

September 7, 2023 at 5pm (early start for City Council applicant interviews)
City Council Meeting
Audio/Video Teleconference
Oakridge City Hall & Zoom
48318 E. 1st Street
Oakridge OR, 97463
REGULAR MEETING



1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment

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: **8/3/23** and **8/31/23**

9. Appointments

9.1 Vacant City Council candidate interviews (**Damion Brewer, Kelly Brewer, Trudy Hammond, Lynda Kamerrer, Paul Scott, and Chris Winchester**)

9.2 Vacant City Council position voting, appointment, and swearing-in

10. Business from the City Council

10.1 WAC Solar Feasibility Study RFP Responses

10.2 Bus Fair 2023 Report (Brock Butterfield)

10.3 Non-Resident Library Fees Issue

10.4 Surplus Police Vehicles

10.5 Publishing the Municipal Court Docket on City Website Issue

10.6 Revised Council Rules of Procedure (*with Public Comment*)

10.7 Administrative Warrants for Abatements Legal Research Expenditure Authorization Request

11. Business from the City Administrator

11.1 Fire Updates

11.2 Lane County (*non-city residents*) Firewise Grant Applications open at www.lanecountyor.gov/firewise

11.3 Other city business updates

12. Items removed from the Consent Agenda

13. Ordinances and Resolutions (with Public Comment)

14. Public Hearings

15. Staff and Board/Committee/Commission Reports

15.1 Parks & Community Services Committee (Tarman or Rick Zylstra)

15.2 Public Safety Committee (Coker)

15.3 Audit Committee (Kinyon)

15.4 Charter Review Sub-Committee (Kinyon)

15.5 OEDAC (*Vacant – CA will report*)

15.6 Special Fire District Sub-Committee (Hollett)

15.7 Admin Committee (Kinyon)

15.8 WAC Sub-Committee (Hollett)

15.9 WAC Funding Committee (Mayor Cutchen)

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

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 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/@cityfoakridgecouncilcommi8088

***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.*



August 3, 2023 @ 6:00 p.m.
Regular Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES

1. Call Meeting to Order- 6:00 pm

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

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

2. Pledge of Allegiance

3. Roll Call-all councilors present

4. Additions, Corrections or Adjustments to the Agenda

Councilor Kinyon-wants to remove the 6/15/23 minutes from the consent agenda

Mayor Cutchen-add 10.7 to appoint Kevin Martin as Pro tem CA while James is out of town.

5. Public Comment

Trudy Hammond-read a statement regarding the animal ordinance, she is asking for more support from the Oakridge PD.

6. Mayor Comments / Announcements / Proclamations

6.1 Farmer's Market every Friday 3-5pm & First Friday Art Walk tomorrow (8/4/2023) 5-7 pm

6.2 Oakridge Keg & Cask Festival Saturday August 12th 3-11pm: <https://oakridgekegcask.com>

6.3 Oakridge Triple Summit Challenge (running race) this weekend at Greenwaters Park & Westfir: <https://Oakridgetriplesummitchallenge.com/>

7. Councilor Comments / Announcements

Councilor Hollett-requested that James meet with Trudy and add this to the next agenda.

8. Consent Agenda

8.1 minutes from previous City Council meeting (s) on 6/15/23 (revised (7/31/23) and 7/13/23

The minutes from 6/15/23 were pulled from the consent agenda.

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

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

9. Appointments

9.1 Jeffrey Reed-WAC Subcommittee

James-read the issue.

Motion: Councilor Hollett moved to appoint Jeffrey Reed to the WAC Advisory Committee. Councilor Kinyon seconded the motion.

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

9.2 Councilor Appointments to the Library Board, Special Fire District, and WAC Subcommittees

James-read the issue.

Motion: Councilor Kinyon moved to appoint Councilor Hollett to the WAC Sub-Committee and the Special Fire District Sub Committee. Councilor Coker seconded the motion.

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

10. Business from the City Council

10.1 Q & A with state Representative Charlie Conrad

James-read the issue.

Representative Charlie Conrad introduced himself and answered questions from the council.

10.2 FY 21-22 Audit Report & 2022 SRE (with Auditor Rebecca Harder of Hanford & Associates, LLC)

James-read the issue.

10.3 Resignation of Councilor Jan Hooker and new councilor application & appointment process

James-read the issue.

Motion: Councilor Tarman moved to approve the proposed process, timeline, and vacancy announcement to appoint a new City Councilor to fill Councilor Jan Hooker's vacancy. Councilor Kinyon seconded the motion.

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

10.4 Asphalt Pump Track at the OIP proposal from Parks Committee

James-read the issue.

Motion: Councilor Hollett moved to approve up to \$9,000 in OIP funds to be used for a Feasibility study for a future asphalt pump track in the OIP. Councilor Tarman seconded the motion.

There was discussion on an RFP and cost associated with that.

Councilor Hollett -withdrew her motion.

Motion: Councilor Kinyon moved to direct the CA to look into getting a feasibility study done on building a pump track in Oakridge. Motion died, no second.

Motion: Councilor Hollett moved to officially support the work from Jason and Tom and Parks & Community Services Committee for working on an asphalt pump track and to direct our CA to look into a feasibility study for the pump track at the OIP. Councilor Tarman seconded the motion.

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

10.5 Revised Cooling Station Request from WeRSharp

James-read the issue.

Motion: Councilor Kinyon moved to allow WeRSharp to build, operate, and supervise a cooling station in the police department parking lot for up to 2 hours a day when it is 90 degrees or above and for up to 4 hours a day when it is 100 degrees or above. Councilor Coker seconded the motion.

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

10.6 Revised Council Rules of Procedure (with public comment)

James-read the issue.

Motion: Councilor Kinyon moved that we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13th 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 *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. Councilor Hollett seconded the motion.

Councilor Kinyon- rescinded her motion.

Motion: Councilor Kinyon moved that we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13th 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* 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. Councilor Bjarnson seconded the motion.

Amended Motion: Mayor Cutchen moved that we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13th 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* 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. Adding chapter 2, section 1, the Mayor and Councilors will make every effort to attend City Council meetings in person, unless travel, medical or extenuating circumstances make virtual attendance necessary. Councilor Tarman seconded the motion.

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

Original motion:

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

10.7 Potentially appointing Chief Kevin Martin pro tem CA from August 4-7

James-read the issue.

Motion: Councilor Hollett moved to appoint Kevin martin as the pro tem City Administrator from August 4-7, if and when City Administrator Cleavenger cannot be reached by cell phone while he is out of the state. Councilor Coker seconded the motion.

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

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

In Executive session-7:48 pm
Back in regular session-8:14 pm

11.1 Offer to purchase OIP Lot 21

Motion: Councilor Kinyon moved to direct the CA to continue negotiations with the buyer for lot 21. Councilor Hollett seconded the motion.

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

12. Business from the City Administrator

12.1 Junction City Dispatch Update

James-gave an update on where we are with the dispatch services.

12.2 WAC Remodel & Survey Updates

James-gave an update on the WAC remodel, they survey closed on Monday, the RFP has already been put out and council approved.

12.3 Bedrock Fire Update

Mayor Cutchen and James attend the fire meetings in the mornings, Oakridge doesn't seem to be in danger. Oakridge Air has replacement filters.

13. Items removed from the consent agenda

Councilor Kinyon-wanted these minutes pulled from the consent agenda, she admittedly did not read them before she voted on them, and she had requested some changes to the minutes that were not made.

There was discussion on how the city council would like to see the minutes from now on.

Motion: Mayor Cutchen moved to direct the CA and the City Recorder to strip all comments from the minutes and only have the motions and votes and that's it. Councilor Tarman seconded the motion.

Kinyon (aye), Tarman (aye), Mayor Cutchen (aye), Hollett (aye), Coker (aye), Bjarnson (aye). Motion passed.

14. Ordinances and Resolutions

15. Public Hearings

16. Staff and Board/Committee/Commission Reports

16.1 Parks & Community Services Committee

Councilor Tarman-gave the report.

16.2 Public Safety Committee

James-gave the report.

16.3 Audit Committee

Councilor Kinyon-gave the report

16.4 Charter Review Sub-Committee

Councilor Kinyon- gave the report.

16.5 Budget Committee

No report.

16.6 Library Board

Councilor Kinyon-gave the report.

16.7 RTMP & TRT

Did not meet.

16.8 Planning Commission

Nothing to report.

16.9 OEDAC

James-gave the report.

16.10 Special Fire District Sub-Committee

Councilor Hollett-gave the report.

16.11 Admin Committee

James-gave the report.

16.12 WAC Sub-Committee

Councilor Hollett-gave the report.

16.13 WAC Funding Committee

Mayor Cutchen-gave the report.

17. Other Business

18. Public Comment

Dan Barclay-spoke about the Charter and the discussion of the City Recorder.

Mr. McNatt- spoke about the on line city council packet containing the Council Rules of Procedure documents.

Councilor Hollett-said we should reconsider the previous motion that they all unanimously approved to not allow discussion in the minutes.

Motion: Councilor Kinyon moved to reconsider the previous motion. Councilor Hollett seconded the motion.

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

19. Adjourn 9:04

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder



August 31, 2023 @ 6:00 p.m.
Special Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES

1. Call Meeting to Order- 6:00 pm

Council Present: Mayor Bryan Cutchen, Councilors Dirk “Poncho” Tarman, Dawn Kinyon, Chrissy Hollett, Melissa Bjarnson, and Michelle Coker

Staff Present: City Administrator James Cleavenger, City Recorder Jackie Taylor, and Community Development Director Rick Zylstra

2. Pledge of Allegiance

3. Roll Call-all councilors present

4. Additions, Corrections or Adjustments to the Agenda - None

5. Public Comment

Jeana Hancock – Submitted a letter of public comment (*see attached*) regarding the draft ordinances.

6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen – Announced that tomorrow (Friday 9/1/23) is the First Friday Art Walk and also an open house at the library. He also reminded everyone that city council applications are due on Monday 9/4/23 by 5pm and that interviews will be during the council meeting next week on Thursday 9/7/23 at 5pm at City Hall or on Zoom.

7. Councilor Comments / Announcements

Councilor Tarman - Announced that the city has received a \$40,000 feasibility study grant for the trestle bridge.

8. Consent Agenda - None

9. Business from the City Council

9.2 Approving the 8/17/2023 City Council meeting Minutes

Motion: Councilor Kinyon moved to approve the 8/17/2023 City Council Meeting Minutes. Councilor Hollett seconded the motion.

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

9.1 City Council Listening Session to discuss potential mobile food unit & portable restroom ordinances

Rick Zylstra - read the issue and gave a presentation (*see attached*) on the draft ordinances before opening the floor to informal public comment.

10. Items removed from the consent agenda - None

11. **Other Business - None**

12. **Public Comment – None** (the Zoom “chat” was saved and attached to these minutes)

13. **Adjourn - 7:45pm**

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder

Videos of all City Council meetings can be found on YouTube at:
www.youtube.com/@cityfoakridgecouncilcommi8088

Zoom "Chat" Transcript from 8/31/2023 Oakridge City Council Special Session

17:50:18 From James Cleavenger, Oakridge City Administrator To Everyone:

Test chat

17:55:21 From Rick Zylstra To Everyone:

Please feel free to leave comment in the chat,

17:59:21 From James Cleavenger, Oakridge City Administrator To Everyone:

All comments in the chat will be saved as part of the official record of this meeting.

18:36:00 From Mike Leander To Everyone:

I can't hear the proceedings. I'm hearing a conversation.

18:38:45 From Mike Leander To James Cleavenger, Oakridge City Administrator(Privately):

Hello James - I can only hear chaotic conversations. May I hear the proceedings?

18:39:32 From James Cleavenger, Oakridge City Administrator To Mike Leander(Privately):

There is no way to improve the sound during this part of the meeting

18:39:52 From Mike Leander To James Cleavenger, Oakridge City Administrator(Privately):

Thanks

19:48:59 From James Cleavenger, Oakridge City Administrator To Everyone:

Meeting Adjourned



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

Food Cart

1 message

jeanafern@gmail.com <jeanafern@gmail.com>
To: cityadministrator@ci.oakridge.or.us

Tue, Aug 22, 2023 at 11:13 AM

Jeana Hancock
76276 Garden rd
Oakridge Oregon 97463

As a mobile unit who is licensed in Lane County I am apposed to more rules being applied due to one establishment who is teetering on legal food cart status to begin with
If the city want money from me to operate on private property that's bs
If you want to zone areas that I can pay a fee and operate yearly awesome! Eugene does this and allows carts to set up on public property with certain hours and times for a small yearly fee.
But the limited number of carts operating here in Oakridge this is just red tape for small business that should already be licensed and have working audits and inspections done by lane county environmental health, who also raised the licensing fee on us for next year by 100\$
Address the ports potty being used that one citizen is complaining about and then move on
This is favoritism to a resident who we all know is a pain and needs to be put in her place vs you charging small business who are not making much money here and providing a service to the citizens by offering food
Please stop taxing anyone who is trying to make a living we are all struggling and any new costs to small businesses will hurt us.

Thank you

Sent from my iPhone

AN ORDINANCE AMENDING THE OAKRIDGE
LAND USE CODE TITLE 26 BY REPEALING
AND REPLACING SECTION 26.04(2) TITLED
MOBILE FOOD UNITS (1st Draft)

Whereas, how this relates to Council Goals and objectives,

WHEREAS, the City of Oakridge is replacing the City of Oakridge Zoning Code (COZO) Article 26.0 Temporary Uses, with Mobile Food Units, to address and regulate mobile food units; and

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

WHEREAS, mobile food units are an increasing business venture that encourages a pedestrian-oriented environment, provides a larger selection of food options to the public, and promotes overall commerce; and

Strong Economy Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents. Goal #3: Improve the city's economy by creating an atmosphere that is open to business.

WHEREAS, mobile food units impact traffic, visual landscapes, and change the existing use of property; and

Community Livability Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

WHEREAS, for the safety of Oakridge residents, it is important for the City to ensure that Oakridge's mobile food unit operators are in compliance with state and county standards; and

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

WHEREAS, lack of regulation has led to confusion for mobile food unit owners and led to increased workloads for City staff.

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

Definitions.

- 1 (1) **Mobile food unit** – Any vehicle that is self-propelled or that can be pulled or pushed down a sidewalk, street, highway or waterway on which food is prepared, processed, or converted or which is used in selling and dispensing food to the ultimate consumer.
- 2 (2) **Mobile food unit pod** – A group of two or more mobile food units on the same legal parcel of land as shown through the county records.
- 3 (3) **Waste** – Any byproduct of the activities associated with the MFU including but not limited to blackwater, greywater, fats, oils, and grease.
- 4 (4) **Property** – Legal parcel of land on which the MFU is located.
- 5 (5) **Tent** – A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects (see “Umbrella structure”).
- 6 (6) **Umbrella structure** – A structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by a central pole or poles (see “Tent”).

Where the proposed changes will be made

- Article 26 – Temporary Uses, Section 26.04(2): Amending COZO Article 26.04(2), Business License and Regulations.
And Article 33 Definitions
- Article:
- 33 Definitions.
- 26.04(2)(a) General Provisions.
- 26.04(2)(b) MFU Permit Required.
- 26.04(2)(c) Property MFU Authorization Required.
- 26.04(2)(d) Mobile Food Unit Pods.
- 26.04(2)(e) Exemptions.
- 26.04(2)(f) Permit and Application Fees.
- 26.04(2)(g) Property MFU Authorization Application.
- 26.04(2)(h) MFU Permit Application.
- 26.04(2)(i) MFU Standards - Zoning.
- 26.04(2)(j) MFU Standards – General.
- 26.04(2)(k) MFU Standards - Utilities.
- 26.04(2)(l) MFU Standards - Signage.
- 26.04(2)(m) Forms and Conditions for MFU Permits and MFU Property Authorizations.
- 26.04(2)(n) MFU Permit Renewal.
- 26.04(2)(o) Prohibitions.
- 26.04(2)(p) Right of Entry - Compliance Inspections.
- 26.04(2)(q) Denial, Revocation, or Suspension of Permit.
- 26.04(2)(r) Penalties.

General Provisions.

7 • 26.04(2)(a) General Provisions.

- 8 (1) Purpose - The purpose of the Mobile Food Units (MFU) code is to develop guidelines under which an MFU can establish business within the city of Oakridge.
- 9 (2) Conformity to State and County Laws - The MFU code shall be construed in conformity with the laws, licenses, and regulations set forth by the State of Oregon and Lane County regarding MFUs.
- 10 (3) Saving Clause - If any provision of the MFU code is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such holding shall not affect the validity, legality, and enforceability of any other provision of the MFU code.

MFU Permit Required, Authorization & Mobile Food Unit Pods.

11 **26.04(2)(b) MFU Permit Required.**

Use of an MFU within the city limits of Oakridge is prohibited unless an MFU permit is first obtained from the City Administrator or their designee. An MFU permit shall not be required if exempt through COZO 26.04(2)(e)

12 **26.04(2)(c) Property MFU Authorization Required.**

A property shall not be used by an MFU without an approved property MFU authorization application or site plan approval for a Mobile Food Unit Pod.

13 **26.04(2)(d) Mobile Food Unit Pods.**

14 (1) MFU pods are considered only as permanent installations and require site plan approval as identified in the COZO prior to MFU's locating on the subject property.

15 (2) Each MFU within an MFU pod requires an approved MFU permit per COZO 26.04(2)(b)

16 (3) Depending on the development, additional authorizations or approvals may be required. MFU pods shall only operate when the entire site is in compliance with all local, state, and federal regulations.

Exemptions and Fees

17 **26.04(2)(e) Exemptions.**

No part of this section is meant to be understood as removing the requirement of any State or County license. Nor is this section meant to be understood as removing the requirements of any other State, County, or City codes. MFUs shall maintain all valid State and County license(s) while in operations. Property owners and MFUs that do not require a permit shall still comply with all requirements of this chapter.

18 (1) An MFU may operate within the Oakridge city limits for no more than two (2) days within any thirty (30) day period without first obtaining an MFU permit.

19 (2) An MFU which does not establish business on any specific property for more than ten (10) minutes shall not be required to obtain an MFU permit.

20 (3) MFUs which are closed to the public shall not be required to obtain an MFU permit.

21 (4) Any event hosted by the City of Oakridge is exempt from an MFU permit. The MFU shall complete any required application and obtain the proper approval directly from the specific City of Oakridge.

22 **26.04(2)(f) Permit and Application Fees.**

Permit and application fees for activities governed by this Chapter shall be set by Council resolution.

Property MFU Authorization Application

- 23 **26.04(2)(g) Property MFU Authorization Application.** A property owner wishing to have any MFU on their property for more than two (2) days, within any thirty (30) day period, shall first obtain approval. An MFU pod that has obtained all required permits and approvals is excluded from this requirement.
- 24 (1) Application for MFU authorization will minimally contain:
- a. A scaled site plan of the property and proposed area the MFU will be located, to include at a minimum:
 - i. A completed MFU authorization application form.
 - ii. Total square footage of area proposed for MFU use,
 - iii. Circulation Plan of vehicle and pedestrian traffic in and out of the property,
 - iv. Parking Plan demonstrating compliance with all Oakridge Development Code parking requirements once MFU is in place,
 - v. Site layout demonstrating compliance with all setbacks, buffering, and separation requirements as specified in the City of Oakridge Zoning Ordinance (COZO), Building Codes and Oakridge Fire Department (OFD),
 - vi. Details demonstrating compliance with the standards set forth in this chapter.
- 25 (2) Additional information shall be provided as required by the City Administrator or their designee.
- 26 (3) Alternatively, an MFU owner may complete a Property Approval Application if the property owner gives signed consent.
- 27 (4) Fees shall be due when application is submitted and are non-refundable.

MFU Permit Application

28 **26.04(2)(h) MFU Permit Application.**

29 (1) Application for a permit will minimally contain:

30 a. A completed MFU application form.

31 b. A copy of MFUs restroom agreement as required by the county (if no restroom is provided on site).

32 c. A copy of current proof of liability insurance.

33 d. Method of waste disposal (liquid and solid).

34 e. A current copy of an active City of Oakridge Business License.

35 (2) Copies of all necessary permits and agreements held for the county in which the permittee plans to operate. Additional information shall be provided as required by the City Administrator or their designee.

36 (3) Fees set by city council fee schedule shall be due when application is submitted and are non-refundable.

Zoning.

37 26.04(2)(i) MFU Standards - Zoning.

Unless the property is approved as an MFU pod through the City of Oakridge Zoning Ordinance, MFU's shall only locate on properties within zones defined in Article 6 (C-1), Article 7(C-2), Article 8(C-3), Article 9(M-1), Article 10(I-1), Article 11(I-2) and Article 14(PRO) of the COZO and that are not used primarily for residential purposes.

MFU Standards - General. (1-4)

26.04(2)(j) MFU Standards - General.

- 38 (1) An MFU must not be a permanent structure and shall:
- 39 a. remain operable and able to move,
- 40 b. be properly licensed through the Oregon Department of Motor Vehicles,
- 41 c. not have the wheels removed,
- 42 d. keep MFU tongue on site,
- 43 e. have inflated tires, and
- 44 f. not have permanent skirting or a base constructed around it.
- 45 (2) An MFU shall only operate on an approved property in Article 6 (C-1), Article 7(C-2), Article 8(C-3), Article 9(M-1), Article 10(I-1), Article 11(I-2) and Article 14(PRO) of the COZO
- 46 (3) An MFU must maintain a ten (10) foot minimum clearance from any structure or combustible item not integral to their unit.
- 47 a. If the MFU is held within an MFU Pod they shall be exempt from the ten (10) foot minimum clearance and shall follow guidelines set through the formal review process.
- 48 (4) MFU operators shall pick up any paper, cardboard, wood, or plastic containers, wrappers, or any litter that is deposited by any person and which was generated from the MFU business from the ground of the property on which they conduct business and from all adjacent public rights-of-way.

MFU Standards - General. (5-10)

- 49 5) MFU may provide awning(s) for shelter to customers. The awning(s) shall be integral to the MFU, have a minimum of seven (7) feet of vertical clearance, and be able to be closed or removed. All awnings must be flame resistant per Oregon Fire Code.
- 50 a. MFU may provide one additional tent no larger than twelve (12) feet by twelve (12) feet, and one outdoor portable heating unit; provided that both items are removed and stored within the MFU or other structure outside of operating hours.
- i. Shelter and heating unit must be maintained in working order with no defects that would hinder its intended use.
- 51 6) provide up to two (2) picnic style tables no greater than eight (8) feet long.
- 52 a. Tables shall be ADA compliant and permitted through the Oakridge Building Division.
- 53 b. Tables shall be removed when the MFU is removed.
- 54 7) Any additional lighting shall be integral to the MFU.
- 55 8) Each MFU shall be deemed in compliance with the Oregon Fire Code by the Oakridge Fire Department.
- 56 9) An accessible route shall interconnect the MFU, the restrooms, and any provide site elements such as seating, parking, or facilities.
- 57 10) An MFU shall remain in compliance with all applicable city, county, and state regulations.

MFU Standards – Utilities - Electrical Connection

58 (1) Electrical connection may be made via a permitted connection approved by the Oakridge Building Official.

59 a. Connection shall be made within 50 feet of an MFU.

60 b. Connection shall be capable of being reached for operation, maintenance, and inspection.

61 c. Connection cables/cording shall be maintained in good condition.

62 d. Electrical connections shall be covered by a cable protection ramp which has been rated for light vehicle traffic or greater and which has an anti-slip surface.

MFU Standards – Utilities - Generators

- 63 (2) Electrical connection may be made via a power generator provided the following standards are met:
- 64 a. Connection shall be made at a distance no more than 15 feet from the MFU while continuing to comply with all manufacturer guidelines.
- 65 b. Connection cables/cording shall be maintained in good condition that allows for safe operation of the power generator.
- 66 c. Generator is placed at least 10 feet from other buildings, structures, and combustibles.
- 67 d. Generator exhaust is directed away from the MFU, buildings, structures, and combustibles.
- 68 e. Generator is protected from contact by the public.
- 69 f. Generator shall not be operated within 300 feet of residential zoning.
- i. Inverter generators may be placed at 100 feet or greater from residential zoning, provided they are rated by the manufacture to operate at 70 decibels or less.
- 70 g. Generators, that are non-integral to the MFU, shall not be stored outside during non-operating hours.
- 71 h. Electrical connections shall be covered by a cable protection ramp which has been rated for light vehicle traffic or greater and which has an anti-slip surface.

Forms and Conditions for MFU Permit and Property MFU Authorization (1)

72 **26.04(2)(m) Forms and Conditions for MFU Permit and Property MFU Authorization.**
The permit and/or approval issued shall be in a form deemed suitable by the City Administrator or their designee.

73 **(1) Property MFU Authorization** – In addition to naming the property owner in the approval and other information deemed appropriate, the approval shall contain the minimum conditions.

74 a) A property MFU authorization, unless modified, shall not expire.

75 b) The approval shall be specific to the property and property owner and is not transferable in any manner.

76 c) The property owner in (b) above shall notify the City Administrator or their designee if they wish to modify an existing approval by submitting a new application under COZO 26.04(2).040 along with the required fee(s).

Forms and Conditions for MFU Permit and Property MFU Authorization (2)

- 77 (2) MFU Permit - In addition to naming the MFU owner as permittee and other information deemed appropriate, the permit shall contain the following minimum conditions.
- 78 a) Each permit shall terminate 365 calendar days after its issuance and may be renewed by submitting a new application and paying the required fee(s).
- 79 b) The issued MFU permit shall be personal to the permittee only and is not transferable in any manner. The permittee is responsible for compliance with all conditions of approval.
- 80 c) The permittee shall notify the City Administrator or their designee if they wish to modify an existing permit by submitting a new application under COZO 26.04(2)(b) along with the required fee(s).
- 81 d) The MFU permit shall be displayed in plain view of the public during operating hours.

MFU Permit Renewal & Prohibitions

82 26.04(2)(n) MFU Permit Renewal. MFU permits may be renewed an unlimited number of times.

83 26.04(2)(o) Prohibitions.

- 83 1)** No temporary structures or storage containers shall be placed or erected on the property without prior approval and a valid warehouse license from the State and/or County. Any allowed temporary structure shall be maintained in good working condition free of holes, cracks, and/or defects.
- 84 2)** Restrooms shall not be provided via chemical/portable toilet or privy.
- 85 3)** MFUs shall not be parked in required landscape areas.
- 86 4)** No drive-through or drive-up service.
- 87 5)** Direct or indirect operation of the MFU (i.e. customer line, table placement, sign placement, etc.) shall not be within, or block, the public right-of-way.
- 88 6)** MFUs, including all items associated with their operation, shall not obstruct any required pedestrian pathways, driveways, or drive aisles and shall be located so as not to create a traffic or safety hazard.
- 89 7)** No dumping of waste is permitted in the City's storm drain system, public streets, or directly/indirectly onto the surface as outlined in Title V Public Works Chapter 51 Sewers 51.24, Prohibited Discharges.

Right of Entry - Compliance Inspections & Denial, Revocation, or Suspension of Permit.

90

26.04(2)(p) Right of Entry - Compliance Inspections.

The City Administrator or their designee may enter upon a property, which has either an MFU property authorization or has an MFU that has established business, for the purpose of inspection of both the private property and MFU for continued compliance with this Chapter.

91

26.04(2)(q) Denial, Revocation, or Suspension of Permit.

- 92
- (1) The City Administrator or their designee may deny, revoke, or suspend an MFU permit upon finding that any provision herein or condition of approval will be or has been violated.
 - (2) Upon denial, revocation, or suspension, the City Administrator or their designee shall give notice of such action to the applicant or permittee in writing stating the action that has been taken and the reason. The action shall be effective immediately.

93

AN ORDINANCE AMENDING
CITY OF OAKRIDGE CODE OF
ORDINANCE, TITLE IX GENERAL
REGULATIONS CHAPTER 93:
NUISANCES AND CREATING
SECTION 93.18 REGULATIONS
ON PORTABLE TOILETS

Purpose And Applicability

A. Purpose And Applicability: The purpose of this section is to preserve and protect the health, safety, and general welfare of persons and property in the city by regulating the location and maintenance of portable toilets, and requiring a permit for their use and placement.

Safe Community

Goal #1: Ensure a safe community by partnering to protect people, property and the environment

Responsive Government

Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Strong Economy

Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Goal #3: Improve the city's economy by creating an atmosphere that is open to business.

Community Livability

Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

3. Definitions: As used in this section, the following terms shall have the meaning defined herein: slide 1 of 3

- 1 • **CESSPOOL:** An underground structure or tank used for storage of liquid wastes and sewage.
- 2 • **COMMUNITY EVENT:** A planned occasion or activity open to the general public and sponsored by the city, another governmental entity, or a private party.
- 3 • **OFFENSIVE ODOR:** Any noxious or unpleasant odor escaping from the portable toilet structure that can be detected outside of said structure.
- 4 • **OWNER:** The owner of the portable toilet and the owner of the property on which the portable toilet is located.
- 5 • **PORTABLE TOILET:** A freestanding, movable toilet structure equipped with a watertight impervious container which receives waste discharged through a hopper, seat, urinal or similar device, and into which container may be placed disinfecting or deodorizing chemicals, and which is not designed or intended for connection to a sewer system with a standard connection. For the purposes of this section, portable toilet and chemical toilet shall have the same meaning.

B. Definitions: As used in this section, the following terms shall have the meaning defined herein: slide 2 of 3

- 6 • **PRIVATE PARKS:** Privately owned passive or active recreation areas which occupy a discrete area, including, but not limited to: parks, beaches, docks, hiking trails, natural areas, wildlife areas, arboretums, open grassy areas, baseball and football fields, tennis courts, basketball courts, play fields, playgrounds, outdoor swimming pools, fitness courses and tracks, and golf courses and driving ranges. For the purposes of this definition, common areas owned and maintained by homeowners' associations are also included.
- 7 • **PRIVY:** An outbuilding with one or more seats and a pit serving as a toilet.
- 8 • **RESPONSIBLE PARTY:** Any person or entity renting or leasing a portable toilet.
- 9 • **SEASONAL USE:** Use that is dependent upon or accompanying the seasons of the year or some particular season, and that is repeated or intended to be repeated annually, but for no more than one hundred twenty (120) consecutive days in a calendar year.

3. Definitions: As used in this section, the following terms shall have the meaning defined herein: slide 3 of 3

- ¹⁰ • **SPECIAL EVENT/PRIVATE FUNCTION:** A planned occasion or activity open only to a limited group of people invited by the host or sponsor. A special event/private function may occur only on private property.
- ¹¹ • **TEMPORARY USE:** Use that lasts, exists, serves, or is effective for a limited time only, not exceeding seven (7) consecutive days, and which is not repeated, or intended to be repeated, subsequently within the calendar year.

C. Allowed And Prohibited Uses:

- 12 1. Portable toilets may only be used to provide: bathroom facilities for community and special events; seasonal bathroom facilities in conjunction with commercial activities; bathroom facilities in conjunction with and during public or private construction activities; bathroom facilities located on public property for members of the public; and bathroom facilities for temporary use under special circumstances when adequate permanent bathroom facilities are unavailable.
- 13 2. In no case shall portable toilets be placed or maintained as permanent sanitary facilities or in lieu of the connection of a site or facility to the city's sanitary sewer system.
- 14 3. No person shall construct or maintain a privy in the city.

D. Permit Required: 1 - 2(f)

- 15 1. Except as provided in subsection D(4) of this section, no portable toilet for an allowed use shall be placed or maintained on public or private property without first obtaining an administrative permit from the city.
- 16 2. The following information shall be provided as part of the permit application:
 - 17 a. The site address where the portable toilet will be located.
 - 18 b. The date(s) during which the portable toilet is to be located on the property.
 - 19 c. The name, address and phone number of the owner of the portable toilet and contact information for the owner of the property upon which the portable toilet will be placed.
 - 20 d. The name, address and phone number of the responsible party.
 - 21 e. A description of the allowed use for which the portable toilet is requested.
 - 22 f. A site plan identifying the proposed location of the portable toilet and any proposed hand washing/hand sanitizing stations.

D. Permit Required: 2(g) - 2(h)

- 23 g. A description of the emptying and maintenance schedule and procedures for the portable toilet and any hand washing/hand sanitizing station, together with identification of the location of disposal of waste materials from the portable toilet and documentation of authorization for said disposal.
- 24 h. A rendering, showing the location of the portable toilet on the property, how it will be screened from the street and/or adjacent residential areas, and a description of materials to be used for screening, shall be provided for review by the planning department. (Requirements for screening of service areas can be found in the downtown design guidelines and commercial design guidelines.)

D. Permit Required: 3 - 4(c)

- 25 3. If the portable toilet is part of a proposed new use, the project in its entirety (including screening of the portable toilet) may be subject to review by the design review commission under title 17, chapter 17.09, article IV, "Design Review Procedures", of this code, prior to the issuance of a permit.
- 26 4. A portable toilet placement permit shall not be required for:
- 27 a. The placement of portable toilets by the city on public property for temporary use in conjunction with community events.
- 28 b. Any placement of portable toilets by the city for use by the public on property owned, leased, or maintained by the city.
- 29 c. The placement of portable toilets at public transit sites, provided, the city shall approve the location of the placement.

D. Permit Required: 4(d) - 4(g)

- 30 d. The placement of portable toilets on public or private property in conjunction with public road and utility construction projects, provided, the city shall approve the location of the placement.
- 31 e. The placement of portable toilets on private property in conjunction with private development, construction, road and utility projects during periods of active construction.
- 32 f. The placement of portable toilets to support emergency services operations during emergencies and natural disasters, and during interruption of sewer service due to emergencies or planned upgrades/repairs.
- 33 g. The placement of portable toilets on private property for no more than three (3) consecutive days for a special event or private function. If portable toilets are placed or maintained for more than three (3) special events or private functions on the same property in the same calendar year, a permit shall be required and screening provided for the portable toilet.

E. Standards; Location And Orientation: 1 – 3(c)

- 34 1. Setbacks: Nonscreened portable toilets shall be located at least eight feet (8') from any property line.
- 35 2. Setbacks, Lakes, Streams, And Swales: Portable toilets shall be located at least fifty feet (50') from the ordinary high water elevation of any lake or stream, and not within any swale or infiltration basin.
- 36 3. Orientation; Screening:
 - 37 a. Portable toilets shall be oriented in such a way that the opening or door faces away from any right of way or residential dwelling unit unless screened by a sight obscuring fence or enclosure at least six feet (6') in height equipped with a door or screen wall which completely blocks the view of the portable toilet from said right of way or residential dwelling unit.
 - 38 b. Screening of portable toilets must be provided whenever a permit is required under this section and for any permanent installation unless a determination is made by the community planning director that the screening requirement can be waived due to site conditions that sufficiently block the portable toilet from view from rights of way or adjacent residential areas.
 - 39 c. Screening, when required, must comply with the requirements of the building and fire codes adopted by the city. Examples of appropriate screening may be obtained from the planning department.

E. Standards; Location And Orientation: 4 - 5

- 40 a. All portable toilets shall be located in such a manner as to allow for the appropriate servicing and to ensure that any vehicle required for said servicing shall not cause damage to property.
- 41 b. Portable toilets shall be located on the site so as to not obstruct existing structures or driveways. Portable toilets shall be located in such a manner as to not be potentially impacted by site conditions such as slopes, ditches, or prevailing winds.
- 42 5. Compliance With Codes: All portable toilets shall comply with all wastewater, building, fire, and other applicable codes and regulations, including the Americans with disabilities act. The owner and/or the responsible party are responsible for ensuring compliance with all applicable codes and regulations.

III. Standards; Location And Orientation: 6-7

- 43 6. Hand Washing Station: All portable toilets utilized in conjunction with the preparation, service or consumption of food shall be equipped with, or shall be accompanied by, an approved hand washing/hand sanitizing station.
- 44 7. Seasonal Use: Portable toilets for seasonal use in conjunction with a commercial activity are allowed only within zones of the City Oakridge Zoning Ordinance (COZO) that are not used primarily for residential purposes.

45 Allowed Zones;

Neighborhood commercial district (C-1)
Central commercial district (C-2),
Highway commercial district (C-3),
Mixed use district (M-1)
Light industrial district (I-1)

Heavy industrial district (I-2)
Open space/aggregate extraction district (OS/AE)
Public facilities district (PF)
Park, recreation and open space district (PRO)

F. Maintenance:

46 1. All portable toilets shall be monitored and serviced by a person, firm or corporation engaged in the business of cleaning or emptying portable toilets and recharged at a sufficient frequency to prevent the escape of offensive odors or spillage.

47 2. Every person, firm or corporation cleaning or emptying portable toilets shall use a suitable vehicle which utilizes watertight, completely closed tanks or boxes designed to prevent leakage and the escape of offensive odors. The owner or responsible party shall provide proof of an agreement to monitor and service the portable toilet prior to placement.

48 3. Portable toilets, including any hand washing/hand sanitizing stations, shall be kept in good working condition without any broken surfaces or leaks. Doors must be in good working condition and must be able to be securely latched while in use.

49 4. It is the owner's and the responsible party's responsibility to ensure that portable toilets are not used in a dangerous or inappropriate manner. This may be accomplished by monitoring or securing the portable toilets during periods of inactivity, such as nighttime and weekend hours, or by other effective means as appropriate.

G. Public Nuisance, H. Enforcement & I. Severability

50 **G. Public Nuisance:** Any portable toilet that is placed without the required permit, emits an offensive odor, is leaking, is located in violation of the requirements of this section, is located in such a manner as to block any public or private right of way, or that in any way causes a hazard to the public health, safety and welfare is declared a public nuisance.

51 **H. Enforcement:** Any authorized city official may enforce the provisions of this section by declaring a public nuisance and requiring the immediate removal of any portable toilet, and the owner and responsible party of said portable toilet shall be responsible for such removal and any cost thereof. The declaration of public nuisance may be in addition to any penalty provided by this code or other remedy provided by law.

52 **I. Severability:** If any provision of this section or the application thereof to any person or circumstance is held invalid, the remainder of this section and the application of such provisions to other persons and circumstances shall not be rendered invalid thereby. (Ord. 3655 §8, 2020: Ord. 3538, 2016)

Welcome to our Listening Session, we look forward to hearing from you all.

- **Goals for tonight**
 - Gather input.
- It is not our goal tonight to produce a new proposed Ordinance
- **Next steps**
 - Compile input
 - Revisit the proposed Ordinances using input collected information.
 - Create the Next Draft

Analysis

Exploring the Problem

Planning

Outlining a Strategy



Iterative Design Process



Testing

Understanding
the business goals

Development

Designing a Solution

If you are on Zoom, using city website, click on today's meeting from Upcoming events.

The screenshot shows the Oakridge Oregon website header. On the left is the Oakridge logo with the tagline "Living Capital of the Northwest". To the right of the logo is a search bar with the word "Search" and a magnifying glass icon. Further right are navigation links: "Our Community", "Recreation", "Business", "Government", "Contact Us", and "Pay My Water Bill". The main content area features a large background image of a wooden bridge over a river. Below the image are two columns of content. The left column is titled "What's New" and lists "REG FLAG WARNING ISSUED", "BOIL WATER NOTICE - CLEARED (Safe to Drink Now)", and "City Council Vacancy". The right column is titled "Upcoming Events" and lists "City Council Special Session on proposed Mobile Food Units & Portable Restroom Ordinances - 08/31/2023 - 6:00pm", "Library Open House and Registration - 09/01/2023 - 10:00am", and "Farmers Market - 09/07/2023 - 3:00pm". A yellow oval highlights the "Upcoming Events" section.

OAKRIDGE
Oregon

Search

Our Community Recreation Business Government Contact Us Pay My Water Bill

What's New View all News

REG FLAG WARNING ISSUED

BOIL WATER NOTICE - CLEARED (Safe to Drink Now)

City Council Vacancy

Upcoming Events View Calendar

City Council Special Session on proposed Mobile Food Units & Portable Restroom Ordinances - 08/31/2023 - 6:00pm

Library Open House and Registration - 09/01/2023 - 10:00am

Farmers Market - 09/07/2023 - 3:00pm

From the page for tonight's meeting you can find the supporting documents. Here you will find the same as what we have posted

-  [mfu_presentation.pdf \(376 KB\)](#)
-  [portable_toilets_presentation_.pdf \(235 KB\)](#)

Join us for a community meeting to discuss potential updates to our Ordinances for Mobile Food Units and Portable Toilets
Thursday August 31st 6:00 – 7:00 Oakridge City Hall

and on Zoom <https://us02web.zoom.us/j/3664311610> Or dial 669-900-9128, and then enter Meeting ID# 366 431 1610

The City of Oakridge is looking to update our Ordinances for Mobile Food Unit and Portable Toilets, and we are looking for your input. We will be holding a work/listening session to get the opinions, thoughts and ideas from our local Mobile Food Vendors and the public. Our goal is to create Ordinances that help promote accessibility and provide clarity while still being the right fit for Oakridge.

We have created draft versions of the ordinances that can be found on our city website by visiting our calendar (<https://www.ci.oakridge.or.us/calendar>) and clicking on this event occurring August 31st. Please feel free to contact City Hall for copies.

For more information, printed versions of the draft Ordinances, or you wish to provide your input, please visit City Hall contact Rick Zylstra at 541-782-2258 ext. 4 or feel free to email rickzylstra@ci.oakridge.or.us

This "Special Session" of the Oakridge City Council will also be used to approve the 8/17/2023 City Council meeting Minutes.

Meeting Information






Agenda:

-  8-31-23 City Council Special Session Agenda (46 KB)

Packets:

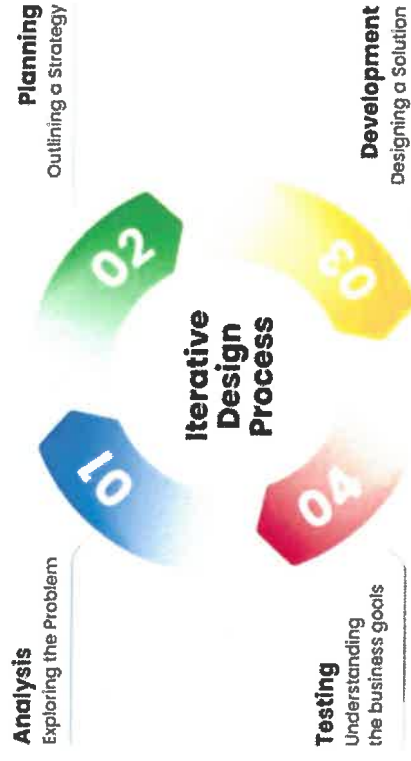
-  City Council Special Session Packet for 8-31-2023 (2 MB)

Supporting Documents

-  DRAFT Mobile Food Ordinance (182 KB)
-  DRAFT Portable Restrooms Ordinance (101 KB)
-  Listening Session Flyer (127 KB)
-  mfu_presentation.pdf (376 KB)
-  portable_toilets_presentation_.pdf (235 KB)

We will be taking input for the next week

- Please feel free to download the presentation documents, review over the next few days.
- Comments and input can be hand delivered or emailed to Rick at rickzylstra@ci.oakridge.or.us



Business of the City Council

City of Oakridge, Oregon

September 7, 2023

Agenda Title: Interviews of Vacant City Council Position Applicants and Voting

Agenda Item No: 9.1-2

Exhibits: City Council Applications, Paper ballots (attached), Oath of Office Form, Announcement

Proposed Council Action: Appoint a new City Councilor to fill the vacancy

ISSUE: On 7/31/23, City Councilor Jan Hooker resigned from City Council for personal reasons. 6 candidates (**Damion Brewer, Kelly Brewer, Trudy Hammond, Lynda Kamerrer, Paul Scott, and Chris Winchester**) applied for the vacant position by the 9/4/23 application deadline. Their application materials are included. During the 9/7/23 Council Meeting, these candidates will be interviewed in public by City Council and then Council will vote to decide who will fill the vacant city council seat, through January 2, 2025 (the seat will be up for election in November 2024).

When Council is prepared to vote, each Councilor will be provided with a paper ballot (see attached) with the Council member's name on the top and a signature line on the bottom. The names of all the candidates are on the ballots and Councilors are allowed to vote for 1 of the 6 candidates by placing a mark or an "X" in the space provided indicating their choice.

The ballots will then be collected by the CA and read aloud in public. When reading the ballots, the CA shall announce each Councilor's name and the name of the candidate they voted for. If there are any Councilors appearing remotely, their vote shall be given verbally *after* the votes of the Councilors voting in-person have been read aloud.

If none of the 6 candidates receives 4 or more votes during the 1st round of voting as required under Chapter IV, Section 18 of the City Charter, the candidates with the 1st and 2nd highest number of votes (there *may* be more than 2 candidates on the 2nd ballot if 3 or more candidates received the same highest number of votes) will be placed on a 2nd ballot, and then a 2nd round of voting will occur. If none of the candidates receives 4 or more votes during the 2nd round of voting, a 3rd round of voting between the top 2 candidates will occur. In the event of a 3-3 tie between the top 2 candidates, Council may request another round of voting by Motion from the floor, *or* a coin-toss will be used to break the tie. Once appointed, the new Councilor will be sworn-in and sign the Oath of Office, and then will immediately take their seat on the Council.

FISCAL IMPACT: None

OPTIONS: Vote for 1 of the 6 candidates



City of Oakridge
48318 E. 1st Street, Oakridge, OR 97463
www.ci.oakridge.or.us
541-782-2258

City Council Vacancy

Application Closing Date: **Monday September 4, 2023 at 5pm**

Interviews: **Thursday September 7, 2023 at 5pm** (in-person at City Hall or virtual via Zoom)

Start Date: **Thursday September 7, 2023 at 6pm** (after the interviews)

Term End Date: **January 2, 2025**

Duties & Responsibilities:

The City of Oakridge is seeking applications for a vacant City Council seat. Applicants be a resident of the City of Oakridge and have resided within city limits since at least September 7, 2022. Applicants must also be able to attend (in-person or via Zoom) City Council meetings on the 1st and 3rd Thursdays of every month at 6pm. The position is unpaid.

To Apply:

Submit a City of Oakridge Volunteer Application Form, Resume, and Cover Letter (explaining why you want to be a City Councilor) to Oakridge City Hall (48318 E. 1st Street, Oakridge, OR 97463), or by email to cityadministrator@ci.oakridge.or.us

The Volunteer Application Form is available at City Hall, online at www.ci.oakridge.or.us/, or via email request to cityadministrator@ci.oakridge.or.us

Announcement posted on August 4, 2023



City of Oakridge form for Individual Volunteer Activity
Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hall to confirm date.

Committee or type of volunteer work you are interested in:

Name: *Damion Brewer*

Address: *48471 Hills st*

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: *541 852 0474*

Employer/Occupation: *owner*

E-mail Address: *DAMION@ONTOPCONSTRUCTIONANDDESIGN.COM*

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

I've ran a successful construction business for 27 years. I'm very experienced with working with the public as well as public officials

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

Date of Birth:

Place of Birth:

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

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

Participant Name (Printed): *Damion Brewer*

Participant Signature: *[Handwritten Signature]*

Date: *9-1-23*



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

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

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

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

** please see attached*

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

Planning Commission

Budget Committee

Wac Subcommittee

Administration Committee

Library Board

Parks & Community Services Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing

City Council,

For the good of the community, I'm running for City Council. I'm willing to work hard to make sure everyone involved in running our wonderful city is held accountable and held to the standards of the people that elected them. As a child growing up in Oakridge, I saw the city we live in at its grandest. Returning as an adult, I can see so many areas that need improvement.

Although I moved out of the state for 15 years, 11 years ago I returned home and found Oakridge to be but a fraction of what it was before I left.

Over the last decade, I have watched our town take some questionable turns. Being forced to watch as city employees and officials go unchecked and held unaccountable for their mismanagement has been beyond infuriating. This and so many other details lead me to believe that this is what has left our town in the state it's in.

Our beautiful town deserves the utmost attention and I'm willing to give the time necessary to help it become a more fluid entity.

I ask for your consideration for city council.

Damion Brewer

48471 Hills st

Oakridge

541-852-0474

Damion Brewer

Oakridge, OR

541-852-0474

Damion@OnTopConstructionAndDesign.com

Successful Business owner with 28 years of construction and design experience. Drafting, planning, building design, plans and permits, specialty construction, electrical, plumbing, building, HVAC, foundation, excavation. Quick thinking problem solver with exceptional communication skills. Heavily invested in the Oakridge community and the people that reside within it.

1995-Present

On Top Construction and Design

Missoula, MT and Oakridge, OR

Business owner and operator

Duties include - Job costing, estimate writing, drafting, planning, building design, plans and permits, electrical, plumbing, building, HVAC, foundation, excavation, hiring, firing, training.

As a general contractor, I'm proficient in all areas of construction. In the last 28 years, I have built everything from tiny homes to large businesses. I specialize in custom homes, remodeling, custom decks and railings, fencing and new buildings. Additionally, I have experience in specialized areas such as electrical, plumbing, HVAC and excavation. I'm very well versed in permits, building codes, job costing, and material ordering. I have spent the last 28 years perfecting the art of customer service and ability to problem solve even the most difficult situations. I have been trained by some of the best in the business in every aspect and have used this knowledge to ensure that each job is treated with the utmost care and attention to detail, no matter how big or small.



City of Oakridge form for Individual Volunteer Activity

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

Committee or type of volunteer work you are interested in: City Council

Name: Kelly Brewer

Address: 48471 Hills st Oakridge

Is your residence in the City of Oakridge: YES [checked] NO []

Telephone where you can be reached: 541 359 5695

Employer/Occupation: Self Employed

E-mail Address: Kelly@ONTOPCONSTRUCTIONANDDESIGN.COM

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

accounting, customer service, business running, budgeting

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

Date of Birth:

Place of Birth:

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

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

Participant Name (Printed): Kelly Brewer

Participant Signature: Kelly Brewer

Date: 9/1/23



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

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

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

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

** Please see attached.*

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

**Planning
Commission**

Budget Committee

Wac Subcommittee

**Administration
Committee**

Library Board

**Parks & Community
Services Committee**

**Public Safety
Committee**

**Economic Development
Advisory Committee**

**Rural Tourism &
Marketing**

9/2/2023

City Council,

I have been an Oakridge resident since 2006. When I relocated here after living in big cities for my first 20 years, I found our quaint town to be exactly what I needed. The lack of locked doors and the number of open ones led me to believe this was where I wanted to settle down and raise a family. I have not regretted it a day since.

My husband Damion Brewer and I raise our children proudly here, teaching them the ways that our wonderful surroundings offer. We love our community wholeheartedly.

In the 20 years since I moved here, a lot has changed. Not only in my life, but in the lives of the community members that reside here and love this place like I do. The unhoused, the lack of resources, the mismanagement of fundings, lane reductions and most of all, the loss of community trust and support have been some of the hottest topics amongst the community members. I hear them. I am them!

I have seen the mismanagement and "smoke and mirror" that have plagued our community for decades now and I'd like to be a part of the change.

My husband and I are very well connected within the community. We've spent countless hours working with people of all ages on a volunteer basis. I personally have served as a Den Leader for Scouts for 10+ years, Head coach for Tee ball as well as 3-8th grade Baseball.

I've led Church groups, fund raisers and countless activities geared towards the community and the well-being of its members. I'm well versed in listening to the people, which I believe is severely lacking in all forms of government, Oakridge included.

In visiting and interacting with multiple city council meetings, I have decided to run for the open seat for Oakridge City Council. I take this opportunity very seriously and have thought long and hard about the decision and dedication that this position requires.

My husband and I run a successful Construction business in which I am the Co-Owner and office manager. I manage the finances, budget, customers, invoicing, supply orders and most of all making sure our clients are happy. In this line of work, we meet and interact with people of "all classes". Our town is a melting pot that continues to grow and change with the times. I'm truly excited to see where we can improve, to meet the needs of our small-town community members first and our visitors second.

I understand the human condition and am empathetic to the needs of our community members.

I humbly ask for your vote to allow me to be a part of the Oakridge Community city council.

Kelly Brewer

541-359-5695

48471 Hills st

Oakridge, OR 97463

Kelly Brewer

Oakridge, OR

541-359-5695

Kelly@OnTopConstructonAndDesign.com

Successful Entrepreneur with excellent communication, organizational and problem-solving skills. With an eager willingness to learn, I have decades of accounting, budgeting, communications, office and money management as well as hiring and firing. Proficient in Microsoft Office, Quick books Online as well as social media platforms. Additional skills include business management, office management, scheduling, payroll, tax preparation. Honest, hardworking I'm also well versed in volunteering and fund raising for our community.

Experience:

2016- Present

On Top Construction and Design

Oakridge, OR

Double CCB license holder, Co-Owner and Office Manager

Duties include: Office and business management. writing estimates, billing invoices, ordering materials, customer service, money management, payroll, hiring and firing, budgeting, communications, advertising and social media content.

As the Office manager and business partner, I oversee every aspect of the business. I'm licensed in Lead based paint as well as certified in Asbestos testing. I'm proficient in QuickBooks online as well as all of Microsoft Office. I'm well versed in budget balancing, including profit and loss analysis, payroll, tax preparation and business management. I have designed our webpage and continuously manage our social media pages. In addition, with decades of experience, I specialize in human resources, customer service and communications with an excellent reputation and attention to detail.

With most of our projects taking place in the Oakridge and Westfir area, we are very well connected and known in this community for having an excellent reputation and attention to detail.

Community Contributions:

Volunteer work:

Upper Willamette Youth head and assistant coach 2012-2023

Pack 65 and Troop 64 Oakridge Scouts leader 2012-2021

Oakridge Elementary School Teaching Aid 2012-2017

Foster Parent 2011-2013 for Oregon Community Programs including becoming certified in all necessary classes.



City of Oakridge form for Individual Volunteer Activity

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

Committee or type of volunteer work you are interested in: *Vacant City Council seat*

Name: *Trudy Hammond*

Address: *76349 Willamette Way Oakridge OR 97463*

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: *541-214-5821*

Employer/Occupation: *Volunteer - Mountain Respite & Mission Rescue Safety Animal Center*

E-mail Address: *trudy5765@gmail.com*

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

*Former Service: Rural Advisory Council in Lane County's public health
Willamette City Activity Committee*

Currently - Administration Public Safety, Charter Committees

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

Date of Birth:

Place of Birth:

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

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

Participant Name (Printed): *Trudy L Hammond*

Participant Signature: *Trudy Hammond*

Date: *8-7-2023*



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

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

Parent/Guardian Name (Printed):

N/A

Relationship to participant:

Parent/Guardian signature:

Date:

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

See attached cover letter & resume

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

Planning Commission

Budget Committee

Audit Committee

Administration Committee

Library Board

Parks & Community Services Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing

WAC Subcommittee

Vacant City Council seat

Dear City of Oakridge,

August 7, 2023

I would like to extend gratitude to Mrs. Jan Hooker who dedicated her time and wisdom on our city council, her shoes will be hard to fill. The vacant seat on our council is a challenge I am most honored to apply for. And I respect and support any other applicant.

The museum has three editions of the Upper Willamette books telling just a piece of the history of Oakridge and my family. I am a generation who has returned as of eleven years ago this 2023's month of December. Volunteering in our community has sustained a hope within me for a progressive future.

I hope to fill the vacant seat on council to implement our city's mission...

“ to the delivery of effective, courteous, and responsive services.” And to foster, “ Citizens and employees are treated with fairness, dignity, and respect”. I also believe, “ Civic and employee pride are accomplished through constant pursuit of excellence”. I agree that a “workforce that values and reflects the diversity of the Oakridge community”.

In closing this cover letter, I would like to add that I believe citizen concerns need to be addressed in a timely manner that increases their faith in the city of Oakridge. And is by a team effort with a cohesive respect for operation between both citizens and leaders. I thank you again for this opportunity to help our community relations grow in a positive motion.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Trudy L. Hammond', with a large, decorative flourish at the end.

Trudy L. Hammond
541-214-5821

RESUME

Trudy L. Hammond
trudy5765@gmail.com

541-214-5821

1998 - 2000 Umpqua Community College Graduate / Early Childhood Degree

1998 - 2000 Driver's Safety Foundation Certificate University of Oregon / UCC

2000 - 2001 Court Appointed Special Advocate

2000 - 2004 Sutherlin School District / Teacher Asst., Youth transition Specialist

2000 - 2004 Umpqua Community College Ford Family Center

2001 - 2004 Douglas County / six contracts with Southern Oregon Regional Brokerage for services to individuals with disabilities, youth, homeless, veteran, and low income families.

2004 - 2006 Inactive / Disability

2007 - 2013 Lived in California / rehabilitation

2014 - Current Residing in Oakridge volunteering

2019 - Current Established a nonprofit animal service program : Mountain Respite & Mission Rescue Safety Animal Center, Inc. Volunteer on City committees



City of Oakridge form for Individual Volunteer Activity

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

Committee or type of volunteer work you are interested in: City Council

Name: Chris Winchester

Address: 76373 River Rd

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: 336-455-6407

Employer/Occupation: Retired

E-mail Address: chriswinchester49@yahoo.com

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

10 years as school administrator, member of admin team

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

Date of Birth: _____

Place of Birth: _____

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

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

Participant Name (Printed): CHRIS WINCHESTER

Participant Signature: Chris Winchester

Date: 8/20/23

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



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

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

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

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

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

- | | | | | | |
|-----------------------------------|-------------------------------------|---|--------------------------|-------------------------------------|--------------------------|
| Planning Commission | <input type="checkbox"/> | Budget Committee | <input type="checkbox"/> | Audit Committee | <input type="checkbox"/> |
| Administration Advisory Committee | <input checked="" type="checkbox"/> | Library Board | <input type="checkbox"/> | Public Parks & Community Services | <input type="checkbox"/> |
| Public Safety Committee | <input type="checkbox"/> | Economic Development Advisory Committee | <input type="checkbox"/> | Rural Tourism & Marketing Committee | <input type="checkbox"/> |

✓ CHARTER SUBCOMMITTEE

Chris Winchester
76373 River Rd
336-455-6807
chriswinchester49@yahoo.com

Born and lived in Philadelphia, Pa for 12 years
Family moved to NC where I lived until 2018
Moved to Eugene in 2018
Bought a home in Oakridge in 2020

Education: BA degree in English from Univ. of NC/Greensboro in 1971

Post college work experience

1971-1979 Wachovia Bank (teller, branch head teller, teller trainer, personal banker)

1979-1989 home with kids during which time I established a baking business, Rolling in Dough

1989-2000 Muir's Chapel Playschool (financial director)

2000-2014 New Garden Friends School, 2 years in Development office
Director of Admissions, Financial Aid and Intl students
Oversaw transportation, trip planning and community service scheduling

Oregon Volunteer efforts

Eugene Peace Choir, treasurer

League of Women Voters, registering voters at Eugene rallies

Member of Indivisible Eugene, postcards to various state elections

In Oakridge I sit on the charter subcommittee and the Administrative Advisory committee.

Strengths: Dependable Openminded Detail oriented
Teamwork experience Strong reading, writing skills Sense of humor

Interests: Reading, music, gardening, baking, games and puzzles, exploring Oregon

Letter of Introduction from Chris Winchester

I have lived in Oregon for 5 years, 3 in Oakridge. I've never lived in the mountains or a town this size, not to mention a different coast. I'd like to think I have some pioneer blood and a sense of adventure.

My own Oregon trail began in my third grade year in Pennsylvania. The teacher was assigning national treasures reports and gave me Crater Lake. I vowed to visit one day and see if was really that blue. Turns out it is.

My next encounter with Oregon came decades later when I discovered the Northwest String Summit held yearly at Horning's Hideout. I enjoyed several festivals with my brother and sister, always adding extra time to explore Oregon. The more we came, the more I could see myself living here. Karma laid all kinds of signs at my feet.

My perfect storm happened in 2013 when my father died, my marriage ended and I retired. What more persuasion did I need to begin a new life? One last exploration and I chose to land in Eugene. When cost of living became a concern, Karma jumped in again. I happened upon two Oakridge residents who suggested I consider their town. The ride up the hill was enough in itself to suggest I was heading in the right direction.

I closed on my house two weeks before Covid sent us all inside, making it difficult to meet folks and get involved. A pandemic and two fires later, I remain convinced that I belong in Oakridge. I have the good fortune to live in a beautiful place.

Agreeing to be considered for this council position allows me to give back to my community. I have never held office but I do have years of experience as part of an administrative team. I am a newcomer and so don't have the historical knowledge of longtime residents. A new or different perspective could be helpful. Above all, I have the time and desire to help Oakridge thrive.

Chris Winchester
21 August '23



City of Oakridge form for Individual Volunteer Activity
Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hall to confirm date.

Committee or type of volunteer work you are interested in: *City Councilor*

Name: *LYNDA KAMERAER*

Address: *48175 E 1st St
OAKRIDGE, OR 97463*

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: *541-915-1212*

Employer/Occupation: *Retired*

E-mail Address: *info@oakridge-lodge.com*

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

yes, please see attached resume for details of my community involvement.

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

Date of Birth:

Place of Birth:

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

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

Participant Name (Printed): *LYNDA KAMERAER*

Participant Signature:

Date:

A handwritten signature in blue ink, appearing to read "Lynda Kameraer", written over a horizontal line.



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

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

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

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

N/A

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

Planning Commission

Budget Committee

Audit Committee

Administration Committee

Library Board

Parks & Community Services Committee

Public Safety Committee

Economic Development Advisory Committee

Rural Tourism & Marketing

WAC Subcommittee

LYNDA KAMERRER

48175 East 1st Street Oakridge, OR 97463 541.915.1212 info@oakridge-lodge.com

August 31, 2023

James Cleavenger, City Administrator
Oakridge City Hall
48318 East First Street
Oakridge, OR 97463

Dear Mr. Cleavenger,

I am submitting my application for the City Councilor vacancy with this letter, my resume, and the City volunteer form. Please advise if there are any missing pieces.

Here are some of my motivations for seeking appointment to the current City Councilor vacancy:

I would like to:

- Be a part of decision making that could improve our community
- Play a role in creating tangible results toward the Council's 5-year strategic plan
- Focus on the areas of code enforcement, beautification, and business development

My resume outlines projects, activities, and experience in support of each of the above topics. I look forward to discussing my application with the Council and Staff.

Best Regards,



Lynda Kamerrer

LYNDA KAMERRER

48175 East 1st Street Oakridge, OR 97463 541.915.1212 info@oakridge-lodge.com

Profile: Retired from 10 years as a small business owner in Oakridge. Successfully managed daily operations of a Bed & Breakfast and restaurant. Oversaw finances, marketing, special events, and personnel.

Retired from 35-year career in social work, beginning with treating problem behaviors and ending with prevention research and evidence based community programs.

Skill Highlights

- Small business management
- Project vision and completion
- Business networking
- Event planning and marketing

Community Involvement

- City of Oakridge, Parks & Community Services Advisory Committee, 2014 – Present
With support from the city and funding from Transient Lodging Taxes, developed a plan for Banner Park improvements utilizing permaculture principles

- City of Oakridge, Budget Committee, 2023-present
- Oakridge Westfir Chamber of Commerce, President, 2019-2021

Managed and promoted rebranding of the organization, advocated for digital marketing and web site development, engaged with businesses during the pandemic years, sought and obtained funding to hire staff

- Travel Lane County, Board of Directors, At Large Member, 2018 - present

Represent Oakridge and Westfir as a tourism destination, share local events and attractions

- Uptown Business Revitalization Association, (UBRA) Member, 2010 - present

Raised funds and initiated the snowflake lights in the Uptown district, collaborated on fundraising for the flower basket project, provided leadership for the membership drive

Work Experience

2010 – 2020 Small Business Owner, Lodging & Restaurant

Responsible for guest services, public relations, marketing, bookkeeping, hiring, supervision, and strategy

2002 – 2007 Community Organizing

Advised school districts and county human services on substance abuse prevention strategies

1975 – 2002 Social Service Work

Delivered services and managed programs in the criminal justice system, child welfare, drug treatment, social research, and schools.

Education

MEd, Counseling

Seattle University

Bachelor of Arts, Sociology

Oregon State University



City of Oakridge form for Individual Volunteer Activity
Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hall to confirm date.

Committee or type of volunteer work you are interested in:

Name: Paul M. Scott

Address: 26428 Beech St. Oakridge, OR

In your residence in the City of Oakridge: YES NO

Telephone where you can be reached: 541 870 4905

Employer/Occupation: Retired

E-mail Address: pmscott53@yahoo.com

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

Manager of production LLC. Pella windows and doors.
Managed up to 60 people. Guidance and supervision of multiple departments. Responsible for production rate, quality, safety and personnel evaluations.

Date of Birth:

Place of Birth:

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

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

Participant Name (Printed): Paul M. Scott

Participant Signature: Paul M. Scott

Date: 8/17/2023



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

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

Parent/Guardian Name (Printed):

Relationship to participant:

Parent/Guardian signature:

Date:

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

**See attached letter and resume.*

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

- | | | | | | |
|--------------------------|--------------------------|---|--------------------------|--------------------------------------|--------------------------|
| Planning Commission | <input type="checkbox"/> | Budget Committee | <input type="checkbox"/> | Wac Subcommittee | <input type="checkbox"/> |
| Administration Committee | <input type="checkbox"/> | Library Board | <input type="checkbox"/> | Parks & Community Services Committee | <input type="checkbox"/> |
| Public Safety Committee | <input type="checkbox"/> | Economic Development Advisory Committee | <input type="checkbox"/> | Rural Tourism & Marketing | <input type="checkbox"/> |

Paul Scott
76428 Beech Street
PO box 773
Oakridge, Oregon 97402
541 870 4905
Pmscott53@yahoo.com


There are two things that I considered before making this application.

Am I qualified to do the job expected? I've spent considerable time both attending City Council meetings and making contact with several current members to see just what the job content requires in skills. The resume attached displays some of the skills needed to be an effective member of the council. I've also demonstrated the ability to learn new skills as needed.

Second, will the job be satisfying to me? I've had a life long interest in political processes and believe in the good governing. I'm a 'process' person that counts on high input from a variety of sources and uses the talents of all team members when considering how those needs are prioritized.

I am most happy when working with teams. I believe in the combined skills of teams that carry more experience and talent than a single individual.
I like solving problems and sharing the success with teammates.

Paul Scott

A handwritten signature in cursive script that reads "Paul Scott". The signature is written in dark ink and is positioned below the typed name.

Paul Scott

Sequential Work History:

Junction City Cannery. 1971

Skills acquired:

Value of being on the job every day . Need for high cooperation in an assembly process

The stress of doing routine work for 8 hrs

Earning a wage improves self -esteem

Cuddeback Lumber- Eugene Oregon. 1972

Skills/lessons: Green Chain labor for eventual plywood assembly.

Respect for the men and women who do difficult physical work.

Bagging chemical treated paper for poured insulation. 1973

Lessons learned; A mess of safety hazards and poor management that I want to avoid in future work.

Pella Windows and Doors: 1976- 2011

Assembly Line;

Lessons: Quality, Safety and Productivity were measured for objectivity

Night shift Cost Center Manager. Team of 15

Lessons: Held accountable to performance goals of Management.

Find ways to motivate my team to peak performance

DAY SHIFT SLIMSHADE COST CENTER MANAGER: 35-60 members: Lessons: SET
the team goals with cooperation from Area Supervisor.

Leader of the new Quality Circle Team for generating employee center projects
Quality Circle team was selected to represent Pella Corporation and the national
conference held in Cincinnati.

EDUCATION

BA in Counseling and Human Relations: William Penn College

Human behavior is a consequence of the person's life experience. Behavior can be understood through a process of guided self-discovery.

BA in Sociology: Groups of people take on characteristics similar to individuals.

Unlike psychology if looks at the relationship dynamics of groups that produce very real consequences to the individuals and team success.



City of Oakridge
Lane County, Oregon

Oath of Office

9/7/2023

I, _____, do solemnly swear or affirm that I will support the Constitution and laws of the United States and the State of Oregon, and of the Oakridge City Charter, ordinances, and Council Rules of Procedure for the City of Oakridge, and that I will faithfully and honorably perform the duties of the office for which I am about to assume.

Oakridge City Councilor

Business of the City Council

City of Oakridge, Oregon

September 7, 2023

Agenda Title: WAC Solar Feasibility Study
RFP Responses

Agenda Item No: 10.1

Exhibits: RFP, RFP Responses (2), RFP Scoring
Criteria

Proposed Council Action: A motion from
the floor to approve

Author: CA

ISSUE:

Earlier this summer, the City was awarded a Community Renewable Energy Program (C-REP) Planning Resilience grant from the Oregon Department of Energy (ODOE) for up to \$30,000, for conducting a solar feasibility study for an energy resilience system (solar panels and a battery storage and back-up system) at the Willamette Activity Center (WAC). In July, we posted an RFP soliciting bids for the project. We received 2 bids. One from GLUMAC for \$30,000 and one from Oregon Clean Power Cooperative (OCPC) for \$9,500.00. A copy of the RFP, the two RFP responses, and the scoring criteria used by the WAC Advisory Subcommittee are included as exhibits.

On 8/21/23, the WAC Advisory Subcommittee scored the two RFP responses and voted to recommend to Council that the \$9,500 bid from OCPC be awarded the contract. I agree with their recommendation. Architect Curt Wilson said that both companies were viable options but GLUMAC's proposed services were probably more than we'd need for the project (hence the \$30K price tag).

FISCAL IMPACT: \$9,500.00 (*Grant funded*)

OPTIONS: Approve or deny awarding the contract

STAFF (and WAC Subcommittee) RECOMMENDATION: Approve awarding the RFP to the OCPC.

RECOMMENDED MOTION: *"I move to approve awarding the WAC Solar Feasibility Study to the Oregon Clean Power Cooperative."*

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 #2: Provide facilities & infrastructure that support current & future needs.

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

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



City of Oakridge
P.O. Box 1410
Oakridge, OR 97463
541-782-2258
www.ci.oakridge.or.us/

Request for Proposals - Solar Feasibility Study & Plan

Proposals Due: **August 7, 2023 at 1pm**

The City of Oakridge, Oregon has been awarded a Community Renewable Energy Program (C-REP) Planning Resilience grant from the Oregon Department of Energy (ODOE) of up to \$30,000, for planning an energy resilience system (250kW roof-mounted net-metered solar PV array system with a 20-30kW battery storage and back-up system) at the Willamette Activity Center (WAC), a 29,000 square foot community & social services building, originally built as a school in 1952, now owned and operated by the City of Oakridge. It is located at 47674 School Street, Oakridge, OR, 97463. Photos of the building are attached.

The City of Oakridge is now seeking proposals from entities that can fulfill the grant by completing a **Solar Feasibility Study/Plan**, to plan and design a roof-mounted solar array and battery back-up system at WAC. This study & plan will evaluate and design the solar & battery systems and recommend the optimum locations for both. Curt Wilson of Wilson Architecture (www.wilson-architecture.com/) has been selected by the city to oversee the WAC remodel project and will be available to help advise, direct, and facilitate the study & plan. Under the terms of the grant, the feasibility study can start as soon as 8/8/2023, and **must be completed by 2/7/2024**, but a much earlier completion date would be preferred.

The study/plan will include a solar/shade analysis, structural and electrical engineering, plus utility fees (net metering agreement). One of the main distinctions to study is the possible use of solar energy generation to power HVAC ductless heat pumps systems. The current facility still operates on resistance heat which would make powering this facility more challenging. The facility could benefit from certain plug load and building system electrical back-up systems, as it may also be used in the future during emergency events, including as an Emergency Operations Center (EOC), a clean air space during wildfires, and a shelter space during disasters, etc.

Background:

Oakridge is rural, remote, and has a high poverty rate. The community and social services provided in and by the WAC are vital to residents. Surrounded by the Willamette National Forest, Oakridge is 45 miles from the nearest metro area (Eugene/Springfield), with only one viable roadway (Hwy 58) in and out of the city. Once completed, the WAC will be a focus for community services for the 5,000+ citizens of Oakridge, Westfir, and the surrounding unincorporated areas. Roughly 75% of Oakridge households qualify as "low income" based on state standards, as the average family median income in Oakridge is \$32,583, compared to the Lane County average of \$72,200 (less than 80% of the area median income). Based on federal standards, 47% of Oakridge residents live below the poverty line, whereas the statewide average in Oregon is only 13%. Almost all students in the area receive free or reduced-cost lunch.

Oakridge's air quality is also poor, leading to higher risks of respiratory and heart problems. It is located in an EPA Targeted Airshed designated area and is in the 99th and 100th percentile rankings in both cancer risk and respiratory hazard indicators. Oakridge has faced multiple wildfires in recent years, including the 2022 Cedar Creek Fire, which came less than 10 miles from the city and forced residents to be evacuated. Unhealthy and even “hazardous” air quality from the smoke remained for months. The city has also faced declared “disasters” in recent years, including severe flooding and snowstorms. Transitioning city facilities to renewable energy will directly enhance and support the current effort to attain clean air goals.

More information about the ODOE’s Community Renewable Energy Program and the applicable grant rules is available on their website: www.oregon.gov/energy/Incentives/Pages/CREP.aspx

More information on the WAC is here: www.ci.oakridge.or.us/community/page/willamette-activity-center
Additional documents regarding the ODOE’s Community Renewable Energy Program Planning Grant and general information about the WAC and the remodeling plan are attached to this RFP. Any additional questions regarding the WAC, the ODOE grant, or the RFP process can be sent via email to City Administrator James Cleavenger at cityadministrator@ci.oakridge.or.us

Proposal Submission Method and Deadline:

Proposals (including the attached “Proposer Certification Form”) must be *received* by **August 7, 2023 at 1pm**, and may be submitted via **US Mail or email** to:

James Cleavenger, JD, LLM
Oakridge City Administrator
P.O. Box 1410
Oakridge, OR 97463
541-782-2258 x6
cityadministrator@ci.oakridge.or.us

Proposal Response Format:

Proposal responses may be submitted in any format style the Proposer desires, as long as the Proposal response addresses the criteria listed below in the “Response Criteria and Scoring” section. There is no page number minimum or maximum.

Response Criteria and Scoring:

The proposal must address each of the following elements, which will be scored during the City’s evaluation of the Proposers:

A. Proposer qualifications and experience (35 points maximum)

Provide sufficient information on the background, qualifications, technical competence, and specialized experience of Proposer to demonstrate ability to provide the services required for this project. Include a list of past projects demonstrating such qualifications and experience. Provide a firm description, relevant project examples, and names of key people on the project.

B. Local knowledge and experience (15 points maximum)

Provide a description of Proposer's prior experience working on similar projects, any projects in or around Oakridge, and any prior personal or professional knowledge or experience in or around Oakridge. Emphasize projects of similar scope, scale, and context, and how they are relevant to the project subject to this RFP.

C. Price, duration, and availability to start (45 points maximum)

Provide a rough estimate of the anticipated cost of successfully completing this project and describe the proposer's start and end date for the project. The city would prefer to start the project as soon as possible. The project *must be completed by 2/7/2024*.

D. Proposal organization and readability (5 points maximum)

The City will evaluate the extent to which the proposal follows the instructions contained in this RFP, is easy to read and follow, and is professional in its presentation. This element may also be used by evaluators to assist in understanding and scoring other Proposal Elements.

E. Preference points (5 extra points)

Five (5) extra preference points will be awarded to Proposers who are part of a disadvantaged business enterprise, minority-owned business, woman-owned business, a business owned by a service-disabled veteran, an emerging small business certified under ORS 200.055, or a business incorporating inclusive hiring and promotion policies. Proposers are responsible for requesting these extra points by mentioning their eligibility for them in their proposal response.

F. References (not scored)

Provide references from at least 3 past clients for which your firm has provided similar services that would be representative of or closely related to the work anticipated under this RFP. The City reserves the right to investigate the past performance of any submitting firm with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. For each reference, provide the following:

- Name of reference (or organization)
- Address
- Contact telephone number and email address
- Name and date of project(s) completed

Selection Committee & Evaluation Process:

The Selection Committee will evaluate and score the proposals. It is anticipated to be comprised of:

- James Cleavenger, Oakridge City Administrator
- The City of Oakridge WAC Advisory Subcommittee (members are unpaid volunteer community members who applied to serve on the subcommittee and were confirmed by the Oakridge City Council).

Notwithstanding the selection procedures identified above, the City reserves the right to modify the composition of the Selection Committee or terminate the evaluation process after

completion of any procedural stage when, in the City's sole discretion, further evaluation procedures are not required for the City to identify the Proposer who will best suit the interests of the City. If the City deems it necessary, the selection process *may* also include interviews of the top scored Proposers, and/or additional questions and responses requested from top-scored Proposers.

The evaluation process is tentatively scheduled to begin on or about: **August 7, 2023**

Proposal Withdrawal

A Proposer may withdraw its proposal at any time prior to the due date and time. A proposer may not modify its proposal after it has been submitted unless express permission to do so is granted by the City.

Proposer Response Costs

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer's expenses associated with their RFP responses.

Interpretation of RFP

Proposers are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Proposers should request clarification or additional information concerning the RFP in writing via email to the City Administrator as soon as possible.

Duration of Proposals

Any proposal submitted shall be irrevocable and open for acceptance for a period of thirty (30) days after being submitted. An award of the contract to any proposer shall not constitute a rejection of any other proposal.

Proposer minimum requirements

Proposers must be properly registered to do business in the State of Oregon.

Proposals Subject to Oregon Public Records Laws

Proposals submitted in response to this RFP become public records under Oregon law and will be subject to disclosure to anyone who submits a public records request. Proposals may be disclosed to any person making a records request, except for such information as may be exempt from disclosure under the law. Each proposer must clearly identify any information in its proposal they think may be exempt from disclosure. A proposer may not designate its entire proposal as exempt from disclosure. If the City receives a records request for information the proposer believes is exempt from disclosure, it is the proposer's responsibility to defend, reimburse, hold harmless, and indemnify the City for any costs associated with claiming an exemption.

Certain Rights Reserved

The City reserves the right to:

- a) Reject any and all proposals and cancel the RFP at any time if doing either would be in the public interest as determined by the City in its sole discretion;
- b) Issue subsequent Requests for Proposals for the same or similar services;
- c) Not award a contract for the requested services;
- d) Waive any irregularities, informalities, or deficiencies in proposals;
- e) Contact any Proposer to further clarify, modify, define, or substantiate Proposals;
- f) Negotiate a final contract that is in the best interest of the public and the City;
- g) Reject any limitations or disclaimers of liability or limitations or disclaimers of types of recoverable damages from Proposers or any sub-consultants of Proposers;
- h) Negotiate and accept, without re-advertising, the proposal of the next-highest scored Proposer, in the event that a contract cannot be successfully negotiated with the highest scoring Proposer;
- i) Reconvene the Selection Committee and collectively review the scoring, making changes as the Selection Committee deems appropriate; and

Proposer Certification Form

Proposer's Name: _____

RFP Title: Oakridge Willamette Activity Center Solar Feasibility Study

By signing this Proposer's Certification form, Proposer certifies that:

Proposer's Offer. Proposer offers to provide the services in accordance with the requirements of the Request for Proposals (RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named RFP, and that, if this proposal is accepted, Proposer will execute a contract with the City to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this RFP except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505) and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend, hold harmless, reimburse and indemnify the City for any costs associated with establishing a claimed exemption.

Certification of Non-Collusion. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other Proposer.

Certification of Compliance with Tax Laws. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including all tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318, and any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed.

The undersigned, by signature here, acknowledges, accepts, and certifies the above statements.

PROPOSER:

Authorized signature

Name of authorized signer

Title

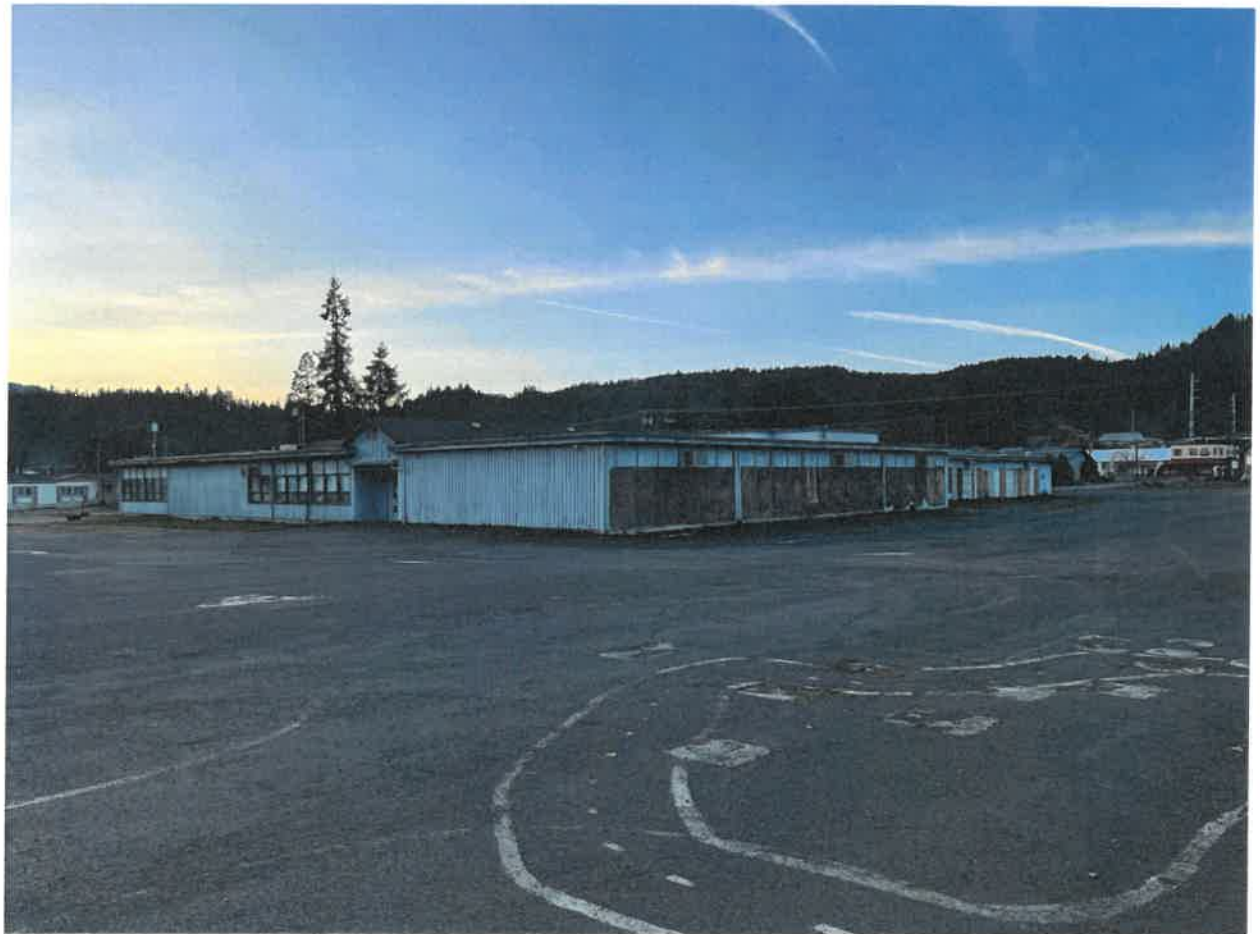
Date

Telephone number

Email address

Photos of the Oakridge Willamette Activities Center (WAC)





WAC Solar Study RFP Response Criteria and Scoring:

The proposal must address each of the following elements, which will be scored during the City's evaluation of the Proposers:

A. Proposer qualifications and experience (35 points maximum)

Provide sufficient information on the background, qualifications, technical competence, and specialized experience of Proposer to demonstrate ability to provide the services required for this project. Include a list of past projects demonstrating such qualifications and experience. Provide a firm description, relevant project examples, and names of key people on the project.

B. Local knowledge and experience (15 points maximum)

Provide a description of Proposer's prior experience working on similar projects, any projects in or around Oakridge, and any prior personal or professional knowledge or experience in or around Oakridge. Emphasize projects of similar scope, scale, and context, and how they are relevant to the project subject to this RFP.

C. Price, duration, and availability to start (45 points maximum)

Provide a rough estimate of the anticipated cost of successfully completing this project and describe the proposer's start and end date for the project. The city would prefer to start the project as soon as possible. The project *must be completed by 2/7/2024*.

D. Proposal organization and readability (5 points maximum)

The City will evaluate the extent to which the proposal follows the instructions contained in this RFP, is easy to read and follow, and is professional in its presentation. This element may also be used by evaluators to assist in understanding and scoring other Proposal Elements.

E. Preference points (5 *extra* points)

Five (5) extra preference points will be awarded to Proposers who are part of a disadvantaged business enterprise, minority-owned business, woman-owned business, a business owned by a service-disabled veteran, an emerging small business certified under ORS 200.055, or a business incorporating inclusive hiring and promotion policies. Proposers are responsible for requesting these extra points by mentioning their eligibility for them in their proposal response.



Request for Proposals Response Solar Feasibility Study & Plan

Aug. 7, 2023

Oregon Clean Power Cooperative (OCPC) is pleased to offer a feasibility study and plan for solar and battery storage at the City of Oakridge's Willamette Activity Center.

Our work would include a solar/shade analysis, structural engineering review by a licensed structural engineer, and a solar design including electrical engineering. We would also include a review of the potential for ductless heat pumps, and provide a detailed financial analysis of the project and recommendations for financing sources.

OCPC's general manager, Dan Orzech, has more than 15 years' experience in the solar industry, and will be directly responsible for managing the project.

Proposer qualifications and experience

Oregon Clean Power Cooperative is a member-owned cooperative, founded in 2015, that develops and finances solar and battery projects for communities throughout Oregon. Our work routinely includes analyzing the potential for solar and battery storage for organizations, and we have done that at hundreds of buildings in Oregon. We have also completed more detailed technical analyses and financing plans for dozens of organizations in the state, and provided financing for installing solar and batteries for some of these.

Our completed projects include:

- Mazamas Mountaineering Center (Portland)
- City of Hood River (Hood River)
- Eugene Friends Meeting (Eugene)
- First Unitarian Church of Portland (Portland)
- St. Andrew Lutheran Church (Beaverton)
- Corvallis High School (Corvallis)
- Hood River County (Hood River)
- Benton County (Corvallis)
- Lake County Library (Lakeview)
- Rogue Valley Council of Gov. (Central Point)
- Corvallis School District (Corvallis)
- Jackson County Fire District 5 (Phoenix)
- Oregon Shakespeare Festival (Talent)
- City of Talent (Talent)

- Benton County Historical Society (Philomath)
- Alton Collins Retreat Center (Eagle Creek)
- Garibaldi Grade School (Garibaldi)
- Manzanita Elementary School (Manzanita)
- Linus Pauling Middle School (Corvallis)
- Cheldelin Middle School (Corvallis)
- Franklin School (Corvallis)
- Open Door United Methodist Churches (Salem)
- St. Andrew Presbyterian Church (Portland)
- Wallowa Lake Summer Camp (Joseph)
- WS Community Action Team (Warm Springs)
- First Alternative Food Co-op (Corvallis)
- Block 15 Brewing Company (Corvallis)
- Oregon State University (Corvallis)

We have another eight projects either in construction or financed and awaiting construction start.

Some of these projects are owned by the Cooperative, others we financed, and for some we performed feasibility analyses, wrote grants and helped the organizations find sources of financing.

We were early advocates for promoting community disaster preparedness by including batteries in solar projects. All of the net-metered projects we own have batteries, including Rogue Valley Council of Governments, Jackson County Fire District 5 and the Oregon Shakespeare Festival production building. We also specified and arranged financing for batteries at our solar projects for the Neah-Kah-Nie School District, at their schools in Manzanita and Garibaldi.

Our technical partner for this project is Pure Energy Group (PEG). PEG was formed in 2021 by Matthew Henderson and Travis Sheffield, P.E., both of whom had more than a dozen years' experience designing and installing solar systems, most recently for BE Solar / Benton Electric. OCPC has worked with Matthew and Travis on many of our solar installations.

For structural engineering, we work with two well-established engineering firms with experience with solar projects, Grummel Engineering of Portland, and Stability Engineering of Corvallis.

A feasibility study by itself does not guarantee that a solar and battery project will get built. OCPC has deep expertise in solar project finance. We conduct detailed analyses of building electric usage and electrical costs based on utility rates, allowing an estimate of future cost savings from solar. We then draw upon our extensive knowledge of financing sources available for solar and batteries, which can include our own financing, to provide a funding plan and grant writing if desired. Solar and battery financing is complicated and changing rapidly, with the availability of federal Inflation Reduction Act and Infrastructure funding. We follow these changes, as well as state and utility funding sources, closely.

OCPC is familiar with Oregon Dept. of Energy CREP grants, having secured a planning grant for a City of Talent community solar project, as well as two construction grants, one for the City of Talent and one for Central Oregon Community College in Madras.

We have been awarded numerous other grants for our solar projects, including funding from Pacific Power, PGE, ODOE RED grants, the U.S. Dept. of Energy, Pacific Northwest National Laboratory, Bonneville Environmental Foundation, and private foundations.

Local knowledge and experience

We do not have any experience with projects in the Oakridge area or particular local knowledge.

Price, duration, and availability to start

Price: \$9,500

Start: We are available to begin work within two weeks of the RFP being awarded.

Duration: We expect the study to take no more than three months, and would aim to complete it in less time.

Preference points

Oregon Clean Power Cooperative is a Certified Oregon Emerging Small Business (ESB).

References

City of Phoenix, OR

220 N. Main St., Phoenix, OR 97535

Joe Slaughter, Community & Economic Development Director

541.535.2050, ext. 316 joe.slaughter@phoenixoregon.gov

Solar Analysis – City of Phoenix Government and Public Safety Building

Completed July 5, 2023

Corvallis School District

1555 SW 35th St, Corvallis, OR 97333

Dale Kuykendall, Senior Project Manager, Wenaha Group

(503) 887-4178 DaleK@wenahagroup.com

Feasibility studies for 15 schools, May/June 2019, by Matthew Henderson

Feasibility / financing consulting for 6+ schools, 2019-2023, by Oregon Clean Power Cooperative

Quinault Indian Nation

Solar feasibility study / RFP for QIN Wellness Clinic

511 West Heron Street, Aberdeen, WA Completed August 2021

Keith Barnes, Wenaha Group KeithB@wenahagroup.com



GLUMAC

A TETRA TECH COMPANY

City of Oakridge Solar Feasibility Study and Plan

Response to RFP

Contact: Ante Vulin

avulin@glumac.com

(971) 284-3820

August 4, 2023

James Cleavenger, JD, LLM
Oakridge City Administrator
City of Oakridge
P.O. Box 1410
Oakridge, OR 97463
(541) 782-2258 x6
cityadministrator@ci.oakridge.or.us

Subject: City of Oakridge Solar Feasibility Study and Plan

Dear James,

The City of Oakridge is known for being a scenic area, with safety and sustainability at the heart of the community. Glumac understands that this project is an important part of the City of Oakridge's goals, and will have larger and long term effects on residents. We have reviewed the information in the RFP and we are confident we can successfully complete this project and provide a realistic and actionable plan for the City.

Glumac is a recognized leader in sustainable engineering and design, having completed hundreds of sustainable projects across the Pacific North West and West Coast. We are well versed in the requirements and considerations that go into adding solar power to various facility types, and have supported sustainable power solutions for many communities.

We believe you will find Glumac especially qualified for this project for the following reasons:

- **EXPERIENCE:** We have worked on over 100 projects involving photovoltaic arrays, including the Oregon State Treasury, Creekside High School, Cascada in Portland, among others that you will see in our proposal.
- **SUSTAINABLE DESIGN:** Glumac is a leader in cost-effective and innovative sustainable design solutions. We have designed over 200 LEED-certified projects, including 13 Platinum projects. Our focus is "Green Buildings that Work" and we provide value to the Owners and users with the best engineering and commissioning solutions.
- **STAFF:** Along with our in-house experts, we are teaming with **Emerio**, an MBE/DBE Engineering firm for structural engineering services and **OEG** for cost estimation and construction planning services.

Based on the information provided and our experience, we have assembled a team of commissioning agents and specialists with the specific skills to perform the required work. The team and qualifications are included in this proposal. Please call us if you have any questions or comments so we may tailor the scope of services and fee to match your requirements. We appreciate the opportunity to be of service and look forward to working with you and the rest of the team on this project.

Sincerely,



Mario LaMorticella, PE, LEED AP, Vice President
Program Manager
GLUMAC
(503) 345-6355 | mlamorticella@glumac.com



Ante Vulin, LEED AP BD+C, LEED AP ID+C, Vice President
Project Manager
GLUMAC
(971) 284-3820 | avulin@glumac.com

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A. PROPOSER QUALIFICATIONS AND EXPERIENCE

ABOUT GLUMAC

We specialize in cost-effective, sustainable design and operation of high-performance buildings. We have a comprehensive sustainable building design background and have delivered projects with the highest level of certifications including LEED Platinum, Living Building Challenge and Net-Zero Energy/Water. We support our clients with energy resiliency planning, energy conservation and continuous facility optimization efforts. Through this work, we have insights into the operations and design standards from institutions across the country.

Glumac is proud to be a leader in sustainable design. We are longtime, active members in the U.S. Green Building Council and International Living Future Institute, the leading green building organizations in the United States. Glumac's staff includes more than 100 LEED APs, and a growing roster of both Living Building Ambassadors and WELL APs. We have extensive sustainable design experience with over 70 LEED Platinum certified projects, over 50 Net-Zero/Net-Zero ready projects, and over 20 WELL certified projects.

We bring our in-house tools and resources and close industry partnerships to expand project possibilities and tailor our practice to suit each unique project. We provide local support to our clients, including green code compliance, and bring forth sustainable design incentives and rebates to help our clients evaluate first and long-term building costs.

ENERGY

Glumac's dedicated energy department specializes in energy modeling, energy auditing and energy management. We work exclusively on optimizing building performance to reduce carbon emissions and improve the resiliency of energy systems. We have extensive experience with energy master planning, energy auditing (ASHRAE Level 1-3), life-cycle cost analysis and retro-commissioning. We provide renewable energy and microgrid energy modeling to provide cost benefit analysis and optimize generation and storage capacity.

LEGAL NAME

Glumac

MAIN & LOCAL OFFICE LOCATION

900 SW 5th Ave
Suite 1600
Portland, OR 97204
(503) 227-5280
www.glumac.com

POINT OF CONTACT

Ante Vulin
Project Manager
(971) 284-3820
avulin@glumac.com

YEARS IN BUSINESS - 52

NUMBER OF EMPLOYEES

Portland: 51



ABOUT GLUMAC

RESILIENCY PLANNING

Our team specializes in accomplishing energy resilience evaluations and scoping energy resilience projects for government facilities. We excel at working with our clients to prioritize the requirements that will support the critical functions and help prioritize the requirements of all facilities across their area of responsibility. Our established team includes expertise in energy resilience, water and wastewater resilience, thermal resilience, distributed generation, renewable energy, utility rate analysis, cybersecurity, master planning, and project development.

MEP ENGINEERING

Glumac's in-house engineering team has the capability to support the assessment, design and procurement of renewable energy and microgrid projects for our clients. We will leverage expertise within our experienced staff of professionals to execute complete complex projects safely and on schedule. We are well-versed in the planning and design of the MEP infrastructure for photovoltaic array systems. We approach each project by first understanding the existing paradigms of the institution to improved delivery of MEP services and operational efficiency.



RELEVANT EXPERIENCE

REGIONAL EXPERIENCE

Bend Parks and Recreation Larkspur Center, Bend, OR

- 34,000 sf fitness center expansion includes leisure pool, lap pool, track, group fitness rooms, administrative rooms, and senior recreation facility

Metropolitan Waste Management Commission, Eugene, OR

CITY DEVELOPMENT CENTER

- 7,300 sf new building to replace an existing temporary Industrial Source Control modular office
- Renovation and expansion of the Maintenance Building and Operations Building at the Water Pollution Control Facility

Northwest Natural, Various Locations, OR

- Renovations and MEP infrastructure upgrades in Eugene; Sherwood; Medford; and Mist

Wayne L. Morse US Federal Courthouse, Eugene, OR | LEED Gold

- 265,000 sf building included six courtrooms and associated chambers and ancillary spaces.

Lane Community College, Eugene, OR

I TEC | Targeting LEED Silver

- 58,110 sf demolition and new addition of a 50 year old, high-bay existing trades training building that houses educational programs for manufacturing, mechatronics, metrology, transportation tech, AI, AR/VR/Simulations, robotics, and automation.

Eugene Riverfront District, Eugene, OR

- MEP, Lighting Design, Energy Analysis and Sustainability Consulting for a new mixed-use development along the Willamette River waterfront

PARCEL 3B/C

- 174,000 sf, four-story, 130-unit market-rate housing apartment building with 80 surface parking spaces

PARCEL 7

- 107,000 sf, four-story market-rate housing apartment building with surface and tuck-under parking for 85 vehicles

City of Eugene, Eugene, OR

- Campbell Community Center Renovation and Expansion



SOLAR EXPERIENCE

Cascada, Portland, OR | Targeting LEED Platinum

- 84,000 sf, new four-story core and shell, retail, residential and office building with indoor pool
- Mass timber structural system, all-electric HVAC system, solar PV array, and other environmentally efficient strategies
- Pursuing Path To Net Zero

Confidential Technology Client Electrification Study, Kirkland, WA

- Electrification, battery energy storage, and solar photovoltaic study for a corporate campus targeting carbon neutrality

Blue McKenzie, Springfield, OR

- 8 story, 84 unit apartment tower with ground floor retail
- CLT construction, rooftop PV, and solar hot water

Waverly Woods Multifamily, Milwaukie, OR

BUILDING A1

- 60,000 sf, 32-unit, four-story residential building with one level of below-grade parking
- EV chargers and a 45kw solar array were planned for in SD

Tigard-Tualatin School District, Tigard, OR

CREEKSIDE COMMUNITY HIGH SCHOOL | Achieved Net Zero

- 18,000 sf, new 140-student alternative classroom facility includes classrooms, technology lab, flexible space for hands-on learning and lunchroom/commons and 125kW PV array
- ASHRAE Region IX, Regional Tech Award (New Education), First Place, 2020

MARIO LaMORTICELLA, PE, LEED AP, VICE PRESIDENT ROLE: PROGRAM MANAGER

Mario is well-versed in the design process, from schematic design through construction administration. Since joining Glumac in 2005, he has amassed extensive experience managing projects and producing sustainable electrical designs for educational, institutional, and healthcare facilities. Mario is the discipline lead for the electrical department and is responsible for the overall electrical staffing at Glumac. As Vice President in Charge, Mario is directly responsible for the successful execution of the contract. He will lead the assembled team, commit the resources of the firm, establish the strategic direction of the team and he will work on scope development, and corporate staffing resources.



PROJECT EXPERIENCE

Meyer Memorial Trust Headquarters, Portland, OR | LEED Platinum

- 19,800 sf new sustainable Headquarters Building, fully electric office building
- 50 kW Photovoltaic Array with Energy Metering Dashboard
- Mass timber construction, ETO Path To Net Zero

Jack E. McAllister Central Transfer Station, Anchorage, AK

- New transfer station, including seven facilities for maintenance, administration, and storage, totaling roughly 141,000 sf
- Comprises radiant heat, 60 kW wall-mounted solar array, and a combined heat and power system

Portland Public Schools, Portland, OR

BENSON HIGH SCHOOL MODERNIZATION | LEED Gold

- Electrical and Technology Integration design services for the complete renovation of a 375,000 sf polytechnic high school
- Designated Portland Historic Landmark. Rooftop PV Array.

Portland State University, Portland, OR

FOURTH AVENUE BUILDING TURBINE REPLACEMENT

- Glumac acted as Prime for the removal of the existing single 2.7MW turbine, the installation of one new 3MW diesel generator, and the reconfiguration of existing or installation of new associated infrastructure

SCIENCE RESEARCH AND TEACHING CENTER

- Medium and low voltage distribution upgrades

Eugene Riverfront District, Eugene, OR

- MEP, Lighting Design, Energy Analysis and Sustainability Consulting for a new mixed-use development along the Willamette River waterfront

QUALIFICATIONS

- University of Portland, Portland, OR
 - B.S., Electrical Engineering
- Licensed Professional Engineer
 - OR: 70674PE
 - WA: 49754
 - ID: 18193
 - AZ: 64705
- LEED Accredited Professional

EXPERIENCE

- With Glumac Since: 2005
- In the Industry Since: 2002

ANTE VULIN, LEED AP BD+C, LEED AP ID+C, VICE PRESIDENT **ROLE: PROJECT MANAGER**

Ante is an experienced sustainability consultant and energy analyst focused on helping new and existing buildings reach their full potential. He specializes in the intersection of building energy and indoor environmental quality, making sure that buildings can be both efficient and healthy for their occupants. Ante leads Glumac's embodied carbon and Life Cycle Assessment consulting practice, giving our clients the knowledge to tackle this carbon-intensive part of the built environment. He has worked on over 70 LEED projects, across rating system versions including New Construction, Operations and Maintenance, Core and Shell, Commercial Interiors and Healthcare. He has over a decade of experience working with clients from the commercial office, mixed-use, hospitality, multifamily, higher education, K-12, healthcare and government sectors.



PROJECT EXPERIENCE

Meyer Memorial Trust Headquarters, Portland, OR | LEED Platinum

- 19,800 sf new sustainable Headquarters Building, fully electric office building
- 50 kW Photovoltaic Array with Energy Metering Dashboard
- Mass timber construction, ETO Path To Net Zero

City of SLO Carbon Neutral Facilities Plan, San Luis Obispo, CA

- Reduce GHG emissions from city owned facilities through energy efficiency, electrification, and solar
- Develop of a strategic plan to identify near term funding priorities for the 2023-25 Financial Plan
- Provided a fleet electrification study to develop an EV transition and changing infrastructure road map

(CSU) San Diego State University, San Diego, CA

CARBON NEUTRALITY PLAN

- Established a carbon neutrality roadmap to decarbonize campus energy, building and transportation system
- Provided a campus energy transition and phasing plan to decommission existing cogen central plant and steam distribution

CSU Chancellor's Office Decarbonization Framework, Statewide

- Developing a system-wide decarbonization framework to reduce GHG emissions of fossil fuel based systems across all 23 campuses

QUALIFICATIONS

- Massachusetts Institute of Technology, Cambridge, MA
 - BS, Civil Engineering (2007)
- LEED AP BD+C
- LEED AP ID+C

PROFESSIONAL AFFILIATIONS

- ILFI Portland Collaborative, Research & Advocacy, Co-Chair (2016 – Present)

EXPERIENCE

- With Glumac Since: 2019
- In the Industry Since: 2009

BRAD MILLER, LEED AP BD+C, WELL AP, CEM **ROLE: ENERGY ANALYST**

Brad joined Glumac from the East Coast, with a varied background in sustainable design consulting, WELL consulting, energy incentives, energy audits, renewable energy feasibility studies, and mechanical design. He is experienced with office, lab, residential, and higher education spaces, both new construction and renovations. As energy analyst, Brad will help the project team assess design choices for LEED and code compliance, in addition to energy savings. Brad is most excited by projects that push the boundaries of energy efficiency, driving toward a more resilient and sustainable built environment.



PROJECT EXPERIENCE

Central Washington University, Ellensburg, WA

- ASHRAE Level 2 energy audit for energy efficiency measures and payback periods, in compliance with the Washington Clean Buildings Act
- More than 650,000 sf of university facilities, including lab, classroom, and residential space, in addition to the student union

9 North, Seattle, WA

- 120,000 sf, eight-story, mixed-use core and shell office, including two levels of below-grade parking, 30 kW PV array, and decoupled ventilation and heating/cooling
- Targeting LEED Gold and full electrification

Equity Residential 249 3rd Street, Cambridge, MA*

- New five-story, 84-unit, 86,000 sf residential facility, including fitness center, yoga studio, club room, dog care amenity space, solar array, electric vehicle charging, and a green roof
- LEED Gold

Cape Cod Community College, West Barnstable, MA*

- Science Center and Engineering Building
- New 39,000 sf facility comprising science labs, computer labs, lecture hall, offices, solar array, and natural ventilation
- Net Positive Energy and all-electric MEP design
- Designed for LEED Silver

3665 Stone Way, Seattle, WA

- Eight-story, 242-unit residential facility
- Designed photovoltaic electrical infrastructure to meet C406 requirements

QUALIFICATIONS

- Boston University, Boston, MA
 - B.S., Mechanical Engineering (2017)
 - Concentration in Energy Technologies
- LEED Accredited Professional Building Design + Construction
- WELL Accredited Professional
- Certified Energy Manager

EXPERIENCE

- With Glumac Since: 2021
- In the Industry Since: 2018

* Projects completed prior to joining Glumac

JEREMY TOEWS, PE, ASSOCIATE

ROLE: LEAD ELECTRICAL ENGINEER

With a degree in renewable energy engineering and a focus on sustainability, Jeremy brings a unique perspective to electrical design. Jeremy is experienced in challenging and progressive projects. His extensive portfolio of project experience includes high-tech data centers, innovative commercial office spaces, and multi-use higher education facilities. He is proficient in Revit and has gained experience in power distribution design and power system studies. Jeremy enjoys collaborating and designing systems that are cost-effective, innovative and sustainable. As Lead Electrical Engineer/Designer, Jeremy will lead the electrical systems design effort as well as provide quality control checks during the design. Jeremy will coordinate with the entire design team to ensure that project milestones are met, design the electrical systems and provide associated construction specifications, and conduct site visits to ensure the project is being built as designed.

PROJECT EXPERIENCE

Kirkland Urban Solar, Kirkland, WA

- Electrification study, battery energy storage, and solar photovoltaic study for a corporate campus targeting carbon neutrality

Central City Concern, Portland OR

BLACKBURN CENTER

- 117,000 sf, 6-story new building includes 2 floors of Clinic/Urgent Care, 4 floors of transitional housing, along with community/meeting spaces and offices
- 140kW photovoltaic array

Daimler Trucks North America Headquarters, Portland, OR

- 265,000 sf, 9-story, Class A office building includes open and private offices, a conference center, full-service kitchen and dining area, and semi-truck showroom
- LEED Platinum. 200KW PV array installed on parking garage

Oregon State Treasury, Salem, OR

- New 3-story headquarters building designed to provide resilience for immediate occupancy and continuity of operations after a severe Cascadia Subduction Zone earthquake and other potential events (flood, wildfire, windstorms)
- Included microgrid design optimized for resiliency incorporating: generator, solar PV array and Battery Energy Storage System
- U.S. Resiliency Council Platinum



QUALIFICATIONS

- Oregon Institute of Technology, Wilsonville, OR
 - B.S., Renewable Energy Engineering
- Licensed Professional Engineer
 - OR: 93070PE

EXPERIENCE

- With Glumac Since: 2015
- In the Industry Since: 2015



RYAN ARCHER, PMP

ROLE: PROJECT MANAGER

Mr. Archer is a project manager with 15 years of experience who has worked on multiple projects on the Oregon State University campus. After obtaining his degree in Construction Engineering Technology he worked as an estimator, then assistant project manager, and in 2013 started as a project manager. His organization and attention to detail will make him an integral part of the project team.

PROJECT EXPERIENCE

Echo Hollow Pool, City, Oregon | LEED Silver

- The renovation Echo Hollow Pool included a complete renovation of the existing facility and additions of new exterior pool.
- The outdoor portion of the original pool was demolished and replaced with a new 25-meter-by-25-yard pool and an activity pool. Constructed to LEED Silver standards, the innovative design significantly reduced carbon emissions through the use of a highly efficient electric heat pump system, indoor and underwater LED lighting, and a 167-panel solar array on the roof.
- 60kW Solar Electric (PV) System

Lane County Developmental Disabilities Services, Eugene, Oregon | LEED Silver

- The new 26,000 SF DDS building is meant to be welcoming to the public, easy to find, and easy to navigate. It will accommodate the needs of clientele, their caregivers, and County staff as it provides the support spaces that service delivery requires.
- The healthy and sustainable building created from durable materials that has both the flexibility for future growth and the economy to conform to allocated budgets was designed to LEED Silver criteria. The project bid under budget by \$1 million and is scheduled to open in 2022.
- 47.12kW Solar Electric (PV) System

OSU Campus Operations, Corvallis, Oregon

- The OSU Campus Operations Center is a 60,000 sq. ft. building that was completed in August 2021 as a centralized hub to support services involving facilities and infrastructure operations.
- The facility has a Photovoltaic (PV) array system supplying 35% of its annual energy needs.
- 416kW Solar Electric (PV) System



QUALIFICATIONS

- East Tennessee State University
 - B.S., Construction Engineering Technology
- Southern Oregon University
 - Master's in Business Administration
- Project Management Professional (PMP)

EXPERIENCE

- With OEG Since: 2019
- In the Industry Since: 2001



SPENCER WILBERGER

ROLE: ESTIMATOR

Mr. Wilberger is a skilled estimator who excels at project budgeting, project cost estimates, and project change order pricing. Before joining the OEG Estimating department Spencer spent time in the field supervising and organizing electricians on new construction as well as renovations.

PROJECT EXPERIENCE

Lane County Developmental Disabilities Services, Eugene, Oregon | LEED Silver

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- 416kW Solar Electric (PV) System

Corvallis School District Franklin Elementary, Corvallis, Oregon

- Renovation of and K-5 elementary school.
- All new electrical switch gear, feeders, and LED lighting.
- 22.36kW Solar Electric (PV) System



QUALIFICATIONS

- Certificate of Completion of NECA Estimation of Electrical Construction
- Certification of Completion of American Society of Professional Estimators Intro to Construction Estimating
- Licensed Journeymen (OR)
- OSHA 30 Trained
- EEW Trained
- Scaffold Trained
- Lock Out/Tag Out Qualified
- Confined Space Trained

EXPERIENCE

- With OEG Since: 2011
- In the Industry Since: 2011

WILLIAM PHAUP, PE, SE, MLSE

ROLE: STRUCTURAL LEAD

William has 25 years of experience in structural engineering and construction, specializing in design, feasibility and constructability studies; permitting; and construction support. Relied upon for efficient, code-compliant solutions for infrastructure, commercial, and industrial projects in steel and concrete, William delivers simple solutions to challenging construction design objectives. His experience includes inspections, assessments, and design for deep concrete foundations for multi-story commercial and residential structures, and steel and concrete frames and foundations.

PROJECT EXPERIENCE

Portland Bureau of Environmental Services, Portland, OR **BALCH CREEK TRASH RACK RETROFIT**

- Structural Engineer for this task order to design the retrofit of the Balch Creek Trash Rack System in Lower Macleay Park. William provided detailed selection and design of major steel components and detailed foundation design to include steel supports, reinforced concrete, and anchorage. He also provided QA/QC for drawings and calculations.

Prosper Portland, Portland, OR **FIREHOUSE DEMOLITION**

- Structural Engineer for this project to demolish an old vacant firehouse and prepare the site for redevelopment. William's tasks included the preparation of demolition plans and technical specifications; and providing technical assistance with permitting.

Metro, Fairview, OR **BLUE LAKE PARK**

- Senior Structural Inspector for a conditions assessment of structural systems for use with park planning and remodel work to assist Metro in articulating a long term vision for Blue Lake Regional Park. William provided surface observations of as-built/ existing conditions at eight picnic shelters and assessed various structural park components.

Portland Bureau of Transportation, Portland, OR **4TH AVE: LINCOLN - BURNSIDE**

- Structural Engineer of Record for this project to reconstruct and repave SW 4th Avenue from SW Lincoln to SW Ankeny. A protected bikeway and new signalized pedestrian crossings were installed and ADA corner ramps upgraded. William provided structural assessments.



QUALIFICATIONS

- University of Colorado, Boulder, CO
 - MSCE, Structural Engineering
 - B.S., Civil Engineering
- University of Virginia
 - MECE, Environmental Engineering
 - B.A., Mathematics and Environmental Sciences
- NCEES (MLSE) #28300
- Licensed Professional Engineer
 - OR #57910
 - WA #44123
 - CA #6276

OREGON MWESB CERTIFICATION

- MBE/DBE #561

YEARS OF EXPERIENCE

- With Emerio Since: 2019
- In the Industry Since: 1996

B. LOCAL KNOWLEDGE AND EXPERIENCE

LOCAL KNOWLEDGE AND EXPERIENCE

LOCAL KNOWLEDGE

Glumac has worked on a variety of projects all across Oregon, and similarly, our staff is located across Oregon, meaning we are invested in many communities. We have a long history of work in Oregon, including Eugene near Oakridge. We look forward to extending that experience into the Oakridge area.

EXPERIENCE

Glumac provides full life-cycle microgrid services, including technical advisory, feasibility studies, grant application support, detailed engineering, procurement, commissioning, and performance monitoring. We have a long history supporting climate adaptation and energy resiliency at critical emergency facilities throughout the nation. For details about some of these projects, see page 19.

Our team evaluates the cost-effectiveness of on-site generation and microgrid solutions for various facilities, including mission critical installations that are dependent on energy resiliency to maintain safety. We perform full engineering and financial analysis of critical loads and potential distributed energy resources (DERs) and determine the practicality and economic viability of microgrid solutions. Optimizing the quantity of renewable energy generator and energy storage system is critical for achieving financial return and energy resiliency goals.

We specifically have experience planning on-site generation and microgrid systems, including in California, where utility rate structures have quickly shifted, and project teams have had to be nimble. We have customized analysis tools that allow for renewable energy to be evaluated and optimized, based on a particular site's load profile and utility tariff. In designing renewable energy systems, utility net metering regulations must be taken into account, such as specific Net Energy Metering (NEM) guidelines.

Some of our additional relevant experience is outlined throughout this document. Our team of microgrid subject matter experts and engineers will leverage their experience, lessons learned, and best practices as we lead the City of Oakridge through this planning process.



OREGON STATE TREASURY

Salem, Oregon

The new two-story Oregon State Treasury (OST) facility is a demonstration of resilient design, designed to protect occupants from a Cascadia Subduction Zone magnitude 9.0 earthquake, floods, wildfires, windstorms, and/or a volcanic eruption. It is designed to be operational 24/7 post-disaster for the 100 full-time OST staff, as well as support visiting staff from other state agencies.

Glumac provided mechanical, electrical, plumbing, and lighting design, along with technology integration services. Glumac integrated resiliency into every aspect of the design including seismic bracing of mechanical equipment and light fixtures, mixed-mode natural and mechanical ventilation, and renewable energy systems that allow the building to maintain occupancy after major emergencies.

AWARDS/CERTIFICATIONS

- United States Resiliency Council Platinum. First in Oregon, and the first USRC-rated seismically isolated building in the United States.
- Targeting International Living Future Institute Net Zero Energy Certification & LEED Gold equivalent

NOTABLE FEATURES

- Solar photovoltaics with battery storage sized to sustain operation for at least 96 hours without a utility grid connection
- Electrical distribution structured into three distinct branches – normal, critical, and life safety – to achieve the necessary loads for continued operation
- Emergency generator tied into a microgrid
- The building has been modeled to consume 43% less energy than an ASHRAE 90.1-2016 baseline, exceeding the target of a 30% reduction and meeting the Oregon SEED requirement of 20% below Oregon Energy Code



- The project will also meet the requirements of the Energy Trust of Oregon's Path to Net Zero incentive with an EUI that aligns with Architecture 2030 Challenge milestones (target of <14 kBtu/sf/year, including PV, project is Net Zero Energy)
- A facility life expectancy of 100 years
- Completed one day earlier than scheduled and \$2 million dollars under budget.

SIZE: 34,000 sf

START/END DATE: September 2019 / 2023

ARCHITECT: GBD Architects

CONTRACTOR: Pence Construction

TENANT: Oregon State Treasury

SERVICES: Mechanical, Electrical, Plumbing, Technology Integration, Lighting Design

LAKE OSWEGO SCHOOL DISTRICT RIVER GROVE ELEMENTARY SCHOOL REPLACEMENT

Lake Oswego, Oregon



Image credit: IBI Group

The new and larger River Grove Elementary school replaces an existing facility of the same name on the same site.

The 79,800 sf school will serve 600 students and is set to open in time for the Fall 2024 term. The facilities include classrooms, innovation lab, library, play areas, kitchen, covered outdoor classroom and community garden.

Glumac provided MEP engineering, energy analysis, lighting design, and technology integration services.

The building is designed to be used as a community refuge space in the event of a disaster. The MEP systems serving the gym, kitchen, and commons are seismically braced at a level usually seen in essential facilities.

AWARDS/CERTIFICATIONS

- Targeting Path to Net Zero Energy

FEATURES

- Fully electric systems
- 250kW photovoltaic array
- Microgrid to reduce the operational carbon impact of the building by peak shaving during high utility demands
- Dedicated Outside Air Systems (DOAS) to improve indoor air quality
- Sensible cooling fan power boxes
- Resilient MEP systems

SIZE: 79,800 sf; 600 students

CONSTRUCTION COST: \$40,000,000

START/END DATE: May 2021 - Anticipated Summer 2024

DELIVERY METHOD: Design Bid-Build

ARCHITECT: IBI Group

OWNER: Lake Oswego School District

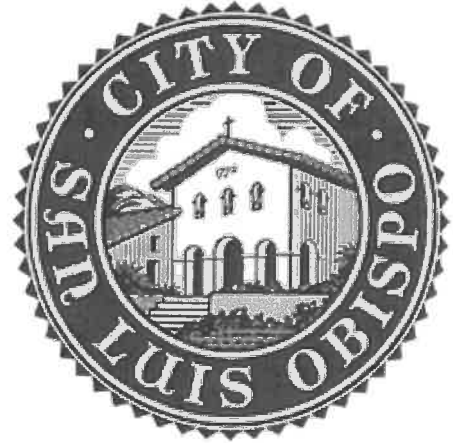
SERVICES: Mechanical, Electrical, Plumbing, Technology Integration, Energy Analysis, Lighting Design

CITY OF SAN LUIS OBISPO CARBON NEUTRALITY PLAN

San Luis Obispo, California

Glumac is supporting the City of San Luis Obispo with developing a Carbon Neutral Facilities Plan in support of the City's Climate Action Plan. It will provide the City with a decarbonization framework to eliminate Scope 1 and 2 emission and have carbon neutral city operations by 2030. Glumac's strategic plan will prioritize and identify near term funding efforts for the 2023-25 financial plan, create policy, and develop a long-term strategy through 2030. The scope of the project includes the following:

- **Clean Energy Microgrids:** A microgrid feasibility study at the City's main fire station and emergency call center to maintain operations during an outage. This will include a microgrid control systems that integrates solar PV, battery energy storage, and the existing backup generator.
- **Fleet Electrification:** Fleet electrification plan to transition to all-electric. This will include developing an electric vehicle transition roadmap, a charging needs assessment, and a long term infrastructure plan. Glumac is providing preliminary engineering to support immediate changing infrastructure implementation.
- **Solar PV:** A portfolio solar PV study to assess rooftop and carport solar opportunity at municipal facilities. Glumac is working with the City to establish a solar development and procurement strategy.
- **Building Decarbonization:** Energy audits and building electrification studies at all 30+ city facilities. Glumac is identifying carbon reduction opportunities; providing energy and financial modeling; and developing a custom scenario analysis planning tool that will be turned over to the City.



SIZE: 30 buildings

START/END DATE: 2022 - Ongoing

OWNER: City of San Luis Obispo

SERVICES: Energy Analysis

MEYER MEMORIAL TRUST HEADQUARTERS

Portland, Oregon

Glumac provided MEP Engineering, Technology Integration, Energy Analysis, and Commissioning for the new headquarters for Meyer Memorial Trust, a foundation that invests in organizations, communities, and efforts that promote equity in Oregon.

The new three-story, 19,800 sf headquarters was envisioned as a place for community leaders, non-profits, and local organizations to connect and gather. Alongside office workspace for 50 staff, the new building features meeting and event spaces, a library, and an educational garden. Indoor and outdoor gathering spaces are open to the street, connecting the foundation with the local community it serves.

AWARDS/CERTIFICATIONS

- Oregon's 1st LEED NC v4 Platinum
- Targeting Energy Trust of Oregon Path to Net Zero
- 2021 USGBC Leadership Award
- 2020 Forest Stewardship Council Leadership Award

NOTABLE FEATURES

- The roof is oriented and shaped to maximize solar photovoltaic production.
- 50kW Photovoltaic Array with Metering Dashboard that demonstrates lighting, HVAC, and plug loads.
- Regionally harvested and locally manufactured materials
- One of the first buildings in the country to use Mass Plywood, a next-generation wood product
- Occupancy controls and CO₂ sensors increase occupant comfort and reduce energy consumption when the building usage changes between event and office space.
- In line with the mission of the Foundation to promote equity, the project achieved 55 percent MWESB participation.



Image Credit: Joel B Sanders



Image Credit: Joel B Sanders

SIZE: 19,800 sf

CONSTRUCTION COST: \$9,400,000 (estimated)

START/END DATE: 2018-2020

ARCHITECT: Lever Architecture

DEVELOPER: Project^

CONTRACTOR: O'Neill / Walsh Community Builders

OWNER: Meyer Memorial Trust

SERVICES: Mechanical, Electrical, Plumbing, Technology Integration, Energy Analysis, Commissioning, Sustainability Consulting

CENTRAL TRANSFER STATION

Anchorage, Alaska

This Anchorage transfer station represents multi-discipline collaboration between Glumac and its parent-company, Tetra Tech. Glumac is providing mechanical, electrical, plumbing, and lighting design, along with technology, energy modeling, and commissioning services. Tetra Tech is providing the architecture and structural engineering.

The transfer station comprises seven facilities that include space for waste collection, weighing, vehicle maintenance, warm vehicle storage, fueling, and administration, which includes a fitness area, locker room, and showers. There will also be an educational area for school groups.

Most notable is the transfer station's combined heat and power system. It runs on natural gas – more reliable than electrical energy in Alaska – and functions as its own miniature power plant. The waste heat from the system helps to heat the radiant floor system. Radiant floors are an important component in the function of the transfer station, preventing ice from forming on the ground and causing the trucks to slip.

The facility also has a 60 kW solar array. It is wall-mounted to the south side of the facility, rather than on the roof where snow collects.

Because Glumac and Tetra Tech are joint companies, the designers, engineers, and architects were able to work together in BIM 360—Autodesk's cloud-based 3D drafting and design platform. When the architects made a change in their design, it appeared immediately on the engineers' models. This full integration provided a heightened level of communication and coordination.



- COMMISSIONED SYSTEMS**
- Sump pumps
 - Building management system
 - Gas/Electric unit heaters
 - Air handlers
 - Make-up air units
 - Boiler
 - VRF
 - Radiant heating snow melt
 - Radiant heating freeze protection
 - Exhaust
 - Domestic hot water
 - Compressed air system
 - Heat trace
 - Oil pumping
 - Emergency power
 - Electrical distribution
 - Lighting
 - Lighting controls
 - Energy meters
 - Electric vehicle charging
 - Security
 - Access control
 - Fire alarm
 - Vehicle scaling

SIZE: 141,000 sf

CONSTRUCTION COST: \$114 million

START/END DATE: January 2019 / Mid 2023

ARCHITECT: Tetra Tech

CONTRACTOR: Davis Constructors & Engineers

OWNER: Municipality of Anchorage

SERVICES: Mechanical, Electrical, Plumbing, Technology Integration, Energy Analysis, Commissioning, Lighting Design

SAN JOSE FIRE DEPARTMENT TRAINING CENTER

San Jose, California

The City of San Jose hired Glumac to design the relocation of its Fire Department Training Center (FDTC). It will occupy approximately 6.5 acres at the Central Services Yard and a new parcel. Phase 1 includes the construction of a new 24,000 sf administrative and classroom training building; the seismic upgrade and retrofit of existing Building D4; site development; and site amenities. Phase 2 includes the site development of a new 4-acre parcel of land, parking lot, and development of the FDTC's fire training area, including a new prefabricated six-story training tower and utilities that will be designed for both Class A and Class B training scenarios. The project also includes the retrofit of an existing building to accommodate apparatus storage and equipment.

During construction, the City asked Glumac to evaluate adding a microgrid to serve critical operations at the emergency call center and a portion of the facility that will be utilized as the City's emergency command center during a significant disaster event. Glumac evaluated various microgrid system options to integrate with the designed and partially installed infrastructure. Staff worked with the City to meet its resiliency requirements, while minimizing construction and cost impacts. The proposed approach included some reconfiguring electrical distribution and adding a BESS with microgrid controller to manage loads, solar generation, and a backup generator.

FEATURES

- Targeting LEED Silver, currently tracking for Gold
- Targeting Zero Net Carbon
- Targeting Zero Net Energy



SIZE: 85,208 sf

CONSTRUCTION COST: \$51,000,000

START/END DATE: 2020 / anticipated 8/2023

ARCHITECT: Ten Over Studio

OWNER: City of San Jose

SERVICES: Mechanical, Electrical, Plumbing,
Energy Analysis, Commissioning

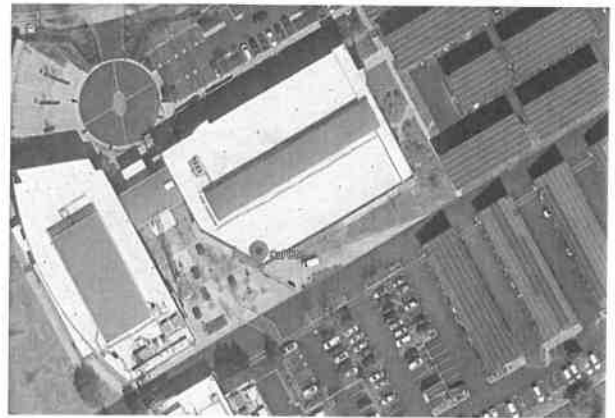
DGS CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES MICROGRID AND RESILIENCE STUDY

Mather, California

The State of California Governor's Office of Emergency Services (Cal OES) has an opportunity to incorporate microgrid at the headquarters location. This 3-building campus location will include a feasibility study to add resiliencies in order to analyses, design options, cost-benefit analyses, performance requirements, and comprehensive A&E and the result of the installations will support resiliency, facility emergency operations, cost savings, and carbon emissions reduction.

Glumac is providing planning and development services, comprehensive A&E, information supporting the identification and prioritization of multiple viable options, technology opportunities, economic values and leveraging existing distributed energy resources (DERs), including solar photovoltaics generation systems, diesel generators, and other emerging technologies to provide the best-value, secure and resilient microgrid design for the State of California, Governors Office of Emergency Services, located in Mather, California.

Glumac supported DGS and Cal OES with coordinating upgrades or replacement options for diesel generators and other potential facility infrastructure plans, resiliency, security and additional benefits of microgrid.



SIZE: 3-building campus

START/END DATE: March 2023 / Expected Dec 2024

OWNER: State of California, DGS

SERVICES: Electrical, Energy Analysis, and Feasibility Study

C. PRICE, DURATION, AND AVAILABILITY TO START

PRICE, DURATION, AND AVAILABILITY TO START

SCOPE OF WORK

We have developed the following plan to complete the proposed plan at a budget of \$30,000, ahead of the required end date of 2/7/2024. Our team is available to begin work as outlined below.

PROJECT SCHEDULE

Project Kickoff: August 2023

Phase 1: September 2023

Phase 2A: October-November 2023

Phase 2B: December-January 2024 (Draft report Dec, Final report Jan)

Phase 1: Investigation

A. Host kickoff meeting and attend (1) site visit with City of Oakridge and other key stakeholders to:

1. Collect and review necessary data for microgrid design options (site surveys, available site-related literature, previously prepared project reports, electrical systems, utility bills, as-built drawings, previous engineering studies, etc.).
2. Review emergency/critical operations, project goals and existing systems.
3. Define and prioritize resiliency needs of the facility and other key considerations.

B. Deliver an Owner's Project Requirements document defining resiliency needs and proposed design criteria.

Phase 2A: Feasibility Study – Data Analysis

A. Provide energy analysis for the facility to understand loads and generation potential.

1. Analyze utility data and rate structures, electrical loads (total, critical, minimum emergency).
2. Provide projections for future electrical loads based on planned building envelope improvements, and potential HVAC ductless heat pump retrofit.
3. Analyze on-site generation and battery storage needs.
4. Analyze power outage scenarios.

B. Analyze multiple microgrid configuration and options to identify the best value system.

1. Identify various microgrid configuration and location options (configurations, equipment, sizes, locations, distribution, operational modes, etc.).

PRICE, DURATION, AND AVAILABILITY TO START CONTINUED

2. Assess engineering, financial, operations and maintenance considerations.
 3. Provide recommendations on system configuration, size, and siting.
- C. Provide engineering feasibility assessment for microgrid options.

Phase 2B: Feasibility Study – Reporting

A. Provide Solar Feasibility Plan including:

1. Preliminary engineering diagrams (electrical, site layout, single line, etc.)
2. Identification of additional enabling equipment and infrastructure (electrical, switchgear, communication, microgrid controllers, e-circuitry, islanding, load management).
3. Narrative description of the equipment and systems and system integration.
4. Characterization and quantification of load management, security, and resiliency.
5. Projected net energy generation/supply from the system(s) and system backup duration.
6. Construction plan and schedule for electrical system components.
7. Project budget with itemized cost data covering electrical system components
8. Structural review narrative describing deficiencies and potential required additions/replacements.
Structural narrative will not cover seismic upgrades or other structural issues, and will not include design documents.

F. REFERENCES



REFERENCES

	REFERENCE #1	REFERENCE #2	REFERENCE #3
Name	Gregg Sanders, AIA	Rebecca Stuecker, AIA	Domenic Onorato
Organization	Hennebery Eddy	Arcadis	City of San Jose Department of Public Works
Address	921 SW Washington St, Ste 250 Portland, OR 97205	907 SW Harvey Milk St Portland, OR 97205	200 E Santa Clara St, 6th Fl San Jose, CA 95113
Telephone	(503) 542-1191	(503) 226-6950	(408) 535-8407
Email	GSanders@henneberyeddy.com	rebecca.stuecker@arcadis.com	domenic.onorato@sanjoseca.gov
Name and Date of Project	Lane Community College ITEC 2022-2024	LOSD Rivergrove Elementary School 2021-2024	San Jose Fire Department Training Center 2020-2023

Business of the City Council

City of Oakridge, Oregon

September 7, 2023

Agenda Title: Bus Fair 2023 Report

Agenda Item No: 10.2

Proposed Council Action: N/A (Info only)

Exhibits: Bus Fair 2023 Report, Video, Mailer & Poster (photos attached to Agenda Bill)

Author: CA

ISSUE:

As per Council's prior request, Brock Butterfield, the founder of the Bus Fair, has prepared a report detailing the 2023 Bus Fair and the economic impacts to the City of Oakridge, which he will present during the Council meeting. Photos of the 2023 Bus Fair Mailer & Poster are attached. A link to the full 2023 report can be found here: <https://thebusfair.com/2023-report> and a printed copy along with other associated documents are included in the council packet. A link to the recap video of 2023 is on YouTube here: <https://youtu.be/25NZMV0BM90>

FISCAL IMPACT: See Report

OPTIONS: N/A (Discussion/Info only)

RECOMMENDATION: N/A (Discussion/Info only)

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

STRATEGIC THEMES/GOALS INVOLVED:

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

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 3 (Strong Economy), Goal #3: Improve the city's economy by creating an atmosphere open to business.

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

2023 Bus Fair Mailer (Front and Back)

LIVE MUSIC!

KELLY THIBODEAUX
AND THE ETOUFFEE BAND

THE SUGAR BEETS

SUGAR PINE STRING BAND

ALDER STREET

The Bus Fair!
PO Box 1369
Oakridge, Oregon 97463

Presented by
BUS LIFE ADVENTURE

Beverages sponsored by:

PLANK TOWN

Local Postal Customer

EVENT PARKING LOCATION
**76240 INDUSTRIAL PK WY
OAKRIDGE, OR 97463**

SHOOLIE SHOW

LIVE MUSIC

BEER GARDEN

ART VENDORS

FOOD TRUCKS

THIS EVENT IS PARTIALLY FUNDED BY RYMP/TRY FUNDS FROM THE CITY OF OAKRIDGE

THE BUS FAIR

Presented by
BUS LIFE ADVENTURE

A SHOOLIE SHOW EXTRAVAGANZA!

IN OAKRIDGE OREGON

JUNE 23 SEMINARS
(Special ticket required) **9AM-6PM**

- how to's
- design
- lifestyle
- solar
- metal work
- tips and tricks
- mechanics
- exclusive skoolie tours

JUNE 24 BUS SHOW
LIVE MUSIC! **11AM-8PM**

- art vendors
- beer garden
- food trucks

JUNE 25 BUS SHOW
11AM-5PM

- art vendors
- beer garden
- food trucks

FOR TICKETS AND INFO | THEBUSFAIR.COM

2023 Bus Fair Poster



THE BUS FAIR

Presented by
• BUS LIFE •
ADVENTURE

IN OAKRIDGE
OREGON

A SKOOLIE SHOW EXTRAVAGANZA!

JUNE 23 SEMINARS

(Special ticket required) 9AM-6PM

- how to's
- design
- lifestyle
- solar
- metal work
- tips and tricks
- mechanics
- exclusive skoolie tours

JUNE 24 BUS SHOW

11AM-9PM

- LIVE MUSIC!**
- art vendors
 - beer garden
 - food trucks

JUNE 25 BUS SHOW

11AM-5PM

- art vendors
- beer garden
- food trucks

LIVE MUSIC!

KELLY THIBODEAUX
AND THE ETOUFFEE BAND

THE SUGAR BEETS

SUGAR PINE STRING BAND

ALDER STREET

EVENT PARKING LOCATION
76240 INDUSTRIAL PK WY
OAKRIDGE, OR 97463

SPONSORED BY:



THRONE
COMPOSTING TOILETS



HEATHER'S CHOICE



THIS EVENT IS
PARTIALLY FUNDED
BY RTMP/TRT
FUNDS FROM THE
CITY OF OAKRIDGE.



2023 REPORT



Drone photo of The Bus Fair 2023 at sunset.

****NOTE:** There are two areas of data collected.

1. Total attendee count based off of the number of wristbands given out
2. Data on arrival, lodging and purchases made in town based off of attendees who chose to fill out a survey. Not all attendees filled out a survey.

Total Attendee Headcount

954

This number is based off the total number of wristbands ordered for the event minus the remaining wristbands. The number does not include kids 12 and under as they were not required to wear a wristband to enter.



Seminar attendees at The Bus Fair 2023



Chuck Cassidy leading a seminar at The Bus Fair 2023

Total Number of Tickets Comped

154

This number is from tickets comped for volunteers, musicians, vendors and family/friends of musicians and vendors.

Total Number of Tickets Unclaimed

162

This is the number of unclaimed tickets from 2020 and 2023 ticket buyers. The 2020 event was postponed until 2023 due to COVID-19.



Skoolie Exhibitors on display at The Bus Fair 2023



Alder Street performing live at The Bus Fair 2023



Attendees enjoying live music and food at The Bus Fair 2023

Total End Cost of Event

\$38,303.29

Breakdown Of Total Cost Of Event

- Equipment / Supplies = **\$3,726.21**
(Fencing, Signage Boards, Misc. Hardware, Office Supplies, etc.)
- Marketing = **\$9,362.38**
(Graphics, Online Ads, Radio, Banners, Flyers, Newspapers, USPS Mailers, Photographers, etc.)
- Permits and Services = **\$15,644.70**
(Shuttle Service, Police, Restrooms, Dumpsters, Park Rental, Insurance, etc.)
- Music / Entertainment = **\$4,485**
(Musicians, Booking Agent, P.A. Rental, etc.)

- **Administrative Staff = \$5,285**
(Event Coordinator, Volunteer Coordinator, Survey Entries, etc.)



Skoolie Exhibitors at The Bus Fair 2023



Total Money Invested Back Into The Community By The Bus Fair

\$12,976.87

This money went back into the community by various ways. Some examples are purchases for equipment / supplies from the local hardware store and other stores in town, paid staff positions (excluding the Event Founders), hiring local Police Department for traffic/crowd control and overnight security, hotel room for staff, local musicians, local EMS, park rental fees (beyond what Council waived), etc.



Judges at The Bus Fair 2023

Beer, Cider and Wine Sales

\$500 of beer, cider and wine sales went towards supporting the local non-profit: **Oakridge Disc Golf Club**.

Total Average Hours Donated By Event Organizers (October - July)

1,200+ hrs

Total Hours Donated To Greenwaters Park Maintenance

5 hrs

These are hours The Bus Fair donated to painting or helping with repairs at Greenwaters Park prior to the event valued at \$50/hr for a total donation of \$250 in services.

Local Businesses or Individuals Who Supported and Were Supported By The Bus Fair

Arbor Inn Motel

Middle Fork Bistro

Artworks

Inbound

Casey's RV Park

Mane Street Coffee

Lion Mountain Bakery

3 Legged Crane

Jules Joint

Cowgirl Cookin'

Oakridge Disc Golf Club

Oakridge Art Council

Oakridge Tire Center

GMD Electric

Oakridge Police Department Reserves

Oakridge Fire and EMS

Willamette Pass Ski Resort

Catrina Davis

Vanessa Tharp

Ben Beamer

Jill Silvey

Kathy Holston Nichols

Rick Yarbrough and Lindsay Compton

Vince Larochelle

Kai Botak

Scott Nelson

Melody Cornelius

Matt Boyd and Mandi Motes

Jack Jones

Peter Wilde

Thaddeus Carter

Deb and Dave Borton

Jeri Reed

Bob and Linda Holly

Nicole Davis

Mary Richstein



A special appearance by Miss Frizzle and The Magic School Bus at The Bus Fair 2023



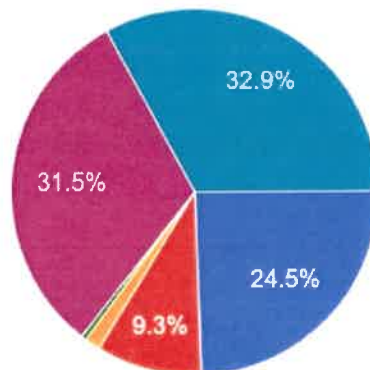
An art vendor from Idaho at The Bus Fair 2023

Attendee Survey Results

This report is based off of upto **216 surveys out of the 954 attendees** that chose to fill out the survey online prior to the event or on paper the day of the event. Filling out a survey was not required but encouraged. Not all questions were answered on the paper surveys but all questions were required in the online surveys.

How did you hear about The Bus Fair?

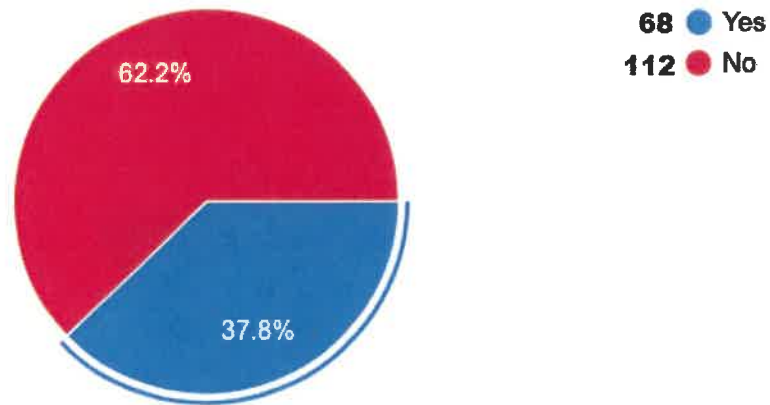
216 responses



- 53 Instagram
- 20 Facebook
- 3 Radio
- 1 Flyer
- 68 Word of mouth
- 71 Other

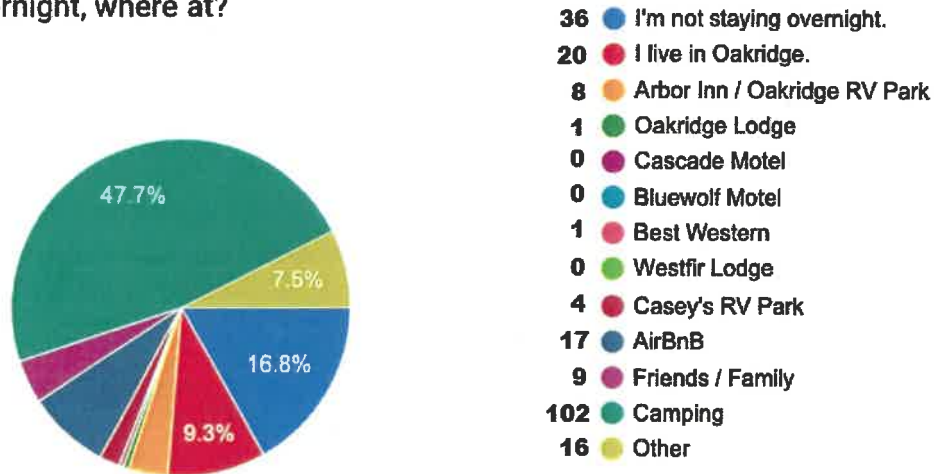
Have you ever been to Oakridge?

180 responses



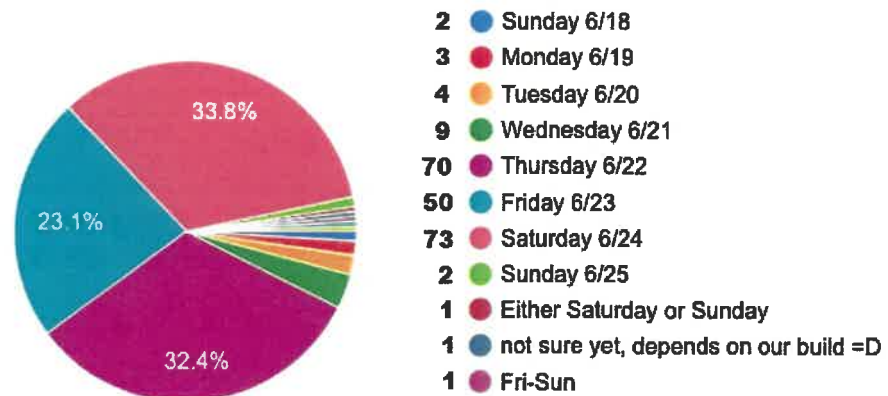
If you're staying overnight, where at?

214 responses



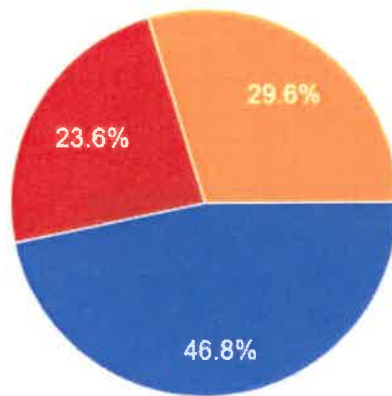
What day do you plan to arrive?

216 responses



Do you plan to stay and recreate or explore on after attending the event?

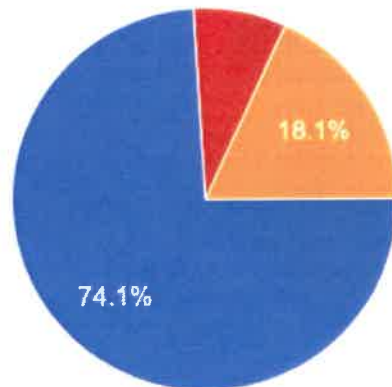
216 responses



101 ● Yes
51 ● No
64 ● Maybe

Do you plan to buy food or groceries while in town?

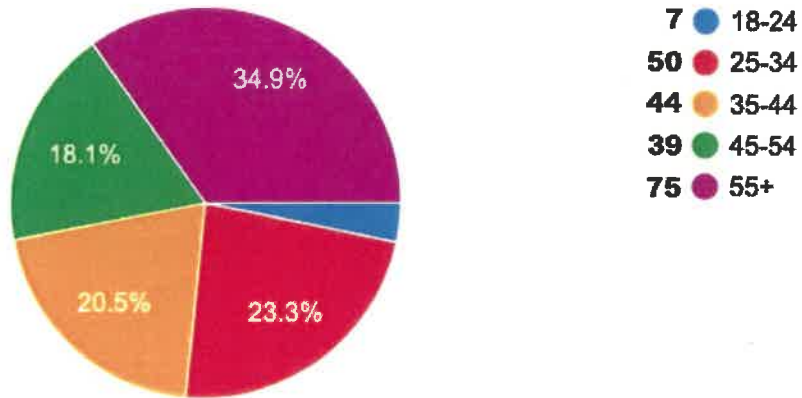
216 responses



160 ● Yes
17 ● No
39 ● Maybe

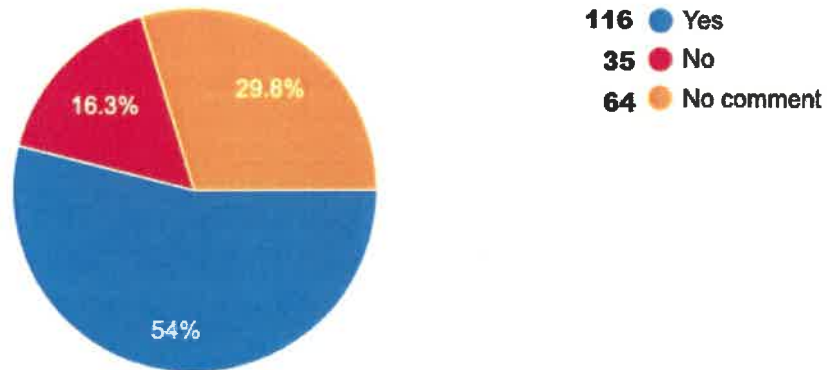
What age range are you?

215 responses



Do you believe in Bigfoot?

215 responses



Geo Locations of Attendees

This data is ONLY based on those attendees that filled out a survey or bought a ticket online. It does not account for the remaining attendees who bought a ticket at the gate or didn't fill out a survey. Total of 25 states and 2 Canadian Provinces.



Marketing Material

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TINY WOOD STOVE
SMALL STOVES FOR YOUR SKOOLIE



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FUNDS FROM THE
CITY OF OAKRIDGE.

Poster hung around the State of Oregon



Mailer (front) sent out to Eugene residents



Mailer (back) sent out to Eugene residents

Linger Longer

We had enough interest from attendees who wanted to show up earlier and stay later that we created an extension of the event called "Linger Longer". We saw 40+ individuals stay after the event between Monday, June 26th and Thursday, June 29th. Many wanted to stick around to eat at restaurants, recreate in the forest, catch up on laundry and some even poked around to see what homes or land was available for purchase.

This event would not have been possible without the help of grant money and support from the City of Oakridge.

There were many expenses to put The Bus Fair on and additional unplanned expenses with sharing Greenwaters Park with another large event. It would not have been possible without the help of RTMP and TRT grant money reimbursements from the City of Oakridge.

Without this assistance the event would not have broke even again for the second year. A very big thank you to the Mayor and City Council members for their support.

Testimonials

"As an event creator and entrepreneur, working to create impactful events is what motivates and drives me. I was honored and humbled to be hired by The Bus Fair with Brock Butterfield to help create The Bus Fair 2023 in my hometown of Oakridge, Oregon. I usually have to travel to Las Vegas or Orlando or further to create these events - but to do so in my hometown was a true blessing and a lot of fun!

I loved so many pieces of this event, what it did for our community, how many people visiting can't wait to come back and the prioritization Brock put into spending money in Oakridge and giving back to our community. I wasn't the only person who benefited from this amazing event as a hired staff member for the team - local people and businesses that we know and love also were supported and I wanted to share a few I know of to help you gather the positive impact of this event.

Brock shopped often at the Oakridge Hardware store, vs traveling into town to save some money at Jerry's or Home Depot, he made an effort to work with local baristas and chefs like Jacqui Lomont, Wendy Dennis, Jules Ariosa, and Rebel Wilder, from Mane Street Coffee, as well as Mar Lopez and her team from Cowgirl Cooking. Community members and small business owners like Ben Beamer, Rick Yarborough, Lindsay Compton, and Jill Silvey all worked and volunteered to create the beer garden and local resident Peter Wilde secured some awesome musical talent.

As for other volunteers - we had a huge number join us from multiple states, all sharing the appreciation for our town and the event, but we had a great representation from town locals lead by Catrina Davis like Kathy Holston, Council Member Chrissy Hollett, Bob and Linda Holly, Jill Board, Megan Metcalff, Mayor Bryan Cutchen, Deb and Dave Borton, and many more. We constantly directed people to local businesses like The Arbor Inn, Happy Belly Burgers, The 3 Legged Crane, Robburittoville and The Corner Bar and other Oakridge Businesses while they were here and they all echoed the similar statements of how lovely Oakridge was, how much they loved The Bus Fair, and they were excited to come back again or linger longer and explore after the fair. All in all The Bus Fair was an incredible event for our community and one I was so proud to be a part of! I'm not the only one looking forward to the Bus Fair 2024!" - Vanessa Tharp



"I attended the Bus Fair on Saturday with one other adult and two kids. All four of us had a wonderful time. It's rare to find an event that is friendly family and yet totally engaging for everyone of all ages. The kids loved getting into the small hangout spaces, like the hammocks or beds. I found myself being curious about everything that goes into the renovating of the busses. Every owner of a bus was generous with their time. I found myself taking about 30 minutes per bus and had the sense that I got to know a few of the owners fairly well for the short amount of time spent with them. They had cool stories, and were interesting and resourceful people living non-conventional lives. The rest of the festival was a great time as well. We enjoyed the music, food, and hanging out in the park. My hope is to devote more time to it next year as I was just too engrossed with each bus I saw this year that I didn't get to tour all of them. It's definitely something we all intend to attend next year." - Morgan Barber

Year Three of The Bus Fair

Year two of the event definitely came with its challenges. With honoring the tickets purchased in 2020 we saw a lower attendee count due to many 2020 ticket buyers not claiming their tickets after three years of the event being postponed. We also learned from other event organizers that the first year of bringing back events after the pandemic yielded much lower attendance than prior to the pandemic. The encouraging news is that after year two or three in rebooting events post pandemic, those same event organizers saw attendee numbers come back to where they were pre pandemic and beyond.

While sharing the park with another large event was not ideal and caused a loss in potential camping revenue plus added expenses, it did force us to get creative with a smaller space and show us the potential for growth that Greenwaters Park could sustain.

With seeing that 2023 attendees still traveled from all over the US and Canada and that The Bus Fair is still the only event that offers what it does, we feel that the event will continue to grow to a point that will sustain itself. Our goal is to be fully self sustained by year five.

We had requests from attendees for more educational seminars and the ability to arrive early and stay afterward to be able to explore Oakridge and the recreation surrounding. We plan to expand the educational aspect of the event and to offer extended camping (Linger Longer) again. With hosting out of town visitors for longer, we hope to work with local businesses in town to encourage visitors to shop, dine and play during their extended stay.

Location:

The City of Oakridge
76240 Industrial Pk Wy,
Oakridge, OR 97463

Date:

June 21-23, 2024

Curious thoughts:

lowdown@thebusfair.com

BE CREEPY. FOLLOW US.



© 2019 - 2023 The Bus Fair

The 2023 event was funded in part with RTMP and TRT grant funds from the City of Oakridge.

Business of the City Council

City of Oakridge, Oregon

September 7, 2023

Agenda Title: Non-Resident Library Fee Issue

Agenda Item No: 10.3

Exhibits: None

Proposed Council Action: A motion from the floor to approve

Author: CA

ISSUE:

In June, Council approved raising the annual fee for non-resident library cards in the City's Schedule of Fees from \$15.00 to \$30.00, beginning 7/1/23. The increase was also approved by the Administration Advisory Committee, after researching what other cities our size are charging for similar services. Library cards for Oakridge residents are free.

Recently, Librarian Georgeanne "Georgi" Samuelson has expressed her concerns that this increase will prevent "many" non-residents from being willing or able to purchase library cards, and she is requesting that Council consider lowering the fee back to \$15.00. Georgi will be at the meeting to answer questions. She will be at the meeting to express her concerns in more detail.

Council may reduce the fee (back to \$15 or any other amount) by simple motion. The CA's position on the issue is that the fee should remain at \$30, or only be reduced slightly, to \$20-\$25.

FISCAL IMPACT: UNK (Georgi will provide more details and stats at the meeting)

OPTIONS: Approve, deny, or modify the request

STAFF (Library) RECOMMENDATION: Approve (reduce the fee)

CA RECOMMENDATION: Deny (keep the fee at \$30)

RECOMMENDED MOTION (if lowering the fee): *"I move to reduce the annual fee for non-residents to \$_____, effective immediately."*

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.

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

Business of the City Council

City of Oakridge, Oregon

September 7, 2023

Agenda Title: Surplus Police Vehicles

Agenda Item No: 10.4

Exhibits: Photos of vehicles

Proposed Council Action: A motion from the floor to approve

Author: CA & OPD Chief Martin

ISSUE:

The 11 vehicles listed below are city owned vehicles operated by the Oakridge Police Department (OPD), that the OPD would like Council to declare "surplus" so that they may be sold, traded, auctioned, or scrapped. Most of these vehicles do not even currently run (some are even in parts), are estimated to be valued at under \$5,000 each and less than \$10,000 in total (for all 11 vehicles). OPD does not intend to get rid of *all* the vehicles listed below, but would like them all declared surplus so that OPD will have more options when trying to make trades, etc. Chief Martin will be at the meeting to answer any questions. Anyone interested in potentially purchasing any of the vehicles can contact Chief Martin at kevinmartin@ci.oakridge.or.us

1. 2008 Ford Crown Vic with VIN# 2FABP7BV0BX168088
2. 2008 Ford Crown Vic with VIN# 2FAFP71V78X118459
3. 2007 Ford Crown Vic with VIN# 2FAFP71WX7X104059
4. 2006 Ford Crown Vic with VIN# 2FAFP71W96X129520
5. 1999 Ford Crown Vic with VIN# 2FAFP71WXXX157098
6. 2009 Ford Crown Vic with VIN# 2FAHP71V89X126970
7. 2006 Ford Crown Vic with VIN# 2FAHP71W16X103406
8. 2008 Ford Crown Vic with VIN# 2FAB7BV22BX168089
9. 2011 Ford Crown Vic with VIN# 2FABP7BV2BX168092
10. 1998 Ford Ambulance with VIN# 1FDXE40F9WHB64719
11. 2010 Jeep Laredo with VIN# 1J4PR4GKXAC130218

FISCAL IMPACT: Around \$10,000.00 *total* value of all vehicles and insurance savings

OPTIONS: Approve, deny, or modify the request

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to declare the 11 city owned vehicles listed above as surplus and allow the Police Chief and City Administrator to dispose of them at their discretion via sale, trade, auction, or scrap, with all proceeds of any potential sales or trades to go back to the police department."*

STRATEGIC THEMES/GOALS INVOLVED:

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.

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







Business of the City Council

City of Oakridge, Oregon

September 7, 2023

Agenda Title: Publishing the Municipal Court Docket on City Website Issue

Agenda Item No: 10.5

Exhibits: None

Proposed Council Action: A motion from the floor to approve

Author: CA

ISSUE:

During their August meeting, the Public Safety Committee voted *unanimously* to recommend to City Council that Council *request** that the Oakridge Municipal Court begin posting the Court docket on the city's website on the currently blank/empty "Oakridge Municipal Court" page (www.ci.oakridge.or.us/municipalcourt) 1 week before the each municipal court date.

The docket would include the date & time of the hearing, the name of the defendant, the case and/or citation number, and the charges/violations involved. OPD Chief Martin and I are supportive of this idea because it will increase transparency in government by allowing citizens to be more aware of what the police department and the municipal court are doing.

Most small municipal courts do *not* post their dockets online, probably due to the time it takes staff to do so, but our City Attorney/Prosecutor Matt Dahlstrom has confirmed that it is 100% legal for cities to do so (the City of Eugene does it).

**Under the City Charter, City Council can only request that the Municipal Court start doing this, since the Council cannot directly control the Municipal Court Judge or his staff.*

FISCAL IMPACT: None

OPTIONS: Approve or deny making a request to the Muni Court to post the Court docket.

STAFF (and Public Safety Committee) RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to request that the Oakridge Municipal Court begin publishing the Court docket on the city website at least 1 week in advance of each Court date."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

Business of the City Council

City of Oakridge, Oregon

September 7, 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

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).

During the 8/3/23 Council meeting, Council voted to incorporate the suggested edits from City Attorney Matt Dahlstrom, regarding the Rules covering Council appointments to committees.* These suggested changes have now been included in the "redlined" and the "clean" versions of the new 2023 Rules.

As per Council Rules Chapter 11.I.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.I.C., the new amended rules will not go into effect until the next meeting after the amendments are approved.

**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

RECOMMENDED MOTION: *“I move we approve the changes to the Oakridge City Council Rules of Procedure agreed upon during the July 13th City Council Work Session and the August 3rd City Council meeting and adopt the new 2023 version of the Rules, to replace the old 2020 Rules and Attachment A of Ordinance 930.”*

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:


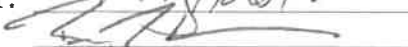
Section 1. Repeal and Replace. The entirety of Chapter 30 of the Oakridge Municipal Code, as created by Ordinances 680 and 831, is repealed in its entirety and replaced with the newly revised Oakridge Council Rules of Procedures, a copy of which is attached as Exhibit A and incorporated fully herein.

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 24th DAY OF MARCH, 2020.

24th 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:

OLD 2020 Version

**Rules of Procedure
City Council of Oakridge, Oregon
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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.¹
- 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.² 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.³ 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.⁴

¹ Oakridge Municipal Code §30.06.

² Oakridge City Charter, Section 7.

³ Oakridge City Charter, Section 14.

⁴ 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.⁵
- 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.⁶

B. **City Administrator.** The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.⁷

1. The administrator may sit with the council but may not vote on questions before it.⁸
2. The administrator may take part in all council discussions.⁹
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.¹⁰
 - a. Individual appointments shall be approved by council.¹¹

⁵ Oakridge City Charter, Section 17.

⁶ Oakridge City Charter, Section 22.

⁷ Oakridge City Charter, Section 21.(6)(a).

⁸ Oakridge City Charter, Section 21.(8).

⁹ Ibid.

¹⁰ Oakridge City Charter Section 20.(6).

¹¹ 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.¹²

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.¹³

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.

¹² Oakridge City Charter, Section 20.(7).

¹³ 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 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).

O. 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.¹⁴
 - 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.¹⁵

- 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.

¹⁴ Oakridge City Code § 30.01.

¹⁵ 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.¹⁶

¹⁶ 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.¹⁷

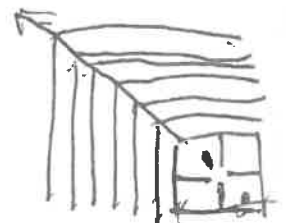
5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder, unless a written ballot vote is requested by the mayor or a council member, shall call each council member's name at random and record the council 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 (30th) 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.¹⁸
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.

¹⁷ Oakridge City Charter, Section 30.

¹⁸ 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 an ordinance.
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.

Resolution

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 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.

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 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.



Oakridge City Council Rules of Procedure

(Ordinance 930 - Exhibit A)

(Amended 9/7/2023)

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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.¹
- 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.

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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.¹ 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.² No official action, other than compelling the attendance of absent members, may occur until a quorum has been established.

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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.³

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² Oakridge City Charter, Section 7.

³ Oakridge City Charter, Section 14.

⁴ Oakridge City Charter, Section 16.

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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.⁴

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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.

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IV. Appointed Officers.

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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:

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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.⁵

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B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.⁶

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1. The administrator may sit with the council but may not vote on questions before it.⁷
2. The administrator may take part in all council discussions.⁸
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.

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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.

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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.

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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.⁹ Individual appointments shall be approved by council.¹⁰

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⁵ Oakridge City Charter, Section 17.

⁶ Oakridge City Charter, Section 22.

⁷ Oakridge City Charter, Section 21.(6)(a).

⁸ Oakridge City Charter, Section 21.(8).

⁹ Ibid.

¹⁰ Oakridge City Charter Section 20.(6).

¹¹ 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.¹¹

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.¹²

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.

¹² Oakridge City Charter, Section 20.(7).

- Additions, Corrections or Adjustments to the Agenda.

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¹² Oakridge City Charter, Section 20.(7).¶

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- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments/Announcements.
- 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.

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B. **Pledge of Allegiance.** After the meeting is called to order, the pledge of allegiance is recited.

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C. **Roll Call.** The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.

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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.

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E. Public Comment

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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.

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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.

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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.

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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.

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J. Business from the City Administrator. This portion of the agenda is reserved for business matters requested by or undertaken by the city administrator.

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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.

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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.

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M. Ordinances and Resolutions - See Chapter 3

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N. Public Hearings Generally

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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.

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A. Meetings shall begin at 6:00 p.m.

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B. Meetings shall adjourn at 8:00 p.m., allowing 30-minute increment extensions upon a majority vote of the council.

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C. A change of any one regular meeting date may be made by motion duly passed at a regular meeting.¹⁵

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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.

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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.

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B. Notice of the special meeting shall be given to all members of the council and the city administrator via telephone and email.

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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.

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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.

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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.

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B. Notice of the emergency meeting shall be given to all members of council and the city administrator via telephone and email.

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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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¹⁴ Oakridge City Code § 30.01.

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

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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.

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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.

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

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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.¹³

¹³ Oakridge City Charter, Section 27.

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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. 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

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differing is read fully and distinctly in the open council meeting before the council adopts the ordinance.¹⁴

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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 (30th) 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.¹⁵

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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.

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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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¹⁴ Oakridge City Charter, Section 30.

¹⁵ Ibid.

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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.

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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.

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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

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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 disclosure 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

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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.

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5. Staff summary. City staff, or their representative, shall present a summary and recommendation concerning the proposal.

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6. Presentation of the Case.

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- 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.

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8. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.

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9. Findings and Order. The council may approve or reject the proposal.

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- 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.

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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.

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III. Legislative Land Use Matters.

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

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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.

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2. Staff summary. Staff, or its representative, shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.

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3. Presentation of the Case.

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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.

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5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

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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.

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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.

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C. Motions Generally. The following information is intended to guide the council.

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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 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.

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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.

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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.

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CHAPTER 7-Appointments

I. **Appointments of City Staff.** The mayor, with council approval, appoints and can remove those positions identified in the city's charte, provided all appointments and removals require four (4) affirmative votes from the City Council,

A. **Council Appointments.** The city council, upon the motion of any city councilor, also may appoint and can remove those positions identified in the city's charter, provided all appointments and removals require four (4) affirmative votes from the city council.

B. **Reviews.** Any person appointed by the mayor, or the City Council, shall be subject to an annual review by the council, provided that the city council votes to conduct such a review.

C. **Interference.** The mayor and council may meet with the municipal 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 shall appoint, and can remove members of any board, commission or committee authorized by the council, provided all appointments and removals require four (4) affirmative votes from the city council.

B. The city council, upon the motion of any city councilor, also may appoint and can remove members of any board, commission or committee authorized by the council, provided all appointments and removals require four (4) affirmative votes from the city council.

C. 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.

D. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.

E. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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3. Passage of the motion for censure shall require four affirmative votes of the council.

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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.

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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.

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III. Removal. Section 27 of the city charter allows the city council to remove one of its members from the council under certain conditions.

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A. Reasons for Removal. Upon any of the below occurrences, the council may remove a councilmember from office:

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1. The member has died;

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2. The member has become incapacitated;

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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).

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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.

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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.

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B. All amendments to these rules require an affirmative vote of four (4) council members.

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C. Amended rules shall not go into effect until the meeting after the rule was approved.

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II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.

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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.

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B. Any repeal and replacement of these rules requires an affirmative vote of four (4) council members.

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C. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

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Oakridge City Council Rules of Procedure

**(Ordinance 930 - Exhibit A)
(Amended 9/7/2023)**

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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.¹
- 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.² 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.³ 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.⁴

¹ Oakridge Municipal Code 30.06

² Oakridge City Charter, Section 7.

³ Oakridge City Charter, Section 14.

⁴ 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.⁴
 - 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.⁵
- B. City Administrator. The city administrator is required to attend all meetings of the council unless excused by the council or the mayor.⁶
 - 1. The administrator may sit with the council but may not vote on questions before it.⁷
 - 2. The administrator may take part in all council discussions.⁸
 - 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 judges pro tem for terms of office set by the judge or the council.⁹ Individual appointments shall be approved by council.¹⁰

⁵ Oakridge City Charter, Section 17.

⁶ Oakridge City Charter, Section 22.

⁷ Oakridge City Charter, Section 21.(6)(a).

⁸ Oakridge City Charter, Section 21.(8).

⁹ Ibid.

¹⁰ Oakridge City Charter Section 20.(6).

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

- 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.¹³
 - 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.
 - Additions, Corrections or Adjustments to the Agenda.

¹² Oakridge City Charter, Section 20.(7).

¹³ Oakridge City Code 30.04

- Public Comment.
- Mayor's Comments/Announcements/Proclamations.
- Council's Comments/Announcements.
- 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, Committees, and Staff.
- 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.¹⁵

- 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.¹⁶

¹⁶ 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. 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.¹⁷

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 (30th) 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.¹⁸
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.

¹⁷ Oakridge City Charter, Section 30.

¹⁸ 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 Lane 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 disclosure 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 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, may appoint and can remove those positions identified in the city's charter, provided all appointments and removals require four (4) affirmative votes from the city council.
- A. Council Appointments. The city council, upon the motion of any city councilor, also may appoint and can remove those positions identified in the city's charter, provided all appointments and removals require four (4) affirmative votes from the city council.
- B. Reviews. Any person appointed by the mayor, or the city council shall be subject to an annual review by the council, provided that the city council votes to conduct such a review.
- C. Interference. The mayor and council may meet with the municipal 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 shall appoint, and can remove members of any board, commission or committee authorized by the council, provided all appointments and removals require four (4) affirmative votes from the city council.
- B. The city council, upon the motion of any city councilor, also may appoint and can remove members of any board, commission or committee authorized by the council, provided all appointments and removals require four (4) affirmative votes from the city council.
- C. 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.
- D. Unless authorized by the council, no member of council may occupy a board or committee seat designated for a citizen.
- E. Unless authorized by the council, no staff member may occupy a board, commission or committee seat designated for a citizen.

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

September 7, 2023

Agenda Title: Administrative Warrants for Abatements Legal Research Expenditure Authorization

Agenda Item No: 10.7

Exhibits: None

Author: CA

Proposed Council Action: A motion from the floor to approve

ISSUE:

Recently, many concerns have been raised about the City not having the proper Ordinances in place to be able to address abatement issues (the power of the city to be able to enter someone's property to abate & fix chronic code violations, tow illegally occupied RV's, etc.). Currently, our Municipal Court Judge does not have the power or authority to issue non-criminal administrative warrants for entry onto a citizen's private property to conduct the abatement, nor is it clear if the City can then charge the property owner for the abatement work and/or place a lien on the property, etc.

Springfield has a "Chronic Disorderly Property" Ordinance modeled after ORS 105.550-105.600, which can be found at the 1st website listed below, as well as an Administrative Warrants Ordinance, which can be found at the 2nd website listed below:

https://library.qcode.us/lib/springfield_or/pub/municipal_code/item/chapter_5-abatement_of_chronic_disorderly?view=all

https://library.qcode.us/lib/springfield_or/pub/municipal_code/item/chapter_5-administrative_inspections_and_w?view=all

City Attorney Matt Dahlstrom has estimated that it would cost the city around \$3,000 in legal fees for him to conduct the legal research necessary to address these issues and help draft new ordinances. Because our current annual budget for legal fees from our City Attorney is only \$15,000, I believed it was fiscally prudent to ask for Council's approval on the expenditure, since it may cost 20% of our annual budget for legal fees and may later require a Supplemental Budget.

FISCAL IMPACT: Around \$3,000 in legal fees for research by the City Attorney

OPTIONS: Approve or deny the request

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION (if lowering the fee): *"I move to approve the expenditure for legal research by the City Attorney into the issue of Administrative Warrants and Abatement Ordinances."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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.

Theme 3 (Strong Economy), Goal #3: Improve the city's economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.



Lookout/Horse Creek/Pothole Fires/Bedrock September 5, 2023 Morning Update

ALERT: There may be short closures on Highway 126 as firefighters are removing fire damaged hazard trees.

Lookout: Total Personnel: 95

Size: 24,581 acres | **Start Date:** August 5, 2023 | **Cause:** Lightning | **Containment:** 20%

Resources: 33 engines | 15 crews | 7 bulldozers | 27 water tenders | 8 masticators | 5 helicopters | 1 Skidder

Fire activity was minimal on Monday. Today, mastication along contingency lines, and hauling of logs will continue on the north side. The focus on the east side will be hazard tree removal and suppression of hot spots. Crews and equipment continue to prepare and improve primary and alternate lines along the west side, looking for opportunities to go more direct.

Horse Creek: Total Personnel: 161

Size: 765 acres | **Start Date:** August 24, 2023 | **Cause:** Lightning | **Containment:** 30%

Resources: 12 engines | 3 crews | 4 bulldozers | 9 water tenders | 3 masticators | 3 Skidders | 1 Excavators

Yesterday firefighters actions resulted in an increase of containment lines. Significant heat from burning, dead and down heavy fuels remain on the eastern side of the fire in steep rugged terrain. Crews will continue extinguishing and removing burning material along completed fire lines, and patrolling along roads.

Pothole: Total Personnel: 61

Size: 109 acres | **Start Date:** August 25, 2023 | **Cause:** Lightning | **Containment:** 20%

Resources: 4 engines | 1 crews | 1 bulldozers | 4 water tenders |

There was little fire activity yesterday allowing firefighters to make good progress on containment. Secured line continues to increase. Today firefighters will maintain established fire lines and continue to secure the perimeter.

Bedrock: Total Personnel: 419

Size: 31,590 acres | **Start Date:** July 22, 2023 | **Cause:** under investigation | **Containment:** 90%

Resources: 17 engines | 11 crews | 4 bulldozers | 16 water tenders | 7 masticators | 5 helicopters | 4 Skidder

Containment was increased on the southwest side of the fire. The repair group will continue hazard tree mitigation along road corridors utilizing tree fallers. They will also utilize crews to continue chipping operations.

The suppression group will continue to work on open fire edges by extinguishing fire in heavy, dead, and down logs, and concentrated fuels. Excess fire equipment continues to be removed and returned to base camp for servicing and cleaning.

Weather

A warming and drying trend begins today. Fog is anticipated in the lower drainages in the morning hours. Light winds are expected in the fire area later in the day.

Lookout Fire Evacuation Level Reductions

The Lane County Sheriff has announced changes to some of the evacuation notices related to the Lookout Fire. In consultation with several cooperating agencies, the decision was made to reduce the evacuation level in several areas. at www.LaneCountyOR.gov/LookoutFire There is potential for reducing evacuation levels in several zones over the next few days.

Additional information can be found at the following websites.

Lane County Evacuations: <https://www.lanecountyor.gov/cms/one.aspx?pagelid=19729054>

Linn County Evacuations: <https://www.linnsheriff.org/>

Evacuation Centers: An evacuation center is in place at Westridge Middle School in Oakridge for evacuees and small pets from the Horse Creek and Lookout Fires. For assistance with large animal evacuations, please call 541-285-8227.

Road Closures:

Highway 242, McKenzie Highway, is closed between milepost 61-76, 14 miles west of Sisters, Oregon to just east of the junction with Highway 126. Highway 126 is currently open. Please monitor Trip Check for any updates at:

<https://tripcheck.com/>

Forest Closures: Willamette National Forest reduced the closure area for the Bedrock fire due to successful firefighting efforts. Many popular sites and trails have re-opened including the Alpine Trail. There are no changes to closure areas for the Lookout, Horse Creek, and Pothole fire areas at this time. These closures help provide firefighters with safer driving conditions and decrease the potential for search and rescue operations that could interrupt firefighting activities. Closures can be found at: <https://www.fs.usda.gov/detail/willamette/alerts-notice/?cid=fseprd552029>

Restrictions: Fire Restrictions are in place on the Willamette National Forest: <https://www.fs.usda.gov/willamette>. [Temporary Flight Restrictions](#) remain in place over the Bedrock and Lookout fire areas.

Smoke Outlook: <https://outlooks.wildlandfiresmoke.net/outlook/4c92bc1a> The [Fire and Smoke Map](#) (fire.airnow.gov) is another source for air quality information.

Lookout Information Line: 541-215-6735 (8 a.m. - 8 p.m.)

Email: 2023.lookout@firenet.gov

Facebook: <https://www.facebook.com/LookoutFire2023>

Inciweb: <https://inciweb.nwccg.gov/incident-information/orwif-lookout-fire>

Bedrock Fire Information: 541-414-6272 (8 a.m. - 8 p.m.)

Email: 2023.bedrock@firenet.gov

Facebook: <https://www.facebook.com/BedrockFire2023/>

InciWeb Bedrock: <https://inciweb.wildfire.gov/incident-information/orwif-bedrock-fire>



Lookout/Horse Creek/Pothole Fires/Bedrock

September 3, 2023

Morning Update

Lookout: Total Personnel: 645

Size: 24,526 acres | Start Date: August 5, 2023 | Cause: Lightning | Containment: 20%

Resources: 31 engines | 12 crews | 9 bulldozers | 30 water tenders | 7 masticators | 12 helicopters

Fire activity continued to be minimal on the Lookout Fire Saturday. Today, on the east side firefighters will continue to work on the area where burnout operations occurred along the Highway 126 corridor and continue to work on the spot fires across the highway. The west side still holds significant heat and will be patrolled and monitored, with continued prep work on contingency lines. Tree fallers, fire crews, and heavy equipment will continue preparing fuel breaks along forest system roads to be used as primary and alternate control lines on the north side of the fire. Smoke will continue to impact the McKenzie drainage along Highway 126.

Horse Creek: Size: Total Personnel: 213

Size: 763 acres | Start Date: August 24, 2023 | Cause: Lightning | Containment: 12%

Resources: 24 engines | 4 crews | 4 bulldozers | 9 water tenders | 4 masticators

Yesterday firefighters continued strengthening and improving completed fire lines by seeking out and extinguishing hotspots. The eastern most point of the fire is in steep rugged terrain and will be monitored. With minimal fire behavior expected today, crews will be extinguishing and removing burning material along completed fire lines. Firefighters continue to prep contingency lines. Smoke is expected to impact drainages due to creeping and smoldering fire behavior.

Pothole: Size: Total Personnel: 103

Size: 109 acres | Start Date: August 25, 2023 | Cause: Lightning | Containment: 15%

Resources: 6 engines | 2 crews | 1 bulldozers | 3 water tenders | 3 Skid

Firefighters continue to make good progress on the Pothole fire which showed little activity yesterday. Today Firefighters will maintain established fire lines and continue to secure the perimeter.

Bedrock: Total Personnel: 463

Size: 31,590 acres | Start Date: July 22, 2023 | Cause: under investigation | Containment: 85%

Pockets of unburned fuel continued to burn and produce smoke yesterday with minimal fire growth. Two suppression repair groups have been established to continue returning disturbed areas back to their natural state by grading, installing water bars, and re-contouring dozer lines. A Suppression group will continue to work on open lines on the west side, provide initial attack capabilities and continue to assist the Willamette National Forest with nearby fires. Excess fire equipment is being removed and returned to base camp for servicing and cleaning.

All Fires

Fire damaged trees and saturated soils along control lines combine to create an extreme hazard to firefighters and equipment. Prior to entering work areas, expert tree fallers identify and mitigate (fall) these weakened trees to reduce the risk of them coming down and causing serious injuries or fatalities. Firefighters and law enforcement officers maintain a presence in evacuated areas. Trained firefighters are flying Unmanned Aerial Systems (UAS) through the smoke to provide infrared heat imaging to locate hotspots near control lines and provide accurate mapping. Firefighters are ready to respond to any new fire starts that may occur due to lightning. Mopping up describes the process of

extinguishing or removing burning material near control lines down to the mineral soil, felling fire damaged trees, and cooling ash pits to make a fire line less likely to escape or to reduce residual smoke.

Weather

Scattered thunderstorms yesterday resulted in multiple lightning strikes and produced some rain up to 0.10 inches over the fires. Today will be cooler with slightly higher humidity. Fire activity is expected to remain minimal with little fire expected over the next several days mostly due to the recent rain and higher humidity.

Evacuation Centers: An evacuation center is in place at Westridge Middle School in Oakridge for evacuees and small pets from the Horse Creek and Lookout Fires. For assistance with large animal evacuations, please call 541-285-8227.

Evacuation Update: No changes have been made to Evacuation Order. Information can be found at the following websites.

Lane County Evacuations: <https://www.lanecountyor.gov/cms/one.aspx?pageid=19729054>

Linn County Evacuations: <https://www.linnsheriff.org/>

Road Closures:

Highway 242, McKenzie Highway, is closed between milepost 61-76, 14 miles west of Sisters, Oregon to just east of the junction with Highway 126. Highway 126 is currently open. Please monitor Trip Check for any updates at:

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Closures can be found at: <https://www.fs.usda.gov/detail/willamette/alerts-notice/?cid=fseprd552029>

Restrictions: Fire Restrictions are in place on the Willamette National Forest: <https://www.fs.usda.gov/willamette>. [Temporary Flight Restrictions](#) remain in place over the Bedrock and Lookout fire areas.

Smoke Outlook: <https://outlooks.wildlandfiresmoke.net/outlook/4c92bc1a> The [Fire and Smoke Map](#) (fire.airnow.gov) is another source for air quality information.

Lookout Information Line: 541-215-6735 (8 a.m. - 8 p.m.)

Email: 2023.lookout@firenet.gov

Facebook: <https://www.facebook.com/LookoutFire2023>

Inciweb: <https://inciweb.nwcg.gov/incident-information/orwif-lookout-fire>

Bedrock Fire Information: 541-414-6272 (8 a.m. - 8 p.m.)

Email: 2023.bedrock@firenet.gov

Facebook: <https://www.facebook.com/BedrockFire2023/>

InciWeb Bedrock: <https://inciweb.wildfire.gov/incident-information/orwif-bedrock-fire>



Smoke Outlook

West-Central Oregon - Lookout and Bedrock Fire

9/03 - 9/04

Issued by Wildland Fire Air Quality Response Program on September 03, 2023 at 07:49 AM PDT

Fire

The Lookout Fire is 24,526 acres with 20% containment. The Bedrock Fire is 31,590 acres with 85% containment. Latest fire information is available at InciWeb: inciweb.com for more information.

Smoke

Air quality for most of the forecast area will be pleasant through the holiday weekend. The continued westerly winds and clearing of smoke yesterday means that we will likely continue to see GOOD air quality in Central Oregon. The one exception, McKenzie, being near the fire will likely have USG air quality today. The air quality in Detroit Lake and Sweet Home should remain GOOD. Eugene and Sisters will continue to see GOOD air quality for most of the day with brief periods of MODERATE in the evening hours.



Daily AQI Forecast* for Sunday

Station	Yesterday hourly			Sat 9/02	Comment for Today – Sun, Sep 03	Forecast*	
	6a	noon	6p	Sun 9/03		Mon 9/04	
Oakridge	Good	Good	Good	Good	GOOD air quality with periods of MODERATE in the afternoon	Good	Good
La Pine	Good	Good	Good	Good	Air quality will be GOOD for the area	Good	Good
Bend	Good	Good	Good	Good	Air quality will be GOOD with potential brief periods of MODERATE	Good	Good
Detroit Lake	Good	Good	Good	Good	GOOD air quality will continue in the area	Good	Good
Sweet Home	Good	Good	Good	Good	GOOD air quality is expected	Good	Good
Redmond	Good	Good	Good	Good	Air quality should continue to improve. In Redmond GOOD air is expected.	Good	Good
Madras	Good	Good	Good	Good	GOOD air quality in the area today	Good	Good
Sisters	Good	Good	Good	Good	GOOD air quality expected today with brief period of MODERATE	Good	Moderate
Eugene	Good	Good	Good	Moderate	Eugene could see GOOD with periods of MODERATE in the afternoon	Good	Good
McKenzie	USG	USG	USG	USG	Air quality is expected to be MODERATE with periods of USG in the evening	USG	USG

Issued Sep 03, 2023 by Wendy Wagner ARA (wendy.wagner@usda.gov) & V.J. Maisonet (ARA trainee)

Air Quality Index (AQI)	Actions to Protect Yourself
Good (Green)	None
Moderate (Yellow)	Unusually sensitive individuals should consider limiting prolonged or heavy exertion.
USG (Orange)	People within Sensitive Groups* should reduce prolonged or heavy outdoor exertion.
Unhealthy (Red)	People within Sensitive Groups* should avoid all physical outdoor activity.
Very Unhealthy (Purple)	Everyone should avoid prolonged or heavy exertion.
Hazardous (Dark Purple)	Everyone should avoid any outdoor activity.

*Disclaimer: This forecast is based on fine particulates only; ozone is not included. Forecasts may be wrong; use at own risk. Use caution as conditions can change quickly. See your health professional as needed. Smoke sensitive groups should take appropriate precautions.

Additional Links

Interagency Smoke Map - <https://fire.airnow.gov>

Oregon Smoke Map - <https://oregonsmoke.org>

Oregon Health Authority Community Water Revisited -

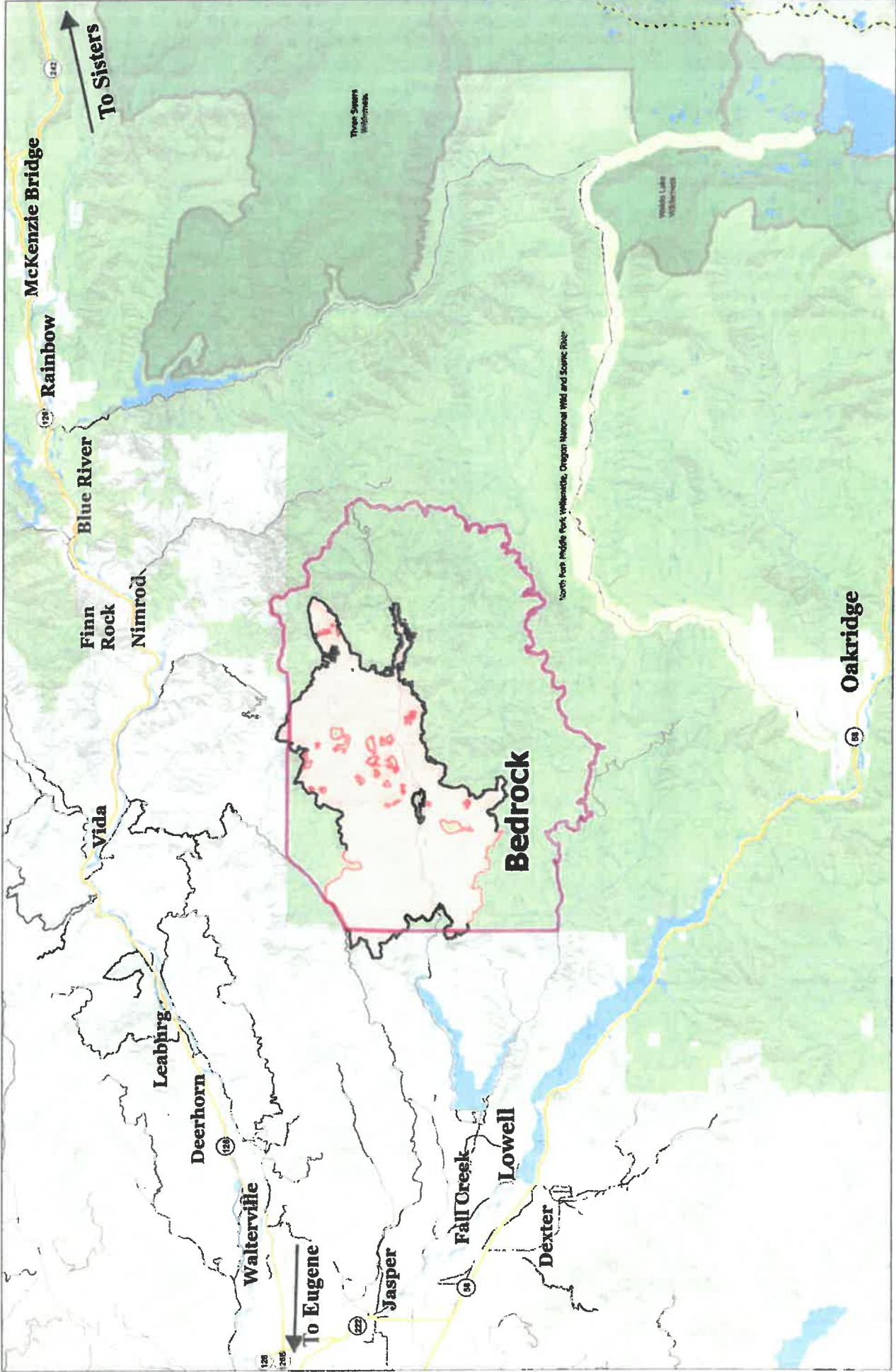
<https://www.oregon.gov/oha/PH/PreventionandResponse/prevention/pages/preparedforwildfire.aspx>



Issued by Interagency Wildland Fire Air Quality Response Program - www.wildlandfire.smoke.net

West-Central Oregon Updates - <https://www.westcentraloregonupdates.com>

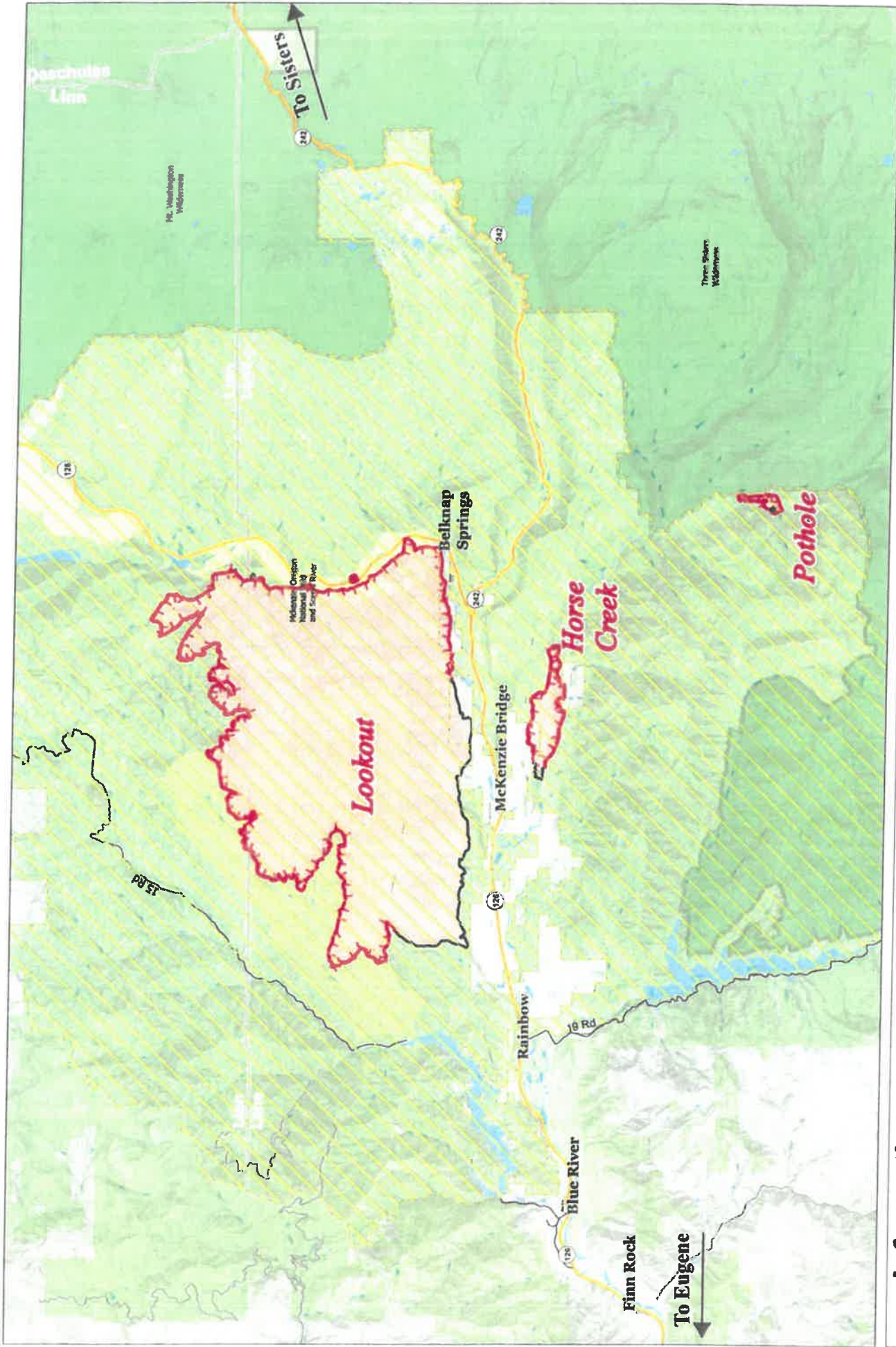
*Smoke and Health Info - www.airnow.gov/aq/quality-and-health



9/2/2023 2:00
 Acres from IR & GPS
 North American 1983 Datum, Lat,Long
 Grid

- Fire Area
- Contained
- Closure Area Located on USFS Lands Only
- Wilderness
- WildlandScenicRiver

Information
 Bedrock
 ORWIF-230266
 09/03/2023
 31,590 acres at 9/1/2023 @ 2227
 Acres from IR & GPS

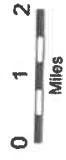


Information
 Lookout
 ORWIF-230327
 09/03/2023
 24,526 acres at 9/1/2023 @ 2137
 Acres from IR & GPS

- Closure - Area
- Contained
- Uncontained
- Fire Area

- Wild and Scenic River
- Wilderness
- H J Andrews
- Experimental Forest

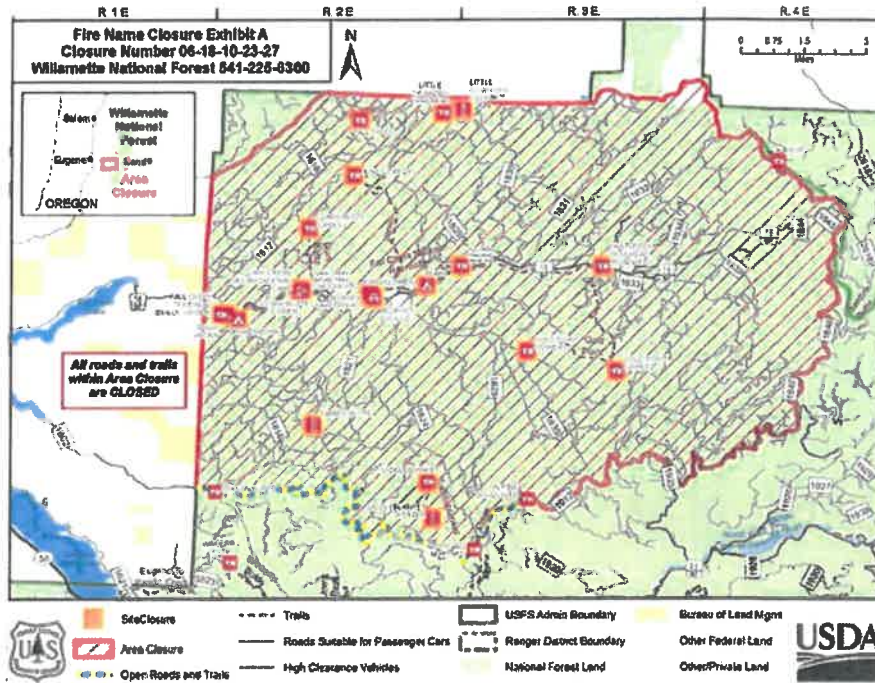
9/2/2023 2053
 Acres from IR & GPS
 North American 1983 Datum, LullLong
 GKD





Bedrock Fire 2023

September 1 at 8:13 AM · 🌐



U.S. Forest Service - Willamette National Forest

August 31 at 12:07 PM · 🌐

CLOSURE REDUCTION: Officials reduced the closure area for the BEDROCK FIRE on Aug. 31, 2023 due to successful firefighting efforts. Many popular sites and trails that were closed by the old Bedrock closure are now open, including the full length of the Alpine Trail (#3315). Follow [Bedrock Fire 2023](#) for latest information.

OPEN Trails, Trailheads, and Recreation Sites

- ✅ Indian Ridge Trail #3315
- ✅ Alpine Trail #3450
- ✅ Station Butte Trail #3471
- ✅ Hehe Mountain #3475
- ✅ Joe's Peak Trail #3482
- ✅ Sardine Butte Trail #3564
- ✅ North Fork Segment #2 Trail #3666.2
- ✅ Indian Ridge Lookout
- ✅ Apline Trailhead (Road 1825 and 1912)
- ✅ Hehe Trialhead
- ✅ Indian Ridge Trailhead (Lower and Upper)
- ✅ Joe's Peak Trailhead
- ✅ North Fork (Road 1912) Trailhead





🚫 CLOSED Campgrounds

- Bedrock Campground
- Blue Pool Campground
- Broken Bowl
- Dolly Varden
- Puma

🚫 CLOSED Trails

- Johnny Creek Nature Trail #3454
- Clark Creek Nature Trail #3456
- Clark Butte Trail #3456.1
- Clark/Fall Tie Trail #3456.2
- Gold Point Tie Trail #3468.1
- Saddleblanket Trail #3487
- Tall Trees Trail #4269
- Fall Creek National Recreation Trail #3455
- Big Meadows Loop Trail #3456
- Cowhorn Mountain Trail #3458
- Gold Point Trail #3468
- Jones Trail #3472

🚫 CLOSED Trailheads

- Alpine (Road 1825)
- Saddleblanket Trailhead
- Station Butte Trailhead
- Alpine Trailhead (Road 1912)
- Clark Butte Trailhead (Lower and Upper)
- Clark Creek Nature Trail Trailhead (Low Clk Butte)
- Fall Creek Trailhead (Dolly Varden)
- Fall Creek Trailhead (Road 1828)
- Fall Creek Trailhead (Road 1833)
- Gold Point Trailhead (Lower and Upper)
- Hehe Trailhead
- Jones Trailhead (Lower and Upper)
- Little Cowhorn Trailhead

🚫 CLOSED Recreation Sites

- Saddleblanket Shelter
- Timber Butte
- Bedrock Day Use
- Clark Creek Organizational Camp
- Little Cowhorn Lookout

i Read full closure:

https://www.fs.usda.gov/.../FSE_DOCUMENTS/fseprd1125705.pdf

The Willamette National Forest is currently in Level 3 Fire Restrictions, IFPL III, and "very high" danger rating. More information: <https://www.fs.usda.gov/main/willamette/fire>.





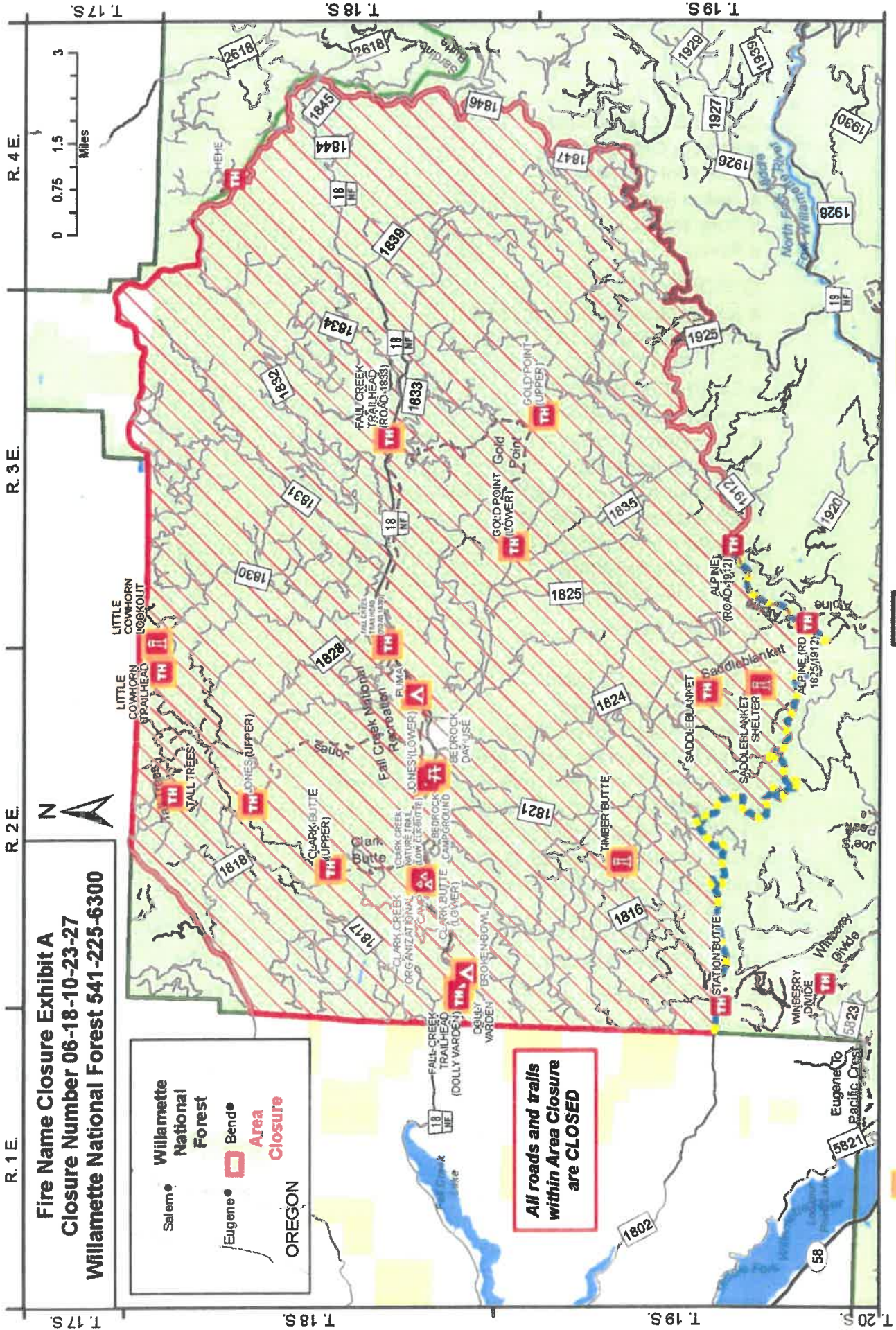
Bureau of Land Mgmt
Other Federal Land
Other/Private Land

USFS Admin Boundary
Ranger District Boundary
National Forest Land



Trails
Roads Suitable for Passenger Cars
High Clearance Vehicles

Site Closure
Area Closure
Open Roads and Trails



Fire Name Closure Exhibit A
Closure Number 06-18-10-23-27
Willamette National Forest 541-225-6300

Willamette National Forest
Salem • Eugene • Bend • Area Closure
OREGON

All roads and trails within Area Closure are CLOSED

► Firewise

- Firewise Q & A
- Firewise Eligibility Map
- Incentives
- Licensed Contractors

Grant opportunities:

The Firewise Grant Incentive Program is pleased to announce a new grant cycle for 2023! Applications will be available on our website **September 1st - September 29th, 2023.**

Please check back in on September 1st to apply online or pick up a paper application at Lane County Public Works Customer Service Center.

Address: 3050 N. Delta Highway, Eugene OR 97405

Please email us at firewiseprogram@lanecountyor.gov with any questions.

Notifications and Resources:

The Oregon State Fire Marshal (OSFM) hosted a series of webinars during spring 2023 for wildfire awareness. A recording of the webinars can be found in the link below.

[Wildfire Awareness Month: Office of the State Fire Marshal](#)

Firewise Program Overview

The Firewise Grant Incentive Program is administered by the Lane County Land Management Division's Long Range Planning and Building programs, with funding provided through Title III of the Federal Secure Rural Schools and Community Self-Determination Program - Section 601 of the Emergency Economic Stabilization Act of 2008. The grant program offers homeowners in rural Lane County financial assistance to make their homes better able to survive wildfires. To qualify for the Firewise Grant you just need to own a home outside of an urban growth boundary in Lane County that's at risk to wildfire - that's it! ([View our eligibility map here.](#)) Each of our [grant incentives](#) is based on current wildfire research that helps your home greatly reduce the chance of burning during a wildfire. Up to \$15,500 in grant funding is available for qualifying properties.

"Fire Aware. Fire Prepared." by Oregon State University

OSU Forestry & Natural Resources Extension, along with state and local agencies and community partners, has launched a Wildfire Wednesday's lunch and learn, "Fire Aware. Fire Prepared." program. This statewide campaign helps Oregonians prepare for the reality of wildfire through greater awareness and actions.

Wildfire Webinars Sessions

It takes a village!

From the home to the landscape

Building community for better preparedness

Read, Set, GO!

Fire preparedness in my area

Land of fire

When fire hits

After the fire

More information and archived videos can be found [here on the Fire Program Online Webinar Guide](#)

For more information contact:

Lane County Firewise Incentive Program

Lane County Public Works Department: Land Management
Division

Customer Service Center: 3050 N Delta Hwy, Eugene, OR 97408

Phone: 458-221-3425 | 541-682-6522

Email: FirewiseProgram@LaneCountyOR.gov

>>> [Sign up for Lane County Emergency Alerts here](#) <<<

Additional Resources: