

October 5, 2023 at 6pm
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: **9/21/23**

9. Appointments

9.1 Laurie Patty Library Board Application

9.2 Cyma Lovell-Beers Library Board Application

9.3 Meagan Metcalf Planning Commission Application

10. Business from the City Council

10.1 Change Order for Cherry Street Project

10.2 Library Silent Auction Alcohol Permit for Saturday October 21st at 6pm

10.3 Designation of Agent Form for FEMA Hazard Mitigation Grant Program

10.4 Greenwaters Park Banner Bank Amphitheater Remodeling Bid Award

10.5 Boy Scouts Fee Waiver/Reimbursement Request for Greenwaters Park

10.6 Dogs of Valor Fee Waiver Request for Greenwaters Park

11. Business from the City Administrator

11.1 Fire Updates

11.2 Other city business updates

12. Items removed from the Consent Agenda

13. Ordinances and Resolutions (with Public Comment)

14. Public Hearings

15. Department/Staff or Board/Committee/Commission Reports

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

15.2 Public Safety Committee (Coker)

15.3 Charter Review Subcommittee (Kinyon)

15.4 Library Board (*Vacant - Kinyon*)

15.5 OEDAC (*Vacant - CA*)

15.6 Admin Committee (Kinyon)

15.7 WAC Subcommittee (Hollett)

15.8 WAC Funding Committee (Mayor Cutchen)

16. Other Business

17. Public Comment

18. 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.*



September 21, 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 Chrissy Hollett, Michelle Coker, and Kelly Brewer

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-** Councilors Tarman, Bjarnson and Kinyon were excused.

4. Additions, Corrections or Adjustments to the Agenda

James-added 9.1, removal of Library Board Member.

Councilor Brewer-added 10.10, fuel logs at public works.

Councilor Hollett-added 10.05, Y Drive discussion.

5. Public Comment

Wayne Hall- spoke about the incidents on Y Drive and thanked the City for their help.

Jan Hooker- spoke about the incidents on Y Drive and expressed her concerns.

Trudy Hammond-spoke about the Y Drive issue and mental health needs for people.

Melissa Houston-spoke about Y Drive and asked what the community thinks she should do.

6. Mayor Comments / Announcements / Proclamations

The Library will be having a silent auction and are accepting donations of items to auction off. The date is TBA.

October 6 is National Plaid day, they are encouraging everyone to come out to the Art Walk and wear plaid.

Mayor Cutchen apologized to Brock Butterfield for the grilling the council put him through at the last meeting regarding funding of the Bus Fair and tax issues.

7. Councilor Comments / Announcements-none

8. Consent Agenda

8.1 Minutes from previous City Council meeting 9/7/2023

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

Mayor Cutchen (aye), Coker (aye), Hollett (aye), Coker (aye). Motion passed 4-0

9. Appointments

9.1 Removal of Library Board Member

James-presented the issue.

Motion: Councilor Hollett moved to remove Jessica Atkins from the Library Board. Councilor Coker seconded the motion.

Hollett (aye), Mayor Cutchen (aye) Coker (aye), Brewer (aye). Motion passed 4-0.

10. Business from the City Council

10.05 Y Drive Discussion

Councilor Hollett-talked about the incidents that have been happening on Y Drive and asked some of the residents if they wanted to speak.

Erin Dumont- spoke about the Y Drive incidents, no one ever asked her if she was ok.

Melissa Houston- said she stood next to Erin's children during the fire.

Wayne Hall- would like to restore order to the neighborhood.

Trudy Hammond-supports having a town hall.

10.1 RAIN Summer 2023 Report from Melissa Prestinario

James-read the issue.

Melissa Prestinario-gave the 2023 Summer report and highlights and thanked the City of Oakridge.

10.2 LTD/Diamond Express Bus IGA Contract Renewal

James-read the issue.

Motion: Councilor Coker moved to approve the new IGA contract with LTD. Councilor Brewer seconded the motion.

Mayor Cutchen (aye), Coker (aye), Brewer (aye), Hollett (aye). Motion passed 4-0.

10.3 Oregon DLCD Technical Assistance Grant Letter of Support

James-read the issue.

Motion: Mayor Cutchen moved to approve the letter of support for the City of Oakridge Technical Assistance Application for an economic opportunities analysis from the Department of Lands Conservation and Development and request signing by the Mayor. Councilor Hollett seconded the motion.

Coker (aye), Mayor Cutchen (aye), Brewer (aye), Hollett (aye). Motion passed 4-0.

10.4 Cascade Collections Inc. Contract for Collections Services

James-read the issue and introduced Misti Cook from Cascade Collections.

Misti-this will be an open ended contract, each account will be handled different, as needed. They are not process oriented, they are people oriented.

Motion: Councilor Coker moved to approve the contract with Cascade Collections. Councilor Brewer seconded the motion.

Brewer (aye), Mayor Cutchen (aye), Coker (aye), Hollett (aye). Motion passed 4-0.

10.5 Boy Scouts Fee Waiver/Reimbursement Request for Greenwaters Park

James-read the issue.

Motion: Councilor Brewer moved to approve a reduced fee of \$40 for up to three rentals for the Greenwaters Park Community building for the Boy Scouts. Councilor Coker seconded the motion.

Coker (aye), Brewer (aye), Mayor Cutchen (nay), Hollett (aye). Motion failed 3-1.

10.6 Dogs of Valor Fee Waiver Request for Greenwaters Park

James-read the issue.

Motion: Councilor Brewer moved to charge \$40 per day rental fees for the Dogs of Valor programs at Greenwaters Park on October 26 and /or December 1-3. Councilor Coker seconded the motion.

Coker (aye), Hollett (aye), Mayor Cutchen (nay), Brewer (aye). Motion failed 3-1.

Motion: Councilor Hollett moved to waive all fees for the Dog of Valor programs at Greenwaters Park on October 26 and /or December 1-3. Councilor Coker seconded the motion.

Mayor Cutchen (nay), Brewer (aye), Coker (aye), Hollett (aye). Motion failed 3-1.

10.7 New Community Firewood Program Contract with Brock Buchmeier

James-read the issue.

Motion: Councilor Coker moved to allow the CA to sign the new Community Firewood program contract. Councilor Brewer seconded the motion.

Mayor Cutchen (aye), Hollett (aye) Brewer (aye), Coker (aye). Motion passed 4-0.

10.8 Special Fire District Report

Councilor Hollett-reported on this.

10.9 City Holiday party and Awards Ceremony with Oakridge/Westfir Chamber of Commerce

James-read the issue.

Motion: Councilor Brewer moved to have the City Holiday Party and Awards Ceremony with the Oakridge/Westfir Chamber of Commerce on December 16, 2023 at the Bowling Alley. Councilor Hollett seconded the motion.

Brewer (aye), Hollett (aye), Coker (aye), Mayor Cutchen (aye). Motion passed 4-0.

10.10 Fuel Logs Discussion

Councilor Brewer-would like to request copies of the fuel logs that are filled out by public works, police and fire. After discussion and clarity on the process from Rick, Councilor Brewer said she was satisfied with this for now and would bring this back when she has more direct questions.

11. Business from the City Administrator

11.1 Fire Updates

James-gave current fire updates.

11.2 Other City Business

12. Items removed from the Consent Agenda-none

13. Ordinances and Resolutions (with public comment)-none

14. Public Hearings-none

15. Staff and Board/Committee/Commission Reports

15.1 Finance Report

Colleen-was there to answer any questions from the council.

15.2 Police

Chief Martin-gave the report.

15.3 Fire/EMS

Chief Hollett-gave the report.

15.4 Public Works

Rick-gave the report.

16. Other Business-none

17. Public Comment

Stan Barenboim-spoke about Y Drive concerns, he lives across the street from the fires.

Dan Barclay-spoke about the Mayor's comments on the Bus Fair.

19. Adjourn - 7:39 pm

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder

Business of the City Council

City of Oakridge, Oregon

October 5, 2023

Agenda Title: Committee Appointments

Agenda Item No: 9.1 – 9.3

Proposed Council Action: Approve committee appointments

Exhibit: (1) Applications
(2) Committees spreadsheet

ISSUE:

(1) Consider applicants for Committee/Commission/Board appointments.

FISCAL IMPACT: None

OPTIONS: (1) Approve the appointments below.

(2) Do not approve one or more of the appointments below.

RECOMMENDATION: Approve the appointments.

RECOMMENDED MOTIONS:

9.1 I move we appoint **Laurie Patty** to Seat 3 of the **Library Board** for a term expiring in December of 2025.

9.2 I move we appoint **Cyma Lovell-Beers** to Seat 2 of the **Library Board** for a term expiring in December of 2025.

9.3 I move we appoint **Meagan Metcalf** to Seat 3 of the **Planning Commission** for a term expiring in December of 2026.

COMMITTEES - As of 9/22/2023

Resolution:	04_2023	17-2020	18-2020	06_2022	N/A	state law	15-2020	07_2022	Ord 32&751	16_2023	N/A
	Admin.	Parks & Community Services	Public Safety	Audit	Charter Review (Sub-C)	Budget	Library Board	RTMP & TRT	Planning Commission	OEDAC	WAC (Sub-C)
Staff:	CA (s)	Comm. Serv. Dir. (CSD)	PD & FD Chiefs, CSD, HRFD, Westfir, School,	Finance Director (ex officio)	(Sub-C)	CA, Dept Heads	Library Coordinator	Finance Dir & CA (non-voting)	CA, CSD	CA, CSD	CA
Meeting Dates:	3rd Wednesday at 6pm	2nd Monday at 5:30pm	4th Tuesday at 6pm	4th Monday at 5pm	2nd & 4th Thursdays at 6pm	Varies	2nd Tues every other month at 5:15	1st Tuesday at 7pm	3rd Tuesday at 7pm	2nd Wednesday at 5pm	1st Monday at 5:30
Councilor	Kinyon	Tarman	Coker	Bjarnson & Kinyon	Kinyon	ALL	?	Kinyon (S)	N/A	?	Hollett
Chair:	Kinyon	Tarman	Trudy Hammond	Kinyon	McNatt	Coker	Georgi Samuelson (Librarian)	Metcalf	Gobelman	Ackland	Hollett
TERMS:	3 year terms	3 year terms	3 year terms	2 year terms	N/A	3 year terms	3 year terms	3 year terms	4 year terms	3 year terms	N/A
Seat 1 2024, 2027	Trudy Hammond (VC)	Kevin Gobelman	David Ackland (VC)	Brenna Chrisman (Budget)	Matthew McNatt	Lisa Samuelson	Julia Yoder	James Winkelman	James Winkelman	Kevin Gobelman	Sheri Kendall
2024, 2027	Cyma Lovell-Beers	Leo Robb	OPEN	X	Altemus-Pope	OPEN	Cyma Lovell-	Mike Leander(VC)	Kevin Gobelman	Rustie Ackland	Bobbie Whitney
2022, 2025,	OPEN	Lynda Kamerrer	Marietta Thompson.	X	Jan Christensen	Lynda Kamerrer	Laurie Patty*	Meagan Metcalf	Meagan Metcalf*	Sarah Altemus-Pope	Bev McCulley
2022, 2025,	OPEN	Heather Buley	"Tink" Marquardt	X	Sue Cathcart	Cyma Lovell-Beers	Jeannie Cabello-Penn	Kelly Wynant	Stan Barenboim	sec- Kelly Wynant	Lloyd-Parks
2023, 2026,	Jeri Reed	VC - Jason Nehmer	Trudy Hammond	X	Chris Winchester	Jan Christensen	Annie Brown	OPEN	John McClelland	Mary Rivera	Lauri O'Neill
2023, 2026,	Chris Winchester	Barbara Council-Burney	Marty Scott	X	Jeri Reed	vc-Brenna Chrisman	Terry DeLoach	OPEN	OPEN	VC - JT Flowers	Marietta Thompson
Seat 7 2025			Hazelidell Rep		Kathy Holston	Linda Dunham			Donald Grant	Michelle Emmons Chamber Pac	Jeff Reed
Seat 8			Mayor Williams		OPEN (up to 15)						"Tink" Marquardt
Seat 9			Dave McGrath -								
Seat 10							*Applicants		*Applicant term ends 2024		



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: (Library Board) Laurie Patty
Address: 48339 7th St Oakridge, OR 97463
Is your residence in the City of Oakridge: YES [X] NO []
Telephone where you can be reached: 541-914-9317
Employer/Occupation: Retired
E-mail Address: lgpatty1@mac.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 have been a library volunteer for most of 2022 and enjoy the people and learning how libraries work and serve our community. As a retired retail business owner, helping people will always be in my wheelhouse

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

Date of Birth: Place of Birth: Sunbury, PA

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): Laurie A. Patty
Participant Signature: [Handwritten Signature]
Date: 12/07/2022



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:

N/A

Date:

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

I Love books and people. I began volunteering at my hometown library as a child and realize the value to the community goes beyond books on the shelves.

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 Committee	<input type="checkbox"/>	Library Board	<input checked="" 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"/>
WAC Subcommittee	<input type="checkbox"/>				

Library



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: Cyma Lovell-Beers

Address: 48417 3rd St

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

Telephone where you can be reached: 646-617-4791

Employer/Occupation: retired

E-mail Address: beersecyma@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: I am a retired Budget Analyst. I worked for the City of New York for the Dept. of Homeless Serv.

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

Date of Birth: [] Place of Birth: Brooklyn, NY

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): Cyma Lovell-Beers

Participant Signature: Cyma Lovell-Beers

Date: March 20, 2023

RECEIVED

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

3/28/23



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.

I have spent 30 years in service to others of my community. Since retirement, I've been wanting to serve my (new) community of Oakridge. I enjoy books and the knowledge that they bring. I would like to see the Oakridge Library play a major part in the education of our children in conjunction with the Oakridge School district.

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 type="checkbox"/> | Library Board <i>apply</i> | <input checked="" 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"/> |



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: **PLANNING COMM**

Name: **MEAGAN METCALF**

Address: **48453 3RD ST OAKRIDGE**

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: **214/5420187**

Employer/Occupation: **SELF/LIGHTING DESIGNER**

E-mail Address: **MEAGAN.METCALF@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:

SELF EMPLOYED & WAS A PARTNER IN ANOTHER COMPANY BETWEEN 2009-2016. COMFORTABLE IN LEADERSHIP POSITIONS & ADEPT AT PROBLEM SOLVING.

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): **MEAGAN METCALF**

Participant Signature:

A handwritten signature in black ink that reads "Meagan Metcalf". The signature is written in a cursive style with a large initial "M".

Date:

9/20/23



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.

See attached Planning Commission Questionnaire.

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 checked="" type="checkbox"/>	Budget Committee	<input type="checkbox"/>	Audit Committee	<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"/>
WAC Subcommittee	<input type="checkbox"/>				



Planning Commission Applicant Questionnaire

- 1) Why do you want to become a member of the Planning Commission, and what specific contributions do you hope to make?

I love living here, and plan to live here long term. I'd like to be more involved in the community, and I think my business experience could be helpful to the commission.

- 2) Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will *not* disqualify you from consideration.)

Chair of RTMP/TRT committee. Freelance work for Oakridge Air.

- 3) What topics or issues related to the Planning Commission most concern you and why?

Oakridge is growing and changing and I'd like to see a balance between new opportunities and the unique character that makes this town so special.

- 4) Do you use and have access to reliable computer (or laptop etc.) and email?

Yes

- 5) The Planning Commission often reviews projects with accompanying documentation (design plans, maps, zoning ordinances & laws, etc.) which can sometimes require a considerable amount of time to review prior to the Planning Commission meetings. Please discuss your availability in terms of time commitment.

My availability can vary, but I generally have extra time in a week.

- 6) As a general rule, when do you feel variances and conditional uses should be granted?

When there is a reasonable argument to be made for granting one.

- 7) How do you feel the City Staff should assist the Planning Commission in their efforts, and how much consideration would you give to their staff reports?

A fair amount. They have access to much more information than we do, so I'd give a lot of consideration to their reports.

- 8) Have you attended any Planning Commission meetings (for *any* city) in the past?

No

Business of the City Council

City of Oakridge, Oregon

October 5, 2023

Agenda Title: Change Order #1 for Cherry Street Project

Proposed Council: A motion from the floor to approve

Agenda Item No: 10.1

Exhibits: Change Order #1 for extra costs, notice to residents, cost analysis

Agenda Bill Author: CA & Ed Hodges

ISSUE:

City Engineer Ed Hodges is requesting Council's authorization to approve a change order for the Cherry Street road construction project due to the following issues:

1. Storm Drain Connections to 4" HDPE and Cleanout – These connections will tie the new storm underdrain system to the 4" underdrain that the City installed when replacing the water line this year. Having our new underdrains for the road tie into this line will make the system more robust, and placing a cleanout will allow the City to maintain the pipes if any clogging occurs. This work was not in the original bid but was requested by the City Public Works Department when the new drain line was installed.
2. 6" Storm Drain Pipe Solid to Connection at E 10" RCP – This change discussed at the Preconstruction Meeting will keep all the collected stormwater from the new underdrain below ground, rather than discharging it to the street gutter and allowing it to flow into a catch basin. Given the year-round constant water flows from this slope, it would be much more beneficial for the residents and for the infrastructure to keep all the runoff in pipes all the way into the existing system. This work was not included in the original bid to keep costs down. It was determined by Public Works and the City Engineer that inclusion of a buried drain line to the City storm system was preferable to having overland flow from the new drainage system.
3. Rip Rap Removed – Due to the solid pipe connection into the existing system, the rock protection for the pipe outfall in the original plan is no longer needed, offsetting some of the costs of the new connection.

In order to proceed with the project, a "Change Order" (see attached Exhibit) must be signed by the CA after Council's approval. \$250,000 of this project is paid for by ODOT through the Small Cities Allotment Grant (see the attached cost analysis). Construction is slated to begin the first week of October. Ed Hodges will be available by Zoom to answer any questions.

FISCAL IMPACT: \$8,529.00

RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to allow the CA to sign Change Order #1 for the Cherry Street Project."*

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.

CHANGE ORDER NO. 1

**City of Oakridge
2023 Street Improvement – Cherry Street**

Dated 09/21/2023

OWNERS Project No --- ENGINEERS Project No 1826

Project **CITY OF OAKRIDGE
2023 Street Improvement – Cherry Street**

CONTRACTOR Wildish Construction Co

Contract For As above Contract Date Sept. 7, 2023

To Wildish Construction Co
CONTRACTOR

You are directed to make the changes noted below in the subject Contract:

City of Oakridge
OWNER

By James Cleavenger, City Administrator

Dated _____

The Contract amount shall be modified to include these changes:

1) Storm Drain Connections 4" HDPE to 4" HDPE	4 EA@\$1000	\$4,000
2) Storm Drain Connections 4" HDPE to 4" HDPE w/CO	1 EA@\$1,500	\$1,500
3) 6" Storm Drain Pipe Solid to Connection at E 10" RCP	79LF@\$51	\$4,029
4) C.5 Rip Rap	(1)CY@1,000	(\$1,000)

Total Contract Cost Modification **\$8,529.00**

These changes result in the following adjustment of Contract Price and Contract Time:

Contract Price Prior to This Change Order	<u>\$219,180.00</u>
Net Increase Resulting from This Change Order	<u>\$8,529.00</u>
Current Contract Price Including This Change Order	<u>\$227,709.00</u>
Contract Time Prior to This Change Order	<u>10/27/2023</u> (Days or Date)
Net Increase Resulting from This Change Order	<u>0</u> (Days)
Current Contract Time Including This Change Order	<u>10/27/2023</u> (Days or Date)

The Above Changes Are Approved:

CURRAN-McLEOD, INC.
ENGINEER

By: 

Dated: 9/21/23

The Above Changes Are Accepted:

WILDISH CONSTRUCTION CO
CONTRACTOR

By:  Project Manager
Justin Basotes

Dated: 9-25-23

Curran-McLeod, Inc.

Sep-23

**City of Oakridge - 2023 Street Improvements Cherry Street
Summary of Funding and Project Costs To-Date**

Item	Amount
ODOT SCA Grant Funding	\$ 250,000
Contractors Bid (Actual Cost)	\$ 219,180
Engineering (Actual Cost)	\$ 30,000
Misc Construction (Estimated)	\$ 1,000
Total Costs To-Date (Actual and Estimated)	\$ 250,180
Total Costs to City To Date (Grant - Costs)	\$ 180
Contractors Change Order No. 1 (CO No.1) Stormwater Pipe and Drain Line Connection	\$ 8,529
Total Cost to City Including CO No. 1	\$ 8,709

September 25, 2023

**CURRAN-McLEOD, INC.
CONSULTING ENGINEERS**

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

Current Resident
Cherry St
Oakridge, OR

**RE: CITY OF OAKRIDGE
CHERRY STREET IMPROVEMENT**

Dear Cherry Street Resident;

Beginning the first week of October, a construction project will be replacing the roadway of Cherry Street between 1st and 2nd Streets and installing a new drainage system. The contractor will excavate the existing road, and trenches for placing drainage pipe, then install the new pipe and back fill with crushed rock. The final step will be repairing the road from top to bottom. The project is expected to last approximately two months. During this time, there will be construction equipment on the road, and active work will take place between 7 AM and 5 PM, Monday through Friday. The work will impact driveway access in the construction area, but, in general, you will be able to access your residences at all times. The contractor, Wildish Construction Co, will coordinate with you to make any necessary accommodation. If you have any questions or concerns, please call me or Ed Hodges at 503-684-3478, or email kpm@curran-mcleod.com and eph@curran-mcleod.com, or contact Rick Zylstra at rickzelstra@ci.oakridge.or.us or 541-782-2258.

Sincerely,

CURRAN-McLEOD, INC.



Kevin Morgan, EI
Civil Designer

enclosure:



DATE: 9.15.23

TO: City of Oakridge

RE: Oakridge Cherry Street Storm Drain Changes Tie-In's

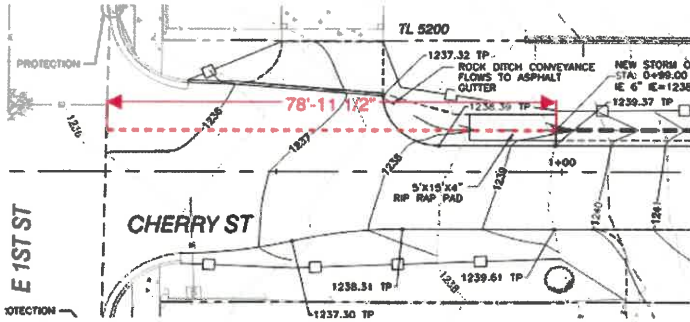
FROM: Wildish Construction Co., CCB #00695

We are pleased to offer the following quote for storm drain connections.

Bid Item #	Description	Unit	Quantity	Unit Price	Total Price
1	Storm Drain Connections 4"HDPE to 4" HDPE	EA	4.00	\$ 1,000.00	\$ 4,000.00
2	Storm Drain Connections 4"HDPE to 4" HDPE w/ Cleanout	EA	1.00	\$ 1,500.00	\$ 1,500.00
3	6" Storm Drain Pipe Solid to Connection at E 10" RCP	LF	79.00	\$ 51.00	\$ 4,029.00
C.5	Rip Rap	CY	(1.00)	\$ 1,000.00	\$ (1,000.00)
Total:					\$ 8,529.00

Clarifications:

- 1 4ea Connections to be made with 4" tee per plan.
- 2 1ea connection at bottom of city 4" perf pipe to have a cleanout.
- 3 Drain rock and 3/4" minus rock to be paid per bid item. Not included in change order price above.
- 4 All work is to be done during normal work hours, Monday-Friday.
- 5 City to supply materials and make connection to E. storm drain line with 10"x6" tapping saddle.
- 6 Wildish to excavate for city forces to make connection to E. main.
- 7 City to provide slope re-design grades to make connection to existing 10" storm drain line.
- 8 Extending the storm drain pipe will remove the rip rap outfall work from the project.
- 9 Price does not include any adjustment to the area of the gravel driveway approaches bid item. Adjustment will be as directed by the city if any is adjustment is required.



If you have any questions in considering this quote, please call 541-520-4939.

Thank You

Submitted By: Justin Besotes
Justin Besotes

Agreed To: _____

Wildish Approval: _____

Date: _____

Business of the City Council

City of Oakridge, Oregon

October 5, 2023

Agenda Title: Library Silent Auction Alcohol Permit

Agenda Item No: 10.2

Proposed Council Action: A motion from the floor to approve

Exhibits: Alcohol Permit, event & donations flyers, OLCC Server Card

Author: CA

ISSUE:

On **Saturday October 21st** from 6-10pm, the Oakridge Public Library and the Library Board are hosting an "After Dark" Silent Auction fundraiser and they are requesting that City Council approve their alcohol permit to be able to serve beer & wine at the event, which will be held at the library. Library Board member Julia Yoder has an OLCC servers permit (copy attached).

They are accepting donations of items to be auctioned during the silent auction (for example: art, jewelry, gift baskets, etc.). Items are accepted through October 15th (see attached flyer for more information). **Jeannie Cabello-Penn**, the vice-chair of the Library Board will be in attendance to answer questions flyers for the event will be distributed to neighboring businesses and residences to inform them of the event in advance and controls will be in place to monitor alcohol consumption. Proceeds will be used for children's educational materials & books.

FISCAL IMPACT: \$0

OPTIONS: Approve, deny, or modify the request

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve the library's alcohol permit for their silent auction event on October 21st."*

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



ALCOHOL
SERVICE
PERMIT

TEMPORARY

PERMIT NUMBER: 8H077L


Julia Yoder
PO Box 854
Oakridge, OR 97463


BIRTHDATE:

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

Category:	Event: <u>'Library After Dark' fundraiser</u>
Family: <input type="checkbox"/>	Event Sponsor: <u>Oakridge Library Board</u>
Group: <input type="checkbox"/>	Date of Event: <u>Saturday October 21st</u>
Non-Profit: <input type="checkbox"/>	Hours of Event: <u>6pm - 10pm</u>
For Profit: <input type="checkbox"/>	Will you charge admission to the event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Expected Number of People Attending the Event: _____
	Applicant: <u>Tula Jode</u>
	Contact Address: <u>PO Box 857 Oakridge, OR 97143</u>
	Contact Phone: <u>(541) 513-6362</u>

Facility To Be Reserved: (Check all that apply to Event)	Greenwaters:	Entire Park: <input type="checkbox"/>	<input type="checkbox"/>
		Community Building: <input type="checkbox"/>	<input type="checkbox"/>
		Picnic Shelter: <input type="checkbox"/>	<input type="checkbox"/>
		Amphitheater: <input type="checkbox"/>	<input type="checkbox"/>
		Street Closure: <input type="checkbox"/>	Which Street: _____
	WAC:	Classroom: <input type="checkbox"/>	Senior Ctr: <input type="checkbox"/>
		Gym: <input type="checkbox"/>	Kitchen: <input type="checkbox"/>
		Fire Hall Training Room: <input type="checkbox"/>	<input type="checkbox"/>
	Have you scheduled the facility with the City?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Alcohol Permit:	Hours of Alcohol Service: <u>6-10pm (4 hours)</u>
	Type of Food/Caterer: _____
	Security Measures: _____
	Date of Council Approval: _____
	After approval by the Council, please provide copies of:
	Certificate of Insurance: <input type="checkbox"/>
	Hold Harmless Agreement: <input type="checkbox"/>
	OLCC License: <input checked="" type="checkbox"/>

Noise Permit	Nature of Noise Generation: _____
	Estimated Distance Noise will be plainly audible: <u>N/A</u>
	is a variance required? Yes <input type="checkbox"/> No <input type="checkbox"/>
	(If a variance is required, please explain the reason for the variance.)
	Attach a list of all residences/businesses within 500 feet.

Applicant Signature: [Signature] **Date:** 9/27/23

*Please see the conditions for these permits on the back of this application.
* If Council approval is required, submit application at least 45 days before event.*

Fees Received: _____ **Date:** _____

Final Approval Signature: _____ **Date:** _____



**Rental Agreement for the
Use of Alcohol in City Facilities**
Answers Should Be Provided on a Separate Sheet of Paper

1. You will be civilly liable for any damage or injuries that may occur during your event.
2. You will be responsible for the cleanup of the facility and for any required repairs.
3. The event must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
4. Please provide a list of all neighboring businesses and residences and their addresses and phone numbers located within 500 feet of the activity. Each of these businesses or residents must be contacted with information about the event not more than 14 days, nor less than 7 days, prior to the event. The information must include a contact number for information requests or complaints.
5. If admission is charged at the event and alcohol is served, you must reserve the entire facility for the duration of the event.
6. Permit Applications for Alcohol Usage in City Facilities must be submitted to the City no less than 45 days before the event.
7. If alcohol is approved for service by the City Council, please provide a certificate of insurance for \$1,000,000, a hold-harmless agreement, and a copy of the OLCC license after approval of the Council at least two weeks before the event.
8. You must provide appropriate security during your event commensurate to the size of the event, i.e. one security trained and easily identifiable personnel for every 100 participants with a minimum two personnel on duty at all times.
9. You must have controls in place to insure that minors do not consume alcohol at your event. Please describe.
10. You must have controls in place to insure that the adults who drink stay within the rented area. Please describe.
11. If there are any changes as far as the amount of alcohol or the number of people attending, it is your responsibility to advise the City at 541-782-2258.
12. You must abide by the above conditions and any other stipulations the City may deem necessary.
13. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of a City ordinance.

Signature: _____



Your Oakridge Public Library is calling YOU!

Saturday October 21st at 6PM

We are planning a Silent Auction in October.

All contributions are welcome and would be greatly appreciated.

Suggested donations would include:

Fine jewelry

Fine art

Antiques

Quilts

Gift baskets

New Craft items

Gift certificates

All great ideas welcome

**Donations Due Oct. 15th*

Please email the library with pictures or questions:
oakridgelibrary@ci.oakridge.or.us

ASD to TPC related activities

of ASD and maintenance

Business of the City Council

City of Oakridge, Oregon

October 5, 2023

Agenda Title: Designation of Agent Form for FEMA Hazard Mitigation Grant

Agenda Item No: 10.3

Exhibits: FEMA Designation of Agent Form

Proposed Council Action: A motion from the floor to approve

Author: CA

ISSUE:

One of the many additional forms required to be submitted with the city's FEMA Hazard Mitigation grant application for up to \$1million dollars in funding for the WAC remodel project is a "Designation of Agent Form" (attached), which simply states that the City Administrator is the city's authorized agent to apply for FEMA grants.

FISCAL IMPACT: Up to \$1,000,000.00

OPTIONS: Approve, deny, or modify the request

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve and allow the Mayor to sign the FEMA "Designation of Agent" form, certifying that City Administrator James Cleavenger is the city's agent, authorized to execute all forms and documents for the purpose of applying for and obtaining financial assistance through FEMA grants."*

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 3 (Strong Economy), Goal #1: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents.

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

DESIGNATION OF AGENT

RESOLUTION

BE IT RESOLVED by the City Council OF Oakridge, Oregon
(Governing Body) (Public Entity)

THAT James Cleavenger, City Administrator
(Name) (Title)

is hereby authorized to execute for and on behalf of

The City of Oakridge, Oregon,

a public entity established under the laws of the Oregon, all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program (HMGP), or Hazard Mitigation Grant Program Post Fire (HMGP-PF), or the Building Resilient Infrastructure and Communities (BRIC) program under the Disaster Recovery Reform Act of 2018 (DRRA) or the Flood Mitigation Assistance (FMA) program, as pertains to federal mitigation grant programs indicated below (check all that apply):

HMGP HMGP-PF BRIC FMA

Passed and approved this 5th day of October, 2023.

CERTIFICATION

I, Bryan Cutchen, duly appointed and Mayor
(Name) (Title)

of the City of Oakridge, Oregon, do hereby certify that the above is a true and was passed

and approved by the City Council
(Governing Body)

of Oakridge, OR on the 5th day of October 2023.

(Signature) Oakridge Mayor 10/05/2023
(Official Position) (Date)

Business of the City Council

City of Oakridge, Oregon

October 5, 2023

Agenda Title: Greenwaters Park Banner
Bank Amphitheater Remodeling Bid Award

Proposed Council Action: Award Bid

Agenda Item No: 10.4

Exhibit(s): Submitted Bids (3), Draft Contract
with On Top Construction

Agenda Bill Author: Rick Zylstra

ISSUE: The Banner Bank Amphitheater at Greenwaters Park has needed new siding and other repairs for many years. Thanks to Banner Bank's willingness to retain sponsorship of the building, they have graciously offered to reimburse the city for repairs up to \$20,000.

We received 3 bids from local contractors with a business license with the city (see attached). The bids are in front of City Council for a decision (rather than what would normally be a staff decision), due to the fact Councilor Brewer has an ownership interest in On Top Construction, the company that submitted the lowest bid. The bid process was sealed (none of the bidders could see what the other companies bid) and the bids were solicited *before* Councilor Brewer joined City Council.

The nature of the repairs is for new siding. The project *may* include dry-rot issues which may increase costs if more wood needs to be replaced, but this is something we simply cannot see until the existing siding is removed to expose the interior structure. Staff informed all bidders that the work will need to be completed by early spring 2024 at the latest in order to not interfere with rentals.

Received Bids:

- | | |
|-----------------------------------|-------------|
| 1. Alpine Ridge Construction | \$18,200.00 |
| 2. Stan Clark Construction LLC | \$16,589.00 |
| 3. On Top Construction and Design | \$16,065.00 |

FISCAL IMPACT: None (up to \$20,000 being re-imbursed by Banner Bank).

- OPTIONS:** 1) Approve and award the lowest bid (On Top Construction)
2) Do not approve the lowest bid
3) Direct staff to seek new bids

RECOMMENDATION: Staff recommends awarding the work to the lowest bidder, On Top Construction and Design.

RECOMMENDED MOTION: *"I move to award the contract for the Banner Bank Amphitheater in Greenwaters Park re-siding project to the lowest bidder, On Top Construction and Design."*

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 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.



On Top Construction and Design
 P.O Box 441
 Oakridge, OR 97463
 541-852-0474
 Kelly@OnTopConstructionanddesign.com
 OnTopConstructionAndDesign.com

Estimate 1342

ADDRESS

City of Oakridge
 48362 hwy 58
 Oakridge, OR 97463

DATE 09/20/2023	TOTAL \$16,065.00	
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ACTIVITY

AMOUNT

Reside entire exterior of Amphitheater. This includes removal of all belly band, two barn sliding doors and all existing siding. Replace with hardy 7" siding with all new corners, inside and out. This also includes framing in of existing opening left from door removal to accommodate new siding.	16,065.00
This estimate does not include any dryrot repair. Any dry rot repair needed will be billed as time and material cost This estimate does not include paint.	0.00

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above with and completed in a substantial workmanlike manner.
 Due to the fluctuating construction material prices, we can no longer guarantee estimates' material prices. In the event that there is a material cost increase, On Top Construction will discuss the details before moving forward.

TOTAL	\$16,065.00
	THANK YOU.

Accepted By

Accepted Date

Payments are: 50% due upon signing and 50% due upon completion.

*Credit /debit card payments will be charged a 4.5% processing fee. This fee will be added to the total invoice prior to the payment processing.

-This Proposal may be withdrawn by us if not accepted within 30 days.

- All agreements contingent upon strikes, accidents or delays beyond our control.



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

RE: Confirming Tyvek/moisture wrap

Damion Brewer <damion@ontopconstructionanddesign.com>
To: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Tue, Sep 26, 2023 at 6:48 AM

James,
The Greenwaters estimate for siding does in fact include Tyvek wrap. Im happy to add it to the estimate itself and resubmit. Let me know.
Thank you for your business

Kelly Brewer
Office Manager / Owner
541-359-5695
541-782-5798 Fax
541-852-0474 Damion Brewer

----- Original message -----

From: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>
Date: 9/26/23 12:12 AM (GMT-08:00)
To: Kelly Brewer <kelly@ontopconstructionanddesign.com>, Damion Brewer <damion@ontopconstructionanddesign.com>, Rick Zylstra <rickzylstra@ci.oakridge.or.us>
Subject: Confirming Tyvek/moisture wrap?

Damion;

As per our conversation yesterday, can you please confirm by responding to this email that your bid for the Greenwaters Park amphitheater project includes using Tyvek/moisture wrap?
Thank you and again, congratulations on winning the bid!

James M. Cleavenger, JD, LLM
City Administrator
City of Oakridge
541-782-2258 x6



Date:9/28 /2023

Page 1 of 4

SCOPE OF WORK: Reside entire exterior of Amphitheater.

CUSTOMER: City of Oakridge

JOB LOCATION: Green waters Park

CONTACT: James Cleavenger

We propose hereby to furnish material and labor-complete in accordance with specifications below for the sum of: **\$16,065.00 (Sixteen thousand, sixty-five dollars even)**

Payment to be made as follows:

Due down for startup: \$8032.50 (eight thousand, thirty-two dollars and 50 cents)

Due upon completion: \$8032.50 (eight thousand, thirty-two dollars and 50 cents)

******NET DUE AND PAYABLE UPON JOB COMPLETION AND BILLING.**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from specifications below or in plans provided that involve extra costs, will become an extra charge over and above the estimate. **Due to the fluctuating construction material prices, we can no longer guarantee estimates' material prices. In the event that there is a material cost increase, On Top Construction will discuss the details before moving forward** Any additional changes will require a written change order or a verbal agreement. Change Order Time & Material is billed at \$65.00 per man hour.

Customer warrants that he/she alone is responsible for determining the boundaries to his/her property. Customer warrants that she/he alone is responsible for determining the existence and location of underground pipes, utilities, septic tanks and the like and will advise contractor of the existence and location thereof. Contractor fully covers his workers with Workman's Compensation Insurance.

AUTHORIZED SIGNATURE :

Damion OR Kelly Brewer, OWNER:

A handwritten signature in black ink, appearing to read "Kelly Brewer", is written over a horizontal line.

C: 541-852-0474 / O: 541-359-5695/ F: 541-782-5798
DAMION@ONTOPCONSTRUCTIONANDDESIGN.COM

P.O BOX 441 OAKRIDGE, OR 97463
LICENSED BONDED INSURED CCB#209925

Job description as follows:

Reside entire exterior of Amphitheater.

This includes removal of all belly band, two barn sliding doors and all existing siding.

Replace with hardy 7" siding with all new corners, inside and out. This also includes framing in of existing opening left from door removal to accommodate new siding.

This estimate does not include any dry rot repair. Any dry rot repair needed will be billed as time and material cost

This estimate does not include paint.

JOB TOTAL: \$16,065.00 (Sixteen thousand, sixty-five dollars even)

DEPOSIT MADE: \$8032.50 (eight thousand, thirty-two dollars and 50 cents) on ____/____/2023

**** Please be advised credit /debit card payments will be charged a 4.5% processing fee. This fee will be added to the total invoice prior to the payment processing. The fee is generated automatically via the credit company and the total deposited is less the fee.**

TOTAL DUE UPON COMPLETION OF JOB: \$8032.50 (eight thousand, thirty-two dollars and 50 cents)

By signing this proposal, I, the customer acknowledge the above prices, specifications and conditions are satisfactory and are hereby accepted. On Top Construction and Design is authorized to do the work as specified; Payment will be made as outlined above. If payment is not made as set forth above, a service charge shall accrue on the unpaid balance at the rate of 9% per month starting on the date of completion. Any unpaid balance that is sent to collections or requires legal intervention to collect, will have all fees added to the original balance due and will accrue at any additional rate that the collection company sets forth.

Due to the fluctuating construction material prices, we can no longer guarantee estimates' material prices. In the event that there is a material cost increase, On Top Construction will discuss the details before moving forward.

I, the customer also acknowledges receipt of the Right to Lien notices (pages 3-4 of this contract) and accept the terms set forth in these required notices. If more than one person is listed on this contract, signatures from either party are binding on all change orders or adjustments.

Customer Signature _____

Date of Acceptance: _____

Customer Signature _____

Date of Acceptance: _____

Information Notice to Owner About Construction Liens

This is not a lien. Your contractor is required by law to provide this notice to inform you about construction lien laws. This notice explains the construction lien law, and gives steps you can take to protect your property from a valid lien. As an owner, you should read this information notice carefully. This information notice is required to be given if you contract for residential construction or remodeling, if you are buying a new home, or at any time the contract price exceeds \$2,000.

This notice is not intended to be a complete analysis of the law. You should consult an attorney for more information.

- Under Oregon law, your contractor and others who provide labor, materials, equipment, or services to your project may be able to claim payment from your property if they have not been paid. That claim is called a Construction Lien.
- If your contractor does not pay subcontractors, employees, rental equipment dealers, materials, suppliers, or does not make other legally required payments, those who are owed money may place a lien against your property for payment. **It is in your best interest to verify that all bills related to your contract are paid, even if you have paid your contractor in full.**
- If you occupy or will occupy your home, persons who supply materials, labor, equipment, or services ordered by your contractor are permitted by law to file a lien against your property only if they have sent you a timely Notice of Right to Lien (which is different from this Information Notice), before or during construction. If you enter into a contract to buy a newly built, partially-built, or newly-remodeled home, a lien may be claimed even though you have not received a Notice of Right to a Lien. If you do not occupy the building, a Notice of Right to Lien is not required prior to filing a lien.

Common Questions and Answers about Construction Liens

Can someone record a construction lien even if I pay my contractor? Yes. Anyone who has not been paid for labor, material, equipment, or services on your project and has provided you with a valid Notice of Right to Lien has the right to record a construction lien.

What is a Notice of Right to Lien? A Notice of a Right to Lien is sent to you by persons who have provided labor, materials, or equipment to your construction project. It protects their construction lien rights against your property.

What should I do when I receive a Notice of Right to Lien? Don't ignore it. Find out what arrangements your contractor has made to pay the sender of the Notice of Right to Lien.

When do construction liens need to be recorded? In Oregon, construction liens generally need to be recorded within 75 days from the date the project was substantially completed, or 75 days from the date that the lien claimant stopped providing labor, material, equipment, or services, whichever happened first. To enforce a lien, the lien holder must file a lawsuit in a proper court within 120 days of the date the lien was filed.

Note to Contractor: This notice must be delivered personally, or mailed by registered mail, certified mail, or by first-class mail with a certificate of mailing. Ask the signing parties to provide you with an original or copy to retain in your files. You should retain proof of delivery of this notice for at least two years.

Steps That Consumers Can Take to Protect Themselves

- **Contact the Construction Contractors Board (CCB) and confirm that your contractor is licensed.** The law requires all construction contractors to be licensed with the CCB. Check a contractor's license online at the CCB consumer website: www.oregon.gov/ccb, or you can call 503-378-4621.
- **Review the Consumer Protection Notice (ORS 701.330(1)),** which your contractor must provide to you at the time of contract on a residential structure.
- **Consider using the services of an escrow agent** to protect your interests. Consult your attorney to find out whether your escrow agent will protect you against liens when making payments.
- **Contact a title company about obtaining a title policy** that will protect you from construction lien claims.
- **Find out what precautions, if any, will be taken** by your contractor, lending institution, and architect to protect your project from construction liens.
- **Ask the contractor to get lien waivers or lien releases** from every subcontractor, materials provider, equipment provider, and anyone else the contractor is responsible for paying. Do this before you give your contractor a progress payment.
- **Have a written contract with your contractor.** A written contract is **required** for projects greater than \$2,000. An original contractor that fails to provide a written contract as required by law, may not place a construction lien against the owner's property.
- **If you receive a Notice of Right to Lien, ask for a statement of the reasonable value of the materials, labor, equipment, or services** provided to your project from everyone who sends you a Notice of Right to Lien. If the information is not provided in a timely manner, the sender of the Notice of Right to Lien may still be able to file a construction lien, but will not be entitled to attorney fees.
- **When you pay your contractor, write checks made jointly payable to the contractor, subcontractors, materials, equipment, or services providers.** The checks name both the contractor and the subcontractor, materials or equipment provider. The checks can only be cashed if **both** the contractor and the subcontractor, materials or equipment provider endorses it. This ensures that the subcontractor and other providers will be paid by your contractor, and can eliminate the risk of a lien on your property.
- **Should you have a dispute with your contractor,** you may be able to file a complaint with the CCB and be reimbursed in whole or in part from the contractor's bond. For more details about help available through the agency, write to the CCB at PO Box 14140, Salem, OR 97309-5052 or call 503-378-4621.
- **Consult an attorney.** If you do not have an attorney, consider contacting the Oregon State Bar Referral Service at 503-684-3763 or 1-800-452-7636.

Signing this Information Notice verifies only that you have received it. Your signature does not give your contractor or those who provide material, labor, equipment, or services, any additional rights to place a lien on your property.

**Notice of Procedure
Regarding Residential Construction
Arbitrations and Lawsuits**

(ORS 701.330)

Oregon law contains important requirements that homeowners must follow before starting an arbitration or court action against any contractor, subcontractor, or supplier (materials or equipment) for construction defects.

Before you start an arbitration or court action, you must do the following:

1. Deliver a written notice of any conditions that you believe are defective to the contractor, subcontractor, or supplier that you believe is responsible for the alleged defect.
2. Allow the contractor, subcontractor, supplier, or its agent, to visually inspect the possible defects and also allow the contractor, subcontractor, or supplier to do reasonable testing.
3. Provide the contractor, subcontractor, supplier, or its agent, the opportunity to make an offer to repair or pay for the defects. You are not obligated to accept any offer made.

There are strict procedures and deadlines that must be followed under Oregon law.

Failure to follow those procedures or meet those deadlines will affect your right to start an arbitration or court action.

You should contact an attorney for information on the procedures and deadlines required under Oregon law.

**Consumer Protection Notice
Actions to help make your project successful
(ORS 701.330 (1))**

1. Make sure your contractor is properly licensed before you sign a contract. Visit www.oregon.gov/ccb, and click on the link, **Check on a Contractor's License**, or call our offices at 503-378-4621. To be licensed in Oregon, contractors must take training and pass a test on business practices and law. Licensing is not a guarantee of the contractor's work.

• **A license requires the contractor to maintain a surety bond and liability insurance** -

The CCB surety bond provides a limited amount of financial security if the contractor is ordered to pay damages in contract disputes. It is not intended to be a safety net for consumer damages. Consumers with large projects may wish to look into performance bonds. Liability insurance coverage provides for property damage and bodily injury caused by the contractor. It does not cover contract disputes, including poor workmanship.

• **If your contractor is not licensed** - the CCB bond and dispute resolution services will not be available to you.

2. What you should know about bids, contracts, and change orders:

• **Bids** - *Do not automatically accept the lowest bid* - A low bid may make it necessary for the contractor to use lower quality materials and to cut corners in workmanship.

• **Contracts and Change Orders** - *Always get it in writing*. Your contractor is required to provide a written contract if the contract price is more than \$2000. The CCB recommends that all contracts be in writing.

• **Contracts should be as detailed as possible** - Some items to include are materials and costs, permits, estimated start and completion dates, debris removal, and arbitration clauses. Make sure the contractor's name, CCB number, and contact information is included in the contract.

• **Read and understand your contract before signing it** - Don't be pressured into signing your contract without taking the time needed to go through it. Make sure it includes enough details to avoid misunderstandings and to protect you and your property.

3. Additional contract information you should know:

• **A Payment Schedule** - should be included in the contract. Stick to the schedule and never pay in full for a project before the work is complete.

• **Special Note on Liens** - Subcontractors and material suppliers that work on your project are often paid by the general contractor. If a general contractor fails to pay, the subcontractor may file a lien on your property. For information on construction liens, visit the CCB's Consumer Help Page at www.oregon.gov/ccb, or contact an attorney.

• **Warranty on new residential construction** - Contractors must make an offer of a warranty when constructing a new residential structure. Consumers may accept or refuse the warranty.

4. If you should have a problem with your contractor - You can file a complaint with the CCB against a **licensed** contractor within one year of the substantial completion of work on your project. Contact the CCB office at 503-378-4621 for help.

Visit the CCB website at for more information on having a successful project.

www.oregon.gov/ccb

Oregon law requires contractors to provide the homeowner with this notice at the time of written contract, for work on a residential structure. This notice explains licensing, bond and insurance requirements, and steps that consumers can take to help protect their interest

Estimate

Alpine Ridge Construction, LLC

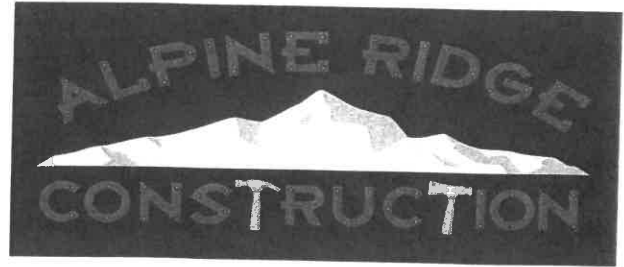
765 Laksonen Loop

Springfield, OR 97478

CCB # 205460

541-954-3229

Alpinebuilt@yahoo.com



Name/Address
City of Oakridge

Date	Estimate No.	Project
09/19/23	245	

Item	Description	Quantity	Cost	Total
Construction work	Bid to reside Greenwaters Ampitheater including; removing old siding and trim, install new moisture wrap, siding and trim, eliminating bottom belly band, replacing upper belly band as needed, removing both small doors and framing a wall in the void and siding over, removing gutter in the back and replacing with new, leaving back large door in place, flashing where necessary and caulking all necessary joints.		18,200.00	18,200.00
Construction work	NOT INCLUDED: ANY ROT REPAIR, INCLUDING VISIBLE ROT ON WEST SIDE. Since the extent of any rot is unkown until the current siding is removed, I'm leaving any rot repair off this bid. Any found rot, including that of the visible rot on the west side, will be billed as a change order at time and materials.		0.00	0.00

Thanks for the opportunity to bid this work!

Total	\$18,200.00
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Stan Clark construction LLC
P.O Box 453
Oakridge, OR.
97463
(541)603-6975
CCB# 237311



Rick Zylstra
48318 East 1st
Oakridge, Or. 97463

BID

Bid # 0000203

Bid Date 08/21/2023

Item	Description	Unit Price	Quantity	Amount
Product	300 EA Z10 8-1/4" 12' Hardie Cedar mill Primed Lap 24 EA 9.5oz Quad Max White Caulking 20 EA 1-1/2" Galv Z-Flashing 10' 20 EA 2 x 2 White Flashing 20 EA 2x12 20' SPF Primed Real Trim 1 EA 5/4x6 20' SPF Primed Real Trim 20 EA 5/4x4 20' SPF Primed 2 EA Tyvek house wrap	1.00	7589.00	7,589.00
Service	Labor cost for demo and installation	9000.00	1.00	9,000.00
				Subtotal 16,589.00
				Total 16,589.00
				Amount Paid 0.00
				Bid \$16,589.00

NOTES: Remove all existing siding on back walls of amphitheater comes out to roughly 1900 Sqft of siding. All corner boards will be replaced and all 2 by 12's uppers and lowers. They will be replaced with Spf all lap siding will be continuous fiber cement board.

All building will be wrapped in Tyvek house wrap.

During demo all framing and sheathing will be inspected for dry rot. Any dry rot that is discovered will require there bid to be revisited and additional cost for time and materials . All bids not accepted in 2 weeks may be subject to change with current cost of fuel and materials.

Business of the City Council

City of Oakridge, Oregon

October 5, 2023

Agenda Title: Boy Scouts Fee Waiver/Reimbursement Request for Greenwaters Park

Agenda Item No: 10.5

Exhibits: None

Proposed Council Action: A motion from the floor to approve

Author: CA

ISSUE:

At the request of 5 City Councilors, this item is being brought back to Council on 10/5/23.

Beth Ritz, a leader of the local Boy Scouts, is requesting a fee waiver for the rental of the Greenwaters Park Community Center building, to host up to 3 recruitment events. By the time of the council meeting, the first event will have already occurred on 9/19, for which Ms. Ritz has already personally paid \$80. The city will refund her if this request is approved. OPD Chief Kevin Martin is also a leader in the Boy Scouts.

According to Ms. Ritz, *"The Scouting program is open to all boys and girls in the Oakridge-Westfir area, kindergarten to 12th grade. The Scouting program has specific objectives, commonly referred to as the "Aims of Scouting." They are character development, leadership development, citizenship training, and personal fitness. The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law."* The Scouts also provide community service.

The normal fee for renting the community center is \$80 per day. A partial discount in lieu of a full waiver is also an option.

FISCAL IMPACT: Up to \$240.00 (\$80 per day x3)

OPTIONS: Approve, deny, or modify the request

STAFF RECOMMENDATION: Approve a **50%** (partial) fee waiver

RECOMMENDED MOTION: *"I move to approve a _____ (full or partial fee waiver), for up to 3 rentals of the Greenwaters Park Community Building for the Boy Scouts."*

STRATEGIC THEMES/GOALS INVOLVED:

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

October 5, 2023

Agenda Title: Dogs of Valor Fee Waiver
Request for Greenwaters Park

Agenda Item No: 10.6

Exhibits: Dogs of Valor Info Brochure

Proposed Council Action: A motion from
the floor to approve

Author: CA

ISSUE:

At the request of 5 City Councilors, this issue is being brought back to Council for reconsideration. Randy Fulkerson, the founder of Dogs of Valor, a 501c3 charity that trains dogs "to help veterans and those in need of service dogs" (see the attached Dogs of Valor informational brochure), is requesting a fee waiver for the Greenwaters Park community building to hold the following 3 free community events:

1. A Halloween costume party for dogs and their owners on **October 26th**.
2. A "Santa's Workshop" **December 1-3**, where kids can come and receive free wooden toys, meet and get photos with Santa, etc.
3. A Christmas Party on Friday **December 15th** for the Dogs of Valor Program

The normal fee for renting the community center is \$80 per day. A partial discount in lieu of a full waiver is also an option. Mr. Fulkerson will be attending the meeting in-person to answer any questions.

FISCAL IMPACT: Up to \$400.00 (\$80 per day x5)

OPTIONS: Approve, deny, or modify the request

STAFF RECOMMENDATION: Approve a 50% (*partial*) fee waiver for the first 2 events only

RECOMMENDED MOTION: *"I move to waive _____ (all or part) of the rental fees for the Dogs of Valor program(s) at Greenwaters Park on October 26th, December 1-3, and/or December 15th."*

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 3 (Strong Economy), Goal #1: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents.

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



Dogs of Valor Classes

- Puppy Boot Camp 12 weeks to 6 months old
- Puppy Basic Obedience Course 6 months to 1 year old.
- Basic Obedience Course for dogs over 1 year old.
- K-9 Good Citizen Certificate

Additional Services available through Oregon Location :

- Service Dog Public Access Course
- Service Dog Task Training

- Coming Soon:
 - Therapy Dog Classes
 - Scent Work



Dog Training Courses DFW - Texas Location

Bruce Van Horn - Trainer
Texas Location

Cell: (541) 530-1056
Bruce_6072@yahoo.com



Dogs of Valor

Dog Training Courses
Eugene, OR and Bedford, TX

Randy Fulkerson - CEO
Oregon Location
Bus: (458) 675-9177
Cell: (541) 514-0898
k9dogsofvalor@gmail.com

Why Dogs of Valor?

Dogs of Valor is a 501 (C) (3) Non-Profit organization dedicated to helping our Nations Heroes and the general public find the benefits and rewards of a personal K9 companion. It is our mission to assist you in your dog training needs. Allow us to help you train your K9 for your benefit. By choosing Dogs of Valor as your dog training facility, you are supporting us in our pursuit, to help veterans and those in need of service dogs. Contact us for more information about our mission.



Basic Courses

Puppy Course

Our puppy classes are designed for puppies between 12 weeks and one year old. During this consecutive week class, we will focus on basic obedience skills, socialization, enrichment, addressing common behavioral problems, and environmental exposure to help start your puppy off on the right paw. Our goal through this class is to build incredible companions by instilling confidence in you and your puppy. It is critical to start training your puppy as soon as possible, so if you have a puppy in need of training, get in contact with us and ask about our puppy package for your puppy today!

Basic Obedience Course

Our Basic Obedience classes are designed for dogs 1 year or older with little to no basic obedience training. This class will show you how to get your dog behaving like it has been training its whole life. We'll take you and your dog from the basics of sit, down, come and polite leash walking all the way to advanced skills like off-leash work and completely ignoring distractions all in just 9 weeks! It is our goal for you to be confident with your dog, so, if we can't get your dog's training up to your satisfaction in 9 weeks, you are welcome to continue coming to classes until they can pass the obedience test for up to another 9 weeks no additional charge. If you are interested in joining our Basic Obedience Class, contact Dogs of Valor today!

Service Courses

Service dog training is where the heart of Dogs of Valor lies. We aspire to help our community enjoy a more fulfilling life by utilizing service dogs to assist people with managing their disabilities. Every dog that goes through our Service Dog Course must start out in our Basic Obedience Course, as well as our aptitude test. Once completed, you and your dog can begin our 6 week long Public Access Course. This course allows us to help you work through teaching your dog to behave in public. This Public Access Course ends in a public test, which will demonstrate your dog's proficiency. Once completed, we move on to Advanced Service Dog Training and Task Training. This is where your dog learns it's unique tasks that will help you with your individual needs. The length of this class varies based on your needs and your dogs learning speed. It takes the right kind of dog, with a dedicated owner willing to invest the time in training. The rewards of this investment are immeasurable. Plus, Dogs of Valor will be there every step of the way guiding you and your dog.





Lookout, Bedrock, Petes Lake, Horse Creek and Pothole Fires Sunday, October 1, 2023 - Morning Update – 9:00 a.m.

Lookout Fire: Size: 25,751 acres | Start Date: August 5 | Cause: Lightning | Containment: 50%
Bedrock Fire: Size: 31,590 acres | Start Date: July 22 | Cause: Under Investigation | Containment: 98%

Petes Lake Fire: Size: 3,254 acres | Start Date: August 25 | Cause: Lightning | Completion: 80%

Horse Creek Fire: Size: 763 acres | Start Date: August 24 | Cause: Lightning | Containment: 100%

Pothole Fire: Size: 109 acres | Start Date: August 25 | Cause: Lightning | Containment: 100%

Total Assigned Personnel: 521 | 13 engines | 11 crews | 2 dozers | 3 water tenders | 2 masticators | 2 helicopters

(Walterville, Ore.) – Given the decrease in fire activity, extensive suppression repair work is in progress, and closure areas are adjusting accordingly to reflect the cooler weather and successful efforts of firefighters. It remains essential for the public to adhere to the remaining closures listed on the [Willamette National Forest Official Website](#), which are in place for both firefighter and public safety. As temperatures increase, smoke may be visible around the Lookout fire area as fuels inside the Lookout Fire’s perimeter smolder. Today, aerial resources will be flying for reconnaissance purposes.

Suppression Repair: The Lookout Fire has minimal fire behavior due to favorable weather conditions this week. Fuels continue to smolder within the fire’s existing footprint. As roadbeds continue to dry, repair work is focused on locations impacted by suppression. Repair activities include naturalizing constructed firelines, removing materials generated from suppression activities and clearing debris-filled ditches and culverts on impacted road systems. The extensive use of heavy equipment is critical in these efforts to ensure the restoration of local ecosystems and landscapes.

Burned Area Emergency Rehabilitation (BAER): Similar to the BAER assessment on the Bedrock Fire, an Emergency Response Team of resource specialists has begun field surveys and assessments for the burned areas of the Lookout, Pothole and Horse Creek Fires. For more information and updates regarding this BAER team’s assessment, follow the [Willamette National Forest Facebook](#) and the [Lookout Fire Facebook](#).

Weather: Sunny, warmer, and dry conditions are expected today. Winds will be light out of the northwest. There is a chance of light showers starting Monday afternoon.

Forest Closures: The Willamette National Forest still has established closures around fire-impacted areas, including the Lookout and Bedrock Fires. The public is urged to “Know Before You Go” by visiting the Willamette National Forest official webpage. Currently, there are no closures in effect for the Petes Lake Fire. For specific hunting-related questions, contact [Oregon Department of Fish and Wildlife](#) at (503) 947-6000.

Safety: The public is asked to exercise caution, especially along roadways around the fire. Drivers should be extra vigilant along Forest Road 15 between Highway 126 and Highway 20 where crews and heavy equipment are traveling and engaging in suppression repair work. Following safety measures and respecting closure areas will help ensure a safe work environment for crews while also protecting the public.

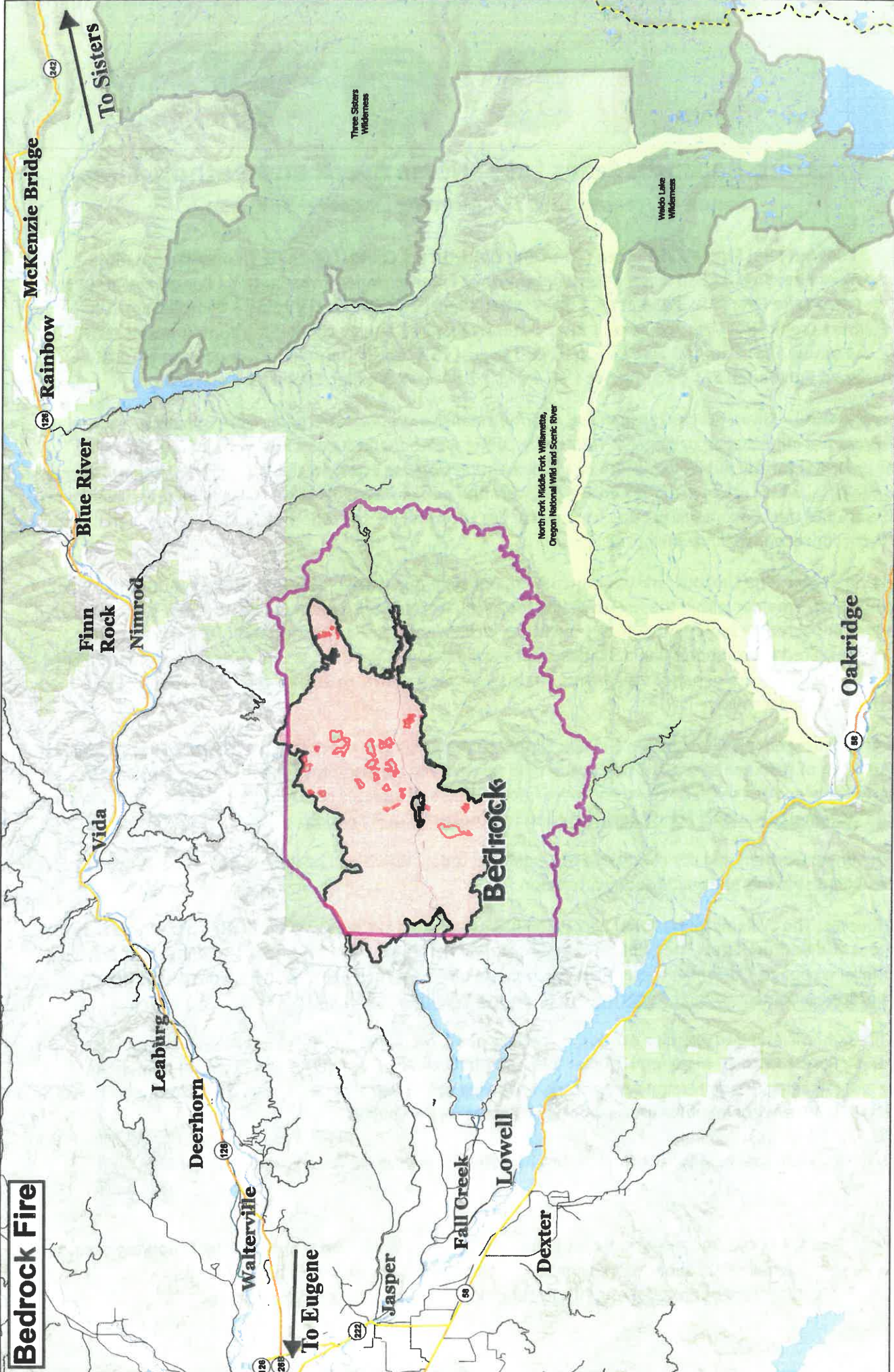
A detailed closure map for the Willamette National Forest can be found here:



Fire Information for Lookout, Bedrock, Petes Lake, Horse Creek & Potholes through the following resources :

Email: 2023.lookout@firenet.gov | Phone: 541-215-6735 (8 a.m. - 8 p.m.)

Facebook: [Lookout Fire Facebook](#) | Inciweb: [Lookout Fire Inciweb](#)



Bedrock Fire

Information

Bedrock
 ORWIF-230266
 10/01/2023
 31,590 acres at 9/15/2023 @ 1945
 Acres from IR & GPS

- Fire Area
- Contained
- Closure Area Located on USFS Lands Only
- Wilderness
- Wild and Scenic River

