

March 21, 2024 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: 3/7/24

9. Appointments

9.1 Loren Michaels WAC Subcommittee application

9.2 Susan Goddard Budget Committee *and* WAC Subcommittee applications

10. Business from the City Council

10.1 Keg & Cask Festival Street Closure and Alcohol Permit Requests

10.2 Loren Michaels Offer: WAC use in exchange for theater curtains and consulting services

10.3 Oakridge Pharmacy Alcohol Permit Request

10.4 Request to move the 4/29, 5/15, 5/20, and 6/3 Budget Committee meetings (or *all* meetings) to 7pm

10.5 Staff report on Nancy Kelly's request to waive deadlines and fees for land use appeal

10.6 OSP Lease Renewal

10.7 TMDL/OIP/Energy Resilience RARE Grant Application Request

10.8 TV Butte/Old Hazeldell Quarry Opposition Letter & Old Dunning Road Landfill Issue

10.9 RTMP/TRT Committee request to reconsider lowering the amount of FY 23-24 TRT Block Grant funds

10.10 The Bus Fair RTMP & TRT funding request

10.11 UBRA TRT funding request

10.12 Keg & Cask Festival RTMP & TRT funding request

10.13 Chamber of Commerce RTMP & TRT funding request

10.14 Concerts in the Park RTMP & TRT funding request

10.15 Triple Summit Challenge RTMP & TRT funding request

10.16 Sasquatch Festival RTMP & TRT funding request

10.17 Oakridge-Westfir FEAST request to use 4 hours of the city's free LTD bus service hours

11. Business from the City Administrator

11.1 Choosing 2 City Councilors to meet with State Representative Charlie Conrad on 4/4/24 at 5pm

11.2 Free NAMI Family Support Group meetings every 3rd Monday at 6:30pm at GWP starting April 15th

11.3 Other city business updates and issues

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 Finance Report (Colleen Shirley)

15.2 Police Report (Chief Kevin Martin)

15.3 Fire/EMS Report (Chief Scott Hollett)

15.4 Public Works Report (Robeart Chrisman or Rick Zylstra)

16. Other Business

17. Public Comment

18. Adjourn

Citizens have four ways of attending and commenting at a City Council meeting:

1. Via Zoom on your computer or smartphone at: <https://us02web.zoom.us/j/3664311610>
2. Via phone by dialing: 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 Oakridge City Hall (48318 E. 1st Street).

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

Videos of all City Council meetings can be found on YouTube at www.youtube.com/@cityofOakridgeCouncilComm8088

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.*



March 7, 2024 @ 6:00 p.m.
Regular Session / Executive Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES

1. Call Meeting to Order- 6:00 pm

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

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

2. Pledge of Allegiance

3. Roll Call-all present

4. Additions, Corrections or Adjustments to the Agenda

Table item # 9.2 until the March 21st meeting.

5. Public Comment

James-read a letter from Nancy Kelly regarding the Diamond Peak Wine bar appeal of the CUP.

6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-apologized for having the meeting during the State of the Union Address.

7. Councilor Comments / Announcements -none

8. Consent Agenda

8.1 Minutes from previous City Council Meeting (s) on: February 15, 2024

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

Ayes-7

Nays-0

9. Appointments

9.1 Jude Anderson Admin Committee, OEDAC and Planning Commission applications

James-read the issue.

Motion: Councilor Kinyon moved to approve Jude Anderson's application for seat 1 on the Planning Commission for a 4 year term, expiring at the end of December 2027. Councilor Coker seconded the motion.

The council asked Jude some questions on why he wants to be on the planning committee.

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

Motion: Councilor Brewer moved to approve Jude Anderson's application for seat 6 on the OEDAC, for a 3 year term, expiring at the end of December 2026. Councilor Kinyon seconded the motion.

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

There were concerns about Jude living in Westfir and not in city limits.

Motion: Mayor Cutchen moved to approve Jude Anderson's application for seat 3 on the Administration Advisory Committee, for a 3 year term, expiring at the end of December 2026, contingent on the passage of allowing out of city residents. Councilor Brewer seconded the motion.

Coker (aye), Mayor Cutchen (aye), Brewer (aye), Tarman (aye), Hollett (nay), Bjarnson (nay), Kinyon (nay). Motion passed 4-3

9.2 Susan Goddard Budget Committee and WAC Subcommittee applications-*tabled until the 2nd meeting in March*

9.3 Potential Removal of committee members

James-read the issue.

Motion: Councilor Brewer moved to approve removing Linda Dunham from the Budget Committee. Councilor Kinyon seconded the motion.

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

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

In Executive session: 7:22 pm

Back in regular session 7:54 pm

10.1 Offer on 48372 Commercial Street

Mayor Cutchen- asked if there are any motions to be made after the executive session.

Motion: Councilor Brewer moved to advise the CA to reject the offer on 48372 Commercial Street and have a conversation to explain why. Councilor Kinyon seconded the motion.

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

11. Business from the City Council

11.1 University of Oregon Sustainable City Year presentation and funding request

James-read the issue and introduced Megan Banks.

Megan-gave a presentation to the council.

Motion: Councilor Brewer moved to approve \$50,000 in funding to participate in the University of Oregon Sustainable City Year Program. Councilor Hollett seconded the motion.

Tarman (aye), Brewer (nay), Coker (aye), Hollett (aye), Kinyon (aye), Mayor Cutchen (nay). Motion passed 4-2, Councilor Bjarnson lost connection.

11.2 Alcohol permit for Oregon 200 Race

James-read the issue.

Motion: Councilor Brewer moved to approve the OLCC alcohol permit for the Oregon 200 Race. Councilor Coker seconded the motion.

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

11.3 RAIN Catalysts MOU contract renewal (for July 1, 2024-June 30, 2026)

James-read the issue.

Motion: Councilor Kinyon moved to approve the renewal of the MOU contract with RAIN for the next 2 fiscal years. Councilor Brewer seconded the motion.

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

11.4 TRT Block Grant Program allocation for 2024

Mayor Cutchen- announced that it was almost 8:00 pm, does the council want to keep going another 30 minutes?

It was unanimous to keep going for another 30 minutes.

James-read the issue.

Motion: Councilor Brewer moved to require that \$6,000 of TRT funds be set aside for the TRT Block grant program for each fiscal year, beginning in fiscal year 24-25. Councilor Kinyon seconded the motion.

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

11.5 WeRSharp request to rent food storage space in the WAC

James-read the issue.

There was discussion and some concern about how long they will be using the kitchen.

Motion: Councilor Tarman moved to approve allowing WeRSharp to temporarily rent space in the WAC kitchen for food storage for \$250 per month, pending fulfilling the insurance requirement discussed during this meeting. Councilor Coker seconded the motion.

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

11.6 TV Butte/Old Hazeldell Quarry Opposition Letter & Old Dunning Road Landfill issue

James-read the issue. He did find a contract that states the city is liable for the landfill clean up.

Councilors Tarman, Brewer and Hollett are working on a letter of opposition.

Mayor Cutchen-would like to have the letter by the next meeting so we can this approved.

12. Business from the City Administrator

12.1 Safe Lane Coalition safe driving practices community survey: www.surveymonkey.com/r/SLDr2024

James-read the issue.

12.2 Requests to Place Sasquatch Festival & TPF advertising banners on city property

James-read the issue. James will have the authority to approve the banners.

12.3 Other city business updates and issues

James-someone broke into the Salmon Creek Park restrooms and stole all of the copper wiring. The restroom will be closed for a while.

13. Items removed from the Consent Agenda-none

14. Ordinances and Resolutions (with public comment)

See the public hearing for Resolution 03-2024 below

15. Public Hearings

15.1 Resolution 03-2024 Supplemental Budget #2 for Fiscal Year 2023-2024

James-read the issue.

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

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

Mayor Cutchen-opened up the public hearing at 8:23 pm

Comments in favor-none

Comments in opposition-none

Comments in general-none

Mayor Cutchen-closed the public hearing at 8:24 pm

Motion: Councilor Kinyon moved that we approve the 1st reading of the Resolution 03-2024, adopting the Supplemental Budget #2 for FY 2023-2024, after changing the "Resource" descriptions on lines 3 and 4 of the EMS Fund Budget changes to "Reimbursement" for FY 23 Expenditures. Councilor Brewer seconded the motion.

Mayor Cutchen (aye), Brewer (aye), Tarman (aye), Bjarnson (aye), Kinyon (aye). Motion passed 5-0. Councilor Coker lost connection.

James-read Resolution 03-2024.

Motion: Councilor Brewer moved that we approve and adopt Resolution 03-2024, after a 2nd reading by title only. Councilor Kinyon seconded the motion.

Mayor Cutchen (aye), Brewer (aye), Tarman (aye), Bjarnson (aye), Kinyon (aye). Motion passed 5-0

James-read Resolution 03-2024 by title only.

16. Department/Staff and Board/Committee/Commission Reports

16.1 Admin Committee-Councilor Kinyon gave the report

16.2 Public safety Committee-James gave the report

16.3 Charter Review Subcommittee-Councilor Kinyon, ongoing review of Charter

16.4 Library Board-Councilor Tarman, they meet next month

16.5 OEDAC-James gave the report

16.6 Redistricting Committee-Councilor Hollett gave the report, she encourages everyone to read the feasibility study.

16.7 RTMP/TRT Committee-Councilor Kinyon gave the report.

- 16.8 Planning Commission-Rick gave the report
- 16.9 Parks & Community Services Committee-Rick gave the report
- 16.10 WAC Subcommittee-Councilor Hollett gave the report
- 16.11 WAC Funding Committee-Mayor Cutchen gave the report
- 16.12 Oakridge-Westfir Chamber of Commerce Monthly Newsletter-included in the packet
- 16.13 Oakridge Air February Newsletter-included in the packet

17. **Other Business**-none

18. **Public Comment**

Nancy Kelly-talked about the CUP appeal for the Diamond Peak wine bar. It is impossible for her to have any harmony in her home.

Dan Barclay-talked about the RTMP/TRT Committee meeting that lasted four hours.

19. **Adjourn: 8:47 pm**

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder

December 23, 2023

To Whom it May Concern -

We are writing this letter to support The Bus Fair and Community Member Brock Butterfield in his request for grant funding and park fee waivers. I believe that this event is a special event for our community and does a great job to bring tourists to our area, as well as celebrating and supporting people and businesses in our community.

The Bus Fair intentionally invests money into our community by hiring local community members and showcasing and partnering with local businesses and organizations - examples of these are: Oakridge Police and reserves, EMS, Mane Street Coffee, Jule's Thai, Cowgirl Cookin', shopping at Oakridge Hardware, hiring Oakridge Sani-Haul, Middle Fork Bistro, Oakridge Disc Golf (with a \$500 donation) and much more - totaling over \$13,000.

They also sent attendees to Ray's, The Arbor Inn, Happy Belly Burgers, 3 Legged Crane Pub and numerous other local businesses and establishments.

We both were personally involved in the Bus Fair by volunteering one year at the entrance with the purchasing of tickets for general admission. We saw first hand (and was amazed by) how many people were drawn to Oakridge this event. People loved the experience, and for many people, it was their first time visiting. The second year, we worked at the Beer Garden and were able to see how many local businesses were brought in, and recommended outside of the event, for both the visitors and locals to support.

I enthusiastically support Brock Butterfield and The Bus Fair, and I support the City's efforts to help them with the resources they need to make this event a success.

Respectfully,
Lindsay Compton and Rick Yarbrough
themiddleforkbistro@gmail.com

ADDITIONAL FACTS:

- Almost 1000 attendees
- 150 complimentary tickets also given
- Dozens of children
- Almost \$13000 re-invested into the community + a \$500 Disc Golf Donation

You can see Brock's full and comprehensive breakdown for the 2023 Bus Fair here - <https://thebusfair.com/index.php/the-bus-fair-2023-report>

To whom it may concern -

February 2024

We are writing and signing this letter of support for The Bus Fair and Brock Butterfield's request for grant funding - specifically TRT and RTMP funds.

We have been involved in The Bus Fair in a variety of roles - attendees, volunteers, business owners, community members, judges, vendors, and more.

We want to give our full support to Brock and The Bus Fair and hope that the city of Oakridge, Westfir, and beyond can support this event - financially and with resources in kind and encourage the city to do so however possible.

We want to highlight a few things that are important to us and that The Bus Fair has done very well and why we support Brock and his team:

- The strong and constant positive focus on our community - involvement in The Holiday Light Parade, The Tree Planting Festival, Park and Neighborhood Beautification, working with local non-profit organizations and more.
- Helping to make our parks a welcome and usable place - leaving them in pristine condition and inviting people to plan future events there! Public WiFi at Greenwaters was made available through Brock's efforts in 2019 with brokering a deal between Emerald Broadband and the City of Oakridge.
- TBF is an event that attracts locals and people from out of town - previous data shows attendees from over 25+ states and several Canadian provinces, and even Europe!
- TBF's intentional efforts to put money back into the local community - examples of this are: hiring local, working with businesses like The Corner Bar, Arbor Inn, Oakridge Hardware, The North Fork, Mane Street Coffee, Ray's Market, Oakridge Tire Center, 3 Legged Crane Pub, Oakridge Sani-Haul, and more.
- Brock's impeccable detail to his reports on tracking financial investment and use in our town helps to show how using grant funds can help reinvest in our community.
- The Bus Fair is a solid event that can continue to showcase the great community that Oakridge is and keep Oakridge as an attractive area for tourism, recreation, and economic development.

We are excited to see this event continue to grow and want to show our appreciation for Brock and his team, Heidi Miller, Vanessa Tharp, and Catrina Davis - as well as the efforts that all have put forth to create this special and unique community event.

In Support -

*Vanessa Tharp, Oakridge resident and The Bus Fair Event Coordinator,
 Catrina Davis, Oakridge resident and The Bus Fair Volunteer Coordinator,
 Jason Hays, Oakridge resident, employee of Oakridge Hardware,
 Bob and Linda Holly, Oakridge residents and volunteers of The Bus Fair
 Rob Henderson, Oakridge resident and owner of The Corner Bar and Grill,
 Nicole Davis, Westfir resident, The Bus Fair sponsor and volunteer
 Melody Cornelius, Westfir resident, Former Westfir Mayor and vendor at The Bus Fair
 Toni Wassenberg and Andre Yazdi, Westfir residents and Owners of Casey's Riverside RV Park
 Vinnie and Bambi Maxwell, Oakridge residents and owners of Happy Belly Burgers
 Fred and Jill Board, Oakridge residents, Attendee and Judge at The Bus Fair
 Benjamin Beamer, Oakridge resident and The Bus Fair Volunteer*

Guenevere (Patty) DiGioia
47953 Commercial Street
Oakridge, Oregon 97463
gpatty4@gmail.com
541-556-7676

03/05/2024

Dear Oakridge City Councilors,

I am writing to express my excitement and wholehearted support for the upcoming Bus Fair event in Oakridge, Oregon. As an active community participant, I attended both events. I believe the Bus Fair celebrates creativity, innovation, and sustainability, and supports Oakridge's strategic goals for economic development and community engagement.

The Bus Fair event is more than a time to see converted vehicles. It is a celebration of ingenuity and resourcefulness. It highlights the incredible potential for repurposing existing resources to create something functional and aesthetically pleasing. Walking into those converted spaces, you feel inspired to make your living space and the area around you beautiful. This energy pours into the town and inspires community investment.

Bus conversions are not the only creative endeavors showcased at the Bus Fair; local food vendors, local and regional artists, and musical talents round out the event. There is something for everyone at the Bus Fair, and it demonstrates the wonderful community of Oakridge to all attendees.

I saw the community engagement firsthand at the two events. It provided an opportunity for residents, past residents, enthusiasts, and experts to come together, share ideas, and reconnect. These events foster friendships, and support networks within the community, strengthening the social fabric of our town.

Councilors, I urge you to support the Bus Fair with the RTMP/TRT funds. These events are not "money-makers", they are community makers. They have brought nothing but positivity to our community.

Thank you for your attention and support. I look forward to seeing you at the Bus Fair event and sharing in the celebration of sustainable living and creativity.

Sincerely,

Guen DiGioia

I am writing this letter to support The Bus Fair and Founder and Community Member, Brock Butterfield, in his request for grant funding and park fee waivers. I believe that this event is a worthy community event that does a great job to bring tourists to Oakridge, as well as celebrating and supporting people and businesses in our community.

Brock and The Bus Fair intentionally invests money into the local economy by hiring local community members and showcasing and partnering with local businesses and organizations - examples of these are: Oakridge Police and reserves, EMS, Mane Street Coffee, Jule's Thai, Cowgirl Cookin', shopping at Oakridge Hardware, hiring Oakridge Sani-Haul, Middle Fork Bistro, Oakridge Disc Golf (with a \$500 donation) and much more - totaling over \$13,000.

They also sent attendees to Ray's, The Arbor Inn, Happy Belly Burgers, 3 Legged Crane Pub and numerous other local businesses and establishments. And, this is not to mention all of the fuel tax Oakridge receives from Bus Fair goers as they fill up their tanks.

I personally was involved in the Bus Fair through the facilitation of Bus Fair campers onsite at the Old Mill Park and witnessed the joy the event brought to so many.

I enthusiastically support Brock Butterfield and The Bus Fair and I support the City's efforts to help them with the resources they need to make this event a success.

Sincerely,
Jason Nehmer
Oakridge Disc Golf Club president
oakridgediscgolfclub@gmail.com



Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: Committee Applications

Agenda Item No: 9.1-9.2

Proposed Council Action: Motions from the floor to approve

Exhibits: Applications, Committees Spreadsheet

Author: CA

ISSUE:

Loren Michaels has applied to serve on the WAC Advisory Subcommittee. Susan Goddard has applied to serve on the Budget Committee and the WAC Subcommittee. Their applications are included as exhibits. None of these seats are contested. Both applicants were notified of the requirement to attend tonight's meeting in-person or via Zoom.

FISCAL IMPACTS: None

OPTIONS: Approve or deny the applicants

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS:

"I move to approve Loren Michael's application for a seat on the WAC Subcommittee."

"I move to approve Susan Goddard's application for seat 5 on the Budget Committee, for a 3-year term, expiring at the end of December 2026."

"I move to approve Susan Goddard's application for a seat on the WAC Subcommittee."

STRATEGIC THEMES/GOALS INVOLVED: All

COMMITTEES - As of 3/17/2024

Resolution	20-2020 04	17-2020	18-2020	06_2022	N/A	state law	15-2020	07_2022	Ord 32&751	03_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)		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	2nd Tuesday at 7pm	3rd Tuesday at 7pm	2nd Wednesday at 5pm	1st Monday at 5:30
Councillor	Kinyon	Tarman	Coker	Bjarnson & Kinyon	Kinyon	ALL	Tarman	Kinyon (S)	N/A	?	Hollett
Chair:	Kinyon	Nehmer	Ackland	Kinyon	McNatt	?	Cabello-Penn	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	OPEN	Kevin Gobelman	David Ackland	Brenna Chrisman (Budget)	Matthew McNatt	Lisa Samuelson	Laurie Patty	James Winkelman	Jude Anderson	Kevin Gobelman	Sheri Kendall
2024, 2027	Cyma Lovell-Beers	Leo Robb	OPEN	X	Altemus-Pope	OPEN	Cyma Lovell-Beers	Mike Leander(vc)	Kevin Gobelman	Rustie Ackland	Bobbie Whitney
2022, 2025,	Jude Anderson	Lynda Kamerrer	Marietta Thompson	X	Jan Christensen	Lynda Kamerrer	Jeri Reed	Meagan Metcalf	Meagan Metcalf	Sarah Altemus-Pope	Bev McCulley
2022, 2025,	Chris Winchester	Heather Buley - VC	"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	Marty Scott - VC	X	Chris Winchester	*Susan Goddard	Annie Brown	OPEN	John McClelland	Tera Rivera	Lauri O'Neill
2023, 2026,	Pam Bowles	Thomas Lyons	OPEN	X	Jeri Reed	vc-Brenna Chrisman	Terry DeLoach	OPEN	Randolph Beers	Jude Anderson	Marietta Thompson
Seat 7 2025			Hazel dell Rep		Kathy Holston	OPEN	Samuelson (Librarian)		Donald Grant	Michelle Emmons	Jeff Reed
Seat 8			Mayor Williams		OPEN (up to 15)						*Loren Michaels
Seat 9			Dave McGrath -			*Applicant					*Susan Goddard



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: Loren C. Michaels

Address: 76365 Fern ST. #24, Oakridge, OR 97463

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: (541) 914-2913

Employer/Occupation: Retired Performer / Theater designer / Stagecraft Teacher

E-mail Address: LCMichaels1@aol.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 spent the last 52 years working in theater. I have designed several theaters over the years including two in this community. I have done production design extensively in Las Vegas, Japan, and in Hollywood where I worked for NBC as a segment producer and special effects consultant.

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

Date of Birth: Place of Birth: Upland, CA.

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): Loren C. Michaels

Participant Signature:

Date: 03/08/2024



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.

Having spent most of my life, since the age of 16, in theaters around the world both performing and doing production design, I feel I bring a certain seasoned perspective to the WAC project. This community opened it's arms to me 14 years ago and I just want to give back wherever I can.

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 checked="" 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"/>



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: Susan Goddard

Address: 48228 Hwy 58, #48, Oakridge OR 97463

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: 971-203-3671

Employer/Occupation: Orchid Health Clinic

E-mail Address: goddardsusan13@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: Serve on WAC Committee, ran business budget,

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

Date of Birth:

Place of Birth: Detroit, Michigan

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): Susan Goddard

Participant Signature: *Susan Goddard*

Date: 2/28/24



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 am interested in seeing how the budget here in Oakridge is ran. I would like to assist with making Oakridge a thriving city and a more sustainable place to call home.

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 checked="" 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 checked="" type="checkbox"/>				

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: Alcohol Permit and Street Closure Request for Keg & Cask Fest 2024

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 10.1

Exhibits: Alcohol Permit Application with Letter

Author: CA

ISSUE:

The 16th annual Keg & Cask Festival is scheduled for August 10, 2024. They are applying to City Council for a closure of E. 1st Street between Cedar and Alder Streets. There is no fee for a street closure and no fee to use the street for this event. They are also requesting an alcohol permit, which also requires City Council approval. They served alcohol last year and everything went very smoothly. All of their paperwork for these requests are included as exhibits and festival Chairperson Amy Kelley will be at the meeting to answer any questions.

FISCAL IMPACTS: None

OPTIONS: Approve or Deny

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS: *"I move to approve the alcohol permit and street closure requests for the Keg & Cask Fest on August 10, 2024."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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



March 5, 2024

UWDCD
Oakridge Keg & Cask Festival Committee

Dear City Council,

The Oakridge Keg & Cask Festival has become one of the signature events of the summer for Oakridge. As a fundraising event for the UWDCD Food Box program, this festival raises desperately needed funds that help sustain this very necessary program. Now in its 16th year, there has never been a significant incidence of disturbance.

- The festival will take place on E 1st St., between Cedar and Alder.
- Reserve Police personnel, in uniform, are present and patrolling the crowd throughout the entire event.
- Our event insurance identifies City of Oakridge as an additionally insured.
- The Uptown building will be designated as a medical aid station.
- Admission is free to this event.
- Music will be like years past.
- Food and Craft Vendors will line the street.
- Oakridge Police Department has approved the event plan.
- Appropriate notice will be given to the residents within 500' radius of the event.

We are also asking that the event be allowed to close at 11:00 pm with the streets reopened at midnight, like the last several years events.

Respectfully submitted,

Amy Kelley
Chairperson
541-537-0851



City of Oakridge

Property Rental Application

Event: Oakridge Keg & Cask Festival ___ Small event <99 Large event >100

Applicant Name: Amy M Kelley Date(s) requested: 8-10-2024

Hours: 8am-12 (Midnight) Open at: 3pm-11pm

Contact address: 48187 McFarland Rd, Oakridge, OR 97463 Contact phone: 541-537-0851

Facility:	Rent (per day):
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input type="checkbox"/> Greenwaters Whole Park	\$1000
<input type="checkbox"/> WAC Classroom or Kitchen	\$50
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> OFD Fire Hall	\$50
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input type="checkbox"/> OIP Disc Golf Course	\$500
<input type="checkbox"/> OIP Lots	\$200
<input type="checkbox"/> City Hall Conference Room	\$50
<input type="checkbox"/> Event Signs	\$5 per day per sign, <i>or</i> \$20 per sign per entire event (up to 2 weeks)

Total Fees: 0.00

Street Closure(s) being requested? Yes ___ No If yes, location(s): E 1st St (From Alder to Cedar)

Alcohol Permit (see separate application form)? Yes ___ No

Amplified Music? Yes ___ No If yes, estimated distance noise will be plainly audible: 400'

****Any "Yes" Answers to the questions above requires City Council and/or Police Department Approval.***

Applicant signature: Amy M Kelley

Date: 2-18-2024

City Approval: _____

Date: _____

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

RULES FOR ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event (including clean up), must conclude by **10pm**, *unless* a later time has been approved by the City Council prior to the event.
4. Noise levels at your event cannot *consistently* exceed **80 decibels at the distance of 500 feet** from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained, the event may be shut down by the Oakridge Police Department for violation(s) of your facilities permit and/or City ordinance.
6. Events must comply with all city ordinances. Failure to do so may result in immediate termination of the event and permit revocation by the Oakridge Police Department or other City of Oakridge staff.
7. Unless otherwise approved by the City Council or City Administrator, all fees are *non-refundable* and must be paid *prior* to the event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

Events Over 100 People

In addition to the above rules, the following rules apply to all events *over 100 people*. You must attach appropriate documentation at the time of application for the application(s) to be approved.

8. Submit an **"Event Permit Application Form"** to the Oakridge Police Chief for events over 100 people. This form must be approved by the Oakridge Police Chief prior to the event.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained & certified security for events over 100 people. At least 1 security officer per 100 event participants is required. The Oakridge Police Department *may* be hired to provide security *if* staff is available. Contact OPD at 541-782-4232 for more details.
10. Submit a Medical/Safety plan for your event. Med/Safety stations must be provided for events *over 200 people*. Contact the Police Chief and Fire Chief for approval of Medical/Safety plans. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expenses incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. Submit a copy of an **event insurance policy for at least 1 million dollars**, listing the City of Oakridge on the policy as an "additional insured."
13. Submit an City of Oakridge **Alcohol Permit Application Form** if alcohol will be served at the event. Alcohol Permits require City Council approval.
14. Any other rules or stipulations the City may deem reasonable and necessary.
15. **Parades** have additional rules, found in Oakridge Muni Code Chapter 75 and Ordinance 942.

I agree to abide by the above conditions:

Signature: Amy M Kelley

Date: 2-18-2024


Failure to abide by the above rules & conditions may result in sanctions including, but not limited to, refusal to rent facilities, revocation event permit, loss of non-refundable application fees, revocation of alcohol permit, citations for city code violations, and other financial penalties. Sanctions may be appealed to the City Council.

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

Category:	Event: <u>Oakridge Keg & Cask Festival</u>
Family: <input type="checkbox"/>	Event Sponsor: <u>UWDCD</u>
Group: <input type="checkbox"/>	Date of Event: <u>August 10, 2024</u>
Non: Profit: <input checked="" type="checkbox"/>	Hours of Event: _____
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: <u>500</u>
	Applicant: <u>UWDCD c/o Oakridge Keg & Cask Festival Committee - Amy Kelley Chair</u>
	Contact Address: <u>PO Box 677, Oakridge, OR 97463</u>
	Contact Phone: <u>541-537-0851 (Amy Cell)</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 checked="" type="checkbox"/> Which Street: <u>E 1st St, Between Cedar & Alder from 8:00 am to 12:00 Mid</u>	
	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"/>		
	Have you scheduled the facility with the City? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Alcohol Permit:	Hours of Alcohol Service: <u>3:00 pm to 11:00 pm</u>
	Type of Food/Caterer: <u>Various, Unknown at this time</u>
	Security Measures: <u>Reserve Police</u>
	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 type="checkbox"/>

Noise Permit	Nature of Noise Generation: <u>Live Music</u>
	Estimated Distance Noise will be plainly audible: <u>400'</u>
	is a variance required?: Yes <input type="checkbox"/> No <input checked="" 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: Amy M Kelley **Date:** 2-18-2024

*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: Amy M Kelley

EVENT APPLICATION/PERMIT

DATE: 2-18-2024 EVENT NAME: Oakridge Keg & Cash Festival

NAME OF EVENT COORDINATOR: Amy M Kelley
ADDRESS: 48187 McFarland Rd, Oakridge, OR 97463
PHONE: 541-537-0851

DATE OF EVENT: 8-10-2024 START TIME: 3pm END TIME: 11pm

NUMBER OF PARTICIPANTS: 300-400 NUMBER OF BOOTHS: 40-60

EVENT LOCATION: E 1st ST (Between Cedar & Alder)

EVENT DESCRIPTION: Street Festival fundraiser for Oakridge Food Box

Security is being asked by Oakridge Reserve Officers.

Request has been submitted to Neil Ritz.

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

APPLICANT SIGNATURE: Amy M Kelley PHONE: 541-537-0851

CHIEF OF POLICE SIGNATURE: K. R. M. K. DATE: 02/26/2024

COMMENTS FROM CHIEF:

Reserves can assist with event and will work with
event on security table for event

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: Loren Michaels Offer: WAC use in exchange for theater curtains and consulting services

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 10.2

Exhibits: Letter from Loren Michaels

Author: CA

ISSUE:

Loren Christopher Michaels would like to be able to *temporarily* use the WAC stage to do some video production and music composition work. He has proposed donating the following items and services to the city in lieu of rent:

1. Custom made theater curtains (see attached photos) for the WAC stage (which currently does not have any), valued at \$1,000.00.
2. Free video production for any 1 project or event chosen by the City.
3. Free sound production and equipment use for any 1 project or event chosen by the City.
4. Free graphic art design (Michaels designed the current city logo) for any 1 project or event chosen by the City.

Attached is a letter from Mr. Michaels with more details of the proposed trade. He will be at the meeting to answer any questions.

FISCAL IMPACTS: TBD (\$1,000 curtains + professional services)

OPTIONS: Approve or Deny

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS: *"I move to approve allowing the CA to draft and sign a contract to allow Loren Michaels to temporarily use the WAC stage in exchange for curtains and professional services."*

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.

Proposal for Temporary use of the WAC Stage

I am currently in need of a place to work on video production and music composition. I am asking for the use of the WAC stage and gymnasium just until the new renovations begin. The Zero Clearance theater is not an option due to limited space.

In trade for the use of the area I propose the following:

*I will donate to the City, the main stage curtain I had custom made for the WAC stage at my own cost of \$1000.00. I had this made when I was renovating the stage for the Spotlight Project. The Spotlight Project was my way of giving performers and artists a place to share their talents online with the community during the pandemic.



* I will also provide to the City my video production skills, at no cost, for any project / event they need those type of services. Here are a few links to some local videos I have done to promote events here in the community:

Headwaters Harvest Festival: www.youtube.com/watch?v=8cw8-tC7UAg

Headwaters Punkin Chunkin Promo: www.youtube.com/watch?v=JTGv-rEboRQ

Volunteer Firefighter Recruitment Video: www.youtube.com/watch?v=s8zHPx17jsk

* I will also provide, again at no cost, my sound mixing skills and equipment for any City function. I have volunteered to do the sound for this year's talent show during the Tree Planting Festival, so that time is currently booked.

* I am also willing to lend my graphic art skills if they are needed. Here is an example I did for the City a few years ago. The art for the Oakridge logo had been lost and I was commissioned to recreate it.



In closing, I thank you for your consideration of this proposal and am looking forward to being a part of Oakridge community events for years to come.

Loren Christopher Michaels

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: Oakridge Pharmacy Alcohol Permit Request

Agenda Item No: 10.3

Proposed Council Action: A motion from the floor to approve

Exhibits: OLCC Application and Letter

Author: CA

ISSUE:

The Oakridge Pharmacy would like to apply for an OLCC Alcohol Permit to be able to sell “unique beer and wines not currently available in town.” The application requires City Council’s approval. A letter from Oakridge Pharmacy and the OLCC permit application are included as an exhibit.

FISCAL IMPACTS: None

OPTIONS: Approve or Deny

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS: *“I move to approve Oakridge Pharmacy’s OLCC Alcohol Permit application.”*

STRATEGIC THEMES/GOALS INVOLVED:

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

3/7/2024

To Whom It May Concern:

Attn: City Administrator/Rick Zylstra



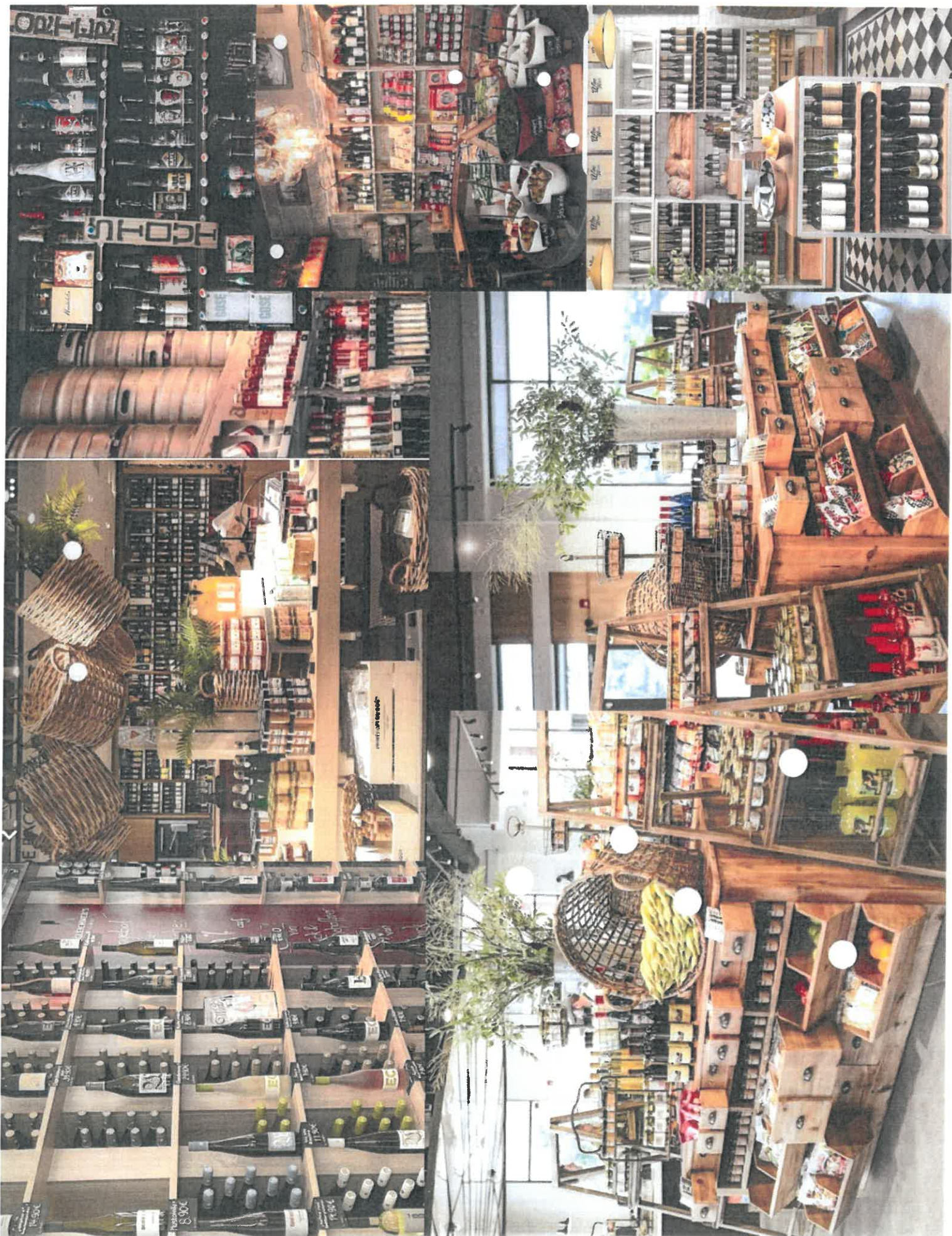
Oakridge Pharmacy is seeking approval to apply to the OLCC for an off-site liquor license to sell wine, beer, malt beverages to our community. We are looking to expand the current offerings in Oakridge to include a different variety than that which is currently available. We will be setting our sights on unique beers and wines, local and otherwise, with a focus on creating a curated collection for people to enjoy when looking for that special gift or celebratory item. In addition, we would like to cross merchandise with non-alcoholic beverages and food pairings that are specially selected to offer inclusive options for everyone. We feel this will naturally pair with our current front-end options for gifts and unique items creating a destination shopping experience for our community. I have included some images which are currently being used as inspiration for our planned remodel to provide this service. We believe this will assist in taking our business to the next level of success.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Laura", with a long, sweeping horizontal line extending to the right.

Laura Abrahamson, President

Oakridge Pharmacy



LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet | Change of Ownership | Greater Privilege | Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT

After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Oakridge Pharmacy

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Postal Pharmacy Inc	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): Oakridge Pharmacy		
Premises street address (The physical location of the business and where the liquor license will be posted): 47809 Hwy 58		
City: Oakridge	Zip Code: 97463	County: Lane
Business phone number: 541-782-2617		Business email: postalpharmrx@outlook.com
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): PO Box 697		
City: Oakridge	State: OR	Zip Code: 97463
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: Laura Abrahamson	
Phone number: 5417822617	Email: postalpharmrx@outlook.com

LIQUOR LICENSE APPLICATION

Page 3 of 4

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Oakridge Pharmacy

OLCC Liquor License Application (Rev. 10.25.23)

LIQUOR LICENSE APPLICATION

Oakridge Pharmacy

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the “Application Information” section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>Laura Abrahamson</u>		<u>03/07/2024</u>
Applicant name	Signature	Date
<u> </u>	<u> </u>	<u> </u>
Applicant name	Signature	Date
<u> </u>	<u> </u>	<u> </u>
Applicant name	Signature	Date
<u> </u>	<u> </u>	<u> </u>
Applicant name	Signature	Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: Request to move Budget Committee meeting times to 7pm

Agenda Item No: 10.4

Proposed Council Action: A motion from the floor to approve

Exhibits: Current FY 24/25 Budget Calendar

Author: CA

ISSUE:

Brenna Chisman, the current Budget Committee Vice-Chair, has requested that the 4/29, 5/15, 5/20, and 6/3 Budget Committee meetings be changed from 6pm to 7pm, due to work schedule conflicts. Since she is requesting changing 4 of the 7 scheduled Budget Committee meetings to 7pm, I recommend changing *all* of the meetings to 7pm, rather than having some at 6 and some at 7. A copy of the current FY 24-25 Budget Calendar is included as an exhibit.

FISCAL IMPACTS: None

OPTION 1: Change *all* Budget Committee meetings to 7pm

OPTION 2: Change only the 4/29, 5/15, 5/20, and 6/3 Budget Committee meetings to 7pm

OPTION 3: Deny the request and keep all Budget Committee meetings at 6pm

STAFF RECOMMENDATION: Option 1

RECOMMENDED MOTION: "I move to _____ (Option 1, 2, or 3)."

STRATEGIC THEMES/GOALS INVOLVED:

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

City of Oakridge FY 2024-2025 Budget Calendar

Friday March 22nd – Department draft budgets due to the CA and Finance Director

Wednesday April 3rd at 6pm – Budget Committee online training (optional) at City Hall

Tuesday April 9th – Notice of the 1st Budget Committee meeting (on April 22nd) posted in the Register Guard newspaper as required by law.

Monday April 15th - Budget Officer (City Administrator) submits the “Proposed” Budget to the Budget Committee and posts it on the City’s website. Printed copies available at City Hall for public review or purchase upon request Monday-Thursday 8-4, or online at www.ci.oakridge.or.us/

Monday April 22nd at 6pm - Budget Committee Meeting #1 - meet to review the Proposed Budget, Budget Message, and hear public comment. Notice made prior to the meeting as required.

Monday April 29th at 6pm - Budget Committee Meeting #2.

Tuesday May 6th at 6pm - Budget Committee Meeting #3.

Wednesday May 15th at 6pm - Budget Committee Meeting #4.

Monday May 20th at 6pm - Budget Committee Meeting #5.

Wednesday May 29th at 6pm - Budget Committee Meeting #6 (*if needed*).

Monday June 3rd at 6pm - Budget Committee Meeting #7 (*if needed*).

**The Budget Committee will review, discuss, and approve the budget, the ad valorem tax levy rates, and approve participating in the state revenue sharing program, during one of the above meeting(s).*

Thursday June 6th at 6pm – City Council Budget Hearing - Citizens allowed to comment on the Budget, ad valorem tax levy rates, and the state shared revenues approved & recommended by the Budget Committee during this noticed public hearing.

Thursday June 20th at 6pm - Budget “Adopted” by City Council. - Resolutions will be made to formally adopt the approved budget, make appropriations, receive state shared revenues, and levy & categorize taxes for fiscal year 2024-2025.

Monday July 1st – Approved Budget becomes effective for fiscal year 2024-2025.

All Oakridge Budget Committee and City Council meetings are open to the public to attend in-person at City Hall (48318 E. 1st Street, Oakridge, OR) or live online via Zoom at: <https://us02web.zoom.us/j/3664311610>

More information on Oregon Budget Law available at: www.oregon.gov/dor/programs/property/pages/local-budget.aspx#:~:text=For%202024%2C%20training%20sessions%20will,as%20the%20in%2Dperson%20session

**Updated 3/1/2024*

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: Staff report on Nancy Kelly's request to waive deadlines and fees for a land use appeal

Agenda Item No: 10.5

Exhibit: None

Proposed Council Motion: None

Agenda Bill Author: Rick Zylstra

ISSUE: On March 7th Nancy Kelly emailed Council requesting a time extension and a fee waiver to appeal a Planning Commission decision on a Conditional Use Permit (CUP 2024 01).

Nancy Kelly's request applied to Oregon Revised Statutes

Currently our Zoning Ordinance (Ord 874) prescribes the following for Appeals to City Council, City of Oakridge Zoning Ordinance 874, Article 2, Section 2.04 Appeals (2),

*An action or ruling of the Planning Commission pursuant to this ordinance may be appealed to the City Council within ten days after the Planning Commission has rendered its decision. **If the appeal is not filed within the ten-day period, the decision of the Planning Commission shall be final.** Written notice of the appeal, along with the necessary fee, shall be filed with the City. The appeal shall refer to the specific criteria on which the land use decision is based, and state the reasons why the criteria were not satisfied.*

City of Oakridge Zoning Ordinance 874, Article 2, Section 2.05 Forms of Petition, Application and Appeals (1),

Petitions, applications and appeals provided for in this ordinance shall be made on forms prescribed by the City.

It is staff's opinions that an extension for a timeframe on an appeal such as this one (to include all quasi-judicial Planning Commission Decisions) is prohibited by Oregon Revised Statutes 215.427(3)(a) which does not allow for changes to the rules/regulations of a land use application after the application has been submitted (basically we cannot move the goalpost mid game). To allow for an appeal after the 10-day period (we can only consider 10 business days when it is clearly described as "business days", and in this case it is not) as set forth would substantially change the approval or denial process of the application. ORS 215.427 basically states "*The application process shall be based upon the standards and criteria that were applicable at the time the application was first submitted.*"ⁱ The Oregon Land Use Board of Appeals (LUBA) has found that ORS 215.427(3)(a), *which is referred to as the fixed goalpost rule, has the legal effect of fixing or freezing the law, as it existed on the date a complete permit application was received.* *Hegele v. Crook County*, 56 Or LUBA 156 (2008).

Ms. Kelly was present at the hearing on February 20th and received the official Orders and Findings of the Planning Commission via email on Feb 22nd. She requested a printed copy Feb 27th, which was made available at the front counter the same day to include the necessary application to make an appeal. The Appeal date closed on Friday March 1st. To date we have not yet received the forms prescribed for the appeal process as outlined in Ord 874

The process, timeframes and paperwork prescribed by the city were made available with ample time to appeal, and there was no follow through in the correct and timely manner. *IF* staff had provided Nancy Kelly with the incorrect timeframe, paperwork or process, the error by staff in no way overrides the established Ordinances and Oregon Revised Statutes.

Considering the Goalpost rule I strongly recommend council does not take action on the emailed request as it 1) was not on a prescribed form and 2) received after the end of the 10-day appeal period.

Staff Reply to other concerns brought by Nancy Kelly

Discrepancy in Planning Permit fees

1. The Planning fees Ms. Kelly is referring to is a scrivener on the Conditional Use Permit (CUP) application submitted by Holy Olson for her CUP. The Error was noticed while discussing the appeals process as mention above and Ms. Kelly was at that time informed of the \$500 fee.
2. To wave or reduce fees is the City Council Preview, but I feel this point is moot as we have passed the appeals timeframe and to date the correct paperwork has not been received.

Noticing of the CUP Hearing

1. There was an error in the Mail Merge process that creates envelope labels and Me. Kelly did not receive her notice as prescribed in Ord 874. During the first Public Hearing the issue was discussed between Ms. Kelly and Planning Commission where they chose to leave the record open for 7 days to provide her with the time needed. This was the only reason for the second Planning Commission hearing on the 20th.
 - a. In an attempt to ensure Ms. Kelly had time to respond our Planning Commission went above and beyond as Ord 874 does state that
 - i. *Notice of Public Hearings Section 31.04 (3) Failure of a person to receive the notice prescribed in this section does not impair the validity of the hearing*
 - ii. *Procedure for Mailed Notice Section 31 Any deficiency in the form of notice prescribed or a failure of a property owner to receive notice shall not invalidate an action if a good faith attempt was made to comply with the requirement of this section for notice*

Reason for appeal

When judging a and Use application the criteria used is rather narrow and all of the concerns where twice heard by the Planning Commission.

1. 93.15(10) refers to the council's ability to grant the operation of any device designed for sound production. Planning Commission does not have purview over the city council's ability to grant such requests, for this reason the Planning Commission cannot use this as a criterion for denial. The denial of a permit for a device designed for sound production to would go to city council *after* of the Land Use Application process.
2. Noise concern were twice heard by the Planning Commission, staff assisted Ms. Kelly with graphics and hand-outs during the meeting, in no way were they not heard and considered. This is an appealable criterion had the timeframe not expired.
3. ORS 467 is a should and not a shall. City of Oakridge has not adopted these recommendations and therefor is not applicable criterion
4. OLCC procedures and regulations are the purview of OLCC and not a reasonable criterion for denial. We cannot deny based on the belief that the applicant cannot meet OLCC regulations, that is for OLCC to decide *after* Planning Commission (or in outright permitted uses city council) has found the use to be permitted.

In Conclusion City Staff met multiple times with Ms. Kelly in an effort to ensure her voice was heard by the Planning Commission during the Public Hearing. It is unfortunate that she missed the deadline but we cannot allow for the appeal after the time has closed. To do so would be a disservice to those applicants that expect the process to be followed, and in violation of the intent of the Goal Post rule.

Staff Recommendation: Deny Ms. Kelly's request to file a late appeal (making her fee waiver request moot).

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.

ⁱ https://oregon.public.law/statutes/ors_215.427

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: OSP Lease Renewal

Agenda Item No: 10.6

Proposed Council Action: A motion from the floor to approve

Exhibits: Current Lease with OSP, Draft New Lease Renewal

Author: CA

ISSUE:

The Oregon State Police (“OSP”) have rented one of the units in the OIP Flex Building for many years. Their existing lease expires March 31, 2024 and they would like to renew the lease for an additional 5 year term. The draft new renewal lease (included as an exhibit) has been reviewed by our City Attorney in addition to the CA. A copy of the current lease is also included.

Under the current lease (attached as an exhibit), OSP pays the city \$1,575.00 per month. Under the terms of the proposed draft renewal lease, OSP would pay \$1,653.75 per month (a 5% increase).

FISCAL IMPACTS: \$1,653.75 per month for 5 years

OPTIONS: Approve, deny, or refer back to the CA for continued negotiations

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *“I move to approve allowing the CA to renew the OIP lease with the Oregon State Police.”*

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 #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.

Current Lease (2014-2024)

STATE OF OREGON
INTERGOVERNMENTAL OFFICE SPACE LEASE AGREEMENT

THIS LEASE AGREEMENT, dated April 1, 2014, is by and between the CITY OF OAKRIDGE, a municipal corporation (Lessor), and the STATE OF OREGON, acting through its Department of State Police (Lessee).

The parties acknowledge and agree that time is of the essence with respect to all the terms, conditions and provisions of this Lease; therefore, the City of Oakridge hereby leases to the State and the State leases from the City of Oakridge the Premises described below under the following terms and conditions:

1. **Premises.** Approximately 2,500 square feet of space which is comprised of 312 rentable square feet of office space and 2,188 square feet of warehouse space located at 76248 Industrial Park Way, Unit 1, Oakridge, Lane County, Oregon 97463, per the attached Exhibit A- Premises. The Premises is located in the "Building" shown on Exhibit B-Building and on the "Property" shown on Exhibit C - Property.

2. **Term.** The original term of this Lease shall commence on April 1, 2014, and continue through March 31, 2024.

3. **Rent.** Lessee shall pay Base Rent in arrears by the 10th day of each month for the preceding month or partial month. The Base Rent for this property takes into account that Lessor will continue to be responsible for paying any and all property taxes which may be owed for the premises, whether or not the premises are deemed exempt from taxation. The Base Rent for any partial month shall be prorated on a per diem basis. The monthly Base Rent shall be per the following Rent Schedule:

<u>LEASE PERIOD</u>	<u>BASE RENT</u>
04/01/14 - 03/31/19	\$1,500.00
04/01/19 - 03/31/24	\$1,575.00

4. **Use.** Lessee may use the Premises for business offices, storage, and other lawful purposes including but not limited to functions related to the conduct of its business as a state law enforcement agency.

5. **Parking; Common Areas.** Lessee, its employees, and clientele shall have the exclusive right to twenty (20) parking spaces located in the fenced parking area shown on the attached Exhibit C. Parking for the disabled will always be provided in compliance with the Oregon Revised Statutes (ORS) 447.233. Lessee's lease of the Premises includes the appurtenant, nonexclusive right to use, in common with other authorized users, all areas and facilities outside the Premises, in the Building, on the Property or otherwise under Lessor's control, that are provided by Lessor for the appurtenant, nonexclusive use of Lessor, Lessee and other tenants of the Property and their respective agents, employees and invitees (the Common Areas), including any such areas shown on Exhibits B and C.

6. **Lessor Covenants.**

(a) Lessor covenants that it has the right to make this Lease and to lease the Premises to Lessee; that possession of the Premises will be delivered to Lessee free of other tenants and of conflicting claims; that the use of the Premises by Lessee for the specific uses set forth in the paragraph above titled "Use of Premises" is not in violation of any federal, state or local statute, regulation or ordinance, including the acknowledged comprehensive land use plans and regulations of the city or county in which Premises are located, and that on paying the rent and performing its covenants of this Lease, Lessee may enjoy the rights granted by this Lease

Page 1 DAS LEASE CONTROL NUMBER 3117

Lessee Initial & Date D 4-14-14 Lessor Initial & Date S 4/15/14

free from rightful interference by any third party.

(b) Lessor covenants that the Premises, Building, Property and Common Areas comply with all applicable regulatory and building codes requirements for occupancy by Lessee, and meet the requirements of the Americans with Disabilities Act (ADA) for accessibility in accordance with the standards provided in the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), to the extent, at the minimum, the Premises including the common areas have: (1) an accessible entrance and an accessible route therefrom to those areas in which the principal activities of Lessee as a state agency will be conducted; (2) accessible restroom facilities; and (3) accessible parking for the disabled in compliance with Oregon Revised Statutes (ORS) 447.233, if parking is provided within the Lease.

(c) Lessor covenants that Premises are free of asbestos and asbestos containing materials (ACM) based on the fact that the original construction and all improvement works on the Premises were completed after January 1, 1978, when the building industry generally refrained from using materials containing ACM, or the Premises have been inspected by a competent inspector qualified to perform such inspection under applicable law and regulations and found to be free of any ACM.

7. Improvements and Alterations. Lessee may place fixtures, partitions, personal property, and the like in the Premises and may make nonstructural improvements and alterations to the Premises at its own expense, subject to Lessor's written consent, which shall not be unreasonably withheld. Lessee agrees that any such improvements and alterations made by Lessee with Lessor's consent shall become the property of the Lessor. At Lessor's written request, Lessee may be required to remove such items at the end of the Lease term. In the event such Lessor's request is received, Lessee agrees to restore the Premises to its original condition, subject to reasonable wear and tear.

8. Maintenance and Repair.

(a) Lessor shall maintain in good condition the structure, roofs, outside walls, doors and windows, sidewalks and parking areas. Lessor shall also promptly repair or replace all structural defects, defective heating, plumbing, or light fixtures, equipment and facilities; and shall at all times maintain the demised premises and grounds in good repair.

(b) Lessor shall notify Lessee a minimum of three (3) work days in advance of any maintenance or repair of the interior or exterior of the Premises that may affect the environment of Lessee's employees and clients. If Lessee determines that the work will be disruptive, Lessee and Lessor shall negotiate a mutual resolution. Lessor's maintenance representative shall be accompanied at all times by an Oregon State Police employee while in the Premises.

(c) Lessee shall maintain in good condition the interior walls of the Lessee occupied space. Lessee shall promptly repair, at Lessee's cost, any damages caused by the Lessee's employees, agents or invitees.

9. Non-appropriation. If sufficient funds have not been provided in the Legislatively approved budget of Lessee, Department of State Police, to permit Lessee in the exercise of its reasonable administrative discretion to continue with this Lease, or if the agency occupying the Premises is abolished, Lessee shall have the right to terminate this Lease with one hundred twenty (120) days prior written notice to Lessor without further liability on the part of Lessee. In determining the availability of funds for this Lease, Lessee may use the budget adopted for it by the Oregon State Legislature or actions of the Legislative Emergency Board. [legislative review agency established in ORS 291.324].

10. Utilities and Services. The Lessor shall provide the following utilities and services: water, and sewer. Lessee shall be responsible for electricity, gas, janitorial services and supplies, interior window washing and the future installation, current maintenance, and repair of any Lessee required telephone and data services.

11. Insurance. Lessee shall provide for its own personal property damage coverage and liability insurance, within the limits as provided under ORS 30.260 to 30.300, and as limited by Oregon Constitution, Article XI, Section 7. Lessor shall provide for its own liability coverage and real property damage coverage for the building structure and the building systems, subject to the same limitations as provided under the law.

12. Work to be Performed.

(a) Prior to Lessee's occupation of the Premises, Lessor shall, at Lessor's sole cost and expense, install a new heat/air conditioning pump to the building where the Premises will be located and provide access to the data cable box for the Lessee's use. Lessee shall, at Lessee's sole cost and expense, provide the tenant improvements to the interior of the Premises as required by Lessee.

(b) All work is to be done in accordance with the utmost professional standards and in the most highly professional manner. All construction shall comply with the State Building Code in effect at the commencement of said construction, including its Disabled Access provisions. Lessor shall obtain all required building and occupancy permits and final inspection by all applicable code enforcement agencies.

13. Intentionally Omitted

14. Default. Neither party shall be in default under this Lease until written notice of the unperformed obligation has been given and that obligation remains unperformed after notice for fifteen (15) days in the case of a payment or for thirty (30) days in the case of other obligations. If the obligation cannot be performed within the thirty-day period, there shall be no default if the responsible party commences a good faith effort to perform the obligation within such period and continues diligently to complete the performance. In case of a default the nondefaulting party may terminate this Lease with thirty (30) days prior written notice to the defaulting party, and it shall be entitled to recover damages or any other remedy provided by applicable law, or it may elect to perform the defaulting party's obligation and recover from the defaulting party the costs plus interest at the legal rate for judgment. If Lessee make such expenditures as the nondefaulting party, those expenditures may be deducted from the rent.

15. Assignment and Subletting. Lessee shall have the right to assign this Lease or sublet any part of the Premises to another State agency without express approval of the Lessor. Lessee may assign this Lease or sublet any portion of the Premises to other parties with Lessor's written consent, which consent shall not be unreasonably withheld.

16. Notices. Notices between the parties shall be in writing, effective when personally delivered to the address specified herein, or if mailed, effective seventy two (72) hours following mailing to the address for such party specified below or such other address as either party may specify by notice to the other:

LESSOR: City of Oakridge
48318 E. 1st Street
P.O. Box 1410
Oakridge Oregon 97463
Attn: Louis Gomez, or successor

Telephone: (541) 782-2258; Fax: (541) 782-1081

LESSEE: Department of State Police
4762 Portland Road NE
Salem, OR 97305
Attn: Cort Dokken, or successor
Telephone: (503) 934-0228; Fax: (503) 378-4190
Email: cort.dokken@state.or.us

17. Counterparts. This Lease may be executed in two or more counterparts, by facsimile or otherwise, each of which is an original, and all of which together are deemed one and the same Lease, notwithstanding that all parties are not signatories to the same counterpart.

18. NO PRESUMPTION AGAINST DRAFTER. Lessor and Lessee understand, agree and acknowledge that: (a) This Lease has been freely negotiated by both parties; and (b) That, in any controversy, dispute, or contest over the meaning, interpretation, validity, or enforceability of this Lease or any of its terms or conditions, there shall be no inference, presumption, or conclusion drawn whatsoever against either party by virtue of that party having drafted this Lease or any portion thereof.

19. Merger.

THIS LEASE CONSTITUTES THE ENTIRE LEASE BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS LEASE SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS LEASE. THE PARTIES, BY THE SIGNATURE BELOW OF THEIR RESPECTIVE AUTHORIZED REPRESENTATIVES, HEREBY ACKNOWLEDGES THAT THE PARTIES HAVE READ THIS LEASE, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

20. State Workers' Compensation Act.

(1). Should Lessor employ any "subject worker," as defined in ORS 656.005(28), to perform any work required under this Lease, the Lessor shall comply with the Workers' Compensation Law, ORS 656.001, *et seq.* Lessor, to the extent it employs such "subject worker(s)," and Lessor's contractors or subcontractors, if any, and any employers providing work, labor or materials under this Lease are "subject employers" under the Workers' Compensation Law and shall comply with ORS 656.017, which requires "subject employers" to provide Oregon workers' compensation coverage that conforms to Oregon law for all of their "subject workers", or are exempt under ORS 656.126.

21. Signage. Lessee may, at its sole cost and expense, install signage on the Premises consistent with all applicable laws and codes and Lessor's signage rules or policies, if any.

22. Option to Extend.

22.1 Generally. So long as Lessee is not in material default under this Lease, Lessee has two (2) option(s)

Page 4 DAS LEASE CONTROL NUMBER 3117

Lessee Initial & Date 7-14-14 Lessor Initial & Date 5/15/14

to extend this Lease for consecutive terms of five (5) years (each an Option to Extend). With the exception of the amount of Base Rent and any terms or conditions that the parties modify in writing, all terms and conditions of this Lease shall apply during any such extension term (an Extension Term). If Lessee elects to exercise an Option to Extend, Lessee shall deliver notice to Lessor of such exercise (an Extension Notice) at least one hundred twenty (120) days prior to the expiration of the original term or the then-current Extension Term, as the case may be. The date of Lessee's delivery of an Extension Notice is the Extension Notice Date. An Extension Term shall commence on the day following the expiration of the original term or then-current Extension Term.

22.2 Base Extension Rent.

(a) Base Rent for an Extension Term (the Base Extension Rent) shall be either: a monthly amount agreed to by the parties pursuant to paragraph 22.2(b) below; or be equal to ninety-five percent (95%) of the monthly fair market value rental rate for the Premises, as determined by the parties pursuant to paragraph 22.2(c) below. "Fair market value rental rate" means the monthly base rent that a tenant of comparable creditworthiness would pay in an arms-length transaction for a term the same length as the Extension Term and, except for the Base Rent, on the same terms and conditions as set forth herein, for a comparable space and use in the metropolitan area in which the Property is located, taking into account, without limitation: the Building's location, condition, age, identity, services, amenities and Common Areas; the Premises' improvements, floor and view; and other pertinent considerations.

(b) The parties shall attempt in good faith to agree on the Base Extension Rent within thirty (30) days after the Extension Notice Date.

(c) If the parties do not timely agree on the Base Extension Rent, the Base Extension Rent shall be determined based on the fair market value rental rate, as follows:

(i) Within forty-five (45) days after the Extension Notice Date, each party shall submit to the other its final written proposal for the Base Extension Rent (an Extension Proposal). If one party fails to timely provide the other party with its Extension Proposal, then the other party's Extension Proposal shall be deemed to be the Base Extension Rent. If the difference between the parties' Extension Proposals is five percent (5%) or less, the Base Extension Rent shall be the average of the two Extension Proposals.

(ii) If the difference between the parties' Extension Proposals is greater than five percent (5%), then the parties shall select an appraiser (the Appraiser) to determine the Base Extension Rent. The Appraiser shall be chosen as follows: within sixty (60) days after the Extension Notice Date, Lessee shall deliver to Lessee a list of at least three (3) independent MAI appraisers who have at least ten (10) years of experience in commercial real estate in the metropolitan area in which the Property is located, and within seventy-five (75) days after the Extension Notice Date, Lessee shall notify Lessee of its choice of the Appraiser from said list. Notwithstanding the foregoing, if Lessee fails to timely deliver the list to Lessee, then Lessee's choice of an appraiser shall be deemed the Appraiser; and if Lessee does timely deliver the list to Lessee, and Lessee fails to timely respond, then Lessee's choice of an appraiser shall be deemed the Appraiser.

(iii) Within ninety (90) days after the Extension Notice Date, both parties shall submit their Extension Proposals to the Appraiser, and within one hundred twenty (120) days after the Extension Notice Date, the Appraiser shall choose one of the parties' Extension Proposals as the Base Extension

Rent. If the Appraiser does not timely determine the Base Extension Rent, then the Base Extension Rent shall temporarily be determined pursuant to paragraph 22.2(d) below. The party whose Extension Proposal is not selected by the Appraiser shall pay the Appraiser's costs and fees.

(d) If, as of the commencement of the Extension Term, the Base Extension Rent has not yet been determined pursuant to paragraph 22.2(b) or (c) above, then until the Base Extension Rent is so determined, Lessee shall continue to pay the same Base Rent as in the immediately preceding month. If the Base Extension Rent is determined to be more than such Base Rent, then Lessee shall, in its discretion, either pay to Lessee the full amount of the resulting underpayment within thirty (30) days after the determination of the Base Extension Rent, or increase the next twelve (12) Rent payments by an amount equal to 1/12 of the underpayment. If the Base Extension Rent is determined to be less than such Base Rent, then Lessee shall, in its discretion, either refund to Lessee the full amount of the resulting overpayment within thirty (30) days after the determination of the Base Extension Rent, or credit the full amount of the overpayment to Lessee against the next rent due until paid in full.

22.3 Confirmation of Extension Terms and Conditions.

(a) *Extension Confirmation.* If Lessee exercises an Option to Extend pursuant to paragraph 22.1 above, then the parties shall, once the Base Extension Rent is determined pursuant to paragraph 22.2 above, promptly execute an "Extension Confirmation" in the form attached as Form 1 to memorialize the following terms and conditions:

- (i) the commencement and expiration dates of the Extension Term; and
- (ii) the Base Extension Rent as determined pursuant to paragraph 22.2 above.

(b) *Delivery and execution.*

(i) Lessee shall promptly prepare the Extension Confirmation pursuant to paragraph 22.3(a) above and deliver it to Lessee. Within ten (10) days after delivery, Lessee shall either execute the Extension Confirmation to indicate Lessee's acceptance, or give notice to Lessee that Lessee disputes it. Lessee's failure to timely execute or dispute the Extension Confirmation shall be deemed acceptance thereof.

(ii) In the event Lessee gives notice to Lessee that it disputes the Extension Confirmation, the parties shall attempt in good faith to resolve the dispute promptly. The parties may resolve any remaining dispute in a court of competent jurisdiction.

(c) *Effectiveness.* Lessee's Option to Extend, if exercised by Lessee in accordance with the requirements of the Lease, is effective on the terms and conditions set forth in this paragraph 22 as of the Extension Notice Date, regardless of when or whether the parties execute the Extension Confirmation.

This Lease shall not become effective and shall not be binding upon the State of Oregon or any agency thereof until it has been executed, in the signature spaces provided below, by all parties to this Agreement, including those whose approval is required.

>

V
V

LESSOR: CITY OF OAKRIDGE, a municipal corporation

By *Aerald X Shoups*

Date 4/15/14

LESSEE: STATE OF OREGON, acting by and through its
Department of State Police

By *[Signature]*

Date 4-14-14

APPROVAL: STATE OF OREGON, acting by and through its
Department of Administrative Services

By *[Signature]*
Real Estate Services

Date 04.16.14

EXHIBITS

- 1. Exhibit A - Premises (attached)
- 2. Exhibit B - Building (attached)
- 3. Exhibit C - Property (attached)

STATE OF OREGON LEASE

THIS STATE OF OREGON LEASE (this “Lease”) is made and entered into as of the ____ day of _____, 2024 (the “Lease Effective Date”), by and between Landlord and Tenant (each a “Party” and together the “Parties”), as set forth below.

Pursuant to that certain Lease dated April 1, 2014 (the “Existing Lease”), Tenant has been leasing from Landlord the Premises (as defined below). The Existing Lease expires March 31, 2024.

The Parties acknowledge and agree that they are entering into this new Lease in order to simplify and update the documentation of their agreements concerning the Premises going forward. As of the Commencement Date (as defined below), this Lease supersedes and cancels the Existing Lease in its entirety.

SECTION 1: BASIC LEASE PROVISIONS

- | | | |
|-----|---|---|
| 1.1 | Landlord | City of Oakridge, a municipal corporation of the State of Oregon |
| 1.2 | Tenant | The State of Oregon, acting by and through its Oregon State Police |
| 1.3 | Premises
Street:
Unit #:
City, State, ZIP:
County:
<i>(Section 2.1(a))</i> | 76248 Industrial Park Way
Unit 1
Oakridge, Oregon 97463
Lane |
| 1.4 | Property Tax Lot
Map & Tax Lot No.:
Tax Account No.:
<i>(Section 2.1(b))</i> | 2135150002200
1795739 |
| 1.5 | Premises Square Footage
Office Square Footage
Warehouse Square Footage
Building Square Footage
Total Buildings Square Footage
<i>(Section 2.1(c))</i> | 2,500 rsf
312 rsf
2,188 rsf
10,080 rsf
10,080 rsf |
| 1.6 | Tenant’s Proportionate Share | <i>Intentionally Omitted</i> |
| 1.7 | Commencement Date
Expiration Date
<i>(Section 3)</i> | April 1, 2024
March 31, 2029 |
| 1.8 | Initial Term
<i>(Section 4)</i> | five (5) years |
| 1.9 | Monthly TI Payment | <i>Intentionally Omitted</i> |

(Section 5.1(d))

1.10 **Amortization Information**
(Section 5.1(d))

Intentionally Omitted

1.11 **Monthly Rent Table**
(Section 5.5)

The Monthly Base Rent commences at approximately \$0.66/per rentable square foot.

	Lease Year	Months	Monthly Base Rent
1.	04/01/2024 - 03/31/2029	01 – 60	\$1,653.75

1.12 **Improvement Allowance
Tenant’s Share of Improvement
Costs**
(Section 5.6)

Intentionally Omitted

Intentionally Omitted

1.13 **Moving Allowance**
(Section 5.7)

Intentionally Omitted

1.14 **Expansion Space**
(Section 6.1)

any space in the Building

1.15 **Extension Option**
(Section 7.1)

two (2) Extension Options for consecutive terms of five (5) years each, with 120 days’ notice

1.16 **Use**
(Section 11)

the general purposes of government office use and client services

1.17 **Parking Rights**
(Section 12)

any unreserved parking spaces and twenty (20) reserved parking spaces

1.18 **Utilities and Services**
(Section 13.1)

Utility/Service	Included in Monthly Base Rent	Paid directly by Tenant
Water	X	
Sewer	X	
Electricity		X
Gas		X
Trash removal		X
Recycling		X
Janitorial services and supplies		X
Window washing		X
Snow and ice removal	X	
Security		X
Pest control		X

- 1.19 **Minimum Carpet/Floor Covering Replacement Interval** *Intentionally Omitted*
Minimum Repainting Interval *Intentionally Omitted*
(Sections 14.1(b) and (c))
- 1.20 **Property Manager** *Intentionally Omitted*
(Section 35.3)
- 1.21 **Brokers** *Intentionally Omitted*
(Section 36.12)

SECTION 2: PREMISES

2.1 Generally.

(a) Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the premises (the “**Premises**”), being “**Office Square Footage**” and the “**Warehouse Square Footage**” in Unit 1, as shown on Exhibit A, located in the building or project (the “**Building**”) shown on Exhibit B and on the real property (the “**Property**”) shown on Exhibit C. Any reference in this Lease to the “**Property**” shall mean the Premises, the Building and the Property, as the context so requires.

The Premises address is:

Street: 76248 Industrial Park Way
Unit: Unit 1
City, State, ZIP: Oakridge, Oregon 97463
County: Lane

(b) As shown on Exhibit C, the Property is comprised of the following “**Property Tax Lot**”: Map & Tax Lot No. 2135150002200; Tax Account No. 1795739.

(c) The combined rentable square footage of the office and Warehouse is 2,500 rentable square feet (the “**Premises Square Footage**”), consisting of 312 rentable square feet of office space and 2,188 rentable square feet of warehouse space. The Building is 10,080 rentable square feet (the “**Building Square Footage**”). All of the buildings on the Property, including the Building, constitute 10,080 rentable square feet (the “**Total Buildings Square Footage**”). All square footage amounts set forth in this Section 2.1(c) are based on Landlord’s knowledge and information as of the Lease Effective Date.

2.2 Common Areas. Tenant’s lease of the Premises includes the appurtenant, nonexclusive right to use, in common with other authorized users, all areas and facilities outside the Premises, in the Building, on the Property or otherwise under Landlord’s control, that are provided by Landlord for the appurtenant, nonexclusive use of Landlord, Tenant and other tenants of the Property and their respective agents, employees and invitees (the “**Common Areas**”), including any such areas shown on Exhibits A, B and C. Landlord shall not alter any portion of the Common Areas in any manner that materially reduces Tenant’s access to or use of the Premises,

the Building or any parking spaces or areas related to the Parking Rights without Tenant's prior consent, which shall not be unreasonably withheld, conditioned or delayed.

SECTION 3: COMMENCEMENT AND EXPIRATION DATES

The Initial Term of this Lease (as defined in Section 4 below) shall begin on April 1, 2024 (the "**Commencement Date**") and expire on March 31, 2029 (the "**Expiration Date**").

SECTION 4: TERM

The "**Initial Term**" of this Lease is five (5) years, beginning on the Commencement Date and expiring on the Expiration Date, unless sooner terminated as provided herein. The word "**Term**" is used in this Lease to describe the Initial Term, as it may be extended in connection with a late-term expansion under Section 6.5 below or a short-term extension pursuant to Section 27.2 below, and any Extension Term (as defined in Section 7.1 below).

SECTION 5: RENT AND ALLOWANCES

5.1 Monthly Base Rent. "**Monthly Base Rent**" means the amounts set forth in the "**Monthly Rent Table**" in Section 1.11 above or the Monthly Base Extension Rent (as defined in Section 7.2(a) below), for the periods of this Lease (the "**Lease Years**").

5.2 Monthly Rent. "**Monthly Rent**" means the Monthly Base Rent (from the applicable Lease Year).

5.3 Additional Rent. "**Additional Rent**" means and all costs, fees, charges, expenses, reimbursements and obligations of every kind and nature whatsoever payable by Tenant under this Lease, except for Monthly Base Rent.

5.4 Payment of Monthly Rent. From and after the Commencement Date, and throughout the Term of this Lease, Tenant shall pay Monthly Rent to Landlord, in advance, on or before the fifth (5th) day of each month, without notice or demand and without offset or deduction except as specifically provided in this Lease, and at Landlord's Address (as defined in Section 35.1 below). Monthly Rent for any partial calendar month shall be prorated on a per diem basis, based on a 365-day calendar year.

5.5 Monthly Rent Table. The Monthly Base Rent commences at approximately \$0.66/per rentable square foot, as set forth in Section 1.11 above.

5.6 Improvement Allowance: Tenant's Share of Improvement Costs. *Intentionally Omitted*

5.7 Moving Allowance. *Intentionally Omitted*

SECTION 6: OPTION TO EXPAND PREMISES

6.1 Expansion Space. During the Term of this Lease, and so long as there is not then any

material Tenant Default hereunder (as Tenant Default is defined in Section 33.1 below), Tenant shall have the options (each an “**Expansion Option**”), pursuant to this Section 6, to lease all or any portion of the following additional space in the Building (the “**Expansion Space**”), if and when it becomes available for lease: any space in the Building.

A “**Specific Expansion Space**” is all or any portion of the Expansion Space as and when such space becomes available for lease pursuant to Section 6.2 below. Tenant’s lease of any Specific Expansion Space pursuant to this Section 6 shall not in any way limit Tenant’s right to lease the remainder or any other portions of the Expansion Space.

6.2 Terms and Conditions. Tenant’s lease of any Specific Expansion Space under this Section 6 will be on the same terms and conditions as its lease of the existing Premises under this Lease, including the Monthly Base Rent. If portions of the existing Premises have different Monthly Base Rent per rentable square foot, then the Monthly Base Rent for the Specific Expansion Space shall be the same Monthly Base Rent per rentable square foot as the portion of the existing Premises that is most similar to the Specific Expansion Space, in terms of Tenant’s intended use or other relevant factors.

6.3 Availability and Acceptance. Landlord shall give Tenant notice of the future availability of any Specific Expansion Space (an “**Expansion Availability Notice**”) within ten (10) business days after the date that the existing tenant’s extension option expires; or, if no such option exists, then at least one hundred twenty (120) days before the expiration of the existing tenant’s lease term. A Specific Expansion Space is not available for lease at the time of assignment or sublet by an existing tenant or if re-leased by an existing tenant pursuant to a valid lease extension option.

6.4 Exercise of Expansion Option. To exercise the Expansion Option for the Specific Expansion Space, Tenant shall, within thirty (30) days after Landlord’s delivery of the Expansion Availability Notice, deliver to Landlord notice of such exercise (an “**Expansion Exercise Notice**”). Tenant’s failure to timely deliver an Expansion Exercise Notice to Landlord shall be deemed notice that Tenant has elected not to exercise the Expansion Option with regard to the Specific Expansion Space, and Tenant’s rights under this Section 6 shall thereupon terminate with respect to the Specific Expansion Space, unless the Specific Expansion Space or any portion thereof again becomes available for lease during the Term.

6.5 Extension of Term. If Tenant exercises the Expansion Option for any Specific Expansion Space during the last two (2) years of the Term, as determined by the date Tenant delivers the Expansion Exercise Notice to Landlord, Tenant shall be required to extend the Term for its lease of the entire Premises, such that at least five (5) years remain of the Term, beginning on the Expansion Commencement Date (as defined in Section 6.6(c) below). Any extension of the Term pursuant to this Section 6.5 shall not be deemed an exercise of any Extension Option (as defined in Section 7.1 below).

6.6 Expansion Commencement Date: Expansion Improvements.

(a) *Estimated Expansion Date; Expansion Improvements.* Within sixty (60) days after the

expiration of the prior tenant's tenancy in the Specific Expansion Space (the "**Estimated Expansion Date**"), Landlord shall make improvements to the Specific Expansion Space that conform to the improvements in the existing Premises in terms of configuration, fixtures, finishes and other elements (the "**Expansion Improvements**"), with an improvement allowance (the "**Expansion Improvement Allowance**") in an amount appropriate and sufficient for the construction of such Expansion Improvements. Landlord's work on the Expansion Improvements shall be governed by the terms of a work letter, setting forth Tenant's specifications for the Expansion Improvements, the amount of the Expansion Improvement Allowance, requirements relating to the selection of contractors and architects, if any, estimating the costs of the Expansion Improvements, and any other information relating to the Expansion Improvements as may be necessary and proper (the "**Work Letter**"). If one Party gives notice to the other Party of a dispute regarding the Expansion Improvements, the Parties shall attempt in good faith to resolve such dispute within fifteen (15) business days after such notice. If the Parties do not timely resolve the dispute, it shall be deemed a Buildout Dispute and resolved pursuant to Section 21 below.

(b) *Actual Expansion Date.*

(i) The "**Actual Expansion Date**" means the date the Expansion Improvements are Substantially Complete (as defined in Section 6.8 below) and Complete Delivery (as defined in Section 6.10 below) of the Specific Expansion Space to Tenant is made. Notwithstanding the foregoing, if the Actual Expansion Date falls on a Friday, Saturday, Sunday or a federal or State of Oregon holiday, then the Actual Expansion Date shall be deemed to be the following business day.

(ii) If the Actual Expansion Date is delayed beyond the Estimated Expansion Date for more than thirty (30) days of delay that are not due to Tenant Delay (as defined in Section 6.9 below) or a Force Majeure Event, then Tenant shall receive as liquidated damages for any such additional delay an abatement of Monthly Base Rent for the Specific Expansion Space equal to one (1) day of Monthly Base Rent for each such additional day of the delay following the thirty (30) -day period.

(iii) If the Actual Expansion Date is delayed beyond the Estimated Expansion Date for more than sixty (60) days that are not due to Tenant Delay (the "**Expansion Delay Period**") or a Force Majeure Event, then Tenant may terminate its lease of the Specific Expansion Space by delivering notice to Landlord of such termination at any time after the Expansion Delay Period.

(c) *Expansion Commencement Date.* The addition of the Specific Expansion Space to the Premises shall begin on the later of the Estimated Expansion Date and the Actual Expansion Date (the "**Expansion Commencement Date**").

(d) *Dispute.* If the Expansion Commencement Date is disputed pursuant to Section 6.7(c) below, then Tenant shall pay the proportionate Monthly Rent for the Specific Expansion Space within five (5) business days after the Expansion Commencement Date is determined pursuant to Section 6.7(c) below; and if the Expansion Commencement Date is not disputed but is other than

the first day of a calendar month, Tenant shall pay the proportionate Monthly Rent for the Specific Expansion Space on such date. Any such payment of the proportionate Monthly Rent for the Specific Expansion Space shall be prorated on a per diem basis, based on a 365-day calendar year.

6.7 Expansion Amendment.

(a) *Information from Landlord.* Within sixty (60) days after Landlord's delivery of the Specific Expansion Space to Tenant (which for the purposes of this Section 6.7(a) need not constitute Complete Delivery), Landlord shall deliver to Tenant a certification to both Parties by the architect responsible for the Expansion Improvements, of the Premises Square Footage as expanded by the Specific Expansion Space.

(b) *Amendment.* Within sixty (60) days after Landlord's delivery of the information from Landlord pursuant to Section 6.7(a) above, Tenant shall deliver to Landlord an "Expansion Amendment" that sets forth:

- (i) the Expansion Commencement Date;
- (ii) any five (5) -year extension of the Term pursuant to Section 6.5 above, if Tenant has elected to lease the Specific Expansion Space during the last two (2) years of the Term;
- (iii) the increase of the Monthly Base Rent, based on the Premises Square Footage as expanded by the Specific Expansion Space and the per square foot Monthly Base Rent for the Premises as of the day before the Expansion Commencement Date;
- (iv) *Intentionally Omitted;*
- (v) the expanded Parking Rights, if any, based on the expansion of the Premises as a result of the addition of the Specific Expansion Space, with the additional parking spaces or expanded parking areas to be of the same type or better than the parking areas or spaces related to the Parking Rights; and
- (vi) any related matters as may be necessary and proper.

(c) *Delivery and Execution.* Within fifteen (15) business days after delivery of the Expansion Amendment, Landlord shall either execute it to indicate Landlord's acceptance, or give notice to Tenant that Landlord disputes it. Landlord's failure to timely execute the Expansion Amendment shall be deemed acceptance thereof. If Landlord gives notice to Tenant that it disputes the Expansion Amendment, the Parties shall attempt in good faith to resolve the dispute within ten (10) business days after such notice. If the Parties do not timely resolve the dispute, it shall be deemed a Buildout Dispute and resolved pursuant to Section 21 below.

(d) *Effectiveness.* Tenant's right to lease the Specific Expansion Space on the terms and conditions set forth in this Section 6 is effective as of its delivery of the Expansion Acceptance,

regardless of when or whether the Parties execute the Expansion Amendment.

6.8 Substantially Complete. “**Substantially Complete**” means:

- (a) the Expansion Improvements have been completed in accordance with the Work Letter, except for the Punch List Items (as defined in Section 6.8(b) below);
- (b) the Parties have conducted a joint walk-through of the Specific Expansion Space and prepared and signed a list of minor items relating to the Expansion Improvements that require additional work by Landlord but do not materially interfere with Tenant’s access to or use of the Specific Expansion Space (the “**Punch List Items**”); and
- (c) Landlord has either:
 - (i) obtained a certificate of occupancy or the equivalent for the Specific Expansion Space; or
 - (ii) notified Tenant that the Specific Expansion Space is ready for the installation of any of Tenant’s furniture or fixtures, if such installation is the sole impediment to obtaining a certificate of occupancy or the equivalent for the Specific Expansion Space.

6.9 Delay. A “**Tenant Delay**” means a delay in the Estimated Expansion Date caused by any of the following:

- (a) Tenant’s failure to timely perform any of its duties or obligations pursuant to this Lease or the Work Letter;
- (b) a change to the final plans for the Expansion Improvements that is requested and approved by Tenant in accordance with the Work Letter; or
- (c) the postponement of any of the Expansion Improvements at Tenant’s request.

6.10 Complete Delivery. Landlord’s “**Complete Delivery**” of the Specific Expansion Space shall occur when Landlord delivers to Tenant:

- (a) actual physical possession of the Specific Expansion Space, in broom clean condition, free and clear of all personal property of Landlord and any other parties;
- (b) all keys and access cards for the Specific Expansion Space; and
- (c) the certificate of occupancy or the equivalent for the Specific Expansion Space.

SECTION 7: OPTION TO EXTEND TERM

7.1 Generally. So long as there is not then any material Tenant Default under this Lease, Tenant has two (2) options to extend this Lease for consecutive terms of five (5) years each (each an “**Extension Option**”). With the exception of the amount of Monthly Base Rent and any terms or conditions that the Parties modify in writing, all terms and conditions of this Lease shall apply

during any such extension term (an “**Extension Term**”). To exercise an Extension Option, Tenant shall deliver notice to Landlord of such exercise (an “**Extension Exercise Notice**”) at least one hundred twenty (120) days prior to the Expiration Date or the expiration of the then-current Extension Term, as the case may be (the “**Applicable Expiration Date**”). The date of Tenant’s delivery of an Extension Exercise Notice is the “**Extension Exercise Date**.” For the purposes of this Section 7, if the Term has been extended by Tenant’s exercise of its right to lease Specific Expansion Space pursuant to Section 6.5 above, then the expiration of the Term shall be calculated based upon such extension. An Extension Term shall commence on the day following the Applicable Expiration Date.

7.2 Monthly Base Extension Rent.

(a) Monthly Base Rent for an Extension Term (the “**Monthly Base Extension Rent**”) shall be either: an amount agreed upon by the Parties pursuant to Section 7.2(b) below; or equal to ninety-five percent (95%) of the Fair Market Value Rent for the Premises, as determined by the Parties pursuant to Section 7.2(c) below. “**Fair Market Value Rent**” means the monthly base rent that a tenant of comparable creditworthiness would pay in an arms-length transaction for a term the same length as the Extension Term and, except for the Monthly Base Rent, on the same terms and conditions as set forth herein, for a comparable space and use in the metropolitan area in which the Property is located, taking into account, without limitation: the Building’s location, condition, age, identity, services, amenities and Common Areas; the Premises’ improvements, floor and view; and other pertinent considerations.

(b) The Parties shall attempt in good faith to agree on the Monthly Base Extension Rent at least ninety (90) days before the Applicable Expiration Date.

(c) If the Parties do not timely agree on the Monthly Base Extension Rent pursuant to Section 7.2(b) above, the Monthly Base Extension Rent shall be based on the Fair Market Value Rent, to be determined as follows:

(i) At least seventy-five (75) days before the Applicable Expiration Date, each Party shall submit to the other its final proposal for the Monthly Base Extension Rent (an “**Extension Proposal**”). If one Party fails to timely provide the other Party with its Extension Proposal, then the other Party’s Extension Proposal shall be deemed to be the Monthly Base Extension Rent. If the difference between the Parties’ Extension Proposals is five percent (5%) or less, the Monthly Base Extension Rent shall be the average of the two Extension Proposals.

(ii) If the difference between the Parties’ Extension Proposals is greater than five percent (5%), then the Parties shall select an appraiser (the “**Appraiser**”) to determine the Monthly Base Extension Rent. The Appraiser shall be chosen as follows: at least sixty (60) days before the Applicable Expiration Date, Landlord shall deliver to Tenant a list of at least three (3) independent Oregon State Certified General Appraisers who have at least ten (10) years of experience in commercial real estate in the metropolitan area in which the Property is located, and at least forty-five (45) days before the Applicable Expiration Date, Tenant shall notify Landlord of its choice of the Appraiser from said list.

Notwithstanding the foregoing, if Landlord fails to timely deliver the list to Tenant, then Tenant's choice of an appraiser meeting the foregoing criteria shall be deemed the Appraiser; and if Landlord does timely deliver the list to Tenant, and Tenant fails to timely respond, then Landlord's choice of an appraiser from the list shall be deemed the Appraiser.

(iii) At least thirty (30) days before the Applicable Expiration Date, both Parties shall submit their Extension Proposals to the Appraiser, and on or before the Applicable Expiration Date, the Appraiser shall choose one of the Parties' Extension Proposals as the Monthly Base Extension Rent. If the Appraiser does not timely determine the Monthly Base Extension Rent, then the Monthly Base Extension Rent shall temporarily be determined pursuant to Section 7.2(d) below. The Party whose Extension Proposal is not selected by the Appraiser shall pay the Appraiser's costs and fees.

(d) If, as of the commencement of the Extension Term, the Monthly Base Extension Rent has not yet been determined pursuant to Section 7.2(b) or (c) above, then until the Monthly Base Extension Rent is so determined, Tenant shall continue to pay the same Monthly Base Rent as in the immediately preceding month. If the Monthly Base Extension Rent is determined to be more than such Monthly Base Rent, then Tenant shall, in its discretion, either pay to Landlord the full amount of the resulting underpayment within thirty (30) days after the determination of the Monthly Base Extension Rent, or increase the next twelve (12) Monthly Rent payments by an amount equal to 1/12 of the underpayment. If the Monthly Base Extension Rent is determined to be less than such Monthly Base Rent, then Landlord shall, in its discretion, either refund to Tenant the full amount of the resulting overpayment within thirty (30) days after the determination of the Monthly Base Extension Rent, or credit the full amount of the overpayment to Tenant against the next Monthly Rent due until paid in full.

7.3 Extension Amendment.

(a) *Amendment.* If Tenant exercises an Extension Option pursuant to Section 7.1 above, then within sixty (60) days after the Monthly Base Extension Rent is determined pursuant to Section 7.2 above, Tenant shall deliver to Landlord an "**Extension Amendment**" that sets forth:

- (i) the commencement date and the expiration date of the Extension Term (which expiration date shall thereafter be the Expiration Date);
- (ii) the Monthly Base Extension Rent as determined pursuant to Section 7.2 above;
- (iii) any Minimum Carpet/Floor Covering Replacement Interval and Minimum Repainting Interval (as defined in Sections 14.1(b) and (c) below respectively) that are applicable to the Extension Term; and
- (iv) any related matters as may be necessary and proper.

(b) *Delivery and Execution.* Within fifteen (15) business days after delivery of the Extension Amendment, Landlord shall either execute the Extension Amendment to indicate Landlord's

acceptance, or give notice to Tenant that Landlord disputes it. Landlord's failure to timely execute or dispute the Extension Amendment shall be deemed acceptance thereof. If Landlord gives notice to Tenant that it disputes the Extension Amendment, the Parties shall attempt in good faith to resolve the dispute within ten (10) business days after such notice. The Parties may resolve any remaining dispute in a court, subject to Section 36.9 below.

(c) *Effectiveness.* An Extension Option, if exercised by Tenant in accordance with the requirements of this Lease, is effective on the terms and conditions set forth in this Section 7 as of the Extension Exercise Date, regardless of when or whether the Parties execute the Extension Amendment.

SECTION 8: MONTHLY OPERATING EXPENSES *Intentionally Omitted*

SECTION 9: ADJUSTMENTS TO MONTHLY OPERATING EXPENSES *Intentionally Omitted*

SECTION 10: EXEMPTION FROM REAL PROPERTY TAXES

10.1 Generally. "Taxes" means: (a) all property taxes and assessments of any public authority against the Building and the portion of the Property upon which the Building is located, and the ownership, management or operation thereof; (b) any rent tax, local improvement district tax, gross receipts tax and tax on Landlord's interest under this Lease; and (c) any tax in lieu of or in addition to the foregoing, whether such tax is now in effect.

10.2 Exemption from Real Property Taxes. The Property is exempt from Taxes pursuant to ORS 307.090. The Monthly Rent payable by Tenant under this Lease reflects the savings resulting from such exemption of the Property from Taxes.

SECTION 11: USE

Tenant may use the Premises for all purposes related to the conduct of its business as an agency of the State of Oregon and related ancillary purposes, and for the general purposes of government office use and client services.

SECTION 12: PARKING

12.1 Parking Rights.

(a) *Reserved.* Landlord shall, at no additional cost to Tenant, provide Tenant with twenty (20) reserved parking spaces in the fenced area, as shown on Exhibit B. Tenant, its agents, employees and invitees shall have the exclusive right to such parking spaces or areas.

(b) *Unreserved.* At no additional cost to Tenant, Tenant, its agents, employees and invitees shall have the right to park in the Common Areas, as shown on Exhibit B, at all times on a first-come, first-served basis with other tenants of the Building and other persons who have the right to use such parking spaces or areas.

(c) Parking Rights. Tenant's rights to the parking spaces and areas set forth in Sections 12.1(a) and (b) above are the "**Parking Rights.**"

12.2 Tenant's Use and Access. Landlord shall take all reasonable measures to ensure that the use of and access to the parking spaces or areas related to the Parking Rights by Tenant, its agents, employees and invitees are not in any way disrupted.

SECTION 13: UTILITIES AND SERVICES

13.1 Availability. Landlord shall ensure that the utilities and services listed in the "**Utilities and Services Table**" in Section 1.18 above are provided to the Premises, and, in the event of any disruption due to any acts or omissions by Landlord or any matter within Landlord's control, shall restore such utilities or services as promptly as possible, and if any such disruption continues for more than twenty-four (24) hours, then Monthly Rent shall be abated in proportion to the interference due to such disruption. If any such disruption continues for more than seventy-two (72) consecutive hours, regardless of fault, then Monthly Rent shall be abated in proportion to the interference with Tenant's use of the Premises due to such disruption.

13.2 Costs and Payment. Landlord shall timely pay the providers for all utilities and services listed in the Utilities and Services Table as "Included in Monthly Base Rent." Tenant shall timely pay the providers for all utilities and services listed in the Utilities and Services Table as "Paid directly by Tenant."

13.3 Janitorial Services and Supplies. *Intentionally Omitted*

13.4 Other Utilities and Services. Tenant may, at its sole cost and expense, obtain any utilities and services for the Premises necessary or desirable to Tenant that are not listed in the Utilities and Services Table in Section 1.18 above, and Landlord shall reasonably cooperate therewith, including by granting access to the roof of the Building, as necessary or appropriate for the installation or provision of such utilities and services.

SECTION 14: MAINTENANCE, REPAIR AND REPLACEMENT

14.1 Landlord's Responsibilities.

(a) Generally. Landlord shall, at its sole cost and expense, perform all maintenance, repair and replacement that are necessary or appropriate to operate and keep the Property in a first-class manner and condition, including, without limitation, the following:

(i) maintenance, repair and replacement of the Building's structural elements, foundation, roof, floors, carpets and other floor coverings (including those in the Premises, as set forth in Section 14.1(b) below);

(ii) exterior walls, doors, windows, window treatments and elevators;

Deleted: interior and

Deleted: (including painting the interior walls of the Premises, as set forth in Section 14.1(c) below),

- (iii) Common Areas and parking areas, including any parking spaces or areas related to the Parking Rights;
- (iv) outdoor areas, landscaping, irrigation systems and backflow testing;
- (v) exterior lighting and lighting systems (including bulbs, ballasts, LED fixtures, sensors and diodes);
- (vi) electrical, plumbing and sewer systems;
- (vii) heating, ventilation and air conditioning systems (collectively the "HVAC System"), as set forth more completely in Section 14.1(d) below;
- (viii) fire alarms, fire suppression systems, sprinkler systems and fire extinguishers; and
- (ix) Landlord-provided appliances and replacement parts and systems therefor (such as filters), including automated external defibrillators as required by ORS 431A.455.

Deleted: interior and

Landlord's obligations under this Section 14.1 do not include any maintenance, repair or replacement that Tenant is obligated to perform pursuant to Section 14.2 below.

Landlord shall perform all such maintenance, repair and replacement work promptly; ensure that such work is performed in a first-class and workmanlike manner and in accordance with all applicable federal, state and local laws, ordinances, codes, regulations and rules ("**Laws and Ordinances**"); and obtain all required permits and inspections for such work. Upon Tenant's request, Landlord shall provide Tenant with reasonable supporting documentation relating to such maintenance, repair and replacement work.

Formatted: Indent: Left: 0"

Deleted: If, at any time during the Term of this Lease, Tenant determines, in its reasonable discretion, that the carpets or floor coverings in any portion of the Premises are unduly worn or are a hazard, Tenant shall notify Landlord, and Landlord shall, as part of its obligations under this Section 14.1(b), promptly replace such carpets or floor coverings. Landlord shall conduct such replacement in a manner that does not materially interfere with Tenant's use of or operations on the Premises. Such replacement carpet or floor covering shall be Tenant's choice from:

(b) *Carpets and Floor Coverings in Premises.* Landlord shall maintain, repair and replace the carpets and other floor coverings in the Premises so as to keep them in a first-class condition, subject to normal wear and tear for the number of years estimated by the manufacturer for heavy office use, and shall lift, move, disassemble and reassemble any and all furniture or units in the Premises (with the exception of computers and other electronic equipment as Tenant may designate) in connection with such maintenance, repair and replacement. (Landlord and Tenant shall each bear fifty percent (50%) of the cost of such lifting, moving, disassembling and reassembling furniture in connection with Landlord's maintenance, repair, and replacement obligation.)

- (i) Tenant's standard facility carpet and floor covering options; or
- (ii) if no such Tenant standard options exist, then from Landlord's standard options for the Building that are of equal or better quality than the carpet or floor covering being replaced; or
- (iii) if no such standard options exist, then other replacement carpet or floor covering acceptable to Tenant, of equal or better quality than the carpet or floor covering being replaced.

(d) *HVAC System.*

(i) Landlord shall ensure that the HVAC System provides comfortable conditions with respect to cooling, heating and fresh air in the Premises and the Building, as follows:

Normal Business Hours (Monday through Friday, excluding federal or State of Oregon holidays, 7:00 a.m. to 6:00 p.m., PST): temperature ranges in the Premises shall be between 68°F and 74°F, except on days of extreme outside

(c) *Painting Walls in Premises.* If, at any time during the Term of this Lease, Tenant determines, in its reasonable discretion, that the interior walls in any portion of the Premises need touch-up painting or to be completely repainted, Tenant shall notify Landlord, and Landlord shall promptly perform such touch-up painting or complete repainting. Landlord shall perform such painting in a manner that does not materially interfere with Tenant's use of or operations on the Premises. Such paint shall be Tenant's choice from:

- (i) Tenant's standard facility paint options; or
- (ii) if no such Tenant standard options exist, then from Landlord's standard options for the Building that are of equal or better quality than the paint being replaced; or
- (iii) if no such standard options exist, then other paint acceptable to Tenant, of equal or better quality than the paint being replaced.

temperature swings.

Outside of Normal Business Hours: temperature ranges in the Premises shall be between 55°F and 85°F.

Server Room: the server room(s) on the Premises (any such server rooms together the “**Server Room**”) contains temperature-sensitive electronic equipment. Notwithstanding Landlord’s other obligations regarding the HVAC System as set forth in this Section 14.1(d)(i), the temperature in the Server Room shall at all times (whether during or outside of normal business hours) be maintained at a temperature between 60°F and 75°F.

(ii) Landlord shall maintain a regularly scheduled maintenance and service contract for the HVAC System with an HVAC maintenance company that regularly provides such contracts to similar properties, and shall otherwise maintain and repair the HVAC System as frequently as necessary or appropriate to keep the HVAC System in first-class operating condition and providing the level of service described above.

(e) *Building Defects*. The Premises, and any part of the Common Areas through which Tenant accesses the Premises (the “**Access Common Areas**”), shall be free at all times during the Term of this Lease from inadequate ventilation, poor indoor air quality, chemical contaminants (from indoor or outdoor sources) that can potentially harm the health of humans, and biological contaminants (such as mold, mildew and bacteria) (any such defect a “**Building Defect**”). If any part of the Premises or the Access Common Areas is determined in a written report by a qualified independent third party environmental consultant hired by Tenant (“**Tenant’s Consultant**”) to have a Building Defect (an “**Alleged Building Defect**”), then:

(i) *Tenant’s Notice*. Tenant shall give notice of the Alleged Building Defect to Landlord (“**Tenant’s Building Defect Notice**”), along with a complete copy of the report by Tenant’s Consultant.

(ii) *Landlord’s Response*. After delivery of Tenant’s Building Defect Notice, Landlord shall hire its own qualified independent third party environmental consultant (“**Landlord’s Consultant**”) to evaluate the Alleged Building Defect and the report by Tenant’s Consultant, to determine whether Landlord agrees or disputes that the Alleged Building Defect is a Building Defect. Within thirty (30) days after delivery of Tenant’s Building Defect Notice, Landlord shall give notice to Tenant specifying whether Landlord agrees or disputes that the Alleged Building Defect is a Building Defect (“**Landlord’s Building Defect Response**”), along with a complete copy of the written report prepared by Landlord’s Consultant. The date Landlord delivers Landlord’s Building Defect Response to Tenant is “**Landlord’s Building Defect Response Date**.”

(iii) *Agreement regarding Alleged Building Defect*. If Landlord’s Building Defect Response agrees that the Alleged Building Defect is a Building Defect, Landlord shall remediate the Building Defect pursuant to Section 14.1(e)(viii) below, and abate Tenant’s Monthly Rent and pay its costs and expenses pursuant to Section 14.1(e)(x) below.

(iv) *Dispute regarding Alleged Building Defect.* If Landlord's Building Defect Response disputes that the Alleged Building Defect is a Building Defect, the Parties shall attempt in good faith to resolve the dispute within fifteen (15) business days after Landlord's Building Defect Response Date. If the Parties do not timely resolve the dispute, then Tenant's Consultant and Landlord's Consultant (together the "**Parties' Consultants**") shall together select a qualified independent third party environmental consultant (the "**Joint Consultant**") to determine whether the Alleged Building Defect is a Building Defect.

(v) *Environmental Consultant.*

(1) The Joint Consultant shall be chosen as follows: within thirty (30) days after Landlord's Building Defect Response Date, Landlord shall deliver to Tenant a list, prepared by Landlord's Consultant, of three (3) qualified independent environmental consultants; and Tenant shall deliver to Landlord a list, prepared by Tenant's Consultant, of three (3) qualified independent environmental consultants. Within forty-five (45) days after Landlord's Building Defect Response Date, each Party may strike one candidate from such list delivered by the other Party. Notwithstanding the foregoing, if Landlord fails to timely deliver its list of qualified independent environmental consultants, then Tenant's Consultant's choice of an environmental consultant from Tenant's list shall be deemed the Joint Consultant; and if Tenant fails to timely deliver its list of qualified environmental consultants, then Landlord's Consultant's choice of an independent qualified environmental consultant from Landlord's list shall be deemed the Joint Consultant.

(2) The Parties' Consultants shall meet within sixty (60) days after Landlord's Building Defect Response Date and choose the Joint Consultant from the remaining names of qualified independent environmental consultants on such lists; provided that if the Parties' Consultants do not agree on the choice of the Joint Consultant, then at the meeting of the Parties' Consultants, the remaining names of qualified independent environmental consultant shall be placed in an opaque vessel by Landlord's Consultant, and Tenant's Consultant shall select one name, at random, by blind drawing from the vessel, to be the Joint Consultant. Notwithstanding the foregoing, if either Landlord's Consultant or Tenant's Consultant refuses or fails to meet to select the Joint Consultant, then the choice made by the other Party's Consultant from the remaining names shall be the Joint Consultant.

(vi) *Determination by Environmental Consultant.* The Joint Consultant shall determine whether the Alleged Building Defect is a Building Defect, by reviewing the reports prepared by the Parties' Consultants; interviewing the Parties' Consultants' and conducting its own tests, samples and reviews. The Parties shall reasonably cooperate with the Joint Consultant, including by allowing reasonable access to the Premises, the Building and the Property, as applicable. The Joint Consultant shall deliver its

determination to the Parties in a written report. The Joint Consultant's determination of whether the Alleged Building Defect is a Building Defect shall be binding on the Parties.

(vii) *Environmental Consultant's Costs and Expenses.* All of the costs and expenses of the Joint Consultant shall be paid by Landlord, if the Joint Consultant determines that the Alleged Building Defect is a Building Defect; and all of the costs and expenses of the Joint Consultant shall be paid by Tenant if the Joint Consultant determines that a Building Defect does not exist.

(viii) *Remediation.* If Landlord agrees, or the Joint Consultant determines, that the Alleged Building Defect is a Building Defect pursuant to Section 14.1(e)(iii) or (vi) above, respectively, then Landlord shall immediately, at Landlord's sole cost and expense, commence and diligently pursue to completion any and all actions necessary to completely remedy the Building Defect, including, without limitation, complying with any and all regulations and requirements of OSHA (Occupational Safety and Health Administration).

(ix) *Termination.*

(1) If the Building Defect interferes with Tenant's use of the Premises by affecting at least twenty-five percent (25%) of the Premises, either Party may terminate this Lease with at least thirty (30) days' notice to the other Party.

(2) If either Party determines in good faith that the Building Defect cannot be remedied within sixty (60) days after Landlord's Building Defect Response Date or the date of the Joint Consultant's determination of its existence, as applicable, either Party shall promptly notify the other Party, and either Party may terminate this Lease with at least thirty (30) day's prior notice to the other Party.

(x) *Abatement of Monthly Rent; Tenant's Costs and Expenses.* If Landlord agrees, or the Joint Consultant determines, that the Alleged Building Defect is a Building Defect pursuant to Section 14.1(e)(iii) or (vi) above, respectively, then:

(1) Monthly Rent shall be abated, in proportion to the area of the Premises and the Access Common Areas not usable by Tenant due to such Building Defect, until it is remedied pursuant to Section 14.1(e)(viii) above;

(2) Landlord shall immediately reimburse Tenant for any and all of Tenant's costs and expenses for Tenant's Consultant; and

(3) Landlord shall pay any and all costs arising from the disruption of Tenant's use of the Premises or Access Common Areas due to the Building Defect, including moving and storage costs for Tenant to relocate to a different location while the Building Defect is being remedied or if this Lease is terminated pursuant to Section 14.1(e)(ix) above.

(f) *Operating Expenses. Intentionally Omitted*

(g) *Landlord's Entry.* In order to perform necessary or appropriate maintenance, repair or replacement pursuant to this Section 14.1, Landlord, its agents and employees may enter the Premises with at least two (2) business days' prior notice or, in the event of an emergency, at any time with no prior notice. Notwithstanding the foregoing, Landlord's non-emergency and emergency entry on the Premises are subject to additional restrictions as set forth in the "Entry and Security Restrictions" attached as Exhibit G. Landlord shall use its reasonable best efforts to coordinate the scheduling of any non-emergency maintenance, repair or replacement with Tenant in order to minimize interference with Tenant's use of the Premises.

14.2 Tenant's Responsibilities. Except ~~Landlord's obligations outlined in Section 14.1(a) above,~~ Tenant shall, at its sole cost and expense, perform all maintenance, repair and replacement necessary to keep the interior of the Premises in a first-class and safe condition. Tenant shall perform all such maintenance, repair and replacement work promptly; ensure that such work is performed in a first-class and workmanlike manner and in accordance with all applicable Laws and Ordinances; minimize the work's interference with any other tenants' use and enjoyment of the Building; and obtain all required permits and inspections for such work. Upon Landlord's request, Tenant shall provide Landlord with reasonable supporting documentation relating to such maintenance, repair or replacement work. Tenant shall promptly repair, at Tenant's cost, any damages caused by Tenant's employees, agents or invitees.

Deleted: for any maintenance, repair or replacement that
Deleted: is obligated to perform pursuant to Section 14.1 above
Deleted: presentable

SECTION 15: IMPROVEMENTS AND ALTERATIONS

15.1 Improvements and Alterations to Premises.

(a) *Nonstructural.* From and after the Commencement Date, Tenant may, at its sole cost and expense:

(i) make nonstructural improvements and alterations to the Premises, subject to Landlord's written consent, which shall not be unreasonably withheld; and

Deleted: without Landlord's consent (but after notice thereof is given to Landlord),

(ii) with notice to Landlord, place partitions, personal property, trade fixtures and the like in and on the Premises. Tenant shall retain ownership of all such partitions, personal property, trade fixtures and the like.

Deleted: out
Deleted: or Landlord's consent

(b) *Structural.* Tenant shall not make any improvements or alterations to the Premises that modify or affect the Building structure or the proper operation of a mechanical system, without Landlord's prior consent, which Landlord may withhold in its sole discretion. Tenant shall make any such permitted improvements or alterations at its sole cost and expense and using a contractor of its own choosing, and in a manner so as to minimize interference with any other tenants' use and enjoyment of the Building. Any such improvements or alterations shall become part of the Premises, and shall be surrendered with the Premises upon the expiration or earlier termination of this Lease.

15.2 Structural Improvements and Alterations to Building. Landlord shall not make any

structural improvements or alterations to the Building that interfere with Tenant's use or enjoyment of the Premises.

15.3 Performance of Work. Any improvements or alterations that a Party makes to the Premises or the Building shall be made in a first-class and workmanlike manner and in accordance with all applicable Laws and Ordinances and with all required permits and inspections for such work. Upon one Party's request, the other Party shall provide it with reasonable documentation relating to such work.

SECTION 16: RULES AND REGULATIONS

Tenant shall materially comply with any rules and regulations for the Building, provided that: (1) such rules and regulations have been properly adopted or promulgated by Landlord; (2) Landlord has provided Tenant and all other tenants and occupants of the Building with a written copy of such rules and regulations, at least thirty (30) days in advance of their effectiveness and in accordance with the notice provisions of this Lease and of any other leases or agreements governing any other tenants or occupants of the Building; (3) the rules and regulations are reasonable and do not conflict with any of the express provisions of this Lease; and (4) the rules and regulations are consistently applied to all tenants and occupants of the Building.

SECTION 17: SIGNAGE

17.1 Landlord's Signage Obligations and Rights

(a) *Directories and Suite Signage*. At any time and from time to time during the Term of this Lease, Landlord shall, at its sole cost and expense, add Tenant's name to any and all new Building and Property directories, monument signs and other directories, and install Building-standard suite signage on the Premises.

(b) *Lease and Sale Signage*. Landlord may post the following signage on the Premises, at its sole cost and expense:

- (i) at any time and from time to time during the Term of this Lease, signs advertising that the Building is for sale; and
- (ii) during the last one hundred twenty (120) days of the Term of this Lease, if Tenant has not exercised an Extension Option pursuant to Section 7.1 above, signs advertising that the Premises are for lease.

17.2 Tenant's Signage Obligations and Rights. All of Tenant's signage on the Premises as of the Lease Effective Date is deemed to be consistent with Landlord's signage rules or policies, if any. Notwithstanding any signage that Landlord is required to install on the Premises pursuant to Section 17.1 above, Tenant may, at its sole cost and expense, install signage on the Premises consistent with all applicable Law and Ordinances and Landlord's signage rules or policies, if any. Subject to the foregoing, for up to one hundred eighty (180) days after the expiration or earlier termination of this Lease, Tenant may post a sign on the exterior of the Premises in order

to notify interested persons of Tenant's new location.

SECTION 18: INSURANCE

18.1 Landlord's Insurance Coverage. Landlord is self-insured for its property and liability exposures, pursuant and subject to the Oregon Constitution and the Oregon Tort Claims Act ("Landlord's Insurance Coverage"). Landlord shall provide a current "Certificate of Insurance" for Landlord's Insurance Coverage upon request.

18.2 Tenant's Insurance. Tenant is self-insured for its property and liability exposures, pursuant and subject to the Oregon Constitution and the Oregon Tort Claims Act ("Tenant's Insurance Coverage"). A current Certificate of Insurance for Tenant's Insurance Coverage is available at <http://www.oregon.gov/das/Risk/Pages/CertCovRequest.aspx>.

SECTION 19: CONTRIBUTION

19.1 Other Party Notification. If any third party makes any claim or brings any action, suit or proceeding relating to this Lease, the Premises, the Building or the Property and alleging a tort as now or hereafter defined in ORS 30.260 (a "Third-Party Claim") against a Party (the "Notified Party") with respect to which the other Party (the "Other Party") may have liability, the Notified Party shall promptly notify the Other Party of the Third-Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third-Party Claim. Either Party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third-Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this Section 19.1 and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third-Party Claim.

19.2 Tenant Jointly Liable with Landlord. With respect to a Third-Party Claim for which Tenant is jointly liable with Landlord (or would be if joined in the Third-Party Claim), Tenant shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Landlord in such proportion as is appropriate to reflect the relative fault of Tenant on the one hand and of Landlord on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Tenant on the one hand and of Landlord on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Tenant's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if Tenant had sole liability in the proceeding.

19.3 Landlord Jointly Liable with Tenant. With respect to a Third-Party Claim for which Landlord is jointly liable with Tenant (or would be if joined in the Third-Party Claim), Landlord shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and

amounts paid in settlement actually and reasonably incurred and paid or payable by Tenant in such proportion as is appropriate to reflect the relative fault of Landlord on the one hand and of Tenant on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Landlord on the one hand and of Tenant on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Landlord's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

SECTION 19A: CONTRACTOR INDEMNITY AND INSURANCE

19A.1 Generally. If a Party (the "**Contracting Party**") enters into a contract relating to this Lease, the Premises, the Building or the Property (a "**Contract**"), with a party that is not a unit of local government as defined in ORS 190.003 (the "**Contractor**"), the Contracting Party and the Contractor shall adhere to the provisions of this Section 19A.

19A.2 Indemnification by Contractors. The Contracting Party shall take all reasonable steps to cause the Contractor to indemnify, defend, save and hold harmless the other Party, and its officers, employees and agents (each, an "**Indemnitee**") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Contractor, or the Contractor's officers, agents, employees or subcontractors ("**Claims**"). The Parties specifically intend that an Indemnitee shall, in all instances (except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee), be indemnified by the Contractor from and against any and all Claims.

19A.3 Contractor's Insurance Requirements.

(a) The Contract shall require the Contractor to comply with the requirements of the "**Contractor's Insurance Requirements (Landlord's Contractors)**" attached as Exhibit I-1, or "**Contractor's Insurance Requirements (Tenant's Contractors)**" attached as Exhibit I-2, as applicable, before the Contractor performs any work under the Contract. The Contracting Party shall not authorize the Contractor to begin work under a Contract until the Contractor's Insurance Requirements are met. Thereafter, the Contracting Party shall monitor the Contractor's continued compliance with the Contractor's Insurance Requirements on an annual or more frequent basis.

(b) The Contract shall contain appropriate provisions that permit the Contracting Party to enforce the Contractor's compliance with the Contractor's Insurance Requirements, and the Contracting Party shall take all reasonable steps to enforce such compliance. Examples of such reasonable steps include issuing stop work orders (or the equivalent) until the Contractor's Insurance Requirements are met; terminating the Contract as permitted by the Contract; and pursuing legal action to enforce the Contractor's compliance with the Contractor's Insurance

Requirements. In no event shall the Contracting Party permit its Contractor to perform work under a Contract when the Contracting Party is aware that the Contractor is not in compliance with the Contractor's Insurance Requirements.

SECTION 20: CASUALTY DAMAGE AND EMINENT DOMAIN

20.1 Casualty Damage.

(a) *Definitions.*

- (i) "Casualty" means floods, hurricanes, tornados, storms, fires, explosions, lightning, earthquakes or other perils.
- (ii) "Major Damage" means damage by Casualty to the Premises or the Building that:
 - (1) causes any substantial portion of the Premises or the Building to be unusable; and
 - (2) will likely cost at least twenty-five percent (25%) of the pre-damage value of the Premises, or will likely take at least one hundred eighty (180) days, beginning on the date of the Casualty, for complete restoration of the Premises or the Building.
- (iii) "Minor Damage" means damage by Casualty to the Premises or the Building that:
 - (1) causes any substantial portion of the Premises or the Building to be unusable; and
 - (2) is not Major Damage.

(b) *Termination, Restoration and Abatement.* In the event of Major Damage, either Party may terminate this Lease by notice to the other Party with at least thirty (30) days' notice, given within thirty (30) days after the date of the Casualty, and Monthly Rent shall be abated, in proportion to the area of the Premises, Common Areas and any parking spaces or areas related to the Parking Rights not usable by Tenant, from the date of the Casualty until the date of termination. If this Lease is not so terminated as a result of Major Damage, or in the event of Minor Damage, Landlord shall promptly and diligently restore the Premises or the Building to the condition existing just prior to the Casualty, regardless of whether Landlord has received any insurance proceeds for the Casualty; and Monthly Rent shall be abated, in proportion to the area of the Premises, Common Areas and any parking spaces or areas related to the Parking Rights not usable by Tenant, from the date of the Casualty until the date Landlord's restoration work is Substantially Complete. Notwithstanding the foregoing: (i) if the Major Damage or Minor Damage occurs any time in the last two (2) years of the Term, then either Party may terminate

this Lease, effective as of the date of the Casualty; and (ii) if, in the event of Minor Damage, actual restoration such that Tenant can fully resume its use of the Premises or the Building takes longer than three hundred sixty five (365) days, beginning on the date of the Casualty, then Tenant may terminate this Lease at any time after such 365-day period.

20.2 Eminent Domain. If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the Premises or the Building, or any portion thereof, including the Common Areas and any parking spaces or areas related to the Parking Rights, sufficient to render the Premises unsuitable for Tenant's use, then either Party may terminate this Lease effective on the date that possession is taken by the condemning authority. If this Lease is not so terminated, then Monthly Rent shall be abated, in an amount proportionate to the reduction caused by the condemnation in area of the Premises, Common Areas and any parking spaces or areas related to the Parking Rights, for the remainder of the Term. All condemnation proceeds shall belong to Landlord; provided, however, that Tenant may make a separate claim for its lost trade fixtures, moving expenses and damages for interruption of business.

20.3 Abatement Disputes. If one Party gives notice to the other Party of a dispute regarding the abatement of Monthly Rent pursuant to Section 20.1 or 20.2 above, the Parties shall attempt in good faith to resolve such dispute within fifteen (15) business days after such notice. If the Parties do not timely resolve the dispute, it shall be resolved in the same manner as a Buildout Dispute pursuant to Section 21 below.

SECTION 21: RESOLUTION OF BUILDOUT DISPUTES

21.1 Dispute Statements: Architect. Any Buildout Dispute under this Lease shall be resolved as follows: within ten (10) business days after the Parties have failed to timely resolve the Buildout Dispute through their good faith attempts as required herein, either Party shall deliver to the other Party and the Architect a notice of the Buildout Dispute. Within fifteen (15) business days after notice of the Buildout Dispute, each Party shall submit to the Architect a detailed statement setting forth its position on the Buildout Dispute (a "**Dispute Statement**"). If one Party fails to timely submit a Dispute Statement to the Architect, then the other Party's Dispute Statement shall govern the Buildout Dispute. For the purposes of a Buildout Dispute arising under Section 6.6 or 6.7 above, the Architect shall be the architect responsible for the Expansion Improvements. For the purposes of a Buildout Dispute arising under Section 20 above, the Architect shall be the architect responsible for any restoration work arising from a Casualty.

21.2 Decision by Architect. Within thirty (30) days after delivery of the Parties' Dispute Statements, the Architect shall select one of the Parties' Dispute Statements to govern the dispute, and the Architect's decision shall be binding on the Parties. The Architect shall resolve the Buildout Dispute using its reasonable professional judgment and by reference to the Parties' Dispute Statements and the provisions of this Lease. The Party whose Dispute Statement is not selected by the Architect to govern the Buildout Dispute shall pay the Architect's costs and fees.

21.3 Buildout Dispute Resolution Amendment.

(a) Amendment. Within sixty (60) days after the Architect's decision regarding the resolution

of the Buildout Dispute pursuant to Section 21.2 above, Tenant shall deliver to Landlord a “Buildout Dispute Resolution Amendment” that sets forth:

- (i) the Architect’s decision; and
- (ii) any related matters as may be necessary and proper.

(b) *Delivery and Execution.* Within fifteen (15) business days after delivery of the Buildout Dispute Resolution Amendment, Landlord shall either execute it to indicate its acceptance, or give notice to Tenant that Landlord disputes it. Landlord’s failure to timely execute or dispute the Buildout Dispute Resolution Amendment shall be deemed acceptance thereof. If Landlord gives notice to Tenant that it disputes the Buildout Dispute Resolution Amendment, the Parties shall attempt in good faith to resolve the dispute within ten (10) business days after such notice. The Parties may resolve any remaining dispute in a court, subject to Section 36.9 below.

(c) *Effectiveness.* The Architect’s decision regarding the resolution of the Buildout Dispute is effective as of the date of the Architect’s selection of one of the Parties’ Dispute Statement to govern the dispute pursuant to Section 21.2 above, regardless of when or whether the Parties execute the Buildout Dispute Resolution Amendment.

SECTION 22: ASSIGNMENT AND SUBLETTING

22.1 By Tenant.

(a) *To Another State of Oregon Agency.* Pursuant to ORS 276.428 and OAR 125-120-0080(2), Tenant may, at any time and from time to time during the Term of this Lease and in the sole discretion of either Tenant or the Oregon Department of Administrative Services (DAS), determine that it does not need all or any portion of the Premises for its use, and, without Landlord’s consent, assign this Lease or sublet all or any part of the Premises to, or share the use or occupancy of all or any part of the Premises with, another agency or division of the State of Oregon.

(b) *To Other Parties.* Subject to Section 22.1(a) above, Tenant shall not voluntarily or by operation of law assign this Lease or sublet any portion of the Premises without Landlord’s prior consent, which shall not be unreasonably withheld, conditioned or delayed. Any assignment or sublet in contravention of this Section 22.1(b) shall be deemed null and void. Tenant’s Termination Option (as defined in Section 25.1 below) shall not survive any assignment of this Lease in accordance with this Section 22.1(b), except for an assignment to a public corporation performing State of Oregon governmental functions.

22.2 By Landlord.

(a) *Notice.* If a party becomes Landlord’s successor-in-interest under this Lease (a “Successor Landlord”), Landlord shall promptly provide advance notice to Tenant of such Successor Landlord (a “Notice of Successor Landlord”). The Notice of Successor Landlord shall contain the Successor Landlord’s name, address and other contact information and a copy

of the document vesting ownership of the Property in the Successor Landlord. The Notice of Successor Landlord shall be executed by both Landlord and Successor Landlord in any voluntary situation. If a lender or other third party acting through such lender becomes successor-in-interest to Landlord, such notice shall be promptly made by such third party.

(b) *Ongoing Liability.* The existence of a Successor Landlord shall not release or discharge Landlord from the performance of any or all of its obligations under this Lease.

**SECTION 23: SUBORDINATION, NONDISTURBANCE AND ATTORNMENT;
ESTOPPEL CERTIFICATE**

23.1 Subordination, Nondisturbance and Attornment.

(a) *Subordination.* Subject to the conditions set forth in Section 23.1(c) below, and unless otherwise requested by Landlord, this Lease shall be subordinate to the lien of any mortgage or deed of trust or the lien resulting from any other method of financing or refinancing now or hereafter in force against the Building or the Property, and to any and all advances made upon such mortgages or deeds of trust.

(b) *Attornment.* Subject to the conditions set forth in Section 23.1(c) below, Tenant shall attorn and be bound to any Successor Landlord.

(c) *Conditions.* Tenant's subordination and attornment obligations set forth in Sections 23.1(a) and (b) above are conditioned on the following:

- (i) this Lease shall continue in full force and effect;
- (ii) any Successor Landlord shall assume and perform all of Landlord's responsibilities and obligations under this Lease, and, provided that there is not then any material Tenant Default hereunder, shall not disturb Tenant's use or enjoyment of the Premises, Common Areas or any parking spaces or areas related to the Parking Rights; and
- (iii) Tenant shall not save, hold harmless or indemnify a lender or any other third party from or for any matter arising from this Lease; grant to any Successor Landlord any rights beyond what Landlord has under this Lease; or agree to hold any Successor Landlord harmless for any acts or omission of Landlord.

(d) *Subordination, Nondisturbance and Attornment Agreement.* Tenant shall, within fifteen (15) business days after delivery by Landlord of a reasonable subordination, nondisturbance and attornment agreement that comports with the provisions of this Section 23.1, execute and deliver such agreement to Landlord.

23.2 Estoppel Certificate. Tenant shall, within fifteen (15) business days after delivery by Landlord of a reasonable form of estoppel certificate that certifies, to the extent of Tenant's actual knowledge, without inquiry, any factual matters that may reasonably be requested by

Landlord or by any prospective lender or purchaser, execute and deliver to Landlord such estoppel certificate.

SECTION 24: LIENS

Tenant shall pay when due all claims for work performed on the Premises by or through Tenant or for services rendered or materials furnished to the Premises for Tenant, and shall keep the Premises free from any liens arising by or through Tenant. If any such lien shall at any time be filed against the Premises, or any portion thereof, Tenant shall cause the same to be discharged of record or bonded off, as permitted by statute, within thirty (30) days after Tenant's receipt of written notice of same.

SECTION 25: TENANT'S TERMINATION OPTION

25.1 **Termination Option.** Tenant has the option to terminate this Lease (the "**Termination Option**") in the event of the following:

(a) *Lack of Funding.* Landlord understands and acknowledges that the tenant hereunder is the State of Oregon, acting by and through the agency that is the Tenant under this Lease, and that Tenant's payment obligations under this Lease are conditioned upon Tenant receiving sufficient funding, appropriations, limitations, allotments or other expenditure authority. Tenant may exercise the Termination Option if, in Tenant's objectively reasonable determination, it does not have sufficient funding, appropriations, limitations, allotments or other expenditure authority sufficient to permit continuation of this Lease. Landlord is not entitled to receive payment under this Lease from any agency or other division of the State of Oregon other than the agency that is the Tenant under this Lease. Nothing in this Lease shall be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any other applicable Law or Ordinance regulating liabilities or monetary obligations of the State of Oregon.

(b) *Abolition.* Tenant may exercise the Termination Option if, by a specific legislative act, Tenant is abolished or its functions are absorbed into another agency or division of the State of Oregon.

25.2 **Exercise of Termination Option.**

(a) To exercise the Termination Option, Tenant shall deliver to Landlord a notice of such election (the "**Termination Option Notice**") that specifies the date of termination (the "**Termination Date**"). The Termination Date shall be at least one hundred twenty (120) days after the delivery of the Termination Option Notice.

(b) If Tenant properly exercises the Termination Option as provided in Section 25.2(a) above, all obligations under this Lease shall continue through the Termination Date, at which time all unaccrued rights and obligations of the Parties under this Lease shall cease and terminate, except to the extent such obligations specifically survive termination of this Lease. If Tenant does not properly exercise the Termination Option as provided in Section 25.2(a) above, this Lease shall remain in full force and effect in accordance with its terms.

25.3 Termination Fee.

(a) *Calculation.* If Tenant exercises the Termination Option pursuant to Section 25.2 above, then on or before the Termination Date, Tenant shall deliver to Landlord a termination fee (the “**Termination Fee**”) in the sum of the following applicable amounts:

(i) Initial Term: Improvement Allowance: *Intentionally Omitted*

(ii) Expansion Space: Expansion Improvement Allowance: if Tenant has leased any Specific Expansion Space pursuant to Section 6 above:

the portion of any Expansion Improvement Allowance, that the length of Tenant’s lease of the Specific Expansion Space, from the Expansion Commencement Date through the Termination Date, bears to the length of the period from the Expansion Commencement Date through the end of the Initial Term or Extension Term, as the case may be (once the Specific Expansion Space has been integrated into the Premises such that any Extension Term includes the Specific Expansion Space, this Section 25.3(a)(ii) shall no longer apply); and

(iii) Extension Term: Improvement Allowance: if the Termination Date is during any Extension Term:

the portion of any improvement allowance specifically for any Extension Term, that the length of Tenant’s lease of the Premises, from the Termination Date through the expiration date of the Extension Term, bears to the length of the Extension Term.

(b) *Survival of Obligation to Pay.* Once Tenant has delivered the Termination Notice, its obligation to pay the Termination Fee shall survive any termination of this Lease earlier than the Termination Date.

SECTION 26: CONFIDENTIAL BUSINESS INFORMATION

Landlord understands and acknowledges that Tenant’s use of the Premises may include the creation, management and retention of business information of a personal or confidential nature (“**Confidential Information**”), and that the unauthorized acquisition or disclosure of Confidential Information may be grounds for civil and criminal liability. Landlord shall reasonably cooperate with Tenant in protecting the confidentiality of all information that Tenant notifies Landlord is Confidential Information, and shall ensure that its agents and employees do not, through any acts or omissions, jeopardize the confidentiality of such Confidential Information or disclose it to any unauthorized parties.

SECTION 27: SURRENDER, SHORT-TERM EXTENSION AND HOLDOVER

27.1 Surrender. Tenant shall, upon the expiration or earlier termination of this Lease,

surrender the Premises to Landlord broom clean, in first-class condition and repair, except for ordinary wear and tear and damage from any Casualty, Building Defect or Force Majeure Event.

27.2 Short-Term Extension. With thirty (30) days' prior notice to Landlord and without Landlord's consent, Tenant may extend the Term for a period not to exceed sixty (60) days, with Monthly Base Rent to be the same amount as the immediately preceding month. Such short-term extension shall not be construed as an exercise of any Extension Option.

27.3 Holdover. If Tenant fails to vacate the Premises after the expiration or earlier termination of the Term, and Landlord does not, within ten (10) business days after such expiration or termination, deliver to Tenant a notice of eviction, such holding over by Tenant shall create a tenancy from month to month, with Monthly Base Rent to be one hundred ten percent (110%) of the Monthly Base Rent for the immediately preceding month. Such holdover shall not be construed as an exercise of any Extension Option.

SECTION 28: QUIET ENJOYMENT

Subject to the terms and conditions of this Lease, Tenant shall peaceably and quietly have, hold and enjoy the Premises during the Term, without any interruption or disturbance from Landlord or any party claiming by, through or under Landlord.

SECTION 29: INTEREST RATE

Except as otherwise specifically provided in this Lease, any payment due hereunder by one Party to the other Party shall accrue interest at the maximum rate permitted under ORS 293.462, as it may be amended or replaced from time to time, from the date the payment is past due until the past-due payment and all interest thereon are paid in full.

SECTION 30: LANDLORD'S REPRESENTATIONS, WARRANTIES AND COVENANTS

30.1 Authority. Landlord represents and warrants to Tenant that Landlord is an Oregon public body, duly organized and validly existing; that Landlord has the power and authority to enter into and perform this Lease; and that the person signing this Lease on behalf of Landlord is authorized by Landlord to bind Landlord to this Lease. Landlord covenants that, upon Tenant's request, Landlord shall provide Tenant with evidence reasonably satisfactory to Tenant confirming the foregoing.

30.2 Ownership and Condition of Premises. Landlord represents, warrants and covenants, as applicable, that:

- (a) Landlord is the fee simple owner of the Property;
- (b) Landlord shall deliver possession of the Premises to Tenant free and clear of other tenants and of any claims that conflict with Tenant's rights under this Lease;

(c) the Premises are safe and inhabitable;

(d) as of the Commencement Date, there are no Hazardous Materials on the Premises, the Building or the Property, except for amounts normal and appropriate for the standard use and operation of a commercial property, stored, used and disposed of in strict compliance with all applicable Laws and Ordinances; and any Hazardous Materials removed by Landlord from the Premises, the Building or the Property prior to the Commencement Date were removed in strict compliance with all applicable Laws and Ordinances. "Hazardous Materials" includes, without limitation, any and all substances, pollutants, contaminants, materials or products defined or designated as hazardous, toxic, radioactive, dangerous or regulated wastes or materials, or any other similar term in or under any applicable Law or Ordinance. Hazardous Materials also includes, without limitation, fuels, petroleum and petroleum-derived products;

(e) as of the Commencement Date, there is no asbestos or asbestos-containing material on the Premises, the Building or the Property; and any asbestos or asbestos-containing material removed by Landlord from the Premises, the Building or the Property prior to the Commencement Date was removed in accordance with all applicable Laws and Ordinances;

(f) the Premises are in compliance with any and all applicable Laws and Ordinances, including the acknowledged comprehensive plans and land use regulations of the city or county in which the Premises are located; and

(g) the Premises, the Building and the Property are or shall be as of the Commencement Date in compliance with all applicable provisions of the Americans with Disabilities Act.

30.3 Parking Rights. Landlord represents, warrants and covenants that the Parking Rights it has granted hereunder do not and shall not, in combination with any other rights to the parking spaces or areas related to the Parking Rights that Landlord has granted to any other persons, at any time exceed the total potential usage of the parking spaces or areas related to the Parking Rights.

30.4 Tax Laws. *Intentionally Omitted.*

SECTION 31: TENANT'S REPRESENTATIONS, WARRANTIES AND COVENANTS

31.1 Authority. Tenant represents and warrants to Landlord that Tenant is a State of Oregon agency, duly organized and validly existing; that Tenant has the power and authority to enter into and perform under this Lease; and that the person signing this Lease on behalf of Tenant is authorized by Tenant to bind Tenant to this Lease. Tenant covenants that, upon Landlord's request, Tenant shall provide Landlord with evidence reasonably satisfactory to Landlord confirming the foregoing.

31.2 Condition of Premises. Tenant covenants that:

(a) Tenant shall not use, place or allow any Hazardous Materials on the Premises, except for

amounts normal and appropriate for Tenant's use of the Premises, stored, used and disposed of in strict compliance with all applicable Laws and Ordinances;

(b) Tenant shall use the Premises in compliance with any and all applicable Laws and Ordinances; and

(c) Tenant shall keep the interior of the Premises in compliance with all applicable provisions of the Americans with Disabilities Act.

SECTION 32: SUSTAINABILITY PRACTICES

In all of their activities in, on or related to the Premises, the Building or the Property, the Parties shall: (1) use their reasonable best efforts to maximize energy efficiency and use environmentally sustainable products and materials; and (2) use their reasonable best efforts to reduce nonessential water consumption.

SECTION 33: TENANT DEFAULT

33.1 Default. The following shall be events of default by Tenant ("**Tenant Default**"):

(a) *Nonpayment of Base or Additional Rent*. Tenant's failure to pay Landlord any Monthly Base Rent or Additional Rent within fifteen (15) business days after notice from Landlord specifying the nonpayment.

(b) *Other Nonperformance*. Other than a nonpayment described in Section 33.1(a) above, Tenant's failure to comply with or fulfill any term, condition or obligation of this Lease within thirty (30) days after notice from Landlord specifying the nature of the failure with reasonable particularity; or, if Tenant cannot reasonably cure such failure within such thirty (30) -day period, then within such time as Tenant can cure the failure with reasonable good faith and diligence; provided, however, that such cure period shall not exceed one hundred eighty (180) days.

33.2 Remedies. Upon any Tenant Default, Landlord may exercise any one or more of the following remedies:

(a) *Cure*. At Tenant's cost and expense, Landlord may perform Tenant's unperformed obligations that gave rise to the Tenant Default, and charge all such costs and expenses to Tenant pursuant to this Lease, which Tenant shall pay within thirty (30) days after Landlord delivers an invoice therefor, together with reasonable supporting documentation of such costs and expenses.

(b) *Termination*. Landlord may terminate this Lease, re-enter and take possession of the Premises and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages to Tenant, its property, any other persons or their property.

(c) *Reletting*. Landlord may relet the Premises, and in connection therewith may make any suitable alterations or refurbish the Premises, or both, or change the character or use of the Premises. Landlord shall not be required to relet the Premises for any use or purpose that

Landlord may reasonably consider injurious to the Premises, or to any tenant that Landlord may reasonably consider objectionable. Landlord may relet all or part of the Premises, alone or in conjunction with other properties, for a term longer or shorter than the Term of this Lease, and upon any reasonable terms and conditions, including the granting of rent-free occupancy or other rent concessions.

- (d) *Right to Sue.* Landlord may sue periodically to recover damages as they accrue without barring a later action for further damages.
- (e) *Damages.* Landlord shall be entitled to recover from Tenant any and all damages arising from a Tenant Default, including the following:
 - (i) all costs and expenses of curing the Tenant Default;
 - (ii) the reasonable costs of reentry and reletting, including, without limitation, the costs of any clean up, refurbishing, removal of Tenant's property and fixtures and any other expense arising from Tenant's failure to surrender the Premises in the condition required by Section 27.1 above; remodeling costs; and broker fees and commissions and advertising costs; and
 - (iii) the loss of Monthly Base Rent and Additional Rent for the Premises from the date of the Tenant Default until a new tenant for the Premises has been, or with the exercise of reasonable efforts could have been, secured.
- (f) *Other.* The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Landlord in law or equity.

SECTION 34: LANDLORD DEFAULT

34.1 **Default.** The following shall be events of default by Landlord ("**Landlord Default**"):

- (a) *Nonpayment of Money Due.* Landlord's failure to pay Tenant any money due under this Lease within fifteen (15) business days after notice from Tenant specifying the nonpayment.
- (b) *Other Nonperformance.* Other than a nonpayment described in Section 34.1(a) above:
 - (i) Landlord's failure to comply with or fulfill any term, condition or obligation of this Lease within thirty (30) days after notice from Tenant specifying the nature of the failure with reasonable particularity; provided, however, that if Landlord cannot reasonably cure such failure within such thirty (30) -day period, then within such time as Landlord can cure the failure with reasonable good faith and diligence, provided that such cure period shall not exceed one hundred eighty (180) days; or
 - (ii) if Tenant notifies Landlord of an emergency condition in the Premises or the Building (such emergency condition being one that presents an immediate risk of substantial harm to the Premises or any contents therein, or to any of Tenant's agents,

employees or invitees), Landlord's failure to immediately commence and diligently pursue to completion a cure of such emergency condition.

34.2 **Remedies.** Upon any Landlord Default, Tenant may exercise any one or more of the following remedies:

(a) *Cure.* At Landlord's cost and expense, Tenant may perform Landlord's unperformed obligations that gave rise to the Landlord Default, and charge all such costs and expenses to Landlord pursuant to this Lease, which Landlord shall pay within thirty (30) days after Tenant delivers an invoice therefor, together with reasonable supporting documentation of such costs and expenses.

(b) *Offset.* Tenant may deduct from any future Monthly Rent due any and all of its costs and expenses relating to curing the Landlord Default pursuant to Section 34.2(a) above. Such offset right shall begin immediately upon Tenant's performance of Landlord's unperformed obligations pursuant to Section 34.2(a) above.

(c) *Other.* Tenant may exercise any other remedy available in law or equity and is entitled to recover from Landlord any and all damages arising from a Landlord Default, including any and all costs and expenses of performing Landlord's unperformed obligations that gave rise to the Landlord Default.

SECTION 35: NOTICES

35.1 **Addresses: General Notice Requirements.**

(a) *Landlord's Address.* "Landlord's Address" means the address set forth beneath Landlord's signature on this Lease. Landlord may notify Tenant of a different address for payments of any Monthly Base Rent, Additional Rent or other amounts due to Landlord under this Lease.

(b) *Tenant's Address.* "Tenant's Address" means the address set forth beneath Tenant's signature on this Lease.

(c) *General Notice Requirements.* Any notices, demands, deliveries or other communications required under this Lease shall be made in writing and delivered by one of the methods set forth in Section 35.2 below to Landlord's Address or Tenant's Address, as the case may be, unless one Party modifies its Address by notice to the other Party, given in accordance with Section 35.2 below.

35.2 **Delivery.**

Method of delivery	When notice deemed delivered
In person (including by messenger service)	the day delivered, as evidenced by signed receipt
Email or Fax	the day sent (unless sent after 5:00 p.m., P.T., in

	which case the email or fax shall be deemed sent the following business day)
US Mail (postage prepaid, registered or certified, return receipt requested)	the day received, as evidenced by signed return receipt
Courier delivery (by reputable commercial courier)	the day received, as evidenced by signed receipt

If the deadline under this Lease for delivery of a notice is a Saturday, Sunday or federal or State of Oregon holiday, such deadline shall be deemed extended to the next business day.

35.3 Property Manager. *Intentionally Omitted*

SECTION 36: MISCELLANEOUS

36.1 Time is of the Essence. Time is of the essence in relation to the Parties' performance of any and all of their obligations under this Lease.

36.2 Calculation of Days. Any reference in this Lease to "days" shall mean calendar days, unless specified as "business days." A business day is any day that is not a Saturday, Sunday or a federal or State of Oregon holiday.

36.3 Consent. Unless otherwise specifically stated herein, any consent by a Party shall not be unreasonably withheld, conditioned or delayed.

36.4 Integration. This Lease constitutes the entire agreement between the Parties on the subject matter hereof. The Parties have no understandings, agreements or representations, oral or written, regarding this Lease that are not specified herein.

36.5 Amendments. This Lease may be amended or modified only by a written instrument signed by both Parties.

36.6 No Waiver of Performance. No waiver by a Party of performance of any provision of this Lease by the other Party shall be deemed a waiver of nor prejudice the other Party's right to otherwise require performance of the same provision, or any other provision.

36.7 Severability. If any term or provision of this Lease is declared by a court of competent jurisdiction to be illegal or in conflict with any Law or Ordinance, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Lease did not contain the particular term or provision held to be invalid.

36.8 Counterparts. This Lease and any amendments hereto may be executed in two or more counterparts, each of which is an original, and all of which together are deemed one and the same document, notwithstanding that both Parties are not signatories to the same counterpart.

36.9 Governing Law; Consent to Jurisdiction. This Lease is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any Claim between Tenant (or any other agency or department of the State of Oregon) and Landlord that arises from or relates to this Lease shall be brought and conducted solely and exclusively within the jurisdiction of the Circuit Court of Marion County in the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Each Party, by execution of this Lease, hereby consents to the in personam jurisdiction of the foregoing courts, waives any objection to venue and waives any claim that such forums are an inconvenient forum. In no event shall this Section 36.9 or any other provision of this Lease be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, or consent by the State of Oregon to the jurisdiction of any court. The Parties acknowledge that this Lease is a binding and enforceable agreement and, to the extent permitted by law, expressly waive any defense alleging that either party does not have the right to seek judicial enforcement of this Lease.

36.10 No Presumption against Drafter. No inference, presumption or conclusion shall be drawn against either Party by virtue of that Party having drafted this Lease or any portion thereof.

36.11 Force Majeure. A Party shall not be liable for any delay in performance under this Lease, other than payment of any money to the other Party, if such delay is caused by Casualties, strikes, lockouts, riots, wars, acts of public enemies, insurrections, acts of God, shortages of labor or materials or any other such causes not within the control of the first Party (any such event being a "Force Majeure Event").

36.12 Brokers. *Intentionally Omitted*

36.13 Exhibits. The Exhibits listed below are incorporated as part of this Lease:

Exhibit A:	Premises
Exhibit B:	Building
Exhibit C:	Property
Exhibit D:	<i>Intentionally Omitted</i>
Exhibit E:	<i>Intentionally Omitted</i>
Exhibit F:	<i>Intentionally Omitted</i>
Exhibit G:	Entry and Security Restrictions
Exhibit H:	<i>Intentionally Omitted</i>
Exhibit I-1:	Contractor's Insurance Requirements (Landlord's Contractors)
Exhibit I-2:	Contractor's Insurance Requirements (Tenant's Contractors)

[remainder of this page intentionally left blank]

Each person signing this Lease below on behalf of a Party represents and warrants that he or she is duly authorized by such Party and has legal capacity to do so.

LANDLORD:

City of Oakridge, a municipal corporation of the State of Oregon

Signature _____, 2024
Name James Cleavenger Date
Title City Administrator

Landlord's Address

Address: P.O. Box 1410
City, State, ZIP: Oakridge, Oregon 97463
ATTN: James Cleavenger, or successor
Phone Number: 541-782-2258 x6
Email Address: cityadministrator@ci.oakridge.or.us

TENANT:

The State of Oregon, acting by and through its Oregon State Police

Signature _____, 2024
Name _____ Date _____
Title _____

APPROVED BY OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES

Signature _____, 2024
Name Brady Ricks Date _____
Title Manager, Real Estate Services

Tenant's Address

Address: 3565 Trelstad Avenue SE
City, State, ZIP: Salem, Oregon 97317
ATTN: Shannon Peterson, or successor
Phone Number: 503-507-9021
Email Address: shannon.peterson@osp.oregon.gov
cc: res.info@das.oregon.gov

Template: FS/MT/Existing location/NWLOffice&clientsvcs

#9291142v1
HDRRev. 12.11.2023
3117OSPOakridge76248 Industrial Park WayHDLLeaseLH/LH_01/29/24

Exhibit B
Building

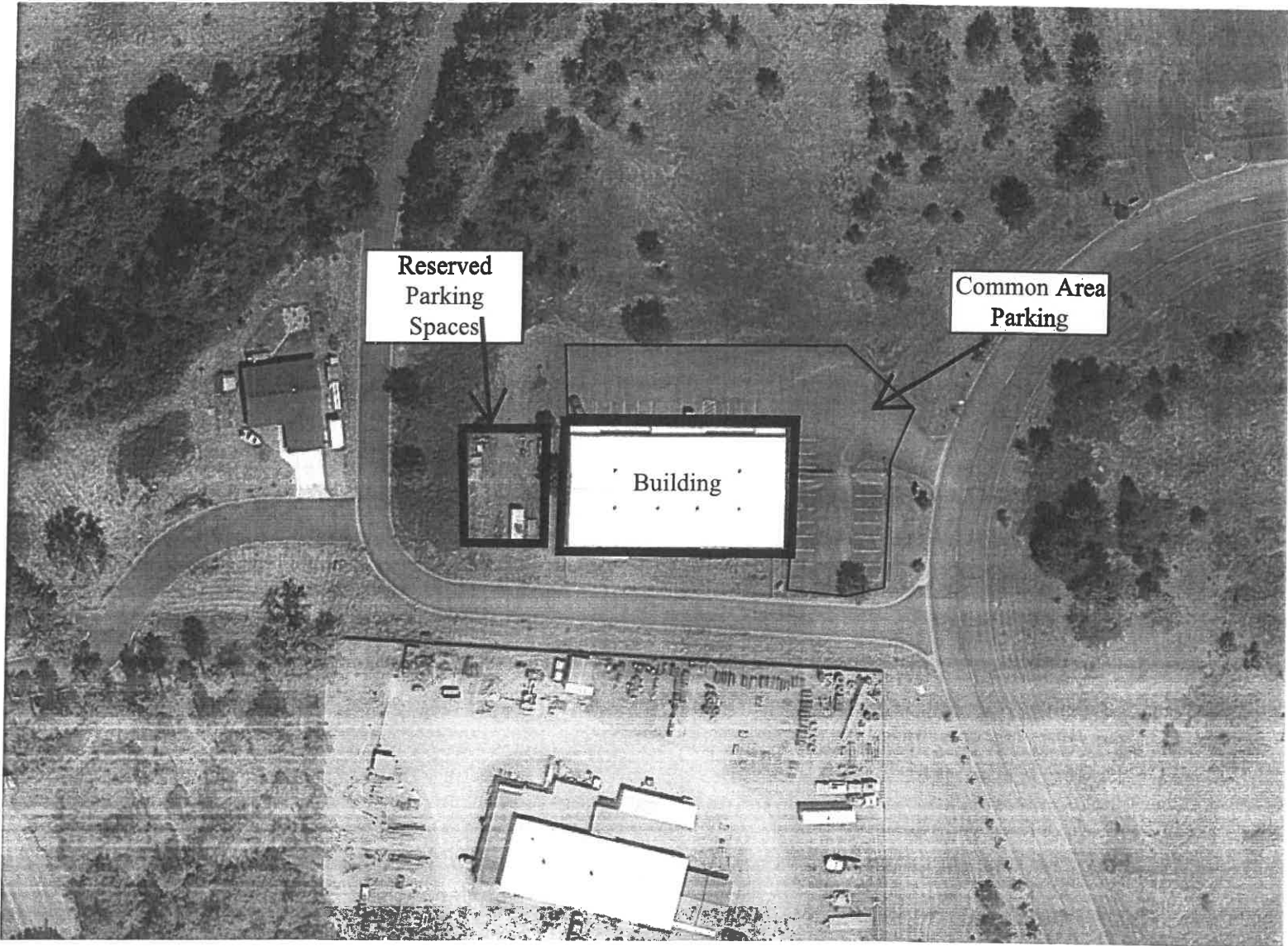


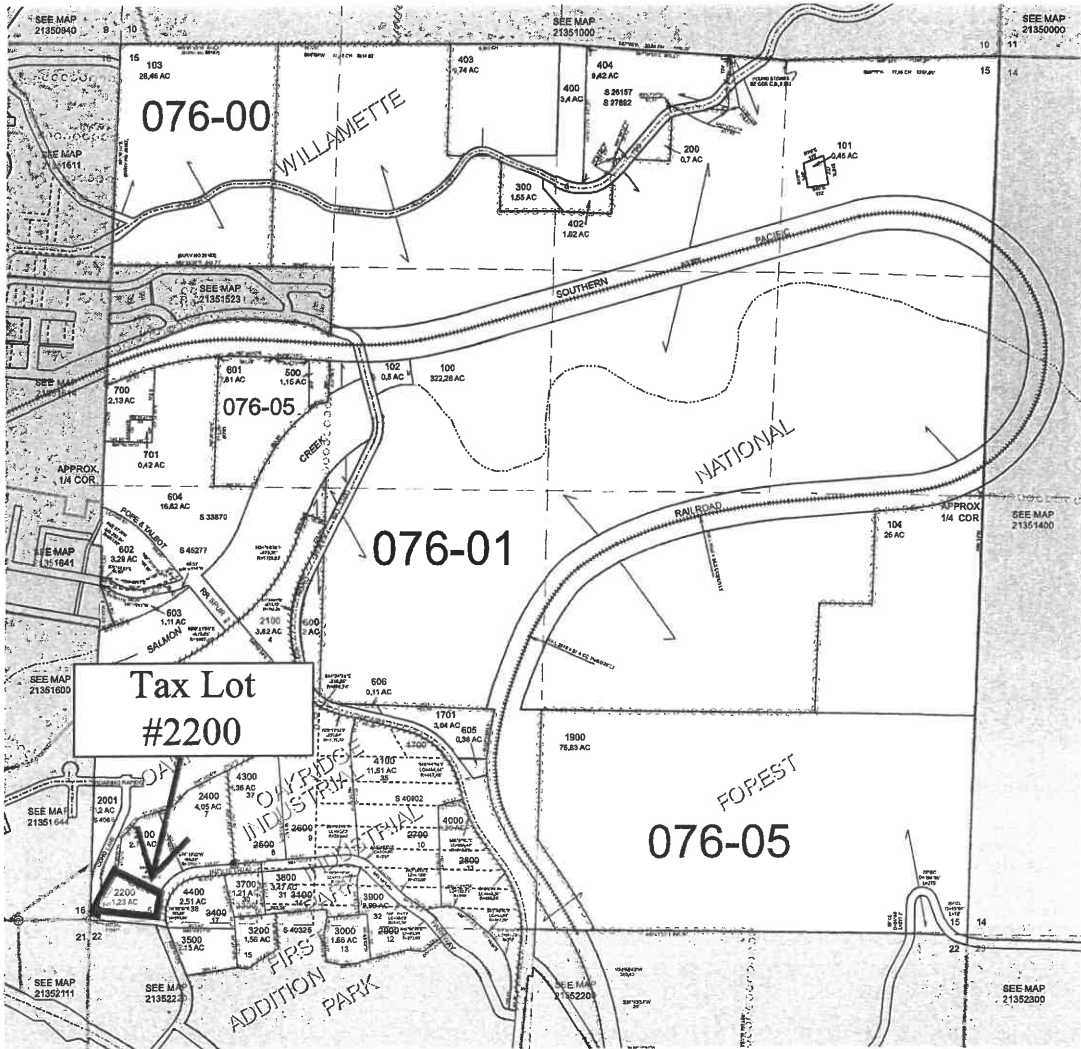
Exhibit C
Property

FOR ASSESSMENT AND
TAXATION ONLY

SECTION 15 T.21S. R.3E. W.M.
Lane County
1" = 400'

21351500
OAKRIDGE

LOC:ACC - 2021-05-10 12:15



CANCELLED
1700
1700
2000
401
800
1000-1800
2500-2900
3100
3300
3400
301
3600
2700

REVISIONS - LEAT FN - CONVERT MAP TO GIS
20200508 - LEAT FN - NEWSPRINTS
20200521 - LEAT FN - NEWSPRINTS
20200521 - LEAT FN - ALL BETWEEN T13 S02, R15 & R06

OAKRIDGE
21351500

Exhibit G
Entry and Security Restrictions

Landlord shall comply all of the following entry restrictions for the Premises. Capitalized terms used but not defined in this document shall have the same definitions as set forth in the Lease to which this document is attached.

Routine Facility Contact:	Name: Shannon Peterson Title: Facilities Coordinator Cell Number: 503-507-9021 Email: shannon.peterson@osp.oregon.gov
Routine Facility Contact:	Name: Rod Waldner Title: Facilities Coordinator Cell Number: 971-372-0742 Email: rodney.waldner@osp.oregon.gov
Emergency Facility Contact (Primary):	Name: Jenny Cribbs Title: Administrative Services Manager Cell Number: 971-372-0811 Email: jenny.cribbs@osp.oregon.gov

Introduction: The Premises contain systems with access to highly sensitive information, which Tenant uses for its operations as an agency of the State of Oregon. These systems, which are maintained by the Federal Bureau of Investigation (“FBI”), contain data from the FBI’s Criminal Justice Information Services (“CJIS”). CJIS information include fingerprinting, criminal background and other information gathered by law enforcement sources.

Due to the highly sensitive nature of the CJIS information, the FBI requires certain security protocols for any areas that contain CJIS systems. Tenant’s failure to comply with these protocols may jeopardize Tenant’s CJIS access.

Accordingly, Landlord (including all of Landlord’s agents, employees, contractors and the Property Manager, if any) shall strictly comply with the following requirements regarding entry onto the Premises.

Non-Emergency Entry: In order to perform Landlord’s maintenance, repair and replacement obligations under the Lease (as well as for other entry as allowed by the Lease), Landlord shall not enter upon the Premises except with an escort provided by Tenant. This restriction applies during Tenant’s normal business hours, off-hours, and weekends and holidays. Landlord shall schedule such non-emergency entry onto the Premises at least two (2) business days’ in advance, so that Tenant can arrange for an escort. Tenant may work with the Landlord to have contractors and/or vendors be CJIS cleared in advance of facility projects, or recurring facility items, to minimize the time Tenant would be required to escort those individuals.

To schedule such non-emergency entry onto the Premises, Landlord shall contact Tenant’s Facility Coordinator named above.

Emergency Entry: In cases of emergency, where it is imperative that Landlord obtain access to the Premises in order to prevent harm to persons or property, Landlord shall contact Tenant’s Emergency Facility Contact named above to coordinate entry onto the Premises.

If Landlord is unable to contact the Primary Emergency Facility Contact, Landlord shall contact the Facilities Coordinator named above.

HDExG_10.25.19 #10234163v5

EXHIBIT I-1

CONTRACTOR'S INSURANCE REQUIREMENTS (for Landlord's Contractors)

Contractor's Insurance Requirements

(a) *Generally.* The Contractor shall obtain and keep in effect throughout the duration of the Contract the types of insurance coverage set forth below (the "**Contractor's Insurance Coverage**"). The Contractor's Insurance Coverage shall be issued by an insurance company authorized to do business in the State of Oregon. A combination of primary and excess/umbrella insurance may be used to meet the required limits of the Contractor's Insurance Coverage.

(b) *Types of Coverage.* The Contractor shall obtain and keep in effect throughout the duration of the Contract the following Contractor's Insurance Coverage:

(i) General Liability: a commercial general liability policy, covering bodily injury and property damage and providing contractual liability coverage for the Contractor's indemnity obligations under the Contract. The policy shall include coverage for personal and advertising injury liability, products and completed operations and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$2,000,000.00 per occurrence, with an annual aggregate of not less than \$4,000,000.00.

(ii) Workers' Compensation: if the Contractor employs any "subject worker" as defined in ORS 656.027), workers' compensation insurance for those workers, with statutory limits, and employer's liability insurance, with limits not less than \$500,000.00 per each accident or disease.

(c) *Additional Insured.* All of the Contractor's Insurance Coverage, except for workers' compensation, shall include an "**Additional Insured**" endorsement specifying Landlord, its officers, employees and agents as Additional Insureds, including Additional Insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to the Contractor's activities to be performed under the Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of the Contractor's ongoing operations shall be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations shall be on ISO form CG 20 37 07 04 or equivalent.

(d) *Tail Coverage.* If any of the Contractor's Insurance Coverage is on a claims made basis and does not include an extended reporting period of at least twenty-four (24) months, the Contractor shall maintain either tail coverage or continuous claims-made liability coverage, provided the effective date of the continuous claims-made coverage is on or before the effective date of the Contract, for a minimum of twenty-four (24) months following the later of:

(i) Landlord's or the Contractor's termination of the Contract; or

(ii) the expiration of all warranty periods provided under the Contract.

(e) *Certificate and Proof of Insurance.* The Contractor shall provide to Landlord a “**Certificate of Insurance**” for all of Contractor’s Insurance Coverage, before performing any of Contractor’s obligations under the Contract. The Certificate of Insurance shall list Landlord, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate of Insurance shall also include all required endorsements or copies of applicable policy language effecting coverage required under the Contract. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance shall include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance, Landlord may request, and the Contractor shall deliver to Landlord, copies of insurance policies and endorsements relating to the Contractor’s Insurance Requirements.

(f) *Change or Cancellation.* The Contractor shall provide at least thirty (30) days’ prior notice to Landlord before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s). Should the terms and conditions of the Contractor’s Insurance Coverage change during the term of the Contract, Landlord may require the Contractor to replace any coverage omitted or deleted by such change.

(g) *Insurance Requirement Review.* The Contractor agrees to Landlord’s periodic review of the requirements for the Contractor’s Insurance Coverage under this Exhibit, and to provide an updated Certificate of Insurance as reasonably requested by Landlord.

(h) *Landlord Acceptance.* All insurance providers are subject to Landlord acceptance. If requested by Landlord, the Contractor shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to Landlord’s representatives responsible for verification of Contractor’s Insurance Coverage.

EXHIBIT I-2

CONTRACTOR'S INSURANCE REQUIREMENTS (for Tenant's Contractors)

Contractor's Insurance Requirements

(a) *Generally.* The Contractor shall obtain and keep in effect throughout the duration of the Contract the types of insurance coverage set forth below (the "**Contractor's Insurance Coverage**"). The Contractor's Insurance Coverage shall be issued by an insurance company authorized to do business in the State of Oregon. A combination of primary and excess/umbrella insurance may be used to meet the required limits of the Contractor's Insurance Coverage.

(b) *Types of Coverage.* The Contractor shall obtain and keep in effect throughout the duration of the Contract the following Contractor's Insurance Coverage:

(i) General Liability: a commercial general liability policy, covering bodily injury and property damage and providing contractual liability coverage for the Contractor's indemnity obligations under the Contract. The policy shall include coverage for personal and advertising injury liability, products and completed operations and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$2,000,000.00 per occurrence, with an annual aggregate of not less than \$4,000,000.00.

(ii) Workers' Compensation: if the Contractor employs any "subject worker" as defined in ORS 656.027), workers' compensation insurance for those workers, with statutory limits, and employer's liability insurance, with limits not less than \$500,000.00 per each accident or disease.

(c) *Additional Insured.* All of the Contractor's Insurance Coverage, except for workers' compensation, shall include an "**Additional Insured**" endorsement specifying Tenant, its officers, employees and agents as Additional Insureds, including Additional Insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to the Contractor's activities to be performed under the Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of the Contractor's ongoing operations shall be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations shall be on ISO form CG 20 37 07 04 or equivalent.

(d) *Tail Coverage.* If any of the Contractor's Insurance Coverage is on a claims made basis and does not include an extended reporting period of at least twenty-four (24) months, the Contractor shall maintain either tail coverage or continuous claims-made liability coverage, provided the effective date of the continuous claims-made coverage is on or before the effective date of the Contract, for a minimum of twenty-four (24) months following the later of:

(i) Tenant's or the Contractor's termination of the Contract; or

(ii) the expiration of all warranty periods provided under the Contract.

(e) *Certificate and Proof of Insurance.* The Contractor shall provide to Tenant a “**Certificate of Insurance**” for all of Contractor’s Insurance Coverage, before performing any of Contractor’s obligations under the Contract. The Certificate of Insurance shall list Tenant, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate of Insurance shall also include all required endorsements or copies of applicable policy language effecting coverage required under the Contract. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance shall include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance, Tenant may request, and the Contractor shall deliver to Tenant, copies of insurance policies and endorsements relating to the Contractor’s Insurance Requirements.

(f) *Change or Cancellation.* The Contractor shall provide at least thirty (30) days’ prior notice to Tenant before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s). Should the terms and conditions of the Contractor’s Insurance Coverage change during the term of the Contract, Tenant may require the Contractor to replace any coverage omitted or deleted by such change.

(g) *Insurance Requirement Review.* The Contractor agrees to Tenant’s periodic review of the requirements for the Contractor’s Insurance Coverage under this Exhibit, and to provide an updated Certificate of Insurance as reasonably requested by Tenant.

(h) *Tenant Acceptance.* All insurance providers are subject to Tenant acceptance. If requested by Tenant, the Contractor shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to Tenant’s representatives responsible for verification of Contractor’s Insurance Coverage.

#10054433v1
DOJ Rev. 5.16.22; HD_Rev. 8.3.2022

Business of the City Council
City of Oakridge, Oregon
March 21, 2024

Agenda Title: TMDL/OIP/Energy Resilience
RARE Grant Application Request

Agenda Item No: 10.7

Exhibits: DEQ Webinar Slides, OIP Infrastructure
& Alternative Energy Information

Proposed Council Motion: Approve up to
\$13,000 for RARE student

Agenda Bill Author: Rick Zylstra

ISSUE:

Oregon DEQ has grant applications to fund the \$26,000 for an 11 month a “Resource Assistance for Rural Environment” (RARE) student to work on Stormwater and Total Maximum Daily Load (TMDL) programs. After speaking with RARE staff members, it is understood that the TMDL for Oakridge by itself does not provide enough hours to fulfil the program. It was suggested by RARE personnel (if we wanted to pursue the grant) to combine the grant ask of TMDL work with other Oakridge projects.

Staff is requesting to be able to apply for the DEQ grant *and* the RARE program (2 separate applications but connected and reliant on each other), which if awarded, would require using up to \$13,000 from the OIP funds to work on OIP infrastructure improvement projects, exploring alternative energy sources, and increasing economic & business development as it relates to the OIP, to provide the necessary hours for the RARE program. **The applications are due at the end of this month (March).**

FISCAL IMPACT: \$13,000.00 (of OIP funds)

- OPTIONS:** 1) Allow staff to apply for the RARE program and the DEQ grant to fund ½ of a RARE student with the other half being paid for from OIP funds.
2) Do not approve applying for the grant or the RARE program.

RECOMMENDATION: Option 1

RECOMMENDED MOTION: *“I move to allow city staff to apply for the RARE program and apply for the DEQ TMDL grant to fund half of the cost of a RARE student.”*

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 to 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.



Wood Resource Innovation Hub



Tree tops and damaged logs are often left after timber harvest and burned on the landscape.

A wood resource processing innovation hub is a facility that processes biomass including hazardous fuels, logging byproducts, and non-timber wood materials like treetops, slash, and small or damaged wood.

A wood processing hub concept builds off of the traditional timber mill model, but instead of depending on a single tree source or end market, different businesses use the same location to create multiple products while sharing costs to purchase, haul and sort non-saw timber and small diameter wood.

The ideal hub serves a 100-mile diameter area using abandoned rural lumber mill sites to process small diameter wood and move it to end markets.

Hubs provide jobs for conversion operators (loggers, truckers, mill workers), and offer biomass products to local end-users.

Another benefit of small diameter wood processing is it helps reduce hazardous fuels and wildfire risk and creates markets for forest restoration byproducts.



The SWFC Committee visited Hartwood Biomass in Willowa, Oregon to learn about multi-product biomass processing.

MITIGATE WILDFIRE RISK, IMPROVE FOREST HEALTH, CREATE RURAL JOBS

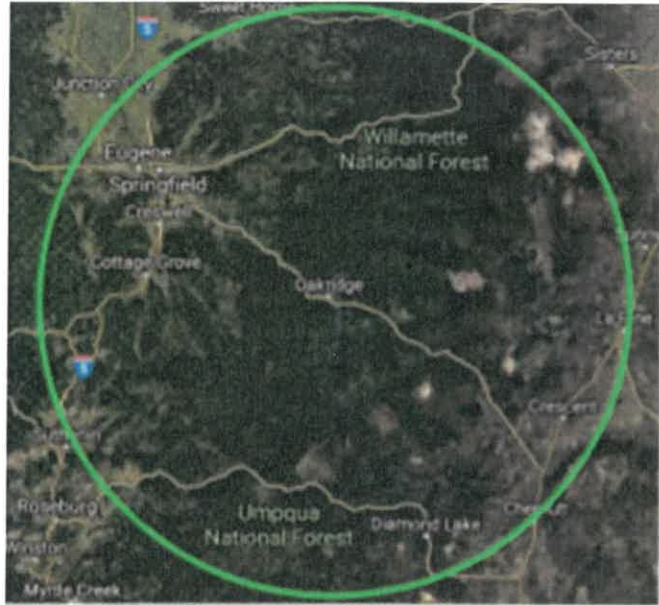
Traditional Small Diameter Wood Products

- Firewood
- Posts and poles

- Woodstraw

Higher-Processing Small Diameter Wood Products

- Wood pellets
- Wood chips
- Building materials
- Biochar - added to soil to increase agricultural production
- Chemicals - e.g., ethanol, plastics components
- Energy - heat, power, or both



The green circle represents a 100 mile service range from the Oakridge Industrial Park BUC

Why Oakridge?

- The Oakridge Industrial Park (OIP) is an ideal site for a BUC.
- Oakridge is located in proximity to end markets including population centers in California, Oregon, and Washington, and the I-5 corridor.
- Source wood is within 50 miles of the OIP. Current forestry practices burn biomass as slash.
- Increase capacity to reduce hazardous fuels.
- Job creation.

Local and Regional Support

- Business Oregon
- Lane Workforce Partnership



"STEWARDSHIP IN FORESTRY"



Active OIP Wood Resource Businesses

Brock's Wood Lot/ Community Firewood Program – *On the Tour*

The Community Firewood Program (CFP) is a public-private partnership between the City of Oakridge, South Willamette Solutions (nonprofit), and Brocks Wood Lot LLC (BWL). The CFP has consistently acquired 100-200 CCF of source stock from the Willamette National Forest, Middle Fork Ranger District (MFRD) since 2015. Based on the Oakridge Community and Commercial Firewood [Feasibility Study](#) the business potential exists to expand to 3,000 CCF.

Brocks Wood Lot LLC joined the CFP partners in 2023, providing the much needed local entrepreneur who is invested in growing the program and achieving the business opportunity identified in the feasibility study.

Through strategic partnerships, BWL gains access to wood waste from stewardship restoration projects and fire affected areas, positioning the company as a crucial participant in the vital task of mitigating fire hazards. In 2023, 256 CCF (~ 200 cords) of low-value, low-quality, unmerchantable wood, unburned tree tops, and 8 tons of slash and other biomass were collected. In 2024 and moving forward annually, that amount will double to triple in size.

Secured:

2020 - \$310,000 from the EPA in 2020 to pay for processing equipment, source stock haul and subsidized firewood delivery (\$45,000 remains)

2023 - \$25,000 from the Upper Willamette Soil and Water Conservation District for capacity

2024 - \$25,000 from the Upper Willamette Soil and Water Conservation District for equipment

Unsecured:

Brocks Wood Lot submitted a \$303,830 USDA Wood Infrastructure Program Incentive Grant for:

- \$146,100.00 Kiln-Direct SmallQuick Firewood Kiln
 - One Firewood kiln for 12 cords with wood waste heating.
 - Heating system: 900000-150000 btu/hr depending on quality of wood waste material
- \$148,850.00 Upgrade to automated wood waste heating
- \$5,900.00 Ash removal screw for wood waste powered kiln

Brock's Wood Lot has submitted a \$50,699 USDA Wood Innovations Grant to diversify the products they can offer by purchasing the following:

- \$46,090 - LT40HD Sawmill
- \$6,995 - MP220 Planer Moulder Rip Saw
- \$7,995 - KD250 Dehumidification Wood Kiln



Opportunities for Oakridge Micro Hydro Energy Projects

Oakridge, a city rich in natural resources and beauty, presents a remarkable opportunity for sustainable energy generation through micro hydro projects. The city's water towers, the natural springs on Laurel Butte, and the old canal trail each offer unique potential for harnessing the power of flowing water. These sites, with their varying topographies and water flows, are ideal for the development of micro hydro systems that could provide clean, renewable energy to the community. By tapping into these local resources, Oakridge has the opportunity to become a leader in small-scale hydroelectric power, demonstrating how communities can utilize their natural landscapes for environmental and economic benefits.

Micro hydro is a type of hydroelectric power that typically produces up to 100 kilowatts of electricity using the natural flow of water. It's considered a "micro" version of the larger hydroelectric power systems found in dams. See the attached summary of a micro hydro project at Wallowa Lake that cost less than \$500,000 to develop.



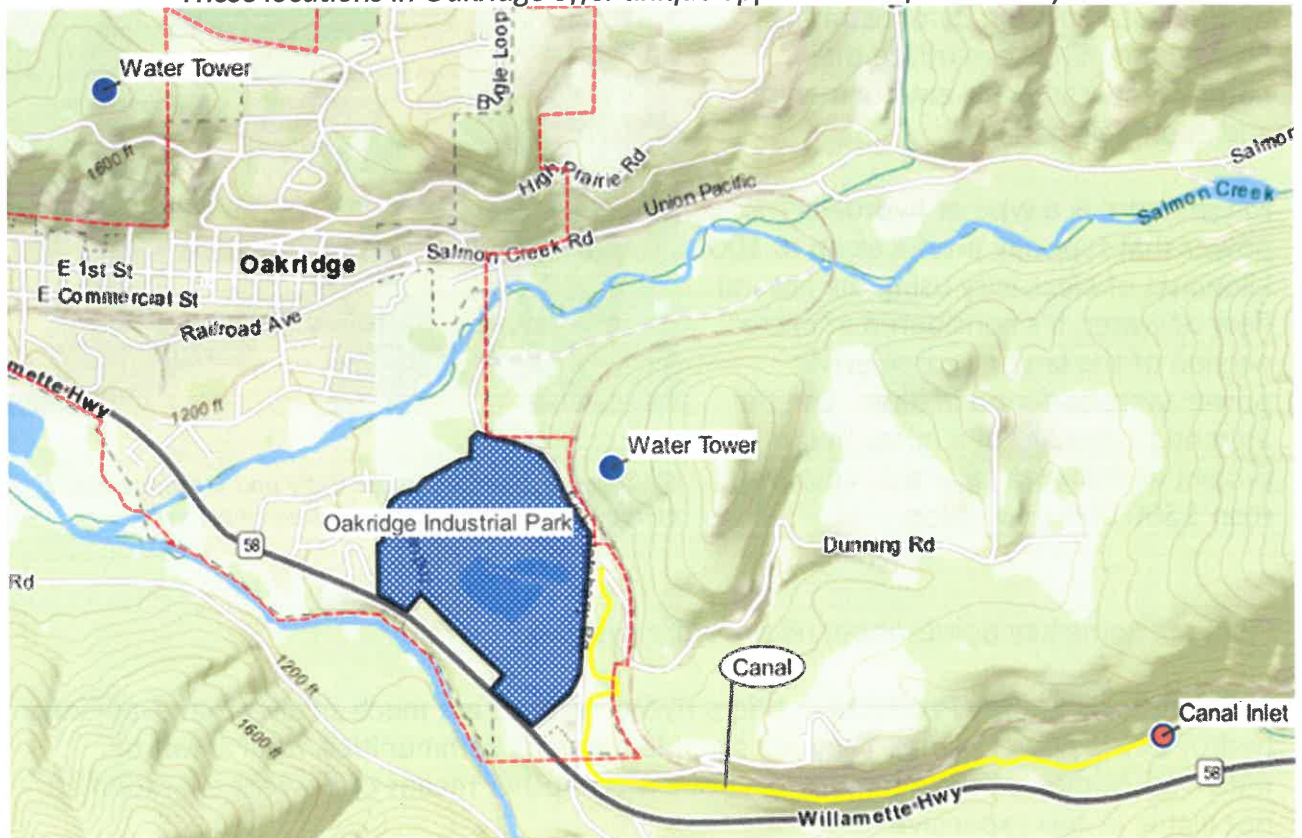
SWS board member Laurie Patty and Oakridge RARE members Dustin Rymph and Grace Kaplowitz

Here are some key points about micro hydro systems:

1. Small-Scale Energy Production: Micro hydro systems are much smaller than traditional hydroelectric power plants. They are suitable for small communities, rural areas, or individual homes, often in remote locations where other means of power generation are not viable or too expensive.

2. **Environmentally Friendly:** One of the main advantages of micro hydro systems is their minimal environmental impact compared to large-scale hydroelectric power.
3. **Use of Natural Water Flow:** Micro hydro systems harness the energy of flowing water from streams, rivers, or man-made channels. The water flow turns a turbine, which then drives a generator to produce electricity.
4. **Efficiency and Reliability:** These systems can be highly efficient and reliable, especially in areas with consistent water flow. They can generate power continuously, as opposed to solar or wind power, which depend on weather conditions.
5. **Cost-Effective:** Although the initial setup cost can be significant, the ongoing operation and maintenance costs are relatively low. Additionally, micro hydro systems have a long lifespan, which can make them a cost-effective solution over time.
6. **Community Development and Energy Independence:** By providing a local and sustainable source of energy, micro hydro systems can foster community development and energy independence, especially in remote or off-grid areas.

These locations in Oakridge offer unique opportunities for micro hydro:



Map of city owned infrastructure including the Oakridge industrial park, city water towers, and the Old Mill Canal

City Water Towers

The City of Oakridge's ownership of two water towers located on Laurel Butte and TV Butte presents a unique opportunity for the implementation of micro hydro projects. These water towers, which utilize the principle of gravity to feed water into the city, are ideally suited for micro hydro for several reasons:

Elevation and Gravity: The key to the potential of these sites lies in their elevation. Being situated on buttes, the water towers are at a higher altitude relative to the city. This elevation difference creates a natural gravitational force, which causes the water to flow downwards with significant force and speed. In micro hydro systems, this natural flow can be harnessed to turn turbines and generate electricity.

Consistent Water Flow: Since these water towers are integral to the city's water supply system, they likely maintain a consistent flow of water. For micro hydro systems, a steady and predictable flow is crucial for ensuring a reliable and continuous generation of power.

Existing Infrastructure: The current infrastructure for water distribution from these towers can be advantageously integrated with micro hydro technology. This means potentially lower initial setup costs and less environmental disruption than building new structures or systems.

Energy Efficiency and Sustainability: By installing micro hydro systems at these sites, the city can convert an essential service - water distribution - into a dual-purpose system that also generates clean, renewable energy. This approach can significantly improve the overall energy efficiency of the city's infrastructure.

Reduced Transmission Losses: Generating electricity at or near the point of use - in this case, within the city limits - minimizes energy losses that occur during long-distance transmission. This makes the energy production more efficient and cost-effective.

Community and Environmental Benefits: Implementing micro hydro projects at these sites could provide Oakridge with a sustainable and local source of energy, reducing reliance on external power sources and contributing to environmental conservation.

Old Mill Canal

The City of Oakridge's ownership of the Old Mill Canal, along with a water right at Salt Creek, opens up another valuable opportunity for the implementation of micro hydro stations. This strategic asset could be transformed into a sustainable energy source while also addressing environmental concerns in the area. Here's how:

Piping the Canal: By installing pipes along the Old Mill Canal, the city could effectively channel the water from Salt Creek, creating a more controlled and efficient flow. This would be essential for the operation of micro hydro stations, as it allows for the optimization of water speed and volume, which are critical factors in electricity generation.

Installation of Micro Hydro Stations: The controlled flow through the piped canal would be ideal for driving turbines at micro hydro stations. These stations could be strategically placed along the canal to maximize energy production, harnessing the kinetic energy of the flowing water to generate electricity.

Renewable Energy Generation: The energy produced from these micro hydro stations would be clean and renewable, providing a sustainable source of power. This could significantly contribute to the city's energy needs, reduce reliance on non-renewable sources, and lower the overall carbon footprint.

Revitalizing Mill Park Ponds: An added environmental benefit of this project could be the revitalization of the Mill Park ponds. These ponds are experiencing algae growth, which is often a sign of stagnant or insufficient water flow. By redirecting the water from the micro hydro stations back into the ponds, it would not only sustain their water levels but also improve water circulation, which can help control algae growth and maintain a healthier ecosystem.

Environmental and Community Benefits: This initiative could provide multiple benefits, including generating clean energy for the Oakridge Industrial Park, improving local water bodies, and creating a more sustainable environment.

The City of Oakridge holds significant potential for sustainable energy generation through micro hydro projects, leveraging its ownership of two water towers on Laurel Butte and TV Butte, as well as the Old Mill Canal with water rights at Salt Creek. The elevated water towers, utilizing gravity to feed the city, are ideal for micro hydro systems due to their consistent water flow and elevation difference, promising efficient electricity generation. Simultaneously, the Old Mill Canal, if piped and integrated with micro hydro stations, could not only produce renewable energy but also address environmental issues by revitalizing the drying Mill Park ponds, combating algae growth through improved water circulation. These initiatives represent a multifaceted approach to sustainability, combining clean energy production with environmental stewardship, and offering Oakridge a pathway to becoming a model for small-scale hydroelectric innovation.

Wallowa Lake State Park Micro Hydro

A Power House in Wallowa Lake State Park, Oregon, showcases an innovative micro hydro project. This small log cabin houses a micro hydropower turbine that harnesses the flow of the existing municipal water supply near Wallowa Lake to generate clean, renewable energy. The project is a collaborative effort between Pacific Power, Wallowa Resources Community Solutions Inc., Wallowa Lake State Park, and the Energy Trust of Oregon. It is expected to produce about 150,000 kilowatt hours annually, offsetting 85% of the energy needed to provide fresh water to 160 nearby homes and businesses. Funded by Pacific Power's Blue Sky customers and an incentive from Energy Trust, the project exemplifies using existing infrastructure and local resources for sustainable energy production.

Micro hydro works by converting the energy of moving water already used for irrigation, municipal or domestic use into mechanical energy, using a turbine. The turbine helps spins a generator which produces electricity. At the park, the new system directs water already flowing from State Park Springs through the Power House turbine before discharging back into the community water system.

Pacific Power's Blue Sky customers provided \$60,000 in funding to the micro hydro facility as part of its community project grant program, which supports community-based solar, wind, geothermal and renewable energy projects across Pacific Power's service area. The project also received an \$80,000 incentive from Energy Trust.

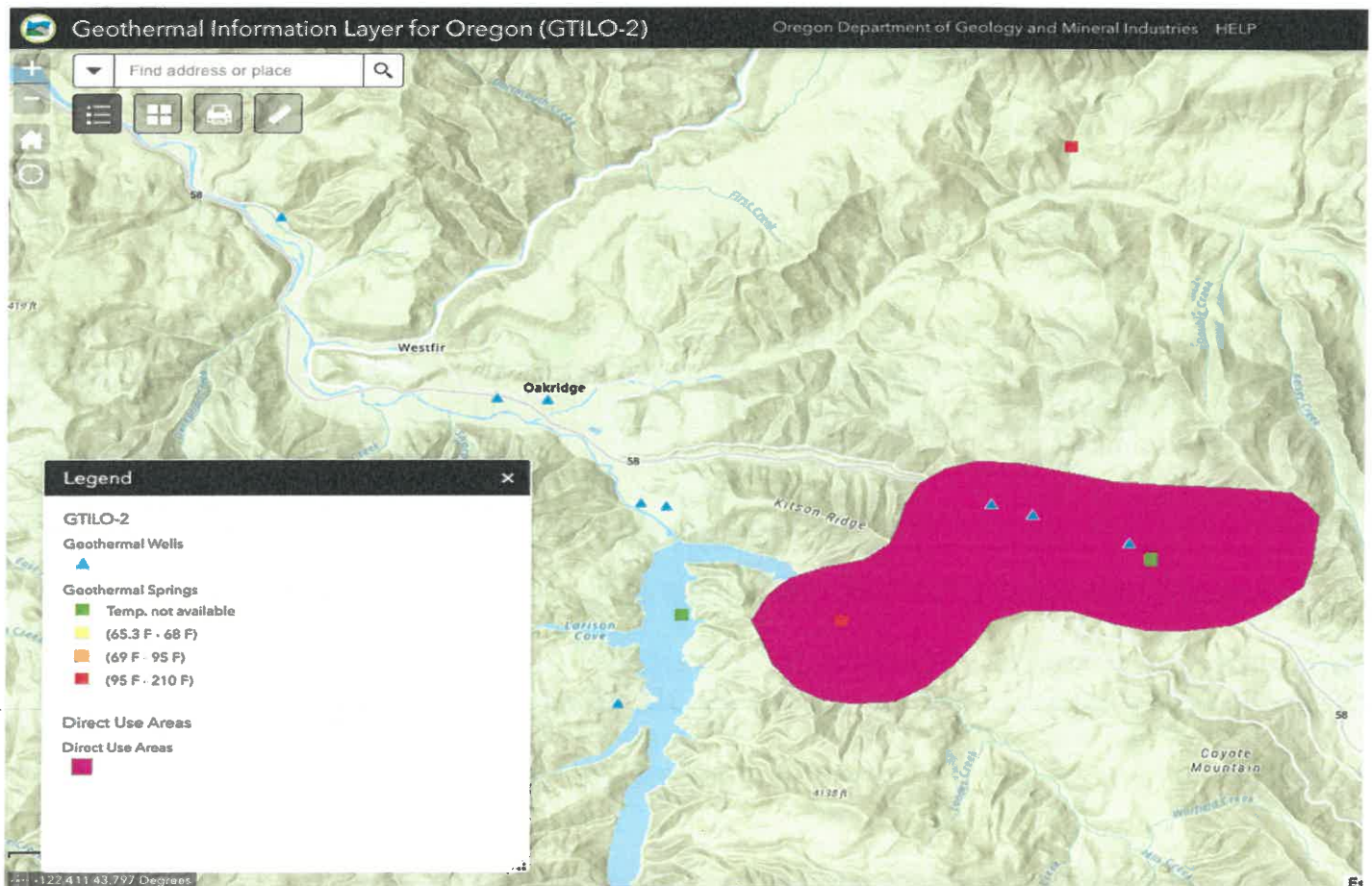




Oakridge Geothermal Heat & Energy Opportunities

The area surrounding Oakridge is renowned for its geothermal activity, a testament to the region's rich geological heritage. This area was once a base for two popular hot springs resorts, Kitson Hot Springs and McCredie Hot Springs, which attracted visitors for decades. McCredie Hot Springs, despite the resort no longer being operational, continues to be a favored destination for day visitors. Similarly, Wall Creek warm springs was a popular spot before the Cedar Creek fire.

Oakridge, situated amidst this geothermal-rich landscape, is uniquely positioned to explore and potentially harness this renewable energy source, further enhancing its reputation as a hub for natural and sustainable resources. There remains common knowledge at the City that two geothermal wells were explored in the early 1990s, including one located in the Oakridge Industrial Park. It was determined *at that time* that there was not necessarily enough heat for development, but technology has greatly improved since then.



Geothermal hot springs and wells near Oakridge according to the Oregon GIS maps provided by the Department of Geology and Mineral Industries (DOGAMI)

A new feasibility study to reevaluate the City of Oakridge's two thermal wells could assess their potential for geothermal energy utilization. This study would provide crucial insights into the viability of harnessing the Earth's natural heat from these wells for sustainable energy production. By evaluating factors such as the wells' temperature, flow rate, and the local geological conditions, the study would determine the practicality and economic viability of developing a geothermal energy system. This could pave the way for Oakridge to tap into a renewable and efficient energy source, marking a significant step towards environmental sustainability and energy independence.

Small-scale geothermal energy systems harness the Earth's natural heat for heating and cooling purposes. Unlike large-scale geothermal power plants that require specific geological conditions, small-scale geothermal systems can be implemented in a wide range of locations. Here are some key aspects of small-scale geothermal systems:

Types of Systems: The most common small-scale geothermal systems are ground-source heat pumps (GSHPs). These systems use the stable temperature of the ground (typically between 50-60°F or 10-15°C year-round) as a heat source in winter and a heat sink in summer.

How They Work: GSHPs consist of a series of pipes, called a loop, buried in the ground near the building. A fluid (water or a water-antifreeze mixture) circulates through these pipes, absorbing heat from the ground in winter and transferring it into the building. In summer, the process is reversed, and the system extracts heat from the building and dissipates it into the ground.

Efficiency: Small-scale geothermal systems are highly efficient for heating and cooling. They use less energy compared to traditional HVAC systems because they merely transfer heat rather than generate it. This efficiency can result in significant cost savings over time.

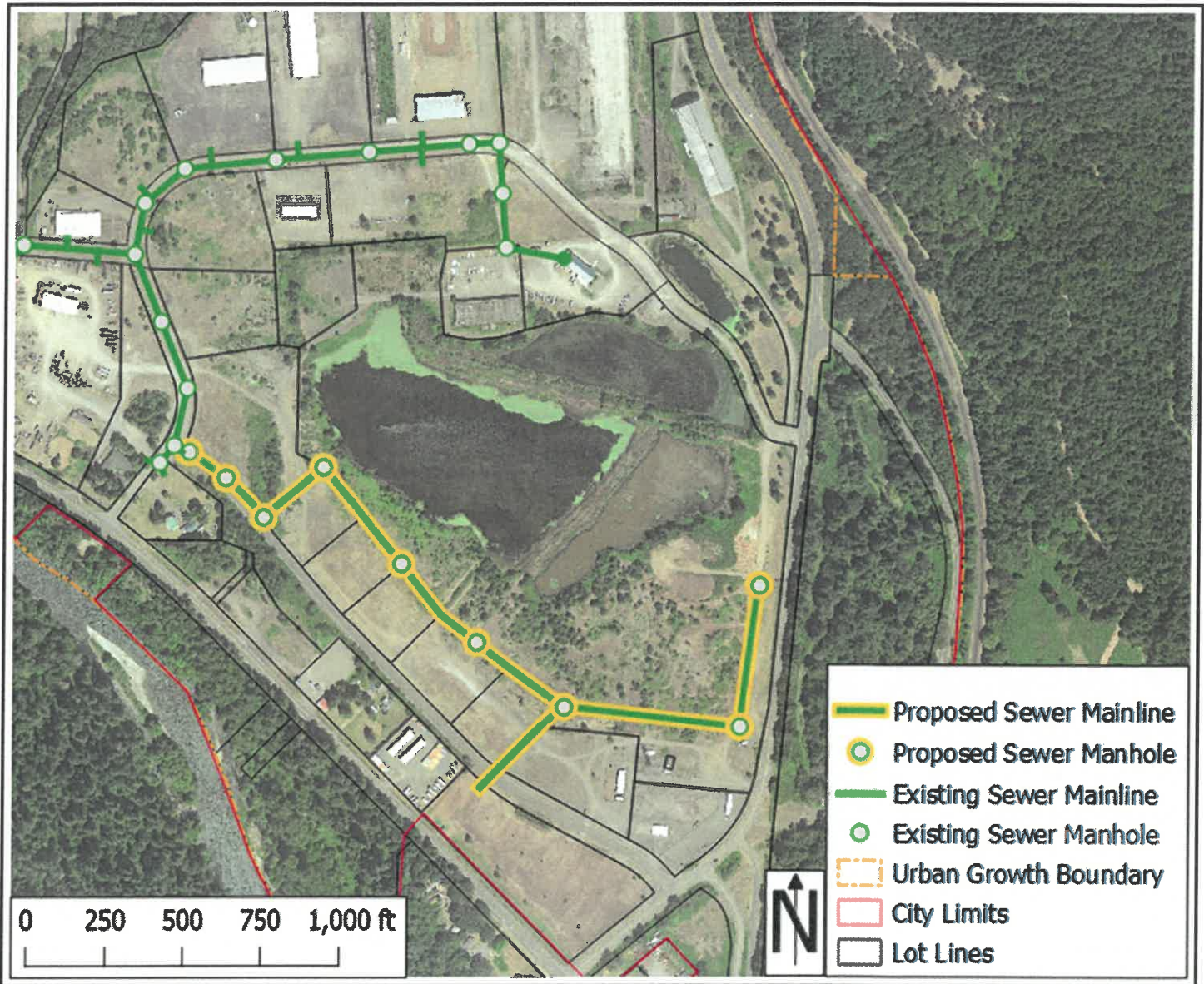
In summary, small-scale geothermal systems offer an efficient, sustainable, and cost-effective solution for heating and cooling and in some cases, for generating electricity. While the initial installation cost can be high, the long-term benefits and low environmental impact make them an attractive option for residential and small commercial applications.

DOE Federal Energy Funding for Rural and Remote Areas: A Guide for Communities:

www.energy.gov/sites/default/files/2023-10/OCED_Rural-Remote%20Fed%20Overview.pdf?mc_cid=ff86fb588a&mc_eid=be2853a59c

Oakridge Industrial Park – Needed Improvements

Project 1 - Sewer Mainline Extension



Project Description

The Sewer Mainline Extension project will complete the water infrastructure to the 7 lots that currently do not have sewer, by installing 3080 linear feet of 8-inch sewer mainlines and 9 new manhole vaults, making these industrial lots “shovel ready” for new development. This project could be completed in 9-16 months.

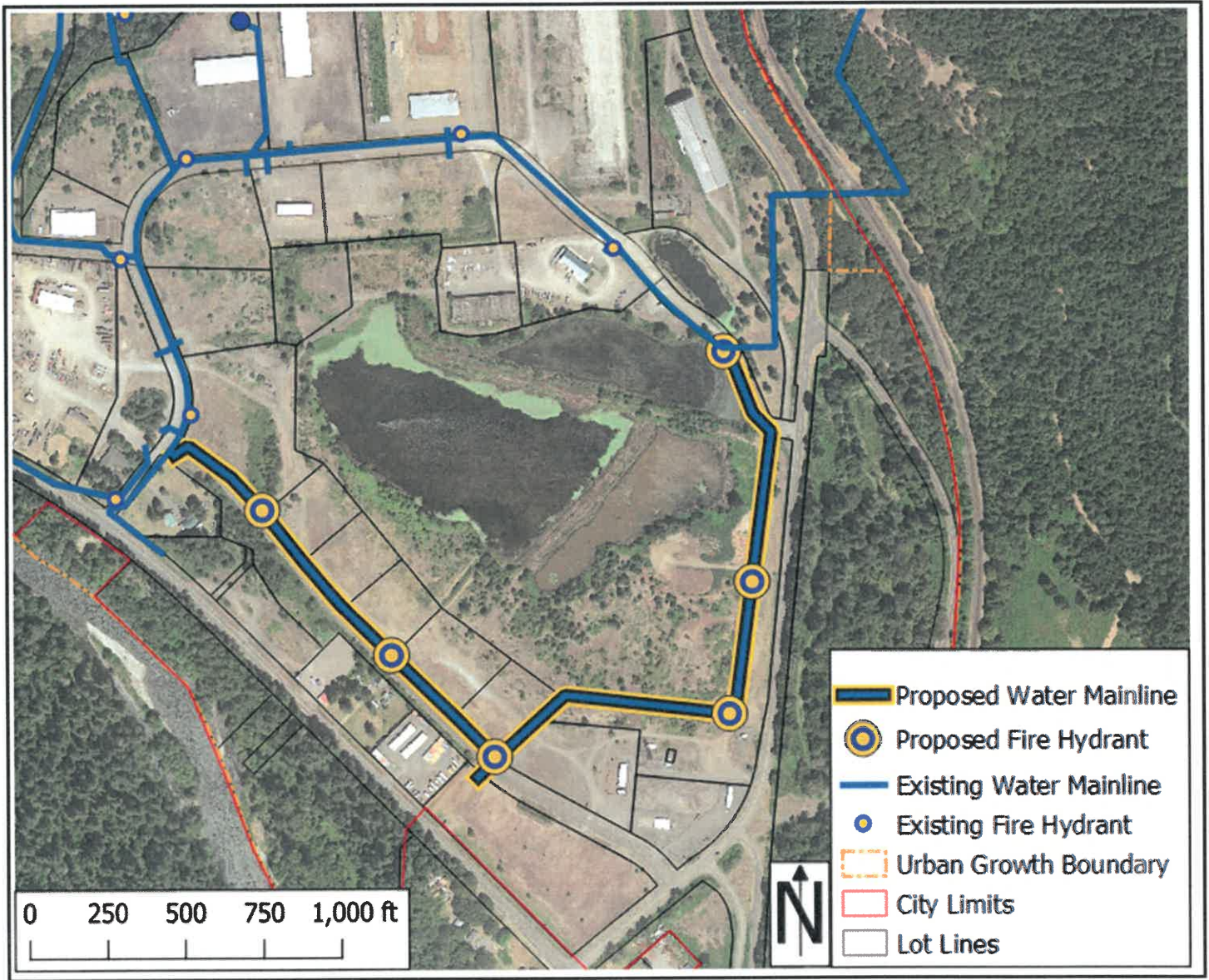
Scope of Work and Costs:

9 new Manholes	\$	31,500
Kokanee Segment ≈ 2050 Lf	\$	513,000
Park Segment ≈ 1030 Lf	\$	257,500
Engineering	\$	40,000
TOTAL:	\$	842,000

Cost estimates were derived from using Geospatial Information Science programs to determine the needed length of proposed infrastructure improvements multiplied by a cost per linear foot and parts estimates provided by our City Engineer and our Public Works Department.

Oakridge Industrial Park – Needed Improvements

Project 2 - Water Mainline Extension



Project Description:

The Water Mainline Extension project will complete the water infrastructure to the 7 lots that currently do not have water, by installing approximately 3610 linear feet of new 8-inch water mainlines and 6 new fire hydrants, making these lots “shovel ready” for new development.

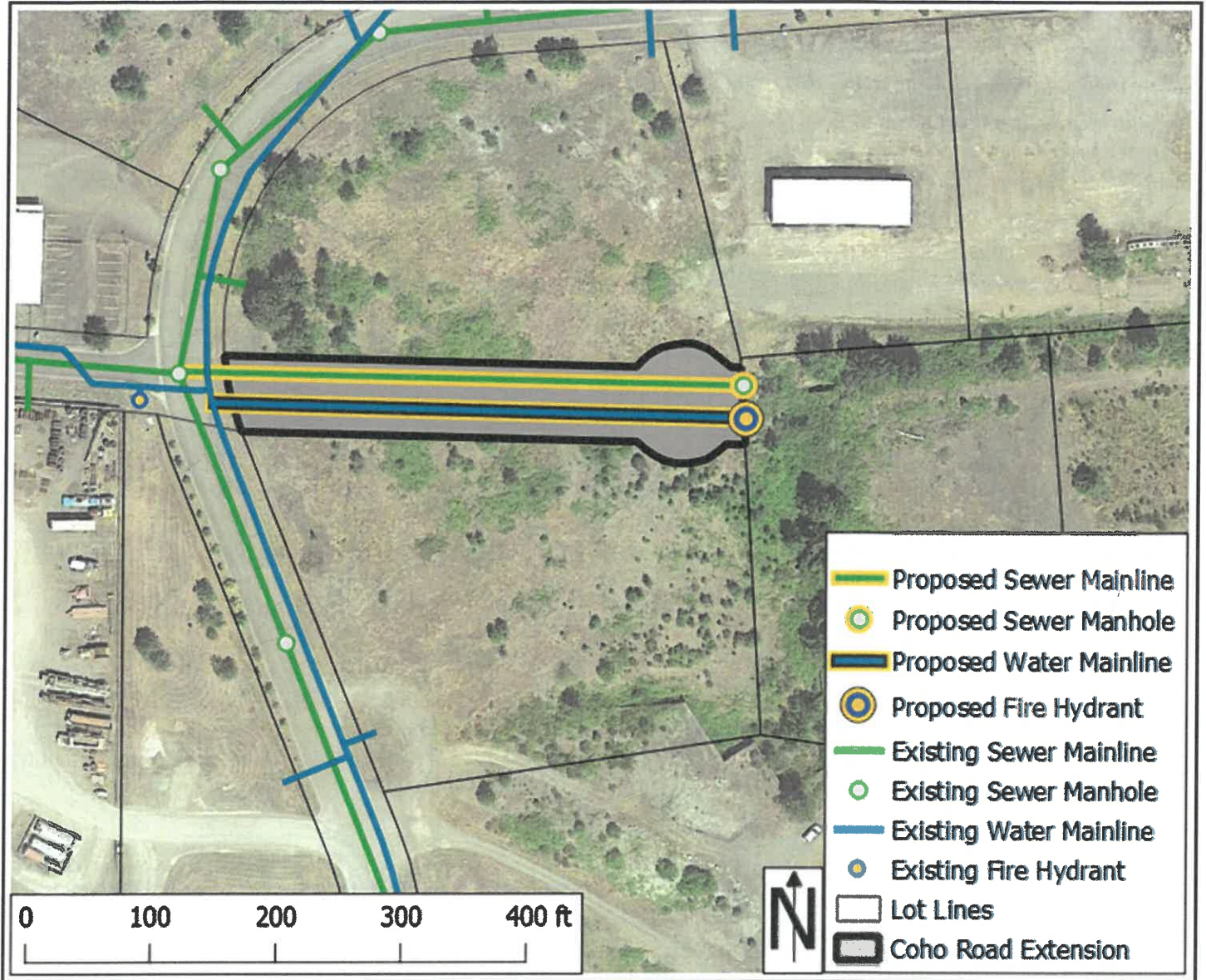
Scope of Work and Costs:

6 New Hydrants	\$	9,000
Kokanee Segment ≈ 1550 Lf	\$	465,000
Park Segment ≈ 2060 Lf	\$	618,000
Engineering	\$	50,000
TOTAL:	\$	1,142,000

Cost estimates were derived from using Geospatial Information Science programs to determine the needed length of proposed infrastructure improvements multiplied by a cost per linear foot and parts estimates provided by our City Engineer and our Public Works Department.

Oakridge Industrial Park – Needed Improvements

Project 3 - Coho Road Extension



Project Description:

The Coho Road Extension project will create a new right-of-way on existing city owned property to extend Coho Road to 1 land-locked lot, and greatly improve access to a total of 3 lots. This project will also complete both sewer and water infrastructure needs, by installing approximately 420 linear feet of new paving, 422 feet of new water mainlines, 445 feet of sewer mainline, 1 new fire hydrant, and 1 new manhole vault.

Scope of Work and Costs:

Coho ≈ 420 lf of new paving	\$	252,000
Coho Water ≈ 422 Lf	\$	126,600
1 new Hydrant	\$	1,500
Coho Sanitary ≈ 445 Lf	\$	111,250
1 new Manhole	\$	3,500
Engineering	\$	30,000
	\$	524,850

Timeframe for completion (for all 3 projects combined):

Once these projects are funded, the expectation for completion is 9 – 16 months. Request for proposals, and award to contractor timeframe is expected to be three to four months. Following an award to the selected contractor, the time of completion is expected to be six twelve months.

Letter to Proceed from Business Oregon	Start
Request for proposal to awarded contract	3 - 4 months
Start of contracted work to completion	6 - 12 months
Total time to completion	9 - 16 months

Existing site conditions:

The Oakridge Industrial Park is currently about half complete in regards to water and sewer infrastructure. There are 7 lots that already have fully paved roads. In previous years the Industrial Park has gone from the Pope and Talbot mill site to a partially developed industrial site. The development that has already occurred includes infrastructure for a little more than half of the industrial park.

Economic Impacts:

The lack of necessary infrastructure in this portion of the Industrial Park has long been the primary reason for lack of development at these sites. By providing necessary infrastructure the city can expect to see seven new businesses ranging from Light industrial to commercial. The economic impacts over the next 10 years are likely to produce a hub of new business opportunities.

Funding Willamette Mercury TMDL Implementation with RARE partnership

Water Quality, Total Maximum Daily Load, RARE AC



UNIVERSITY OF
OREGON



Resource Assistance for
Rural Environments (RARE)

Agenda

- Overview of funding opportunity
- RARE program
- Application components and timeline
- Community partnerships
- Project ideas and examples
- Questions



Columbia River Basin Restoration Program

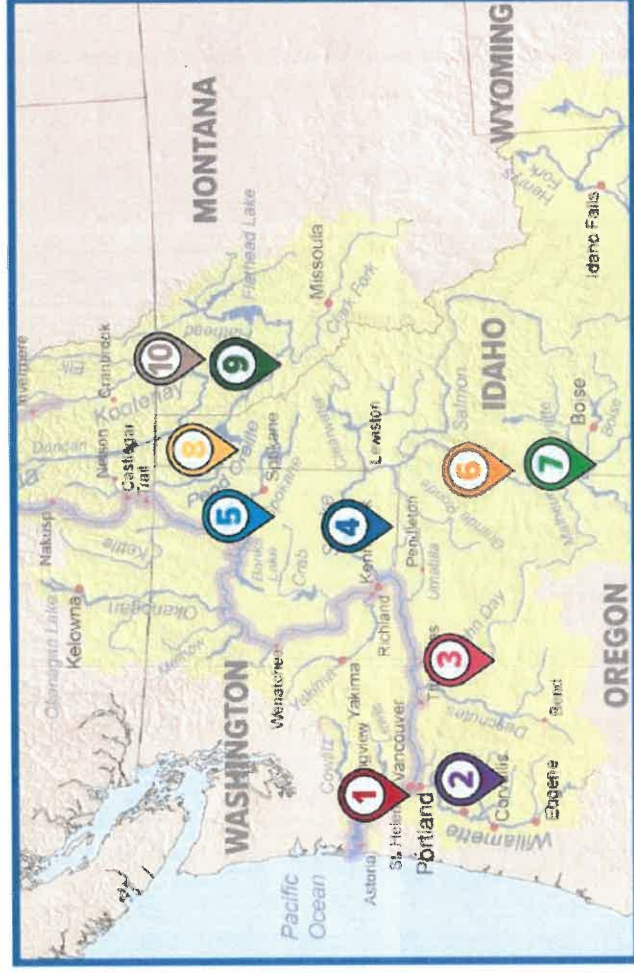


- Federally established program to restore Columbia River Basin and under CWA
- Competitive funding opportunity for reduction of listed toxics in the Columbia River Basin and major tributaries



2023 TOXIC REDUCTION LEAD GRANTEEES

- | | | | |
|----------|--|-----------|--|
| 1 | Lower Columbia Estuary Partnership | 6 | The Freshwater Trust |
| 2 | Urban Waters and Wildlife Partners | 7 | City of Nampa, Idaho |
| 3 | Oregon Department of Environmental Quality | 8 | Upper Columbia United Tribes |
| 4 | Salmon-Safe Columbia Partner Network | 9 | University of Montana Pesticide Stewardship Partnership |
| 5 | Washington Department of Ecology | 10 | Montana Department of Natural Resources and Conservation |



- Over \$72 million in BIL funding awarded in 2023
- DEQ awarded just over \$6 million to support 5 projects including the DEQ-RARE partnership
 - Funding period is 2024 through 2028

Intended Purpose of Partnership

- Work with RARE AC to support rural communities in successfully implementing the Willamette Mercury TMDL
- Provide education, outreach, and training to DMA staff, RARE members and communities
- Foster cross-community collaboration
- Create projects that can be shared across the basin and state

Willamette Mercury TMDL

- 104 City and County DMAs were identified in the Willamette Mercury TMDL with specific requirements related to erosion and sediment reductions
- BMP requirements mostly focus on stormwater measures for reduction
- Many DMAs have documented time and funding constraints to implementation

*This funding was awarded to support toxics reduction so projects must be relevant to Mercury reductions and the goals of the Willamette Mercury TMDL



Who We Are

The mission of the Resource Assistance for Rural Environments (RARE) Program is to **increase the capacity of rural communities** to improve their economic, social, and environmental conditions, through the assistance of **trained graduate-level participants** who **live and work in communities for 11 months**.



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





Who We Are

The RARE AmeriCorps Program has been empowering rural Oregon leaders since 1994 and has placed more than 600 members in every county in the state.

Where We Live

- AmeriCorps
- University of Oregon
 - School of Planning, Public Policy, and Management
 - Institute for Policy Research and Engagement

People

- Titus Tomlinson, Program Director
- Liz Gronert, Program Coordinator
- Ken Ward, Program Assistant
- Julie Foster, Grants Administrator



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





Leveraging Resources for Rural Oregon

The RARE AmeriCorps Program strives to link, leverage, and align resources to achieve success!

University of Oregon

- Library, Software, Staff, and Faculty

Statewide Partners

- Energy Trust of Oregon, GEOS Institute, Humble Beginnings, Lake County Resources Initiative, Oregon Food Bank, Oregon Main Street, Oregon Office of Emergency Management, Sustainable NW, The Ford Family Foundation, Travel Oregon

RARE Network



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





What We Do

We match change-makers with communities across the state to take on meaningful and impactful placed-based projects, chosen by the communities themselves.

- Community & Economic Development
- Sustainability & Environmental Planning
- Food Systems



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





Benefits to Your Community

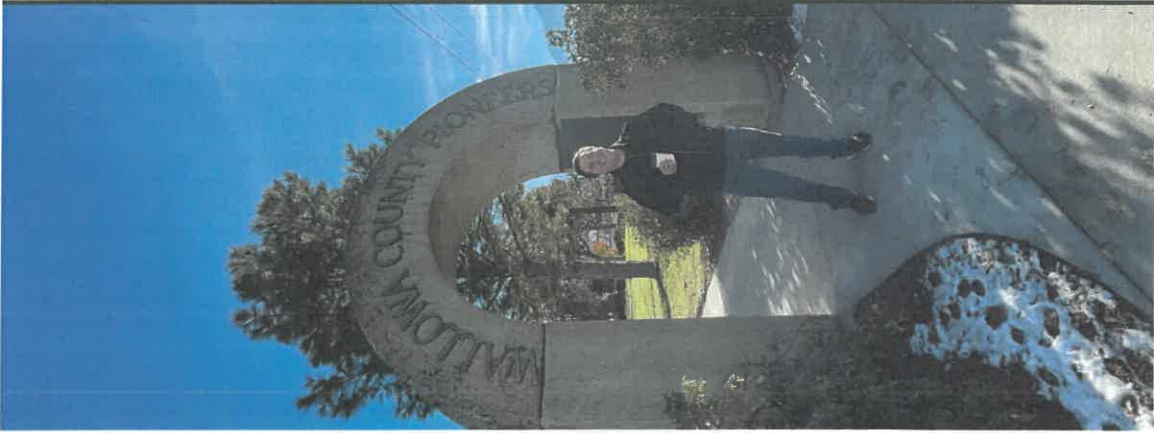
- 11 months/1700 hours of service from a RARE member
- Quarterly trainings for members in Community Development, Grant Writing, Communication, Economic Development, Facilitation, Leadership, Etc.
- Tools, resources, and expertise available to all members via the University of Oregon and our statewide partners
- Member and host organization support from RARE staff
- Project support and topically focused expertise from the Institute for Policy Research and Engagement
- Cross-placement collaboration
- Reduced administrative burden
- Technical assistance from DEQ



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





Are You RARE'n to Go?

- Clear goal(s) to improve social, economic, or environmental well-being for rural Oregon
 - A RARE at your organization for 11 months will help you reach those goals
 - Tangible results from your organization's projects
- Supervision and mentorship
- Able to provide tools to do the work
- DEQ to Cover Match: \$26,000
- September – July Timeframe



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





Placement Timeline

April 1 - Community Applications Due

Mid/Late April - Host Organization Interview Calls with RARE Staff

Early May - Invitation to Participate

May 29 - Position Descriptions due

June 24-28 - Placement Interviews with Members

Early July - RARE Plays Matchmaker

August 15 - Supervisor Orientation

September 9 - Member Begins Service



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





Matchmaking Process



Win-win for member and host organization



Member preferences for geography, topic area



Long process – but that’s how the magic happens!



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)





What Makes a Good Application?

When selecting RARE communities, we're looking for **impactful projects and strong service-learning opportunities.**

- Project Quality – 3-5 appropriately-scaled projects
 - Outreach & Engagement
 - Demonstrated Water Quality Benefits
- Supervisor Readiness – supervision and mentorship
 - DEQ Expertise to Support Member Cohort
- Community Support & Capacity
- Commitment to Social Justice/Equity Lens
- Rural
- Ability to match



UNIVERSITY OF
OREGON

Resource Assistance for
Rural Environments (RARE)



Community partnerships

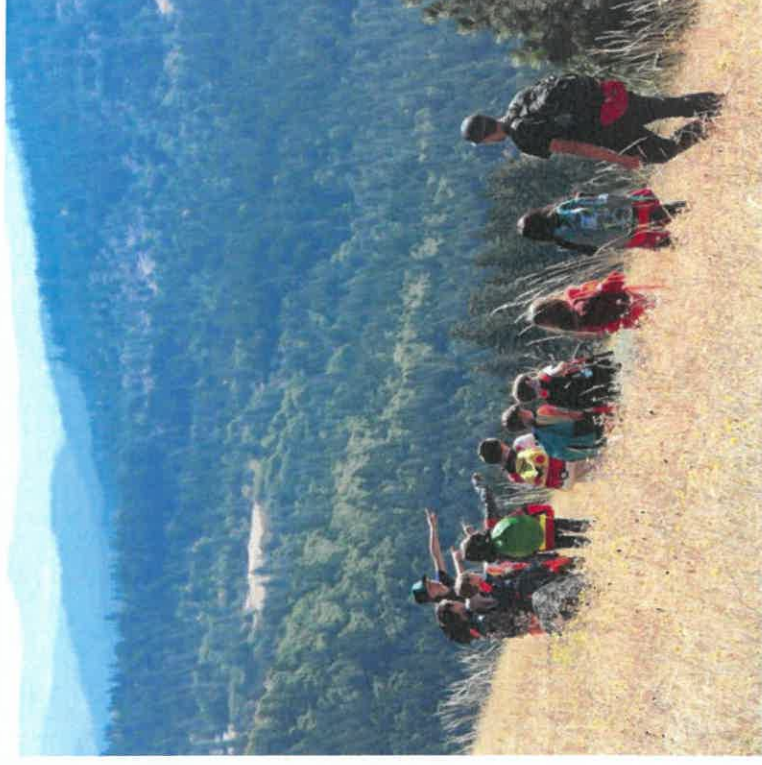
- Applications from multiple communities in close proximity to collaborate on a project are encouraged for this funding opportunity
- Please reach out to your Basin Coordinator to indicate you are interested in partnering with a nearby community
 - Basin Coordinators can share contact information for interested communities

Intended Purpose of Partnership

- Work with RARE AC to support rural communities in successfully implementing the Willamette Mercury TMDL
- Provide education, outreach, and training to DMA staff, RARE members and communities
- Foster cross-community collaboration
- Create projects that can be shared across the basin and state

Project Example #1: Education and Outreach Focus

- DMA would like to develop their education, outreach, and public involvement programs
- RARE member projects include:
 - landowner outreach to build a culture around local streams, and promote clean water behaviors
 - newsletter articles and social media content on water quality with a stormwater focus
 - a community event centered on water quality
 - outreach to local schools and presentations in classrooms



Project Example #2: Program Evaluation Focus

- DMA needs support in developing applicable ordinances and enforcement procedures
- RARE member projects include:
 - Review current city codes and identify gaps and barriers to implementing LID
 - Research appropriate codes to meet requirements and make recommendations
 - Work with DMA to formalize agreements with other entities to implement TMDL requirements
 - Develop erosion control and low-impact design pamphlet to share with permit applicants and developers



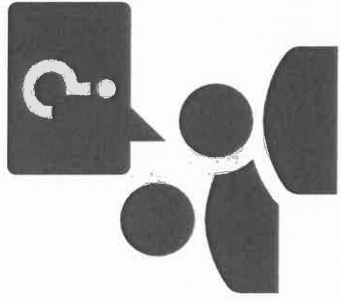
Project Example #3: Good Housekeeping Focus

- DMA wants to focus on developing their Good Housekeeping program
- RARE member project includes:
 - Develop a good housekeeping guidance manual and resource guide for staff
 - Update DMA website with water quality information including complaint links and contacts
 - Help staff prepare for city council presentations
 - Support development of TMDL implementation annual reports
 - Coordinate regional household hazardous waste collection event



Additional Project Examples

- Plan and implement at least one riparian restoration project
- Identify the most beneficial areas for restoration and preservation compared with budget restraints
- Public outreach and permitting support for erosion prevention permits.
- Develop resources for erosion prevention and vegetated drainage systems based on best available research
- Develop best practices communications tools for landowners and managers
- Help prepare and present reports to City Council and DEQ
- Work with City staff to develop and implement plan to prevent pollution discharge at City facilities.
- Identify existing data and gaps in mitigation measures
- Data Collection, GIS Mapping stormwater infrastructure
- Develop a catch basin cleaning program.
- Develop GIS layers from shared data sources
- Create forms for public to file complaints with concerns and issues related to stormwater
- Work with DMA to obtain a conservation easement



Questions?

Contact us

DEQ

Grace Goldrich-Middaugh
(541) 972-5520

Grace.goldrich-middaugh@deq.oregon.gov

OR

Reach out to your basin coordinator!

RARE AC

Titus Tomlinson
(541) 513-9989
titust@uoregon.edu

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: TV Butte/Old Hazeldell
Quarry Opposition Letter & Old Dunning
Road Landfill Issue

Proposed Council Action: A motion from
the floor to approve

Agenda Item No: 10.8

Exhibits: Draft Opposition Letter, Flyers from
the 3/11/24 "Save TV Butte/Oakridge Strong"
townhall meeting

Author: CA

ISSUE:

In 2011, the City of Oakridge sold property on TV Butte (located next to the Oakridge Industrial Park) to "Crown Properties, LLC," an investment company owned by Ed King. He then began buying additional property on the butte (223 total acres to date) through other companies he controls including "Stonebroke LLC" and "Old Hazeldell Quarry LLC," then eventually applied to Lane County to amend the Lane County Rural Comprehensive Plan and rezone this forested land (zoned "F2"), to be able to operate a gravel mine there for 50+ years.

Part of the land includes an old landfill, which had been operated by the city and Lane County before the garbage was burned & buried without any meaningful environmental testing. In the 2011 Sales Agreement for the land that included the landfill, the City agreed to the following, which after review by the CA and the City Attorney, appears to imply that the City could *potentially* be liable (at least in part) in the future for some or all environmental issues stemming from the old landfill:

11.3 The parties acknowledge the possibility of Hazardous Substances existing on the Landfill Portion of the Property prior to Buyer's possession of the Property. Therefore, Seller agrees that it shall indemnify and hold Buyer harmless to the extent allowed by law for any loss, liability, claim, damage, clean up cost, fine, fee, penalty or the like suffered directly or from a third-party claim or any other persons or property arising out of or related to the existence, placement or contamination resulting from Hazardous Substances on the Landfill Portion of the Property. The term "Hazardous Substance" shall mean any hazardous, toxic, infectious, or radioactive substance, waste, and material as defined or listed by any "Environmental Law" and shall include, without limitation, petroleum oil and its fractions. The term "Environmental Law" shall mean any federal, state, or local statute, regulation, or ordinance or any judicial or other governmental order pertaining to the protection of health, safety, or the environment.

A group of concerned citizens started an organization called "Save TV Butte" to lead the effort to oppose the first attempt to build the quarry. In 2016, the rezoning effort was denied by Lane County. In late 2023, a *new* rezone petition was filed. The "Save TV Butte" group reorganized and changed their name to "Oakridge Strong" and started a petition in opposition. On 3/11/24, the group hosted a "townhall meeting" at Oakridge High School to further discuss the issue and their reasons for opposing the new application to rezone the property to allow for a rock quarry. Flyers from that meeting are included as exhibits. More information on this group can be found at: www.oakridgestrong.org/ and www.facebook.com/groups/NoOldHazeldell/

The Oakridge City Council wrote a letter of opposition to the first proposed quarry back in 2016. At the request of the current City Council at a prior City Council meeting, Councilors Hollett, Brewer, and Tarman* drafted a new letter of opposition to the current proposal for City Council's consideration.

*Councilor Tarman replaced Councilor Bjarnson as 1 of the 3 Councilors tasked with drafting the new letter of opposition.

The Westfir City Council is also considering joining in opposition. A Lane County Planning Commission hearing date on the application has not been set yet but is expected soon. Below is a photo of TV Butte, with the Oakridge Industrial Park in the background:



The current application is here: <http://apps.lanecounty.org/LMDPro/FileViewer.aspx?ID=25353069>

A link to the 2016 application is here:

www.lanecounty.org/government/county_departments/public_works/land_management_division/land_use_planning__zoning/old_hazeldell_quarry_project_page

FISCAL IMPACTS: UNK

OPTIONS: Approve, Deny, or request additional edits to the draft letter of opposition

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS: *"I move to approve the draft letter of opposition."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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 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.

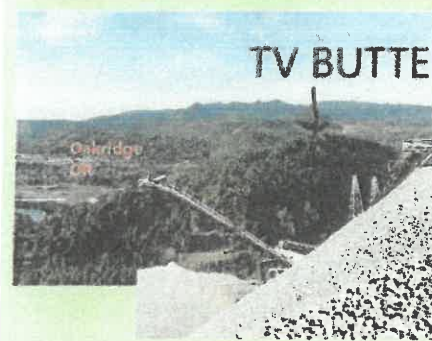
From 3/11/24 "Townhall"



Help Save TV Butte

Find out how your life will be impacted

The time to act is now!



TOWN HALL MEETING

Monday March 11 From 6 ~ 8

Oakridge Highschool Auditorium

oakridgestrong.org

Ed King and a group of Investors have filed an application with the Lane County Commissioners to destroy TV BUTTE with a planned 50 year mountain removal, gravel pit mining project. King brags about releasing rehabbed raptors on his land yet rock dust will choke our eagles and osprey to death.

The potential destruction of TV Butte by the proposed Old Hazeldell Quarry Project, which would span 35-50 years and destroy the pristine beauty, serenity, economy & air quality in our town. Over 80 gravel trucks daily, will clog our roads. They will waste no less than 5000 gallons of water daily and produce harmful, invisible silica dust, that will choke our children as they play on our ball fields and our rivers will begin to suffer. Oakridge will lose tourism, property values will drop and our quality of life will be ruined.

The town of Milford discovered this during their fight.

On average, property within a mile of the quarry will lose about 19% of its value as soon as a quarry begins. For example, a \$350,000 home will lose about \$67,000 if it is within a mile of the quarry. For Lower Milford Township, this loss translates to more that \$6 million loss in property value with its attendant loss in local taxes, change in the type and mix of new construction, and other effects. These losses do not account for loses in other areas where truck traffic, dust, noise will contribute to further loss in property value. *Even if BLASTING OCCURS a few times a week -it will strip our butte of all wildlife, it will run off the elk, and increase landslides in heavy rain. It will be very ugly.*

Donate your time, expertise or money to save YOUR HOME.

We need your help by attending meetings, helping to organize fundraisers, helping us find expert 'ologists', grant writers, researchers, marketers & any other ideas to preserve our town.

oakridgeoregonstrong@gmail.com

OAKRIDGE FUTURE???

- PROPERTY VALUES DROP
- NOISE POLLUTION
- AIR POLLUTION
- HWY 58 TRAFFIC DELAYS
- ELK HABITAT DESTROYED
- GROUND WATER RUINED
- RUINED FISH HATCHERY
- TOURISTS GONE
- NOTHING POSITIVE FOR US!



Is it unhealthy to live near a quarry?

Rock quarries create invisible dust particles proven to cause silicosis—a progressive, incurable lung disease. Long-term exposure to particulate matter is strongly associated with heart disease, stroke, infertility, and pregnancy complications.

From 3/11/24 "Townhall"

Save TV Butte/Oakridge Strong/Old Hazeldell Quarry - Townhall Bulletpoint

Introductions

What is Save TV Butte. What is Oakridge Strong

What is Old Hazeldell Quarry

What is The Process:

What we are currently doing

Details of the quarry based on Applicant/How often would this quarry run?

Issues with our community

- Economy/Tourism
- Property Values
- Noise
- Visually
- Air Quality Issues in Oakridge/Westfir
- Potential Water/Environmental Impacts
- Big Game Impacts
- Indigenous Heritage

Things we have tried

What can I do to help?

- Send in your testimony. Anyone who would like to submit testimony and documentation to the county can send to the county admin at Taylor.CARSLEY@lanecountyor.gov. I would suggest to reference the application #'s 509-PA23-05452 and 509-PA23-05454 for the Old Hazeldell Quarry Application.
- **Regarding the landfill. We need to obtain testimonies if you saw dumping occur with your own eyes. We understand this is a sensitive subject and you can reach out or talk to any of us and we can list it as anonymous testimony. But we would still need to hear you state it, for us to be able to submit as an anonymous testimony.
- Donate to go fund me (can locate thru Website oakridgestrong.org) or you can donate directly to Save TV Butte – talk to Linda McMahon and/or Sabrina Ratkowski on how to write out checks and/or if you would like to have a receipt provided for any larger donations for tax purposes.
- Volunteer: We have multiple tasks we need assistance with. Research, event planning & volunteering, marketing, reach outs, plus a multitude of various tasks to help with the validity of our arguments, which can help us with this cause.

Please reach out thru the contact on the website of oakridgestrong.org or email either oakridgeoregonstrong@gmail.com Or savetvbutte@gmail.com

Q&A



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

DATE: March 16, 2024
TO: Lane County Planning Commission and Lane County Board of Commissioners
FROM: Oakridge City Council
RE: Hazeldell Quarry – Planning File 509-PA23-05454 – Ordinance No PA 1385

Lane County Planning Commission & Lane County Commissioners,

Recently an unprecedented number of Oakridge citizens have gathered before City Council to voice their concerns on the Hazeldell Quarry Mining Project. The Oakridge City Council heard from its neighbors, some of them lifelong residents of the Dunning Road/Fish Hatchery neighborhood, all within proximity of the proposed mining site. Through public comment, “Save TV Butte” presentations, and committee meetings, our citizens spoke of their concerns.

Residents spoke of the peace and tranquility of their remote area. Many of these people have invested a lifetime into their homes, some having built them personally. They spoke of the clean air, fresh spring waters, quiet forests, and abundant wildlife. One such topic was the locally known “Dunning Road Elk Herd” and their calving grounds, which are located on this proposed site. This notorious gathering of cows, calves and proud bulls is long awaited by residents. These cows, bulls and their offspring return year after year to birth and graze. The tranquility that comes from this remote area is something that residents, wildlife and visitors of the Oakridge area have come to enjoy and settle in.

Members of Council agreed that no amount of proposed land use changes or testing could justify the risk to our city’s well-being. This chosen commercial use would impact the community as a whole. Economically, socially, environmentally, our town would suffer, not to mention taking away the “covenant of quiet enjoyment.” Due to the profound negative impact, there is no risk assessment that is worth our support.

The proposed mine site was previously home to a landfill that could *potentially* contain hazardous and toxic materials. If hazardous materials are present, disturbing them could greatly impact our community due to possible stream and groundwater contamination. The exact size and location of the dump site has never been determined and sampling has not been completed to locate and map the extent of the dump site. For the City of Oakridge, the liability goes far beyond the potential environmental hazards. According to the original 2011 Sales Agreement, we, the City of Oakridge, are liable for “any loss, liability, claims, clean-up costs, fees or penalties that arise from this landfill and or its contents.” This leaves us extremely environmentally *and* financially vulnerable.

Goal 5 and 6 clearly show the direction Lane County leans towards with our environment. Unfortunately, in the past, it seems that the Lane County Board of Commissioners have chosen to take claims written, all without having set foot on this land and ahead of considering the impact a mine would have on their own community facing this crisis. Research shows that Quarry and Mining Operations create multiple Health Hazards, despite regulatory efforts. Oakridge residents are already struggling with barriers relating to Poverty, Access to Medical Care, and Chronic Disease. Our city simply cannot withstand the impact of this mine, period.

The Environmental Protection Agency awarded Oakridge a \$4.9M Targeted Air Shed Grant “to reduce air pollution in areas with the highest levels of ozone and PM 2.5 ambient air concentrations”. Given our city’s location and the yearly threat of wildfires, the City of Oakridge is more than qualified for this grant. Our city and community have gone to great lengths to improve our Air and Water Quality and will continue to do so. The silica dust pollution created by this site, despite mitigation efforts, will not prevent particulates in our air. Our citizens will be subjected to this dust on an ongoing basis. With an expected 85 dump trucks per day, coming and going up and down our roads and highway, there will be no escaping the toxins. With this grant contribution, we have already begun efforts to maintain that standard. A mining quarry adjacent to this community threatens our quality of life, as well as undoing the efforts already implemented by the EPA.

Some of our partners in the efforts to improve our air quality have been Lane Electric, Oregon Regional Solutions, South Willamette Solutions, Homes for Good, Oregon Housing and Community Services, St. Vincent DePaul, Lane County Public Health, Orchid Health, Lane County Economic Development, U.S. Forest Service, Oregon Dept. of Environmental Quality, Senator Prozanski, Sustainable Northwest, and the Oakridge School District.

As you may know, this blasting quarry project cannot guarantee the type of explosives they will be using, or which mining company will be running the mine. Records show mining operations are notorious for ignoring compliance rules and implemented fines that impact their bottom line, regardless of the damage they are causing. Simply said, there is no amount of reporting or promises that can determine how this commercial operation will affect the surrounding areas or natural resources that work symbiotically with the land.

Suitable livability is incredibly important to our residents. We as a community value the lifestyle afforded to us by our location within the Willamette National Forest. Over the last decade we have worked tirelessly to promote tourism and become the Mountain Biking Capital of the Northwest, a brand created and promoted by Lane County tourism. This is all based on offering peace and tranquility, while enjoying our outdoors. Lane County as well as the State of Oregon have committed tens of thousands of dollars on behalf of Oakridge to market tourism and assist established and new businesses with beautification and marketing in a tourism-based economy.

The Federal Government as well as Lane County are focused on green solutions for the State of Oregon to solve our challenges. They, as well as many others, have invested in Oakridge, economically, and environmentally. With one vote you will be choosing to either REVERSE or

PROTECT all of these efforts. The City Council has an ethical and legal responsibility to ensure that our citizens receive an adequate supply of safe drinking water free from contaminants, clean air free from silica dust, safe traveling on our roads and highways as well as acceptable noise levels without the use of berms and DbA readings.

While we understand that you are being directed to decide on the remanded points, we are also urging you to courageously make a statement and stand with the citizens of our community and your County. We ask for your support in voting down this infringement of our basic human rights.

Being residents of this small community ourselves, and having heard our neighbors' concerns, by unanimous vote, the Oakridge City Council moved to formally oppose the Hazeldell Mining Quarry Project.

Respectfully,

The City of Oakridge City Council:

Mayor Bryan Cutchen
Council President Dawn Kinyon
Councilor Michelle Coker
Councilor Dirk "Poncho" Tarman
Councilor Christina Hollett
Councilor Melissa Bjarnson
Councilor Kelly Brewer

Attachment: A letter dated 1/17/24 from Oakridge area resident Michelle Emmons-McPharlin to Oakridge City Council

Attachment

January 17, 2024

TO: Oakridge City Council

RE: Request for Oakridge City Council to continue to oppose the Old Hazeldell Quarry

Dear Esteemed Oakridge Mayor and City Councilors,

It has been called to many community members' attention that the Oakridge City Council will hold an updated special session, to discuss the Council current position on the proposed gravel mine on TV Butte. This is an issue that will disproportionately affect local residents for the next 35-55 years (as outlined on The Old Hazeldell application). The Council's letter in 2015 does not reflect the current position of the community. While the fate of this decision rests in the hands of our County commissioners, a new position letter submitted in opposition of the quarry for public record by the current Oakridge City Council, will carry influence and demonstrate that we are a united community in opposition to this project. Below are a few points for your consideration:

--GROUNDWATER SUPPLY CONTAMINATION

The quality of our citywide water supply could be jeopardized. Just 25 feet from the proposed gravel mines Processing Site, is an old landfill. There is not enough evidence to support that continuous daily vibrations from a rock crusher, gravel trucks, etc., within the Processing Area, will keep contaminants from getting into the groundwater supply. The fact that the city of Oakridge is financially liable for any potential leakage from the Exhibit B section of lot 502 (landfill), should require additional city approval.

--AIR QUALITY

Oakridge air quality has regularly been at hazard levels during fire season for several years running. Adding silica dust that will linger in the air above our city and further pollute the air will affect our air quality. Pending millions of dollars by LRAPA to support clean air initiatives in our community, it doesn't make sense that the County would also recommend a project like this, effectively nullifying their investment in the future of our community's air quality standards!

--BIG GAME INVENTORY HABITAT

Based on my recent interview with ODFW wildlife biologist, Christopher Yee, there are several considerations to be pondered regarding the effects of rezoning TV Butte from F1/F2 to accommodate a quarry mine, most critically, the disturbance of prime habitat for our resident elk herd's survival rate. Based on my understanding,

- No big game inventory has been done in this area because elk are considered nonmigratory species, therefore, anything zoned F1/F2 is already considered big game habitat by Lane County and does not require an official inventory to be made. ODFW records elk in the area through aerial survey results.
- The area around Dunning Road and TV Butte is sited regularly for elk habitat. Deer habitat is synonymous with elk habitat and provides a food source for apex predators. ODFW aerial elk surveys are conducted in February to account for elk populations post-hunting season. Winter is also a critical time period for survival, with only a 47% survival rate to spring due to lack of food.
- The smaller the mass of the elk, the lower the probability of it surviving winter. Preserving home range habitat (as F1/F2 zoning provides) provides a greater chance of elk survival.

- Disturbance during the winter is extremely harmful, especially if they are vacating an area they frequent for feeding or they run away due to fear; this cuts into foraging time to attain the mass for survival.
- Impacts to calving grounds from the quarry proposal will be significant – calving areas are at a premium – due to the rate of logging, National Forests do not offer premium habitat conditions for big game, including apex predators. For this reason, home range habitats in F1/F2 areas must be protected and preserved to continue supporting viable populations of elk and deer, and other game dependent upon elk and deer populations as a food source.
- Impact from the quarry in terms of ground blasting and silica air pollution will create significant impacts to migratory birds, reptiles, and amphibians, as well as fish, due to aerosolized particles blown into the creek.

--CONGESTION & HIGHWAY SAFETY

Traffic on Highway 58 is near intolerable now with recent safety concerns cited during the City's opposition with ODOT in an attempt to put our community on a "road diet". Adding 8-9 gravel trucks driving through Oakridge hourly, only exacerbates this issue further.

--NOT ALL GRAVEL QUARRIES ARE EQUAL

This type of mine is different than other area gravel mines in that it relies on regular ground blasting which will cause rising silica dust and particulate matter to enter the air stream, while an additional water supply will be needed in order to water down trucks to keep the dust down while traveling through town. The additional water supply may be tapped from drilling a well into an aquifer affecting our local residents' flow rates and summer rations, and furthermore, decrease the amount of water used to provide wildfire protection for our community. It is worth noting that the Hazeldell Fire District has already provided a written public record in opposition to this project for this very reason.

--NON-COMPLIANT REGULATION, MONITORING, AND ENFORCEMENT STANDARDS

The City of Oakridge and its taxpayers will end up picking up the tab for any issues (including water table mitigation or toxic contamination) caused by the quarry mine. The quarry proposal also cites self-regulation and monitoring reporting required for only a year into its operation, and there are no penalties in place for non-compliance! In other words, after approval, they can do anything they want without reprisal because no one – not the County, not the City, not the State, is going to pay for continued monitoring or compliance enforcement.

For all these reasons, and as a volunteer member of the Save TV Butte effort, I strongly oppose the Old Hazeldell Quarry, and hope that our community's elected officials will step up to the plate and support our residents with a resounding "NOT IN OUR BACKYARD" letter of opposition to this disastrous proposal.

Sincerely,



Michelle Emmons-McPharlin
 Dirt Dojo Adventures, LLC
 High Prairie Mountain House AirBnB
[@dirtdojoadventures](https://www.instagram.com/dirtdojoadventures) / [#adventureswithheart](https://www.instagram.com/adventureswithheart)
 76707 High Prairie Rd. Oakridge, OR 97463
michelle@dirtdojoadventures.com

Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: RTMP & TRT Funding Requests

Agenda Item No: 10.9-10.16

Proposed Council Action: A Motion from the floor to approve (each request)

Exhibits: 1. 7 RTMP/TRT Funding Requests
2. RTMP & TRT Financial Data
3. RTMP/TRT/Block Grant Rules & App. Forms

Agenda Bill Author: CA

ISSUE:

The RTMP/TRT Committee met twice in March for **6.5 hours** total hours (including 4.5 *straight* hours with no breaks on 3/6/24 – for which all of the committee members should be applauded) to review and make recommendations to City Council regarding the 7 RTMP and/or TRT funding requests in front of City Council tonight. Recordings of both committee meetings are on the City’s YouTube page. All 7 funding requests are attached as exhibits and organizers/representatives from each group requesting funds will be at the meeting.

The primary reason for these meetings being so long is due to the fact ***we do not know with any certainty how much RTMP and TRT funds are remaining in our accounts.*** All available RTMP & TRT financial data (balances of each fund from the last 2 finance reports an Excel spreadsheet prepared by the Finance Director, and an Excel spreadsheet prepared by 3 City Councilors) are included as exhibits.

Estimates for the **RTMP** balance range from **\$18,869.00 to \$28,869** (\$18,869 is what is listed on the current finance report. \$28,869 is from taking the \$31,369 the city received in RTMP funds in December, minus \$2,500 for the only known RTMP funding request approved by City Council since that \$31,369 was received).

Estimates for the **TRT** balance range from **\$25,000 to \$34,272.10** (\$25,000 is based on what the Finance Director previously reported to Council a few months ago. \$34,272.10 is what is listed on the current *and* last month’s finance reports).

The committee decided to use **\$25,000** as a “safe” starting point for each fund when making their recommendations to City Council.

The City’s current RTMP, TRT, and TRT Block Grant Program guidelines/rules & application forms are also attached as exhibits. ***The city’s guidelines/rules have both been reviewed and determined to be OK (legal) by Lane County staff.***

FISCAL IMPACT: UNK

OPTIONS: Approve, deny, or modify each request for funding

RECOMMENDATION: See RTMP/TRT Committee’s recommendations for each request

The RTMP/TRT Committee's recommendations are as follows:

10.9 Request to consider lowering the amount of FY 23-24 TRT Block Grant funds:

On 3/6/24, the Committee recommended setting aside \$6,000 in TRT funds for the TRT Block Grant Program through the end of FY 23-24 (through June 2024). On 3/7/24 City Council agreed with the committee and made a motion to this effect. However, on 3/12/24, the Committee met again and after looking at the financial data, determined that there may not be enough remaining TRT funds to do this, and voted unanimously to request that City Council rescind their previous Motion from 3/7/24, and then pass a new motion to only set aside \$2,000 in TRT funds for the TRT Block Grant Program through the end of FY 23-24 instead. There are no known Block Grant applications at this time.

According to Roberts Rules of Order, a Motion to Rescind a prior Council action normally requires a 2/3 majority vote, but it only a **simple majority if notice is given (which in this case it was via this item being on the Council Agenda)*

10.9 RECOMMENDED MOTION 1: *"I move to rescind Council's previous motion to reserve \$6,000 in TRT funds through the end of this fiscal year for the TRT Block Grant Program."*

10.9 RECOMMENDED MOTION 2 (if Motion 1 passes): *"I move to reserve \$_____ in TRT funds through the end of this fiscal year for the TRT Block Grant Program."*

10.10 The Bus Fair \$15,000 RTMP & TRT funding & free bus service requests:

The committee voted 5-0 to recommend awarding \$2,500 in RTMP funds + \$7,500 in TRT funds + use of 13 hours of the city's free LTD bus services (\$15,000 in RTMP & TRT funds and/or waivers was requested).

Also, on 2/12/24, the Parks & Community Services Committee voted unanimously to recommend that City Council grant the Bus Fair's request for additional RTMP and/or TRT funds so that they can pay the city's park rental fees of \$7,700 in full without requesting fee waivers.

10.10 RECOMMENDED MOTION: *"I move to grant \$_____ in TRT funds and \$_____ in RTMP funds, and 13 hours of free bus service to **The Bus Fair.**"*

10.11 UBRA \$6,250 TRT funding request:

The committee voted 5-0 to recommend awarding \$6,250 in TRT funds (\$6,250 in TRT and/or RTMP funds was requested).

10.11 RECOMMENDED MOTION: *"I move to grant \$_____ in TRT funds to **UBRA.**"*

10.12 Keg & Cask Festival \$6,500 RTMP & TRT funding request:

The committee voted 4-1 to recommend awarding \$2,000 in TRT funds + \$1,000 in RTMP funds (\$6,500 in RTMP funds was requested).

10.12 RECOMMENDED MOTION: *"I move to grant \$_____ in TRT funds and \$_____ in RTMP funds, to the Keg & Cask Festival."*

10.13 Chamber of Commerce \$15,800 RTMP & TRT funding request:

The committee voted 4-1 to recommend awarding \$2,500 in TRT funds (\$15,800 in RTMP and/or TRT funds was requested).

10.13 RECOMMENDED MOTION: *"I move to grant \$_____ in TRT funds and \$_____ in RTMP funds, to the Chamber of Commerce."*

10.14 Concerts in the Park \$12,314 RTMP & TRT funding request:

The committee voted 5-0 to recommend awarding \$1,000 in RTMP funds (\$12,314 in RTMP and/or TRT funds was requested). They were unable to come to a decision regarding how much in TRT funds to recommend.

10.14 RECOMMENDED MOTION: *"I move to grant \$_____ in TRT funds and \$_____ in RTMP funds, and \$_____ in fee waivers to Concerts in the Park."*

10.15 Triple Summit Challenge \$3,000 RTMP & TRT funding request:

The committee voted 5-0 to recommend awarding \$1,000 in RTMP funds + \$1,500 in rental fee waivers (\$3,000 in RTMP funds and/or fee waivers was requested).

10.15 RECOMMENDED MOTION: *"I move to grant \$_____ in RTMP funds, and \$_____ in fee waivers to the Triple Summit Challenge."*

10.16 Sasquatch Festival \$13,445 RTMP & TRT funding & free bus service requests:

The committee voted 5-0 to recommend awarding \$7,500 in TRT funds + \$3,000 of park rental fee waivers + use of 11 hours of the city's free LTD bus services* (\$13,445 in RTMP & TRT funds and/or waivers was requested).

**If the 13 hours of free bus service is granted to The Bus Fair as requested and recommended by the Committee in item 10.10, this request by the Sasquatch Festival for the remaining 11 hours of free bus service is in conflict with the FEAST request for 6 hours in item 10.17*

10.16 RECOMMENDED MOTION: *"I move to grant \$_____ in TRT funds and \$_____ in RTMP funds, and \$_____ in fee waivers, and _____ hours of free bus service to the **Sasquatch Festival.**"*

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

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

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.

- Latest

RTMP

3/15/2024 8:56pm

City of Oakridge Statement of Revenue and Expenditures

Page

Revised Budget
For RTMP (102)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remain Budget
Revenues					
Beginning Fund Balances Revenues					
102-00-500001 Beginning Fund Balance	\$ 1,203.58	\$ 0.00	\$ 14,443.00	\$ 2,494.90	82.73%
Total Beginning Fund Balances Revenues	1,203.58	0.00	14,443.00	2,494.90	82.73%
Intergovernmental Revenues Revenues					
102-00-515300 RTMP Funds	1,583.33	0.00	19,000.00	31,369.00	(65.10%)
Total Intergovernmental Revenues Revenues	1,583.33	0.00	19,000.00	31,369.00	(65.10%)
Total RTMP Revenues	\$ 2,786.92	\$ 0.00	\$ 33,443.00	\$ 33,863.90	(1.26%)
Expenditures					
Materials & Services Expenditures					
102-00-400220 RTMP Fund Projects_Current Year	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 8,494.90	0.00%
Total Materials & Services Expenditures	0.00	2,500.00	0.00	8,494.90	0.00%
Fund Transfers Expenditures					
102-00-401083 Transfer of Funds RTMP	0.00	0.00	0.00	6,500.00	0.00%
Total Fund Transfers Expenditures	0.00	0.00	0.00	6,500.00	0.00%
Total RTMP Expenditures	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 14,994.90	0.00%
RTMP Excess of Revenues Over Expenditures	\$ 2,786.92	\$ (2,500.00)	\$ 33,443.00	\$ 18,869.00	43.58%

70?

True

should be 2,500?

18,869.00

Should be 29k?

RTMP

2/8/2024 4:06pm

City of Oakridge Statement of Revenue and Expenditures

Page 7

Revised Budget
For RTMP (102)

For the Fiscal Period 2024-7 Ending January 31, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
102-00-500001 Beginning Fund Balance	\$ 1,203.58	\$ 0.00	\$ 26,391.10	\$ 2,484.90	90.55%
Total Beginning Fund Balances Revenues	1,203.58	0.00	26,391.10	2,484.90	90.55%
Intergovernmental Revenues Revenues					
102-00-515300 RTMP Funds	1,583.33	31,369.00	19,000.00	31,369.00	(65.10%)
Total Intergovernmental Revenues Revenues	1,583.33	31,369.00	19,000.00	31,369.00	(65.10%)
Total RTMP Revenues	\$ 2,786.92	\$ 31,369.00	\$ 45,391.10	\$ 33,853.90	25.40%
Expenditures					
Materials & Services Expenditures					
102-00-400220 RTMP Fund Projects_Current Year	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,994.90	0.00%
Total Materials & Services Expenditures	0.00	0.00	0.00	5,994.90	0.00%
Fund Transfers Expenditures					
102-00-401083 Transfer of Funds RTMP	0.00	6,500.00	0.00	6,500.00	0.00%
Total Fund Transfers Expenditures	0.00	6,500.00	0.00	6,500.00	0.00%
Total RTMP Expenditures	\$ 0.00	\$ 6,500.00	\$ 0.00	\$ 12,494.90	0.00%
RTMP Excess of Revenues Over Expenditures	\$ 2,786.92	\$ 24,869.00	\$ 45,391.10	\$ 21,359.00	52.92%

0?

True

Should be 2,500?

?



Should actually be ~~21,359~~?
29K?

TRT

City of Oakridge

Statement of Revenue and Expenditures

Revised Budget

For TRT Transient Room Tax (101)

For the Fiscal Period 2024-8 Ending February 29, 2024

- latest
3/15/2024 8:56pm

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
101-00-500001 Beginning Fund Balance	\$ 2,730.83	\$ 0.00	\$ 32,770.00	\$ 34,940.46	(6.62%)
Total Beginning Fund Balances Revenues	2,730.83	0.00	32,770.00	34,940.46	(6.62%)
Licenses, Permits, Misc. Taxes Revenues					
101-00-503500 Transient Room Tax	3,060.00	0.00	36,720.00	15,991.75	56.45%
Total Licenses, Permits, Misc. Taxes Revenues	3,060.00	0.00	36,720.00	15,991.75	56.45%
Total TRT Transient Room Tax Revenues	\$ 5,790.83	\$ 0.00	\$ 69,490.00	\$ 50,932.21	26.71%
Expenditures					
Materials & Services Expenditures					
101-00-400228 Transient Income Projects-Current Y	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,660.11	0.00%
Total Materials & Services Expenditures	0.00	0.00	0.00	16,660.11	0.00%
Total TRT Transient Room Tax Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,660.11	0.00%
TRT Transient Room Tax Excess of Revenues Over Exp	\$ 5,790.83	\$ 0.00	\$ 69,490.00	34,272.10	50.68%

Should be 25k?

TRT

2/9/2024 4:06pm

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For TRT Transient Room Tax (101)
For the Fiscal Period 2024-7 Ending January 31, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
101-00-500001 Beginning Fund Balance	\$ 2,730.83	\$ 0.00	\$ 32,770.00	\$ 34,940.46	(6.62%)
Total Beginning Fund Balances Revenues	2,730.83	0.00	32,770.00	34,940.46	(6.62%)
Licenses, Permits, Misc. Taxes Revenues					
101-00-503500 Transient Room Tax	3,060.00	10,048.51	36,720.00	15,991.75	56.45%
Total Licenses, Permits, Misc. Taxes Revenues	3,060.00	10,048.51	36,720.00	15,991.75	56.45%
Total TRT Transient Room Tax Revenues	\$ 5,790.83	\$ 10,048.51	\$ 69,490.00	\$ 50,932.21	26.71%
Expenditures					
Materials & Services Expenditures					
101-00-400228 Transient Income Projects-Current Y	\$ 0.00	\$ 4,937.59	\$ 0.00	\$ 16,660.11	0.00%
Total Materials & Services Expenditures	0.00	4,937.59	0.00	16,660.11	0.00%
Total TRT Transient Room Tax Expenditures	\$ 0.00	\$ 4,937.59	\$ 0.00	\$ 16,660.11	0.00%
TRT Transient Room Tax Excess of Revenues Over Exp	\$ 5,790.83	\$ 5,110.92	\$ 69,490.00	34,272.10	50.68%



Should be 25K?

RTMP

TransNbr	Date	PAYEE	PROJECTS / EVENTS	DETAILS	DebitAmt	Council Approved	Date Approved
			Fiscal Year 23-24				
RTMP	131526	07/26/23	Brock Butterfield		2,500.00	\$2,500.00	1/19/2023
RTMP			Transfer to Parks approved	July 15 and July 22nd (August 12 canceled)		\$1,500.00	1/19/2023
RTMP				July 15 and July 22nd (August 12 canceled)		\$2,500.00	5/4/2023
RTMP	134287	10/05/23	UWCDC	2023 Festival ??	2,494.90	\$2,494.00	7/20/2023
RTMP			Jason Nehmer	Disc golf club		\$2,500.00	1/4/2024
RTMP	131879	08/01/23	Devin Vanscoy	August 4-6th	1,000.00	\$1,000.00	3/2/2023
RTMP			Partial Fee Waiver	waive 1000 of 2500 fee for GWP			3/2/2023
RTMP			Fee Waiver only				4/20/2023
RTMP					5,994.90		
RTMP			FISCAL YEAR 22-23				
RTMP	131244	06/30/23	??	2909 05/23	110.69		
RTMP	128821	03/31/23	Fee Waiver only	Moving app rtmp funds for park rental waiver	5,900.00	\$0.00	1/19/2023
RTMP			Fee Waiver only				4/6/2023
RTMP	129070	04/12/23	Moose Lodge		300.00	\$300.00	4/6/2023
RTMP	131055	06/29/23	Oakridge Independence Day Festival		1,459.85	\$2,500.00	5/18/2023
RTMP			Fee Waiver only				4/20/2023
	121171	07/28/22	Oakridge Disc Golf Club		2,131.75	\$2,450.00	5/5/2022
RTMP	128817	12/31/22	Jason Nehmer	2023 Middle Fork Open Disk Golf Tournament	2,000.00		
RTMP	128760	03/28/23	Jason Nehmer	12/15/2022	2,000.00	\$2,000.00	12/15/2022
RTMP			Fee Waiver only	use of disc golf park			12/15/2022
RTMP	128819	08/31/22	Fee Waiver only	NA Meetings for 6 months at greenwaters park building	1,920.00		8/4/2022

RTMP 2

RTMP	128820	08/31/22	Fee Waiver only	Narcotics Anonymous	NA meetings for 6 months at greenwaters park building	1,000.00		8/4/2022
RTMP	129885	05/23/23	Oakridge Arts Council	Oakridge Art Council Gallery 2022		2,500.00	\$2,500.00	5/4/2023
RTMP	124051	10/20/22	Oakridge Keg & Cask	Oakridge Keg & Cask 2022	Oakridge Keg & Cask	3,383.03		
RTMP	129043	12/31/22	Tree Planting Committee	Tree Planting Festival 2022	Tree Planting Festival 2022	1,000.00	\$1,000.00	4/6/2023
RTMP			Tree Planting Committee	Tree Planting Festival 2023	Tree Planting Festival 2023	1,000.00	\$1,000.00	4/6/2023
RTMP	121172	07/28/22	Devin Vanscoy	Triple Summit 2022		1,500.00	\$1,000.00	5/5/2022
RTMP	128818	08/31/22	invalid	Triple Summit 2022	Moving app rtmp grant for triple summit challenge	1,000.00		5/5/2022
RTMP	128822	07/14/22	Fee Waiver only	Wildfire Safety Night 2022	rental waiver for wildfire safety night July 2022	340.00		5/19/2022
RTMP	129669	04/20/23	Fee Waiver only	Wildfire Safety Night 2023		1,000.00		4/20/2023
RTMP		FY23 Totals				27,545.32		
RTMP				FISCAL YEAR 21-22				
RTMP	108752	07/01/21	Oakridge Disc Golf Club	Middle Fork Open 2021		750.00	\$750.00	7/1/2021
RTMP	116688	02/02/22	Oakridge Art Council Gallery	Oakridge Art Council Gallery 2021		1,750.00	\$1,750.00	6/17/2021
RTMP	116687	02/02/22	Oakridge Concerts in the Park	Oakridge Concerts in the Park 2021	alcohol permit approved on 7-15-21 w/NO fee waiver	1,318.50	\$1,750.00	6/17/2021
RTMP	113378	12/06/21		Oakridge Keg & Cask 2021		1,750.00	\$1,750.00	6/17/2021
RTMP			Fee Waiver only	Oakridge Keg & Cask 2021			-	10/21/2021
RTMP	112029	10/06/21	Devin Vanscoy	Oakridge Triple Summit 2021		2,750.00	\$1,750.00	6/17/2021
RTMP	117535	03/15/22	Tree Planting Committee	Tree Planting Festival 2021		1,625.00	\$1,625.00	6/17/2021
RTMP				Westfir 50k 2021			\$1,000.00	6/17/2021
RTMP				Westfir 50k 2022			\$2,000.00	5/5/2022
RTMP		FY22 Totals				9,943.50		
RTMP				FISCAL YEAR 20-21				
RTMP	100396	10/26/20	Loren Christopher Michaels	Airport Film Loop - Video Production 10/29/2020		400.00		

RTMP	99254	10/12/20	Loren Christopher Michaels	Airport Film Loop - Video production			400.00			
RTMP	98072	10/09/20	Oakridge Westfir Area Chamber of Commerce	Chamber			300.00			5/21/2020
RTMP	102143	12/03/20	Oakridge Westfir Area Chamber of Commerce	Chamber	??		1,326.00			5/21/2020
RTMP	101616	11/09/20	Oakridge Westfir Area Chamber of Commerce	Chamber - Magic show			200.00			
RTMP				Dances and Horses					\$1,500.00	2/6/2020
RTMP			Chrissy ??	Fourth of July 2021	event canceled - covid? from council training line in the budget - was 2020 canceled?		2,500.00		\$2,500.00	6/3/2021
RTMP			Harry Rumer	Fourth of July 2021			4,000.00			
RTMP				Harvest Fest 2020 Fall	event canceled - covid?				\$3,000.00	2/6/2020
RTMP	103846	01/11/21	Oakridge Art Council	Oakridge Art Council Event? 2020			2,009.58		\$2,475.00	2/6/2020
RTMP	104241	01/28/21	Oakridge Concert in the Park	Oakridge Concerts in the Park 2020			735.00		\$1,000.00	2/6/2020
RTMP				Oakridge Keg & Cask 2020	event canceled - covid?				\$2,000.00	2/6/2020
RTMP	96630	09/22/20	Devin VansCoy	Oakridge Triple Summit 2020			158.40		\$1,800.00	2/6/2020
RTMP				TreePlanting Festival 2020	event canceled - covid?				\$2,475.00	2/6/2020
RTMP				FY21 Totals			12,028.98			
RTMP				FISCAL YEAR 19-20						
RTMP	93964	06/20/20	The Bus Fair	Bus Fair 2020	??		3,107.45		\$4,600.00	2/6/2020
RTMP			Dead Mountain Echo	DME Guide expansion project	Approved \$2500 for DME to go outside of Oakridge Area		2,500.00		\$2,500.00	6/18/2020
RTMP	88717	11/08/19	Oakridge Arts Council RTMP	Oakridge Art Council Event?	??		1,006.32			
RTMP	90080	01/03/20	Oakridge Arts Council	Oakridge Art Council Event?			1,852.68			
RTMP	87329	09/12/19	Oakridge Concerts in the Park	Oakridge Concerts in the Park 2019	??		2,859.00			
RTMP	87330	09/12/19	Oakridge Keg & Cask	Oakridge Keg & Cask 2019	??		2,859.00			
RTMP	90081	01/03/20	Devi Vanscoy	Oakridge Triple Summit Challenge 2019?			104.80		-	
RTMP	93974	06/30/20	Devin Vanscoy	Oakridge Triple Summit Challenge 2020			1,641.60		\$1,800.00	2/6/2020

TRT

TransNbr	Date	PAYEE	PROJECTS / EVENTS	DETAILS	Debit Amt	Incil Approved	ate Approved
		Done	FISCAL YEAR 23-24				
TRT		??	Amphitheater Change order	All remaining ARPA funds first then 3,000 from Parks then			
TRT	11/17/23	Credit card	Amphitheater Decorative Lights for holidays and	Holiday celebration	243.30	\$500.00	11/2/2023
TRT	12/26/23	On Top Construction	Amphitheater Electric and Lights Upgrade	Amphitheater	1,365.00	\$6,000.00	5/4/2023
TRT	01/10/24	??	Banner Park Kiosk	Banner Park 1/2024	500.00	\$5,050.00	7/20/2023
TRT		Fee Waiver only	Boy Scouts GWP building x3 uses			-	10/5/2023
TRT	07/25/23	Brock Butterfield	Bus Fair 2023				
TRT		Fee Waiver only	Dogs of Valor Oct 26, Dec 1-3 and 15th		10,000.00	\$10,000.00	11/19/2023
TRT		Fee Waiver only	Holiday Parade use of Amphitheater			-	10/5/2023
TRT	12/12/23	James Cleavenger	Holiday party ??	CA Exp Rep 2023 ??	157.52		11/2/2023
TRT	12/18/23	James Cleavenger	Holiday party ??	Holiday celebration 52-Banner Bank	859.29		
TRT		Fee Waiver only	NAMI HEALTH Lane County	2x monthly starting in October GW Bldg			
TRT	12/04/23	D & T Construction	Softball Field ??	softball field	200.00		8/17/2023
TRT	12/12/23	Travel Lane County	Visitors Guide 2024	2024 guide	3,335.00	\$3,335.00	12/7/2023
TRT		Fee Waiver only	Warming Center Dec to March 23/24			-	11/2/2023
TOTALS					16,660.11		
TRT			FISCAL YEAR 22-23				
TRT	03/30/23	Journal Entry	a detailed list would be nice	Correcting Journal Entries to Correct Accounts cje#30	737.65		
TRT	05/18/23	??	Amphitheater Curtains? same date as approved	0037 5/23	1,710.23	\$400.00	5/18/2023
TRT		Fee Waiver only	Back to school Kids Fest Aug 26, 27			-	7/21/2022
TRT	07/28/22	Lynda Kamerrer	Banner park permaculture design	TRT July 2022	50.00	-	3/3/2022
TRT	02/07/23	Third Nature Design	Banner park permaculture design	118-2	200.00	-	3/3/2022
TRT	11/07/22	Mandi Motes	Block Grant - ?	TRT Reimbursement	150.00		
TRT	05/31/23	Ben Ward	Block Grant - Ben Ward	TRT 6/23	500.00	-	
TRT	07/28/22	Life Ater Work	Block Grant - Toni Wassenberg	TRT 2022	500.00	-	
TRT	01/10/23	Chamber of Commerce	Chamber 22/23	4TH QTR CHAMBER REQUEST	5,869.97	\$10,000.00	12/15/2022
TRT	02/07/23	Chamber of Commerce	Chamber 22/23	3rd Qtr	5,560.96	-	12/15/2022

TRT 2

TRT	132423	07/18/23	??	Chamber 22/23 ??	0037 8/23	4,738.67		
TRT			Fee Waiver only	Dogs of Valor every hursday 10-11am til end of April			-	2/2/2023
TRT	121890	07/18/22	Chrissy / James transfer to PARKS approved	Event Signage	0046 CH 08/25/2022	1,135.70	\$1,720.00	8/18/2022
TRT			Partial Fee Waiver	Fourth of July 2022 fee waiver			??	6/16/2022
TRT			Partial Fee Waiver	Go Beyond Racing	2500 of 5000 fee waived			4/20/2023
TRT			Partial Fee Waiver	Gospel Meetings x 3	50% discount from rental fees GWP building			2/16/2023
TRT				Holiday Party 2022	approved from General Fund			11/17/2022
TRT			Fee Waiver only	Moose Lodge gambling permit fee			\$75.00	4/6/2023
TRT	125555	12/05/22	Toni Wassenberg ??	Tree Lighting Ceremony	Cookies for tree lighting and staff party	100.00	\$300.00	11/17/2022
TRT	126018	01/10/23	Sugar Nook	Tree Lighting Ceremony	Tree lighting cookies	100.00		11/17/2022
TRT	127526	12/18/22	??	Tree Lighting Ceremony - credit card 52-Banner	0046 2/23	160.00		
TRT	125097	11/30/22	James Cleavenger	Tree Lighting Ceremony - rights and City Hall lights ??		1,014.90	\$1,770.00	11/3/2022
TRT			Fee Waiver only	USFS Volunteers camp at OIP June 16-18				5/4/2023
TRT	130252	05/18/23	Travel Lane Co ??	Visitor industry summit table ??	0037 5/23 52- Banner Bank	500.00	\$500.00	5/4/2023
TRT	128893	03/18/23	Medi-America INC TRAVEL LANE	Visitors Guide 2023	0039256-IN	2,370.00	\$2,370.00	12/27/2022
TRT	124152	10/01/22	COUNTY	Visitors Guide?? extra cost??	17618	295.00		
TRT			Fee Waiver only	Warming Center - Kathy Holston 12/1/22 to 2/28/23				11/3/2022
TRT	TOTALS					25,693.08		
TRT			Done	FISCAL YEAR 21-22				
TRT	119214	06/06/22	Trephoria LLC	Banner park permaculture design		626.95	\$5,000.00	3/3/2022
TRT	112368	10/14/21	MARISSA LOPEZ	Block Grant - CAMPFIRE COOKING		500.00		
TRT	119134	06/02/22	Oakridge Pharmacy Oakridge-westill	Block Grant - new sign	TRT postal pharmacy new sign	500.00		
TRT	110357	08/24/21	Chamber of Commerce Oakridge-westill	Chamber 21/22	July-Sept 21 ?	2,256.93	\$15,360.00	5/20/2021
TRT	115496	01/24/22	Chamber of Commerce Oakridge-westill	Chamber 21/22	Oct - Dec 21 ?	4,707.42		5/20/2021
TRT	117408	03/07/22	Chamber of Commerce Oakridge-westill	Chamber 21/22	TRT 03/07/2022 ?..?	3,916.78		5/20/2021
TRT	121173	07/28/22	Chamber of Commerce Oakridge-westill	Chamber 21/22	Jan-March 2022	2,559.87		5/20/2021
TRT	121174	07/28/22	Chamber of Commerce	Chamber 21/22	April-June 2022	3,189.31		5/20/2021
TRT			Fee Waiver Only	Dance and Ballet Classes -Chrissy	Greenwaters Park Fee Waiver Jan-June 20			12/16/2021
TRT			Ubra	Hanging baskets			\$964.12	5/4/2023

TRT	120656	06/28/22	Oakridge Independence Day Festival c/o Day Festival c/o	Fourth of July Independence Day Festival 2022	TRT INDEPENDENCE DAY FEST C/O CHF	1,407.06	\$2,500.00	6/16/2022
TRT			Fee Waiver Only transfer to Parks approved	National Flag Day			-	5/20/2021
TRT	117826	03/11/22	MediAmerica, INC	Veterans Disc Golf Tournament 1/15/22	TRT transfer for Disc Golf Fee Waiver 0037869-IN	300.00	\$300.00	11/18/2021
TRT			Fee Waiver Only	Wildfire Safety night Fee Waiver for GWP	Oakridge Air	2,176.00	\$2,176.00	9/19/2021
TRT	TOTALS					22,140.32	-	5/19/2022
TRT				FISCAL YEAR 20-21				
TRT	95773	08/07/20	Chamber of Commerce	Chamber	TRT June 2020	875.00	\$5,000.00	5/21/2020
TRT	95772	08/07/20	Chamber of Commerce	Chamber	TRT July 2020	850.00	-	5/21/2020
TRT	103484	12/22/20	Chamber of Commerce	Chamber	TRT Dec 2020	600.00	-	5/21/2020
TRT	104156	01/22/21	Chamber of Commerce	Chamber	TRT Jan 2021	375.00	-	5/21/2020
TRT	104617	02/19/21	Chamber of Commerce	Chamber	TRT Feb 2021	243.75	-	5/21/2020
TRT	107276	05/12/21	Chamber of Commerce	Chamber		600.00	-	5/21/2020
TRT			Transfer to Parks	Concerts in the Park 2020	for summer 2020		??	4/2/2020
TRT	106684	03/31/21	Koyak Refuse Service, Inc	could this be for junk amnesty?	640139	35.33		
TRT	107247	04/30/21	Koyak Refuse Service, Inc	could this be for junk amnesty?	642482	673.33		
TRT	96310	08/31/20	Jason Nehmer	Disc Golf Course Project	Check #1001 to Jason Nehmer, disc golf	7,000.00	\$7,000.00	5/21/2020
TRT			Fee Waiver only	Disc Golf Events April 3rd & July 24th	changed to July 31 on April 1	-	-	2/18/2021
TRT			Fee Waiver only	Disc Golf Events Jan 16 & 24th		-	-	1/7/2021
TRT			Fee Waiver only	Firewise event Sara Alt-Popo May 21, 2021		-	-	4/1/2021
TRT			Fee waiver only	Harvest Festival Trebuchet Event		-	-	4/2/2020
TRT			Fee Waiver only	National Flag Day retirement ceremony		-	-	5/20/2021
TRT	96660	09/03/20	Company, Inc	Water Tower ??	11739594	592.84	\$1,500.00	5/7/2020
TRT	Total	FY21				11,252.41		
TRT				FISCAL YEAR 19-20				
TRT	89684	12/16/19	Scott Hollett	??	??	199.80		
TRT	92973	05/15/20	Scott Hitchings	??	TRT May 2020 ??	320.71		
TRT	92946	05/13/20	Sunny Zylstra	Airport Film Loop	Sunny Days Creations & Photography	250.00		
TRT	94229	06/30/20	David and Jennifer Lei	Block Grant for what business?	MOVE BLOCK GRANT FOR LEI TO TRT FROM RTMP	500.00	-	-

TRT				transfer to Parks approved	Community Picnic 8/25/19	Amphitheater Fee Waiver Request			8/1/2019
TRT	92556	04/20/20		transfer to Parks approved	Concerts in the park	Charge Waived Park fees to TRT	1,500.00	\$1,500.00	4/2/2020
TRT				Transfer to wac rental	Friends of the Theater and Art	Fee Waiver for June21- July1st to be trans from TRT		-	6/6/2019
TRT	92972	05/15/20		Xi Delta XI	HIGHWAY SNOWFLAKES	HIGHWAY SNOWFLAKES TRT2020	1,500.00	\$1,500.00	4/2/2020
TRT	88923	11/19/19		MEDIAmerica, Inc	visitors guide 2020 - Eugene Cascades and Coast	TRT 11/19/2019	2,176.00	\$2,176.00	11/7/2019
TRT	88127	10/01/19		Travel Lane County	Visitors Guide?	15345	295.00		
TRT	Total	FY20					6,741.51		
TRT					FISCAL YEAR 18-19				
TRT	78680	07/31/18		Lane County Waste Man	??	statement 08/14/2018 ??	492.90		
TRT	78681	07/31/18		Royal Refuse Service, In	??	535769	249.66		
TRT	80075	10/17/18		Oakridge Garden Club	??	Reimburse 10/17/2018 ??	62.00		
TRT	80838	11/09/18		Jenny's Home Improvement Center	??	726906/2 ??	309.32		
TRT	81099	11/27/18		Decorating, Inc	??	180256 ??	350.00		
TRT	84521	04/30/19		Royal Refuse Service, Inc	??	563713 ??	688.93		
TRT	85236	06/11/19		Lane County waste Management	??	??	736.85		
TRT	79481	09/20/18		Edwin Weih Steve and Laura	Block Grant - 5 Rivers?		500.00	-	
TRT	79480	09/20/18		Savage	Block Grant - Burt's Fishnstuff		500.00	-	10/18/2018
TRT	77818	07/03/18		Vincent Maxwell	Block Grant - The Corner		500.00	-	
TRT	80070	10/17/18		Vincent Maxwell	Block Grant - The Corner		500.00	-	
TRT	83036	03/05/19		Vinnie Maxwell	Block Grant - The Corner		500.00	-	
TRT	80069	10/17/18		Robert Holly	Block Grant ?		500.00	-	
TRT	81270	12/05/18		Hal and Joanne Lane	Block Grant ?		500.00	-	
TRT	86810	08/19/19		Brock Butterfield	Bus Fair 2019		7,390.00	\$7,390.00	5/16/2019
TRT				Fee Waiver only	Bus Fair 2019 OIP fee waiver			-	5/16/2019
TRT				Fee Waiver only	Bus Fair 2019 GWP fee waiver			-	12/6/2018
TRT				Chamber of Commerce	Chamber Request for 10,000	Pushed out til July for council decision			4/18/2019
TRT				Fee Waiver only	Concerts in the Park 2019	Fee Waivers for July 13,27 and Aug 3rd and 17th			6/20/2019
TRT				transfer to parks approved	Easter Egg Hunt at GWP	2019 Easter Egg hunt - Kiwanis			4/18/2019
TRT				transfer to WAC approved	Friends of the Theater and Art	June 21 to July 1 fee waiver			6/6/2019

RTMP

RTMP Fund Projects

TransNbr	Date	txtDocument	txtPayorVendor	txtDescription	DebitAmt	
131526	07/26/23	RTMP bus fair 07/26/2023	2380-Butterfield, Brock	RTMP Fund Projects_Current Year	2,500.00	
131879	08/01/23	RTMP 23	478-Miscellaneous Vendor	RTMP 23	1,000.00	
134287	10/05/23	2023 Festival	478-Miscellaneous Vendor	2023 Festival	2,494.90	
Through Jan 2024					5994.90	As of Jan 24
121171	07/28/22	RTMP July 2022	478-Miscellaneous Vendor	Jason Nehmer	2,131.75	
121172	07/28/22	RTMP 2022	478-Miscellaneous Vendor	Devin Vanscoy	1,500.00	
124051	10/20/22	RTMP 10/20/2022	1055-Oakridge Keg & Cask Festival	Oakridge Keg & Cask	3,383.03	
128760	03/28/23	12/15/2022	478-Miscellaneous Vendor	12/15/2022	2,000.00	
128817	12/31/22			Moving approved grant of RTMP funds for Disk Gold Club for the 2023 Middle Fork Open Disk Gold Tournament	2,000.00	
128818	08/31/22	JE# 10 TRT-RTMP Transfers		Moving approved grant of RTMP funds for Oakridge Tripple Summit Challenge	1,000.00	
128819	08/31/22	JE# 10 TRT-RTMP transfers		Moving approved grant of RTMP funds NA meetings for 6 months at greenwaters park building	1,920.00	
128820	08/31/22	JE# 10 TRT-RTMP Transfers		Moving approved grant of RTMP funds of NA meetings for 6 months at greenwaters park building	1,000.00	
128821	03/31/23	JE# 10 TRT-RTMP Transfers		Moving approved RTMP Funds for park rental waiver for Bus Fair June 2023	5,900.00	
128822	07/14/22	JE# 10 TRT-RTMP Funds Transfer		Moving approved RTMP Funds for park rental waiver for Wildfire Safety Night July 2022	340.00	
129043	12/31/22	TPF 2022	478-Miscellaneous Vendor	TPF 2022	1,000.00	
129070	04/12/23	RTMP-Moose Lodge 2023	478-Miscellaneous Vendor	Moose Lodge	300.00	
129069	04/20/23	JE# 10 04-23		Moving approved RTMP Funds for park rental waiver for Wildfire Safety Night approved on 4-20-23 Council meeting	1,000.00	
129885	05/23/23	RTMP 2023	478-Miscellaneous Vendor	RTMP 2023	2,500.00	
131055	06/29/23	RTMP 2022 Rqst	478-Miscellaneous Vendor	RTMP 2022 Rqst	1,459.85	
131244	06/30/23	2909 05/23	52-Banner Bank	RTMP Fund Projects	110.69	
	FY23 Totals				27,545.32	FY 23 Total
108752	07/01/21	RTMP-Oakridge dice golf club	478-Miscellaneous Vendor	Oakridge Disc Golf Club	750.00	
112029	10/06/21	2021 RTMP	478-Miscellaneous Vendor	RTMP Fund Projects	2,750.00	
113378	12/06/21	RTMP Oakridge keg & cask festi	478-Miscellaneous Vendor	Oakridge Keg & Cask Festival	1,750.00	
116687	02/02/22	RTMP Oakridge concerts in park	478-Miscellaneous Vendor	Oakridge Conserts in the Park	1,318.50	
116688	02/02/22	RTMP Oakridge Art Council Gall	478-Miscellaneous Vendor	Oakridge Art Council Gallery	1,750.00	
117535	03/15/22	RTMP 2021	121-Tree Planting Committee	RTMP Fund Projects	1,625.00	
	FY22 Totals				9,943.50	FY 22 Total
96630	09/22/20	RTMP 2020-2	478-Miscellaneous Vendor	Oakridge Triple Summit - Devin VansCoy	158.40	
98072	10/09/20	RTMP Oct	243-Oakridge-Westfir Chamber of C	Oakridge Westfir Area Chamber of Commerce	300.00	
99254	10/12/20	Video production	478-Miscellaneous Vendor	Loren Christopher Michaels	400.00	
100396	10/26/20	Video Production 10/29/2020	2287-Loren Christopher Michaels	Loren Christopher Michaels	400.00	
101616	11/09/20	Magic show	243-Oakridge-Westfir Chamber of C	Oakridge - Westfir Chamber of Commerce	200.00	
102143	12/03/20	RTMP Oakridge/westfir chamber	478-Miscellaneous Vendor	RTMP Fund Projects	1,326.00	
103846	01/11/21	RTMP Oakridg Art Councell	478-Miscellaneous Vendor	Oakridge Art Council	2,009.58	
104241	01/28/21	RTMP Oakridge concert park	478-Miscellaneous Vendor	Oakridge Concert in the Park	735.00	
	FY21 Totals				5,528.98	FY 21 Total
87329	09/12/19	RTMP 2018	478-Miscellaneous Vendor	Oakridge Concerts in the Park	2,859.00	
87330	09/12/19	RTMP 2018	1055-Oakridge Keg & Cask Festival	Oakridge Keg & Cask	2,859.00	
88717	11/08/19	RTMP 2018-1	478-Miscellaneous Vendor	Oakridge Arts Council RTMP	1,006.32	
90080	01/03/20	RTMP 2018-2	478-Miscellaneous Vendor	RTMP Fund Projects	1,852.68	
90081	01/03/20	RTMP - OTS	478-Miscellaneous Vendor	RTMP Fund Projects	104.80	
93964	06/20/20	RTMP-the bus fair	478-Miscellaneous Vendor	The Bus Fair	3,107.45	
93974	06/30/20	RTMP 2020	478-Miscellaneous Vendor	Oakridge Triple Summit Challenge-Devin Vanscoy	1,641.60	
	FY20 Totals				13,430.85	FY 20 Total
78391	07/17/18	EXP94	1155-Tannerite Explosives	Tannerite Explosives	4,000.00	

RTMP-2

79388	09/17/18	2018 Keg & Cask	822-Upper-Willamette Community D	RTMP Fund Projects	2,901.00
79389	09/17/18	2018 Wil S x S	243-Oakridge-Westfir Chamber of C	RTMP Fund Projects	1,869.39
79390	09/17/18	2018 Dam Marathon	1152-The Dam Marathon	RTMP Fund Projects	2,901.00
79391	09/17/18	2018 Concerts	1100-Oakridge Concerts In The Park	RTMP Fund Projects	2,901.00
79392	09/17/18	2018-Visitors Guide	243-Oakridge-Westfir Chamber of C	RTMP Fund Projects	2,901.00
81454	12/18/18	RTMP 2018	121-Tree Planting Committee	Tree Planting Committee	2,901.00
81474	12/19/18	RTMP 12/19/2018	1184-Xi Delta XI	Xi Delta XI	586.43
86138	06/30/19	RTMP 2019	121-Tree Planting Committee	Tree Planting Committee	2,859.00
86177	06/30/19	RTMP Devin Vanscoy 7/25/2019	478-Miscellaneous Vendor	Oakridge Triple Summit Challenge- Devin Vanscoy	995.20
86417	06/30/19	RTMP Brock Butterfield 072519	478-Miscellaneous Vendor	Brock Butterfield	5,575.00
89442	06/30/19	SGS		Audit JE1 Bus Fair expenses	7,390.00
	FY19 Totals				37,780.02

FY 19 Total

TRT-1

TRT Fund Projects

Trans#	Date	txtDocument	txtPayorVendor	txtDescription	DebitAmt
131524	07/25/23	BusFair	2380-Butterfield, Brock	Transient Income Projects- Current Year	10,000.00
135668	12/12/23	2024 Guide	478-Miscellaneous Vendor	2024 Guide	3,335.00
135672	12/12/23	CA Exp Rep 2023	1198-James Cleavenger	CA Exp Rep 2023	157.52
135699	12/04/23	Softball field	47-D & T Construction	Softball field	200.00
135977	12/26/23	1316	2307-On Top Construction and Design	Amphitheater	1,365.00
136123	01/10/24	Banner Park 1/2024	478-Miscellaneous Vendor	Banner Park 1/2024	500.00
136242	11/17/23	0037 NOV 23	52-Banner Bank	Holiday Celebration	243.30
136243	12/18/23	0037 DEC 23	52-Banner Bank	Holiday Celebration	859.29

Through Jan 2024

16,660.11 as of Jan 24

121170	07/28/22	TRT July 2022	478-Miscellaneous Vendor	Lynda Kamerer	50.00
121175	07/28/22	TRT 2022	478-Miscellaneous Vendor	Toni Wassenberg - Life After Work, LLC	500.00
121890	07/18/22	0046 CH 08/25/2022	52-Banner Bank	Banner Bank	1,135.70
124152	10/01/22	17618	385-Travel Lane County	Travel Lane County	295.00
124772	11/07/22	TRT Reimbursement	478-Miscellaneous Vendor	Mandi Motes	150.00
125097	11/30/22	James Cleavenger 11/30/22	1198-James Cleavenger	James Cleavenger	1,014.90
125555	12/05/22	INV00127	459-Miscellaneous	Cookies for tree lighting and staff party	100.00
125979	01/10/23	4TH QTR	243-Oakridge-Westfir Chamber of Commerce	4TH QTR CHAMBER REQUEST	5,869.97
126018	01/10/23	1-*12/10/22	459-Miscellaneous	Tree lighting cookies	100.00
127526	12/18/22	0046 2/23	52-Banner Bank	0046 2/23	160.00
127591	02/07/23	3rd Qtr	243-Oakridge-Westfir Chamber of Commerce	3rd Qtr	5,560.96
127629	02/07/23	118-2	478-Miscellaneous Vendor	118-2	200.00
128893	03/18/23	0039256-IN	1206-MEDI/America, INC	0039256-IN	2,370.00
129023	03/30/23	CJE#30		Correcting Journal Entries to Correct Accounts	737.65
130153	05/31/23	TRT 6/23	478-Miscellaneous Vendor	TRT 6/23	500.00
130252	05/18/23	0037 5/23	52-Banner Bank	0037 5/23	1,710.23

TRT-2

130252	05/18/23	0037 5/23	52-Banner Bank			0037 5/23	Oakridge-Westfir Chamber of Commerce	500.00
132423	07/18/23	0037 8/23	52-Banner Bank			0037 8/23		4,738.67
Total	FY23							25,693.08 FY 23 Total
110357	08/24/21	TRT oakridge-westfir chanber	243-Oakridge-Westfir Chamber of Commerce					2,256.93
112368	10/14/21	TRT Oct 2021	478-Miscellaneous Vendor					500.00
115496	01/24/22	TRT Oakridge/Westfir chamgber	478-Miscellaneous Vendor					4,707.42
117408	03/07/22	TRT 03/07/2022	243-Oakridge-Westfir Chamber of Commerce					3,916.78
117826	03/11/22	0037869-IN	1206-MEDIAmerica, INC					2,176.00
119134	06/02/22	TRT postal pharmacy new sign	478-Miscellaneous Vendor					500.00
119214	06/06/22	Treephoria LLC 06/06/2022	478-Miscellaneous Vendor					626.95
120656	06/28/22	TRT independence	478-Miscellaneous Vendor					1,407.06
121173	07/28/22	Jan-March 2022	243-Oakridge-Westfir Chamber of Commerce					2,559.87
121174	07/28/22	April-June 2022	243-Oakridge-Westfir Chamber of Commerce					3,189.31
Total	FY22							21,840.32 FY 22 Total
95772	08/07/20	TRT July 2020	243-Oakridge-Westfir Chamber of Commerce					850.00
95773	08/07/20	TRT June 2020	243-Oakridge-Westfir Chamber of Commerce					875.00
96310	08/31/20						To book TRT fund disb. Check #1001 to Jason Nehmer, disc golf	7,000.00
96660	09/03/20	11739594	174-RODDA Paint Company, Inc.					592.84
103484	12/22/20	TRT Dec 2020	478-Miscellaneous Vendor					600.00
104156	01/22/21	TRT Jan 2021	243-Oakridge-Westfir Chamber of Commerce					375.00
104617	02/19/21	TRT Feb 2021	243-Oakridge-Westfir Chamber of Commerce					243.75
106684	03/31/21	640139	1140-Royal Refuse Service, Inc.					35.33
107247	04/30/21	642482	1140-Royal Refuse Service, Inc.					673.33
107276	05/12/21	TRT request 05/12/2021	243-Oakridge-Westfir Chamber of Commerce					600.00
Total	FY21							11,845.25 FY 21 Total

TRT-3

86810	08/19/19	TRT Brock Butterfield	478-Miscellaneous Vendor	Transient Income Projects	7,390.00
88127	10/01/19	15345	385-Travel Lane County	Travel Lane County	295.00
88923	11/19/19	TRT 11/19/2019	1206-MEDIAmerica, INC	MEDIAmerica, Inc	2,176.00
89684	12/16/19	Hollett, Scott 12/16/2019	545-Scott Hollett	Scott Hollett	199.80
92556	04/20/20			Charge Waived Park fees to TRT	1,500.00
92946	05/13/20	TRT, May 2020	1164- Sunny Zylstra or Sunny Days Creations&Photo	Sunny Zylstra or Sunny Days Creations Photography	250.00
92972	05/15/20	TRT, 2020	1184-Xi Delta Xi	Xi Delta Xi	1,500.00
92973	05/15/20	TRT May 2020	478-Miscellaneous Vendor	Scott Hitchings	320.71
94229	06/30/20			Move Block Grant for LEI to TRT from RTMP	500.00

Total FY20

14,131.51 FY 20 Total

77817	07/03/18	TRT snowflake project	1184-Xi Delta Xi	Xi Delta Xi	1,800.00
77818	07/03/18	TRT request Vinnie Maxwell	478-Miscellaneous Vendor	Vincent Maxwell	500.00
78680	07/31/18	statement 08/14/2018	77-Lane County Waste Management	Lane County Waste Management	492.90
78681	07/31/18	535769	1140-Royal Refuse Service, Inc.	Royal Refuse Service, inc	249.66
79480	09/20/18	TRT request, Steve Savage	478-Miscellaneous Vendor	Steve and Laura Savage	500.00
79481	09/20/18	TRT request Weih, Edwin 09/18	478-Miscellaneous Vendor	Edwin Weih	500.00
79780	10/05/18	Advertising Agreement 10/05/18	1206-MEDIAmerica, INC	MEDIAmerica, INC	2,176.00
79781	10/01/18	14147	385-Travel Lane County	Travel Lane County	295.00
80069	10/17/18	TRT request Robert Holly	478-Miscellaneous Vendor	Robert Holly	500.00
80070	10/17/18	TRT Vencent Maxwell 10/17/2018	478-Miscellaneous Vendor	Vincent Maxwell	500.00
80074	09/17/18	IMBA ride renewal	994-Greater Oakridge Area Trail Stewards	Greater Oakridge Area Trail Stewards	200.00
80075	10/17/18	Reimburse 10/17/2018	1068-Oakridge Garden Club	Oakridge Garden Club	62.00
80502	10/26/18	012	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	80.00
80503	10/26/18	014	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	160.00
80838	11/09/18	726906/2	35-Jerry's Home Improvement Center	Jerry's Home Improvement Center	309.32
81059	11/28/18	015	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	80.00
81059	11/28/18	015	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	80.00
81099	11/27/18	180256	386-Crystal Valley Decorating, Inc.	Crystal Valley Decorating, Inc	350.00
81100	11/28/18	016	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	160.00

TRT-4

81270	12/05/18	TRT request Hal Lane	12/05/18	478-Miscellaneous Vendor	Hal and Joanne Lane	500.00
83036	03/05/19	TRT Vincent Maxwell	03/05/2019	478-Miscellaneous Vendor	Vinnie Maxwell	500.00
84521	04/30/19		563713	1140-Royal Refuse Service, Inc.	Royal Refuse Service, Inc	688.93
84843	05/17/19		020	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	80.00
84844	05/17/19		021	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	60.00
85236	06/11/19	statement 05/01/2019		77-Lane County Waste Management	Lane County Waste Management	736.85
85641	05/30/19		023	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	75.00

Total FY2019

11,635.66 FY 19 Total

RTMP - Guidelines

RURAL TOURISM MARKETING PROGRAM Mission Statement and Project Criteria

MISSION STATEMENT

The Lane County Rural Tourism Marketing Program (RTMP) focuses on the business of selling, packaging, and advertising rural Lane County in a unified, well-planned program. RTMP tourism product development in rural areas will focus on the following objectives and criteria to maximize:

1. Attraction of visitors to rural communities,
2. The length of stay by visitors,
3. County-wide visitation,
4. Return visits to rural Lane County communities.

RTMP projects will define specific and varied activities and products that are widely distributed throughout the County and that will provide incentives and encouragement for visitors to choose Lane County as a leisure travel destination.

CRITERIA FOR RTMP PROJECTS

RTMP projects will:

1. Increase transient lodging tax revenues countywide, as measured by increasing overall revenues from room tax from visitor stays, and by increasing room tax revenues during the tourism 'shoulder season', in the fall/early spring months.
2. Increase the number of visits and the amount of time spent by visitors in *rural* Lane County by improving the attractiveness of rural communities. The variety of such activities may include: expanded attractions, beautification, and property enhancement projects on public property.
3. Focus general marketing on visitors from surrounding states and "peak season" marketing to attract visitors from Oregon.
4. Continue the development of regional marketing with local, state and private agencies. This includes increased involvement of rural tourism organization in the existing network.
5. Monitor potential targets in western Canada and other international markets, maintaining flexibility for action.
6. Develop, advertise, and package rural Lane County attractions and group tour business that encourage overnight stays and extended visits by:
 - a. Developing group travel opportunities; i.e. recreational vehicle, bicycle, parks, and campground activities, and
 - b. Fostering coordination between Travel Lane County and rural tourism organizations to develop and package group travel tours, particularly as an extension of metro convention gatherings.
 - c. Providing incentives for return visits; i.e. discount on room rate for next year, mail schedule of activities for next year, mail post card with thank you and welcome note.
7. Assist with rural area tourism staffing needs, and provide training on hospitality and service excellence. The objective is to maintain a reputation for excellence in hospitality and service.

TRT - Guidelines

Transit Room Tax Use Guidelines

Definition:

Transient Room Tax (here after referred to as TRT) is a tax paid on temporary lodging at hotels, motels, inns, hostels and similar places.

Goal:

To use the TRT funds for the promotion and development of tourism in the Oakridge area through city beautification and development of recreational and tourist facilities to increase Oakridge as a tourist destination.

Objective:

1. To continue to support the block grant program already established.
2. To attract tourism to the Oakridge area.
3. Encourage development of recreational facilities.
4. Encourage development of tourism facilities.
5. Promote beautification of the Oakridge community.
6. Increase return tourist visits to the Oakridge area.

Fund Use Criteria:

1. Development of recreational and tourism facilities which promote tour groups and overnight stays.
2. Increase the number of tourist visits to Oakridge and the surrounding area through the beautification of the public facilities, businesses, and the community in general.
3. Advertisement and marketing of Oakridge and the surrounding area to attract tourism with emphasis on out of state tourism.

General Fund Information:

1. The TRT funds are to be maintained in an account separate from the general fund.
2. A portion of the funds will be fenced for the TRT Block Grant Program
3. All monies granted from the fund shall be from the previous fiscal years TRT receipts.
4. TRT fund grants shall never exceed the fund balance.
5. TRT funds shall carry over from year to year, thus allowing the city to bank funds to save up for projects that cost more than one year's TRT receipts.
6. TRT funds shall not be used to finance private business activities that are not directly related to the beautification of the business for the direct purposes of increasing tourism.
7. The Oakridge City Council holds complete authority over the use of the funds and can make exceptions to the fund uses when the Council majority deem it to be in the best interests of the city.

RTMP - Application Form

Oakridge Rural Tourism Marketing Program

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

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

If you have any questions prior to submitting your application, please reach out to cityadministrator@ci.oakridge.or.us or mayor@ci.oakridge.or.us

Eligibility Criteria

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

Priority is given to projects that:

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

Maximum Grant Request

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

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

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

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

Application Process Steps

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

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

HOW TO APPLY:

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

Submissions must include the following documents:

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

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

How to submit your application:

Email: cityadministrator@ci.oaridge.or.us

Mail: PO Box 1410, Oakridge, OR 97463

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

REIMBURSEMENT

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

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

RTMP QUESTIONNAIRE

Event Name: _____

Contact Person(s): _____ Phone: _____

Address: _____

Email: _____

Date of Event: _____ Event Location: _____

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

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

TOTAL: _____

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

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

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

Signature: _____ Date: _____

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		
<i>Equipment</i>		
<i>Travel/Conferences/ Training</i>		
<i>Supplies</i>		
<i>Advertising</i>		
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>		
<i>Other</i>		
<i>Other</i>		
<i>Total</i>		

Prepared by: Title: _____

Signature of Program Contact: _____

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

Your Advertising Plan

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

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

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

Attach additional pages if needed.

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

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

REQUEST FOR REIMBURSEMENT

Event Name: _____

Budget Category	Short Description of Expense	Total Spent
<i>Personnel</i>		
<i>Equipment</i>		
<i>Travel/Conferences/Training</i>		
<i>Supplies</i>		
<i>Advertising</i>		
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>		
<i>Other</i>		
<i>Other</i>		
<i>Total</i>		
<i>Funds Requested</i>		

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

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

After Event Summary

On a separate piece of paper please summarize your event to be presented to Council. Below is the information we ask to be included in the summary, and a few suggestions we would like to hear about, but are not required.

Suggested Event Summary

- Of event attendees, how many stayed in local accommodations? _____ If so, which ones? _____
- Of event attendees, how many were from out of the area?
- How many people attended and where were they from? I.E. Oakridge 78, Eugene 13, Springfield 12, etc.
- Have you asked any Hoteliers if they had overnight guests from your event?

TRT - Application Form

TRT PROJECT BUDGET

Project: _____

Property Owner: _____

Project Address & Mailing Adress: _____

Contact Person: _____

Phone: _____ **Email address** _____

Fax Number: _____

Budget Category	Expenses		Dollar Amount Reimbursement Requested
Personnel	\$		\$
Equipment/Supplies	\$		\$
Other	\$		\$
Total	\$		\$
Funds Requested	\$		\$

Prepared by: _____

Title: _____

Signature of Point of Contact: _____

Title: _____

Note:
This Project Budget must be submitted in the original grant application.

TRT REQUEST FOR REIMBURSEMENT

Project: _____
Property Owner: _____
Project Address & Mailing Address: _____

Contact Person: _____
Phone: _____ **Email address** _____
Fax Number: _____

Budget Category	Expenses	Documentation Attached?	Reimbursement Requested*
Personnel			\$
Equipment/Supplies	\$		\$
Other	\$		\$
Total	\$		\$
Funds Requested	\$		\$

Prepared by: _____
Title: _____
Signature of Point of Contact: _____
Title: _____

*** Amounts Requested for Reimbursement must have adequate supporting documentation.**

TRT BLOCK GRANT PROGRAM

The Goal is to Beautify our City using Transient Room Tax

TRT program targets all properties in the Up Town & Highway 58 Business Districts.

- Maximum reimbursement is \$500 or 50% of project costs.
- All TRT request for Reimbursements should be submitted upon completion of the project.
- Copy of all receipts along with before and after photos are required for grant consideration.
- Grants are offered on a first come, first serve bases and must be submitted within the same fiscal year (July-July)
- For further details and requirements please contact the City of Oakridge to obtain the project criteria.

Steps for Participating

1. Submit completed TRT application to the City Administrator
2. Take 1 photo of project BEFORE work begins
3. Purchase supplies and complete project
4. Take 1 photo of project AFTER work is complete
5. Submit completed request for reimbursement form to the City Administrator, also email before and after photos along with receipts.
6. Receive reimbursement within 30 days



CITY OF OAKRIDGE
48318 E. 1st Street – PO Box 1410
Oakridge OR 97463
ci.oakridge.or.us
541-782-2258



City of Oakridge
48318 E. 1st Street-P.O. Box 1410
Oakridge, Oregon 97463
Phone: 541-782-2258 FAX: 541-782-1081
Transient Room Tax Block Grant Program
Project Criteria

GOAL:

To use Transient Room Tax funds to beautify the City, by specifically targeting the properties in the Up Town District (C-2) and the Highway 58 Business District (C-3) requiring assistance for minor renovations, building maintenance, lot maintenance to include striping and landscaping.

OBJECTIVE:

1. Attraction of visitors to rural communities through presentation of well maintained business district properties.
2. Use of the TRT Block Grant program to promote visits and stays.
3. Promote return visits to Oakridge and Lane County communities.

CRITERIA:

1. Increase the number of visits to Oakridge and rural Lane County by improving the attractiveness of the Properties in the Up Town Business District and the Highway 58 Commercial District within the City of Oakridge through beautification.
2. Maximum reimbursement amount is 50% of project cost up to \$500 per project. For example, if the cost of the project is \$100, the business owner can request up to \$50 for reimbursement from the City. If the cost of a project is \$1000, the property owner can request up to \$500 for reimbursement from the City. A TRT Request for Reimbursement form and a copy of receipts should be submitted upon completion of the project in order to receive the funds. All request for reimbursements must be submitted within the same Fiscal Year that the funds were allocated.
3. A property owner can present a project to the City Administrator using the TRT Project Application request form. All requests must be turned into the City on an approved application. Property owners will be advised within ten (10) business days if their requests were approved.
4. The funds for this program will be allocated annually during the City of Oakridge Budget process. The requests will be taken as a first come first serve basis until all funds have been allocated.
5. One (1) picture before and one (1) picture after work is completed. The pictures will be emailed to cityadministrator@ci.oakridge.or.us with TRT Block Grant in the e mail subject line or submitted with the request for reimbursement form.

6. Projects eligible for the program include, but are not limited to, minor exterior renovations, building maintenance, lot maintenance (including striping), and landscaping.

7. Please follow the below listed steps to participate in the City of Oakridge TRT Block Grant Program.

Step 1: Complete TRT Project Application for and submit to the City Administrator or his/her designee.

Step 2: After approval take one (1) photo of the project area before work begins.

Step 3: Purchase supplies and complete project. Save all receipts for reimbursement.

Step 4: Take one (1) photo of the project area after work is complete.

Step 5: Complete TRT request for reimbursement form. Submit to City Administrator or designee with all receipts of funds spent. Also, email before and after photos to the email address above or include them with your reimbursement request.

Step 6: Receive reimbursement check after processing reimbursement documents within 30 days.

I understand that I must abide by these guide lines and the conditions outlined in the TRT Block Grant Application.

TRT PROJECT BUDGET

Project: _____

Property Owner: _____

Project Address & _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Email address _____

Fax Number: _____

Budget Category	Expenses	Dollar Amount	Reimbursement Requested
Personnel	\$	\$	
Equipment/Supplies	\$	\$	
Other	\$	\$	
Total	\$	\$	
Funds Requested	\$	\$	

Prepared by: _____

Title: _____

**Signature of Point
of Contact:** _____

Title: _____

Note:

This Project Budget must be submitted in the original grant application.

----- Forwarded message -----

From: Brock Butterfield <brock@thebusfair.com>

Date: Tue, Feb 6, 2024 at 9:17 PM

Subject: Re: The Bus Fair 2024 RTMP/TRT Applications

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

Hi James, City Council, and the RTMP/TRT Committee;

I realized there were a few more expenses that I forgot to include in the cost of having the The Bus Fair at Greenwaters Park, which I think are important and helpful to note for consideration in our \$15,000 funding request to the RTMP/TRT Committee and City Council. Based on last year's expenditures (see the links below to the 2023 Bus Fair Attendee Data Report and 2023 Bus Fair Economic Impact Reports for full details), the total estimated cost of putting on the event in 2024 is over \$55,000.

About a month ago, I received a call from the City of Cottage Grove, as they had heard about The Bus Fair and they wanted to let me know that they don't charge *any* park rental fees for events like ours and they would also eliminate a lot of the other costs associated with holding our event at Greenwaters Park. In total, moving the event to Cottage Grove would **save over \$20,000** in operating costs compared to holding the event in Oakridge as detailed below:

- Rental of the Old Mill, Greenwaters Park, and OIP lots for parking: **\$7,700**
- Additional Insurance for two more locations (Old Mill Park and OIP parking): **\$1,600**
- Rental of trash cans/dumpster, hand washing station, and portable toilets: **\$3,365**
- Rental fees for a 40 x 40 event tent, chairs, and sound system: **\$4,735**
- Cost for 3 days of shuttle service to transport attendees from the OIP to Greenwaters Park: **\$5,000**
- Total Savings: \$20,785**

Since the costs of running this event are so high, this offer from Cottage Grove piqued my interest and led me to evaluate the costs for running the event at Greenwaters Park vs. Cottage Grove. This is also why we are requesting such a large amount of TRT/RTMP funds (\$15,000) to offset the extra expenses required to hold the event in Oakridge/Greenwaters Park. I realize that \$15,000 is a lot of money, but it is still *much less than the \$20,785 we would save* if we moved the event to Cottage Grove. Below are a couple of ideas/options of how Council could structure the funding for this award:

1. Council approves the full **\$15,000** requested in RTMP/TRT funds (in any combination Council deems best) and then The Bus Fair pays the full **\$7,700** in park rental fees to the city. This option would put **\$7,700** back into the Parks fund.
2. Council approves **\$7,300** in RTMP/TRT funds (in any combination Council deems best) and also **waives the \$7,700 in park rental fees**. This option would be less of a burden to the RTMP and TRT funds, but would still total **\$15,000** in support of the event.
3. Some other combination of the 2 ideas above, which would result in **\$15,000** in support of the event to offset the **\$20,785** we could save by moving the event to Cottage Grove (or elsewhere).

Another thing to keep in mind is that The Bus Fair brings in over 1,000 attendees. We are learning that the biggest demand from attendees are for the educational seminars, which are focused on people who have not yet converted a school bus or are in the middle of their project and want to learn more. To serve this demand, this year we are expanding our educational seminars from 100 to 250 seats. And because this is a multi-day event, these attendees would need to find lodging, and therefore would be supporting the local hotels and economy and putting money *back* into the same RTMP & TRT funds being used to support the event. From attending other similar festivals such as Northwest Nomads held in Fort Rock, OR and Skooliepalooza held on BLM land in Arizona, we've also realized that the location of these events isn't too important, as people are willing to travel to them. Our attendee data backs this up, with attendees traveling from 26 different states and Canada.

All that being said, my wife Heidi and I are Oakridge residents and local small business owners. **We want to keep The Bus Fair in Oakridge** and continue to have a positive economic impact on our community. By no means do we want this request to feel like a "threat" to move the event if we can't get some financial support from the city. It's just hard to ignore the \$20,000+ in savings Cottage Grove is offering, and I wanted to explain my rationale for requesting \$15,000 in financial support. The decision made by Council will not only have an impact on The Bus Fair but also *all* of the local businesses that financially benefit from the event being held in Oakridge.

We greatly appreciate the \$12,500 in funding that City Council granted us last year. It helped us make the event possible and break-even on the overall cost of the event. Based on the economic impact data in the attached reports, it also helped put **\$41,750.87 back into the local economy**, including The Bus Fair paying \$1,400 in additional park fees beyond what council waived in 2023, when 40+ attendees expressed they wanted to stay 4 additional days after the event (and spend their money in our community)., and created two part-time jobs for two Oakridge citizens, Vanessa Tharp and Catrina Davis. It also supports local nonprofits and other small businesses such as our local hotels, Air B&B's, restaurants, bars, etc. Below are the links to the 2023 attendee data report and a new report we compiled on the economic impacts of The Bus Fair, showing that **\$41,750.87 was brought in to the local economy**:

2023 Attendee Data Report

<https://thebusfair.com/index.php/the-bus-fair-2023-report>

2023 Economic Impact Report

<https://thebusfair.com/index.php/economic-impact-2024>

Please let me know if you have any questions.



Cheers,
Brock Butterfield
Founder
thebusfair.com

2-12-2024

Monday, February 12, 2024 5:32 PM

Parks & Com. Services Committee Meeting
Notes/Minutes

1. Roll Call
 - a. Leo Robb missing
2. Public Comment
 - a. Lynda
 - i. Park cleanup
 - 1) Suggested Date March 14th
 - ii. Try to have it organized for all parks
 - iii. User survey reports
 - b. Heather
 - i. OSU open house extension March 1st
 - ii. Safe Routes to School opportunity
 - c. Bicycle photo shoot
 - i. Kelsey Moore
 - d. Jeanie Caballero-Penn
 - i. AARP grant for improving towns
 - ii. For workout equipment in Banner Park or other Parks
 - iii. March 7th Deadline
 - iv. Diamond View Park is in the master plan as a location
3. Old Business
 - a. Pump Track progress
 - i. Travel Lane County will chip in half and Lane county economic will chip in other half of geotechnical study
 - ii. Kyle Jamison of Black Sage Trailworks is confident he can build a similar style for 1/2 price of around \$400k
 - b. Diamond View Park
 - i. Late April or early May to start redesign and rebuild
 - ii. Looking for local companies for sponsorship and donations
 - iii. How to register for being on a race circuit
 - c. Salmon Creek Trestle Bridge
 - i. Get that money spent for the finalization of the feasibility study so we can pursue other grants
4. New Business
 - a. Elections
 - i. Jason Nelhmer - Chair
 - ii. Heather Buley - Vice Chair
 - iii. Poncho Tarman - Secretary
 - b. Bus Fair Presentation
 - i. Brock spoke about history of bus fair
 - ii. Economic Impact of bus fair in Oakridge
 - 1) Brings around \$40k to Oakridge economy
 - iii. Asking \$15k for RTMP/TRT
 - iv. Wants \$7700 to go to park rentals
 - v. Potentially using Diamond Express for shuttling
 - 1) City has contract for shuttle service
 - vi. Motion: The committee supports the bus fair's request for additional funds from RTMP/TRT so that the bus fair can pay the city's park fees without requesting fee waivers.
Passed Unanimous 6-0

vii. Motion: Have staff investigate using Diamond Express for the use of events such as Bus Fair.

1) Passed Unanimous 6-0

c. Tree Ordinance

- i. Discussion
- ii. Railroad Trees mostly dead
- iii. Required to be a Tree City
- iv. Look at Ashland's Tree Ordinance

Note regarding the possibility of using 13 hours of the city's 24 hours of free bus services from LTD/Diamond Express for the Bus Fair 2024:

Our contract IGA contract with LTD/Diamond Express bus service allows for up to 24 hours of transportation services per Fiscal Year for "community service transportation" at no cost to the city.

LTD has confirmed that if approved by City Council, we could use 13 of those 24 hours to provide free shuttle service at the Bus Fair, which would save the Bus Fair approximately \$5,000.

TRT PROJECT BUDGET

Project: The Bus Fair / Linger Longer - 6/18 - 6/27, 2024

Property Owner: Brock Butterfield

Project Address & Mailing Adress: Project Address: Greenwaters Park

Mailing address: PO Box 1369 Oakridge, OR 97463

Contact Person: Brock Butterfield

Phone: 801-661-5406 **Email address:** brock@thebusfair.com

Fax Number: _____

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ 2,800	\$
Equipment/Supplies	\$ 16,350	\$ 7,500
Other	\$ 35,880	\$
Total	\$ 55,030	\$ 7,500
Funds Requested	\$	\$ 7,500

Prepared by: Brock Butterfield

Title: Event Founder

Signature of Point of Contact: *Brock Butterfield*

Title: Event Founder

Note:

This Project Budget must be submitted in the original grant application.

RTMP QUESTIONNAIRE

Event Name: The Bus Fair / Linger Longer - 2024
 Contact Person(s): Brock Butterfield Phone: 801-661-5406
 Address: PO Box 1369, Oakridge, OR 97463
 Email: brock@thebusfair.com
 Date of Event: 6/18 - 6/27 Event Location: Greenwaters Park and Old Mill Disc Golf Course

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

- | | | |
|---|------|-----|
| 1. Does your event/project create overnight stays? (hotel/motel/STR) | Y=10 | N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring? | F=5 | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | Y=5 | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | Y=5 | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? | Y=10 | N=0 |
| 7. Is this a group travel tour or package? | Y=5 | N=0 |
| 8. Are you working with Travel Lane County? | Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits? | Y=10 | N=0 |
| TOTAL: 55 65 | | |

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

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

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

Signature: Brock Butterfield Date: 1-29-24

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>	\$ 2,800.00	
<i>Equipment</i>	\$ 9,000.00	\$ 7,500.00
<i>Travel/Conferences/ Training</i>	\$ 0.00	
<i>Supplies</i>	\$ 7,350.00	
<i>Advertising</i>	\$ 7,575.00	
<i>Rent/Utilities</i>	\$ 7,500.00	
<i>Administrative Costs</i>	\$ 20,805.00	
<i>Other</i>		
<i>Other</i>		
<i>Total</i>	\$ 55,030.00	\$ 7,500.00

Prepared by: Title:

Brock Butterfield

Signature of Program
Contact:

Brock Butterfield

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

Your Advertising Plan

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

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

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

Attach additional pages if needed.

See attached

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

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



Answers to RTMP grant application below. Please also see links in this document for detailed reporting on the 2019 and 2023 event.

- 1. Overnight stays will be created by attendees, vendors, sponsors, musicians and volunteers who can arrive as early as Tuesday, June 18th and leave as late as Thursday, June 27th thus creating up to 9 overnight stays. This is an increase in 5 nights from 2023 and 9 nights from 2019.**
- 2. No, the event is the very beginning of summer.**
- 3. Yes, in 2019 we were a 1 day event and by request we have added an educational component to our event with a whole day of seminars. The majority of these attendees do not yet have a completed "Skoolie" to camp in as they are building theirs and they have rented hotel rooms and AirBnB's for our 2023 three day event.**

We also had requests from attendees to stay longer so we created "Linger Longer" to increase additional time spent in the area.

- 4. Our current online audience reach is over 210k people. This is a combined total from Instagram, Facebook, YouTube and newsletter subscribers. The average based on our 2019 and 2023 event shows we bring in 1,000 people from 26 different states and 3 Canadian provinces.**
- 5. Our marketing plan towards Oregonians will focus on advertising through Instagram, Facebook, local radio stations, local newspapers and placing flyers in Eugene, Springfield, Cottage Grove, Ashland, Medford, Klamath Falls, Bend, Florence, Salem and Portland.**
- 6. We have and will be working with Travel Oregon and Travel Lane County to promote the event. We were recently given data from Travel Oregon and Travel Lane County that shows the economical impact of our event in Lane County.**

The data shows that the average expenditures of a person staying in a hotel, motel or vacation rental is \$221/person/day, staying in a private home (family/friends) \$55/person/day and an "Other Overnighter" (camping at The Bus Fair) is

\$64/person/day. Based on those who filled out a survey and cross referenced with our ticket sales data, here's how that data can be applied to our attendees to get an idea of how much was spent in town during our 2023 event.

- 30 hotel, motel or vacation rental attendees for just 1 night = **\$6,630**
- 102 Other Overnighter Attendees that selected a 3 day camping pass = **\$19,584**
- 40 Other Overnighter Attendees that stayed for another 3 days for Linger Longer = **\$2,560**

While some attendees likely stayed for more than one night in a hotel, motel or vacation rental for our 3 day event, this gives us a good estimated total of **\$28,774** spent in town by attendees of The Bus Fair.

Link to the economic impact of tourism data below. Page 191:

https://industry.traveloregon.com/wp-content/uploads/2023/06/OR_2022_2023-05-24.pdf

Lane County / Visitor Details

Visitor Details, 2022p

Overnight visitor volume for Lane County is based on cross-referencing visitor surveys, visitor air travel, and lodging data. Volume estimates, therefore, will differ from methodologies that rely solely on visitor surveys. Visitor spending is a more reliable metric than visitor volume in accounting for changes in the travel industry, as it is more closely tied to economic data and lessens the variability from visitor surveys. Day-travel estimates are not included because of data limitations.

Additional years available at www.travelstats.com/oregon

Average Expenditure for Overnight Visitors, 2022

	Person		Party		Party Size	Length of Stay
	Day	Trip	Day	Trip		
Hotel, Motel, STVR	\$221	\$456	\$561	\$1,167	2.5	2.1
Private Home	\$55	\$182	\$126	\$431	2.3	3.4
Other Overnight	\$84	\$188	\$193	\$593	3.0	3.1
All Overnight	\$113	\$307	\$275	\$770	2.4	2.8

Overnight Visitor Volume, 2020-2022

	Person-Nights			Party-Nights		
	2020	2021	2022	2020	2021	2022
Hotel, Motel, STVR	1,316,490	2,737,550	3,117,460	513,320	1,020,920	1,225,860
Private Home	2,561,550	4,869,810	4,839,110	1,068,230	2,184,500	2,125,610
Other Overnight	932,290	992,030	1,169,880	352,800	375,450	390,480
All Overnight	4,810,320	8,629,390	9,126,450	1,934,350	3,580,870	3,741,950

	Person-Trips			Party-Trips		
	2020	2021	2022	2020	2021	2022
Hotel, Motel, STVR	695,060	1,350,340	1,508,800	263,220	486,940	588,970
Private Home	724,330	1,381,880	1,472,160	305,290	599,510	622,080
Other Overnight	308,570	326,230	380,810	116,100	123,580	127,190
All Overnight	1,728,960	3,058,450	3,361,570	684,610	1,222,010	1,338,240

7. One of the group target audiences / attendees are those who will "caravan" to the event in their converted school buses and other nomadic vehicles.

8. As mentioned above in number 6, we have and will continue to work with Travel Lane County.
9. We offer discount tickets and early ticket access to previous year ticket holders to encourage them to return again to The Bus Fair.

Note: One of our main goals behind The Bus Fair is to help stimulate our local Oakridge economy by creating an event that becomes known world wide and is something that people put on their calendars well in advance. Similar to the Oregon Country Fair yet, The Bus Fair is a very unique and first event of its kind. While this is a "for profit" event, we see it as a for profit event for the entire community.

History of RTMP/TRT funds and money back into the community

2019 - 1 Day Event

- ~RTMP Funds Awarded: \$5,576
- ~TRT Funds Awarded: \$7,390
- ~Total Funds Awarded: \$12,966
- ~Money invested back into the community by The Bus Fair: \$7,500.93
- ~[View the full report here.](#)

2020 -event postponed and only marketing expenses leading up to the event were awarded

- ~RTMP Funds Awarded: \$3,107.45

2023 - 4 Day Event The Bus Fair / 5 Day Event Linger Longer

- ~RTMP Funds Awarded: \$2,500
- ~TRT Funds Awarded: \$10,000
- ~Total Funds Awarded: \$12,500
- ~Money invested back into the community by The Bus Fair: \$12,976.97
- ~Potential revenue lost due to City double booking park estimated to be: \$13,000+
- ~[View the full report here.](#)

2024 - 9 Day Event The Bus Fair/Linger Longer

- ~Requested RTMP Funds: \$7,500
- ~Requested TRT Funds: \$7,500
- ~Total requested Funds: \$15,000

We hope to continue to be able to work with the City and Community of Oakridge to bring The Bus Fair back every year. However, it should be noted that our largest expenses are due to the lack of space and resources at Greenwaters Park (or any other park in Oakridge). The Bus Fair will need to spend \$20,785 to rent the parks, parking lot at the OIP, provide a shuttle from the

OIP for day attendees, a 40x40 event tent for 250 seminar attendees, portable restrooms, handwashing stations and trash services.

In closing, we can see from the data collected by Travel Oregon and cross referenced with our attendee surveys and ticket sales that The Bus Fair is indeed:

- Attracting visitors from outside the community
- Creates overnight stays at hotels, motels, AirBnB's etc.
- Includes and involves multiple community and tourism partners
- On the path to be self-sustaining, it has grown from a 1 day to 9 day event, and has exceeded the capacity of Greenwaters Park.
- Providing measurable or attainable ROI by sharing ticket data and applying to Travel Oregon's economic impact of travel report.

We hope that this information has been helpful to you in making your decision of awarding The Bus Fair a total of \$15,000 in RTMP and TRT funds in order to help continue to bring the event back each year.



ECONOMIC IMPACT REPORT 2024

The Bus Fair Economic Impact Report 2024



The data in this report was compiled by taking the average expenditures for overnight visitors in a report prepared by Dean Runyan Associates for Travel Oregon and applying it to the data collected in our surveys and cross referenced with our ticket sales data.

It should be noted that out of the 954 tracked attendees, only 214 filled out a survey and the economic impact report is from 2022 and doesn't account for any inflation for 2023, so the total dollar amount of combined average expenditures is likely higher than given in this report as we are missing data from 740 attendees and the average expenditures for overnight visitors for 2023 has not yet been released by Travel Oregon.

The full report for the Economic Impact of Travel in Oregon can be found [here](#).

Lane County / Visitor Details

Visitor Details, 2022p

Overnight visitor volume for Lane County is based on cross-referencing visitor surveys, visitor air travel, and lodging data. Volume estimates, therefore, will differ from methodologies that rely solely on visitor surveys. Visitor spending is a more reliable metric than visitor volume in accounting for changes in the travel industry, as it is more closely tied to economic data and lessens the variability from visitor surveys. Day-travel estimates are not included because of data limitations.

Additional years available at www.travelstats.com/oregon

Average Expenditure for Overnight Visitors, 2022

	Person		Party		Party Size	Length of Stay
	Day	Trip	Day	Trip		
Hotel, Motel, STVR	\$221	\$456	\$561	\$1,167	2.5	2.1
Private Home	\$56	\$182	\$126	\$431	2.3	3.4
Other Overnight	\$64	\$198	\$193	\$593	3.0	3.1
All Overnight	\$113	\$307	\$275	\$770	2.4	2.8

Overnight Visitor Volume, 2020-2022

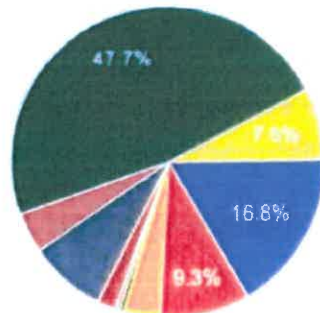
	Person-Nights			Party-Nights		
	2020	2021	2022	2020	2021	2022
Hotel, Motel, STVR	1,316,490	2,737,550	3,117,480	613,320	1,020,920	1,225,860
Private Home	2,581,550	4,899,810	4,839,110	1,068,230	2,184,500	2,125,610
Other Overnight	932,280	992,030	1,169,880	352,600	375,460	390,480
All Overnight	4,810,320	8,629,390	9,126,480	1,954,360	3,580,870	3,741,950

	Person-Trips			Party-Trips		
	2020	2021	2022	2020	2021	2022
Hotel, Motel, STVR	695,060	1,350,340	1,506,800	283,220	498,940	588,970
Private Home	724,330	1,381,880	1,472,100	305,290	599,510	622,060
Other Overnight	306,570	326,230	380,610	116,100	123,580	127,190
All Overnight	1,725,960	3,058,460	3,361,570	684,610	1,222,010	1,338,240



If you're staying overnight, where at?

214 responses



- 36 ● I'm not staying overnight.
- 20 ● I live in Oakridge.
- 8 ● Arbor Inn / Oakridge RV Park
- 1 ● Oakridge Lodge
- 0 ● Cascade Motel
- 0 ● Bluewolf Motel
- 1 ● Best Western
- 0 ● Westfir Lodge
- 4 ● Casey's RV Park
- 17 ● AirBnB
- 9 ● Friends / Family
- 102 ● Camping
- 16 ● Other

2023 Survey Data

- 30 hotel, motel or vacation rental attendees for just 1 night = \$6,630

- 102 Other Overnighter Attendees that selected a 3 night camping pass = \$19,584

- 40 Other Overnighter Attendees that stayed for another 3 nights for Linger Longer = \$2,560

Total Estimated Expenditures for overnight visitors of The Bus Fair: \$28,774

Again, there were 740 attendees that DID NOT fill out a survey so the total number is likely higher. We also err on the side of caution and while our event was more than 1 night, we only applied 1 night of expenditures for overnight visitors in hotels, motels and STVR's to our survey data.

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.

Total Estimated Economic Impact of The Bus Fair 2024

\$41,750.87

Location:

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

Date:

June 21-23, 2024

Curious thoughts:

lowdown@thebusfair.com

BE CREEPLY FOLLOW US



© 2019 - 2024 The Bus Fair

The 2023 event was funded in part with RTMP and TRT grant 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.**

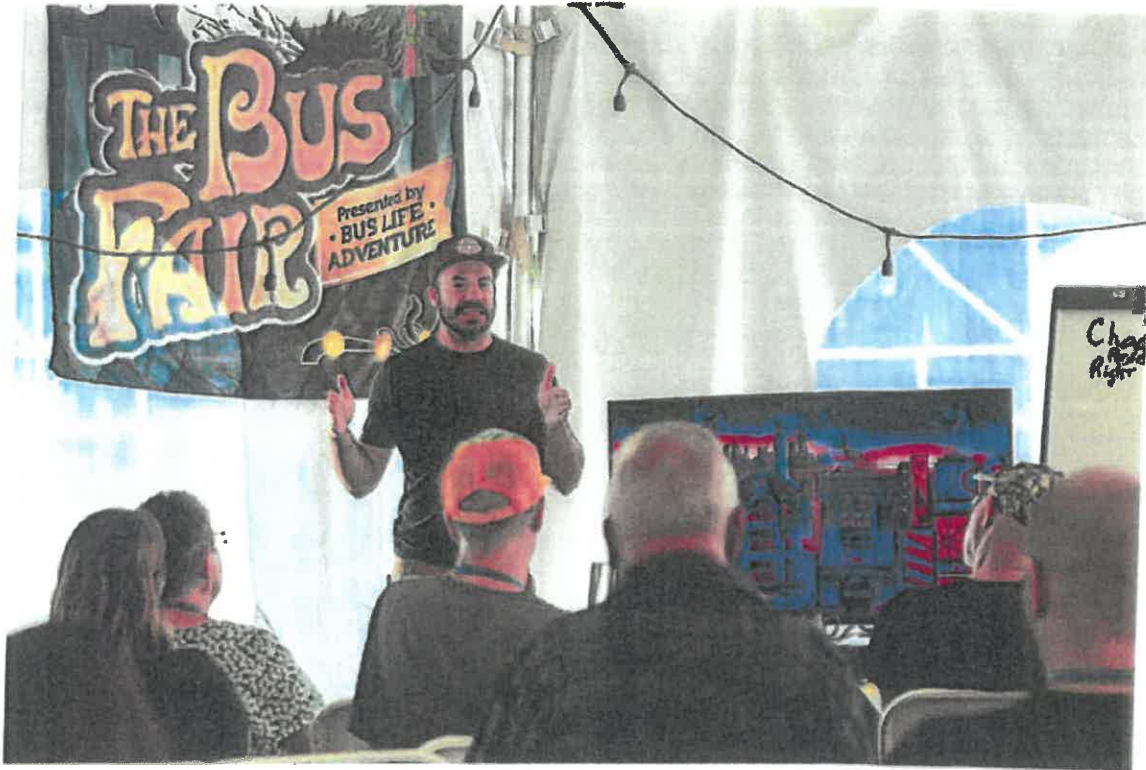
Total Attendee Headcount

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



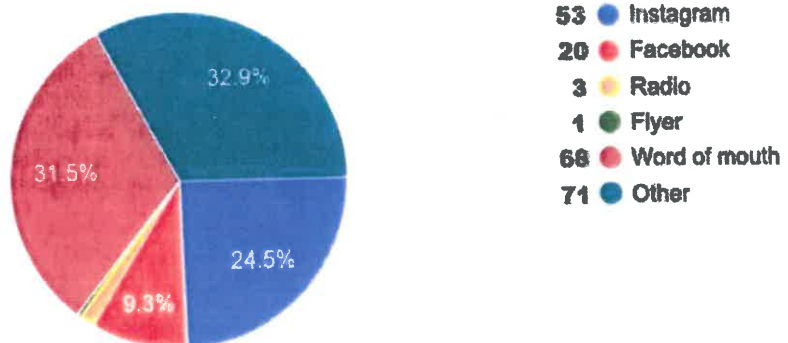
An art vendor from Idaho at The Bus Fair 2023

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.

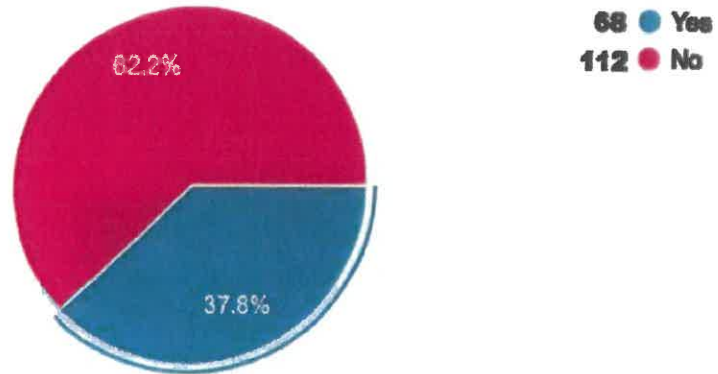
How did you hear about The Bus Fair?

216 responses



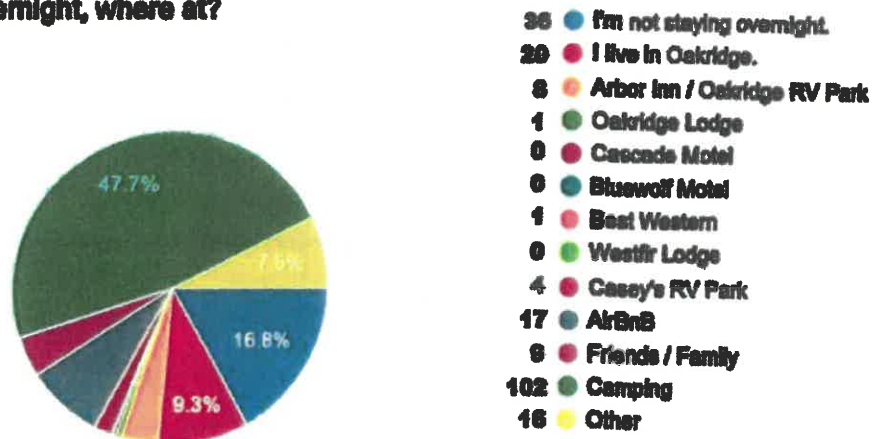
Have you ever been to Oakridge?

180 responses



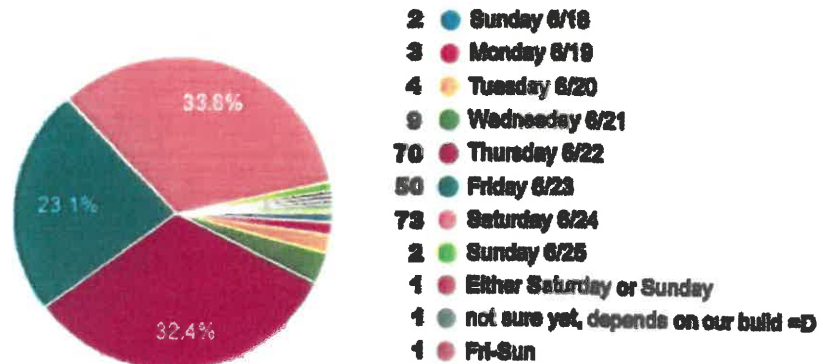
If you're staying overnight, where at?

214 responses



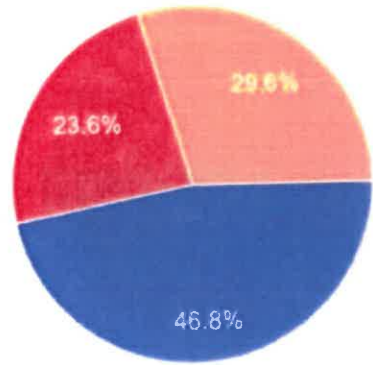
What day do you plan to arrive?

216 responses



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

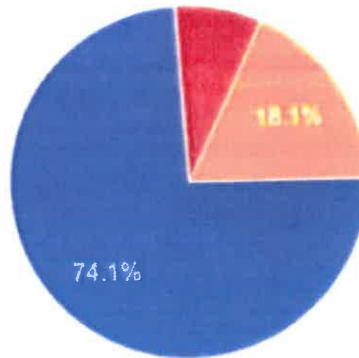
216 responses



101 ● Yes
51 ● No
64 ● Maybe

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

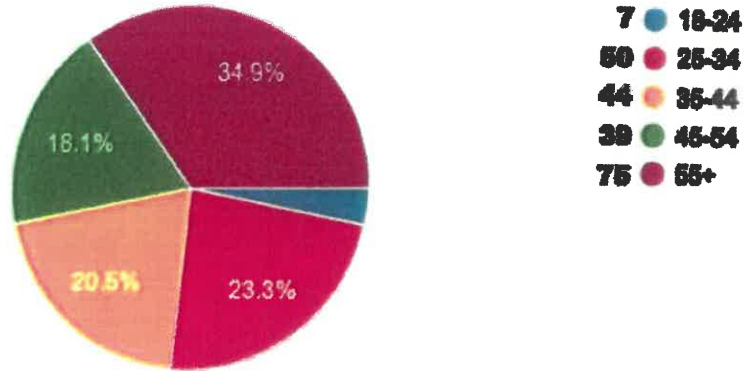
216 responses



160 ● Yes
17 ● No
39 ● Maybe

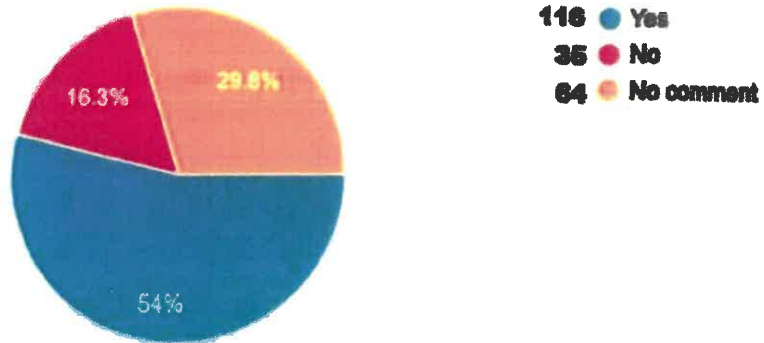
What age range are you?

215 responses



Do you believe in Bigfoot?

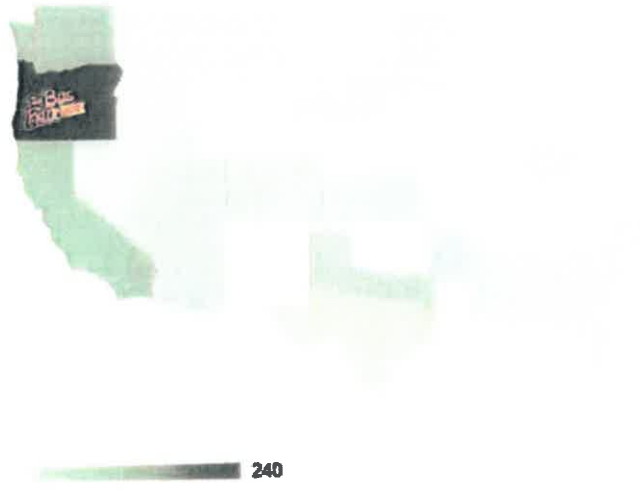
215 responses



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.

United States	Attendees
AL	2
AR	1
AZ	9
CA	71
CO	6
FL	6
GA	2
ID	8
IN	2
KS	2
MA	3
MN	2
MS	2
MT	5
NC	1
NV	6
NY	5
OH	2
OR	240
SC	2
SD	4
TX	22
UT	5
VA	2
WA	82



Canadian Provinces	Attendees
AB	1
BC	2

Marketing Material

THE BUS FAIR

Presented by
BUS LIFE
 ADVENTURE

IN OAKRIDGE
 OREGON

A SKOOLIE SHOW EXTRAVAGANZA!

JUNE 23 SEMINARS

(Special ticket required) 8AM-8PM

- 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

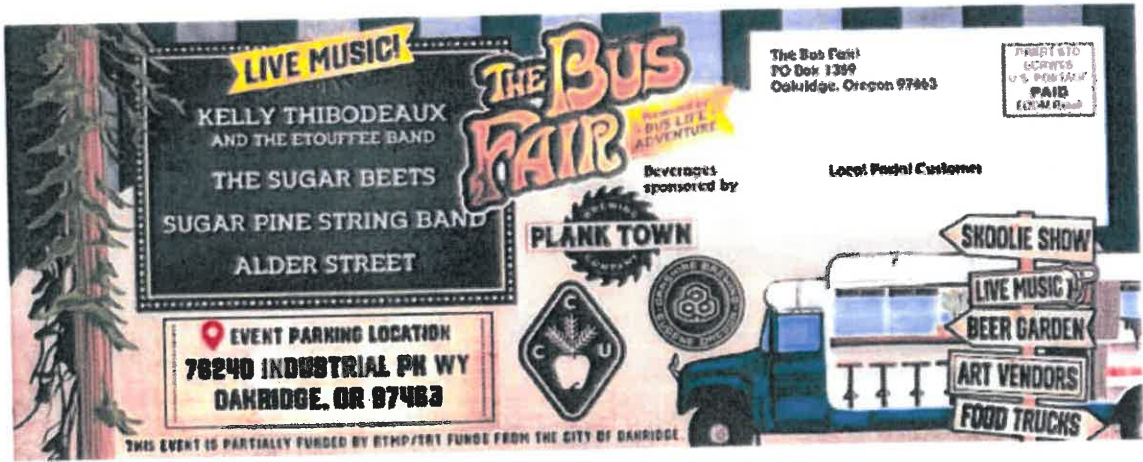
78240 INDUSTRIAL PK WY
 OAKRIDGE, OR 97463

SPONSORED BY:

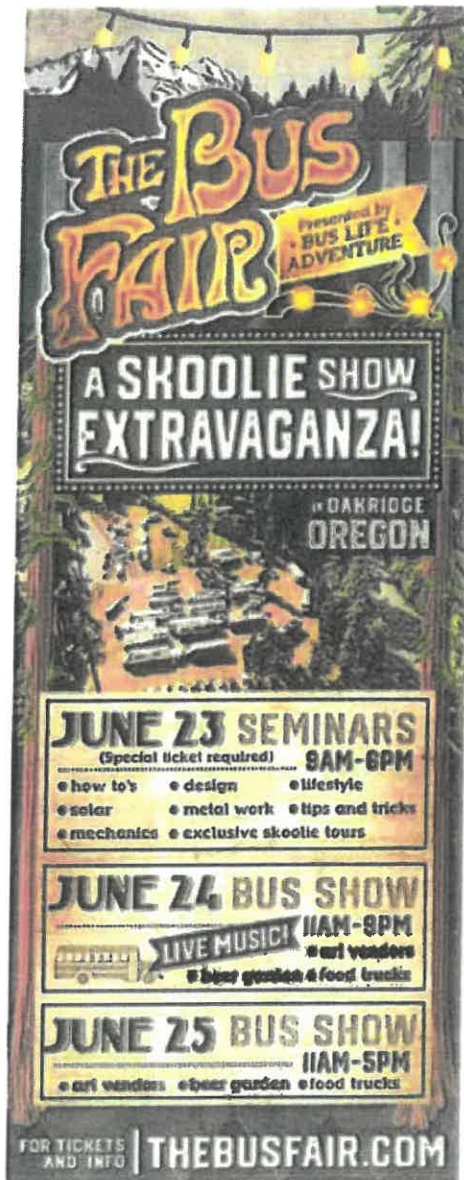


THIS EVENT IS
 PARTIALLY FUNDED
 BY STATEWIDE
 FUNDS FROM THE
 CITY OF OAKRIDGE.

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 Yarbrough, 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, Robburittville 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 - 2024 The Bus Fair

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

1 of 2



City of Oakridge

Property Rental Application

Event: The Bus Fair 2024 Small event <99 Large event >100
 Name: Brock Butterfield Date(s) requested: June 20-24, 2023
 Hours: see note Open at: see note
 Contact address: PO Box 1369 Oakridge, OR 97463 Contact phone: 801-661-5406

Facility:	Rent:
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input checked="" type="checkbox"/> Greenwaters Whole Park	\$1000
<input type="checkbox"/> WAC Classroom	\$25
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> WAC Senior Lounge	\$25
<input type="checkbox"/> OFD Community Room	\$25
<input type="checkbox"/> Old Public Works Bldg	\$200
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input checked="" type="checkbox"/> OIP Park	\$300
<input type="checkbox"/> OIP Overflow Parking	\$200

* Note
 Dates requested: June 20-24, 2024
 Hours: 6/20 starting at 10AM through 6/24 4PM
 Open to public: 6/22 11AM-9PM, 6/23 11AM-6PM
 Campers will arrive 6/20 and stay till 6PM of 6/24 = \$4,000
 * Note
 To be used for overflow camping
 Old Mill Camp
 Dates requested: June 20-24, 2023
 Hours: 6/20 1PM through 6/24 6PM
 Not open to public = \$1,500

Total Fees: \$6,500
 * Will Pay Later

Requires Council Approval

Street closure location:
 Alcohol permit: Yes No
 Noise permit: N/A
 Nature of noise: Music from 11am - 9pm
 Estimated distance noise will be plainly audible: 500 ft
 Is a variance required: Yes No
 Variance subject to event rules (see reverse)
 Attach a list of all residences/businesses within 500 feet

Applicant signature: Brock Butterfield
 Approval signature: _____

Date: 7-6-23
 Date: _____

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

2 of 2



City of Oakridge

Property Rental Application

Event: PRE/POST The Bus Fair Small event <99 Large event >100
 Name: Brock Butterfield Date(s) requested: 6/18-6/19, 6/25-6/26
 Hours: 12am-11:59pm Open at: 12am
 Contact address: PO Box 1369 Oakridge, OR 97463 Contact phone: 801-661-5406

Facility:	Rent:
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input type="checkbox"/> Greenwaters Whole Park	\$1000
<input type="checkbox"/> WAC Classroom	\$25
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> WAC Senior Lounge	\$25
<input type="checkbox"/> OFD Community Room	\$25
<input type="checkbox"/> Old Public Works Bldg	\$200
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input type="checkbox"/> OIP Park	\$300
<input type="checkbox"/> OIP Overflow Parking	\$200
<input checked="" type="checkbox"/> Greenwaters West Field	\$300

Total Fees: \$1,200
**Will Pay Later*

Requires Council Approval

Street closure location:
 Alcohol permit: Yes No
 Noise permit: N/A
 Nature of noise:
 Estimated distance noise will be plainly audible:
 is a variance required: Yes No
 Variance subject to event rules (see reverse)
 Attach a list of all residences/businesses within 500 feet

Applicant signature: Brock Butterfield
 Approval signature: _____

Date: 7-6-23
 Date: _____

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

December 23, 2023

To Whom it May Concern -

We are writing this letter to support The Bus Fair and Community Member Brock Butterfield in his request for grant funding and park fee waivers. I believe that this event is a special event for our community and does a great job to bring tourists to our area, as well as celebrating and supporting people and businesses in our community.

The Bus Fair intentionally invests money into our community by hiring local community members and showcasing and partnering with local businesses and organizations - examples of these are: Oakridge Police and reserves, EMS, Mane Street Coffee, Jule's Thai, Cowgirl Cookin', shopping at Oakridge Hardware, hiring Oakridge Sani-Haul, Middle Fork Bistro, Oakridge Disc Golf (with a \$500 donation) and much more - totaling over \$13,000.

They also sent attendees to Ray's, The Arbor Inn, Happy Belly Burgers, 3 Legged Crane Pub and numerous other local businesses and establishments.

We both were personally involved in the Bus Fair by volunteering one year at the entrance with the purchasing of tickets for general admission. We saw first hand (and was amazed by) how many people were drawn to Oakridge this event. People loved the experience, and for many people, it was their first time visiting. The second year, we worked at the Beer Garden and were able to see how many local businesses were brought in, and recommended outside of the event, for both the visitors and locals to support.

I enthusiastically support Brock Butterfield and The Bus Fair, and I support the City's efforts to help them with the resources they need to make this event a success.

Respectfully,
Lindsay Compton and Rick Yarbrough
themiddleforkbistro@gmail.com

ADDITIONAL FACTS:

- Almost 1000 attendees
- 150 complimentary tickets also given
- Dozens of children
- Almost \$13000 re-invested into the community + a \$500 Disc Golf Donation

You can see Brock's full and comprehensive breakdown for the 2023 Bus Fair here - <https://thebusfair.com/index.php/the-bus-fair-2023-report>

To whom it may concern -

February 2024

We are writing and signing this letter of support for The Bus Fair and Brock Butterfield's request for grant funding - specifically TRT and RTMP funds.

We have been involved in The Bus Fair in a variety of roles - attendees, volunteers, business owners, community members, judges, vendors, and more.

We want to give our full support to Brock and The Bus Fair and hope that the city of Oakridge, Westfir, and beyond can support this event - financially and with resources in kind and encourage the city to do so however possible.

We want to highlight a few things that are important to us and that The Bus Fair has done very well and why we support Brock and his team:

- The strong and constant positive focus on our community - involvement in The Holiday Light Parade, The Tree Planting Festival, Park and Neighborhood Beautification, working with local non-profit organizations and more.
- Helping to make our parks a welcome and usable place - leaving them in pristine condition and inviting people to plan future events there! Public WiFi at Greenwaters was made available through Brock's efforts in 2019 with brokering a deal between Emerald Broadband and the City of Oakridge.
- TBF is an event that attracts locals and people from out of town - previous data shows attendees from over 25+ states and several Canadian provinces, and even Europe!
- TBF's intentional efforts to put money back into the local community - examples of this are: hiring local, working with businesses like The Corner Bar, Arbor Inn, Oakridge Hardware, The North Fork, Mane Street Coffee, Ray's Market, Oakridge Tire Center, 3 Legged Crane Pub, Oakridge Sani-Haul, and more.
- Brock's impeccable detail to his reports on tracking financial investment and use in our town helps to show how using grant funds can help reinvest in our community.
- The Bus Fair is a solid event that can continue to showcase the great community that Oakridge is and keep Oakridge as an attractive area for tourism, recreation, and economic development.

We are excited to see this event continue to grow and want to show our appreciation for Brock and his team, Heidi Miller, Vanessa Tharp, and Catrina Davis - as well as the efforts that all have put forth to create this special and unique community event.

In Support -

*Vanessa Tharp, Oakridge resident and The Bus Fair Event Coordinator,
Catrina Davis, Oakridge resident and The Bus Fair Volunteer Coordinator,
Jason Hays, Oakridge resident, employee of Oakridge Hardware,
Bob and Linda Holly, Oakridge residents and volunteers of The Bus Fair
Rob Henderson, Oakridge resident and owner of The Corner Bar and Grill,
Nicole Davis, Westfir resident, The Bus Fair sponsor and volunteer
Melody Cornelius, Westfir resident, Former Westfir Mayor and vendor at The Bus Fair
Toni Wassenberg and Andre Yazdi, Westfir residents and Owners of Casey's Riverside RV Park
Vinnie and Bambi Maxwell, Oakridge residents and owners of Happy Belly Burgers
Fred and Jill Board, Oakridge residents, Attendee and Judge at The Bus Fair
Benjamin Beamer, Oakridge resident and The Bus Fair Volunteer*

**Guenevere (Patty) DiGiola
47953 Commercial Street
Oakridge, Oregon 97463
gpatty4@gmail.com
541-556-7676**

03/05/2024

Dear Oakridge City Councilors,

I am writing to express my excitement and wholehearted support for the upcoming Bus Fair event in Oakridge, Oregon. As an active community participant, I attended both events. I believe the Bus Fair celebrates creativity, innovation, and sustainability, and supports Oakridge's strategic goals for economic development and community engagement.

The Bus Fair event is more than a time to see converted vehicles. It is a celebration of ingenuity and resourcefulness. It highlights the incredible potential for repurposing existing resources to create something functional and aesthetically pleasing. Walking into those converted spaces, you feel inspired to make your living space and the area around you beautiful. This energy pours into the town and inspires community investment.

Bus conversions are not the only creative endeavors showcased at the Bus Fair; local food vendors, local and regional artists, and musical talents round out the event. There is something for everyone at the Bus Fair, and it demonstrates the wonderful community of Oakridge to all attendees.

I saw the community engagement firsthand at the two events. It provided an opportunity for residents, past residents, enthusiasts, and experts to come together, share ideas, and reconnect. These events foster friendships, and support networks within the community, strengthening the social fabric of our town.

Councilors, I urge you to support the Bus Fair with the RTMP/TRT funds. These events are not "money-makers", they are community makers. They have brought nothing but positivity to our community.

Thank you for your attention and support. I look forward to seeing you at the Bus Fair event and sharing in the celebration of sustainable living and creativity.

Sincerely,

Guen DiGiola

I am writing this letter to support The Bus Fair and Founder and Community Member, Brock Butterfield, in his request for grant funding and park fee waivers. I believe that this event is a worthy community event that does a great job to bring tourists to Oakridge, as well as celebrating and supporting people and businesses in our community.

Brock and The Bus Fair intentionally invests money into the local economy by hiring local community members and showcasing and partnering with local businesses and organizations - examples of these are: Oakridge Police and reserves, EMS, Mane Street Coffee, Jule's Thai, Cowgirl Cookin', shopping at Oakridge Hardware, hiring Oakridge Sani-Haul, Middle Fork Bistro, Oakridge Disc Golf (with a \$500 donation) and much more - totaling over \$13,000.

They also sent attendees to Ray's, The Arbor Inn, Happy Belly Burgers, 3 Legged Crane Pub and numerous other local businesses and establishments. And, this is not to mention all of the fuel tax Oakridge receives from Bus Fair goes as they fill up their tanks.

I personally was involved in the Bus Fair through the facilitation of Bus Fair campers onsite at the Old Mill Park and witnessed the joy the event brought to so many.

I enthusiastically support Brock Butterfield and The Bus Fair and I support the City's efforts to help them with the resources they need to make this event a success.

Sincerely,
Jason Nehmer
Oakridge Disc Golf Club president
oakridgediscgolfclub@gmail.com



3/1/2024

Re: UBRA's TRT Funding Request for 2024

The Uptown Business & Revitalization Association, UBRA, was formed in 2008 and the same year became a participant in the Oregon Main Street, OMS, program. UBRA is a 501c3 non-profit, governed by a 5 member board of directors.

UBRA's projects include posting the American Flag along First Street on national holidays, spearheading an annual cleanup of First Street the week before the Tree Planting Festival, (April 27, 2024), beautification of Uptown by supplying and maintaining flower baskets on the light poles along First Street, and maintaining a billboard along highway 58 directing traffic to the Uptown district.

Our 2024 projects include:

- Hanging flower baskets on 1st St during the summer months
- adding a logo sign near the city welcome signs at the east and west entrances to Oakridge.
- Soliciting applicants for the biennial OMS grant for revitalizing Main Streets
- Replacing the 10 year old cover on the billboard along highway 58 owned by UBRA
- Optimizing our online presence and streamlining opportunities to seek financial support from the community
- Leveraging our partnership with Travel Lane County via cooperative advertising and utilizing shared digital assets
- Adding quarterly membership events to inspire and inform our community about opportunities for volunteering, business development, and supporting a sustainable downtown core
- UBRA is working toward establishing a storefront which would house our records and supplies; have signage indicating a physical location; offer open hours for visitor inquiries and member services
- Collaborating with Rural Development Initiatives, (RDI), on a workshop entitled, Build Your Dream Downtown to take place in spring 2024

In summary, UBRA's projects and activities are set apart from other organizations by two characteristics: year-round (24/7) impact and benefits to the Uptown businesses, residents, and community at large. Signage, web presence, and beautification is visible and functioning at all times. Whether a business joins our organization or not they benefit from the efforts described above. Once a year events are important, but UBRA is working all year.

Thank you for your consideration,

The UBRA Board of Directors



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

UBRA's 2024 TRT / RTMP funding request and project budget

1 message

UBRA Uptown Business Revitalization Association <uptownrevitalization@gmail.com>
To: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Fri, Mar 1, 2024 at 8:00 AM

Hello James

I have attached our 2024 TRT (or RTMP) funding request and budget (two attached docs). This includes the project budget form and a brief description of some of our work as a local non-profit organization as well as a short description of some of the work we will be doing in 2024, and places we could use some help with funding.

Thank you for your ongoing work and for being a helpful partner to our organization. If you or the committee have any questions please feel free to contact me or anyone on the Board of Directors.



2024 UBRA TRT Project Budget and Request

Thank you

Eugene Cathcart

--

President
Uptown Business and Revitalization Association (UBRA)

P.O. Box 839
Oakridge, Oregon
97463



UBRA 2024 TRT request for funds.docx
193K

TRT PROJECT BUDGET

Project: Oakridge Beautification and Revitalization
 Applicant: Uptown Business and Revitalization Association
 Project Address & Mailing Address: P.O. Box 839, Oakridge OR 97463
 Contact Person: Eugene Cathcart
 Phone: 541 736 6424 Email address: ptownuptownrevitalization@gmail.com
 Fax Number: _____

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ <u>volunteers operated</u>	\$ <u>0</u>
Equipment/Supplies	\$	\$
Other	\$	\$
Hangng Flower Baskets	\$ <u>2500</u>	\$ <u>1500</u>
Visitor Information signage	\$ <u>750</u>	\$ <u>750</u>
Street light banners	\$ <u>2400</u>	\$ <u>2400</u>
April 2024 Uptown Cleanup	\$ <u>200</u>	\$ <u>100</u>
Art Walk Marketing banners	\$ <u>500</u>	\$ <u>500</u>
Hwy 58 billboard refresh	\$ <u>1200</u>	\$ <u>1000</u>
Total	\$ <u>7,550⁰⁰</u>	\$ <u>6,250⁰⁰</u>
Funds Requested	\$ _____	\$ <u>6,250⁰⁰</u>

Prepared by: Eugene Cathcart and the UBRA Board of Directors
 Title: President, Uptown Business and Revitalization Assn
 Signature of Point of Contact: Eug
 Title: _____

Note:
 This Project Budget must be submitted in the original grant application.

RTMP QUESTIONNAIRE

Event Name: 2024 Oakridge Keg & Cask Festival
 Contact Person(s): Amy Kelley Phone: 541-537-0851
 Address: 48187 McFarland Rd, Oakridge, OR
 Email: oakridgekegcaskgeneral@gmail.com
 Date of Event: 8/10/2024 Event Location: E 1st St (Between Cedar & Alder)

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

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

TOTAL: 60

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

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

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

Signature: Amy M Kelley Date: 2-18-2024

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		
<i>Equipment</i>	\$3500	\$1500
<i>Travel/Conferences/ Training</i>		
<i>Supplies</i>	\$1575	\$500
<i>Advertising</i>	\$6600	\$4500
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>		
<i>Other Music</i>	\$3100.00	
<i>Sound Production</i>		
<i>Other Lighting Rental</i>	\$2200.00	
<i>Total</i>	\$16,975.00	\$6500.00

Prepared by: Title:

Amy Kelley Chairperson

Signature of Program
Contact:

Amy M Kelley

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

Your Advertising Plan

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

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

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

Attach additional pages if needed.

Flyers, Posters & Banners will be distributed through Lane County. Promotion through our website.

Advertising with Facebook & Radio Ads

<https://oakridgekegcask.com/>

<https://www.facebook.com/KegCaskFestival>

All invoices, receipts will be provided with funding requests.

I have attached examples of last years flyers and posters. We can't provide this year since we are currently working on sponsorship

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

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

TRT PROJECT BUDGET

Project: 2024 Keg & Lark Festival

Property Owner: _____
 Project Address & Mailing Adress: 48187 McFarland Road, Oakridge, OR

Contact Person: Amy Kelly

Phone: 541-537-0851 Email address oakridgekegcafe@gmail.com

Fax Number: _____

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ Volunteers	\$ 0
Equipment/Supplies	\$ 5,075	\$ 2,000
Other	\$	\$
Advertising	6,600	\$ 4,500
Music/Sound	3,100	0
Light Rental	2,200	0
Total	\$ 16,975	\$
Funds Requested	\$	\$ 6,500

Prepared by: Amy Kelley

Title: Chair person

Signature of Point of Contact: _____

Title: _____

Note:
This Project Budget must be submitted in the original grant application.

Proudly Sponsored By:

Stan Clark Construction LLC



THE

 LEGGED CRANE

Art Works
 OAKRIDGE

OAKRIDGE
 TIRE CENTER

Saxon
 Insurance

Rockin Music, Great Food, Awesome Brews

OAKRIDGE, OREGON

KEG @ CASK
 Festival

August 12th, 2023
 3 until 11 pm

East 1st St. between Oak and Alder Streets

Proudly Sponsored By:



Rockin Music, Great Food, Awesome Brews

OAKRIDGE, OREGON
KEG & CASK
Festival

August 12th, 2023
3 until 11 pm

East 1st St. between Oak and Alder Streets



March 5, 2024

UWCDC
Oakridge Keg & Cask Festival Committee

Dear City Council,

The Oakridge Keg & Cask Festival has become one of the signature events of the summer for Oakridge. As a fundraising event for the UWCDC Food Box program, this festival raises desperately needed funds that help sustain this very necessary program. Now in its 16th year, there has never been a significant incidence of disturbance.

- The festival will take place on E 1st St., between Cedar and Alder.
- Reserve Police personnel, in uniform, are present and patrolling the crowd throughout the entire event.
- Our event insurance identifies City of Oakridge as an additionally insured.
- The Uptown building will be designated as a medical aid station.
- Admission is free to this event.
- Music will be like years past.
- Food and Craft Vendors will line the street.
- Oakridge Police Department has approved the event plan.
- Appropriate notice will be given to the residents within 500' radius of the event.

We are also asking that the event be allowed to close at 11:00 pm with the streets reopened at midnight, like the last several years events.

Respectfully submitted,

Amy Kelley
Chairperson
541-537-0851



City of Oakridge

Property Rental Application

Event: Oakridge Keg & Cask Festival _____ Small event <99 Large event >100

Applicant Name: Amy M Kelley _____ Date(s) requested: 8-10-2024 _____

Hours: 8am-12 (Midnight) _____ Open at: 3pm-11pm _____

Contact address: 48187 McFarland Rd, Oakridge, OR 97463 _____ Contact phone: 541-537-0851 _____

Facility:	Rent (per day):
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input type="checkbox"/> Greenwaters Whole Park	\$1000
<input type="checkbox"/> WAC Classroom or Kitchen	\$50
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> OFD Fire Hall	\$50
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input type="checkbox"/> OIP Disc Golf Course	\$500
<input type="checkbox"/> OIP Lots	\$200
<input type="checkbox"/> City Hall Conference Room	\$50
<input type="checkbox"/> Event Signs	\$5 per day per sign, or \$20 per sign per entire event (up to 2 weeks)

Total Fees: 0.00 _____

Street Closure(s) being requested? Yes No If yes, location(s): E 1st St (From Alder to Cedar) _____

Alcohol Permit (see separate application form)? Yes No

Amplified Music? Yes No If yes, estimated distance noise will be plainly audible: 400' _____

****Any "Yes" Answers to the questions above requires City Council and/or Police Department Approval.***

Applicant signature: Amy M Kelley _____

Date: 2-18-2024 _____

City Approval: _____

Date: _____

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

RULES FOR ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event (including clean up), must conclude by **10pm**, *unless* a later time has been approved by the City Council prior to the event.
4. Noise levels at your event cannot *consistently* exceed **80 decibels at the distance of 500 feet** from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained, the event may be shut down by the Oakridge Police Department for violation(s) of your facilities permit and/or City ordinance.
6. Events must comply with all city ordinances. Failure to do so may result in immediate termination of the event and permit revocation by the Oakridge Police Department or other City of Oakridge staff.
7. Unless otherwise approved by the City Council or City Administrator, all fees are *non-refundable* and must be paid *prior* to the event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

Events Over 100 People

In addition to the above rules, the following rules apply to all events *over 100 people*. You must attach appropriate documentation at the time of application for the application(s) to be approved.

8. Submit an “**Event Permit Application Form**” to the Oakridge Police Chief for events over 100 people. This form must be approved by the Oakridge Police Chief prior to the event.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained & certified security for events over 100 people. At least 1 security officer per 100 event participants is required. The Oakridge Police Department *may* be hired to provide security *if* staff is available. Contact OPD at 541-782-4232 for more details.
10. Submit a Medical/Safety plan for your event. Med/Safety stations must be provided for events *over 200 people*. Contact the Police Chief and Fire Chief for approval of Medical/Safety plans. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expenses incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. Submit a copy of an **event insurance policy for at least 1 million dollars**, listing the City of Oakridge on the policy as an “additional insured.”
13. Submit an City of Oakridge **Alcohol Permit Application Form** if alcohol will be served at the event. Alcohol Permits require City Council approval.
14. Any other rules or stipulations the City may deem reasonable and necessary.
15. **Parades** have additional rules, found in Oakridge Muni Code Chapter 75 and Ordinance 942.

I agree to abide by the above conditions:

Signature: Amy M Kelley

Date: 2-18-2024


Failure to abide by the above rules & conditions may result in sanctions including, but not limited to, refusal to rent facilities, revocation event permit, loss of non-refundable application fees, revocation of alcohol permit, citations for city code violations, and other financial penalties. Sanctions may be appealed to the City Council.

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

Category:	Event: <u>Oakridge Keg & Cask Festival</u>
Family: <input type="checkbox"/>	Event Sponsor: <u>UWDCD</u>
Group: <input type="checkbox"/>	Date of Event: <u>August 10, 2024</u>
Non: Profit: <input checked="" type="checkbox"/>	Hours of Event: _____
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: <u>500</u>
	Applicant: <u>UWDCD c/o Oakridge Keg & Cask Festival Committee - Amy Kelley Chair</u>
	Contact Address: <u>PO Box 677, Oakridge, OR 97463</u>
	Contact Phone: <u>541-537-0851 (Amy Cell)</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 checked="" type="checkbox"/>	Which Street: <u>E 1st St, Between Cedar & Alder from 8:00 am to 12:00 Mid</u>
	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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Alcohol Permit:	Hours of Alcohol Service: <u>3:00 pm to 11:00 pm</u>
	Type of Food/Caterer: <u>Various, Unknown at this time</u>
	Security Measures: <u>Reserve Police</u>
	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 type="checkbox"/>

Noise Permit	Nature of Noise Generation: <u>Live Music</u>
	Estimated Distance Noise will be plainly audible: <u>400'</u>
	Is a variance required?: Yes <input type="checkbox"/> No <input checked="" 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: Amy M Kelley **Date:** 2-18-2024

*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: Amy M Kelley

EVENT APPLICATION/PERMIT

DATE: 2-18-2024 EVENT NAME: Oakridge Keg & Cash Festival

NAME OF EVENT COORDINATOR: Amy M Kelley
ADDRESS: 48187 McFarland Rd, Oakridge, OR 97463
PHONE: 541-537-0851

DATE OF EVENT: 8-10-2024 START TIME: 3pm END TIME: 11pm

NUMBER OF PARTICIPANTS: 300-400 NUMBER OF BOOTHS: 40-60

EVENT LOCATION: E 1st ST (Between Cedar & Alder)

EVENT DESCRIPTION: Street Festival fundraiser for Oakridge Food Box

Security is being asked by Oakridge Reserve Officers.

Request has been submitted to Neil Ritz.

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

APPLICANT SIGNATURE: Amy M Kelley PHONE: 541-537-0851

CHIEF OF POLICE SIGNATURE: K. R. Ritz DATE: 02/26/2024

COMMENTS FROM CHIEF:

Reserves can assist with event and will work with
event on security / Public Plan for event

To: Oakridge TRT/RTMP Committee
Fr: Oakridge Westfir Area Chamber of Commerce, Michelle Emmons, President
Re: 2024 TRT Funding Request Brief for Committee Meeting

The Oakridge Westfir Area Chamber Board is requesting continued financial support from the City of Oakridge to assist the organization in accomplishing its mission and goals, specifically to fund a Chamber Tourism Director position that would serve in a hybrid role for the Chamber, with 25% of the job focused on necessary administrative duties, and 75% tourism development.

Please read below for our past year's accomplishments, how the City of Oakridge RTMP/TRT contribution from 2023-24 was spent, future direction, and Job Description for Chamber Tourism Director, noting that the Tourism Director's salary may be flexible based on available funding.

Chamber Accomplishments 2023

Elevating our Profile in the Community and regional Lane County - The Chamber worked closely with Travel Lane County and Oakridge City Administrator to improve and expand the Oakridge and Westfir pages in the annual TLC area guide, and collaborated with the City of Oakridge and RAIN on creating and presenting our First Annual Business Awards, nominated and selected by the community and celebrated at the City of Oakridge Holiday Party - a great success!

Building Relationships with Businesses - The Chamber continues to build its relationships by co-hosting the Chamber Partners meetings, welcoming new businesses to the area and offering 1-1 support to our member businesses in a variety of areas, from networking to assessing community needs and helping them develop their online presence and marketing plans. The Chamber has continued to develop the OWC Community Facebook group into a resource that serves to connect business owners directly to their local customers, providing a forum for discussing community wants and needs, and for businesses and entrepreneurs to conduct real-time market research with an actively engaged group of nearly 1000 members (and growing).

Networking and Collaboration - The Chamber continues to partner with both cities, RARE, RAIN, Travel Lane County, Lane Workforce Partnership, USFS, and SWFC - actively participating in grant writing and responding to regional stakeholders. Our Chamber President serves on the Oakridge Economic Development Advisory Committee, as well as the SWFC/USFS Recreation Committee, and more recently, the Oakridge Parks Committee. The Chamber has been involved in developing grant proposals to support economic development in the Oakridge Industrial Park, and Chamber events have provided an opportunity for networking between business owners and local organizations focused on improving quality of life for all local community members. The Chamber also facilitates the Chamber Partnership - a monthly networking meeting via Zoom that brings together public officials, agencies, and other regional stakeholders to update and identify economic development resources and collaborate where possible to advance economically beneficial policies and facilitate new programs, infrastructure, training and other educational opportunities in our community.

Website - In addition to continuing to update and improve the new website, the Chamber has opened up event submissions to everyone in the community and added new calendar categories for Workshops and Classes, and is working with both the Highway 58 Herald and Travel Lane County to streamline the cross-posting of local events. The newest public resource on the website, an online Job Board, has also been opened up for community-wide use. Preliminary reports show improved SEO (searchability and site hits) and positive responses from within and beyond the local communities.

Pivot to Opportunities - The Chamber will continue working with Travel Lane County to elevate new business marketing and tourism-related opportunities such as the Lane County Travel Guide and provide important feedback and letters of support to expand and improve regional economic development and recreation projects such as the Westfir North Fork Confluence Park (including a safe parking area and ADA facilities), East Oakridge (Mill Park, Pump Track, Makers Flex Building, Flume Trail and Greenwaters Park/Larison Ridge connections, and the Aufderheide Scenic Bikeway), supporting housing and expanded and updated infrastructure, and helping support the destination signage project which was completed earlier this year.

Use of Funds 2022-23:

- Maintain and continue to improve the Chamber website, including new community-wide resources like the area calendar and job board
- Renewed the contract with the Executive Assistant with focus on streamlining operations, automating member onboarding, engaging the community via social media and regular newsletters, and continuing to improve and trouble-shoot the website development and automations
- Hosted online and in-person events to help connect businesses with resources, promote businesses, and encourage local economic growth
- Created and Presented the first annual Business Awards
- Insurance premiums to cover events hosted by the Chamber
- Monthly ZOOM subscription and minor office expenses such as postage, PO Box and bank fees

2024/25 Future Plans

In 2024 the Chamber has identified a gap in focused efforts towards tourism development, providing a more cohesive, active collaboration of local businesses, agencies, and regional partners to help grow the Westfir and Oakridge tourism economy. While total Chamber personnel costs include general administration and technical assistance to maintain the website, the board has decided that the best way to fill the gap for building tourism while maintaining basic operations, is to hire a **Chamber Tourism Director**. This position will work together with board members to administer operations estimated at 25% of the time, while focusing on tourism development 75% of the time. Depending on available funding, deliverables as described in the attached **Job Description Addendum** may be variable.

Oakridge Westfir Chamber of Commerce: Proposed Budget, 2024/25	
<u>Expenditures</u>	
Dues/Fees	\$50
Liability Insurance	\$725
Marketing/Promotional	\$600

Website Maintenance	\$1000
Miscellaneous Expenses	\$25
Office Expenses /USPS/ZOOM	\$200
Conferences / Travel Stipend	\$400
Personnel	\$21,800
TOTAL EXPENDITURES	\$24,800
<i>Anticipated Westfir Grant</i>	<i>\$5,000</i>
<i>Anticipated Income (Memberships, fundraising events, etc.)</i>	<i>\$4,000</i>
TOTAL REQUEST FOR OAKRIDGE TRT/RTMP FUNDS	\$15,800

The Oakridge Westfir Chamber of Commerce thanks the Cities of Oakridge and Westfir and the TRT/RTMP Committee Members for your continued support of our efforts to elevate and celebrate our local community businesses.

On behalf of the Oakridge Westfir Chamber of Commerce, we very much appreciate your consideration of this proposal and look forward to working with you all to help invigorate, strengthen, and grow a vital future for Oakridge!

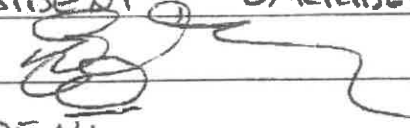


Michelle Emmons, President
Oakridge Westfir Chamber of Commerce
cc: City of Oakridge, Oakridge Westfir Chamber of Commerce Board of Directors

TRT PROJECT BUDGET

Project: CHAMBER OF COMMERCE TOURISM DIRECTOR
 Property Owner: OAKRIDGE-WEST FIR CHAMBER OF COMMERCE
 Project Address & Mailing Address: PO BOX 217, OAKRIDGE, OR 97463
 Contact Person: MICHELLE EMMONS, PRESIDENT
 Phone: 541-913-4318 Email address: president@oakridgechamber.com
 Fax Number: N/A

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ 21,800	\$ 15,800
Equipment/Supplies	\$ 225	\$ 0
Other	\$ 2,775	\$ 0
Total	\$ 24,800	\$ 15,800
Funds Requested	\$ 15,800	\$

Prepared by: MICHELLE EMMONS
 Title: PRESIDENT, OAKRIDGE WEST FIR CHAMBER
 Signature of Point of Contact: 
 Title: PRESIDENT " "

Note: This Project Budget must be submitted in the original grant application.

RTMP QUESTIONNAIRE

Event Name: Chamber Tourism Director
 Contact Person(s): Michelle Emmons, President, Chamber BOD Phone: 541-913-4318
 Address: PO Box 217, Oakridge, OR 97463
 Email: president@oakridgechamber.com
 Date of Event: 2024/25 Annual Year Event Location: Oakridge and Westfir Oregon

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

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

TOTAL: 70

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

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

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

Signature: Michelle Emmons

Digitally signed by Michelle Emmons
 Date: 2024.02.23 10:01:28 -08'00'

2/23/2024

Date: _____

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>	21,800	\$15,800
<i>Equipment</i>		
<i>Travel/Conferences/ Training</i>	400	
<i>Supplies</i>	225	
<i>Advertising</i>	600	
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>	1,000	
<i>Other</i>	725	
<i>Other</i>	50	
<i>Total</i>	\$24,800	\$15,800

Prepared by: Title:

Michelle Emmons, Chamber President

Signature of Program
Contact:

Michelle Emmons



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

Your Advertising Plan

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

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

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

Attach additional pages if needed.

<https://oakridgechamber.com/>

<https://oakridgechamber.com/business-directory/>

<https://www.facebook.com/groups/oakridgewestfirchamber>

<https://www.facebook.com/oakridgewestfir.chamber/>

<https://www.instagram.com/oakridge.westfir/>

In-Person representation at large local events

Quarterly After-Hours Events

Revive the Oakridge Visitors Guide/Map in 2024 (and produce/distribute annually)

Work with TLC to continually improve the OW representation in their annual Area Guide

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

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

Oakridge Westfir Area Chamber of Commerce

Job Description: Chamber Tourism Director

\$15K-\$18k annual stipend - flexible hours

As the OW Chamber Tourism Director your mission is to support economic development and promote tourism in the Oakridge / Westfir area, by collaborating with city staff, elected officials, businesses and regional partners, to highlight the abundance of natural resources, recreational opportunities, and unique attractions the area has to offer. This is a stipend position with flexible hours that fluctuate from month to month. Work is hybrid; both remote and in person. You must have access to a computer with reliable internet. This position will report to the Chamber Board of Directors and be supervised by the Chamber president.

Possible Key Responsibilities (dependent on Board approval, participation and funding):

- Collaborate with the Cities of Westfir and Oakridge to develop strategic plans to promote tourism in the area
- Foster relationships between the Chamber, its BOD, and the Cities of Oakridge and Westfir and the local businesses that rely on tourism
- Serve as a dedicated Travel Lane County/Travel Oregon liaison for communities of Oakridge and Westfir
- Identify and collaborate with tourism partners at the local, state, and national levels to leverage resources and maximize promotional efforts
- Identify, pursue, and collaborate with relevant stakeholders on grants to expand tourism opportunities
- Assist in economic growth opportunities that elevate Oakridge as a tourism destination
- Advocate for tourism development opportunities with local businesses, i.e. marketing tourism packages
- Represent the Chamber at events to promote the local tourism economy
- Identify and collaborate with event organizers to integrate and support local businesses while promoting local services and amenities relevant to growing the local tourism economy
- Promote outdoor recreation and sports events
- Work with lodging establishments to create attractive packages that increase length of stay and encourage off season visitation
- Manage and promote social media content
- Collaborate with TLC and local businesses by developing advertising packages for the benefit of destination marketing
- Develop, update and manage website content, especially for tourism promotion purposes, including the business directory, highlighting relevant services to help attract more visitors to the area
- Create and send a monthly electronic newsletter
- Maintain Chamber email communications, document file drive, event calendar and membership database; respond to all email/web/phone inquiries

- Coordinate After-Hours and/or Chamber sponsored events & fundraisers with BOD and volunteer assistance
- Be responsible for OWC Keys & check PO Box regularly
- Maintain Chamber Membership database and manage new and renewing memberships with BOD assistance
- Prepare and present quarterly progress reports for BOD and relevant committees of Cities of Oakridge and Westfir; include ongoing goals and current accomplishments

Preferred Qualifications and Experience:

- Degree or relevant experience in Marketing, Tourism, Economic Development, Government, Business, or related field
- Experience should emphasize tourism promotion and/or destination marketing
- Excellent written and verbal communication skills
- Computer literate in Google Drive, social media platforms, and email.
- Strong networking abilities to build and maintain relationships with industry partners, stakeholders, and city governments
- Fundraising and grant writing experience
- Creative thinking and the ability to highlight unique selling points of the region to attract diverse populations
- Demonstrated ability to work collaboratively
- Knowledge of the local area and its attractions
- Experience leading successful tourism and economic development initiatives

This is an annual 1099 contract position. Monthly stipends will be based on available funding.

To Apply:

Please email a resume with a cover letter and three references to:

Michelle Emmons, Oakridge Westfir Chamber of Commerce, President
president@oakridgechamber.com



Concerts in the Park 48513 OR-58 Suite 7 Oakridge, OR 97463

City Of Oakridge

48318 E. 1st Street

Oakridge, Oregon 974364

Re: 2024 Concerts in the Park Season

Attention Mr. James Clevenger, City Council, and RTMP/TRT Committee,

Concerts in the Park has provided free outdoor musical entertainment at the Greenwaters Park Amphitheater for our residents and regional visitors for several decades. With a goal of one day-long event for June, July, and August, we successfully attract regional performers and out-of-city visitors each year.

Our nonprofit volunteer organization is dedicated to developing Oakridge as a go-to location for outdoor summer music festivals. We provide a venue for emerging musical performers and a marketplace for local artisans in an open and inviting free family-friendly environment.

Through your continued generosity and support in funding Concerts in the Park, every event returns approximately \$1500.00 to the community economy through direct committee purchases, that amount excludes any additional local purchases made by attendees.

History of Concerts in the Park RTMP fund awards and monies back into the local economy:

2019 – 3 dates performed

-2019 RTMP award: \$2,859.00 received in 2019

-Total money back into the local economy and park= \$4,688.00

2020 – season canceled due to COVID

-Total money back into the local economy and park= \$591.00

2021 – 1 date planned canceled due to smoke. No waiver

-2020 RTMP award: \$735.00 received in 2021

-Total money back into the local economy and park= \$1,855.00

2024 CIP funding letter



Concerts in the Park 48513 OR-58 Suite 7 Oakridge, OR 97463

2022 – 2 dates reserved, 1 date canceled due to weather

-2022 fee waiver: up to \$1,000.00 awarded, only \$500.00 for 1 day utilized

-2021 RTMP award: \$1318.50 received in 2022

-Total money back into the local economy and park= \$978.00

2023 – 3 dates reserved 2 dates used, 1 date canceled due to available funding

-2023 fee waiver: up to \$1,500.00 awarded, only \$1,000.00 for 2 days utilized

-2022 RTMP award: \$2,500.00 received in 2023

Did not request reimbursement for 2023 expenses due to missed request filing date.

-Park Cleanup day: volunteers spent 5 hours at \$50.00/hr value = \$250.00

-Total money back into the local economy and park= \$2,851.00

TOTAL RTMP awarded from 2019 to 2023 = \$7,412.00

TOTAL money back into the local economy = \$10,963.00

Every dollar awarded to Concerts in the Park through the RTMP/TRT earns \$1.48 back into the local economy.

Our 2024 season promises to be an exciting one with three events planned for this summer's season.

We hope that you will approve our funding application as follows:

\$6,314.00 from the RTMP fund

\$6,000.00 from the TRT fund

Thank you for your consideration and continued support.

Yours Sincerely,

Rene' C. Gobelman

Chair

Concert in the Park Committee

2023 CATAGORY 2023 AMT (2 SHOWS) 2024 FORECAST (est based on 2023 totals) 2024 RTIMP ASK FACTOR OF .8 2024 TRT ASK FACTOR OF .8

TYPE	2023 AMT (2 SHOWS)	2024 FORECAST (est based on 2023 totals)	2024 RTIMP ASK	2024 TRT ASK	FACTOR OF .8	FACTOR OF .8
PARK FEE		\$1,500.00			\$6,314.40	\$6,000.00
BANK FEE	WAIVED (\$1000.00)					
ADVERT RELATED						
BAND	\$53.00	\$173.00				
SOUND	\$1,017.30	\$2,000.00				\$4,500.00
SANTI	\$3,000.00	\$0.00				\$3,000.00
TRUCK	\$2,000.00	\$0.00				
ICE	\$600.00	\$1,800.00				
INSURANCE	\$376.14	\$1,200.00				
REPLACE. EQUIP	\$271.26	\$500.00				
PO BOX	\$224.50	\$400.00				
BEER	\$359.97	\$200.00				
CONSUMABLES	\$63.00	\$70.00				
CUPS	\$528.88	\$600.00				
STORAGE	\$84.09	\$200.00				
CFA Admin	\$43.16	\$50.00				
OIP RM 7 Office	\$480.00	\$500.00				
DONATION	\$50.00	\$50.00				
INCOME	\$150.00	\$150.00				
TOTAL FOR SEASON	-\$1,500.00	-\$1,500.00				\$7,500.00
SUB-TOTAL PER SHOW	\$7,801.30	\$7,893.00				\$2,500.00

OTHER PARK FEE

ADMIN	\$173.00					
ADVERT	\$2,000.00					
ADVERT	\$0.00					
ADVERT	\$0.00					
EQUIP	\$1,800.00					
EQUIP	\$1,200.00					
SUPPLIES	\$500.00					
OTHER INS	\$400.00					
EQUIP	\$200.00					
ADMIN	\$70.00					
SUPPLIES	\$600.00					
SUPPLIES	\$200.00					
SUPPLIES	\$50.00					
RENT	\$500.00					
ADMIN	\$50.00					
RENT	\$150.00					
DONATION EST						

RTMP QUESTIONNAIRE

Event Name: 2024 Concerts in the Park Season
 Contact Person(s): Rene Gobelman Phone: 541-6906-8483
 Address: 48513 OR-58 Suite 7, Oakridge, OR 97463
 Email: oakridgeconcertsinthepark@gmail.com
 Date of Event: 6/15; 7/6; 8/17 Event Location: Greenwaters Park Amphitheater

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

- | | | |
|---|--|-----------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR) | Y=10 | N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring? | F=5 | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states? | Y=5 | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) | Y=5 | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? | Y=10 | N=0 |
| 7. Is this a group travel tour or package? | Y=5 | N=0 |
| 8. Are you working with Travel Lane County? | Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits? | Y=10 | N=0 |
| TOTAL: | | <u>35</u> |

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

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

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

Signature: *Rene' Gobelman* Rene' Gobelman Date: 3/05/2024

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>	volunteer operated	<u>\$0</u>
<i>Equipment</i>	\$3,200.00	\$2,560.00
<i>Travel/Conferences/ Training</i>		<u>\$0</u>
<i>Supplies</i>	\$1,350.00	\$1,080.00
<i>Advertising</i>	\$2,000.00	\$1,600.00
<i>Rent/Utilities</i>	\$650.00	\$520.00
<i>Administrative Costs</i>	\$293.00	\$235.00
<i>Other</i> INSURANCE	\$400.00	\$320.00
<i>Other</i> PARK FEES (to be paid at a later date)	\$1500.00	\$1,200.00
Total FOR 3 SHOWS	\$9,393.00	\$6,314.00

Prepared by: Title: Kevin Gobelman
Treasurer
(Budget document attached for reference)

Signature of Program Contact: *Rene' Gobelman* 3/05/2024
Rene' Gobelman

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

Your Advertising Plan

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

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

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

Attach additional pages if needed. _

Website: oakridgeconcerts.com

Facebook page: <https://www.facebook.com/oakridgeconcertsinthepark>

The Chamber website: oakridgechamber.com

Flyers, posters, and a sandwich board in Uptown for specific concert events

Flags, banners, for monthly concert events

Event Signage at the East and West end of town adjacent to the City sign

Refresh the Greenwaters Park Shack Banner

Specific press releases to the following regarding news and Concert events:

Eugene Area Radio Stations (EARS); Eugene Weekly Calendar Listings;

Eugene Magazine Newsletter listing for events around Lane County. All of these regular contributions can inspire a feature article about our Music Events. Taking full advantage of the Travel Lane County member portal to update new destination worthy events and businesses.

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

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

TRT PROJECT BUDGET

Project: 2024 Oakridge Concerts in the Park Season
Property Owner: Greenwaters Park Amphitheater - Leased to Oakridge Concerts in the Park
Project Address & Mailing Address: 48513 OR-58, Suite 7, Oakridge, OR 97463
Contact Person: Rene Gobelman
Phone: 541-606-8483 **Email address** oakridgeconcertsinthepark@gmail.com
Fax Number: _____

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ volunteer operated	\$ 0
Equipment/Supplies	\$	\$
Other performace	\$ 7,500.00	\$ 6,000.00
Total	\$	\$
Funds Requested	\$ 7,500.00	\$ 6,000.00

Prepared by: Kevin Gobelman
Title: Treasurer
Signature of Point of Contact: *Rene' Gobelman* Rene' Gobelman 3/05/2024
Title: Chair

Note:
This Pro_ject Budget must be submitted in the original grant application.

RTMP QUESTIONNAIRE

Event Name: Oakridge Triple Summit Challenge
 Contact Person(s): Devin Vanscoy Phone: 541-337-3122
 Address: 465 S. 22nd St. J Springfield, OR. 97478
 Email: devin.vanscoy@gmail.com
 Date of Event: 7/11-14/2024 Event Location: Green Waters Park

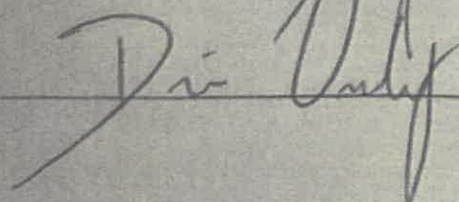
Please answer the following questions regarding your event/project by circling Y or N.

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

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

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

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

Signature:  Date: 3-1-24

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
Personnel	\$500	
Equipment	\$1,000	
Travel/Conferences/ Training		
Supplies		
Advertising / Photography	\$2,000	\$2,000
Rent/Utilities	\$4,000	\$1,000
Administrative Costs	\$500	
Other Food	\$2,000	
Other		
Total	\$10,000	\$3,000

Prepared by: Title: RD

[Handwritten Signature]

Signature of Program Contact:

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

Your Advertising Plan

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

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

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

Attach additional pages if needed.

The Event I am advertising for has a website: OakridgeTripleSummitChallenge.com. We also have a social media account on Facebook and Instagram. We post regularly on both. The social media account is called [elevated trail racing](#) on both Instagram and Facebook.

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

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

1. The Oakridge Triple Summit Challenge (OTSC) provides overnight stays because it is a three day stage race event, meaning the event starts Friday morning and does not finish until Sunday. This means all runners will stay the night at least Friday and Saturday in Oakridge. Depending how far the runner lives they may stay the night on Thursday night and Sunday night as well.

3. The event will only take place in the morning and at the very latest will go to the early afternoon. This means the runners have hours to spend in the area to explore and consume.

4. The OTSC goal is to bring in runners from all over the country. Each year we get runners from the East, midwest and even Alaska, and Hawaii.

5. The event takes place in July, and

even Alaska, and Hawaii.

5. The event takes place in July, and even though we love it when out of staters come to the event most people are from Oregon who attend the event.

6. We have always worked with Travel Lane County, and have also worked with local businesses in Oakridge, like Rays Grocery Store, Willamette Mountain Mercantile Bike shop, and the Campfire, home of CowGirl Cook'n.

8. Yes, we are working with Travel Lane County.

9. We try to make the Oakridge area look as attractive as we can. We use beautiful trails during the event, and to provide the runners with the best possible experience we rent out Greenwaters park for the weekend. I have heard from different runners, not from the area stating how beautiful the area is and that they would love to come back and visit to explore T

Special Event Exception:

The Oakridge Triple Summit Challenge is a three day stage race event that I put on during the summer. This race has become a trail running festival weekend for all of the runners who sign up. I feed the runners each day, and provide drinks to the runners. I also provide professional photography for all three days, and rent out the entire Greenwaters park for four days. I am renting out the park from Thursday-Sunday, so that the runners will be able to stay the night at the park from Thursday through Sunday. I also rent out the Oakridge High School locker rooms for the runners to shower.

You can imagine how much a race like this costs, let alone the work it takes to put on such a race, with all of the volunteers etc. The park rental alone will be \$ 3,500, and the photography will be another \$2,000. Food will be another \$2,000 or more. This race is estimated to cost \$10,000 for 2024. I believe that

TO COST \$10,000 FOR 2024. I believe that this year will be the turning point for the race where it will start selling out, and we will start getting much more numbers to the race. New this year is that we will be at Greenwaters the entire weekend, and I am adding fun evening events that the entire family can do, including a free kids run one of the nights. I am providing a bunch of board games and will have a game room, and will have a movie night one of the nights! These are all new things included for this year. Getting a little more money through the Grant this year will be a huge relief and take care of a lot of the weight from putting this event on. With a larger grant it will be easier to pay for all of the expenses that will allow an event that the runners will not forget. If I am able to pay for everything that I am hoping for this year I believe everyone will have such a great experience they will tell their friends, and so many more people will register for 2025, which will allow me to finance the race without asking for a grant. I think it would be a benefit to the City to accept a

to improve the event so it can continue to grow in the future and I can continue to put the event on in the future.

What I am asking for is \$2,000 in reimbursement money, and \$1,000 off on the Greenwaters rental of \$ ~~3,500~~ . If you accept this amount, I will also be able to receive a donation from a running enthusiast in Eugene, who said they might be able to match the RTMP grant. These grants will allow me to provide delicious food and the best photographer out there that takes amazing pictures, that will be complementary to all of the runners. This is a great way to advertise because the runners will post amazing pictures on social media.

Thank you so much, and if you have any questions please do not hesitate to get ahold of me at devin.vanscoy@gmail.com, or #541-337-3122.

Thank you,





City of Oakridge

Property Rental Application

Event: Oakridge Triple Summit Challenge Small event <99 Large event >100
 Name: Devin Vanscoy Date(s) requested: July 11-14, 2024
 Hours: All Open at: 2 Mon 7/12 to 7 PM on 7/14
 Contact address: 334 Foxtail Dr., Eugene, OR 97405 Contact phone: 541-337-3122

Facility:

- Greenwaters Picnic Shelter
- Greenwaters Community Building
- Greenwaters Amphitheater
- Greenwaters Whole Park
- WAC Classroom
- WAC Gym
- WAC Senior Lounge
- OFD Community Room
- Old Public Works Bldg
- Osprey Park
- Salmon Creek Park
- Diamond View Park
- OIP Park
- OIP Overflow Parking

Rent:

- \$40
- \$80
- \$500 - 1 day (July 14)
- \$1,000 - 3 day (July 11-13)
- \$25
- \$100
- \$25
- \$25
- \$200
- \$100
- \$100
- \$100
- \$300
- \$200

Total Fees: \$2,500.⁰⁰

** Requesting Partial Waiver*

Requires Council Approval

Street closure location: NONE

Alcohol permit: Yes No

Noise permit: N/A

Nature of noise:

Estimated distance noise will be plainly audible:

Is a variance required: Yes No

Variance subject to event rules (see reverse)

Attach a list of all residences/businesses within 500 feet

Applicant signature: *Devin Vanscoy*

Approval signature: _____

Date: 2-23-23

Date: _____

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event, including clean up, must concluded by 10:00 pm or at the time approved by City Council on the application to be compliant with City ordinance.
4. The noise levels at your event cannot consistently exceed 80 decibels at the distance of 500 feet from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City ordinance.
6. Events must comply with all city ordinances; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
7. All fees must be paid prior to event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

Groups Over 100

In addition to the above rules, the following apply to all groups over 100 people. You must attach appropriate documentation (items 8-12) at the time of application in order for it to be approved.

8. Provide a list of all businesses and residents that are located within 500 feet of the event. This must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days prior to the event. The information must include contact number for further information or complaints.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained end easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plans prior to submitting. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expense incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above conditions and any other stipulations the City may deem necessary.

Signature: _____

Date: _____

[Handwritten Signature] 2-23-23

Failure to abide by the above conditions may result in sanctions including, but not limited to refusal to rent facilities, fees being due at time of reservation and inability to secure an alcohol permit.

Sanctions may be appealed to the City Council.

RTMP QUESTIONNAIRE

Event Name: Summer Sasquatch Bigfoot Festival
 Contact Person(s): Priscilla Davidson Phone: (541) 953-4624
 Address: Bigfoot's Real Estate - 47714 Highway 58, Oakridge, Oregon, 97463
 Email: bigfootsrealestate@gmail.com
 Date of Event: July 19 - 21, 2024 Event Location: Greenwaters Park

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

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

TOTAL: 50

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

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

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

Signature: Priscilla Davidson

Date: 2/28/24

Request for Funding		
Budget Category	Expenses	Request Amount
Personnel	\$10,350	
Equipment	\$2,386	
Travel/Conferences/Training	\$1,000	
Supplies	\$2,500	
Advertising	\$14,968	\$5,968
Rent / Utilities	\$5,317	\$5,317
Administrative Costs	\$1,000	
Other - Security	\$2,160	\$2,160
Other - Event Insurance	\$200	
TOTAL	\$49,881	\$13,445
Event Owner/Founder: Priscilla Davidson		
<i>This form MUST be submitted with the original RTMP Application.</i>		

- Personnel:
 - \$600 - 300 for 2 Bands
 - \$250 - Krist Sanders, Will be giving a presentation on data analysis he entered for Bigfoot Field Researchers Organization (BFRO) and sharing her experiences and stories gathered while working for BFRO.
 - \$1,500 - Jill and Brett Eichenberger, Award winning directors and producers with Flash of Beauty will be playing their documentaries and giving presentations.
 - \$2,750 - Cliff Barackman, Famous for his research and 12 seasons of Finding Bigfoot. This is a huge name in the Bigfoot research field. His manager has requested \$2,250 + gas + AirBnB.
 - \$1,000 - Todd Neiss, Big Name Bigfoot researcher that hosts events called Beachfoot every year. Private party with all the legendary Bigfoot attendees.
 - \$500 - David Shealy, Skunk Ape Expert from Ochopee Florida. Founder of SkunkApe/HeadQuarters Research.
 - \$750 - Jason Kenzei, Photo Journalist and international award winning filmmaker with ten Bigfoot documentaries such as "Searching for Sasquatch " and is working on his 12th documentary set to release in 2024. (paying him \$250 x 3 because he's bringing a videographer and manager and will be filming the entire event!)
 - \$3,000 - More Speakers awaiting confirmation
- Equipment:
 - \$1,700 - Canopies, Chairs, Tables, tablecloths, fencing, speakers for trails, Visual Aid.

- \$300 - Bluetooth Speaker
 - \$236 - Square Readers
 - \$150 - Leather Workshop
- Travel / Conference / Training
 - \$325 - Paid for event attendees with speakers, included dinner w/presentations at GLide Festival
 - \$300 - Travel for Cliff Barackman
 - \$375 - My travel expenses to travel to festivals around the state such as Oregon and Washington. I will be networking at all the events.
- Supplies
 - \$2,500 - Speakers to play the Sierra Sounds on the Greenwaters Park bike trail. The sierra sounds are real Bigfoot sounds recorded by Ron Moorhead on the Sierra Nevadas. These sounds played have been known to bring in these creatures in the night. Also lighting to highlight the trail and a Bigfoot suit to walk about the trails and the park.
- Advertising
 - \$2,500 - Website created www.sasquatchsummerfest.com,
 - \$2,468 - Corrugated signs, Banners and Graphics
 - \$1,000 - SWAG; Hats, t-shirts all with Oakridge listed
 - \$6,000- \$9,000 - Billboard in I-5
- Rent/Utilities
 - \$817 - AirBnB (Jason Kensey, David Shealy, Kristi Sanders, Videographer and manager, Jeremiah Byron, Joe Beelart, Dr Robert Alley, and more)
 - \$1,500 - 2nd AirBnB (Todd Neiss, Jill & Brett Eichenberger, Cliff Barackman)
 - \$3,000 - Park Fees
- Administrative Costs
 - \$500 - Radio Interviews for Ron Roseman - My Dad has been on the road doing Radio interviews and podcasts for the event speaking about his personal encounters and helping organize the event.
 - \$250 - Ashley Davidson has designed my artwork and logos
 - \$250 - Heather Davidson for managing the website
- Other
 - \$2,160 - Security by Oakridge Police Reserves. This is an estimate of \$45 per hour for 48 hours.
- Other
 - ??? - Event Insurance

RTMP QUESTIONNAIRE Follow-Up Questions

- 1) Yes! Our event is a 3 day event encouraging event goers to attend a variety of events all three days with a line-up of different expert world renowned Bigfoot speakers each day. We have also booked a local AirBnB for our speakers so they can reside in the same place for a 5-night stay. We will be promoting all local Hotels, Motels and Lodges on our website and offering Beer Garden Tokens to all travelers who book a night in any of our local Hotels, Motels and AirBnB's.
- 2) No.
- 3) No.
- 4) YES! Our event has signed contracts with multiple expert speakers from around the United States. With each of these expert speakers they come with a vast array of knowledge and background. Each of them are from all over the U.S. and have their own social channels and handles and podcasts/blogs in their prospective areas, which are already sharing to their viewers that they will be appearing at our event in Oakridge, Oregon.
- 5) Yes! Our event is July 19th, 20th, 21st of 2024.
- 6) Yes! I have met with Travel Lane County and we are currently listed in their website at:
<https://www.eugenecascadescoast.org/event/sasquatch-summer-fest/55258/>
Bigfoot Society Podcast group is attending and promoting, and will soon be working on a blog with Travel Oregon. We also will be on Radio at 97.3 KEPW Saturdays at 12 noon, Podcast at Bigfoot Society.
- 7) Yes! You can find on our website, tickets \$45 per day; or a Weekend Pass for \$100; or \$200 for a Family Pass. Children 12 and under are free. Oakridge residents can use a promo code of BFRE for 50% off all tickets!
<https://www.sasquatchsummerfest.com/events/sasquatch-summer-fest>
- 8) Yes! We have met with Travel Lane County and promotion is online and will be taking SWAG to their location Eugene Cascades. We are also on their website

at: Eugene Cascades and Coast

<https://www.eugenecascadescoast.org/event/sasquatch-summer-fest/55258/>

9) Not really. In the future.

**** We are flexible and would also accept TRT Funds or a Park Rental Fee Waiver or additional RTMP Funds if Council allows.**

This is our very first year bringing the Bigfoot phenomenon to Oakridge, Oregon. Sasquatch Summer Fest will be a unique Festival and Conference with world-renowned Bigfoot experts and researchers! Along with a whole line-up of world renowned expert speakers, we have a wide variety of events planned such as featuring the directors and producers of the documentary *A Flash of Beauty: Bigfoot Revealed*. Try out the Bigfoot adventure trails with real Sasquatch audio. Additionally, enjoy the beer garden, live music, Sasquatch calling competitions and raffle drawings. Share your experience and hear others during the testimonials. Join in on the fun and learn from the top researchers in the Bigfoot field! Overnight camping is allowed.

City Council and RTMP Committee,

Thank you for taking the time to read through and see my vision for the first Bigfoot event in Oakridge, Oregon. My name is Priscilla Davidson. Some of you may already know me, but I'd like to take a minute to introduce myself and why I'm bringing this Bigfoot event to Oakridge.

With my Dad being a "name" in the Bigfoot Community, Ronald 'Ronnie' Roseman, I grew up with a love for the unexplained and phenomenons and also rubbing elbows with some big names in the Bigfoot community. When I started expressing my desire for hosting the first Bigfoot event in Oakridge, Oregon, I received nothing but huge support and interest to be a part of the event from some of the biggest Bigfoot names you can find.

The Bigfoot Community are fanatics and will travel across the country for a good, well-informed speaker line-up. I felt so compelled that this first year in Oakridge, Oregon, it is crucial to have an A-List of Bigfoot Celebrities, and I believe I've done it! I have signed contracts with World renowned Bigfoot speakers like Cliff Barackman, Todd Neiss and so many more!

Glide's Bigfoot Festival is the same weekend as ours. Last year they had 300 ticket sales on Friday for their Dinner and Symposium, with another 800 ticket sales on Saturday for the festival where they had vendors and the speakers at their own booths, with no events on Sunday. This is the usual Bigfoot event with a "dinner and slide show/Conference" with the Celebrity Speakers that you pay for separately from the actual Festival. Glide's event plans to do the same Friday and Saturday event this year. Whereas my Summer Sasquatch Fest event I have a line-up of A-list speakers all three days, as well as festival events and activities all three days. My Summer Sasquatch Fest all these activities are combined and a better bang for your buck and the experiences!

When I spoke to the Event Coordinators in Glide, they said that our events will compliment each other, and people leaving their event in Glide are likely to travel through Oakridge so that they can attend our Sunday events. Other Bigfoot Event Planners say the key to a successful event is to have at least 2 celebrities with a few enthusiastic speakers, I believe I've surpassed that mark!!

I am working with local vendors such Rob Henderson for a Beer Garden, and Live Bands and working with local screen printing vendors for SWAG. We have fun activities like a "Squatch calling competition," raffles and personal testimonials from locals who have had encounters with Bigfoot! In addition, we are featuring movies from producers of Flash of Beauty that will be playing their documentary "Bigfoot Revealed" at sundown on Friday night and "Paranormal Bigfoot" on Saturday night.

With my vision of this all-star cast, 3-day event combining world renowned Bigfoot speakers and the Festival together, I truly believe this will be the best event in Oregon for Bigfoot enthusiasts of the year, and I am so excited to bring this to Oakridge, Oregon.

Thank you for carefully considering being a part of the funding process for Oakridge's first and only Bigfoot event!

Sincerely,



Priscilla Davidson
Sasquatch Summer Fest
Event Founder and Organizer

TRT PROJECT BUDGET

Project: Sasquatch Festival 2024

Property Owner:
Project Address &
Mailing Address: 47714 Hwy 58, Oakridge, OR

Contact Person: Priscilla Davidson

Phone: 541-953-4624 Email address bigfootsrealstate@gmail.com

Fax Number: _____

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ 10,350	\$ 0
Equipment/Supplies	\$ 4,896	\$ 0
Other	\$	\$
Travel/Training	1,000	0
Advertising	14,968	5,968
Rent (with/for)	5,317	5,317
Admin costs	1,000	0
Security	2,160	2,160
Insurance	200	0
Total	\$ 49,881	\$
Funds Requested	\$	\$ 13,445

Prepared by: Priscilla Davidson

Title: Organizer / Founder

Signature of Point
of Contact: _____

Title: _____

Note:

This Project Budget must be submitted in the original grant application.



City of Oakridge

Property Rental Application

Event: Bigfoot Rising 2024 Small event <99 Large event >100
 Name: Bigfoot's Real Estate Date(s) requested: July 19, 20, 21 2024
 Hours: _____ Open at: _____
 Contact address: 47714 Hwy 58 Oakridge Contact phone: 541-731-4673

Facility:	Rent:
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input checked="" type="checkbox"/> Greenwaters Whole Park	\$1,000
<input type="checkbox"/> WAC Classroom	\$25
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> WAC Senior Lounge	\$25
<input type="checkbox"/> OFD Community Room	\$25
<input type="checkbox"/> Old Public Works Bldg	\$200
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input type="checkbox"/> OIP Park	\$300
<input type="checkbox"/> OIP Overflow Parking	\$200

Total Fees: 3000.00 *
 * Requesting waiver

Requires Council Approval

Street closure location:
 Alcohol permit: Yes No
 Noise permit: N/A
 Nature of noise:
 Estimated distance noise will be plainly audible:
 Is a variance required: Yes No
 Variance subject to event rules (see reverse)
 Attach a list of all residences/businesses within 500 feet

Applicant signature: Rivale Davidson Date: 6/15/2023
 Approval signature: _____ Date: _____

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____



**JASON
KENZIE**



**DAVID
SHEALY**



**TODD
NEISS**



**CLIFF
BARACKMAN**



**KRISTI
SANDERS**



**JILL
REMENSNYDER**



**BRETT
EICHENBERGER**



**JULY 19TH, 20TH, 21ST, 2024
OAKRIDGE, OREGON**



Business of the City Council

City of Oakridge, Oregon

March 21, 2024

Agenda Title: Oakridge-Westfir FEAST request to use 6 hours of the city's free LTD bus service hours

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 10.17

Exhibits:

Author: CA

ISSUE:

The Oregon and Oakridge Food Banks, the Oakridge/Westfir Farmers Market, and the OSU Extension Service have teamed up to put on a free "FEAST" community event on **Saturday May 18th** from **10am-2pm**. They are requesting to use **6 hours** of the city's free LTD bus service hours for this event, to have a Diamond Express bus pick-up and drop-off folks in the community who want to attend but do not have their own transportation. They would be required to RSVP for this service, and if no one requests a ride by May 10th, FEAST would cancel their request and "return" the hours to the city. FEAST organizers will be at the Council meeting to answer any questions.

More information on the FEAST program is here:

https://ofbportals.oregonfoodbank.org/home/partner_support/partner_support/community_food_systems/aboutfeast

If Council grants the 13 hours of free bus service to the Bus Fair as requested in item 10.10, there will be **11 hours remaining** of the 24 free hours of service the city receives annually from LTD. However, the Sasquatch Festival has requested these 11 remaining hours, so **this request from FEAST is in conflict with item 10.16 (Sasquatch Festival)**.

FISCAL IMPACTS: None

OPTIONS: Approve or Deny

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS: *"I move to approve using ____ of the city's free bus services from LTD for the Oakridge-Westfir FEAST on May 18th."*

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.



Free NAMI Family Support Group - starting April 15th

Starting Monday April 15th, 2024, the National Alliance on Mental Illness ("NAMI") of Lane County will be hosting **FREE** Family Support Group meetings at the Greenwaters Park Community Building, **every 3rd Monday of the month at 6:30pm.**

NAMI Family Support Group is a **FREE** peer-led support group for any adult living with or caring for a loved one who experiencing symptoms of mental health conditions. This free and confidential service is open to **all** Oakridge/Westfir area residents who would like to gain insight and support from others facing similar experiences. Sessions are 60-90 minutes.

More information about NAMI is here: <https://namilane.org/>

Or call NAMI Monday-Thursday 10am-3pm at: **541-343-7688**

*These events are sponsored in part by the City of Oakridge

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
 For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
100-00-500001 Beginning Fund Balance	\$ 19,132.92	\$ 0.00	\$ 381,297.00	\$ 381,297.00	0.00%
100-18-500001 Beginning Fund Balance	124,559.79	0.00	1,494,717.00	1,494,717.00	0.00%
Total Beginning Fund Balances Revenues	143,692.71	0.00	1,876,014.00	1,876,014.00	0.00%
Property Taxes Revenues					
100-00-503400 Property Tax Revenues - Prior Levie	1,250.00	23.04	15,000.00	7,698.88	48.67%
100-00-599100 Property Tax Revenues - Current Le	108,412.50	4,799.88	1,300,950.00	1,200,987.66	7.68%
Total Property Taxes Revenues	109,662.50	4,822.92	1,315,950.00	1,208,686.54	8.15%
Franchise Fees Revenues					
100-00-504005 Franchise Fees	17,500.00	4,358.28	210,000.00	129,130.85	38.51%
Total Franchise Fees Revenues	17,500.00	4,358.28	210,000.00	129,130.85	38.51%
Licenses, Permits, Misc. Taxes Revenues					
100-00-503100 State Liquor Tax	5,083.33	0.00	61,000.00	28,782.38	52.82%
100-00-503150 State Marijuana Tax	1,100.00	0.00	13,200.00	9,204.06	30.27%
100-00-503250 Local Marijuana Tax	833.33	0.00	10,000.00	16,261.09	(62.61%)
100-00-503300 Cigarette Tax	237.92	170.46	2,855.00	6,683.46	(134.10%)
100-00-503450 Heavy Eqp Rental Tax	83.33	0.00	1,000.00	638.77	36.12%
100-00-504000 Telecommunications License Fee	1,250.00	0.00	15,000.00	10,674.96	28.83%
100-00-504100 Licenses & Permits Fees	7,000.00	20,482.80	84,000.00	54,451.43	35.18%
Total Licenses, Permits, Misc. Taxes Revenues	15,587.92	20,653.26	187,055.00	126,696.15	32.27%
Intergovernmental Revenues Revenues					
100-00-502400 Westfir Police Services Contract	5,000.00	0.00	60,000.00	68,065.75	(13.44%)
100-00-507000 State Revenue Sharing	3,916.67	11,273.57	47,000.00	30,479.87	35.15%
100-00-507100 LRAPA Code Enforcement	4,833.00	0.00	57,996.00	58,000.20	(0.01%)
100-00-508500 Lowell Police Serv. Contract	2,907.42	3,029.67	34,889.00	24,237.36	30.53%
Total Intergovernmental Revenues Revenues	16,657.08	14,303.24	199,885.00	180,783.18	9.56%
Planning Fees and Reimbursements Revenues					
100-00-501500 Planning	166.67	300.00	2,000.00	1,340.00	33.00%
Total Planning Fees and Reimbursements Revenu	166.67	300.00	2,000.00	1,340.00	33.00%
Fines & Forfeitures Revenues					
100-00-500500 Fines & Forfeitures	2,916.67	1,733.92	35,000.00	21,899.94	37.43%
100-00-508600 Lowell Muni Court Fines	0.00	0.00	0.00	4,101.89	0.00%
Total Fines & Forfeitures Revenues	2,916.67	1,733.92	35,000.00	26,001.83	25.71%
Interest Revenues					
100-00-500200 Interest	833.33	0.00	10,000.00	104,681.49	(946.81%)
100-00-500205 Interest on Property Taxes	0.00	534.90	0.00	2,269.20	0.00%
Total Interest Revenues	833.33	534.90	10,000.00	106,950.69	(969.51%)
Grants & Donations Revenues					
100-00-500082 WAC Grants Misc	0.00	0.00	30,000.00	25,000.00	16.67%

City of Oakridge Statement of Revenue and Expenditures

*Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2024-8 Ending February 29, 2024*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-00-500880 DEQ Smoke Management Grant	0.00	0.00	0.00	20,054.00	0.00%
100-00-502863 American Rescue Plan Grant	12,641.83	0.00	151,702.00	7,902.00	94.79%
100-00-505510 Misc Library Grants	250.00	0.00	3,000.00	15,050.00	(401.67%)
100-00-506000 Library Revenues	133.33	285.08	1,600.00	1,253.62	21.65%
100-00-506500 Library SRP-Cards 4 Kids	83.33	0.00	1,000.00	0.00	100.00%
100-00-513700 Parks Grants/Donations	66.67	101.00	800.00	186.00	76.75%
100-00-599800 Parks Revenues	716.67	0.00	8,600.00	0.00	100.00%
Total Grants & Donations Revenues	13,891.83	386.08	196,702.00	69,445.62	64.70%
Rentals and Leases Revenues					
100-00-501400 WAC Room Rent	0.00	0.00	0.00	50.00	0.00%
100-00-599700 Dead Mountain Tower Rent	725.00	600.00	8,700.00	5,250.00	39.66%
100-00-599701 Building Rent	450.00	0.00	5,400.00	0.00	100.00%
Total Rentals and Leases Revenues	1,175.00	600.00	14,100.00	5,300.00	62.41%
Miscellaneous Revenues					
100-00-500300 Dividends	566.67	0.00	6,800.00	0.00	100.00%
100-00-505500 Library Revenue	83.33	0.00	1,000.00	1,239.77	(23.98%)
100-00-599900 Miscellaneous Income	416.67	656.96	5,000.00	15,574.20	(211.48%)
100-00-599920 Misc Police Revenue	375.00	1,600.86	2,000.00	2,635.86	(31.79%)
100-17-599900 Miscellaneous Income	0.00	0.00	0.00	6,500.00	0.00%
Total Miscellaneous Revenues	1,441.67	2,257.82	14,800.00	25,949.83	(75.34%)
Charges for Services Revenues					
100-00-504010 Imposed Public Safety Fee	21,666.67	28,292.00	260,000.00	227,954.00	12.33%
100-00-520100 Administrative Overhead	52,846.67	0.00	634,160.00	317,080.00	50.00%
Total Charges for Services Revenues	74,513.33	28,292.00	894,160.00	545,034.00	39.05%
Other Financing Sources (uses) Revenues					
100-00-500900 Sale of Property	0.00	0.00	417,019.00	417,019.00	0.00%
100-00-500910 Sale of Equipment	166.67	0.00	2,000.00	0.00	100.00%
Total Other Financing Sources (uses) Revenues	166.67	0.00	419,019.00	417,019.00	0.48%
Transfers Revenues					
100-00-599801 Transfer to Parks RTMP	666.67	0.00	8,000.00	0.00	100.00%
Total Transfers Revenues	666.67	0.00	8,000.00	0.00	100.00%
Total GENERAL FUND Revenues	\$ 398,872.04	\$ 78,242.42	\$ 5,382,685.00	\$ 4,718,351.69	12.34%

Expenditures

Personal Services Expenditures

100-11-400001 Health Insurance	\$ 8,450.50	\$ 5,835.86	\$ 101,406.00	\$ 44,761.89	55.86%
100-11-400002 PERS	9,578.67	7,779.50	114,944.00	72,514.10	36.91%
100-11-400003 Workers Compensation	111.75	65.90	1,341.00	477.70	64.38%
100-11-400004 Payroll Taxes	2,003.92	1,954.92	24,047.00	30,141.81	(25.35%)
100-11-400032 Deferred Comp OSGP	0.00	100.00	0.00	800.00	0.00%
100-11-400039 Wages	31,966.75	24,115.01	383,601.00	226,629.71	40.92%
100-11-400081 VEBA Contributions	200.00	0.00	2,400.00	6,187.50	(157.81%)

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-11-400082	Life/LTD Insurance	0.00	58.91	0.00	337.46	0.00%
100-12-400001	Personnel Insurance	0.00	2,411.72	0.00	18,604.05	0.00%
100-12-400002	PERS	0.00	1,880.07	0.00	14,858.72	0.00%
100-12-400004	Payroll Taxes	0.00	472.60	0.00	3,737.54	0.00%
100-12-400039	Wages	0.00	5,827.87	0.00	46,059.21	0.00%
100-12-400082	Life/LTD Insurance	0.00	12.46	0.00	99.68	0.00%
100-13-400001	Health Insurance	15,643.67	11,737.83	187,724.00	95,535.62	49.11%
100-13-400002	PERS	13,019.75	45,940.35	156,237.00	117,439.95	24.83%
100-13-400003	Workers Compensation	1,016.67	519.96	12,200.00	13,586.32	(11.36%)
100-13-400004	Payroll Taxes	3,125.00	2,740.07	37,500.00	27,490.24	26.69%
100-13-400032	Deferred Comp OSGP	0.00	300.00	0.00	2,434.00	0.00%
100-13-400039	Wages	0.00	33,759.07	494,970.00	286,355.72	42.15%
100-13-400081	VEBA Contributions	100.00	0.00	1,200.00	5,625.00	(368.75%)
100-13-400082	Life/LTD Insurance	0.00	75.19	0.00	510.37	0.00%
100-16-400002	PERS	0.00	0.00	0.00	2,774.01	0.00%
100-16-400004	Payroll Taxes	92.17	118.94	1,106.00	930.37	15.88%
100-16-400039	Wages	0.00	1,458.38	0.00	11,397.15	0.00%
100-99-400001	Health Care Coverage	950.75	835.25	11,409.00	5,230.66	54.15%
100-99-400002	PERS	669.17	669.43	8,030.00	4,482.39	44.18%
100-99-400004	Payroll Taxes	0.00	161.79	0.00	1,088.19	0.00%
100-99-400039	Wages	0.00	2,075.09	26,937.00	13,894.59	48.42%
100-99-400082	Life/LTD Insurance	0.00	7.21	0.00	49.82	0.00%
Total Personal Services Expenditures		86,928.75	150,913.38	1,565,052.00	1,054,033.77	32.65%
Materials & Services Expenditures						
100-00-400881	Fuel Mitigation Grant Expenses	0.00	25,500.00	0.00	25,500.00	0.00%
100-00-400882	Abatement/Cleanup	0.00	0.00	0.00	362.53	0.00%
100-11-400078	ARPA Expenses	9,166.67	0.00	110,000.00	27,979.92	74.56%
100-11-400101	Materials/Supplies	1,333.33	870.16	16,000.00	8,312.33	48.05%
100-11-400104	Telephone	500.00	565.13	6,000.00	3,392.70	43.46%
100-11-400105	Banking/Financial Fees	8.33	0.00	100.00	0.05	99.95%
100-11-400106	Office Equipment	0.00	206.00	0.00	3,621.26	0.00%
100-11-400107	Utilities	833.33	1,008.47	10,000.00	7,742.85	22.57%
100-11-400108	Insurance	14,711.42	0.00	176,537.00	93,502.82	47.04%
100-11-400114	Advertising	75.00	0.00	900.00	230.25	74.42%
100-11-400115	Internet	83.33	0.00	1,000.00	1,019.70	(1.97%)
100-11-400117	Membership/Dues/Subscriptions	1,166.67	840.34	14,000.00	12,832.53	8.34%
100-11-400120	Travel/Training	233.33	490.00	2,800.00	3,143.03	(12.25%)
100-11-400122	Travel/Training City Council	41.67	0.00	500.00	0.00	100.00%
100-11-400130	Professional Services Non Legal	833.33	166.26	10,000.00	19,607.47	(96.07%)
100-11-400132	Accounting/Audit Services	1,250.00	0.00	15,000.00	0.00	100.00%
100-11-400133	Professional Services Legal	1,250.00	2,137.50	15,000.00	7,373.19	50.85%
100-11-400150	Awards/Recognitions	104.17	0.00	1,250.00	444.60	64.43%
100-11-400152	Election Expense	208.33	0.00	2,500.00	0.00	100.00%
100-11-400156	Computer Support IT	875.00	601.99	10,500.00	2,010.99	80.85%
100-11-400158	Miscellaneous Expense	625.00	98.86	7,500.00	1,512.31	79.84%
100-11-400166	Bldg. Maintenance	416.67	0.00	5,000.00	1,830.33	63.39%
100-11-400222	Community Projects	833.33	0.00	10,000.00	10,000.00	0.00%
100-11-400242	Lane Transit District	1,000.00	3,000.00	12,000.00	9,000.00	25.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (100)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-11-401052 Radios Debt Service	0.00	0.00	0.00	3,217.62	0.00%
100-11-401205 Dead Mtn. Tower Lease	250.00	0.00	3,000.00	2,975.77	0.81%
100-12-400130 Professional Services Non Legal	4,166.67	26.87	50,000.00	12,201.08	75.60%
100-12-400133 Professional Services Legal	0.00	0.00	0.00	360.00	0.00%
100-12-400138 Planning Services	137.50	0.00	1,650.00	388.90	76.43%
100-12-400140 Administrative Overhead	3,057.17	0.00	36,686.00	18,343.00	50.00%
100-13-400029 Reserve Officers	0.00	0.00	0.00	167.32	0.00%
100-13-400101 Materials/Supplies	833.33	327.58	10,000.00	6,075.23	39.25%
100-13-400104 Telephone	1,116.67	3,018.76	13,400.00	6,778.61	49.41%
100-13-400106 Office Equipment	0.00	0.00	0.00	177.17	0.00%
100-13-400107 Utilities	500.00	48.59	6,000.00	1,350.32	77.49%
100-13-400115 Internet	29.17	0.00	350.00	0.00	100.00%
100-13-400117 Membership/Dues/Subscriptions	191.67	0.00	2,300.00	0.00	100.00%
100-13-400120 Travel/Training	958.33	122.63	11,500.00	6,405.65	44.30%
100-13-400121 Accreditation	133.33	0.00	1,600.00	0.00	100.00%
100-13-400130 Professional Services Non Legal	333.33	134.16	4,000.00	1,751.79	56.21%
100-13-400133 Professional Services Legal	0.00	0.00	0.00	382.50	0.00%
100-13-400137 Dispatch Services	4,681.67	25,190.40	56,180.00	44,083.20	21.53%
100-13-400140 Administrative Overhead	6,960.67	0.00	83,528.00	41,764.00	50.00%
100-13-400145 Uniforms	416.67	0.00	5,000.00	764.75	84.71%
100-13-400146 Uniform Allowance	866.67	0.00	10,400.00	4,867.15	53.20%
100-13-400156 Computer Support IT	416.67	284.00	5,000.00	1,298.38	74.03%
100-13-400160 Equipment Maintenance/Repairs	583.33	0.00	7,000.00	1,723.74	75.38%
100-13-400162 Radio Maintenance/Repairs	291.67	0.00	3,500.00	130.00	96.29%
100-13-400166 Bldg. Maintenance	0.00	0.00	0.00	126.00	0.00%
100-13-400168 Vehicle Maintenance-Repairs	500.00	0.00	6,000.00	1,585.13	73.58%
100-13-400172 Fuel	2,500.00	0.00	30,000.00	10,074.79	66.42%
100-13-400173 New Equipment	0.00	1,500.00	0.00	4,081.89	0.00%
100-13-400218 Fall Fun Night	241.67	0.00	2,900.00	2,102.10	27.51%
100-13-400305 Public Safety Assessment	416.67	0.00	5,000.00	2,413.30	51.73%
100-13-401052 Radios Debt Service	516.67	0.00	6,200.00	6,741.69	(8.74%)
100-13-401200 Photo Supplies	75.00	0.00	900.00	0.00	100.00%
100-13-401201 Ammunition	408.33	0.00	4,900.00	600.00	87.76%
100-13-401202 Investigations	166.67	0.00	2,000.00	198.10	90.10%
100-13-401204 Jail Expense	166.67	0.00	2,000.00	0.00	100.00%
100-13-401206 PPE Supplies	250.00	0.00	3,000.00	1,811.12	39.63%
100-16-400101 Materials/Supplies	408.33	33.04	4,900.00	1,494.13	69.51%
100-16-400104 Telephone	25.00	21.00	300.00	147.00	51.00%
100-16-400107 Utilities	58.33	0.00	700.00	0.00	100.00%
100-16-400120 Travel/Training	41.67	0.00	500.00	635.77	(27.15%)
100-16-400140 Administrative Overhead	416.67	0.00	5,000.00	2,500.00	50.00%
100-16-400156 Computer Support IT	114.75	0.00	1,377.00	68.00	95.06%
100-16-400158 Miscellaneous Expense	250.00	180.00	3,000.00	2,141.00	28.63%
100-16-400224 Summer Reading Program	83.33	214.18	1,000.00	1,164.18	(16.42%)
100-16-400226 SRP-Cards 4 Kids	41.67	0.00	500.00	630.37	(26.07%)
100-16-400243 Acquisitions and Books	166.67	67.93	2,000.00	934.14	53.29%
100-16-400244 Donations & Sales Funds	0.00	0.00	0.00	863.94	0.00%
100-16-400246 SIRSI System	358.33	0.00	4,300.00	5,376.20	(25.03%)
100-16-400248 OCLC Cataloging	0.00	0.00	0.00	360.22	0.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (100)
 For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-17-400101 Materials/Supplies	708.33	0.00	8,500.00	3,216.12	62.16%
100-17-400104 Telephone	0.00	8.98	0.00	62.86	0.00%
100-17-400107 Utilities	0.00	1,479.49	12,000.00	7,119.81	40.67%
100-17-400140 Administrative Overhead	1,966.42	0.00	23,597.00	11,798.50	50.00%
100-17-400166 Bldg. Maintenance	625.00	584.10	50,330.00	22,758.55	54.78%
100-17-400173 New Equipment	0.00	0.00	0.00	0.01	0.00%
100-17-400177 Building Maintenance(non-capital)	0.00	0.00	0.00	1,246.32	0.00%
100-18-400088 WAC Community Foundation Grant	0.00	0.00	0.00	1,838.00	0.00%
100-18-400101 Materials/Supplies	125.00	0.00	1,500.00	283.89	81.07%
100-18-400104 Telephone	0.00	93.71	0.00	667.97	0.00%
100-18-400107 Utilities	1,083.33	249.98	13,000.00	4,133.42	68.20%
100-18-400140 Administrative Overhead	1,128.08	0.00	13,537.00	6,768.50	50.00%
100-18-400166 Bldg. Maintenance	83.33	0.00	1,000.00	0.00	100.00%
100-18-400281 WAC State Grant	122,140.08	0.00	1,465,681.00	18,836.64	98.71%
100-99-400101 Materials/Supplies	0.00	0.00	0.00	85.17	0.00%
100-99-400131 Municipal Court Judge-Contract	1,793.92	1,746.28	21,527.00	13,970.24	35.10%
100-99-400140 Administrative Overhead	1,000.00	0.00	12,000.00	6,000.00	50.00%
100-99-400213 State Court Fees	450.00	(330.00)	5,400.00	(2,732.00)	150.59%
100-99-400215 Court Expenses	208.33	1,334.40	2,500.00	8,325.09	(233.00%)
Total Materials & Services Expenditures	199,991.67	71,820.79	2,454,730.00	545,053.20	77.80%
Capital Outlay Expenditures					
100-13-400300 New Equipment - Capital	4,083.33	0.00	49,000.00	0.00	100.00%
Total Capital Outlay Expenditures	4,083.33	0.00	49,000.00	0.00	100.00%
Fund Transfers Expenditures					
100-00-401016 Transfer Emergency Services	38,833.33	0.00	466,000.00	233,000.00	50.00%
100-00-401081 Transfer of Public Safety Fee Funds	0.00	0.00	0.00	63,004.45	0.00%
Total Fund Transfers Expenditures	38,833.33	0.00	466,000.00	296,004.45	36.48%
Contingency/Uapp Ending Fund Balance Expendit					
100-00-499990 Unappropriated Ending Fund Balanc	4,282.08	0.00	51,385.00	0.00	100.00%
100-00-499991 Reserved for Future Expenditure	1,843.50	0.00	439,141.00	17,100.00	96.11%
100-13-499991 Reserved for Future Expenditure	2,543.92	0.00	30,527.00	0.00	100.00%
100-17-499991 Reserved for Future Expenditure	1,475.00	0.00	17,700.00	3,000.00	83.05%
Total Contingency/Uapp Ending Fund Balance Ex	10,144.50	0.00	538,753.00	20,100.00	96.27%
Special Payments Expenditures					
100-17-400127 Park Rental Refunds	0.00	0.00	0.00	280.00	0.00%
Total Special Payments Expenditures	0.00	0.00	0.00	280.00	0.00%
Total GENERAL FUND Expenditures	\$ 339,981.58	\$ 222,734.17	\$ 5,073,535.00	\$ 1,915,471.42	62.25%
GENERAL FUND Excess of Revenues Over Expenditure \$	57,890.46	\$ (144,491.75)	\$ 310,150.00	\$ 2,802,880.27	(803.72%)

City of Oakridge Statement of Revenue and Expenditures

*Revised Budget
For TRT Transient Room Tax (101)
For the Fiscal Period 2024-8 Ending February 29, 2024*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
101-00-500001 Beginning Fund Balance	\$ 2,730.83	\$ 0.00	\$ 32,770.00	\$ 34,940.46	(6.62%)
Total Beginning Fund Balances Revenues	2,730.83	0.00	32,770.00	34,940.46	(6.62%)
Licenses, Permits, Misc. Taxes Revenues					
101-00-503500 Transient Room Tax	3,060.00	0.00	36,720.00	15,991.75	56.45%
Total Licenses, Permits, Misc. Taxes Revenues	3,060.00	0.00	36,720.00	15,991.75	56.45%
Total TRT Transient Room Tax Revenues	\$ 5,790.83	\$ 0.00	\$ 69,490.00	\$ 50,932.21	26.71%
Expenditures					
Materials & Services Expenditures					
101-00-400228 Transient Income Projects-Current Y	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,660.11	0.00%
Total Materials & Services Expenditures	0.00	0.00	0.00	16,660.11	0.00%
Total TRT Transient Room Tax Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,660.11	0.00%
TRT Transient Room Tax Excess of Revenues Over Exp	\$ 5,790.83	\$ 0.00	\$ 69,490.00	\$ 34,272.10	50.68%

City of Oakridge
Statement of Revenue and Expenditures

*Revised Budget
 For RTMP (102)
 For the Fiscal Period 2024-8 Ending February 29, 2024*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
102-00-500001 Beginning Fund Balance	\$ 1,203.58	\$ 0.00	\$ 14,443.00	\$ 2,494.90	82.73%
Total Beginning Fund Balances Revenues	1,203.58	0.00	14,443.00	2,494.90	82.73%
Intergovernmental Revenues Revenues					
102-00-515300 RTMP Funds	1,583.33	0.00	19,000.00	31,369.00	(65.10%)
Total Intergovernmental Revenues Revenues	1,583.33	0.00	19,000.00	31,369.00	(65.10%)
Total RTMP Revenues	\$ 2,786.92	\$ 0.00	\$ 33,443.00	\$ 33,863.90	(1.26%)
Expenditures					
Materials & Services Expenditures					
102-00-400220 RTMP Fund Projects_Current Year	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 8,494.90	0.00%
Total Materials & Services Expenditures	0.00	2,500.00	0.00	8,494.90	0.00%
Fund Transfers Expenditures					
102-00-401083 Transfer of Funds RTMP	0.00	0.00	0.00	6,500.00	0.00%
Total Fund Transfers Expenditures	0.00	0.00	0.00	6,500.00	0.00%
Total RTMP Expenditures	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 14,994.90	0.00%
RTMP Excess of Revenues Over Expenditures	\$ 2,786.92	\$ (2,500.00)	\$ 33,443.00	\$ 18,869.00	43.58%

City of Oakridge Statement of Revenue and Expenditures

*Revised Budget
For STREET FUND (230)
For the Fiscal Period 2024-8 Ending February 29, 2024*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
230-00-500001 Beginning Fund Balance	\$ 24,928.75	\$ 0.00	\$ 298,875.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	24,928.75	0.00	298,875.00	0.00	100.00%
Licenses, Permits, Misc. Taxes Revenues					
230-00-503200 ODOT Apportionments	0.00	21,994.72	261,331.00	158,663.36	39.29%
230-00-504300 Fuel Dealer's License Fee	5,908.75	3,937.23	70,905.00	45,783.48	35.43%
Total Licenses, Permits, Misc. Taxes Revenues	5,908.75	25,931.95	332,236.00	204,446.84	38.46%
Intergovernmental Revenues Revenues					
230-00-520600 Greenwaters/Rest Area	833.33	2,505.00	10,000.00	18,783.00	(87.83%)
230-00-520800 ODOT Small city Allotment	20,833.33	0.00	250,000.00	264,181.77	(5.67%)
230-00-520801 ODOT Apportionments	21,777.58	0.00	0.00	0.00	100.00%
Total Intergovernmental Revenues Revenues	43,444.25	2,505.00	260,000.00	282,964.77	(8.83%)
Miscellaneous Revenues					
230-00-599900 Miscellaneous Income	747.25	0.00	8,967.00	2,485.86	72.28%
Total Miscellaneous Revenues	747.25	0.00	8,967.00	2,485.86	72.28%
Other Financing Sources (uses) Revenues					
230-00-521000 LID#20 2nd St. Assessment	263.50	0.00	3,162.00	0.00	100.00%
Total Other Financing Sources (uses) Revenues	263.50	0.00	3,162.00	0.00	100.00%
Total STREET FUND Revenues	\$ 75,292.50	\$ 28,436.95	\$ 903,240.00	\$ 489,897.47	45.76%

Expenditures

Personal Services Expenditures

230-00-400001 Health Care Coverage	\$ 1,602.67	\$ 1,238.20	\$ 19,232.00	\$ 10,701.19	44.36%
230-00-400002 PERS	1,512.67	1,514.87	18,152.00	12,989.80	28.44%
230-00-400003 Workers Compensation	334.75	175.99	4,017.00	1,169.38	70.89%
230-00-400004 Payroll Taxes	326.83	350.04	3,922.00	4,464.55	(13.83%)
230-00-400032 Deferred Comp OSGP	0.00	23.00	0.00	184.00	0.00%
230-00-400039 Wages	4,686.67	4,307.82	56,240.00	37,490.56	33.34%
230-00-400081 VEBA Contributions	193.17	0.00	2,318.00	1,125.00	51.47%
230-00-400082 Life/LTD Insurance	4.17	8.62	50.00	54.85	(9.70%)
Total Personal Services Expenditures	8,660.92	7,618.54	103,931.00	68,179.33	34.40%

Materials & Services Expenditures

230-00-400101 Materials/Supplies	2,500.00	936.65	30,000.00	17,661.93	41.13%
230-00-400103 Seasonal/Temp Workers	1,833.33	1,116.80	22,000.00	18,469.96	16.05%
230-00-400104 Telephone	100.00	123.38	1,200.00	1,164.76	2.94%
230-00-400107 Utilities	0.00	18.92	0.00	2,576.02	0.00%
230-00-400110 Utilities	583.33	602.28	7,000.00	1,590.41	77.28%
230-00-400120 Travel/Training	83.33	343.00	1,000.00	631.67	36.83%
230-00-400130 Professional Services Misc.	1,666.67	20.41	21,403.00	14,330.62	33.04%
230-00-400137 Dispatch Services LCSO	0.00	1,068.70	0.00	1,068.70	0.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For STREET FUND (230)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
230-00-400140 Administrative Overhead	4,023.33	0.00	48,280.00	24,140.00	50.00%
230-00-400146 Uniform Allowance	83.33	0.00	1,000.00	919.60	8.04%
230-00-400160 Equipment Maintenance/Repairs	2,083.33	1,632.52	25,000.00	13,835.89	44.66%
230-00-400172 Fuel	1,333.33	559.59	16,000.00	8,592.23	46.30%
230-00-400173 New Equipment (less than \$5,000)	0.00	0.00	0.00	2,441.50	0.00%
230-00-400180 Rest Area	833.33	242.30	10,000.00	2,689.87	73.10%
230-00-400194 Street Repair	2,916.67	0.00	43,529.00	10,512.78	75.85%
230-00-400198 Street Lights	5,250.00	4,612.96	63,000.00	30,803.74	51.11%
Total Materials & Services Expenditures	23,290.00	11,277.51	289,412.00	151,429.68	47.68%
Capital Outlay Expenditures					
230-00-400300 New Equipment - Capital	833.33	0.00	10,000.00	0.00	100.00%
230-00-400666 Street Improvements	0.00	0.00	0.00	234,413.10	0.00%
Total Capital Outlay Expenditures	833.33	0.00	10,000.00	234,413.10	(2244.13%)
Contingency/Uapp Ending Fund Balance Expendit					
230-00-401026 Contingency	2,412.33	0.00	28,948.00	0.00	100.00%
230-00-499990 Unappropriated Ending Fund Balanc	2,993.17	0.00	35,918.00	0.00	100.00%
230-00-499991 Reserved for Future Expenditure	16,269.42	0.00	185,301.00	0.00	100.00%
Total Contingency/Uapp Ending Fund Balance Ex	21,674.92	0.00	250,167.00	0.00	100.00%
Total STREET FUND Expenditures	\$ 54,459.17	\$ 18,896.05	\$ 653,510.00	\$ 454,022.11	30.53%
STREET FUND Excess of Revenues Over Expenditures	\$ 20,833.33	\$ 9,540.90	\$ 249,730.00	\$ 35,875.36	85.63%

City of Oakridge Statement of Revenue and Expenditures

Revised Budget
For EMERGENCY SERVICES FUND (232)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
232-00-500001 Beginning Fund Balance	\$ 299,145.00	\$ 0.00	\$ 221,550.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	299,145.00	0.00	221,550.00	0.00	100.00%
Intergovernmental Revenues Revenues					
232-00-502800 Hazeldell Fire Contract	5,598.92	0.00	67,187.00	33,593.40	50.00%
232-00-502810 Fire Contracts - Westfir	3,083.33	0.00	37,000.00	18,500.00	50.00%
232-00-502815 Hazeldell - Vol Prog	1,291.67	0.00	15,500.00	0.00	100.00%
Total Intergovernmental Revenues Revenues	9,973.92	0.00	119,687.00	52,093.40	56.48%
Interest Revenues					
232-00-500200 Interest	166.67	1,045.86	2,000.00	11,664.68	(483.23%)
Total Interest Revenues	166.67	1,045.86	2,000.00	11,664.68	(483.23%)
Grants & Donations Revenues					
232-00-500881 Fuel Mitigations Grant	0.00	0.00	59,600.00	0.00	100.00%
Total Grants & Donations Revenues	0.00	0.00	59,600.00	0.00	100.00%
Miscellaneous Revenues					
232-00-599900 Miscellaneous Income	333.33	0.00	4,000.00	309.10	92.27%
Total Miscellaneous Revenues	333.33	0.00	4,000.00	309.10	92.27%
Charges for Services Revenues					
232-00-502700 Fire Med	2,250.00	0.00	27,000.00	8,240.00	69.48%
232-00-540400 Ground Emergency Medical Transp	41,666.67	40,128.09	500,000.00	422,426.27	15.51%
Total Charges for Services Revenues	43,916.67	40,128.09	527,000.00	430,666.27	18.28%
Transfers Revenues					
232-00-530500 Transfer From General	38,833.33	0.00	466,000.00	233,000.00	50.00%
232-00-532101 Transfer From Public Safety Fees	10,833.33	0.00	130,000.00	63,004.45	51.54%
Total Transfers Revenues	49,666.67	0.00	596,000.00	296,004.45	50.33%
Total EMERGENCY SERVICES FUND Revenues	\$ 403,202.25	\$ 41,173.95	\$ 1,529,837.00	\$ 790,737.90	48.31%

Expenditures

Personal Services Expenditures

232-00-400001 Health Care Coverage	\$ 10,583.33	\$ 8,791.51	\$ 127,000.00	\$ 72,278.49	43.09%
232-00-400002 PERS	13,375.00	47,957.43	160,500.00	135,450.43	15.61%
232-00-400003 Workers Compensation	1,016.67	1,026.77	12,200.00	6,013.30	50.71%
232-00-400004 Payroll Taxes	3,125.00	2,787.93	37,500.00	26,427.71	29.53%
232-00-400009 Volunteer Life Ins.	0.00	0.00	0.00	63.72	0.00%
232-00-400016 Employee Allowance	41.67	0.00	500.00	0.00	100.00%
232-00-400039 Wages	33,318.42	34,455.14	399,821.00	275,875.13	31.00%
232-00-400051 Volunteer Stipends	5,475.00	10.60	0.00	22,267.75	0.00%
232-00-400081 VEBA Contributions	100.00	0.00	1,200.00	0.00	100.00%
232-00-400082 Life/LTD Insurance	75.00	73.07	900.00	499.51	44.50%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
 For EMERGENCY SERVICES FUND (232)
 For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
232-00-400083 OSFM Seasonal Worker Grant	0.00	0.00	0.00	37,992.64	0.00%
Total Personal Services Expenditures	67,110.08	95,102.45	739,621.00	576,868.68	22.00%
Materials & Services Expenditures					
232-00-400078 ARPA Expenses	0.00	0.00	54,288.00	5,155.79	90.50%
232-00-400101 Materials/Supplies	1,585.17	1,770.98	19,022.00	9,216.00	51.55%
232-00-400103 Seasonal/Temp Workers	14,583.33	29,115.20	175,000.00	200,678.75	(14.67%)
232-00-400104 Telephone	0.00	5.13	0.00	1,288.40	0.00%
232-00-400105 Banking/Financial Fees	12.50	0.00	150.00	0.00	100.00%
232-00-400107 Utilities	0.00	0.00	0.00	2,314.40	0.00%
232-00-400110 Utilities	1,625.00	2,449.35	19,500.00	6,045.64	69.00%
232-00-400111 EMS Supplies	2,500.00	2,472.59	30,000.00	21,184.83	29.38%
232-00-400113 Fire Fighting Supplies	625.00	57.80	7,500.00	4,211.25	43.85%
232-00-400117 Membership/Dues/Subscriptions	1,091.67	0.00	13,100.00	2,885.75	77.97%
232-00-400120 Travel/Training	833.33	555.58	10,000.00	2,862.76	71.37%
232-00-400121 Accreditation	666.67	0.00	8,000.00	0.00	100.00%
232-00-400130 Professional Services Misc.	0.00	134.38	0.00	5,196.30	0.00%
232-00-400133 Professional Services/Legal Fees	0.00	0.00	0.00	135.00	0.00%
232-00-400137 Dispatch Services LCSO	3,100.00	17,404.28	37,200.00	30,457.49	18.13%
232-00-400140 Administrative Overhead	7,083.33	0.00	85,000.00	42,500.00	50.00%
232-00-400145 Uniform	333.33	0.00	4,000.00	1,711.71	57.21%
232-00-400146 Uniform Allowance	0.00	82.05	0.00	2,018.41	0.00%
232-00-400147 Small Equipment Maint & Minor Rep	541.67	0.00	6,500.00	13.98	99.78%
232-00-400151 Health & Wellness	358.33	0.00	4,300.00	0.00	100.00%
232-00-400153 Protective Clothing	583.33	0.00	7,000.00	0.00	100.00%
232-00-400155 Pagers Repair/Replace	125.00	0.00	1,500.00	0.00	100.00%
232-00-400156 Computer Equip/Supplies/Support	0.00	0.00	0.00	151.00	0.00%
232-00-400160 Equipment Maintenance/Repairs	0.00	0.00	0.00	953.18	0.00%
232-00-400161 Vehical Maint & Minor Repairs	1,250.00	2,663.11	15,000.00	14,282.00	4.79%
232-00-400162 Radio Maintenance/Repairs	0.00	0.00	0.00	298.60	0.00%
232-00-400163 Building/Grounds Maintenance	0.00	442.50	0.00	1,076.96	0.00%
232-00-400166 Bldg. Maintenance	1,041.67	0.00	12,500.00	2,581.26	79.35%
232-00-400172 Fuel	2,500.00	1,116.67	30,000.00	15,804.12	47.32%
232-00-400232 Fire Med Promotion	150.00	0.00	1,800.00	455.00	74.72%
232-00-400234 Fire Prevention	250.00	464.75	3,000.00	2,050.28	31.66%
232-00-400252 Billing Charge	1,416.67	1,563.64	17,000.00	10,549.70	37.94%
232-00-400255 GEMT Expenditures	0.00	7,618.25	0.00	23,789.67	0.00%
232-00-400262 Volunteer Expenses	250.00	0.00	69,000.00	0.00	100.00%
232-00-400881 Fuel Mitigation Grant Expenses	0.00	0.00	59,600.00	306.04	99.49%
232-00-401052 Radios Debt Service	0.00	0.00	0.00	1,991.86	0.00%
Total Materials & Services Expenditures	42,506.00	67,916.26	689,960.00	412,166.13	40.26%
Capital Outlay Expenditures					
232-00-400207 HMA FEMA Generators Grant	0.00	0.00	0.00	1,449.30	0.00%
232-00-400300 New Equipment - Capital	2,708.33	0.00	32,500.00	21,654.19	33.37%
Total Capital Outlay Expenditures	2,708.33	0.00	32,500.00	23,103.49	28.91%
Fund Transfers Expenditures					
232-00-401082 Transfer to Ambulance Fund (LGIP)	7,695.33	0.00	92,344.00	0.00	100.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For EMERGENCY SERVICES FUND (232)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Fund Transfers Expenditures	7,695.33	0.00	92,344.00	0.00	100.00%
Contingency/Uapp Ending Fund Balance Expendit					
232-00-401026 Contingency	2,500.00	0.00	30,000.00	0.00	100.00%
Total Contingency/Uapp Ending Fund Balance Ex	2,500.00	0.00	30,000.00	0.00	100.00%
Total EMERGENCY SERVICES FUND Expenditures	\$ 122,519.75	\$ 163,018.71	\$ 1,584,425.00	\$ 1,012,138.30	36.12%
EMERGENCY SERVICES FUND Excess of Revenues Ov	\$ 280,682.50	\$ (121,844.76)	\$ (54,588.00)	(221,400.40)	(305.58%)

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For Water Fund - Capital Reserve Fund (245)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
245-00-500001 Beginning Fund Balance	\$ 6,586.67	\$ 0.00	\$ 79,040.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	6,586.67	0.00	79,040.00	0.00	100.00%
Transfers Revenues					
245-00-530600 Transfer From Water	2,083.33	0.00	25,000.00	0.00	100.00%
Total Transfers Revenues	2,083.33	0.00	25,000.00	0.00	100.00%
Total Water Fund - Capital Reserve Fund Revenues	\$ 8,670.00	\$ 0.00	\$ 104,040.00	\$ 0.00	100.00%
Water Fund - Capital Reserve Fund Excess of Revenues	\$ 8,670.00	\$ 0.00	\$ 104,040.00	\$ 0.00	100.00%

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget
For WATER BOND RESERVE FUND (321)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
321-00-500001 Beginning Fund Balance	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	10,056.92	0.00	120,683.00	0.00	100.00%
Total WATER BOND RESERVE FUND Revenues	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%
WATER BOND RESERVE FUND Excess of Revenues Ov	\$ 10,056.92	\$ 0.00	\$ 120,683.00	\$ 0.00	100.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
 For INDUSTRIAL PARK FUND (390)
 For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
390-00-500001 Beginning Fund Balance	\$ 54,068.83	\$ 0.00	\$ 648,826.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	54,068.83	0.00	648,826.00	0.00	100.00%
Interest Revenues					
390-00-500200 Interest	105.25	105.09	1,263.00	840.72	33.43%
Total Interest Revenues	105.25	105.09	1,263.00	840.72	33.43%
Grants & Donations Revenues					
390-00-513001 Salmon Creek Trestle Bridge Grant	0.00	0.00	40,000.00	0.00	100.00%
Total Grants & Donations Revenues	0.00	0.00	40,000.00	0.00	100.00%
Rentals and Leases Revenues					
390-00-501100 Rental Income	6,416.67	2,319.42	77,000.00	69,129.98	10.22%
Total Rentals and Leases Revenues	6,416.67	2,319.42	77,000.00	69,129.98	10.22%
Miscellaneous Revenues					
390-00-599900 Miscellaneous Income	0.00	0.00	0.00	10.00	0.00%
Total Miscellaneous Revenues	0.00	0.00	0.00	10.00	0.00%
Other Financing Sources (uses) Revenues					
390-00-500900 Sale of Property	0.00	225.00	28,212.00	428,888.36	(1420.23%)
390-00-500950 Sale of Telecommunication Lease	0.00	104.43	0.00	1,364.65	0.00%
Total Other Financing Sources (uses) Revenues	0.00	329.43	28,212.00	430,253.01	(1425.07%)
Total INDUSTRIAL PARK FUND Revenues	\$ 60,590.75	\$ 2,753.94	\$ 795,301.00	\$ 500,233.71	37.10%

Expenditures

Personal Services Expenditures

390-00-400001 Health Care Coverage	\$ 275.83	\$ 175.73	\$ 3,310.00	\$ 1,391.18	57.97%
390-00-400002 PERS	202.00	240.26	2,424.00	2,039.71	15.85%
390-00-400004 Payroll Taxes	0.00	56.69	0.00	495.00	0.00%
390-00-400032 Deferred Comp OSGP	0.00	2.80	0.00	22.40	0.00%
390-00-400039 Wages	1,125.25	697.63	13,503.00	6,085.09	54.94%
390-00-400082 Life/LTD Insurance	0.00	1.33	0.00	8.72	0.00%
Total Personal Services Expenditures	1,603.08	1,174.44	19,237.00	10,042.10	47.80%

Materials & Services Expenditures

390-00-400086 Salmon Creek Trestle Grant	0.00	0.00	40,000.00	0.00	100.00%
390-00-400101 Materials/Supplies	500.00	0.00	6,000.00	3,966.72	33.89%
390-00-400103 Seasonal/Temp Workers	833.33	0.00	10,000.00	279.20	97.21%
390-00-400107 Utilities	0.00	0.00	0.00	1,942.32	0.00%
390-00-400110 Utilities	1,333.33	1,068.25	16,000.00	4,576.67	71.40%
390-00-400116 Marketing-City	250.00	0.00	3,000.00	3,000.00	0.00%
390-00-400117 Membership/Dues/Subscriptions	50.00	0.00	600.00	0.00	100.00%
390-00-400130 Professional Services Misc.	1,250.00	123.31	16,403.00	8,820.70	46.23%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For INDUSTRIAL PARK FUND (390)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
390-00-400140 Administrative Overhead	3,091.67	0.00	37,100.00	18,550.00	50.00%
390-00-400260 Property Taxes	958.33	0.00	11,500.00	8,449.25	26.53%
390-00-499900 Miscellaneous Expense	83.33	0.00	1,000.00	381.70	61.83%
Total Materials & Services Expenditures	8,350.00	1,191.56	141,603.00	49,966.56	64.71%
Capital Outlay Expenditures					
390-00-400501 Kokanee Way Utility Improvements	10,569.50	0.00	126,834.00	779.88	99.39%
390-00-400920 OIP Building	0.00	0.00	0.00	1,830.00	0.00%
Total Capital Outlay Expenditures	10,569.50	0.00	126,834.00	2,609.88	97.94%
Contingency/Uapp Ending Fund Balance Expendit					
390-00-401026 Contingency	835.00	0.00	10,020.00	0.00	100.00%
390-00-499990 Unappropriated Ending Fund Balanc	908.75	0.00	10,905.00	0.00	100.00%
390-00-499991 Reserved for Future Expenditure	38,324.42	0.00	476,702.00	0.00	100.00%
Total Contingency/Uapp Ending Fund Balance Ex	40,068.17	0.00	497,627.00	0.00	100.00%
Total INDUSTRIAL PARK FUND Expenditures	\$ 60,590.75	\$ 2,366.00	\$ 785,301.00	\$ 62,618.54	92.03%
INDUSTRIAL PARK FUND Excess of Revenues Over Ex	\$ 0.00	\$ 387.94	\$ 10,000.00	\$ 437,615.17	(4276.15%)

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
 For WATER FUND (620)
 For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
620-00-500001 Beginning Fund Balance	\$ 72,486.75	\$ 0.00	\$ 869,841.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	72,486.75	0.00	869,841.00	0.00	100.00%
Interest Revenues					
620-00-500200 Interest	0.00	1,400.79	0.00	4,219.81	0.00%
Total Interest Revenues	0.00	1,400.79	0.00	4,219.81	0.00%
Rentals and Leases Revenues					
620-00-501100 Rental Income	0.00	0.00	0.00	610.00	0.00%
Total Rentals and Leases Revenues	0.00	0.00	0.00	610.00	0.00%
Miscellaneous Revenues					
620-00-599900 Miscellaneous Income	210.92	45.00	2,531.00	1,218.43	51.86%
Total Miscellaneous Revenues	210.92	45.00	2,531.00	1,218.43	51.86%
Charges for Services Revenues					
620-00-540000 Water Service	98,147.92	93,795.69	1,177,775.00	894,040.69	24.09%
620-00-540100 Connection Charge	258.33	3,000.00	3,100.00	3,000.00	3.23%
620-00-540200 Service Charge	91.67	50.00	1,100.00	625.00	43.18%
Total Charges for Services Revenues	98,497.92	96,845.69	1,181,975.00	897,665.69	24.05%
Other Financing Sources (uses) Revenues					
620-00-500701 Well 2 Loan Proceeds	0.00	0.00	207,401.00	207,417.00	(0.01%)
Total Other Financing Sources (uses) Revenues	0.00	0.00	207,401.00	207,417.00	(0.01%)
Total WATER FUND Revenues	\$ 171,195.58	\$ 98,291.48	\$ 2,261,748.00	\$ 1,111,130.93	50.87%

Expenditures

Personal Services Expenditures

620-00-400001 Health Care Coverage	\$ 4,043.83	\$ 6,880.30	\$ 48,526.00	\$ 41,558.13	14.36%
620-00-400002 PERS	3,064.00	4,655.96	36,768.00	28,300.73	23.03%
620-00-400003 Workers Compensation	0.00	261.81	0.00	1,814.64	0.00%
620-00-400004 Payroll Taxes	0.00	1,204.07	0.00	11,323.84	0.00%
620-00-400032 Deferred Comp OSGP	0.00	40.60	0.00	324.80	0.00%
620-00-400039 Wages	11,655.42	14,222.90	139,865.00	118,335.19	15.39%
620-00-400081 VEBA Contributions	0.00	0.00	0.00	3,375.00	0.00%
620-00-400082 Life/LTD Insurance	0.00	27.92	0.00	154.62	0.00%
Total Personal Services Expenditures	18,763.25	27,293.56	225,159.00	205,186.95	8.87%

Materials & Services Expenditures

620-00-400101 Materials/Supplies	3,250.00	4,833.55	39,000.00	44,259.91	(13.49%)
620-00-400103 Seasonal/Temp Workers	2,291.67	1,116.80	27,500.00	23,578.01	14.26%
620-00-400104 Telephone	0.00	178.07	0.00	1,657.91	0.00%
620-00-400106 Office Expenses	83.33	0.00	1,000.00	17.90	98.21%
620-00-400107 Utilities	6,458.33	4,152.59	77,500.00	37,903.45	51.09%

City of Oakridge Statement of Revenue and Expenditures

**Revised Budget
For WATER FUND (620)
For the Fiscal Period 2024-8 Ending February 29, 2024**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
620-00-400120 Travel/Training	208.33	343.00	2,500.00	1,230.59	50.78%
620-00-400130 Professional Services Misc.	2,166.67	990.28	123,863.00	71,477.87	42.29%
620-00-400133 Professional Services/Legal Fees	0.00	247.50	0.00	247.50	0.00%
620-00-400137 Dispatch Services LCSO	0.00	1,068.67	0.00	2,270.95	0.00%
620-00-400140 Administrative Overhead	13,374.83	0.00	160,498.00	80,249.00	50.00%
620-00-400146 Uniform Allowance	166.67	0.00	2,000.00	919.60	54.02%
620-00-400156 Computer Equip/Supplies/Support	166.67	0.00	2,000.00	944.54	52.77%
620-00-400160 Equipment Maintenance/Repairs	2,166.67	3,118.12	26,000.00	13,718.27	47.24%
620-00-400172 Fuel	2,166.67	561.61	26,000.00	8,463.24	67.45%
620-00-400173 New Equipment (less than \$5,000)	833.33	0.00	10,000.00	5,696.32	43.04%
620-00-400177 Building Maintenance(non-capital)	416.67	0.00	5,000.00	141.57	97.17%
620-00-400192 Meter Replacement	1,250.00	0.00	15,000.00	1,730.65	88.46%
620-00-400881 Fuel Mitigation Grant Expenses	0.00	39,412.92	0.00	39,412.92	0.00%
620-00-499900 Miscellaneous Expense	137.50	0.00	1,650.00	4,536.63	(174.95%)
Total Materials & Services Expenditures	35,137.33	56,023.11	519,511.00	338,456.83	34.85%
Capital Outlay Expenditures					
620-00-400411 Tank 2	20,833.33	0.00	457,417.00	22,839.50	95.01%
Total Capital Outlay Expenditures	20,833.33	0.00	457,417.00	22,839.50	95.01%
Fund Transfers Expenditures					
620-00-401045 Transfer to Wate Fund Reserve	2,083.33	0.00	25,000.00	0.00	100.00%
Total Fund Transfers Expenditures	2,083.33	0.00	25,000.00	0.00	100.00%
Debt Service Expenditures					
620-00-401030 Debt Service - Interest Loan S05002	1,521.50	0.00	18,258.00	18,257.09	0.00%
620-00-401031 Debt Service - Principal Loan S0500	8,670.08	0.00	104,041.00	104,040.05	0.00%
620-00-401032 Bond Payment - Interest	730.83	0.00	8,770.00	0.00	100.00%
620-00-401034 Bond Payment - Principal	2,397.50	0.00	28,770.00	0.00	100.00%
620-00-401038 New Public Works Bldg. - Interest	1,833.33	0.00	22,000.00	0.00	100.00%
620-00-401039 Water Loan - Tank 7 Principal Loan	5,509.17	0.00	66,110.00	66,669.30	(0.85%)
620-00-401041 Water Loan - Tank 7 Interest Loan S	0.00	0.00	0.00	20,548.07	0.00%
620-00-401043 Debt Service - V19009 - Interest	10.83	0.00	130.00	103.50	20.38%
620-00-401047 Debt Service - V19009 - Principal	108.33	0.00	1,300.00	1,289.20	0.83%
Total Debt Service Expenditures	20,781.58	0.00	249,379.00	210,907.21	15.43%
Contingency/Uapp Ending Fund Balance Expendit					
620-00-401026 Contingency	3,513.75	0.00	42,165.00	0.00	100.00%
620-00-499990 Unappropriated Ending Fund Balanc	6,818.42	0.00	81,821.00	0.00	100.00%
620-00-499991 Reserved for Future Expenditure	63,264.58	0.00	661,312.00	0.00	100.00%
Total Contingency/Uapp Ending Fund Balance Ex	73,596.75	0.00	785,298.00	0.00	100.00%
Total WATER FUND Expenditures	\$ 171,195.58	\$ 83,316.67	\$ 2,261,764.00	\$ 777,390.49	65.63%
WATER FUND Excess of Revenues Over Expenditures	\$ 0.00	\$ 14,974.81	\$ (16.00)	\$ 333,740.44	2085977.75%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For WASTEWATER FUND (622)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
622-00-500001 Beginning Fund Balance	\$ 38,198.92	\$ 0.00	\$ 458,387.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	38,198.92	0.00	458,387.00	0.00	100.00%
Miscellaneous Revenues					
622-00-599900 Miscellaneous Income	416.67	45.00	5,000.00	802.50	83.95%
Total Miscellaneous Revenues	416.67	45.00	5,000.00	802.50	83.95%
Charges for Services Revenues					
622-00-540100 Connection Charge	225.00	1,400.00	2,700.00	1,400.00	48.15%
622-00-540300 Sewer Service	67,598.08	65,745.70	811,177.00	536,421.51	33.87%
Total Charges for Services Revenues	67,823.08	67,145.70	813,877.00	537,821.51	33.92%
Total WASTEWATER FUND Revenues	\$ 106,438.67	\$ 67,190.70	\$ 1,277,264.00	\$ 538,624.01	57.83%

Expenditures

Personal Services Expenditures

622-00-400001 Health Care Coverage	\$ 5,924.92	\$ 4,582.17	\$ 71,099.00	\$ 36,755.38	48.30%
622-00-400002 PERS	4,110.83	3,414.13	49,330.00	29,050.47	41.11%
622-00-400003 Workers Compensation	0.00	109.14	0.00	762.09	0.00%
622-00-400004 Payroll Taxes	0.00	806.56	0.00	8,500.10	0.00%
622-00-400032 Deferred Comp OSGP	0.00	33.60	0.00	268.80	0.00%
622-00-400039 Wages	0.00	10,016.53	0.00	87,866.75	0.00%
622-00-400041 Utility Worker 2	13,356.00	0.00	160,272.00	0.00	100.00%
622-00-400081 VEBA Contributions	0.00	0.00	0.00	2,250.00	0.00%
622-00-400082 Life/LTD Insurance	0.00	23.95	0.00	156.64	0.00%
Total Personal Services Expenditures	23,391.75	18,986.08	280,701.00	165,610.23	41.00%

Materials & Services Expenditures

622-00-400101 Materials/Supplies	2,500.00	803.14	30,000.00	9,890.09	67.03%
622-00-400103 Seasonal/Temp Workers	2,083.33	1,116.80	25,000.00	18,468.63	26.13%
622-00-400104 Telephone	833.33	406.86	10,000.00	3,239.53	67.60%
622-00-400106 Office Expenses	166.67	0.00	2,000.00	0.00	100.00%
622-00-400107 Utilities	3,333.33	5,589.02	40,000.00	29,166.75	27.08%
622-00-400120 Travel/Training	333.33	343.00	4,000.00	1,352.89	66.18%
622-00-400130 Professional Services Misc.	1,666.67	48.29	29,613.00	18,058.77	39.02%
622-00-400137 Dispatch Services LCSO	0.00	1,068.67	0.00	2,270.92	0.00%
622-00-400140 Administrative Overhead	8,972.25	0.00	107,667.00	53,833.50	50.00%
622-00-400146 Uniform Allowance	125.00	0.00	1,500.00	1,071.60	28.56%
622-00-400156 Computer Equip/Supplies/Support	233.33	0.00	2,800.00	1,275.64	54.44%
622-00-400160 Equipment Maintenance/Repairs	1,500.00	0.00	18,000.00	17,082.26	5.10%
622-00-400166 Bldg. Maintenance	0.00	0.00	0.00	424.71	0.00%
622-00-400172 Fuel	1,666.67	561.61	20,000.00	8,463.25	57.68%
622-00-400173 New Equipment (less than \$5,000)	1,250.00	0.00	15,000.00	3,385.32	77.43%
622-00-400177 Building Maintenance(non-capital)	0.00	0.00	0.00	2,838.54	0.00%
622-00-499900 Miscellaneous Expense	300.00	0.00	3,600.00	0.00	100.00%

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For WASTEWATER FUND (622)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Materials & Services Expenditures	24,963.92	9,937.39	309,180.00	170,822.40	44.75%
Capital Outlay Expenditures					
622-00-400905 Inflow and Infiltration	0.00	2,200.00	0.00	3,672.50	0.00%
Total Capital Outlay Expenditures	0.00	2,200.00	0.00	3,672.50	0.00%
Debt Service Expenditures					
622-00-401032 Bond Payment - Interest	971.92	600.00	11,663.00	9,370.00	19.66%
622-00-401034 Bond Payment - Principal	2,083.33	0.00	25,000.00	20,000.00	20.00%
Total Debt Service Expenditures	3,055.25	600.00	36,663.00	29,370.00	19.89%
Contingency/Uapp Ending Fund Balance Expendit					
622-00-401026 Contingency	2,538.08	0.00	30,457.00	0.00	100.00%
622-00-499990 Unappropriated Ending Fund Balanc	4,731.83	0.00	56,782.00	0.00	100.00%
622-00-499991 Reserved for Future Expenditure	47,341.17	0.00	558,481.00	0.00	100.00%
Total Contingency/Uapp Ending Fund Balance Ex	54,611.08	0.00	645,720.00	0.00	100.00%
Total WASTEWATER FUND Expenditures	\$ 106,022.00	\$ 31,723.47	\$ 1,272,264.00	\$ 369,475.13	70.96%
WASTEWATER FUND Excess of Revenues Over Expend \$	416.67	\$ 35,467.23	\$ 5,000.00	\$ 169,148.88	(3282.98%)

City of Oakridge
Statement of Revenue and Expenditures

Revised Budget
For STORMWATER FUND (696)
For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Beginning Fund Balances Revenues					
696-00-500001 Beginning Fund Balance	\$ 5,283.00	\$ 0.00	\$ 93,596.00	\$ 0.00	100.00%
Total Beginning Fund Balances Revenues	5,283.00	0.00	93,596.00	0.00	100.00%
Charges for Services Revenues					
696-00-540500 Storm Water Service	4,054.00	4,141.45	48,648.00	33,027.60	32.11%
Total Charges for Services Revenues	4,054.00	4,141.45	48,648.00	33,027.60	32.11%
Total STORMWATER FUND Revenues	\$ 9,337.00	\$ 4,141.45	\$ 142,244.00	\$ 33,027.60	76.78%
Expenditures					
Materials & Services Expenditures					
696-00-400101 Materials/Supplies	\$ 866.67	\$ 283.14	\$ 10,400.00	\$ 1,390.22	86.63%
696-00-400120 Travel/Training	0.00	0.00	0.00	115.51	0.00%
696-00-400130 Professional Services Non Legal	833.33	0.00	10,000.00	0.00	100.00%
696-00-400140 Administrative Overhead	1,772.25	0.00	21,267.00	10,633.50	50.00%
696-00-400160 Equipment Maintenance/Repairs	0.00	263.90	0.00	965.41	0.00%
696-00-400173 New Equipment (less than \$5,000)	0.00	0.00	0.00	1,078.67	0.00%
Total Materials & Services Expenditures	3,472.25	547.04	41,667.00	14,183.31	65.96%
Contingency/Uapp Ending Fund Balance Expendit					
696-00-401026 Contingency	290.42	0.00	3,485.00	0.00	100.00%
696-00-499990 Unappropriated Ending Fund Balanc	317.00	0.00	3,804.00	0.00	100.00%
696-00-499991 Reserved for Future Expenditure	8,025.33	0.00	96,304.00	0.00	100.00%
Total Contingency/Uapp Ending Fund Balance Ex	8,632.75	0.00	103,593.00	0.00	100.00%
Total STORMWATER FUND Expenditures	\$ 12,105.00	\$ 547.04	\$ 145,260.00	\$ 14,183.31	90.24%
STORMWATER FUND Excess of Revenues Over Expend	\$ (2,768.00)	\$ 3,594.41	\$ (3,016.00)	\$ 18,844.29	724.81%

City of Oakridge
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2024-8 Ending February 29, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 1,252,233.46	\$ 320,230.89	\$ 12,619,975.00	\$ 8,266,799.42	34.49%
Total Expenditures	\$ 867,873.83	\$ 525,102.11	\$ 11,775,059.00	\$ 4,636,954.31	60.62%
Total Excess of Revenues Over Expenditures	\$ 384,359.63	\$ (204,871.22)	\$ 844,916.00	\$ 3,629,845.11	(329.61%)

Accounts Payable Check Register Report - General-44002262

For The Date Range From 2/1/2024 To 2/29/2024

For All Vendors And For Outstanding, Cleared Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
38229	C	2/6/2024	65	Analytical Laboratory & Consultants, Inc.	\$56.00	O
38230	C	2/6/2024	20	Backflow Management, Inc.	\$2.00	O
38231	C	2/6/2024	132	Battery Pros	\$690.75	O
38232	C	2/6/2024	67	Buck's Sanitary Service	\$481.10	O
38233	C	2/6/2024	38	CenturyLink Communications, LLC	\$244.47	O
38234	C	2/6/2024	392	Comfort Flow Heating Company	\$368.75	O
38235	C	2/6/2024	388	Consumer Reports	\$29.00	O
38236	C	2/6/2024	886	Eugene Lock & Safe Co.	\$654.48	O
38237	C	2/6/2024	2316	Henry Schein	\$460.21	O
38238	C	2/6/2024	33	Industrial Source	\$39.27	O
38239	C	2/6/2024	459	Janet Sobczuk	\$78.66	O
38240	C	2/6/2024	478	Jeannie Cabello-Penn	\$180.00	O
38241	C	2/6/2024	794	Lane County Sheriff's Office	\$11,450.18	O
38242	C	2/6/2024	900	Leahy, Van Vactor & Cox, LLP	\$1,000.00	O
38243	C	2/6/2024	508	National Business Solutions	\$32.91	O
38244	C	2/6/2024	79	Oakridge Sani-Haul, Inc.	\$753.85	O
38245	C	2/6/2024	27	Oakridge Tire Center	\$1,867.46	O
38246	C	2/6/2024	214	Oregon Water Resources Department	\$120.00	O
38247	C	2/6/2024	1163	PeopleReady Inc.	\$15,248.99	O
38248	C	2/6/2024	459	Robert Johns	\$33.64	O
38249	C	2/6/2024	896	Segarra Law LLC	\$1,746.28	O
38250	C	2/6/2024	1171	Staples Advantage	\$225.45	O
38251	C	2/6/2024	1162	Systems Design West	\$822.92	O
38252	C	2/6/2024	2395	TWGW, Inc. Wilson's NAPA Auto Parts	\$88.14	O
38253	C	2/8/2024	478	Black Butte Ranch Police Department	\$1,500.00	O
38254	C	2/13/2024	2361	Dan Phillips	\$90.00	O
38255	C	2/13/2024	2358	Erika Stalcup	\$18.20	O
38256	C	2/13/2024	2404	Lexyngton McIntyre	\$450.00	O
38257	C	2/13/2024	2396	Meghan Wickel	\$240.00	O
38258	C	2/13/2024	2373	Blake Phetteplace	\$240.00	O
38259	C	2/13/2024	65	Analytical Laboratory & Consultants, Inc.	\$56.00	O
38260	C	2/13/2024	427	Bound Tree Medical, LLC	\$341.99	O
38261	C	2/13/2024	392	Comfort Flow Heating Company	\$73.75	O
38262	C	2/13/2024	804	Curran-McLeod, Inc.	\$2,200.00	O
38263	C	2/13/2024	49	Ferrellgas	\$1,057.49	O

Accounts Payable Check Register Report - General-44002262

For The Date Range From 2/1/2024 To 2/29/2024

For All Vendors And For Outstanding, Cleared Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
38264	C	2/13/2024	345	Grainger	\$223.20	O
38265	C	2/13/2024	585	H.D. Fowler	\$3,826.88	O
38266	C	2/13/2024	794	Lane County Sheriff's Office	\$34,350.54	O
38267	C	2/13/2024	1143	Oakridge Hardware	\$7.99	O
38268	C	2/13/2024	79	Oakridge Sani-Haul, Inc.	\$106.20	O
38269	C	2/13/2024	209	Owen Equipment Company	\$527.80	O
38270	C	2/13/2024	1163	PeopleReady Inc.	\$1,116.80	O
38271	C	2/13/2024	1169	Weco /Carson	\$2,535.49	O
38272	C	2/22/2024	65	Analytical Laboratory & Consultants, Inc.	\$56.00	O
38273	C	2/22/2024	1260	AT&T Mobility/Firstnet	\$240.24	O
38274	C	2/22/2024	61	Central Square Technologies	\$46.96	O
38275	C	2/22/2024	38	CenturyLink Communications, LLC	\$1,849.64	O
38276	C	2/22/2024	513	Ferguson Waterworks	\$323.12	O
38277	C	2/22/2024	49	Ferrellgas	\$1,542.80	O
38278	C	2/22/2024	2316	Henry Schein	\$696.45	O
38279	C	2/22/2024	998	Hunter Communications, Inc.	\$169.95	O
38280	C	2/22/2024	2377	Illinois Library Association	\$214.18	O
38281	C	2/22/2024	814	J and K Auto Repair, Inc.	\$1,368.62	O
38283	C	2/22/2024	295	Lane Transit District	\$3,000.00	O
38284	C	2/22/2024	900	Leahy, Van Vactor & Cox, LLP	\$2,385.00	O
38285	C	2/22/2024	508	National Business Solutions	\$38.88	O
38286	C	2/22/2024	1143	Oakridge Hardware	\$69.74	O
38287	C	2/22/2024	551	Oregon Corrections Enterprises	\$1,310.32	O
38288	C	2/22/2024	878	Pacific Office Automation	\$206.00	O
38289	C	2/22/2024	1163	PeopleReady Inc.	\$16,099.81	O
38290	C	2/22/2024	162	SeaWestern, Inc.	\$57.80	O
38291	C	2/22/2024	2289	Spectrum	\$152.96	O
38292	C	2/22/2024	113	Verizon Wireless	\$333.20	O
38293	C	2/22/2024	2332	Wilson Equipment	\$25,500.00	O
38294	C	2/27/2024	2305	American Seamless Guttering	\$320.00	O
38295	C	2/27/2024	65	Analytical Laboratory & Consultants, Inc.	\$56.00	O
38296	C	2/27/2024	20	Backflow Management, Inc.	\$500.00	O
38297	C	2/27/2024	38	CenturyLink Communications, LLC	\$418.81	O
38298	C	2/27/2024	2405	Natalie Cheechov	\$10.60	O
38299	C	2/27/2024	585	H.D. Fowler	\$3,118.12	O

Accounts Payable Check Register Report - General-44002262

For The Date Range From 2/1/2024 To 2/29/2024

For All Vendors And For Outstanding, Cleared Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
38300	C	2/27/2024	2316	Henry Schein	\$264.14	O
38301	C	2/27/2024	324	J. Davidson & Son's Construction Company Inc.	\$141.50	O
38302	C	2/27/2024	478	Jason Nehmer	\$2,500.00	O
38303	C	2/27/2024	459	Leslie Powell	\$26.33	O
38304	C	2/27/2024	508	National Business Solutions	\$235.18	O
38305	C	2/27/2024	27	Oakridge Tire Center	\$300.53	O
38306	C	2/27/2024	1171	Staples Advantage	\$120.95	O
38307	C	2/27/2024	1162	Systems Design West	\$740.72	O
38308	C	2/27/2024	459	Todd Christner	\$22.00	O
38309	C	2/27/2024	694	ZOLL Medical Corporation GPO	\$310.00	O
1477	E	2/6/2024	1167	Sonsray Machinery	\$39,412.92	O
1478	E	2/6/2024	2330	SuperTech Consulting	\$686.99	O
1479	E	2/7/2024	516	Motorola Solutions, Inc.	\$2,429.70	O
1480	E	2/13/2024	2364	Christina A Hollett	\$1,295.20	O
1481	E	2/13/2024	2367	Peggy Gordon	\$18.50	O
1482	E	2/13/2024	2362	Rachel Murray	\$450.00	O
1483	E	2/13/2024	2360	Jessica Sager	\$18.50	O
1484	E	2/13/2024	2297	Curt Smith	\$18.20	O
1485	E	2/22/2024	2349	Colleen Shirley	\$67.40	O
1486	E	2/22/2024	1185	Georgianne Samuelson	\$63.93	O
1487	E	2/22/2024	298	Lane Electric Cooperative	\$61.71	O
1488	E	2/22/2024	298	Lane Electric Cooperative	\$121.38	O
1489	E	2/22/2024	298	Lane Electric Cooperative	\$488.96	O
1490	E	2/22/2024	298	Lane Electric Cooperative	\$60.83	O
1491	E	2/22/2024	298	Lane Electric Cooperative	\$76.46	O
1492	E	2/22/2024	298	Lane Electric Cooperative	\$1,799.79	O
1493	E	2/22/2024	298	Lane Electric Cooperative	\$515.10	O
1494	E	2/22/2024	298	Lane Electric Cooperative	\$252.96	O
1495	E	2/22/2024	298	Lane Electric Cooperative	\$591.60	O
1496	E	2/22/2024	298	Lane Electric Cooperative	\$742.56	O
1497	E	2/22/2024	298	Lane Electric Cooperative	\$319.26	O
1498	E	2/22/2024	298	Lane Electric Cooperative	\$1,989.09	O
1499	E	2/22/2024	298	Lane Electric Cooperative	\$31.62	O
1500	E	2/22/2024	298	Lane Electric Cooperative	\$218.36	O
1501	E	2/22/2024	298	Lane Electric Cooperative	\$167.12	O

Accounts Payable Check Register Report - General-44002262

For The Date Range From 2/1/2024 To 2/29/2024

For All Vendors And For Outstanding, Cleared Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
1502	E	2/22/2024	298	Lane Electric Cooperative	\$144.50	O
1503	E	2/22/2024	298	Lane Electric Cooperative	\$3,889.73	O
1504	E	2/22/2024	298	Lane Electric Cooperative	\$61.71	O
1505	E	2/22/2024	298	Lane Electric Cooperative	\$7.14	O
1506	E	2/22/2024	298	Lane Electric Cooperative	\$345.62	O
1507	E	2/22/2024	298	Lane Electric Cooperative	\$87.84	O
1508	E	2/22/2024	298	Lane Electric Cooperative	\$502.54	O
1509	E	2/22/2024	298	Lane Electric Cooperative	\$136.34	O
1510	E	2/22/2024	298	Lane Electric Cooperative	\$8.50	O
1511	E	2/22/2024	298	Lane Electric Cooperative	\$63.36	O
1512	E	2/22/2024	298	Lane Electric Cooperative	\$60.69	O
1513	E	2/22/2024	298	Lane Electric Cooperative	\$72.00	O
1514	E	2/22/2024	298	Lane Electric Cooperative	\$61.71	O
1515	E	2/22/2024	298	Lane Electric Cooperative	\$665.09	O
1516	E	2/22/2024	298	Lane Electric Cooperative	\$82.93	O
1517	E	2/22/2024	298	Lane Electric Cooperative	\$407.63	O
1518	E	2/22/2024	298	Lane Electric Cooperative	\$74.46	O
1519	E	2/22/2024	298	Lane Electric Cooperative	\$346.09	O
1520	E	2/22/2024	298	Lane Electric Cooperative	\$114.78	O
1521	E	2/22/2024	298	Lane Electric Cooperative	\$67.75	O
1522	E	2/22/2024	298	Lane Electric Cooperative	\$17.34	O
1523	E	2/22/2024	298	Lane Electric Cooperative	\$87.53	O
1524	E	2/22/2024	298	Lane Electric Cooperative	\$7.93	O
1525	E	2/22/2024	298	Lane Electric Cooperative	\$194.44	O
1526	E	2/22/2024	298	Lane Electric Cooperative	\$61.79	O
1527	E	2/22/2024	298	Lane Electric Cooperative	\$495.11	O
1528	E	2/22/2024	298	Lane Electric Cooperative	\$60.69	O
1529	E	2/22/2024	298	Lane Electric Cooperative	\$20.91	O
1530	E	2/22/2024	569	Jackie Taylor	\$20.98	O
1531	E	2/22/2024	2291	US Bank St. Paul	\$600.00	O
1532	E	2/27/2024	298	Lane Electric Cooperative	\$459.03	O
1533	E	2/27/2024	298	Lane Electric Cooperative	\$60.89	O
Aramark (Aus West Lockbox)	E	2/6/2024	1179	Aramark (Aus West Lockbox)	\$273.62	O
Aramark (Aus West Lockbox)	E	2/22/2024	1179	Aramark (Aus West Lockbox)	\$415.19	O

Accounts Payable Check Register Report - General-44002262

For The Date Range From 2/1/2024 To 2/29/2024

For All Vendors And For Outstanding, Cleared Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
Banner Bank	E	2/6/2024	52	Banner Bank	\$110.01	O
Banner Bank	E	2/13/2024	52	Banner Bank	\$1,426.60	O
Banner Bank	E	2/22/2024	52	Banner Bank	\$2,041.75	O
Banner Bank	E	2/27/2024	52	Banner Bank	\$3,155.66	O
Oregon Health Authority	E	2/15/2024	884	Oregon Health Authority	\$7,618.25	O
Cleared					\$0.00	
Outstanding					\$226,609.66	
Void					\$0.00	

PUBLIC SAFETY FEE THROUGH 02-28-2024

Billing Date	Fees Charged	Fees Received	\$ Uncollected	% Uncollected	Bill No
Jul-23	28,934	21,967	6,967	24%	4554
Aug-23	28,921	21,760	7,161	25%	4586
Sep-23	28,917	21,345	7,572	26%	4608
Oct-23	28,747	20,835	7,912	28%	4641
Nov-23	28,666	20,536	8,130	28%	4673
Dec-23	28,556	21,037	7,519	26%	4705
Jan-24	28,336	20,459	7,877	28%	4734
Feb-24	28,336	19,705	8,631	30%	4755
Mar-24					
Apr-24					
May-24					
Jun-24					
YTD Totals	229,413	167,644	61,769		



15.2

POLICE DEPARTMENT
Chief of Police, Kevin Martin
76435 Ash Street, Oakridge, OR 97463
PO Box 385, Oakridge, OR 97463
Voice: 541-782-4232 TDD: 541-782-4232
Fax: 541-782-2285
Email: kevinmartin@ci.oakridge.or.us
Website: ci.oakridge.or.us

OAKRIDGE POLICE DEPARTMENT FEBRUARY 2024 STAFF REPORT

February 2024 Police Calls for Service*:

Total Incident Reports – 244

Total Case Reports – 15

Arrests – 5

Ordinance 873 Violations – 6

Oakridge

Incident Reports – 223

Case Reports - 15

Westfir

Incident Reports - 0

Case Reports - 0

Contract Hours – 0

Lowell

Incident Reports - 21

Case Reports - 0

Contract Hours – 52.75

Court Fines:

Oakridge Municipal - \$17,501

Lowell Municipal - \$ 0

Lane County Circuit Court - \$1,965

CIS Conference – Chief Martin, Sgt. McPherson

WRAP Safety Restraint Training – Officers and Reserves

See the attached "February 2024 Police Calls for Service" for more details on calls



EMS FEBRUARY 2024 MONTHLY REPORT

NARCAN LEAVE BEHIND PROGRAM

- We applied for and were accepted for the Narcan Leave Behind Program. This is program will save lives in Oakridge by reversing opioid overdoses. We have been giving Narcan out to Oakridge Police, Public Works, and multiple organizations to distribute as needed. This is all at no cost to us. We will be providing training for anyone that needs it.



Lane County Behavioral Health Mobile Crisis Team is coming to Oakridge! 12 hour staffing with on call responses after hours. To help stabilize mental health crisis patients/citizens in need.



Oakridge Fire & EMS
47592 Hwy 58
Oakridge, Or 97463
(541) 782-2416

Monthly Report for February 2024

Training

Fire/EMS Volunteers completed a total of **16 hours of classroom or practical training in January.** Chief Hollett, Captain Higdon and Lieutenant Hollett attended the Northwest Leadership Seminar.

Vehicle Repair & Maintenance:

- Nothing to report

Fire Prevention/Community Involvement:

- No events for February
- **Up Coming Events**
- Hazardous Waste Roundup. Lane County will be holding a Hazardous Waste Roundup April 27th at Oakridge Fire Department from 09:00 to 14:00.

Miscellaneous Things Involving Our Department:

- 5 New Volunteers.
- FEMA - AFG submitted for two ambulances.
- OSFM Seasonal worker grant submitted \$35k.
- Working on SAFER grant (3 year staffing grant, no matching funds).

On Going Projects

- Bay door rebuild.
- Rescue vehicle (Hazeldell)

Meetings

- Attended Oakridge City Council
- Lane County Fire Defense Board
- Westfir City Council
- Lane County Public Health
- Public Safety Committee
- Hazeldell Board of Directors

Fire Chief Hollett



Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

Fire Department Activity report for February 2024 (updated 3-17-24)

	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	M	Y
Emerg. Med.	50	3	6	6	0	65	147
Trans. to RBH	12	1	1	1	0	15	33
Trans. to MWH	9	0	0	0	0	9	22
Trans. to LZ	1	0	0	0	0	1	1
Trans. to Other	0	0	0	0	0	0	0
Total Transports	22	1	1	1	0	25	56
Trans. % Rate	%	%	%	%	0%	%	%
Fires	0	0	0	0	0	0	2
Good Intent	1	0	0	0	0	1	5
Haz. Condition	2	0	0	0	0	2	2
Other Situation or False Call	0	0	0	0	0	0	1
Service Call	1	0	0	0	0	1	4
Total Calls	54	3	6	6	0		
Overall Total Calls for response Area:						69	161

2nd Out Calls – 5 3rd Out Call – 0 4th Out Call – 0 For the month.

Calls by Day of Week & Time of Day

Time	Su	Mo	Tu	We	Th	Fr	Sa	M	Y
0000-0359	0	1	1	1	1	0	1	5	13
0400-0759	0	1	0	0	1	1	2	5	12
0800-1159	4	0	0	2	2	2	0	10	29
1200-1559	1	3	5	5	4	1	4	23	50
1600-1959	3	2	2	4	3	0	3	17	37
2000-2359	3	1	1	0	1	2	1	9	20
Total:	11	8	9	12	12	6	11	69	161

Volunteer Hours for:

	November	December	January
Stipend EMT Coverage:	204 Hours	264 Hours	156 Hours
Stipend Driver Coverage:	300 Hours	130 Hours	192 Hours
Trainee Coverage:	90.5 Hours	86 Hours	34 Hours
Drill Attendance:	10 Hours	14 Hours	16 Hours
Projects:	0 Hours	0 Hours	0 Hours
Weekend Training:	0 Hours	0 Hours	0 Hours
All Other:	0 Hours	0 Hours	0 Hours
Total Hours by Volunteers:	604 Hours	494 Hours	398 Hours



Oakridge Fire & EMS



47592 Highway 58, P.O. Box 1410, Oakridge OR 97463

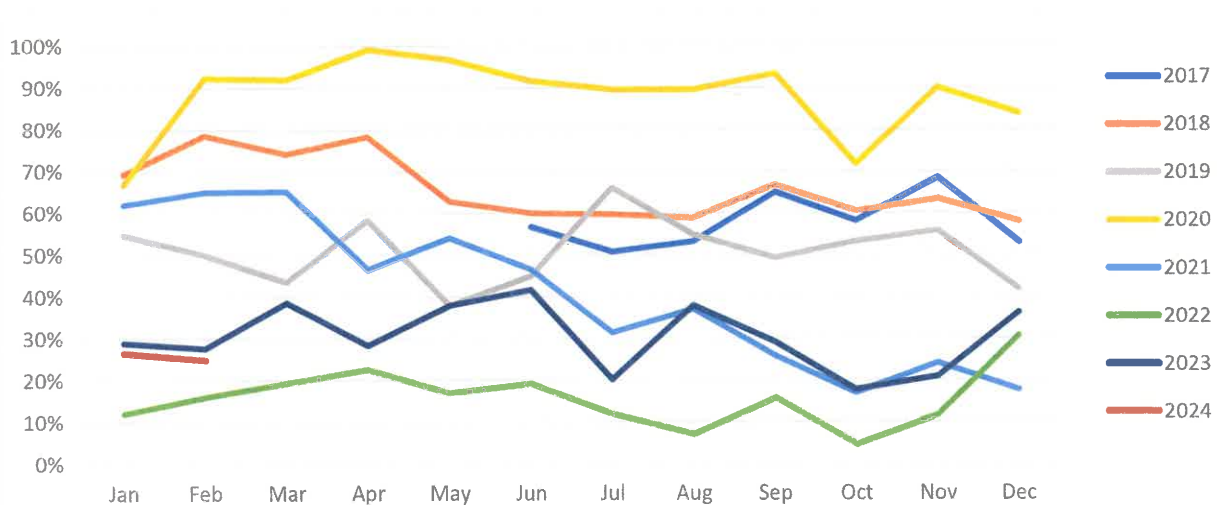
Fire Department Activity report for 2024

2024	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
January	68	9	5	9	1	92
February	54	3	6	6	0	69
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Grand Total:	122	12	11	15	1	161

Fire Department Historical January - February

	Oakridge	Hazeldell	Westfir	Hwy. 58	USFS	Total
2018	133	11	11	17	1	173
2019	131	10	5	33	2	181
2020	118	10	3	8	1	140
2021	115	16	7	16	2	156
2022	146	7	16	20	4	193
2023	123	6	12	30	2	173
2024	122	12	11	15	1	161

Historical Data of Stipend Coverage





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

Public Works

Reporting Month: February, 2024

Water Distributed: 18.4 MG

Waste Water Treated: 24.3 MG

Service orders: 33

Locates: 14

Waste water repairs: 0

Water leaks: 1, Teller road 1.5"

Other tasks performed: Meter replacements and meter repairs and 3 new meter taps. Hydrant repairs Teller road and Highway 58 hydrants. Street sweeping and pothole repairs. Drainage work on hillsides and catch basin's. Park maintenance. Building maintenance. Equipment maintenance. Street sign maintenance and repairs. Read water meters and dealt with delinquent accounts.

Robeart Chrisman, Maintenance Supervisor

Westfir Confluence Park Restoration Work Party

March 26th and April 6th

The City of Westfir and the Middle Fork Willamette Watershed Council invite Westfir and Oakridge community members to join us in restoration at the Westfir Confluence Park, located at the confluence between the North Fork of the Middle Fork Willamette and Middle Fork Willamette Rivers. We will be prepping and planting the area with native species in an ongoing effort to restore riparian habitat on **March 26 and April 6** from **10am – 2pm**.

There are 15 slots each day so please register and reserve your slot for either event **by March 22nd**. Water and snacks will be provided, but please bring a pack-lunch. All ages are welcome, and we encourage biking or carpooling to these planting events as parking at the site is limited. We look forward to planting with you!

Our restoration work at Westfir Confluence is made possible by the funding provided by Oregon Conservation and Recreation Fund, and the River Network.

For more information: www.middleforkwillamette.org/westfir-confluence-park/



Steph Noll  2 hours ago 2 min read

Congress Passes \$1.33 Million Package for Oregon Signature Trails

Inside the 6-bill funding package that U.S. Congress recently passed and President Biden signed into law is a \$1.33 Million package for improvements on three of Oregon's Signature Trails: the Historic Columbia River Highway State Trail in the Columbia Gorge National Scenic Area, the Blue Mountains Trail in the Umatilla National Forest, and the Oakridge-Westfir Mountain Bike System in the Willamette National Forest.

Dedicated funding for specific trails is extremely rare in the federal budget appropriations process, and we are so grateful to Oregon's Senator Merkley and Senator Wyden for their support for trails and their leadership bringing this funding to Oregon. You can learn more about all the Oregon investments included in the funding package to strengthen wildfire resiliency, water infrastructure and climate action in [their press release](#).

Last spring, after a robust stakeholder engagement process, the Oregon Trails Coalition published the [Oregon Signature Trails Inventory](#), charting a path forward for meaningfully investing in world-class, connected, long distance trails Oregon. The report identified 15 long distance trails and additional regionally significant trails ripe for investment to provide world class experiences to Oregonians in their own back yards, and to foster pride and prosperity in Oregon communities.

This recent federal funding for Oregon Signature Trails is just the kind of investment we hoped to inspire with the inventory, and we invite our partners around the state to continue sharing [the report](#) and [story map](#) with elected leaders and other policy makers to find further opportunities to collaborate to meaningful invest in Oregon's trails.

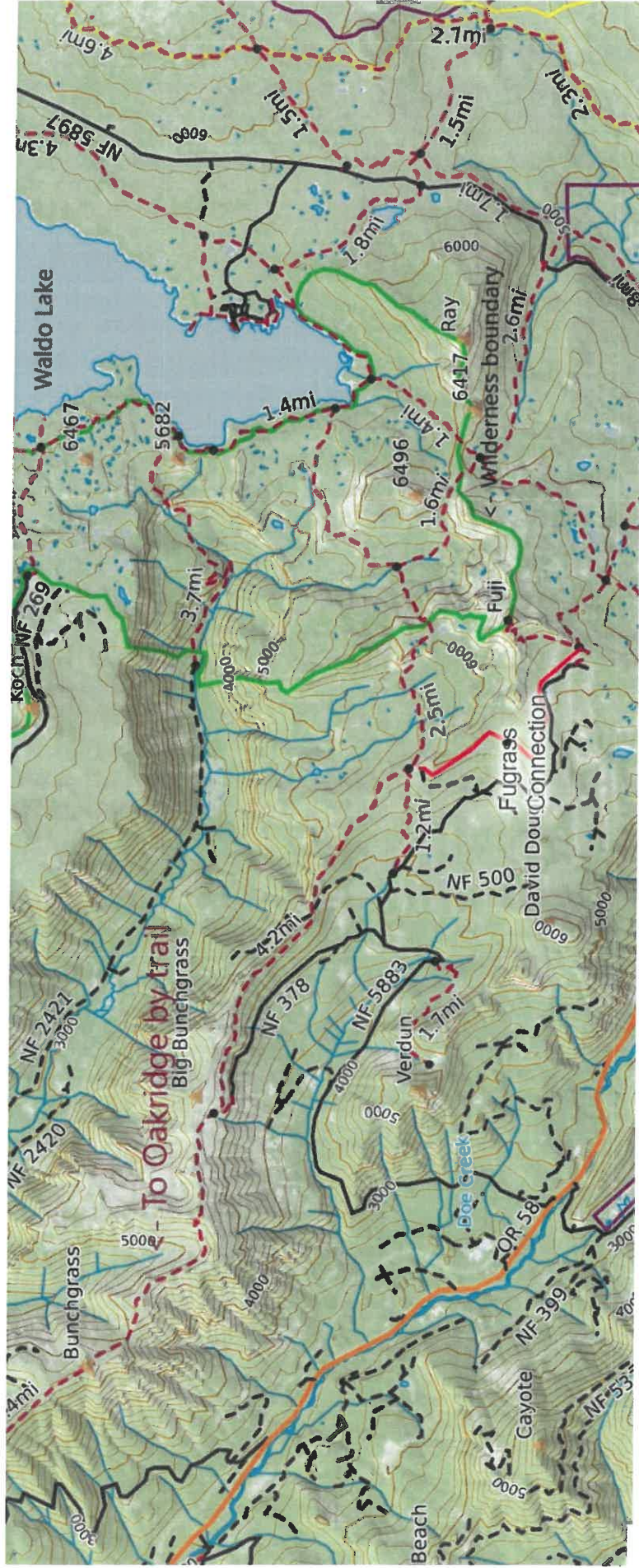
The Oregon signature trail projects included in the 2024 Federal Appropriations funding package include:

- \$300,000 for the Blue Mountains Trail will restore access to the beloved Wenaha River Trail #3106 in the Umatilla National Forest in an area highly impacted by the Grizzly Bear Complex Fire. This trail restoration project will close a major gap in the Blue Mountains Trail.
- \$506,923 for the Oakridge-Westfir Mountain Bike Center will construct the Cloverpatch Connector and Fugrass Connection trails that will create connected loops in the current mountain bike system and aid in community fire recovery in the Willamette National Forest and nearby communities.
- \$400,000 for Historic Columbia River Highway State Trail will provide an alternatives analysis for replacing the Eagle Creek Stairs and making this Columbia Gorge National Scenic Area trail segment accessible to users of all ages and abilities.

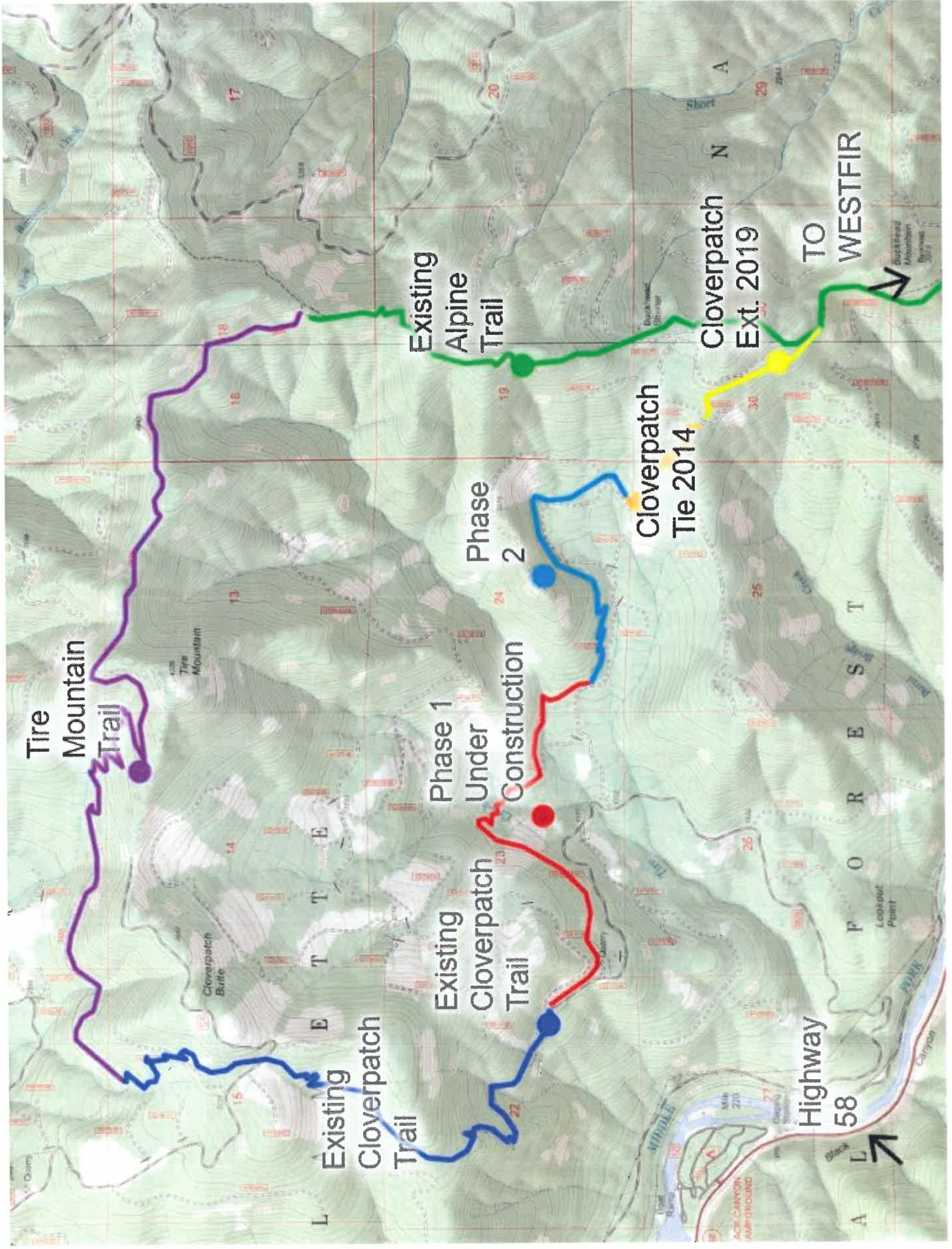


\$506,923 for the Oakridge-Westfir Mountain Bike Center was just approved by Congress to construct the **Cloverpatch Connector** and **Fugrass Connection** trails that will create connected loops in the current mountain bike system and aid in community fire recovery in the Willamette National Forest and nearby communities of Oakridge and Westfir.

THANK YOU to US Senators Wyden & Merkley, the USFS, Oregon Trails Coalition, Oakridge Trails Alliance board members, SWFC, City of Oakridge, MFRD Trails Manager Kevin Rowell, and other local community members who helped advocate for this request!



Fugrass Connection Trail



Cloverpatch Connector Trail



Project Manager Request for Applications

South Willamette Solutions (SWS) is seeking a Project Manager for Oakridge-Westfir Ready and the WAC fundraising group. This position is a **full time, in-office, position with a 15 month term. Pay rate is \$25-\$27 per hour** based on experience. Possible term extension based on grant funding.

Background

The SWFC is a community based forest collaborative that has been active since 2014. Oakridge Air is a seven year project funded by the Environmental Protection Agency to help Oakridge reduce wood smoke pollution. Other SWS community based projects include: the Community Firewood Program, Firewise, Oakridge-Westfir Ready (OWR) and Willamette Activity Center (WAC) fundraising group.

We are seeking a highly motivated Project Manager to lead and build collaborative capacity for the OWR and WAC fundraising groups to increase community disaster preparedness. This position will staff OWR and WAC projects, leading volunteer community groups and partners. The ideal candidate will have a strong background in project management, with proven experience in disaster risk reduction or a related field. This role requires exceptional leadership, communication, and organizational skills.

Key Responsibilities:

- Coordinate and facilitate activities for the WAC and Oakridge-Westfir Ready groups, ensuring effective collaboration and community engagement.
- Foster collaboration among diverse stakeholders, including community organizations, government agencies, research institutions, and volunteers.
- Implement the project work plan, focusing on collaborative capacity building and fundraising, ensuring timely achievement of milestones and deliverables.
- Develop and manage communications, including email, print, direct mailing, and web-based content, using Microsoft, Google Suites, and Canva software.
- Collaborate closely with the SWFC and Oakridge Air teams to align project goals and activities.
- Monitor and evaluate project progress, adapting strategies as needed to ensure success.
- Communicate project progress, challenges, and successes through reports, presentations, and outreach activities.
- Perform additional duties as assigned to support project objectives and community needs.
- Oakridge-Westfir Ready responsibilities:
 - Lead and participate in public education and outreach efforts through various platforms, including online, one-on-one, small group, and community events.
 - Develop disaster scenario exercises with the Oakridge-Westfir Ready to improve community preparedness.
 - Organize and accomplish administrative tasks such as event organizing, meeting preparation, and facilitation to advance project objectives.
 - Recruit OWR leaders and OWR members, and encourage increased community awareness and participation in the program
- WAC Fundraising Group responsibilities:
 - Create a comprehensive fundraising plan that includes donations, and loan options.
 - Lead grant team efforts, including grant writing and coordinating with partners and the project architect for project funding.

Ideal Attributes

- Personable and professional
- Bachelor's degree or equivalent experience preferred
- Successful candidate will be enthusiastic about meeting and communicating with a variety of people from a variety of backgrounds very frequently
- Attention to personal relationships and partnership development
- Experience facilitating or leading a team
- Self-starter and self-motivated, independent and committed to being helpful
- Excellent customer service ethics- strives to "meet people where they're at" when communicating
- Excellent oral and written communication skills including public speaking and writing skills
- Strong project management and organizational skills, able to manage multiple projects and activities
- Team player with the ability to collect diverse input and move forward in a positive, productive way
- Willingness to work both in Oakridge with some evenings and weekends as needed for community events
- Preference will be given to candidates living in the Oakridge/ Westfir area and/or candidates with experience working with government/ nonprofit/community development

Application review will occur on a rolling basis. Position open until filled.

Please email (1) your resume, (2) a cover letter and (3) your professional references to director@swfcollaborative.org or deliver to South Willamette Solutions: 48513 Hwy 58, Ste 2, Oakridge, OR 97463.

For more information visit: oakridgeair.org, swfcollaborative.org or contact director@swfcollaborative.org