

January 6, 2022  
6:30 pm City Council Meeting  
**Remote Participation Session**  
City Hall Conference Room  
48318 E 1<sup>st</sup> Street  
Oakridge OR, 97463



EXECUTIVE/REGULAR/WORK SESSION

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1. **CALL MEETING TO ORDER**
2. **Pledge of Allegiance**
3. **Roll Call**
  - \*\*Executive Session\*\***
  - ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.
  - \*\*Regular Session\*\***
4. **Additions, Corrections or Adjustments to the Agenda**
5. **Public Comment– 30 Minutes**

*Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the City Administrator to follow up on comments received.*
6. **Mayor Comments / Announcements / Proclamation**
7. **Council Comments / Announcements**
8. **Consent Agenda**
  - 8.1 Minutes from December 16, 2021
  - 8.2 City Attorney Billing for Sep-Oct-Nov 2021
9. **Business from the City Council**
  - 9.1 State of the City Address – Mayor Holston
  - 9.2 Charter Review Subcommittee Update – Councilor Kinyon
  - 9.3 Redistricting Committee Update – Councilor Hollett
10. **Business from the City Administration**
  - 10.1 Osprey Disc Golf Course Expansion Proposal
  - 10.2 National Forest Grant
  - 10.3 Use of TRT Funds
  - 10.4 Appointment of the Fiscal Year 2022-2023 Budget Officer
11. **Reports of Boards, Commissions and Committees**
12. **Items Removed from the Consent Agenda**
13. **Ordinances, Resolutions**
14. **Public Hearings**
15. **Appointments**
16. **Public Comment**
  - \*\*Work Session\*\***
17. **CA & CA Pro Tem Recruitment #4**
18. **Adjourn**

**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.



December 16, 2021

Regular Session/Work Session (Via Zoom)

City Hall Conference Room

48318 E 1<sup>st</sup> Street

7:00 p.m.

# MINUTES

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## 1. CALL MEETING TO ORDER- 7:00 pm

**Council Present:** Mayor Holston, Councilors Bobbie Whitney, Michele Coker, Melissa Bjarnson, Dawn Kinyon, Audy Spliethof and Christina Hollett

**Staff Present:** Police Chief Kevin Martin and City Recorder Jackie Sims

## 2. Pledge of Allegiance

## 3. Roll Call-all present. Councilor Coker was excused to leave meeting at 7:11

## 4. Additions, corrections or adjustments to the agenda-none

## 5. Public Comment-

John Ross- he is a reporter for the Highway 58 Herald, he wanted to clear up that there was an article written with his name attached, but he is not the one who wrote the article and it has been corrected.

## 6. Mayors Comments / Announcements / Proclamation

Mayor Holston-thanked Lynda and Gary and everyone who helped with the Tree Lighting event.

The Red Cross went door to door offering to install smoke detectors around town.

## 7. Council Comments / Announcements

Councilor Hollett-thanked everyone for volunteering for the Light Parade.

## 8. Consent Agenda

8.1 Minutes from 11/4/2021 and 11/18/2021

8.2 November Financial Report

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

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

## 9. Business from the City Council

Councilor Kinyon-asked about the PSF.

Mayor Holston and Jackie Sims- explained the process of how they are generated and mailed out.

Councilor Kinyon-would like to discuss this at the next meeting.

Mayor Holston-gave an update on the Finance Director Job posting and the Engineer of Record posting.

**10. Business from the City Administrator**

10.1 City Administrator Update

10.1.1 Fee Waiver

Mayor Holston-read the issue

There was discussion on the process of waiving fees for events, we don't have a set process. We will come back at a later date to put together a process to use.

**Motion:** Councilor Kinyon moved to approve the requested fee waiver for the dance and ballet classes at the Greenwaters Community Building January-June 2022 and transfer the money out of TRT. Councilor Bjarnson seconded the motion.

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

10.1.2 Change Order

Mayor Holston-read the issue.

The council discussed the need for the change order.

**Motion:** Councilor Kinyon moved to approve the change order in the amount of \$24,500 for the Alpine Streams Construction Signage and Wayfinding Project. Councilor Whitney seconded the motion.

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

10.1.3 National Forest Grant-no information in packet

10.1.4 Osprey Disc Golf Course-no information in packet

10.2 Community Services Update- Councilor Whitney gave report

10.3 Police Department Update-Chief Kevin Martin gave report

10.4 Fire Department Update-Scott Hollett updated on the Red Cross

10.5 Public Works Update-Robeart gave a report

**11. Items Removed from the Consent Agenda-none**

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

12.1 Ordinance 938-Controlling the Sale of Tobacco Products

Mayor Holston-read the issue

**Motion:** Councilor Spliethof moved we adopt Ordinance 938, which repeals Chapter 115 of the City of Oakridge Code for Tobacco Products. Councilor Kinyon seconded the motion.

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

**13. Public Comments-none**

**14. Appointments-none**

**Adjourn regular meeting for work session- 8:33 pm**

**15. Work Session-CA Recruitment #3-Position Description and Timeline, Pro Tem process**

The Mayor and Councilors discussed salary ranges and what they are looking for in a City Administrator.

Chief Martin-the staff is concerned about not receiving any inquiries for the Finance Director position.

Mayor Holston-she will talk to LCOG.

Councilor Kinyon-logged off the meeting at 8:43 pm, but returned shortly after.

**16. Public Comment**

Sissy Cutchen 48300 Hills Street- She expressed great concern regarding the actions of the city council and the loss that the city is going to take.

Jan Christensen- is on board with everything that Sissy said.

Councilor Kinyon-wanted to respond to Sissy's comments.

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

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

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

**MEMORANDUM****OFFICE OF ATTORNEY FOR CITY OF OAKRIDGE**

THESE SPECIFIC BILLINGS REVEAL LEGAL WORK TASKS UNDERTAKEN BY THIS OFFICE AT THE REQUEST OF OAKRIDGE, ITS OFFICERS AND EMPLOYEES. AS SUCH, THEY ARE EXEMPT FROM PUBLIC DISCLOSURE PURSUANT TO ORS 40.225, ORS 192.355(9), ORS AND ORS 192.355(1). IF A CITY COUNCILOR WISHES TO SEE SPECIFIC BILLINGS, THEY ARE AVAILABLE THROUGH THE ADMINISTRATOR'S OFFICE. HOWEVER, THE BILLINGS SHOULD NOT BE DISCLOSED TO THIRD PARTIES WITHOUT THE APPROVAL OF THE COUNCIL.

DATE: December 7, 2021

TO: City of Oakridge  
City Administrator's Office

FROM: Matthew L. Dahlstrom  
Joseph J. Leahy  
Office of Attorney for City of Oakridge

RE: Time Slips for the Law Firm of Leahy Cox, LLP  
Pursuant to Independent Contractor Agreement

In conformance with the requirements of the Independent Contractor Agreement, please find enclosed copies of the time slips maintained by this office indicating the time expended on City of Oakridge legal business during the months of September and October, 2021.

Our total number of hours for these months was.

These time slips indicate the total number of hours expended for each department and the total amount of hours expended by the firm as follows:

DEPARTMENT	TOTAL HOURS	AMOUNT
City Administrator	1.9	\$332.50
City Council	1.4	\$245.00
Ordinances/Resolutions		
Building/Code Enforcement		
Contracts	5.6	\$980.00
Finance		
HR/Risk Management	9.7	\$1,697.50
HR Costs		
Planning/Zoning		
Municipal Court		

DEPARTMENT	TOTAL HOURS	AMOUNT
Police		
Fire		
Library		
Public Works		
Pubic Records		
IT		
Travel Hours		
TOTAL:	18.6	\$3,255.00

As a matter of information to you, both our experience indicates that approximately 10% to 15% of work rendered is not logged and is not included in the above. Because of the enhanced accessibility to attorneys provided by the Independent Contractor Agreement, occasionally informal contacts and conversations may be not recorded.

Thank you for your attention to this matter.

MLD:deb  
Enclosure

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Our total number of hours for these months was.

These time slips indicate the total number of hours expended for each department and the total amount of hours expended by the firm as follows:

DEPARTMENT	TOTAL HOURS	AMOUNT
City Administrator	2.6	\$455.00
City Council	2.0	\$350.00
Ordinances/Resolutions		
Building/Code Enforcement		
Contracts	1.9	\$332.50
Finance		
HR/Risk Management	2.1	\$367.50
HR Costs		
Planning/Zoning		
Municipal Court		

100-11-40-133

Time Slips for the Law Firm of Leahy Cox, LLP  
Pursuant to Independent Contractor Agreement  
December 7, 2021  
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DEPARTMENT	TOTAL HOURS	AMOUNT
Police		
Fire		
Library		
Public Works		
Pubic Records		
IT		
Travel Hours		
TOTAL:	8.6	\$1,505.00

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Enclosure



**Business of the City Council**

City of Oakridge, Oregon

*January 6, 2022*

**Agenda Title: Osprey Disc Golf Course  
Expansion**

**Agenda Item No: 10.1**

**Exhibits: (1) Proposal**

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

**City Administrator: Bryan Cutchen**

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**ISSUE: The Oakridge Disc Golf Club and City of Oakridge Parks and Community Services Committee propose expand the Osprey Park Disc Golf Course by adding two holes.**

**FISCAL IMPACT: None**

**OPTIONS: (1) Approve the proposal  
(2) Deny or request a modification to the proposal**

**STAFF RECOMMENDATION: Option (1)**

**RECOMMENDED MOTION: I move that we approve the proposed expansion to the Osprey Park Disc Golf Course.**

# Osprey Disc Golf Course Upgrade/Expansion Proposal

OBJECTIVE - Add two more holes to an already established four hole disc golf course in Osprey Park for a grand total of six holes.

## GOALS -

1. Design a two hole expansion that accommodates introductory levels of play and is attractive to more advanced players and the general public.
2. Construct the expansion on the course grounds so that it is relatively free of physical endangerments and obstructions.
3. Establish a six hole course inline with PDGA (Professional Disc Golf Association) approved tee pads, fairways, and targets that are consistent with one another.
4. Construct the two hole expansion so that it doesn't burden the City of Oakridge financially.
5. Showcase the natural beauty of the Oakridge area through disc golf recreation.

## SOLUTIONS -

1. The new holes, five and six, will challenge a beginner player with more distance than the original four holes, but will be well within an 'encouraging range' set by disc golf course design guidelines for introductory players. In addition, it will be more attractive to intermediate and advanced players due to more holes to play and the increased distance.
2. Osprey Park's topography allows for ease of access due to its flat, unobstructed ground and open field space concept free of thick brush and steep elevation. In fact, Osprey Park's disc golf design accommodates ADA (Americans with Disabilities Act) access on the entire course. These two hole additions would consistently follow these principles. Moreover, the two hole expansion maintains safe distance from bordering park neighborhood homes (well within park limits) and preserves the overall 'course flow (i.e. each hole connects seamlessly with the next one so that the course begins and ends in similar proximity).'

3. The Oakridge Disc Golf Club will construct the two new holes congruent with the rest of the course by furnishing like earthen tee pads, log round tee signs, and PDGA approved baskets.

4. The Oakridge Disc Golf Club will pay for and install two new baskets, establish the new earthen tee pads, and acquire/carve/install tee signs for the course expansion.

5. Osprey Park is located alongside the Middle Fork of the Willamette River. Having passive recreation, such as disc golf, within the park highlights this natural wonder.

Respectfully,

Jason Nehmer, Oakridge Disc Golf Club President

Osprey Disc Golf Course Upgrade/Expansion Map attached below.



**Business of the City Council**

City of Oakridge, Oregon

*January 6, 2022*

**Agenda Title: National Forest Foundation Grant**

**Agenda Item No: 10.2**

**Exhibits: None**

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

**City Administrator: Bryan Cutchen**

**ISSUE:** The National Forest Foundation is currently soliciting proposals for its Matching Awards Program (MAP). MAP is a national, competitive grant program that provides federal funds for on-the-ground projects benefiting America's National Forests and Grasslands.

This plan builds off the goals of the 2008 Oakridge-Westfir Community Trails Plan, 2011 Oakridge Parks Master Plan, 2019 Mill Park Plan, forming a trail system linking Oakridge Main Street to the Forest, with the eventual goal of tying to the Eugene to Crest trail. The Mill Loop Trail portion offers a flat, wide path that is accessible to various users, locals, and visitors alike, around the old Pope and Talbot mill ponds. Flat multi-user trails are rare in the topography surrounding Oakridge.

The match could be sourced using Oakridge Industrial Park funds.

**FISCAL IMPACT:** \$20,000 of matching funds

**OPTIONS:** (1) Approve the grant application  
(2) Deny or request a modification to the grant application

**STAFF RECOMMENDATION:** Option (1)

**RECOMMENDED MOTION:** I move that we approve the National Forest Foundation grant application for \$20,000 in grant funding and a \$20,000 match from the Oakridge Industrial Park Fund.

**Business of the City Council**

City of Oakridge, Oregon

*January 6, 2022*

**Agenda Title: Use of Transient Room Tax funds.**

**Agenda Item No: 10.3**

**Exhibits: None**

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

**City Administrator: Bryan Cutchen**

**ISSUE:** The Oakridge City Council on December 16, 2021 approved a fee waiver for the rental of city property with the requirement the lost revenue to the general fund be reimbursed by Transient Room Tax (TRT) revenue.

In general, TRT funds are collected and re-distributed to local governments to be used to fund tourism promotion or tourism-related facilities.

While the activity occurring on city property benefits a select number of citizens and their children, in the opinion of the staff, it does not directly promote tourism nor fund tourism-related facilities.

It is respectfully requested the city council reconsider and do not direct the transfer of TRT funds to the general fund.

**FISCAL IMPACT: \$1,840**

**OPTIONS: (1) Approve the staff request  
(2) Deny the staff request**

**STAFF RECOMMENDATION:**

**RECOMMENDED MOTION:** I move that we approve / deny the staff request cancel the transfer of funds from the TRT account to the general fund to reimburse the fee waiver approved on 12/16/2021. The unrealized revenue will be allocated to the Parks Department.

**Business of the City Council**

City of Oakridge, Oregon

*January 6, 2022*

**Agenda Title: Budget Officer Appointment**

**Agenda Item No: 10.4**

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

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

**City Administrator: Bryan Cutchen**

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

**FISCAL IMPACT:** None

**RECOMMENDED MOTION:** I move that we appoint the City Administrator (or City Administrator Pro Tem in his absence) to serve as the fiscal year 2023 budget officer.

**Position(s) Desired:**

- City Manager/Administrator
- Other Department Head Position

**Location(s) by Country:**

- All

**Work History / Education:**

In recent years I have served local governments in Oregon as an Interim City Manager/Administrator for cities experiencing staff changeover, fiscal and legal problems, capital project contract and funding issues, and the like.

Extensive full time and interim City Manager/Department Head experience in Oregon and California city governments.

Master of Public Administration (MPA) degree.

Ability to effectively work with staff, elected officials, other public agency officials and the community.

Specializing in resolving urgent/difficult problems and getting things done.

Ability to work with diverse personalities and points of view.

Firsthand experience and knowledge of all city government operations.

City Manager/Department Head recruitment services at no additional cost to the City.

Available to begin service on short notice.

Oregon Cities served: Brookings, Phoenix, Talent, Shady Cove, Gold Hill, Myrtle Creek and Newport.

California Cities served: Buena Park, Chico, Yreka, Cotati and Hollister.

**Position(s) Desired:**

- City Manager/Administrator

**Location(s) by Country:**

- All

**Work History / Education:**

Reva Feldman began her career by helping communities while working on a successful campaign to raise \$1 billion in bond funds to build parks and preserve open space in Los Angeles County. Since that time, she has expanded her expertise to include strategies for effective land preservation and development, municipal management, public safety, emergency preparedness, disaster recovery, environmental sustainability, grant management and financial oversight.

Ms. Feldman served as the Chief Operating Officer and then as the Assistant Financial Officer for the Mountains Recreation and Conservation Authority, a joint powers authority with the Santa Monica Mountains Conservancy. In those leadership roles, she oversaw multiple departments including capital projects, grant management, finance and public affairs. She assisted in obtaining funding for major land acquisitions throughout Southern California and developed an extensive network of relationships with elected and appointed officials. Her commitment to environmental issues and the need to mitigate land development with open space preservation was formed during her time with the Authority.

In 2005, Ms. Feldman joined the City of Malibu, first serving as the Assistant City Manager and later as City Manager. As the Chief Executive Officer for the City of Malibu, she was responsible for an iconic California coastal city with an annual visitor population of 15 million people and a propensity for natural disasters. Reva's strong leadership skills, knowledge, experience, and profound dedication to the community spurred her many notable achievements. Her financial acumen helped propel the City's General Fund reserves, providing for multiple high priority projects. Some of her major accomplishments include securing funding for and completing a state-mandated centralized wastewater treatment facility, securing tens of millions of dollars in funding for critical public safety projects, securing funding to purchase properties slated for major development, the creation of an award-winning stormwater treatment facility, the purchase and renovation of a City Hall facility, a plastic bag and plastic straw ban, development of public and private partnerships, and most notably, overseeing the City during and after the Woolsey Fire, the worst natural disaster in Los Angeles County. Ms. Feldman also successfully managed city operations during the COVID-19 pandemic while maintaining a balanced budget.

Ms. Feldman was born and raised in San Francisco and graduated from the University of California, Los Angeles. She has served as a mentor to young women in the Girls Today, Women Tomorrow Mentorship Program, as a trainer and leader to city managers through her work as a Trustee for the California City Management Foundation (CCMF) and as a department president and board member for Cal Cities. She frequently volunteers to provide mutual aid to cities and states during times of crisis, including serving during the 2017 Tubbs Fire in Sonoma County and in 2020 to the State of Oregon to assist with disaster recovery. In 2019, Ms. Feldman was awarded the CCMF City Manager



of the Year award and in 2020, was a finalist for the Leadership Trailblazer Award from the League of Women in Government, and in 2021 was the recipient of the California Contract Cities Association El Matador Grande award and the Malibu Times Citizen of the Year Dolphin Award. Ms. Feldman retired from public service in 2021 and opened a consulting firm that supports cities and the city management profession. She splits her time between Southern California and the Portland, Oregon area.

**Position(s) Desired:**

- City Manager/Administrator
- Public Works Director

**Location(s) by Country:**

- Benton
- Clatsop
- Columbia
- Coos
- Lane
- Lincoln
- Tillamook

**Work History / Education:**

1. BS Oregon State University, Civil Engr.
2. Registered Engineer, Oregon, No. 11149
3. Professional Land Surveyor, Oregon, No. 2731

Relevant Work History

1. 2017-2020 City of Clatskanie, Public Works Director
2. 2012-2017 Oregon DOT, Project Manager, Astoria Construction Office
3. 2003-2012 City of Clatskanie, Public Works Director
4. 2000-2003 Oregon DOT, Assistant Project Manager, Astoria Construction Office
5. 1993-2000 City of Clatskanie, Public Works Director

I have almost 40 years of experience in the public works/infrastructure field. Experience includes design and construction management. I also had a short stint as interim city manger in Clatskanie in 2008.

**Position(s) Desired:**

- City Manager/Administrator
- Public Works Director
- Other Department Head Position

**Location(s) by Country:**

- All

**Work History / Education:**

Principal-Healthy Sustainable Communities-As principal of Healthy Sustainable Communities, I lead a talented and bright team of associates and partners that help public and private entities achieve their goals. Most recently, I have provided Interim City Management, Urban Renewal Executive Director, Grant Management, and Economic Development Support to Counties and Cities.

Economic Development Manager-Clackamas County. As the ED manager, I led programs and teams to help the County achieve its goals in recruitment and retention for Clackamas County.

Multnomah County-Strategic Projects Manager-I led cross-departmental, multi-efforts to modernize, update and reposition county facilities.

Senior Vice-President- American Nevada Corporation-As Senior VP of Commercial Development, I oversaw numerous projects from inception to completion.

Organizations:

NAIOP

ULI

National Development Council

IEDC

BS-Architecture

MS-Real Estate Development

Masters in Finance

**Position(s) Desired:**

- Other Department Head Position

**Location(s) by Country:**

- All

**Work History / Education:**

Workplace Results, LLC – Portland, OR May, 2019 – Present

Principal Consultant

Provide a full suite of Human Resources and conflict resolution services to assist organizations.

Breadth of Services Delivered:

- Plan and lead executive recruitments
- Coach for improved job performance
- Provide conflict resolution services including 1:1 mediation services and team interventions
- Design and deliver training to increase professional development of staff
- Facilitate intact team processes to increase engagement and/or establish team mission, norms and values
- Investigate workplace complaints including but not limited to EEO and harassment complaints and write report of findings
- Write policies to ensure legal compliance and minimize risk
- Strategic planning to achieve desired end results
- Design systems to take projects from concept to operational action
- Develop classification and compensation structures to ensure market competitiveness
- Deliver HR competency training to public sector professionals in multiple countries

Metro - Portland, OR December, 2008 to May, 2019

Human Resources Director

Led a 20 person full service HR department including labor and employee relations, talent sourcing, talent development and employee engagement, classification and total compensation/benefits, payroll, and diversity.

Key Results:

- Developed and led human resources strategic planning initiatives to meet operational goals of 1,800 person organization
- Led and advised all areas of human resources including total compensation and rewards to attract and retain talent; training and development to ensure an engaged workforce; employee and labor relations to minimize risk to agency while increasing organizational efficiencies; and recruitment and talent sourcing to meet operational needs
- Successfully coordinated negotiation strategy for management with 9 collective bargaining units and have served as lead negotiator and trained others in this capacity
- Developed total compensation to align with agency's goals and economic conditions
- Selected, mentored and engaged staff of department and developed next level of leadership
- Responded to matters of politically sensitive nature

– Served on senior leadership team for organization

City of Milwaukie; Milwaukie, OR October, 2001 – November, 2008

Human Resources Director

Responsible for managing and delivering all aspects of human resources for a full service municipality.

Key Results:

- Wrote policies and procedures for effective management of Human Resources ensuring legal compliance and best practices
- Determined appropriate recruitment and retention strategies to address workforce needs
- Successfully negotiated labor contracts on behalf of the City – maintaining positive working relationships
- Represented the City in employee relations issues to avoid litigation and minimize risk
- Conducted classification and total compensation reviews to ensure economic success of agency
- Implemented, managed and conducted training and wellness programs to ensure active employee engagement
- Implemented an employee mediation program
- Worked closely with the Risk manager on Safety issues and OSHA compliance issues including training

City of Gresham; Gresham OR October, 1994 – September, 2001

Training and Development Program Manager

Developed and delivered training and wellness programs and managed the employee relations function.

Key Results:

- Developed and managed a comprehensive internal training program including: conducting needs assessments; developing and delivering training; contracting with external consultants; and evaluating training
- Developed and delivered the City's first comprehensive 6 day supervisory course
- Supervised employee relations to minimize risk to agency
- Facilitated team development processes to ensure high functioning teams
- Facilitated process improvement projects
- Developed an employee mediation program and mediated workplace disputes including harassment and discrimination claims in order to avoid costly workplace claims and litigation

EDUCATION

Reed College - Portland OR University of Oregon - Eugene Oregon

Bachelor of Arts in Economics Masters in the Science of Industrial and Labor Relations – Human Resources

CERTIFICATIONS

HR Executive Leadership (CE) - International Public Management Association – Human Resources

Senior Professional Human Resources (SPHR) – Society of Human Resources Management

Senior Certified Professionals (SCP) – International Public Management Association – Human Resources

Certified Labor Relations Professional (CLRP) – National Public Labor Relations Association  
President - International Public Management Association – Human Resources 2017: Nationally elected position  
Executive Council - International Public Management Association – Human Resources 2010-2013  
President and other board positions- IPMA – HR Oregon Chapter and Western Region 1996 – 2010: elected positions  
Member – Multnomah County Compensation Committee – 2008-2017: Appointed position to review and set compensation for elected officials at Multnomah County

#### AWARDS

- Management award of Excellence from Oregon Labor and Employee Relations Association (LERA)
- Muriel S. Morse award for Excellence in HR from IPMA-HR Western Region
- Outstanding HR Department for mid sized agency award from IPMA-HR Western Region when HR Director at Metro
- Nationally recognized training program when Training Manager at City of Gresham from IPMA-HR national

**Position(s) Desired:**

- City Manager/Administrator
- Planning Director
- Other Department Head Position

**Location(s) by Country:**

- All

**Work History / Education:**

EXPERIENCE

City Manager July 2020 - August 2021

City of Mt. Angel

Mt. Angel, Oregon

Managed 26 FTE organization; Budget: \$11M

Leading strategic planning effort to align economic development goals and objectives around investment priorities

Secured \$750,000 in grants and external resources

Reformed code enforcement program that led to 25 closed cases

Accomplishments: Created new communications strategy, new branding strategy with website, tagline, and logo, created two grant programs for small businesses, and received "Safe Routes to School" grant to develop action plan for improvements.

Assistant City Manager/ March 2019 - June 2020

Community Development Director March 2018

City of Warrenton

Warrenton, Oregon

Promoted to Assistant City Manager to advance strategic priorities

Started as a consultant and accepted full time offer in June 2018

Managed one FTE department with same range of services of larger city

Accomplishments: Raised over \$200K in funds, developed multiple projects including new Oregon Main St program, substantial amendment to downtown URA, closed 55 nuisance cases, completed new housing study, transportation plan, streamlined permitting program, and initiated first "Sunday Streets" program on the Oregon Coast.

Founder & Owner October 2017 - Present

West Coast Cronin Clan Co.

Portland, Oregon

Started consulting firm to provide land use, real estate, and project management services with a focus on rural communities.

Developing concepts for “courtyard cottages” in two locations.

Community Development Director July 2015 - October 2017

City of Astoria

Astoria, Oregon

Managed diverse portfolio of public services including, economic development, urban renewal, historic preservation, current/long range planning, code enforcement, and building codes

GF Budget: \$5M+, URA Budget: ~30M, FTE: 4, Increased revenues and confidence with developers while balancing needs for neighborhood livability, built partnerships with community groups

Managed complex redevelopment, economic development and policy development projects in a challenging political environment

Accomplishments: Created strategic plan for department, created affordable housing strategy, adopted new ADU policy, and adopted first economic development strategy

Senior Business Development Coordinator November 2012 - June 2015

Portland Development Commission (“Prosper Portland”)

Portland, Oregon

Managed complex redevelopment projects including disposition strategy, master plan, and site specific project management tasks for Lents Town Center.

Business development officer for various business districts in Portland providing a range of business development services to create jobs, improve profitability, and grow the small business sector in main streets and targeted neighborhoods.

Coordinated service delivery of grants, loans, and technical assistance for business clients and worked to grow community capacity of business district associations and community based organizations

Accomplishments: Secured four new public-private partnerships for PDC-owned properties in Lents Town Center

Senior Project/Program Manager January 2007 – November 2012

Portland Development Commission

Portland, Oregon

Lead project manager for new strategic investment strategy for Lents URA, including coordination of all Portland infrastructure and program investments.

Lead project manager for administration of Lents Town Center Urban Renewal Advisory Committee and Transportation Task Force.

Managed consultants, student employees, and multiple project and programs under tight deadlines and unique political environment.

Strategic planning of public infrastructure investments, including transportation, parks, and public facilities.

Lead project manager for siting of “Portland Pickles” Single A “wood bat” summer league team (2015) and potential relocation of AAA Portland Beavers (2010).

Lead project manager for park projects, including construction of new baseball fields in Lents Park, Leach Gardens, multi-use path, and new master plan for Lents Park.

Lead project manager on multiple, complex projects: redevelopment of large employment area, streetcar corridor, transportation investment strategy, sustainability initiative, revitalization of Ramona Street, urban renewal area plan amendment, renovation of historic theaters, and acquisition and redevelopment of key sites in Lents Town Center Urban Renewal Area.



Initiated and lead program manager for community empowerment program – managed budget of \$550,000 in small grants to non-profit and grass roots organizations for neighborhood improvements.

Lead project manager for Interstate Corridor Revitalization Project, feasibility studies for redevelopment sites, commercial property loan program evaluation, and created speaker series for first time developers.

Initiated and led a strategic, customer relationship management intake system review and developed recommendations for new intake and outreach system to engage external business customers to increase referrals to programs and services.

Accomplishments: Managed completion of all projects on time and within budget, assisted with annual budget process for URA with \$10-14 M budget, volunteered to manage new grant program within tight timeline, developed relationships with neighborhood business development associations, secured grant funds to conduct green infrastructure strategy for flood prone area, initiated and developed revitalization strategy for key area in town center including an annual street fair, facilitated \$3M in additional gap tax increment financing for transit-oriented development projects, and managed and redesigned two URA websites.

Planning Manager December 2004 – December 2006

City of Sherwood, Oregon

Rebuilt and managed 4 FTE planning department: implemented project management based model, integrated services into community development department, urban renewal and parks and recreation, set annual goals, work program, and initiated annual report of performance standards, developed and actively managed budgets for increased revenues and tracked expenditures to increase efficiencies.

Directly developed and managed long range planning and special projects program: developed, managed, and completed first comprehensive and strategic parks and recreation master plan that guides development over the next twenty years, managed Metro Goal 5 – Nature in Neighborhoods policy implementation, wrote a grant, initiated and produced economic development strategy, coordinated urban renewal projects for Old Town area, new TSP, concept planning UGB expansion areas, initiated and awarded grant to conduct neighborhood master plan, updated historic preservation inventory and standards, improved public involvement program, initiated interdepartmental development review evaluation, and secured state funding for an infill and redevelopment code evaluation and update.

Accomplishments: Provided strategic planning for infrastructure investments, increased revenues to pay for development services staff, reduced materials expenses, increased training opportunities, improved customer service and application response and processing time by creating 8 week review performance standard, rewrote job descriptions, and created a high performing planning department.

## EDUCATION

University of Oregon, Eugene, Oregon June 2001

Masters of Community and Regional Planning (MCRP) (3.85 GPA)

Pennsylvania State University, University Park, Pennsylvania June 1993

Bachelor of Arts, General Arts & Sciences (BA)

Portland State University, Portland, Oregon

Certificate of Completion: Project Management Program June 2009

Northwest Community Development Institute, Boise, Idaho  
Professional Certificate Program in Community Economic Development July 2018

#### Certifications, Volunteer Experience, and National Service

FEMA ICS Training Series: 100, 200, 300, 700, & 800 Certificates

Member of American Institute of Certified Planners, July 2003 - March 2021

Board Member: Trailhead Credit Union, April 2021 - Present

Board Member: Oregon Chapter | American Planning Association, 2006-2008

Board Member: Oregon Commission on Voluntary Action & Service, 2002-2006

Board Member: Clatsop Community Action, 2019 - June 2020

Inaugural Member of AmeriCorps | National Civilian Community Corps (NCCC), 1994-1995

AmeriCorps | Resource Assistance for Rural Environments (RARE) - Talent, 1998-1999

Volunteer: Lower Columbia Youth Soccer Association, Coach & President, 2015-2018

Volunteer: Irvington Soccer Coach 2012-2015, Pen/H/RC Little League – Coach, 2011-2015

#### Presentations & Publications

"An Oregonized Education." Oregon Planners' Journal. Nov/Dec 1999.

"An Oregonized Education: The Sequel." Oregon Planners' Journal. Sept/Oct 2000.

"Coming of Age in a Small Town Planning Shop." Planning. Aug/Sept 2004.

Oregon Main Street Conference, "Developing Downtowns." Sept 2017

"Office of One." Planning. July 2019.

Guest Column: "Housing for All Not the Lucky Few," Daily Astorian. January 11, 2018.

Guest Column: "My Vision for Astoria," Daily Astorian. October 31, 2017.

**Position(s) Desired:**

- City Manager/Administrator

**Location(s) by Country:**

- All

**Work History / Education:**

Interim City Manager  
Keizer, Oregon - July 2021 - present

City manager pro tem  
Toledo, Oregon - August 2019 - February 2020

Local government consultant  
Dar es Salaam, Tanzania - July 2017 - November 2017

City Manager  
Albany, Oregon  
August 2005 - July 2017

City Manager  
La Grande, Oregon  
September 1995 - July 2005

City Administrator  
Oakridge, Oregon  
May 1988 - September 1995

Administrative Intern  
Lowell, Oregon  
September 1987 - March 1988

International development work in Japan, Indonesia, Iraq, Croatia, Sri Lanka, Lebanon, Pakistan, Ethiopia, Morocco, Afghanistan, Jordan, China

U.S. Navy journalist

Education  
MSPA - University of Oregon  
BS - University of Oregon  
Defense Information School- Graduate  
Bend Senior High School- Graduate

**Position(s) Desired:**

- City Manager/Administrator
- Public Works Director

**Location(s) by Country:**

- Clackamas
- Lane
- Linn
- Marion
- Multnomah
- Polk

**Work History / Education:**

GENE E. GREEN  
PO Box 1162  
Silverton, OR 97381  
(503) 881-7308

**SPECIAL SKILLS**

- ♣ Extensive knowledge of all areas of municipal government including city management, public works, strategic planning, customer service, staff development, and collective bargaining;
- ♣ Ability to work well with elected officials, labor organizations, staff and management;
- ♣ Strong leadership qualities and a "lead by example" management style;
- ♣ A strong sense of ethics both personally and professionally and a flexible and fair approach;
- ♣ Excellent problem solving and project management skills;
- ♣ Energy and enthusiasm and remain calm under pressure;
- ♣ An open, accessible, and friendly style;
- ♣ Effective listening, negotiating, and team building skills;

**EMPLOYMENT**

INTERIM CITY MANAGER Sept. 30, 2019 -June 30, 2020  
City of Mt. Angel Mt. Angel, OR

As the Interim City Manager responsible for all phases of municipal government, including the oversight of the annual budget, short term planning and employee development. Ability to work with elected officials and the public for positive results and create a positive and "can-do" workforce.

INTERIM PUBLIC WORKS DIRECTOR June 2018 – September 27, 2019  
City of Dallas Dallas, OR

Responsible for all phase of Public Works which includes the oversight over \$16,000,000 in capital improvement projects. Areas of responsibility includes the Water and Wastewater Treatment Facilities, water distribution, and wastewater collection systems and road maintenance. Also, responsible for the Engineering and Environmental Compliance areas and administrative functions such as strategic planning, budgeting and employee development.

PROJECT MANAGER July 18, 2016 – April 14, 2017  
Clackamas County Oregon City, OR

As a result of State Measure 93 and voter approval on May 17, 2016, the City of Damascus dis-incorporated and became part of Clackamas County. Current Staff, including myself, were transferred to the County. My assigned position was Project Manager in Transportation and Development Department, Planning Division. My initial projects including flood mitigation analysis and also assisting in the development of Debris Management Plan associated with the Emergency and Disaster Management Plan.

CITY MANAGER April, 2014 – July 17, 2016  
City of Damascus Damascus, OR

Responsible for all phases of municipal government, including labor relations, financial forecasting, short and long-term planning, and the annual budget. Ability to work with elected officials and the public for positive results. Also, a major element of the position was staff development and retention and provide leadership to create a productive and positive work environment.

TOWN MANAGER 2013-2014  
Town of Kearny Kearny, AZ

Responsible for the annual budget and the administration of capital projects and associated grants. Additional responsibilities included all phases of municipal management, including financial forecasting, labor relations, economic development and grant writing. Ability to effectively work with elected officials, the public, and government agencies. Major component of position related to team building, leadership and experience to create a positive and productive work environment.

PUBLIC WORKS DIRETOR 2006 – 2012  
City of West Linn West Linn, OR

Responsible for the management of the Public Works Department which includes the Engineering Division, Water Division, and Environmental Services and Street Maintenance Divisions. Administer the development of utility capital projects, strategic planning, budgeting, labor relations, and employee development. Provide positive collaboration between citizen groups, elected officials, and

staff members. Encourage open and effective communication and innovative ideas and solutions.

CITY MANAGER 1998 – 2006

City of Molalla Molalla, OR

Responsible for administrating a \$17 million budget and the development of capital projects such as a new library, Water and Wastewater Facility improvements, numerous major road improvements, and recreational trails and parks. Additional responsibilities include grant writing and implementation, including management and coordinating between Federal, State, County, and local officials of \$12 million in grants over 8 years. Address all phases of city management including economic development, labor relations, and positive collaboration between citizen groups, local officials and government. Facilitate problem solving, provide open and effective communication, as well, as innovative ideas and solutions.

ASSITANT CITY MANAGER/ 1995 - 1998

ADMINISTRATION DIRECTOR Unalaska, AK

City of Unalaska

Responsible for administrative day to day functions of a city of +4,000 and acted as City Manager during their absence. As Director of Administration responsibilities included risk management, personnel, strategic planning, budgeting, and management of consulting professional services. Addressed critical issues of community development, non-profit organizations, grant administration, labor negotiations, and conflict resolution between departments, public, and contractors. Worked closely with both state and local elected officials, school district, and local businesses. Unalaska had a workforce of 150 employees with a \$20+ million budget.

MANAGER, EMPLOYEE SERVICES DIVISION 1992 – 1995

Municipality of Anchorage Water and Wastewater Utility Anchorage, AK

Administered a comprehensive division for a utility of 280 employees. Responsible for human resources, safety, training, and administrative services in a union and non-union environment. Coordinated with Utility Division Managers to assist in labor relations & human resource issues such as contract negotiations, grievance resolution, and recruitment. Responsible for strategic planning, budgeting, and team building. Frequently acted as Utility General Manager in their absence.

MANAGER, CUSTOMER SERVICES DIVISION 1987 - 1992

Municipality of Anchorage Water and Wastewater Utility Anchorage, AK

Supervised Customer Service and Field Service sections of the Utility with 52 employees. Included supervision of new computerized billing system, credit and collections, customer applications and records. Also, responsible for contract administration, special assessment, on-property inspections, locates, permits, rate setting, metering, complaints, strategic planning, and budgeting.

PROJECT MANAGER/UTILITY COORDINATOR 1985 – 1987

Municipality of Anchorage Capital Projects Office Anchorage, AK

Project administration responsibilities associated with Anchorage's Accelerated Road Program. Directed right-of-way acquisition, permitting, design, utility coordination, budgeting and construction for major road projects. Promoted from Utility Coordinator to Project Manager.

#### SUPERINTENDENT & GENERAL FOREMAN 1979 – 1985

Field Service & Maintenance Divisions, Anchorage Water & Wastewater Anchorage, AK

Supervised Field Service & Maintenance operations and employees for Anchorage Water and Wastewater Utility. Responsible for water and sewer locates, inspections, meter rates and repairs, permit and dispatch program, as well as, complaints and emergency response services for Utility customers.

#### EDUCATION

M. Ed. – Human Resources Education 1992

Boston University Boston, MA

B.A. – Organizational Administration 1990

Alaska Pacific University Anchorage, AK

#### ORGANIZATIONS

- ♣ International City Management Association – Credentialed City Manager (Past)
- ♣ League of Oregon Cities