

April 7, 2022
6:30 pm City Council Meeting
Remote Participation Session
City Hall Conference Room
48318 E 1st Street
Oakridge OR, 97463



REGULAR SESSION AGENDA

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

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1. **CALL MEETING TO ORDER**
 2. **Pledge of Allegiance**
 3. **Roll Call**
 4. **Work Session: Public Safety Fee Status Report**
 5. **Presentation: Steve Dietrich & Travis Knudsen | LRAPA (Scheduled for 705 PM)**
 6. **Additions, Corrections or Adjustments to the Agenda**
 7. **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 on 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.
 8. **Mayor Comments / Announcements / Proclamations**
 9. **Council Comments / Announcements**
 10. **Consent Agenda**
 - 9.1 City Council Minutes - February 3, 2022
 - 9.2 City Council Minutes - February 17, 2022
 11. **Appointments**
 - 11.1 Budget Committee | Benjamin Sachdeva | Action Item
 12. **Business from the City Council**
 - 12.1 Follow Up from Work Session
 13. **Business from the City Administrator**
 - 13.1 Rental Permit | Oregon Trail Gravel Grinder | Action Item
 - 13.2 Rental Permit | Concerts in the Park | Action Item
 - 13.3 Well No. 2 Bid Package Update | Info Only
 - 13.4 Chronic Nuisance Code | Info Only
 14. **Committee Reports**
 - 14.1 Special District Committee
 15. **Quarterly Finance Report**
 16. **Items Removed from the Consent Agenda**
 17. **Ordinances & Resolutions**
 18. **Public Hearings**
 19. **Public Comment**
 20. **Executive Session ORS 192.660 (2) The governing body of a public body may hold an executive session:**
 - (e) *To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*
 - (a) *To consider the employment of a public officer, employee, staff member or individual agent.*
 21. **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.*



February 3, 2022
Regular Session (Via Zoom)
City Hall Conference Room
48318 E 1st Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

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

Staff Present: City Administrator Bryan Cutchen, Police Chief Kevin Martin and Assistant City Recorder Jackie Taylor

2. Pledge of Allegiance

3. Roll Call

4. Additions, corrections or adjustments to the agenda

Councilor Kinyon-add an audit update

5. Public Comments

Trudy Hammond Willamette Way- how do we have two council vacancies?

6. Mayor Comments / Announcements / Proclamations

Mayor Hollett-there will be a Health Fair at Greenwaters Park on July 16, 2022. They will be asking for a fee waiver.

Mayor Hollett-gave an update on the Spotlight Theater.

Mayor Hollett-read about Maximo Yabes on the anniversary of his Death. (See attached)

7. Council Comments / Announcements

Councilor Coker-she has had a couple of businesses contact her about the PSF, who does she talk to about this?

Bryan-you can contact Leah Brewer.

8. Consent Agenda-none

9. Business from the City Council

Councilor Kinyon-we were granted an extension on the audit in January. She sent the auditors an email to get an update and read the email to the council. (See attached)

10. Business from the City Administrator

10.1 CA Update

Bryan-we are about ready to close the IMBA Grant after ten years. We are also about ready to close out the Signage and Wayfinding Grant.

Bryan-he spoke with the auditors and got an informal clean bill of health for the audit.

11. Reports of Boards, Commissions and Committees

11.1 Charter Review Subcommittee

Bryan-read the issue.

Councilor Kinyon-gave a report on the Charter review committee.

11.2 RTMP Committee

11.2.1 2022 RTMP Program

Bryan-read the issue.

Motion: Councilor Spliethof moved that we approve the Oakridge Calendar Year 2022 Rural Tourism Marketing Program. Councilor Coker seconded the motion.

Councilor Kinyon-the way the motion is written is that it is only approving for this year, we talked about making this a permanent resolution.

Councilor Kinyon- amended the motion.

Amended motion: Councilor Kinyon moved that we approve the Oakridge Rural Tourism Marketing Program Policy. Councilor Spliethof approved that and Councilor Coker approved that.

Councilor Whitney-the committee did a good job.

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

12. Items Removed from the Consent Agenda-none

13. Public Hearings

13.1 Update to Oakridge's Floodplain Development Code

13.1.1 Conflicts of Interest / Ex Parte Contacts- none

13.1.2 Open Public Meeting 7:51 pm.

13.1.3 Staff Report

Henry Hearley, LCOG-read the staff report

13.1.4 Statements in Favor

Trudy Hammond-she is in favor of the Floodplain Development Code

13.1.5 Statements in Opposition-none

13.1.6 Statements in General-none

13.1.7 Close Public Hearing-7:57 pm

14. Ordinances, Resolutions

14.1 Ordinance 939 – Update to Oakridge’s Floodplain Code

Bryan-read the issue.

This will repeal and replace Ordinance 915. The council agreed to do this is one meeting

Motion: Councilor Whitney moved that we enact Ordinance 939 and direct the reading of the Ordinance in full and then by title only. Councilor Spliethof seconded the motion.

Bryan-read Ordinance 939 in full, the internet connection was weak so Mayor Hollett finished reading the ordinance.

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

Bryan-read the Ordinance by title only.

15. Appointments

15.1 Library Board

Motion: Councilor Whitney moved that we appoint Terry Deloatch to serve on the Oakridge Library Board for a term expiring 12/31/2023.

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

16. Public Comment

Dan Barclay-thanked the Mayor for reading the statement about Maximo Yabes.

Councilor Whitney-she thinks we should vote again on Ordinance 939 after reading by title only just so we have this locked down and done correctly.

Motion: Councilor Whitney moved we enact Ordinance 939 and direct the Ordinance in full and then by title only. Councilor Spliethof seconded the motion.

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

17. Adjourn 8:28 pm

Signed: _____
Christina Hollett, Mayor

Signed: _____
Jackie Taylor, City Recorder



February 17, 2022
Regular Session (Via Zoom)
City Hall Conference Room
48318 E 1st Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 7:00 pm

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

Staff Present: City Administrator Bryan Cutchen, Police Chief Kevin Martin and Assistant City Recorder Jackie Taylor

2. Pledge of Allegiance

3. Roll Call

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

5. Public Comments

Gary Carl 48175 E 1st St-the CA has done an exceptional job. He has brought organization and intelligence to our city, we are sad to see him go, but we understand the pressure that he has been under that has literally coerced his resignation. Presented a card to Bryan from the citizens of Oakridge.

Trudy Hammond 76349 Willamette Way- had a question regarding the PSF.

Eugene Cathcart- thanked Bryan for his service, Bryan has been a great administrator for the City and UBRA will miss him.

6. Mayor Comments / Announcements / Proclamation

Mayor Hollett-thanked Bryan, she does recognize his achievements.

Mayor Hollett-met with Bryan on the housing needs assessment.

7. Council Comments / Announcements

Councilor Spliethof-asked about the cameras and equipment for in person meetings?

Bryan-he hasn't bought the cameras yet.

Councilor Whitney-thanked Bryan for his service, he has been an amazing asset. She will miss his insight and guidance.

Councilor Spliethof-thanked Bryan for his hard work and diligence.

8. Consent Agenda

Mayor Hollett-wants to move this out of the consent agenda, she wants to discuss this.

8.1 January Financial Report

9. Business from the City Council

9.1 Council Motion from Executive Session-as needed

9.2 January Financial Report

Mayor Hollett-asked Bryan to give a summary on the PSF.

Bryan-we have about a 50% delinquency rate, there is lack of accountability. The exemption rate is about what he and Eric thought it would be.

Motion: Councilor Whitney moved to accept the January 2022 Financial Report. Councilor Kinyon second the motion.

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

10. Business from the City Administrator

10.1 City Administrator Update

Bryan-was asked to briefing on what he has been doing so he gave a report.

Councilor Whitney-asked if we have a tracking sheet of the 11 grants that he has open?

Bryan-he has a summary that he will pass on on the 28th.

10.2 Finance Director

Bryan-introduced the new Finance Director, Colleen Shirley.

Colleen Shirley-introduced herself. She hopes to be a positive influence to whatever comes our way.

10.3 Community Services Update

Bryan-gave the update.

10.4 Police Department Update

Chief Martin-gave the update. He thanked Bryan, he has worked for 12 City Administrators and Bryan is the best, he deals with facts and data, not emotion.

10.5 Fire Department Update

Bryan-gave the update.

10.6 Public Works Update

Bryan-gave the update.

11. **Items removed from the consent agenda.**
12. **Ordinances, Resolutions and Public Comments**
13. **Public Hearings**
14. **Appointments**

14.1 Library Board

Applicant was not available

15. **Public Comment**

****Work Session – ARPA Funding****

Bryan-read the issue. He strongly recommends putting something towards I and I.

Mayor Hollett-asked about the allocation of \$100,000 to the fire department, did that cover staffing when they are out with Covid and when they have a Covid suspected transport can ARPA money cover the gap of what they don't get paid?

Councilor Whitney-we cut funding to the library in the last budget, a lot of applicants who are low income use the library to apply for help, and she would like to see money go to the library.

Councilor Whitney-the Meals on Wheels program has been shut down, that provides nutrition and food assistance, this has created a hardship for community members.

The Council discussed ways to use the ARPA money.

Councilor Kinyon- are we going to schedule a town hall? We could put out a community survey on ways to use the funds.

Mayor Hollett-she likes the idea of a town hall and the survey. She doesn't want to put off getting the council room ready for hybrid meetings.

Bryan-he strongly encourages the I and I, we already know what the problem is and how to fix it.

****End Work Session 8:28 pm****

Motion: Councilor Whitney moved to use part of the ARPA funding, up to \$100,000 for infrastructure for Capital Investments in the wastewater system targeting Elk Meadows. Councilor Spliethof seconded the motion.

Councilor Kinyon-would like to see that council get a project outline and timeline before we move forward on any work.

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

Motion: Councilor Spliethof move we approve the project focus on implementing a hybrid meeting solution that allows the City's councils, boards and commissions to conduct meetings safely in a physical location while also allowing participation of member and the community through an online audio and video connection. Phase 1 will identify and outfit a specific City-owned locations with appropriate equipment to conduct hybrid meetings. And to receive all of the information in advance and not to exceed \$20,000. Councilor Coker seconded the motion.

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

Motion: Councilor Spliethof moved to have Councilors Whitney and Coker and Mayor Hollett to head up a design for the new council chambers. Councilor Bjarnson seconded the motion.

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

Sarah Altemus-Pope- she wanted to add her voice to the thank yous for Bryan, he has been a tremendous leader. She agrees with the I and I for the ARPA funds.

Dan Barclay- talked about the PSF fee and the kind of numbers we need to make this work.

Trudy Hammond-asked about the number of council applications for the vacant seat and when are we filling the seat.

Bryan-he isn't sure of the number and we will be appointing the new councilor at the March 3 meeting.

16. Adjourn 8:51 pm

Signed: _____
Christina Hollett, Mayor

Signed: _____
Jackie Taylor, City Recorder

CITY OF OAKRIDGE

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 7, 2022			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
Date Prepared: March 31, 2022		Dept.: City Administrator's Office	
SUBJECT: Budget Committee Appointment		Contact Person for this Item: Kevin A. Cronin, City Administrator Pro Tem cityadministrator@ci.oakridge.or.us (541) 782-2258	

SUBJECT: Review the volunteer application for appointment to the Budget Committee.

BACKGROUND: The Budget Committee has four vacancies to fill prior to the first scheduled Budget Committee meeting on April 25. Enclosed is an application for consideration. The applicant has considerable experience as a financial analyst and provides a level of expertise in a public sector setting.

RECOMMENDATION: Staff recommends approval. If appointed, staff will brief the new member and share training materials from the recent LOC Budget 101 session.

RECOMMENDED MOTION:

"I move to appoint Ben Sachdeva to the Budget Committee for a three year term."

ALTERNATIVE MOTION:

"I move to continue the discussion at the next regularly scheduled City Council meeting."

FINANCIAL IMPACT:

N/A

ATTACHMENT:

- A. City of Oakridge Volunteer Application
- B. Resume



City of Oakridge form for Individual Volunteer Activity

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

Committee or type of volunteer work you are interested in:

Name:

Address:

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached:

Employer/Occupation:

E-mail Address:

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

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

Date of Birth:

Place of Birth:

I understand that I will be responsible and liable for damage or injury to any persons or property resulting from my actions during this activity. I shall indemnify, hold harmless and release the City of Oakridge, its employees, agents and representatives against any and all damages, claims, demands actions, causes of action, costs, and expenses of whatsoever nature as a result of my actions during this activity and will notify the City in the event a third party is injured as a result of this activity.

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

Participant Name (Printed):

Participant Signature:

Date:

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



If participant is under age 18, a parent or guardian must sign this form.

As the parent or legal guardian of the above-listed minor, I hereby grant permission for my child to participate in the volunteer service program described above. My signature below represents that I have read, understand the consent to the terms and conditions of this document.

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

If applying for a Board or Committee, please tell us why you are interested in serving.

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

**Planning
Commission**

Budget Committee

Audit Committee

**Administration
Advisory Committee**

Library Board

**Public Parks & Community
Services**

**Public Safety
Committee**

**Economic Development
Advisory Committee**

**Rural Tourism & Marketing
Committee**

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

BENJAMIN L. SACHDEVA

ben.sachdeva@gmail.com

P.O. Box 496

Oakridge, OR 97463

(440) 724-6508

EXPERIENCE

Dec. 2021 – Present	DOCS Management Services, LLC <i>Senior Financial Analyst</i> <ul style="list-style-type: none">Financial reporting & analysis, cash flow modeling and long-term financial planning	Coos Bay, OR
Aug. 2020 – Dec. 2021	Eugene Water & Electric Board <i>Senior Financial Analyst</i> <ul style="list-style-type: none">Budget development, monitoring and reporting for the Water UtilityPro-forma modeling of long-term financial plan and revenue and consumption model	Eugene, OR
Aug. 2019 – Aug. 2020	Roaring Fork Research & Advisory LLC <i>Principal</i> <ul style="list-style-type: none">Independent market research, data collection and financial modeling	Remote
May 2016 – Sep. 2019	City of Aspen <i>Assistant Director of Finance, Department of Finance</i> <ul style="list-style-type: none">Budget development and financial planning for all governmental and enterprise funds <i>Financial Analyst, Department of Parks & Recreation</i> <ul style="list-style-type: none">Budget development and cost-benefit analysis of programs, projects, and facilities	Aspen, CO
Mar. 2013 – Mar. 2014	Ponderosa Advisors <i>Energy Market Analyst</i> <ul style="list-style-type: none">DCF Modeling, financial analysis, supply & demand forecasting for U.S. oil & gas sector	Denver, CO
Dec. 2011 – Feb. 2013	Wood Mackenzie <i>Research Analyst</i> <ul style="list-style-type: none">Market research, consulting and investment advisory focused on the wind energy sector	Chicago, IL
Mar. 2010 – Nov. 2011	U.S. Energy Information Administration <i>Senior Data Analyst</i> <ul style="list-style-type: none">Supported power market team with data collection and analysis for monthly/annual reports	Washington, DC
Jul. 2007 – Nov. 2009	Pacific Crest Securities <i>Associate, Equity Research</i> <ul style="list-style-type: none">Financial modeling, market analysis and research for technology, media and telecom equities	Portland, OR

EDUCATION

2003 – 2007	Miami University <i>Farmer School of Business</i> <ul style="list-style-type: none">Bachelor of Science, Finance	Oxford, OH
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ADDITIONAL SKILLS

- Expert user of Microsoft Office Suite applications
- Experience with Microsoft Power BI and Tableau
- Strong understanding of relational database systems, including SQL
- Familiarity with Oracle Hyperion and Microsoft Dynamics 365

CITY OF OAKRIDGE
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 7, 2022			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
Date Prepared: March 31, 2022		Dept.: City Administrator's Office	
SUBJECT: Rental Permit Applications (2)		Contact Person for this Item: Kevin A. Cronin, City Administrator Pro Tem cityadministrator@ci.oakridge.or.us (541) 782-2258	

SUBJECT: Review two rental permit applications for use of Greenwaters Park.

BACKGROUND: There are two separate applications for renting Greenwaters Park. Both applications are requesting the use of alcohol for the events, which requires City Council review and approval.

RECOMMENDATION: Staff recommends approval subject to any specific conditions authorized by the City Council. There are two separate motions for consideration.

RECOMMENDED MOTION:

"I move to approve the rental permit application for the Oregon Trail Gravel Grinder event."

"I move to approve the rental permit application for the Concerts in the Park."

ALTERNATIVE MOTION:

"I move to continue the discussion at the next regularly scheduled City Council meeting."

FINANCIAL IMPACT:

Minimal revenue is expected to offset administrative review costs. A fee schedule is set for rental of city property.

ATTACHMENT:

- A. Rental/Alcohol Use Application - Oregon Trail Gravel Grinder
- B. Rental/Alcohol Use Application - Concerts in the Park



City of Oakridge

Property Rental Application

Event: Oregon Trail Gravel Grinder Small event <99 Large event >100
 Name: Chad Sperry Date(s) requested: June 23-25
 Hours: 9 AM - 10 AM Open at: _____
 Contact address: 4005 NW Helmholtz Way Contact phone: 541-980-2338
Redmond, OR 97756

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

Total Fees: 1000⁰⁰

Requires Council Approval

Street closure location:
 Alcohol permit: Yes No
 Noise permit: N/A
 Nature of noise:
 Estimated distance noise will be plainly audible:
 Is a variance required: Yes No
 Variance subject to event rules (see reverse)
 Attach a list of all residences/businesses within 500 feet NA

Applicant signature: _____
 Approval signature: Jamie

Date: 2-8-22
 Date: 2/28/22

OFFICE USE ONLY	
Date paid:	<u>2/28/22</u>
Amount paid:	<u>1000.00</u>

ALL EVENTS

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

Groups Over 100

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

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

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

Signature: _____

Date: _____

2-8-22

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

Sanctions may be appealed to the City Council.



City of Oakridge COVID Agreement

I have read the Oregon Health Authority Statewide Reopening Guidance for Gatherings, Indoor Social Get-togethers and will comply with all procedures listed therein.

Chad Sperry
Responsible party printed name

[Signature]
Signature

2-8-22
Date


Attachment:
OHA Guidance 2351692420

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

Category:	Event: <u>Oregon Trail Gravel Grinder</u>
Family: <input type="checkbox"/>	Event Sponsor: <u>Breakaway Promotions</u>
Group: <input type="checkbox"/>	Date of Event: <u>June 23-25 2022</u>
Non-Profit: <input type="checkbox"/>	Hours of Event: <u>10AM June 23 to 10AM June 25</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>300</u>
	Applicant: <u>Chad Sperry</u>
	Contact Address: <u>4006 NW Helmholtz Way, Redmond, OR 97756</u>
	Contact Phone: <u>541-980-2338</u>

Facility To Be Reserved: (Check all that apply to Event!)	Greenwaters:	Entire Park: <input checked="" type="checkbox"/>	<input type="checkbox"/>
		Community Building: <input type="checkbox"/>	<input type="checkbox"/>
		Picnic Shelter: <input type="checkbox"/>	<input type="checkbox"/>
		Amphitheater: <input 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 type="checkbox"/> Yes	<input type="checkbox"/> No

Alcohol Permit:	Hours of Alcohol Service: <u>5PM - 8PM</u>
	Type of Food/Caterer: <u>Full Catered Meals</u>
	Security Measures: <u>3 Licensed Servers and Monitors</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>NA</u>
	Estimated Distance Noise will be plainly audible: _____
	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: [Signature] **Date:** 2-8-22

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: 1000.00 **Date:** 2/28/22

Final Approval Signature: [Signature] **Date:** 2/28/22



**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: _____



City of Oakridge

Property Rental Application

Event: CONCERTS IN PARK

Small event <99 Large event >100

Name: RENE GOBELMAN

Date(s) requested: JUN. 18 & JULY 23

Hours: 12 Open at: 9

Contact address: 47718 PORTAL DRIVE

Contact phone: 541 606 8483

Facility:

Rent:

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

→ FEE WAIVER REQUESTED FOR NON PROFIT FOR BOTH EVENTS

Total Fees: _____

Requires Council Approval

Street closure location:

Alcohol permit: Yes No OLCC BANNED VOLUNTEER STAFFED BEER GARDEN

Noise permit: N/A

Nature of noise: MUSIC

Estimated distance noise will be plainly audible: 200 FEET

Is a variance required: Yes No

Variance subject to event rules (see reverse)

Attach a list of all residences/businesses within 500 feet

Applicant signature: [Signature]

Date: 3/11/2023

Approval signature: _____

Date: _____


OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

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

Category:	Event: <u>Concerts in the Park</u>
Family: <input type="checkbox"/>	Event Sponsor: <u>Concerts in the Park a 501(c)3 company</u>
Group: <input type="checkbox"/>	Date of Event: <u>June 18th and July 23rd</u>
Non-Profit: <input checked="" type="checkbox"/>	Hours of Event: <u>1:00 to 9:00 PM</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><100</u>
	Applicant: <u>Kevin Gobelman</u>
	Contact Address: <u>47718 Portal Drive</u>
	Contact Phone: <u>541-606-8482</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>1:00 to 8:30 PM</u>
	Type of Food/Caterer: <u>Entres, snacks</u>
	Security Measures: <u>Restricted beer garden access, staff patrol of grounds</u>
	Date of Council Approval: _____
	After approval by the Council, please provide copies of:
Certificate of Insurance: <input checked="" type="checkbox"/>	COI is onfile as Community Festivals Association
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>estimate 300 ft</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: Kevin Gobelman **Date:** March 25, 2022

*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: _____

CITY OF OAKRIDGE

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 7, 2022			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
Date Prepared: March 31, 2022		Dept.: City Administrator's Office	
SUBJECT: Code Enforcement Program Chronic Nuisances		Contact Person for this Item: Kevin A. Cronin, City Administrator Pro Tem cityadministrator@ci.oakridge.or.us (541) 782-2258	

SUBJECT: Review the example of a chronic nuisance from the City of Warrenton.

BACKGROUND:

The Interim City Administrator and Chief of Police would like the City Council to consider a new section of the nuisance code. A chronic nuisance code is a “repeat offender” clause that allows the Oakridge Police Department to accelerate the enforcement process if the property owner or offender has committed the same or similar violation within 6 months to a year.

A larger update, which is needed in Oakridge, has four distinct elements: 1) Create a chronic nuisance section for repeat problem properties, 2) Add new enforcement tools for vacant buildings, 3) Improve the condition of housing stock and commercial buildings through a “derelict building” ordinance, and 4) Provide new tools to enforce RV parking on public right-of-way. In addition, the City Charter needs to be updated to allow administrative warrants.

Under the current rules, there are limited tools to gain compliance. Additional tools described above are needed to address chronic neighborhood livability issues.

RECOMMENDATION: Staff recommends adding this section to the existing nuisance code to provide another tool for addressing community livability issues.

RECOMMENDED MOTION:

“I move to direct staff to prepare an Ordinance for City Council consideration at a future meeting.”

ALTERNATIVE MOTION:

“I move to continue the discussion at the next regularly scheduled City Council meeting.”

FINANCIAL IMPACT:

Revenue neutral

ATTACHMENT:

- A. City of Warrenton Nuisance Code - Chronic Nuisances (WMC 8.28.070)

Title 8 HEALTH AND SAFETYChapter 8.28 PROPERTY MAINTENANCE, VACANT BUILDING, DERELICT BUILDING, AND CHRONIC NUISANCES**8.28.070 Chronic nuisances.**

A. Purpose. The purpose of this chapter is to establish an expedited enforcement program to address the problem of properties and/or property owners (person in charge) with multiple, continuing violations concerning derelict, abandoned, or vacant commercial and residential buildings and property within the City. Violations of other offenses as defined in Chapter 8 of this code may also be declared to be a chronic nuisance. Chronic nuisance properties present health, safety and welfare concerns, where the persons responsible for such properties have failed to take corrective action to abate the nuisance condition. Chronic nuisance properties have a negative impact upon the quality of life, safety and health of the neighborhoods where they are located. This section is enacted to remedy nuisance activities that are particularly disruptive to quality of life and repeatedly occur or exist at properties, by providing a process for abatement. This remedy is not an exclusive remedy and may be used in conjunction with such other remedy authorized by law. Chronic nuisance properties are also a financial burden to the City by the repeated calls for service to the properties because of the nuisance activities that repeatedly occur or exist on such property. This section is a means to ameliorate those conditions and hold accountable those persons responsible for such property.

B. Chronic Nuisance Determination. The City Manager and/or their designee shall determine that a nuisance is chronic based upon personal observation by a City employee, or after an investigation by the City as a result of a complaint filed with the City, and a determination that there are reasonable grounds to conclude that the alleged nuisance activities did, in fact, occur in violation of the City Code.

Violations of nuisances and offenses as identified in Chapter 8.16 of this code shall be deemed a chronic nuisance if the following circumstances exist. For the purpose of Chronic Nuisance Determination, each day a citation is issued for an existing violation shall constitute a separate "nuisance activity."

1. Property on which three or more nuisance activities exist or have occurred during any consecutive 60 day period; or
2. Property on which three or more nuisance activities exist or have occurred during any consecutive 12 month period; or
3. A person in charge of properties on which nuisance activities exist or have occurred on three or more separate properties during any consecutive 12 month period.

C. Enforcement.

1. In addition to any other enforcement remedies available to the City, properties and/or persons in charge of properties that have been deemed to be a chronic nuisance shall be subject to expedited enforcement including, but not limited to, the following:
 - a. Fewer days allowed to abate the nuisance; and/or
 - b. Fewer contacts by the City in the enforcement process prior to abatement by the City.
2. Any fees, fines, or costs associated with a chronic nuisance shall be double the amount established by the City for the nuisance cited. If the nuisance is abated by the person in charge of the property to the satisfaction of the City Manager or their designee within 30 days of the date of notice issued, the matter shall not be referred to the City Attorney and the person in charge shall not be subject to the double penalty of this section. Standard amount of penalties may still be assessed.

D. Procedures.

1. Notice. Once it is determined that a property or person in charge of property is subject to this chapter, the City Manager or designee shall expedite enforcement procedures as established by City policy to abate the nuisance. The expedited process shall include notification to the person in charge and the property owner. The notice shall include the following information:
 - a. State that the person in charge shall respond within 10 days to the City Manager or designee with the following information:
 - i. Identify a plan for abatement of the nuisance including a schedule for completion; or
 - ii. Indicate good cause as to why the nuisance cannot be abated; or
 - iii. Contest the determination of the existence of a chronic nuisance.
 - b. State that an acceptable abatement plan must be reached with the City Manager or designee within 30 days from the date of the notice of determination that a chronic nuisance exists.
 - c. State that if the nuisance is not abated and good cause for failure to abate is not shown, the matter may be referred to the City Attorney to seek any remedy deemed to be appropriate to abate the nuisance.
 - d. State that fines, fees, and other costs may be doubled due to the chronic nuisance determination.
2. Commencement of Enforcement Action by City Attorney. Upon referral, the City Attorney may initiate an action in any court of competent jurisdiction to abate a chronic nuisance property, to impose penalties pursuant to this chapter, and/or seek any other relief authorized by law.
3. Additional Remedies.
 - a. Rental Properties. In addition to the remedies authorized by this section, if as part of its order abating a chronic nuisance property, the court orders a person in charge to cease renting or leasing a property, the court may order the person in charge to pay relocation assistance to a

tenant who must relocate because of the order of abatement and the court has found that the tenant has not caused or participated in the nuisance activity at the property.

b. Existing City Permits.

1. Permit Suspension or Revocation. In addition to any other remedy that is authorized by this chapter or other laws, upon the finding by the City Manager that a property is a chronic nuisance property, the person in charge is subject to the suspension or revocation of a business license, other City license, or City permit for the subject property issued pursuant to the Warrenton Municipal Code, Warrenton Development Code, or other City codes. Permits and/or licenses issued to a tenant who has not caused or participated in the nuisance activity shall not be suspended or revoked as a result of the actions of the person in charge of the subject property.

2. Permit Reinstatement. If a permit or license is suspended, it may be reinstated by the City Manager or designee once the nuisance has been abated and all liens, fines, fees, or costs have been satisfied. A new permit or license for the subject property shall not be issued to the person in charge or business associated with the nuisance until the nuisance has been abated and all City liens, fines, fees, or costs have been satisfied.

E. Appeals. The person in charge shall have the right to contest the chronic nuisance determination by responding within 10 days to the City Manager with a request for a review of the determination. If the City Manager determines that the chronic nuisance still exists, the person in charge may appeal that decision to the City Commission in accordance with Chapter 15.08. (Ord. 1229 § 2, 2019)

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