

May 5, 2022  
7:00 pm  
City Council Meeting  
Audio/Video Teleconference  
City Hall Conference Room  
48318 E. 1<sup>st</sup> Street  
Oakridge OR, 97463



## REGULAR MEETING

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### 1. CALL MEETING TO ORDER

### 2. Pledge of Allegiance

### 3. Roll Call

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

### 5. Public Comment – 30 Minutes

*Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based 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.*

### 6. Mayor Comments / Announcements / Proclamation

### 7. Council Comments / Announcements

### 8. Consent Agenda

### 9. Business from the City Council

#### 9.1 Council Chambers Update

#### 9.2 RTMP Committee Recommendations | Action Item

### 10. Business from the City Administrator

#### 10.1 Well No. 2 Bid Submittal & Recommended Award | Action Item

#### 10.2 Street Closure Request | Tree Planting Festival

### 11. Reports of Committees

### 12. Items Removed from the Consent Agenda

### 13. Ordinances, Resolutions and Public Comments

### 14. Public Hearings

### 15. Appointments

### 16. Public Comment

### 17. Adjourn

### 18. Executive Session: ORS 192.660 (2) (a) The governing body of public body may hold an executive session:

*To consider the employment of a public office, employee, staff member or individual agent.*

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

1. Use your computer, tablet or smartphone and go to: <https://us02web.zoom.us/j/3664311610>.

Meeting ID: 3664311610. 2. Use your telephone and dial: +1 669 900 9128. Meeting ID: 366 431 1610.

3. Send comments by email to: [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) by 2pm the day of the meeting.

4. While discouraged due to the pandemic, you may attend in person at City Hall. Masks are required.

Detailed instructions are available at City Hall, on the city website, and the city Facebook page.

**Accommodation for Physical Impairments:** In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, the City's TTD Number is 541-782-4232.

**CITY OF OAKRIDGE**  
**REQUEST FOR COUNCIL ACTION**

<b>DATE ACTION REQUESTED: May 5, 2022</b>			
<b>Ordinance</b> <input type="checkbox"/>	<b>Resolution</b> <input type="checkbox"/>	<b>Motion</b> <input checked="" type="checkbox"/>	<b>Information</b> <input type="checkbox"/>
<b>Date Prepared: April 28, 2022</b>		<b>Dept.: City Administrator's Office</b>	
<b>SUBJECT: RTMP Grant Applications (3)</b>		<b>Contact Person for this Item: Kevin A. Cronin, City Administrator Pro Tem   cityadministrator@ci.oakridge.or.us   (541) 782-2258</b>	

**SUBJECT:** Review three RTMP grant applications for recreation events.

**BACKGROUND:** There are three separate grant applications for events this Summer and Fall: Middle Fork Open (disc golf), Westfir 30/50k (trail running), and Triple Summit Challenge (trail running). Grant applications are enclosed and require City Council review and approval. The RTMP Committee met virtually on April 26 and recommended approval.

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

**RECOMMENDED MOTION:**

*"I move to approve the grant application for the Middle Fork Open event."*

*"I move to approve the grant application for the Westfir 50k."*

*"I move to approve the grant application for the Triple Summit Challenge."*

**ALTERNATIVE MOTION:**

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

**FINANCIAL IMPACT:**

There are budgeted funds remaining for RTMP grants in FY 21-22.

**ATTACHMENT:**

- A. Grant Application - Middle Fork Open
- B. Grant Application - Triple Summit Challenge
- C. Grant Application - Westfir 30/50k

# RTMP 2020 Program

## Rural Tourism Marketing Program

The City of Oakridge Receives certain tax revenues through the Rural Tourism Marketing Program (RTMP) The city will use these funds to promote the business of selling, packaging and advertising in the Oakridge area. The focus on allocating these funds will be on; attracting visitors to the area, the length of stay of visitors, county wide visitation and return visits.

We have changed our approach to RTMP funding to allow proper and easy documentation for reporting the use of these funds to the County, as well as establishing fair and impartial funding. These changes will also allow consistency in future years.

Events or projects must be held during the calendar year of 2020. Submit documentation promptly after the event is held. **Within two weeks of event, unless otherwise approved**

Funds will be dispersed on a reimbursement basis only. You must present receipts to prove funds have already been spent as well as proof of advertising and the actual occurrence of the event. It is your responsibility to provide proper documentation, receipts and proof. Cancelled checks attached to a corresponding itemized invoice is acceptable. Links to websites as well copies of brochures attached to paid invoices will also be accepted as advertising documentation. Pictures from the events or projects are recommended. These are just examples of documentation that will be accepted. Groups, businesses and events must be in good standing with the city before funds will be disbursed.

Applications will be available starting November 15, 2019, and are due by 5:00 pm January 17, 2020. Submissions must include the attached Request for Funding, RTMP questionnaire (with answers) and your advertising plan. (if applicable) **No late submissions will be accepted.**

Applications will be reviewed and scored by the RTMP Committee prior to presentation to the council for approval. A scoring sheet that is consistent with the County's guidelines will be attached to each application for scoring. Please note, these scoring sheets may be viewed by the public upon request.

Decisions on funding will be approved at the February 6, 2020 council meeting and posted at City Hall the next day. If your event/group/project is awarded funds, you must submit the attached Request for Reimbursement along with the appropriate documentation (Proof of purchase) after the event. All requests and documentation must be submitted to City Hall, Attn: City Administrator.

**FOR PROFIT EVENTS WILL ONLY BE ELIGIBLE FOR FUNDING FOR 3 YEARS, STARTING WITH THE 2015 YEAR**

Thank you for your interest in this program

City of Oakridge

**Applications may be mailed, sent or dropped off at City Hall, Attn: City Administrator**

# RTMP QUESTIONNAIRE

Event Name: Middle Fork Open Group: Oakridge Disc Golf Club  
Contact Person: Jason Nehmer Phone: 5412704215  
Address: 47849 W 2nd St Oakridge, OR 97463  
Email Address: oakridgediscgolfclub@gmail.com Date of Event: 7/30/2022 to 7/31/2022

Please answer the following questions in regards to your event or project.  
Answer all questions by circling Y or N

1. Does your event/project create motel/hotel room stays?  N
2. Does your event/project increase room stays during the Fall or early spring?
3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community?  N
4. Does your event/project focus its marketing to bring in visitors from other states?  N
5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June – August)  N
6. Does your event/project work with other organizations to market the Oakridge area with in local, state and private agencies?  N
7. Do you target or monitor western Canada or international markets?
8. Is this a group travel tour or package?  
  - a. Do you have a target group? Y N
  - b. Do you have activities included? Y N
  - c. Are you working with Travel Lane County? Y N
  - d. Do you offer incentives to promote return visits? Y N
9. Does your event/project provide training on tourism staffing Hospitality or service?

On a separate piece of paper please provide an explanation for each question you marked "yes." Number your responses as above.

You do not need to meet all 9 criteria to be funded.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Signed:  Printed Name: Jason Nehmer  
Title or relation to Group or Event: Oakridge Disc Golf Club President

## REQUEST FOR FUNDING

Event: \_\_\_\_\_

Group: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Budget Category	Expenses	% of expense you are asking to be funded	Funding Requested
<i>Personnel</i>			\$
<i>Equipment</i>	\$		\$
<i>Travel/Conferences/Training</i>	\$		\$
<i>Supplies</i>	\$		\$
<i>Advertising</i>	\$		\$
<i>Rent/Utilities</i>	\$		\$
<i>Administrative Costs</i>	\$		\$
<i>Other _____</i>	\$		\$
<i>Other _____</i>	\$		\$
<i>Total</i>	\$		\$

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of \_\_\_\_\_

Program Contact: \_\_\_\_\_

Title: \_\_\_\_\_

**Note:**

**This form must be submitted in the original grant application.**

## REQUEST FOR REIMBURSEMENT

**Event:** Middle Fork Open  
**Group:** Oakridge Disc Golf Club  
**Address:** 47849 W 2nd St  
 Oakridge, OR, 97463  
**Contact Person:** Jason Nehmer  
**Phone:** 5412704215 **Email address:** oakridgediscgolfclub@gmail.com  
**Fax Number:** \_\_\_\_\_ **Date of Event:** 7/30/2022 to 7/31/2022

Budget Category	Short Description of Expense*	Reimbursement Requested*
<i>Personnel</i>		\$
<i>Equipment</i>	Tables, cones and barriers, basket rental, score cards and pencils, etc	\$ \$250
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>		\$
<i>Advertising</i>		\$
<i>Rent/Utilities</i>	Basket rental for additional needed, portable toilet rentals, and OIP Park Rental	\$ \$1,200
<i>Administrative Costs</i>	PDGA (Professional Disc Golf Association) fee additional player fees, and tournament director fee	\$ \$1,000
<i>Other</i> _____		\$
<i>Other</i> _____		\$
<i>Total</i>		\$
<i>Funds Requested</i>		\$ \$2,450

**Prepared by:** Jason Nehmer Oakridge Disc Golf Club

**Title:** Oakridge Disc Golf Club President

**Signature of**

**Program Contact:** 

**Title:** Oakridge Disc Golf Club President

**\* Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

## **RTMP RESPONSES**

- 1. The Middle Fork Open creates motel/hotel room stays due to its multi day nature and projected out-of-town attendees potentially coming from all over the United States.**
- 2. The Middle Fork Open creates visits through the implementation of two world class disc golf courses in one area (Oakridge/Westfir) and for one weekend. Our eventual goal, if it aligns with the property owner and city of Westfir's agenda, is to have a permanent championship level course in Westfir as well, which would offer year round disc golfer tourism at both former mill sites (i.e. Oakridge and Westfir). Additionally, the Middle Fork Open is a professionally sanctioned 'B Tier' disc golf event, which ups the ante for attracting tournament players by offering them rated rounds of play.**
- 3. The Middle Fork Open focuses on bringing in visitors from other states through the implementation of world wide registration for the event on [www.discgolfscene.com](http://www.discgolfscene.com) , which our tournament registration will be hosted by.**
- 4. The Middle Fork Open attracts Oregonians during 'peak season' because the tournament takes place on July 30st and July 31 1st.**
- 5. The Middle Fork Open will work with the local chamber of commerce organization in order to help promote not only the event, but also businesses of the area to the tournament goers (i.e. hotels/motels, restaurants, shops, etc).**

6. The Middle Fork Open is a disc golfer and family/friend travel package. The weekend long event includes 3 rounds of disc golf between the championship level disc golf courses of Oakridge and Westfir for each participant. Both Jeff Malik of Travel Oregon and Joey Jewel of the Cascades to Coast Sports Commission of Lane County are engaged with the event and will be assisting in promoting it within their platforms. After the success of the Veterans for Vets, Mountain Town Throwdown, and now, Middle Fork Open disc golf tournaments, the Oakridge/Westfir area will have established a quality reputation for not only hosting tournaments, but designing and maintaining quality/high level disc golf courses that are unique to the region; this, in turn, will bring folks back to the area.



## Oakridge Rural Tourism Marketing Program

Tourism is a vital component of Oakridge's economic stability. We are actively soliciting events that promote tourism in Oakridge measured in part by the length of stay of visitors; county wide visitation; and return visits. These activities/events may, for example, center around recreation, sustainability, eco-tourism, cultural awareness, foraging and historical education opportunities to name a few. Oakridge is committed to the success of events that will promote Oakridge and increase our tourism economy.

The objective is to help provide "seed" funding and invest in activities, projects and events that have the potential for growth and self-sufficiency. The funds are generated from overnight stays and are used for programs that will generate more overnight stays.

If you have any questions prior to submitting your application, please reach out to [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) or [mayor@ci.oakridge.or.us](mailto:mayor@ci.oakridge.or.us)

### **Eligibility Criteria**

- Tourism promotion and tourism related facilities
- Only groups in good standing with the City of Oakridge may apply.
- Special Events

### **Priority is given to projects that:**

- Attract visitors from outside the community
- Create overnight stays at Hotels, Motels, AirBnB's, etc
- Include or involves multiple community and tourism partners
- Leverage additional dollars or resources
- Self-Sustaining, have growth potential, or builds capacity
- Measurable or attainable Return on Investment (ROI)

### **Maximum Grant Request**

The Oakridge RTMP is allocated approximately \$18,000 annually.

- NonProfit organizations may request up to \$2,500 per eligible project or event for up to 5 years.
- For profit Organizations may request up to \$2,500 per eligible project or event for up to 3 years.

After which point, they become a Heritage Event, and are eligible for \$1,000 annually.

\*Special Event exceptions can be considered if an organization cannot hold the event without more funding. Check the *Special Event Exception* box below if your event requires this.

### **Application Process Steps**

Grants are made on a rolling basis throughout the year unless funding has been exhausted.

1. Applicants are required to submit their request to the City Administrator.
2. The City Administrator will then schedule an RTMP Committee meeting for application review. Applicants are encouraged to attend this meeting to answer any questions the committee may have. A scoring sheet that is consistent with the County's guidelines will be attached to each application for scoring. *Please note, these scoring sheets may be viewed by the public upon request.*
3. City Council makes the final determination of approval or denial at a regularly scheduled Council meeting. The City Administrator will advise you of when the application will come before the Council. You must be present at that time. *See City website for calendar of meetings.*

### **HOW TO APPLY:**

Applications may not be submitted more than 12 months prior to the event and no closer than 3 months prior to the event. Completed applications will provide the RTMP Committee information as to how the event or activity will promote tourism and bring overnight stays to Oakridge. Incomplete applications will not be accepted.

Submissions must include the following documents:

- Request for Funding
- A completed RTMP questionnaire
- Advertising plan.

Decisions will be made on applications within 30 days of receipt and applicants will be notified of the decision.

How to submit your application:

Email: [cityadministrator@ci.oaridge.or.us](mailto:cityadministrator@ci.oaridge.or.us)

Mail: PO Box 1410, Oakridge, OR 97463

Deliver at City Hall: 48318 E First St. Oakridge, Oregon

### **REIMBURSEMENT**

1. **Keep all receipts and documentation of funds spent.** It is your responsibility to provide proper documentation, receipts and proof. Canceled checks attached to a corresponding itemized invoice are acceptable. Links to websites as well copies of brochures attached to paid invoices will also be accepted as advertising documentation. Pictures from the events or projects are required. These are just examples of documentation that will be accepted for reimbursement. You must present receipts to prove funds have already been spent as well as proof of advertising and the actual occurrence of the event.
2. **Submit documentation promptly after the event is held.**

3. **Funds will be dispersed on a reimbursement basis only.** All completed reimbursement requests will be filled within 30-days of submission to City Hall.
4. **An "After Event Summary" is required.** This will need to demonstrate costs, attendance, overnight stays, out of area attendees, fundraising efforts and advertising is also required. This information is critical to the impact assessment of tourism in our community and will be used by the RTMP committee to assess future requests.

# RTMP QUESTIONNAIRE

Event Name: Oakridge Triple Summit Challenge  
 Contact Person(s): Devin VansCoy Phone: 541-337-3122  
 Address: 3955 Oak St. Eugene, OR. 97405  
 Email: elevatedtrailracing@gmail.com  
 Date of Event: 7-8-22 to 7-10-22 Event Location: Greenwaters Park and Campers Flat Campground

**Please answer the following questions regarding your event/project by circling Y or N.**

- |   |      |                  |
|---|------|------------------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR)  | Y=10 | N=0              |
| 2. Does your event/project increase room stays during the Fall or early Spring?   | F=5  | S=5              |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0              |
| 4. Does your event/project focus its marketing to bring in visitors from other states?  | Y=5  | N=0              |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)                                  | Y=5  | N=0              |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?              | Y=10 | N=0              |
| 7. Is this a group travel tour or package?  | Y=5  | N=0              |
| 8. Are you working with Travel Lane County?   | Y=10 | N=0              |
| 9. Do you offer incentives to promote return visits?  | Y=10 | N=0              |
| <b>TOTAL:</b>   |      | <b><u>60</u></b> |

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature: \_\_\_\_\_ Date: 2-14-22

**REQUEST  
FOR  
FUNDING**

<b>Budget Category</b>	<b>Expenses</b>	<b>Funding Requested</b>
<i>Personnel</i>		
<i>Equipment</i>	\$ 2,000.00	\$ 1,000.00
<i>Travel/Conferences/ Training</i>	\$ 500.00	
<i>Supplies</i>	\$ 2,500.00	
<i>Advertising</i>	\$ 1,500.00	
<i>Rent/Utilities</i>	\$ 1,000.00	
<i>Administrative Costs</i>	\$ 500.00	
<i>Other</i>		
<i>Other</i>		
<i>Total</i>	\$ 8,000.00	\$ 1,000.00

Prepared by: Title: Devin VansCoy: Race Director

Signature of Program Contact: \_\_\_\_\_

**Note:  
This form must be submitted in the original grant application.**

## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***“This event is funded in part by the Lane County Rural Tourism Marketing Program.”***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed.*

I advertise the Oakridge Triple Summit Challenge by having two different websites:

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<https://oakridgetriplesummitchallenge.com/>

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<https://elevatedtrailracing.com/>

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I also use a different website to register for the race:

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<https://ultrasignup.com/register.aspx?did=91456>

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I will go to various race signup events

---

I use social media, and have a facebook page and instagram page

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I have a sponsors page on both websites that I use.

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If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

**REQUEST FOR REIMBURSEMENT**

Event Name: **Oakridge Triple Summit Challenge**

<b>Budget Category</b>	<b>Short Description of Expense</b>	<b>Total Spent</b>
<i>Personnel</i>		
<i>Equipment</i>	<b>Digital Race Clock</b>	<b>\$ 2,000.00</b>
<i>Travel/Conferences/Training</i>	<b>Race signup events</b>	<b>\$ 500.00</b>
<i>Supplies</i>		
<i>Advertising</i>	Photographer, events, website	<b>\$ 1,500.00</b>
<i>Rent/Utilities</i>	<b>Race Venue rent</b>	<b>\$ 1,000.00</b>
<i>Administrative Costs</i>	<b>Permits, insurance</b>	<b>\$ 500.00</b>
<i>Other</i>	<b>food</b>	<b>\$ 3,000.00</b>
<i>Other</i>	<b>awards</b>	<b>\$ 1,000.00</b>
<i>Total</i>		<b>\$ 9,500.00</b>
<i>Funds Requested</i>		<b>\$ 1,000.00</b>

**\* Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council \_\_\_\_\_ on this date \_\_\_\_\_





1. Does your event create overnight stays? Yes. This is a three day stage race, where racers come from all over the country. Unless they live in Eugene, all of the racers will stay in the Oakridge area.
  
3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? Yes. The race is in the morning each day, and then the runners have all day to do what they want. This ensures that they will go out to eat, and do the recreation provided in Oakridge.
  
4. Does your event/project focus its marketing to bring in visitors from other states? Yes. This is a destination race, and have had runners come from all over the country to participate in the race.
  
5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)? Yes. The stage race is from July 8th to July 10th.
  
6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? Yes. I partner up with local businesses in Oakridge. I purchase meals from a local restaurant in Oakridge for each runner, each day. I also work with Rays Grocery and the Bike Mercantile.
  
8. Are you working with Travel Lane County? Yes. I work with them to promote hotel stays in the Oakridge area.
  
9. Do you offer incentives to promote return visits? Yes. This is an annual race that I have been putting on since 2017. Most runners that have participated in previous years come back the next year.

This is a total of 60 points. The Oakridge Triple Summit Challenge brings in people from all over the country to Oakridge for three days. This gives them the opportunity to explore this beautiful town, spend money, and love it enough to come back the next year.

As you can imagine a race like this costs a lot of money and takes a lot of my time to put on. I count on the RTMP program to help with some of this burden, and am so glad this program exists. I wanted to personally thank you for helping support the Oakridge Triple Summit Challenge for the past three years. Since I have received funding for the past three years, I am only asking for \$1,000 for this event. The cost of putting on an event like this is substantial but \$1,000 would certainly go a long way, and would be greatly appreciated.

Thank you so much,

Devin VansCoy

Race Director of the Oakridge Triple Summit Challenge and owner of Elevated Trail Racing

1. Does your event create overnight stays? Yes. The race will attract people from all over the state and with it having a 50k option, people will want to stay the night.
2. Does your event/project increase room stays during the Fall or early Spring? Yes. The race is on October 23rd, and most runners who register will end up staying in the Westfir/Oakridge area.

3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? Yes. People who register may have never gone or even heard of Westfir/Oakridge before. Once they are there they will check it out and see how cool it is.

4. Does your event/project focus its marketing to bring in visitors from other states? Yes. Since there is a 50k option, it will attract runners from other nearby states, like Washington, California, and Idaho.

6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? Yes. I partner up with local businesses in Oakridge. I purchase meals from a local restaurant in Oakridge for each runner. I also work with Rays Grocery and the Bike Mercantile.

8. Are you working with Travel Lane County? Yes. I work with them to promote hotel stays in the Oakridge area.

9. Do you offer incentives to promote return visits? Yes. This is an annual race that began in 2021. A lot of the runners that participated last year said they plan on coming back for the race this year.

This is a total of 60 points. The Westfir 50k-30k brings in people from all over the PNW to Oakridge. This gives them the opportunity to explore this beautiful town, spend money, and love it enough to come back again.

As you can imagine a race like this costs a lot of money and takes a lot of my time to put on. I count on the RTMP program to help with some of this burden, and am so glad this program exists. I wanted to personally thank you for helping support the first year of the Westfir 50k-30k. I am asking for \$2,000 for the grant. This will help with the burden of some of the costs that will go into the race. It is extremely greatly appreciated.

Thank you so much,

Devin VansCoy  
Race Director and owner of Elevated Trail Racing

## Oakridge Rural Tourism Marketing Program

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- Tourism promotion and tourism related facilities
- Only groups in good standing with the City of Oakridge may apply.
- Special Events

### **Priority is given to projects that:**

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1. Applicants are required to submit their request to the City Administrator.
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3. City Council makes the final determination of approval or denial at a regularly scheduled Council meeting. The City Administrator will advise you of when the application will come before the Council. You must be present at that time. *See City website for calendar of meetings.*

### **HOW TO APPLY:**

Applications may not be submitted more than 12 months prior to the event and no closer than 3 months prior to the event. Completed applications will provide the RTMP Committee information as to how the event or activity will promote tourism and bring overnight stays to Oakridge. Incomplete applications will not be accepted.

Submissions must include the following documents:

- Request for Funding
- A completed RTMP questionnaire
- Advertising plan.

Decisions will be made on applications within 30 days of receipt and applicants will be notified of the decision.

How to submit your application:

Email: [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us)

Mail: PO Box 1410, Oakridge, OR 97463

Deliver at City Hall: 48318 E First St. Oakridge, Oregon

### **REIMBURSEMENT**

1. **Keep all receipts and documentation of funds spent.** It is your responsibility to provide proper documentation, receipts and proof. Canceled checks attached to a corresponding itemized invoice are acceptable. Links to websites as well copies of brochures attached to paid invoices will also be accepted as advertising documentation. Pictures from the events or projects are required. These are just examples of documentation that will be accepted for reimbursement. You must present receipts to prove funds have already been spent as well as proof of advertising and the actual occurrence of the event.
2. **Submit documentation promptly after the event is held.**

3. **Funds will be dispersed on a reimbursement basis only.** All completed reimbursement requests will be filled within 30-days of submission to City Hall.
4. **An "After Event Summary" is required.** This will need to demonstrate costs, attendance, overnight stays, out of area attendees, fundraising efforts and advertising is also required. This information is critical to the impact assessment of tourism in our community and will be used by the RTMP committee to assess future requests.

# RTMP QUESTIONNAIRE

Event Name: Westfir 50k-30k  
 Contact Person(s): Devin VansCoy Phone: 5413373122  
 Address: 3955 Oak St. Eugene, OR. 97405  
 Email: elevatedtrailracing@gmail.com  
 Date of Event: October 23rd, 2022 Event Location: Office Covered Bridge, Westfir, Oregon

**Please answer the following questions regarding your event/project by circling Y or N.**

- |   |      |                  |
|---|------|------------------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR)  | Y=10 | N=0              |
| 2. Does your event/project increase room stays during the Fall or early Spring?   | F=5  | S=5              |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0              |
| 4. Does your event/project focus its marketing to bring in visitors from other states?  | Y=5  | N=0              |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)                                  | Y=5  | N=0              |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?              | Y=10 | N=0              |
| 7. Is this a group travel tour or package?  | Y=5  | N=0              |
| 8. Are you working with Travel Lane County?   | Y=10 | N=0              |
| 9. Do you offer incentives to promote return visits?  | Y=10 | N=0              |
| <b>TOTAL:</b>   |      | <b><u>60</u></b> |

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature: \_\_\_\_\_ Date: February 15th, 2022

**REQUEST  
FOR  
FUNDING**

<b>Budget Category</b>	<b>Expenses</b>	<b>Funding Requested</b>
<i>Personnel</i>		
<i>Equipment</i>	\$ 2,000.00	\$ 2,000.00
<i>Travel/Conferences/ Training</i>	\$ 500.00	
<i>Supplies</i>	\$ 500.00	
<i>Advertising</i>	\$ 500.00	
<i>Rent/Utilities</i>	\$ 300.00	
<i>Administrative Costs</i>	\$ 300.00	
<i>Other</i>		
<i>Other</i>		
<i>Total</i>		

Prepared by: Title:

**Devin VansCoy: Race Director**

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Signature of Program  
Contact:

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**Note:  
This form must be submitted in the original grant  
application.**

## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***"This event is funded in part by the Lane County Rural Tourism Marketing Program."***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed.*

**I have a website: <https://elevatedtrailracing.com/westfir/>**

**I also use a registration website: <https://ultrasignup.com/register.aspx?did=91462>**

**I put the Westfir race on as many othe race websites I can find.**

**I travel to races and do events to advertise for the Westfir race.**

**I sell Westfir shirts.**

**I have sponsors on the website to promote advertising.**

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**



**REQUEST FOR REIMBURSEMENT**

Event Name: **Westfir 50k-30k**

<b>Budget Category</b>	<b>Short Description of Expense</b>	<b>Total Spent</b>
<i>Personnel</i>		
<i>Equipment</i>	Digital Race Clock	\$ 2,000.00
<i>Travel/Conferences/Training</i>	Race events, gas	\$ 500.00
<i>Supplies</i>	awards, food	\$ 500.00
<i>Advertising</i>	Race events, website	\$ 500.00
<i>Rent/Utilities</i>	Office Covered bridge rental	\$ 200.00
<i>Administrative Costs</i>	permits, insurance	\$ 500.00
<i>Other</i>		
<i>Other</i>		
<i>Total</i>		
<i>Funds Requested</i>		\$ 2,000.00

**\* Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council \_\_\_\_\_ on this date \_\_\_\_\_



**CITY OF OAKRIDGE**  
**REQUEST FOR COUNCIL ACTION**

<b>DATE ACTION REQUESTED: May 5, 2022</b>			
<b>Ordinance</b> <input type="checkbox"/>	<b>Resolution</b> <input type="checkbox"/>	<b>Motion</b> <input checked="" type="checkbox"/>	<b>Information</b> <input type="checkbox"/>
<b>Date Prepared: April 28, 2022</b>		<b>Dept.: City Administrator's Office</b>	
<b>SUBJECT: Well No. 2 Bids &amp; Recommended Award</b>		<b>Contact Person for this Item: Kevin Martin, City Administrator Pro Tem   cityadministrator@ci.oakridge.or.us   (541) 782-2258</b>	

**SUBJECT:** Review bids and recommended award for work on Well No. 2.

**BACKGROUND:** The Public Works Department would like to revamp Well No. 2, which was drilled in the 1960s and is a key part of the City's well system for drinking water. Well No. 2 is located behind Salmon Creek Park. The City Engineer properly advertised the bid opportunity and received X bids from qualified contractors. The recommended award is to Schneider Inc..

This is a capital improvement project (CIP) identified in the Proposed Budget FY 2022-23. The budgeted amount is \$260,000. The award is for \$186,500.00, which includes a contingency of 10%.

Staff is requesting City Council review and approval to authorize the award. If approved, the City Engineer will issue a Notice to Proceed with work commencing this summer/fall. Public Works and the City Engineer will oversee the construction.

**RECOMMENDATION:** Staff recommends approval subject to any specific conditions authorized by the City Council.

**RECOMMENDED MOTION:**

*"I move to award a bid to Schneider Inc. for work on Well No. 2 and authorize the City Administrator Pro Tem to execute a contract and the Mayor to sign."*

**ALTERNATIVE MOTION:**

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

**FINANCIAL IMPACT:**

There are adequate funds in the Proposed Budget.

**ATTACHMENT:**

- A. Well No. 2 Bids:



Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

### City of Oakridge - Well No. 2 Refurbishment and Pump Replacement Notice of Intent to Award

1 message

Edward Hodges <eph@curran-mcleod.com>

Fri, Apr 29, 2022 at 5:01 PM

To: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Kevin:

Attached is the Notice of Intent to Award and Bid Tabulation for the Well No. 2 Refurbishment and Pump Replacement project. This notification is required to be sent out to all bidders in accordance with Oregon public procurement law. There were two bids for the project. The low bid was for 186,500 and the high bid was for \$329,907. The Engineers estimate for the work was \$230,000. CURRAN-McLEOD, INC. has worked extensively with the low bidder, Schneider Inc. on past projects, and are pleased that they received the winning bid on this work. Pursuant to Oregon procurement law there will be a 7-day mandatory protest period, commencing today and ending next Friday. After this time we recommend that the City accept the low bid at the next Council meeting. Once accepted we will notify the Contractor to obtain the necessary bonds and insurance needed to sign the construction contract and commence work. The City should note that the first portion of the work involves procurement of the pump and piping, which will take approximately eight months or more. Work will commence once the required equipment is obtained by the Contractor, sometime in late fall or early winter of 2023. There are two alternatives for this project, the first is for a new motor for the pump and the second is for a pump control valve to replace an existing aged valve. We recommend that the City accept the second alternative, the pump control valve, after it is determined by the contractor and pump manufacturer, that the existing pump motor, which was recently rebuilt, is suitable for use with the new pump. The other caveat for approval of the valve alternative, is the condition of the well found to be present when the pump is removed. The well has not been opened in over fifty years, so the condition of the well casing and screens is unknown. If problems are discovered with these items, there may be additional costs required to remedy any problems present, that would preclude the City from replacing the valve at this time. The scenario of down hole problems being discovered when the well is opened is unlikely, but impossible to determine until the pump is removed and the well videoed.

Thanks, and don't hesitate to call me with questions or concerns you may have about this matter.

Ed

.....  
Edward P. Hodges, P.E.

CURRAN-McLEOD, INC.

6655 S.W. Hampton St., Ste. 210

Portland, OR 97223

T: (503) 684-3478

C: (503) 869-7849

F: (503) 624-8247

E: eph@curran-mcleod.com

Upload files: <https://www.hightail.com/u/Curran-McLeod>

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#### 2 attachments

Notice of Intent to Award 04-29-2022.pdf  
136K

1789 Oakridge Well No. 2 Bid Tab.pdf  
29K

April 29, 2022

CURRAN-McLEOD, INC.  
CONSULTING ENGINEERS  
6655 S.W. HAMPTON STREET, SUITE 210  
PORTLAND, OREGON 97223

## MEMORANDUM

**TO:** Mr. Kevin Martin, Interim City Administrator  
City of Oakridge

**FROM:** Edward Hodges, P.E.

**RE: CITY OF OAKRIDGE  
WELL NO. 2 REFURBISHMENT AND PUMP REPLACEMENT  
ENGINEER'S RECOMMENDATION AND NOTICE OF INTENT TO AWARD**

On Thursday, April 28, 2022, the City solicited and received two (2) bids on the above referenced project. The Basic Bid requested pricing for pump removal, down hole videoing, well cleaning and installation of a new pump in Well No. 2. The project also has two alternatives, one for a new pump motor and one for a New Cla-Val pump control valve.

A summary of the bids is listed below, and a detailed bid tabulation is also attached to this letter for your review:

No.	Bidder	Total Basic Bid
1.	Schneider Inc.	\$ 186,500.00
2.	ORR, Inc.	\$ 329,907.01

All the bids submitted were reviewed for conformance with the solicitation requirements. There were no significant deviations from bid requirements found for any of the bidders. The apparent low bidder, Schneider, Inc, was found to be in good standing with the Construction Contractors Board of the State of Oregon.

### SUMMARY AND RECOMMENDATION:

The low bid from Schneider, Inc., is deemed to be responsive and responsible. Accordingly, Curran-McLeod, Inc recommends that the City of Oakridge accept the low bid and award the Construction Contract to the low responsive and responsible bidder, **Schneider, Inc.**, for the amount of **\$186,500.00**.

In accordance with ORS 279C.375(2), this Notice of Intent to Award shall constitute a final decision by the City to award the contract if no written protest of the award is filed with the City

Mr. Kevin Martin, Interim City Administrator  
April 29, 2022  
Page 2

within seven (7) calendar days of the issuance of this Notice of Intent To Award. The actual award will be effective subject to approval of the City of Oakridge.

Upon the City's concurrence, we will deliver to Schneider, Inc. three (3) fully complete Contract Documents for Execution.

By:   
Edward P. Hodges, PE

cc: All Bidders

**CITY OF OAKRIDGE**  
**WELL No. 2 REFURBISHMENT & PUMP REPLACEMENT**  
 Bid Date: Thursday 04/28/2022 @ 2PM

1 2

**BID TABULATION**

Schneider, Inc. ORR, Inc.

Well No. 2 Refurbishment and Pump Replacement		Units	Unit / Total	Unit / Total
A.1	Mobilization	1	LS \$ 22,000.00	\$ 30,224.11
A.2	Existing Pump, Motor, & Column Removal	1	LS \$ 7,600.00	\$ 24,860.80
A.3	Down-Hole Videoing and Report	1	LS \$ 2,500.00	\$ 11,352.69
A.4	Flow Testing	1	LS \$ 2,500.00	\$ 11,352.69
A.5	Well Screen Cleaning	1	LS \$ 10,000.00	\$ 33,149.87
A.6	Mechanical Piping Removal and Replacement	1	LS \$ 35,400.00	\$ 39,985.93
A.7	New pump and Existing Motor Installation, Startup and Testing	1	LS \$ 85,500.00	\$ 131,443.37
A.8	New Level Transducer in Well	1	LS \$ 1,000.00	\$ 4,718.55
<b>Grand Total Basic Bid Schedule:</b>			<b>\$ 186,500.00</b>	<b>\$ 329,907.01</b>

**Alternative Bid Items:**

Alternative B.1		Units	Unit / Total	Unit / Total
B.1	New Pump Motor, Installation, Startup and Testing	1	LS \$ 13,000.00	\$ 15,000.00
<b>Grand Total Alternative B.1</b>			<b>\$ 13,000.00</b>	<b>\$ 15,000.00</b>

Alternative B.2		Units	Unit / Total	Unit / Total
B.2	New 6 -Inch Cla- Val Pump Control Valve, Installation, Startup and Testing	1	LS \$ 30,000.00	\$ 15,000.00
<b>Grand Total Alternative B.2</b>			<b>\$ 30,000.00</b>	<b>\$ 15,000.00</b>

**CITY OF OAKRIDGE**  
**REQUEST FOR COUNCIL ACTION**

<b>DATE ACTION REQUESTED: May 5, 2022</b>			
<b>Ordinance</b> <input type="checkbox"/>	<b>Resolution</b> <input type="checkbox"/>	<b>Motion</b> <input checked="" type="checkbox"/>	<b>Information</b> <input type="checkbox"/>
<b>Date Prepared: April 28, 2022</b>		<b>Dept.: City Administrator's Office</b>	
<b>SUBJECT: Tree Planting Festival   Event Permit Applications (2)</b>		<b>Contact Person for this Item: Kevin Martin, City Administrator Pro Tem   <a href="mailto:cityadministrator@ci.oakridge.or.us">cityadministrator@ci.oakridge.or.us</a>   (541) 782-2258</b>	

**SUBJECT:** Review two event permit applications for use of city streets.

**BACKGROUND:** There are two event applications for use of city streets. The parade is scheduled for May 7 and requires a street closure on E 1st St for set up and duration of Parade. The second application is for the use of golf carts, which are not street legal, to be a part of the parade. Both applications require 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 event permit application for the Tree Planting Festival parade street closure and use of non-street legal vehicles in the parade."*

*"I move to approve the event permit application for the use of golf carts on designated city streets."*

**ALTERNATIVE MOTION:**

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

**FINANCIAL IMPACT:**

The City does not collect a fee to process event permits.

**ATTACHMENT:**

- A. Event Permit Application - Parade
- B. Event Permit Application - Golf Carts





## **Police Department**

**Chief of Police, Kevin Martin**

**PO Box 385, Oakridge, OR 97463**

**Voice: 541-782-4232 TDD: 541-782-4232 Fax: 541-782-2285 Email: kevinmartin@ci.oakridge.or.us**

**Website: ci.oakridge.or.us**

## **EVENT PERMIT**

If you are holding an event on public or private property a review of your event is required. If the event is to be held at a park or city owned building, you will normally complete a request at City Hall, 48318 E 1<sup>st</sup> Street, Oakridge.

Application for event permits shall be made to the Chief of Police at least 7 days prior to the intended date of the event. If there are issues with the request, the Chief of Police could ask that you adjust or modify your event permit to comply with City Rules or ordinances.

The Police Chief shall notify the applicant of the decision within three (3) days after the receipt of the application. If the Police Chief proposes alternatives or refuses to issue a permit, the applicant shall have the right to appeal the decision to the council.

**Appealing to the Council:** An applicant may appeal the decision of the Police Chief by filing a written request of appeal with the City Recorder within 48 hours after the Chief has proposed alternatives that could not be agreed to, or refused to issue the permit.

The Council shall schedule a hearing date, which shall not be later than three (3) days following the filing of the written appeal with the City Recorder, and shall notify the applicant of the date and time he/she may appear either in person or by a representative.

# EVENT APPLICATION/PERMIT

DATE: 03/19/2022 EVENT NAME: Oakridge-Westfir Tree Planting Festival

NAME OF EVENT COORDINATOR: Kevin Gobelman

ADDRESS: 47718 Portal Drive, Oakridge, OR 97463

PHONE: (541)606-8482

DATE OF EVENT: May 5,6,7,8 START TIME: varies END TIME: varies

NUMBER OF PARTICIPANTS: maybe 60 NUMBER OF BOOTHS: maybe 20 on private property

EVENT LOCATION: The School, Business location along 1st Street, Osprey Park

EVENT DESCRIPTION: The 69th annual Tree Planting Festival will be held on May 5th,

6th, 7th, and 8th. The Parade will require street closures of 1st street for the duration of the

Parade as follows: from Crestview/Rose Street intersection to Beech Street 10:00 AM to 12:00 PM;

from Crestview/Rose Street intersection to N. Diamond Street and on High Street from 8:00 AM to

12:00 PM for Parade staging and disbanding.

(attach additional page if more room is required for description)

APPLICANT SIGNATURE: Kevin Gobelman PHONE: (541)606-8482

CHIEF OF POLICE SIGNATURE: K. L. Ritz DATE: 3-31-22

COMMENTS FROM CHIEF:

Please set Traffic Plan with OPD Reserve  
LT. Ritz



## **Police Department**

**Chief of Police, Kevin Martin**

**PO Box 385, Oakridge, OR 97463**

**Voice: 541-782-4232 TDD: 541-782-4232 Fax: 541-782-2285 Email: [kevinmartin@ci.oakridge.or.us](mailto:kevinmartin@ci.oakridge.or.us)  
Website: [ci.oakridge.or.us](http://ci.oakridge.or.us)**

# **EVENT PERMIT**

If you are holding an event on public or private property a review of your event is required. If the event is to be held at a park or city owned building, you will normally complete a request at City Hall, 48318 E 1<sup>st</sup> Street, Oakridge.

Application for event permits shall be made to the Chief of Police at least 7 days prior to the intended date of the event. If there are issues with the request, the Chief of Police could ask that you adjust or modify your event permit to comply with City Rules or ordinances.

The Police Chief shall notify the applicant of the decision within three (3) days after the receipt of the application. If the Police Chief proposes alternatives or refuses to issue a permit, the applicant shall have the right to appeal the decision to the council.

**Appealing to the Council:** An applicant may appeal the decision of the Police Chief by filing a written request of appeal with the City Recorder within 48 hours after the Chief has proposed alternatives that could not be agreed to, or refused to issue the permit.

The Council shall schedule a hearing date, which shall not be later than three (3) days following the filing of the written appeal with the City Recorder, and shall notify the applicant of the date and time he/she may appear either in person or by a representative.

## EVENT APPLICATION/PERMIT

DATE: 4/18/2022 EVENT NAME: TREE PLANTING PARADE

NAME OF EVENT COORDINATOR: GERRY SNYDER, PRESIDENT, CBGC  
ADDRESS: 48447 WESTOAK RD, PO BOX 960 -  
PHONE: 541-782-3541

DATE OF EVENT: 5/7/2022 START TIME: 9am END TIME: noon

NUMBER OF PARTICIPANTS: 10 golf carts NUMBER OF BOOTHS: -0-

EVENT LOCATION: Downtown Oakridge

EVENT DESCRIPTION: Golf carts from Circle Bar Golf Course to participate in parade. Carts to be driven from Circle Bar to parade site - pilot cars with flashers activated front and behind carts both to and from parade site.  
(attach additional page if more room is required for description)

APPLICANT SIGNATURE: Gerry Snyder PHONE: 541-517-8503

CHIEF OF POLICE SIGNATURE: [Signature] DATE: 4-18-22

COMMENTS FROM CHIEF:

Council request as Road Auth.

541-653-7853 Sherri