

March 4, 2021

7:00 pm City Council Meeting

Audio/Video Teleconference

Willamette Activity Center Room 8

47674 School Street

Oakridge OR, 97463



REGULAR / WORK SESSION

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

1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

****Begin Work Session****

Code Assistance Program Overview

****End Work Session****

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 / Proclamation

7. Council Comments / Announcements

8. Consent Agenda

8.1 Approval of minutes from 2/18/2021

9. Business from the City Council

9.1 Approval of Fishing Tackle Recycling Station(s) Installation

10. Business from the City Administrator

10.1 Greenwaters Cross Country Meet Approval

10.2 Oakridge Air Update

11. Reports of Boards, Commissions and Committees

11.1 Administrative Advisory Committee

11.2 Parks and Community Services Committee

11.3 Planning Commission

11.4 Public Safety Committee

12. Items Removed from the Consent Agenda

13. Ordinances, Resolutions and Public Comments

14. Public Hearings

15. Appointments

16. Public Comment

17. Adjourn

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

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

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

3. Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm 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.

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.



Oregon's Transportation and Growth Management Program supports community efforts to expand transportation choices for people. Linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

TGM is a partnership between the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. The program receives support from the State of Oregon and the Federal Highway Administration of the U.S. Department of Transportation.

TGM SERVICES

TGM provides:

- Grants to communities for Transportation System Planning (TSP) and Integrated Land Use and Transportation Planning; and
- Direct Community Assistance through Quick Response, Code Assistance, Outreach, and TSP assessments

Grants are typically awarded annually in October. Since 1993, TGM has provided over 700 transportation planning grants and 400 community assistance projects to Oregon communities.

Direct Community Assistance services (described on the next page) are available throughout the biennium. These services are generally provided for eligible projects on a first-come, first-served basis and at no cost to local governments.

GROWING SMARTER

TGM promotes smart growth principles that enable communities to meet transportation needs while retaining their livability and economic vitality. These principles include:

- integrated multi-modal transportation and land-use planning;
- efficient use of land and resources;
- well-designed, walkable communities;
- good connections between local destinations;
- pedestrian-, bike-, and transit-friendly development; and
- stewardship of existing resources and investments.

TGM GRANTS

Local governments use TGM grants to plan for transportation and land use systems that enhance the livability of Oregon's communities and the mobility of their residents. Grants are distributed among the five ODOT regions based on a formula that considers the population and number of cities in each region. For more information on grants, visit www.oregon.gov/LCD/TGM/Pages/grants.aspx

TGM CODE ASSISTANCE



Local governments use TGM Code Assistance to help identify and remove barriers to smart growth in their zoning and development codes. Planning consultants hired by TGM work with communities to:

- review and revise local planning policies and code standards; and
- solve specific code problems identified by the community.

Cities can also use TGM's Model Development Code for Small Cities to update their codes independently or with the support of a consultant.

TGM QUICK RESPONSE

Quick response teams help communities evaluate development proposals in a timely manner to meet the goals of local governments, developers, and citizens.

Design consultants hired by TGM identify ways to improve access to local destinations, such as schools, parks, and shops, while encouraging walking, biking and using transit.

TGM EDUCATION AND OUTREACH

Through workshops and public forums, TGM helps communities identify solutions to transportation and growth management challenges. Since 1993, these events have reached thousands of Oregonians.

TGM PUBLICATIONS

TGM provides information on transportation and land-use planning through a variety of publications. See www.oregon.gov/LCD/TGM/pages/publications.aspx to obtain these publications or to find links to other useful resources.

FOR MORE INFORMATION:

Transportation &
Growth Management Program
www.oregon.gov/LCD/TGM

ODOT/Mill Creek Office
555 13th Street NE, Ste 2
Salem, OR 97301-4178
Tel: 503.986-4349 • Fax: 503.986-4174

PROGRAM CONTACTS

Grants and Contracts
Phone: 503.986.3205
elizabeth.lledet@odot.state.or.us

Code Assistance
Phone: 503.934.0073
laura.buhl@state.or.us

Quick Response
Phone: 503.934.0064
ali.turiel@state.or.us

Education and Outreach
Phone: 503.934.0059
evan.manvel@state.or.us

Publications
Phone: 503.986.4221
frances.campoz@odot.state.or.us

Website
www.oregon.gov/LCD/TGM/



Better Ways To Better
Places Since 1993

TGM: BETTER WAYS TO BETTER PLACES



Code Assistance Program Overview



What is the Code Assistance Program?

The Code Assistance program is a resource provided by the [Transportation Growth Management](#) department (a partnership between DLCD and ODOT) that provides direct support to communities to evaluate and update land use codes at no cost to communities.

Eligible projects must have a connection to transportation and align with the goals of the Transportation Growth Management program. Based on the City of Oakridge Strategic Plan and Transportation System Plan, we believe Oakridge meets the eligibility criteria.

How can it help Oakridge?

This is an opportunity to get technical assistance at no cost to align our land use code with the goals that are outlined in the [City of Oakridge Strategic Plan](#) and the [Transportation System Plan](#) and to ensure that our codes meet state standards.

This program could help us reduce barriers to increasing the housing supply in our community as well as barriers to economic development (such as the frontier style design guidelines).

Strategic Plan Goals

Examples of Strategic Plan goals this program could help us meet include:

- Safe Community - Goal #2.2: *Expand transportation services within the community and for commuters*
- Community Livability - Goal #2: *Find creative ways to work with public and private partners to increase access to housing*
- Strong Economy - Goal #3.3: *Increase the quality and quantity of housing in Oakridge*

Program Logistics and Next Steps

This program accepts applications on a rolling basis and is non-competitive. There would be no financial burden or match requirement for the City of Oakridge and only minimal staffing requirements to participate in the program.

Staff will provide additional information to Council at future meetings about this program and what would be needed from Council to submit an application.

You are welcome to email Grace Kaplowitz at gracekaplowitz@ci.oakridge.or.us with questions or concerns.



February 18, 2021

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

MINUTES

1. CALL MEETING TO ORDER

Council Present: Mayor Kathy Holston, Councilors Bobbie Whitney Dawn Kinyon, Michele Coker, Melissa Bjarnson, Audy Spliethof 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 council present

4. Additions, corrections or adjustments to the agenda

5. Public Comment

Deb Borton- the Disc Golf Club needs restrooms.

Ed Moonyhan- the Disc Golf Club meets every Sunday and he agrees that they need restrooms ASAP.

Mayor Holston- asked Councilor Whitney if the Parks and Community Services Committee could review this and bring a suggestion back to city council or to the city administrator.

Councilor Whitney- they can discuss this, but she doesn't know where the money would come from.

Dan Barclay 47501 Hwy 58- the council voted unanimously to get the five year Public Safety Levy on the ballot, there were discussions on revenues and procedures to avoid recurring budget deficits, those discussions never resulted in enough information being provided to the public which could have possibly influenced the levy outcome.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- we have our COVID-19 vaccination clinic coming up on Saturday. We reached our max this afternoon and have 10 names on the standby list. We have the staff and volunteers in place to support.

Bryan- some of the folks from Orchid Health, Oakridge Pharmacy and individuals that are eligible for overtime will get paid for Saturday work and it is all eligible for FEMA reimbursement.

Councilor Whitney- one great thing about Oakridge is that we are ahead of the curve, we are doing a great job and this is great for our community.

7. Council Comments / Announcements- none

8. Consent Agenda

8.1 Approval of minutes from February 4, 2021

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

Mayor Holston (aye), Bjarnson (aye), Coker (aye), Spliethof (aye), Hollett (aye), Kinyon (aye), Whitney (aye). Motion carried 7-0

*****Begin Executive Session*** 7:23 p.m.**

ORS 192.660(2) (f) to consider information or records that are exempt by law from public inspection.

*****End Executive Session*** 8:18 p.m.**

9. Business from the City Council

9.1.1 Volunteer Liability Statement – Councilor Kinyon

Councilor Kinyon-doesn't know if it is necessary to have the indemnification clause on our volunteer forms. She asked Bryan if we have any policies on our volunteers regarding what they are or are not allowed to do.

Bryan-no and he thinks that is something we are missing as you saw on the CIS information he sent they have an entire policy on volunteers and that would be a good thing to do.

Mayor Holston- we have had some inquiries from citizens about this, she thinks it is appropriate for the public to know the council is committed to making changes on this and to make it clear and appropriate to our community.

Councilor Hollett- she would be in favor of moving this to a work session.

Councilor Kinyon-agreed to the work session.

Councilor Whitney- we should have CIS's HR review our volunteer polices and forms and provide feedback and bring back to us before our work session.

Motion: Councilor Whitney moved that we direct the City Administrator to have CIS and their HR Department review our volunteer policies and forms and bring that information to us prior to the work session. Councilor Kinyon seconded the motion.

Spliethof (aye), Coker (aye), Bjarnson (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), Kinyon (aye). Motion carried 7-0

10. Business from the City Administrator

10.1 City Administrator Update

Bryan-we got in contact with everyone in the right age groups that wanted to attend the vaccination clinic. He encourages you as you talk to your constituents to have them fill out the form on our website no matter what their age and as we get more doses we will go down the list to the eligible ages for future clinics.

Lane county health will be at the fire department on March 3 to conduct COVID-19 testing.

10.1.1 Disc Golf Course Events Approval

Bryan- read the issue.

Motion: Councilor Kinyon moved to approve the Oakridge Disc Golf Club property rental applications and fee waivers for April 3rd and July 24, 2021. Councilor Whitney seconded the motion.

Councilor Hollett- asked Jason about his event, his last event was pretty awesome, why are you asking for a fee waiver? We do a lot of fee waivers, at some point we need to consider what we are doing fee waivers for, as a council they have done so many.

Jason Nehmer- economic impact is the reason for the fee waiver request.

Councilor Spliethof- as long he has been watching the meetings we have been waiving all of the fee waivers that come in.

Councilor Kinyon- asked Jason if his events are for profit or nonprofit.

Jason- all of the money that they put in they just hope to break even with the fees they charge. He offered to host a meeting for the council so they can see how the tournaments work.

Councilor Kinyon- asked Jason if he charged an extra \$6.00 per player that he could pay the cost of the park, then both of us would win.

Jason- yes that is a very good point.

Councilor Hollett- she is agrees that we need to help Jason get his event out there, but her goal would be to not give fee waivers like we have been.

Mayor Holston- asked Jason if they are providing porta potties or is that something the city provides?

Jason- he will be providing them.

Mayor Holston- Jason and his team have put in a lot of sweat equity and as long as he is covering the cost of the porta potties this is something we can continue to waive the fee on. It is important to recognize what Councilor Spliethof said but there are times when we do charge the fees, we don't waive all of them.

Hollett (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Whitney (aye), Spliethof (aye), Mayor Holston (aye). Motion carried 7-0

10.2 Finance Director Update

10.2.1 January Financial Report

Eric-we have received almost all of our property tax revenue in, he will answer questions if anyone has any.

Mayor Holston- asked how much of the property tax revenue we got in?

Eric- we have received about 99% of property tax revenue.

Councilor Kinyon- asked Eric about the email she sent him regarding the two transfers on the January statement of expenditures and revenues.

Eric-explained what the transfers were.

10.3 Economic Development Update

Grace-gave the Economic Development update.

10.4 Police Update

Chief Martin- gave the Police update

10.5 Fire Department update

Bryan- gave the Fire Department update

10.6 Public Works/Community Services Update

Bryan- gave the Public Works update

11. Reports of Boards, Commissions and Committees

11.1 Parks and Community Services – OIP Park Naming Recommendation

Councilor Whitney- the committee came up with a name for the OIP Park, *The Old Mill Park* is what they are suggesting.

Jason- that would be a fitting name for the park and it fits with the signs and décor that are at the park.

Lynda- they have been using that name for the last several years as they were doing their planning and they'd like to keep it simple.

Motion: Councilor Hollett moved that we name lots 3 & 4 at the OIP *The Old Mill Park*. Councilor Whitney seconded the motion.

Kinyon (aye), Bjarnson (aye), Mayor Holston (aye), Hollett (aye), Whitney (aye), Spliethof (aye), Coker (aye). Motion carried 7-0

11.2 OIP Park Beautification Project

Councilor Whitney- the group that does the disc golf course would like to clean up the area at the park and make it more presentable and buy signage for parking. They will putting all native plants out there and they are looking for permission to start the phases of the beautification.

Motion: Councilor Kinyon moved to approve the proposed improvements at OIP Park as described in exhibit (1). Seconded by Councilor Coker seconded the motion.

Councilor Kinyon-asked about purchasing the plants and dog station, is this something the committee has raised funds for is the city participating in that.

Lynda-as Bryan pointed out we will be working together, as for the plants you can get a free permit from the Forest Service to dig plants. She can ask for donations from people who would be interested in making contributions.

Councilor Whitney-when we talked about this at the meeting they talked about the Tree Planting Festival and they will be planting native plants out there as well.

Whitney (aye), Mayor Holston (aye), Bjarnson (aye), Hollett (aye), Spliethof (aye), Coker (aye), Kinyon (aye). Motion carried 7-0

12. Items Removed from the Consent Agenda-none

13. Ordinances, Resolutions and Public Comments

13.1 Supplemental Budget

Bryan- read the issue

Councilor Whitney -declared a possible conflict of interest, her brother still contracts with the city.

Motion: Councilor Kinyon moved to suspend the rules for Resolution 02-2021. Councilor Bjarnson seconded the motion.

Spliethof (aye), Bjarnson (aye), Whitney (aye), Mayor Holston (aye), Hollett (aye), Coker (aye), Kinyon (aye). Motion carried 7-0

Councilor Hollett- declared a possible conflict of interest, her husband works for the collective bargaining unit.

Councilor Kinyon- had questions about the water and wastewater funds,

Eric explained to the council what was happening in those funds. The Library fund for \$3,000 is a grant they received for new computers, because the fund is so small the \$3,000 can't be ignored.

Councilor Kinyon- what community services would be hiring or contracting out for \$30,000 in lieu of the position that was eliminated.

Bryan- that is for planning services from the LGOG.

Eric- the rest of the amount is from the community services position transferred over in case we have hire people to take care of that stuff.

Motion: Councilor Kinyon moved we adopt Resolution 02-2021, a Resolution adopting a Supplemental Budget for fiscal year 2020-2021. Councilor Spliethof seconded the motion.

Whitney (aye), Kinyon (aye), Coker (aye), Mayor Holston (aye), Bjarnson (aye), Spliethof (aye), Hollett (aye). Motion carried 7-0

14. Public Hearings- None

15. Appointments-

15.1 Library Board

15.1.1 Consider an Appointment to the Library Board

Mayor Holston- read the issue and asked the applicant to introduce herself.

Cassandra McCollister- introduced herself and explained why she would like to be on the Library Board.

Motion: Councilor Kinyon moved we appoint Cassandra McCollister to serve on the Oakridge Library Board. Councilor Whitney seconded the motion.

Coker (aye), Hollett (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Whitney (aye), Bjarnson (aye). Motion carried 7-0

16. Public Comment-None

17. Adjourn-9:45 p.m.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder

Business of the City Council

City of Oakridge, Oregon

March 4, 2021

Agenda Title: Approval of Installation of a Monofilament Recycling Station at Greenwaters

Agenda Item No: 9.1

**Exhibit: (1) KORC Info Packet
(2) Sample Signage**

Proposed Council Action: A motion from the floor to approve.

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

ISSUE: Keep Oregon Rivers Clean (KORC) ODFW/WR will be co-sponsoring a campaign next month and have asked the City of Oakridge to allow and assist in the installation of a monofilament recycling station. As for emptying and reporting findings to ODFW, Willamette Riverkeeper will supply a qualified River Guardians volunteer for ongoing "maintenance" of the station responsibility. They would also add the City's logo on the sign, if desired.

FISCAL IMPACT: Approximately 1 hour of labor at \$23/hour.

**OPTIONS: 1) Approve the installation.
2) Do not approve the installation.**

RECOMMENDATION: Staff recommends approving the installation.

RECOMMENDED MOTION: I move we approve the installation of a recycling station at Greenwaters Park.



Oregon Department of Fish & Wildlife Salmon and Trout Enhancement Program (STEP)

Keep Oregon's Rivers Clean Angling Line and Tackle Collection Program

INTRODUCTION

The Oregon Department of Fish and Wildlife (ODFW) Keep Oregon's Rivers Clean Program (KORC) is a statewide effort for the collection, recycling and proper disposal of fishing tackle, including monofilament line, fluorocarbon leaders, lines, lead weights and lures through a network of line and tackle collection stations located at popular angling locations throughout the state.

Fishing line degrades very slowly and if discarded in a water body or left on the banks can entangle small animals and birds, especially waterfowl. Some tackle such as lead weights may, if ingested, be toxic. The discarded line and tackle can also present a safety hazard to anglers, boaters, and others who recreate in Oregon's waters.

KORC began in 2004 as a pilot effort with 26 collection stations located in six major stream basins including the Sandy, North Santiam, Salmon, Rogue, North Umpqua, and Crooked Rivers. Due to the success of these initial projects, the program was made permanent in 2005.

The program has from the start relied heavily on volunteer contribution from the ODFW Salmon and Trout Enhancement Program (STEP). STEP volunteers help to construct and install the stations, maintain them, and process the collected line and tackle.

Although a station is relatively inexpensive and easy to construct, the value of the hours and mileage that volunteers contribute to maintain a project site is significant. To help with the cost of program expansion, STEP received a grant from the ODFW Fish Restoration and Enhancement Program (R&E) in 2005 to construct more than 50 collection stations for placement at locations statewide.

The expanded program also creates the need for more volunteers. To participate in the program, contact the STEP Coordinator at 503-947-6232 or use the STEP Program Directory (Attachment 1) to locate the STEP Biologist for your area. Opportunities exist for volunteers to maintain existing stations or propose and maintain new collection project sites.

The following are the steps that must be taken to place and maintain a line and tackle collection station:

STEP 1: Select a Site

Collection stations should be placed only at sites that receive a great deal of angler use such as boat ramps, docks, fishing piers, or popular bank angling areas. Other potential locations include campgrounds, parking areas, trailheads, or similar places that provide angling access. At some of the more popular waters it may even be appropriate to locate stations at several sites. However, too many stations in a particular area can result in each station receiving little use and they may even become an eyesore if too frequently encountered. If you are proposing to maintain several stations, please consider whether the locations will be convenient to access so that all will be regularly maintained. Also remember to obtain permission from the landowner or land manager regardless of whether the land is public or privately owned.

Ease of access should also be considered when installing a station at the site itself. Some people may be reluctant to use a station if they must search for it or consider it to be out of their way. If the station is readily visible it will also help to create awareness so look for a place where it will be seen by many people such as next to informational signs or bathroom facilities. Finally, it should be located near a garbage can or other refuse container to discourage those who might instead discard their trash in the collection station bins.

Once you have selected a station site, submit your proposal to your area STEP Biologist or the STEP Coordinator using the Line Recycling Station Application (Attachment 2). Final approval for a station site will be received from your local ODFW Fish Biologist who will ensure the location will be effective and coordinated with other projects in the area. You will be notified whether your application has been approved.

STEP 2: Construct or Obtain a Collection Station

All stations are constructed and assembled to look the same to ensure that each can be readily identified as part of the program regardless of the location (Attachment 3). We have found at many locations that much more line is collected than tackle but the collection station will still need to have both bins attached.

An angling line and tackle collection station includes the following:

- ✓ One line collection bin (6" diameter PVC Schedule 40)
 - One blue line bin sticker
 - One red warning sticker
- ✓ One tackle collection bin (6" diameter PVC Schedule 40)
 - Blue tackle bin sticker
 - One red warning sticker
- ✓ Aluminum sign and hardware (2 galvanized lag bolts and washers, 3/8" x 2")
- ✓ Mounting post (6" x 6" x 8') and hardware (2 galvanized lag bolts and washers per bin, 3/8" x 2"). The posts may be metal or wood depending on the ground in which the station will be mounted.

The 6" diameter collection bins allow the contents to be easily and safely removed. The thicker-walled PVC does well under a variety of temperature and weather conditions and is more resistant to vandalism.

To help with the initial program expansion, STEP received a grant from the R&E Program that purchased the materials needed to construct fifty stations. Volunteers from the Albany Chapter Association of Northwest Steelheaders have pre-cut and assembled 100 bins for these 50 stations. These along with the necessary signs and stickers are available for as long as the supply lasts. Once it is exhausted, we will again pursue grant dollars to purchase additional materials provided the program can adequately maintain all existing stations.

The stations are relatively easy and inexpensive to construct so some volunteers or organizations may instead propose to purchase the materials and construct stations on their own. If so, the design specifications for both the line and tackle collection bins are attached (Attachment 3). Please remember, however, that all stations must look the same and include the sign and stickers. Also, all station sites must be approved ODFW if they are to be included in the KORC program.

STEP 3: Install and Maintain a Collection Station

All program stations are identical other than the post they are mounted to. You may find at some sites it is best to attach the bins to an existing post. If so, make sure that you first contact and receive approval from the party that erected the post.

At most sites, a round or square wooden post (6" x 6" x 8') should be used. At other locations where the ground is composed of cobble or gravel it may be best to use a metal fence post.

How often you will need to visit and maintain a site will depend on the use it receives and the amount of line and tackle it collects. The use can also vary throughout the year as weather and stream conditions change or with seasonal changes in a fishery. Check each station frequently until you are confident of the level of use.

At many sites, the tackle bin will fill very slowly if at all because anglers are reluctant to discard weights, lures, and other hardware and instead choose to re-use them. The line bin may also fill slowly because even a large amount of line occupies very little space. However, trash will occasionally be deposited in the bins and it takes very little to render the station useless. It is also important for any stations that are damaged to be quickly repaired or replaced, as those that fall into disrepair will suggest to the public the site is not being cared for.

To remove the collected material, simply unscrew the plug at the base of the bin and allow the contents to spill into a bag, bucket, box, or other container that you carry with you. If the plug was closed tightly, you may need to use a wrench to loosen it. If the bin is very full or holds any larger materials then you may need to use a rod or stick to

help slide it out. **NEVER REACH YOUR HAND INTO THE BIN!** Even if it holds only angling line or tackle there may still be hooks, wire, etc. that can cause injury.

Once the material is removed, it will need to be sorted. Dispose of any trash on-site using an appropriate receptacle. Next, separate the line from any tackle including snap swivels, hooks, lures, weights, etc. The tackle can then be re-used or discarded along with the trash. When sorting the line, be careful to also remove as much other attached debris as possible including moss, twigs, etc.

While on-site, take a few moments to walk the area to gather any other line and tackle that may not have been properly disposed of. At many sites, the collection station and a refuse container or two can handle the amount of line, tackle, and trash that may be found. Other sites, however, may require a more ambitious clean-up effort. For these you can consider sponsoring a volunteer clean-up event. Many organizations already host such efforts and work with cities, counties, or other governments to haul and dispose the debris including large items such as appliances or furniture. Still other groups or even individuals work with Stop Oregon Litter and Vandalism (SOLV) to conduct clean-up events. Consult with the local ODFW staff if you are interested in sponsoring such an event.

STEP 4: Recycle the Collected Line

Line collected at one or many sites will be deposited at a centralized location or collection hub. This may be an ODFW office, fish hatchery, or even the home of a participating volunteer. Your local ODFW Biologist will tell you where the line that you have collected should be sent or delivered to. If you are interested in serving as one of the collection hubs, contact your ODFW Biologist or the STEP Coordinator.

Monofilament line collected through KORC is sent to Pure Fishing, the parent company of Berkley located in Iowa. We have a supply of the cardboard boxes that Berkley has provided to us to store and ship the collected line. There it is melted down into raw plastic pellets that can be made into other plastic products such as tackle boxes, spools for line, and even artificial fish habitat structures used to enhance warmwater fisheries. For more information about the recycling program including where any of the habitat structures may be used in Oregon, please contact the STEP Coordinator.

OTHER IMPORTANT CONSIDERATIONS:

Replacing Station Materials

If you need to replace any of the materials needed for the station or you need additional station reporting forms, contact your area STEP Biologist or the STEP Coordinator.

Any replaced materials will come from the stockpile of supplies we currently maintain. However, this program is largely funded by grants and other donated funds. As the program continues to grow and these supplies are exhausted, we will need to purchase additional materials. In that case, there may be periods during which we cannot immediately replace materials or add collection sites.

Project Reporting

To map where stations are located, ensure they are adequately maintained, and to monitor project success we ask that when you check each station you record your observations using the Line Recycling Station Reporting Form (Attachment 4). This is a very simple form that asks you to record how full the line and tackle bins were, note if there was any trash in them, and comment whether there are any problems with the collection site including the amount of line and tackle in the vicinity that may remain uncollected. One form must be completed for each station although a single form can be used to record the results from eight visits. Information from these reports will also be summarized in the STEP Annual Progress Report.

Your Requirements as an ODFW STEP Volunteer

Volunteers participate in the KORC program as ODFW STEP volunteers. As an ODFW volunteer, the following is required of you:

- Read and sign the ODFW Volunteer Code of Conduct
- Read and sign the ODFW Conditions of Volunteer Service

Your ODFW project supervisor will provide you with these forms.

To help us accurately record and report your contribution to ODFW as a volunteer, we ask that you:

- Record the number of hours you work on this project
- Record any of your donations to this project including miles driven in a personal vehicle, cash spent, etc.

This information can be recorded on forms provided by your ODFW project supervisor.

The paperwork is needed to protect you as a volunteer but is also important as it documents your volunteer contribution of time and effort and helps to ensure the continuation of this volunteer program.

All of the above information must be submitted to your area STEP Biologist or to the ODFW staff supervising the project.

Safety

Safety is often common sense but in the rush to complete a task in limited time, we sometimes overlook the obvious. The following are several project safety concerns:

- ✓ Drive safe. When maintaining one or several stations you may find yourself traveling on the highway. Please follow all standard driving safety precautions.
- ✓ Park at a safe location. At boat ramps, docks, and campgrounds you will encounter vehicles with trailers. Many angler access parking lots are located along busy highways. Please be aware at all times of what is going on around you.
- ✓ When maintaining the station or processing materials, please watch out for any sharp objects such as hooks or tackle, or unexpected items like needles. We recommend that you wear leather gloves each time you visit a station site. If you encounter any hypodermic needles, please handle them safely and deliver them to an area fire station or hospital so they can be disposed of properly. Your ODFW supervisor can alert you to any sites that may warrant extra caution.
- ✓ During the summer, you may find that wasps, yellow jackets, or other stinging insects have built a temporary home in a collection bin. Open the bin cautiously and be prepared if something unexpected has taken up residence inside.
- ✓ When you visit a site, you will be recognized by the public as an ODFW volunteer. Be prepared to receive questions or interact with anglers or other visitors. Be friendly and let people know what you are doing. If someone is argumentative or confrontational, make it clear that you are a volunteer and not responsible for fish management decisions. If you receive difficult questions or ones that you cannot answer then do not hesitate to refer them to ODFW staff.

If you have any questions or concerns about the KORC program then please contact your area STEP Biologist or the STEP Coordinator. Thank you for helping us to Keep Oregon's Rivers Clean!

Attachment 1



Oregon Department of Fish and Wildlife Salmon and Trout Enhancement Program (STEP)

Program Staff

Statewide:

STEP Coordinator

4034 Fairview Industrial Drive SE
Salem, OR 97302
(503) 947-6232

STEP Program Assistant

3406 Cherry Avenue NE
Salem, OR 97303
(503) 947-6211

North Coast

STEP Biologist

4909 Third Street
Tillamook, OR 97702
(503) 842-2741

Umpqua

STEP Biologist

4192 N. Umpqua Highway
Roseburg, OR 97470
(541) 440-3353

Tenmile, Coos, and Coquille

STEP Biologist

P.O. Box 5430
Charleston, OR 97420
(541) 888-5515

Lower Rogue

STEP Biologist

P.O. Box 642
Gold Beach, OR 97444
(541) 247-7605

Upper Rogue

STEP Biologist

1495 E. Gregory Road
Central Point, OR 97502
(541) 826-8774

Mid Coast

STEP Biologist – Florence

4480 Hwy 101, Bldg E
Florence, OR 97439
(541) 902-1384

STEP Biologist – Newport

810 SW Alder St, Suite C
Newport, OR 97365
(541) 265-8306 x 253

Lower Willamette

STEP Biologist

17330 SE Evelyn Street
Clackamas, OR 97015
(971) 673-6034

Mid Willamette

STEP Biologist

7118 NE Vandenberg Avenue
Corvallis, OR 97330
(541) 757-5251

Upper Willamette

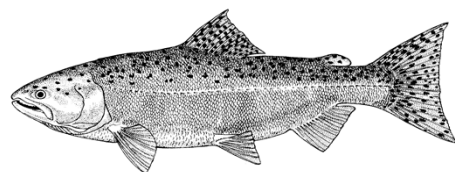
STEP Biologist

3150 E. Main Street
Springfield, OR 97478
(541) 726-3515

Eastern Oregon STEP:

STEP Biologist

61374 Parrell Road
Bend, OR 97702
(541) 388-6366



Attachment 2



Oregon Department of Fish & Wildlife Salmon and Trout Enhancement Program

Keep Oregon's Rivers Clean – Line Recycling Station Application

The Keep Oregon's Rivers Clean (KORC) fishing line and tackle collection program is administered through the Oregon Department of Fish and Wildlife (ODFW) Salmon and Trout Enhancement Program (STEP). To ensure the program places collection stations where they will be most effective and that each station will be adequately monitored and maintained, we ask that you provide the following information. If your request is approved, you will receive the signs, instructions, and many of the materials you will need to install and maintain a station.

Applicant Information

Sponsor: _____
Contact Person: _____
Address: _____
City, State, Zip _____
Phone: _____ Email: _____

Applicant Signature: _____ Date: _____

Location (please submit a separate application for each stream)

County: _____ Site(s): _____
Basin or Watershed: _____
Stream or Waterbody: _____
Number of Stations: _____

ODFW District Fish Biologist Signature: _____ Date: _____

Please provide the number of each of the following items that you will need

Line bin (includes preassembled tube, elbow and plug): _____
Tackle bin (includes preassembled tube, elbow and plug): _____
"Keep Oregon's Rivers Clean" aluminum sign (one per station): _____
Red "Warning – No Garbage" sticker (one per bin): _____
Blue line bin sticker (one per bin): _____
Blue tackle bin sticker (one per bin): _____

All other station materials (mounting post, hardware) must be provided by project sponsor.

Please submit this request to:

Attn: STEP Coordinator
Oregon Department of Fish & Wildlife
4034 Fairview Industrial Dr. SE
Salem, Oregon 97302
odfw.step@state.or.us

**Thank you for your interest in the
Keep Oregon's Rivers Clean program.**

Attachment 4

Keep Oregon's Rivers Clean Line Recycling Station Reporting Form



Your Name: _____

Phone # or Email Address: _____

Location of Station (please use a separate form for each station)

County: _____

Basin or Watershed: _____

Waterbody: _____

Site: _____

Please return this form to:

Your area STEP Biologist

or STEP Coordinator

ODFW

4034 Fairview Industrial Dr. SE

Salem, Oregon 97302

or send electronically to:

email: odfw.step@state.or.us

Thank you!

	<i>Example</i> Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)	Date (MM/DD/YY)
	10/20/05								
How full is the line bin (<1/4, 1/4, 1/2, 3/4, or full)?	1/2								
Any trash (Y/N)?	N								
How full is the tackle bin (<1/4, 1/4, 1/2, 3/4, or full)?	<1/4								
Any trash (Y/N)?	Y								
Any problems (Y/N)?	N								

If "Yes", please describe:

KEEP OREGON'S RIVERS CLEAN

Recycle Your Used Fishing Line And Fishing Tackle Responsibly



USED FISHING TACKLE RECYCLING BIN

Deposit Used Fishing Tackle (weights, lures, etc.)

NO CANS NO BOTTLES

No Handle in Bin

WARNING NO GARBAGE



Business of the City Council

City of Oakridge, Oregon

March 4, 2021

Agenda Title: Approval of Oakridge Public School Event at Greenwaters Park

Agenda Item No: 10.1

Exhibit: (1) COVID Activity Guidance

Proposed Council Action: A motion from the floor to approve

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: Oakridge Middle School Athletics would like permission to conduct a small cross country meet at Greenwaters Park on March 9, 2021. The meet would have approximately 30 runners from Oakridge & Lowell. There will be no reception associated with the meet. The event will comply with all COVID restrictions for counties in the “high” risk level.

FISCAL IMPACT: None

**OPTIONS: 1) Approve the event.
2) Do not approve the event.**

RECOMMENDATION: Staff recommends approving the event.

RECOMMENDED MOTION: I move we approve the Oakridge Public Schools athletic event for March 9, 2021.



Activities	Lower Risk	Moderate Risk	High Risk	Extreme Risk
Social and At-Home Gathering Size — Indoor	Max 10, recommended limit 4 households	Max 8, recommended limit 2 households	Max 6, recommended limit 2 households	Max 6, recommended limit 2 households
Social and At-Home Gathering Size — Outdoor	Max 12	Max 10	Max 8	Max 6, recommended limit 2 households
Eating and Drinking Establishments	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
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)	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
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)	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
Retail Stores (includes Farmers' Markets, Grocery Stores, Convenience Stores and Pharmacies)	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
Indoor and Outdoor Shopping Centers/Malls	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
Faith Institutions, Funeral Homes, Mortuaries, Cemeteries	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
Offices	Limited office work available	Recommend remote work if able	Recommend remote work if able	Require remote work if able, close offices to the public
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)	Max 300	Max 150	Max 75	Max 50
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)	Max 300	Max 150	Max 75	Max 50
Personal Services	Allowed	Allowed	Allowed	Allowed
Long-Term Care	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

March 4, 2021 City Council Update



What is Oakridge Air?

The Oakridge Air program supports the Oakridge-Westfir community by connecting residents with resources that improve the area's air quality including home heating upgrades, air purifiers, seasoned firewood, and education.

The program is being paid for by a \$4.9 million grant from the Environmental Protection Agency (EPA).



Who is involved?



INBOUND, LLC



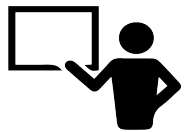
What is included in the program?



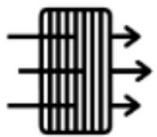
Home Heating Upgrades



Community Firewood Program



Community and School Education

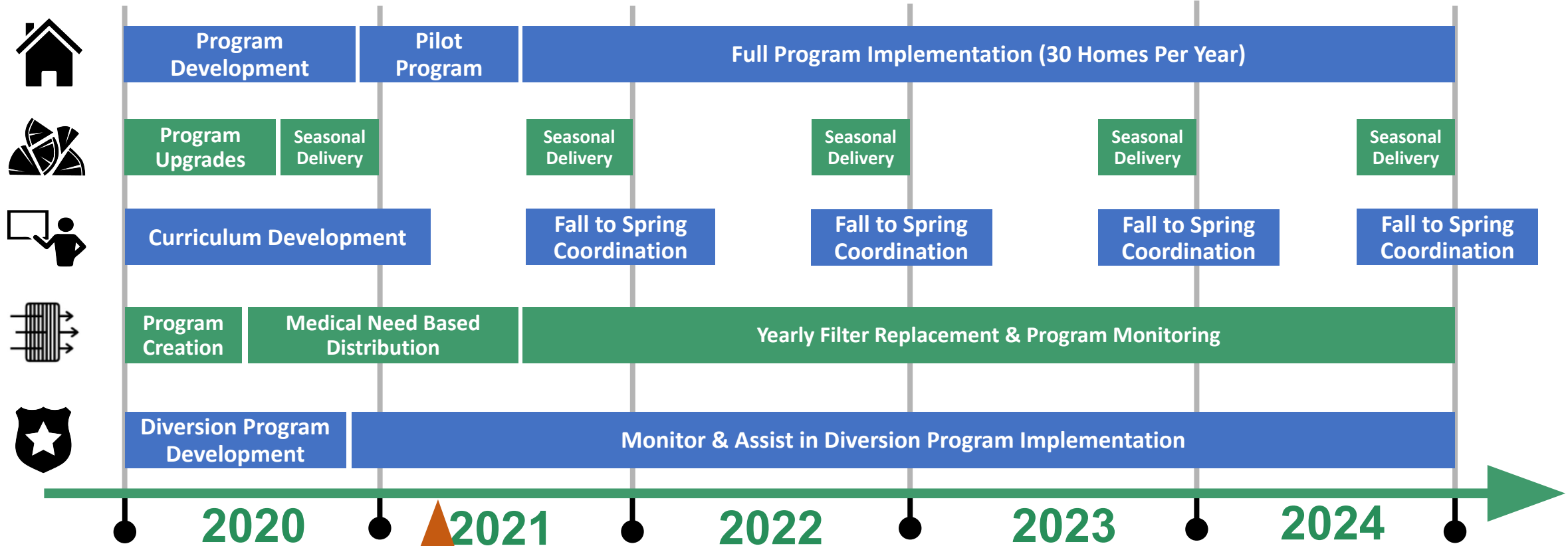


Air Filters in Homes and Schools



Code Enforcement

Oakridge Air Timeline



We Are Here

*Timeline is approximate
**COVID-19 has delayed some progress

Residential Upgrades – It's a GO!



Homes contacted for Pilot: **40**

Homes Audited: **6**

New Components:

- Smoke and CO Alarms
- Air Purifiers

Next steps:

- Connecting with residents after the audits
- Coordinating contractors for bids

Residential Upgrades



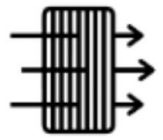
Challenges:

- COVID and outreach and logistics
- Establishing trust and credibility
- Cost caps

Next Steps:

- Round out the pilot to 12-15 homes
- Engage bids and work in homes through spring
- Fine tune systems

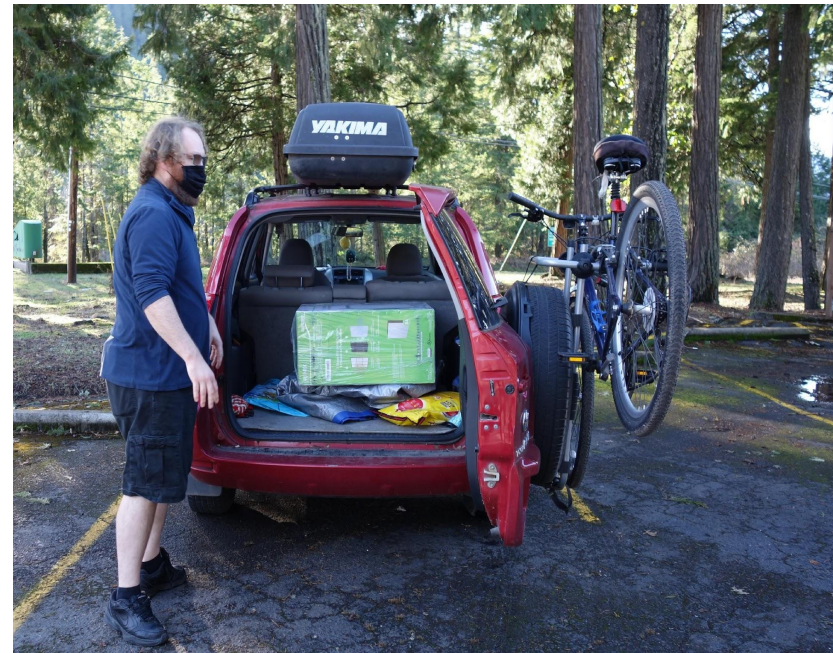
Residential Air Purifiers



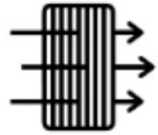
Residents Served: **157**

Remaining Distribution Funds: **275 Units** plus replacement filters

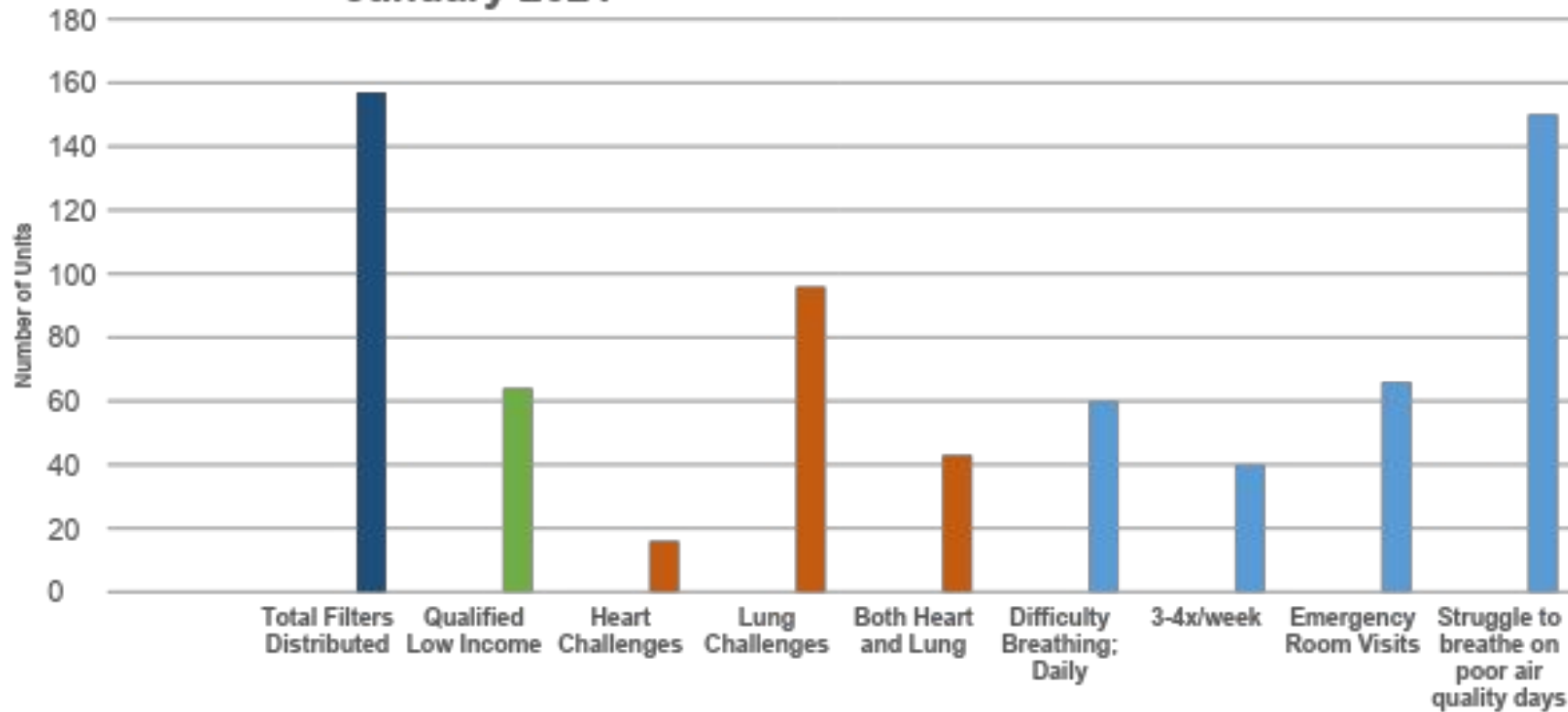
- The goal is to distribute all units by September 2021



Residential Air Purifiers



Oakridge Air - Residential Air Purifier Distribution June 2020-
January 2021



How Can City Council Help?

We would love your help building trust and credibility in the program!

Here are some ideas for ways City Council could be involved:

- Share Oakridge Air materials, information, and resources with community
- Provide letter of endorsement for the program
- Provide quotes/testimony
- Follow us on Facebook



Thank You!

Contact Us

Email: info@oakridgeair.org




Phone: (541) 782-3422





Website: www.oakridgeair.org

Facebook: www.facebook.com/OakridgeAir



Oakridge Air Funding Overview

	1. Woodsmoke Coordination 	2. Residential Upgrades 	3. Community Firewood Program 
Project benefit / outcomes	Project management of five other strategies. Program Updates to partners and reporting to funders. Coordinate health research, air purifiers, communications, and strategy	Serve 145 homes with upgrades to reduce woodsmoke	Provide 200 dry cords of firewood annually to the community
Project costs Total \$4,938,190	\$525,000 (over 5 years) (10% of total)	\$3,009,000 (60% of total)	\$300,500 (6% of total)

	4. Local Code Enforcement 	5. School and Community Education 	6. Air Filtration 	7. Air Quality Monitoring 
Project benefit / outcomes	Improve compliance with city ordinances	Curriculum development and coordination across the schools	Improve filtration in public buildings Supply free air purifiers to vulnerable residents	Reduce PM emissions, monitoring, reporting, and best practice sharing for other communities
Project costs Total \$4,938,190	\$355,000 (over 5 years) (7% of total)	115,200 (2% of total)	\$239,900 (5% of total)	\$393,590 (8% of total)



Frequently Asked Questions

What is Oakridge Air?

The Oakridge Air program supports the Oakridge-Westfir community by connecting residents with resources that improve the area's air quality. Home heating upgrades, air purifiers, seasoned firewood, and education. The program is made possible through an Environmental Protection Agency (EPA) grant.

What is included in the Oakridge Air program and what is it going to do for the community?

Home Heating Upgrades: Project funding will provide 145 or more homes with weatherization and home repairs, ductless heat pumps, and certified wood stoves. Upgrades are available for rental houses as well as homeowners. [Click here](#) to learn more about home heating upgrades.

Community Firewood Program: The firewood program will be expanded to provide 200 cords per year of dry firewood to the community, while offering affordable firewood to low-income, senior, and disabled residents. [Click here](#) to learn more about the Community Firewood Program.

Code Enforcement: The Oakridge Police Department hired a designated code enforcement officer with project funding. Officers are using an education-focused approach to improve burning practices and help direct people to available resources.

Community & School Education: The Middle Fork Willamette Watershed Council, in coordination with teachers, are developing lessons and class activities for local schools.

Air Filter Distribution & Installment: Public buildings, including the library, elementary, junior high school, and high school, have updated air filters to improve indoor air quality day to day and act as cleaner air spaces shelters during significant wildfire events. In coordination with local health clinics, air purifiers are being distributed to residents with health needs. [Click here](#) to learn more about residential air purifiers.

Why is this important for our community and why is the EPA funding this work?

The communities of Oakridge and Westfir are consistently among the worst communities in the United States for air quality. Our communities sit at the bottom of a bowl of hills, where bad air doesn't move out. This makes our area especially vulnerable to pollution from old wood stoves, burning green, unseasoned wood, and wildfire smoke. Wood smoke contains tiny soot particles and is the primary source of our red air quality days.

Breathing in the tiny soot particles from wood smoke is harmful to human health and increases our risk of:

- Decreased lung function including asthma, lung irritation, coughing and difficulty breathing
- Heart problems

In addition, when Oakridge doesn't meet air quality standards it puts our community at risk of limitations on economic development and certain business moving or starting up in Oakridge. Oakridge residents suffer more than other Oregon communities from associated health issues from poor air quality. Local clinics along with support from Oregon Health Authority and Lane County Public Health are helping us understand how we can improve local health conditions with some of these project strategies including residential air purifiers burning correctly, and more use of electric heat.

What is the timeline of the Oakridge Air program?

Oakridge Air began in late 2019 and will continue through the end of 2024. We have been slowly ramping up the program despite the setbacks of 2020-21 to build a strong foundation and ensure that partners and the community are on the same page. The COVID-19 pandemic has restricted our ability to hold in-person community events.

Which communities and residents will receive the benefits of the program?

Funding for this project will be available to all residents (including renters and homeowners) living in Oakridge, Westfir, High Prairie, and La Duke Road.

Who is managing the project?

Lane Regional Air Protection Agency (LRAPA) was awarded the grant money. Through a competitive process, LRAPA selected Good Company to manage the project. In 2020, Good Company and LRAPA selected South Willamette Solutions to serve as the Residential Upgrade Coordinator to manage the home heating system upgrades between residents and specialty contractors. Good Company and South Willamette Solutions have supported the City of Oakridge in organizing this effort.

Who is partnering on the project?

For this project, many partners will participate but the main partners will be:

- City of Oakridge - Oakridge Police Department – Code Enforcement – Community Firewood Program Support
- Good Company and South Willamette Solutions – Program Managers
- Lane Regional Air Pollution Agency – Program Funding and Oversight
- Inbound, LLC – Community Firewood Program Processing and Sales
- Middle Fork Willamette Watershed Council and Oakridge School District – School Curriculum
- Southern Willamette Forest Collaborative and Inbound, LLC – Community Firewood Program Coordination and Management
- Orchid Health and Nova – Air Purifiers

Several other groups have helped and will help in the future including:

- Homes for Good
- Lane County Economic Development
- Lane County Public Health
- Lane Electric Co-Op
- Regional Solutions
- Oregon Department of Environmental Quality
- Oregon Housing and Community Services
- St. Vincent de Paul's
- Senator Prozanski
- Sustainable Northwest
- US Forest Service

How will households be selected to participate in the home heating upgrade program? How can residents sign up to be considered?

Uncertified stoves are a known source of increased air pollution, because they were built before modern methods could eliminate unnecessary emissions. On average, an uncertified stove (as determined by EPA) emits up to five times as much particulate pollution as a modern, certified stove.

The home heating upgrade program is focused on three primary efforts:

- Reducing emissions from older, uncertified stoves by replacing them with clean burning stoves
- Providing high efficiency electric heat that can offset the need for wood heat
- Weatherizing homes to make them more efficient and reduce the need for heating overall

We have developed a decision making tool with local partners to help prioritize homes based on:

- Sole source wood heating exempt list
- Low income residents
- Residents with air quality related health conditions (heart and lung ailments)
- Proximity to worst air quality

For the current pilot stage of the program we are seeking homes that are on the [City of Oakridge exempt list](#), only have wood heat, and/or have uncertified wood stoves. If you meet this criteria, please [email](#) or call us!

How can community members apply to receive a free residential air purifier?

We are focused on getting these purifiers to people who experience lung or heart issues. Smoky air makes those health conditions worse for those residents. To qualify to receive an air purifier during this phase of the program, our application asks that you provide us with information about a current prescription medication you or someone in your household is taking for a respiratory or cardiac condition. If you do not currently take a prescription medication but do have a diagnosed lung or heart condition, we ask that you contact us directly at info@oakridgeair.org or (541) 782-3422.

If you meet the following eligibility criteria, please [click here](#) to apply online.

- Have a chronic respiratory or cardiac health challenge (the application will ask you to confirm a current prescription for one of these conditions)
- Live in the greater Oakridge/Westfir area

Are there local jobs that community members can apply for? Is there an opportunity to help?

We will be looking for local contractors who are familiar with weatherization, home repair, ductless heat pumps, electricians, and wood stove installations. If you are interested in potential work, please contact upgrades@oakridgeair.org to be included on the contractor list.

Where can I get more information?

You can learn more about the program throughout our website, www.oakridgeair.org. You are also welcome to [contact us](#) or sign up for our quarterly newsletter.