Allowed	Allowed	Allowed	Allowed
<b>Long-Term Care</b>	Visitation allowed	Visitation allowed	Visitation allowed	Outside visitation only

- All activities are subject to more detailed, sector-specific guidance.
- Subject to more detailed sector-specific guidance, all activities assume mask usage, minimum physical distancing, provisions for hand hygiene and enhanced cleaning protocols.
- Congregate homeless sheltering, Youth Programs, Childcare, K12 Schools, Higher Education, Drive In Operations and current Division 1 and Professional Athletics exemptions operate under sector specific guidance for all risk levels.

**Document accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille Contact the Health Information Center at 1-971-673-2411, 711 TTY or [COVID19.LanguageAccess@dhsosha.state.or.us](mailto:COVID19.LanguageAccess@dhsosha.state.or.us)



City of Oakridge COVID Agreement

I have read the Oregon Health Authority Statewide Sector Risk Categories concerning activity limitations and will comply with all procedures listed therein.

Jason D Nehmer

Responsible party printed name

J. D. Nehmer  
Signature

12/31/2020

Date

Attachment:  
OHA Guidance 3461

**Business of the City Council**

City of Oakridge, Oregon

*January 7, 2021*

**Agenda Title: Budget Officer Appointment**

**Agenda Item No: 11.2**

**Proposed Council Action: A motion from the floor to appoint the FY22 Budget Officer.**

**Exhibits: FY 21-22 Budget Calendar**

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

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**ISSUE:** The City of Oakridge Charter, chapter V, section 21 requires the city administrator prepare and transmit to council an annual city budget. ORS 294.331 requires the governing body of each municipal corporation to appoint a budget officer. It is the administrator's request to appoint the city finance director to the position of budget officer.

**FISCAL IMPACT:** None

**RECOMMENDED MOTION:** I move that we appoint Mr. Eric Kytola to serve as the FY 21-22 budget officer.

## Budget Calendar (Fiscal Year 2020-21)

<b>Event</b>	<b>Attendees</b>	<b>Planned Date(s)</b>	<b>Latest Date</b>
Budget Committee Training Session	FD, Budget Committee	Jan 12	<b>Mar 12</b>
Estimate current year-end revenue and controls	CA, FD	Jan 22	<b>Jan 29</b>
Department budgets and capital investment lists prepared and reviewed to line-item detail	CA, FD, DH	Feb 1-26	<b>Mar 5</b>
Update year-end revenue and controls	CA, FD	Mar 5	<b>Mar 12</b>
Department budget narratives submitted	DH	Mar 12	<b>Mar 19</b>
First budget committee meeting	CA, FD, DH, Budget Committee	Mar 30	<b>N/A</b>
Additional budget committee meetings (ORS 294.428)	CA, FD, DH, Budget Committee	Apr 7, Apr 29, May 5, May 12, Public Hearing	<b>N/A</b>
Budget committee approves budget (ORS 294.428)	CA, FD, DH, Budget Committee	May 25	<b>N/A</b>
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448)		5 to 30days before meeting 10 days on website	
City Council Public Hearing; adopts budget; levies taxes (ORS 294.456)	City Council, CA, FD, DH	June 3	<b>N/A</b>
Adopted budget goes into effect		July 1	
Adopted budget submitted to County Assessor and Department of Revenue (ORS 294.458)	City	July	

**Date:** December 7, 2020 email submission to City Administrator

**Name:** Administration Committee Annual Report

**Members this past year:**

Bryan Cutchen, City Administrator

Trisha Maxfield, City Councilor, resigned in June from this committee

Dawn Kinyon, City Councilor, appointed in November 2020

Amy Kelly, Chair, Citizen Member, term ends 12/31/2020

Trudy Hammond, Citizen Member, term ends 12/31/2021

Loren Hogue (deceased), Citizen Member, term ends 12/31/2020 Dawn Kinyon, Citizen member, removed due to policy May 2020

**Committee Goals & Objectives:**

Formulating recommended resolutions, ordinances, and rules for the governance of the city for council approval.

**Committee Projects for 2020:**

- Project: update resolutions for all city committees and submit to council for approval. This project began back in the fall of 2019 and took until summer 2020 to revise and prepare. Admin Committee invited members from all other committees to a work session to include their thoughts into the project.
- Updated forms on city website - fillable

**Committee Projects for 2021:**

- Charter Review
  - First step - research
  - Second Step - devise the outline
  - Then work on the recommendation

**Challenges with membership retention:**

- Early vacancy due to unfortunate circumstances, leaving the Administrative Committee without a quorum.
- Solicited committee memberships with one removing interest to apply. Used social media to encourage recruitment.
- One member came close to withdrawing due to conflict among members of committee (names withheld).

# Parks and Community Services Committee

Councilor Bobbie Whitney - term ends 2023

Vacant - term ends 2021

Kevin Gobelman - term ends 2021

Lynda Kammerer - term ends 2022

Charles Nichols - term ends 2022

James Cleavenger - term ends 2021

Jason Nehmer - term ends 2023

## 2020 Activities and Accomplishments

There was a lot of discussion about the IMBA grant and how to get ODOT management to approve the plan so we could go forward. The committee kept the issue front and center and progress was finally made toward getting the plan and money approved. The restroom has been essentially completed at Diamond View Park. The pavilion is still in process of determining a supplier.

Recommendation to council was made to approve the NPS plan for the Old Mill Park.

An MOU was presented to council defining roles and responsibilities between the city and the Oakridge Disc Golf Club.

Plan was agreed on to install the available disc golf baskets at Osprey Park, and this activity was completed early in the year with volunteers and some support from Public Works.

## 2021 Goals and Objectives

Charlie Nichols suggested looking at Phase 1 from the NPS Old Mill Park Plan. These next steps are copied from page 20 of the NPS plan emailed to the committee by Victoria Slaughter on 1-10-20. Maybe there is a phase 1 listed elsewhere, but 'next steps' are perhaps a similar idea.

Suggested next steps for Oakridge's Mill Park include:

- City Council adoption of this park plan – complete
- Rezoning from Industrial Use to Parks and Open Spaces - complete
- Develop cost estimates for the first phase of development - RTP grant application written by Jason Nehmer and U of O students via the Grant committee spearheaded by Sarah Altemus Pope and the Chamber. An obstacle was discovered a few days prior to

the submission deadline, which was a full engineering evaluation and plan to address findings by a structural engineer for the RR trestle crossing Salmon Creek.

- Selection of initial park elements to construct (first phase) Disc Golf Course, Rail Trail connection between Uptown and the OIP.
- Develop appropriate partnerships to implement and maintain the first phase of park amenities Oakridge Disc Golf Club, Jason Nehmer, RTMP support, GOATS-UP grant for Beech ST connection
- Submit grant proposals to secure funding for implementation of the first phase of park development - UP grant for Beech ST connection was submitted and awarded to GOATS, RTP grant application was 95% completed but hit a snag and will be filed for the next funding cycle. Private donations were secured by the Disc Golf Club, volunteer hours and city staff provided the labor to implement the Disc Golf Course design provided by Jason Nehmer.



**Date:** December 7, 2020 submission date to City Administrator

**Name:** Oakridge Public Safety Committee Annual Report

**Members this past year:**

Paul Forcum, City Councilor and Chairperson, term ends Dec 2020

Larry Sweet, Citizen Member, term ends Dec 2022

Trudy Hammond, Citizen Member, term ends Dec 2022

Cameron Anderson, Citizen Member, term ends Dec 2021

Don Crist, Citizen Member, term ends Dec 2020

David Crist, Citizen Member, term ends 2021

Non-voting member: Chief of Police, Fire Chief or designee, Hazeldell Rural Fire Protection District designated by the board, the City of Westfir designated by the Board and a representative from the Oakridge School District as designated by the Superintendent

**Committee Goals & Objectives:**

- To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts and sustain safe, healthy and livable neighborhoods.
- To advise the City Council on educating the community about public safety and health issues, concerns and programs.
- To review and recommend public safety and health policies and plans.
- To facilitate Oakridge community involvement in public safety and health and increase citizen awareness of both.
- Since March 12, 2020 only one meeting resumed with a discussion only and no business conducted
- November 12, 2020: Discussion only. Member pursued on their own information about civil defense sirens. Discovered the City of Florence has four sirens, testing is once a month using a chime as an indicator of a test only.

**Committee Projects for 2020:**

- Multiple cancellations of meetings due to COVID and one meeting without quorum significantly impacted the work accomplished.
- Began the initial steps to set up the neighborhood watch program.
- Worked with staff on defining the requirement for speed advisory sign(s).

**Committee Projects for 2021:**

- Undetermined due to multiple cancellations of meetings due to COVID and one meeting unable to gain a quorum.

**Challenges with membership retention:**

- Attendance and conducting meetings during the COVID pandemic.

## Business of the City Council

City of Oakridge, Oregon

*January 7, 2020*

**Agenda Title: Transportation Systems  
Plan Ordinance**

**Agenda Item No: 14.1**

**Exhibits: (1) City of Oakridge TSP Vol. I  
(2) City of Oakridge TSP Vol. II**

**Proposed Council Action: A motion from  
the floor to adopt Ordinance 936.**

**Agenda Bill Author: Bryan Cutchen**

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**ISSUE:** The motion to adopt Ordinance 936 was not unanimous so the ordinance must be read a second time either in its entirety or by title to be adopted.

Exhibit I & II may be found here: [City of Oakridge Transportation Systems Plan](#)

**FISCAL IMPACT:** None.

**OPTIONS:** 1) Fully and distinctly read the ordinance and adopt.  
2) Read ordinance by title only and adopt.  
3) Do not adopt the ordinance.

**RECOMMENDATION:** The staff recommends option 2.

**RECOMMENDED MOTION:**

1. First determine if any councilor object to reading the ordinance by title only.
2. Next, read the ordinance either by title or in full.
3. Then, make the motion:

**I move to adopt Ordinance 936, the City of Oakridge Transportation Systems Plan.**

# CITY OF OAKRIDGE

## ORDINANCE NO. 936

### AN ORDINANCE TO REPEAL ORDINANCE 840 AND ADOPTING THE OAKRIDGE TRANSPORTATION SYSTEM PLAN, AMENDING THE OAKRIDGE COMPREHENSIVE PLAN ORDINANCE NO. 550

WHEREAS, the State of Oregon's Transportation Planning Rule requires cities and counties to write and implement Transportation System Plans, and administrative rules have been adopted to set out the requirements of the Transportation Planning Rule; and

WHEREAS, the City of Oakridge has properly notified the Department of Land Conservation and Development of the final hearing considering adoption of the draft Oakridge Transportation System Plan (TSP) and recommended amendments to the Oakridge Comprehensive Plan, in compliance with ORS 197.610; and

WHEREAS, on June 16, 2020, the Oakridge Planning Commission conducted a properly advertised public hearing on the draft TSP and recommended amendments to the Oakridge Comprehensive Plan; and

WHEREAS, on July 16, 2000, the Oakridge City Council conducted a properly advertised public hearing on the draft TSP and recommended amendments to the Oakridge Comprehensive Plan; and

WHEREAS, based on staff reports, the recommendations of the TSP Citizen Advisory Committee, and the testimony at said public hearing, the City Council has ensured the development of this TSP was guided by the ODOT Transportation System Plan Guidelines, Oregon Revised Statute (ORS) 197.712 and the Department of Land Conservation and Development (DLCD) administrative rule known as the Transportation Planning Rule (TPR, OAR 660-012-0015); and

WHEREAS, based on the facts presented in the public hearings and set forth in the findings of fact, the Oakridge City Council hereby accepts the recommended amendments to be made to the Oakridge Comprehensive Plan to continue its compliance with state law and the statewide planning goals,

NOW, THEREFORE, the City of Oakridge ordains as follows:

Section 1. The findings as set forth in Exhibit I are hereby adopted as a basis for this land use ordinance.

Section 2. Oakridge's TSP, attached hereto as Exhibit I and II are hereby incorporated into this ordinance by reference, will be used to guide transportation planning in Oakridge.

Section 3. Ordinance No. 550, the Oakridge Comprehensive Plan, is hereby amended to replace existing transportation goals (Comprehensive Plan, Section III) with TSP Goals (Exhibit I).

Section 4. Ordinance No. 550, the Oakridge Comprehensive Plan, is hereby amended as set forth in Exhibit I, to replace Section V(A) entitled Transportation, with the following sections of the Oakridge TSP: Chapter Two, (Goals and Policies), Chapter Three (Roadway Plan), Chapter 4 (Safety Plan), Chapter 5 (Pedestrian and Bicycle Plan), Chapter 6 (Transit Plan), Chapter 7 (Rail, Air, Bridge, Marine and Pipeline Plan) and supporting Figures and Tables.

Section 5. The Oakridge Comprehensive Plan is hereby amended to modify goals and policies found in the Oakridge Comprehensive Plan as necessary to maintain consistency between the Oakridge Comprehensive Plan and the TSP.

Section 6. Severability. The provisions of this Ordinance are severable. If any section, sentence, clause, or phrase of this Ordinance is adjudged by any court of competent jurisdiction or by the Land Conservation and Development Commission to be invalid, the declaration shall not affect the validity of the remaining portions of the ordinance.

Adopted by the City Council this \_\_\_ day of \_\_\_\_\_ 2021,

CITY OF OAKRIDGE:

ATTESTED:

\_\_\_\_\_  
Kathy Holston, Mayor

\_\_\_\_\_  
Jackie Sims, City Recorder

Ayes:

Nays:

**Business of the City Council**

City of Oakridge, Oregon

*January 7, 2021*

**Agenda Title: Consider appointment of citizens to Planning Commission vacancies.**

**Agenda Item No: 16.1**

**Exhibits: Submitted Applications**

**Proposed Council Action: A motion from the floor to appoint applicant(s) into the vacant positions.**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

**ISSUE:** The Oakridge Planning Commission is seated with seven citizens. Currently five seats are filled. Two commissioners have terms which expired, giving a total of four vacancies. Three of these vacancies have a four-year term and one vacancy a two-year term. The city council has three applications to review.

**FISCAL IMPACT:** None

**OPTIONS:** 1. Appoint applicant(s) to fill the vacant seats.  
2. Do not appoint applicant(s) to fill the vacant seats.

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

**RECOMMENDED MOTION:** I move that we appoint \_\_\_\_\_ to serve as an Oakridge Planning Commissioner for a \_\_\_\_-year term.

**Applicants:**

George Custer (sitting commissioner) – desire four-year term  
Rick Wiemholt (sitting commissioner) – desires four-year term  
Dan Barclay – desires four-year term



**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: **Planning Commission**

Name: **George W. Custer**

Address: **48175 Mcfarland Rd., Oakridge, OR 97463**

Is your residence in the City of Oakridge: YES  NO

Telephone where you can be reached: **[REDACTED]**

Employer/Occupation: **Retired**

E-mail Address: **georgecuster191@msn.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. Oakridge Planning Commission 10 years (approx.); Economic Development Committee 10 years (approx.); Leadership training; Ford Foundation graduate; Masters degree in Business; Many years as a business owner; Numerous ad-hoc**

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): **George W. Custer**

Participant Signature: 

Date: **11/26/2020**

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.**

Planning Commissions play a very important role in developing and shaping the future livability of its city. Continuity of the commission plays a huge part in seeing that the desires of the City Council and work of the Commission move forward to attain specific and general long term goals.

Though I live outside the city limits, Oakridge is my community and I am seriously dedicated to helping Oakridge in any capacity. As a current Planning Commissioner, I have been tasked with developing several issues of interest to City's future. Reviewing existing codes for content and updating and writing new codes for approval by the Council.

Planning Commissioners must consider the health, welfare, livability, and enjoyment of its citizens in their decisions while also adhering to the City's Strategic Plan and existing ordinances.

**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 checked="" 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 type="checkbox"/>
Public Safety Committee	<input type="checkbox"/>	Economic Development Advisory Committee	<input checked="" type="checkbox"/>	Rural Tourism & Marketing Committee	<input type="checkbox"/>

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

## Potential Planning Commission Member Questions:

1) What do you see as the future of Oakridge?

a

A city that attends to the safety, health, welfare, and enjoyment of it's citizens.

2) How do you think the City Council views the future of the city, and are your views compatible with those of the Council?

I have no idea what the Council's views are. The city's Comprehensive Plan and Strategic Plans are the Commission's guiding documents.

3) As a Planning Commissioner, how might you advance the goals of the City Council?

To plan for the health, safety, welfare, and enjoyment of the citizenry. Councils come and go, hence, the Strategic Plan,

4) Since the City is preparing for large projects, such as the Highway 58 Refinement Plan, dedication of time and effort is required. Discuss your availability for these types of projects.

I have been supporting the City's efforts since arriving in 2007. I will always make time to perform volunteer work.

5) As a general rule, when do you feel variances and conditional uses should be granted?

Each variance and conditional use permit must be taken on its own and must follow the requirements set forth in Ordinance 809.

6) How do you feel the City staff should assist the Planning Commission in their efforts, and how important is the staff report?

The staff report is everything. The City staff can only do so much as Oakridge is very short handed.

R/S,  
*George Custer*





**City of Oakridge form for Individual Volunteer Activity**

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

Committee or type of volunteer work you are interested in:

Name:

Address:

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached:

Employer/Occupation:

E-mail Address:

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

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

Date of Birth:

Place of Birth:

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):

Participant Signature:

Date:

**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.**

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

**Planning  
Commission**

**Budget Committee**

**Audit Committee**

**Administration  
Advisory Committee**

**Library Board**

**Public Parks & Community  
Services**

**Public Safety  
Committee**

**Economic Development  
Advisory Committee**

**Rural Tourism & Marketing  
Committee**

## Potential Planning Commission Member Questions:

- 1) What do you see as the future of Oakridge?

A city ready to grow in a way that supports the communities vision for the future where that growth provides job opportunities for all citizens, revenue for the city and adds to the ambiance citizens look for.

- 2) How do you think the City Council views the future of the city, and are your views compatible with those of the Council?

With a new council coming on in January, it is hard to project, but I would hope they are looking for the same as I mentioned in #1.

- 3) As a Planning Commissioner, how might you advance the goals of the City Council?

Work with all councilors to get an understanding of their views on city growth, explain my goals to them as a commissioner, and help them and the citizens of the city meet all those goals.

- 4) Since the City is preparing for large projects, such as the Highway 58 Refinement Plan, dedication of time and effort is required. Discuss your availability for these types of projects.

I was a member of the TSP team during all meetings held on this project, I have been a commissioner for the past to 2 years, and as a retired engineer, I have the time to dedicate to working on all projects with the city.

- 5) As a general rule, when do you feel variances and conditional uses should be granted?

Variances should only be used when there is no detrimental circumstances to nearby residences and businesses. Conditional use permits should have a timeline for either revising an ordinance if required, or to give the requestor time to finish their project... extensions should be seldom used...

- 6) How do you feel the City staff should assist the Planning Commission in their efforts, and how important is the staff report?

City staff, commissioners and councilors should all work hand in hand to provide the citizens of Oakridge with good works that are in the best interest of the city.



**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: **Planning Commission**

Name: **Daniel K. Barclay**

Address: **47487 HWY 58 Oakridge, OR 97463**

Is your residence in the City of Oakridge: YES  NO

Telephone where you can be reached: **[REDACTED]**

Employer/Occupation: **Self Employed/Retired Military**

E-mail Address: **cascademotel@hotmail.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:

**25yrs military with first hand experience with multi-million dollar construction projects Senior Enlisted member during Base Realignment and Closure (BRAC), and daily intelligence briefings to fleet and National consumers. Two years of Council duties**

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

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

Participant Name (Printed): **Daniel K. Barclay**

Participant Signature: **[Handwritten Signature]**

Date: **11/23/20**

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

## Potential Planning Commission Member Questions:

- 1) What do you see as the future of Oakridge?

While predictive, my vision for Oakridge would be increased Public Safety, economic growth through the fostering of an environment conducive to attracting small/medium business (and the employment opportunities they provide), capital improvement subject to fiscal limitations, improved communication between Public Officials and private citizens, and an overall improvement in the habitability for all Oakridge citizens.

- 2) How do you think the City Council views the future of the city, and are your views compatible with those of the Council?

To some extent, City Council views are subject to the philosophy and character of each specific Council, which can be changeable with each Council. Of the seven Council members that will be seated or retain their seats on January 7, 2021, I've shared a long standing personal and/or professional relationship with five of seven Council members. I've had occasional differences with two of the five, but I have no expectation that 100% agreement would be the case, but also have no reason to think that the level of personal and/or professional respect between five Council members and myself that has remained unchanged for nine years in three cases and 4-5 years for another, would deteriorate to anything less than mutual respect and support.

- 3) As a Planning Commissioner, how might you advance the goals of the City Council?

Whether Planning Commission, Council, or any officially sanctioned Committee, I'd imagine that the common denominator for goals is to create a positive benefit to the City as a whole. Perfectly normal that seven elected officers or individual Planning Commission or Committee members would have differences based on personal experience, but those differences can be discussed respectfully among members and decisions made should be supported. Recommendations or decisions are a majority voice, not individual preference after all.

- 4) Since the City is preparing for large projects, such as the Highway 58 Refinement Plan, dedication of time and effort is required. Discuss your availability for these types of projects.

The 2006 Highway Refinement Plan, the Water System Project, and the 2020 TSP are all examples of major capital improvement and expense. Nothing is more crucial to the success or failure of those types of projects than a realistic, comprehensive, and accurate plan that requires time and effort. As a self-employed business owner, my availability as a Planning Commission member would merely require adjustment to my normal work routine to accommodate Planning Commission requirements and I accept that.

- 5) As a general rule, when do you feel variances and conditional uses should be granted?

Variances allow flexibility to a "one size fits all" application of regulations in my opinion, but serve a positive function when used correctly. That said, requests for variances should be decided on a case by case basis; decisions should be consistent with previous requests of a similar nature to avoid actual or perceived bias; and approval based on a reasonable expectation that approving the request will produce a positive benefit to the community.

- 6) How do you feel the City staff should assist the Planning Commission in their efforts, and how important is the staff report?

Staff reports, and those that provide them are a vital first step in framing discussions that lead to official Planning Commission recommendations or decisions made by the Planning Commission or Council. Complete reliance on those reports could be problematic, as Commissioners or Council members are not exempt from their own due diligence. Commission/Council members remain responsible for reviewing, verifying, and validating the content of staff reports prior to making recommendations or decisions. Whether performing the duties required of my business, prior military service, or even as a former Council member during a difficult chapter of Oakridge history, I've always held myself to a high standard of attention to detail. Attention to detail has never been, nor will likely ever be a quality that I would take lightly.

## **Business of the City Council**

City of Oakridge, Oregon

*January 7, 2021*

**Agenda Title: Consider re-appointment of a member to the Budget Committee.**

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

**Agenda Item No: 16.2**

**Exhibits: Submitted Application**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE: The Oakridge Budget Committee is seated with up to seven citizens. Currently three seats are filled. The city council has one application to review.**

**FISCAL IMPACT: None**

**OPTIONS: 1. Re-appoint applicant.  
2. Do not re-appoint applicant.**

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

**RECOMMENDED MOTION: I move that we appoint Mr. Rick Wiemholt to serve on the Oakridge Budget Committee.**

**Applicant:**

**Rick Wiemholt**



PGWD  
12/29/2020  
RWC

CITY OF OAKRIDGE FORM FOR INDIVIDUAL VOLUNTEER ACTIVITY

Committee or type of volunteer work you are signing up for:

BUDGET COMM

Your name: RICHARD WIEMHOLT Date: 12/29/20

Address: 47699 W 2<sup>ND</sup> ST

Is your residence in the City of Oakridge?  YES  NO

Telephone where you can be reached: [REDACTED]

Employer/Occupation: RETIRED

Work telephone: [REDACTED]

E-mail address: RICK.WIEMHOLT@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? 2 YRS ON BUDGET COMM.

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) RICHARD R WIEMHOLT

Participant signature R



**Business of the City Council**

City of Oakridge, Oregon

*January 7, 2021*

**Agenda Title: Consider re-appointment of a member to the Administrative Advisory Committee.**

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

**Agenda Item No: 16.3**

**Exhibits: Submitted Application**

**Agenda Bill Author: Bryan Cutchen**

**City Administrator: Bryan Cutchen**

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**ISSUE: The Oakridge Administrative Advisory Committee is seated with six citizens. Currently two seats are filled. The city council has one application to review.**

**FISCAL IMPACT: None**

**OPTIONS: 1. Re-appoint applicant.  
2. Do not re-appoint applicant.**

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

**RECOMMENDED MOTION: I move that we appoint Ms. Amy Kelley to serve on the Oakridge Administrative Advisory Committee.**

**Applicant:**

**Amy Kelley**



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: Administration

Name: Amy M Kelley

Address: 48263 Y Dr, Oakridge, OR 97463

Is your residence in the City of Oakridge: YES  NO

Telephone where you can be reached: [REDACTED]

Employer/Occupation: Self-Employed

E-mail Address: orcuntrygirl@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:

Please see attached resume

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

Date of Birth: Place of Birth:

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): Amy M Kelley

Participant Signature: *Amy Kelley* Digitally Signed

Date: 12/30/2020

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.

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

**AMY M. KELLEY**  
**48263 Y Drive**  
**Oakridge, OR 97463**  
[REDACTED]  
**orcentrygirl@gmail.com**

To Whom It May Concern:

I would like to take this opportunity to introduce myself to you. I have over 30 years of Multi tasked experience as an Accounting Manager, Accounting Supervisor, General Office Manager, Administrative Assistant, Customer Service, and multiple other qualifications.

I graduated from Portland Community College on June 15, 2018 with an Associate of Applied Science degree in Administrative Office Professional, On June 16, 2019 I finished my Associate of Applied Science degree in Accounting.

I am a hardworking, dependable, loyal, and energetic organized employee

I would like to thank you for taking my resume under consideration.

Sincerely,

Amy M. Kelley



