

August 17, 2023 at 6pm  
City Council Meeting  
Audio/Video Teleconference  
Oakridge City Hall & Zoom  
48318 E. 1<sup>st</sup> 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**

*Individual speakers must be recognized by the presiding officer, provide their name and city of residence, and are allowed up to 3 minutes to speak. The Council will not engage in lengthy discussion or make any decisions during public comment. The Council may take comments under advisement for discussion and action at a future Council meeting.*

**6. Mayor Comments / Announcements / Proclamations**

**7. Council Comments / Announcements**

**8. Consent Agenda**

8.1 Minutes from previous City Council meeting(s) on: **6/15/23, 6/29/23, 7/6/23, and 7/20/23**

**9. Appointments**

**10. Business from the City Council**

10.1 NAMI Request to use Greenwaters Park Community Center (Programs Coordinator Allie Harris)

10.2 City Council Minutes Issue

10.3 Trudy Hammond's Concerns re Animal Laws (from 8/3/23 Public Comment)

10.4 Asphalt Pump Track at the OIP proposal from Parks Committee

10.5 Plan of Action Letter for FY 21-22 Audit

10.6 Revised Council Rules of Procedure (with Public Comment)

**11. Business from the City Administrator**

11.1 Junction City Dispatch Update

11.2 WAC Remodel Update

11.3 Bedrock & Salmon Fires Update

11.4 OIP Lot 20 Sale Update – USDA Concurrence Letter

11.5 Other city business updates– including reminder of the 8/31 Food Truck/Portable Restroom Work Session

**12. Items removed from the Consent Agenda**

**13. Ordinances and Resolutions (with Public Comment)**

13.1 Resolution 16-2023 (OEDAC Resolution to repeal & replace Resolution 03-2023)

13.2 Ordinance 942 (a new Parades Ordinance to repeal & replace Ordinance 75)

**14. Public Hearings**

**15. Staff and Board/Committee/Commission Reports**

15.1 Finance Report (Colleen Shirley)

15.2 Police (Chief Kevin Martin)

15.3 Fire (Chief Scott Hollett)

15.4 Public Works (Robeart Chrisman & Rick Zylstra)

**16. Executive Session under ORS 192.660(2)(e) - To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

16.1 Offer to purchase OIP Lot 21 (counter-offer)

**17. Other Business**

**18. Public Comment**

**19. Adjourn**

**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](mailto:cityadministrator@ci.oakridge.or.us) by 2pm the day of the meeting.**
- 4. Attend in person at City Hall (48318 E. 1st Street).**

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

Videos of all City Council meetings can be found on YouTube at [www.youtube.com/@cityofOakridgeCouncilComm8088](http://www.youtube.com/@cityofOakridgeCouncilComm8088)

***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.



July 6, 2023 @ 6:00 p.m.  
Regular Session  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street

## MINUTES

### 1. Call Meeting to Order- 6:00 pm

**Council Present:** Mayor Bryan Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Jan Hooker, Chrissy Hollett, Melissa Bjarnson and Michelle Coker

**Staff Present:** City Administrator James Cleavenger, Finance Director Colleen Shirley, Community Development Director Rick Zylstra, City Recorder Jackie Taylor, Police Chief Kevin Martin and Fire Chief Scott Hollett

### 2. Pledge of Allegiance

### 3. Roll Call-all present

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

Councilor Hollett- wanted to add Hwy 58 crosswalk discussion (added as agenda item 10.3).

Mayor Cutchen- wanted to add OFD Stipend pay (added as agenda item 9.3).

### 5. Public Comment

Bryan-read a letter from Nancy Kelly regarding the upcoming Keg & Cask Festival.

Stan Barenboim-his friends dog is the one that was shot, no charges were filed and he is concerned.

### 6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-as a reminder from the Forest Service and Cascade ODF, the fire danger is high, new regulations go into effect so as always, be vigilant.

Wildfire safety night is coming up on 7/14/2023.

Concerts in the Park is on 7/15/2023 and this is a free event.

### 7. Councilor Comments / Announcements

Councilor Tarman-tomorrow the Farmers Market and the Lane County Public Health will have a booth set up there to talk about mental health for anyone interested.

### 8. Consent Agenda

8.1 Minutes from previous City Council Meeting (s) on: 6/7/2023

Mayor Cutchen- pulled the minutes from 6/15/23 and requested they be discussed in item 12.

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

Hooker (aye), Bjarnson (aye), Tarman (aye), Mayor Cutchen (aye), Coker (aye), Hollett (aye), Kinyon (aye). Motion passed 7-0



**9. Business from the City Council**

**9.1 Oakridge Keg & Cask Festival Event Application and alcohol permit**

James-read the issue.

**Motion:** Councilor Tarman moved to approve the Oakridge KE and Cask Festival's event application for August 12, 2023 to include the requested street closure and to approve their alcohol permit, allowing for alcohol to be served until 11pm. Councilor Hooker seconded the motion.

Mayor Cutchen-asked if this event violates any code or land use ordinances.

Rick Zylstra-no it does not. Rick read the code for C2 allowed uses.

Bjarnson (aye), Mayor Cutchen (aye), Coker (aye), Kinyon (aye), Tarman (aye), Hooker (aye), Hollett (aye). Motion passed 7-0

**9.2 Picking a date for a work/listening session regarding food truck & portable restroom ordinances**

Rick-read the issue

There was discussion amongst the council and staff when everyone would be able to meet.

**Motion:** Councilor Tarman moved that we schedule the City Council work & listening session regarding the proposed Ordinances pertaining to food trucks and portable restrooms for August 31, 2023 @ 6 pm. Councilor Kinyon seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Hooker (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 7-0

**9.3 Volunteer Stipend Pay Discussion**

Mayor Cutchen- requested more information on the OFD volunteer stipend increases because he wants a better understanding on what was the process and rationale behind the increases were and who was involved in making this decision.

He would also like to know how many volunteer applications have been received within the past 12 months and of those how many were interviewed and how many were selected.

**10. Business from the City Administrator**

**10.1 Junction City Dispatch Contract Update**

James-gave an update on the dispatch services from Junction City, Lane County has agreed to stay on until they take over.

**10.2 Sealed Bid Auction Sale of surplused 1996 International Ambulance**

James-read the issue. The sealed bids will be opened on 7/15/2023 at 5pm.

**10.3 Hwy 58 Crosswalk Discussion**

Councilor Hollett- the Hwy 58 crosswalk has been a bone of contention for our community for a long time, she knows ODOT put it in, but who's responsibility is it to fix it?

James- it is the city's responsibility to fix it and we are waiting on parts to get it fixed.



**11. Staff and Board/Committee/Commission Reports**

**11.1 Parks & community services Committee**

Councilor Tarman-gave the report.

**11.2 Public Safety Committee-no report**

**11.3 Audit Committee**

Councilor Kinyon-gave the report.

**11.4 Charter Review Sub-Committee**

Councilor Kinyon-gave the report.

**11.5 Budget Committee-no report**

**11.6 Library Board**

Councilor Hooker-gave the report.

**11.7 RTMP & TRT Committee**

Councilor Kinyon-no meeting, they will meet next week.

**11.8 Planning Commission**

Rick-gave the report.

**11.9 OEDAC**

James-gave the report.

**11.10 Special Fire District Sub Committee**

Councilor Hollett-gave the report.

**11.11 Admin committee**

Councilor Kinyon-no report.

**11.12 WAC Sub-Committee**

Councilor Hooker-gave the report.

**11.13 WAC Funding Committee**

Mayor Cutchen-they did not meet last month.

**12. Items removed from the Consent Agenda**

Mayor Cutchen-asked the council if there was an objection to changing the minutes from 6-7-2023 regarding a comment he made in 9.1, to change "a guidance" to "no guidance". There were no objections.

Mayor Cutchen moved to approve the minutes from June 15, 2023. Councilor Tarman seconded the motion.

Mayor Cutchen- asked for all in favor, all were in favor.

**13. Ordinances and Resolutions (with public comment)**

**13.1 resolution 15.2023 Adoption of the 2023-2028 Lane county Natural Hazards Mitigation Plan**

James-read the issue.

**Motion:** Councilor Tarman moved we approve Resolution 15-2023 to adopt the 2023-2028 Lane County Natural Hazards Mitigation Plan after a 1<sup>st</sup> reading. Councilor Kinyon seconded the motion.

Hooker (aye), Mayor Cutchen (aye), Tarman (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye). Motion passed 6-0

James-read Resolution 15-2023

**Motion:** Councilor Tarman moved we approve Resolution 15-2023 to adopt the 2023-2028 Lane County Natural Hazards Mitigation Plan after a 2<sup>nd</sup> reading by title only. Councilor Kinyon seconded the motion.

Hooker (aye), Kinyon (aye), Mayor Cutchen (aye), Hollett (aye), Bjarnson (aye), Tarman (aye). Motion passed 6-0

James-read Resolution 15-2023 by title only.

**14. Public Hearings**

**14.1 Public Hearing on intent to sell surplus city property 76410 Douglas St (tax lot 21-35-16-14-08900)**

James-read the issue.

Open Public Hearing at 7:11 pm

Comments in Favor:

Joy Kingsbury-this will result in a home in Oakridge.

Comments in Opposition- none

Comments in General:

Wayne Hall-is glad to see someone buying the property, as long as they don't use it to let people camp out on the property.

Close Public Hearing at 7:14 pm

**Motion**-Councilor Kinyon moved to allow the CA to execute the sales agreement and finalize the sale of 76410 Douglas St. Councilor Hooker seconded the motion.

Kinyon (aye), Bjarnson (aye), Hollett (aye), Mayor Cutchen (aye), Hooker (aye), Tarman (aye). Motion passed 6-0

**14.2 Public Hearing on intent to sell surplus city property OIP lot #20 (tax lot 21-35-22-20-2400)**

James-read the issue.

Open Public Hearing at 7:17 pm

Comments in Favor:

Joy Kingsbury-she is in favor of this property sale.

Comments in Opposition- none

Comments in General:

Rustie Ackland-asked if this will be an Airbnb or actual rentals?

Close Public Hearing at 7:21 pm

**Motion:** Councilor Kinyon moved to allow the CA to execute the sales agreement and finalize the sale of OIP lot #20 subject to USDA approval. Councilor Tarman seconded the motion.

Bjarnson (aye), Mayor Cutchen (aye), Kinyon (aye), Hollett (aye), Tarman (aye), Hooker (aye). Motion passed 6-0

#### **14.3 Public Hearing on intent to sell surplus city property 47899 Hwy 58 (tax lot 21-35-17-14-06402)**

James-read the issue.

Open Public Hearing at 7:29 pm

Comments in Favor:

Joy Kingsbury- this is a very exciting opportunity.

Trudy Hammond- this is a great opportunity

Comments in Opposition- none

Comments in General- none

Close Public Hearing at 7:34 pm

**Motion:** Councilor Kinyon moved to allow the CA to execute the sales agreement and finalize the sale of the old public works building located at 47899 Hwy 58. Councilor Tarman seconded the motion.

Hooker (aye), Bjarnson (aye), Bjarnson (aye), Hollett (aye), Tarman (aye), Kinyon (aye), Mayor Cutchen (aye). Motion passed 6-0

### **15. Appointments**

#### **15.1 Kelly Wynant application for the RTMP/TRT Committee**

James-read the issue.

**Motion:** Councilor Kinyon moved to appoint Kelly Wynant to seat 4 of the RTMP/TRT Committee for a term expiring December 2025. Councilor Tarman seconded the motion.

Hollett (aye), Hooker (aye), Tarman (aye), Bjarnson (aye), Kinyon (aye), Mayor Cutchen (aye). Motion passed 6-0

### **16. Public Comment**

John Ryan- asked about the incident with the dog that was shot.

Dylan Sample- Discussed issues of concern to him (audio quality is poor so hard to hear)

Wayne Hall- Discussed issue of the abandoned RV on Y Drive.

Trudy Hammond- asked if the Hwy 58 crosswalk is going to be replaced.

17. **Adjourn - 7:49 pm**

Signed: \_\_\_\_\_  
Bryan Cutchen, Mayor

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



June 29, 2023 @ 7:00 p.m.  
Special Session  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street

## MINUTES

### 1. Call Meeting to Order- 7:00 pm

**Council Present:** Mayor Bryan Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Jan Hooker, Chrissy Hollett, Melissa Bjarnson and Michelle Coker

**Staff Present:** City Administrator James Cleavenger, Finance Director Colleen Shirley, Community Development Director Rick Zylstra, City Recorder Jackie Taylor, Police Chief Kevin Martin and Fire Chief Scott Hollett

### 2. Pledge of Allegiance

### 3. Roll Call-all present

### 4. Additions, Corrections or Adjustments to the Agenda-none

### 5. Public Comment

Mayor Cutchen-read a letter from concerned citizens regarding property crimes in the city.

### 6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen- Wildfire Awareness night at Greenwaters Park on 7/14-2023 from 5-7 pm.

### 7. Councilor Comments / Announcements

Councilor Hollett- the Fourth of July Festival will be held at GWP on 7-4-2023.

### 8. Business from the City Councilor-None

### 9. Ordinances and Resolutions

9.1 Resolution 14-2023 Schedule of Fees beginning Fiscal Year 2023-2024 (1<sup>st</sup> reading)

James-read the issue.

**Motion:** Councilor Tarman moved we approve the recommended changes to the City's fee schedule by approving the 1<sup>st</sup> reading of Res 14-2023. Councilor Coker seconded the motion.

Hooker (aye), Bjarnson (aye), Tarman (aye), Mayor Cutchen (aye), Coker (aye), Hollett (aye), Kinyon (aye). Motion passed 7-0

James- read Res 14-2023.

**Motion:** Councilor Tarman moved to adopt the recommended changes to the fee schedule by approving the 2<sup>nd</sup> reading of Res 14-2023 by title only. Councilor Hooker seconded the motion.



Bjarnson (aye), Mayor Cutchen (aye), Coker (aye), Kinyon (aye), Tarman (aye), Hooker (aye), Hollett (aye). Motion passed 7-0

James -read Res 14-2023 by title only.

9.2 Resolution 11-2023 Adoption of the Approved FY 2023-2024 Budget (2<sup>nd</sup> reading)

James-read the issue.

Councilor Hollett-declared an actual conflict of interest, her spouse works for the Oakridge Fire Department.

Councilor Bjarnson-declared a potential conflict of interest, she is on the volunteer roster at the Oakridge Fire Department.

**Motion:** Councilor Hooker moved to approve and adopt Res 11-2023, adopting the approved FY 23-24 Budget in the amount of \$11,691,828.00 and making the associated appropriations and imposing and categorizing taxes, after a 2<sup>nd</sup> reading by title only. Councilor Tarman seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Hooker (aye), Kinyon (nay), Bjarnson (aye). Motion carried 5-1

James-read Res. 11-2023 by title only.

9.3 Ordinance 940 –Fireworks Prohibition during “Extreme” Fire Danger (2<sup>nd</sup> reading)

**Motion:** Councilor Kinyon moved to approve and adopt Ordinance 940, amending Oakridge code chapter 130, to adopt a fireworks ban and other restrictions during declared “extreme” fire danger conditions, effective immediately, after a 2<sup>nd</sup> reading. Councilor Coker seconded the motion.

Coker (aye), Hooker (aye), Kinyon (aye), Mayor Cutchen (nay), Hollett (aye), Bjarnson (aye), Tarman (nay). Motion passed 5-2.

James-read Ord. 940 by title only.

10. Public Comment-none

11. Adjourn 7:31 pm

Signed: \_\_\_\_\_  
Bryan Cutchen, Mayor

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



June 15, 2023 @ 6:00 p.m.  
Regular Session *and* Budget Hearing  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street

## **MINUTES**

### **1. Call Meeting to Order- 6:00 pm**

**Council Present:** Mayor Bryan Cutchen, Councilors Dirk "Poncho" Tarman, Dawn Kinyon, Jan Hooker, Chrissy Hollett, Melissa Bjarnson and Michelle Coker

**Staff Present:** City Administrator James Cleavenger, Finance Director Colleen Shirley, Community Development Director Rick Zylstra, City Recorder Jackie Taylor, Police Chief Kevin Martin and Fire Chief Scott Hollett

### **2. Pledge of Allegiance**

### **3. Roll Call-all present**

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

Councilor Kinyon-added Muni Court discussion 10.4

### **5. Public Comment**

Rick Yarbrough- Agenda item 10.1 pertains to him. He talked about the need for using the porta potties and problems he has experienced with the complainant.

Nancy Kelly-talked about item 10.1. She is asking the City to mediate so she can sleep and breathe.

Matthew McNatt- talked about the new fee schedule, specifically building and planning permits.

Dan Barclay-talked about the OIP lots and Old PW building for sale, the budget packet and PSF.

### **6. Mayor Comments / Announcements / Proclamations**

Mayor Cutchen-the library will be having a book sale Saturday from 11 am until 3 pm. And fire danger went from low to moderate, please be vigilant.

### **7. Councilor Comments / Announcements**

Councilor Hollett-the fire department along with the Red Cross will be distributing smoke alarms. RAIN held a social media work shop, the next event will be at the Middle Fork Bistro.

Councilor Kinyon-addressed Dan Barclays comment on the PSF, she has asked for the total about that we have brought in and has not received that yet. She would like the monthly finance reports sooner and with more information.

**Motion:** Councilor Kinyon moved to direct our City Administrator to ensure that we receive our monthly finance report every month on the second Thursday, including the statement of revenue and expenditures, including an updated actual received PSF dollar amount and including a check register report. Councilor Hollett seconded the motion.

Kinyon (aye), Coker (aye), Tarman (aye), Hollett (aye), Hooker (aye), Bjarnson (aye), Mayor Cutchen (aye). Motion passed 7-0

**8. Consent Agenda**

8.1 Minutes from 6/1/2023 City Council meeting

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

Hooker (aye), Bjarnson (aye), Tarman (aye), Mayor Cutchen (aye), Coker (aye), Hollett (aye), Kinyon (aye). Motion passed 7-0

**9. Executive session under ORS 192.660 (2) (e) –To conduct deliberations with person designated by the governing body to negotiate real property transactions.**

Start Executive session-6:25 pm

Back in regular session-7:13 pm

9.1 Offers to purchase 76410 Douglas Street

**Motion:** Councilor Kinyon move to direct the CA to accept the offer to purchase the vacant land at 76410 Douglas Street, subject to a Public Hearing. Councilor Tarman seconded the motion.

Bjarnson (aye), Mayor Cutchen (aye), Coker (aye), Kinyon (aye), Tarman (aye), Hooker (aye), Hollett (aye). Motion passed 7-0

9.2 Offer to purchase OIP Lot 20

**Motion:** Councilor Tarman moved to tentatively accept the offer to purchase OIP Lot 20 for \$30,000, subject to USDA approval and a future Public Hearing. Councilor Hooker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (aye), Hooker (aye), Hollett (nay), Kinyon (aye), Bjarnson (aye). Motion passed 6-1

9.3 Offer to purchase OIP Lot 19

**Motion:** Councilor Kinyon moved to direct the CA to continue negotiations for the purchase of OIP Lot 19. Councilor Hooker seconded the motion.

Hooker (aye), Mayor Cutchen (aye), Tarman (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye). Motion passed 7-0

9.4 Offers to purchase 47899 Hwy 58

**Motion:** Councilor Kinyon moved to direct the CA to accept the offer to purchase the Old Public Works Building, located at 47899 Hwy 58, subject to a future Public Hearing. Councilor Hooker seconded the motion.

Hooker (aye), Bjarnson (aye), Tarman (aye), Mayor Cutchen (aye), Coker (aye), Hollett (aye), Kinyon (aye). Motion passed 7-0

**10. Business from the City Council**

10.1 Staff report on use of portable restrooms and mobile food vendor Ordinances

**Motion:** Councilor Kinyon moved to defer this to a work session and to email Rick Zylstra with any questions in advance. Councilor Hooker seconded the motion.

Coker (aye), Hooker (aye), Kinyon (aye), Mayor Cutchen (aye), Hollett (aye), Bjarnson (aye), Tarman (aye). Motion passed 7-0

10.2 Committee Appointments Legal Issue

James-introduced the issue.

Mayor Cutchen-read the attorney response.

This will be added to our work session.

10.3 Inbound LLC Request to camp on OIP lot 37

James-read the issue.

Don Collins with Inbound LLC-explained what they needed and that they will keep it very clean. They do support the community.

**Motion:** After discussion, Councilor Kinyon moved to allow Inbound LLC to camp at OIP Lot 37 for \$100 month through the end of the 2023 fire season and to provide insurance for the lot. Councilor Hooker seconded the motion.

Bjarnson (aye) Mayor Cutchen (nay), Coker (aye), Kinyon (aye), Tarman (aye), Hooker (nay), Hollett (aye). Motion passed 5-2

10.4 Muni Court Discussion

James- is still working on the issue.

Councilor Kinyon-wants to know how much money is actually being collected by the Muni Court and will email James more specific questions.

**11. Business from the City Administrator**

11.1 Junction City Dispatch Update

James-read the issue. They had two dispatchers quit and one is going on maternity leave. James asked LCSO if we could do a month to month contract for now and they said we could. This will be going to Junction City, City Council on the 27<sup>th</sup> of June.

**12. Staff and Board/Committee/Commission Reports-** skipped reports, due to time constraint.

- 12.1 Finance Report
- 12.2 Police
- 12.3 Fire
- 12.4 Public Works

**13. Items removed from the Consent Agenda-**none

**14. Ordinances and Resolutions**

14.1 Resolution 14-2023 Schedule of Fees beginning Fiscal year 2023-2024

James-introduced the issue.

Councilor Kinyon – requested that the issue be tabled. Council agreed and it was tabled.

14.2 Resolution 11-2023 Adoption of the Approved FY 2023-2024 Budget

Councilor Hollett-declared an actual conflict of interest, her husband is an employee of the City of Oakridge.

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

**Motion:** Councilor Tarman moved that we approve the 1<sup>st</sup> reading of Res 11-2023 adopting the approved fiscal year 2023-2024 budget in the amount of \$11,691,828.00 and making the associated appropriations and imposing and categorizing taxes. Councilor Hooker seconded the motion.

Coker (nay), Tarman (aye), Mayor Cutchen (aye), Kinyon (nay), Bjarnson (aye), Hooker (aye). Motion passed 4-2



**Motion:** Councilor Tarman moved that we schedule a special session for the 2<sup>nd</sup> reading of resolution 11-2023 on June 29<sup>th</sup> 2023. Mayor Cutchen seconded the motion.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0

#### 14.3 Ordinance 940 Fireworks Prohibition during "Extreme" Fire Danger

James-introduced the issue.

**Motion:** After discussion, Councilor Hollett moved to approve the reading of Ord. 940, an Ordinance amending Oakridge Code Chapter 130 to adopt a fireworks ban and other restrictions during declared "extreme" fire danger conditions effective immediately. Councilor Hooker seconded the motion.

Hooker (aye), Hollett (aye), Tarman (nay), Mayor Cutchen (nay), Kinyon (aye), Bjarnson (aye). Motion passed 4-2

James-read Ordinance 940

#### 15. Public Hearings-none

#### 16. Public Comment

Councilor Kinyon – Before public comment began, Councilor Kinyon wanted to comment on the finance report. She stated that Council used to approve the finance report after it was read by the Finance Director and she wants to go back this style of report.

**Motion:** After discussion, Councilor Kinyon moved that the monthly finance report will now include the Banner Bank and LGIP balances, and the council will vote to accept the report. Councilor Hooker seconded the motion.

Tarman (aye), Mayor Cutchen (nay), Hooker (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 5-1

Rustie Ackland- her concern is the PSF, it should be equally shared and we should do away with the waivers.

Dan Barclay - Councilor Kinyon was right about the budget meetings. The City is broke, we can't keep giving out handouts.

#### 17. Adjourn 8:40 pm

Signed: \_\_\_\_\_  
Bryan Cutchen, Mayor

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



## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** NAMI Request to use Greenwaters Park community building for mental health programs

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

**Agenda Item No:** 10.1

**Exhibit(s):** NAMI program flyers

**Agenda Bill Author:** CA

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**ISSUE:** Allie Harris, the Programs Coordinator for the National Alliance on Mental Health (“NAMI”) of Lane County will be attending (via Zoom) the council meeting to discuss their plans to expand free mental health programs & services to Oakridge. NAMI offers multiple programs, as described in the attached program flyers. Ms. Harris will discuss which program(s) she believes could be successful in Oakridge (so far the most interest from the Oakridge community is for the Family Support Group program), when they can start, who can participate, how much time they take (see below), etc.. They are requesting to be able to use and have fees waived for the Greenwaters Park Community Building. NAMI has 4 main programs (also see exhibits):

Family Support Group - 1.5 hours, 1-2 times per month, for around 6-12 months

Peer Connection Group - up to 1 hour per week

Family-to-Family Education Program – Classes in evenings in Eugene and online soon

In Our Own Voice Presentations – 1 day events, ad hoc

NAMI is also looking for additional “facilitators” to volunteer for running the programs. Ms. Harris will explain the process, which includes free training via Zoom on September 23rd & 24<sup>th</sup>. A Family Support Group program could start in October at the earliest. For more information, see the exhibits or go to NAMI Lane County’s website: <https://namilane.org/>

**FISCAL IMPACT:** Potential loss of rental revenue

**OPTIONS:** Approve, deny, or modify the request

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *“I move to waive fees to allow NAMI of Lane County to use the Greenwaters Park community building for mental health programs, up to \_\_\_\_ (1-2) nights per month, for up to 2 hours, but not on weekends, starting in October.”*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services citizens need, want, and support.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.





# NAMI

National Alliance on Mental Illness

# Family Support Group

# FAMILY SUPPORT GROUP

## What is it?

A free, peer-led support group for any adult with a loved one who has experienced symptoms of a mental health condition. Gain insight from the challenges and successes of others facing similar experiences.

More Info:

[www.namilane.org/programs](http://www.namilane.org/programs)

**NAMI RESOURCE CENTER**  
129 9th Street, Springfield

### Are You Interested?

Scan the QR code, fill out the form, and we will contact you when it is available

Questions?

[programs@namilane.org](mailto:programs@namilane.org)  
(541) 343-7688



## Are You Interested?

### What You'll Gain

By sharing your experiences in a safe and confidential setting, you gain hope and develop relationships. The group encourages, empathy, productive discussion, and a sense of community.

- See the individual, not the illness
- Understand that mental health conditions are traumatic events
- Find strength in sharing experiences
- Forgive ourselves and reject guilt
- Accept that we cannot solve every problem

SIGN UP







**NAMI**

National Alliance on Mental Illness

# Family-to-Family

## FAMILY TO FAMILY COURSE

### What is it?

The course is a free confidential 9 week course for family caregivers of individual with severe mental conditions. The group setting provides mutual support and share positive impact--experience compassion and reinforcement from people who understand your situation.

More Info:

[www.namilane.org/programs](http://www.namilane.org/programs)

**NAMI RESOURCE CENTER**  
129 9th Street, Springfield

### Are You Interested?

Scan the QR code, fill out the form, and we will contact when it is available

Questions?  
[programs@namilane.org](mailto:programs@namilane.org)  
(541) 343-7688



### Are You Interested?

### What You'll Gain

The course not only provides information and strategies for taking care of the person you love, but you'll find out that you're not alone. Recovery is a journey, and there is hope. The group setting provides mutual support and shared positive

- See the individual, not the illness
- Understand that mental health conditions are traumatic events
- Find strength in sharing experiences
- Forgive ourselves and reject guilt
- Accept that we cannot solve every problem

SIGN UP







# PEER CONNECTION SUPPORT GROUP

## What is it?

A free, confidential and peer-led support group for adults living with mental illness. You will gain insight from hearing the challenges and successes of others, and the groups are led by NAMI-trained facilitators who've been there.

More Info

[www.namilane.org/programs](http://www.namilane.org/programs)

**NAMI RESOURCE CENTER**  
129 9th Street, Springfield

## Are You Interested?

Scan the QR code, fill out the form, and we will contact you when it is available

Questions?

[programs@namilane.org](mailto:programs@namilane.org)  
(541) 343-7688



## Are You Interested?

## What You'll Gain

By sharing your experiences in a safe and confidential setting, you gain hope and develop relationships. The group encourages, empathy, productive discussion, and a sense of community.

- See the individual, not the illness
- Aim for better coping skills
- Find strength in sharing experiences
- Forgive ourselves and reject guilt
- Accept that we cannot solve every problem

**SIGN UP**





# Support Group & Class Facilitators Needed

with  **NAMI** Lane County  
National Alliance on Mental Illness

Stipend & Mileage  
Reimbursement!

## Become a mental health advocate & leader

Facilitators lead our support groups and classes and support individuals living with a mental health condition and/or family and friends with a loved one living with mental health conditions.

More info about our support groups and classes:  
<https://namilane.org/support-and-education/>



## Contact Us

Office: (541) 343-7688

Email: [programs@namilane.org](mailto:programs@namilane.org)

Website: [www.namilane.org](http://www.namilane.org)

## Requirements

- 18+ years of age
- Complete a background check
- Attend and complete the support group or class you would like to facilitate
- Lived experience with mental health and/or experience supporting a family and/or friend with their mental health

Apply Today!







**Business of the City Council**  
City of Oakridge, Oregon  
August 17, 2023

**Agenda Title:** City Council Meeting Minutes  
Issue

**Agenda Item No:** 10.2

**Exhibits:** DOJ Sample Minutes

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

**Author:** CA

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**ISSUE:**

As per **ORS 192.650**, Minutes *or recordings* must include at least the following information:

1. All members present;
2. All motions, resolutions, orders, ordinances and measures proposed and the disposition;
3. The results of all votes and the vote of each member by name;
4. The **substance** of any discussion on any matter; and
5. A reference to any document discussed at the meeting,

Chapter 6 of the current version of the Council Rules of Procedure require that the city council Minutes contain the following information:

1. The date, time and place of the meeting;
2. The council members and staff present;
3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
4. The results of all votes and the vote of each member by name;
5. The **substance** of any discussion on any matter; and
6. A reference to any document discussed at the meeting.

You will notice that the language in our Council Rules of Procedure mirrors ORS 192.650.

According to the Oregon DOJ's "Attorney General's Public Records and Meetings Manual 2019" (link here: [www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/ii-public-meetings/](http://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/ii-public-meetings/)), "written minutes **need not be a verbatim transcript**... however the minutes *or recording* must contain the above information (the 5 items listed in ORS 192.650) and must give a "true reflection of the matters discussed at the meeting and the views of the participants."

Both the ORS and the DOJ/Attorney General guidance on Minutes both state that the written minutes *or recordings* must contain the 5 items of information listed in ORS 192.650. Our video recordings of council meetings *alone* contain most, if not all, of the information required in ORS

192.650 and in Chapter 6 of the Council Rules of Procedure. The recordings certainly capture “the substance of any discussion.” Therefore, the written minutes do *not* need to capture “the substance” of every discussion because **the recordings fulfill that requirement.**

The Oregon DOJ also provides a Minutes sample (attached as an exhibit). In those sample minutes, you’ll notice that when describing most of the issues discussed during the meeting, the minutes state, “**After Discussion**.... a motion was made to do X....” The Minutes do *not* describe everything each participant in the meeting said.

It is my (CA Cleavenger’s) recommendation that we follow the DOJ/Attorney General’s guidelines and only capture the required basics of our meetings (Option 1 below). Requiring the City Recorder to decide which councilor’s comments during a discussion are “of substance” is simply too subjective and will only lead to more controversy and more delays in producing the Minutes. For example, some Councilors may think *everything* they say during a meeting is substantive. Others may disagree.

Another issue that should be considered is the fact that on average, it takes an estimated \_\_\_\_ hours to prepare accurate minutes of one of our city council meetings. In addition to taking notes and calling & recording votes during the meeting, preparing the Minutes requires the City Recorder to *re-watch* parts or all of the meeting, sometimes multiple times, in order to make sure all motions, votes, etc. were all described accurately.

**OPTIONS:**

1. Only require the basics of each meeting to be recorded, as per ORS 192.650.
2. Require the City Recorder to prepare more detailed or verbatim Minutes that capture *everything* each Councilor says during a meeting. (Highly *not* recommended)
3. Outsource the duties of creating more detailed or verbatim Minutes (estimates range from \$35-\$200 per hour depending on level of skill & training).

**FISCAL IMPACT:** Depends

**RECOMMENDATION:** Option 1

**RECOMMENDED MOTION:** “I move to \_\_\_\_\_ (see options above, Option 1 would not require a motion).”

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.

# Sample Public Meetings Minutes (Oregon DOJ)

Oregon State Dungeness Crab Commission

Minutes

Regular Meeting    October 4, 1987

Netarts, Oregon

Pursuant to notice made by press release to newspapers of general and local circulation throughout the state and mailed to persons on the mailing list of the Commission and the members of the Commission, a (regular /special/emergency) meeting of the Dungeness Crab Commission was held at the community hall in Netarts, Oregon.

Present were Chairman Abel Adams, and Commissioners Bertha Bales, Charles Carter and Donald David, the entire membership of the Commission. The executive secretary of the Commission, Elmer Eaton, presented the Commission's agenda as follows:

- (1) Request to amend commercial limits of daily take of Dungeness crab from the estuaries and ocean waters of the State of Oregon.
- (2) Report of marine biologist Franklin on the effect of recent micro-organic growths in Siletz Bay on crab population.
- (3) Request to consider portions of Neahkahnie Bay off limits for sports crabbing.

Testimony on the commercial limits was received from George Grant representing commercial crabbing industry for an increase and Howard Hawes representing sportsmen.

**After discussion,** Commissioner David moved that the Commission give notice that it intended to amend the commercial daily limits by a 10 percent increase and that a public hearing be held to receive information, data, and views of interested persons. Voting for the motion: Commissioners Bales, David and Chairman Adams; against: Commissioner Carter. The motion having carried, the executive secretary was directed to prepare a notice of intention to amend a rule and have it published in the Secretary of State's Administrative Bulletin and to notify the press and the Commission's mailing list.

Marine Biologist Franklin reported that micro-organic growths have caused a 20 percent decrease in the crab population of Siletz Bay. Research at the Oregon State University Marine Biology Center indicates that it may be possible to develop an ecologically sound strain of micro-organism to combat the harmful growth. Commissioner Bales questioned Franklin as to the effects on the balance of life in the Siletz estuary. Franklin indicated that

no sure prediction could be given at this time. Commissioner Bales moved that Franklin consult with the Department of Environmental Quality and report back at the next regular meeting of the Commission. The motion was carried unanimously.

A request to declare portions of Neahkahnie Bay off limits for sports crabbing was presented to the Commission. Supporting the request was George Grant representing the commercial crabbing industry. Mr. Grant testified that the extended take of sportsmen was decreasing the potential take of the commercial take. He indicated that the area was an excellent breeding ground and sportsmen were disturbing the young crabs, thereby endangering the population.

Opposing the request were Irving Instant, a marina operator on Neahkahnie Bay, and a representative of the Tillamook Chamber of Commerce, John Jackson, who disputed Mr. Grant's testimony. The Commission considered a written report prepared by the Department of Environmental Quality titled "The Effect of Sports Crabbing on Crab Populations," and dated June 15, 1987. Commissioner David moved that Mr. Franklin investigate the claim and report back to the Commission at its next regular session. The motion was carried unanimously.

The agenda matters having been dealt with, the Chairman stated that an application for the available position of Assistant Marine Biologist to the Commission had been received. The Chairman then directed that the Commission go into executive session to consider the employment application. The Chairman identified ORS 192.660(2)(a) as authority for the executive session. Kenneth King, reporter for the Associated Press, requested to be present at the executive session.

At the conclusion of the executive session, there being no further business, the meeting was adjourned.

s/ Elmer Eaton

Executive Secretary

Oregon Dungeness Crab Commission

October 4, 1987

## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** Trudy Hammond's Concerns  
re Animal Control Services

**Agenda Item No:** 10.3

**Proposed Council Action:** N/A (Info only)

**Exhibits:** Trudy Hammond's 8/3/23 Public  
Comment/Letter, Oakridge ORD 926, Animal  
Abuse & Neglect Laws (ORS's), Westfir's  
contract with Lane County for Animal Services,  
Westfir/Oakridge Police Services IGA

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### ISSUE:

During the last council meeting on 8/3/23, Public Safety Committee Chair Trudy Hammond read a letter (attached as an exhibit) expressing her concerns about animal services in Oakridge and Westfir. She attached a list of animal abuse & neglect laws/ORS's, which I expanded to include the full language of the ORS's and added additional ORS's (attached as an exhibit). I also included a copy of Oakridge Ord 926 (our animal ordinances & violations). After Hammond was done speaking, Council directed me (CA Cleavenger) to *"add the issue to the next city council meeting"* for a further discussion of the issues.

Hammond plans to attend the meeting to further discuss the issues. Members of the Westfir City Council are also expected to attend. Police Chief Kevin Martin and I will also be available to answer any questions councilors may have regarding animal services and OPD response in Oakridge and Westfir. Copies of the city's IGA with Westfir for police services from OPD and Westfir's contract with Lane County Animal Services are also included as exhibits.

Also note: OPD is sending an Officer to a 4-day Animal Control Training class Sept. 12-15 (see attached flyer).

**FISCAL IMPACT:** N/A (Discussion/Info only)

**OPTIONS:** N/A (Discussion/Info only)

**RECOMMENDATION:** N/A (Discussion/Info only)

**RECOMMENDED MOTION:** N/A (Discussion/Info only)

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 1 (Safe Community), Goal #2: Provide efficient, sustainable, and equitable public safety services including police, fire, and emergency medical services.

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.





# 2023

## OREGON ANIMAL CONTROL COUNCIL TRAINING CONFERENCE

**SEPTEMBER 12TH - 15TH**

**SPIRIT MOUNTAIN CASINO & CONFERENCE CENTER  
GRAND RONDE, OR**

**TOPICS INCLUDE:**

- COLLABORATIVE ANIMAL CRUELTY RESPONSES STRATEGIES
- INTERACTIVE DISASTER RESPONSE DRILL
- VERBAL DE-ESCALATION
- VETERINARY FORENSIC MEDICINE
- BASIC & ADVANCED ANIMAL CRUELTY INVESTIGATIONS
- FUNDRAISING & NON-PROFIT SUCCESS
- VETERINARY ROLES IN CRIMINAL INVESTIGATIONS

**4 DAYS OF LEARNING FROM INDUSTRY EXPERTS & NETWORKING  
WITH OUR STATE'S ANIMAL WELFARE PROFESSIONALS**

**PHENOMENAL TRAINING FOR SWORN RURAL AND URBAN LAW ENFORCEMENT  
OFFICERS AS WELL, WHO REGULARLY ENCOUNTER POTENTIAL ANIMAL CRUELTY  
INCIDENTS WITHOUT HAVING THE TRAINING OR RESOURCES TO INVESTIGATE**

**REGISTRATION COST: \$200**

**INCLUDES DAILY LUNCHES & AWARDS BANQUET DINNER ON THURSDAY 9/14**

**SPECIAL LODGING RATE: \$98/NIGHT + TAX**

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HERE FOR MORE INFO: [MANCINI SCHOLARSHIP](#)**



JACOB KAMINS  
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DANIEL ETTINGER  
HUMANE MAIN



LINDA FIELDER, CAWA  
ALDF



JACE HUGGINS  
NACA BOARD



DR. CHRIS WICKLIFFE  
CASCADIA EQUINE

**[REGISTER NOW](#)**

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PUBLIC COMMENT 8/3/2023

Thank you for this opportunity to comment. Public safety for the communities of Oakridge and Westfir means so much to me that in 2019 I became a member of the public safety committee. Animals mean so much to me that I formed a nonprofit safety animal center and began free services for the communities, financing vet expenses, waving adoption fees, and providing pet food for the low income. Glad to report that 98% of the rescue dogs have been adopted.

With this program I am asking for more support from local law enforcement and asking that the contract with the Oakridge police department and the city of Westfir be reviewed by council and the administration committee to define services as law enforced for crimes against animals. I am not asking for officers to become dog catchers. I am asking for the laws regarding ORS sec. 167.315 and other statues that are the Oregon Statue Laws to Protect Animals such as ORS sec. 131.805 Law Enforcement Policies... (give the handout).

We the people need the city ordinances to be enforced under Oregon state law. There is a contract that exists between both Oakridge community and Westfir with these expectations for what our tax dollars pay. Ordinance 926 defines Class violations and there are consequences for violations aka crimes against animals on page 22 under section 5.1 Penalties and fines applicable under 2.1 including non-criminal offenses of consequence in 3.1 Section 6 under EMERGENCY, states and I quote "The passage of this ordinance is necessary for the immediate preservation of the peace, health and safety of the city, and an emergency is hereby declared to exist and this ordinance shall be in full force and effect immediately upon its passage by the council."

September of 2017

THANK YOU FOR YOUR TIME- TRUDY HAMMOND Public Safety Committee

**OREGON** *continued*

**11. LAW ENFORCEMENT POLICIES**

The Governor may appoint special state agents to collect evidence and to effect the apprehension and conviction of criminals.  
OR. REV. STAT. § 131.805

Humane special agents are included in the definition of "peace officers" and have the same powers as other peace officers.  
OR. REV. STAT. § 133.005

Any person violating the animal protection laws may be arrested and held without warrant; the person making the arrest shall use reasonable diligence to notify any owners of animals found in the charge of the person arrested and shall properly care for them; any peace officer who cares for such animals is immune from civil or criminal liability.  
OR. REV. STAT. § 133.377

Peace officers have a duty to arrest and prosecute any person violating the animal protection laws.  
OR. REV. STAT. § 133.379(1)

Peace officer may enter premises, under a search warrant or in any lawful manner, where animals are being mistreated and provide them with necessary sustenance and aid and may impound them; officer is not liable for damages for any entry unless caused by unnecessary actions that were intentional or reckless.  
OR. REV. STAT. § 167.345

A law enforcement agency that receives a report of suspected aggravated animal abuse from a veterinarian or public or private official shall investigate and process the case.  
OR. REV. STAT. § 686.460

# Animal Abuse & Neglect Laws (ORS crimes)

## **ORS 131.805 - Authority to employ special agents**

The Governor may employ, at such salaries as the Governor deems reasonable for the services rendered, special agents to effect the apprehension and conviction of criminals, the return of fugitives from justice, the investigation of cases in which the Governor believes the laws of the state are being violated, the supervision of persons paroled or conditionally pardoned from the Department of Corrections or the collection of evidence in any case, civil or criminal, in which the state is interested whenever in the judgment of the Governor it is necessary from the conditions existing in any case, whenever the Governor is convinced that criminals are likely to escape punishment and justice cannot be done by the regularly constituted authorities of any county of the state or of the state or whenever any emergency has arisen which in the judgment of the Governor would justify the Governor so doing.

## **ORS 133.377 - Arrest of persons for cruelty to animals**

(1) Any person violating ORS 167.315 (Animal abuse in the second degree) to 167.333 (Sexual assault of an animal), 167.340 (Animal abandonment), 167.355 (Involvement in animal fighting), 167.365 (Dogfighting) or 167.428 (Cockfighting) may be arrested and held without warrant, in the same manner as in the case of persons found breaking the peace.

(2) The person making the arrest, with or without warrant, shall use reasonable diligence to give notice thereof to the owners of the animals found in the charge of the person arrested, and shall properly care and provide for such animals until the owners or their duly authorized agents take charge of them; provided, such owners or agents shall claim and take charge of the animals within 60 days from the date of said notice.

(3) The person making such arrest shall have a lien upon the animals for the expense of such care and provisions.

(4) Any peace officer who cares or provides for an animal pursuant to this section and any person into whose care an animal is delivered by a peace officer acting under this section shall be immune from civil or criminal liability based upon an allegation that such care was negligently provided.

## **ORS 133.379 - Duty of peace officer to arrest and prosecute violators of cruelty to animals laws**

It shall be the duty of any peace officer to arrest and prosecute any violator of ORS 167.315 (Animal abuse in the second degree) to 167.333 (Sexual assault of an animal), 167.340 (Animal abandonment), 167.355 (Involvement in animal fighting), 167.365 (Dogfighting) or 167.428 (Cockfighting) for any violation which comes to the knowledge or notice of the officer.

### **ORS 167.315 – Animal Abuse in the 2<sup>nd</sup> Degree**

- (1) A person commits the crime of animal abuse in the second degree if, except as otherwise authorized by law, the person intentionally, knowingly or recklessly causes physical injury to an animal.
- (2) Any practice of good animal husbandry is not a violation of this section.
- (3) Animal abuse in the second degree is a Class B misdemeanor.

### **ORS 167.320 - Animal Abuse in the 1<sup>st</sup> Degree**

- (1) A person commits the crime of animal abuse in the first degree if, except as otherwise authorized by law, the person intentionally, knowingly or recklessly:
  - (a) Causes serious physical injury to an animal; or
  - (b) Cruelly causes the death of an animal.
- (2) Any practice of good animal husbandry is not a violation of this section.
- (3) Animal abuse in the first degree is a Class A misdemeanor.
- (4) Notwithstanding subsection (3) of this section, animal abuse in the first degree is a Class C felony if:
  - (a) The person committing the animal abuse has previously been convicted of one or more of the following offenses:
    - (A) Any offense under ORS 163.160 (Assault in the fourth degree), 163.165 (Assault in the third degree), 163.175 (Assault in the second degree), 163.185 (Assault in the first degree) or 163.187 (Strangulation) or the equivalent laws of another jurisdiction, if the offense involved domestic violence as defined in ORS 135.230 (Definitions for ORS 135.230 to 135.290) or the offense was committed against a minor child; or
    - (B) Any offense under this section or ORS 167.322 (Aggravated animal abuse in the first degree), or the equivalent laws of another jurisdiction; or
    - (b) The person knowingly commits the animal abuse in the immediate presence of a minor child. For purposes of this paragraph, a minor child is in the immediate presence of animal abuse if the abuse is seen or directly perceived in any other manner by the minor child.
- (5) When animal abuse in the first degree is a felony, the Oregon Criminal Justice Commission shall classify the offense as crime category 6 of the sentencing guidelines grid.



**ORS 167.322 - Aggravated animal abuse in the first degree**

(1) A person commits the crime of aggravated animal abuse in the first degree if the person:

(a) Maliciously kills an animal; or

(b) Intentionally or knowingly tortures an animal.

(2) Aggravated animal abuse in the first degree is a Class C felony and the Oregon Criminal Justice Commission shall classify the offense as crime category 6 of the sentencing guidelines grid.

(3) As used in this section:

(a) "Maliciously" means intentionally acting with a depravity of mind and reckless and wanton disregard of life.

(b) "Torture" means an action taken for the primary purpose of inflicting pain.

**ORS 167.345 - Authority to enter premises or motor vehicle**

(1) As used in this section, "peace officer" has the meaning given that term in ORS 161.015 (General definitions).

(2) If there is probable cause to believe that any animal is being subjected to treatment in violation of ORS 167.315 (Animal abuse in the second degree) to 167.333 (Sexual assault of an animal), 167.340 (Animal abandonment), 167.355 (Involvement in animal fighting), 167.365 (Dogfighting) or 167.428 (Cockfighting), a peace officer, after obtaining a search warrant or in any other manner authorized by law, may enter the premises or motor vehicle where the animal is located to provide the animal with food, water and emergency medical treatment and may impound the animal. If after reasonable effort the owner or person having custody of the animal cannot be found and notified of the impoundment, the notice shall be conspicuously posted on the premises or motor vehicle and within 72 hours after the impoundment the notice shall be sent by certified mail to the address, if any, where the animal was impounded.

(3) A peace officer is not liable for any damages for an entry under subsection (2) of this section, unless the damages were caused by the unnecessary actions of the peace officer that were intentional or reckless.

(4) Intentionally left blank —Ed.

(a) A court may order an animal impounded under subsection (2) of this section to be held at any animal care facility in the state. A facility receiving the animal shall provide adequate food and water and may provide veterinary care.

(b) A court may order a fighting bird impounded under subsection (2) of this section to be held on the property of the owner, possessor or keeper of the fighting bird in accordance with ORS 167.433 (Seizure of fighting birds or source birds).

### **ORS 167.340 - Animal abandonment**

(1) A person commits the crime of animal abandonment if the person intentionally, knowingly, recklessly or with criminal negligence leaves a domestic animal or an equine at a location without providing minimum care.

(2) It is no defense to the crime defined in subsection (1) of this section that the defendant abandoned the animal at or near an animal shelter, veterinary clinic or other place of shelter if the defendant did not make reasonable arrangements for the care of the animal.

(3) Animal abandonment is a Class B misdemeanor.

### **ORS 609.654 - Public or private official reporting of aggravated animal abuse**

(1) Notwithstanding ORS 40.225 (Rule 503. Lawyer-client privilege) to 40.295 (Rule 514. Effect on existing privileges), a public or private official who has reasonable cause to believe that an animal with which the official has come in contact has suffered aggravated animal abuse, or that any person with whom the official has come in contact has committed aggravated animal abuse, may immediately report the suspected aggravated animal abuse in the manner prescribed in subsection (2) of this section.

(2) A report of suspected aggravated animal abuse authorized under subsection (1) of this section may be made to a law enforcement agency, either orally or in writing, and may include, if known:

(a) The name and description of each animal involved;

(b) The address and telephone number of the owner or other person responsible for the care of the animal;

(c) The nature and extent of the suspected abuse;

(d) Any evidence of previous aggravated animal abuse;

(e) Any explanation given for the suspected abuse; and

(f) Any other information that the person making the report believes may be helpful in establishing the cause of the suspected abuse or the identity of the person causing the abuse.

(3) A public or private official who acts in good faith and has reasonable grounds for making a report of suspected aggravated animal abuse under this section is not liable in any civil or criminal proceeding brought as a result of making the report.

**ORS 686.460 - Duty of law enforcement agency after receiving report of aggravated animal abuse**

(1) A law enforcement agency receiving a report of suspected aggravated animal abuse pursuant to ORS 609.654 (Public or private official reporting of aggravated animal abuse) or 686.455 (Duty to report aggravated animal abuse) shall investigate the nature and cause of the suspected aggravated animal abuse.

(2) If the law enforcement agency finds reasonable cause to believe that aggravated animal abuse has occurred, the law enforcement agency shall process the case in the same manner as any other criminal investigation.

\*There are **MANY** more animal abuse & neglect laws in the ORS's, such as specific laws against cockfighting, dog fighting, etc. The ones listed above are the most common.



ORDINANCE NO. 926

AN ORDINANCE ESTABLISHING THE REGULATION OF ANIMALS;  
ESTABLISHING A PROCEDURE FOR SETTING FEES; PROVIDING FOR  
REMEDIES; AND REPEALING ORDINANCE NO. 858

The City of Oakridge ordains as follows:

**Section 1. - Purpose.** An animal control authority for the City of Oakridge is hereby established for the purpose of providing for the health, welfare, and safety, of citizens within the corporate boundaries of the city, and for the health, welfare, and safety, of their animals.

**Section 2. - Definitions.** As used in this ordinance, the following mean:

1. **Abandoned.** Any dog or other animal left without proper food and water for a period of over 24 hours, or any barking dog without supervision for a period of over 24 hours. An impounded animal, unredeemed or unclaimed by it's owner after 24 hours may also be considered abandoned. Any animal abandoned under O.R.S. 167.340.
2. **Animal.** Any nonhuman animal species that include mammals, reptiles, amphibians, birds and fish.
3. **Animal, Adult.**
  - 3.1. Any domesticated dog, cat, fowl, poultry or rabbit over the age of six months.
  - 3.2. Any horse, cow, llama, sheep, goat, miniature horse, pygmy goat, or other animal over the age of one year.
4. **Animal Control Authority.** The animal control enforcement authority appointed by the city. An animal control officer is an officer of the animal control authority. Animal Control Officer may also be a sworn peace officer as defined in O.R.S. 161.015, whose primary duties include enforcement of municipal ordinances regarding animal control, and investigation of offenses against animals under O.R.S. 167.310 to 167.390. Other personnel may also be assigned as needed, to carry out the duties of the animal control officer.
5. **Animal Owner.** A person who is the owner of a licensed or registered animal, who has the right of property in an animal, who harbors an animal or exercises care, possession, custody or control of an animal, or who knowingly permits an animal to remain on any premises occupied by the person. Any person who resides where an animal is kept, harbored or cared for, is presumed to be the owner of that animal. This presumption may be rebutted by proof that the person has no property right in the animal, is not the licensed owner and is neither harboring nor caring for the animal. For the purposes of this definition, veterinarians and commercial kennel operators are not considered animal owners.
6. **At Large.** An animal inside the corporate limits of the city, off the premises of the keeper, and not under complete control by adequate leash or other restraint.
7. **Barking Dog.** Continuous Annoyance. Permitting a barking dog to cause continuous annoyance occurs when a person unreasonably permits a dog to cause continuous annoyance, alarm or disturbance for more than 15 minutes at any time of day or night, be it repeated

- barking, whining, howling or other like sounds which can be heard beyond the boundary of the owner's property.
8. **Cruel Mistreatment.** Includes, but is not limited to, intentionally, knowingly or recklessly overdriving, overloading, overworking, torturing, tormenting, depriving of necessary sustenance, beating, mutilating, killing, or otherwise inflicting cruelty on a dog or other animal or treating it in a cruel manner.
  9. **Cruel Neglect.** Includes, but is not limited to, intentionally, knowingly or recklessly failing to provide an animal with necessary and adequate food and water for a period in excess of 24 hours, abandoning an animal, depriving an animal of an adequate air supply, failing to provide an animal with necessary medical and/or veterinary attention, or failing to provide an animal with adequate shelter from the elements.
  10. **Dangerous Animal.** Any animal which has the propensity to menace, bite, or attack any person or animal without provocation and the capacity to inflict serious harm on such person or animal. Additionally, any animal that has injured a human being or animal, on two occasions without provocation is a dangerous animal.
  11. **Domesticated Animal.** An animal that has been trained or made tame and is dependent upon its owner for essential necessities (i.e., food, water, shelter, etc.)
  12. **Dog.** A highly variable, carnivorous, domesticated mammal, probably derived from several wild species. The term "dog" does not include wolf. The term "dog" includes male or female, of any age, size, color or breed. Animals declared by the owner to be wolf-dog hybrids will be licensed under the dog control ordinances and all other animal control regulations that would apply to a dog shall apply.
  13. **Dog, Adult.** Any dog over the age of six months.
  14. **Dog Kennel, Commercial.** A place of business authorized by the Oakridge Development Code for the commercial care of dogs, including, but not limited to, the boarding, grooming, breeding, training or selling of dogs. The term is not intended to include an animal hospital.
  15. **Exotic Animals.**
    - 15.1. Any lion, tiger, leopard, cheetah, ocelot or any other cat not indigenous to Oregon, except the species *Felis catus* (domestic cat);
    - 15.2. Any monkey, ape, gorilla or other non-human primate;
    - 15.3. Any wolf or any canine not indigenous to Oregon, except the species *Canis familiaris* (domestic dog); and
    - 15.4. Any bear, except the black bear (*Ursus americanus*).
  16. **Feral Animal.** Animals born and reared in the wild, or any domesticated animal such as a dog or a that has returned to live in wild conditions.
  17. **Fighting Animals.** Any animal expressly bred, trained, or maintained for the purposes of animal fighting. Any animal, especially dogs or fowl, engaged or subjected to combat for sport or wager.
  18. **Fowl.** Any of various birds of the order Galliformes; especially, the common, widely domesticated chicken.
  19. **Humane.** Reasonable care and maintenance of an animal, so as to minimize pain or discomfort.
  20. **Humane Destruction.** Destruction or euthanasia of an animal accomplished by a means that minimizes pain and suffering.



21. **Interfere.** To act in an intentional manner that prevents, or attempts to prevent an animal control officer or peace officer from performing lawful duties, regarding an animal or animal owner.
22. **Keeper.** Any person, firm, association, entity or corporation who is the licensed keeper of, or who keeps, or who harbors, or who possesses, or who maintains, or who has custody of, or who exercised control over any animal (including but not limited to any barking dog, dangerous animal, dog, exotic animal, farm animal, fowl, livestock, vicious dog, watchdog or wildlife) or who knowingly permits any such animal to remain on any premises occupied by him or her.
23. **Kennel.** An enclosed and contained structure in which animals are sheltered and cared for, especially dogs.
24. **Leash.** Any humane device constructed of rope, leather strap, chain or other sturdy material not exceeding eight feet in length, being held in the hand of person capable of controlling the animal to which it is attached.
25. **Livestock.** Cattle, sheep, horses, miniature horses, goats, pygmy goats, swine, fowl, ratite (such as ostrich, cassowary, emu, moa, etc.), poultry, and any furbearing animal bred and maintained commercially or otherwise on property or within pens, cages and hutches.
26. **Minimum Care.** The care sufficient to preserve the health and well-being of an animal.
27. **Neuter.** The removal of the ovaries and uterus in female animals. The removal of gonads or testes in male animals.
28. **Nuisance.** A state in which an animal, because of its behavior, disturbs and disrupts the peace and tranquility, or threatens the welfare of residents or other animals, within the corporate boundaries of the city.
29. **Peace Officer.** A city police officer or other officer specified in O.R.S. 161.015.
30. **Person.** A natural person, association, corporation, firm or partnership.
31. **Resist.** The use or threatened use of violence, physical force or any other means that creates a substantial risk of physical injury to any person.
32. **Vicious Animal.** Any animal that has the unreasonable propensity to bite, attack, lunge at, chase or knock down a person or animal including domestic or farm animal, without provocation, at a time when the animal is outside of the animal owner's control or controlled property and has the capacity to inflict or cause physical injury to, any person or animal as described above, shall be regarded as vicious. Additionally, any animal that has bitten a person or domestic or farm animal on two occasions without provocation is a vicious animal.
33. **Control of Dog.** Means the dog is fully under the care, supervision and control of the dog's owner or handler. This includes being on a leash and totally controlled by the leash holder so that the dog may not unreasonably interfere with other animals, persons, or property.
34. **Controlled Property.** Means private or public property in which a dog is located that is completely secured or fenced in so that the dog may not unreasonably interfere with persons or property. A person's keeping of a dog in controlled property pursuant to this section may not otherwise be in violation of any park regulation, state or city law.
35. **Physical Injury.** Means an injury that impairs a person's physical condition or causes substantial pain.
36. **Watchdog.** A dog confined at a business or commercial establishment within a business or industrial zone to protect merchandise, inventory or equipment.

37. **Wildlife.** Pursuant to ORS 496.004, wildlife includes, but is not limited to, amphibians, antelope, beaver, black bear, bobcat, cougar, coyote, deer, elk, fisher, marten, mink, moose, mountain goat, mountain sheep, muskrat, otter, raccoon, reptiles, red fox, silver gray squirrel and gray fox.
38. **Wolf.** Wolf but excepting therefrom animals declared by the owner to be wolf-dog hybrids.
39. **Wolf-Dog Hybrid.** A canine identified as a wolf-dog hybrid by declaration of the owner.

**Section 3. –Duties of Animal Owner or Person in Care of Animal.** Any animal owner within the corporate boundaries of the city must provide the animal with a minimum level of care.

Violation of this section is a Class C violation. Duties include the following:

1. Every animal owner shall provide the animal with food of sufficient quantity and quality to allow for normal growth or maintenance of body weight.
2. Every animal owner shall provide the animal with open or adequate access to potable water in sufficient quantity to satisfy the animal’s needs. (Snow or ice is not an adequate source.)
3. Every animal owner shall provide the animal with access to a doghouse, or other enclosed structure sufficient to protect the animal from the elements (i.e., wind, rain, snow, sun). Trees are not acceptable shelters under this chapter. The shelter must also have adequate bedding to protect the animal against cold and dampness.
4. Every animal owner has a responsibility to provide an animal with veterinary care necessary to relieve distress from injury, neglect or disease.
5. Pets or domestic animals shall not be confined to an area without adequate space for exercise necessary for the health of the animal or which does not allow access to a dry place for the animal to rest.
  - a. The air temperature in any confinement area must be suitable for the animal involved.
  - b. Confinement areas must be kept reasonably clean and free from excess waste or other contaminants which could affect the animal’s health.

**Section 4. – Violation.**

1. **Keeping Livestock.** Livestock may be kept in the city consistent with the following standards:
  - a. If the keeper is in compliance with their livestock permit;
  - b. Livestock are limited as follows:
  - c. Livestock may not be bred;
  - d. Products generated by livestock, such as eggs, may be sold from residential property provided there is no violation of parking or traffic regulations;
  - e. Livestock may not be slaughtered on residential property;
  - f. Livestock must be contained consistent with the following standards:
    - i. All portions of an enclosure for the housing or shelter of livestock are to be located behind the front building plane of the dwelling;

- ii. All portions of an enclosure for poultry are to be located a minimum of 10 feet from any property line;
- iii. All portions of an enclosure must be kept and maintained in a clean and sanitary condition at all times to prevent any condition which may be dangerous or detrimental to the health of the public or animals or constitute a nuisance;
- iv. The outdoor, open air portion of the enclosure must meet the relevant minimum square footage requirements set out below, be able to provide the animals with the ability to feed, exercise and protect themselves from the elements as well as from other animals and be constructed in conformity with the city's land use regulations and all applicable building code;
- v. Food for livestock must be kept in waterproof containers having secure sides and lids and be located or kept behind the front building plane of the residence and a minimum of 10 feet from all property lines;
- vi. No more than one cubic yard of solid waste may be kept on the property at any one time and must be kept dry and be located behind the front building plane of the residence and a minimum of 10 feet from all property lines;
- vii. Permitting. Prior to keeping livestock, a keeper must:
  - 1. Submit a livestock permit on a form provided by the city demonstrating compliance with the standards of this subchapter. Incomplete permits or permits submitted without the fee under this Ordinance 926, will be denied;
  - 2. Submit a nonrefundable livestock permit fee, the amount of which will be set by council resolution and be sufficient to offset the reasonable administrative costs of the city in administering the permit;
  - 3. Obtain the approval by the City Administrator or designee of the livestock permit; and
  - 4. Non-compliance with an approved permit will subject a keeper to citation and revocation of the permit.
- a. Annexation Exceptions.
  - viii. Standard Annexation. Property annexed to the city, the owners of which both requested and were granted written approval by the city to keep livestock, may maintain the same quantity and type of livestock on the property as requested and granted.
- b. Keeping permitted livestock within the city limits shall be permitted on property zoned Low Density Residential (R-1) district only.
- c. All persons keeping permitted livestock shall reside on or be adjacent to the property on which the animals are kept.

## 2. Fowl and Poultry.

a. The keeping of poultry shall be limited to the following:

# of Adult Animals	Minimum Lot Size
1-4	None, under this ordinance. All other livestock regulations will be adhered to under Zoning Ordinance of the City of Oakridge 874

b. The number of permitted young shall be limited to two times the number of permitted adult animals.

c. Roosters are not permitted.

**3. Bees.**

d. The keeping of bees shall be limited to the following:

# of Hives	Minimum Lot Size
1	10,000 square feet
2 or more	+2,500 square feet/each hive-All other bee hive regulations will be adhered to under Zoning Ordinance of the City of Oakridge 874

**4. Sanitation.**

d. It is a violation for any person to allow an animal under their care to defecate on any improved property (that does not belong to the animal owner), public thorough fare, easement, or right-of-way. Violation of this section is a Class C violation.

i. It shall be a defense to a violation of this division if the animal owner immediately removes the waste matter

e. It is also a violation of this section to allow animal waste matter to accumulate on the animal owner's property for more than a seven-day period, or to the extent the accumulated animal waste matter causes an offensive odor to others, outside the boundaries of the animal owner's property. Violation of this section is a Class C violation.

i. It shall be a defense to a violation of this division if the animal owner contains the animal waste matter in material or a medium that absorbs or blocks the odor.

f. All livestock shall be properly caged or housed and proper sanitation shall be maintained. All food shall be stored in metal or other rodent-proof receptacles.

g. All structures designed to house livestock and farm animal pens and runs shall be located in the rear portion of the yard no closer than 10 feet from the front property line or 20 feet from any interior property lines.

h. The city and/or animal control authority shall have the right at any time to inspect the premises where livestock is kept. Owners or Occupiers will be notified prior to entry onto the property, unless there are extra ordinary circumstances that require immediate entry. Owners or occupiers of premises not in compliance with

this section shall be notified in writing by the city to correct any deficiencies. If within one week of receiving the notice, the owner or occupier shall fail to correct the deficiencies listed, the city shall declare the premises to be a nuisance and the same to be abated.

**5. Cruelty to Dogs or Other Animals.**

- i. No person shall:
  - i. Subject a dog, farm animal or other animal to cruel mistreatment or cruel neglect; or
  - ii. Kill without legal privilege any dog, farm animal or other domesticated animal.

**6. Dogs and Other Animals At Large Prohibited.**

- j. No dog keeper shall permit a dog to be at large.
- k. Except for bees and cats, it shall be unlawful for the keeper of farm animals to allow these animals to run at large or be upon the premises of any other person, a public sidewalk or street.

**7. Noise from Animals.**

- l. No Person shall allow an animal under his or her care to make noise that unreasonably disturbs another reasonable person of normal sensitivities, of peace and quiet at anytime (law enforcement animals and service animals are exempt).

**8. Animals as a Public Nuisance.**

- m. An animal is a public nuisance if it:
  - i. Injures or causes injury to a person or another animal.
  - ii. Chases vehicles or people.
  - iii. Damages or destroys property of person other than the owner of the animal.
  - iv. Scatters garbage
  - v. Trespasses upon private property of persons other than the owner of the animal.
  - vi. Is a female in heat and running at large.
- n. It shall be a defense to this section if:
  - i. The dog or other animal bites or attempts to bite a person wrongfully provoking or assaulting the animal's owner, the owner's partner or children.
  - ii. The animal bites or attempts to bite a person trespassing upon premises occupied by the animal's owner, the owner's partner or children, or
  - iii. A person wrongfully assaults the dog or animal.
- o. Violation of this section is a Class B violation.

**9. Animal Abuse.**

- p. It is a violation of this chapter for any person to abuse an animal. Elements of animal abuse include:
  - i. When a person causes physical injury to an animal. Violation of this section is a Class B violation.
  - ii. When a person causes physical injury and cruelly causes the death of an animal. Violation of this section is a Class A violation.

**10. Animal Neglect Prohibited.**

- q. When a person negligently fails to provide minimum care for an animal in that person's custody or control, and such failure results in the serious physical injury or death to the animal. Violation of this section is a Class A violation.
- r. It is no defense to a violation of this section if the animal in question was impounded because of neglect and subsequently euthanized by the Animal Control Authority or veterinarian because of illness or its deteriorated physical state, or because the animal was not redeemed from impoundment after 120 hours.

**11. Regulating the Sale of Certain Fowl, Poultry and Farm Animals.**

- s. No baby chick, duckling, gosling or rabbit that has been dyed or otherwise colored artificially may be sold or offered for sale, raffled, offered or given as a prize, premium or advertising device; or displayed in any store, shop, carnival, or other public place.
- t. Baby chicks, ducklings, goslings, and rabbits younger than four weeks of age may not be sold or offered for sale, raffled, or offered or given as a prize, premium, or advertising device, in quantities of less than 12 to a person.
- u. Stores, shops, vendors, and others offering baby chicks for sale, raffle, as a prize, premium, or for advertising purposes, or displaying these fowl to the public, shall provide and operate brooders or other heating devices that may be necessary to maintain these fowl in good health, and shall keep adequate food and water available to these fowl at all times.

**12. Rabies Vaccinations.** Every owner of a dog or cat, six months of age or older, shall immediately cause the animal to be vaccinated for rabies. Violation of this section is a Class A violation.

**13. License, Registration, Fees and Exceptions.**

- v. Licenses for Dogs.
  - i. Every owner of a dog, six months of age or older, shall immediately obtain a license for the dog. Violation of this section is a Class C violation.



- ii. Licenses shall be valid for one or three years, from the date of issuance, or until the sale or gift of the animal, whichever occurs first. Dog licenses are non-transferable.
  - iii. No dog license shall be issued until a certificate of vaccination for rabies, valid for the license year, is presented to the Animal Control Authority or authorized representative. A dog owner may prepay the license fee, however, before a license tag is issued. Prepaying a license fee does not satisfy licensing requirements of this chapter.
  - iv. Dog owners shall renew animal licenses before they become delinquent for as long as they own the animal. Violation of this section is a Class C violation.
  - v. It shall be a defense to a violation of division (A) (i) and (A)(iv) of this section, if the animal owner demonstrates the dog in question is deceased, has been given to someone else, or is no longer under the owner's care, before the license expires. Demonstration that the dog in question belongs to someone else includes a bill of sale or transfer, with the new owner's name, address, phone number and other applicable information.
  - vi. A license tag issued to a dog owner shall be attached securely to a collar or harness on the animal for which it was issued. If a license tag is lost, the owner may obtain a duplicate license tag upon payment of the required fee. Violation of this section is a Class C violation.
- w. Registration for cats.
- i. Every cat owner of a cat six months of age or older shall immediately register the animal with the City Animal Control Authority. It shall be the responsibility of every cat owner to ensure that the animal can be properly identified by a tag, implanted identification chip, or other form of identification. Cat owners are only required to register their cats one time. Violation of this section is a Class C violation.
- x. Fees.
- i. Fees which are due and payable upon the issuance of a dog license, cat registration, and other fees required to be paid under the provisions of this chapter, shall be set by Council resolution and amended regularly.
- y. License fees; exceptions.
- i. No license fee is required for an assistance animal as defined by O.R.S. 346.680. Proof of rabies vaccination is also required before a license for an assistance animal is issued.
  - ii. Owners of neutered dogs may apply for a reduced license fee. A person who requests a reduced license fee for a neutered dog must present a certificate from a licensed veterinarian, stating the animal in question has been neutered, along with proof of rabies vaccination.
  - iii. Senior citizens (60 years of age or older) shall receive a reduced license fee. Applicants must provide proof of their age, along with proof of rabies vaccination for the animal.
  - iv. Commercial kennel owners/operators within the corporate boundaries of the city shall not be required to license animals under their care.

Commercial kennel owners/operators must possess a valid city business license and meet all zoning/planning requirements prior to operation.

**14. Abandoned Animals.**

- z. It is a violation of this section for an animal owner to abandon an animal. Violation of this section is a Class A violation.
  - i. It is no defense if the person intentionally or knowingly abandons an animal near an animal shelter, veterinary clinic or other place of shelter if the animal owner, or person responsible for the disposition of the animal, did not make reasonable arrangement for the care of the animal.
- aa. Any animal control officer, upon finding an abandoned animal, may:
  - i. Provide food and water and arrange for needed medical service for the abandoned animal. The animal owner shall pay for such services.
  - ii. Impound the abandoned animal.

**15. Sick or Injured Animals.**

- bb. The Animal Control Officer may deliver a sick or injured animal to its owner, if the animal is found away from the owner's property. If, after a reasonable attempt is made to contact the owner and the Animal Control Officer is unable to do so, he may deliver the injured or sick animal to a veterinarian if one is available. An animal owner will bear all costs and medical expenses incurred in accordance with this section.
- cc. An Animal Control Officer may humanely destroy any animal too ill, or severely injured, and not on the property of its owner, when the owner is unknown or cannot be reached after reasonable attempts to do so.
- dd. An animal owner may release a sick or injured animal to the Animal Control Authority for human destruction, or euthanasia. However, the animal owner shall bear the cost, as set forth in the fee schedule. Release means the signing of a euthanasia form that waives interest and ownership after fees are paid.
- ee. It is a violation of this chapter for an animal owner to deprive a sick or injured animal of medical care, or attention. Violation of this section is a Class A violation.
- ff. It is a violation of this chapter for an animal owner to fail to humanely destroy, or to provide for the human destruction of an animal too ill or too severely injured to move. Violation of this section is a Class A violation.

**16. Dead Animals; Removal of Carcasses.**

- gg. It is a violation for any person to knowingly permit the carcass of a deceased animal (owned by that person) to remain on public property or to be exposed on private property for more than 24 hours. Cost for removal and disposal of a deceased animal shall be the responsibility of the animal owner. Violation of this section is a Class C violation.

**17. Dangerous Animals.**

- hh. No person, firm, association, or corporation who is the keeper of a dangerous animal, or who has a right of property in, or who harbors, has in his care, possession, custody or control a dangerous animal, shall allow a dangerous animal to be exposed to the public.
- ii. A dangerous animal that has been exposed to the public may be impounded by a peace officer or animal control officer and disposed of in accordance with the provisions of this code for the impoundment and disposition of dogs. Before a dangerous animal is released, the municipal judge must enter findings stating that proper precautions will be taken to insure the public health and safety.
- jj. A dangerous animal running at large, that, because of its disposition or diseased condition, is too hazardous to apprehend may be destroyed by a peace officer, animal control officer, or by a person acting in defense of the person, the person's family, another person, or another dog or animal.

**18. Fighting Animals Prohibited.**

- kk. It is a violation of this section for anyone to possess, breed, harbor, or maintain any animal for the purpose of subjecting it to combat with another animal for sport or wager. Violation of this section is a Class A violation.

**19. Betting on Animal Fights Prohibited.**

- ll. It is a violation of this section for any person to place wagers or bets on animals engaged in combat or the outcome of an animal fight. Violation of this section is a Class A violation.

**20. Reporting of Biting Animals.**

- mm. The owner of an animal which bites a human shall immediately notify the Animal Control Authority of the bite, the time and circumstances of the bite, and the name and address of the person bitten (if known). The animal owner must also immediately present proof that the animal in question has a current rabies vaccination.
- nn. Any person who is bitten by an animal shall immediately notify the Animal Control Authority of such bite, giving a description of the animal, the time and circumstances of the bite, and the name and address of the owner, if known.
- oo. When a doctor, veterinarian, hospital employee, or other person, has information that an animal has bitten a person, the person shall immediately notify the Animal Control Authority.
- pp. Failure of any person to notify the Animal Control Authority of an animal bite shall be in violation of this section. Violation of this section is a Class A violation.

**21. Biting and Rabid Dogs and Other Animals—Quarantine.**

- qq. When either the animal control authority or the appropriate county or state public health agency has grounds to suspect that a dog or other animal is infected with the disease of rabies, there shall be delivered to the keeper of the dog or other animal, a written notice. The biting of any person by a dog or other animal shall constitute adequate grounds for suspecting the dog or other animal to be so infected. The keeper shall thereupon be required to quarantine the dog or other animal for 10 days. The delivery of the notice to a member of the keeper's family 15 years of age or older at the premises where the dog or other animal is kept or at the keeper's usual place of residence shall be considered a delivery of the notice to the keeper. An attempt to contact the owner or person in control of the premise shall be made. Any dog or other animal required to be quarantined shall be confined as follows:
  - i. On the keeper's premises in such a manner as to prevent it from being in contact with any other animal or person; or
  - ii. At the keeper's expense in a veterinary hospital, the Greenhill Humane Society, or a kennel approved by either the appropriate county or state health agency or the animal control authority.
- rr. Any animal that has been bitten by a dog or other animal proved to be rabid shall be destroyed.
- ss. If a dog or other animal exhibits symptoms of rabies while it is under quarantine, the appropriate county or state health agency may dispose of the dog or other animal in accordance with its regulations.
- tt. Notwithstanding the 10-day period specified in subsection (1) of this section, if a wolf-dog hybrid bites a person or is exposed to a rabid animal the appropriate county or state health agency may dispose of the wolf-dog hybrid in accordance with its regulations.

## 22. Vicious Dogs.

- uu. No person shall own a vicious dog that is located within the city limits.
- vv. *Exception to Vicious Dog Classifications.* No dog shall be classified as vicious if the behavior in question was directed against a trespasser that has illegally entered any premises.
- ww. Identification/Determination of Vicious Dog. The Oakridge Municipal Court may also determine if a dog is a "vicious dog" based upon information that includes observation of a dog's unreasonable behavior, non-specific to the breed, witnessed by: any animal control officer, police officer, other public safety officer or by an individual who personally observes the animal's behavior and based upon any other relevant evidence as to the dog's unreasonable propensity to be vicious. Unreasonable dog behavior means unreasonable propensity to be vicious.
- xx. A vicious dog may be impounded by any peace officer or animal control officer and disposed of in accordance with the provisions of this code for the impoundment and disposition of dogs.

yy. A vicious dog running at large that because of its disposition or diseased condition is too hazardous to apprehend, may be destroyed by a peace officer, animal control officer, or by a person acting in defense of the person, the person's family, another person, or another dog or animal.

### **23. Killing and Chasing of Livestock.**

- ww. No dog or other animal keeper shall permit the dog or other animal to chase, kill, wound or injure livestock not belonging to the dog keeper while off the premises owned or under the control of the dog keeper.
- xx. If any dog not under the control of any person is found chasing livestock on property other than that of its keeper, it shall be deemed prima facie as engaged in killing, wounding or injuring livestock.
- yy. No person shall own any dog with knowledge that it has killed or wounded livestock.
- zz. No keeper shall permit a dog to be at large and to chase livestock not belonging to the dog keeper.
- aaa. A dog found to be in violation of this section may be impounded and disposed of in accordance with section 32.

### **24. Impoundment of Dogs and Other Animals.**

- bbb. Any peace officer or animal control officer may impound a dog or other animal that is in violation of this code.
- ccc. The animal control authority shall impound a dog if the keeper of the dog has not posted bail or paid a fine for a violation of this code imposed by the municipal judge. For any dog so seized, the notice and disposition of the dog shall be in the same manner as for licensed dogs under the provisions of this code.
- ddd. Any person whose property has been trespassed upon by any dog or other animal in violation of this code may apprehend that dog or other animal upon the person's premises. The person may hold the dog or other animal or deliver it to the city's designated impoundment facility. Any person who so impounds a dog or other animal must immediately notify the animal control authority of such impoundment.
- eee. If an animal control officer or a peace officer has probable cause to believe that any animal that is in an unoccupied motor vehicle may be in danger of dying, the officer may enter the motor vehicle and impound the animal and leave a notice in the vehicle where the animal may be reclaimed.

### **25. Impoundment—Redemption and Sale.**

fff. Redemption of impounded dogs or other animals shall be made by exhibiting satisfactory proof that the person is the keeper, and by paying the following required fees and charges:

- i. Impoundment fee;
- ii. Daily care fee;
- iii. License and rabies vaccination fees, if required;
- iv. Medical care fees, if required.

ggg. Subject to the other requirements of this code, impounded dogs and other animals may be sold.

hhh. When a dog or other animal is sold to a citizen by the animal control authority, the purchaser shall pay any required license and rabies vaccination fees.

iii. No impoundment charge shall be made for dogs or other animals released after the municipal court's determination that no violation occurred.

jjj. No live dog or other animal shall be sold to any person or entity for surgical or medical demonstration or vivisection.

kkk. Except as otherwise provided, if after 10 days an impounded dog or other animal cannot be sold, the dog or other animal may be destroyed by any humane method permitted under state law.

#### **26. Keeping Feral Animals.**

lll. It is a violation of this Ordinance for any person to keep, care for, or attempt to domesticate a feral animal. Violation of this section is a Class C violation.

#### **27. Entry onto Private Land/Premises; Search Warrant/Seizure of Animals.**

mmm. Any Animal Control Officer or Peace Officer may enter onto private land in the course of the officer's duties while enforcing the provisions of this ordinance, but the officer shall not enter into any building or dwelling without legal authorization or permission of the owner or occupant of the premises.

nnn. If there is a probable cause to believe that any animal is being mistreated under the terms of this ordinance, a Peace Officer or an Animal Control Officer who is also a sworn police officer may enter the premises where the animal is located, after obtaining a warrant or in any other manner authorized by law, to provide the animal with food, water, and emergency medical treatment, and may impound the animal.

#### **28. Failure to Surrender Animal.**

ooo. It is a violation for an animal owner to fail to surrender an animal to the Animal Control Authority (including a city Animal Control Officer, or Peace Officer) upon their demand, so the animal can be impounded or quarantined as provided for in this ordinance. Violation of this section is a Class A violation.

#### **29. Resisting an Animal Control Officer or Peace Officer.**



ppp. It is a violation for any person to resist someone known to them as a Peace Officer or Animal Control Officer, who is enforcing any provision of this chapter. Violation of this section is a Class A violation.

**30. Interfering with an Animal Control Officer or Peace Officer.**

qqq. It is a violation for any person to resist someone known to them as a Peace Officer or Animal Control Officer, who is enforcing any provision of this chapter. Violation of this section is a Class A violation.

**31. Unlawful Possession of a Domesticated Animal.**

rrr. It is a violation of this chapter for a person convicted of animal abuse, animal neglect, or animal abandonment (under Oregon Revised Statutes), and living within the corporate boundaries of the city, to possess a domesticated animal. Violation of this section is a Class A violation.

**32. Impounding Regulations and Disposition of Impounded Dogs.**

sss. The animal control authority shall keep any dog impounded for the period of time hereinafter specified. The animal control authority shall dispose of such dogs in accordance with the following provisions:

- i. An unlicensed dog or a dog that the keeper is unknown which has not been redeemed within 72 hours after impoundment may be sold or destroyed.
- ii. A licensed dog or a dog for which the keeper is known which has not been redeemed within 120 hours of notification of the owner by telephone contact or by mailing of impoundment notice may be sold or destroyed.

ttt. The animal control authority shall notify the keeper by telephone or by the mailing of an impoundment notice as soon as practicable after impoundment. The impoundment notice shall advise the keeper of the place where the dog is kept, the procedures required for the redemption of the dog, the fees for the impoundment, daily care and redemption, the consequences of failure to redeem the dog.

uuu. A dog keeper whose dog is impounded as a vicious dog under section 22, or stock molestation under section 23, within the period described in subsection sss. i. Section 32 72 hours, whichever is applicable, may apply to the municipal judge for the release of the dog, and the municipal judge shall set a time and place for hearing the application and notify the impounding officer. Upon a summary hearing, the municipal judge shall determine whether the dog has been wrongfully impounded and whether it shall be returned to its keeper, and upon what terms.

vvv. Upon a showing made by affidavit that there is probable cause to believe that a dangerous animal has been exposed to the public in violation of section 22, or that a person keeps a vicious dog in violation of Section 22, a judge may issue an order requiring the keeper to appear at a time set by the court and show cause why the animal should not be destroyed. The order may be served upon the keeper by any method authorized by the Oregon Rules of Civil Procedure (ORCP) for services of summons. The court may further order the dangerous animal or vicious dog be impounded by the animal control officer or any peace officer and

held pending conclusion of the show cause hearing in a veterinary hospital, the Greenhill Humane Society, a kennel approved by either the appropriate county or state health agency or the animal control authority. If a preponderance of the evidence at the show cause hearing supports a finding, the court may:

- i. Order the dangerous animal or vicious dog be destroyed; and
- ii. Require the keeper to pay the costs of impounding, holding and destroying the dangerous animal or vicious dog.

### **33. Enforcement Authority.**

www. Animal Control Officers are hereby empowered to enforce the provisions of this ordinance.

### **Section 5. – Penalty.**

1. The city of Oakridge adopts and incorporates by reference herein the Oregon Revised Statutes in regards to jail terms for misdemeanors. Therefore, pursuant to the ORS, sentences for misdemeanors shall be for a definite term. The court shall fix the term of imprisonment within the following maximum limitations:
  - 1.1. For a Class A misdemeanor, one year;
  - 1.2. For a Class B misdemeanor, six months;
  - 1.3. For a Class C misdemeanor, 30 days; and
  - 1.4. For unclassified criminal misdemeanor offenses as provided by the following; if no specific statutory penalty in the ORS is provided for, therefore the misdemeanor is unclassified pursuant to the ORS or Oakridge Municipal Code, 30 days.
2. Fines for Misdemeanors.
  - 2.1. A sentence to pay a fine for a misdemeanor shall be a sentence to pay an amount fixed by the court, and not exceeding:
    - 2.1.1. \$6,250.00 for a Class A misdemeanor;
    - 2.1.2. \$2,500.00 for a Class B misdemeanor;
    - 2.1.3. \$1,250.00 for a Class C misdemeanor.
  - 2.2. A sentence to pay a fine for an unclassified criminal offense shall be a sentence to pay an amount not exceeding \$1,250.00.
3. Non-criminal offenses or violations of the Oakridge Municipal Code or any other ordinance of the city shall be punished by a fine not exceeding \$2000.00 No jail sentence shall be awarded for convictions of a non-criminal offense or violation. Animal Control Officer/Sworn Officers may issue uniform citations to charge a person with any violation of this ordinance.
  - 3.1.1 \$200.00 Minimum to \$2,000.00 Maximum Class A Violation
  - 3.1.2 \$100.00 Minimum to \$1,000.00 Maximum Class B Violation
  - 3.1.3 \$50.00 Minimum to \$500.00 Maximum Class C Violation
4. Every day a violation of this code or any other ordinance of the city continues shall constitute a separate offense.
5. In all cases involving a bail forfeiture or conviction of sections of this code, the court may additionally:

- 5.1. Order the animal be impounded and destroyed; and
- 5.2. Order the owner of the animal to pay all fees and costs for impoundment, daily care, medical care and destruction.
- 6. In all cases involving a bail forfeiture or conviction of sections the court may additionally:
  - 6.1. Order the farm animal or livestock be impounded and either sold in a manner acceptable to the court, or be destroyed; and
  - 6.2. Order the owner of the farm animal or livestock to pay all fees and costs for impoundment, daily care, medical care, licenses, vaccinations and either destruction or sale; and
  - 6.3. All proceeds of sale shall be applied first to the fees and costs identified in subsection (6)(b) of this section, and then to any fines or other assessments imposed pursuant to this section. The excess proceeds of sale, if any, shall be refunded to the defendant.
- 7. In all cases involving a bail forfeiture or conviction of this code, the court may additionally:
  - 7.1. Order the exotic animal or wildlife be impounded and either destroyed or forfeited and delivered to the Oregon Department of Fish and Wildlife or any zoo acceptable to the court if said zoo is willing to accept and keep the exotic animal or wildlife without charge to the city; and
  - 7.2. Order the owner of the exotic animal or wildlife to pay all fees and costs for impoundment, daily care, medical care, permits, licenses and vaccinations prior to destruction or delivery to the Oregon Department of Fish and Wildlife or to the zoo, and in the case of delivery to the Oregon Department of Fish and Wildlife or a zoo, the court may also order the defendant to pay the costs of transporting the wildlife or exotic animal to the Oregon Department of Fish and Wildlife facility, or to the zoo.

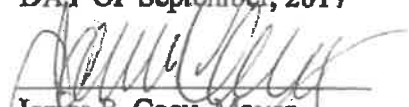
**Section 6. - Emergency**

The passage of this ordinance is necessary for the immediate preservation of the peace, health and safety of the City, and an emergency is hereby declared to exist and this ordinance shall be in full force and effect immediately upon its passage by the Council.

READ BY TITLE ONLY, PASSED AND ADOPTED by a vote of the Oakridge City Council this 21<sup>st</sup> Day of September, 2017

PASSED BY COUNCIL OF THE CITY OF OAKRIDGE THIS 21<sup>st</sup> DAY OF September, 2017

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 21<sup>st</sup> DAY OF September, 2017

  
James B. Coey, Mayor

ATTEST:   
Susan M. LaDuke, City Recorder

Ayes: 5  
Nays: 0



**INTERGOVERNMENTAL AGREEMENT (IGA) (Contract Form A-2, 07/01/2021)**

**LANE COUNTY ANIMAL SERVICES ENFORCEMENT SERVICES**

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon ("County"), and City of Westfir, an Oregon unit of local government ("City"), each a "party," and referred to collectively in this Agreement as "the parties." County and City agree as follows:

**1. RECITALS**

- 1.1** ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- 1.2** The parties have determined it is in their mutual interest for County to perform certain functions for City on a reimbursement basis.
- 1.3** The parties desire to enter into an agreement whereby County will provide limited Animal Enforcement Services as described in Section 2.1 below.

**2. SCOPE OF AGREEMENT**

**2.1 County will:**

- 2.1.1** Provide limited enforcement services, including court appearances and prosecution, as requested by its designee at an hourly rate of \$95.12 per officer per hour during regular business hours for the period of September 1, 2022 through August 31, 2025. Hourly rates for subsequent years will be updated annually in accordance with any County adopted budgetary personnel changes. The hourly rate will be calculated from the time the Lane County Animal Services (LCAS) Animal Welfare Officer is dispatched until the time the LCAS Animal Welfare Officer becomes available for LCAS service.
- 2.1.2** Calls will be responded to in the following order of priority, only by designated person(s) on approved list supplied by City:
  - a) Animal bites (owner unknown and animal is at large).
  - b) Animals endangering public safety (vicious animal at large).
  - c) Injured animals.
  - d) Neglect/abuse to animals (animals in immediate danger).

**2.2 Agency will:**

- 2.2.1** Pay County monthly for County service and personnel utilized as authorized by City in accordance with Sections 2.1.1 & 2.1.2 above.
- 2.2.2** Assign principal responsibility for coordination between City and County on matters of animal control services to a designee, for the purposes of facilitating the flow of information between City and County concerning limited Animal Control services, maximizing service to the satisfaction of both parties, and assisting City to establish a working relationship with the individual in order to answer all formal and informal requests for information or clarification from City.
- 2.2.3** Implement an effective means of communication with City and its designee when County cannot respond to emergency calls.

**2.3 The parties hereto further agree that:**

- 2.3.1** All animal control citations issued by County within City's limits shall be prosecuted by County pursuant to the Lane Code, and that County is authorized to conduct preliminary investigations and prosecutions of possible violations of the Oregon Revised Statutes and Lane County Code pertaining to animal control.
- 2.3.2** County, on behalf of City, may cite any person who violates any section of the Lane County Code related to animal control within City's city limits, by issuing a Lane County summons with copies provided to the Lane County Infraction Clerk at County, and said citation shall be prosecuted by County under Lane County's Animal Ordinance.

- 2.3.3 The books and records of each party to this Agreement, and such other records as may be reasonably required by either party, shall be open and available for the purpose of audit and inspection at reasonable and convenient times. County will supply monthly reports with billing.
- 2.3.4 Parties will fully cooperate with each other in providing all information that one of them shall reasonably need to perform their duties under the Agreement, including that which may be necessary for City to assume full responsibility for dogs and other animal control within its boundaries upon the termination of this Agreement.
- 2.3.5 City will continue to issue dog licenses according to the existing City Ordinance.
- 2.3.6 It is understood that when priority calls are received, they will be responded to in the order that they are received as well as the order of priority, subject to availability of County resources.
- 2.3.7 City will be informed by County of any changes in its rates of fees and for those fees to begin 30 days from notification.

**3. DOCUMENTS FORMING THE AGREEMENT**

- 3.1 **The Agreement.** The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement by this reference.
- 3.2 **Exhibits.** None.

**4. CONSIDERATION AND PAYMENT**

- 4.1 **County's Payment Obligations**
  - 4.1.1 In consideration for City's performance under this Agreement, County shall:
    - a) Submit a monthly invoice to City with appropriate documentation and reports detailing services provided.
- 4.2 **Agency's Payment Obligations**
  - 4.2.1 In consideration for County's performance under this Agreement, City shall:
    - a) Upon receipt of invoice from County, pay County for animal enforcement services provided by County within 30 days of receipt of approved invoice.
- 4.3 **Consideration from both County and Agency**
  - 4.3.1 Gross revenue and expense – NTE \$50,000.

**5. EFFECTIVE DATE AND DURATION**

- 5.1 **Effective Date.** Upon the signature of all parties, this Agreement is effective.
- 5.2 **Duration.** Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate three years from the execution date. However, such expiration shall not extinguish or prejudice either party's right to enforce this Agreement with respect to any breach or default in performance which has not been cured.

**6. AUTHORIZED REPRESENTATIVES AND NOTICE.** Each of the parties designates the following individuals as its authorized representative for administration of this Agreement. Either party may designate a new authorized representative by written notice to the other.

6.1 **County's Authorized Representative.** Stacy Manning, Sr. Animal Welfare Officer, (541) 682-2008, stacy.L.manning@lanecountyor.gov.

6.2 **Agency's Authorized Representative.** Kelly Packard, City Councilor, (503) 740-8491, councilor1@ciwestfir.or.us; and D'Lynn Williams, Mayor, 541 782 2080, mayor@ci.westfir.or.us.

Any notice, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the party's authorized representative, except as provided below in this section. However, if, in either party's discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the



courier. If no representative is identified in this section, notice may be given to the person executing the Agreement on behalf of that party below.

## **7. SPECIAL CONDITIONS**

**7.1 Compliance with Coronavirus Guidelines, Laws, Rules, and Orders.** Each of the parties is aware of the COVID-19 emergency and agrees that it is and will remain familiar with the CDC prevention guidelines and with federal, state, and local laws, rules, and orders regarding COVID-19 throughout the term of this Agreement, and will take all necessary precautions relating to COVID-19, including those set out in the guidelines, laws, rules, and orders described in this paragraph. The parties have anticipated the costs of compliance with the present guidelines, rules, laws, and orders prior to entering into this Agreement, and that no claim will be made by either party for such compliance. However, in the event that after the effective date of this Agreement the COVID-19 guidelines, laws, rules, and orders are changed in such a way as to adversely affect the parties' ability to carry out their obligations under this Agreement, either party so affected must give notice to the other party of any potential need to modify the Agreement to accommodate or respond to such changes in the guidelines, laws, rules, and orders.

**8. INDEMNIFICATION.** To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.

**9. PUBLIC BODY STATUS.** In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

## **10. MODIFICATION AND TERMINATION.**

**10.1 Modification.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.

**10.2 Termination.** The parties may jointly agree to terminate this Agreement at any time by written agreement.

**10.3 Non-Appropriation.** Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.

## **11. MISCELLANEOUS PROVISIONS**

**11.1 Disputes.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or other cooperative dispute resolution process.

**11.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.

**11.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

- 11.4 Governing Law, Forum, and Venue.** All matters in dispute between the parties to this Agreement arising from or relating to the Agreement, including without limitation alleged tort or violation, are governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. This section does not constitute a waiver by County of any form of defense or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court. All disputes and litigation arising out of this Agreement will be decided by the state or federal courts of Oregon. Venue for all disputes and litigation will be in Lane County, Oregon.
- 11.5 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 11.6 No Third-Party Beneficiaries.** County and Agency are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 11.7 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 11.8 Force Majeure.** Neither party will be held responsible for delay or default due to force majeure acts, events, or occurrences, including but not limited to fires, riots, wars, and epidemics, unless such delay or default could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.
- 11.9 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.
- 11.10 Merger and Construction.** This Agreement contains the entire agreement of County and Agency with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings. This Agreement is the result of bilateral negotiations between the parties, and the provisions of this Agreement are to be interpreted and their legal effects determined as a whole, with no part to be construed against the drafter of such part.
- 11.11 Compliance with Law, ADA.** County and Agency agree to comply with all federal, state and local laws applicable to the parties or the subject matter of this Agreement. During the performance of this Agreement, the parties will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq., and Section 504 of the Rehabilitation Act of 1973.

**SIGNATURES FOLLOW ON NEXT PAGE**

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**AGENCY:**

CITY OF WESTFIR

By: D'Lynn M. Williams

Title: Mayor

Date: 9/19/2022

**Address:**

City Hall  
47441 Westoak Rd  
Westfir, OR 97492

**COUNTY:**

LANE COUNTY

Digitally signed  
by Daniel M.  
Hurley  
Date: 2022.09.21  
16:42:42 -07'00'

By: D Hurley

Title: Daniel Hurley, Public Works Director

Date: \_\_\_\_\_

Lane County, Public Service Building  
125 E. 8th Avenue  
Eugene, Oregon 97401

Designated persons (per 2.1.2):

- D'Lynn Williams, Mayor
- Nicole Tritten, City Recorder
- Robert Archer, City Operator
- Kelly Packard, City Councilor



**AGREEMENT FOR LAW ENFORCEMENT SERVICES FY 23-24**

**CITY OF WESTFIR / CITY OF OAKRIDGE**

THIS AGREEMENT is made and entered by and between the CITY OF WESTFIR hereinafter "Westfir," a municipal corporation of the State of Oregon, and the CITY OF OAKRIDGE, hereinafter "Oakridge," a municipal corporation of the State of Oregon.

**WITNESSETH**

WHEREAS, Westfir is desirous of contracting with Oakridge for the performance of the hereinafter described law enforcement functions within the boundaries of Westfir by Oakridge thereof, and;

WHEREAS, Oakridge has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such intergovernmental agreement contracts ("IGA's") are authorized and provided for under ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be 12 months, commencing **July 1, 2023** and terminating **June 30, 2024 (fiscal year 2023-2024)**.

2. **COMPENSATION:** Westfir shall pay to Oakridge for such law enforcement services as provided herein as follows:

<u>FISCAL YEAR</u>	<u>AMOUNT*</u>	<u>PER QUARTER</u>
2023-2024	\$60,000.00	\$15,000.00

\*The "Amount" above *includes* the cost of the Motorola/Ally software license fee that was charged *separately* in the FY 22-23 IGA Contract. Billing will be done on a quarterly basis. The City of Oakridge will send an invoice for payment of \$15,000 per quarter.

In the event a Westfir-based incident/case requires extraordinary police services above and beyond a typical investigation, Westfir shall pay for such services at a cost of **\$62.68/hour** (the average loaded hourly rate for Oakridge police officers). Prior to any payments being made under this subparagraph, the Oakridge Police Chief, the Oakridge City Administrator, and the Westfir Mayor, must all be in agreement that the incident/case required such additional time as to be considered "extraordinary," and both the Westfir and Oakridge City Councils must approve the additional costs.

3. **POLICE RESPONSIBILITIES:** Oakridge agrees to provide **24/7** police service and emergency response within the city limits of Westfir to the extent and in the manner herein set forth. The police services shall encompass duties and functions of the type within the jurisdiction of and customarily rendered by a city police department. Such services shall include patrol, enforcement, and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Oakridge Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession.

The Oakridge Police shall:

- a. Provide enforcement of Oregon State Statutes regarding criminal offenses and Oregon Vehicle Code Violations.
- b. Serve citations drafted by Westfir city staff upon request and as soon as possible, based on workload and call volume. Westfir city staff is responsible for drafting all applicable reports, citations, and the court processes for all *non-criminal* Westfir Ordinance violations. Oakridge Police may also issue Westfir citations at their discretion.
- c. Provide a written report to Westfir **with each quarterly invoice**, accounting for the actual number of Westfir calls for service, citations, and arrests, for each previous quarter.
- d. The Chief of Police or designee shall attend all Westfir City Council meetings concerning policing issues, if and when requested by the Westfir Mayor.
- e. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder.
- f. Respond to calls for *emergent* service (serious crimes in-progress, as determined by the Chief of Police or other supervisor) inside the incorporated city limits of Westfir, at any time, day or night (24/7).
- g. Respond to calls for *non-emergent* service (crimes *not* in progress or determined to be non-serious by the Chief of Police or other supervisor) inside the incorporated city limits of Westfir, only when an Oakridge Officer is already on-duty and available, and at the discretion of the Chief of Police or other supervisor.

4. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge. Personnel may change at any time.

a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation, and any status or rights under the provisions of City employment paid for by the City of Oakridge.

b. Westfir shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Oakridge personnel performing services hereunder for Westfir or any liability other than that provided for in this agreement. Except as otherwise herein specified, Westfir shall *not* be liable for compensation or indemnity to any Oakridge employee for any injury, or sickness arising out of his or her employment.

5. **COURTS:** It is mutually agreed that all felony crimes will be presented to the District Attorney for Lane County, State of Oregon, for trial in the appropriate court of jurisdiction, and the court of jurisdiction will be entitled to all portions of fines, forfeitures, etc. normally retained by them. Misdemeanors may be presented in Oakridge Municipal Court or the appropriate State Court. All violations of Oregon Vehicle Code, Westfir Ordinance violations, and Misdemeanors tried as violations committed within the incorporated limits of Westfir will be cited to appear in the Oakridge Municipal Court, Lane County, Oregon, or such other court as has jurisdiction over the offense cited. All revenue generated by Westfir citations and Municipal Court cases will be divided equally (50/50) between the two cities, to assist in covering court costs and services. All charging decisions are at the discretion of the Oakridge Police Chief (or his designee), and/or the Lane County District Attorney's Office.

6. **TERMINATION:** This agreement may be terminated by either party for any reason at any time, upon giving **three (3) months** written notice of their intent to do so. All prorated monies due shall be paid within **10 days** of the final termination date.

7. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees.

8. **BUDGETING:** Oakridge and Westfir agree to meet annually to renegotiate the amount of compensation for the next year of this agreement. The initial meeting shall take place no later than March 15<sup>th</sup>, and both parties agree to make every effort to

agree upon compensation in a timely manner (by April 30<sup>th</sup>), in order accommodate the cities' budget process. Westfir will initiate the first meeting.

9. **MISCELLANEOUS:**

a. In the event any provisions of any previous agreements or contracts between the parties are in conflict with the provisions of this agreement, the provisions of this agreement shall control.

b. Any amendments or modification hereto shall be made in writing and must be approved by both City Councils.


c. Animal Control services are *not* included in this contract.

d. Citations for Westfir Ordinance violations may be written by Westfir City employees and then served to the Defendant/Respondent by the Oakridge Police.

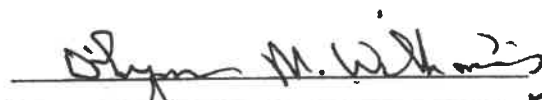
e. The terms of this agreement/contract must be approved by both the Westfir and Oakridge City Councils prior to signed ratification by both Mayors.

**IN WITNESS WHEREOF**, this instrument has been executed *in duplicate* and legally approved and adopted by each of the parties hereto.

**CITY OF OAKRIDGE**

  
\_\_\_\_\_  
Bryan Cutchen, Mayor                      Date 4/20/2023

**CITY OF WESTFIR**

  
\_\_\_\_\_  
D'Lynn Williams, Mayor                      Date 5/1/23

**ATTEST:**

  
\_\_\_\_\_  
Kevin Martin, Police Chief                      Date 4-20-23

  
\_\_\_\_\_  
Nicole Tritten, City Recorder                      Date 5-2-23



## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** Asphalt Pump Track Proposal Update

**Agenda Item No:** 10.4

**Exhibits:** 4 Feasibility studies from other cities

**Proposed Council Action:** N/A (Info only)

**Author:** CA

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### ISSUE:

During the last Council meeting on 8/3/23, members of the Parks Committee presented Council with a proposal for a feasibility study to be done for an asphalt bike "pump track" to be built in the OIP Park. After discussion of the issue, Council requested more information and asked the CA to do more follow-up and then bring the issue back to Council at this meeting (8/17/23). Council also requested to have the CA try to find other feasibility studies done for other cities. I found 4 and included them as exhibits.

Rick Zylstra will be handling this issue now that he is back and will be meeting with the Parks Committee on 8/14/23 to discuss next steps, etc. He expects to have more information to Council, but not in time for the 8/17/23 council meeting.

**FISCAL IMPACT:** UNK

**OPTIONS:** UNK

**RECOMMENDATION:** N/A (Info only at this time)

**RECOMMENDED MOTION:** N/A (Info only at this time)





**Vision for a Community  
Pump Track/Skills Park**  
APRC Recreational Goals Meeting 2/11/19

**Who we are and who we represent**

- RVMBBA, Advocacy group for Mt Biking in the Rogue Valley.
- Represent all Mtn Bike users in the Rogue Valley as a voice for advocacy, trail maintenance, trail building, and public outreach.
- Responding to a growing trend around the West Coast to provide this form of recreation for citizens of all ages and ability levels.
- A Pump Track/Skills Park is the foundation for any sustainable bike community.



Oregon  
Mountain  
Biking  
Coalition

**THERE ARE  
620,000  
OF US.**

**PEOPLE OF ALL AGES & BACKGROUNDS ENJOY THE  
MANY BENEFITS OF CYCLING OFFROAD IN OREGON.**

Reynolds 2018

**Our Goals:**

- Develop a plan in conjunction with industry professionals, the City of Ashland Parks and Recreation Commission to design, build, and operate a bike skills park as an entity of the Parks System.
- Convince APRC to add our plan to the Recreational Goals in order to streamline our design and build, as well as help with funding and other areas that a partnership with Parks will bring.
- Secure a location that provides the best possible outcomes in terms of usership, sustainability, community support, and proximity to schools/town.

### What is a Pump Track/Skills Park?

-A collection of features consisting of variable terrain, surfaces, riding lines, and berms/rollers shaped in a way to offer a safe and progressive experience for all who choose to ride.

### Pump Track with features



### How would this benefit Ashland?

- Offer city youth more outdoor recreation opportunities to promote positive, active, healthy lifestyles in the ongoing campaign to get kids outdoors
- Foster a culture of growth, safety, and stewardship for our future watershed trail users by adding in the missing link - **the next generation**



### How would this benefit Ashland?

- Meet the infrastructure demand of one of the fastest growing outdoor sports in the country
- Take pressure off of the well used skate park and replace the current BMX park if Wastewater expands
- Continue to create a top bike-tourism destination on the West Coast by tapping into additional mountain bike demographics not currently served



## How would this benefit Ashland?

-Allow new mountain bikers to learn fundamental bike skills before taking on our valley's advanced trail system

-Children outgrow playgrounds but bike parks are a lifelong source of recreation

-Our citizens and constituents have asked for it en masse!



BICYCLE TOURISM ALONE FEEDS

# \$400 MILLION

INTO OREGON'S ECONOMY.  
(THAT'S A LOT.)

Chris Soper/Associated Press The Economic Significance of Bicycle-related Travel



Oregon  
Mountain  
Biking  
Coalition

## What would our Park look like?

3 main phases

### Phase 1

We propose to build asphalt surfaced Pump Tracks with artificial grass interior.

The following are the benefits of asphalt and artificial grass:

- Can be used year round
- Minimal maintenance
- Cannot be altered once installed(great for liability)



## What would our Park look like?

- Inclusive to scooters, skateboards, and bikes with road tires
- Aesthetically pleasing by offering clean, sharp lines and maintain an open park look.
- Artificial grass requires no mowing or watering of infield, and can be ridden when wet without leaving damage or drainage issues.





## Design details

- Two pump tracks side by side to separate distinct ability levels
- One asphalt pump track would be a beginner only, suitable for riders as young as 2 on balance bikes, up to beginning adult riders looking to learn how to safely ride. A beginner pump track would require a small area roughly 40 feet x 100 feet, or 2000 sq ft.
- A second asphalt pump track would be suitable for all other riders from older beginners to advanced. This would offer many more lines, options for riding, and would be larger. Recently built parks in the same model are roughly 8-10k square feet, or 120 ft by 80 ft.

## Phase 2

- Skills zone with wooden features/ramps/twists and turns to develop balance and confidence
- Wood or composite prefab materials used to create standardized and consistent, unalterable riding surface



## Phase 3 - Perimeter/Loop trail with features

A flow trail or slopestyle line to offer a short trail experience more in line with what a true mountain bike trail would involve.

- Progressive lines so anyone could ride it and attempt the features that they wanted to, skipping the ones they weren't ready for.
- Trail would align with the perimeter of the pump tracks to always keep aesthetics in mind and provide a loop experience for users.
- Trail would be the last progression for riders practicing for watershed trails, and would serve as a community teaching area for trail maintenance, building, and design.
- Could combine phase 2 and 3 to create a perimeter trail with multiple line choices and features

## Phase 3 - Perimeter trail with features



## Location

RVMBAs has explored several locations over the past year that would check the following boxes:

- Close access to schools and town for people who can't drive to existing trails
- Visible to public for safety, aesthetics, and good sightlines. A park of this caliber should be showcased to the public, not hidden in a corner.
- Existing grades conducive to construction
- Connectivity to existing play areas, bike trails, roads, etc.
- Community support

## Location

3 main locations we have identified as checking some or all aforementioned areas:

- Ashland Creek Park - Master plan
- Lincoln School - Currently ASD owned
- Property on Clay/East Main- No master plan, accessible, large area to incorporate different user groups, conducive grade to construction of park

## Costs and funding

Costs range from 250-300k for full build out

- RVMBAs plans to use 501c3 status to apply for available funding from multiple sources
- Portions of costs can be offset by grants, in-kind donations, and fundraising.
- Park can be built in phases by acquiring funding for individual portions of park.
- City funds. We hope that by adding this to recreational goals and with support we've demonstrated from community that the city would consider investing in this project.

## Build and Design

- Professional design and build is paramount to a successful project
- Hiring a professional bike park company only option in today's market.
- There are many examples of projects and portfolios online
- Important for RVMBAs, city, and contractor to work together to ensure product conforms to needs of city and RVMBAs.



## Community Support

- Support from our constituents and residents
- Positive Statistics coming from cities and communities who have bike parks. Hood River, Redmond, Redding, Truckee, South Lake Tahoe, Leavenworth, WA are all examples
- Ashland is a town with 8 bike shops, the biggest youth team in Oregon, hundreds if not thousands of local mountain bike riders, and a travel destination for riders all over the West Coast.



## Community Support

Parks Survey as well as large turnout at meeting demonstrates the overwhelming support for this project.

Supporters include teachers, doctors, nurses, and pillars of the community that understand the continued need for unique outdoor recreation opportunities.



## Closing

- Changing demographics
- Outdoor professionals and families moving to area
- Bike tourism has a large role in local and state economy
- Projects surrounding Ashland have been successful
- Numerous examples and models of how to do things the right way
- People willing to get involved to make this happen, and don't want Ashland left out!



## Closing

Vision of a community gathering place in which beginner to advanced riders can have a safe, progressive, and sustainable space to ride.

Returns on investing in our youth through bikes will be tenfold; building the next generation of stewards and riders by opening the sport to those who may not have access otherwise





**Thank you!**



## **Sources**

- Tahoe Area Mountain Bike Association
- Redding Trail Alliance
- Central Oregon Trail Alliance
- Blue Lotus Foundation, Leavenworth, WA
- Morgan Benbough, VP of Operations, Alpine Bike Parks
- Oregon Mountain Biking Coalition

## Attachment II



### Bringing Beginner Singletrack to Ashland (and Getting Kids Back to Nature!)

APRC Recreational Goals Meeting 2/11/19

### Nature Deficit Disorder

- The average American child spends 4 to 7 minutes a day in unstructured play outdoors, and **over 7 hours a day in front of a screen.**\*

\*\*Why Kids Need to Spend Time in Nature", Child Mind Institute

### Why Play Outside

- It gets kids moving
- It builds confidence
- It promotes creativity and imagination—you can see, hear, smell, and touch outdoor environments
- Researchers agree: kids who play outside are smarter, happier, more attentive, and less anxious than kids who spend more time indoors.

\*Richard Louv, *Last Child in the Woods: Saving Our Children From Nature-Deficit Disorder*

### How Can We Get Kids Outside And Into Nature?



**ESTABLISHING  
HEALTHY BEHAVIORS  
DURING CHILDHOOD  
IS EASIER**  
AND MORE EFFECTIVE  
THAN TRYING TO CHANGE  
UNHEALTHY BEHAVIORS  
DURING ADULTHOOD.

**OCBC**  
Oregon  
Mountain  
Biking  
Coalition

ADHD/EDW Program Final Report, William Kennedy, The Specialized Foundation (2012)

What's wrong with existing MTB trails?

- Much too difficult
  - Like skiing Mt Ashland without Sonnet or Corner
- Hard to access without driving
- Unlikely to happen without direct parental involvement

I thought you guys wanted a pump track?

We do!

Symbiotic relationship

- A. Pump track builds skills
- B. Beginner trail lets kids take those skills onto real singletrack *while* getting them into nature

## Communities are recognizing the value in trails.

"Trails used to be seen as something communities had to 'deal' with. Trails are now seen as the 21st century version of ball fields. If you don't have a mountain bike trail system, you're probably not part of the 21st century."

Rich Edwards

IMBA Trail Solutions Director of Construction and Operations

## Communities are recognizing the value in trails.

- Grants Pass spending \$2 million on Dollar Mountain trail network
- Coos County spending another \$150,000 on Mtn biking trails
- City of Klamath and local trail assn. are working together to make the area a Mtn biking destination
  - Spence Mtn, Moore Mtn, Brown Mtn, Klamath Ridgeview Trail, 150+ mi Great Klamath Circle Trail



## The ideal Ashland beginner trail would be:

- Close to town
  - No driving necessary
  - No parents necessary (appeals to kids and parents alike)
- Low angle
  - An easy climbing trail (multi-use ok)
  - An easy downhill MTB only trail
  - Would allow kids and beginners to play and hone skills
- Would serve as a gateway to the watershed trails for kids *and* adults
  - Would give beginners a safe place to ride while giving experienced riders a road-free way to access watershed

The ideal Ashland beginner trail would be:



Outer Lithia checks all the boxes!

- ✓ Close to town
- ✓ Low angle for easy up and down
- ✓ Perfect location to serve as a gateway to the watershed trails for kids—*and* adults

What's there now?



Homeless  
Camps





Poison Oak

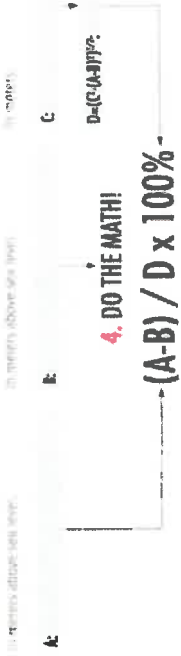


More Homeless Camps

**A QUICK CHECK FOR YOUR FLOW TRAIL PROJECT**

To check your flow trail project before you build it, we've put together a quick check to know if you're on a good way to a sustainable trail or if you should rethink some aspects first. This check does not replace any planning or design work, but we hope it helps to share some of our experience. Just follow these steps:

- 1. WHAT IS THE ELEVATION AT THE STARTING POINT ?**
- 2. WHAT IS THE ELEVATION AT THE END POINT ?**
- 3. WHAT IS THE TRAIL'S PLANNED DISTANCE?**



THE SLOPE OF YOUR FLOW TRAIL IS:

185 ft elevation loss/3854 ft = 4.7% grade

THE SLOPE OF YOUR FLOW TRAILS: 4-7%

5. CHECK YOUR PROJECT

Perfect Pitch!

0 - 3 %

Your flow trail covers a lot of distance with a small slope. Great set up to build a sustainable flow trail! But make sure your mood flat areas and apply a consistent side slope.

4 - 8 %

You've hit the sweet spot if you get water from your trail and your design includes armoring at the steepest sections. Breasting bumps will turn up on multiple spots and depending on your water management, annual maintenance costs could be high.

9 - 11 %

Adapt your design and make your trail steeper. Your flow trail will be more fun, but armoring at the steepest sections. Breasting bumps will turn up on multiple spots and depending on your water management, annual maintenance costs could be high.

12 - 15 %

Rebunk the design of your flow trail. It should be half as steep to keep maintenance costs low and cause less breaking bumps.

15 % and more

Sorry, this check is for flow trails. Your trail is a race course. That's awesome, but we are no experts when it comes to race tracks. Should your trail be intended for the masses go back to 4-8% or before it's too late.

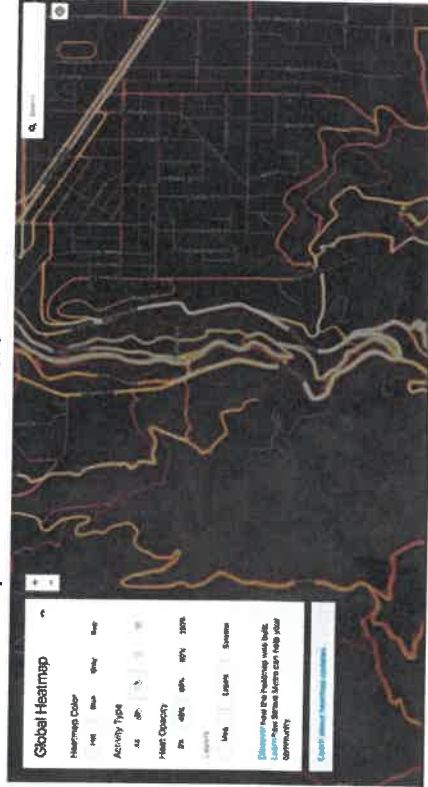
Objections: Why not use Pioneer St.?

- It doesn't accomplish the goals of:
  - A. Getting kids onto singletrack and into the woods
  - B. Getting riders off the street (doesn't go anywhere)
  - C. It's not mountain biking

Objections: That area of Lithia is already being used.

- Won't impact existing users
- Under-utilized compared to the rest of the park
- Observed only five (legal) users in 8+ hours!

Strava Heatmap--Runners & Hikers



## How are Mtn Bikers getting to/from watershed trails now?



## Two small trails with many benefits

- Do it for the kids—but also for the adults
- Gets Mtn Bikers off the road
- Also gets drivers off the road
- Safer, reduces driver conflicts, more people ride from town (great for business!)
- Less carbon pollution

## Added benefit

More active users in East Lithia = fewer homeless camps in East Lithia

## Ok, how much is this going to cost?

- Average trail building cost for machine built downhill = \$7 per linear ft.\*  
\$7 x ~4,000ft = \$28,000  
Morgan Benbough, Vice President Alpine Bike Parks
- "Ashland desperately needs this. I'll do it for \$9999."  
Jake Contreras (Builder of Lizard and Jabberwocky II)
- Uphill trail hand-built by volunteers. Aka free!



The real question is how much is this going to save?



**MOUNTAIN BIKING  
SAVES OREGON  
\$26 MILLION  
ANNUALLY IN HEALTH  
CARE COSTS.**

**OM  
BC**  
Oregon  
Mountain  
Biking  
Coalition

(Bauerberger 2018)



**EVERY \$1 SPENT  
ON TRAILS LED TO  
\$2.94 IN DIRECT  
MEDICAL BENEFIT.**

**OM  
BC**  
Oregon  
Mountain  
Biking  
Coalition

A Cross-sectional Analysis of Physical Activity Using Bicycles from Trails, Wang, G., et al., (2004)

It's time to recognize  
Ashland for what it is:  
The mountain biking capital of  
Southern Oregon

It's time to recognize MTB trails for  
what they are:  
Hugely beneficial to the health,  
happiness and wellbeing of Ashland  
residents and visitors alike.

The Outer Lithia Trail would solve two  
critical issues by providing low-angle  
beginner terrain, plus road-free  
access to the watershed.

## Multi Goal Sport Court Proposal

January 31, 2019

To: Ashland Parks and Recreation Department

From: Rogue Valley Bike Polo Club

Re: Proposal for Multi-sport court project at Hunter Park

Thank you for the opportunity to present our proposal to expand recreation opportunities at Hunter Park. Our goal is to serve a more diverse demographic of hard court-based sports by modifying existing facilities and repurposing an existing court at the south end of Hunter Park.

Presently, Court 5 at Hunter Park serves as the location for Rogue Valley Bike Polo, which meets regularly throughout the year on Monday nights and hosts an annual tournament that brings participants and spectators from up to 500 miles away. Court 5 also serves as one of several available courts for local tennis players, however its use is limited and other opportunities remain available to interested tennis players throughout town.

In its current form, each night the court is in use we must construct and deconstruct the bike polo court by temporarily removing the tennis nets, filling holes with fitted wood pieces, and moving side-boards that we custom built and funded to support our club. We appreciate the opportunity to play at Hunter Park, but this current situation presents safety and logistic challenges.

We are proposing a modification to existing infrastructure that will expand existing recreation opportunities for goal-oriented hard court sports by dedicating one court to serve a mix of sports, while still allowing its current users to enjoy the remaining 7 courts at Hunter Park as well.

This project would serve several popular recreation activities, including Bike Polo, Futsal, Roller Hockey, Street Hockey, and Roller Derby; to name a few.

Below you will find a draft proposal with estimated costs that can serve as a first step in evaluating our proposal. In short, we propose minimal changes that will improve the safety and logistic challenges we currently face, for instance the light posts will remain unchanged and the court structure will remain the same material. But by installing dasher boards and safety nets the light posts are removed from the field of play and the nets would help keep balls in their designated court.

Thank you for the opportunity to present our proposal, we are happy to answer any questions and look forward to working with the City of Ashland to partner in this great opportunity to expand recreation opportunities in the area.

Rogue Valley Bike Polo  
Proposal details:

Changes to be made and estimated costs

- Remove tennis nets
- Remove fencing to North, East and West
  - \$1500
- Construct viewing area
  - Bleachers (2x20') on East side
    - \$2,000
  - Covered area 9x30
    - \$5,000
  - BBQ
    - \$400
  - Install concrete ramp and landing to connect sidewalk. Approximately 700 sq ft
    - \$5,000
  - Railings, approximately 90'
    - \$3,000
- Install dasher boards with netting
  - Materials \$19,000
  - Installation \$5,000
- Landscaping

Total project cost	\$40,900
If skating rink boards may be repurposed, subtract	-\$17,000
	<b>\$23,900</b>

**Contact**

**Eric Michener**



**Daryl Witmore**



Hi Daryl,

Good talking with you this morning.

I updated your 60' x 120' quote with the following changes:

- Added the Hockey Netting that we discussed
- Calculated the freight from St. Paul, MN to Ashland, OR
- Applied our upcoming Spring Flash Sale Discount

I plan to send you a Welcome Video and other useful videos that discuss rink planning, installation, etc. The videos are designed to be useful, but you may always opt out.

**Your Rink Build**

Rink Components	Qty	Price	Total
Tall (42") Boards	81	\$187.00	\$15,147.00
Tall (42") Gates	1	\$263.00	\$263.00
Tall (42") Corners	4	\$363.00	\$1,452.00

**Anchor Plates**

5' x 40' Hockey Netting

10' x 60' Hockey Netting

86

5

2

\$22.00

\$95.00

\$320.00

\$1,892.00

\$475.00

\$640.00

**Rink Component Subtotal: \$19,869.00**

**Shipping: \$1,125.00**

**2019 Spring Flash Sale Discount (YOU SAVE):**

**(all discounts good thru 03/31/2019) (\$2,200.00)**

**Grand Total: \$18,794.00**

Thanks again and I look forward to hearing from you!!

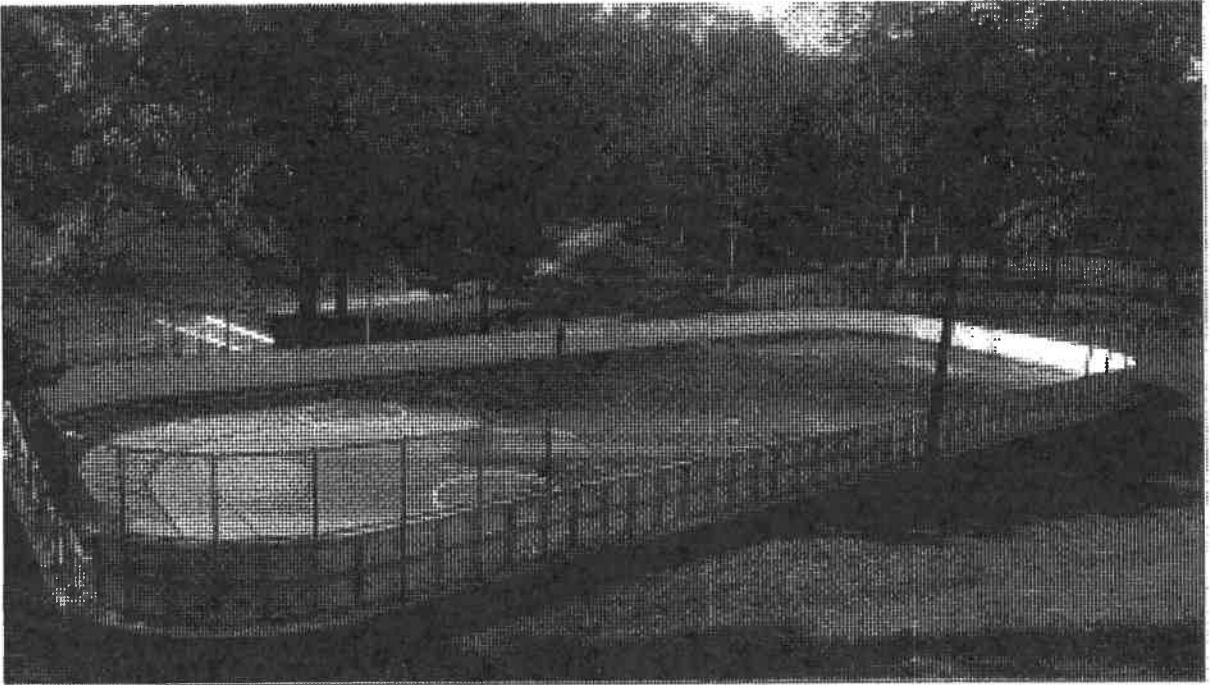
Thank you.

**Mike Miller**

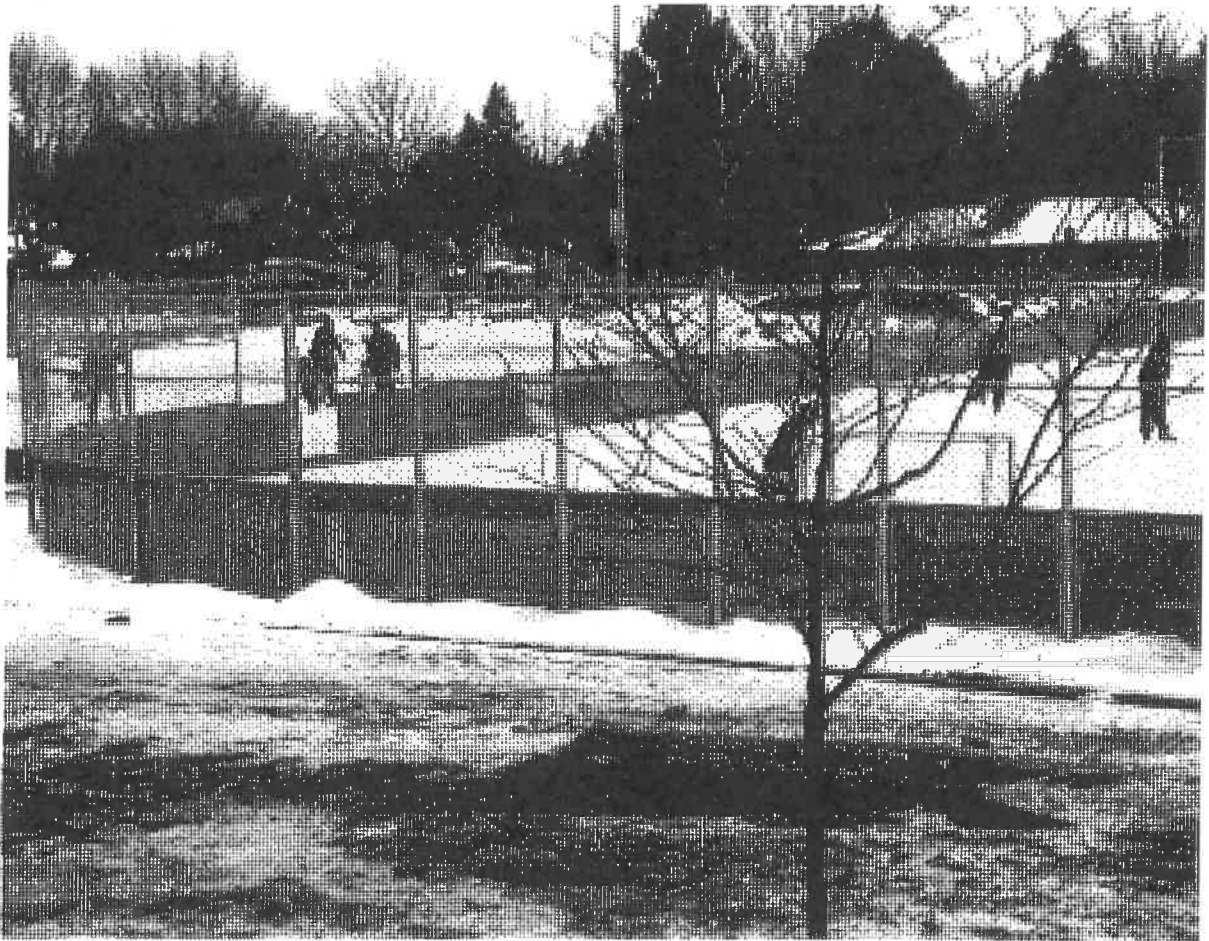
**Mobile Direct: 612-281-8855**

**Toll Free: 855-355-3131**

**Email: [sales@d1backyarddrinks.com](mailto:sales@d1backyarddrinks.com)**



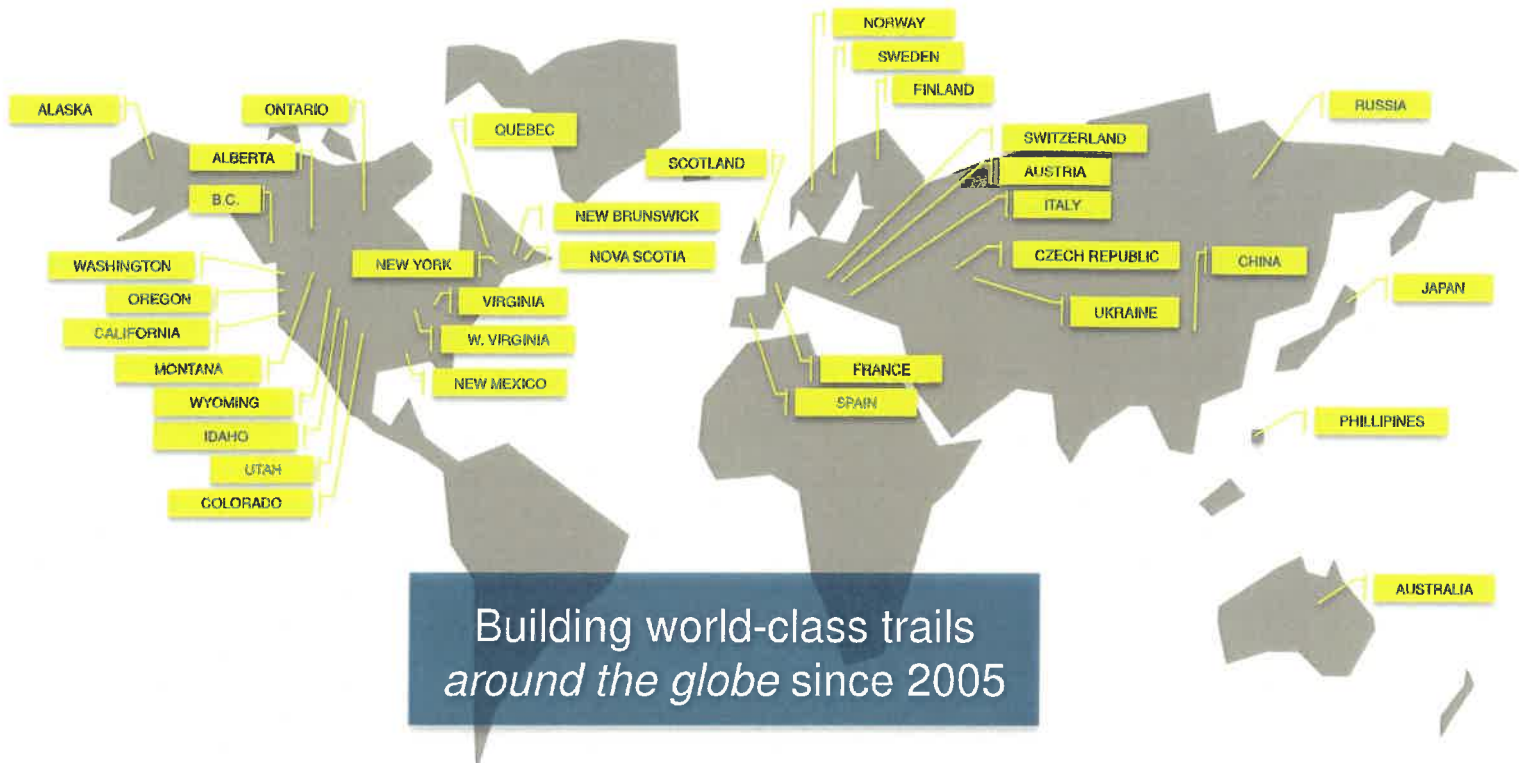
Example of proposed court







# Feasibility Report



December 17, 2018

Produced for:

City and Borough of Juneau  
Juneau, Alaska

Produced by:

**Gravity  
Logic**

INNOVATIONS IN BIKE PARK  
DESIGN + DEVELOPMENT  
WHISTLER, BC

---

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2018



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## 1.0 EXECUTIVE SUMMARY

**Eaglecrest:** From the base of the mountain, Eaglecrest appears to have many of the assets required for the development of a modest but exciting bike park. The topography is interesting, and the vertical differential of the most appropriate lift is perfectly suited for the design and construction of a variety of lift-accessed trails. Most importantly, however, the stakeholders we met on the ground had the unbridled enthusiasm and stubborn resolve required to bring a project from an idea, to planning, to execution.

Two Gravity Logic staff spent two days on the ground in an effort to identify the best plan on which to develop a sustainable lift-assisted mountain bike park. What was found, unfortunately, was some of the most challenging topography, poor (or lack of) soils, and complex hydrology we have ever witnessed. In short, the development of a financially sustainable mountain bike park does not appear to be possible. Even with the infusion of great deal of initial capital, the operating costs vs the forecast visitation would likely mean a significant yearly subsidy just to keep the lifts spinning.

With very few (if any) exceptions, modern bike parks need to offer a wide range of trails to attract riders of all ability levels. Green trails provide opportunities to generate revenue through bike rentals and lessons. These trails, even in the best terrain, tend to be especially difficult to build because of their width, large radius corners, and need for a very consistent trail surface. Blue Flow trails, another important piece of the puzzle require copious amounts of dirt to shape berms, rollers, and jumps. Unfortunately, in the case of Eaglecrest, the muskeg covered ski runs are generally inappropriate for trail building and most of the tree islands and forested areas are either too steep, too wet, or lacking in appropriate amounts of good soil to build modern trails. Once the thick mat of tree roots and organic material is removed, it is likely that almost the entire length of trail would have to be capped with drain rock, cloth, and soils brought in from an external source. This is an extremely expensive and time-consuming process. Even if this long and difficult trail capping is undertaken, the final product is likely to be very expensive to maintain and difficult to alter without starting from scratch.

Given the modest permanent local population likely to be patrons, a bike park at Eaglecrest would have to draw a large percentage of its guests from the ever-increasing number of cruise ship that tie up in Juneau's busy port. Even though the demographics of the cruise ships are changing, with more families and an overall younger clientele, the majority of the guests visiting Juneau on the cruise ships are not the type of visitors who are likely to be interested in lift access mountain biking. Non-traditional cruise ships (i.e UnCruise Adventures) would certainly provide a more appropriate potential clientele, but the numbers required to offset the enormous capital costs invested presented in the pro forma would be unlikely. This, combined with the ships

relatively short time in port, makes attracting large numbers of cruise ship passengers out to Eaglecrest for a downhill mountain biking experience unlikely.

While we did examine other areas that might be accessed by future lift expansion, our study did not lead us to the discovery of any significant areas appropriate for trail building. The forested areas that were not primarily muskeg were all quite steep and very wet, with an extensive layer of organics and large amounts of free flowing water.

Although we did not see much opportunity for a commercially viable bike park on the lower reaches of the mountain, we were more enthusiastic about the terrain at the top of the Ptarmigan lift. The views of the ocean, glaciers, and rocky peaks from the top of this lift were amazing, leading us to contemplate the possibility of a limited sightseeing/alpine hiking product located in this area that could be offered to cruise ship guests. We explored the existing short trail network in this area, and we thought that perhaps this sightseeing and hiking product, in association with a limited food and beverage operation at the top of the mountain might be able to attract cruise ship guests to ride the lift and take in the magnificent views. The short, hardened multi-use trails could be expanded (certainly an expensive and time-consuming process). With the tram at the cruise ship dock already at capacity on busy days, Eaglecrest could possibly position itself to attract a portion of these guests. If this sightseeing product was financially viable, it might also be possible to allow bikers to also use these ridgetop trails. Over time, the ridgetop network could be expanded and linked to one or two trails descending down to the base of the resort. Although this would not represent enough quality trails to create a financially viable bike park, it may be possible to offer this “community amenity” piggybacked on a more financially successful sightseeing operation on the Ptarmigan lift.

This report outlines what could be built in terms of a “typical” lift-accessed bike park but, with respect to financial sustainability, should probably not be built.

**Areas to consider outside of Eaglecrest:** As part of Gravity Logic’s visit, we spent an additional 2 days examining existing and potential areas for the possible development of non-commercial mountain bike trails. While we were able to briefly tour a dozen different sites, we have focused our report on what we feel are the most appropriate for future trail development. The areas covered in this report are: Pederson Hill, Cope Park, The PBR Zone, and Lower Perseverance. Regardless of where (and if) Juneau might decide to invest in additional trail infrastructure, it should be understood that trail construction costs are likely to be significantly higher than most areas in the lower 48. The complex hydrology, abundance of rock, clay, and muskeg, and the generally steep slopes will make sustainable trail design and construction a formidable task.

## 2.0 OUR COMPANY

Gravity Logic is the world leader in the design of safe, sustainable and progressive mountain bike trails for summer resort operations.

The company was founded to utilize the expertise gained in building the Whistler Mountain Bike Park—the World’s #1 Bike Park—to assist other businesses in the design, development, and construction of unparalleled park riding experiences by creating trails and facilities that thrill riders of a wide variety of ages, skill, and interests.

### 2.1 OUR SERVICES

Gravity Logic provides a wide range of services to clients who are interested in developing their mountain biking products, including:

- Feasibility Studies
- Operational Assessments
- Design and Planning
- Development and Construction
- Rental and Retail Consulting
- Safety and Risk Management

### 2.2 OUR TEAM

Gravity Logic was founded by the team behind the Whistler Mountain Bike Park’s success. In fact, Gravity Logic is still actively involved in the continuing development of the Whistler Bike Park.

**Dave Kelly** is the true genius behind A-Line, Dirt Merchant and Whistler’s legendary “flow”. He has been involved with the Whistler Mountain Bike Park since its opening in 1996. Dave was among the first to officially establish downhill mountain bike trails on Whistler Mountain and continued to work as part of a small trail crew / summer patrol for the following four years. As the mountain bike park grew, Dave worked his way up from lead hand, to crew supervisor, to co-manager of the Whistler Mountain Bike Park. Dave also has eleven years-experience with the Whistler Mountain Ski Patrol. Because of Dave’s extensive experience in the field of risk management, he has been called upon to offer expert advice on the safety, risk management and construction practices of mountain bike parks around the world. Dave was instrumental in the design and construction of the Trestle Mountain Bike Park, which is currently the most successful mountain bike park in the United States.



**Tom “Pro” Prochazka** managed the Whistler Mountain Bike Park from 2001 to 2007. His ability to visualize trails and trail features that are both progressive and safe has earned him international respect from casual park visitors and professional riders alike. Tom’s twenty years of experience as a carpenter and sawyer are an incredibly valuable asset in terms of designing trail features that are structurally sound, safe, and fun to ride. Tom, also our resident jet-setter, is racking up the air miles travelling to such far flung places as Ukraine, Russia, Italy and Sweden, and continues to travel the globe offering advice to resorts hoping to emulate Whistler’s success.

**Rob Cocquyt** worked on design and construction of the first trails on Whistler Mountain in 1995. In 1996, he established his own trail design and construction company and, over the following years, secured government funding and hired crews to build some of the West Coast’s most highly regarded trails. Rob worked full time with the Whistler Mountain Bike Park from 2005-2008 as lead hand, carpenter, and finally as trail crew supervisor. Rob is Gravity Logic’s go-to guy for mapping and GPS work, occasionally finds himself running a mini-ex, and spends an inordinate amount of time laying out and designing trail in the thickest, thorniest forests to be found in the world. Rob was the project manager in the design and construction of a 63-kilometer downhill and cross-country trail network in West Virginia for the Boy Scouts of America permanent jamboree site.

The Gravity Logic core is assisted by a variety of consultants and contractors on an “as needed” basis. We have direct access to experts in Risk Management, Mapping, Environmental Planning, Rental/Retail, Event Planning, and many other areas.

### 3.0 AIMS AND OBJECTIVES

This report serves to provide a broad overview of the work carried out by Gravity Logic at the Eaglecrest Ski Area, The PBR Zone, Cope Park, Pederson Hill, and Lower Perseverance between October 1<sup>st</sup> and 4<sup>th</sup>, 2018. The aims and objectives of the visit and follow up work were as follows:

- To examine, through on-the-ground proofing, the potential (in terms of capacity, scale, and scope) of Eaglecrest ski area as the site of a commercial mountain bike park.
- To examine additional mountain bike development opportunities in the greater Juneau area.

### 4.0 MARKET

#### 4.1 POPULATION

Typical of many ski areas around the country, the immediate Juneau and Borough area has a relatively small permanent population of approximately 33 000.

Given the modest population of locals and visitors able to easily access Eaglecrest, the quality and variety of the product would be a major factor in determining how far riders would travel to visit the mountain, and how many riders Eaglecrest ski area might be able to attract.

*In 2007, a British Columbia Mountain Bike Tourism Association study showed that 56% of Whistler's riders were overnight visitors, with 60% of riders arriving from outside of British Columbia. International visitors alone made up 21% of Whistler's visits. Riders in the bike park stayed in Whistler an average of 5 days compared to the overall resort average of 3 days. More anecdotally, an excellent example of the travel-willing ways of bike park guests is Sugarloaf Bike Park, located in northern New Brunswick, Canada. This small bike park (less than 500 vertical feet) has season's pass holders from as far away as Montreal (a 10-hour drive) who make regular 2-4 day trips to ride the park. It is worth noting that these same riders are bypassing other larger bike parks such as Bromont and Mount Saint Anne along the way. With the help of Gravity Logic, the trail network at Sugarloaf has become quite popular in Eastern Canada, and it enjoys a modest following both locally and regionally.*

***Eaglecrest ski area's biggest challenge (and opportunity) would be to create a park that riders are willing to visit for more than one day.***

It is not unreasonable to assume that the evolution of Eaglecrest ski area into a quality bike park destination could encourage riders to travel surprising distances. It would be important to develop a core local ridership from the immediate area to act as Eaglecrest ski area's small army of bike park ambassadors (through social media and word-of-mouth). Riders that are considering driving to visit Eaglecrest ski area would need to have their plans initiated by Eaglecrest ski area's marketing efforts, validated by the riding community, and further encouraged by an easy and attractively priced booking process that includes an incredible product.

## 5.0 PRODUCT ATTRIBUTES

### 5.1 TERRAIN FEATURES

**General:** The terrain that forms the study area was explored by foot with an eye towards revealing its challenges and opportunities. Our exploratory walks led to the discovery of wetlands, rocky ridges, peat meadows, and stunted forests with a mixture of copious amounts of rock and good quality mineral soil.

As always, our challenge at Gravity Logic is to design a trail network that link geological and topographical features together in a way that results in a bike park that feels more organically designed and with natural flow being more the result of interesting micro-topography rather than the result of moving mountains of dirt. Eaglecrest poses a unique challenge in this regard in that the best terrain and best soils are not located in areas conducive to reasonable lift access.

### 5.2 EXISTING TRAILS

The existing flow trail built on the ski run as a prime example of what can be expected with further trail building on the muskeg. Although a large amount of volunteer effort, time and capital went into the construction of this trail, the results were only modestly successful. Although some improvements in the layout and construction method could be suggested that would help improve the flow of this trail segment, it is our opinion that building a “floating” flow trail on the muskeg should not be continued. It will likely continue to sink and settle, and the membrane used in the construction process will forever continue to reveal itself. This type of construction will be expensive initially and require continuous and expensive maintenance. Unfortunately, excavating below the muskeg, and building the trail back up with rocks and dirt would be a very expensive and time-consuming task, if it is even possible. At all the resorts we visit, we strongly advise against building long sections of trail on open ski runs. Trails on open ski runs are more exposed to the weather and require more maintenance than trails built in the forest. Also, berms and jumps built on ski runs have significant impact on winter operations, especially in areas of low snow or limited snowmaking. Trails on ski runs should be limited to straight crossings with minimal features. These crossings should be used to link up trails built in forested areas or tree islands, where the majority of the length of trail should be built. Unfortunately, extensive exploration of the remaining tree islands did not lead us to the discovery of any significant areas appropriate for trail building. The forested areas that were not primarily muskeg were all quite steep and very wet, with an extensive layer of organics and large amounts of free-flowing water.

## 6.0 OPERATIONS AND INFRASTRUCTURE

### 6.1 LIFT

The existing lift at Eaglecrest would adequately serve the expected number of visitors. While we generally suggest purchasing purpose-built trays for uploading bikes, Eaglecrest would likely be able to use an inexpensive “hook” style carrier mounted on every third chair. Modifications to the load/unload areas and ramps may be required to safely allow pedestrians / riders to use the lift.

### 6.2 PATROL / RISK MANAGEMENT

#### **Patrol:**

Eaglecrest ski area would need to establish **a full-time dedicated** bike patrol, regardless of the size of the bike park operation. Ideally, Eaglecrest ski area’s bike park patrol will consist of individuals who already possess a background in mountain biking as well as first aid. Bike patrollers should all be advanced or expert level riders. This will reduce workplace injuries, and will allow for quicker responses to injured guests. Additionally, patrollers who have a background in mountain biking will be better able to recognize safety concerns and trail maintenance requirements that can be documented and passed onto the dedicated trail crew.

In general, the procedures, paperwork, training methods and equipment used for winter ski resort operations can all be adapted to the summer bike park operation. The minimum first aid and CPR certifications for patrollers are the same as for winter ski hill operations.

We recommended a minimum of 2 patrollers per day. Our pro forma numbers are based on a minimum of 2 patrollers plus an additional patroller for each 200 riders/day. This will allow for the patrol team to potentially respond to multiple incidents at the same time. Additional patrollers can be added based on increases in rider visits and the expansion of the trail network. Other considerations (overall acreage accessible, events, etc.) to staffing levels will also have to be taken into consideration and adjusted accordingly.

Although cooperation between departments is an integral part of any successful operation, Gravity Logic does not recommend “job sharing” between patrol and other departments such as lift operations or trail crew. The responsibilities of a patroller in a downhill bike park are quite extensive, especially when the crew is small. Between morning trail checks, responding to injured guests, maintaining fencing and signage, end of day sweeps and the inevitable “things to do” list, patrollers will have no shortage of tasks requiring their full attention. Similarly, trail crew staff will have an endless stream of tasks to fill their time, and should not be expected to leave those tasks to respond to first aid.

### 6.3 HOSPITAL INTERFACE

The summer patrol will need to establish procedures with the local health care facilities. Trail design should include emergency access locations some of which may be accessible by 4wd

ambulance. As part of its SOP's, Eaglecrest ski area would need to coordinate with the appropriate emergency services to communicate the locations of these access points. Once again, existing winter procedures will provide a logical starting point. Gravity Logic has the expertise to facilitate the creation of these critical procedures.

## 7.0 STAKEHOLDER CONSIDERATIONS

### 7.1 LOCAL BUSINESS

Local businesses in Juneau are heavily reliant on revenue from the cruise ship industry. It is worth noting that, if the city were to actively try to capture some of the cruise ship business, it might be seen as competing with its own "shareholders". While this negative perception could be somewhat mitigated by including private business in the business plan (i.e having an existing bike rental company provide bike rentals for a Bike Park) this approach would also negatively effect the viability of the Bike Park itself.

### 7.2 POTENTIAL BARRIERS

**Capital Investment:** As with any new operation or capital improvement, the willingness to invest the amount of capital required can represent a significant barrier. In terms of bike park operations, it is important to understand that operators which "dabble" or fail to treat their bike parks as legitimate operations have a difficult time realizing a return on investment conducive to long term success. Conversely, operators that understand that bike parks are a real (although smaller) business every bit as important as their ancillary operations are seeing impressive growth from year to year. While Eaglecrest ski area has potential to attract guests from the nearby population centers, it also has a great deal of work to be done (and capital invested) to build the type of infrastructure that will convert its permanent and tourist population into year-round Eaglecrest ski area advocates.

**Operating Costs:** Given the modest visitation projections, the operating costs of running a lift assisted bike park would likely exceed the potential revenue. Unless additional uses for the lift could be justified (sight-seeing / mountain coaster) the standalone operation of a bike park would almost certainly require a subsidy to cover additional staffing, maintenance, and electrical costs.

## 8.0 PRODUCT OVERVIEW

Many bike parks around the world have achieved varying degrees of success not because of what they do, but despite what they do and have been unable to fully capitalize on the growth of the sport. They have found and retain existing riders but have done little to foster loyalty from new riders. They have built their brand on being exclusive rather than inclusive and with trails catering to more advanced riders rather than to the unmet needs of beginners and intermediates.

Recognizing that (*just like a ski area*) a bike park's offerings need to cater to the beginner, the advanced, and everyone in between we would like to envision Eaglecrest as a trail destination for all riders - where 16 year-old rippers can ride with their parents and where girlfriends can bring boyfriends, husbands can bring wives. Most importantly we like to see a bike park where someone can learn how to ride a Green DH trail for the first time, where they can safely progress to riding every challenge the mountain has to offer, and where they can still enjoy the rush, predictability, and easy-on-the-body joy of a flowy blue trail as their tired old bones carry them down the mountain many years later. We want riders to dream, to plan, to validate, book, experience, and then advocate for other riders to join the cycle. Eaglecrest ski area will need to ensure that the trails are packed – top to bottom – with **“More Smiles Per Foot”** that will help define the Eaglecrest bike park. Creative trail design will be required, but we feel that ample doses of art and science can lead to the development of memorable story-creating trails. What Eaglecrest ski area needs is a Green trail to teach beginners, A Blue jump trail to satisfy the masses and make them feel like mountain bike rock stars, and a race ready DH to appease the riders who want to point their bikes downhill and beat their previous lap time.

Capital and operating costs aside, Eaglecrest has the potential to increase purpose-built mountain bike specific offerings in Alaska considerably, and to fill the unmet needs of both dedicated mountain bike riders and adventurous families. The vastly underserved market for beginner and intermediate riding terrain cannot be ignored. Beginner and intermediate riders are more likely to rent bikes and sign up for lessons, increasing the opportunities for the bike park to prosper.

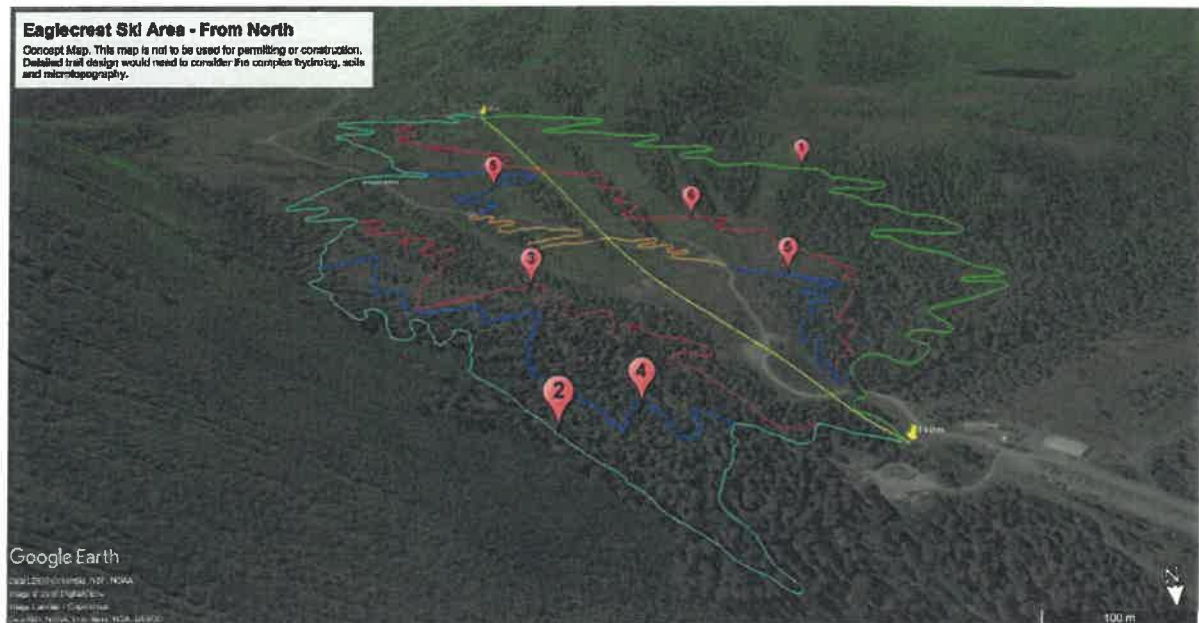
**Lift-Assisted Mountain Bike Park:** We have drawn the DH conceptual trail map with the same approach as we would with any ski area we visit except for the number of trails being scaled back to reflect a more realistic capital expenditure given the anticipated high construction costs. The concept map allows for a top-to-bottom Green trail and a variety of Blue and Black (drawn as red lines) trails.

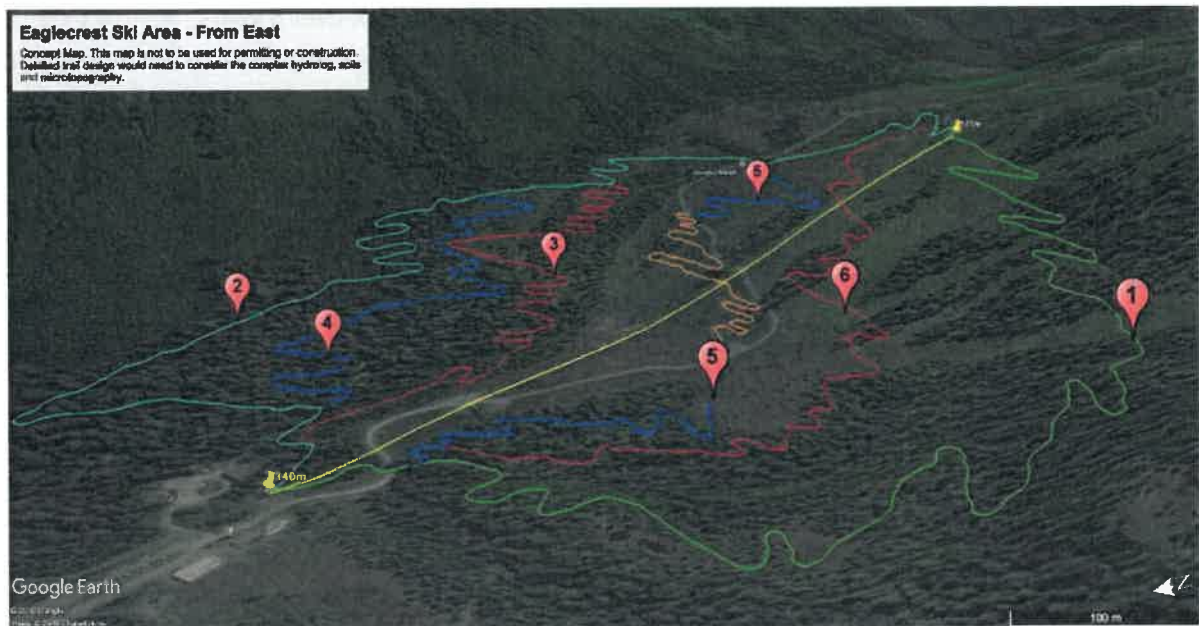


The plan calls for the construction of 13.12 km of trails to be built over 5 years. All trails would require a **very** significant amount of good quality mineral soil to be imported to raise the tread and allow for the construction of ditches and technical trail features. Trail costs (\$80-\$120/m) are a high level estimate that would need to be refined during detailed trail design. The placeholder number, however, is based on recent real-world costs in the Pacific Northwest in some similar challenging terrain with an additional cost added to reflect the need to import soils.

Years 4 and 5 would not have any full length trails built but a placeholder “Infill Trails” has been added to the pro forma to allow for the construction of any needed connectors and variations to existing trails.

The maps below show conceptual **numbered** trail corridors. Please note that this map is a visual tool to help identify where trails might go and how they might tie together. It should not be used for permitting purposes. Detailed trail design (should this project move forward) will consider the micro topography, soils, sensitive areas, and operational constraints that are beyond the scope of the feasibility assessment.





## 9.0 DESIGN AND CONSTRUCTION PLAN

### 9.1 THE DEVELOPMENT OF A TRAIL PLAN

A well-designed downhill mountain bike facility must be able cater to the full spectrum of visitor's abilities while having minimal environmental impacts and low maintenance costs. A balanced approach to the development of a trail network is key to the success of the bike park.

To identify the proper terrain for any given trail, the Gravity Logic team spent two days on the ground walking and observing as much of Eaglecrest ski area as practical.

### 9.2 THE TRAIL PLAN

Any successful mountain bike facility must pay careful attention to the layout and design of the trail network. Some of the trails, designed to accommodate the wide spectrum of riders that the park will attract, will need to be built by machine. Other trails might also have Technical Trail Features (TTF) built into them, at a degree of difficulty appropriate to the overall trail rating.

All mountain bike trails on the conceptual plan have been designed with approximately 5%-14% average grade over the length of the trail. A 10% grade is generally considered sustainable in terms of resistance to erosion and damage. Moderately graded trails (<10%) work with most soil types, minimize erosion, and allow for flexibility of design. As it is the average grade, some trail segments would understandably be greater or less than 14% based on detailed design.

The conceptual trail corridors have been identified on the attached maps. Further field studies (ground-proofing) will identify positive and negative control points in order to refine exact trail locations and incorporate positive flow and transition between trail segments. Control points



identify specific areas along the trail that should be connected (positive-viewpoints, terrain benches, unique geography etc.) or avoided (negative-watercourses, user conflict, extremely difficult construction challenges, wildlife habitat, etc.).

### 9.3 DEVELOPMENT SCENARIO

Our construction plan has the bulk of new trails being built over a period of 3 years, with additional improvements and adjustments to existing trails through years 4 and 5. We strive to design trails as not just Green, Blue, and Black, but rather Light Green and Dark Green...Light Blue and Dark Blue...Black and Double Black. We feel that a properly planned trail system allows Green riders to safely progress to the Blue trails and allows instructors to teach Blue skills in a controlled environment. We want Blue trails that offer progression into Black trails.

### 9.4 CONSTRUCTION PLAN

**Trail Design and Construction:** There are several resources available that outline and diagram specific trail construction techniques. It will be important that Eaglecrest ski area proponents present any construction documentation as guidelines rather than standards. Flow trail design and construction is unique in that the goal is to create a sustainable surface with minimal impact. Typically, the goal is to use the micro topography of the land (where possible) rather than excavating or importing large amounts of material. In the case of Eaglecrest, most trails would need a significant amount of both base and capping material to properly manage water and to provide a suitable tread.

Many resources quote the size of the material to be used, the degree of compaction required, the minimum turn radius and slope angle. Not only is this not practical for lighter-on-the-land trail construction but it can work against the natural flow of the landscape.

While Gravity Logic follows the generally accepted sustainable methods of construction, downhill mountain biking is a relatively new pursuit compared to cross country mountain biking and trail construction techniques are quickly evolving to accommodate the different types of bikes, riding styles, and sheer volume of riders that are likely to do laps on a well-designed and well-built mountain bike trail. While many of the fundamentals of trail construction are similar to trail building techniques used since the beginning of time, there are a few key differences, particularly in the insloping of trails and water management.

Generally, Gravity Logic-built downhill trails are insloped (the bench of the trail is canted back towards the hill). This forces water to run to the inside of the trail bench and into frequently placed culverts. The water flows into a small sediment trap and only flows through the culvert if the volume exceeds the ability of the sump to naturally drain. The added retention time created by the sump allows sediment to fall out of suspension. Sumps are generally cleaned as part of regular trail maintenance on an as-needed basis. Aggressively insloped turns (berms) allow riders to maintain their speed without the need for aggressive braking and the erosional effects associated with it.

Frequent grade reversals are another key component to minimize erosion. Based on observations made during our visit, the soils at the Eaglecrest ski area site appear to be generally stable. However, even the most stable soils can quickly erode due to sediment recruitment caused by a combination of an excessive volume and velocity of water. Long uninterrupted downhill trail segments can quickly channel an amount of water that will invariably lead to scouring and trenching. A fundamental part of our design process is to incorporate very frequent grade reversals to minimize the volume and velocity of water captured by any individual trail segment. Grade reversals have the added benefit of creating a roller-coaster effect for riders.

- Forest clearing in the proposed trail corridors would be reduced to the extent practical through careful trail layout and design.
- Trails corridors will be grubbed (cleared of organic materials) in order for the trail surface to consist solely of quality mineral soil. Grubbed organics may be used to re-vegetate off-trail disturbed areas.
- Watercourses will be avoided or spanned with bridges. Bridges would be built using a combination of treated and untreated wood. Galvanized fasteners will be used throughout. Wet and/or boggy areas will be crossed, if necessary, using a combination of raised mineral soil causeways, ditching, and/or raised wooden boardwalks. In watercourses where seasonal flow is expected, but permanent water is not present culverts (min 30cm) or bridges (site specific) will be used. In any areas where water is not expected, but possible, culverts (min 15cm) will be used.
- Re-vegetation may include topsoil / organic replacement, planting, seeding and fertilization where appropriate.

## 9.5 TRAIL MAINTENANCE

The importance of incorporating and planning for adequate maintenance resources is often overlooked. Neither riders, nor media, nor trail crew will speak as excitedly about a well maintained trail as compared to entirely new trails being unveiled or, for that matter, trails simply under construction. Trail maintenance is not glamorous. On a less obvious, almost subliminal level, however, the difference between a well-maintained park and a poorly maintained park can mean the difference between success and failure. Trail maintenance is, quite likely, the single most important component of the bike park machine.

A well-maintained park:

- Reduces damage to the rental fleet
- Reduces rider injuries
- Reduces erosion

- ◆ Encourages repeat and increased multi-day visits

We generally suggest park managers to budget 10% of the previous year's capital expenses to be dedicated to trail maintenance. This number might vary, however, based on terrain, trail type, and expected rider numbers.

Maintenance might include any or all of the following:

- ◆ Spot maintenance. Identifying and dealing with a fallen tree, or a large hole, or a collapsed turn.
- ◆ Safety maintenance. Identifying a section of trail that is producing an abnormal amount of injuries. Determining the root cause (i.e. too much speed leading into a small jump). Fixing the problem (i.e. rerouting the trail to reduce speed or adjusting the size / angle / landing of the jump)
- ◆ Routine maintenance. Closing a trail for a day or days to give it a minor overhaul (i.e. filling holes, repairing berms, removing loose rocks, trimming branches, cleaning ditches, inspecting / repairing wooden structures)
- ◆ Overhaul. After a few years a trail might require a partial or complete overhaul. At a significantly lesser expense than new trail construction, a trail overhaul (elimination / addition of features / jumps, rerouting, resurfacing) can breathe new life into an old trail.

## 10.0 REVENUE MODELING AND ASSUMPTIONS

NOTE: See attached spreadsheet; *Eaglecrest ski area Pro Forma* for visit and revenue modeling and assumptions.

There are four different Lines of Business (LOB) contained in the pro forma and all are important in maximizing ROI on the investment in the park, and the guest experience. The four LOB's are as follows:

- ◆ Tickets
- ◆ Rental/Demo
- ◆ Retail
- ◆ Lessons

## 10.1 TICKET REVENUE

Ticket yield should be managed with a similar process to winter ticket yield. Consider the impact of packaging, season passes, special offers and white space opportunities. At this point in the maturity of Bike Parks, ticket yields are considerably less than winter yields, however, they are rising quickly as the demand and the quality of experience grows. Unlike the winter business, competition is relatively limited and, as such, has little impact on pricing and yield strategies.

### Visit Forecasts by Year

- Year 1 – 2200
- Year 2 – 3300
- Year 3 – 4950
- Year 4 – 6930
- Year 5 – 8663

### Operating Dates and Hours

For the pro forma, it is assumed that the lift service side of the park is open a total of 57 days. This includes three-day weekends from late May through early October. The park would generally open 7.5 hours each day in the summer however limited twilight opens could be considered as park visitation and demand grows. This calendar would need to be adjusted to consider snowpack variations from year to year.

## 10.2 AUXILIARY REVENUE – RENTAL/DEMO

Rental (and Demo) serves as the second biggest individual category for revenue (just behind tickets). This is because of two reasons:

- Expected penetration into the rider base
- The cost to rent/demo relative to the cost of the lift ticket

Often the lack of availability of rental or demo bikes at a park is a limiting factor for visit growth. While having too many bikes (not being rented) is a drain on cash flow, having too few bikes can have even worse impact on potential cash flow, and more importantly guest impressions. *Offering bikes that are of good quality, appropriate for the trails, well maintained and an additive to the bike park experience is regularly overlooked by startup bike parks.* Rentals, therefore, need to be given significant thought, planning and resources in the operation. The rental experience can make or break the park guest experience, and a positive one will significantly increase the likelihood of the guest returning, and being a net promoter of the park.

The attached pro forma outlines fleet size and make up, rental penetration and fleet utilization benchmarks. Delivering these achievable industry benchmarks and best practices (while

maintaining Eaglecrest ski area's core values and business objectives) would require additional focus and effort. The core of the sales and rental process, along with the attention to detail and quality that is used in the winter would not stop...but it would need to evolve to meet the needs of the park and its riders.

Rental penetration reflects the relative newness of the sport and the fact that there are limited other places to ride DH bikes in the area; so fewer people will choose to own one.

There should be three levels of DH bikes: Basic Rental, Demo and Junior 24" (for 9 -13 year olds). Packages should be offered that include bike, helmet, gloves and protective gear. This will maximize revenues and reduce minor injuries by including protective gear.

A "one-stop shop" for the Bike Park could be established allowing for maximum cross-selling opportunities.

- **Flow** - A step one, two, three etc. flow is the most efficient for a high volume rental shop. Clearly defined "Steps" allow guests to feel confident about the process and can maximize the efficiency of the store.

Steps recommended are:

1. Greet and sell (upgrade, lesson, additional items such as shoes, GoPro etc.)
2. Pay + Sign Waiver
3. Fit armor, gloves and pads
4. Helmet fitting
5. Bike issue and settings adjusted
6. Take bike and exit the location

In this flow, the guest leaves with the bike fully outfitted and ready to ride. The bike should be the last item. If they need to put the bike down, ideally it is already with them outside. (Tip – remind them to go to the washroom BEFORE they get their bike. This is a great icebreaker for the greeter upselling opportunity)

Step 1 should include a "showroom" experience for your rental offerings, at the beginning of the process. Showrooming and predetermining rental equipment choices will speed up the rental process and maximize upgrades and revenue opportunities (see merchandising).

**Opportunity:** Have a permanent greeter in your showroom area. The greeter can answer any questions, up sell, and help guests feel confident and excited about what is ahead. An effective greeter will also speed up the payment and rental process.

- **Merchandising** – Knowing that there isn't anywhere else to rent downhill gear at the base, guests are locked into renting from the Bike Park Shop. The game then shifts to maximizing how much they will spend when they rent. Effective merchandising can translate into incremental rental items and equipment upgrades.

Using the front of the rental shop as a "Showroom" (as discussed earlier), and merchandising the demo and new rental offerings similar to a retail shop, will capture the riders (or their parents) at the decision point. People often perceive the upgrades, such as carbon helmets or DH biking shoes, as higher quality and in most cases they make for a more comfortable biking experience. High net worth clients should embrace this change and drive up the RPV.

Manufacturers will often provide significant discounts on demo product over and above previously negotiated best retail pricing. Demo product can be sold after just a few uses at excellent margins and allow you to constantly refresh the product.

**Opportunity:** Move displays of bikes outside the front of the store and use the exterior to showcase equipment, brands and gear. Vendor tents add animation as well as protect bikes and gear from the weather.



- **Branding-** Make sure the rental business tell the Bike Park story. Avoid the trap of having a shop that looks like a ski shop that rents bikes. Embracing the bike park story through images, partner brand messaging/logos and bike park footage creates a sense of excitement and passion for DH biking for riders and staff. The first step is hiding or



removing the “ski shop” feeling and becoming part of the bike park experience.

Partner vendors are likely to support a branding effort in the rental shops with co-op and/or further incremental discounts or no charge product. Using their logos, brand and athlete images adds a sense of authenticity to the store and can also reduce costs and efforts.



**Example of partner branding in a Bike Park Shop**

- **Fleet Size and Assortment** – Having the right sized rental fleet is crucial to the long-term health of the park. Cash flow, visitation, guest satisfaction and profitability are all materially impacted by the success of the bike park shop rental operations. Being sold out is a big issue for both missing revenues and guest service/expectations. Having too many bikes is a much bigger investment/risk as far as working capital is concerned.

The ideal fleet size is one where the fleet is in use around 60% of the time. This balances a minimal buy-in with being able to maximize renting out bikes as often as possible. The limiting factor is demand on the busiest days (is running out of bikes acceptable? – likely in most cases you can move riders into an afternoon session should this happen). The correct fleet size also allows for maximized yield and minimal repair costs.

**Opportunity:** Offer a multi-branded Demo bike fleet. Bike parks that have offered dynamic demo programs see more visitors choose their park because of the equipment selection compared to bike parks that do not offer this option.

Demo programs also offer the opportunity for partner bike shops to send their customers to “try before they buy” bikes (retailing DH bikes at your park is not recommended, however, partnering with local retailers to refer retail bike sales is a powerful business community engagement tool). By offering bikes for demo that retailers generally do not carry, bike shops become ambassadors for the park and promote the opportunity heavily. As sales are generated, owners of newly purchased DH bikes will likely return to Eaglecrest ski area’s Bike Park to ride and enjoy their bike. The best traction for the demo program amongst bike shops happens where there is a discounted rate offered via their shop to



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Error: IllegalOperatorSequence  
Operator: 0xc1  
Position: 531005





SHIRE OF NARROGIN  
PUMP TRACK &  
MOUNTAIN BIKE  
TRAIL  
FEASIBILITY STUDY  
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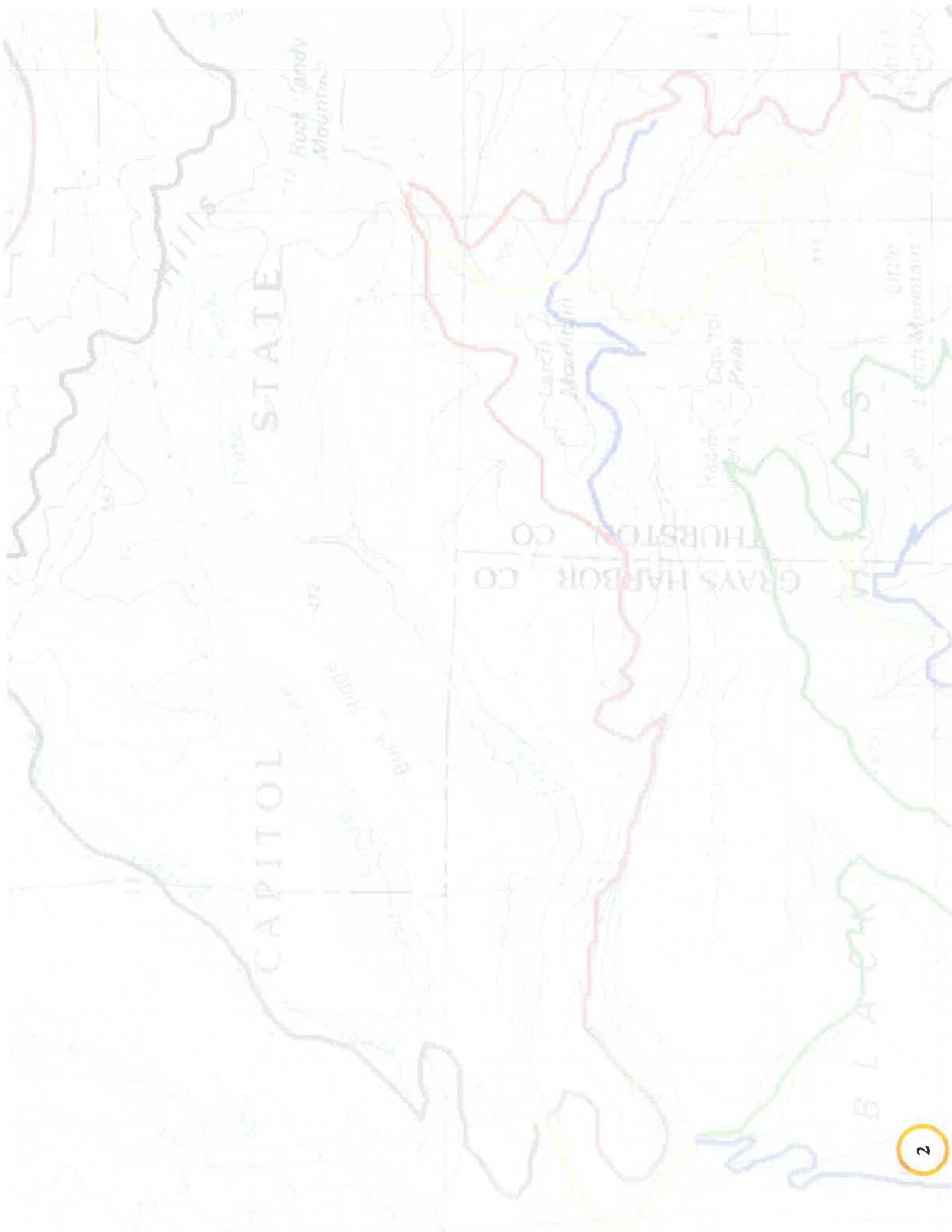
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*Olympia Parks, Arts and Recreation*

# BIKE PARK FACILITY SITE SELECTION STUDY

*July 2018*





# WHAT IS THIS ALL ABOUT?

Off-road biking is an increasingly popular recreational activity for many outdoor enthusiasts. The sport provides many benefits such as being out in nature, exercise, enjoyment, and car-free biking to name a few.

Currently, within the city limits of Olympia, there are limited biking opportunities in the park system. In 2007, the Karen Fraser Woodland Trail opened with a 2.5 mile section of paved multi-use trail that connects Olympia to Lacey as well as provides a link to the extensive Chehalis Western trail system. This trail is designed as a linear connector path and doesn't offer the varied skill-building features available in a bike park.

Over the past several years, the City of Olympia's Parks, Arts and Recreation Department (OPARD) has worked with Friends of Capitol Forest (FOCF) and South Sound Bike Park Alliance (SSBPA), both local biking organizations, to discuss the potential for off-road biking opportunities in Olympia's parks.

In 2015, OPARD opened its first pump track in Yauger Park. Due to lack of funding, small-scale sizing and limited resources, the pump track provides minimal features and does not fulfill the needs of the biking community.



Photo Credit: OPARD

# WHY ARE YOU DOING THIS?

The Citizens of Olympia advocated for an Off-Road Bike Park as mentioned under the Proposed Project section of the 2016 Parks, Arts & Recreation Plan (pg. 95). The proposed action states:

*"OPARD will continue to work...to expand the existing off-road bike area at Yauger Park. Existing funds are allocated to conduct a feasibility study for a larger off-road bike facility at another site. The study would include an assessment of potential impacts to adjacent neighbors and ways to minimize those potential impacts. This plan budgets \$200,000 for the construction of an off-road bike park in 2017."*

Many off-road bicycle enthusiasts expressed a desire for biking opportunities closer to home that would allow them to spend an hour or two riding local trails after school or work. They are also interested in a safe place where they can teach their kids to bike on trails.

# WHERE IS THIS HAPPENING?

This question is what this feasibility study is trying to answer.

In 2013, SSBPA completed a Bike Park Feasibility Study that identified Watershed Park, the portion west of Henderson Boulevard, as the preferred site for a bike park.

Since that study, OPARD has acquired several large tracts of parkland that may prove to be more suitable for a bike park. This feasibility study will help determine where a potential bike park may be located based on specified criteria.



Photo Credit: Jake's Mountain Shuttle







# LOCAL + REGIONAL BIKE PARKS

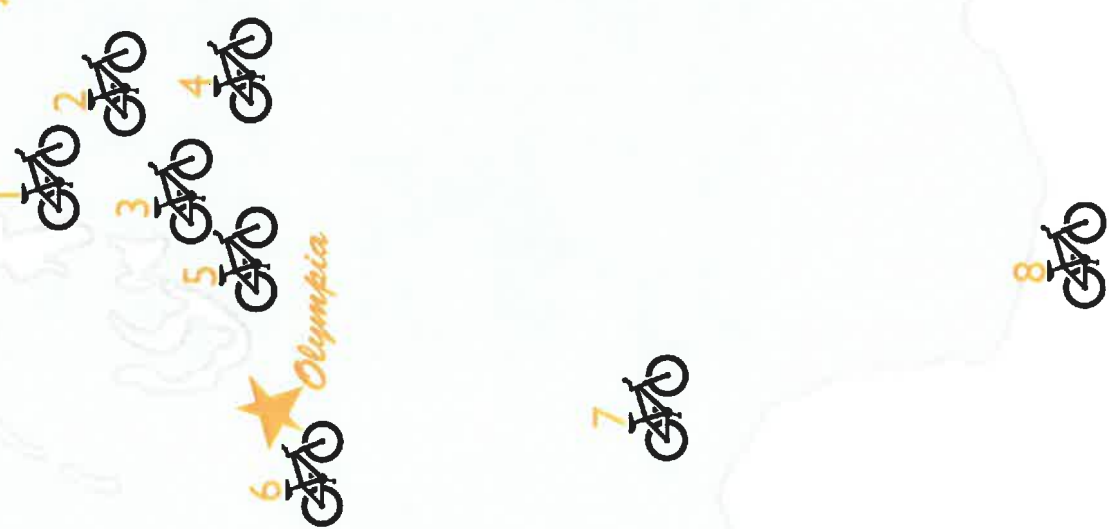


Photo Credit:  
Ralph  
Underwood

## I-5 COLONNADE

Location: Seattle, WA  
Miles of Trail: 1  
Elevation Gain: 50 feet  
Features: Freeride, X-Country, Pump Track, Skills Course

5



Photo Credit:  
Thomas Soerenes  
The News Tribune

## SWAN CREEK

Location: Tacoma, WA  
Miles of Trail: 6  
Elevation Gain: 60 feet  
Features: X-Country, Freeride, Pump Track, Jump Lines

# PARKS SELECTED FOR ASSESSMENT

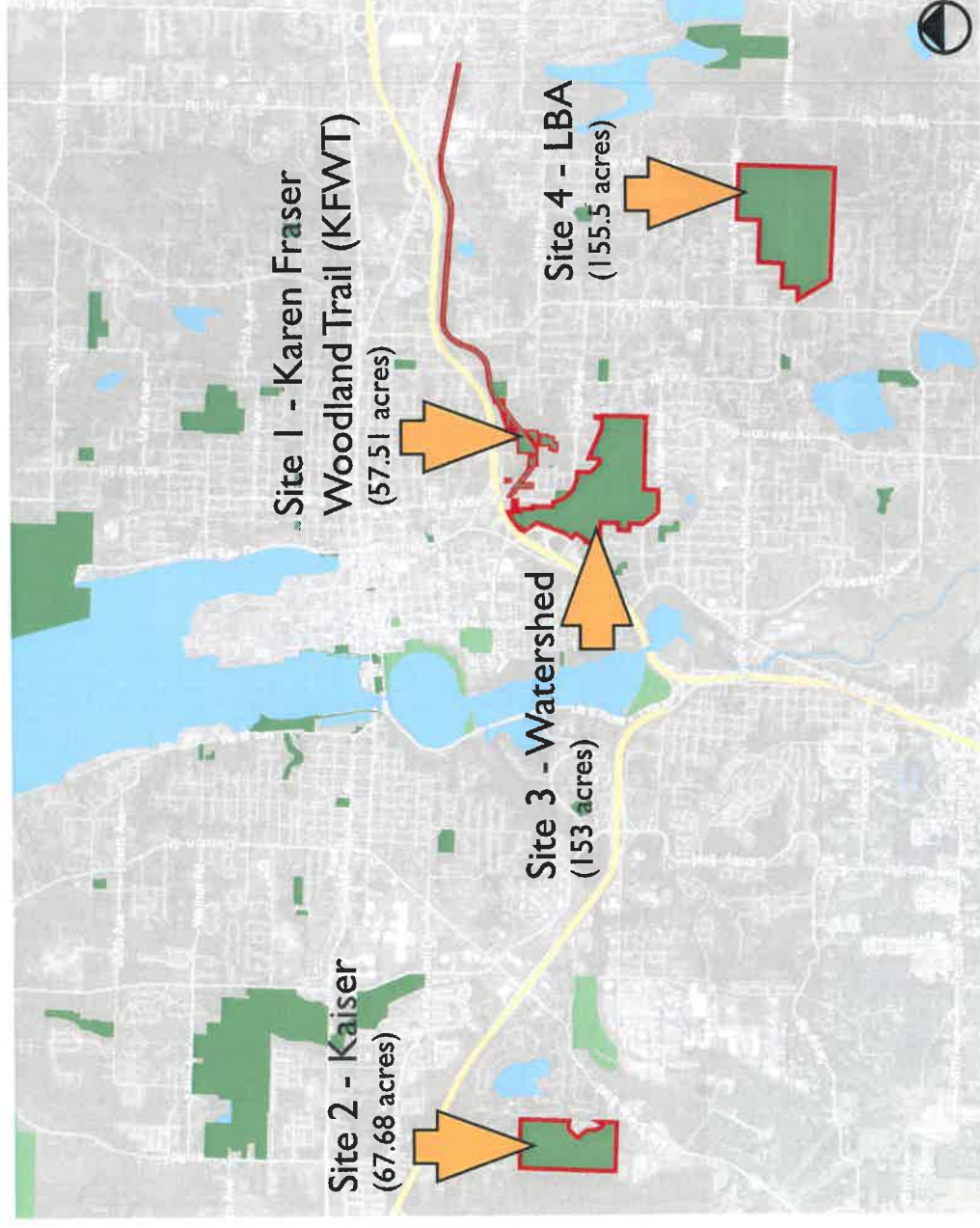
In order to help narrow down which parks would be suitable for a bike park facility, the first criteria reviewed was acreage.

It is important that the overall size of the selected park is large enough to accommodate a full spectrum bike park facility that would be a draw for community members but also allows for other activities to occur with minimal conflict. Due to this criteria, we have narrowed down the park options to only include parks which are greater than or equal to 40 acres. Parks are ordered by acreage - smallest to largest.

- Site 1: Karen Fraser Woodland Trail (KFWT)
- Site 2: Kaiser Woods
- Site 3: Watershed
- Site 4: LBA

Exceptions include Grass Lake Nature Park (195.71 acres) which is preserved for wildlife viewing and passive recreation (walking), Priest Point Park (313.5 acres) which contains archaeological and cultural resources as well as a sensitive shoreline habitat and Chambers Lake Park (47.09 acres) which is currently closed due to wetland and access constraints.

On the following page is a breakdown of the criteria used to further assess these four parks. Biking access criteria is not included in this feasibility study as all the parks have bike lanes on major roads that lead to each park.





# KAREN FRASER WOODLAND TRAIL (KFWT)

**PURCHASE YEAR**  
2002

**PROPERTY SIZE**  
57.51 acres

**BIKE FACILITY AREA**  
~21 acres

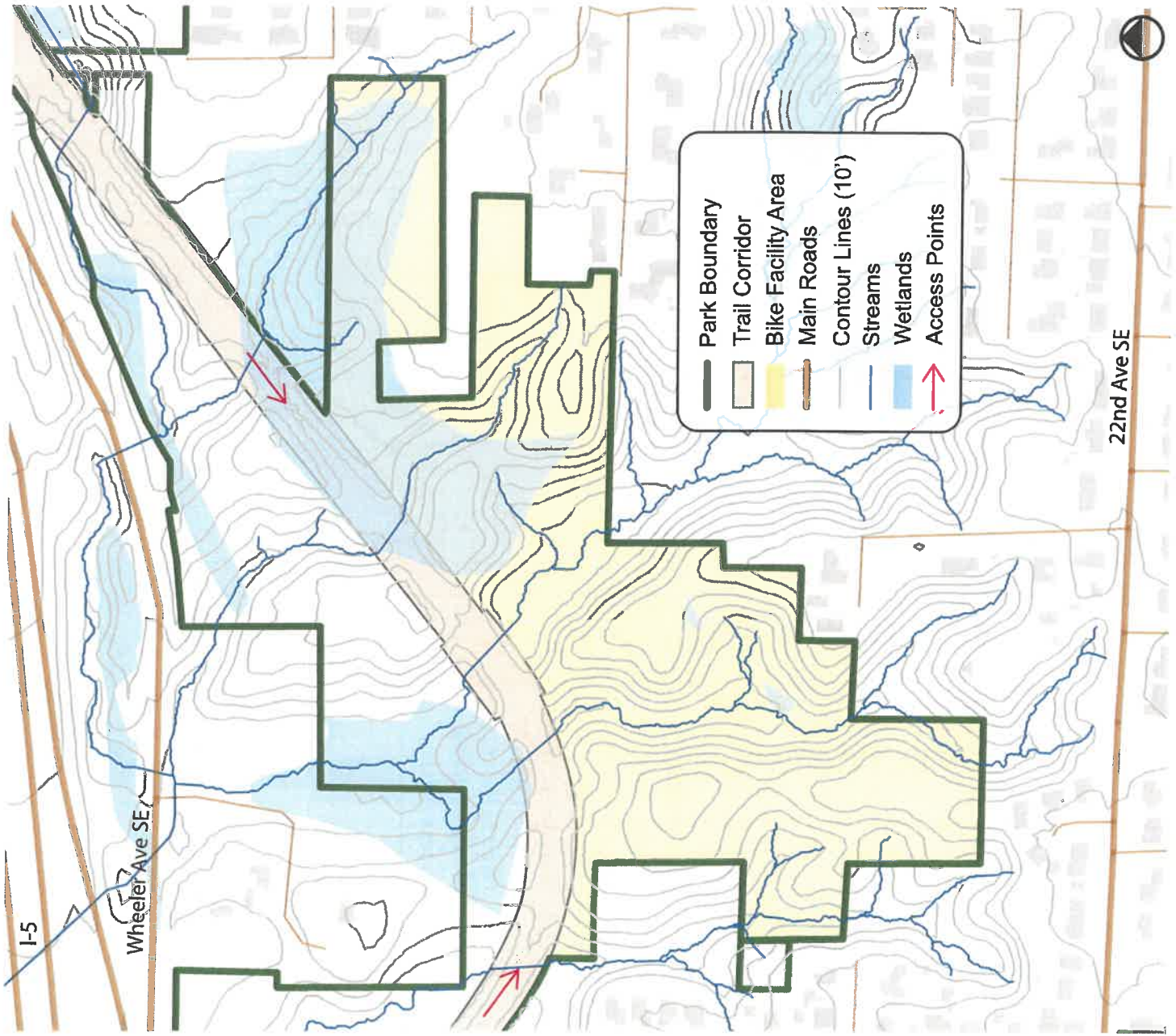
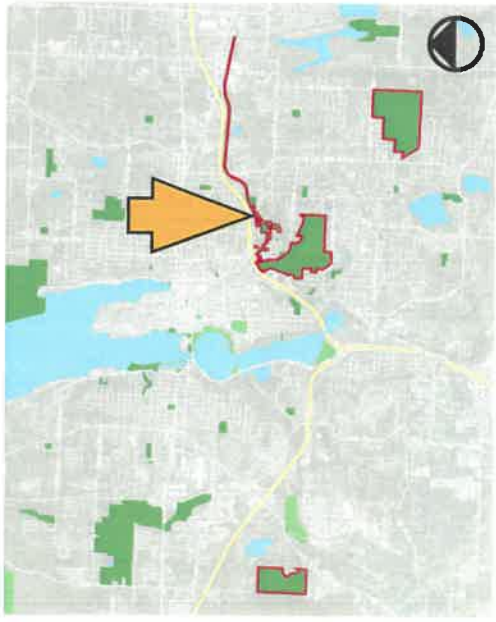
## CURRENT PARK ACTIVITIES

Walking, biking

## ADJACENT LAND USES

North - Trail Corridor, Major Street (Wheeler Ave)  
East - Residential  
South - Residential, Major Street (22nd Ave SE)  
West - Residential

## CONTEXT MAP



# KAISER WOODS

**PURCHASE YEAR**

2016

**PROPERTY SIZE**

67.68 acres

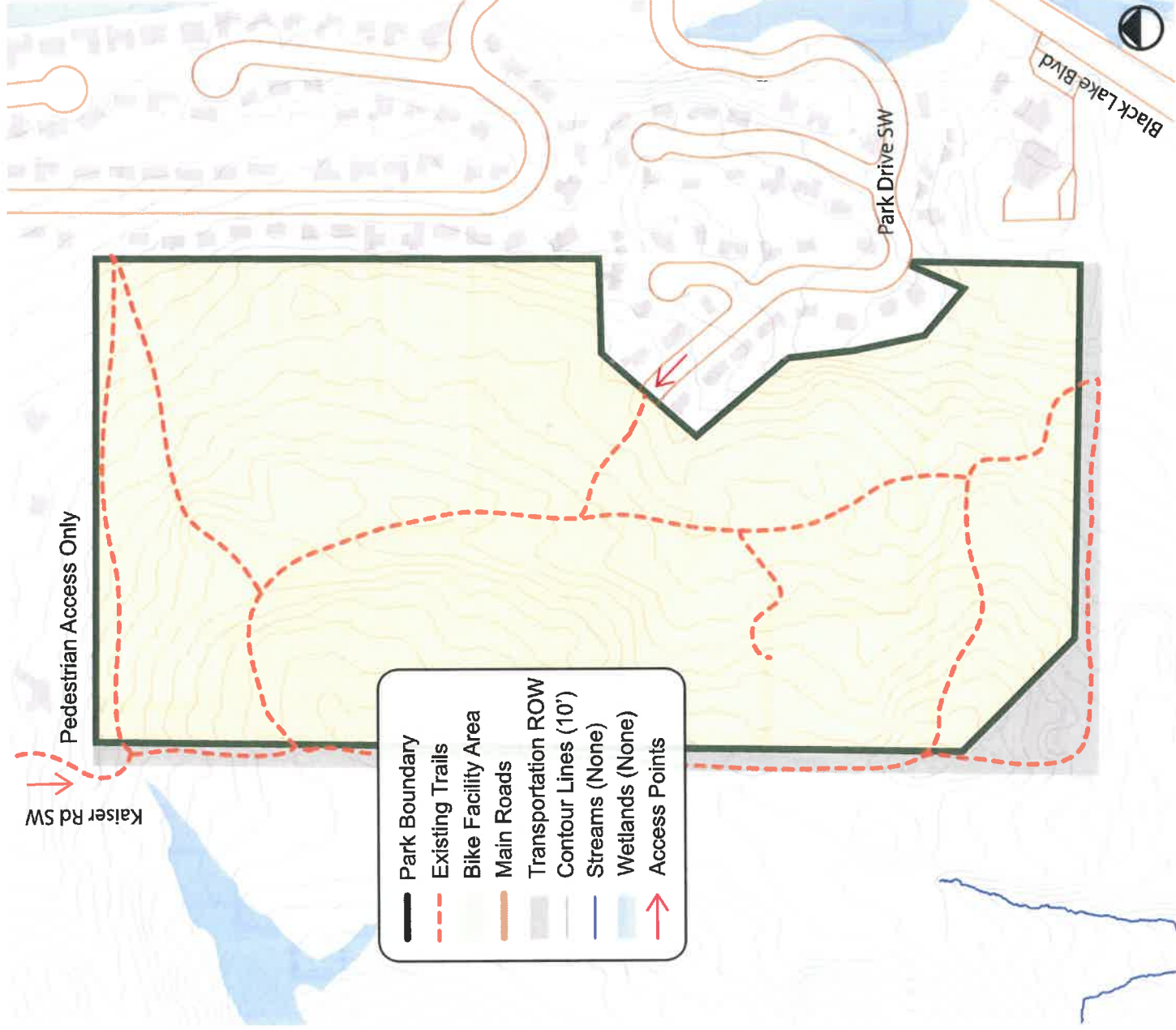
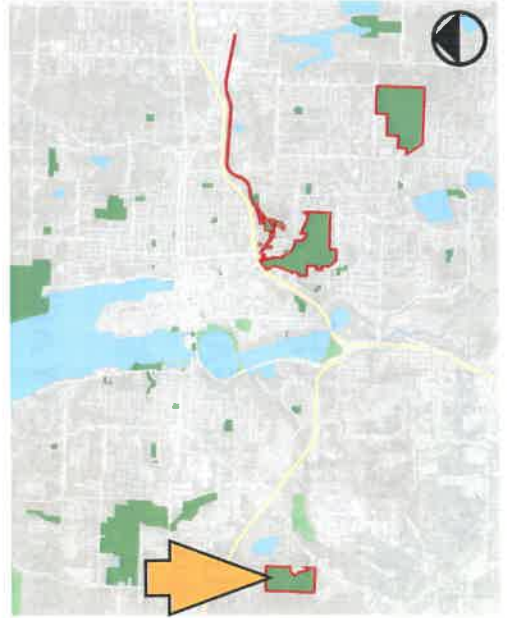
**CURRENT PARK ACTIVITIES**

Current status is closed but unofficially walking and biking occur on site.

**ADJACENT LAND USES**

- North - Residential
- East - Residential
- South - Commercial
- West - Commercial

**CONTEXT MAP**





# WATERSHED

**PURCHASE YEAR**  
1955

**PROPERTY SIZE**  
Acres: 153

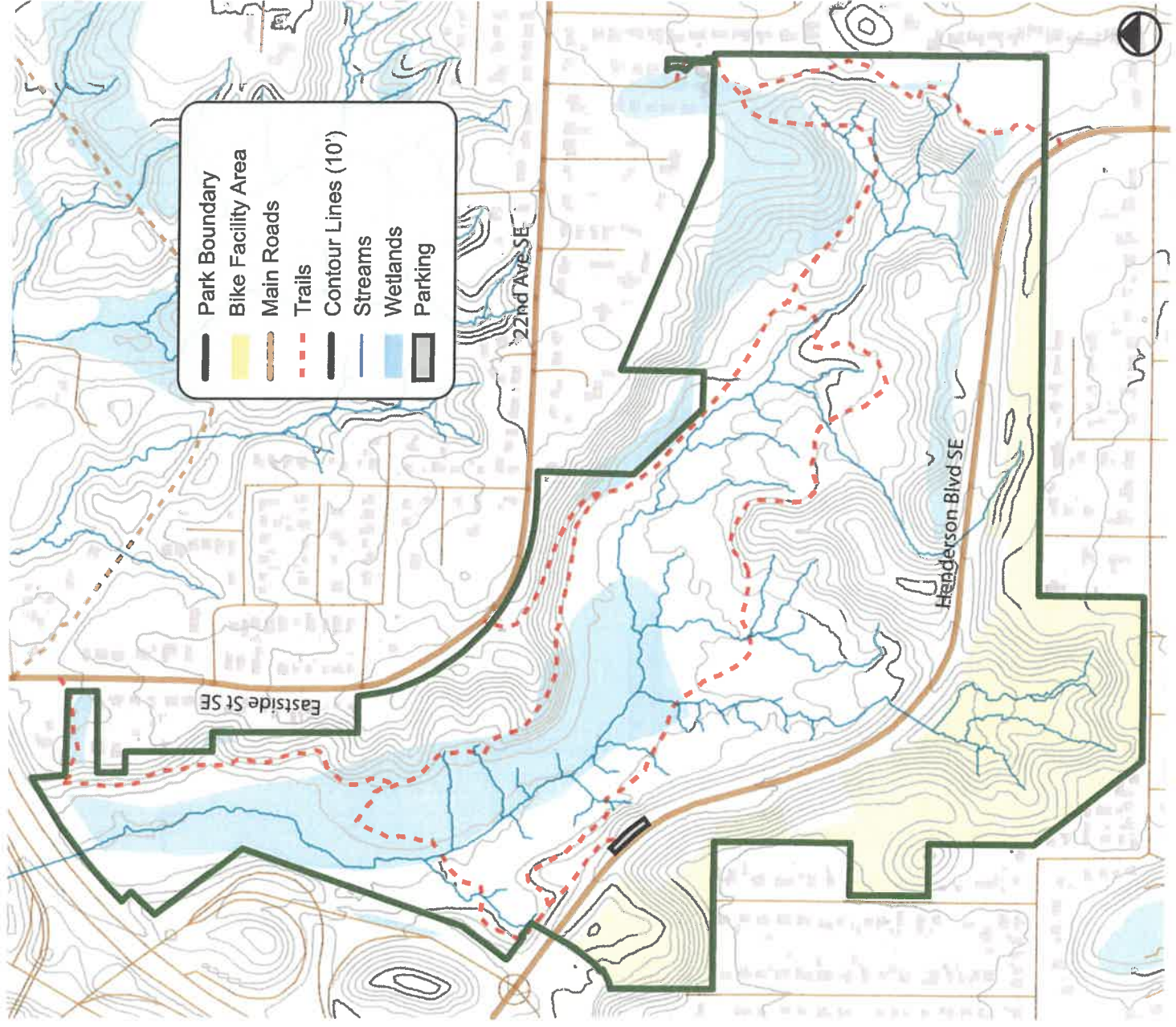
**BIKE FACILITY AREA**  
~25 acres

**CURRENT PARK ACTIVITIES**  
Walking

## ADJACENT LAND USES

- North - Major Street (Henderson Blvd)
- East - Residential
- South - Residential
- West - Residential

## CONTEXT MAP



# LBA

## PURCHASE YEAR

1974 (Expansions: 2016, 2017)

## PROPERTY SIZE

155.5 acres

## BIKE FACILITY AREA

~131 acres

## CURRENT PARK ACTIVITIES

Walking, biking, baseball, playground, tennis

## ADJACENT LAND USES

North - Main Arterial (Morse Merryman Rd SE),

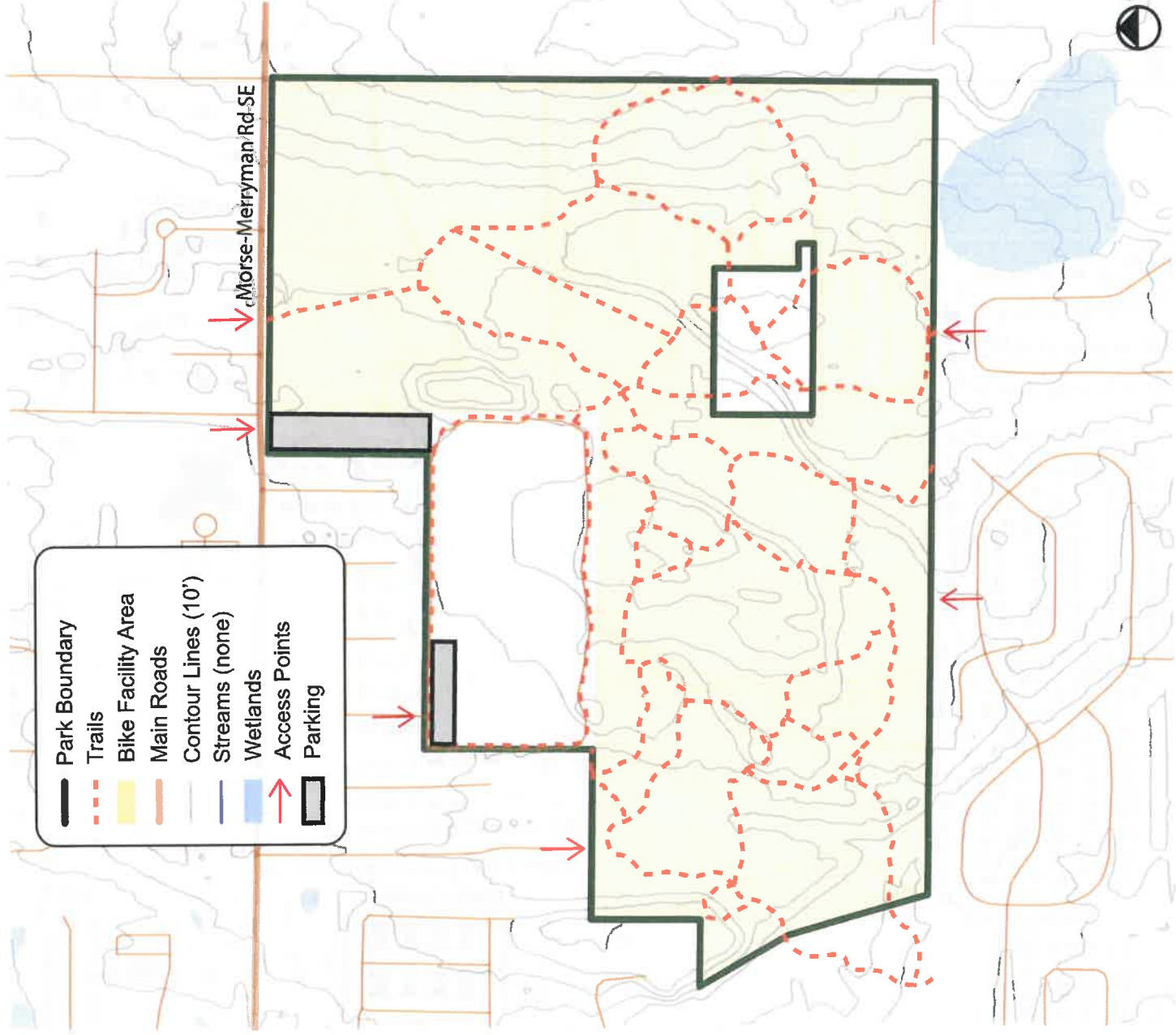
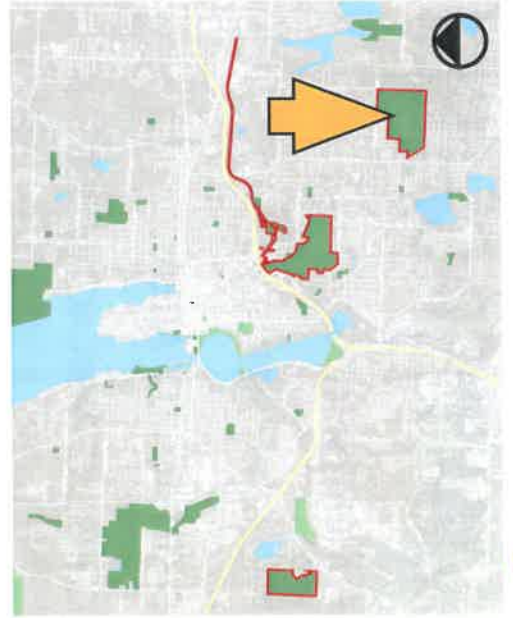
Residential

East - Residential

South - Residential

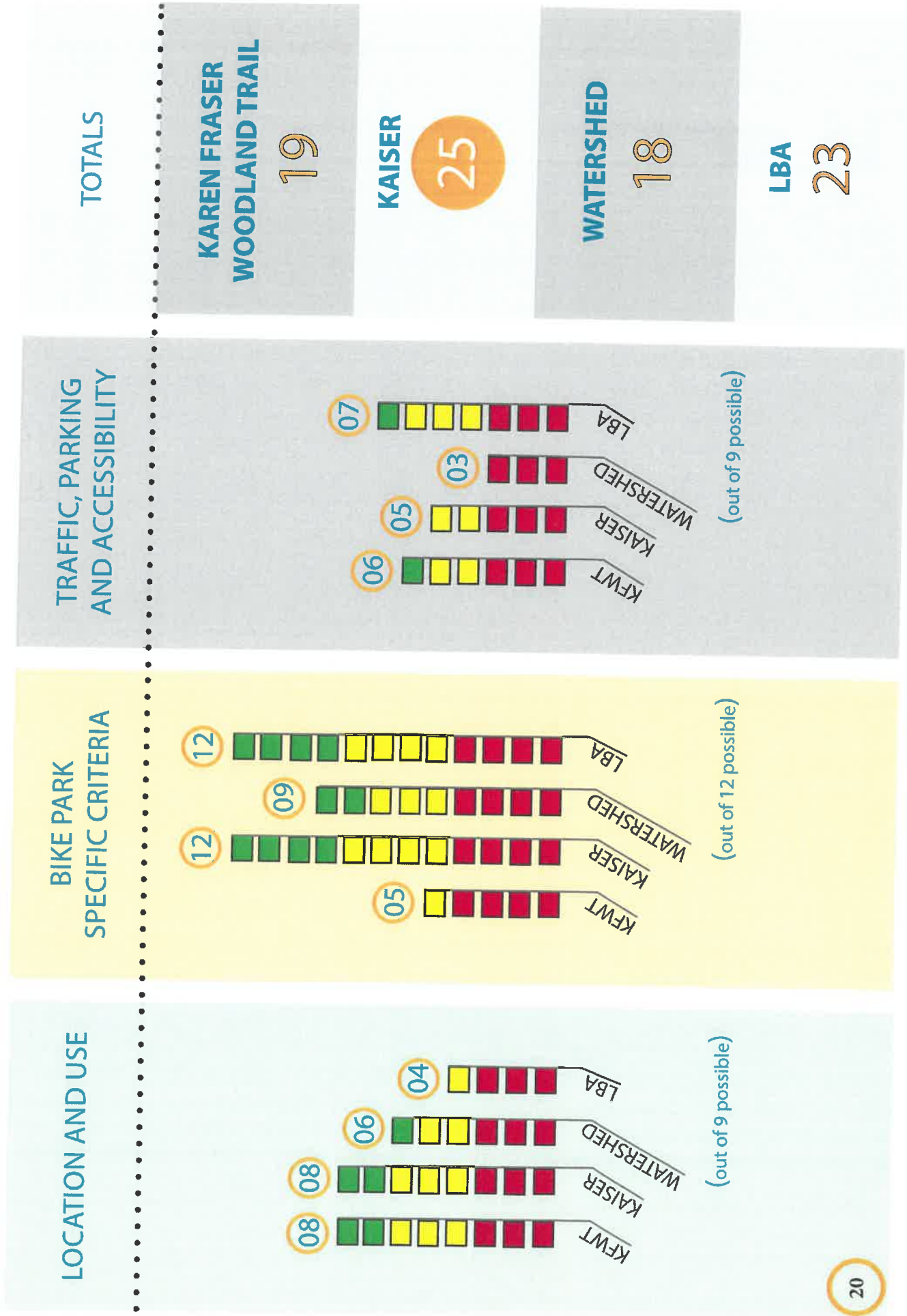
West - Main Arterial (Boulevard Rd SE)

## CONTEXT MAP





# BIKE PARK SUITABILITY COMPARISON





PCL XL error  
Error: IllegalOperatorSequence  
Operator: PaintPath  
Position: 111052

# CITY OF OAKRIDGE, OREGON



## INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS

For the Year Ended June 30, 2022

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## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** FY 21-22 Audit “Plan of Action” Letter to Secretary of State

**Agenda Item No:** 10.5

**Exhibits:** Draft “Plan of Action” Letter for FY 21-22 Audit, ORS 297.466

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

**Author:** CA

---

**ISSUE:** As per ORS 297.466 (attached), when a City’s financial audit results in findings of deficiencies by an auditor, the city must adopt a “Plan of Action” to address those deficiencies. A copy of that plan, which can be made via a letter signed by the Mayor after it has been approved by City Council through a Motion *or* Resolution, must then be filed with the Oregon Secretary of State within 30 days of filing the City’s audit report. Our Fiscal Year (“FY”) 2021-2022 Audit Report had 2 such deficiencies, which need to be addressed through a “Plan of Action.” A copy of the signed Minutes of the City Council Meeting wherein the Plan of Action was approved (via Resolution *or* Motion) is also required to be submitted. The draft Plan of Action Letter is attached for Council’s review.

**FISCAL IMPACT:** None

**OPTIONS:** Approve and adopt the FY 21-22 “Plan of Action” Letter, to be signed by the Mayor and then filed with the Oregon Secretary of State.

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *“I move to approve and adopt the Fiscal Year 21-22 Audit Report Plan of Action letter, to be signed by the Mayor and then filed with the Oregon Secretary of State.”*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #3: *Manage finances in a fiscally responsible manner ensuring long term financial stability.*





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

August 18, 2023

Oregon Secretary of State - Audits Division  
255 Capitol Street NE, Suite #500  
Salem, OR 97310  
[municipalfilings.sos@oregon.gov](mailto:municipalfilings.sos@oregon.gov)

**Plan of Action for City of Oakridge FY 2021-2022 Audit Report**

- a. The City of Oakridge, Oregon respectfully submits the following corrective action plan in response to deficiencies reported in our audit of the fiscal year ending June 30, 2022. The audit was completed by the independent auditing firm Hanford and Associates, which reported the 2 deficiencies listed below. This Plan of Action was approved and adopted by the Oakridge City Council during their meeting on August 17, 2023, as indicated by the signed minutes which are attached.
- b. The deficiencies identified in the FY 21-22 Audit Report are listed below and include the adopted Plan of Action and timeframe for each.

**2. Deficiency #1**

- a. **Significant Deficiencies in Internal Controls** - During the FY 21-22 audit, our auditors noted that, “The City has elected not to have an internal control system designated to provide for the preparation of the financial statements and related footnotes being audited” and that “The control deficiency could result in a misstatement to the financial statements that would not be prevented or detected.”
- b. **Plan of Action** - For the past several years, the city has elected to have the auditors draft our financial statements and related footnotes, as we simply do not have enough staff to separate the internal control duties and do not have enough money



in the budget to hire an outside entity. We provided all requested information in order to have them prepared by the auditors. Additional internal controls may be implemented at a later date if deemed necessary and financially feasible.

- c. **Timeframe** – The corrective action plan for this issue has already been implemented.

### 3. Deficiency #2

- a. **Lack of Bank Reconciliations** – During the audit, the auditors also noted that when reviewing bank reconciliations, even though they found that “the majority of activity in the general ledger appeared reflective of bank activity... the City did not follow established internal controls to complete bank reconciliations during the audit period,” which “could result in a misstatement to the financial statements that would not be prevented or detected by City personnel.”
- b. **Plan of Action** - Due to finance staff turnover, the bank reconciliations were not completed in time for the FY 21-22 audit. We are currently up to February 2023 and intend to catch-up as soon as possible. Once we are caught-up, they will be done on a monthly basis to prevent misstatements in financial reporting. Additionally, city staff will keep the City Council updated by reporting on the progress in the Finance Director’s monthly Finance Reports. The city administrator will also periodically review existing policies and procedures to ensure compliance.
- c. **Timeframe** - The corrective action for this issue has already been implemented.

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**Bryan Cutchen, Oakridge Mayor**

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**Jackie Taylor, Oakridge City Recorder**

# ORS 297.466

**(1)** In performing an audit and review required under ORS 297.425 (Annual audits required), the accountant under contract with the municipal corporation or the Secretary of State, whoever performs the audit and review, shall determine if the municipal corporation has, or has not, followed generally accepted accounting principles in reporting its financial condition and operations, established appropriate accounting systems and internal controls and substantially complied with legal requirements in conducting its financial affairs. The determination shall either be included in the signed expression of opinion or otherwise disclosed in the audit report required under ORS 297.465 (Standards for audits).

**(2)** Upon receipt of an audit report under ORS 297.465 (Standards for audits), the governing body of a municipal corporation shall determine the measures it considers necessary to address any deficiencies disclosed in the report. The governing body shall adopt a plan of action to address the deficiencies. The plan must include the estimated period of time necessary to complete the planned actions.

**(3) (a)** Within 30 days after filing an audit report with the Secretary of State under ORS 297.465 (Standards for audits), a municipal corporation shall file with the secretary a copy of the plan of action adopted under subsection (2) of this section.

**(b)** At the request of the governing body of the municipal corporation, the secretary shall make suggestions for addressing the deficiencies cited in the audit report.

**(c)** For counties and cities, upon receipt by the secretary of the audit report and the plan of action adopted under subsection (2) of this section, the secretary shall either acknowledge the county or city's plan of action to address the deficiencies cited in the audit report or notify the county or city of deficiencies that, if not addressed, could result in withholding of funds under this section. If the governing body of the county or city does not agree with the notification by the secretary, the secretary shall provide the governing body with an opportunity for a conference regarding the notification, audit determinations or corrective measures to be taken.

**(4)** If the Secretary of State determines that a county or city has not filed an audit report with the secretary as required under ORS 297.465 (Standards for audits), the secretary may certify the determination to the State Treasurer, the Director of the Department of Revenue, the Director of Transportation and the Director of the Oregon Department of Administrative Services.

**(5)** If the Secretary of State concurs with determinations made under subsection (1) of this section in two successive audits and reviews of the same county or city, and determines that the governing body of the county or city has not taken adequate action to address the deficiencies cited in the notifications given under subsection (3) of this section, the secretary may certify the determination to the State Treasurer, the Director of the Department of Revenue, the Director of Transportation and the Director of the Oregon Department of Administrative Services. The certificate of the secretary under this subsection may be issued only after notice, opportunity to be heard and hearing pursuant to the provisions of ORS chapter 183, governing contested cases. The hearing shall be held within the jurisdiction of the county or city.



**(6)** Upon receipt of a certificate from the Secretary of State under subsection (4) or (5) of this section, the State Treasurer, the Director of the Department of Revenue, the Director of Transportation and the Director of the Oregon Department of Administrative Services shall withhold from distribution to the county or city 10 percent of the moneys otherwise to be distributed to it under ORS 221.770 (Revenue sharing to cities), 323.455 (Distribution of certain cigarette tax revenues), 366.762 (Appropriation from highway fund for counties) to 366.768 (Advances from highway fund to county), 366.785 (Definitions for ORS 366.785 to 366.820) to 366.820 (Limit to application of ORS 366.785 to 366.815), 471.805 (Disposition of moneys) and 471.810 (Distribution of available moneys in Oregon Liquor Control Commission Account). The moneys withheld shall be disbursed to the county or city only after the officer responsible for disbursement has received notice from the secretary that:

- (a)** The county or city has filed the audit report required under ORS 297.465 (Standards for audits) with the secretary; or
- (b)** The governing body of the county or city has taken action to follow generally accepted accounting principles in reporting financial condition and operations and establish appropriate accounting systems and internal controls and will substantially comply with legal requirements in conducting its financial affairs.

**(7)** The Secretary of State may not issue a certificate under subsection (5) of this section for failure to follow generally accepted accounting principles if a county or city has followed accounting practices authorized by state law.

**(8)** As used in this section, "generally accepted accounting principles" means those accounting principles sanctioned by recognized authoritative bodies such as the Governmental Accounting Standards Board, the American Institute of Certified Public Accountants, the Financial Accounting Standards Board or their successors. [1979 c.646 §2; 1981 c.245 §3; 1987 c.143 §8; 2007 c.184 §3; 2015 c.29 §3]



## Business of the City Council

City of Oakridge, Oregon

August 17, 2022

**Agenda Title:** Revised City Council Rules of Procedure

**Agenda Item No:** 10.6

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

**Exhibits:** 2020 Council Rules of Procedure (old)  
2023 Council Rules (*w/ changes redlined*)  
2023 Council Rules (*clean version*)  
ORD 930  
Memo from City Attorney re Appointments  
(*Confidential/exempt from public disclosure*)

**ISSUES:** On 7/13/2023, City Council met during a Work Session and came to a consensus on multiple amendments/revisions to the 2020 Oakridge City Council Rules of Procedure, which were initially approved by Council on 3/24/2020, as "Attachment A" to Ordinance 930. The agreed upon rules changes/amendments are codified in the new "2023 Council Rules of Procedure," which will replace the old 2020 rules and attachment A of Ord 930. I have included a copy of the old 2020 Rules, and 2 versions of the new 2023 Rules (one with the changes redlined and one "clean" version without the redlining).

Also included is a new memo from City Attorney Matt Dahlstrom,\* with suggested edits to the Rules regarding Council appointments to committees, which Council can decide if they want to include or not in the new Rules. These suggested changes have *not* been made in the "redlined" or the "clean" versions of the new 2023 Rules, but they can be added to them if Council desires and makes note of this in the Motion to adopt the new 2023 Rules.

As per Council Rules Chapter 11.1.A, any amendments to the Rules of Council Procedure must be, "noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public." Therefore public comment will be available during the discussion of this business item.

As per Council Rules Chapter 11.1.C., the new amended rules will not go into effect until the next meeting after the amendments are approved. **This issue needs to come back for another vote because the new rules were not available for public view prior to the initial vote on 8/3/23.**

**\*The memo from City Attorney Matt Dahlstrom is CONFIDENTIAL and exempt from public disclosure under Attorney-Client Privilege under ORS 192.660(2)(h), ORS 40.225, ORS 192.355(9), ORS 192.660(2)(f), and ORS 192.355(1).**

**FISCAL IMPACT:** None

**OPTIONS:** Approve, deny, or modify the proposed rule changes



**RECOMMENDATION:** Approve (with or without part or all of the additional suggested changes from the City Attorney in regard to changes to the rules pertaining to committee appointments)

**RECOMMENDED MOTION:** *"I move that we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13<sup>th</sup> City Council Work Session and adopt the new 2023 version of the Rules, to replace the old 2020 Rules and Attachment A of Ordinance 930.*

*I further move that \_\_\_\_\_ (all or part) of the suggested changes by the City Attorney regarding Committee appointments also be incorporated in the new 2023 version of the Rules, as discussed during this meeting."*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

ORDINANCE NO. 930

AN ORDINANCE REPEALING AND REPLACING  
CHAPTER 30 OF THE OAKRIDGE MUNICIPAL CODE

WHEREAS, the Oakridge City Council, on October 4, 1994, enacted Ordinance 680 which established certain rules and procedures for the Oakridge City Council; and

WHEREAS, the Oakridge City Council, on November 4, 1998, enacted Ordinance 831, which amended certain rules and procedures for the Oakridge City Council; and

WHEREAS, the rules and procedures adopted by the Oakridge City Council via Ordinance 680 and Ordinance 831 have been codified in Chapter 30 of the Oakridge Municipal Code, with said Chapter being entitled "City Council;" and

WHEREAS, on April 19, 2019 and August 26, 2019, the Oakridge City Council, with the assistance of the Oregon League of Cities, collaboratively worked amongst themselves and with city staff, to develop comprehensive rules of procedures to govern the conduct of the city council and individual councilmembers;

NOW THEREFORE, the City of Oakridge ordains as follows:

**Section 1.** Repeal and Replace. The entirety of Chapter 30 of the Oakridge Municipal Code, as created by Ordinances 680 and 831, is repealed in its entirety and replaced with the newly revised Oakridge Council Rules of Procedures, a copy of which is attached as Exhibit A and incorporated fully herein.

**Section 2.** Severability. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law; and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance.

**Section 3.** Correction. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 24<sup>th</sup> DAY OF MARCH, 2020.

24<sup>th</sup> APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS DAY OF MARCH, 2020.

ATTEST: , Mayor  
, City Recorder

AYES: 7      NAYS: 0      ABSTAIN:



**Rules of Procedure  
City Council of Oakridge, Oregon Table  
of Contents**

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## CHAPTER 1 - General Governance

### I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of the city council, shall be governed by Robert's Rules of Order Newly Revised.<sup>1</sup>
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

### II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the six (6) city councilors and mayor.<sup>2</sup> Four members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of the council who are present may:
  - 1. Adjourn the meeting.
  - 2. In accordance with Section 14 of the city charter and an ordinance adopted thereunder, compel the attendance of absent members.<sup>3</sup> No official action, other than compelling the attendance of absent members, may occur until a quorum has been established.

### III. Presiding Officer.

- A. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have authority to:
  - 1. Preserve order;
  - 2. Enforce these Rules of Procedure; and
  - 3. Determine the order of business under these Rules of Procedure.<sup>4</sup>

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<sup>1</sup> Oakridge Municipal Code §30.06.

<sup>2</sup> Oakridge City Charter, Section 7.

<sup>3</sup> Oakridge City Charter, Section 14.

<sup>4</sup> Oakridge City Charter, Section 16.

- B. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.<sup>5</sup>
- C. If both the mayor and the president of the council are absent from the meeting, the most senior, in continuous service, council member shall open the meeting, accept nominations for a temporary presiding officer and conduct a vote. The member elected as temporary presiding officer shall thereafter preside at that meeting until the arrival of the mayor or council president.

#### IV. **Appointed Officers.**

- A. City Recorder. The city recorder shall serve ex officio as clerk of the council. In this role, the city recorder is responsible for the following:
  - 1. The city recorder shall keep the official minutes of the council;
  - 2. Sign orders on the treasury.<sup>6</sup>
- B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.<sup>7</sup>
  - 1. The administrator may sit with the council but may not vote on questions before it.<sup>8</sup>
  - 2. The administrator may take part in all council discussions.<sup>9</sup>
  - 3. The administrator shall be the parliamentarian and shall advise the presiding officer on any questions of order. The administrator has the authority to delegate the duties of parliamentarian to any city staff person.
- C. City Attorney. The city attorney may attend any meeting of the council, upon request, give an opinion, either written or oral, on legal questions.
- D. Municipal Judge. If the council, pursuant to Section 20 of the Oakridge Charter, creates the office of municipal judge, the council shall appoint a municipal judge.
  - 1. The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.<sup>10</sup>
    - a. Individual appointments shall be approved by council.<sup>11</sup>

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<sup>5</sup> Oakridge City Charter, Section 17.

<sup>6</sup> Oakridge City Charter, Section 22.

<sup>7</sup> Oakridge City Charter, Section 21.(6)(a).

<sup>8</sup> Oakridge City Charter, Section 21.(8).

<sup>9</sup> Ibid.

<sup>10</sup> Oakridge City Charter Section 20.(6).

<sup>11</sup> Will require a change to City Charter.





2. The council may transfer some or all the functions of the municipal court to an appropriate state court.<sup>12</sup>

**V. Agendas.** The city administrator shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. The city administrator shall take reasonable steps to ensure the agendas and informational material for council meetings are distributed to the council at least seven (7) days preceding the meeting. Unless exceptional circumstances arise, in no instance shall the city administrator fail to provide the city council with the agendas and informational materials needed for council meetings at least three (3) days before the council meeting.
- B. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.
- C. No item shall be placed on the agenda unless it is ready for Council action and/or consideration.
- D. At each regular meeting of the Council, the Mayor and each Council member may bring up items not on the agenda.<sup>13</sup>
- E. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- F. A member of the council who wishes to have an item placed on the agenda should advise the city administrator at least ten (10) days prior to the meeting.

**VI. Order of Business.** The order of business for all regular meetings shall generally be as follows, however, the city administrator has the right to prepare the agenda with a different order of business; the mayor may adjust the order of business at his or her discretion:

- Call to order.
- Pledge of Allegiance.
- Roll Call.
- Additions, Corrections or Adjustments to the Agenda.

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<sup>12</sup> Oakridge City Charter, Section 20.(7).

<sup>13</sup> Oakridge City Code§ 30.04.



- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments.
- Consent Agenda.
- Business from the City Council.
- Business from the City Administration.
- Reports of Boards, Commissions, and Committees.
- Items Removed from the Consent Agenda.
- Ordinances and Resolutions.
- Public Hearings.
- Appointments.
- Other Business.
- Public Comment.
- Adjournment.

- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.
- B. Pledge of Allegiance. After the meeting is called to order, the pledge of allegiance is recited.
- C. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.
1. The attendance shall be properly reflected in the minutes.
  2. If roll call determines that a quorum is not present, the procedures outlined in Section II{B} of these Rules of Procedure shall be followed.

D. Additions, Corrections or Adjustments to the Agenda. The mayor and the city administrator are permitted to make additions, corrections or adjustments to the agenda. Before making additions, corrections or adjustments to the agenda, the Mayor should first inquire of the council if any of its members have suggested additions, corrections or adjustments to also be considered.

E. Public Comment

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time.
2. Persons wishing to speak during public comment must sign the "speaker's roster" with the person's name and address not later than the call to order.
3. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
4. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker's roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The presiding officer may allow additional persons to speak if they have not signed the speaker's roster and sufficient time is left in the 30- minute period.
5. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard. The council also reserve the right, upon a majority vote, to extend the public comment period in thirty-minute increments to allow all interested persons an opportunity to speak.
6. If the city has the appropriate infrastructure, speakers may play electronic audio or visual material during the time permitted for their comment.
7. The council will not engage in any discussion or make any decisions during public comment. The council may take comments under advisement during council comments for discussion and action at a future council meeting.
8. The mayor may direct the city administrator to follow up on any comments received.

9. In addition to the two identified times for public comment on the agenda, as described above, the council shall provide public comment for each ordinance or resolution being considered - the public comment shall be provided prior to the council taking any action on the ordinance or resolution.
- F. Mayor's Comments/Announcements/Proclamations. The mayor's comments are intended to provide the mayor with an opportunity to briefly provide the council and the community with comments on items not on the agenda. Announcements are intended to be procedural in nature. Proclamations are awards or recognition of individuals by the council.
- G. Council's Comments. The council's comments are intended to provide individual councilors with an opportunity to briefly provide the council and the community with their comments on items not on the agenda.
- H. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
  2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
  3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- I. Business from the City Council. This portion of the agenda is reserved for business matters requested by or undertaken by the city council.
- J. Business from the City Administrator. This portion of the agenda is reserved for business matters requested by or undertaken by the city administrator.
- K. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.
1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
  2. Oral reports to the council should generally not exceed 10 minutes in length.



3. The council may ask questions of the presenter upon conclusion of the report being given.
- L. Items Removed from the Consent Agenda. Items removed from the consent agenda will be discussed herein, the items shall be discussed in the order in which they were removed from the consent agenda.
- M. Ordinances and Resolutions - See Cha.12ter 3
- N. Public Hearings Generally
1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
  2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
  3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
  4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.
  5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
    - a. Staff presentation (15 minutes total).
    - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
    - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
    - d. Other interested persons (3 minutes per person).
    - e. Questions of staff (No time limit).
    - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes.
9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person

who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.455(1).

0. Conduct of Hearings on Land Use Matters- See Chapter 4

P. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

## CHAPTER 2 - Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the first and third Thursday of each month, with the exception of designated holidays and/or council recesses.
  - A. Meetings shall begin at 7:00 p.m.<sup>14</sup>
  - B. Meetings shall adjourn at 9:00 p.m., allowing 30-minute increment extensions upon a majority vote of the council.
  - C. A change of any one regular meeting date may be made by motion duly passed at a regular meeting.<sup>15</sup>
  
- II. **Special meetings.** Special meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
  - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special meetings.
  - B. Notice of the special meeting shall be given to all members of the council and the city administrator via telephone and email.
  - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
  
- III. **Emergency meetings.** Emergency meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
  - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special and/or emergency meetings.
  - B. Notice of the emergency meeting shall be given to all members of council and the city administrator via telephone and email.
  - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

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<sup>14</sup> Oakridge City Code § 30.01.

<sup>15</sup> Ibid.

- D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

**IV. Executive Sessions.** Executive sessions may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.

- A. Only members of the council, the city administrator, and persons specifically invited by the city administrator, city attorney or the council shall be allowed to attend executive sessions.

- B. Representatives of recognized news media may attend executive sessions in accordance with the following rules and procedures.

1. Pursuant to ORS 192.660(4), representatives of the news media shall be allowed to attend executive sessions other than those held pursuant to ORS 192.660(2)(d) (labor negotiations) or ORS 192.660(2)(h) (litigation-when the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation).
2. The City Council of Oakridge is tasked with the responsibility of determining who is a representative of the news media for purposes of attending an executive session meeting.
  - a. Any interested applicant must complete the Application for Recognition as a Representative of News Media form and submit it and any supporting documents to the Oakridge Recorder. Only applications submitted on the prescribed form will be considered.
  - b. Upon receipt of a completed application and any supporting information, consideration of the application will be placed on the agenda for the city council's next regularly scheduled public session meeting.
  - c. When a complete application for recognition as news media is pending, the city council will delay any scheduled executive session meeting until a decision on the application is made by the city council.
  - d. For guidance as to the type of evidence that would be helpful to the city council's determination, applicants are encouraged to review the April 18, 2016 Oregon Attorney General Opinion, a copy of which is attached to the Application for Recognition as a Representative of News Media.

**V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
  - B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at a work session.
  - C. Work sessions are to be scheduled by the city administrator.
  - D. The city administrator is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall either be cancelled or continued to a different date at the Council's discretion.
- VII. Location.** Council meetings shall be held at the Willamette Activity Center.
- A. In the event the Willamette Activity Center is not available for a meeting, the council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
  - B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
  - C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits; but, should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
  - D. No council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.
- VIII. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- IX. Attendance.** Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a vacancy is created when the mayor or a councilor is absent from the city for thirty (30) days or upon the person's absence from council meetings for sixty (60) days without the consent of the council and upon a declaration by the council of the vacancy.<sup>16</sup>

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<sup>16</sup> Oakridge City Charter, Section 27.



## CHAPTER 3 - Ordinances and Resolutions

- I. Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.
- A. Numbering. The city recorder shall number all ordinances with a consecutive identification.
- B. Preparation and Introduction.
1. All ordinances shall, before presentation to the council, shall be approved by the city attorney, or the attorney's designee. Emergency ordinances will be reviewed circumstances permitting.
  2. Ordinances shall be introduced by the city administrator. Except that, upon the request of the council, an ordinance may be introduced by the city attorney.
  3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.
- C. Calendar of Ordinance.
1. Except as provided otherwise in this Section, an ordinance shall be fully and distinctly read in an open council meeting on two different days before it may be enacted by the Council.
  2. The council may enact an ordinance at a single meeting by unanimous vote of all councilors present, provided the ordinance is read first in full and then by title.
  3. A reading of an ordinance may be by title only if:
    - B. No councilor present at the reading requests that the ordinance be read in full; or
    - C. At least one week before the reading a copy of the ordinance is provided to each council member, three copies of the ordinance are available for public inspection in the office of the recorder and notice of ordinance's availability is given by written notice posted at the city hall and two other public places in the city.
  4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed before the reading unless each section so

differing is read fully and distinctly in the open council meeting before the council adopts the ordinance.<sup>17</sup>

5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
6. An abstention from voting shall not count as a vote for or against the motion, nor affect the power of the council to act for lack of a quorum.
7. An affirmative vote of four (4) council members shall be necessary to pass an ordinance.
8. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least four (4) members of the council petition for early consideration.
9. All adopted ordinances shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted ordinance.
10. A non-emergency ordinance takes effect on the thirtieth (30<sup>th</sup>) day after its enactment or on a later day the ordinance prescribes. An ordinance enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the ordinance which is less than thirty (30) days.<sup>18</sup>
11. The filing of a referendum petition shall suspend the effective date of an ordinance.

II. **Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the year in which the resolution was introduced.

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<sup>17</sup> Oakridge City Charter, Section 30.

<sup>18</sup> Ibid.

B. Preparation and Introduction.

1. Before a resolution is presented to council, the city administrator shall review the resolution, and if necessary in his or her determination, submit the resolution to the city attorney for additional review.
1. Resolutions shall be introduced by a member of the council. Except that, upon the request of the council, a resolution may be introduced by the city administrator or the city attorney, with a member of the council moving further action on such resolution upon completion of the introduction.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
  - a. A public hearing on the resolution be held;
  - b. Pass the resolution to a second reading;
  - c. Reject the resolution in whole or in part; or
  - d. Adopt the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading.
3. When a resolution which is to be considered is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
4. A second reading of a resolution is permitted to occur at the meeting where it is introduced, and a resolution may be passed at a single meeting by a unanimous vote for passage by all members of the council present.
5. An affirmative vote of four (4) council members shall be necessary to pass a resolution
6. ~~When a~~ resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least four (4) members of the council petition for early consideration.

7. All adopted resolutions shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted resolution.
8. A non-emergency resolution takes effect on the thirtieth (30<sup>th</sup>) day after its enactment or on a later day the resolution prescribes. A resolution enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the resolution which is less than thirty (30) days.

## **CHAPTER 4 - Land Use Hearings**

### **I. General Conduct of Hearings.**

- A. Any party may speak in person or through an attorney to present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

### **II. Quasi-Judicial Land Use Matters.**

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Conflicts of Interest.
  - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
    - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
    - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
  - 2. A member of the council who has a potential conflict of interest as defined by the Oregon Revised Statutes or the city charter shall disclose the conflict but is permitted to participate in the discussion and vote on the matter.

3. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.

C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

1. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

1. Land Use Hearing Disclosure Statement. The city recorder shall read the land use hearing disclose statement, which shall include:
  - a. A list of the applicable criteria;
  - b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulations which the person believes to apply to the decision;
  - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
  - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.



3. Call for Potential Conflicts of Interest. The presiding officer shall inquire whether any member of the council has a potential conflict of interest. Any member of the council with a potential conflict of interest must publicly disclose the conflict but is still permitted to participate in the discussion and vote.
4. Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
5. Staff summary. City staff, or their representative, shall present a summary and recommendation concerning the proposal.
6. Presentation of the Case.
  - a. Proponent's case. Twenty minutes total.
  - b. Persons in favor. Five minutes per person.
  - c. Persons opposed. Five minutes per person.
  - d. Other interested persons. Five minutes per person.
  - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
7. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
8. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
9. Findings and Order. The council may approve or reject the proposal.
  - a. The council shall adopt findings to support its decision.
  - b. The council may incorporate findings proposed by the proponent, the opponent or staff in its decision.

c. An affirmative vote of four (4) council members shall be necessary to take any official action.

E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

### III. Legislative Land Use Matters.

A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
2. Staff summary. Staff, or its representative, shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. Presentation of the Case.
  - a. Proponent's case. Twenty minutes total.
  - b. Persons in favor. Five minutes per person.
  - c. Persons opposed. Five minutes per person.
  - d. Other interested persons. Five minutes per person.
4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. Reopening hearing. Prior to the second reading of an ordinance relating to a legislative land use matter, and upon a majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

## **CHAPTER 5 - Motions, Debate and Voting**

- I. **Motions.** All motions shall be distinctly worded.
- A. The following rules shall apply to motions:
1. If a motion does not receive a second, it dies.
  2. The council will discuss a motion only after the motion has been moved and seconded.
  3. Any motion shall be reduced to writing if requested by a member of the council.
  4. A motion to amend can be made to a motion that is on the floor and has been seconded.
  5. A motion may be withdrawn by the mover at any time without the consent of the council.
  6. Amendments are voted on first, then the main motion if voted on as amended.
  7. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
  8. A call for the question is intended to close the debate on the main motion; such a motion does not require a second and is not debatable.
    - a. A call for the question fails without a majority vote.
    - b. Debate on the main subject resumes if the motion fails.
  9. A motion that receives a tie vote fails.
  10. The presiding officer, except for motions to accept the consent calendar, shall repeat the motion prior to a vote.
  11. A motion to adjourn cannot be amended.
- B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
1. No motion to reconsider shall be made more than once.
  2. The motion to reconsider shall be made before the final adjournment of the meeting in which the action was considered.

C. Motions Generally. The following information is intended to guide the council.

<b>To Do This</b>	<b>You Say This</b>	<b>May You Interrupt Speaker</b>	<b>Must You Be Seconded</b>	<b>Is the Motion Debatable</b>	<b>What Vote is Required</b>
*Adjourn the meeting	"I move that we adjourn"	No	Yes	No	Majority
Recess the meeting	"I move that we recess until ..."	No	Yes	No	Majority
*Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No vote
*Suspend further consideration of something	"I move we table this matter"	No	Yes	No	Majority
End debate	"I move the previous question"	No	Yes	No	2/3 Vote
Postpone consideration of something	"I move we postpone this matter until"	No	Yes	No	Majority
Have something studied further	"I move we refer this to ..."	No	Yes	Yes	Majority
Amend a motion	"I move to amend this motion"	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that ..."	No	Yes	Yes	Majority
*Object to procedure or to personal affront	"Point of order"	Yes	No	No	No vote, Chair decides
*Request information	"Point of information"	Yes	No	No	No vote
*ask for a vote count to verify a voice vote	"I call for a division of the house"	No	No	No	No vote
*Object to considering some matter	"I object to consideration of this"	Yes	No	No	2/3 vote
*Take up a matter previously tabled	"I move to take from the table... "	No	Yes	No	Majority
*Reconsider something already disposed of	"I move we reconsider action on... "	Yes	Yes	Yes	Majority
*Consider	"I move we	No	Yes	No	2/3 vote

something not in scheduled order	suspend the rules and ... "				
*Vote on a ruling by the presiding officer	"I appeal the presiding officer's decision"	Yes	Yes	Yes	Majority

\* = NOT AMENDABLE

**II. Debate.** The following rules shall govern the debate of any item being discussed by the council.

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him or herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

**III. Voting.** The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in Chapter 4 of these Rules.

- A. Reports. The affirmative vote of four (4) council members shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.
- B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.
- C. Resolutions. The affirmative vote of four (4) council members shall be required to pass a resolution.
- D. Ordinances. The affirmative vote of four (4) council members shall be required to pass all ordinances which are not emergency ordinances.
- E. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- F. Budget. The affirmative vote of four (4) council members shall be required to adopt the city's budget.
- G. Franchise. The affirmative vote of four (4) council members shall be required to approve a franchise agreement.

- H. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter or municipal code shall not be suspended or rescinded.
  
- I. All votes shall be recorded in the minutes. The recorder shall identify the vote of each councilor and the mayor, on all actions taken during a council meeting, in the city's minutes.



## CHAPTER 6 - Minutes

### I. Generally.

- A. All minutes of regular, special or emergency meetings shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule. All minutes of executive sessions shall be in electronic format and be maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
  - 1. The date, time and place of the meeting;
  - 2. The council members and staff present;
  - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
  - 4. The results of all votes and the vote of each member by name;
  - 5. The substance of any discussion on any matter; and
  - 6. A reference to any document discussed at the meeting.

### II. Approval. The council shall approve all minutes of any meeting.

- A. All minutes shall be approved within **sixty days** of the meeting having occurred. Audio and video recordings shall be posted to the city website within **five business days** of the meeting having occurred. — ■
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

## CHAPTER 7 -Appointments

- I. Appointments of City Staff.** The mayor, with council approval, appoints and can remove those positions identified in the city's charter. All appointments require a four (4) affirmative votes.
- A. Reviews. Any person appointed by the mayor, with council approval, shall be subject to an annual review by the council.
  - B. Removals. All appointed persons may be removed by the mayor, with four affirmative votes from the council.
  - C. Interference. If the mayor, with council approval, appoints a municipal judge, the mayor and council may meet with the judge, but in no instance shall the mayor or council be permitted to interfere with the judge's exercise of judicial authority or discretion.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
- A. Unless otherwise mandated by state law, the mayor, subject to approval by the council, shall appoint the members of any board, commission or committee authorized by the council.
  - B. Unless otherwise prohibited by the council, the mayor, subject to approval by the council, shall have the authority to create and appoint subcommittees of committees authorized by the council.
  - C. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.
  - D. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.  
approval by the council.
  - E. Removals. All appointed persons may be removed by the mayor, subject to

## **CHAPTER 8 - Ethics, Decorum, Outside Statements**

- I. **Ethics.** All members of the council shall review and observe the requirements of state ethics laws. In addition to complying with state ethics laws, all members of the council shall refrain from:
  - A. Disclosing confidential information.
  - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
  - C. Expressing an opinion contrary to the official position of the council without so saying.
  - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
  - E. Sign and adhere to the personal Code of Conduct of the City of Oakridge.
  
- II. **Decorum.**
  - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
  - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
  - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
  
- III. **Statements to the Media and Other Organizations**
  - A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
  - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

## CHAPTER 9 - Interactions with Staff & City Attorney

- I. **Staff.** All members of the council shall respect the separation between the council's role and the city's administrator's responsibility by:
  - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
  - B. Refraining from actions that would undermine the authority of the city administrator or a department head.
  - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator. In no instance is a council member authorized to give a directive to a staff member.
- II. **City Attorney.** Council members who believe advice from the city attorney is needed should work with the city administrator to identify their concern, reduce the concern to a question and the city administrator will work with the city attorney to resolve the inquiry or concern. This does not prevent council from seeking advice from the city attorney.

## CHAPTER 10 -Removal & Censure

- I. The council may enforce these rules and ensure compliance with city ordinances, the charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand or removal as provided for in the city charter.
  
- II. **Censure.** Any council member who violates any general law or regulation, and any rule, law, ordinance or resolution of the City of Oakridge may be reprimanded through the administration of a public censure of the member by the council. Such censure may be in addition to any other lawful action or punishment applicable to the violation. For purposes of this section, "censure" shall mean the adoption of a resolution setting forth a formal statement of disapproval of a councilmember's conduct.
  - A. Notice and Opportunity to Cure. A council member may not be made the subject of a motion for censure without first being given notice of the alleged violation and an opportunity to correct the violation, if it can reasonably be corrected.
  
  - B. Initiation of Proceedings. Upon a continued violation or failure to correct, the charged councilmember shall be given notice and an opportunity to be heard as follows:
    1. Only a sitting council member may initiate proceedings for the censure of one of its members.
  
    2. Proceedings shall be commenced by the presentation of a written statement of charges to the subject councilmember with a copy delivered concurrently to the City Administrator by the member initiating the charge.
      - a. Initiation shall not require the prior approval of the council.
  
      - b. The statement of charges shall be given at least ten (10) days prior to the meeting at which the censure motion is proposed to be brought.
  
      - c. The notice shall contain, at a minimum, the designation of the specific rule, law, regulation, etc., which the member is claimed to have violated and a statement of the date, place and time at which such violation occurred. The statement shall further contain a description of the conduct of the member which is alleged to constitute the violation.
  
      - d. A copy of the statement of charges shall be delivered to all other council members.

3. The member has been convicted of an offense that has the statutory penalty of a year or more of incarceration;
4. The member has established his or her residency outside of the city's limits;
5. The member fails to possess the qualifications necessary to hold office as those qualifications are outlined in the city's charter; and/or
6. The member upon being elected to his or her position fails to meet the qualifications for the office, as outlined in the city's charter, within three days after the time for his or her term of office to commence.

B. **Vote for Removal.** The council may not vote to remove a member unless it has first consulted with its city attorney, and only then may the member be removed from council upon a unanimous vote of the council.

**IV.** The council may investigate the actions of any member of council and meet in executive session, upon advise of the city attorney, under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).



## CHAPTER 11 -Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the processes noted herein.
  - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. All amendments to these rules require an affirmative vote of four (4) council members.
  - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
  - A. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. Any repeal and replacement of these rules requires an affirmative vote of four (4) council members.
  - C. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.



# **Oakridge City Council Rules of Procedure**

*(Ordinance 930 - Exhibit A)*

*(Amended 7/13~~20~~/2023)*

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## CHAPTER 1 - General Governance

### I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of the city council, shall be governed by Robert's Rules of Order Newly Revised.<sup>4</sup>
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

### II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the six (6) city councilors and one (1) mayor.<sup>2-1</sup> Four members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of the council who are present may:
  - 1. Adjourn the meeting.
  - 2. In accordance with Section 14 of the city charter and an ordinance adopted thereunder, compel the attendance of absent members.<sup>3-2</sup> No official action, other than compelling the attendance of absent members, may occur until a quorum has been established.

### III. Presiding Officer.

- A. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have authority to:
  - 1. Preserve order;
  - 2. Enforce these Rules of Procedure; and
  - 3. Determine the order of business under these Rules of Procedure.<sup>43</sup>

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~~<sup>4</sup>Oakridge Municipal Code §30.06.~~

<sup>2</sup> Oakridge City Charter, Section 7.

<sup>3</sup> Oakridge City Charter, Section 14.

<sup>4</sup>Oakridge City Charter, Section 16.

- B. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.<sup>64</sup>
- C. If both the mayor and the president of the council are absent from the meeting, the most senior, in continuous service, council member shall open the meeting, accept nominations for a temporary presiding officer and conduct a vote. The member elected as temporary presiding officer shall thereafter preside at that meeting until the arrival of the mayor or council president.

#### IV. **Appointed Officers.**

- A. City Recorder. The city recorder shall serve ex officio as clerk of the council. In this role, the city recorder is responsible for the following:
1. The city recorder shall keep the official minutes of the council;
  2. Sign all orders as required by the City Charter and state law.<sup>65</sup>
- B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.<sup>66</sup>
1. The administrator may sit with the council but may not vote on questions before it.<sup>67</sup>
  2. The administrator may take part in all council discussions.<sup>68</sup>
  3. The administrator shall be the parliamentarian and shall advise the presiding officer on any questions of order. The administrator has the authority to delegate the duties of parliamentarian to any city staff person.
- C. City Attorney. The city attorney may attend any meeting of the council upon request, give an opinion, either written or oral, on legal questions.
- D. Municipal Judge. If the council, pursuant to Section 20 of the Oakridge Charter, creates the office of municipal judge, the council shall appoint a municipal judge.
1. The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.<sup>69</sup>  
Individual appointments shall be approved by council.<sup>70</sup>

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<sup>5</sup> Oakridge City Charter, Section 17.

<sup>6</sup> Oakridge City Charter, Section 22.

<sup>7</sup> Oakridge City Charter, Section 21.(6)(a).

<sup>8</sup> Oakridge City Charter, Section 21.(8).

<sup>9</sup> Ibid.

<sup>10</sup> Oakridge City Charter Section 20.(6).

<sup>11</sup> Will require a change to City Charter.





2. The council may transfer some or all the functions of the municipal court to an appropriate state court.<sup>11</sup>

- V. **Agendas.** The city administrator shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.
- A. The city administrator shall take reasonable steps to ensure the agendas and informational material for council meetings are distributed to the council at least six (6) days preceding the meeting. Unless circumstances arise, in no instance shall the city administrator fail to provide the city council with the agendas and informational materials needed for council meetings at least three (3) days before the council meeting.
- B. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.
- C. No item shall be placed on the agenda unless it is ready for Council action and/or consideration.
- D. At each regular meeting of the Council, the Mayor and each Council member may bring up items not on the agenda.<sup>12</sup>
- E. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- F. A member of the council who wishes to have an action item placed on the agenda should advise the city administrator at least ten (10) days prior to the meeting.
- VI. **Order of Business.** The order of business for all regular meetings shall generally be as follows, however, the city administrator has the right to prepare the agenda with a different order of business; the mayor may adjust the order of business at his or her discretion:
- Call to order.
  - Pledge of Allegiance.
  - Roll Call.

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<sup>12</sup> Oakridge City Charter, Section 20.(7).

- Additions, Corrections or Adjustments to the Agenda.

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~~12 Oakridge City Charter, Section 20.(7).~~

~~12 Oakridge City Charter, Section 20.(7).~~

~~12 Oakridge City Code § 30.04.~~

- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments.
- Consent Agenda.
- Appointments.
- Business from the City Council.
- Business from the City Administrator.
- Items Removed from the Consent Agenda.
- Ordinances and Resolutions.
- Public Hearings.
- Reports of Boards, Commissions, and Committees.
- Other Business.
- Public Comment.
- Adjournment.

A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.

B. Pledge of Allegiance. After the meeting is called to order, the pledge of allegiance is recited.

C. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.
2. If roll call determines that a quorum is not present, the procedures outlined in Section II (B) of these Rules of Procedure shall be followed.

D. Additions, Corrections or Adjustments to the Agenda. The mayor and the city administrator are permitted to make additions, corrections or adjustments to the agenda. Before making additions, corrections or adjustments to the agenda, the Mayor should first inquire of the council if any of its members have suggested additions, corrections or adjustments.

E. Public Comment

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time.
2. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
3. Speakers are limited to three minutes. Speakers will be called upon by the presiding officer. Speakers shall identify themselves by their names and their city of residence.
4. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard. The council also reserves the right, upon a majority vote, to extend the public comment period in thirty-minute increments to allow all interested persons an opportunity to speak.
5. If the city has the appropriate infrastructure, speakers may play electronic audio or visual material during the time permitted for their comment.
6. The council will not engage in any lengthy discussion or make any decisions during public comment. The council may take comments under advisement during council comments for discussion and action at a future council meeting.
7. The mayor may direct the city administrator to follow up on any comments received.

8. In addition to the two identified times for public comment on the agenda, as described above, the council shall provide public comment for each ordinance or resolution being considered - the public comment shall be provided prior to the council taking any action on the ordinance or resolution.
- F. Mayor's Comments/Announcements/Proclamations. The mayor's comments are intended to provide the mayor with an opportunity to briefly provide the council and the community with comments on items not on the agenda. Announcements are intended to be procedural in nature. Proclamations are awards or recognition of individuals by the council.
- G. Council's Comments. The council's comments are intended to provide individual councilors with an opportunity to briefly provide the council and the community with their comments on items not on the agenda.
- H. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
  2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
  3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- I. Business from the City Council. This portion of the agenda is reserved for business matters requested by or undertaken by the city council.
- J. Business from the City Administrator. This portion of the agenda is reserved for business matters requested by or undertaken by the city administrator.
- K. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.
1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
  2. Oral reports to the council should generally not exceed 10 minutes in length.

3. The council may ask questions of the presenter upon conclusion of the report being given.

L. Items Removed from the Consent Agenda. Items removed from the consent agenda will be discussed herein, the items shall be discussed in the order in which they were removed from the consent agenda.

M. Ordinances and Resolutions - See Chapter 3

N. Public Hearings Generally

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
  - a. Staff presentation (15 minutes total).
  - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
  - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
  - d. Other interested persons (3 minutes per person).
  - e. Questions of staff (No time limit).
  - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes.
9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person



who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non- disclosure to the city recorder pursuant to ORS 192.455(1).

0. Conduct of Hearings on Land Use Matters- See Chapter 4

P. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

## CHAPTER 2 - Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the first and third Thursday of each month, with the exception of designated holidays and/or council recesses.
  - A. Meetings shall begin at 6:00 p.m.<sup>14</sup>
  - B. Meetings shall adjourn at 8:00 p.m., allowing 30-minute increment extensions upon a majority vote of the council.
  - C. A change of any one regular meeting date may be made by motion duly passed at a regular meeting.<sup>15</sup>
- II. **Special meetings.** Special meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
  - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special meetings.
  - B. Notice of the special meeting shall be given to all members of the council and the city administrator via telephone and email.
  - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- III. **Emergency meetings.** Emergency meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
  - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special and/or emergency meetings.
  - B. Notice of the emergency meeting shall be given to all members of council and the city administrator via telephone and email.
  - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

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~~Oakridge City Code § 30.01.~~  
<sup>14</sup> Ibid.

- D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

**IV. Executive Sessions.** Executive sessions may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.

- A. –Only members of the council, the city administrator, and persons specifically invited by the city administrator, city attorney or the council shall be allowed to attend executive sessions.

- B. Representatives of recognized news media may attend executive sessions in accordance with the following rules and procedures.

1. Pursuant to ORS 192.660(4), representatives of the news media shall be allowed to attend executive sessions other than those held pursuant to ORS 192.660(2)(d) (labor negotiations) or ORS 192.660(2)(h) (litigation-when the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation).
2. The City Council of Oakridge is tasked with the responsibility of determining who is a representative of the news media for purposes of attending an executive session meeting.
  - a. Any interested applicant must complete the Application for Recognition as a Representative of News Media form and submit it and any supporting documents to the Oakridge Recorder. Only applications submitted on the prescribed form will be considered.
  - b. Upon receipt of a completed application and any supporting information, consideration of the application will be placed on the agenda for the city council's next regularly scheduled public session meeting.
  - c. When a complete application for recognition as news media is pending, the city council will delay any scheduled executive session meeting until a decision on the application is made by the city council.
  - d. For guidance as to the type of evidence that would be helpful to the city council's determination, applicants are encouraged to review the April 18, 2016 Oregon Attorney General Opinion, a copy of which is attached to the Application for Recognition as a Representative of News Media.

- V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
  - B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at-a work session.
  - C. Work sessions are to be scheduled by the city administrator.
  - D. The city administrator is to invite any relevant staff to work sessions so that the sessions are.as productive as possible.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall either be cancelled or continued to a different date at the Council's discretion.
- VII. Location.** Council meetings shall be held at the City Hall.
- A. In the event the City Hall is not available or adequate for a meeting, the council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
  - B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
  - C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits; but, should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
  - D. No council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.
- VIII. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting laws.
- IX. Attendance.** Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a vacancy is created when the mayor or a councilor is absent from the city for thirty (30) days or upon the person's absence from council meetings for sixty (60) days without the consent of the council and upon a declaration by the council of the vacancy.<sup>4613</sup>

<sup>136</sup> Oakridge City Charter, Section 27.

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~~Oakridge City Charter, Section 27.~~

## CHAPTER 3 - Ordinances and Resolutions

**I. Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.

A. ~~Numbering.~~ The city recorder shall number all ordinances with a consecutive identification.

B. Preparation and Introduction.

1. All ordinances, before presentation to the council, shall be approved by the city attorney, or the attorney's designee. Emergency ordinances may be considered without the city attorney's review if necessary.
2. Ordinances shall be introduced by the city administrator. Except that, upon the request of the council, an ordinance may be introduced by the city attorney.
3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.

C. Calendar of Ordinance.

1. Except as provided otherwise in this Section, an ordinance shall be fully and distinctly read in an open council meeting on two different days before it may be enacted by the Council.
2. The council may enact an ordinance at a single meeting by unanimous vote of all councilors present, provided the ordinance is read first in full and then by title.
3. A reading of an ordinance may be by title only if:
  - a. ~~B.~~ No councilor present at the reading requests that the ordinance be read in full; or
  - b. ~~C.~~ At least one week before the reading a copy of the ordinance is provided to each council member, copies of the ordinance are available for public inspection at city hall and notice of the proposed ordinance is given by written notice posted at the city hall and at least two other public places in the city.
4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed before the reading unless each section so



differing is read fully and distinctly in the open council meeting before the council adopts the ordinance.<sup>147</sup>

5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
6. An abstention from voting shall not count as a vote for or against the motion, nor affect the power of the council to act for lack of a quorum.
7. An affirmative vote of four (4) council members shall be necessary to pass an ordinance.
8. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least four (4) members of the council petition for early consideration.
9. All adopted ordinances shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted ordinance.

~~1010~~. A non-emergency ordinance takes effect on the thirtieth (30<sup>th</sup>) day after its enactment or on a later day the ordinance prescribes. An ordinance enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the ordinance which is less than thirty (30) days.<sup>148</sup>

11. The filing of a referendum petition shall suspend the effective date of an ordinance.

**II. Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the year in which the resolution was introduced.

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<sup>147</sup> Oakridge City Charter, Section 30.

<sup>148</sup> Ibid.

**B. Preparation and Introduction.**

1. Before a resolution is presented to council, the city administrator shall review the resolution, and if necessary in his or her determination, submit the resolution to the city attorney for additional review.
2. Resolutions may be introduced by a member of the council, the city administrator, or the city attorney.

**C. Calendar of Resolution.**

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
  - a. A public hearing on the resolution be held;
  - b. Pass the resolution to a second reading;
  - c. Reject the resolution in whole or in part; or
  - d. Adopt the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading.
3. When a resolution which is to be considered is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
4. A second reading of a resolution is permitted to occur at the meeting where it is introduced, ~~and~~ a resolution may be passed at a single meeting by a unanimous vote for passage by ~~all~~ all members of the council present.
5. An affirmative vote of four (4) council members shall be necessary to pass a resolution.
6. ~~When a resolution~~ is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least four (4) members of the council petition for early consideration.
- 7.

8. -All adopted resolutions shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted resolution.
  
9. A non-emergency resolution takes effect on the thirtieth (30th) day after its enactment or on a later day the resolution prescribes. A resolution enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the resolution which is less than thirty (30) days.

## CHAPTER 4 - Land Use Hearings

### I. General Conduct of Hearings.

- A. Any party may speak in person or through an attorney to present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

### II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Conflicts of Interest.
  - 1. —A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
    - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
    - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

2. A member of the council who has a potential conflict of interest as defined by the Oregon Revised Statutes or the city charter shall disclose the conflict but is permitted to participate in the discussion and vote on the matter.

3. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.
- C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
1. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
  2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.
- D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:
1. Land Use Hearing Disclosure Statement. The city recorder shall read the land use hearing disclose statement, which shall include:
    - a. A list of the applicable criteria;
    - b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulations which the person believes to apply to the decision;
    - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
    - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
  2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.

3. —Call for Potential Conflicts of Interest. The presiding officer shall inquire whether any member of the council has a potential conflict of interest. Any member of the council with a potential conflict of interest must publicly disclose the conflict but is still permitted to participate in the discussion and vote.
4. —Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
5. Staff summary. City staff, or their representative, shall present a summary and recommendation concerning the proposal.
6. Presentation of the Case.
  - a. Proponent's case. Twenty minutes total.
  - b. Persons in favor. Five minutes per person.
  - c. Persons opposed. Five minutes per person.
  - d. Other interested persons. Five minutes per person.
  - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
7. —Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
8. —Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
9. Findings and Order. The council may approve or reject the proposal.
  - a. The council shall adopt findings to support its decision.
  - b. The council may incorporate findings proposed by the proponent, the opponent or staff in its decision.



c. An affirmative vote of four (4) council members shall be necessary to take any official action.

E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

### **III. Legislative Land Use Matters.**

A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
2. Staff summary. Staff, or its representative, shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. Presentation of the Case.
  - a. Proponent's case. Twenty minutes total.
  - b. Persons in favor. Five minutes per person.
  - c. Persons opposed. Five minutes per person.
  - d. Other interested persons. Five minutes per person.
4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. Reopening hearing. Prior to the second reading of an ordinance relating to a legislative land use matter, and upon a majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

## CHAPTER 5 - Motions, Debate and Voting

### I. **Motions.** All motions shall be distinctly worded.

#### A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The council will discuss a motion only after the motion has been moved and seconded.
3. Any motion shall be reduced to writing if requested by a member of the council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. ———A motion may be withdrawn by the mover at any time without the consent of the council.
6. Amendments are voted on first, then the main motion if voted on as amended.
7. ———A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
8. ———A call for the question is intended to close the debate on the main motion; such a motion does not require a second and is not debatable.
  - a. A call for the question fails without a majority vote.
  - b. Debate on the main subject resumes if the motion fails.
9. A motion that receives a tie vote fails.
10. The presiding officer, except for motions to accept the consent agenda, shall repeat the motion prior to a vote.
11. A motion to adjourn cannot be amended.

#### B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.

1. No motion to reconsider shall be made more than once.
2. The motion to reconsider shall be made before the final adjournment of the meeting in which the action was considered.

C. Motions Generally. The following information is intended to guide the council.

To Do This	You Say This	May You Interrupt Speaker	Must You Be Seconded	Is the Motion Debatable	What Vote is Required
*Adjourn the meeting	"I move that we adjourn"	No	Yes	No	Majority
Recess the meeting	"I move that we recess until ..."	No	Yes	No	Majority
*Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No vote
*Suspend further consideration of something	"I move we table this matter"	No	Yes	No	Majority
End debate	"I move the previous question"	No	Yes	No	2/3 Vote
Postpone consideration of something	"I move we postpone this matter until"	No	Yes	No	Majority
Have something studied further	"I move we refer this to ..."	No	Yes	Yes	Majority
Amend a motion	"I move to amend this motion"	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that ..."	No	Yes	Yes	Majority
*Object to procedure or to personal affront	"Point of order"	Yes	No	No	No vote, Chair decides
*Request information	"Point of information"	Yes	No	No	No vote
*ask for a vote count to verify a voice vote	"I call for a division of the house"	No	No	No	No vote
*Object to considering some matter	"I object to consideration of this"	Yes	No	No	2/3 vote
*Take up a matter previously tabled	"I move to take from the table... "	No	Yes	No	Majority
*Reconsider something already disposed of	"I move we reconsider action on... "	Yes	Yes	Yes	Majority
*Consider	"I move we	No	Yes	No	2/3 vote

something not in scheduled order	suspend the rules and ... "				
*Vote on a ruling by the presiding officer	"I appeal the presiding officer's decision"	Yes	Yes	Yes	Majority

\* = NOT AMENDABLE

**II. Debate.** The following rules shall govern the debate of any item being discussed by the council.

- A. -Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him or herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

**III. Voting.** The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in Chapter 4 of these Rules.

- A. Reports. The affirmative vote of four (4) council members shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.
- B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.
- C. Resolutions. The affirmative vote of four (4) council members shall be required to pass a resolution.
- D. Ordinances. The affirmative vote of four (4) council members shall be required to pass all ordinances which are not emergency ordinances.
- E. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- F. Budget. The affirmative vote of four (4) council members shall be required to adopt the city's budget.

G. -Franchise. The affirmative vote of four (4) council members shall be required to approve a franchise agreement.

- H. **Suspension of Rules.** A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter or municipal code shall not be suspended or rescinded.
- I. All votes shall be recorded in the minutes. The recorder shall identify the vote of
- J. each councilor and the mayor, on all actions taken during a council meeting, in the city's minutes.

## CHAPTER 6 - Minutes

### I. Generally.

- A. All minutes of regular, special or emergency meetings shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule. All minutes of executive sessions shall be in electronic format and be maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
  - 1. The date, time and place of the meeting;
  - 2. The council members and staff present;
  - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
  - 4. The results of all votes and the vote of each member by name;
  - 5. The substance of any discussion on any matter; and
  - 6. A reference to any document discussed at the meeting.

### II. Approval. The council shall approve all minutes of any meeting.

- A. —All minutes shall be approved within **sixty days** of the meeting having occurred. Audio and video recordings shall be posted to the city website within five business days of the meeting having occurred. —
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.



## CHAPTER 7 -Appointments

- I. Appointments of City Staff.** The mayor, with council approval, appoints and can remove those positions identified in the city's charter. All appointments require four (4) affirmative votes.
- A. Reviews. Any person appointed by the mayor, with council approval, shall be subject to an annual review by the council.
  - B. Removals. All appointed persons may be removed by the mayor, with four affirmative votes from the council.
  - C. Interference. If the mayor, with council approval, appoints a municipal judge, the mayor and council may meet with the judge, but in no instance shall the mayor or council be permitted to interfere with the judge's exercise of judicial authority or discretion.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
- A. Unless otherwise mandated by state law, the mayor, subject to approval by the council, shall appoint the members of any board, commission or committee authorized by the council.
  - B. Unless otherwise prohibited by the council, the mayor, subject to approval by the council, shall have the authority to create and appoint subcommittees of committees authorized by the council.
  - C. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.
  - D. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.
  - E. Removals. All appointed persons may be removed by the mayor, subject to approval by the council.
  - E. Removals. All appointed persons may be removed by the mayor, subject to approval by the council.
  - F. All citizens who wish to serve on a board, commission, or committee, must complete an application form prior to being considered for appointment.

## CHAPTER 8 - Ethics, Decorum, Outside Statements

- I. Ethics.** All members of the council shall review and observe the requirements of state ethics laws. In addition to complying with state ethics laws, all members of the council shall refrain from:
- A. Disclosing confidential information.
  - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
  - C. Expressing an opinion contrary to the official position of the council without so saying.
  - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
  - E. Sign and adhere to the personal Code of Conduct of the City of Oakridge.
- II. Decorum.**
- A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
  - B. –Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to follow the orders of the presiding officer or these rules.
  - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- III. Statements to the Media and Other Organizations**
- A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
  - B. –Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

## CHAPTER 9 - Interactions with Staff & City Attorney

- A. **Staff.** All members of the council shall respect the separation between the council's role and the city's administrator's responsibility by:
  - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
  - B. Refraining from actions that would undermine the authority of the city administrator or a department head.
  - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator. In no instance is a council member authorized to give a directive to a staff member.
- B. **City Attorney.** Council members who believe advice from the city attorney is needed should work with the city administrator to identify their concern, reduce the concern to a question and the city administrator will work with the city attorney to resolve the inquiry or concern. This does not prevent council from seeking advice from the city attorney.

## CHAPTER 10 -Removal & Censure

- I. The council may enforce these rules and ensure compliance with city ordinances, the charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand or removal as provided for in the city charter.
- II. **Censure.** Any council member who violates any general law or regulation, and any rule, law, ordinance or resolution of the City of Oakridge may be reprimanded through the administration of a public censure of the member by the council. Such censure may be in addition to any other lawful action or punishment applicable to the violation. For purposes of this section, "censure" shall mean the adoption of a resolution setting forth a formal statement of disapproval of a councilmember's conduct.
  - A. Notice and Opportunity to Cure. A council member may not be made the subject of a motion for censure without first being given notice of the alleged violation and an opportunity to correct the violation, if it can reasonably be corrected.
  - B. Initiation of Proceedings. Upon a continued violation or failure to correct, the charged councilmember shall be given notice and an opportunity to be heard as follows:
    1. —Only a sitting council member may initiate proceedings for the censure of one of its members.
    2. Proceedings shall be commenced by the presentation of a written statement of charges to the subject councilmember with a copy delivered concurrently to the City Administrator by the member initiating the charge.
      - a. Initiation shall not require the prior approval of the council.
      - b. The statement of charges shall be given at least ten (10) days prior to the meeting at which the censure motion is proposed to be brought.
      - c. The notice shall contain, at a minimum, the designation of the specific rule, law, regulation, etc., which the member is claimed to have violated and a statement of the date, place and time at which such violation occurred. The statement shall further contain a description of the conduct of the member which is alleged to constitute the violation.
      - d. A copy of the statement of charges shall be delivered to all other council members.

3. Within seven (7) days after delivering ~~of~~ the statement of charges, the charged councilmember should deliver a written response to the city administrator, which the city administrator will make publicly available. The charged councilmember retains the right to choose to defer releasing their response until the hearing.

C. Hearing. The motion for censure shall be placed on the agenda and considered at the first regular meeting occurring at least ten (10) days following delivery of the statement of charges to the charged councilmember and city administrator.

1. The hearing shall be conducted in an open session by the Mayor unless the Mayor is the party to the action, in which case the Council President or some other member shall conduct the proceedings.
2. The hearing shall generally proceed by a reading of the charges by the initiating councilmember. The charging councilmember may present witnesses; the charged councilmember may answer in rebuttal; members of the public may speak in favor or opposition to the charge; and the remaining councilmembers may speak to the charges in that order.
3. Passage of the motion for censure shall require four affirmative votes of the council.

4. Failure to Censure. If the motion for censure does not pass, the proceedings shall be concluded. A new motion for censure on the same grounds of violation may not thereafter be commenced against the same councilmember for a period of one

D. (1) calendar year from the date of the vote. However, new proceedings may be commenced on the same charges within the one (1) year period on the affirmative or unanimous vote of the non-charged councilmembers.

E. Sanctions. If the motion for censure does pass, such motion shall be reduced to a resolution that explains the charges, summarizes the testimony of the hearing, and delivers the opinion of the council. The resolution shall become a part of the public record, a copy of which shall be made available upon demand to any member of the public.

**III. Removal.** Section 27 of the city charter allows the city council to remove one of its members from the council under certain conditions.

A. Reasons for Removal. Upon any of the below occurrences, the council may remove a councilmember from office:

1. The member has died;
2. The member has become incapacitated;

3. The member has been convicted of an offense that has the statutory penalty of a year or more of incarceration;
4. The member has established his or her residency outside of the city's limits;
5. The member fails to possess the qualifications necessary to hold office as those qualifications are outlined in the city's charter; and/or
6. The member upon being elected to his or her position fails to meet the qualifications for the office, as outlined in the city's charter, within three days after the time for his or her term of office to commence.

B. –Vote for Removal. The council may not vote to remove a member unless it has first consulted with its city attorney, and only then may the member be removed from council upon a unanimous vote of the council.

IV. The council may investigate the actions of any member of council and meet in executive session, upon advise of the city attorney, under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

## CHAPTER 11 -Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the processes noted herein.
  - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. All amendments to these rules require an affirmative vote of four (4) council members.
  - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
  - A. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. Any repeal and replacement of these rules requires an affirmative vote of four (4) council members.
  - C. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.





# **Oakridge City Council Rules of Procedure**

*(Ordinance 930 - Exhibit A)*

*(Amended 7/13/2023)*

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## CHAPTER 1 - General Governance

### I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of the city council, shall be governed by Robert's Rules of Order Newly Revised.
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

### II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the six (6) city councilors and one (1) mayor.<sup>1</sup> Four members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of the council who are present may:
  - 1. Adjourn the meeting.
  - 2. In accordance with Section 14 of the city charter and an ordinance adopted thereunder, compel the attendance of absent members.<sup>2</sup> No official action, other than compelling the attendance of absent members, may occur until a quorum has been established.

### III. Presiding Officer.

- A. The mayor shall be chairperson of the council and preside over its deliberations. The mayor shall have authority to:
  - 1. Preserve order;
  - 2. Enforce these Rules of Procedure; and
  - 3. Determine the order of business under these Rules of Procedure.<sup>3</sup>

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<sup>2</sup> Oakridge City Charter, Section 7.

<sup>3</sup> Oakridge City Charter, Section 14.

<sup>4</sup> Oakridge City Charter, Section 16.

- B. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.<sup>4</sup>
- C. If both the mayor and the president of the council are absent from the meeting, the most senior, in continuous service, council member shall open the meeting, accept nominations for a temporary presiding officer and conduct a vote. The member elected as temporary presiding officer shall thereafter preside at that meeting until the arrival of the mayor or council president.

**IV. Appointed Officers.**

- A. City Recorder. The city recorder shall serve ex officio as clerk of the council. In this role, the city recorder is responsible for the following:
  - 1. The city recorder shall keep the official minutes of the council;
  - 2. Sign all orders as required by the City Charter and state law.<sup>5</sup>
- B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.<sup>6</sup>
  - 1. The administrator may sit with the council but may not vote on questions before it.<sup>7</sup>
  - 2. The administrator may take part in all council discussions.<sup>8</sup>
  - 3. The administrator shall be the parliamentarian and shall advise the presiding officer on any questions of order. The administrator has the authority to delegate the duties of parliamentarian to any city staff person.
- C. City Attorney. The city attorney may attend any meeting of the council upon request, give an opinion, either written or oral, on legal questions.
- D. Municipal Judge. If the council, pursuant to Section 20 of the Oakridge Charter, creates the office of municipal judge, the council shall appoint a municipal judge.
  - 1. The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.<sup>9</sup>  
Individual appointments shall be approved by council.<sup>10</sup>

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<sup>5</sup> Oakridge City Charter, Section 17.

<sup>6</sup> Oakridge City Charter, Section 22.

<sup>7</sup> Oakridge City Charter, Section 21.(6)(a).

<sup>8</sup> Oakridge City Charter, Section 21.(8).

<sup>9</sup> Ibid.

<sup>10</sup> Oakridge City Charter Section 20.(6).

<sup>11</sup> Will require a change to City Charter.



2. The council may transfer some or all the functions of the municipal court to an appropriate state court.<sup>11</sup>

**V. Agendas.** The city administrator shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. The city administrator shall take reasonable steps to ensure the agendas and informational material for council meetings are distributed to the council at least six (6) days preceding the meeting. Unless circumstances arise, in no instance shall the city administrator fail to provide the city council with the agendas and informational materials needed for council meetings at least three (3) days before the council meeting.
- B. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.
- C. No item shall be placed on the agenda unless it is ready for Council action and/or consideration.
- D. At each regular meeting of the Council, the Mayor and each Council member may bring up items not on the agenda.<sup>12</sup>
- E. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- F. A member of the council who wishes to have an action item placed on the agenda should advise the city administrator at least ten (10) days prior to the meeting.

**VI. Order of Business.** The order of business for all regular meetings shall generally be as follows, however, the city administrator has the right to prepare the agenda with a different order of business; the mayor may adjust the order of business at his or her discretion:

- Call to order.
- Pledge of Allegiance.
- Roll Call.

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<sup>12</sup> Oakridge City Charter, Section 20.(7).

- Additions, Corrections or Adjustments to the Agenda.
- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments.
- Consent Agenda.
- Appointments.
- Business from the City Council.
- Business from the City Administrator.
- Items Removed from the Consent Agenda.
- Ordinances and Resolutions.
- Public Hearings.
- Reports of Boards, Commissions, and Committees.
- Other Business.
- Public Comment.
- Adjournment.

A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.

B. Pledge of Allegiance. After the meeting is called to order, the pledge of allegiance is recited.

C. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.
2. If roll call determines that a quorum is not present, the procedures outlined in Section II (B) of these Rules of Procedure shall be followed.

D. Additions, Corrections or Adjustments to the Agenda. The mayor and the city administrator are permitted to make additions, corrections or adjustments to the agenda. Before making additions, corrections or adjustments to the agenda, the Mayor should first inquire of the council if any of its members have suggested additions, corrections or adjustments.

E. Public Comment

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time.
2. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
3. Speakers are limited to three minutes. Speakers will be called upon by the presiding officer. Speakers shall identify themselves by their names and their city of residence.
4. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard. The council also reserves the right, upon a majority vote, to extend the public comment period in thirty-minute increments to allow all interested persons an opportunity to speak.
5. If the city has the appropriate infrastructure, speakers may play electronic audio or visual material during the time permitted for their comment.
6. The council will not engage in any lengthy discussion or make any decisions during public comment. The council may take comments under advisement during council comments for discussion and action at a future council meeting.
7. The mayor may direct the city administrator to follow up on any comments received.



8. In addition to the two identified times for public comment on the agenda, as described above, the council shall provide public comment for each ordinance or resolution being considered - the public comment shall be provided prior to the council taking any action on the ordinance or resolution.
- F. Mayor's Comments/Announcements/Proclamations. The mayor's comments are intended to provide the mayor with an opportunity to briefly provide the council and the community with comments on items not on the agenda. Announcements are intended to be procedural in nature. Proclamations are awards or recognition of individuals by the council.
- G. Council's Comments. The council's comments are intended to provide individual councilors with an opportunity to briefly provide the council and the community with their comments on items not on the agenda.
- H. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
  2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
  3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- I. Business from the City Council. This portion of the agenda is reserved for business matters requested by or undertaken by the city council.
- J. Business from the City Administrator. This portion of the agenda is reserved for business matters requested by or undertaken by the city administrator.
- K. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.
1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
  2. Oral reports to the council should generally not exceed 10 minutes in length.

3. The council may ask questions of the presenter upon conclusion of the report being given.
- L. Items Removed from the Consent Agenda. Items removed from the consent agenda will be discussed herein, the items shall be discussed in the order in which they were removed from the consent agenda.
- M. Ordinances and Resolutions - See Chapter 3
- N. Public Hearings Generally
1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
  2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
  3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
  4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. All remarks shall be addressed to the council as a body and not to any member thereof.
  5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
    - a. Staff presentation (15 minutes total).
    - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
    - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
    - d. Other interested persons (3 minutes per person).
    - e. Questions of staff (No time limit).
    - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes.
9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person

who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.455(1).

0. Conduct of Hearings on Land Use Matters- See Chapter 4

P. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

## CHAPTER 2 - Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the first and third Thursday of each month, with the exception of designated holidays and/or council recesses.
  - A. Meetings shall begin at 6:00 p.m.
  - B. Meetings shall adjourn at 8:00 p.m., allowing 30-minute increment extensions upon a majority vote of the council.
  - C. A change of any one regular meeting date may be made by motion duly passed at a regular meeting.<sup>15</sup>
- II. **Special meetings.** Special meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
  - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special meetings.
  - B. Notice of the special meeting shall be given to all members of the council and the city administrator via telephone and email.
  - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- III. **Emergency meetings.** Emergency meetings may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.
  - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and each recognized representative of the news media which has on file a written request for notice of special and/or emergency meetings.
  - B. Notice of the emergency meeting shall be given to all members of council and the city administrator via telephone and email.
  - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

- D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

**IV. Executive Sessions.** Executive sessions may be called by the mayor or three councilors directing the city administrator to schedule such a meeting in accordance with the State's Public Meetings Law.

- A. Only members of the council, the city administrator, and persons specifically invited by the city administrator, city attorney or the council shall be allowed to attend executive sessions.
- B. Representatives of recognized news media may attend executive sessions in accordance with the following rules and procedures.
  - 1. Pursuant to ORS 192.660(4), representatives of the news media shall be allowed to attend executive sessions other than those held pursuant to ORS 192.660(2)(d) (labor negotiations) or ORS 192.660(2)(h) (litigation-when the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation).
  - 2. The City Council of Oakridge is tasked with the responsibility of determining who is a representative of the news media for purposes of attending an executive session meeting.
    - a. Any interested applicant must complete the Application for Recognition as a Representative of News Media form and submit it and any supporting documents to the Oakridge Recorder. Only applications submitted on the prescribed form will be considered.
    - b. Upon receipt of a completed application and any supporting information, consideration of the application will be placed on the agenda for the city council's next regularly scheduled public session meeting.
    - c. When a complete application for recognition as news media is pending, the city council will delay any scheduled executive session meeting until a decision on the application is made by the city council.
    - d. For guidance as to the type of evidence that would be helpful to the city council's determination, applicants are encouraged to review the April 18, 2016 Oregon Attorney General Opinion, a copy of which is attached to the Application for Recognition as a Representative of News Media.



- V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
  - B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at -a work session.
  - C. Work sessions are to be scheduled by the city administrator.
  - D. The city administrator is to invite any relevant staff to work sessions so that the sessions are.as productive as possible.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall either be cancelled or continued to a different date at the Council's discretion.
- VII. Location.** Council meetings shall be held at the City Hall.
- A. In the event the City Hall is not available or adequate for a meeting, the council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
  - B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
  - C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits; but, should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
  - D. No council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.
- VIII. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting laws.
- IX. Attendance.** Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a vacancy is created when the mayor or a councilor is absent from the city for thirty (30) days or upon the person's absence from council meetings for sixty (60) days without the consent of the council and upon a declaration by the council of the vacancy.<sup>13</sup>

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<sup>13</sup> Oakridge City Charter, Section 27.



**I. Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.

A. Numbering. The city recorder shall number all ordinances with a consecutive identification.

B. Preparation and Introduction.

1. All ordinances, before presentation to the council, shall be approved by the city attorney, or the attorney's designee. Emergency ordinances may be considered without the city attorney's review if necessary.
2. Ordinances shall be introduced by the city administrator. Except that, upon the request of the council, an ordinance may be introduced by the city attorney.
3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.

C. Calendar of Ordinance.

1. Except as provided otherwise in this Section, an ordinance shall be fully and distinctly read in an open council meeting on two different days before it may be enacted by the Council.
2. The council may enact an ordinance at a single meeting by unanimous vote of all councilors present, provided the ordinance is read first in full and then by title.
3. A reading of an ordinance may be by title only if:
  - a. No councilor present at the reading requests that the ordinance be read in full; or
  - b. At least one week before the reading a copy of the ordinance is provided to each council member, copies of the ordinance are available for public inspection at city hall and notice of the proposed ordinance is given by written notice posted at the city hall and at least two other public places in the city.
4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed before the reading unless each section so

differing is read fully and distinctly in the open council meeting before the council adopts the ordinance.<sup>14</sup>

5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
6. An abstention from voting shall not count as a vote for or against the motion, nor affect the power of the council to act for lack of a quorum.
7. An affirmative vote of four (4) council members shall be necessary to pass an ordinance.
8. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least four (4) members of the council petition for early consideration.
9. All adopted ordinances shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted ordinance.
10. A non-emergency ordinance takes effect on the thirtieth (30<sup>th</sup>) day after its enactment or on a later day the ordinance prescribes. An ordinance enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the ordinance which is less than thirty (30) days.<sup>15</sup>
11. The filing of a referendum petition shall suspend the effective date of an ordinance.

**II. Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the year in which the resolution was introduced.

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<sup>14</sup> Oakridge City Charter, Section 30.

<sup>15</sup> Ibid.

B. Preparation and Introduction.

1. Before a resolution is presented to council, the city administrator shall review the resolution, and if necessary in his or her determination, submit the resolution to the city attorney for additional review.
2. Resolutions may be introduced by a member of the council, the city administrator, or the city attorney.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
  - a. A public hearing on the resolution be held;
  - b. Pass the resolution to a second reading;
  - c. Reject the resolution in whole or in part; or
  - d. Adopt the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading.
3. When a resolution which is to be considered is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council member's vote in the minutes of the meeting. When a written ballot vote is requested, the city recorder shall read into the record each council member's name and vote.
4. A second reading of a resolution is permitted to occur at the meeting where it is introduced, and a resolution may be passed at a single meeting by a unanimous vote for passage by all members of the council present.
5. An affirmative vote of four (4) council members shall be necessary to pass a resolution.
6. When a resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least four (4) members of the council petition for early consideration.

7. All adopted resolutions shall be signed by the mayor and endorsed by the city recorder. The date of enactment shall be included on every adopted resolution.
8. A non-emergency resolution takes effect on the thirtieth (30th) day after its enactment or on a later day the resolution prescribes. A resolution enacted to meet an emergency may take effect as soon as enacted or upon a date specified in the resolution which is less than thirty (30) days.

## CHAPTER 4 - Land Use Hearings

### I. General Conduct of Hearings.

- A. Any party may speak in person or through an attorney to present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

### II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Conflicts of Interest.
  - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
    - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
    - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

2. A member of the council who has a potential conflict of interest as defined by the Oregon Revised Statutes or the city charter shall disclose the conflict but is permitted to participate in the discussion and vote on the matter.
3. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.

C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

1. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

1. Land Use Hearing Disclosure Statement. The city recorder shall read the land use hearing disclose statement, which shall include:
  - a. A list of the applicable criteria;
  - b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulations which the person believes to apply to the decision;
  - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
  - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.

3. Call for Potential Conflicts of Interest. The presiding officer shall inquire whether any member of the council has a potential conflict of interest. Any member of the council with a potential conflict of interest must publicly disclose the conflict but is still permitted to participate in the discussion and vote.
4. Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
5. Staff summary. City staff, or their representative, shall present a summary and recommendation concerning the proposal.
6. Presentation of the Case.
  - a. Proponent's case. Twenty minutes total.
  - b. Persons in favor. Five minutes per person.
  - c. Persons opposed. Five minutes per person.
  - d. Other interested persons. Five minutes per person.
  - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
7. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
8. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
9. Findings and Order. The council may approve or reject the proposal.
  - a. The council shall adopt findings to support its decision.
  - b. The council may incorporate findings proposed by the proponent, the opponent or staff in its decision.



c. An affirmative vote of four (4) council members shall be necessary to take any official action.

E. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

### **III. Legislative Land Use Matters.**

A. **Hearings Procedures.** The order of procedures for hearings on legislative land use matters shall be:

1. **Call for abstentions.** Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
2. **Staff summary.** Staff, or its representative, shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. **Presentation of the Case.**
  - a. **Proponent's case.** Twenty minutes total.
  - b. **Persons in favor.** Five minutes per person.
  - c. **Persons opposed.** Five minutes per person.
  - d. **Other interested persons.** Five minutes per person.
4. **Close of hearing.** No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
5. **Deliberations.** Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. **Reopening hearing.** Prior to the second reading of an ordinance relating to a legislative land use matter, and upon a majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

## CHAPTER 5 - Motions, Debate and Voting

### I. **Motions.** All motions shall be distinctly worded.

#### A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The council will discuss a motion only after the motion has been moved and seconded.
3. Any motion shall be reduced to writing if requested by a member of the council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. A motion may be withdrawn by the mover at any time without the consent of the council.
6. Amendments are voted on first, then the main motion if voted on as amended.
7. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
8. A call for the question is intended to close the debate on the main motion; such a motion does not require a second and is not debatable.
  - a. A call for the question fails without a majority vote.
  - b. Debate on the main subject resumes if the motion fails.
9. A motion that receives a tie vote fails.
10. The presiding officer, except for motions to accept the consent agenda, shall repeat the motion prior to a vote.
11. A motion to adjourn cannot be amended.

#### B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.

1. No motion to reconsider shall be made more than once.
2. The motion to reconsider shall be made before the final adjournment of the meeting in which the action was considered.

C. Motions Generally. The following information is intended to guide the council.

<b>To Do This</b>	<b>You Say This</b>	<b>May You Interrupt Speaker</b>	<b>Must You Be Seconded</b>	<b>Is the Motion Debatable</b>	<b>What Vote is Required</b>
*Adjourn the meeting	"I move that we adjourn"	No	Yes	No	Majority
Recess the meeting	"I move that we recess until ..."	No	Yes	No	Majority
*Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No vote
*Suspend further consideration of something	"I move we table this matter"	No	Yes	No	Majority
End debate	"I move the previous question"	No	Yes	No	2/3 Vote
Postpone consideration of something	"I move we postpone this matter until"	No	Yes	No	Majority
Have something studied further	"I move we refer this to ..."	No	Yes	Yes	Majority
Amend a motion	"I move to amend this motion"	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that ..."	No	Yes	Yes	Majority
*Object to procedure or to personal affront	"Point of order"	Yes	No	No	No vote, Chair decides
*Request information	"Point of information"	Yes	No	No	No vote
*ask for a vote count to verify a voice vote	"I call for a division of the house"	No	No	No	No vote
*Object to considering some matter	"I object to consideration of this"	Yes	No	No	2/3 vote
*Take up a matter previously tabled	"I move to take from the table... "	No	Yes	No	Majority
*Reconsider something already disposed of	"I move we reconsider action on... "	Yes	Yes	Yes	Majority

*Consider something not in scheduled order	"I move we suspend the rules and ... "	No	Yes	No	2/3 vote
*Vote on a ruling by the presiding officer	"I appeal the presiding officer's decision"	Yes	Yes	Yes	Majority

\* = NOT AMENDABLE

**II. Debate.** The following rules shall govern the debate of any item being discussed by the council.

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him or herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

**III. Voting.** The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in Chapter 4 of these Rules.

- A. Reports. The affirmative vote of four (4) council members shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.
- B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.
- C. Resolutions. The affirmative vote of four (4) council members shall be required to pass a resolution.
- D. Ordinances. The affirmative vote of four (4) council members shall be required to pass all ordinances which are not emergency ordinances.
- E. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- F. Budget. The affirmative vote of four (4) council members shall be required to adopt the city's budget.

- G. Franchise. The affirmative vote of four (4) council members shall be required to approve a franchise agreement.
  
- H. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter or municipal code shall not be suspended or rescinded.
  
- I. All votes shall be recorded in the minutes. The recorder shall identify the vote of each councilor and the mayor, on all actions taken during a council meeting, in the city's minutes.

## CHAPTER 6 - Minutes

### I. Generally.

- A. All minutes of regular, special or emergency meetings shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule. All minutes of executive sessions shall be in electronic format and be maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
  - 1. The date, time and place of the meeting;
  - 2. The council members and staff present;
  - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
  - 4. The results of all votes and the vote of each member by name;
  - 5. The substance of any discussion on any matter; and
  - 6. A reference to any document discussed at the meeting.

### II. Approval. The council shall approve all minutes of any meeting.

- A. All minutes shall be approved within **sixty days** of the meeting having occurred. Audio and video recordings shall be posted to the city website within five business days of the meeting having occurred. —
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

## **CHAPTER 7 -Appointments**

- I. Appointments of City Staff.** The mayor, with council approval, appoints and can remove those positions identified in the city's charter. All appointments require four (4) affirmative votes.
- A. Reviews. Any person appointed by the mayor, with council approval, shall be subject to an annual review by the council.
  - B. Removals. All appointed persons may be removed by the mayor, with four affirmative votes from the council.
  - C. Interference. If the mayor, with council approval, appoints a municipal judge, the mayor and council may meet with the judge, but in no instance shall the mayor or council be permitted to interfere with the judge's exercise of judicial authority or discretion.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
- A. Unless otherwise mandated by state law, the mayor, subject to approval by the council, shall appoint the members of any board, commission or committee authorized by the council.
  - B. Unless otherwise prohibited by the council, the mayor, subject to approval by the council, shall have the authority to create and appoint subcommittees of committees authorized by the council.
  - C. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.
  - D. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.
  - E. Removals. All appointed persons may be removed by the mayor, subject to approval by the council.



## CHAPTER 8 - Ethics, Decorum, Outside Statements

- I. Ethics.** All members of the council shall review and observe the requirements of state ethics laws. In addition to complying with state ethics laws, all members of the council shall refrain from:
- A. Disclosing confidential information.
  - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
  - C. Expressing an opinion contrary to the official position of the council without so saying.
  - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
  - E. Sign and adhere to the personal Code of Conduct of the City of Oakridge.
- II. Decorum.**
- A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
  - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to follow the orders of the presiding officer or these rules.
  - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- III. Statements to the Media and Other Organizations**
- A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
  - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

## CHAPTER 9 - Interactions with Staff & City Attorney

- A. **Staff.** All members of the council shall respect the separation between the council's role and the city's administrator's responsibility by:
  - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
  - B. Refraining from actions that would undermine the authority of the city administrator or a department head.
  - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator. In no instance is a council member authorized to give a directive to a staff member.
- B. **City Attorney.** Council members who believe advice from the city attorney is needed should work with the city administrator to identify their concern, reduce the concern to a question and the city administrator will work with the city attorney to resolve the inquiry or concern. This does not prevent council from seeking advice from the city attorney.

## CHAPTER 10 -Removal & Censure

- I. The council may enforce these rules and ensure compliance with city ordinances, the charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand or removal as provided for in the city charter.
  
- II. **Censure.** Any council member who violates any general law or regulation, and any rule, law, ordinance or resolution of the City of Oakridge may be reprimanded through the administration of a public censure of the member by the council. Such censure may be in addition to any other lawful action or punishment applicable to the violation. For purposes of this section, "censure" shall mean the adoption of a resolution setting forth a formal statement of disapproval of a councilmember's conduct.
  - A. Notice and Opportunity to Cure. A council member may not be made the subject of a motion for censure without first being given notice of the alleged violation and an opportunity to correct the violation, if it can reasonably be corrected.
  
  - B. Initiation of Proceedings. Upon a continued violation or failure to correct, the charged councilmember shall be given notice and an opportunity to be heard as follows:
    1. Only a sitting council member may initiate proceedings for the censure of one of its members.
  
    2. Proceedings shall be commenced by the presentation of a written statement of charges to the subject councilmember with a copy delivered concurrently to the City Administrator by the member initiating the charge.
      - a. Initiation shall not require the prior approval of the council.
  
      - b. The statement of charges shall be given at least ten (10) days prior to the meeting at which the censure motion is proposed to be brought.
  
      - c. The notice shall contain, at a minimum, the designation of the specific rule, law, regulation, etc., which the member is claimed to have violated and a statement of the date, place and time at which such violation occurred. The statement shall further contain a description of the conduct of the member which is alleged to constitute the violation.
  
      - d. A copy of the statement of charges shall be delivered to all other council members.

3. Within seven (7) days after delivering the statement of charges, the charged councilmember should deliver a written response to the city administrator, which the city administrator will make publicly available. The charged councilmember retains the right to choose to defer releasing their response until the hearing.

C. Hearing. The motion for censure shall be placed on the agenda and considered at the first regular meeting occurring at least ten (10) days following delivery of the statement of charges to the charged councilmember and city administrator.

1. The hearing shall be conducted in an open session by the Mayor unless the Mayor is the party to the action, in which case the Council President or some other member shall conduct the proceedings.
2. The hearing shall generally proceed by a reading of the charges by the initiating councilmember. The charging councilmember may present witnesses; the charged councilmember may answer in rebuttal; members of the public may speak in favor or opposition to the charge; and the remaining councilmembers may speak to the charges in that order.
3. Passage of the motion for censure shall require four affirmative votes of the council.

D. Failure to Censure. If the motion for censure does not pass, the proceedings shall be concluded. A new motion for censure on the same grounds of violation may not thereafter be commenced against the same councilmember for a period of one (1) calendar year from the date of the vote. However, new proceedings may be commenced on the same charges within the one (1) year period on the affirmative or unanimous vote of the non-charged councilmembers.

E. Sanctions. If the motion for censure does pass, such motion shall be reduced to a resolution that explains the charges, summarizes the testimony of the hearing, and delivers the opinion of the council. The resolution shall become a part of the public record, a copy of which shall be made available upon demand to any member of the public.

**III. Removal.** Section 27 of the city charter allows the city council to remove one of its members from the council under certain conditions.

A. Reasons for Removal. Upon any of the below occurrences, the council may remove a councilmember from office:

1. The member has died;
2. The member has become incapacitated;

3. The member has been convicted of an offense that has the statutory penalty of a year or more of incarceration;
4. The member has established his or her residency outside of the city's limits;
5. The member fails to possess the qualifications necessary to hold office as those qualifications are outlined in the city's charter; and/or
6. The member upon being elected to his or her position fails to meet the qualifications for the office, as outlined in the city's charter, within three days after the time for his or her term of office to commence.

B. **Vote for Removal.** The council may not vote to remove a member unless it has first consulted with its city attorney, and only then may the member be removed from council upon a unanimous vote of the council.

**IV.** The council may investigate the actions of any member of council and meet in executive session, upon advise of the city attorney, under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

## CHAPTER 11 -Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the processes noted herein.
  - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. All amendments to these rules require an affirmative vote of four (4) council members.
  - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
  - A. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. Any repeal and replacement of these rules requires an affirmative vote of four (4) council members.
  - C. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** WAC Remodel Update (with Curt Wilson)

**Agenda Item No:** 11.2

**Exhibits:** PowerPoint and email from Architect Curt Wilson

**Proposed Council Action:** A Motion from the floor to approve

**Author:** CA

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### ISSUE:

Architect Curt Wilson will be in attendance (via Zoom) to give Council an update on the WAC remodel project and explain the following two options we have regarding fixing the roof:

Option 1 – *Repair* the roof leaks now and then replace the roof later (in a year+), in order to be eligible for a \$1million FEMA grant.

Option 2 – *Replace* the roof now and do not apply for the grant because replacement would make us ineligible.

The WAC Advisory Subcommittee met on 8/7/23 and decided to recommend **Option 1**.

The WAC Funding Committee met and discussed the issue and still having continued discussions about it via email. Mayor Cutchen will verbally report the funding committee's recommendation to Council at Thursday's council meeting. A PowerPoint presentation and an email from Mr. Wilson are included as Exhibits.

**FISCAL IMPACT:** \$30,000 to over \$1million

**OPTIONS:** See Options above.

**RECOMMENDATION (from CA & WAC Advisory Subcommittee):** Option 1

**RECOMMENDED MOTION:** *"I move to direct Architect Curt Wilson to proceed with Option \_\_\_\_\_ (1 or 2) for fixing the roof at the WAC."*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.







## WAC Improvements - 7/27 Funding Committee Report

Curt Wilson <curt@wilson-architecture.com>

Wed, Jul 26, 2023 at 11:51 AM

To: Bryan Cutchen <bryan.cutchen@gmail.com>, "James Cleavenger (cityadministrator@ci.oakridge.or.us)" <cityadministrator@ci.oakridge.or.us>, Sarah Altemus-Pope <director@swfcollaborative.org>

James, Bryan, and Sarah,

The next WAC Funding Committee meeting is 7/27 at 2:00. I will be traveling for a family weekend at that time, therefore not able to attend. This email is my report for the meeting. If you would like to review any of this with me today, I'm available for a phone call/virtual meeting all afternoon.

The design team is working on the roof-level improvements, including reroofing and repairs to the roof deck. We are close to having documents for bidding. One task that I need to coordinate with James is a test for asbestos containing materials in the roof membrane and will send information in a separate email. There is still time to get the roofing work underway this year. We've seen an increase in roof bids this year, therefore I recommend obtaining the bids before we spend time (and fee) on other improvements.

James and I recently met with representatives from Oregon Emergency Management (OEM) to discuss a hazard mitigation grant issued by FEMA. We are requesting funding to upgrade the building exterior to fire resistant materials, including upgrades to the roof assembly, new siding, new exterior doors, and new windows. The standard for grant eligibility is "code plus" described as the additional costs to exceed code requirements. For example, the building code requires a Class C roof assembly, however the highest standard for fire resistance with the roof assembly is a Class A. An eligible expense is the additional material added between the roof structure and the roof membrane to meet the standards of a Class A roof.

The grant amount is capped at \$1 mil. We estimate that the eligible costs for the roof assembly upgrade, replacement siding, replacement exterior doors, and replacement windows is in excess of this amount. OEM staff that we met with recently told us that if we can go through the process (wait for all steps to occur), the funding is available. The applications are due in September 2023, and the process will take about 12-18 months before grant approval.

Unfortunately, no improvements can be implemented in the building before the grant is approved and ready to be issued, even if the improvements are NOT related to the grant-funded improvements. Based on our conversation with OEM staff, we are lead to believe that improvements such as accessible upgrades to the restrooms, or a ramp to the gym level could not occur until the grant is ready for approval to be eligible for the grant. I find this counter-intuitive, therefore we need more due diligence to confirm what can and can't be done to improve the building while we wait for the grant process to be completed.

OEM staff indicated that regular repairs are not improvements, therefore repairs could proceed. This is an important distinction as it relates to the roof. I believe we can wait to replace the roofing if we can address the roof leaks as a repair. The design team is working on a repair plan for the roof that would buy us time to allow the grant process to proceed. James, Robeart, and I have a meeting at 2:00 on Mon, 7/31 on site with representatives of Evergreen roofing to discuss the repairs. A reasonable assumption is that repairs would not eliminate all leaks, but would significantly reduce and limit the areas of water damage to the building.

Other "repairs" should be considered, including removal of moisture-damaged interior materials (ceiling tiles and flooring) and repair of damaged windows.

\$1 mil is a significant amount, and I recommend keeping options open to pursue that amount. However, waiting 12-18 months (relative to September) before improvements can start is a significant amount of time. Waiting this long imposes both risks to further deterioration to the building, and lack of resources available to the community. For instance, Bev is planning to operate the Food Box in the WAC soon(ish) and waiting maybe a problem. However, the Food Box maybe able to operate in the space with no/minimal improvements that we can define as repairs. Regarding the value of further deterioration to the building, with the implementation of reasonable repairs, the risk of more deterioration will be significantly less than \$1 mil, therefore waiting for more funding is an net positive.

An urgent decision is whether or not to replace the roof this year. A new roof will address the roof leaks, but based on what we know today, will make the building ineligible for the hazard mitigation grant. I expect roof repairs could be implemented that minimize the impact of most of the leaks, but repairs followed by full removal and replacement in a few years will ultimately cost more (but not a \$1 mil more).

My recommendation is to do more due diligence to confirm the likelihood of receiving the hazard mitigation grant and the limitations to changes to the building, while we simultaneously pursue repair options and complete the drawings for the roof replacement. I would like to see a date established, such as August 18 to decide whether or not to proceed with bidding the roof replacement work this year.

Due diligence items to address before 8/18:

1. Develop roof repair plans.
2. Determine better definition of "improvements" and "repairs" relative to the FEMA grant.
3. Refine the cost estimate for eligible expenses included in the FEMA grant application to confirm the extent of the grant applicable to the building.
4. Confirm/better determine the likelihood of receiving the grant request.
5. Identify other grant funding opportunities that might increase and/or decrease the eligibility for the FEMA grant.
6. Discuss insurable requirements for the building based on repairs to the roofing instead of replacement (with reasonable repairs, can the City obtain insurance for the building and allow groups to occupy the building without "improvements").
7. Develop plan for other repairs to the building that could be, or should be implemented sooner than later, such as removing damaged interior finishes and repairing windows.
8. Identify potential uses, if any at the building with no to minimal repairs assuming insurance can be obtained.

Thanks,

**Curt Wilson, AIA**

Principal | Architect

**WILSON ARCHITECTURE**

541-912-0878 • wilson-architecture.com

# Willamette Activity Center Study

## Repair or Improve

**WILSON**  
ARCHITECTURE

## Grant Opportunity

- FEMA Hazard Mitigation Grant w/ assistance from OEM
- Up to \$1 mil for eligible expenses
- Fire resistant exterior materials – siding, windows, door

## Limitations

- 12-18 months approval process
- No “improvements” during approval process
- Roof replacement and related maybe an improvement
- Repairs allowed.

# Due Diligence

1. Develop roof repair plans.
2. Determine better definition of “improvements” and “repairs” relative to the FEMA grant.
3. Refine the cost estimate for eligible expenses included in the FEMA grant application to confirm the extent of the grant applicable to the building.
4. Confirm/better determine the likelihood of receiving the grant request.
5. Identify other grant funding opportunities that might increase and/or decrease the eligibility for the FEMA grant.
6. Discuss insurable requirements for the building based on repairs to the roofing instead of replacement (with reasonable repairs, can the City obtain insurance for the building and allow groups to occupy the building without “improvements”).
7. Develop plan for other repairs to the building that could be, or should be implemented sooner than later, such as removing damaged interior finishes and repairing windows.
8. Identify potential uses, if any at the building with no to minimal repairs assuming insurance can be obtained.



# Occupancy

- Food Box
- Shelter (Warming Center, Cooling Center, Smoke Mitigation)
- Gym
- Upgrade windows
- Remove water damaged interior materials

## 8/4 Field Verification

- Field work to sample for asbestos-containing material
- Roof components below surface in good condition
- Opportunity to simplify roof replacement-
- Can simply roof replacement be a “repair”

## Roof Level Short Term Repairs

- Substantial Leaks from January 2023 documented.
- Roof conditions above leaks have commonalities.
- Repair strategy is positive.
- Condition of existing structure at chronic leaks is sound.

## Roof Level Short Term Repairs

- Substantial Leaks from January 2023 documented.
- Roof conditions above leaks have commonalities.
- Repair strategy is positive.
- Condition of existing structure at chronic leaks is sound.

(A) 40'-0" (B) 12'-0" (C) 24'-0" (D)

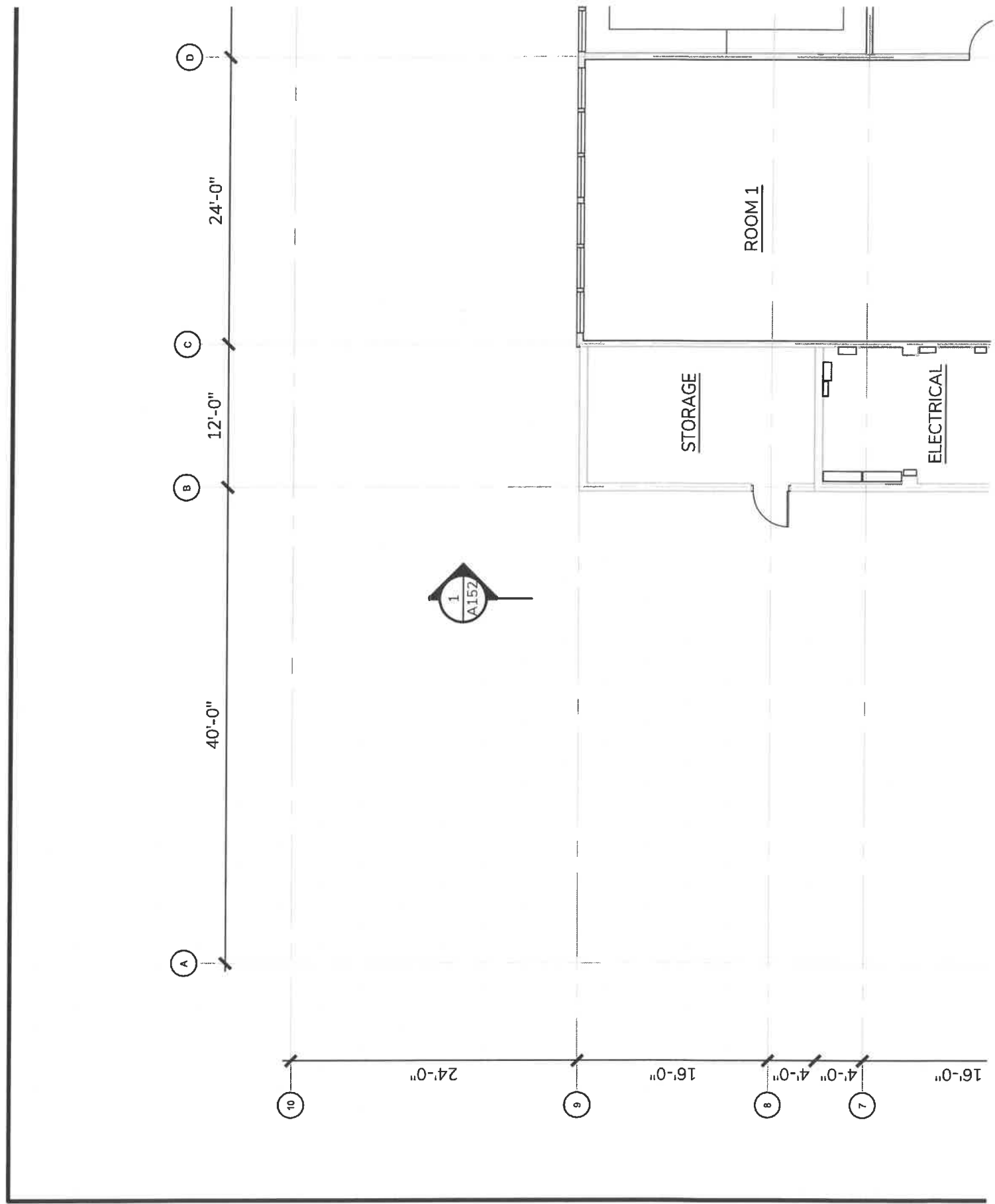
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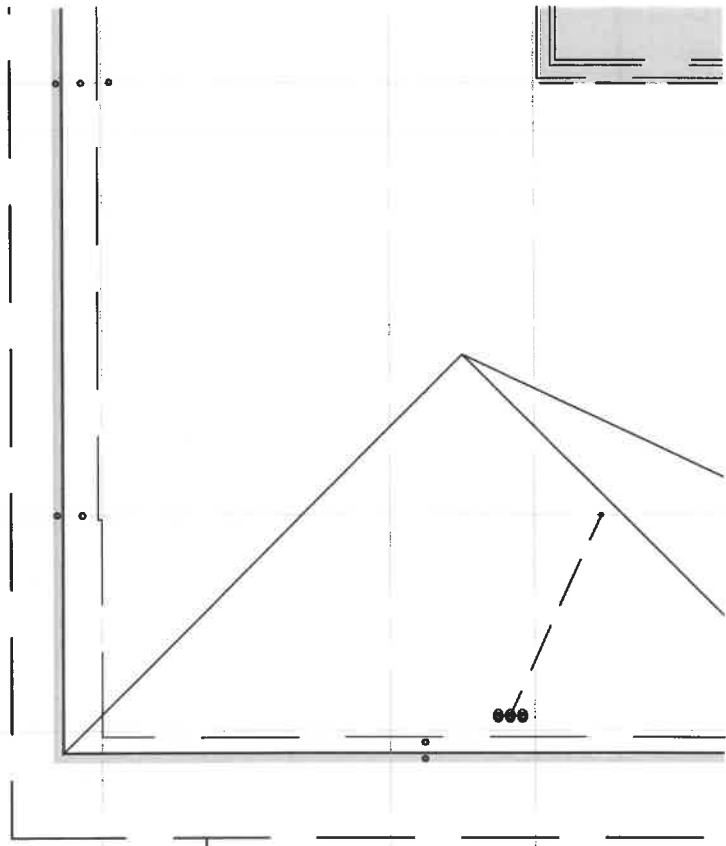


STORAGE

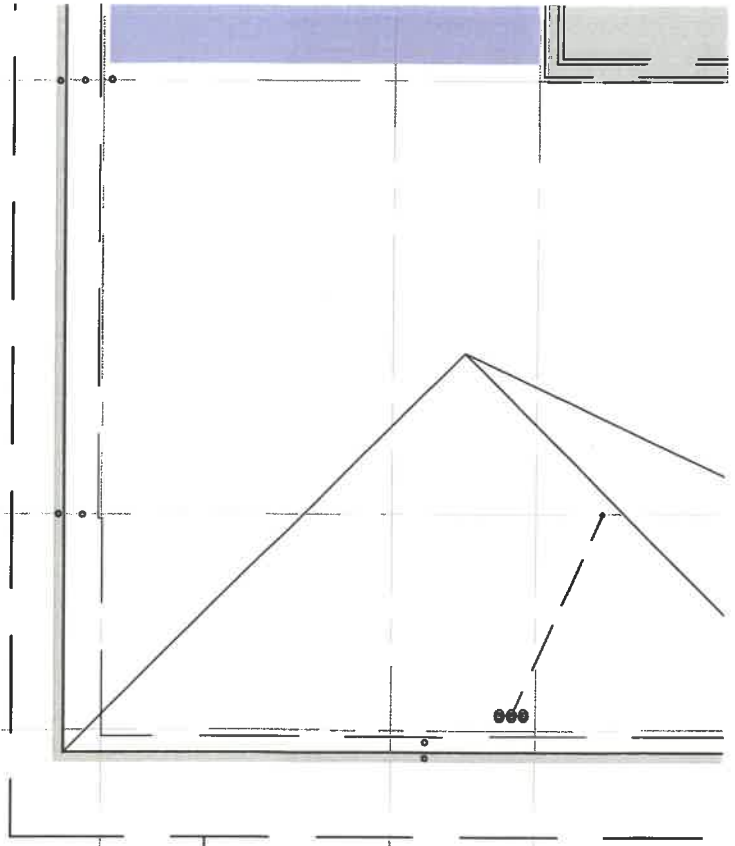
ROOM 1

ELECTRICAL





1  
A131



1  
A131



# Roof Level Short Term Repairs



WAC Advisory Committee 8/7/2023 Meeting

# Roof Level Short Term Repairs



WAC Advisory Committee 8/7/2023 Meeting

# Roof Level Short Term Repairs



WAC Advisory Committee 8/7/2023 Meeting



# Roof Level Short Term Repairs



WAC Advisory Committee 8/7/2023 Meeting

# Roof Level Short Term Repairs



WAC Advisory Committee 8/7/2023 Meeting

## Next Steps

- Advantages to pursue grant....
- Advantages to proceed with improvements....

Thank you!

**WILSON**  
ARCHITECTURE

**WILSON**  
ARCHITECTURE



# SIGN UP FOR EMERGENCY ALERTS

Lane County residents and visitors can sign up to receive alerts about emergencies by signing up for Lane Alerts — a service provided by local emergency responders.



## LANE ALERTS

powered  
by



## HOW IT WORKS

Lane Alerts allows you to opt-in to receive notifications via phone call, text message and email based on locations you care about. You can choose to receive notifications about emergency events that may affect your home, workplace, child's school, etc.

### CREATE A FREE ACCOUNT

Visit [www.LaneAlerts.org](http://www.LaneAlerts.org) and create a username and password. Each person in your household should have their own account.

### CHOOSE YOUR LOCATIONS

Lane Alerts allows you to include multiple addresses. Sign up to receive alerts that affect your home, workplace or school.

### CHOOSE YOUR METHODS

You must provide at least one contact method, but the more options you provide the easier it is to notify you in the event of an emergency.

## KEEP IN MIND

Add 88911 and 541-255-1577 to your contacts list. These are the caller ID numbers (text and phone) that alerts will come from.

- Keep your contact information and location information up to date if you move or get a new phone number or email.
- By registering for an account, you will automatically be signed up for emergency alerts. You may also select whether to receive weather alerts from the National Weather Service; weather alerts are not automatic.
- Download the Everbridge app.
- If you want to remain anonymous, you can text your ZIP code to 888777.

## SIGN UP NOW



Scan the QR code with your smartphone camera to sign up!







## EMERGENCY ALERTS

Emergency responders in Lane County have a variety of ways to alert you in an emergency.

**EAS** – Emergency messages sent via broadcast, cable and satellite television, as well as radio.

**WEA** – Emergency messages sent through mobile carriers based on proximity to cell phone towers in a targeted geographic area.

**CENS/Reverse 9-1-1** – Emergency messages to landline phones in a targeted geographic area.

**Lane Alerts** – Opt-in alerts via text message, email or voice call based on subscriber preferences. [www.LaneAlerts.org](http://www.LaneAlerts.org)

All households should have a weather radio capable of all-hazards emergency alerts.

[www.lanecountyor.gov/emergencyalerts](http://www.lanecountyor.gov/emergencyalerts)

## EMERGENCY PREPAREDNESS RESOURCES

[www.lanecountyor.gov/prepare](http://www.lanecountyor.gov/prepare)

[www.ready.gov](http://www.ready.gov)

[www.fema.gov](http://www.fema.gov)

[www.nfpa.org](http://www.nfpa.org)

[www.redcross.org](http://www.redcross.org)

[www.cdc.gov](http://www.cdc.gov)

[www.do1thing.com](http://www.do1thing.com)



Lane County  
Emergency Management  
[www.lanecountyor.gov/prepare](http://www.lanecountyor.gov/prepare)



@LaneCountyGov  
@LaneSheriffOR



[facebook.com/LaneCountyGovernment](https://facebook.com/LaneCountyGovernment)  
[facebook.com/LaneCountySheriffsOffice](https://facebook.com/LaneCountySheriffsOffice)



# ARE YOU READY TO EVACUATE?

## LEVEL 1 - BE READY

Be aware of danger that exists in your area. Prepare for evacuation and begin moving people with special needs, mobile property, livestock and pets.

**Pack your valuables.** Include important documents such as passports, birth certificates, insurance information, medications, and medical equipment.

**Put your Emergency Supply Kit in your vehicle.** Back your car into the driveway with vehicle loaded. Carry your car keys with you.

**Monitor the situation.** Don't wait for an evacuation order if you feel threatened.

**Locate your pets** and keep them nearby.

**Prepare large animals** for transport and consider moving them to a safe location early.

**Check on neighbors** and make sure they are preparing to leave.

## LEVEL 2 - BE SET

There is significant danger to your area. You should either leave the area now or be prepared to leave at a moment's notice.

**Don't wait to be ordered by authorities to leave.** Evacuating the affected area early helps responders keep roads clear of congestion.

**You MAY NOT receive another notice** in a fast-moving emergency. It is important that you do not hesitate to evacuate if you feel unsafe.

**Monitor the news.** Follow Lane County, Lane County Sheriff's Office, and your local fire department's social media pages, as well as local television and radio news broadcasts.

## LEVEL 3 - GO NOW

**LEAVE IMMEDIATELY.** Danger is current or imminent in your area.

**Evacuate.** Information will be provided regarding where you can go to get information, resources and support.

**DO NOT STOP** to gather items or make efforts to protect your home.

**Follow the directions** of law enforcement and emergency personnel.

**Take your pets** with you.

**Level 3 - GO NOW is the last notice you will receive.** If you choose to ignore the evacuation notice, emergency personnel may not be able to assist you later.

*Once you leave, do not return to your home until officials determine it is safe. Notification that it is safe to return home will be given as soon as possible considering safety and accessibility.*

*People who need help or more time to evacuate should evacuate at Level 1 or Level 2. This includes assisted living centers, people with disabilities, people needing help with small children, people with medical conditions and people with large animals.*

*For more detailed evacuation information, visit [www.lanecounty.gov/evacuation](http://www.lanecounty.gov/evacuation).*



# Oregon Health Authority has just given Oakridge Air more Grovpure purifiers AND filters to distribute!



## PURIFIERS

Anyone who lives in Oakridge/Westfir and does NOT already have a Grovpure air purifier is eligible for a free Grovpure! This also means that folks who have received a Honeywell or Winix from Oakridge Air in the past are now eligible for a Grovpure.

REMEMBER: We are still limited to one Grovpure per household.

## FILTERS

If you have NOT received an extra filter in 2023 for your Grovpure, you are eligible to come get a new filter for free!



**REMEMBER! Grovpure filters are good for at LEAST 6 months-1 year, so your filters are still good! But this is a great opportunity to prepare for next year while resources are available.**

## Office Hours For Pickup:

**Tuesday - Thursday 10:00 am- 1:00pm**

**48513 HWY 58, Oakridge, OR 97463**



[info@oakridgeair.org](mailto:info@oakridgeair.org)



541-782-3422





## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** OIP Lot 20 Sale Update –  
USDA Concurrence Letter

**Agenda Item No:** 11.4

**Exhibits:** USDA Concurrence Letter, Closing  
Documents for the sale of OIP Lot 20

**Proposed Council Action:** N/A (Info only)

**Author:** CA

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### **ISSUE:**

The sale of OIP Lot 20 to Don Grant is complete, after receiving a “Concurrence Letter” from the USDA approving the sale. A copy of the USDA Letter is being provided to City Council as an exhibit to this agenda bill (as per the USDA’s request), as well as copies of all the closing documents for the sale.

**FISCAL IMPACT:** N/A (Info only)

**OPTIONS:** N/A (Info only)

**RECOMMENDATION:** N/A (Info only)

**RECOMMENDED MOTION:** N/A (Info only)

### **STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.







August 2, 2023

City of Oakridge  
Attn: James M. Cleavenger, City Administrator  
48318 E. 1<sup>st</sup> Street  
Oakridge, OR 97463

**Subject: Rural Business Enterprise Grant (RBEG) program  
Oakridge Industrial Park - Sale of Real Property subject to RBEG Agreement**

Dear Mr. Cleavenger:

Thank you for notifying USDA Rural Development (RD) of your proposal to sell Lot 20 (Tax Lot 21-35-22-20-02400), 1.17 acre lot for \$30,000, located on Kokanee Drive in the Oakridge Industrial Park (OIP) to a private firm interested in moving their business operations to Oakridge. The sale promises significant economic development and job creation to your community.

We are pleased to advise you that RD, as grantor, consents to the proposed sale on the following conditions set forth below. Please provide a copy of this letter to the Mayor and full City Council so that they are aware of this as well.

RD is still supporting, and the City of Oakridge is still pursuing the original RBEG funded project namely, the development of a vital business park for Oakridge. Therefore, RD has the authority to allow you to retain the money due from the sale provided that the proceeds are used exclusively for the continuation of the original RBEG funded project.

Concurrence and Conditions:

1. The terms of the sale are acceptable, as this transaction is a cash sale.
2. As permitted under the Code of Federal Regulations, 2 CFR cash proceeds from the sale, not to exceed to 10% pay customary and reasonable expenses associated with the sale and to reimburse the City for its selling and handling expenses. The City must provide documentation to RD of all such expenses for concurrence.
3. The remainder of the sales proceeds must be deposited in the RBEG account. The funds in the OIP RBEG account must be used exclusively for the continuation of the maintenance, development, and marketing of the OIP, attracting and retaining private businesses. No funds may be used for projects outside the boundaries of the OIP.

**Rural Development • Oregon State Office**  
1220 SW 3<sup>rd</sup> Avenue, Suite 1801 • Portland, OR 97204  
Voice: (503) 414-3300 • Fax: (855) 824-6180

USDA is an equal opportunity provider, employer, and lender.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.usda.gov/oascr/conflict-complaints-division> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail at U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410; by fax at (202) 690-7442; or by email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

4. The City must provide RD with an annual report on the RBEG account, detailing deposits, and withdrawals, with sufficient detail of all transactions to allow RD to confirm that the funds are being used as outlined in condition 4 above.
5. In the event the RBEG account either is used for unauthorized purposes or becomes inactive, RD may at its sole discretion require the payment of the balance of the account to RD.
6. RD is to receive a copy of the final real estate closing documents associated with this transaction, including the settlement statement, the real estate transfer documents, the note, and deed of trust carried back by the City, and information documenting the establishment of the RBEG account.

If you have any questions or concerns, please contact Faith Harris at [faith.harris@usda.gov](mailto:faith.harris@usda.gov) or 503-414-3358.

Sincerely,

**MANDIE  
COLE**

Digitally signed by  
MANDIE COLE  
Date: 2023.08.02  
14:54:01 -07'00'

Mandie Cole  
Rural Business & Cooperative Programs Director



SELLER'S CLOSING STATEMENT - Escrow No: EU23-0931

TO: CASCAD E ESCROW
811 WILLAMETTE STREET
EUGENE, OR 97401

DATE: 08/07/2023

CITY OF OAKRIDGE, an Oregon municipal corporation (the "Seller")
is/are selling the subject property described herein to:
DONALD RAY GRANT, LLC (the "Buyer")

Seller acknowledges the incorporation herein of the Joint Escrow Instructions executed coincidentally herewith. You are instructed to disburse the funds according to the debits and credits as set forth below.

SUBJECT PROPERTY: MAP NO. 21-35-22-20-02400, OAKRIDGE, OR 97463

TITLE ORDER NO.: 0340081

Table with 3 columns: Description, DEBIT, CREDIT. Rows include: CLOSE DATE: 08/09/2023, SALES PRICE: \$30,000.00, PRORATIONS AS OF Close of Escrow: none, REAL ESTATE BROKERAGE FEE: 1,200.00 (JOY KINGSBURY INC. REAL ESTATE), ESCROW FEES: 350.00 (CASCAD E ESCROW ESCROW CLOSING FEE - 50%), TITLE CHARGES: 220.00 (CASCAD E TITLE COMPANY OWNER'S STANDARD POLICY) and 17.50 (GOV LIEN / INSPECT FEE - 50%), PROCEEDS TO SELLER: 28,212.50, TOTALS: \$30,000.00 DEBIT, \$30,000.00 CREDIT.

The undersigned are aware that the figures listed above are estimated figures and may change between the date of signing and the date of recording. Escrow agent herein is authorized and instructed to make the necessary adjustments at the time of closing. I/We hereby acknowledge receipt of a copy of this statement.

ESCROW OFFICER: JULIE JOHNSON

DISBURSEMENT INSTRUCTIONS ATTACHED HERETO AS EXHIBIT 'A' AND MADE A PART HEREOF.

CITY OF OAKRIDGE, an Oregon municipal corporation

By: JAMES CLEAVENGER, City Administrator

Date: 8/9/2023

EXHIBIT 'A'  
Disbursement Instructions to Settlement Statement - EU23-0931

FUNDS DUE SHALL BE:

( ) Call \_\_\_\_\_ at \_\_\_\_\_ for check pick-up at Cascade Escrow when ready.

Deposited to: Bank Banner Bank Acct. No. 44002262  
Account Name: City of Oakridge \*  Checking or ( ) Savings

( ) Wire funds as listed below or attached hereto as a separate instruction. It is understood that all wire instructions must be independently verified by a representative of Cascade Escrow:

Banner Bank - Financial Institution Name  
44002262 - Account Number  
323371076 - Routing Number  
City of Oakridge - Name(s) on account

( ) Deliver via overnight courier service to: \_\_\_\_\_

( ) Other: \* These funds will be going to the OIP cash account 390-00-00010

These disbursement instructions to Cascade Escrow are hereby prepared, accepted and approved by the undersigned.

Date: 8/9/2027

CITY OF OAKRIDGE, an Oregon municipal corporation

By:   
JAMES CLEAVENGER, City Administrator

Address after closing:

P O BOX 1410  
OAKRIDGE, OREGON 97463

541-782-2258

**EARNEST MONEY ADDENDUM**  
**ALL CONDITIONS MET CERTIFICATION**

08/07/2023

ESCROW NO.: EU23-0931  
SUBJECT PROPERTY: MAP NO. 21-35-22-20-02400  
OAKRIDGE, OR 97463

We, the undersigned, hereby certify that all conditions and contingencies of the Sale Agreement and any and all Addenda have been met and satisfied, and are hereby removed.

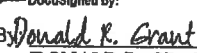
**SELLER:**

CITY OF OAKRIDGE, an Oregon municipal corporation

By:   
JAMES CLEAVENGER, City Administrator

**BUYER:**

DONALD RAY GRANT, LLC

DocuSigned by:  
By:   
DONALD R. GRANT, Member/Manager

EMA



TITLE NO. 0340081  
ESCROW NO. EU23-0931 JJ  
TAX ACCT. NO. 1795903  
MAP/TAX LOT NO. 21-35-22-20-02400

**GRANTOR**

CITY OF OAKRIDGE, an Oregon municipal corporation

**GRANTEE**

DONALD RAY GRANT, LLC  
47725 W. 1<sup>ST</sup> STREET  
OAKRIDGE, OREGON 97463

Until a change is requested  
all tax statements shall be  
sent to the following address:  
\*\*\*SAME AS GRANTEE\*\*\*

After recording return to:  
CASCADe TITLE CO.  
811 WILLAMETTE  
EUGENE, OR 97401

**WARRANTY DEED -- STATUTORY FORM**

**CITY OF OAKRIDGE, an Oregon Municipal Corporation, Grantor,**

conveys and warrants to

**DONALD RAY GRANT, LLC, an Oregon Limited Liability Company, Grantee,**

the following described real property free of encumbrances except as specifically set forth herein:

Lot 20, OAKRIDGE INDUSTRIAL PARK, as platted and recorded March 23, 2007, Reception No. 2007-019496, Lane County Deeds and Records, in Lane County, Oregon.

The true consideration for this conveyance is \$30,000.00.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300 (Definitions for ORS 195.300 to 195.336), 195.301 (Legislative findings) AND 195.305 (Compensation for restriction of use of real property due to land use regulation) TO 195.336 (Compensation and Conservation Fund) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 (Definitions for ORS 92.010 to 92.192) OR 215.010 (Definitions), TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930 (Definitions for ORS 30.930 to 30.947), AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300 (Definitions for ORS 195.300 to 195.336), 195.301 (Legislative findings) AND 195.305 (Compensation for restriction of use of real property due to land use regulation) TO 195.336 (Compensation and Conservation Fund) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.**

WRD-TAX (JJ)



Except the following encumbrances:

Property taxes in an undetermined amount, which are a lien but not yet payable, including any assessments collected with taxes to be levied for the fiscal year 2023/2024.

Covenants, Conditions, Restrictions, Easements and Rights of Way of record, if any.

Dated this 9 day of August, 2023

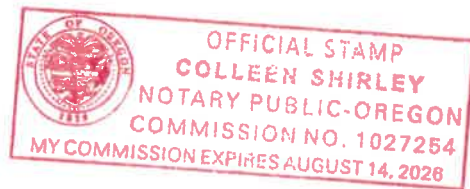
CITY OF OAKRIDGE, an Oregon municipal corporation

By: *[Signature]*  
JAMES CLEAVENGER, City Administrator

State of Oregon  
County of Lane

This instrument was acknowledged before me on August 9, 2023 by JAMES CLEAVENGER, City Administrator for the CITY OF OAKRIDGE, an Oregon municipal corporation.

*[Signature]*  
Notary Public for Oregon  
My commission expires 8-14-26



**Preliminary Statement regarding Exempt Status  
Tax Withholding for Certain Transfers of Oregon Real Property Interests**

*This form will be used for determining the application of state tax withholding requirements under Oregon Revised Statutes 314.258.*

Escrow agent's name	CASCADE ESCROW
Escrow no.	EU23-0931
Date of closing	
Transferor's name	CITY OF OAKRIDGE, an Oregon municipal corporation
Transferor's address	P O BOX 1410, OAKRIDGE, OR 97463
Address or short description of property sold	MAP NO. 21-35-22-20-02400 OAKRIDGE, OR 97463

With respect to the sale of the above described property, as of the date of closing, the undersigned transferor is (check any box below that applies):

- |  |  |
|--|--|
| <input type="checkbox"/> An individual who is a resident of Oregon, as defined in ORS 316.027 (see "Determining residency status" in the Instructions for Form OR-18-WC)   | <input type="checkbox"/> A C corporation domiciled in, registered in or otherwise qualified to do business in Oregon   |
| <input type="checkbox"/> A non-profit corporation  | <input type="checkbox"/> An S corporation reporting income on Form OR-20-S   |
| <input type="checkbox"/> A Limited Liability Company that has more than one member and is not a "disregarded entity" within the meaning prescribed by the Oregon Department of Revenue   | <input type="checkbox"/> A General Partnership, Limited Partnership or Limited Liability Partnership reporting income on Form OR-65                            |
| <input type="checkbox"/> A Trust that is not a "disregarded Entity"<br>If the Seller is a Trust:<br>Is the trust irrevocable? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Separate Tax ID No.? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "Yes", Tax ID No.: _____<br><i>Additional information may be required by Escrow Agent.</i> | <input type="checkbox"/> An estate reporting income on Form OR-706   |
| <input checked="" type="checkbox"/> A City, County, Municipal or Public Corporation  | <input type="checkbox"/> A pass-through entity (see exceptions on page 2 of the Instructions for Form OR-18-WC for grantor trusts and some single member LLCs) |
|  | <input type="checkbox"/> A personal representative, executor, conservator, bankruptcy trustee, or other person acting under judicial review                    |
|  | <input type="checkbox"/> An agency or instrumentality of the United States or the State of Oregon  |
|  | <input type="checkbox"/> None of the above.  |

CITY OF OAKRIDGE, an Oregon municipal corporation

By:   
JAMES CLEAVENGER, City Administrator

Date: 8/9/2023

Transferor's taxpayer ID No. (SSN or Employer ID No.): 93-6002227

**IF YOU CHECK ANY BOX OTHER THAN "NONE OF THE ABOVE," SUBMIT THE SIGNED AND DATED FORM TO THE CLOSING AGENT AT THE CLOSING APPOINTMENT OR SOONER.**

**IF YOU CHECK "NONE OF THE ABOVE," YOU MUST COMPLETE OREGON DEPARTMENT OF REVENUE (DOR) FORM WC AND SUBMIT IT TO THE CLOSING AGENT AT THE CLOSING APPOINTMENT OR SOONER. CONTACT YOUR CLOSING AGENT OR DOR TO OBTAIN THE FORM. A LINK TO DOR'S INFORMATION IS: <https://www.oregon.gov/dor/forms/FormsPubs/form-or-18-wc-101-284-2023.pdf>**

1099-S INPUT FORM

1. ADD \_\_\_\_\_ CHANGE \_\_\_\_\_ DELETE \_\_\_\_\_

2. COMPANY NO.: 580 OFFICE NO.: 001

3. ORDER/ESCROW NO.: EU23-0931 4. ACTUAL CLOSING DATE: 08/09/2023

5. SUBJECT PROPERTY INFORMATION:

Street Address or Brief Form of Legal Description: MAP NO. 21-35-22-20-02400  
OAKRIDGE, OR 97463  
Foreign? N

6. CONTRACT SALES PRICE (Line 401 of HUD - 1 Form): \$30,000.00

7. OTHER PROPERTY AND/OR SERVICE EXCHANGED? [ N ]

8. NUMBER OF 1099s TO BE PRODUCED FOR THIS PROPERTY? 0

9. IF MORE THAN ONE SELLER: Dollar amount to be reported based on Seller's declaration:

10. SELLER INFORMATION: You are required by law to provide your closing agent with your correct taxpayer identification number. If you do not provide your closing agent with your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law under the Tax Reform Act of 1986, under Internal Revenue Code Section 6045(e), 6676, 6722, 6723, and 7203.

SELLER NAME: CITY OF OAKRIDGE, an Oregon municipal corporation

P O BOX 1410 (541) 782-2258  
Forwarding Address Telephone Number

OAKRIDGE OR 97463  
City State Zip

93-6002227 JL  
TID No. Initial here

CERTIFICATION: Under penalties of perjury, I certify that the number shown on this statement is my correct taxpayer identification number.

CITY OF OAKRIDGE, an Oregon municipal corporation

By: J. M. Cleavenger  
JAMES CLEAVENGER, City Administrator



FIRPTA CERTIFICATION OF NON-FOREIGN STATUS  
(SELLER TO COMPLETE IF SELLER IS AN ENTITY)

**Seller:** CITY OF OAKRIDGE, an Oregon municipal corporation  
**Buyer:** DONALD RAY GRANT, LLC  
**Property:** MAP NO. 21-35-22-20-02400  
OAKRIDGE, OR 97463  
**Escrow No.:** EU23-0931

Section 1445 of the Internal Revenue Code provides that a transferee (buyer) of a U.S. real property interest must withhold tax if the transferor (seller) is a foreign person. For U.S. tax purposes (including Section 1445), the owner of a disregarded entity (which has legal title to a U.S. real property interest under local law) will be the transferor of the property and not the disregarded entity. To inform the transferee (buyer) that withholding of tax is not required upon the disposition of U.S. real property interest by Seller, the undersigned hereby certifies the following on behalf of Seller:

1. Seller is not a foreign corporation, foreign partnership, foreign trust or foreign estate (as those terms are defined in the Internal Revenue Code and Income Tax Regulations);
2. Seller (check one):
  - is not a disregarded entity as defined in 26 C.F.R. 1.445-2(b)(2)(iii);
  - is a disregarded entity as defined in 26 C.F.R. 1.445-2(b)(2)(iii). The sole owner of Seller is \_\_\_\_\_, who is not a nonresident alien for purposes of U.S. income taxation.
3. Seller's U.S. employer identification number is: 93-6002227
4. Seller's office address (or, if Seller is a disregarded entity, Seller's sole owner's home address) is:  
P O BOX 1410  
OAKRIDGE, OREGON 97463

Seller understands that this certification may be disclosed to the Internal Revenue Service by transferee or a qualified substitute (as defined in the Internal Revenue Code) and that any false statement contained herein could be punished by fine, imprisonment, or both.

Under penalties of perjury, I declare that I have examined this certification and to the best of my knowledge and belief it is true, correct, and complete, and I further declare that I have authority to sign this document on behalf of Seller.

Date: 8/9/2027

CITY OF OAKRIDGE, an Oregon municipal corporation

By: [Signature]  
JAMES CLEAVENGER, City Administrator



**JOINT ESCROW INSTRUCTIONS - ESCROW NO: EU23-0931**

**TO: CASCADe ESCROW  
811 WILLAMETTE STREET  
EUGENE, OR 97401**

**DATE: 08-07-2023**

**PARTIES: SELLER: CITY OF OAKRIDGE, an Oregon municipal corporation  
BUYER: DONALD RAY GRANT, LLC**

**SUBJECT PROPERTY: MAP NO. 21-35-22-20-02400, OAKRIDGE, OR 97463  
As more fully described in the title report.**

The parties hereby employ Cascade Escrow to act as settlement agent in connection with the sale by Seller to Buyer of the subject property and agree, advise and instruct Cascade Escrow as follows:

The signed Closing Statements are made a part of these instructions as if fully set forth herein. Certain items on the closing statements are estimates only and the final figures may be adjusted to accommodate exact amounts required at the time of closing of escrow and disbursement of funds. If for any reason additional funds shall become due for the accounts being paid through this escrow, the Seller/Buyer agree to deposit such additional funds immediately upon notification.

**TITLE INSURANCE POLICY OR POLICIES:** Obtain through CASCADe TITLE COMPANY the following title insurance policy or policies on the subject property:

**OWNER'S STANDARD POLICY \$30,000.00  
Insuring: DONALD RAY GRANT, LLC, an Oregon Limited Liability Company**

Buyer(s) hereby instruct escrow to prepare document to convey title (or show the interest in the subject property) as follows:

DONALD RAY GRANT, LLC, an Oregon Limited Liability Company

DRG  
Buyer's Initials

Subject to the usual terms, conditions and exceptions contained in the form of title insurance policy herein provided for and any exceptions arising from or created by the documents recorded through this escrow and the following exceptions: #1-7, 9-12 in that title report dated 06/20/2023, Order No. 0340081. The parties acknowledge receipt of the title report and map, and have read and approved the same.

**Additional Instructions:**

All items to be paid in this escrow are reflected on the closing statements constituting a part of this escrow. Should any item not appear on the closing statements, it is to be paid by the buyer and/or seller outside of this escrow.

**PRORATIONS** shall be made as of Close of Escrow. The items to be prorated or adjusted in escrow are: . All adjustments to be made on a per diem basis, unless otherwise instructed prior to closing.

It is understood that Homeowner's Association dues, water, sewer, waste collection, electricity and utility charges and inventory for fuel will be adjusted between Seller and Buyer outside this escrow, unless set forth on the Closing Statements.

**DOCUMENTS TO BE DELIVERED THROUGH ESCROW SHALL BE:** The documents required to place title in the condition called for above, any documents referred to in the sections entitled "Existing Encumbrance(s)/Loan(s)" and/or "New Encumbrance(s)" and any other documents specified in these instructions.

Buyer will cause to be delivered to you the funds and documents necessary for Buyer to comply with these instructions. Seller will cause to be delivered to you the funds and documents necessary for Seller to comply with these instructions. When you are in receipt of said funds and documents, you are to record and/or deliver the documents and disburse the funds in accordance with these instructions and the attached Closing Statements

You are authorized to adjust the prorations if the recording date or possession date changes.  
Buyer has personally inspected the property and is independently satisfied with the size, value and utility of the property.

The parties to this escrow acknowledge that they are aware of the governmental regulations which require that all funds deposited into escrow must be collected funds and available for withdrawal prior to the disbursement of escrow. All funds deposited to this escrow must be deposited in the form of a Cashier's Check, Certified Check or Wire Transfer. In the event of deposit of uncollected funds, Cascade Escrow is authorized and instructed to delay the closing of the escrow pending confirmation of the clearance of all deposits.

All funds received in this escrow shall be deposited with other escrow funds in a general escrow account or accounts of Cascade Escrow with any State or National Bank, and may be transferred to any other such general escrow account or accounts. All disbursements shall be made by check of Cascade Escrow. If, without agreement, funds are retained or remain in escrow 6 months after close of escrow, you may deduct therefrom a \$25.00 per month fee.

The expression "close of escrow" means the date on which instruments referred to herein are recorded.

Any documents that have been prepared by Cascade Escrow were so prepared at the parties' direction and have been reviewed and approved as to terms, provisions, form and content by the parties. Cascade Escrow is authorized and instructed to insert dates and terms on instruments if executed incomplete in such particulars.

After close of escrow, you are to deliver the documents, funds and other property delivered herewith to the persons entitled thereto. You are to furnish a copy of these instructions, amendments thereto, closing statements and/or any other document deposited in this escrow to the lender or lenders and/or the real estate agent or agents involved in this transaction upon request of such lender(s) or agent(s). Cascade Title Co. is authorized to act pursuant to ORS 86.720.

You will record/file the necessary legal instruments and you are then authorized to pay off such encumbrances of record as may exist at time of recording/filing such instruments, to permit issuance of said title policy as above stated and shall not be responsible for liens attaching after said date. Buyer and Seller hereby acknowledge that they have and shall have the continuing obligation of good faith in dealing with Cascade Escrow to enable Cascade Escrow to fulfill its responsibilities under this agreement. Such obligation of Buyer and Seller shall survive the closing of the transaction described herein and shall include, without limitation, the obligation to: (1) Disclose to Cascade Escrow any liens, encumbrances or any other rights, claims or matters known to Buyer or Seller which affect or relate to the property and transactions referred to in this agreement; (2) Return to Cascade Escrow for proper disposition any funds, documents or other property which are for any reason improperly or mistakenly released to Buyer or Seller; and, (3) Provide to Cascade Escrow all additional documents, funds and signatures required by Cascade Escrow to fulfill these escrow instructions and to fulfill Cascade Escrow's obligations to report and remit to the State of Oregon pursuant to ORS Ore. Rev. Statutes 314.258, et seq. To facilitate Buyer's and Seller's continuing obligation of good faith and cooperation to Cascade Escrow and to enable Cascade Escrow to fulfill its obligations under these escrow instructions, each of the undersigned hereby irrevocably appoint Cascade Escrow their attorney-in-fact to execute in their name and on their behalf such papers and documents as may be required to fulfill the terms of these escrow instructions.

You are to have no liability or responsibility with respect to any matters connected with the following (unless expressly authorized herein): (1) Compliance with requirements of the Consumer Credit Protection Act or Inter-State Land Sales Act, or similar laws; (2) Compliance with the requirements of Oregon Revised Statutes 537.330 (related to water rights), Oregon Revised Statutes 537.788-793 (related to well information), and any similar laws; (3) Title to any personal property, or encumbrances thereon, including but not limited to, personal property taxes, sales tax, instruments filed under the Uniform Commercial Code, water rights, or leased equipment on premises; (4) Capacity, forgeries or false personations of any person or party in connection with these instructions or this escrow; (5) Fire Insurance and any other insurance coverage. Seller and Buyer agree that such coverage will be provided for outside this escrow; (6) The effect of zoning ordinances; (7) Any law regarding land division; and, (8) Any sums that may become due because of disqualification of the property qualifying for deferred taxes or other deferred liens.

**NON-RESIDENT ALIEN – FIRPTA.** The Foreign Investment in Real Property Tax Act, 26 U.S.C. 1445 and the regulations there under, (FIRPTA), provide, in part, that a transferee (buyer) of a U.S. real property interest from a foreign person (generally a non-resident alien individual, a foreign corporation, a foreign partnership, a foreign trust or a foreign estate) must withhold a tax in an amount equal to a portion of the amount realized on the disposition (generally the sales price), report the transaction and remit the withholding to the Internal Revenue Service (IRS) within twenty (20) days after the transfer. Cascade Escrow has not participated and will not participate in any determination of whether the FIRPTA tax provisions are applicable to the subject transaction; and has not furnished and will not furnish tax advice to any party to the transaction. Cascade Escrow is not responsible for determining whether the transaction, the transferor (seller) or the transferee (buyer) qualifies or will qualify for an exception or an exemption from FIRPTA withholding requirements and is not responsible for the filing of any tax form with the IRS related to FIRPTA's application to this transaction and its principals. Cascade Escrow is not the agent for the transferee (buyer) for the purposes of analyzing any evidence or documentation that the transferor (seller) in the subject transaction is a U.S. citizen, a resident alien or a foreign person for purposes of FIRPTA requirements. The transferee (buyer) is advised that transferee (buyer) should seek the advice of a lawyer or other legal or tax professional regarding compliance with FIRPTA requirements and that transferee (buyer) must make an independent determination of whether the transaction is subject to FIRPTA withholding requirements and of the appropriate actions to take and documentation to obtain in connection with those requirements. Cascade Escrow is not responsible for the payment of any FIRPTA withholding, tax and/or any penalty and/or any interest incurred in connection therewith ("FIRPTA Taxes"), and Buyer and Seller, jointly and severally, will indemnify and hold Cascade Escrow harmless from any cost or expense, including attorney fees, incurred by Cascade Escrow in connection with any attempt by the IRS or other authority to collect the FIRPTA Taxes from Cascade Escrow. The transferee (buyer) is advised that FIRPTA withholding and reporting requirements are not matters covered by title insurance, if any, issued to transferee (buyer) in connection with this transaction. The transferee (buyer) is advised that transferee (buyer) bears full responsibility for compliance with FIRPTA withholding and other requirements if applicable and/or all consequences of any failure to comply therewith.

Without limiting the foregoing, Cascade Escrow will, when so instructed by Buyer in writing, act as a "Qualified Substitute," as defined in FIRPTA, for the sole purposes of receiving the certification described in 26 U.S.C. § 1445 and accompanying regulations, and furnishing, if applicable, a statement stating that such certification is in Cascade Escrow's possession. If Buyer does not so instruct Cascade Escrow, Buyer and Seller will either determine that Buyer is exempt from all FIRPTA withholding obligations with respect to this transaction or will submit supplemental instructions to Cascade Escrow related to Buyer's FIRPTA withholding obligations.

In the event that the transferee (buyer) and/or the transferor (seller) instructs Cascade Escrow to make a disbursement for FIRPTA withholding and to deliver FIRPTA-related forms to the IRS, Cascade Escrow does so pursuant to the principals' written instructions solely in its capacity as an escrow agent, without offering or giving any legal or tax advice to transferee (buyer) or transferor (seller) regarding FIRPTA withholding and other requirements.

In the event any dispute arises between Buyer and Seller concerning the property, documents, or funds covered by these instructions, Cascade Escrow may at its election: (1) Hold all matters in their existing status pending resolution of such dispute; or, (2) Join or commence a court action, and, in such action deposit the funds and documents referred to herein with the court where such action is pending, and ask the court to determine the rights of Buyer and Seller in and to such property,

documents and funds. In the event of such dispute and Cascade Escrow's election of either alternative described above, Cascade Escrow shall have no further duties or obligations under this agreement other than either to hold such funds and documents until Buyer and Seller have resolved their dispute or to deposit such funds and documents into court.

In the event any suit or action is brought by Seller, Buyer, Cascade Escrow or any of them to enforce this agreement or to resolve any dispute between or among Buyer, Seller and Cascade Escrow, including a suit for declaratory judgment, the prevailing party shall be entitled to recover all expenses, costs and reasonable attorney's fees incurred in connection with such suit or action at trial, on appeal, on any petition for review, and in any arbitration or administrative or bankruptcy proceeding.

We have been specifically informed that Cascade Escrow is not licensed to practice law and no legal advice has been offered by Cascade Escrow or any of its employees. We have been further informed that Cascade Escrow is acting only as an escrow holder and is forbidden by law to offer any advice to any party respecting the merits of this transaction or the nature of the instruments utilized, and that it has not done so.

We have not been referred by Cascade Escrow to any named attorney or attorneys or discouraged from seeking advice of an attorney but have been encouraged to seek legal counsel of our own choosing at our own expense, if we have doubt concerning any aspect of this transaction.

We have been afforded adequate time and opportunity to read and understand the escrow instructions and all other documents referred to therein. We have agreed and agree to conduct the transactions described herein electronically, including the use of electronic signatures. These instructions may be signed in counterparts.

We acknowledge that we have received the closing statement/settlement statement/closing disclosure at least (1) business day prior to settlement, or we acknowledge that we have waived our right to the (1) business day review period per CFR§1024.10.

The Seller and Buyer herein agree, by executing the documents necessary to close this transaction, that all terms, provisions and contingencies on the Earnest Money Agreement and any attachments and addendums thereto have been met or will be met to the satisfaction of the undersigned parties. If not met, they will be handled by and between the parties hereto outside this escrow. Cascade Escrow will have no responsibility or liability for any of said contingencies not met. Cascade Escrow shall not be concerned with oral directives, earnest money agreements or other writings other than an agreed express written amendment to these instructions. We agree that inspections and/or repairs are paid outside of escrow, unless they are set out in the attached closing statement.

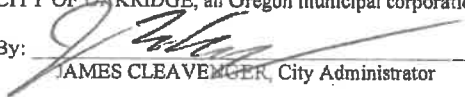
Seller and Buyer are hereby informed that Cascade Escrow deposits all funds into a non-interest bearing account and receives or may receive certain bank services including, but not limited to, checks, deposit slips, data processing and account services from or through various banks as a result of the banking relationships maintained in the regular course of its escrow and affiliates' business. Seller and Buyer each waive any and all rights or claims with respect to such bank services received by Cascade Escrow or any affiliates thereof. A Good Faith estimate of the value of the bank services received is \$50.00 per escrow transaction. This disclosure is made in compliance with Oregon Administrative Rule 863-50-065. WE ACKNOWLEDGE ADVISEMENT OF THE ABOVE DISCLOSURE AND PERMIT SUCH SERVICES TO CASCADE ESCROW.

**THESE INSTRUCTIONS MAY BE AMENDED OR SUPPLEMENTED ONLY IN WRITING AND ONLY IF ACCEPTED AND AGREED TO IN WRITING BY THE OTHER PARTY AND CASCADE ESCROW.**

**IT IS UNDERSTOOD BY THE PARTIES SIGNING THE ABOVE ESCROW INSTRUCTIONS THAT SUCH INSTRUCTIONS CONSTITUTE THE WHOLE AGREEMENT BETWEEN THIS FIRM AS AN ESCROW AGENT AND YOU AS PRINCIPAL TO THE ESCROW TRANSACTION. THESE INSTRUCTIONS MAY NOT INCLUDE ALL THE TERMS OF THE EARNEST MONEY AGREEMENT WHICH IS THE SUBJECT OF THIS ESCROW. READ THESE INSTRUCTIONS CAREFULLY, AND DO NOT SIGN THEM UNLESS THEY ARE ACCEPTABLE TO YOU.**

**SELLER:**

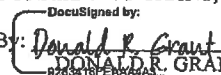
CITY OF OAKRIDGE, an Oregon municipal corporation

By:  \_\_\_\_\_  
JAMES CLEAVENGER, City Administrator

DATE: 8/9/2023

**BUYER:**

DONALD RAY GRANT, LLC

DocuSigned by:  
By:  \_\_\_\_\_  
DONALD R. GRANT, Member/Manager

DATE: 8/7/2023



READ AND APPROVED



Date signed by: Donald R. Grant DATE 8/7/2023



PRELIMINARY TITLE REPORT

CASCADE ESCROW
ATTN: JULIE JOHNSON
811 WILLAMETTE STREET
EUGENE, OR 97401

June 28, 2023
Report No: 0340081
Your No: EU23-0931
Seller: CITY OF OAKRIDGE
Buyer: DONALD RAY GRANT LLC

PRELIMINARY REPORT FOR:
Owner's Standard Policy \$30,000.00

PREMIUMS:
Owner's Standard Premium \$220.00
Gov. Lien/Inspect Fee \$35.00

We are prepared to issue 2006 (6/17/06) ALTA title insurance policy(ies) of OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, in the usual form insuring the title to the land described as follows:

Lot 20, OAKRIDGE INDUSTRIAL PARK, as platted and recorded March 23, 2007, Reception No. 2007-019496, Lane County Deeds and Records, in Lane County, Oregon.

Vestee: THE CITY OF OAKRIDGE, OREGON
an Oregon Municipal Corporation

Estate: FEE SIMPLE

DATED AS OF: JUNE 20, 2023 at 8:00 A.M.

Schedule B of the policy(ies) to be issued will contain the following general and special exceptions unless removed prior to issuance:

GENERAL EXCEPTIONS (Standard Coverage Policy Exceptions):

- 1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.

No liability is assumed hereunder until policy has been issued and full policy premium has been paid.

Main Office: 811 WILLAMETTE ST. EUGENE, OREGON 97401
PH: (541) 687-2233 \* FAX: (541) 485-0307
Florence Office: 715 HWY 101 \* FLORENCE, OREGON 97439
MAILING: PO BOX 508 \* FLORENCE, OREGON 97439
PH: (541) 997-8417 \* FAX: (541) 997-8246
Village Plaza Office: 4750 VILLAGE PLAZA LOOP SUITE 100 EUGENE, OREGON 97401
PH: (541) 653-8622 \* FAX: (541) 844-1626

Order No. 0340081

Page 2

4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

SPECIAL EXCEPTIONS:

6. Property taxes in an undetermined amount, which are a lien but not yet payable, including any assessments collected with taxes to be levied for the fiscal year 2023-2024.
- ds  
RG

7. Taxes, including the current fiscal year, not assessed due to Cities and Towns Exemption. If the exempt status is terminated under the statute prior to the date on which the assessment roll becomes the tax roll in the year in which said taxes were assessed, additional taxes may be levied.
8. City liens, if any, as levied by the City of Oakridge, for which no search was made. (The City of Oakridge charges \$25.00 for a lien search on each tax lot number. Please inform us if one is to be ordered.)
9. Easements, notes, conditions, restrictions and dedications as shown, set forth, and/or delineated on the recorded Land Partition Plat No. 2000-P1426, Reception No. 2000-P1426, Lane County Oregon Plat Records.
10. Easements, notes, conditions, restrictions and dedications as shown, set forth, and/or delineated on the recorded Plat of Oakridge Industrial Park, recorded March 23, 2007, Reception No. 2007-019496, Lane County Deeds and Records.
11. Easement and Equitable Servitudes, including the terms and provisions thereof, granted the Oregon Department of Environmental Quality, by instrument recorded November 1, 2007, Reception No. 2007-074503, Lane County Deeds and Records.
12. Easement, including the terms and provisions thereof, granted Lane Electric Cooperative, Inc., a cooperative association, by instrument recorded June 6, 2012, Reception No. 2012-027834, Lane County Deeds and Records.

NOTE: Taxes, Account No. 1795903, Assessor's Map No. 21 35 22 2 0, #2400, Code 76-00, 2022-2023, in the amount of \$0.00, EXEMPT.

NOTE: A judgment search has been made on the above named Vestee(s), and we find NONE except as set forth above.

NOTE: As of the date hereof, there are no matters against DONALD RAY GRANT LLC, AN OREGON LIMITED LIABILITY COMPANY, which would appear as exceptions in the policy to issue, except as shown herein.

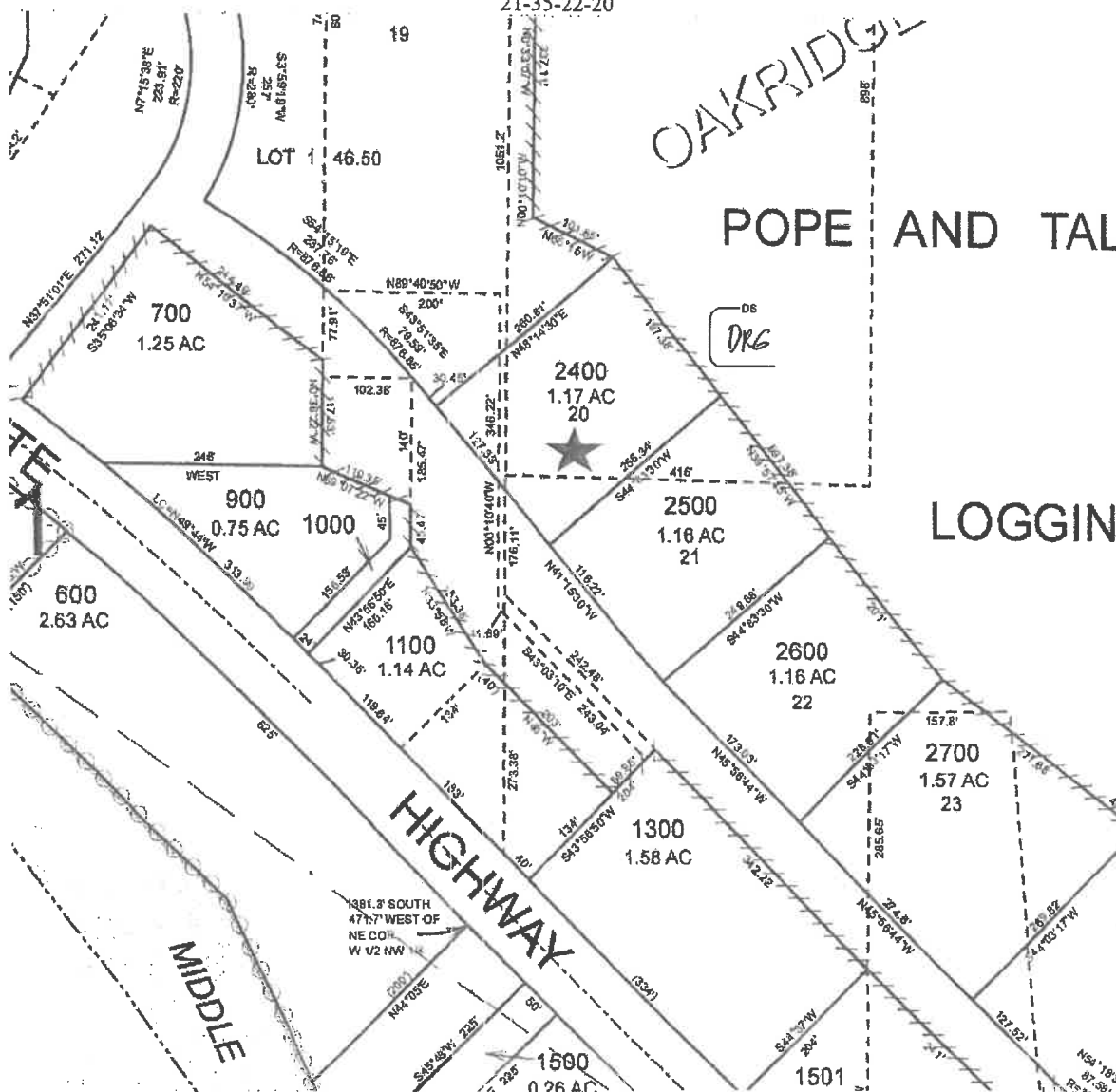
This report is preliminary to the issuance of a policy of title insurance and shall become null and void unless a policy is issued and the full premium paid.

Cascade Title Co.

cg/rh: Title Officer: KURT BEATY

# CASCADe TITLE CO.

MAP NO.  
21-35-22-20



THIS MAP/PLAT IS BEING FURNISHED AS AN AID IN LOCATING THE HEREIN DESCRIBED LAND IN RELATION TO ADJOINING STREETS, NATURAL BOUNDARIES AND OTHER LAND, AND IS NOT A SURVEY OF THE LAND DEPICTED. EXCEPT TO THE EXTENT A POLICY OF TITLE INSURANCE IS EXPRESSLY MODIFIED BY ENDORSEMENT, IF ANY, THE COMPANY DOES NOT INSURE DIMENSIONS, DISTANCES, LOCATION OF EASEMENTS, ACREAGE OR OTHER MATTERS SHOWN THEREON.

## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** Resolution 16-2023 (OEDAC Resolution to replace Res. 03-2023 - 1<sup>st</sup> Reading)

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

**Agenda Item No:** 13.1

**Exhibits:**

Resolution 16-2023 (new)

Resolution 03-2023 (old/existing Resolution)

**Author:** CA

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**ISSUE:** On 7/18/23, the Oakridge Economic Development Advisory Committee (“OEDAC”) voted *unanimously* to recommend to City Council that they approve and adopt draft Resolution 16-2023, which would repeal and replace the existing OEDAC Resolution (03-2023). The new OEDAC Resolution makes one change: It makes the Oakridge-Westfir Chamber of Commerce representative (selected by the Chamber of Commerce Board of Directors) a full *voting* member of the committee (1 of 7 voting members) instead of the City Council representative member.

Copies of the new draft Resolution 16-2023 (with highlighting denoting the changes) and the existing Resolution (03-2023) are attached as exhibits.

**FISCAL IMPACT:** None

**OPTIONS:**

1. Approve Resolution 16-2023 (1<sup>st</sup> Reading)
2. Approve with modifications
3. Send it back to the OEDAC and/or Admin Committee for further evaluation

**RECOMMENDATION:** Option 1

**RECOMMENDED MOTION 1:** *“I move to approve the 1<sup>st</sup> Reading of Resolution 16-2023, to repeal and replace Resolution 03-2023.”*

**RECOMMENDED MOTION 2 (only if the vote on the 1<sup>st</sup> reading is *unanimous*):** *“I move to approve and adopt Resolution 16-2023, after a 2<sup>nd</sup> Reading by title only.”*



## CITY OF OAKRIDGE

### RES. 03-2023 A RESOLUTION REPEALING AND REPLACING RES. 16-2020 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee Resolutions; the previous OEDAC Operating Guidelines, and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee ("OEDAC") is an advisory body to the City Council and the City staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

**SECTION 1: ESTABLISHMENT & MEMBERSHIP:** The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator, Community Development Director, and Chamber of Commerce representative. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

**SECTION 2: TERM:** The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

**SECTION 3: QUORUM:** A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action.

**SECTION 4: RESPONSIBILITIES:** The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Regular meetings of the committee should occur monthly. Special meetings may be called by the Chair with appropriate notice. No decisions will take place outside of the committee meetings.
2. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
3. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with

which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.

4. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in ES or regular session as appropriate at his or her discretion.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. An annual report will be completed in the fourth quarter of the calendar year.
8. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

**SECTION 5: CONDUCT:** All members are expected to attend meetings regularly, support the OEDAC when requested, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

**This resolution becomes effective 30 days after it is passed by the Council.**

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 20, DAY OF April, 2023.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 20, DAY OF April, 2023.

Signed:  \_\_\_\_\_, Mayor

ATTEST:

Signed:  \_\_\_\_\_, City Recorder

Ayes: 7

Nays: 0



## CITY OF OAKRIDGE

### RES. 16-2023 A RESOLUTION REPEALING AND REPLACING RES. 03-2020 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee Resolution & Operating Guidelines (Res. 03-2023), and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee (“OEDAC”) is an advisory body to the City Council and the City staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

**SECTION 1: ESTABLISHMENT & MEMBERSHIP:** The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes), and a member appointed by and from the Oakridge-Westfir Chamber of Commerce Board of Directors. Non-voting members: One (1) City Councilor, the City Administrator, and the Community Development Director. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

**SECTION 2: TERM:** The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The Oakridge-Westfir Chamber of Commerce Board of Directors member/representative shall serve at the discretion of the Chamber Board. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Appointed by and from the Oakridge-Westfir Chamber of Commerce Board of Directors

**SECTION 3: QUORUM:** A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action.

**SECTION 4: RESPONSIBILITIES:** The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Regular meetings of the committee should occur monthly. Special meetings may be called by the Chair with appropriate notice. No decisions will take place outside of the committee meetings.
2. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
3. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse,

brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.

4. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in ES or regular session as appropriate at his or her discretion.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. An annual report will be completed in the fourth quarter of the calendar year.
8. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

**SECTION 5: CONDUCT:** All members are expected to attend meetings regularly, support the OEDAC when requested, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

**This resolution becomes effective 30 days after it is passed by the Council.**

**PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 2023.**

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 2023.**

**Signed:** \_\_\_\_\_, Mayor

ATTEST:

**Signed:** \_\_\_\_\_, City Recorder

Ayes:

Nays:

**Business of the City Council**  
City of Oakridge, Oregon  
August 17, 2023

**Agenda Title:** Ordinance 942 (a new  
Parades Ord to replace Ord 75)

**Agenda Item No:** 13.2

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

**Exhibits:**  
Draft Ordinance 942 (new)  
Ordinance 75 (old/existing Ord)

**Author:** CA

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**ISSUE:** On 7/19/23, the Admin Committee met and voted *unanimously* to recommend that City Council approve and adopt Oakridge City Ordinance 942, which would repeal and replace the existing City Ordinance (Ord. 75) pertaining to Parades & Processions. The Admin Committee and the CA drafted the new ordinance (Ord. 942) in response to the need to update it to address safety concerns, outdated rules, etc. Input from OPD, city staff, and parade organizers including Vanessa Tharp, who has run the Tree Planting Festival parade for the last 2 years, was included in drafting the proposed new Ordinance.

Copies of the new draft Ordinance 942 and the existing/old Ordinance 75 are attached as exhibits.

**FISCAL IMPACT:** None

**OPTIONS:**

1. Approve Ordinance 942 (1<sup>st</sup> Reading)
2. Approve with modifications
3. Send it back to the Admin Committee for further evaluation

**RECOMMENDATION:** Option 1

**RECOMMENDED MOTION:** *"I move to approve the 1<sup>st</sup> Reading of Ordinance 942, to repeal and replace Ordinance 75."*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.



## CHAPTER 75: PARADES AND PROCESSIONS

### Section

75.01	Prohibited activity
75.02	Permit required
75.03	Appeal to Council
75.04	Offenses against parades
75.05	Revocation of permit
75.06	Funeral processions

### § 75.01 PROHIBITED ACTIVITY.

No person shall organize or participate in a parade on a public street without obtaining a permit. A permit shall always be required of a procession of people using the public right-of-way and consisting of 100 or more persons or ten or more vehicles. (Ord. 711, passed 3-20-86; Am. Ord. 800, passed 12-15-94; Am. Ord. 808, passed 9-21-95; Am. Ord. 835, passed 6-17-99) Penalty, see § 70.99

### § 75.02 PERMIT REQUIRED.

(A) Application for parade permits shall be made to the Police Chief at least seven days prior to the intended date of the parade, unless the time is waived by the Chief.

(B) Applications shall include the following information:

(1) The name and address of the person responsible for the proposed parade;

(2) The date of the proposed parade;

(3) The desired route, including assembling points;

(4) The number of persons, vehicles and animals that will be participating in the parade; and

(5) The proposed starting and ending time.

(C) The application shall be signed by the person designated as the Chairperson.

(D) The Police Chief shall issue a parade permit conditioned on the applicant's written agreement to comply with the terms of the permit unless the Chief finds that:

(1) The time, route, and size of the parade will unreasonably disrupt the movement of other traffic;

(2) The parade is of a size or nature that requires the diversion of so great a number of police officers to properly police the line of movement and contiguous areas that allowing the parade would deny reasonable police protection to the city;

(3) The parade will interfere with another parade for which a permit has already been issued;

(4) Information contained in the application is found to be false or a material detail is omitted; and/or

(5) The applicant refuses to agree to abide by or comply with all conditions of the permit.

(E) If one or more of the conditions listed in division (D) above, other than division (D)(5) above, exists, the Police Chief may impose reasonable conditions in the permit, including but not limited to:

- (1) Requiring an alternate date;
- (2) Requiring an alternate route; and/or
- (3) Restricting the size of the parade.

(F) The Police Chief shall notify the applicant of the decision within three days after receipt of the application.

(G) 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.  
(Ord. 711, passed 3-20-86; Am. Ord. 800, passed 12-15-94; Am. Ord. 808, passed 9-21-95; Am. Ord. 835, passed 6-17-99)

#### § 75.03 APPEAL TO COUNCIL.

(A) 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 or refused to issue a permit.

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

(Ord. 711, passed 3-20-86; Am. Ord. 800, passed 12-15-94; Am. Ord. 808, passed 9-21-95; Am. Ord. 835, passed 6-17-99)

#### § 75.04 OFFENSES AGAINST PARADES,

No person shall unreasonably interfere with a parade or parade participant. No person shall operate

a vehicle that is not part of a parade between the vehicles or persons comprising a parade.

(Ord. 711, passed 3-20-86; Am. Ord. 800, passed 12-15-94; Am. Ord. 808, passed 9-21-95; Am. Ord. 835, passed 6-17-99) Penalty, see § 70.99

#### § 75.05 REVOCATION OF PERMIT.

The Police Chief may revoke a parade permit if circumstances clearly show that the parade can no longer be conducted consistent with public safety.

(Ord. 711, passed 3-20-86; Am. Ord. 800, passed 12-15-94; Am. Ord. 808, passed 9-21-95; Am. Ord. 835, passed 6-17-99)

#### § 75.06 FUNERAL PROCESSIONS.

(A) No permit is required for a funeral procession.

(B) A funeral procession shall proceed to the place of interment by the most direct route that is both legal and practical.

(C) The procession shall be accompanied by adequate escort vehicles for traffic control.

(D) All motor vehicles in the funeral procession shall be operated with their lights on.

(E) No person shall unreasonably interfere with a funeral procession.

(F) No person shall operate a vehicle that is not a part of the procession between the vehicles of a funeral procession.

(G) Each driver in the procession shall follow the vehicle ahead as closely as is practical and safe.

(Ord. 711, passed 3-20-86; Am. Ord. 800, passed 12-15-94; Am. Ord. 808, passed 9-21-95; Am. Ord. 835, passed 6-17-99) Penalty, see § 70.99

## Business of the City Council

City of Oakridge, Oregon

August 17, 2023

**Agenda Title:** Monthly Finance Report  
Approval Motion

**Agenda Item No:** 15.1

**Exhibits:** Monthly Finance Report, 6/15/23 City  
Council Minutes

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

**Author:** CA & Finance Director Colleen Shirley

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**ISSUE:**

As per the Motion approved during the 6/15/23 city council meeting (see the last page of the 6/15/23 Minutes), council is now required to make a motion to “approve” the monthly finance report.

**FISCAL IMPACT:** N/A

**OPTIONS:** Approve or reject the monthly finance report.

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *“I move to approve the monthly Finance Report.”*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.





## City of Oakridge Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (100)  
For the Fiscal Period 2024-1 Ending July 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
100-00-500001 Beginning Fund Balance	\$ 19,132.92	\$ (37,435.36)	\$ 229,595.00	\$ (37,435.36)	116.30%
100-18-500001 Beginning Fund Balance	124,559.79	0.00	1,494,717.50	0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>143,692.71</b>	<b>(37,435.36)</b>	<b>1,724,312.50</b>	<b>(37,435.36)</b>	<b>102.17%</b>
<b>Property Taxes Revenues</b>					
100-00-503400 Property Tax Revenues - Prior Levie	1,250.00	0.00	15,000.00	0.00	100.00%
100-00-599100 Property Tax Revenues - Current Le	108,412.50	0.00	1,300,950.00	0.00	100.00%
<b>Total Property Taxes Revenues</b>	<b>109,662.50</b>	<b>0.00</b>	<b>1,315,950.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Franchise Fees Revenues</b>					
100-00-504005 Franchise Fees	17,500.00	4,011.45	210,000.00	4,011.45	98.09%
<b>Total Franchise Fees Revenues</b>	<b>17,500.00</b>	<b>4,011.45</b>	<b>210,000.00</b>	<b>4,011.45</b>	<b>98.09%</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
100-00-503100 State Liquor Tax	5,083.33	7,329.66	61,000.00	7,329.66	87.98%
100-00-503150 State Marijuana Tax	1,100.00	0.00	13,200.00	0.00	100.00%
100-00-503250 ORD 924 Tax	833.33	0.00	10,000.00	0.00	100.00%
100-00-503300 Cigarette Tax	237.92	394.74	2,855.00	394.74	86.17%
100-00-503450 Heavy Eqp Rental Tax	83.33	0.00	1,000.00	0.00	100.00%
100-00-504000 Telecommunications License Fee	1,250.00	155.65	15,000.00	155.65	98.96%
100-00-504100 Licenses & Permits Fees	7,000.00	1,025.43	84,000.00	1,025.43	98.78%
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>15,587.92</b>	<b>8,905.48</b>	<b>187,055.00</b>	<b>8,905.48</b>	<b>95.24%</b>
<b>Intergovernmental Revenues Revenues</b>					
100-00-502400 Westfir Police Services Contract	5,000.00	0.00	60,000.00	0.00	100.00%
100-00-507000 State Revenue Sharing	3,916.67	0.00	47,000.00	0.00	100.00%
100-00-507100 LRAPA Code Enforcement	4,833.00	0.00	57,996.00	0.00	100.00%
100-00-508500 Lowell Police Serv. Contract	2,907.42	3,029.67	34,889.00	3,029.67	91.32%
<b>Total Intergovernmental Revenues Revenues</b>	<b>16,657.08</b>	<b>3,029.67</b>	<b>199,885.00</b>	<b>3,029.67</b>	<b>98.48%</b>
<b>Planning Fees and Reimbursements Revenues</b>					
100-00-501500 Planning	166.67	0.00	2,000.00	0.00	100.00%
<b>Total Planning Fees and Reimbursements Revenu</b>	<b>166.67</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fines &amp; Forfeitures Revenues</b>					
100-00-500500 Fines & Foreitures	2,916.67	6,378.24	35,000.00	6,378.24	81.78%
<b>Total Fines &amp; Forfeitures Revenues</b>	<b>2,916.67</b>	<b>6,378.24</b>	<b>35,000.00</b>	<b>6,378.24</b>	<b>81.78%</b>
<b>Interest Revenues</b>					
100-00-500200 Interest	833.33	0.00	10,000.00	0.00	100.00%
<b>Total Interest Revenues</b>	<b>833.33</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Grants &amp; Donations Revenues</b>					
100-00-502863 American Rescue Plan Grant	12,641.83	7,902.00	151,702.00	7,902.00	94.79%
100-00-505510 Misc Library Grants	250.00	0.00	3,000.00	0.00	100.00%
100-00-506000 Library Donations & Sales	133.33	10,076.10	1,600.00	10,076.10	(529.76%)

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For GENERAL FUND (100)  
For the Fiscal Period 2024-1 Ending July 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-506500 Library SRP-Cards 4 Kids	83.33	0.00	1,000.00	0.00	100.00%
100-00-513700 Parks Grants/Donations	66.67	85.00	800.00	85.00	89.38%
100-00-599800 Parks Revenues	716.67	0.00	8,600.00	0.00	100.00%
<b>Total Grants &amp; Donations Revenues</b>	<b>13,891.83</b>	<b>18,063.10</b>	<b>166,702.00</b>	<b>18,063.10</b>	<b>89.16%</b>
<b>Rentals and Leases Revenues</b>					
100-00-599700 Dead Mountain Tower Rent	725.00	1,050.00	8,700.00	1,050.00	87.93%
100-00-599701 Building Rent	450.00	0.00	5,400.00	0.00	100.00%
<b>Total Rentals and Leases Revenues</b>	<b>1,175.00</b>	<b>1,050.00</b>	<b>14,100.00</b>	<b>1,050.00</b>	<b>92.55%</b>
<b>Miscellaneous Revenues</b>					
100-00-500300 Dividends	566.67	0.00	6,800.00	0.00	100.00%
100-00-505500 Library Revenue	83.33	84.15	1,000.00	84.15	91.58%
100-00-599900 Miscellaneous Income	416.67	0.00	5,000.00	0.00	100.00%
100-00-599920 Misc Police Revenue	375.00	120.00	4,500.00	120.00	97.33%
<b>Total Miscellaneous Revenues</b>	<b>1,441.67</b>	<b>204.15</b>	<b>17,300.00</b>	<b>204.15</b>	<b>98.82%</b>
<b>Charges for Services Revenues</b>					
100-00-504010 Imposed Public Safety Fee	21,666.67	28,885.00	260,000.00	28,885.00	88.89%
100-00-520100 Administrative Overhead	52,846.67	0.00	634,160.00	0.00	100.00%
<b>Total Charges for Services Revenues</b>	<b>74,513.33</b>	<b>28,885.00</b>	<b>894,160.00</b>	<b>28,885.00</b>	<b>96.77%</b>
<b>Other Financing Sources (uses) Revenues</b>					
100-00-500910 Sale of Equipment	166.67	0.00	2,000.00	0.00	100.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>166.67</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Transfers Revenues</b>					
100-00-599801 Transfer to Parks RTMP	666.67	0.00	8,000.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>666.67</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 398,872.04</b>	<b>\$ 33,091.73</b>	<b>\$ 4,786,464.50</b>	<b>\$ 33,091.73</b>	<b>99.31%</b>

**Expenditures**

**Personal Services Expenditures**

100-11-400001 Health Insurance	\$ 8,450.50	\$ 0.00	\$ 101,406.00	\$ 0.00	100.00%
100-11-400002 PERS	9,578.67	0.00	114,944.00	0.00	100.00%
100-11-400003 Workers Compensation	111.75	0.00	1,341.00	0.00	100.00%
100-11-400004 Payroll Taxes	2,003.92	0.00	24,047.00	0.00	100.00%
100-11-400039 Wages	31,966.75	0.00	383,601.00	0.00	100.00%
100-11-400081 VEBA Contributions	200.00	0.00	2,400.00	0.00	100.00%
100-13-400001 Health Insurance	15,643.67	0.00	187,724.00	0.00	100.00%
100-13-400002 PERS	13,019.75	0.00	156,237.00	0.00	100.00%
100-13-400003 Workers Compensation	1,016.67	0.00	12,200.00	0.00	100.00%
100-13-400004 Payroll Taxes	3,125.00	0.00	37,500.00	0.00	100.00%
100-13-400023 Patrol Wages	41,247.50	0.00	494,970.00	0.00	100.00%
100-13-400081 VEBA Contributions	100.00	0.00	1,200.00	0.00	100.00%
100-16-400004 Payroll Taxes	92.17	0.00	1,106.00	0.00	100.00%
100-16-400048 Library Coordinator	955.92	0.00	11,471.00	0.00	100.00%

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget*  
**For GENERAL FUND (100)**  
*For the Fiscal Period 2024-1 Ending July 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-17-400012 Public Works Personnel Services	1,742.42	0.00	20,909.00	0.00	100.00%
100-99-400001 Health Care Coverage	950.75	0.00	11,409.00	0.00	100.00%
100-99-400002 PERS	669.17	0.00	8,030.00	0.00	100.00%
100-99-400019 Municipal Court Clerk	2,244.75	0.00	26,937.00	0.00	100.00%
<b>Total Personal Services Expenditures</b>	<b>133,119.33</b>	<b>0.00</b>	<b>1,597,432.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Materials &amp; Services Expenditures</b>					
100-11-400078 ARPA Expenses	9,166.67	3,605.00	110,000.00	3,605.00	96.72%
100-11-400101 Materials/Supplies	1,333.33	143.56	16,000.00	143.56	99.10%
100-11-400104 Telephone	500.00	225.32	6,000.00	225.32	96.24%
100-11-400105 Banking/Financial Fees	8.33	0.00	100.00	0.00	100.00%
100-11-400106 Office Expenses/Equipment	0.00	617.97	0.00	617.97	0.00%
100-11-400107 Utilities	833.33	106.20	10,000.00	106.20	98.94%
100-11-400108 Insurance	14,711.42	0.00	176,537.00	0.00	100.00%
100-11-400114 Advertising	75.00	0.00	900.00	0.00	100.00%
100-11-400115 Internet	83.33	169.95	1,000.00	169.95	83.00%
100-11-400117 Membership/Dues/Subscriptions	1,166.67	6,225.60	14,000.00	6,225.60	55.53%
100-11-400120 Travel/Training	233.33	0.00	2,800.00	0.00	100.00%
100-11-400122 Travel/Training City Council	41.67	0.00	500.00	0.00	100.00%
100-11-400130 Professional Services Non Legal	833.33	518.50	10,000.00	518.50	94.81%
100-11-400132 Accounting/Audit Services	1,250.00	0.00	15,000.00	0.00	100.00%
100-11-400133 Professional Services/Legal Fees	1,250.00	0.00	15,000.00	0.00	100.00%
100-11-400150 Awards/Recognitions	104.17	0.00	1,250.00	0.00	100.00%
100-11-400152 Election Expense	208.33	0.00	2,500.00	0.00	100.00%
100-11-400156 Computer Equip/Supplies/Support	875.00	0.00	10,500.00	0.00	100.00%
100-11-400158 Misc.Expense/New Equipment	625.00	0.00	7,500.00	0.00	100.00%
100-11-400166 Bldg. Maintenance	416.67	125.00	5,000.00	125.00	97.50%
100-11-400222 Community Projects	833.33	10,000.00	10,000.00	10,000.00	0.00%
100-11-400242 Special Mobility Services	1,000.00	0.00	12,000.00	0.00	100.00%
100-11-401205 Dead Mtn. Tower Lease	250.00	0.00	3,000.00	0.00	100.00%
100-12-400130 Professional Services Misc.	4,166.67	0.00	50,000.00	0.00	100.00%
100-12-400138 Planning Services	137.50	0.00	1,650.00	0.00	100.00%
100-12-400140 Administrative Overhead	3,057.17	0.00	36,686.00	0.00	100.00%
100-13-400029 Reserve Officers	291.67	0.00	3,500.00	0.00	100.00%
100-13-400101 Materials/Supplies	833.33	55.17	10,000.00	55.17	99.45%
100-13-400104 Telephone	1,116.67	275.09	13,400.00	275.09	97.95%
100-13-400107 Utilities	500.00	0.00	6,000.00	0.00	100.00%
100-13-400115 Internet	29.17	0.00	350.00	0.00	100.00%
100-13-400117 Membership/Dues/Subscriptions	191.67	0.00	2,300.00	0.00	100.00%
100-13-400118 Cadet/Explorer Expense	41.67	0.00	500.00	0.00	100.00%
100-13-400120 Travel/Training	958.33	0.00	11,500.00	0.00	100.00%
100-13-400121 Accreditation	133.33	0.00	1,600.00	0.00	100.00%
100-13-400130 Professional Services Misc.	333.33	0.00	4,000.00	0.00	100.00%
100-13-400137 Dispatch Services LCSO	4,681.67	0.00	56,180.00	0.00	100.00%
100-13-400140 Administrative Overhead	6,960.67	0.00	83,528.00	0.00	100.00%
100-13-400145 Uniform	416.67	0.00	5,000.00	0.00	100.00%
100-13-400146 Uniform Allowance	866.67	0.00	10,400.00	0.00	100.00%
100-13-400156 Computer Equip/Supplies/Support	416.67	0.00	5,000.00	0.00	100.00%
100-13-400160 Equipment Maintenance/Repairs	583.33	904.49	7,000.00	904.49	87.08%

## City of Oakridge Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (100)  
For the Fiscal Period 2024-1 Ending July 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %	
100-13-400162	Radio Maintenance/Repairs	291.67	0.00	3,500.00	0.00	100.00%
100-13-400168	Vehicle Maintenance	500.00	0.00	6,000.00	0.00	100.00%
100-13-400169	Vehicle Repairs	500.00	0.00	6,000.00	0.00	100.00%
100-13-400172	Fuel	2,500.00	680.74	30,000.00	680.74	97.73%
100-13-400216	Animal Control	33.33	0.00	400.00	0.00	100.00%
100-13-400218	Fall Fun Night	241.67	0.00	2,900.00	0.00	100.00%
100-13-400305	Public Safety Assessment	416.67	0.00	5,000.00	0.00	100.00%
100-13-401052	Radios Debt Service	516.67	0.00	6,200.00	0.00	100.00%
100-13-401200	Photo Supplies	75.00	0.00	900.00	0.00	100.00%
100-13-401201	Ammunition	408.33	0.00	4,900.00	0.00	100.00%
100-13-401202	Investigations	166.67	0.00	2,000.00	0.00	100.00%
100-13-401204	Jail Expense	166.67	0.00	2,000.00	0.00	100.00%
100-13-401206	PPE Supplies	250.00	0.00	3,000.00	0.00	100.00%
100-16-400101	Materials/Supplies	408.33	67.74	4,900.00	67.74	98.62%
100-16-400104	Telephone	25.00	0.00	300.00	0.00	100.00%
100-16-400107	Utilities	58.33	0.00	700.00	0.00	100.00%
100-16-400120	Travel/Training	41.67	0.00	500.00	0.00	100.00%
100-16-400140	Administrative Overhead	416.67	0.00	5,000.00	0.00	100.00%
100-16-400156	Computer Equip/Supplies/Support	114.75	0.00	1,377.00	0.00	100.00%
100-16-400158	Misc.Expense/New Equipment	250.00	596.00	3,000.00	596.00	80.13%
100-16-400224	Summer Reading Program	83.33	0.00	1,000.00	0.00	100.00%
100-16-400226	SRP-Cards 4 Kids	41.67	394.12	500.00	394.12	21.18%
100-16-400243	Acquisitions and Books	166.67	147.45	2,000.00	147.45	92.63%
100-16-400246	SIRSI System	358.33	0.00	4,300.00	0.00	100.00%
100-16-400248	OCLC Cataloging	0.00	360.22	0.00	360.22	0.00%
100-17-400101	Materials/Supplies	708.33	1,196.96	8,500.00	1,196.96	85.92%
100-17-400110	Utilities	1,000.00	133.20	12,000.00	133.20	98.89%
100-17-400140	Administrative Overhead	1,966.42	0.00	23,597.00	0.00	100.00%
100-17-400166	Bldg. Maintenance	625.00	0.00	7,500.00	0.00	100.00%
100-17-400177	Building Maintenance(non-capital)	0.00	264.10	0.00	264.10	0.00%
100-18-400101	Materials/Supplies	125.00	0.00	1,500.00	0.00	100.00%
100-18-400107	Utilities	1,083.33	0.00	13,000.00	0.00	100.00%
100-18-400140	Administrative Overhead	1,128.08	0.00	13,537.00	0.00	100.00%
100-18-400166	Bldg. Maintenance	83.33	0.00	1,000.00	0.00	100.00%
100-18-400281	WAC State Grant	122,140.08	273.95	1,465,681.00	273.95	99.98%
100-99-400131	Municipal Court Judge-Contract	1,793.92	0.00	21,527.00	0.00	100.00%
100-99-400140	Administrative Overhead	1,000.00	0.00	12,000.00	0.00	100.00%
100-99-400213	State Court Fees	450.00	0.00	5,400.00	0.00	100.00%
100-99-400215	Court Expenses	208.33	0.00	2,500.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>		<b>201,858.33</b>	<b>27,086.33</b>	<b>2,422,300.00</b>	<b>27,086.33</b>	<b>98.88%</b>
<b>Capital Outlay Expenditures</b>						
100-13-400300	New Equipment - Capital	4,083.33	0.00	49,000.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>		<b>4,083.33</b>	<b>0.00</b>	<b>49,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fund Transfers Expenditures</b>						
100-00-401016	Transfer Emergency Services	38,833.33	0.00	466,000.00	0.00	100.00%
100-00-401081	Transfer of Public Safety Fee Funds	10,833.33	0.00	130,000.00	0.00	100.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For GENERAL FUND (100)**  
**For the Fiscal Period 2024-1 Ending July 31, 2023**

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
<b>Total Fund Transfers Expenditures</b>	<b>49,666.67</b>	<b>0.00</b>	<b>596,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
100-00-499990 Unappropriated Ending Fund Balanc	4,282.08	0.00	51,385.00	0.00	100.00%
100-00-499991 Reserved for Future Expenditure	1,843.50	0.00	22,122.00	0.00	100.00%
100-13-499991 Reserved for Future Expenditure	2,543.92	0.00	30,527.00	0.00	100.00%
100-17-499991 Reserved for Future Expenditure	1,475.00	0.00	17,700.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>10,144.50</b>	<b>0.00</b>	<b>121,734.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 398,872.17</b>	<b>\$ 27,086.33</b>	<b>\$ 4,786,466.00</b>	<b>\$ 27,086.33</b>	<b>99.43%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditure</b>	<b>\$ (0.13)</b>	<b>\$ 6,005.40</b>	<b>\$ (1.50)</b>	<b>\$ 6,005.40</b>	<b>400460.00%</b>

**City of Oakridge**

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**Statement of Revenue and Expenditures**

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*Revised Budget  
For TRT Transient Room Tax (101)  
For the Fiscal Period 2024-1 Ending July 31, 2023*

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
101-00-500001 Beginning Fund Balance	\$ 2,730.83	\$ 34,940.46	\$ 32,770.00	\$ 34,940.46	(6.62%)
<b>Total Beginning Fund Balances Revenues</b>	<b>2,730.83</b>	<b>34,940.46</b>	<b>32,770.00</b>	<b>34,940.46</b>	<b>(6.62%)</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
101-00-503500 Transient Room Tax	3,060.00	0.00	36,720.00	0.00	100.00%
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>3,060.00</b>	<b>0.00</b>	<b>36,720.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total TRT Transient Room Tax Revenues</b>	<b>\$ 5,790.83</b>	<b>\$ 34,940.46</b>	<b>\$ 69,490.00</b>	<b>\$ 34,940.46</b>	<b>49.72%</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
101-00-400228 Transient Income Projects-Current Y	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00%</b>
<b>Total TRT Transient Room Tax Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 10,000.00</b>	<b>\$ 0.00</b>	<b>\$ 10,000.00</b>	<b>0.00%</b>
<b>TRT Transient Room Tax Excess of Revenues Over Exp</b>	<b>\$ 5,790.83</b>	<b>\$ 24,940.46</b>	<b>\$ 69,490.00</b>	<b>\$ 24,940.46</b>	<b>64.11%</b>



**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For RTMP (102)*  
**For the Fiscal Period 2024-1 Ending July 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
102-00-500001 Beginning Fund Balance	\$ 1,203.58	\$ 2,494.90	\$ 14,443.00	\$ 2,494.90	82.73%
<b>Total Beginning Fund Balances Revenues</b>	<b>1,203.58</b>	<b>2,494.90</b>	<b>14,443.00</b>	<b>2,494.90</b>	<b>82.73%</b>
<b>Intergovernmental Revenues Revenues</b>					
102-00-515300 RTMP Funds	1,583.33	0.00	19,000.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>1,583.33</b>	<b>0.00</b>	<b>19,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total RTMP Revenues</b>	<b>\$ 2,786.92</b>	<b>\$ 2,494.90</b>	<b>\$ 33,443.00</b>	<b>\$ 2,494.90</b>	<b>92.54%</b>
<b>RTMP Excess of Revenues Over Expenditures</b>	<b>\$ 2,786.92</b>	<b>\$ 2,494.90</b>	<b>\$ 33,443.00</b>	<b>\$ 2,494.90</b>	<b>92.54%</b>

## City of Oakridge Statement of Revenue and Expenditures

Revised Budget  
For STREET FUND (230)  
For the Fiscal Period 2024-1 Ending July 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
230-00-500001 Beginning Fund Balance	\$ 24,928.75	\$ 0.00	\$ 299,145.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>24,928.75</b>	<b>0.00</b>	<b>299,145.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Licenses, Permits, Misc. Taxes Revenues</b>					
230-00-503200 ODOT Apportionments	0.00	23,833.00	0.00	23,833.00	0.00%
230-00-504300 Fuel Dealer's License Fee	5,908.75	6,364.32	70,905.00	6,364.32	91.02%
<b>Total Licenses, Permits, Misc. Taxes Revenues</b>	<b>5,908.75</b>	<b>30,197.32</b>	<b>70,905.00</b>	<b>30,197.32</b>	<b>57.41%</b>
<b>Intergovernmental Revenues Revenues</b>					
230-00-520600 Greenwaters/Rest Area	833.33	2,660.00	10,000.00	2,660.00	73.40%
230-00-520800 ODOT Small city Allotment	20,833.33	0.00	250,000.00	0.00	100.00%
230-00-520801 ODOT Apportionments	21,777.58	0.00	261,331.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>43,444.25</b>	<b>2,660.00</b>	<b>521,331.00</b>	<b>2,660.00</b>	<b>99.49%</b>
<b>Miscellaneous Revenues</b>					
230-00-599900 Miscellaneous Income	747.25	0.00	8,967.00	0.00	100.00%
<b>Total Miscellaneous Revenues</b>	<b>747.25</b>	<b>0.00</b>	<b>8,967.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Other Financing Sources (uses) Revenues</b>					
230-00-521000 LID#20 2nd St. Assessment	263.50	0.00	3,162.00	0.00	100.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>263.50</b>	<b>0.00</b>	<b>3,162.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total STREET FUND Revenues</b>	<b>\$ 75,292.50</b>	<b>\$ 32,857.32</b>	<b>\$ 903,510.00</b>	<b>\$ 32,857.32</b>	<b>96.36%</b>

**Expenditures**

**Personal Services Expenditures**

230-00-400001 Health Care Coverage	\$ 1,602.67	\$ 22.05	\$ 19,232.00	\$ 22.05	99.89%
230-00-400002 PERS	1,512.67	0.00	18,152.00	0.00	100.00%
230-00-400003 Workers Compensation	334.75	0.00	4,017.00	0.00	100.00%
230-00-400004 Payroll Taxes	326.83	0.00	3,922.00	0.00	100.00%
230-00-400039 Wages	4,686.67	0.00	56,240.00	0.00	100.00%
230-00-400081 VEBA Contributions	193.17	0.00	2,318.00	0.00	100.00%
230-00-400082 Life/LTD Insurance	4.17	0.00	50.00	0.00	100.00%
<b>Total Personal Services Expenditures</b>	<b>8,660.92</b>	<b>22.05</b>	<b>103,931.00</b>	<b>22.05</b>	<b>99.98%</b>

**Materials & Services Expenditures**

230-00-400101 Materials/Supplies	2,500.00	451.07	30,000.00	451.07	98.50%
230-00-400103 Seasonal/Temp Workers	1,833.33	1,084.22	22,000.00	1,084.22	95.07%
230-00-400104 Telephone	100.00	81.62	1,200.00	81.62	93.20%
230-00-400110 Utilities	583.33	217.36	7,000.00	217.36	96.89%
230-00-400120 Travel/Training	83.33	0.00	1,000.00	0.00	100.00%
230-00-400130 Professional Services Misc.	1,666.67	249.23	20,000.00	249.23	98.75%
230-00-400140 Administrative Overhead	4,023.33	0.00	48,280.00	0.00	100.00%
230-00-400146 Uniform Allowance	83.33	0.00	1,000.00	0.00	100.00%
230-00-400160 Equipment Maintenance/Repairs	2,083.33	1,955.37	25,000.00	1,955.37	92.18%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For STREET FUND (230)**  
**For the Fiscal Period 2024-1 Ending July 31, 2023**

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
230-00-400172 Fuel	1,333.33	680.96	16,000.00	680.96	95.74%
230-00-400173 New Equipment (less than \$5,000)	0.00	2,306.67	0.00	2,306.67	0.00%
230-00-400180 Rest Area	833.33	312.30	10,000.00	312.30	96.88%
230-00-400194 Street Repair	2,916.67	0.00	35,000.00	0.00	100.00%
230-00-400198 Street Lights	5,250.00	0.00	63,000.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>23,290.00</b>	<b>7,338.80</b>	<b>279,480.00</b>	<b>7,338.80</b>	<b>97.37%</b>
<b>Capital Outlay Expenditures</b>					
230-00-400300 New Equipment - Capital	833.33	0.00	10,000.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>833.33</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
230-00-401026 Contingency	2,412.33	0.00	28,948.00	0.00	100.00%
230-00-499990 Unappropriated Ending Fund Balanc	2,993.17	0.00	35,918.00	0.00	100.00%
230-00-499991 Reserved for Future Expenditure	16,269.42	0.00	195,233.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>21,674.92</b>	<b>0.00</b>	<b>260,099.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total STREET FUND Expenditures</b>	<b>\$ 54,459.17</b>	<b>\$ 7,360.85</b>	<b>\$ 653,510.00</b>	<b>\$ 7,360.85</b>	<b>98.87%</b>
<b>STREET FUND Excess of Revenues Over Expenditures</b>	<b>\$ 20,833.33</b>	<b>\$ 25,496.47</b>	<b>\$ 250,000.00</b>	<b>\$ 25,496.47</b>	<b>89.80%</b>

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For EMERGENCY SERVICES FUND (232)  
For the Fiscal Period 2024-1 Ending July 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
232-00-500001 Beginning Fund Balance	\$ 18,462.50	\$ 0.00	\$ 221,550.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>18,462.50</b>	<b>0.00</b>	<b>221,550.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Intergovernmental Revenues Revenues</b>					
232-00-502800 Hazeldell Fire Contract	5,598.92	32,615.00	67,187.00	32,615.00	51.46%
232-00-502810 Fire Contracts - Westfir	3,083.33	0.00	37,000.00	0.00	100.00%
232-00-502815 Hazeldell - Vol Prog	1,291.67	0.00	15,500.00	0.00	100.00%
<b>Total Intergovernmental Revenues Revenues</b>	<b>9,973.92</b>	<b>32,615.00</b>	<b>119,687.00</b>	<b>32,615.00</b>	<b>72.75%</b>
<b>Interest Revenues</b>					
232-00-500200 Interest	166.67	0.00	2,000.00	0.00	100.00%
<b>Total Interest Revenues</b>	<b>166.67</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Miscellaneous Revenues</b>					
232-00-599900 Miscellaneous Income	333.33	199.99	4,000.00	199.99	95.00%
<b>Total Miscellaneous Revenues</b>	<b>333.33</b>	<b>199.99</b>	<b>4,000.00</b>	<b>199.99</b>	<b>95.00%</b>
<b>Charges for Services Revenues</b>					
232-00-502700 Fire Med	2,250.00	4,390.00	27,000.00	4,390.00	83.74%
232-00-540200 Service Charge	0.00	16.89	0.00	16.89	0.00%
232-00-540400 Ground Emergency Medical Transp	41,666.67	849.81	500,000.00	849.81	99.83%
<b>Total Charges for Services Revenues</b>	<b>43,916.67</b>	<b>5,256.70</b>	<b>527,000.00</b>	<b>5,256.70</b>	<b>99.00%</b>
<b>Transfers Revenues</b>					
232-00-530500 Transfer From General	38,833.33	0.00	466,000.00	0.00	100.00%
232-00-532101 Transfer From Public Safety Fees	10,833.33	0.00	130,000.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>49,666.67</b>	<b>0.00</b>	<b>596,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total EMERGENCY SERVICES FUND Revenues</b>	<b>\$ 122,519.75</b>	<b>\$ 38,071.69</b>	<b>\$ 1,470,237.00</b>	<b>\$ 38,071.69</b>	<b>97.41%</b>

**Expenditures**

**Personal Services Expenditures**

232-00-400001 Health Care Coverage	\$ 10,583.33	\$ 0.00	\$ 127,000.00	\$ 0.00	100.00%
232-00-400002 PERS	13,375.00	0.00	160,500.00	0.00	100.00%
232-00-400003 Workers Compensation	1,016.67	0.00	12,200.00	0.00	100.00%
232-00-400004 Payroll Taxes	3,125.00	0.00	37,500.00	0.00	100.00%
232-00-400016 Employee Allowance	41.67	0.00	500.00	0.00	100.00%
232-00-400039 Wages	33,318.42	0.00	399,821.00	0.00	100.00%
232-00-400051 Volunteer Stipends	5,475.00	0.00	65,700.00	0.00	100.00%
232-00-400081 VEBA Contributions	100.00	0.00	1,200.00	0.00	100.00%
232-00-400082 Life/LTD Insurance	75.00	0.00	900.00	0.00	100.00%
<b>Total Personal Services Expenditures</b>	<b>67,110.08</b>	<b>0.00</b>	<b>805,321.00</b>	<b>0.00</b>	<b>100.00%</b>

**Materials & Services Expenditures**

232-00-400101 Materials/Supplies	1,585.17	166.51	19,022.00	166.51	99.12%
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## City of Oakridge Statement of Revenue and Expenditures

**Revised Budget  
For EMERGENCY SERVICES FUND (232)  
For the Fiscal Period 2024-1 Ending July 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
232-00-400103 Seasonal/Temp Workers	14,583.33	11,249.83	175,000.00	11,249.83	93.57%
232-00-400105 Banking/Financial Fees	12.50	0.00	150.00	0.00	100.00%
232-00-400110 Utilities	1,625.00	269.12	19,500.00	269.12	98.62%
232-00-400111 EMS Supplies	2,500.00	345.89	30,000.00	345.89	98.85%
232-00-400113 Fire Fighting Supplies	625.00	0.00	7,500.00	0.00	100.00%
232-00-400117 Membership/Dues/Subscriptions	1,091.67	0.00	13,100.00	0.00	100.00%
232-00-400120 Travel/Training	833.33	199.00	10,000.00	199.00	98.01%
232-00-400121 Accreditation	666.67	0.00	8,000.00	0.00	100.00%
232-00-400137 Dispatch Services LCSO	3,100.00	0.00	37,200.00	0.00	100.00%
232-00-400140 Administrative Overhead	7,083.33	0.00	85,000.00	0.00	100.00%
232-00-400145 Uniform	333.33	0.00	4,000.00	0.00	100.00%
232-00-400147 Small Equipment Maint & Minor Rep	541.67	0.00	6,500.00	0.00	100.00%
232-00-400151 Health & Wellness	358.33	0.00	4,300.00	0.00	100.00%
232-00-400153 Protective Clothing	583.33	0.00	7,000.00	0.00	100.00%
232-00-400155 Pagers Repair/Replace	125.00	0.00	1,500.00	0.00	100.00%
232-00-400160 Equipment Maintenance/Repairs	0.00	529.49	0.00	529.49	0.00%
232-00-400161 Vehical Maint & Minor Repairs	1,250.00	0.00	15,000.00	0.00	100.00%
232-00-400166 Bldg. Maintenance	1,041.67	0.00	12,500.00	0.00	100.00%
232-00-400172 Fuel	2,500.00	680.96	30,000.00	680.96	97.73%
232-00-400232 Fire Med Promotion	150.00	0.00	1,800.00	0.00	100.00%
232-00-400234 Fire Prevention	250.00	0.00	3,000.00	0.00	100.00%
232-00-400252 Billing Charge	1,416.67	836.73	17,000.00	836.73	95.08%
232-00-400262 Volunteer Expenses	250.00	0.00	3,000.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>42,506.00</b>	<b>14,277.53</b>	<b>510,072.00</b>	<b>14,277.53</b>	<b>97.20%</b>
<b>Capital Outlay Expenditures</b>					
232-00-400207 HMA FEMA Generators Grant	0.00	1,449.30	0.00	1,449.30	0.00%
232-00-400300 New Equipment - Capital	2,708.33	0.00	32,500.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>2,708.33</b>	<b>1,449.30</b>	<b>32,500.00</b>	<b>1,449.30</b>	<b>95.54%</b>
<b>Fund Transfers Expenditures</b>					
232-00-401082 Transfer to Ambulance Fund (LGIP)	7,695.33	0.00	92,344.00	0.00	100.00%
<b>Total Fund Transfers Expenditures</b>	<b>7,695.33</b>	<b>0.00</b>	<b>92,344.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
232-00-401026 Contingency	2,500.00	0.00	30,000.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>2,500.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total EMERGENCY SERVICES FUND Expenditures</b>	<b>\$ 122,519.75</b>	<b>\$ 15,726.83</b>	<b>\$ 1,470,237.00</b>	<b>\$ 15,726.83</b>	<b>98.93%</b>
<b>EMERGENCY SERVICES FUND Excess of Revenues Ov</b>	<b>\$ 0.00</b>	<b>\$ 22,344.86</b>	<b>\$ 0.00</b>	<b>\$ 22,344.86</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For Water Fund - Capital Reserve Fund (245)**  
**For the Fiscal Period 2024-1 Ending July 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
245-00-500001 Beginning Fund Balance	\$ 6,586.67	\$ 0.00	\$ 79,040.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>6,586.67</b>	<b>0.00</b>	<b>79,040.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Transfers Revenues</b>					
245-00-530600 Transfer From Water	2,083.33	0.00	25,000.00	0.00	100.00%
<b>Total Transfers Revenues</b>	<b>2,083.33</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Water Fund - Capital Reserve Fund Revenues</b>	<b>\$ 8,670.00</b>	<b>\$ 0.00</b>	<b>\$ 104,040.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Water Fund - Capital Reserve Fund Excess of Revenues</b>	<b>\$ 8,670.00</b>	<b>\$ 0.00</b>	<b>\$ 104,040.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For WATER BOND RESERVE FUND (321)**  
**For the Fiscal Period 2024-1 Ending July 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
321-00-500001 Beginning Fund Balance	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>10,056.92</b>	<b>0.00</b>	<b>120,683.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WATER BOND RESERVE FUND Revenues</b>	<b>\$ 10,056.92</b>	<b>\$ 0.00</b>	<b>\$ 120,683.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>WATER BOND RESERVE FUND Excess of Revenues Ov</b>	<b>\$ 10,056.92</b>	<b>\$ 0.00</b>	<b>\$ 120,683.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>



City of Oakridge

Statement of Revenue and Expenditures

8/11/2023 11:05pm

Revised Budget  
 For INDUSTRIAL PARK FUND (390)  
 For the Fiscal Period 2024-1 Ending July 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
390-00-500001 Beginning Fund Balance	\$ 54,068.83	\$ 0.00	\$ 648,826.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>54,068.83</b>	<b>0.00</b>	<b>648,826.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Interest Revenues</b>					
390-00-500200 Interest	105.25	0.00	1,263.00	0.00	100.00%
<b>Total Interest Revenues</b>	<b>105.25</b>	<b>0.00</b>	<b>1,263.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Rentals and Leases Revenues</b>					
390-00-501100 Rental Income	6,416.67	6,473.60	77,000.00	6,473.60	91.59%
<b>Total Rentals and Leases Revenues</b>	<b>6,416.67</b>	<b>6,473.60</b>	<b>77,000.00</b>	<b>6,473.60</b>	<b>91.59%</b>
<b>Other Financing Sources (uses) Revenues</b>					
390-00-500900 Sale of Property	0.00	125.00	0.00	125.00	0.00%
<b>Total Other Financing Sources (uses) Revenues</b>	<b>0.00</b>	<b>125.00</b>	<b>0.00</b>	<b>125.00</b>	<b>0.00%</b>
<b>Total INDUSTRIAL PARK FUND Revenues</b>	<b>\$ 60,590.75</b>	<b>\$ 6,598.60</b>	<b>\$ 727,089.00</b>	<b>\$ 6,598.60</b>	<b>99.09%</b>

Expenditures

Personal Services Expenditures

390-00-400001 Health Care Coverage	\$ 275.83	\$ 0.00	\$ 3,310.00	\$ 0.00	100.00%
390-00-400002 PERS	202.00	0.00	2,424.00	0.00	100.00%
390-00-400039 Wages	1,125.25	0.00	13,503.00	0.00	100.00%
<b>Total Personal Services Expenditures</b>	<b>1,603.08</b>	<b>0.00</b>	<b>19,237.00</b>	<b>0.00</b>	<b>100.00%</b>

Materials & Services Expenditures

390-00-400101 Materials/Supplies	500.00	893.72	6,000.00	893.72	85.10%
390-00-400103 Seasonal/Temp Workers	833.33	0.00	10,000.00	0.00	100.00%
390-00-400110 Utilities	1,333.33	165.95	16,000.00	165.95	98.96%
390-00-400116 Marketing-City	250.00	0.00	3,000.00	0.00	100.00%
390-00-400117 Membership/Dues/Subscriptions	50.00	0.00	600.00	0.00	100.00%
390-00-400130 Professional Services Misc.	1,250.00	157.95	15,000.00	157.95	98.95%
390-00-400140 Administrative Overhead	3,091.67	0.00	37,100.00	0.00	100.00%
390-00-400260 Property Taxes	958.33	0.00	11,500.00	0.00	100.00%
390-00-499900 Miscellaneous Expense	83.33	0.00	1,000.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>8,350.00</b>	<b>1,217.62</b>	<b>100,200.00</b>	<b>1,217.62</b>	<b>98.78%</b>

Capital Outlay Expenditures

390-00-400501 Kokanee Way Utility Improvements	10,569.50	0.00	126,834.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>10,569.50</b>	<b>0.00</b>	<b>126,834.00</b>	<b>0.00</b>	<b>100.00%</b>

Contingency/Uapp Ending Fund Balance Expendit

390-00-401026 Contingency	835.00	0.00	10,020.00	0.00	100.00%
390-00-499990 Unappropriated Ending Fund Balanc	908.75	0.00	10,905.00	0.00	100.00%
390-00-499991 Reserved for Future Expenditure	38,324.42	0.00	459,893.00	0.00	100.00%

**City of Oakridge**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For INDUSTRIAL PARK FUND (390)**  
**For the Fiscal Period 2024-1 Ending July 31, 2023**

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
Total Contingency/Uapp Ending Fund Balance Ex	40,068.17	0.00	480,818.00	0.00	100.00%
<b>Total INDUSTRIAL PARK FUND Expenditures</b>	<b>\$ 60,590.75</b>	<b>\$ 1,217.62</b>	<b>\$ 727,089.00</b>	<b>\$ 1,217.62</b>	<b>99.83%</b>
<b>INDUSTRIAL PARK FUND Excess of Revenues Over Ex</b>	<b>\$ 0.00</b>	<b>\$ 5,380.98</b>	<b>\$ 0.00</b>	<b>\$ 5,380.98</b>	<b>0.00%</b>

**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For WATER FUND (620)  
 For the Fiscal Period 2024-1 Ending July 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
620-00-500001 Beginning Fund Balance	\$ 72,486.75	\$ 0.00	\$ 869,841.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>72,486.75</b>	<b>0.00</b>	<b>869,841.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Rentals and Leases Revenues</b>					
620-00-501100 Rental Income	0.00	450.00	0.00	450.00	0.00%
<b>Total Rentals and Leases Revenues</b>	<b>0.00</b>	<b>450.00</b>	<b>0.00</b>	<b>450.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>					
620-00-599900 Miscellaneous Income	210.92	217.50	2,531.00	217.50	91.41%
<b>Total Miscellaneous Revenues</b>	<b>210.92</b>	<b>217.50</b>	<b>2,531.00</b>	<b>217.50</b>	<b>91.41%</b>
<b>Charges for Services Revenues</b>					
620-00-540000 Water Service	98,147.92	117,153.05	1,177,775.00	117,153.05	90.05%
620-00-540100 Connection Charge	258.33	0.00	3,100.00	0.00	100.00%
620-00-540200 Service Charge	91.67	150.00	1,100.00	150.00	86.36%
<b>Total Charges for Services Revenues</b>	<b>98,497.92</b>	<b>117,303.05</b>	<b>1,181,975.00</b>	<b>117,303.05</b>	<b>90.08%</b>
<b>Total WATER FUND Revenues</b>	<b>\$ 171,195.58</b>	<b>\$ 117,970.55</b>	<b>\$ 2,054,347.00</b>	<b>\$ 117,970.55</b>	<b>94.26%</b>

**Expenditures**

**Personal Services Expenditures**

620-00-400001 Health Care Coverage	\$ 4,043.83	\$ 0.00	\$ 48,526.00	\$ 0.00	100.00%
620-00-400002 PERS	3,064.00	0.00	36,768.00	0.00	100.00%
620-00-400039 Wages	11,655.42	0.00	139,865.00	0.00	100.00%
<b>Total Personal Services Expenditures</b>	<b>18,763.25</b>	<b>0.00</b>	<b>225,159.00</b>	<b>0.00</b>	<b>100.00%</b>

**Materials & Services Expenditures**

620-00-400101 Materials/Supplies	3,250.00	453.78	39,000.00	453.78	98.84%
620-00-400103 Seasonal/Temp Workers	2,291.67	1,084.23	27,500.00	1,084.23	96.06%
620-00-400104 Telephone	0.00	81.62	0.00	81.62	0.00%
620-00-400106 Office Expenses	83.33	0.00	1,000.00	0.00	100.00%
620-00-400107 Utilities	6,458.33	217.33	77,500.00	217.33	99.72%
620-00-400120 Travel/Training	208.33	0.00	2,500.00	0.00	100.00%
620-00-400130 Professional Services Misc.	2,166.67	2,356.80	26,000.00	2,356.80	90.94%
620-00-400140 Administrative Overhead	13,374.83	0.00	160,498.00	0.00	100.00%
620-00-400146 Uniform Allowance	166.67	0.00	2,000.00	0.00	100.00%
620-00-400156 Computer Equip/Supplies/Support	166.67	0.00	2,000.00	0.00	100.00%
620-00-400160 Equipment Maintenance/Repairs	2,166.67	129.27	26,000.00	129.27	99.50%
620-00-400172 Fuel	2,166.67	680.96	26,000.00	680.96	97.38%
620-00-400173 New Equipment (less than \$5,000)	833.33	4,617.65	10,000.00	4,617.65	53.82%
620-00-400177 Building Maintenance(non-capital)	416.67	0.00	5,000.00	0.00	100.00%
620-00-400192 Meter Replacement	1,250.00	0.00	15,000.00	0.00	100.00%
620-00-499900 Miscellaneous Expense	137.50	0.00	1,650.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>35,137.33</b>	<b>9,621.64</b>	<b>421,648.00</b>	<b>9,621.64</b>	<b>97.72%</b>

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For WATER FUND (620)  
For the Fiscal Period 2024-1 Ending July 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Capital Outlay Expenditures</b>					
620-00-400411 Tank 2	20,833.33	0.00	250,000.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>20,833.33</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fund Transfers Expenditures</b>					
620-00-401045 Transfer to Wate Fund Reserve	2,083.33	0.00	25,000.00	0.00	100.00%
<b>Total Fund Transfers Expenditures</b>	<b>2,083.33</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Debt Service Expenditures</b>					
620-00-401030 Debt Service - Interest Loan S05002	1,521.50	0.00	18,258.00	0.00	100.00%
620-00-401031 Debt Service - Principal Loan S0500	8,670.08	0.00	104,041.00	0.00	100.00%
620-00-401032 Bond Payment - Interest	730.83	0.00	8,770.00	0.00	100.00%
620-00-401034 Bond Payment - Principal	2,397.50	0.00	28,770.00	0.00	100.00%
620-00-401038 New Public Works Bldg. - Interest	1,833.33	0.00	22,000.00	0.00	100.00%
620-00-401039 Water Loan - Tank 7 Principal Loan	5,509.17	0.00	66,110.00	0.00	100.00%
620-00-401043 Debt Service - V19009 - Interest	10.83	0.00	130.00	0.00	100.00%
620-00-401047 Debt Service - V19009 - Principal	108.33	0.00	1,300.00	0.00	100.00%
<b>Total Debt Service Expenditures</b>	<b>20,781.58</b>	<b>0.00</b>	<b>249,379.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
620-00-401026 Contingency	3,513.75	0.00	42,165.00	0.00	100.00%
620-00-499990 Unappropriated Ending Fund Balanc	6,818.42	0.00	81,821.00	0.00	100.00%
620-00-499991 Reserved for Future Expenditure	63,264.58	0.00	759,175.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>73,596.75</b>	<b>0.00</b>	<b>883,161.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WATER FUND Expenditures</b>	<b>\$ 171,195.58</b>	<b>\$ 9,621.64</b>	<b>\$ 2,054,347.00</b>	<b>\$ 9,621.64</b>	<b>99.53%</b>
<b>WATER FUND Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 108,348.91</b>	<b>\$ 0.00</b>	<b>\$ 108,348.91</b>	<b>0.00%</b>

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget*  
**For WASTEWATER FUND (622)**  
*For the Fiscal Period 2024-1 Ending July 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
622-00-500001 Beginning Fund Balance	\$ 38,198.92	\$ 0.00	\$ 458,387.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>38,198.92</b>	<b>0.00</b>	<b>458,387.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Miscellaneous Revenues</b>					
622-00-599900 Miscellaneous Income	416.67	127.50	5,000.00	127.50	97.45%
<b>Total Miscellaneous Revenues</b>	<b>416.67</b>	<b>127.50</b>	<b>5,000.00</b>	<b>127.50</b>	<b>97.45%</b>
<b>Charges for Services Revenues</b>					
622-00-540100 Connection Charge	225.00	0.00	2,700.00	0.00	100.00%
622-00-540300 Sewer Service	67,598.08	64,815.46	811,177.00	64,815.46	92.01%
<b>Total Charges for Services Revenues</b>	<b>67,823.08</b>	<b>64,815.46</b>	<b>813,877.00</b>	<b>64,815.46</b>	<b>92.04%</b>
<b>Total WASTEWATER FUND Revenues</b>	<b>\$ 106,438.67</b>	<b>\$ 64,942.96</b>	<b>\$ 1,277,264.00</b>	<b>\$ 64,942.96</b>	<b>94.92%</b>

**Expenditures**

**Personal Services Expenditures**

622-00-400001 Health Care Coverage	\$ 5,924.92	\$ 0.00	\$ 71,099.00	\$ 0.00	100.00%
622-00-400002 PERS	4,110.83	0.00	49,330.00	0.00	100.00%
622-00-400041 Utility Worker 2	13,356.00	0.00	160,272.00	0.00	100.00%
<b>Total Personal Services Expenditures</b>	<b>23,391.75</b>	<b>0.00</b>	<b>280,701.00</b>	<b>0.00</b>	<b>100.00%</b>

**Materials & Services Expenditures**

622-00-400101 Materials/Supplies	2,500.00	1,892.16	30,000.00	1,892.16	93.69%
622-00-400103 Seasonal/Temp Workers	2,083.33	1,084.23	25,000.00	1,084.23	95.66%
622-00-400104 Telephone	833.33	87.88	10,000.00	87.88	99.12%
622-00-400106 Office Expenses	166.67	0.00	2,000.00	0.00	100.00%
622-00-400107 Utilities	3,333.33	501.17	40,000.00	501.17	98.75%
622-00-400120 Travel/Training	333.33	0.00	4,000.00	0.00	100.00%
622-00-400130 Professional Services Misc.	1,666.67	1,683.69	20,000.00	1,683.69	91.58%
622-00-400140 Administrative Overhead	8,972.25	0.00	107,667.00	0.00	100.00%
622-00-400146 Uniform Allowance	125.00	0.00	1,500.00	0.00	100.00%
622-00-400156 Computer Equip/Supplies/Support	233.33	0.00	2,800.00	0.00	100.00%
622-00-400160 Equipment Maintenance/Repairs	1,500.00	2,112.62	18,000.00	2,112.62	88.26%
622-00-400172 Fuel	1,666.67	680.96	20,000.00	680.96	96.60%
622-00-400173 New Equipment (less than \$5,000)	1,250.00	2,306.65	15,000.00	2,306.65	84.62%
622-00-400177 Building Maintenance(non-capital)	0.00	283.14	0.00	283.14	0.00%
622-00-499900 Miscellaneous Expense	300.00	0.00	3,600.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>24,963.92</b>	<b>10,632.50</b>	<b>299,567.00</b>	<b>10,632.50</b>	<b>96.45%</b>

**Capital Outlay Expenditures**

622-00-400452 Bldg. Maintenance (>\$5,000)	416.67	0.00	5,000.00	0.00	100.00%
<b>Total Capital Outlay Expenditures</b>	<b>416.67</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.00%</b>

**Debt Service Expenditures**

622-00-401032 Bond Payment - Interest	971.92	0.00	11,663.00	0.00	100.00%
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**City of Oakridge**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For WASTEWATER FUND (622)  
 For the Fiscal Period 2024-1 Ending July 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
622-00-401034 Bond Payment - Principal	2,083.33	0.00	25,000.00	0.00	100.00%
<b>Total Debt Service Expenditures</b>	<b>3,055.25</b>	<b>0.00</b>	<b>36,663.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
622-00-401026 Contingency	2,538.08	0.00	30,457.00	0.00	100.00%
622-00-499990 Unappropriated Ending Fund Balanc	4,731.83	0.00	56,782.00	0.00	100.00%
622-00-499991 Reserved for Future Expenditure	47,341.17	0.00	568,094.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>54,611.08</b>	<b>0.00</b>	<b>655,333.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total WASTEWATER FUND Expenditures</b>	<b>\$ 106,438.67</b>	<b>\$ 10,632.50</b>	<b>\$ 1,277,264.00</b>	<b>\$ 10,632.50</b>	<b>99.17%</b>
<b>WASTEWATER FUND Excess of Revenues Over Expend \$</b>	<b>0.00</b>	<b>\$ 54,310.46</b>	<b>0.00</b>	<b>\$ 54,310.46</b>	<b>0.00%</b>

## City of Oakridge Statement of Revenue and Expenditures

*Revised Budget  
For STORMWATER FUND (696)  
For the Fiscal Period 2024-1 Ending July 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Beginning Fund Balances Revenues</b>					
696-00-500001 Beginning Fund Balance	\$ 5,283.00	\$ 0.00	\$ 63,396.00	\$ 0.00	100.00%
<b>Total Beginning Fund Balances Revenues</b>	<b>5,283.00</b>	<b>0.00</b>	<b>63,396.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Charges for Services Revenues</b>					
696-00-540500 Storm Water Service	4,054.00	3,951.97	48,648.00	3,951.97	91.88%
<b>Total Charges for Services Revenues</b>	<b>4,054.00</b>	<b>3,951.97</b>	<b>48,648.00</b>	<b>3,951.97</b>	<b>91.88%</b>
<b>Total STORMWATER FUND Revenues</b>	<b>\$ 9,337.00</b>	<b>\$ 3,951.97</b>	<b>\$ 112,044.00</b>	<b>\$ 3,951.97</b>	<b>96.47%</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
696-00-400101 Materials/Supplies	\$ 866.67	\$ 0.00	\$ 10,400.00	\$ 0.00	100.00%
696-00-400130 Professional Services Non Legal	833.33	0.00	10,000.00	0.00	100.00%
696-00-400140 Administrative Overhead	1,772.25	0.00	21,267.00	0.00	100.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>3,472.25</b>	<b>0.00</b>	<b>41,667.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Contingency/Uapp Ending Fund Balance Expendit</b>					
696-00-401026 Contingency	290.42	0.00	3,485.00	0.00	100.00%
696-00-499990 Unappropriated Ending Fund Balanc	317.00	0.00	3,804.00	0.00	100.00%
696-00-499991 Reserved for Future Expenditure	8,025.33	0.00	96,304.00	0.00	100.00%
<b>Total Contingency/Uapp Ending Fund Balance Ex</b>	<b>8,632.75</b>	<b>0.00</b>	<b>103,593.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total STORMWATER FUND Expenditures</b>	<b>\$ 12,105.00</b>	<b>\$ 0.00</b>	<b>\$ 145,260.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>STORMWATER FUND Excess of Revenues Over Expend</b>	<b>\$ (2,768.00)</b>	<b>\$ 3,951.97</b>	<b>\$ (33,216.00)</b>	<b>\$ 3,951.97</b>	<b>111.90%</b>



**City of Oakridge**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2024-1 Ending July 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Revenues</b>	\$ 971,550.96	\$ 334,920.18	\$ 11,658,611.50	\$ 334,920.18	97.13%
<b>Total Expenditures</b>	\$ 926,181.08	\$ 81,645.77	\$ 11,114,173.00	\$ 81,645.77	99.27%
<b>Total Excess of Revenues Over Expenditures</b>	\$ 45,369.88	\$ 253,274.41	\$ 544,438.50	\$ 253,274.41	53.48%





The **July 20, 2023** City Council meeting Minutes are still being prepared and will be sent to Council for review and added to the Council Packet as soon as they are done. They are estimated to be done by Wednesday August 16<sup>th</sup>.



**Accounts Payable Check Register Report - General-44002262**

For The Date Range From 7/1/2023 To 7/31/2023

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37475	C	7/6/2023	2364	Christina A Hollett	\$1,235.90	O
37476	C	7/6/2023	2361	Dan Phillips	\$460.91	O
37477	C	7/6/2023	2358	Erika Stalcup	\$189.10	O
37478	C	7/6/2023	2362	Rachel Murray	\$1,020.45	V
37479	C	7/6/2023	2297	Curt Smith	\$800.05	O
37480	C	7/6/2023	478	Wyatt Bruckner	\$14.10	O
37481	C	7/10/2023	2353	Open Skies Construction	\$2,750.00	O
37482	C	7/12/2023	68	Northwest Code Professionals	\$3,018.34	V
37483	C	7/13/2023	2	A-1 Fire Protection	\$487.70	O
37484	C	7/13/2023	14	All Seasons Equipment	\$13.94	O
37485	C	7/13/2023	65	Analytical Laboratory & Consultants, Inc.	\$2,233.00	O
37486	C	7/13/2023	20	Backflow Management, Inc.	\$10.00	O
37487	C	7/13/2023	619	Brenntag Pacific, Inc.	\$1,905.17	O
37488	C	7/13/2023	67	Buck's Sanitary Service	\$379.80	O
37489	C	7/13/2023	425	Bullfrog Enterprises	\$393.36	O
37490	C	7/13/2023	38	CenturyLink Communications, LLC	\$244.47	O
37491	C	7/13/2023	398	CLIA Laboratory Program	\$180.00	O
37492	C	7/13/2023	596	Daniel Plata	\$50.00	O
37493	C	7/13/2023	46	DCBS - Fiscal Services	\$1,434.60	O
37494	C	7/13/2023	1142	Deere & Company	\$17,845.31	O
37495	C	7/13/2023	380	DEMCO, Inc.	\$92.52	O
37496	C	7/13/2023	737	Dooley Enterprises, Inc.	\$4,151.65	O
37497	C	7/13/2023	2344	Eugene Lawn Rescue	\$125.00	O
37498	C	7/13/2023	885	Ewing Irrigation Products, Inc.	\$437.40	O
37499	C	7/13/2023	513	Ferguson Waterworks	\$103.56	O
37500	C	7/13/2023	49	Ferrellgas	\$39.19	O
37501	C	7/13/2023	1233	Gale/Cengage Learning	\$59.12	O
37502	C	7/13/2023	345	Grainger	\$100.68	O
37503	C	7/13/2023	998	Hunter Communications, Inc.	\$169.95	O
37504	C	7/13/2023	2377	Illinois Library Association	\$249.70	O
37505	C	7/13/2023	33	Industrial Source	\$39.27	O
37506	C	7/13/2023	35	Jerry's Home Improvement Center	\$499.99	O
37507	C	7/13/2023	459	Kirsten Buckley	\$21.40	O
37508	C	7/13/2023	305	Lane Council of Governments	\$325.84	O
37509	C	7/13/2023	1172	Lawson Products	\$116.03	O

**Accounts Payable Check Register Report - General-44002262**

For The Date Range From 7/1/2023 To 7/31/2023

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37510	C	7/13/2023	55	League of Oregon Cities	\$3,224.00	O
37511	C	7/13/2023	2354	Legacy an Ontivity Company	\$4,938.50	O
37512	C	7/13/2023	281	Mallory Company	\$104.96	O
37513	C	7/13/2023	68	Northwest Code Professionals	\$7,231.32	O
37514	C	7/13/2023	1143	Oakridge Hardware	\$116.32	O
37515	C	7/13/2023	79	Oakridge Sani-Haul, Inc.	\$930.05	O
37516	C	7/13/2023	531	OCLC, Inc.	\$360.22	O
37517	C	7/13/2023	81	One Call Concepts, Inc.	\$28.39	O
37518	C	7/13/2023	977	Orchid Oakridge Clinic PC	\$98.55	O
37519	C	7/13/2023	82	Oregon Department of Administrative Services	\$3,249.73	O
37520	C	7/13/2023	141	Oregon Department of Administrative Services	\$37,482.09	O
37521	C	7/13/2023	1163	PeopleReady Inc.	\$13,798.32	O
37522	C	7/13/2023	2362	Rachel Murray	\$1,020.45	O
37523	C	7/13/2023	478	Schneider Water Services	\$42,845.95	O
37524	C	7/13/2023	478	Schneider Water Services	\$13,075.00	O
37525	C	7/13/2023	1171	Staples Advantage	\$442.25	O
37526	C	7/13/2023	1162	Systems Design West	\$1,005.60	O
37527	C	7/13/2023	1169	Weco /Carson	\$4,152.23	O
37528	C	7/26/2023	2	A-1 Fire Protection	\$1,231.55	O
37529	C	7/26/2023	14	All Seasons Equipment	\$2,613.21	O
37530	C	7/26/2023	65	Analytical Laboratory & Consultants, Inc.	\$112.00	O
37531	C	7/26/2023	1260	AT&T Mobility/Firstnet	\$120.12	O
37532	C	7/26/2023	20	Backflow Management, Inc.	\$510.00	O
37533	C	7/26/2023	526	Bio-Med Testing Service Inc.	\$50.00	O
37534	C	7/26/2023	2380	Butterfield, Brock	\$12,500.00	O
37535	C	7/26/2023	1079	C & E Rentals - Eugene	\$1,379.57	O
37536	C	7/26/2023	2355	Canopy	\$22.05	O
37537	C	7/26/2023	61	Central Square Technologies	\$30.80	O
37538	C	7/26/2023	38	CenturyLink Communications, LLC	\$173.82	O
37539	C	7/26/2023	38	CenturyLink Communications, LLC	\$244.47	V
37540	C	7/26/2023	38	CenturyLink Communications, LLC	\$1,748.08	V
37541	C	7/26/2023	1039	Charles P. Thompson & Associates, Inc.	\$3,700.00	O
37542	C	7/26/2023	2351	CivicPlus, LLC	\$2,368.60	O
37543	C	7/26/2023	459	Danelle Mcnair	\$61.42	O
37544	C	7/26/2023	2344	Eugene Lawn Rescue	\$125.00	O

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For The Date Range From 7/1/2023 To 7/31/2023

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37545	C	7/26/2023	585	H.D. Fowler	\$501.98	O
37546	C	7/26/2023	33	Industrial Source	\$165.89	O
37547	C	7/26/2023	814	J and K Auto Repari Inc	\$363.14	O
37548	C	7/26/2023	324	J. Davidson & Son's Construction Company Inc.	\$717.00	O
37549	C	7/26/2023	35	Jerry's Home Improvement Center	\$530.14	O
37550	C	7/26/2023	478	Julia Yoder	\$72.21	O
37551	C	7/26/2023	305	Lane Council of Governments	\$633.00	O
37552	C	7/26/2023	77	Lane County Waste Management	\$46.00	O
37553	C	7/26/2023	900	Leahy, Van Vactor & Cox, LLP	\$1,855.00	O
37554	C	7/26/2023	467	Life Flight Network	\$3,835.00	O
37555	C	7/26/2023	478	Mad Corps LLC	\$705.64	O
37556	C	7/26/2023	2368	Mark & Co.	\$855.00	O
37557	C	7/26/2023	508	National Business Solutions	\$187.57	O
37558	C	7/26/2023	550	National Tactical Officers Association	\$226.74	V
37559	C	7/26/2023	663	Nurnberg Scientific Distributors LLC	\$294.84	O
37560	C	7/26/2023	551	Oregon Corrections Enterprises	\$377.98	O
37561	C	7/26/2023	1163	PeopleReady Inc.	\$7,948.59	O
37562	C	7/26/2023	1276	Quadient Leasing USA, Inc	\$617.97	O
37563	C	7/26/2023	459	R BP Holding/Racheal Pond	\$13.37	O
37564	C	7/26/2023	1261	Rain Oregon	\$10,000.00	O
37565	C	7/26/2023	478	Region 5 Training Association	\$199.00	O
37566	C	7/26/2023	478	Region 5 Training Association	\$199.00	O
37567	C	7/26/2023	478	RJM Equipment Salse	\$4,760.00	O
37568	C	7/26/2023	2289	Spectrum	\$149.00	O
37569	C	7/26/2023	1171	Staples Advantage	\$1,116.58	O
37570	C	7/26/2023	690	The Automation Group, Inc.	\$3,998.80	O
37571	C	7/26/2023	126	The Register-Guard/Gannett Holdings-Mountain/West	\$551.38	O
37572	C	7/26/2023	113	Verizon Wireless	\$333.24	O
37573	C	7/26/2023	1169	Weco /Carson	\$7,346.88	O
37574	C	7/27/2023	38	CenturyLink Communications, LLC	\$918.42	O
37575	C	7/27/2023	38	CenturyLink Communications, LLC	\$122.89	O
37576	C	7/27/2023	38	CenturyLink Communications, LLC	\$652.02	O
37577	C	7/27/2023	38	CenturyLink Communications, LLC	\$54.75	O
37578	C	7/27/2023	38	CenturyLink Communications, LLC	\$244.47	O
37579	C	7/27/2023	1162	Systems Design West	\$836.73	O



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For The Date Range From 7/1/2023 To 7/31/2023

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
37580	C	7/27/2023	550	National Tactical Officers Association	\$226.74	V
37581	C	7/27/2023	2332	Wilson Equipment	\$329.60	O
1081	E	7/6/2023	1188	Aric Higdon	\$122.55	O
1082	E	7/6/2023	2359	Nathan Sager	\$9.10	O
1083	E	7/6/2023	2360	Jessica Sager	\$223.75	O
1084	E	7/6/2023	2365	Rene V Filley	\$150.00	O
1085	E	7/6/2023	2367	Peggy Gordon	\$273.91	O
1086	E	7/6/2023	2369	Edward Cole	\$777.32	O
1087	E	7/13/2023	1185	Georganne Samuelson	\$67.74	O
1088	E	7/13/2023	2330	SuperTech Consulting	\$596.00	O
1089	E	7/26/2023	1188	Aric Higdon	\$122.55	O
1090	E	7/26/2023	2369	Edward Cole	\$28.75	O
1091	E	7/26/2023	1185	Georganne Samuelson	\$147.45	O
1092	E	7/26/2023	298	Lane Electric Cooperative	\$320.13	O
1093	E	7/26/2023	298	Lane Electric Cooperative	\$54.57	O
1094	E	7/26/2023	298	Lane Electric Cooperative	\$2,757.67	O
1095	E	7/26/2023	298	Lane Electric Cooperative	\$54.64	O
1096	E	7/26/2023	298	Lane Electric Cooperative	\$358.71	O
1097	E	7/26/2023	298	Lane Electric Cooperative	\$54.64	O
1098	E	7/26/2023	298	Lane Electric Cooperative	\$54.57	O
1099	E	7/26/2023	298	Lane Electric Cooperative	\$602.52	O
1100	E	7/26/2023	298	Lane Electric Cooperative	\$1,719.21	O
1101	E	7/26/2023	298	Lane Electric Cooperative	\$502.35	O
1102	E	7/26/2023	298	Lane Electric Cooperative	\$244.80	O
1103	E	7/26/2023	298	Lane Electric Cooperative	\$575.28	O
1104	E	7/26/2023	298	Lane Electric Cooperative	\$711.45	O
1105	E	7/26/2023	298	Lane Electric Cooperative	\$304.98	O
1106	E	7/26/2023	298	Lane Electric Cooperative	\$1,803.57	O
1107	E	7/26/2023	298	Lane Electric Cooperative	\$53.04	O
1108	E	7/26/2023	298	Lane Electric Cooperative	\$154.15	O
1109	E	7/26/2023	298	Lane Electric Cooperative	\$124.28	O
1110	E	7/26/2023	298	Lane Electric Cooperative	\$114.50	O
1111	E	7/26/2023	298	Lane Electric Cooperative	\$2,954.71	O
1112	E	7/26/2023	298	Lane Electric Cooperative	\$54.57	O
1113	E	7/26/2023	298	Lane Electric Cooperative	\$29.58	O

**Accounts Payable Check Register Report - General-44002262**

For The Date Range From 7/1/2023 To 7/31/2023

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
1114	E	7/26/2023	298	Lane Electric Cooperative	\$392.05	O
1115	E	7/26/2023	298	Lane Electric Cooperative	\$103.13	O
1116	E	7/26/2023	298	Lane Electric Cooperative	\$156.29	O
1117	E	7/26/2023	298	Lane Electric Cooperative	\$97.02	O
1118	E	7/26/2023	298	Lane Electric Cooperative	\$8.50	O
1119	E	7/26/2023	298	Lane Electric Cooperative	\$65.64	O
1120	E	7/26/2023	298	Lane Electric Cooperative	\$69.00	O
1121	E	7/26/2023	298	Lane Electric Cooperative	\$54.57	O
1122	E	7/26/2023	298	Lane Electric Cooperative	\$608.50	O
1123	E	7/26/2023	298	Lane Electric Cooperative	\$59.69	O
1124	E	7/26/2023	298	Lane Electric Cooperative	\$283.86	O
1125	E	7/26/2023	298	Lane Electric Cooperative	\$54.26	O
1126	E	7/26/2023	298	Lane Electric Cooperative	\$102.96	O
1127	E	7/26/2023	298	Lane Electric Cooperative	\$105.98	O
1128	E	7/26/2023	298	Lane Electric Cooperative	\$60.24	O
1129	E	7/26/2023	298	Lane Electric Cooperative	\$17.34	O
1130	E	7/26/2023	298	Lane Electric Cooperative	\$69.85	O
1131	E	7/26/2023	298	Lane Electric Cooperative	\$70.20	O
1132	E	7/26/2023	298	Lane Electric Cooperative	\$54.57	O
1133	E	7/26/2023	298	Lane Electric Cooperative	\$55.74	O
1134	E	7/26/2023	298	Lane Electric Cooperative	\$54.77	O
1135	E	7/26/2023	298	Lane Electric Cooperative	\$525.46	O
1136	E	7/26/2023	298	Lane Electric Cooperative	\$54.92	O
1137	E	7/26/2023	298	Lane Electric Cooperative	\$19.38	O
1138	E	7/26/2023	298	Lane Electric Cooperative	\$57.23	O
Aramark ( Aus West Lockbox)	E	7/13/2023	1179	Aramark ( Aus West Lockbox)	\$273.62	O
Aramark Uniform Services	E	7/26/2023	444	Aramark Uniform Services	\$547.24	O
Banner Bank	E	7/13/2023	52	Banner Bank	\$1,745.74	O
Banner Bank	E	7/26/2023	52	Banner Bank	\$1,785.00	O
Day Wireless Systems	E	7/26/2023	383	Day Wireless Systems	\$14,208.72	O
Ensemble Solutions Group	E	7/13/2023	2378	Ensemble Solutions Group	\$16,669.64	O
Oregon AFSCME Council 75	E	7/13/2023	235	Oregon AFSCME Council 75	\$1,063.46	O
Oregon Health Authority	E	7/13/2023	884	Oregon Health Authority	\$914.18	O

**Accounts Payable Check Register Report - General-44002262**

*For The Date Range From 7/1/2023 To 7/31/2023*

*For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
US Bank St. Paul	E	7/19/2023	2291	US Bank St. Paul	\$29,330.00	O
				<b>Cleared</b>	<b>\$0.00</b>	
				<b>Outstanding</b>	<b>\$333,655.65</b>	
				<b>Void</b>	<b>\$6,484.82</b>	

**City of Oakridge**  
**Class Service Summary**  
 For Bill from 4554 to 4554

Bill Number		Consumption	Total Charge	Total Received
4554				
	Commercial In Town			
	NSF Check Fee	1	\$15.00	\$15.00
	Public Safety Fee	106	\$4,026.00	\$3,608.00
	Commercial In Town Totals	107	\$4,041.00	\$3,623.00
	Residential In Town			
	NSF Check Fee	2	\$30.00	\$0.00
	Public Safety Fee	1012	\$24,904.00	\$16,529.98
	Residential In Town Totals	1014	\$24,934.00	\$16,529.98
Bill Number 4554 Totals		1121	\$28,975.00	\$20,152.98
<b>Total</b>	Commercial In Town	107	\$4,041.00	\$3,623.00
<b>Total</b>	Residential In Town	1014	\$24,934.00	\$16,529.98

\$3,623.00
\$16,529.98



<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/1/2023	0912	Loc/Hills St. Report of dispute
7/1/2023	0959	Loc/Commercial Report of theft
7/1/2023	1141	Loc/hansen St. Report of civil complaint
7/1/2023	1021	Loc/Hwy 58 Report of assault
7/1/2023	1924	Loc/Hwy 58 Report of disorderly conduct
7/1/2023	2240	Loc/Ash St. Agency Assist - LCSO
7/1/2023	2317	Loc/Rainbow Rd. Request for civil standby
7/2/2023	1204	Loc/Hwy 58 Report of theft
7/2/2023	1330	Loc/Hwy 58 Report of trespass
7/2/2023	1829	Loc/Rainbow Rd. Request for civil standby
7/2/2023	1840	Loc/Hwy 58 Agency Assist - OSP
7/2/2023	1910	Loc/Hwy 58 Report of unauthorized entry into motor vehicle
7/2/2023	1239	***
7/2/2023	1239	Loc/Rainbow Rd. Report of code complaint - illegal occupancy
7/2/2023	2104	Loc/Hwy 58 Report of motor vehicle accident
7/2/2023	1952	Loc/Hwy 58 Traffic for 50/35
7/2/2023	1739	Loc/Hwy 58 Traffic for Speed 66/45
7/2/2023	2103	Loc/Hwy 58 Traffic for Speed 63/35, Fail to Yield
7/2/2023	1936	Loc/Hwy 58 Traffic for Speed 58/35

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/3/2023	2200	Loc/Fern St. Report of burglary
7/3/2023	1439	Loc/Hwy 58 Traffic for Unsafe Passing on Right
7/4/2023	1127	Loc/Hwy 58 Traffic for Speed 53/35
7/4/2023	1200	Loc/Hwy 58 Traffic for Speed 53/35
7/4/2023	1215	Loc/Hwy 58 Traffic for Speed 60/35
7/4/2023	1246	Loc/Hwy 58 Report of motor vehicle crash
7/4/2023	1607	Loc/Hwy 58 Traffic for Speed 49/35, Fail to carry proof insurance
7/4/2023	2145	Loc/Hwy 58 Traffic for Speed 51/35
7/4/2023	1406	Loc/Hwy 58 Report of code complaint - noise
7/4/2023	1528	Loc/Hwy 58 Report of trespass
7/4/2023	1544	Loc/Hwy 58 Arrest/Protection Order Violation: Lawson, Gerlad
7/4/2023	1800	***
7/4/2023	2057	Loc/Elgin St. Report of harassment
7/5/2023	0215	Loc/Hwy 58 Report of suspicious conditions
7/4/2023	1800	***
7/5/2023	1915	Loc/Salmon Creek Campgrounds Report of harassment
7/4/2023	2011	Loc/Union St. Report of juvenile complaint
7/4/2023	2158	Loc/2nd St. Report of code complaint - illegal burn
7/3/2023	0846	Loc/1st St. Report of alarm

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/3/2023	1016	Loc/Hills St. Report of suspicious conditions
7/3/2023	1302	Loc/Ash St. Citizen contact
7/4/2023	2332	Loc/School St. Report of illegal fireworks
7/3/2023		Loc/Hwy 58 Traffic for Speed 50/35
7/3/2023		Loc/Hwy 58 Traffic for Speed 56/35
7/5/2023	1410	Loc/Teller Rd. Report of juvenile complaint
7/5/2023	1415	Loc/Union St. Report of theft
7/5/2023	1425	Loc/Hwy 58 Citizen contact
7/5/2023	2030	Loc/Cline St. Citizen contact
7/5/2023	2251	Loc/Hwy 58 Report of code complaint - noise
7/5/2023	2354	Loc/1st St. Agency Assist - Eugene PD
7/6/2023	0800	Loc/Hwy 58 Report of disorderly conduct
7/6/2023	0845	Loc/Garden Rd. Report of disorderly conduct
7/6/2023	1045	Loc/Hwy 58 Agency Assist - OFD
7/6/2023	1000	Loc/Garden Rd. Report of found property - fanny pack
7/6/2023	1200	Loc/Hwy 58 Report of suspicious conditions
7/6/2023	1245	Loc/Fairy Glen Dr. Report of code complaint - illegal parking
7/6/2023	1328	Loc/Hwy 58 Report of missing person
7/6/2023	1553	Loc/Hwy 58 Report of trespass



<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/6/2023	1638	Loc/Hwy 58 Report of trespass
7/6/2023	1703	Loc/Teller Rd. Report of burglary
7/6/2023	1830	Loc/Fern St. Request for welfare check
7/6/2023	1750	Loc/Y Dr. Report of suspicious conditions
7/6/2023	2125	Loc/Winfrey Rd. Report of overdose
7/6/2023	2333	Loc/Westfir Tunnel Agency Assist - UPRR
7/7/2023	0428	Loc/2nd St. Report of suspicious conditions
7/7/2023	1209	Loc/School St. Report of disorderly conduct
7/7/2023	1251	Loc/Hwy 58 Request for welfare check
7/7/2023	1628	Loc/Ash St. Citizen contact
7/7/2023	1703	Loc/Willamette Way Report of trespass
7/6/2023	1910	Loc/Hwy 58 Traffic for Speed 58/35
7/7/2023	1719	Loc/Hwy 58 Report of criminal mischief
7/7/2023	1810	Loc/Hills St. Report of illegal burn
7/7/2023	1945	Loc/Hwy 58 Citizen contact
7/8/2023	1741	Loc/1st St. Report of code complaint - noise
7/8/2023	1130	Loc/Hwy 58 Agency Assist - OFD
7/8/2023	1206	Loc/Sunset Ave. Report of burglary
7/8/2023	0811	Loc/1st St. Report of code complaint - noise

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/8/2023	1242	Loc/Hwy 58 Report of burglary
7/8/2023	1404	Loc/Pine St. Report of code complaint - illegal parking
7/8/2023	1608	Loc/Hwy 58 Report of fraud
7/3/2023	1816	Loc/Hwy 58 Traffic for Speed 48/35, DWS
7/3/2023	1912	Loc/Hwy 58 Traffic for Speed 60/35
7/3/2023	1840	Loc/Hwy 58 Traffic for Fail to Maintain Safe Distance, DWS
7/3/2023	1835	Loc/Hwy 58 Traffic for Speed 52/35
7/8/2023	1445	Loc/Ash St. Found Property - cell phone
7/3/2023	1600	Loc/Commercial St. Found property - back pack
7/9/2023	1300	Loc/Ash St. Found property - keys
7/9/2023	0600	Loc/1st St. Report of code complaint - noise
7/9/2023	1321	Loc/1st St. Report of stalking complaint
7/9/2023	1400	Loc/Westfir Rd. Agency Assist - LCSO
7/9/2023	1431	Loc/1st St. Request for welfare check
7/9/2023	1823	Loc/Walker St. Agency Assist - OFD
7/9/2023	2049	Loc/Hwy 58 Agency Assist - LCSO
7/9/2023	2215	Loc/Commercial St. Report of trespass
7/10/2023	2230	***
7/10/2023	0230	Loc/School St. Report of stolen vehicle

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/11/2023	1035	Loc/Y Dr. Report of garbage accumulation
7/11/2023	1354	Loc/Y Dr. Citizen Assist
7/11/2023	1402	Loc/Ash St. Citizen Assist
7/11/2023	1503	Loc/Hwy 58 Report of theft
7/11/2023	1100	***
7/11/2023	1235	Loc/Ash St. Citizensen contact
7/11/2023	1730	Loc/Paddock Lane Report of code complaint - garbage/junk accumulation
7/11/2023	1756	Loc/Hwy 58 Report of motor vehicle crash
7/11/2023	1915	Loc/Westfir Rd. Citizen contact
7/11/2023	2128	Loc/River Rd. Citizen contact
7/11/2023	2255	Loc/Berry St. Report of dispute
7/12/2023	1440	Loc/Hwy 58 Fail to Obey Traffic Control Device
7/12/2023	1530	***
7/12/2023	1820	Loc/Hwy 58 Report of dispute
7/13/2023	1335	Loc/Rainbow Rd. Citizen contact
7/13/2023	1349	Loc/Ash St. Agency Assist - Jackson Co. SO
7/13/2023	1520	Loc/1st St. Traffic for fail to wear a helmet
7/13/2023	1615	Loc/Cline St. Report of code complaint - illegal parking
7/13/2023	1826	Loc/Y Dr. Citizen contact

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/13/2023	1913	Loc/Hwy 58 Report of found property - wallet
7/13/2023	2056	Loc/Y Drive Citizen contact
7/13/2023	2309	Loc/Hwy 58 Death Investigation
7/14/2023	0500	Loc/Hwy 58 Report of alarm
7/15/2023	1400	***
7/14/2023	1120	Loc/Sunset Death Investigation
7/14/2023	1420	Loc/Hwy 58 Report of theft
7/17/2023	1530	Loc/Locust St. Report of trespass
7/16/2023	1839	Loc/Thatcher Rd. Citizen contact
7/14/2023	2019	Loc/School St. Report of assault
7/15/2023	1253	Loc/Locust St. Report of lost animal
7/15/2023	1254	Loc/Hwy 58 Report of disorderly conduct
7/15/2023	1254	Loc/Hwy 58 Report of civil complaint
7/15/2023	1842	Loc/Berry St. Report of dispute
7/15/2023	1945	Loc/Hwy 58 Report of theft
7/15/2023	2215	Loc/Hwy 58 Report of suspicious conditions
7/15/2023	2253	Loc/Hwy 58 Report of trespass
7/15/2023	2325	Loc/Hwy 58 Agency Assist - OSP
7/16/2023	1234	Loc/Hwy 58 Report of prowler

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/16/2023	0254	Loc/Hwy 58 Report of protection order violation
7/16/2023	1215	Loc/Teller Rd. Report of theft
7/16/2023	1215	Loc/Fish Hatchery Rd. Report of unauthorized entry into motor vehicle
7/16/2023	1320	Loc/Hwy 58 Report of theft
7/16/2023	1426	Loc/Elder St. Report of harassment
7/16/2023	1721	Loc/Hwy 58 Report of reckless endangering
7/16/2023	1724	Loc/Westoak Rd. Report of dog at large
7/17/2023	1844	Loc/River Rd. Report of dispute
7/16/2023	2228	Loc/Fairy Glen Dr. Report of dispute
7/16/2023	2330	Loc/Y Dr. Report of theft
7/17/2023	0912	Loc/Commercial St. Report of illegal dumping
7/17/2023	0951	Loc/2nd St. Report of assault
7/17/2023	1120	Loc/Ash St. Request for welfare check
7/17/2023	1026	Loc/Ash St. Citizen contact
7/17/2023	1104	Loc/Ash St. Citizen Assist
7/17/2023	1140	Loc/Ash St. Report of harassment
7/17/2023	1416	Loc/1st St. Report of harassment
7/17/2023	1515	Loc/USFS Rd. 19 Report of unauthorized entry into motor vehicle
7/18/2023	0900	Loc/E Meadow Way Report of code complaint - Noxious Growth

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/18/2023	0920	Loc/Commercial St. Report of code complaint - junk and garbage accumulation
7/18/2023		Loc/E 1st St. Report of code violation - noxious growth
7/18/2023	0933	Loc/Fairy Glen Dr. Report of illegal dumping
7/18/2023	0814	Loc/Hwy 58 Report of trespass
7/18/2023	0954	Loc/Hwy 58 Report of fraud
7/18/2023	1103	Loc/Ash St. Citizen Assist
7/18/2023	1111	Loc/Union St. Report of trespass
7/18/2023	1304	Loc/Rainbow Rd. Citizen contact
7/18/2023	1643	Loc/LaDuke Rd. Citizen contact
7/18/2023	1654	Loc/Cedar St. Report of animal complaint
7/18/2023	1545	Loc/Ash St. Report of harassment
7/18/2023	1841	Loc/Elgin Ave. Report of animal complaint
7/18/2023	1934	Loc/Hwy 58 Arrest/Protection Order Violation: DeVinney, Michelle
7/18/2023	2115	***
7/19/2023	0820	Loc/E Meadow Way Report of code complaint - noxious growth
7/19/2023	0907	Loc/Commercial St. Report of trespass
7/19/2023	0951	Loc/Hwy 58 Report of fraud
7/19/2023	1026	Loc/Riverview St. Citizen Assist
7/19/2023	1410	Loc/Commercial St. Report of code complaint - garbage/junk accumulation

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/19/2023	1549	Loc/2nd St. Request for welfare check
7/19/2023	1605	***
7/19/2023	1657	Loc/River Rd. Report of fraud
7/19/2023	1749	Loc/2nd & Pine Report of hit & run
7/19/2023	1836	Loc/Hwy 58 Report of stolen vehicle
7/19/2023	2120	***
7/19/2023	2130	Loc/Winfrey Rd. Report of suicidal subject
7/19/2023	2245	***
7/20/2023	0808	Loc/School St. Report of suspicious conditions
7/20/2023	1116	Loc/Ash St. Citizen Assist
7/20/2023	1137	***
7/20/2023	1140	Loc/Ash St. Citizen contact
7/20/2023	1545	Loc/1st St. Report of fraud
7/20/2023	2120	Loc/Hwy 58 Report of criminal mischief
7/20/2023	1840	Loc/Roaring Rapids Report of theft
7/20/2023	1840	Loc/1st St/ Report of unauthorized entry into motor vehicle
7/20/2023	2215	Loc/Garden Rd. Report of dispute
7/20/2023	2338	Loc/1st St. Report of disorderly subject
7/21/2023	0107	Loc/Hwy 58 Report of hit and run

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/21/2023	1225	Loc/Ash St. Citizen contact
7/21/2023	1400	***
7/21/2023	1640	***
7/21/2023	1708	Loc/School St. Report of trespass
7/21/2023	1457	Loc/Fairy Glen Dr. Traffic for riding dirt bike, no helmet
7/21/2023	1924	Loc/Hills St. Report of dispute
7/21/2023	2112	Loc/Hwy 58 Report of suspicious conditions
7/22/2023	1300	Loc/Ash St. Citizen contact
7/22/2023	1640	Loc/Rainbow Rd. Report of disorderly subject
7/22/2023	1900	Loc/Locust St. Report of code violation - illegal parking
7/22/2023	1909	Loc/Oakridge Area Request for welfare check
7/22/2023	2000	Loc/School St. Traffic for ATV on Roadway, Driving with no Insurance
7/23/2023	1200	***
7/23/2023	1316	Loc/Hwy 58 Report of dispute
7/23/2023	1415	Loc/1st St. Report of harassment
7/23/2023	1600	Loc/Garden Rd. Report of suspicious conditions
7/23/2023	1640	Loc/Hwy 58 Traffic for Speed 52/35
7/23/2023	1645	***
7/23/2023	1700	Loc/1st St. Citizen Assist



<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/23/2023	1744	Loc/Harris St. Report of harassment
7/23/2023	1752	Loc/Berry St. Report of dispute
7/23/2023	2100	Loc/Union St. Request for welfare check
7/23/2023	2130	Loc/Ash St. Citizen Assist
7/17/2023	2008	Loc/Pioneer St., Lowell Agency Assist - Lowell Fire Department
7/18/2023	1725	***
7/24/2023	1900	***
7/18/2023	2040	Loc/4th St., Lowell Traffic for Unlawful operation of ATV on roadway
7/18/2023	2030	***
7/20/2023	1700	***
7/20/2023	1823	Loc/Pioneer St., Lowell Traffic for Speed 38/25
7/20/2023	2030	***
7/22/2023	1145	***
7/22/2023	1230	***
7/22/2023	1315	***
7/22/2023	1730	***
7/24/2023	0944	Loc/Fairy Glen Dr. Citizen contact
7/24/2023	1243	Loc/Fish Hatchery Rd. Report of suspicious conditions
7/24/2023	1253	Loc/Ash St. Citizen contact

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/24/2023	0030	Loc/Berry St. Report of burglary
7/24/2023	1421	Loc/Osprey Park Report of suspicious conditions
7/24/2023	1447	Loc/Cline St. Citizen contact
7/24/2023	1513	Loc/Fish Hatchery Rd. Report of suspicious conditions
7/24/2023	1652	Loc/Hwy 58 Driving Complaint
7/24/2023	1634	Loc/Hills St. Report of overdose
7/24/2023	1655	***
7/24/2023	1739	Loc/2nd St., Westfir Citizen Assist
7/24/2023	2319	Loc/Hwy 58 Report of suspicious conditions
7/25/2023	0000	Loc/Hwy 58 Report of parking complaint
7/25/2023	0005	Loc/Westfir Rd. Agency Assist - OFD
7/25/2023	0800	Loc/Hwy 58 Report of suspicious conditions
7/25/2023	0819	Loc/Riverview Report of theft
7/25/2023	1333	Loc/Commercial St. Report of code complaint
7/19/2023	0300	Loc/Meadow Way Report of suspicious conditions
7/19/2023		Loc/Jones Rd. Report of harassment
7/24/2023		***
7/24/2023		***
7/24/2023	2120	***

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/25/2023		Loc/School St. Report of code complaint - noxious growth
7/25/2023	1510	Loc/Cline St. Agency Assist - Eugene PD
7/25/2023	1725	Loc/Rainbow Rd. Request for welfare check
7/25/2023	2100	Loc/Fairy Glen Dr. Report of alarm
7/26/2023	2322	Loc/Hwy 58 Report of suspicious conditions
7/26/2023	0834	Loc/Ash St. Citizen contact
7/26/2023	0843	Loc/Fairy Glen Dr. Request for welfare check
7/26/2023	0847	Loc/Ash St. Request for welfare check
7/25/2023	1309	Loc/Berry St. Report of dispute
7/26/2023		Loc/Hwy 58 Report of trespass
7/26/2023	1732	Loc/7th St. Report of dog at large
7/27/2023	1223	Loc/2nd St. Report of driving complaint
7/27/2023	1253	Loc/Ash St. Citizen Assist
7/25/2023	1300	***
7/26/2023	1200	***
7/26/2023	1846	Loc/Hwy 58 Report of forgery
7/26/2023	1730	***
7/27/2023	1100	***
7/27/2023	0715	***

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/27/2023	0800	***
7/27/2023	1200	***
7/27/2023	1830	***
7/27/2023	1924	Loc/Commercial St. Report of code compolant
7/27/2023	1836	Loc/Hwy 58 Report of burlgary
7/27/2023	2155	Loc/Willow St. Report of barking dog
7/27/2023	2155	Loc/Cedar St. Report of code complaint - illegal occupancy, junk accumulation
7/28/2023	2356	Loc/Hwy 58 Agency Assist - OSP
7/28/2023	0136	Loc/Hwy 58 Report of protection order violation
7/29/2023	1200	***
7/29/2023	1315	Loc/3rd St. Report of animal bite
7/29/2023	1407	Loc/Laurel St. Report of suspicious conditions
7/29/2023	1600	Loc/1st St. Report of criminal mischief
7/29/2023	1700	***
7/29/2023	1928	Loc/Cline St. Traffic for no license, fail to carry insurance
7/29/2023	1706	Loc/Berry St. Report of animal complaint
7/29/2023	1954	Loc/School St. Report of animal complaint
7/29/2023	2115	Loc/McFarland Rd. Agency Assist - LCSO
7/29/2023	2125	Loc/Hwy 58 Report of suspicious conditions

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/30/2023	0238	Loc/1st St. Report of harassment
7/30/2023	0327	Loc/1st St. Report of verbal dispute
7/30/2023	1210	Loc/Hwy 58 Citizen contact
7/30/2023	1255	Loc/Ash St. Citizen Assist
7/30/2023	1313	Loc/Hills St. Request for welfare check
7/30/2023	1615	Loc/Hills St. Report of reckless driving
7/30/2023	1620	Loc/Hwy 58 Traffic for Speed 62/35
7/30/2023	1842	Loc/Fairy Glen Dr. Report of trespass
7/30/2023	1902	Loc/Hills St. Report of suspicious conditions
7/30/2023	1936	Loc/Christel Lane Citizen contact
7/30/2023	2145	***
7/26/2023	1723	Loc/7th St. Report of dog at large
7/26/2023		Loc/Hwy 58 Report of trespass
7/26/2023		Loc/Hwy 58 Report of trespass
7/27/2023	0717	Loc/1st St. Report of noise complaint
7/27/2023	1236	Loc/Brock Rd. Agency Assist - LCSO
7/27/2023	1735	Loc/1st St. Report of alarm
7/31/2023	0925	Loc/Elk Meadows Subdivision Report of code complaint - noxious growth
7/31/2023	0940	Loc/Elgin St. Agency Assist - OSP

<b>Date</b>	<b>Time In</b>	<b>Media</b>
7/31/2023	0951	Loc/Fairy Glen Report of theft of services
7/31/2023	1628	Loc/Sunset Ave. Report of parking complaint
7/31/2023	2328	Loc/Fern St. Report of suspicious conditions
7/31/2023		Loc/Commercial St. Report of trespass





**POLICE DEPARTMENT**  
**Chief of Police, Kevin Martin**  
76435 Ash Street, Oakridge, OR 97463  
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

## **OAKRIDGE POLICE DEPARTMENT JULY 2023 STAFF REPORT**

### **July 2023 Police Calls for Service\*:**

**Total Case Reports – 30**

**Total Incident Reports – 308**

**Arrests – 5**

**Ordinance 873 Violations – 3**

**Police Officer Hold – 0**

### **Oakridge**

Case Reports - 29

Incident Reports - 279

### **Westfir**

Case Reports - 1

Incident Reports - 9

Contract Hours – 9

### **Lowell**

Case Reports - 0

Incident Reports - 20

Contract Hours – 105

### **Court Fines:**

**Oakridge Municipal - \$20,557**

**Lowell Municipal - \$0**

**Lane County Circuit Court - \$0**

**Community Policing - Ofc. Baeuerlen open gym at OJHS**

*See the attached "July 2023 Police Calls For Service" for more details on calls*







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

## Public Works

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**Reporting Month: July, 2023**

**Water Distributed: 27 MG**

**Waste Water Treated: 5.9 MG**

**Service orders: 44**

**Locates: 11**

**Waste water repairs: None however we did clean the routine problem lines.**

**Water leaks: 1, 2 inch main on Fir Street**

**Other tasks performed: Streets were striped, pot holes repaired and catch basin cleaning got started. Cherry street water service replaced in prep for street rebuild. Replaced sign standard on 2<sup>nd</sup> and Pine from driver error. Park mowing and maintenance. Weed and brush abatement city streets, right of ways and city properties. Vehicle maintenance and repairs.**

**Robeart Chrisman, Maintenance Supervisor**





**Emergency Services**  
**Scott Hollett Fire Chief**  
47592 Hwy 58, Oakridge, OR 97463  
PO Box 1410, Oakridge, OR 97463  
Phone 541-782-2416 Ext 302  
Fax: 541-782-2414  
Email: [scotthollett@ci.oakridge.or.us](mailto:scotthollett@ci.oakridge.or.us)  
Website: [oakridgefire.us](http://oakridgefire.us)



## EMS Report

**July 2023**

### Training

The regional Pre-Hospital Trauma Life Support course went extremely well. We had 21 students for the 2-day ALS course and 11 for the 1-day PHTLS for First Responders course. There were 6 instructors 3 "victims" and two moulage artists to make for more realistic scenarios. The faculty was very impressed with our facilities and would like to come back for future classes. The normal cost for the course is \$375 per student but because it was a grant funded class and we applied to host it, we only had to pay the cost of the textbooks.

### New Members/Recruitment

We have the following new members;

David Sherwood - Part time staff member; he is an Intermediate and is currently the Training Officer for McKenzie Rural Fire District. He comes to us with over 20 years of experience.

Lexy McIntyer

Volunteer EMT, she just became a licensed EMT and is looking to get experience on an ambulance.

Nic Adams

Volunteer firefighter, he has experience as a volunteer with Goshen Fire. He will also be helping out on the ambulance.

### Misc.

We are purchasing a refurbished Zoll X series monitor, this was a planned purchase and was included in the FY 2024 budget for \$32,500. We were able to locate one for under \$22,000, this will enable us to add needed accessories.

There are two new ODF Fire Danger signs, one in the kiosk in front of the fire department and one on Westfir Rd. We are looking for a good spot to place a third one in the Hazeldell area.

### Grants

FEMA AFG is up to the 4<sup>th</sup> round, we are awaiting results.

SAFER will be announcing awards in the next couple of weeks.

### Activities

We will be holding a Retirement Party for Guy Harshbarger on August 26<sup>th</sup> at the Fish Hatchery picnic area. We will be having a disc golf lesson at 10:00 am with BBQ starting at 1:00 pm.

### Equipment Status

We had multiple units in need of repair during July, all units are currently in service.



# Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

## Fire Department Activity report for July 2023 (updated 8-01-23)

	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	M	Y
<b>Emerg. Med.</b>	<b>71</b>	<b>6</b>	<b>12</b>	<b>3</b>	<b>3</b>	95	551
Trans. to RBH	20	2	4	1	1	28	173
Trans. to MWH	12	0	0	0	0	12	96
Trans. to UDH	2	1	0	0	0	3	11
Trans. to LZ	0	0	0	0	0	0	2
Trans. to Other	0	0	0	0	0	0	0
<b>Total Transports</b>	<b>34</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>43</b>	<b>282</b>
<b>Trans. % Rate</b>	<b>48%</b>	<b>50%</b>	<b>33%</b>	<b>33%</b>	<b>33%</b>	<b>45%</b>	<b>51%</b>
<b>Fires</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	3	23
<b>Good Intent</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	3	33
<b>Haz. Condition</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	2	8
<b>Other Situation or False Call</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	2	10
<b>Service Call</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	4	15
<b>Total Calls</b>	<b>78</b>	<b>7</b>	<b>14</b>	<b>5</b>	<b>5</b>		
<b>Overall Total Calls for response Area:</b>						<b>109</b>	<b>640</b>

2<sup>nd</sup> Out Calls – 24      3<sup>rd</sup> Out Call – 2      4<sup>th</sup> Out Call – 0      For the month.

### Calls by Day of Week & Time of Day

Time	Su	Mo	Tu	We	Th	Fr	Sa	M	Y
0000-0359	1	1	1	0	1	0	1	5	50
0400-0759	1	2	0	0	1	2	3	10	54
0800-1159	3	5	2	1	2	5	5	23	113
1200-1559	5	1	4	1	2	4	5	22	139
1600-1959	4	2	4	2	1	1	3	17	133
2000-2359	5	3	3	6	7	5	3	32	151
<b>Total:</b>	<b>19</b>	<b>15</b>	<b>14</b>	<b>10</b>	<b>14</b>	<b>17</b>	<b>20</b>	<b>109</b>	<b>640</b>

Volunteer Hours for:	May	June	July
Stipend EMT Coverage:.....	360 hours	342 hours	156 Hours
Stipend Driver Coverage:.....	204 hours	261 hours	120 Hours
Trainee Coverage: .....	0 hours	24 hours	24 Hours
Drill Attendance: .....	37.5 hours	35 hours	31.5 Hours
Projects:.....	2 hours	16 hours	20 Hours
Weekend Training .....	45 hours	0 hours	102 Hours
All Other: .....	0 hours	0 hours	75 Hours
<b>Total Hours by Volunteers: .....</b>	<b>648.5 hours</b>	<b>678 hours</b>	<b>528.5 Hours</b>



# Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

## Fire Department Activity report for 2023

2023	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
January	65	2	7	15	2	91
February	58	4	5	15	0	82
March	81	5	5	10	3	104
April	66	8	5	12	1	92
May	60	4	6	3	1	74
June	60	4	13	6	5	88
July	78	7	14	5	5	109
August						
September						
October						
November						
December						
<b>Grand Total:</b>	<b>468</b>	<b>34</b>	<b>55</b>	<b>66</b>	<b>17</b>	<b>640</b>

## Fire Department Historical January – July

	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
2018	440	33	26	77	12	588
2019	480	33	21	65	9	608
2020	402	35	26	41	14	518
2021	468	46	24	62	26	626
2022	508	28	30	65	15	646
2023 YTD	468	34	55	66	17	640

## Historical Data of Stipend Coverage

