

September 1, 2022 at 6:00pm
City Council Meeting
Audio/Video Teleconference
City Hall Conference Room
48318 E. 1st Street
Oakridge OR, 97463



REGULAR MEETING

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 / Proclamations

7. Council Comments / Announcements

8. Consent Agenda (6/23/22 Work Session Minutes)

9. Business from the City Council

9.1 Fire Updates

9.2 Caselle software contract options

9.3 Updates on DEQ projects and contract with WestOak GIS & Planning LLC

9.4 Officer Steve Davidson retirement recognition gift options

9.5 Greenwaters Park discussion

9.6 Adoption of the 2020 Lane County Community Wildfire Protection Plan (Resolution 05-2022)

10. Business from the City Administrator

11. Staff Reports

12. Items Removed from the Consent Agenda

13. Ordinances, Resolutions and Public Comments

13.1 Resolution 05-2022, adopting the Lane County Community Wildfire Protection Plan (see Business Item 9.6)

14. Public Hearings

15. Appointments

16. Public Comment

17. Adjourn

18. Executive Session

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

- 1. On your computer, tablet or smartphone go to <https://us02web.zoom.us/j/3664311610>**
- 2. On your telephone, dial: 669-900-9128, then enter Meeting ID: 366 431 1610.**
- 3. Send comments by email to: 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.**

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, City's TTD Number is 541-782-4232.



Public comment for next city council meeting

message

eri Reed <willow.works.reed@gmail.com>

Tue, Aug 30, 2022 at 9:13 PM

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

Aloha,

My name is Jeri Reed. My address is [47725 Fairy Glen Drive, Oakridge, OR 97463](#).

I sat in on the most recent work session for city council, where there was discussion about the public safety fee that was imposed upon the citizens of Oakridge this past year. The council has been working to gather information about other cities that currently impose an added fee on their citizens, how they gather the funds, and what the consequences are for those that don't pay the fee.

I would like the council to consider creating a Safety Fee Committee made up of community members. Encourage citizens to join in the problem solving or face the consequences of having it arbitrarily (feels that way at this point) decided for us. I would gladly volunteer to participate in such a committee.

I believe that the citizens should be offered this opportunity. I understand that there are already so many committees that have open positions and not enough members to meet quorum requirements. The citizens of Oakridge want a voice; offer them a voice. Allow them to be given the information on the needs and work together to offer up a viable solution.

Mahalo,

Jeri A Reed



June 23, 2022

Work Session/Special Session/Executive Session (Via Zoom)

City Hall Conference Room

48318 E 1st Street

6:00 p.m.

MINUTES

1. CALL MEETING TO ORDER- 6:05 pm

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

Staff Present: City Administrator Pro Tem and Police Chief Kevin Martin, Finance Director Colleen Shirley and City Recorder Jackie Taylor

2. Roll Call

3. Work Session

Mayor Hollett-she has an actual conflict of interest, her husband is an employee of the City of Oakridge Fire Department and she is a volunteer. Councilor Coker will run the meeting.

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

There was discussion on sending out the PSF with the water bills.

Colleen-our system doesn't do that, we would have to do that manually.

There was discussion on the percentage of people not paying the fee and if there are consequences to not paying.

Councilor Spliethof-we don't want people getting their water shut off for not paying the PSF.

Councilor Spliethof-he doesn't want the fee at all.

Councilor Kinyon-there is no shortfall in our budget this year.

End work session-7:46 pm

4. Special Session

The next scheduled work session will be on July 28th at 6:00 pm

5. Public Comment

Dan Barclay 47501 Hwy 58-the 400+ people who signed the petition against the PSF are not a pile of papers.

6. **Executive Session ORS 192.660 (2) (a) the governing body of a public body may hold an executive session: to consider the employment of a public officer, employee, staff member or individual agent.**

7. **Adjourn 7:56 pm**

Signed: _____
Christina Hollett, Mayor

Signed: _____
Jackie Taylor, City Recorder

Cedar Creek Fire

August 30, 2022

Daily Update – 10:00 AM



Cedar Creek Fire Quick Facts

Size: 7,821 acres

Contained: 12%

Start Date: August 1, 2022

Location: 15 miles E of
Oakridge, OR

Cause: Lightning

Total personnel: 821

Resources: 13 engines

11 crews

30 heavy equipment

8 helicopters

Community Meeting Today August 30th at 6:00PM ~ Greenwaters Park Community Building

Community Meeting: A community meeting will be held **Today, August 30th, 6:00PM** at Greenwaters Park Community Building, 48362 Highway 58, Oakridge, Oregon. For those unable to attend in person, the meeting will be streamed live on the Cedar Creek Fire Facebook page: <https://www.facebook.com/CedarCreekFire2022>.

Current Situation: Helicopters were successful in completing a critical segment of fireline by dropping retardant on an inaccessible ridge outside of the Wilderness east of Edith Creek drainage. Retardant, once it dries becomes less effective but can be rehydrated from water drops and becomes almost as effective as when originally applied. Helicopter operations may be visible to visitors at the Salt Creek Falls Day Use Area and to motorists on HWY 58. Please observe and adhere to directional signage in the area. Downsizing of crews and equipment has started where work has been completed. An appropriate number of resources to manage the fire for community, firefighter, and natural resource safety will be maintained. On the Slapjack Fire, firefighters are gridding, walking strategically in burned areas spaced out in a line to find and extinguish pockets of heat. Crews are also focusing on suppression repair by doing activities like adding water bars to firelines which prevent sedimentation in preparation for seasonal rains.

Today's Activities: Crews are constructing direct hand line along the southeast flank of the fire connecting the fire edge that reached Waldo Lake with dozer line outside of the wilderness. Burn operations continue along the southwest edge of the fire tying into the 2421 road. Fire activity has the potential to increase today driven by hot, dry, and unstable weather. Smoke columns maybe visible today as the fire consumes unburned interior vegetation. On alternate lines south of the fire crews are working on chipping and removing debris from culverts.

Evacuations: Currently, there are no evacuations in place.

Weather: A red flag warning is in place today for hot and dry conditions with temperatures in the 90s. East to north west winds 3-6 mph, gusts to 12mph in the afternoon. Humidity below 20%.

Closures: An expanded [Area Closure](#) is in place as of August 23rd for the Cedar Creek Fire. This includes all trailheads and dispersed camping west and north of Waldo Lake. The lake, campgrounds, and trails (including the PCT) on the east side remain open. A [Temporary Flight Restriction \(TFR\)](#) is in place.

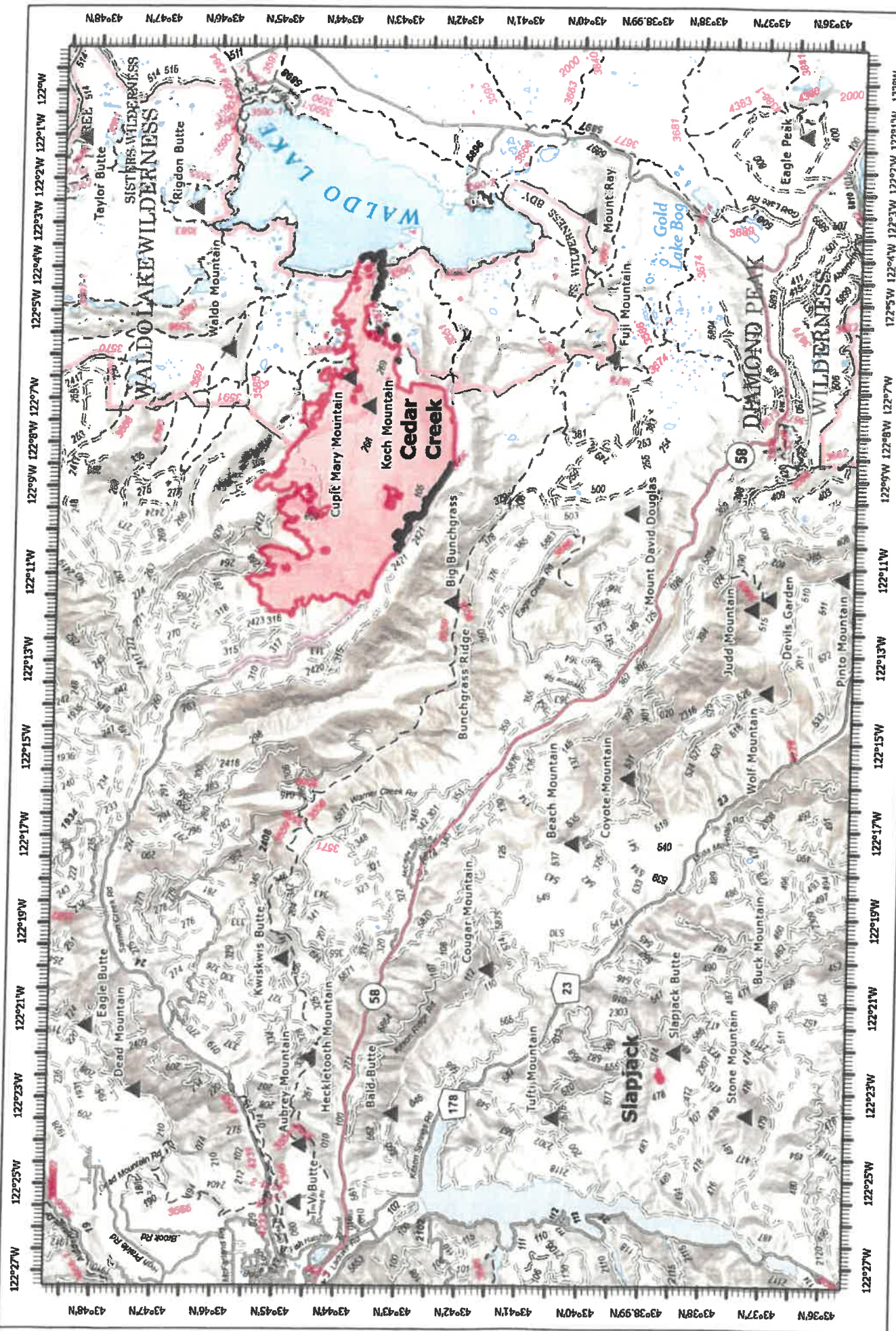
Restrictions: [Fire restrictions](#) are in place on the Willamette National Forest with the exception of the Three Sisters, Mt. Jefferson, Mt. Washington, Waldo Lake, and Diamond Peak Wilderness areas.

Smoke: Smoke Forecast Outlooks are available at <https://outlooks.wildlandfiresmoke.net/outlook>.

Fire Information: Office Hours: 8:00 AM – 8:00 PM | Phone: 541-201-2335 | Email: 2022.cedarcreek@firenet.gov

Online: <https://inciweb.nwcg.gov/incident/8307/> | <https://www.facebook.com/CedarCreekFire2022/> | <https://www.facebook.com/willamettenf> | <https://twitter.com/willametteNF> |

YouTube: <https://www.tinyurl.com/cedarcreekfireyoutube>



PNW3
 08/29/2022 2125
 Acres determined from IR
 North American 1983 Datum, LatLong Grid

PIO
 Cedar Creek
 OR-WF-220180
 8/30/2022 24 Hour
 7698 acres at 8/28/2022 @ 2210

Legend:

- ▲ Summit
- - - Trail
- ▬ Secondary Highway
- ▬ Paved Roads
- ▬ Dirt (Not Paved)
- ▬ Paved Road
- ▬ Gravel Road
- ▬ Unimproved Roads
- ▬ FS RD 2421
- ▬ Contained
- ▬ Wildfire Daily Fire Perimeter

Scale: 0 0.5 1 2 Miles

North Arrow: N

Logos: National Fire Plan, National Fire Plan

Business of the City Council

City of Oakridge, Oregon

September 1, 2022

Agenda Title: Caselle Software Contract

Agenda Item No: 9.2

Proposed Council Action: A motion from the floor to approve

Exhibits: Caselle Hosted Software & Services Proposal Contract

ISSUE:

The city Utility Billing, Accounting, and City Business software is outdated and is no longer effective to help ensure well-managed accounting, utility billing, court and other city related critical tasks. With our current software we are not able to have efficient departments. The workload of our city staff has increased exponentially with personnel cutbacks in recent years. The need for a functional integrated system is at its all-time highest.

A new system would allow us to address several challenges in the current environment, gain future efficiencies.

Current Challenges including but not limited to:

- City Departments rely on financial staff for financial report creation.
- Current system function ability for accounts receivable and billing requires many duplicate processes due to lack of flow throughout the different system departments.
- There is limited self-service functionality for department heads in the current system.
- Numerous manual processes are in place throughout the city causing unnecessary time to be spent on projects.
- There is no bank reconciliation program in our current system, it is currently being done in spreadsheets and loads of printed documents taking more than 10 hours to be completed.
- We have online and inhouse payment options for utility billings to be paid which do not talk to the system causing lots of manual entry which can lead to more mistakes in accounting.
- There are multiple things that are not being accounted for in our current system because there is not the functionality to do so which again causes more manual entry and more room for error.
- We have no document management in place within our current system which causes audits to require more work trying to sift through files of paperwork.

- To summarize the system is lacking in all areas of utility management, court management, accounts receivable, cash receipting, banking and budgeting processes just to name a few.
- The current way the financials are being accounted for in this outdated system leaves us with nothing more than room for error and ineffective ways to account for assets and expenses.
- The support for the current system is almost non-existent taking anywhere from 24 to 36 hours to get a phone call back.

A Strong and reliable infrastructure is critical for the following reasons:

- A reliable infrastructure and hardware system help ensure automation of processes. This would cut back on duplication, unnecessary time spent to input information from different sources into the system and help eliminate causes for errors.
- Accounting is critical to running a financially sound city. This includes every date process such as reconciling bank data, recording transactions and balancing ledgers.
- A hosted system would give us more security, eliminate the need for an in-house server which would eliminate IT hours being paid to sustain it.
- Any new enhancements and updates would be included going forward for as long as we have the system in place.
- Being able to access stored data is vital to efficient accounting and business operations. This is especially true in the case of audits.

This new system benefits would include but not limited to:

- **Reliable:** The infrastructure hardware is set up and maintained by Caselle.
- **It is current and updated:** We would have access to current versions of hardware without the need for capital investments.
- **Tech support covered:** Technical support, when needed not days later but within an hour of us reaching out.
- **Backup:** All records would be backed up securely. This would eliminate the need for us manually backing up data and not losing critical data due to failed equipment due to age or power outages.
- **Applications we currently don't have but would be utilized in a new system** such as bank reconciliation, document management, integrated online/electronic payments, code enforcement, grant and project tracking.

FISCAL IMPACTS: A one-time set up, training and conversion fee of **\$40,690.00**.

A monthly hosted maintenance and support cost of **\$2,605.00**.

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *I move to allow the Finance Director to accept the hosted software and services proposal from Caselle with the conditions outlined above and discussed by Council.*



Caselle® Hosted Software & Services Proposal

City of Oakridge, OR

August 18, 2022

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com



CASELLE®

Proven Software Solutions for Local Government

www.caselle.com Toll Free (800) 228-9851 Fax (801) 850-5001 1656 S. East Bay Blvd, Ste. 100 / Provo, UT / 84606

Caselle® Hosted Software & Services Proposal
City of Oakridge, OR
August 18, 2022

Proposal Summary

License Type	Hosted
Total Training	\$16,350
Total Setup	12,200
Total Conversion	12,140
Total Investment	\$40,690

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Hosted Maintenance & Support will be \$2,605.

I have read and agree to all terms & conditions proposed herein. I understand if the City of Oakridge is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Hosted Software & Services Proposal
City of Oakridge, OR
August 18, 2022

Proposal Detail

Caselle® Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$2,250	\$700	\$2,400	\$5,350
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	2,000	2,000
miExcel GL	Hosted	Included	1,000	-	1,000
Accounts Payable	Hosted	550	500	600	1,650
AP Direct Pay	Hosted	Included	-	-	-
Accounts Receivable	Hosted	1,100	500	40	1,640
Utility Management	Hosted	3,375	1,500	3,200	8,075
Utility Electronic Reading Interface	Hosted	Included	250	-	250
Utility Service Orders	Hosted	550	500	-	1,050
Online Mapping	Hosted	-	-	-	-
Cash Receipting	Hosted	550	500	-	1,050
Online/Electronic Payments Bundle	Hosted	500	2,250	-	2,750
Cash Receipting Web Services	Hosted	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-
Asset Management	Hosted	550	500	500	1,550
Court Management	Hosted	3,375	1,500	*Per Bid	4,875
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Zonal OCR	Hosted	-	-	-	-
Code Enforcement	Hosted	550	500	3,400	4,450
Three (3) Concurrent User Licenses	Hosted	-	-	-	Included
Two (2) Additional Concurrent User Licenses (5 Total)	Hosted	-	-	-	-
Grand Total	Hosted	\$16,350	\$12,200	\$12,140	\$40,690

Notes:

1. The training will take place at Caselle.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Hosted Software & Services Proposal
City of Oakridge, OR
August 18, 2022

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle[®] Hosted Software & Services Proposal
City of Oakridge, OR
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Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

1,200 accounts are included

Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

4 bank accounts are included



Caselle® Hosted Software & Services Proposal
City of Oakridge, OR
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Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

300 vendors are included

AP Direct Pay Setup

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up vendors with necessary routing and account numbers.
- Format one direct pay voucher.

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

20 accounts are included



Caselle® Hosted Software & Services Proposal
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Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.
1,600 meters or customers are included

Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Utility Direct Pay Setup

- Set up header and batch information with the appropriate information for the direct payment file.
- Set up bank options with bank account and routing information.

Service Orders Setup

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Caselle[®] Hosted Software & Services Proposal
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**Online/Electronic
Payments Setup**

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

**Asset Management
Setup**

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

**Court Management
Setup**

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment, and so on.
- Format up to six Follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a Checklist to document daily, monthly, and year-end procedures.
- Additional Follow-up letters will be billed at the rate of \$100 per letter. Letters that have multiple pages will be billed \$100 for each additional page included in the form.

Caselle[®] Hosted Software & Services Proposal
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**Community
Development Setup**

- Setup services will assist customers in initial software configuration such as codes, rates, permit types, fees, etc. A representative will provide consulting and software setup via telephone and email prior to product shipping. All parcel data and current owner information will be entered when submitted in the requested format. Property Parcel Data does not include data export from any other system or custom conversion. Property information will need to be entered into the Caselle Load Table by the customer.
- If customer completes the Caselle Load Tables for Property and Owner, Contractor and open Permits, there will be no conversion charges.
- If Caselle Load Tables are not used and data is submitted in another format, there will be a \$2.00 charge per property, contractor, open permit record, and historical record in addition to the setup fee.

Data Conversion

- All property and owner parcel data will be entered when submitted in the requested format.
- All Open Permits will be entered when submitted in the requested format.
- Contractor information will be entered when submitted in the requested format.
- If historical data needs to be converted, data will be loaded into a Caselle Archive History Table as read only and can be exported or viewed in Property Inquiry and Table List reports. Historical data from existing system will not be converted as Caselle transactions.
- Caselle Load Tables will need to be populated by the customer.
- All needed forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- **1,700** properties are included

WestOak GIS and Planning, LLC

Memorandum

To: James Cleavenger, City Administrator – City of Oakridge
From: Rick Zylstra, WestOak GIS and Planning Services, LLC
Subject: DEQ Additional Information Request of 2021 TMDL Report
August 26, 2022

James,

As outlined in the DEQ TMDL Project Statement of Work this memo represents the research and correspondence used to complete DEQ's Additional Information Request of the Annual TMDL Report for 2021.

Background

DEQ requires all cities to have and follow an approved five-year TMDL Implementation Matrix and plan that helps reduce pollutants in stormwater runoff. The efforts outlined in the City of Oakridge 2019-2024 Implementation Matrix reduces pollutants entering the Middle Fork Willamette River and Salmon Creek. The City of Oakridge 2019-2024 Implementation Matrix is derived from Best Management Practices (BMPs) set out in the City of Oakridge Stormwater Plan.

The City of Oakridge 2019-2024 Implementation Matrix briefly outlines 24 Parameters that relate to various and sometimes multiple pollutants and water conditions. Many parameters have multiple action items within the same parameter number.

Purpose

The purpose of this memo is to share my findings and recommendations for responses to DEQ's Additional Information Request to the city's Annual TMDL report for 2021 dated February 25, 2022. Please keep in mind that there are 24 parameters that are a part of the TMDL report, but the only ones discussed here are those that DEQ has requested more information about. The Parameters not mentioned here in this memo were accepted by DEQ in the original TMDL report. Also please keep in mind that the Additional Information Request sent out by DEQ is in some cases vague, for that reason the DEQ questions are listed here.

In attempt to make this memo easier to follow, I have assigned the following color and style theme,

- *Green italics is DEQ questions/comments found in the Additional Information Request.*
- **Black normal text is notes and explanations of the parameters**
- *Blue italic text is correspondence with city staff and outside agencies that relate to the parameters being asked about.*

Parameter #1

DEQ -What is the status report regarding low impact development ordinance? (Last year the city reported hiring LCOG to facilitate the process of ordinance adoption)

Parameter 1 is for the Planning staff and the Planning Commission to make recommendations for zoning code amendments that improve stormwater management. These improvements to stormwater management are known as Low Impact Development (LID) strategies. Any LID recommendations from the Planning Commission for such changes would then be sent to the City Council for review and adoption.

Question sent to Henry Hurly, Planner at LCOG & Jackie Taylor Oakridge Assistant Planner,

Henry,

I am assisting the new Oakridge City Administrator in answering overdue questions regarding the city's TMDL 2021 report to DEQ. Unfortunately the timing is short as DEQ is requiring answers by the end of the month.

One of the items DEQ is looking for an update on is the Low Impact Development Code Amendment Recommendations.

We were able to find an email exchange between Jackie and yourself in March of 2021, where it was stated that changes had been approved by the Oakridge Planning Commission and there should be a SOW from LCOG to assist in moving forward with council adoptions.

Could you please provide a brief update on where we are in that process, if an SOW was completed, or accepted by the city.

Thanks,

Rick Zylstra

Response,

Hi Rick:

I recall that exchange. I remember Jackie and I talking about it and next steps. I seem to recall Jackie mentioning she was going to check on something or get approval from the then City Administrator to authorize the work. Or it was that Jackie was still digging for more information on it. I can't quite remember where we left off on it.

Jackie, please chime in if you remember where we left off on that..

To my knowledge no SOW has been drafted.

Here's all the information I have on the issue. It appears it wouldn't take too much to get adopted. If I remember correctly, it had gone through Planning Commission, but

*don't know what happened after that. I think Jackie knows more about the historical process than I do.
Hope that helps.*

Henry

Recommended response to DEQ for Parameter #1 – The changes have been approved by the Planning Commission and the city is awaiting and working with LCOG on a SOW to bring this project in front of the City Council for adoption

Parameter #8

DEQ -Please verify the fact sheet previously available on DEQ's website is outdated. Current 1200-C program can be accessed here: <https://www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Construction.aspx>

Parameter 8 is about providing the correct information and fact sheets about the DEQ 1200-C permit to developers wanting to develop a parcel that is larger than 1 acre. The 1200-C permits are regarding Stormwater Management practices during construction and development to reduce construction runoff. For several year Oakridge has not had any development over 1 acre.

Question Sent to Jackie Taylor, Oakridge City Recorder/Permits/A/R

Good morning Jackie,

I understand that there have been no new development over an acre that would trigger a 1200-C Construction Stormwater General Permit.

Nonetheless, would you please confirm that the city shares and uses the DEQ website below when providing information and fact sheets to potential developer regarding the 1200-C Construction Stormwater General Permit.

<https://www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Construction.aspx>

Thanks,

Rick Zylstra

Response

Hi Rick,

*yes we do use the DEQ website and information about the 1200-C program and we do get our fact sheets from the same website.
Have a great weekend!*

Jackie

Recommended response to DEQ for parameter #8 – City staff is currently using the website and factsheet required and outlined by DEQ.

Parameter #9

DEQ -What is the status update on LID development Codes?

Same question and answer as Parameter #1

Recommended response to DEQ for parameter #9 - The changes have been approved by the Planning Commission and the city is awaiting and working with LCOG on a SOW to bring this project in front of the City Council for adoption

Parameter #11

DEQ -Has Lane County indicated an event will be held in the near future?

Parameter 11 is regarding the lane County Hazardous Waste pick up events that occurred at the Oakridge Fire Hall with assistance from Lane County Waste Management.

Question sent to Jeff Orlandini, Division Manager, Waste Management Division & Patti Stahr (PW contact During Junk Amnesty)

I am assisting the new Oakridge City Administrator in answering overdue questions regarding the city's Stormwater TMDL 2021 report to DEQ. Unfortunately the timing is short as DEQ is requiring answers by the end of the month.

One of the questions being asked by DEQ is if Lane County Waste has indicated that Annual Waste events will be held in the future.

To that end, I am trying to reach someone that could help answer the question as to whether Lane County has plans to hold future Annual Hazardous Waste events for the Oakridge area.

Any assistance in helping us answer DEQ's questions would be greatly appreciated, and my apologies for the short timeline.

Best,

Rick Zylstra

Response via returned phone call from the Lane County Waste Management.

Yes, we are planning to be back up in Oakridge during Spring of 2023, we hope to be there some time in March or April.

Recommended response to DEQ for parameter #11 – Lane County Management has indicated that they plan to return to hold the Annual Hazardous Waste Event during Spring (March or April) of 2023.

Parameter #12

DEQ -What happened with the feasibility study that was planned a few years ago regarding improving the local Diamon Express?

Parameter 12 can also be found in City of Oakridge TSP adopted in 2020 with a project (Project T-3) that calls for a feasibility study to improve the availability of the Diamond Express.

Questions sent to John Ahlen, Accessible Services Program Manager, Lane Transit District

John,

I am assisting the new Oakridge City Administrator in answering overdue questions regarding the city's Stormwater TMDL 2021 report to DEQ. Unfortunately the timing is short as DEQ is requiring answers by the end of the month.

One of the questions DEQ is asking about is regarding a project that is also a part of the 2020 Oakridge TSP (Project T3) where it states,

“Conduct a transit feasibility study with support from LTD and the City to determine whether service frequency (number of routes per day and number of days per week) and number of stops within Oakridge can be increased, whether the service can better accommodate bicycles, and whether it can be better coordinated with LTD. Consider a near-term pilot program of limited Diamond Express operations on weekends. Based on the outcome of the study, increase frequency (number of routes per day), service days (consider a pilot project providing weekend transit service), and length of service in Oakridge to provide stops at more destinations. The image below shows the existing and proposed transit stop locations.”

I know there have been efforts made regarding weekend routes and improving the Diamond Express, but I am unsure if it was a full feasibility study and not sure of the outcome.

Any help in providing an answer to DEQ would be greatly appreciated.

Rick Zylstra

Response,

Hello,

Thanks for checking in, and I'll do my best to help. We are planning two expansions to Diamond Express service, which were put on hiatus during the pandemic. First is adding in a 4th trip on weekdays, and second is initiating a pilot project for Saturday service.

We've had some major challenges lately with our vehicle being broken into when parked at the City of Oakridge. On recent separate incidents we've had individuals come in at night and vandalize our vehicle, and destroy two different fareboxes, causing thousands of dollars in damages. Would it be possible to discuss evaluating

the security of the site our vehicle parks overnight, potentially including additional lighting or cameras, or security presence?

Thank you

Recommended response to DEQ for parameter #12 – After contacting LTD, they indicated that they are planning the expansion projects for the Diamond Express but that they had been put on hold due to Covid-19.

Parameter #13

DEQ -Provide and update for this measure.

Parameter 13 is about the public project RFP process. The 5-year TMDL plan states, that all public projects sent through the RFP process are required to have stormwater Low Impact Development (LID) best management strategies built into the project to include the scoring and awarding of projects. The three streets overlaid in 2021 apply to this parameter (Berry, Garden and Riverview).

Question sent to Ed Hodges, City Engineer (below is an excerpt of one of several questions sent in the same email)

2) Did you review the bids for road work that was completed recently (Berry, Garden and Riverview)? If so, was Low Impact Development BMPs part of the criteria for the bidding on the jobs and or scoring for awarding the work to contractors?

Response,

Q2: Yes, I wrote them and reviewed the bids. No, LID BMPs were not part of the Bid qualifications. The specification did require the winning bidder to utilize BMPs for any erosion control measures needed to do the work.

Recommended response to DEQ for parameter #13 – LID BMPs were not a part of the most recent public improvement projects. While there were three streets overlaid, they have no curb and gutter. The outcome does include stormwater BMPs by increasing surface infiltration rather than traditional transportation to the stormwater system.

Parameter #14

DEQ -Is this still in the works?

This parameter is regarding public education of stormwater issues, it has multiple parts. The first part is the city will install visuals at various stormwater features for educational purposes, for example stormwater manhole covers with fish on them. The second part is partnership with the school art classes to paint fish and other educational items at stormwater inlets. A third part is the P&CSC would assist in identifying educational materials to be published and sent out in the water bills.

Part 1, Questions sent out to Public Works personnel,

I wanted to ask you guys if you had purchased and or installed and educational visuals regarding stormwater. For example manhole covers with fish on them or inlet covers that stated the inlet leads to the river.

Or if you had purchased any educational anything for stormwater or anything to that effect

Thanks,

Response,

No visuals or training have been done for the storm water.

Part 2, question sent out to Reta Doland, Oakridge School District Superintendent

Reta,

I know around somewhere around 2020 we had discussed briefly the idea of students painting small murals (please see image below for an example) at stormwater inlets and from a report submitted to DEQ, Bryan had stated that it was to happen in spring of 2022.



DEQ is now requesting an update as to this project, if it is something the school would still be interested in doing, or if this is still in the works?

Best,

Rick Zylstra

Response,

We would still be willing to be a part of the project. The discussions never went past our support. We will need to meet and collaborate on where and how. I am pretty sure it is something that our art teacher/natural resources teacher would take on.

This year we are focusing on passion projects in our community and this would be a good one. I am allocating funding from the wildfire "income" for these projects. Therefore we will be able to fund the paint etc. We will want to work with the city so our students have the protection of barricades around them, etc.

Part 3, Question asked of Councilor Whitney in a non-email conversation,

Had the P&CSC discussed educational materials about stormwater and invasive species to recommend sending out to the public?

Response,

No, we didn't know we needed to be looking into that.

Recommended response to DEQ for parameter #14 – Due to budget and personnel restraints Oakridge Public Works has not yet had the opportunity to purchase or install visuals. The Oakridge School District has indicated they would like to continue to collaborate on the designs and painting of visuals. Due to Covid-19, budget and personnel restraints the Parks and Community Services Committee have not recommended materials for outreach.

Parameter #15.

DEQ - Provide and update for this measure

Parameter 15 is regarding publishing educational materials about invasive species within the waterways of the Oakridge city limits and is very similar to part 3 of parameter 14.

Question asked of Councilor Whitney in a non-email conversation,

Had the P&CSC discussed educational materials about stormwater and invasive species to recommend sending out to the public?

Response,

No, we didn't know we needed to be looking into that.

Recommended response to DEQ for parameter #15 – Due to Covid-19, budget and personnel restraints the Parks and Community Services Committee have not recommended materials for outreach.

Parameter #17

DEQ - Provide and update for this measure.

Parameter 17 required city staff to review and recommend 6 restoration and preservation measures from a 2008 Gap Analysis conducted by LCOG.

Question asked of Oakridge PW Staff

I was also needing to know if you guys had the chance to review and recommend any (hopefully 6) Stormwater Best Management Practices to be implemented.

Thanks,

Rick Zylstra

Response,

No Rick, I have not.

Recommended response to DEQ for parameter #17 – Due to personnel and budget shortfalls there has been no progress on parameter 17.

Parameter #20

DEQ - Any progress on this since the report was submitted?

Parameter 20 was to have the city engineer conduct an assessment of an appropriate funding source for stormwater through the use of System Development Charges (SDCs) and to ensure the current stormwater rates were being increased annually by the current CPI.

Question sent to Ed Hodges, City Engineer (below is an excerpt of one of several questions sent in the same email)

3) In prior years there was discussion surrounding Curren McLeod performing a study to assess the stormwater rates the city charges and if it is adequate for the city's needs. Was there any work done on that front?

Thanks for your time in helping us answer these questions to DEQ.

Response,

Q3: Curran-McLeod, Inc. forwarded a proposal to the City to perform SDCs and a rate study, including stormwater, two years ago. No action was taken by the City on the matter.

Question sent to Leah Brewer & Collen Sherley,

One of the TMDL parameters that DEQ is requesting information on is regarding the CPI increase. Specifically, they are wanting to know if the annual CPI increase had been applied to stormwater services fee July 1 of 2021 at the same time as the water CPI increase.

Would you be able to confirm that the CPI increase occurred for stormwater services at that time, what the percentage increase was and the before and after charges?

Thanks,

Response,

Hi Rick,

Water, sewer and stormwater services were increased by 1.70%. I have attached some information for you that might help. Let me know if this is all you need if not let me know what you might need. Thanks

Additional information from Leah indicated the increase in July 2021 was from \$1.76 to \$1.79.

Recommended response to DEQ for parameter #20 – Due to budget shortfalls the tentative agreement regarding the City Engineer of Record proposal to conduct an SDC study is still on hold. The city did increase the stormwater charges during the month of July 2021 at a rate of 1.7% from \$1.76 to \$1.79.



City of Oakridge
48318 E. 1st Street – PO Box 1410
Oakridge, Oregon 97463
Phone: 541-782-2258 FAX 541-782-1081

August 29, 2022

Re: TMDL Implementation Plan Annual Report 2021 (*Additional Information/Responses*)

Oregon Department of Environmental Quality
Western Region Eugene Office
165 East 7th Avenue, Suite 100
Eugene, OR 97401

Attn: Priscilla Woolverton, Willamette Basin Coordinator

Ms. Woolverton,

On February 25, 2022, the City of Oakridge's former City Administrator Bryan Cutchen submitted the City's initial TMDL Implementation Plan Annual Report for 2021, to the Oregon Department of Environmental Quality ("DEQ"). Three days later, Mr. Cutchen resigned as City Administrator and was temporarily replaced by Mr. Kevin Cronin, who served as the City's *Pro Tem* City Administrator from March 1, 2022, until April 27, 2022, when his contract was terminated by City Council. It should also be noted that Mr. Cronin did not report to work between April 21-27 due to health issues. On or about April 27, 2022, Mr. Cronin was replaced by Oakridge Police Chief Kevin Martin, who served as the *Pro Tem* City Administrator until I was hired as the new permanent City Administrator on July 6, 2022.

On April 1, 2022, Priscilla Woolverton, DEQ's Willamette Basin Coordinator, sent an email to Mr. Cronin, requesting further responses by April 30, 2022, to 10 questions deemed "incomplete" in Mr. Cutchen's initial report submitted on February 25, 2022.

On May 23, 2022, Ms. Woolverton sent Mr. Cronin another email, *which I discovered was never opened*, most likely because Mr. Cronin had already left the City, informing the City that the Annual Report was still incomplete, and extending the response deadline to the end of May,

2022. After the city again failed to submit a response, on or about June 1, 2022, DEQ sent the City a "Warning Letter," again identifying corrective actions which needed to be addressed by June 30, 2022.

On August 10, 2022, the City received a "Pre-Enforcement Notice" Letter from DEQ via certified mail and email from Mr. Woolverton, informing the City of its failure to submit a complete TMDL annual report, in violation of OAR 340-042-0080(4)(a)(b). The letter requested that the City submit a completed report by September 1, 2022. This was the first time I became aware of this issue. I immediately responded to Ms. Woolverton's August 10th email (same day) and requested a meeting with her and our Public Works Supervisor and our water plant manager as soon as possible.

Ms. Woolverton graciously accepted the request, and the meeting was held on August 16, 2022. After the meeting, it became clear that additional resources would be needed to complete the Annual Report. On August 18, 2022, City Council approved my request to hire Rick Zylstra of WestOak GIS and Planning Services LLC, as a consultant on this project and for the additional Mercury TMDL Implementation Plan due 9/3/22. Mr. Zylstra was uniquely qualified to assist us on this project, as he had been the City's Community Services Director from 2015 until he was furloughed in June of 2020 and was familiar with the TMDL.

Mr. Zylstra started work on the project the following day (8/19/22). Based on the efforts of Mr. Zylstra and City staff, below are the City's additional responses and information requested for the 10 incomplete responses for the City of Oakridge's Annual TMDL Report for 2021. Although implementation of some of the parameters have not yet been met, now that we are aware of the issues, we are already making plans to address and mitigate these issues and deficiencies.

Parameter #1 – The changes have been approved by the Planning Commission and the city is awaiting and working with LCOG on a SOW to bring this project in front of the City Council for adoption.

Parameter #8 – City staff is currently using the website and factsheet required and outlined by DEQ.

Parameter #9 - The changes have been approved by the Planning Commission and the city is awaiting and working with LCOG on a SOW to bring this project in front of the City Council for adoption.

Parameter #11 – Lane County Waste Management has indicated that they plan to return to hold the Annual Hazardous Waste Event during Spring (March or April) of 2023.

Parameter #12 – After contacting LTD, they indicated that they are planning an expansion project for the Diamond Express but that they had been put on hold due to Covid-19.

Parameter #13 – LID BMPs where not a part of the most recent public improvement project RFP nor scoring process. While there were three streets overlayed, they have no curb and gutter. The outcome does include stormwater BMPs by increasing surface infiltration rather than traditional transportation to the stormwater system.

Parameter #14 – Due to budget and personnel restraints Oakridge Public Works has not yet had the opportunity to purchase or install visuals.

The Oakridge School District has indicated they would like to continue to collaborate on the designs and painting of visuals.

Due to Covid-19, budget and personnel restraints the Parks and Community Services Committee have not recommended materials for outreach.

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Parameter #15 – Due to Covid-19, budget and personnel restraints the Parks and Community Services Committee have not recommended materials for outreach.

Parameter #17 – Due to personnel and budget shortfalls there has been no progress on parameter 17.

Parameter #20 – Due to budget shortfalls the tentative agreement regarding the City Engineer of Record proposal to conduct an SDC study is still on hold. The city did increase the stormwater charges during the month of July 2021 at a rate of 1.7% from \$1.76 to \$1.79.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. M. Cleavenger', with a long horizontal flourish extending to the right.

James M. Cleavenger, JD, LLM
Oakridge City Administrator

PERSONAL SERVICES CONTRACT for DEQ reporting and related planning, Public Works and Geospatial Information Science Services (GIS) projects.

THIS AGREEMENT, made this day of, August 22, 2022, by and between WestOak GIS and Planning Services LLC (hereinafter referred to as "CONTRACTOR"), and CITY OF OAKRIDGE; a municipal corporation (hereinafter referred to as "CLIENT").

WHEREAS the CLIENT desires to engage the CONTRACTOR to render certain technical and/or professional services hereinafter described in connection with DEQ Reporting, Planning, Public Works and GIS operations, and other related projects of the City of Oakridge;

WHEREAS the CONTRACTOR is qualified and agreeable to render the aforesaid technical and/or professional services;

NOW, THEREFORE, for and in consideration of the foregoing and of the mutual promises hereinafter expressed, and intending to be legally bound hereby, the parties hereto do mutually agree as follows:

Article 1. Engagement of Contractor

The CLIENT hereby agrees to engage the CONTRACTOR to perform the technical and/or professional services as hereinafter set forth. CONTRACTOR is not an employee of the CLIENT.

Article 2. Scope of Services

The CONTRACTOR shall perform the services as agreed on by a Project Statement of Work (SOW) for individual projects as agreed upon in writing by both parties. CONTRACTOR is employed to render a professional service only, and any payments made to the CONTRACTOR are compensation solely for such services rendered and recommendations made in carrying out the work. Except as otherwise agreed by the parties, CONTRACTOR shall follow the usual and customary practice of the profession to make findings, provide opinions, make factual presentations, and provide professional advice and recommendations. CONTRACTOR shall update the CLIENT on progress of projects outlined in SOWs in a timely manner for reporting deemed necessary by the CLIENT.

CONTRACTOR understands and agrees that all completed work products to include reports created, documents, recommendations, planning recommendations are property of the CLIENT. The CLIENT reserves the right to transfer or dispose the work as it deems appropriate but does not reserve the right to alter or make changes to the completed work product to include reports created, documents, recommendations, and planning recommendations.

Article 3. Compensation and Billing

The CONTRACTOR will provide the CLIENT a cost estimate and Project SOW in good faith -- this is an estimate and not a fixed bill. CONTRACTOR shall charge a rate of \$45/hour and with total compensation not to exceed \$10,000.00.

The CONTRACTOR will bill the CLIENT for actual time worked. CONTRACTOR shall provide a bill for services to the CLIENT by 5pm every Friday during weeks when no City Council Meeting is scheduled, and by 5pm every Thursday during weeks when a City Council Meeting is scheduled.

CLIENT shall pay CONTRACTOR on a bi-weekly basis.

The cost estimate in Project SOWs does not include changes or modifications to the Project SOWs. Any changes to the Project SOWs will necessarily impact the compensation owed to the CONTRACTOR.

The CONTRACTOR will submit monthly invoices to the Client, with the invoices indicating the number of hours worked and the project phases for which the work was completed.

Article 4. Data to be Furnished

All information, access to CLIENT staff members, data, reports, records and maps as are existing, available and necessary for the carrying out of the work as outlined in Project SOWs hereof shall be made available to the CONTRACTOR without charge by the CLIENT, and the CLIENT shall cooperate in the carrying out of the work without undue delay.

Article 5. Personnel

The CONTRACTOR represents that it employs, or will employ at its own expense, all personnel required in performing the services under this Agreement.

All of the services required hereunder will be performed by the CONTRACTOR or under her direct supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the CLIENT.

CONTRACTOR shall be responsible to ensure that it and any subcontractors comply with all applicable Federal, State and local laws regarding employee wages, hours, benefits, health care, and workers compensation, and shall ensure that all expenses and claims related thereto are paid promptly. The applicable provisions of ORS 279C are attached hereto as Exhibit C and incorporated herein by reference.

Article 6. Time of Performance

The services of the CONTRACTOR are to commence immediately. The work shall be completed in accordance with the schedule developed by the parties hereto and contained in the SOWs. All work covered by this Agreement shall be completed no later than October 31st, 2022.

Article 7. Changes

The CLIENT may from time-to-time request changes in the Projects SOWs and the time of performance as set forth herein. Such changes, including any increase or decrease in the amount of compensation to the CONTRACTOR, shall be mutually agreed upon by and between the parties hereto and shall be incorporated as written amendments corresponding SOWs.

Article 8. Suspension of Work

CLIENT and or CONTRACTOR may suspend, in writing, all or a portion of the work under this Agreement at any time. CONTRACTOR may request that the work be suspended by notifying CLIENT, in writing, of circumstances that are interfering with the normal progress of work. CONTRACTOR may suspend work outlined in SOWs in the event CLIENT does not pay invoices when due.

Article 9. Termination of Work

CLIENT or CONTRACTOR may at any time terminate all or a portion of the work covered by this Agreement for its convenience. CLIENT or CONTRACTOR may terminate work if the other party fails to perform in accordance with the provisions of this Agreement by providing written notice to the other by certified mail with receipt for delivery returned to the sender.

In that event, all finished or unfinished documents and other materials shall, at the option of CLIENT, become its property. If requested by CLIENT, CONTRACTOR shall perform such additional work as is necessary for the orderly filing of documents and closing of SOWs. The time spent on such additional work shall not exceed ten (10%) percent of the time expended on the SOWs prior to the effective date of termination. CONTRACTOR shall be compensated for work on the SOWs, plus work required for filing and closing as described in this Article, either of which is performed up to the effective date of termination; provided, however, that CLIENT shall not be required to pay for work that is not done in substantial compliance with requirements of this contract.

This contract for services shall terminate on October 31st, 2022, or when all the work on the projects and related tasks for the CLIENT have been completed as outlined in the Project SOWs, whichever occurs first.

Article 10. Findings Confidential

No report, information, or other data given to or prepared or assembled by the CONTRACTOR pursuant to this Agreement which the CLIENT has requested be kept confidential, shall be made available to any individual or organization by the CONTRACTOR without the prior written approval of the CLIENT.

Article 11. Subletting or Assignment

Neither of the parties hereto shall assign, sublet nor transfer his interest in this Agreement or any portion thereof without the prior written consent of the other.

Article 12. Publications

It is agreed that either or both of the parties hereto may publish at any time, subject to the terms of this Agreement, the results of the work conducted hereunder. Work provided to the CLIENT by the CONTRACTOR shall not be altered for or prior to publication without an opportunity for review nor CONTRACTOR'S written consent.

Article 13. Partial Invalidity

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

Article 14. Integration

This Agreement represents the entire understanding of CLIENT and CONTRACTOR as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing signed by both parties.

Article 15. Jurisdiction

This Agreement shall be administered and interpreted under the laws of the State of Oregon. Jurisdiction of litigation arising from this Agreement shall be in that state. IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their proper officers the day and year first above written.

CITY OF OAKRIDGE (CLIENT)

WESTOAK (CONTRACTOR)

By:



By:



Title: *Oakridge City Administrator*
WestOak - City Oakridge Contract for Service

Title:

Principal

James M. Cleavenger

DEQ TMDL Project Statement of Work

WestOak GIS and Planning Services LLC. (WestOak) is happy to assist the City of Oakridge in completion of the 2021 Total Maximum Daily Load annual report. WestOak understands the original Annual TMDL report filed on February 25, 2022, was found by DEQ to be incomplete and that DEQ had sent follow-up questions that are yet to be answered.

The project as understood by WestOak is to provide the completion of the questions to the City of Oakridge by researching, to include initiating and follow-up of correspondence with city staff and outside agencies as needed.

Upon completion of research and correspondence WestOak is to write draft responses intended to be considered as the City's answers to DEQ's follow-up questions. These draft responses are to be completed no later than August 27th.

WestOak is expecting to need 20-40 hours to research correspondence and to create the draft responses to DEQ. This SOW is to be considered by all intents and purposes to be an estimation and could require either less or more hours. This SOW is for all intents and purposes an extension of the Personal Services Contract for DEQ Reporting, Planning and Geospatial Information Science Services (GIS) between WestOak and the City of Oakridge.

City of Oakridge (Client)

By:


Title: James Cleavenger
Oakridge City Administrator

WestOak (Contractor)

By:


Title: Principal

WestOak GIS and Planning, LLC.

TMDL Mercury Updates Project Statement of Work

WestOak GIS and Planning Services LLC. (WestOak) is happy to assist the City of Oakridge in researching and recommending updates to the city's TMDL and Stormwater plan that reduce human-caused sources of mercury. Recommended TMDL implementation plans will contain measurable objectives, milestones and timelines. WestOak will work to provide recommendations that will be approved by DEQ staff.

Upon completion of research WestOak is to write draft recommendations intended to be acceptable by DEQ. These recommendations are to be completed no later than end of day on September 1, 2022

WestOak is expecting to need 20-40 hours to research and to create the draft recommendations to the City of Oakridge. This SOW is to be considered by all intents and purposes to be an estimation and could require either less or more hours. This SOW is for all intents and purposes an extension of the Personal Services Contract for DEQ Reporting, Planning and Geospatial Information Science Services (GIS) between WestOak and the City of Oakridge.

City of Oakridge (Client)

WestOak (Contractor)

By:



By:



Title: City Administrator

Title: Principle

Business of the City Council

City of Oakridge, Oregon

September 1, 2022

Agenda Title: Officer Steve Davidson
Retirement Gift Options

Proposed Council Action: 2 motions from
the floor to approve

Agenda Item No: 9.4

Exhibits: Cost estimates from OKPD Chief Martin
for duty weapon and badge

ISSUE:

Officer Steve Davidson worked for the Oakridge Police Department for approximately 9 years, from 2013 until he recently retired in 2022. It is customary at most police departments to give retiring police officers in good standing some kind of retirement gift, in recognition of their services to the community. The most common gift is a retirement badge, which costs approximately **\$120.00** from a company named Symbol Arts (see attached exhibit).

It is also common practice to allow retiring police officers to purchase their department-owned duty weapons. Some cities pay for this, while others make the officer pay for it themselves. The weapon must be declared a surplus item by the City prior to the sale. Ownership of the weapon is then transferred through a licensed firearms dealer (OKPD uses Keith's Sporting Goods in Gresham).

The estimated value of the duty weapon (a 9mm Glock-45, with serial number BMCS221) is approximately **\$450.00** (see attached exhibit). The funds to purchase these items could come from the General Fund and/or the Police Department budget. These gifts would be presented to Officer Davidson during a future City Council meeting.

FISCAL IMPACTS: \$570.00 (\$120 for badge purchase, \$450 for cost of duty weapon)

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS:

1. *I move to declare retired Officer Steve Davidson's duty weapon a "surplus item."*
2. *I move to approve \$_____ from the _____ (General Fund, Police Department Budget, or from a combination from both), to be used to purchase the surplus weapon and badge as retirement gifts for Officer Steve Davidson, in recognition of his honorable service to our City.*



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

8/31/22

Re: Cost Estimates for City Council

The estimated cost to purchase a retirement badge from Symbol Arts for retired Oakridge Police Officer Steve Davidson is **\$120.00**.

The estimated value of retired Oakridge Police Officer Steve Davidson's duty weapon (a 9mm Glock-45, with serial number BMCS221) is approximately **\$450.00**.

Kevin Martin
Chief of Police

Business of the City Council

City of Oakridge, Oregon

September 1, 2022

Agenda Title: Adoption of the 2022 Lane County Community Wildfire Protection Plan

Agenda Item No: 9.6 / 13.1

Exhibit: (1) Resolution 05-2022
(2) Exhibit - 2022 Lane County Community Wildfire Protection Plan

Proposed Council Action: A motion from the floor to approve

ISSUE: On August 25, 2020, the Lane County Board of Commissioners approved and adopted the attached (Exhibit 2) 2020 Lane County Community Wildfire Protection Plan (“CWPP”). It was supported by ODF, USFS, Lane County Emergency Management, and the Lane County Fire Defense Board. This CWPP includes Oakridge.

The 2020 Lane County CWPP has three primary goals:

- 1: Provide countywide leadership through partnerships to implement wildland urban interface fire mitigation strategies in Lane County.
- 2: Improve community strategies for reducing the impacts of wildland-urban interface fires.
- 3: Promote wildfire risk reduction activities for private and public lands in Lane County.

More specifically, the CWPP seeks to identify mitigation strategies and priorities to reduce impacts of wildfires throughout Lane County, while providing a foundation for collaboration across boundaries, industries and values towards improved social, ecological and economic resilience. The plan identifies general areas with high wildfire risk and provides a framework of technical support and guidance to assist local communities in developing and refining their own community wildfire mitigation strategies. The CWPP is not a regulatory document and does not have authority over incorporated communities within Lane County, but rather seeks to develop strategies to align, collaborate and coordinate efforts for sharing information and resources across jurisdictional boundaries.

The CWPP includes a Risk Assessment for identifying areas of Lane County susceptible to wildfire risk, a Community Outreach and Collaboration section that evaluates input regarding wildfire gathered through a community survey, an Action Plan section which identifies future efforts for wildfire planning and mitigation, and a Plan Implementation and Maintenance section.

Once the City has adopted the CWPP, it will take effect on the 30th day after the resolution adopting it has been enacted. Once the CWPP has been adopted, we will be eligible to apply for a new federal grant (USDA Community Wildfire Defense Grant) that just opened for applications and is worth up to \$10million dollars in funding for projects related to wildfire mitigation.

FISCAL IMPACT: None initially (some costs may be involved in fire mitigation efforts)

OPTIONS*: (1) Recommend a public hearing on the resolution be held
(2) Pass the resolution to a 2nd reading during the next Council meeting on 9/15/22
(3) Reject the resolution
(4) Adopt the resolution now *without* a 2nd reading (requires a *unanimous* vote)

**See City Council Rules of Procedure Chapter 3, Section II for more information regarding adopting Resolutions.*

RECOMMENDATION: Adopt the resolution now, without 2nd reading (requires *unanimous* vote)

RECOMMENDED MOTION: *I move we adopt Resolution 05-2022, to adopt the 2020 Lane County Community Wildfire Protection Plan.*

RESOLUTION NO. 05-2022

RESOLUTION ADOPTING THE 2020 LANE COUNTY COMMUNITY WILDFIRE PROTECTION PLAN

WHEREAS, wildfire is an ever increasing concern for many communities in Oregon, especially in Oakridge, where in recent years the area has been plagued with multiple fires; and

WHEREAS, on August 25, 2020, the Lane County Board of Commissioners approved and adopted the attached 2020 Lane County Community Wildfire Protection Plan ("CWPP"). It was supported by ODF, USFS, Lane County Emergency Management, and the Lane County Fire Defense Board; and

WHEREAS, the 2020 Lane County CWPP includes Oakridge and addresses specific issues and projects to mitigate wildfire risk to the Oakridge community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oakridge, that the 2020 Lane County Community Wildfire Protection Plan be adopted in its entirety, as the City of Oakridge's Community Wildfire Protection Plan.

BE IT FURTHER RESOLVED that this Resolution shall take effect 30 days after it is enactment.

PASSED BY THE COUNCIL of the City of Oakridge this ___ day of _____, 2022.

APPROVED AND SIGNED BY THE MAYOR of the City of Oakridge this ___ day of _____, 2022.

Signed: _____
Christina Hollett, Mayor

Attest: _____
Jackie Taylor, City Recorder

Ayes:

Nays: