

July 15, 2021

6:30 pm City Council Meeting

Audio/Video Teleconference

Willamette Activity Center Room 8

47674 School Street

Oakridge OR, 97463



EXECUTIVE / REGULAR SESSION

BEGIN EXECUTIVE SESSION

ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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

END EXECUTIVE SESSION

1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment– 30 Minutes

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

6. Mayor Comments / Announcements / Proclamation

7. Council Comments / Announcements

8. Consent Agenda

8.1 Approval of minutes from April 29; May 20; June 3, 17 & 21; July 1.

9. Business from the City Council

10. Business from the City Administrator

10.1 Road Overlay Change Order

10.2 Concerts in the Park

10.3 Motion Resulting from Executive Session

10.4 City Administrator Pro Tem

11. Reports of Boards, Commissions and Committees

12. Items Removed from the Consent Agenda

13. Ordinances, Resolutions and Public Comments

13.1 Resolution 07-2021 Schedule of Fees

13.2 Resolution 08-2021 Supplemental Budget

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://us02web.zoom.us/j/3664311610>, meeting ID: 3664311610.

2. Use your telephone and dial: +1 669 900 9128. 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 discouraged 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.



April 29, 2021

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

MINUTES

1. CALL MEETING TO ORDER- 6:00 pm

Council Present: Mayor Kathy Holston, Councilors, Dawn Kinyon, Michele Coker, Audy Spliethof

Staff Present: City Administrator Bryan Cutchen, City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call – all present

4. Business from the City Council

4.1 City position on Lane County Remand Hearing of 05/04/2021

Mayor Holston-she invited Linda McMahon to the meeting to answer questions from Council. In the past the City took a neutral position and she wants to know if we want to keep this position.

Councilor Kinyon-thanked the citizens who reached out to her.

Councilor Spliethof-agrees, we have had a lot of citizen comments come in.

Councilor Kinyon-asked if we could have the attorney review the contract, we don't want the city to be liable if something happens. Has LRAPA been asked about what this will do to the air quality in Oakridge?

Linda McMahon-yes, they did weigh in and said it would exceed the levels in the air quality.

Motion: Councilor Kinyon moved to form a subcommittee to draft a letter for signature by the council to present to the Lane County of Commissioners that is not in support of the land use change of the Hazeldell Quarry. Councilor Spliethof seconded the motion.

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

Comments need to be in by Tuesday the 4th at noon.

Mayor Holston-asked if they will take public testimony?

Linda-yes they will.

Councilor Whitney- she believes the tank is on an easement, she doesn't recall anything about them getting water from us. They are on an old dump site and there could be toxic waste from that.

Councilor Hollett- suggested the subcommittee members be Mayor Holston, Councilor Hollett and Councilor Kinyon.

6. Public Comment-None

7. Adjourn 5:51 p.m.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



May 20, 2021

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

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

Council Present: Mayor 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 present

4. Additions, corrections or adjustments to the agenda

Bryan-add 10.1.6 RTMP Allocation

Councilor Kinyon-added discussion regarding having a table at the Firewise event

5. Public Comment

Sarah Altemus-Pope (SFWC)- spoke about the upcoming Wildfire safety event at Greenwaters Park

Deb Borton- Is in support of the Osprey Park Disc Golf expansion.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- reminded everyone about the Firewise event on Friday from 3-7 p.m. at Greenwaters Park. We will not have a table there this year, we did not have time to get it together. If any councilors go, please identify yourselves as councilors.

Thanked UBRA for the flower baskets uptown.

The Johnson & Johnson COVID-19 vaccine clinic is on May 26, 2021, you need to register in advance.

7. Council Comments / Announcements

Councilor Kinyon-Did we get a copy of the original ODOT contract? Did we sell or lease another lot out at the OIP?

Bryan- he already sent out the original contract, he has been in contact with Jim Gamble at ODOT and he is not comfortable with the back payments. With the new contract in place, we can file for fiscal year 2021.

We have a short-term lease with Cascadia Lumber Works, the owner is Tim Wooley, he sells online and is interested in joining the chamber.

Councilor Hollett- a few meetings back there was a motion to decrease the water rate increase, has there been any movement on that?

Bryan-he had Eric research this, he does have information, but he is not ready to bring to the agenda yet.

Councilor Kinyon-she wants to add the allocation of the COVID money to the next agenda.

Bryan-we have a 150-page document to review, discussion is fine, but we have a lot to get through.

Councilor Kinyon-it's ok if it goes to the next meeting, she just wants to make sure the city council has a chance to go through and make the decisions.

Bryan-it is on the treasury website. We do not have to be in a rush to spend this, we have until 2026, and it is very specific to what we can spend it on.

8. Consent Agenda

8.1 Approval of minutes from May 6, 2021

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

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

9. Business from the City Council

9.1 Volunteer Program – Councilor Spliethof

Mayor Holston-read the issue. The template was sent to council along with a policy for the council to go over and she hopes you all looked at it, it is on Google drive forms.

Skipped ahead to 15.1 appointments

Could not do appointment, applicant lost connection.

Councilor Kinyon- in the policy it says something about a person that leads the volunteer program, potential volunteers must contact (blank) prior to performing volunteer projects or jobs, how do we want to fill that in?

Mayor Holston-she is a little frustrated, because the documents she sent out to the council were all filled in so we could talk about them and see what was missing and wasn't.

Bryan- suggested bringing this back to the next meeting instead of going line by line right now.

9.2 Charter Review Commission- Councilor Kinyon

Councilor Kinyon-the council needs to make a decision whether or not the Admin committee will be taking on the task of a Charter review and update of the Charter. The Admin committee can solicit and form a sub-committee of citizens to work along with us. The council will decide the size of the committee. The Admin committee along with Councilor Kinyon would like to take on the Charter update.

Mayor Holston-do we want to leave this in the hands of the Admin committee?

Councilor Whitney-this should be a citizens-only committee, ex-parte contact could come into play, the council can provide direction on issues that we have seen come up.

Councilor Hollett-disagrees with Councilor Whitney, ex-parte contact has nothing to do with this. She thinks Councilor Kinyon or any other Councilor would be an asset to the committee.

Mayor Holston-read what the charter manual recommends.

Councilor Coker-a separate citizen committee would be better, we could have a councilor on the board, but it should be a separate board.

Councilor Bjarnson-she doesn't like the idea of a city councilor deciding who sits on the committee that gives them too much sway.

Mayor Holston- is in agreement of putting a citizen charter committee together, vetted by the city council. This will be a very long and slow process. We don't need to have a councilor on the committee, we have people who don't want to work with councilors. It is important that the charter review be separate from the council.

Councilor Kinyon-she agrees it should be a citizen only committee, the city council passed to have the admin committee do a charter review, she advocates for the admin committee to form a sub-committee.

Mayor Holston- League of Oregon Cities and LCOG can help guide us through the process.

Motion: Councilor Hollett moved to form a Charter Review Committee as a sub-committee under the Admin Committee. Councilor Bjarnson seconded the motion.

Mayor Holston-she disagrees with this process, she doesn't disagree with the charter review, she has spoken on how important this is, and we will rely on our resources at hand to assist us.

Whitney (nay), Spliethof (aye), Bjarnson (aye), Hollett (aye), Coker (nay), Mayor Holston (nay), Kinyon (aye). Motion passed 4-3

10. Business from the City Administrator

10.1 City Administrator Update

10.1.1 Nuisance Ordinance Review for Fire Safety

Bryan-introduced Leslie Neu

Leslie Neu- gave a wildfire mitigation presentation.

Councilor Whitney-gives this a stamp of approval, what would be the appropriate next step?

Mayor Holston- we can put this on a different agenda for a later discussion.

10.1.2 Chamber of Commerce TRT Request

Bryan-read the issue and he gave the council a briefing sheet on the balances of what we have in the TRT fund. Bryan introduced Lynda Kamerrer from the Chamber of Commerce

Lynda- introduced herself and explained what the Chamber does for the community.

Councilor Kinyon-recommends postponing making any decisions on this until the council has had time to review and revise our policy and distribution of our TRT funds.

Mayor Holston-we are not revising our TRT funds we are looking at revising our RTMP funds.

Councilor Kinyon- disagrees.

Motion: Councilor Kinyon moved to postpone discussions for TRT until we make a TRT decision. Councilor Spliethof seconded the motion.

Councilor Whitney-we are always receiving emails from the Chamber updating us on different things they are doing or just keeping us informed on what is going on in the city. She supports this, they are vital to our community.

Mayor Holston-this is not something we should postpone; we have had this in our packet for some time. The Chamber has done an outstanding job during Covid helping our businesses. We have a pot of money in our TRT and it behooves us to use it and use it wisely. This is another example of the council's inability to decide, and she is saddened by this motion.

Councilor Hollett-she does not disagree about the Chamber, they have really stepped up. She does believe Dawn is correct and we agreed that we are not going to be issuing money out of this fund.

Councilor Spliethof-he appreciates what the Chamber is doing, we agreed to look at this and we haven't done that.

Bryan-his concern is the speed at which this council deliberates, it could be many, many months before you get to have a consolidated and approved TRT program. Like you admitted, it is on the council for dragging your feet and you are going to penalize a very vital member of our economic development community and you are going to hurt your city more than you are going to be disappointing your constituents for not doing due diligence, there is plenty of money in the TRT fund.

Councilor Bjarnson- we shouldn't penalize the Chamber for our failures, she thinks we should award this and what they do is important.

Councilor Kinyon-she wanted to let Lynda and Jason know she does support the chamber; she just feels really strongly with council following through with their procedures. They didn't know you were going to apply, and she is sorry and she is not trying to postpone something here.

Mayor Holston (nay), Hollett (nay), Coker (nay), Spliethof (aye), Whitney (nay), Bjarnson (nay), Kinyon (aye). Motion failed 2-5

Motion: Councilor Whitney moved that we grant the Oakridge/Westfir Area Chamber of Commerce \$15,360 in Transient Room Tax funds for FY 21-22. Councilor Coker seconded the motion.

Mayor Holston (aye), Whitney (aye), Coker (aye), Spliethof (nay), Hollett (aye), Kinyon (nay), Bjarnson (aye). Motion passed 5-2

10.1.3 OLCC Permit

Bryan- read the issue

Motion: Councilor Kinyon moved we recommend the OLCC liquor license for the Campfire restaurant be approved. Councilor Spliethof seconded the motion.

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

10.1.4 Fee Waiver

Motion: Councilor Kinyon moved we recommend the fee waiver for Greenwaters Park rental to conduct the National Flag Day retirement ceremony be approved. Councilor Coker seconded the motion.

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

**Went straight to public comment due to time restraints*

10.1.5 Oakridge-Westfir Fire Protection IGA

10.1.6 RTMP Allocation

10.2 Finance Director Update-

10.2.1 April Financial Report

10.3 Economic Development Update
10.4 Police Update
10.5 Fire Department Update
10.6 Public Works/Community Services Update

10.6.1 Water Quality Status Report

11. Reports of Boards, Commissions and Committees-skipped due to time restraints

11.1 Parks and Community Services Committee

11.1.1 Osprey Park Disc Golf Proposal

12. Items Removed from the Consent Agenda-none

13. Ordinances, Resolutions and Public Comments-None

14. Public Hearings- None

15. Appointments

15.1 RTMP (OEDAC) Committee-applicant lost connection

16. Public Comment

Trudy Hammond- Supports the charter review committee and we need to all work together.

Sarah Altemus-Pope- thoughts on the Charter discussion, should be a citizen led committee.

17. Adjourn-9:27 p.m.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



June 3, 2021

Work Session and City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
6:30 p.m.

MINUTES

1. CALL MEETING TO ORDER- 6:30 pm

Council Present: Mayor Holston, Councilors Dawn Kinyon, Michele Coker, Melissa Bjarnson, Audy Spliethof and Chrissy Hollett**was in and out of the meeting due to poor connection.

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 – Councilor Whitney was absent and Councilor Spliethof arrived at 6:44

Work Session began 6:30

Councilor Kinyon-do we need the vehicle policy or would we be reimbursing for gas?

Bryan-if volunteers go to an event they need to be included on the insurance.

There was discussion on evacuation routes and PPE, Bryan said there are evacuation routes and first aid kits in city buildings.

Councilor Kinyon-she likes the new application and the reason she is asking all of the questions is because she wants to make sure we adhere to it.

Bryan-he is required to send all of the volunteer hours to the insurance company monthly.

Councilor Kinyon-will our current volunteers need to sign the new form?

Mayor Holston- that will be up the council.

Councilor Kinyon-she would just like to see the current volunteers read the new application and sign it.

Councilor Coker-she had a citizen ask about the code of conduct and if that will be included in the new form.

Mayor Holston-we do have a code of conduct, she asked Bryan if it was in the list of forms required. Code of conduct needs to be added.

Work Session ended: 6:56

4. Additions, corrections or adjustments to the agenda

Bryan-took out 15.1, the applicant has chosen to delay her application.

Councilor Kinyon-asked if we are going to be able to cover the RTMP distributions since we didn't have time at our last meeting.

Mayor Holston- she sent an email out to the RTMP committee to see when a good time to meet is.

5. Public Comment

Dan Barclay 47501 Hwy 58- spoke about lack of professional behavior at meetings.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- she would like to review the nuisance ordinance that was presented to us at the last meeting.

It is time to begin to resume meeting in person, she suggests September for beginning to meet in person again. That will give us the opportunity to get the court chambers ready. She would like to also use Zoom to limit the number of in person citizens.

Oakridge Air had its quarterly meeting today.

We had a tragic week with the car accident and a shooting.

She made a post on FB asking the community to look at the problems, not individual personalities. That is tearing our community apart.

7. Council Comments / Announcements-None

8. Consent Agenda

8.1 approval of minutes from May 20, 2021

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

Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Bjarnson (aye), Coker (aye) Motion passed 5-0 (Councilor Hollett lost connection)

Councilor Hollett lost connection

9. Business from the City Council

9.1 Action from work session –City Volunteer Program

Motion: Councilor Kinyon moved to approve the Volunteer Policy including the new application with the addition of the code of conduct to the policy. Councilor Bjarnson seconded the motion.

Councilor Kinyon-would like to see this added to the website.

Mayor Holston-she agrees.

Bjarnson (aye), Coker (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye). Motion passed 5-0 (Councilor Hollett lost connection)

10. Business from the City Administrator

Bryan- some time ago we received a grant from DEQ for a community smoke safety plan that effort is complete and we are closing out the grant.

He will have the request for the RFP for the City Engineer posted shortly as requested several months ago.

10.1 Westfir Fire Protection Intergovernmental Agreement

Bryan-read the issue

Motion: Councilor Spliethof moved to approve the Intergovernmental agreement to provide fire services to the City of Westfir at a cost of \$16,800 for fiscal year 2022. Councilor Kinyon seconded the motion.

Mayor Holston (aye), Coker (aye), Spliethof (aye), Kinyon (aye), Bjarnson (aye). Motion passed 5-0

10.2 Event Street Closure request

Bryan-read the issue.

Councilor Kinyon-asked if the community will still be able to get around down there?

Bryan-yes they will.

Motion: Councilor Kinyon moved to approve the closure of 1st Street between Pine and Cedar Streets on June 12, 2021 from 6 am until 6 pm. Councilor Coker seconded the motion.

Coker (aye), Spliethof (aye), Kinyon (aye), Mayor Holston (aye), Mayor Holston (aye), Bjarnson (aye). Motion passed 5-0

10.3 Property Rental Fee waiver

Bryan- read the issue.

No motion.

Councilor Bjarnson-she thinks this is really odd. It's strange that it was paid, it was \$100 and now they are asking for it back.

Mayor Holston- are you saying you don't think it should be paid back or is it an inappropriate request.

Councilor Bjarnson- fee waivers are a tough issue for her right now because of the budget.

Motion: Councilor Spliethof moved to disapprove the property rental fee waiver for the Tree Planting Princess event. Councilor Kinyon seconded the motion.

Councilor Spliethof-the fee has already been paid and the budget is tight right now.

Bjarnson (aye), Mayor Holston (nay), Kinyon (aye), Spliethof (aye), Coker (aye). Motion passed 4-1

10.4 Intent to Award Approval

Bryan-read the issue.

Motion: Councilor Kinyon moved to approve the Intent to Award to Riverbend Construction, Inc providing they are willing to cap the changes orders to 15%. Councilor Spliethof seconded the motion.

Councilor Kinyon-is worried about excessive amounts of change orders.

Bryan-they are just repaving to make it affordable. The project has to be completed by either late July or early August. He is concerned about the 15% cap, it would limit what he can do.

Amended motion: Councilor Kinyon moved to approve the Intent to Award to Riverbend Construction, Inc and that all change orders will come to council. Councilor Spliethof seconded the motion.

Spliethof (aye), Bjarnson (aye), Mayor Holston (aye), Coker (aye), Kinyon (aye). Motion passed 4-0

Mayor Holston-Councilor Hollett texted her and said she doesn't think she will be able to attend the rest of the meeting.

10.5 Speed Sign Intergovernmental Agreement

Bryan-read the issue.

Motion: Councilor Spliethof moved to approve the Intergovernmental Agreement with Oregon Department of Transportation concerning speed feedback signs. Councilor Coker seconded the motion.

Chief Martin-one sign will be by the Arbor Inn and the other one will be by the Tire Center.

Mayor Holston (aye), Bjarnson (aye), Kinyon (aye), Coker (aye), Hollett (aye). Motion passed 5-0

10.6 LTD RAISE Application Endorsement

Bryan-read the issue.

Motion: Councilor Kinyon moved to approve signing on to the letter of support for the RAISE application being submitted by Eugene/Springfield-LTD for Franklin Boulevard Improvements. Councilor Spliethof seconded the motion.

Hollett (aye), Spliethof (aye), Bjarnson (aye), Kinyon (aye), Mayor Holston (aye), Coker (aye). Motion passed 6-0

10.7 Alcohol permit Extension

Bryan-read the issue

Motion: Councilor Spliethof moved to approve extending the alcohol permit for the Gravel Grinder Event to include June 25, 2021. Councilor Coker seconded the motion.

Mayor Holston (aye), Coker (aye), Spliethof (aye), Bjarnson (aye), Kinyon (aye), Hollett (aye). Motion carried 6-0

10.8 Lane County Dispatch Contract

Bryan-read the issue

Motion: Councilor Bjarnson moved to approve the Lane County Dispatch Services for fiscal years 2022-2023. Councilor Spliethof seconded the motion.

Bryan- they decided to extend this for two years to cut avoid having to do this annually. The cost will be split three ways between police, fire and public works.

Mayor Holston (aye), Hollett (aye), Coker (aye), Spliethof (aye), Bjarnson (aye), Kinyon (aye). Motion passed 6-0

10.9 Water Rate Adjustment

Bryan- read the issue

Eric-gave a briefing on what they are proposing.

Councilor Kinyon-is this adjustment to the base rate something we can do now and the public safety fee is completely separate?

Eric-yes.

Bryan- This won't take effect until July 1. This will come back on 6/17/2021 in the schedule of fees.

11. Reports of Boards, Commissions and Committees

11.1 Parks and Community Services Committee

11.1.1 Osprey Park Proposal

Bryan-read the issue.

Jason Nehmer- the Parks Committee is removing the request.

Councilor Hollett asked to add the Fireworks show to the agenda, she missed the beginning of the meeting so she couldn't ask to get add it to the agenda.

Councilor Hollett-she wasn't sure what the precautions were going to be and if they would be able to have the fireworks this year. She is asking the council to consider funding the cost of the event. Tannerite will be doing the fireworks and Harry Rumor will be helping again and his company will match the amount that the city provides. She thinks the RTMP fund would be a good source for the funds from but is open to receiving them from wherever.

Councilor Spliethof-this would be a good use of RTMP funds.

Councilor Coker-this is a great idea, and she is willing to help out, she is not sure of the funding though.

Councilor Kinyon-is there any other funds in the budget that we can take this from?

Mayor Holston-asked who is on the Fireworks Committee?

Councilor Hollett-named the committee members. The non-profit 501C3 did not get set up.

There was discussion on using the council training budget line for the fireworks.

Motion: Councilor Kinyon moved that the City sponsor the 4th of July Fireworks Committee with \$2,500 from the budget for this year's show. Councilor Bjarnson seconded the motion.

Mayor Holston (aye), Bjarnson (aye), Hollett (aye), Spliethof (aye), Coker (aye), Kinyon (aye). Motion passed 6-0

12. Items Removed from the Consent Agenda-None

13. Ordinances, Resolutions and Public Comments-None

14. Public Hearings- None

15. Appointments

15.1 Oakridge Economic Development Advisory Committee-removed from agenda

16. Public Comment

Trudy Hammond 47753 Berry Street- thanked Eric for the work he has done, she understands this a lot better now.

17. Adjourn- 8:53 p.m.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



June 17, 2021
City Council Public Hearing (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

Council Present: Mayor Holston, Councilors 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 councilors present

4. **Additions, corrections or adjustments to the agenda**-None

5. Public Comment

Aric Higdon- he is concerned about the inability to fund the budget, the fire department depends on their volunteers. He wants the personal attacks to stop.

Dan Barclay- this council has yet to run a meeting following the charter. The crisis is not a leadership issue. He resigned from the Planning Commission.

Mayor Holston- told Dan he needs to submit the resignation in writing to the city administrator.

Trudy Hammond 47752 Berry Street- talked about call boxes along Hwy 58. She is stepping down from the Public Safety Committee.

Kristy Ball- talked about the volunteer police and fire departments, the greatest crisis is that we fight with each other. She is passionate about the police department. We need to come together.

Scott Hollett- he is speaking as a citizen; he has been with the fire department for 33 years as a volunteer and paid staff. The fire department has never been self-supporting.

Susan LaDuke 47556 Riverview- she is opposed to the public safety fee; three city councilors have been gaslighting the community. They want to cut everything except their own paychecks close the parks, the library, sell off land, anything they deem a nicety. In their own Facebook page, they say the public safety fee is directly from the mayor and the city administrator, which is false.

Nancy Kelly 48228 E 1st Street- asked the council to deny the Keg and Cask alcohol permit.

Laurie Nemode 48229 Hwy 58- the public safety fee will greatly impact her tenants, this is really unfair, several motels and mobile home parks will be greatly affected.

Daryl Tindall 76124 Rigdon Drive- he is trying to unify the community, government people have a stake in the fire department and police department. We just had a tax increase fail because no one wanted it. There is an overwhelming percentage of the budget that goes to the fire department, there is nothing left to cut.

Jan Christensen 47716 W 2nd Street- she volunteered for the budget committee, she is disappointed in the comments and didn't learn a lot. She feels they didn't get as far as they should have. The City Council should have told them about the seriousness of this, the city council needs to work harder at making cuts.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston-read a letter from Mike Rippley from The Sasquatch Duro event.

On June 24, 25 and 26 the Oregon Trail Gravel Grinders will be at Greenwaters Park.

7. Council Comments / Announcements

Councilor Spliethof- there was a business on the 1st Street, the hair salon, they weren't notified in advance of the Sasquatch Duro event and they couldn't get their clients in.

Councilor Kinyon- didn't hear what Nancy Kelly said and asked her to repeat what her comments were regarding the Keg & Cask festival. She thanked everyone who spoke during public comment. She is sad to hear that we have lost volunteers.

Councilor Whitney- followed up on last meeting's fireworks discussion, a couple of years ago there was a fundraiser for fireworks for the city and she asked if there was a follow up on that?

Councilor Hollett- she will reply to this during city council business.

8. Consent Agenda

8.1 Attorney billing

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

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

9. Business from the City Council

Councilor Hollett- addressed the fireworks question, the only money from the city went to the fireworks, the food was donated by Dowell Towing.

10. Business from the City Administrator

10.1 City Administrator Update

10.1.1 Letter of support for Housing Needs Analysis Grant

Bryan- read the issue

Motion: Councilor Kinyon moved we approve the letter of support for planning assistance the Department of Land conservation and Development to perform a housing needs analysis. Councilor Whitney seconded the motion.

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

10.1.2 Street Closure and alcohol permit application

Bryan- read the issue.

Nancy Kelly- voiced her concerns about alcohol being allowed in the streets.

Amy Kelly- she has spoken with Nancy and listened to her concerns, they are making adjustments and moving the music to the other end of the street. Last year because of COVID they discussed having it at Greenwaters Park, but it is a street festival.

Motion: Councilor Whitney moved we approve the requested street closure and alcohol permit for the Keg & Cask Festival. Councilor Coker seconded the motion.

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

- 10.2 Finance Director Update-No report
- 10.3 Economic Development Update-No report
- 10.4 Police Update-No report
- 10.5 Fire Department Update-No report
- 10.6 Public Works/Community Services Update-No report

11. Reports of Boards, Commissions and Committees

11.1 RTMP Committee

11.1.1 Recommended Funding Distribution

Bryan-read the issue.

Mayor Holston-the RTMP Committee had very healthy conversations and their decisions to award are what you see in the recommendations.

Councilor Hollett- asked the mayor to explain the rules of non-profit and for-profit organizations.

Mayor Holston- the for-profit organizations can only apply for three years and there is no limit for the non-profit organizations.

Motion: Councilor Whitney moved to approve the RTMP Fund Allocations as recommended by the RTMP Committee. Mayor Holston seconded the motion.

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

12. Items Removed from the Consent Agenda-None

13. Public Hearings

13.1 Open Public Hearing-Res. 06-2021 Use of State Revenue Sharing Funds-8:19 pm

13.1.1 Statements in Favor

Trudy Hammond- she is in favor of this.

- 13.1.2 Statements if Opposition-None
- 13.1.3 Statements in General-None
- 13.1.4 Close Public Hearing-8:22 pm.
- 13.1.5 Council Discussion

Councilor Coker- she feels this is vital.

Councilor Whitney- she agrees with Councilor Coker.

Councilor Spliethof- he agrees we should do this.

Mayor Holston- asked for conflict of interests.

Councilor Bjarnson- declared a potential conflict of interest, she is on the volunteer roster with the fire department.

Councilor Hollett- declared an actual conflict of interest, her husband is employed by the City of Oakridge under a collective bargaining unit with the union and she will not be voting.

13.2 Open Public Hearing-Res. 07-2021 Adoption of the FY 21-22 budget-8:26 pm

Bryan-read the issue.

13.2.1 Statements in Favor-none

13.2.2 Statements in Opposition

Sarah Altemus Pope- it is important that we have budget and that we don't go into furlough. She qualified her statement, she understands the financial emergency we are in. She would like the council to consider investigating establishing a fire district with Hazeldell, Lowell, Dexter, we have the right skill set for that. She would like to see this go back to the voters through a levy. She does not like a possible three-year fee.

Elizabeth Barclay 47501 Hwy 58- award of United States water contract 1939. To the person who designed the public safety fee, who gave you permission?

Jan Christensen- doesn't feel that she didn't have time to digest the budget, she would like more detail in line items like PERS.

13.2.3 Statements in General

Trudy Hammond- she agrees with Jan and a portion of what Sarah said, she definitely doesn't want the fee for three years.

13.2.4 Close Public Hearing-8:39 pm

13.2.5 Council Discussion

Councilor Coker- her biggest concern is the fee going to be for each motel room, each mobile home and will it include the people outside of city limits?

Mayor Holsten- explained that at this time they are working on adopting the budget, after we pass the budget we will go on to passing the ordinance, if we choose not to pass the ordinance it will have no teeth in the budget.

Bryan- he called the Department of Revenue, if we pass the budget and not the ordinance then we don't have the authority to exercise the fee and then we will do a supplemental budget.

Councilor Kinyon- it would make her uncomfortable passing a budget not knowing about the fee. When would we do a supplemental budget? We need to discuss what our other options are and she has a statement that she wants to read regarding that.

Mayor Holston- we would start the supplemental budget ASAP, it is not going to be an easy one to do. The budget will come into effect on July 1 and then we would do the supplemental budget. If we don't pass the budget come July 1st nothing opens, no police, fire, nothing and she doesn't want to put her community through that.

Councilor Spliethof- where does the fee go? He here's a lot of people saying it is only for the ambulance.

Mayor Holston- right now we are working on the budget, if you want to stop this and move on to the fee which is next.

Bryan-there is a reason there is only the first reading of the ordinance because he wanted people to have time to digest it.

Councilor Spliethof- is this considered a false budget?

Mayor Holston- no it is not, you are reading the chat.

Bryan- he can only tell you what the Department of Revenue told him and that is way it is set up here is fine.

Councilor Kinyon- we should discuss this in the budget portion.

Mayor Holston- we are in the budget portion.

Bryan- Can we just move on the 14.1, the adoption of the budget includes three different issues.

14. Ordinances, Resolutions and Public Comments

14.1 Resolution 05-2021 Certifying Municipal Services

Bryan-read the issue.

Motion: Councilor Kinyon moved to adopt Resolution 05-2021 certifying the City of Oakridge provides four or more of required municipal services be eligible for state funding. Councilor Whitney seconded the motion.

Whitney (aye), Spliethof (aye), Bjarnson (aye), Coker (aye), Coker (aye), Mayor Holston (aye), Kinyon (aye). Motion passed 6-0

14.2 Resolution 06-2021 Election to Receive State shared Revenues

Bryan-read the issue.

Councilor Kinyon- what is the extra line for state revenue sharing on line 29.

Eric- he can't look at this right now because of being on zoom.

Mayor Holston- it is the state revenue sharing, it depends on each city's population, but she'd like to hear the formal answer.

Motion: Councilor Kinyon moved we adopt Resolution 06-2021, declaring the City's election receive state revenues. Councilor Spliethof seconded the motion.

Councilor Hollett- declared an actual conflict of interest, her husband is employed by the City of Oakridge under a collective bargaining unit through the IAFF union and she will not be voting.

Councilor Bjarnson- declared a potential conflict of interest, she is on the volunteer roster with the fire department.

Mayor Holston (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Whitney (aye), Spliethof (Aye). Motion passed 6-0

Mayor Holston- it is 9:00 do we want to move forward in 30-minute increments.

The council agreed with a five minute break starting at 9:04 pm

Begin regular session 9:10 pm

14.3 Resolution 07-2021 Adoption of the FY 2021-2022 budget

Bryan-read the issue

Motion: Councilor Whitney moved that we approve Resolution 07-2021 adopting the FY 2021-2022 Budget in the amount of \$8,000,954 and making appropriations and imposing and categorizing taxes. Mayor Holston seconded the motion.

Councilor Hollett- declared an actual conflict of interest, her husband is employed by the City of Oakridge under a collective bargaining unit through the IAFF union and she will not be voting.

Councilor Bjarnson- declared a potential conflict of interest, she is on the volunteer roster with the fire department.

Councilor Kinyon- read a statement.

Councilor Spliethof- why are we transferring funds from the ambulance fund to the fire department if it is supporting itself.

Councilor Kinyon- we do not transfer money from the ambulance fund to the fire department, the only transfers made to fire come from the general fund.

Mayor Holston- no one is pointing fingers at the fire department; we have discussed this in the budget committee. The budget committee passed this budget to move to the city council. The questions that we all had got answered, they might not have been the answers that we wanted. We have been looking at this for two months and we have all made suggestions, in the end the budget committee moved this on to the council.

Aric- told Councilor Spliethof \$565,000 is transferred from the general fund and the remainder of what is transferred is from contract services and ambulance bills.

Councilor Bjarnson- she is uncomfortable passing the budget with this fee in it, we haven't really discussed this since we moved it to council. She feels like the budget committee should have discussed it more. Her concern is we have a little bit of time, what Bryan is saying from the department of Revenue she would like to see that in writing, she wants verification.

Mayor Holston- to say that our City Administrator would willingly lie to us or misrepresent something that was said to him from the state is unequivocally denied at this point. It is inappropriate to suggest that you have to have it in writing in order to believe what he has to say. She fervently would say that this is very out of line.

Councilor Bjarnson- she is not implying that the city administrator is untrustworthy or not to be trusted. In past budget seasons that she has been a part of they have been told things about the budget that didn't happen. This was not an attack on Bryan.

Councilor Kinyon- she agrees with Councilor Bjarnson, she still have ten days and she wants the time to mull this over and decide if she wants to make this decision.

Councilor Coker- she agrees as well, she is not comfortable passing the budget with the fee involved.

Mayor Holston- it is 9:31 it sounds like we need to close this meeting to have time to verify statements and take another look at this.

Bryan- the only this is if we make changes to this budget that increase it by more than 10% we have to do another public hearing.

Mayor Holston- with the agreement of council we will meet on the 21st to meet and reopen this so we can all feel comfortable with going forward.

14.4 Ordinance 937 Establishment of a Public Safety Fee-First Reading

14.5 Resolution 08-2021 FY 2021-2022 Schedule of Fees

15. Appointments-None

16. Public Comment-None

17. Adjourn- 9:35 p.m.

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



June 21, 2021
City Council Special Session (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
6:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 6:00 pm

Council Present: Mayor Holston, Councilors 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

4. Additions, corrections or adjustments to the agenda

Addition- press release approval for chlorine shortage

5. Public Comment

Trudy Hammond 47752 Berry Street- she understands the public safety fee has been in discussion for a while now, what happens to the police department and fire department if it doesn't pass?

Mahala, Blue Wolf Motel 47465 Hwy 58- can we take the safety fee out of the budget and pass the budget without that fee and do that at a later time?

Jan Christensen- why does it say in the budget that there will be late fees and water shut offs if you don't pay the public safety fee? She was on the budget committee, and she feels like she was lied to.

Dan Barclay- it is mind boggling that anyone didn't see this crisis coming. It's disgusting that a private citizen sat here for three minutes and unchallenged and criticized three sitting council members.

Trudy Hammond 47752 Berry Street- What will the timeline be should the budget get passed and we lose an officer, does that go by seniority?

Bryan- wanted to address the questions. Regarding the emergency services fee, the budget must be passed by 6/30, without an ordinance structuring the fee, we cannot collect it. He wants to give the public time to digest this.

When a citizen pays their city services bill, the stormwater fee gets paid first followed by wastewater, then water. If there is not enough to cover the entire amount, yes, their water will go in arrears first. For police officer furloughs, it by seniority.

Mayor Holston- asked Bryan to read the conversation between him and Merlin from the State of Oregon.

Bryan- read the conversation.

Jan Christensen- asked how many water meters are in the city and will Westfir and Hazeldell be included in the fee?

Mayor Holston- she doesn't know how many meters there are in the city and no, Westfir and Hazeldell are not included in this, we had discussion about that in the budget committee meetings.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston- read the press release.

Motion: Mayor Holston moved we release this press release concerning the chlorine shortage be approved and the city administrator be directed to publish it. Councilor Spliethof seconded the motion.

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

7. Council Comments / Announcements

Councilor Spliethof- there was a motion on the floor when the meeting ended last week.

Mayor Holston- that is right, it was her error and falls on her shoulders. We can recognize the error and vote on it, it has no authority.

Motion: Mayor Holston made a motion to recognize that at the last council meeting an open motion was on the floor when we concluded the meeting and the mayor incorrectly closed the meeting before dealing with the motion that was open, acknowledging that motion is dead. Councilor Whitney seconded the motion.

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

Councilor Whitney- reminded the mayor that she had not answered Trudy's other question regarding what happens if we don't pass the fee.

Mayor Holston- we can't pass an unbalanced budget, if we don't pass the fee we don't know what other cuts would be made.

Councilor Whitney- what were the other two options beside the ESF?

Mayor Holston- the other two were reductions in personnel in police and fire and the other was transition to a primarily volunteer fire protect service. Our ALS transportation is a critical service, but not a required service.

8. Ordinances, Resolutions and Public comments

8.1 Resolution 07-2021 Adoption of the FY 2021-2022 Budget

Mayor Holston- asked for any conflicts of interest.

Councilor Hollett- declared an actual conflict of interest, her husband is an employee of the city under a collective bargaining agreement with the union and she will not be voting.

Councilor Bjarnson- declared a potential conflict of interest, she is on the volunteer roster with the Oakridge fire department.

Mayor Holston- asked the council where their thoughts have been since the last meeting.

Councilor Bjarnson- she appreciates Bryan's promptness with the information from the Department of Revenue, she also spoke to someone with the Department of Revenue, and she confirmed what Bryan told them was appropriate.

Motion: Councilor Whitney moved that we approve Resolution 07-2021 adopting the FY 2021-2022 Budget in the amount of \$8,000,954 and making appropriations and imposing and categorizing taxes. Councilor Bjarnson seconded the motion.

Councilor Coker- she wanted to make sure that the \$31.00 fee is not authorized if we pass the budget.

Mayor Holston- there is no authority to collect the fee unless we pass the ordinance.

Councilor Kinyon- was concerned about the American Rescue Plan Grant money in the budget. She has some reductions in the budget that she would like to make also.

Mayor Holston- she understands the concern if we put it in the general fund it will get sucked up in a different way and we won't have the opportunity to appropriate it.

Bryan- we won't spend it until council approves it, it is in Wastewater and Water as Capital Expenditures.

Eric- it that is absolutely correct, as far as making sure the money won't get spent it will have its own account number to assure it will stay with that grant. The dollars will be very well monitored.

Councilor Kinyon- is concerned the money will get spent on the wrong thing.

Eric- he guarantees that the money won't get spent on the wrong thing, he won't misspend this money.

Mayor Holston- asked what they can say to give her some comfort in this, she is sensing she is not going to find that. She asked the council if they are as concerned as Councilor Kinyon and is this stopping us from a vote?

Councilor Coker- she agrees with Councilor Kinyon.

Councilor Kinyon- as long as this council agrees that we keep it in the general fund until we find legitimate ways to spend it in the general fund then she is OK keeping it there.

Councilor Bjarnson- asked if Bryan had a rough timeline on when we could have a work session and discuss where the money will be spent?

Bryan- we could have a work session in August, there is no rush to spend it.

Councilor Spliethof- asked about the \$17,300 in the woodstove replacement fund.

Eric- that is already accounted for, so it is not extra money.

Bryan- if that money came from a grant there are limitations on what we can spend it on, he is going to research that.

Councilor Spliethof- can we dissolve the Bicycle Path Pedestrian Path for \$10,076.

Eric- the same with this fund, he will have to look at the ins and outs of this.

Councilor Kinyon- we have been transferring \$2,000 from the Streets Fund for many years, this is to pave a bicycle path somewhere. She agrees with Audy that we should just dissolve this.

Mayor Holston- there is a trail system in the works and the money would go into that.

Eric- if we dissolved both of these funds that do not have any expenditures tied to them it does not reduce the cost of what the city is facing at all.

Councilor Kinyon- she has suggestions for cuts to make in the general fund.

Membership dues- line #30, it is budgeted at \$11,000 and she would like to reduce it by \$5,000.

Mayor Holston- do you know what the dues are for?

Councilor Kinyon- no, she has not asked.

Travel and Training for Staff- line #31, it is budgeted at \$2,000 and she'd like to reduce that down to zero.

Travel and Training for Council-line #32, \$6,000 is budgeted and she'd like to reduce that down to zero.

Audit and Accounting- it is \$47,000 she'd like to reduce it down to \$37,000.

City Administrator Expense- line #39 she wants to cut \$1,000 reducing it to \$1,000.

Miscellaneous Expense- cut the full amount of \$2,500 leaving a zero balance.

Building Maintenance City Hall- line #42, the balance is \$7,100, she wants to cut \$2,100 leaving a balance of \$5,000.

Community Projects- line #44 the balance is \$2,500 and she wants to cut it all leaving a zero balance.

Total of all cuts is \$30,600 in the Admin Department.

Bryan- is concerned about taking Travel and Training to a zero and with the Audit and Accounting, we just hired a new firm and the expenses could change.

There was discussion on what miscellaneous expenses cover.

Mayor Holston- is concerned about Travel and Training, our water and sewer guys need to keep up on their certifications, she would ask that it stay at \$1,000.

Eric- in the General Fund memberships line \$6,000 is the GEMT program and \$4,000 is the membership with LRAPA.

Bryan- LRAPA is not voluntary.

Councilor Kinyon- aren't there other cities that don't pay LRAPA?

Mayor Holston- yes, but they don't have a grant through LRAPA.

Councilor Kinyon- recommended cuts to the library.

Supplies-line #9, there is \$2,400 in there, she recommends cutting \$1,200 leaving \$1,200.

Summer Reading Program- line #16, there is 1,000 in there and she recommends cutting \$500 leaving \$500.

Acquisitions- line #18, there is \$1,500, she recommends cutting \$800 leaving \$700.

Donation Acquisitions-line #19, there is \$2,000 in there, she recommends cutting \$1,500 leaving \$500.

Eric- looking at membership dues the Oregon Health Authority (GEMT) and LRAPA total \$10,875.

Councilor Kinyon- we will leave that one alone then and we will leave \$1,000 in Travel and Training for staff.

Mayor Holston- What is the total for the library?

Councilor Kinyon- the total cuts are \$4,000

Mayor Holston- do you know what donation acquisitions is?

Councilor Kinyon- no she doesn't know.

Councilor Kinyon- She has reductions to make in the Parks.

Seasonal workers- line #6 reducing that to zero.

Equipment Under \$5,000- line #13, there is \$3,200 in there and she recommends reducing that to zero.

Mayor Holston- asked Bryan what the seasonal workers do and what are we giving up?

Bryan-they do a lot of lawn mowing in the parks, COVID cleaning in playgrounds, cleaning the restrooms. He would be concerned with this falling on the full-time career staff who are working on the water system, waste water system, and the streets. The equipment under \$5,000 is the equipment that they use to do this work.

Mayor Holston- are these employees that we have all year round?

Bryan- this year we kept one year-round for the COVID cleaning.

Mayor Holston- so with this we are saying we won't clean the bathrooms at the parks, and we won't mow the lawn, which is a drastic statement. Dawn what were you thinking when you suggested this?

Councilor Kinyon- she doesn't think that is what this means, like Bryan explained to us earlier with a similar situation in another department it will just fall on the career full-time staff.

Mayor Holston- asked Bryan if there is room for our full-time staff to pick that up? They have requirements for their jobs that is higher than mowing the lawns, they already wear multiple hats as it is.

Bryan- he would have to end up locking the restrooms at the parks, he would want to focus on the critical services that we provide for the citizens like fixing water leaks, reading meters, the things the guys do every day.

Councilor Bjarnson- asked if volunteers could do any of that.

Bryan- he would be hesitant to have volunteers run the lawn mower with the liability, they can volunteer to clean the restrooms.

Mayor Holston- is hesitant, this puts undo strain on our full-time workers.

Councilor Kinyon- she figured out that with these cuts it would cut the ESF fee down to \$26, but now with the \$11,000 going back in she will need to recalculate the fee.

Councilor Whitney- we have council training coming up for Social Media Policy with LOC, does that come out of council training? She is concerned about the low-income people who utilize the library.

Councilor Bjarnson- she supports the cuts, this is something we have to do.

Councilor Coker- she supports the cuts as well.

Mayor Holston- she is concerned with the wood stove and bike path funds, they will help us acquire more funds. She agrees to just not add to the bike path fund and let it ride. We need to research the restrictions to that fund. The cuts to the seasonal help will hurt badly. We can pass this budget if we are making cuts we need to be specific.

Bryan- recommended adjusting the motion.

Councilor Kinyon- this will reduce the ESF fee to \$27 with her adjustments and we are researching the bike and woodstove funds and not adding the \$2,000 this year.

Councilor Kinyon- made a friendly amendment to add the reductions as we have discussed.

Councilor Whitney- does not agree with the friendly amendment, the library is very valuable to our community, and she does not agree with the cuts.

Councilor Bjarnson- she personally doesn't think \$4,000 is going to close the library, maybe shorten the hours.

Mayor Holston- the library is a valuable resource to our community, they work on a shoestring budget as it is, and she is willing to do this for one year. She is willing to help with fundraising for the library.

Whitney (aye), Spliethof (nay), Bjarnson (nay), Kinyon (nay), Mayor Holston (nay), Coker (nay). Motion failed 1-5

Motion: Councilor Kinyon moved to approve Resolution 07-2021 adopting the FY 2021-2022 Budget in the amount of \$8,000,954 and making appropriations and imposing and categorizing taxes with adding the reductions proposed by council. Councilor Bjarnson seconded the motion.

Whitney (nay), Spliethof (aye), Bjarnson (aye), Coker (aye), Mayor Holston (aye), Kinyon (aye). Motion passed 5-1

8.2 Ordinance 937 Establishment of a Public Safety Fee-First Reading

Bryan-read the issue.

Mayor Holston- this ordinance as written does not set the fee amount, the resolution and fee schedule will set that, we made reductions to the budget, and we are working on reducing the fee. There will be forgiveness for low-income families, the fee for motels and hotels go by the number of meters, not units.

Motion: Councilor Kinyon moved that we do not take the reading of Ordinance 937.

Mayor Holston- is your intent that you do not want to pass the ordinance?

Councilor Kinyon- she said if we get a second and have discussion that might come up.

Councilor Spliethof- seconded the motion.

Mayor Holston-so your intent was to reduce the budget and tell us how much it would reduce the ESF fee and not pass the ESF fee?

Councilor Kinyon- that's how I feel.

Mayor Holston- you don't want to pass the ESF fee you just wanted to reduce the budget.

Councilor Kinyon- yes.

Mayor Holston- I wish I had known what your intentions were. It doesn't make sense that you would calculate the fee out if you had no intention of passing the fee.

Councilor Spliethof- the council shouldn't be the ones to propose a safety fee, it should go to the voters again.

Bryan- For those who had no intention of even addressing the ordinance which provides the anticipated revenue, that is very disingenuous.

Councilor Kinyon- you told us to do this, you said we could do a supplemental budget.

Bryan- you went in and passed a budget you knew would be out of balance since you had no intention of addressing the public safety fee.

Mayor Holston- we have a deficit of \$500,000 plus, how are you going to pass this budget? The proposal in the budget was to have the fee, now we don't have the fee, how are you now going to pass this.

Councilor Kinyon- make more cuts.

Bryan- we have already passed the budget; he will take care of the rest of it.

Mayor Holston- you just passed a budget that begins July 1, we can make changes and present a supplemental budget. We have passed an unbalanced budget, she cannot present an unbalanced budget to the state.

Councilor Kinyon- it is balanced, it has the anticipated fee in there.

Mayor- but you don't want to pass the fee. I don't understand where you want to cut, this isn't a game, this isn't a gotcha.

Bryan- he will present a supplemental budget after July 1 for fiscal year 21-22.

Mayor Holston- we need to take the schedule of fees off of the agenda.

Mayor Holston (nay), Coker (aye), Spliethof (aye), Whitney (nay), Bjarnson (aye), Kinyon (aye). Motion passed 4-2

Mayor Holston- can we eliminate the public safety from the fee schedule and pass it that way?

Eric- no, we have to add in CPI rates to the water now.

Bryan-the water rates will be going back up now.

8.3 Resolution 08-2021 FY 2021-2022 Schedule of Fees-taken off the agenda

9. Appointments-none

10. Public Comment

Jan Christensen- she feels like her budget committee membership was wasted, you knew this was a problem, more cuts should have happened.

Trudy Hammond 47752 Berry St- can she more information on the supplemental budget will there be an increase in water rates?

Mayor Holston- there will be a water rate increase, if the fee was passed we weren't going to raise the rates, but the fee didn't pass.

Bryan- the water will go up 1.7% on the base rate.

Dan Barclay- there are so many holes in the ordinance that you could drive a truck through it. Talked about how the fee would have charged customers.

11. Adjourn 8:25 pm

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder



July 1, 2021
City Council Special Session (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

Council Present: Mayor Holston, Councilors 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

4. Additions, corrections or adjustments to the agenda

Bryan- added 13.3 Emergency Resolution 10-2021

5. Public Comment

Vincent LaRochelle – asked the council to please restrict all fireworks to Greenwaters Park.

Bryan- read an email from David Gordon regarding the fire department volunteer pay.

Eugene Cathcart 76589 View Ct- spoke in favor of the proposed sale of lot 34 at the OIP.

Dan Barclay- the council had courage passing the budget, this crisis was never decided by citizens, and it is incumbent on council to reduce expenditures.

Aric Higdon 47401 Sunny Nook-talked about the fire department stipend, he is concerned for citizens.

Kristin Dodge- she read the mayors letter, she is looking for clarity.

6. Mayor Comments / Announcements / Proclamations

Mayor Holston-read a letter from the Red Cross regarding blood donations and the need for blood, due to the extreme heat many donors didn't make it in to donate.

Mayor Holston -read a request from Regional Solutions Office from the Governor's Office, there are good things happening in Oakridge. . Bryan will be attending the upcoming Regional Solutions Office Committee's next meeting on July 8th.

7. Council Comments / Announcements

Councilor Kinyon-asked when they will be receiving the City Administrator review documents.

Mayor Holston-said she will get those out to the council.

Councilor Spliethof- asked about the water rate discussion to decrease the water rate increase, has there been any movement on that? Councilor Kinyon would like to know about the Covid money allocation.

Mayor Holston-the rate discussion did not need to be continued, as it stands, we will do the annual raise to the water rates. We sent out the information we have on the COVID funding and we don't have the complete direction as to what we can and cannot spend it on. You should have received the initial packet from the city administrator showing where you can spend the money.

Councilor Spliethof-do we have a code of conduct in the forms for the volunteer packets?

Mayor Holston-is sure that we do, but she will make sure that is in there.

Bryan-will have the new policy ready to go within 60 days.

Councilor Spliethof-read out of the packet concerning water reports.

Mayor Holston-you are reading very old documents, make an appointment with Bryan regarding this information, all of those issues have been addressed. You are misinterpreting what you are reading and these issues have been resolved for some time now.

Councilor Spliethof-asked if the current volunteers will need to sign the new policy, he thinks they should.

Councilor Kinyon-she agrees with Councilor Spliethof.

Motion: Mayor Holston moved to have all currently approved volunteers reaffirm and sign the new policy when it is published in the next 60 days. Councilor Kinyon seconded the motion.

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

8. Consent Agenda- this item was unintentionally missed

8.1 Approval of minutes from April 29, May 20 and June 3.

9. Business from City Council

10. Business from City Administrator

10.1 Oakridge Westfir Police Intergovernmental Agreement

Bryan- read the issue.

Motion: Councilor Whitney moved we approve the intergovernmental agreement to provide police protection services to the City of Westfir at a rate of \$40,263 for fiscal year 2022. Councilor Coker seconded the motion.

Councilor Hollett-she feels that this number is too low, we have talked about this in the past.

Bryan-he sat down with the Westfir City Council and let them know that depending on how things turn out with our budget we might be coming back to modify or cancel the agreement.

Chief Martin-their contract is for 20 hours a month plus emergencies.

Mayor Holston-we are only doing a little better than breaking even, we are trying to determine, can we even afford to cover Westfir, we can't raise it enough to keep an officer, we may have to reduce our coverage.

Councilor Coker-that is what she was thinking, can we go back and make adjustments.

Bryan-we have three months cancel the agreement or make adjustments.

Councilor Spliethof-don't we have a contract with Lowell?

Bryan-yes, they have a set number of hours and it usually done by one of our reserves who lives in Lowell or the guys do it when they have court in town.

Councilor Hollett-their number needs to definitely increase.

Mayor Holston, Councilor Coker and Councilor Spliethof agreed.

Councilor Whitney-she thinks it would be a good idea to let Westfir know that we will be wanting to amend the contract.

Councilor Hollett-she thought that would be a second motion from the council.

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

2nd Motion: Councilor Hollett moved to direct the city administrator to renegotiate the contract with the City of Westfir to either increase the contract or decrease services. Councilor Spliethof seconded the motion.

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

10.2 Infrastructure Finance Loan Approval

Bryan-read the issue. Well #2 is our primary producer.

Councilor Whitney-isn't this our main well?

Bryan-yes.

Councilor Spliethof-in the report it said the well has contaminates in it.

Bryan- as he mentioned, the well is sealed and there is no contamination.

Councilor Kinyon- is this refurbishment taking place of drilling another well?

Bryan-no, it will have to be done regardless, there are no plans for another well.

Motion: Councilor Whitney moved to approve the submission of a loan application to Business Oregon for \$260,000 to fund improvements to Well No. 2. Councilor Hollett seconded the motion.

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

10.3 RTMP Request

Bryan-read the issue. This application was inadvertently left out of the 6/17 packet, there is still money left in the RTMP fund to approve.

Motion: Councilor Kinyon moved to approve the RTMP application for \$750 to the Oakridge Disc Golf Club to support the Middle Fork Open. Councilor Bjarnson seconded the motion.

Councilor Spliethof-Councilor Kinyon recommends not making any decisions until council has a policy on RTMP funds.

Mayor Holston-are you speaking for Councilor Kinyon or yourself?

Councilor Spliethof-myself.

Bryan-you approved seven others on 6/17, this was inadvertently left out.

Councilor Kinyon-the RTMP Committee is working on the policy.

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

13.3 Emergency Resolution 10-2021

Bryan-read the issue.

Councilor Spliethof-wanted to clarify that we would still have the fireworks show at Greenwaters Park, but it will eliminate all fireworks in the City of Oakridge?

Mayor Holston-that is what is up for discussion.

Bryan-pointed out section 3, Use of Fireworks Prohibited on page 2 that would be your avenue to approve the 4th of July fireworks show.

Councilor Kinyon-how do you plan on enforcing this if this gets adopted?

Chief Martin-it is going to be tough to enforce this, we need a lot more officers. His concern is the city is shooting off fireworks, they will get people saying ours are more dangerous, just keep that in your minds.

Councilor Hollett-she is torn, she 100% agrees that there is no way to enforce this, the City of Eugene is not enforcing it and they are asking people not to call 911 for illegal fireworks. The city should just ask the citizens to go watch the professional fireworks show.

Councilor Kinyon-will a ban like this allow a city to tell retailers that they can't sell fireworks?

Bryan-we had that opportunity some time ago when they applied for their permit but given the urgency of this extreme danger that opportunity is already gone. He doesn't see shutting them down.

Councilor Kinyon-are the police going to show up where there are six-year-olds lighting sparklers, are they going to get told they can't do that?

Bryan- he is trusting the police to use their judgement on how they enforce this. Given the fire danger he does not see a choice that the city has here, given the drought condition we are in.

Councilor Kinyon- our focus should be on illegal fireworks, this is going to damper people from having fun.

Bryan-we will be sending a signal that we are serious, and we cannot recommend that you even use fireworks.

Councilor Whitney-she wholeheartedly supports this ordinance. She has lived here since 1972 and she has seen many fires around Oakridge even when we didn't have this level of fire danger. Usually the high danger for fire season is in September and now it is July, we need to look at this seriously and this will give the police a little more teeth dealing with people. We need to be as safe as we can as dry as it is.

Mayor Holston- she gets this, how are we going to enforce this, but we are in extreme fire danger. We need to make a statement to our community. The city of Eugene has said not to call 911, but they gave a number for people to call in illegal fireworks. She understands our police are spread thin, with all of the firefighters over at Greenwaters perhaps we can see about them patrolling the streets also and reminding folks that we have a community fireworks display planned. As a council and as a community we need to say sometimes you have to make a sacrifice and the sacrifice this year is let's not go out of our way to burn our town down.

Chief Martin-if council passes this it shows their support of the officers enforcing it. This gives us a strong governmental interest, this ordinance gives us that and we can take enforcement action. In years past we have had people who have a total disregard for anybody or anything with their having fun and this will help us with those issues.

Councilor Hollett-she wants the council to be aware that this only covers people in the City of Oakridge. There are still places that people can do legal fireworks. Last year there were dozens and dozens of illegal fireworks going off all over and she remembers being told that there were no citations given out, but this year we will give them out for legal fireworks?

Bryan- citations to people who don't pay attention to warnings legal or illegal.

Mayor Holston-we are not going to say we know how unsafe it is, but go ahead and celebrate, we need to make a stand.

Motion: Councilor Whitney moved to approve Resolution 10-2021 declaring a state of emergency related to extreme heat and the dangers of fireworks; and prohibiting the use of fireworks within the City of Oakridge. Councilor Spliethof seconded the motion.

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

10.4 4th of July Celebration

Bryan-read the issue. The fire level has been raised to high. He wants to change his staff recommendation, he had a conversation with the Forest Service Fire Management Officer and he mentioned that ODF will not have a presence at the display although the Forest Service and OFD will be there. Bryan recommends having the celebration without the pyrotechnics.

Motion: Councilor Spliethof moved to approve the Oakridge 4th of July fireworks if the fire danger level remains below extreme. Councilor Kinyon seconded the motion.

Councilor Whitney-do we know what sort of liability the city would have if God forbid we did have a fire from this?

Bryan-he tried to reach out to our insurance agent, the fireworks committee did present an insurance policy for 2 million with the city as the insured, he hasn't heard back from CIS.

Councilor Whitney-she has always enjoyed going to this event, but we are in unprecedented times and she doesn't know if this is worth putting the community at risk doing the pyrotechnics.

Councilor Hollett-she has spoken to other fire officials and what was expressed was that a professional fireworks show would likely result in more people going to go watch the show instead of buying fireworks. She has looked at other cities, Harrisburg is continuing their fireworks along with Bend and Redmond.

Councilor Bjarnson-she feels that if we cancel the show that will drive more people to buy their own fireworks and that would be more dangerous.

Councilor Spliethof-say there is a fire and they have a 2 million insurance policy and there is more than 2 million in damage who is responsible for that?

Bryan-he would assume they'd want their money so they would go after both of us.

Mayor Holston-asked Councilor Hollett who she spoke with at the Forest Service about having a truck on the LaDuke side.

Councilor Hollett-she spoke with Matt Pederson with the Forest Service and the other person was Nate, she couldn't remember his last name.

Mayor Holston-her concern is that we sit in a bowl surrounded by tinder- dry and yes we usually have these kind of levels, but after this last heat she watched well established huge fir trees brown out because they were unable to pull any moisture out of the ground to send it to the end of their branches, that means our ground is extremely dry. She wants us to have a fireworks show, but she wants us to be safe. This is a roll of the dice, she appreciates Bryan's change after getting more information, and it is his legal obligation to do that and then it is our obligation to go with that.

Spliethof (aye), Coker (aye), Whitney (nay), Mayor Holston (nay), Kinyon (aye), Bjarnson (aye), Hollett (aye). Motion passed 5-2

10.5 Concerts in the Park

11. Reports of Boards, Commissions and Committees

11.1 Administrative Advisory Committee
11.2 Parks and Community Services Committee
11.3 Public Safety Advisory Committee
11.4 RTMP Committee

12. Items Removed from the Consent Agenda

13. Ordinances, Resolutions and Public comments

13.1 Resolution 07-2021 Schedule of Fees
13.2 Resolution 08-2021 Supplemental Budget

14. Public Hearings

14.1 Open Public Hearing-Sale of Public Property-9:04 pm

Bryan- read the issue.

14.1.1 Statements in Favor

Trudy Hammond 47752 Berry Street-she is in favor of this company coming here.

Sue Cathcart 76589 View Ct-it is super exciting to have art in town and it is good for economic revitalization.

14.1.2 Statements in Opposition-none

14.1.3 Statements in General-none

14.2 Close Public Hearing- 9:06 pm

14.3 Councilor Discussion / Motion

Motion: Councilor Spliethof moved we direct the city administrator to execute the sales agreement of lot 34 at the Oakridge Industrial Park. Councilor Coker seconded the motion.

Councilor Hollett-thanked the Cathcarts, she is excited for this business to come to Oakridge.

Councilor Bjarnson-she is excited as well.

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

Mayor Holston-it is now 9:09 pm, we will adjourn and pick it up again at the next meeting.

Councilor Kinyon-we didn't discuss the city administrator review.

Mayor Holston-she will send it out to the council.

Councilor Coker-are we doing the supplemental budget at the next meeting? Is everyone going to continue working as normal?

Bryan-there won't be any furloughs but there will be limited hours at city hall.

15. Appointments

16. **Public Comment**

17. **Adjourn- 9:13 pm**

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder

Business of the City Council

City of Oakridge, Oregon

July 15, 2021

Agenda Title: Change Order Approval

Agenda Item No: 10.1

Exhibit: (1) Forwarded when available

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

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: The city council approved the award of the street overlay of Berry Street and Garden Road on June 3, 2021 to Riverbend Construction. Council chose to have each and every change order brought before them for approval due to past bad experiences.

The contractor has offered some suggestions to reduce the cost of construction which would allow paving of an additional 1,100 feet extending down Garden and onto Riverview Street. This change order reflects this modification to the contract.

As a reminder, these projects are funded through the ODOT Small Cities Allotment program. There is no cost share but the city is responsible for any expenditures in excess of the grant. The city was awarded two grants of \$100,000 each.


FISCAL IMPACT: \$171,000

**OPTIONS: (1) Approve the Change Order.
(2) Disapprove the Change Order.**

RECOMMENDATION: Staff recommends option (1).

RECOMMENDED MOTION: I move we approve / disapprove the Change Order to the Garden Road – Berry Street overlay projects.



 **RIVERVIEW STREET PAVING AREA**
SCALE: 1" = 20'



ORIGINAL DRAWING.
ADJUST SCALE
AS SHOWN
ACCORDINGLY.

Business of the City Council

City of Oakridge, Oregon

July 15, 2021

Agenda Title: Concerts in the Park Fee Waiver and Alcohol Permit

Agenda Item No: 10.2

Exhibit: (1) Application

Proposed Council Action: Motion from the floor.

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: Concerts in the Park will be holding a single concert on August 21, 2021 at the Greenwaters Amphitheater. They are requesting a fee waiver of \$300 and approval of an alcohol permit.

FISCAL IMPACT: \$300 of unrealized rent revenue.

OPTIONS: (1) Approve the fee waiver and permit.
(2) Disapprove either one or both requests.

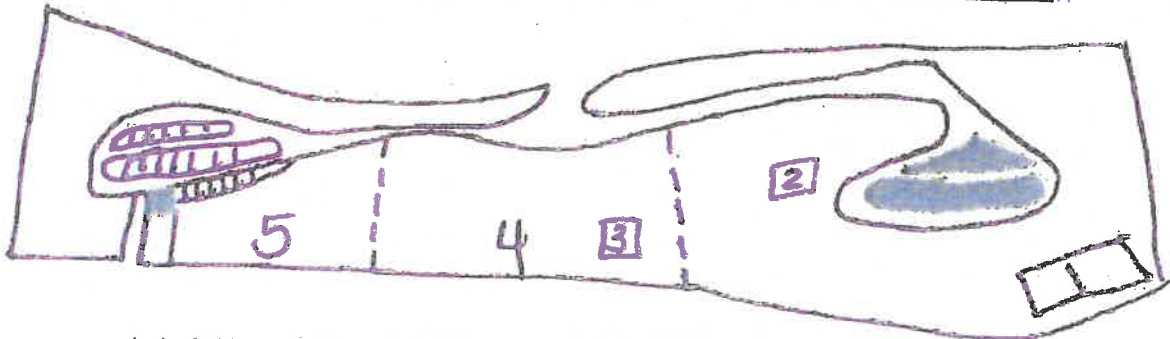
RECOMMENDATION: Staff recommends option (2), approving the permit but disapproving the fee waiver.

RECOMMENDED MOTION:

I move we approve the fee waiver / alcohol permit for the Concerts in the Park event.

CITY OF OAKRIDGE

Event Music Concert Small event >99 Large event <100
 Name Concerts In The Park 2021 Date(s) requested Aug 21, 2021
 Hours 10-10 Open at 12:00
 Contact Address 76266 Garden Rd Contact Phone 541-968-2391



	1-Picnic Shelter	2-Community Bldg	3- Whole Park	4-Amphitheater	5- Overflow
Large event:	\$20/day	\$14/hr., \$56/day	\$500/day	\$300/day	\$200/day
Small event:	\$20/day	\$10/hr., 40/day	\$200/day	\$100/day	\$200/day

Areas Requested Amphitheater Total 300.00 FEE WAIVER REQUESTED
 Alcohol Permit Yes No (Separate Application Required)

Osprey Park or Salmon Creek Park \$100 per day

Other Facilities:

WAC: Rates:
 Classroom _____ \$15/half day
 Gym _____ \$25/Day
 Senior Lounge _____ Keys must be Returned to City Hall

Office Use Only

Date paid _____
 Amount Paid _____
See Reverse for permit conditions
If Council approval is required, submit at least 45 days in advance

Requires Council Approval

Street Closure location _____

Noise Permit:

Nature of Noise: _____

Estimated distance noise will be plainly audible _____

Is a Variance required? Yes No

Variance subject to event rules (see reverse)

Attach a list of all residences/business within 500 feet

OIP Fenced Parking Yes No (fee \$100/day in lot 7) Total- _____

Other OIP lots may negotiated as needed.

Fees are non-refundable

Applicants Signature Carina Selton

Date June 21, 2021

Approval Signature _____

Date _____

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 conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
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: policies and Council Directives; 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 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 list 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 a 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 and 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 plan 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 condition and any other stipulation the City may deem necessary.

Signature:



Date:

June 21, 2021

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

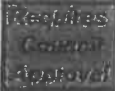
Sanctions may be appealed to the City Council.

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

Category:	Event: <u>Concert</u>
Family: <input type="checkbox"/>	Event Sponsor: <u>Oakridge Concerts In The Park</u>
Group: <input type="checkbox"/>	Date of Event: <u>Aug 27, 2021</u>
Non-Profit: <input type="checkbox"/>	Hours of Event: <u>12-8:30 (10:00 for clean-up)</u>
For Profit: <input type="checkbox"/>	Will you charge admission to the event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Expected Number of People Attending the Event: <u>80</u>
	Applicant: <u>Carina Schorer</u>
	Contact Address: <u>76266 Garden Rd. Oakridge</u>
	Contact Phone: <u>541-968-2391</u>

Facility To Be Reserved: (Check all that apply to Event:)	Greenwaters:	Entire Park: <input type="checkbox"/>	<input type="checkbox"/>
		Community Building: <input type="checkbox"/>	<input type="checkbox"/>
		Picnic Shelter: <input type="checkbox"/>	<input type="checkbox"/>
		Amphitheater: <input checked="" type="checkbox"/>	<input type="checkbox"/>
	Street Closure:	<input type="checkbox"/>	Which Street: _____
	WAC:	Classroom <input type="checkbox"/>	Senior Ctr <input type="checkbox"/>
		Gym <input type="checkbox"/>	Kitchen <input type="checkbox"/>
	Fire Hall Training Room: <input type="checkbox"/>		
	Have you scheduled the facility with the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Alcohol Permit: 	Hours of Alcohol Service: <u>12-9:00</u>
	Type of Food/Caterer: <u>Moose Lodge</u>
	Security Measures: <u>monitors, orange fencing</u>
	Date of Council Approval: _____
	After approval by the Council, please provide copies of:
	Certificate of Insurance: <input type="checkbox"/>
	Hold Harmless Agreement: <input type="checkbox"/>
	OLCC License: <input type="checkbox"/>

Noise Permit 	Nature of Noise Generation: <u>Music</u>
	Estimated Distance Noise will be plainly audible: <u>?</u>
	Is a variance required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	(If a variance is required, please explain the reason for the variance.)
	Attach a list of all residences/businesses within 500 feet.

Applicant Signature: Carina Schorer Date: June 21, 2021

**Please see the conditions for these permits on the back of this application.
* If Council approval is required, submit application at least 45 days before event.**

Fees Received: _____ Date: _____

Final Approval Signature: _____ Date: _____



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

Answers Should Be Provided on a Separate Sheet of Paper

1. You will be civilly liable for any damage or injuries that may occur during your event.
2. You will be responsible for the cleanup of the facility and for any required repairs.
3. The event must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
4. Please provide a list of all neighboring businesses and residences and their addresses and phone numbers located within 500 feet of the activity. Each of these businesses or residents must be contacted with information about the event not more than 14 days, nor less than 7 days, prior to the event. The information must include a contact number for information requests or complaints.
5. If admission is charged at the event and alcohol is served, you must reserve the entire facility for the duration of the event.
6. Permit Applications for Alcohol Usage in City Facilities must be submitted to the City no less than 45 days before the event.
7. If alcohol is approved for service by the City Council, please provide a certificate of insurance for \$1,000,000, a hold-harmless agreement, and a copy of the OLCC license after approval of the Council at least two weeks before the event.
8. You must provide appropriate security during your event commensurate to the size of the event, i.e. one security trained and easily identifiable personnel for every 100 participants with a minimum two personnel on duty at all times.
9. You must have controls in place to insure that minors do not consume alcohol at your event. Please describe.
10. You must have controls in place to insure that the adults who drink stay within the rented area. Please describe.
11. If there are any changes as far as the amount of alcohol or the number of people attending, it is your responsibility to advise the City at 541-782-2258.
12. You must abide by the above conditions and any other stipulations the City may deem necessary.
13. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of a City ordinance.

Signature: _____

Carina Schan

Business of the City Council

City of Oakridge, Oregon

July 15, 2021

**Agenda Title: Release of Attorney Client
Privilege to a Public Records Request**

Agenda Item No: 10.3

Exhibit: PRR 21-19

**Proposed Council Action: A motion
from the floor and a vote.**

Agenda Bill Author: Bryan Cutchen

City Administrator: Bryan Cutchen

ISSUE: Per ORS 40.225 Rule 503, a person, public officer, corporation, association or other organization or entity, either public or private, is not required to disclose confidential communication to a third party. The Governing Body can decide to release this information in the interest of Oregon Public Records Law.

FISCAL IMPACT: \$40.39 fee to compile the requested information.

OPTIONS: (1) Authorize the release of the requested information.
(2) Do not authorize the release of the requested information.

RECOMMENDATION: Staff recommends option (1)

RECOMMENDED MOTION:

I move we direct the city administrator fulfill the public records request by releasing all requested information contained Public Records Request 21-19, specifically waiving attorney-client privilege for the records in question.



City of Oakridge Public Record Requests

Request #21-19

Open

As of July 7, 2021, 3:50pm

Request Visibility: Staff

Details

MEMO TO: Bryan Cutchen, Oakridge city administrator
FROM: Doug Bates, editor, Highway 58 Herald
SUBJECT: Freedom of Information Act request

On June 7, on her Facebook site, Oakridge City Budget Committee Chair Dawn Kinyon posted a lengthy dissertation about the city's budgeting challenges. In that post she discloses that one of the city's four firefighters/paramedics "had to be out on paid leave for about 2.5 months" last year.

The Herald has interviewed confidential sources, including a former Oakridge ambulance driver, who say the employee referred to by Councilor Kinyon was Justin Mock and that his paid leave occurred during a suspension and investigation.

Under the Freedom of Information Act, we respectfully request copies of all city records in this matter, including but not limited to emails, letters, complaints and investigatory reports.

We also respectfully request copies of all of Councilor Kinyon's Facebook postings and Facebook messages involving this matter, as her social media site has become a forum for the public's business.

Sincerely,

Doug Bates
Editor
Highway 58 Herald

Received

June 12, 2021 via web

Anticipated fulfillment

Fulfillment date not set



City of Oakridge Public Record Requests

Due

July 15, 2021

Departments

None Assigned

Requester

[Doug Bates](#)

highway58herald@gmail.com
47581 Highway 58, Oakridge, OR 97463
458-205-1822
Highway 58 Herald

Requester email status list

Request opened

- **Sent** *June 12, 2021, 8:32am*
- **Opened** *June 12, 2021, 8:32am*
- **Delivered** *June 12, 2021, 8:33am*

External message added

- **Sent** *June 15, 2021, 10:48am*
- **Delivered** *June 15, 2021, 10:49am*
- **Opened** *June 15, 2021, 4:15pm*

External message added

- **Sent** *June 29, 2021, 8:47am*
- **Delivered** *June 29, 2021, 8:48am*
- **Opened** *June 29, 2021, 9:54am*

Due date changed

- **Sent** *July 7, 2021, 3:39pm*
- **Delivered** *July 7, 2021, 3:39pm*

Documents



City of Oakridge Public Record Requests

Public (pending)

(none)

Requester

(none)

Staff Only

(none)

Staff

Point of Contact

tom@nextrequest.com *(deactivated)*

Support

cityadministrator@ci.oakridge.or.us

Tasks

Timeline

Due Date Changed

Public

07/15/2021 (was 07/05/2021). The release of requested records must be approved by the Governing Body at their July 15, 2021 meeting.

July 7, 2021, 3:39pm by Bryan Cutchen

External Message

Requester +
Staff



City of Oakridge Public Record Requests

Mr. Bates,

The material you requested is protected under attorney client privilege. To release this material will need the permission of the Oakridge City Council.

To schedule the executive session, assemble the material and respond will take approximately 45 minutes at a loaded hourly rate of \$53.85 for the city administrator. To continue with this request please submit \$40.39 to city hall in person, by mail to PO Box 1410, Oakridge, OR 97463 or by calling 541-782-2258. Please reference PRR 21-19.

June 29, 2021, 8:47am by Bryan Cutchen, City Administrator (Staff)

External Message

Requester +
Staff

In accordance with ORS 192.324(2) the purpose of this notification is to acknowledge the City of Oakridge's receipt of your request for "copies of all city records" related to Justin Mock and his paid leave during suspension and investigation.

You also requested all of Councilor Kinyon's Facebook postings and messages involved in this matter.

The City of Oakridge is the custodian of at least some of the requested records. We will provide you with an estimate of the time and fees for disclosure of the public records within a reasonable time.

The City of Oakridge is not the custodian of record for Facebook related postings of Councilor Kinyon, and the City of Oakridge does not maintain Facebook records of her account to provide to you.

Please understand that it is possible we will determine that some of the records you seek will be deemed exempt from public disclosure under Oregon law.

June 15, 2021, 10:48am by Bryan Cutchen, City Administrator (Staff)



City of Oakridge Public Record Requests

Support Staff Added

Bryan Cutchen

June 12, 2021, 8:32am (auto-assigned)

Staff Only

Request Visibility

All Staff

June 12, 2021, 8:32am (auto-assigned)

Staff Only

Request Opened

Request received via web

June 12, 2021, 8:32am by Doug Bates

Public

Business of the City Council

City of Oakridge, Oregon

July 15, 2021

Agenda Title: Appointing the Police Chief to City Administrator Pro Tem for the Period of July 30 – August 6, 2021.

Agenda Item No: 10.4

Exhibit: None.

Proposed Council Action: A motion and vote from the floor.

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

ISSUE: The City Administrator will be on travel to Maine July 30 – August 6, 2021. The Administrator recommends appointing Police Chief Kevin Martin City Administrator Pro Tem in his absence.

FISCAL IMPACT: None.

OPTIONS: 1) Approve City Administrator Pro Tem.
2) Appoint an alternate.

RECOMMENDATION: Staff recommends option (1)

RECOMMENDED MOTION: I move we appoint Police Chief Kevin Martin as City Administrator Pro Tem for the period July 30 – August 6, 2021.

Business of the City Council

City of Oakridge, Oregon

July 15, 2021

**Agenda Title: FY 21-22 Schedule of Fees
Resolution**

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

Agenda Item No: 13.1

**Exhibit: (1) Resolution 08-2021
(2) FY2021-2022 Schedule of Fees
(3) FY2020-2021 Schedule of Fees**

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

ISSUE: The city fee schedule should be reviewed and approved each fiscal year.

FISCAL IMPACT: None

**OPTIONS: 1) Adopt Resolution 08-2021.
2) Do not adopt Resolution 08-2021 or request a revision.**

STAFF RECOMMENDATION: Option 1.

RECOMMENDED MOTION:

I move we adopt Resolution 08-2021, the City of Oakridge Fee Schedule for Fiscal Year 21-22.

RESOLUTION NO. 08-2021

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oakridge, Oregon that the fees set forth in the attached exhibit shall be charged for the appropriate service, permit, and/or application effective with billings on August 01, 2021.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS ____ day of ____, 2021.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS ____ day of _____, 2021.

Signed: _____
Kathy Holston, Mayor

Attest: _____
Jackie Sims, Assistant City Recorder

Ayes:
Nays



**City of Oakridge
Fee Schedule Effective:
August 1, 2021**

Ambulance

Ambulance Transport Resident)	\$2,000
plus per mile charge	\$35
Ambulance Transport (Non-Resident)	\$2,500
plus per mile charge	\$35
Extra Attendant	\$55/hr Resident
	\$70/hr Non-Resident
Waiting Time	\$65/hr Resident
	\$80/hr Non-Resident
Sit Up Patients	60% of the base rate
Ambulance Aid Call	60% of the base rate

Animal Control

Dog Licenses	1 year	\$20.00
	3 year	\$40.00
Spayed/Neutered & Seniors (55+)/Support Animal	1 year	\$10.00
	3 year	\$20.00
Cat Registration		\$10.00
Animal Impound Fees		
	First Time	\$40
	Second Time	\$80
	Third Time	\$120
Animal Adoption Fee		\$100.00 including spay/neuter
Miscellaneous Fees		
	Kennel Care (per day)	\$20.00
	Euthanasia	\$100.00

Business Licenses

\$60.00 per year, \$10.00 per month late fee

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

City Facilities

Greenwaters Park

Community Building	\$80/day
Sheltered Picnic Area	\$40.00/day
Amphitheater	\$500.00/day
Entire Park	\$1000/day

Willamette Activity Center

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

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

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

Fire Department

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

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

FireMed

Basic	\$75.00
With Life Flight (air lift)	\$134.00

Library

Overdue Fines	\$0.15 per day up to replacement cost
Copies	\$0.35
Replacement Library Cards	\$1.00
Out of City Library Cards	\$15 per year

Liquor License

Renewal Application	\$35, \$10.00 per month late fee
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Photocopies/Faxes

Copies	\$0.35
Legal	\$0.40
Color	\$1.25
Mailed copies add	\$0.12 per page with \$1.00 minimum
Faxes	\$0.55 per page local call area with \$1.10 minimum \$1.25 per page for long distance with \$2.50 minimum

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

Planning Permits

Conditional Use Permit	\$300
Temporary Use Permit	\$250
Annexation	\$1,600
Variance	\$220
Zone Change	\$425
Plan Amendment	\$1100
Appeal	\$300
PUD Preliminary	\$320
PUD Final Plus \$20 Per Lot	\$220

Site Review	\$300-\$700*
Minor Partition	\$150
Major Subdivision	\$250

*Staff determination based on complexity of review

Police Department

Vehicle Impound Fee	\$125
Vehicle Impound Storage Fee	\$30 (per day)
Fingerprints	\$20
Monthly Enforcement and Abatement Fee	\$1000

Public Works

Water Connection (tap) Charge:	
3/4" Meter	\$500 or cost of installation, whichever is greater
1" Meter	\$550 or cost of installation, whichever is greater
1 1/2" Meter	\$750 or cost of installation, whichever is greater
2" Meter & over	\$1,000 or cost of installation, whichever is greater
Sewer Connection (tap) Charge	
Single Dwelling	\$400
Multiple Dwelling	\$350 + \$50 for each additional unit using same tap point
Other Buildings	\$400 + \$50 for each additional unit using same tap point
Mobile Home Park	\$400 + \$50 for each additional space using same tap point

Monthly Water Service Charges

(Increased every July 1 by the CPI-W)

Residential (base rate includes 1st 1,000 gallons used)

<i>Meter Size</i>	<i>Base Rate</i>	<i>Fire Flow</i>	<i>Use Rate</i>
Up to 1"	\$ 40.67	\$1.00	\$3.55/1,000 gal.

Commercial

<i>Meter Size</i>	<i>Base Rate</i>	<i>Fire Flow</i>	<i>Use Rate</i>
¾"	\$40.18	\$1.00	\$4.16/1,000 gal.
1"	\$63.41	\$1.00	\$4.16/1,000 gal.
1 ½"	\$129.41	\$1.00	\$4.16/1,000 gal.
2"	\$219.38	\$1.00	\$4.16/1,000 gal.
3"	\$466.43	\$1.00	\$4.16/1,000 gal.
4"	\$851.29	\$1.00	\$4.16/1,000 gal.

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

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

<i>Type of Dwelling, Unit or Use</i>	<i>Base Rate per Month</i>
Individual detached residential dwelling	\$36.20
Any combination of dwelling units, hotels, rooming houses, apartments, mobile home parks without RV spaces.	\$36.20 per occupied unit
Mobile home parks with RV spaces	\$35.79 for the first 19,000 gal. water plus; \$35.77 for each additional 5,000 gal. of water used.
Any combination of businesses, or businesses and dwellings	\$36.20 per dwelling or business unit plus; \$36.20 per 5,000 gal. of water used after allowing for 5,000 gal. per dwelling and 19,000 gal. per business.
Industrial user with primarily industrial waste	Established by the Council based on an analysis of expected flows and nature of waste.
Water Service Restoration Charge	
Regular hours service call	\$30.00
After hours service call	\$50.00

Processing fee for delinquency first time	\$30.00
Processing fee for delinquency thereafter	\$75.00

Stormwater Charge	\$1.79 monthly
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Excavation Permit Fees

50 cubic yards or less	No fee
51-100 cubic yards	\$20
101-1,000 cubic yards	\$25
10,001-100,000	\$30 for the first 10,000 cubic yards
Each additional 10,000	\$20
100,001-200,000 cubic yards	\$150 for the first 100,000 cubic yards
Each additional 10,000	\$15
200,001 and up	\$325 for the first 200,000 cubic yards
Each additional 10,000	\$10

Grading Permit Fees

50 cubic yards or less	\$20
51-100 cubic yards	\$25
101-1,000 cubic yards	\$25 for the first 100 cubic yards
Each additional 100	\$15
1,001-10,000 cubic yards	\$85 for the first 1,000 cubic yards
Each additional 1,000	\$11
10,000-100,000 cubic yards	\$200 for the first 10,000 cubic yards
Each additional 10,000	\$40

Public Improvement Permit (sidewalk, curb & gutter, driveway, and drainage permit)	\$20
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Social Gambling

Owner	\$250
Non-owner	\$100

<u>Storm Water Assessment Fee</u>	\$1.76 per month per account
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<u>Tobacco License</u>	\$ 40
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Revised: July 1, 2021



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

Ambulance

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

Animal Control

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

Business Licenses

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

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

City Facilities

Greenwaters Park

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

Willamette Activity Center

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

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

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

Fire Department

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

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

FireMed

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

Library

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

Liquor License

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

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

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

Planning Permits

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

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

*Staff determination based on complexity of review

Police Department

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

Public Works

Water Connection (tap) Charge:

¾" Meter	\$300 or cost of installation, whichever is greater
1" Meter	\$350 or cost of installation, whichever is greater
1 ½" Meter	\$500 or cost of installation, whichever is greater
2" Meter & over	\$800 or cost of installation, whichever is greater

Sewer Connection (tap) Charge

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

Monthly Water Service Charges

(Increased every July 1 by the CPI-W)

Residential (base rate includes 1st 1,000 gallons used)

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

Commercial

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

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

Monthly Sewer Service Charges

(Increased every July 1 by the CPI-W)

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

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

Excavation Permit Fees

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

Grading Permit Fees

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

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

Owner	\$225
Non-owner	\$ 75

<u>Storm Water Assessment Fee</u>	\$1.76 per month per account
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<u>Tobacco License</u>	\$ 35
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Revised: October 15, 2020

Business of the City Council

City of Oakridge, Oregon

July 15, 2021

Agenda Title: Resolution Adopting a Supplemental Budget for Fiscal Year 2021-2022

Proposed Council Action: A motion to approve the proposed resolution.

Agenda Item No: 13.2

**Exhibit: (1) CA Statement on Supplemental
(2) Resolution 09-2021
(2) Supplemental Budget**

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

ISSUE: ORS 294.471 permits the governing body to create a supplemental budget for the fiscal year in which the regular budget has been adopted for certain and specific reasons. In this case, for clarity and transparency, this supplemental budget was developed to account for a loss of anticipated revenue. This revenue was anticipated from the adoption of a public safety fee.

FISCAL IMPACT: As described in the exhibit.

**OPTIONS: (1) Adopt the resolution.
(2) Reject the resolution.**

RECOMMENDATION: Staff recommends adoption of the resolution.

RECOMMENDED MOTION: I move we adopt Resolution 09-2021, providing a supplemental budget for fiscal year 2021-2022.

RESOLUTION NO. 09-2021

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021-2022 AND MAKING APPROPRIATIONS

The City of Oakridge resolves the following:

WHEREAS, ORS 294.471 permits the governing body of a municipal corporation to make a supplemental budget for the fiscal year for which the regular budget has been prepared if one or more of the following circumstances exist:

- a. An occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning.
- b. A pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires prompt action.
- c. Funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period.
- d. A request for services or facilities the cost of which is to be supplied by a private individual, corporation or company or by another governmental unit and the amount of which could not be accurately estimated when preparing the original budget or a previous supplemental budget for the current year or current budget period.
- e. Proceeds from the involuntary destruction, involuntary conversion, or sale of property that necessitates the immediate purchase, construction or acquisition of different facilities in order to carry on governmental operations.
- f. Ad valorem property taxes that are received during the fiscal year or budget period in an amount sufficiently greater than the amount estimated to be collected such that the difference will significantly affect the level of government operations to be funded by the taxes as provided in the original budget or a previous supplemental budget for the current year or current budget period.
- g. A local option tax described in ORS 294.476 that is certified for extension on the assessment and tax roll under ORS 310.060 for the fiscal year or budget period in which the local option tax measure is approved by voters.
- h. A reduction in available resources that requires the governing body to reduce appropriations in the original budget or a previous supplemental budget for the current year or current budget period.
- i. The original budget of the municipal corporation adopted under ORS 294.456 did not include estimated requirements to pay debt service pursuant to ORS 294.477 or the actual requirements are different from the

estimated requirements included in the original budget or a previous supplemental budget.

WHEREAS, the supplemental budget proposed meets one or more requirements of ORS 294.471;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakridge hereby adopts a supplemental budget in the attached exhibit for fiscal year 2021-2022 in the amounts shown for each Fund and,

BE IT FURTHER RESOLVED that the amounts shown below as appropriations for the fiscal year beginning July 1, 2021 and for purposes shown are hereby appropriated for each Fund.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage.

PASSED BY THE COUNCIL of the City of Oakridge this ____ day of ____, 2021.

APPROVED AND SIGNED BY THE MAYOR of the City of Oakridge this ____ day of ____, 2021.

Attest:

Bryan Cutchen, City Administrator

Kathy Holston, Mayor

Ayes:

Nays

Supplemental Budget- FY 2022

Rev: 6/28/2021

Fund-General		Current Budget	Increase (Decrease)	Revised Budget	Impact on Resources/ Appropriations
<u>Resources</u>					
Total Resources		\$3,199,796			
Imposed Public Safety Fee			(\$475,000)		
Loan from Water Fund			\$50,000		
	Resources Total		<u>(\$425,000)</u>	\$2,774,796	<u>(\$425,000)</u>
 <u>Expenditures/Appropriations</u>					
Admin		\$758,792	(\$51,282)	\$707,510	(\$51,282)
Police		\$1,112,090	(\$142,170)	\$969,920	(\$142,170)
Not Allocated to Program transfers out		\$970,297	(\$236,000)	\$734,297	(\$236,000)
	Expenditures Total				<u>(\$429,452)</u>
 Fund-Emergency Services Fund					
Fire & Ambulance Services		\$1,182,030	(\$236,250)	\$945,780	<u>(\$236,250)</u>
 Fund-Water					
Water Utility		\$796,585	(\$12,000)	\$784,585	(\$12,000)
Interfund Loans		\$0	\$50,000	\$50,000	\$50,000
					<u>\$38,000</u>
 Fund-Waste Water					
Wastewater Utility		\$784,210	(\$8,000)	\$776,210	<u>(\$8,000)</u>
 Total Unappropriated, all funds					
		\$986,651			
	GF		\$4,452		
	Emergency Services		\$250		
	Water		\$34,800		
	Waste Water		\$8,000		
			<u>\$47,502</u>	\$1,034,153	<u>\$47,502</u>

To reflect the required FY2022 budget reductions due to loss of anticipated revenue.
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Summary of Adjustments	Adopted 6/21	Change in:		Balance at 7/1
		revenue	expenditure	
General	3,199,796	(425,000)	(425,000)	2,774,796
Street	434,000	-	-	434,000
Emergency	1,182,630	-	(236,000)	946,630
Water - Cap Res	54,040			54,040
Wood Stove	17,312			17,312
Bike/Ped path	8,076			8,076
Water - bond res	120,683			120,683
OIP	547,100			547,100
Water	1,293,700	72,800	22,800	1,366,500
Waste water	1,007,567		-	1,007,567
Storm water	69,050			69,050
	<u>7,933,954</u>	<u>(352,200)</u>	<u>(638,200)</u>	<u>7,345,754</u>