

April 18, 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: **3/27/24** and **4/4/24**

9. Appointments

9.1 Cameren Anderson Administration Advisory Committee Application

10. Business from the City Council

10.1 Representative Charlie Conrad – Legislative Session Recap and Q&A

10.2 ePermitting Contract

10.3 ODOE CREP Construction Grant for the WAC Letter of Authorization

10.4 Parks & Community Services Committee/OTA request for Work Session on Monday 5/13 at 5:30pm

10.5 Tree Planting Festival 2024 RTMP/TRT Funding Request

10.6 Oakridge Council for Arts & Culture (OCAC) RTMP/TRT Funding Request

10.7 Naming the Greenwaters Park Community Building after Floyd Stalcup

10.8 Westfir IGA contracts for police & fire/EMS services for FY 24-25

11. Business from the City Administrator

11.1 Other business and updates

12. Items removed from the Consent Agenda

13. Ordinances and Resolutions (with Public Comment)

13.1 Resolution 04-2024 Administration Advisory Committee

13.2 Resolution 05-2024 Audit Advisory Committee

13.3 Resolution 06-2024 Library Board

13.4 Resolution 07-2024 Parks & Community Development Committee

13.5 Resolution 08-2024 Public Safety Advisory Committee

13.6 Resolution 09-2024 RTMP & TRT Advisory Committee

13.7 Resolution 10-2024 OEDAC

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 27, 2024 @ 6:30 p.m.
Work Session / Special Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES

1. Call Work Session to Order- 6:30 pm

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

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

2. Pledge of Allegiance

3. Roll Call-Councilor Bjarnson was absent

4. Additions, Corrections or Adjustments to the Agenda

5. Business from the City Council

10.9 RTMP/TRT Committee request to set aside TRT funds for the TRT Block Grant Program

James-explained the program to the council.

Councilor Kinyon-we definitely need to set some money aside for this.

10.10 The Bus Fair RTMP & TRT funding request

James-explained that the city gets 24 hours free bus service each year.

Mayor Cutchen-we can discuss divvying up the bus hours at the end.

Councilor Hollett-wanted to say that she volunteers for the Bus Fair but does not profit from it.

10.11 UBRA TRT funding request

Councilor Hollett-asked Eugene Cathcart from UBRA some questions about the funding they are requesting.

There was some discussion about the billboard for UBRA.

10.12 Keg & Cask Festival RTMP & TRT funding request

No questions.

10.13 Chamber of Commerce RTMP & TRT funding request

No questions

10.14 Concerts in the Park RTMP & TRT funding request

Councilor Hollett asked what amount was voted down for the concerts in the park.

James-\$2,500

10.15 Triple Summit Challenge RTMP & TRT funding request

No questions.

10.16 Sasquatch Festival RTMP & TRT funding request

Councilor Hollett-she is volunteering for this event and is not being compensated.

10.17 Oakridge/Westfir FEAST request to use 6 hours of the city's free LTD bus service hours

There was discussion on the bus service hours.

There was discussion about difference in the financials in the TRT and RTMP funds.

6. Adjourn Work session-7:25pm

1. Call Special Session to order

2. Roll Call-Councilor Bjarnson was absent

3. Additions, Corrections or Adjustments to the agenda

4. Public Comment

Brock Butterfield-talked about the bus services and the Bus Fair.

Eugene Cathcart-he appreciates the council taking the time to ask questions.

Rene Gobelman- talked about the Concerts in the Park funding.

5. Business from the City Council

10.9 RTMP/TRT Committee request to set aside TRT funds for the TRT Block Grant Program

Motion: Councilor Kinyon moved to set aside 2,000 for the TRT Block Grant Program for fiscal year 2023-2024. Councilor Brewer seconded the motion.

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

10.10 The Bus Fair RTMP & TRT funding request

Motion: Councilor Brewer moved to approve 3,850 in park fee waivers to be reimbursed by TRT funds to the parks budget and 3,850 in park fee waivers to be reimbursed by RTMP funds to the parks department and 13 hours of LTD service for the Bus Fair. Councilor Kinyon seconded the motion.

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

10.11 UBRA TRT funding request

Motion: Councilor Tarman moved to approve 6,250 in TRT funds to UBRA as recommended. Mayor Cutchen seconded the motion.

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

Motion: Councilor Brewer moved to grant 3,500 in TRT reimbursement. Councilor Kinyon seconded the motion.

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

10.12 Keg & Cask Festival RTMP & TRT funding request

Motion: Councilor Kinyon moved to grant 1,000 in RTMP funds to the Keg and Cask festival. Councilor Brewer seconded the motion.

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

Motion: Councilor Tarman moved to grant 2,000 in TRT funds to the Keg & Cask Festival. Councilor Brewer seconded the motion.

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

10.13 Chamber of Commerce RTMP & TRT funding request

Motion: Councilor Brewer moved to grant 2,500 in RTMP funds to the Chamber of Commerce. Councilor Coker seconded the motion.

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

10.14 Concerts in the Park RTMP & TRT funding request

Motion: Councilor Kinyon moved to grant Concerts in the Park 1,500 in RTMP funds. Councilor Brewer seconded the motion.

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

Motion: Mayor Cutchen moved to grant 1,500 in TRT funds to Concerts in the Park. Councilor Tarman seconded the motion.

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

10.15 Triple Summit Challenge RTMP & TRT funding request

Motion: Councilor Tarman moved to grant 1,000 in RTMP Funds and 1,500 in fee waivers to be reimbursed by TRT funds to the Triple Summit Challenge. Councilor Brewer seconded the motion.

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

10.16 Sasquatch Festival RTMP & TRT funding request

Motion: Councilor Kinyon moved to award 7,500 in TRT funds, 3,000 in fee waivers to be used from TRT funds to the park and 2,500 in RTMP funds. Councilor Coker seconded the motion.

Councilor Kinyon withdrew her motion.

Motion: Councilor Kinyon moved to award 10,000 in TRT funds and 3,000 in fee waivers to be transferred from TRT funds to the park. Councilor Coker seconded the motion.

There was some discussion regarding the TRT and RTMP balances.

Councilor Kinyon withdrew her motion.

Motion: Councilor Kinyon moved to award 9,000 in RTMP funds and 3,000 in TRT funds to be used for park rental fees and transferred to the Parks budget. Councilor Coker seconded the motion.

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

10.17 Oakridge=Westfir FEAST request to use 6 hours of the city's free LTD bus service hours

Motion: Councilor Brewer moved to award FEAST 6 hours of free LTD bus time. Councilor Tarman seconded the motion.

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

6. Public Comment

None

7. Adjourn: 8:20pm

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder



April 4, 2024 @ 6:00 p.m.
Regular Session
City Hall Council Chambers and Zoom
48318 E 1st Street

MINUTES

1. Call Meeting to Order- 6:00 pm

Mayor Cutchen is out of town so Councilor Kinyon is running the meeting.

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, Finance Director Colleen Shirley, Police Chief Kevin Martin, Fire Chief Scott Hollett, 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

James-added to 11.3 a \$400 TRT request for the Travel Lane County Visitors Business Summit

Councilor Hollett-wanted to move 10.1 to 9.0 before the appointments

5. Public Comment

Lynda Kamerrer-announced a city wide garage sale and sidewalk sale uptown. They are working on flyers.

Jennifer- along with the city wide garage sale they are giving people the opportunity to give stuff away for free on Sunday and wants to arrange pickups with St. Vincent DePaul when it is over.

Jason Nehmer-he is here to support the pump track and trail bridge.

6. Mayor Comments / Announcements / Proclamations

Mayor Cutchen-reminded everyone about the hazardous waste collection on the 27th at the fire department.

7. Councilor Comments / Announcements-none

8. Consent Agenda

8.1 Minutes from previous City Council Meeting (s) on: March 21, 2024

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

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

9. Appointments

9.1 Kristyn Dodge Budget Committee application

James-introduced the issue.

Motion: Councilor Hollett moved to approve Kristyn Dodge's application for seat 2 on the budget committee, for a 1 year of a vacated 3 year term, expiring at the end of December 2024.

The council asked Kristyn some questions on why she wants to be on the budget committee and if she had experience.

Kristyn Dodge-stated why she wants to be on the committee.

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

9.2 Susan Goddard Budget Committee and WAC Subcommittee applications-*was not present*

10. Business from the City Council

10.1 Tree Planting Festival Teen Court presentation-moved to 9.0

The Oakridge 2024 Treeplanting Teen Court presented their speeches to the council and audience.

10.2 Tree Planting Festival Parade Street Closure Request

James-introduced the issue.

Motion: Councilor Brewer moved to approve the street closure of 1st Street between High and Beech Streets on Saturday May 4th from 10:30 -12:30pm for the Tree Planting Festival Parade. Councilor Hollett seconded the motion.

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

10.3 Yard Debris Program MOU with LRAPA and SWS/Oakridge Air

James-introduced the issue.

Motion: Councilor Tarman moved to approve the Community Yard Debris Program memorandum of Understanding with LRAPA and SWS/Oakridge Air and to allow the CA to sign it.

Sarah Altemus-Pope-talked about the program and answered a few questions from council.

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

10.4 OIP Pump Track Feasibility study Grant Request & \$5,000 from Travel Lane County

Rick-introduced the issue.

Connor Nolan, Travel Lane County-explained their interest in this project.

Rick-talked about the feasibility study.

Motion: Councilor Tarman moved to accept the 5,000 contribution from Travel Lane County and to collaborate with them to apply for an Oregon Parks and Recreation Department Grant for a pump track feasibility study. Councilor Brewer seconded the motion.

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

10.5 Discussion on Annual Evaluations Process for CA, Recorder and Judge

Councilor Kinyon-opened up the discussion.

Councilor Hollett-she brought this up to James because we are coming into budget season.

Mayor Cutchen and Councilor Kinyon will have discussions on this and send out the evaluation forms to the council. This needs to be done quickly.

10.6 Disclosures of Facebook posts by City Councilors

James-introduced the issue.

There was discussion on the violation and the reporting to the ethics commission.

Motion: Councilor Brewer moved to enter the Facebook discussion into the record and have it available on line and at city hall.

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

10.7 Collections Revenue Status Report

James-introduced the issue

Our Muni court clerk is only part time, he will authorize over time in order to get this going.

10.8 TV Butte/Old Hazeldell Quarry Opposition Letter

James-introduced the issue.

Motion: Councilor Brewer moved to approve the letter of opposition and submit it to the Lane County Planning Commission and Board of Commissioners. Councilor Hollett seconded the motion.

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

10.9 Temporary Fee Waivers for Mobile Food Vending Temporary Use Permits

Rick-introduced the issue.

Motion: Councilor Tarman moved to temporarily waive fees for Temporary Use Permits and Variances for Mobile Food Vending units until a new ordinance can be established. Councilor Hollett seconded the motion.

There were questions on how close they can be to other food establishments and if the current food trucks are permitted.

Tarman (aye), Brewer (aye), Hollett (aye), Bjarnson (aye), Kinyon (aye), Mayor Cutchen (aye). Motion passed 6-0
Councilor Coker lost connection again.

Councilor Kinyon- announced the time and asked the council if they are ok going another 15 minutes. Mayor Cutchen said he will have to leave at 8:15 pm.

Councilor Kinyon-we will take a 5 minute recess

Back in session 8:05pm

10.10 Oakridge Trails Alliance letters of support for Flume Trail Bridge & Diamond View Park Grants

James-introduced the issue.

Motion: Councilor Brewer moved to approve the letter of support for the National Parks Service Grant for the Flume Trail Bridge Project. Councilor Tarman seconded the motion.

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

Motion: Councilor Brewer moved to approve the letter of support for the Kubota Hometown Proud Community Grant Program for the Diamond View Park Bike Skills Park Project. Councilor Tarman seconded the motion.

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

11. Business from the City Administrator

11.1 Permission to have Admin Committee revise forms

James-introduced the issue.

Councilor Kinyon-she knows other committees are working on things that the council didn't ask them to work on.

Councilor Hollett-the other committees work at the pleasure of the council.

Motion: Councilor Hollett moved to allow the Administration Advisory Committee to help the CA revise and update the TRT Block Grant Application, the TRT Funding Application and the committee application forms. Councilor Brewer seconded the motion.

After discussion Councilor Hollett rescinded her motion.

Motion: Councilor Hollett moved that Councilors Hollett, Brewer and Kinyon make minor adjustments to the RTMP Funding application with CA input and bring back to council for review. Councilor Brewer seconded the motion.

Councilor Tarman-he doesn't know why we don't keep the TRT and RTMP money in one pool.

Councilor Kinyon-explained why the council wants to keep them separate.

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

James-we will schedule a work session after budget season.

11.2 Rental Fee Waivers Update

James-gave an update on the fee waivers that he has granted.

11.3 Other Business and Updates

11.3.1 TRT Request

James-introduced the issue.

Motion: Councilor Kinyon moved to approve \$400 from TRT Funding for a table at the Visitor Industry Summit. Councilor Brewer seconded the motion.

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

12. Items removed from the Consent Agenda-none

13. Ordinances and Resolutions (with public comment)-postponed

- 13.1 Resolution 04-2024 Administration Advisory Committee
- 13.2 Resolution 05-2024 Audit Advisory Committee
- 13.3 Resolution 06-2024 Library Board
- 13.4 Resolution 07-2024 Parks & Community Development Committee
- 13.5 Resolution 08-2024 Public Safety Advisory Committee
- 13.6 Resolution 09-2024 RTMP & TRT Advisory Committee
- 13.7 Resolution 10-2024 OEDAC

14. Public Hearings-None

15. Department/Staff and Board/Committee/Commission Reports-Will report next time

- 15.1 Admin Committee
- 15.2 Public Safety Committee
- 15.3 Charter review Subcommittee
- 15.4 Library Board
- 15.5 OEDAC
- 15.6 RTMP/TRT
- 15.7 Planning Commission
- 15.8 Parks & Community Services Committee
- 15.9 WAC Subcommittee
- 15.10 WAC Funding Committee

16. Other Business-none

17. Public Comment

Kristyn Dodge-spoke about the Mayor dictating the chat forum and the council needing more clarification on quorums.

Councilor Hollett-replied to the public comment.

18. Adjourn: 8:34 pm

Signed: _____
Bryan Cutchen, Mayor

Signed: _____
Jackie Taylor, City Recorder

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: Committee Applications

Agenda Item No: 9.1

Proposed Council Action: Motions from the floor to approve

Exhibits: Application, Committees Spreadsheet

Author: CA

ISSUE:

Cameren Anderson has applied to serve on the Admin Committee. Application(s) are included as exhibits. Applicant(s) were notified of the requirement to attend tonight's meeting in-person or via Zoom.

FISCAL IMPACTS: None

OPTIONS: Approve or deny the applicant(s)

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTIONS:

"I move to approve **Cameren Anderson's** application for seat **6** on the **Admin Committee**, for a 3-year term, expiring at the end of December 2026."

STRATEGIC THEMES/GOALS INVOLVED: All

COMMITTEES - As of 4/9/2024

Res. #:	20-2020 04-	17-2020 07-2	18-2020 08-1	06-2022 05-2024	N/A	state law	15-2020 06-	07_2022 09-	Ord 32&751	03_2023 1	N/A	N/A
	Admin.	Parks & Community Development	Public Safety	Audit	Charter Review (Sub-C)	Budget	Library Board	RTMP & TRT	Planning Commission	OEDAC	WAC (Sub-C)	Special Fire District
Staff:	CA (s)	Comm. Serv. Dir. (CSD)	PD & FD Chiefs, GSD, HRFD, Westfir, School,	Finance Director (ex officio)	(Sub-C)	CA, Dept Heads	Library Coordinator	Finance Dir & CA (non-voting)	CA, CSD	CA, CSD	CA	
Meeting Dates:	3rd Wednesday at 6pm	2nd Monday at 5:30pm	4th Tuesday at 6pm	4th Monday at 5pm	2nd & 4th Thursdays at 6pm	Varies	2nd Tues every other month at 5:15	2nd Tuesday at 7pm	3rd Tuesday at 7pm	2nd Wednesday at 5pm	1st Monday at 5:30	4th Thursday at 6:30 at FD
Councilor	Kinyon	Tarman	Coker	Bjarnson & Kinyon	Kinyon	ALL	Tarman	Kinyon	N/A	?	Hollett	Hollett
Chair:	Kinyon	Nehmer	Ackland	Kinyon	McNatt	?	Cabello-Penn	Metcalf	Gobelman	Ackland	Hollett	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	N/A
Seat 1 2024, 2027	Pam Bowles	Kevin Gobelman	David Ackland	Brenna Chrisman (Budget)	Matthew McNatt	Lisa Samuelson	Laurie Patty	James Winkelman	Jude Anderson	Kevin Gobelman	Sheri Kendall	Chrissy Hollett
2024, 2027	Cyma Lovell-Beers	Leo Robb	Marty Scott - VC	X	Altemus-Pope	Kristyn Dodge	Cyma Lovell-Beers	Mike Leander(vc)	Kevin Gobelman	Rustie Ackland-c	Bobbie Whitney	David Ackland
2022, 2025,	Jude Anderson	Lynda Kamerrer	Marietta Thompson	X	Jan Christensen	Lynda Kamerrer	Jeri Reed	Meagan Metcalf	Meagan Metcalf	Altemus-Pope	Bev McCulley	OPEN
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	OPEN
2023, 2026,	Jeri Reed (vc)	Jason Nehmer	OPEN	X	Chris Winchester	OPEN	Annie Brown	OPEN	John McClelland	Jude Anderson	Lauri O'Neill	OPEN
2023, 2026,	Cameron* Anderson*	Thomas Lyons	Hazel dell Rep	X	Jeri Reed	vc-Brenna Chrisman	Terry DeLoach		Randolph Beers	Michelle Emmons VC &	Marietta Thompson	OPEN
Seat 7 2025			McGrath - OSD Rep		Kathy Holston	OPEN	Samuelson (Librarian)		Donald Grant		Jeff Reed	OPEN
Seat 8			Mayor Williams		OPEN (up to 15)						Loren Michaels	OPEN
Seat 9	<i>*Applicant</i>										OPEN (up to 15)	OPEN (up to 15)
Staff Members	CA	Zylstra	Chiefs, CA (Sec)	CA & FD	CA	All Dept. Head	Librarian	CA & FD	Zylstra	Zylstra	CA	Fire Chief & CA



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: *Administrative / Public (OPAC)*

Name: *Cameron Anderson*

Address: *P.O. Box 1151 Oakridge OR 97463*

Is your residence in the City of Oakridge: YES NO

Telephone where you can be reached: *(458) 234-3818*

Employer/Occupation: *Tiny Villa Industrial Enterprises Aid & Comm. Services*

E-mail Address: *mashadow1@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: *See RESUME*

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

~~Date of Birth:~~

Place of Birth: *Carmichael, Calif*

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): *Cameron Anderson*

Participant Signature: *[Handwritten Signature]*

Date: *4/2/2024*



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.

The Mayor of Westfir suggested I support Committee work when needed.

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

- | | | | | | |
|--------------------------|-------------------------------------|---|--------------------------|--------------------------------------|--------------------------|
| Planning Commission | <input type="checkbox"/> | Budget Committee | <input type="checkbox"/> | Wac Subcommittee | <input type="checkbox"/> |
| Administration Committee | <input checked="" 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"/> |

Cameren Anderson

(458) 284-3818 (541)214-4792

Oakridge, OR 97463

mashadow1@gmail.com

To begin as a reliable asset for people in need

SUMMARY OF QUALIFICATIONS:

- I have been appointed to the Public Safety Advisory Committee, (3) year term; I am researching for a diversion from crime; "Volunteer Work-Exchange-WORKS PROGRAM", in hopes to provide diversion towards mediation, cont. education, & potential jobs
- During apprenticeships I accrued: An RNA license; counseling skills; and nutritional healing for bereavement/disease understanding*
- I have invested several years of professional instruction, both in professional sport and senior service relation
- I have **taught/coached/facilitated children with disabilities, for the ESD**
- I am proficient in evaluating individual experiences with current needs, in order to develop fluid curriculum responses; and have proven accurate in both data entry/investigation and problematic communication
- (5) Apprenticeships:** (4) with family business, (1) with an Entrepreneur/Hobbyist; All of which encouraged the investigating of resources to meet a spectrum of client's needs, while obtaining sharable skills

COMMUNICATION & CUSTOMER SERVICE EXCELLENCE:

- 20+ years of exemplary customer service to individuals from diverse backgrounds and cultures
- One intensive week of several annual continuing education requirements with Providence: In which aided future ability to de escalate challenging people concerns/resolutions; Specialized Customer Service Award

COMPUTER PROFICIENCY:

- Quickly and comfortably learn new programs

PROFESSIONAL WORK HISTORY:

Front Desk/Night Auditor **August, 2019--February 2020**

Best Wester; Oakridge, OR

Ran night audit, investigated daily accounting, completed basic chores

Entrusted: Medical Aid/ Personal Assistant/ Representative {Legal TRUST; breached upon by DHS} **January, 2000 – July, 2020**

Trust (foundation) for James Nelson VIP Family Business with future Apprenticeship Vocation Endorsements to Cameren Nelson [ENTRUSTED]

Business/Medical aid duties; under protected guidelines and pre-set cognitive will; meant to adjust interest per. Alzheimers

Substitute Special Education Teacher's Assistant **April, 2002 – May, 2005**

ESD; White Salmon, WA

Customer service geared towards disabled/ behaviorally challenged children, with special diversion instruction

Environmental, Education, Hospice, Records, Botanic Director, and Advertising **April 1998 – April, 2004**

Providence Hood River Memorial Hospital; Hood River OR

Professionally sanitized hospital, Headed Botanic Dept., convened with staff and dealt with fiscal/clerical assistant needs, & add layout

EDUCATION:

Medical Office Management

National Education Center; Sacramento, CA US; 1993

Diploma of Certificate with vocational externship; top 92%

Early Childhood Development

Lane Community College; Eugene, OR US; 2012-2024

Expecting Associates Degree

Major: Psychology of Spiritual Bereavement W/Social Interference Forum & Research:

Apprenticeship equal to Doctorate in the makes

Minor: Alzheimer's Development/Delegations with nutritional boundaries:

Vocation Endorsement equivalent to Masters Degree w/prerequisites

VIP Family Business Foundational TRUST/App. Vocation Endorsement under James Nelson/Cameren Nelson [ENTRUSTED]; OR/WA US; 2000-2020

Major: Grief Counseling & Client Investigative Resolution:

Vocation Endorsement equivalent to Associates; graduating to Bachelors Degree

Minor: Bookkeeping with Organizational Research Development:

Vocation Endorsement equivalent to Diploma; graduating Associates Degree

Family Business Apprenticeship Vocation Endorsement under Southern Counties Refrig; Promoting to Pet Lawn Cemetery; San Diego, Sac CA; 1988 -1995

Professional Cleaning

Vocation Endorsement equivalent to Certificate

Family Business Apprenticeship Vocation Endorsement under Maid for the Executive; San Diego, CA US; 1988-1990

Clown Course

California Clowns; San Diego, CA US; 1988-1990

Received
3/20/24

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: Representative Charlie Conrad
Legislative Session Recap and Q&A

Agenda Item No: 10.1

Proposed Council Action: N/A

Exhibits: None

Agenda Bill Author: CA

ISSUE:

Our Oregon State Representative Charlie Conrad will be attending this City Council meeting to give us a recap of the recent Legislative Session and answer any other questions the Council may have for him. More information on Rep. Conrad is available here:

www.oregonlegislature.gov/conrad



FISCAL IMPACT: None

OPTIONS: N/A

RECOMMENDATION: N/A

RECOMMENDED MOTION: N/A

STRATEGIC THEMES/GOALS INVOLVED:

All

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: ePermitting Contract

Agenda Item No: 10.2

Proposed Council Motion: Motion from the floor to approve the City Administrator to sign the IGA for ePermitting System and Services from the State of Oregon.

Exhibits: HB 2415, & IGA# PO-44000-00032605

Agenda Bill Author: Rick Zylstra

ISSUE: In 2021 the Oregon state lawmakers released HB 2415 on behalf of the Department of Consumer and Business Services. This bill will require all communities in Oregon to move to an electronic permitting system by January 2025. That means local governments across the state will need to provide residents with a way to apply for permits online.

To reach the goals and requirements of HB 2415 the state offers ePermitting through Accella. There is no cost to the city for use of the permitting system for building permits. This system is paid for by contractors through the 12% state assessment that is paid on every building, electrical, mechanical and plumbing permit. The ePermitting does come with extra add-on programs that can be purchased such as code enforcement and business licensing. There are also additional costs for reinstatement of the program. These additional fees are per contract not to exceed \$50,000. If we chose not to use the ePermitting system in this agreement, we would have to obtain and pay for an independent building permitting system that meets all the requirements of HB 2415.

FISCAL IMPACT: None, unless the city chooses to utilize other features of the program such as code enforcement of Community Development. These costs are unknown at this time and will be evaluated as more info is made available.

OPTIONS: 1) The city utilizes the ePermitting program (Accella) offered by the state to meet the requirements of HB 2415
2) The city searches for other ePermitting programs that meet the requirements of HB 2415 at extra costs to the city.

RECOMMENDATION: Option 1

RECOMMENDED MOTION: *"I move we direct staff to utilize the ePermitting program offered by the state for building permits and sign the included IGA."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

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

**Enrolled
House Bill 2415**

Sponsored by Representative FAHEY; Representatives HOLVEY, NATHANSON, WILDE (at the request of National Electrical Contractors Association) (Presession filed.)

CHAPTER

AN ACT

Relating to electronic access to building codes information; creating new provisions; amending ORS 455.095 and 455.097; and prescribing an effective date.

Be It Enacted by the People of the State of Oregon:

SECTION 1. The Department of Consumer and Business Services shall adopt rules to establish minimum standards and statewide consistency in electronic processes for reviewing plans, issuing permits and performing field inspections.

SECTION 2. ORS 455.095 is amended to read:

455.095. (1) The Department of Consumer and Business Services shall develop and implement a system that provides electronic access to building codes information. The department shall *[make the system accessible for use by municipalities in carrying out the building inspection programs administered and enforced by the municipalities.]* **permit and assist municipalities that administer and enforce building inspection programs to have access to and use the system.**

(2) The department may also make the system available for use by other public bodies that provide construction-related services including, but not limited to, public bodies described in ORS 455.185 (4). The information and services available through the system *[may]* **must** include, but need not be limited to:

- (a) Licensing, permit, inspection and other relevant information;
- (b) Access to forms;
- (c) Electronic submission of **and payment for** permit applications;
- (d) Electronic submission of plans for review;
- (e) **Electronic receipt of plan approvals and permits;**
- [(e)]* (f) Electronic issuance of minor label or other appropriate permits;
- [(f)]* (g) Access to permit and inspection processes;
- [(g)]* (h) **Receiving requests for and scheduling [of] inspections, tracking of corrections and granting of approvals; [and]**
- (i) **Performance of electronic field inspections, construction progress inspections and on-site verification of compliance with building codes requirements; and**
- [(h)]* (j) The coordination and tracking of construction-related services.

[(3)] **The use of the system described in this section by a municipality or other public body is voluntary. Nonparticipation in the system by a municipality or other public body is not grounds for the department to suspend, revoke authorization for or assume the administration of a building inspection program described in ORS 455.148 or 455.150 or to impose other disciplinary actions or sanctions against a municipality or other public body.]**

(3) A municipality that administers and enforces a building inspection program shall:

(a) Use the system described in subsection (2) of this section or a system that the municipality develops, owns or has access to that has features, capabilities and functions that are equivalent to the system described in subsection (2) of this section; and

(b) Meet the minimum standards the department adopts under section 1 of this 2021 Act, regardless of whether the municipality uses the system described in subsection (2) of this section or a system that is equivalent to the system described in subsection (2) of this section.

SECTION 3. ORS 455.097 is amended to read:

455.097. (1) As used in this section, "form and format":

(a) Means the arrangement, organization, configuration, structure or style of, or method of delivery for, providing required information or providing the substantive equivalent of required information.

(b) Does not [mean] include altering the substance of information or the addition or omission of information.

[(2) The purpose of this section and ORS 455.095 is to enable the Department of Consumer and Business Services to develop and implement a system that:]

[(a) Provides electronic access to building codes information;]

[(b) Is designed to offer a full range of electronic building permits services;]

[(c) Allows the streamlining of building inspection services;]

[(d) Provides a uniform form and format for submitting building codes information electronically;]

[(e) Is available for use by any municipality administering and enforcing a building inspection program; and]

[(f) At the discretion of the department:]

[(A) Is available for use by other public bodies that provide construction-related services; and]

[(B) Supports access for other purposes that may include, but need not be limited to, access for the coordination and tracking of construction-related services.]

[(3)] (2) The department shall adopt rules to govern the form and format of building permit applications, building plans, specifications, other building program information and any other information exchanged through the electronic building codes information system described in ORS 455.095.

[(4)] (3) The department may waive a contrary form and format requirement imposed by statute or ordinance or by the rules of another agency for the submission of information in physical form to the extent the waiver is necessary to facilitate the submission of the information electronically. The department may accept an electronic reproduction of a signature, stamp, seal, certification or notarization as the equivalent of the original or may accept the substitution of identifying information for the signature, stamp, seal, certification or notarization. The department may not waive a requirement imposed by statute or ordinance or by the rules of another agency, other than a form and format requirement.

[(5)] (4) A person exchanging information through the electronic building codes information system in a form and format acceptable to the department is not subject to any licensing sanction, civil penalty, fine, permit disapproval or revocation or other sanction for failure to comply with a form or format requirement imposed by statute, ordinance or rule for submission of the information in physical form, including but not limited to any requirement that the information be in a particular form or of a particular size, be submitted with multiple copies, be physically attached to another document, be an original document or be signed, stamped, sealed, certified or notarized.

SECTION 4. (1) The amendments to ORS 455.095 and 455.097 by sections 2 and 3 of this 2021 Act become operative on January 1, 2025.

(2) The Director of the Department of Consumer and Business Services may adopt rules, amend building codes and perform any other action before the operative date specified in subsection (1) of this section that is necessary to enable the director, on and after the op-

erative date specified in subsection (1) of this section, to undertake and exercise all of the duties, functions and powers conferred on the director by the amendments to ORS 455.095 and 455.097 by sections 2 and 3 of this 2021 Act.

SECTION 5. This 2021 Act takes effect on the 91st day after the date on which the 2021 regular session of the Eighty-first Legislative Assembly adjourns sine die.

Passed by House April 15, 2021

.....
Timothy G. Sekerak, Chief Clerk of House

.....
Tina Kotek, Speaker of House

Passed by Senate May 27, 2021

.....
Peter Courtney, President of Senate

Received by Governor:

.....M.,....., 2021

Approved:

.....M.,....., 2021

.....
Kate Brown, Governor

Filed in Office of Secretary of State:

.....M.,....., 2021

.....
Shemia Fagan, Secretary of State

INTERGOVERNMENTAL PARTNERSHIP AGREEMENT
ePermit System and Services

THIS INTERGOVERNMENTAL PARTNERSHIP AGREEMENT ("Agreement") is effective when all required signatures have been obtained by and between The State of Oregon, acting by and through the Department of Consumer and Business Services ("DCBS" or "Agency"), Building Codes Division ("BCD") and the City of Oakridge ("Jurisdiction"), a political subdivision of the State of Oregon. BCD and the Jurisdiction may collectively be referred to herein as the Parties and individually as a Party. The Parties enter into this Agreement to cooperate and share services pursuant to the authority granted under ORS 455.185. The purpose of this Agreement is to encourage economic development through construction and to experiment and innovate for administration of building inspection programs. It is in the best interest of BCD and Jurisdiction's leaders to ensure that construction-related development activities proceed in a manner that is quick, efficient, and practical. Having a flexible and responsive system requires sufficient staff and resources to be available to construction businesses. By partnering, BCD and Jurisdiction can explore new ways to maximize the use of scarce resources. This Agreement supersedes and amends and replaces in its entirety any pre-existing intergovernmental partnership agreement for the ePermit System and Services between Jurisdiction and BCD.

DCBS:

Celina Patterson
e-Permitting Manager
1535 Edgewater Street NW
PO Box 14470
Salem, OR 97309
(503) 302-9860

Jurisdiction:

James Cleavenger
City Administrator
48318 E 1st Street
Oakridge, OR 97463
(541) 782-2258 ext. 4
cityadministrator@ci.oakridge.or.us

RECITALS

- A. Oregon Revised Statute ORS 455.095 provides that DCBS shall develop and implement a system that provides electronic access to building permitting information. The statute also requires DCBS to make the system accessible for use by municipalities in carrying out the building inspection programs administered and enforced by the municipalities.
- B. The Department of Administrative Services Procurement Office, on behalf of DCBS, issued a Request for Proposal (RFP) for a statewide electronic permit system and associated products and services. Accela, Inc. was the successful proposer. DCBS and Accela Inc. executed a contract in August, 2008 ("ePermit contract"), by which

Accela, Inc. licensed to DCBS ePermitting system software, an Integrated Voice Recognition (IVR) system and provided related configuration, implementation and hosting services (collectively the “ePermit System”).

- C. The ePermit contract provided that the ePermit System and related Services would be available to municipalities (“Participating Jurisdictions”).
- D. BCD is the division of DCBS that implements and administers the ePermitting system.
- E. Jurisdiction has requested that BCD provide access to the ePermitting System and related Services to Jurisdiction and to implement the Jurisdiction as a Participating Jurisdiction as set forth in the ePermitting contract.
- F. BCD is willing, upon the terms of and conditions of this Agreement, to provide access to Jurisdiction to the ePermitting System and related Services and to implement Jurisdiction as provided herein.

1. DEFINITIONS.

- 1.1. As used in this Agreement, the following words and phrases shall have the indicated meanings.
- 1.2. “Agreement” means this Intergovernmental Agreement.
- 1.3. “ePermitting Contract” or “ePermit Contract” means the document attached as Exhibit C and includes all amendments.
- 1.4. “ePermit System” means the entire system including the ePermitting software, licensed, implemented and configured pursuant to the ePermit contract and related Services including hosting, mobile applications and IVR.
- 1.5. “Jurisdiction” has the meaning set forth in the first paragraph of this Agreement.

2. TERM, RENEWAL AND MODIFICATIONS.

- 2.1. Term. This Agreement is effective, and will be considered fully executed, upon signature by both parties, and shall remain in effect until termination of this Agreement as provided herein. Unless otherwise terminated as provided herein, this Agreement will be in effect for the period that Jurisdiction administers and enforces a building inspection program. This Agreement will automatically renew if or when the Jurisdiction’s program assumption is renewed for an additional period.
- 2.2. Agreement Modifications. Notwithstanding the foregoing, or any other provision of the Agreement, BCD may propose a modified Agreement or new intergovernmental agreement for Jurisdiction access to the ePermit System. BCD will propose such modified Agreement or new intergovernmental agreement with at least 60 days written notice prior to expiration of the Jurisdiction’s current program

assumption period. The new intergovernmental agreement or modified Agreement will be effective on the effective date of the renewal of Jurisdiction's program assumption. If the parties cannot agree to the new intergovernmental agreement or modified Agreement, this Agreement will terminate effective on the renewal date of Jurisdiction's program assumption. Additionally, during the term of this Agreement, BCD may propose modifications to this Agreement; such modifications will become effective upon mutual agreement by the parties in accordance with section 20 of this Agreement.

3. PERFORMANCE AND DELIVERY.

3.1 Responsibilities of BCD.

- 3.1.1. BCD shall use its best efforts to provide Jurisdiction access to the ePermit System and related Services. BCD shall use best efforts to provide the Jurisdiction with satisfactory access on a parity with all other jurisdictions implemented by BCD to the ePermit System.
- 3.1.2. BCD will implement the Jurisdiction's access using the process according to the ePermitting Implementation Methodology set forth in Exhibit E. If a Work Order Contract is used to implement a specific city or county, a copy of that Work Order Contract will be provided in Exhibit D.
- 3.1.3. Upon implementation, Jurisdiction will have access to the System and the functionality, as described in Exhibit E.
- 3.1.4. BCD will provide technical support for the ePermit program. Support is available 8:00 a.m. to 5:00 p.m. Monday through Friday, except for state-observed holidays and from 8:30-10:00 am on Mondays when ePermitting staff holds its weekly staff meeting. The general support structure shall be as follows:
 - 3.1.4.1. State ePermitting team provides technical support to participating city or county.
 - 3.1.4.2. Accela provides technical support to State ePermitting team.
- 3.1.5 BCD will provide software that fulfills the Jurisdiction's basic requirement for accepting and reviewing electronic plans.

3.2. Responsibilities of Jurisdiction.

- 3.2.1. Jurisdiction agrees to the requirements of Exhibit A.
- 3.2.2. Jurisdiction agrees to abide by the terms and conditions of the Software License

set forth in Exhibit B.

3.2.3. Jurisdiction agrees to abide by the implementation model that is identified in Exhibit E.

4. COMPENSATION AND PAYMENT

4.1 Not-to-Exceed Compensation. The maximum, not-to-exceed compensation payable by Jurisdiction to BCD under this contract, which includes any allowable expenses, is \$50,000.00.

4.2 Invoicing. Jurisdiction's continued existing use shall not result in any costs payable to BCD. However, BCD may invoice Jurisdiction for additional services rendered under Exhibit E. BCD will submit all invoices to Jurisdiction upon completion of the services. Invoices must be paid within 30 days of receipt.

5. REPRESENTATIONS AND WARRANTIES.

5.1 Representations of Jurisdiction. Jurisdiction represents and warrants to BCD as follows:

5.1.1. Organization and Authority. Jurisdiction is a political subdivision of the State of Oregon (or an intergovernmental entity formed by political subdivisions of the State of Oregon under ORS Chapter 190) duly organized and validly existing under the laws of the State of Oregon. Jurisdiction has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder. Jurisdiction has assumed and administers a building inspection program under ORS 455.148 to ORS 455.153.

5.1.2. Due Authorization. The making and performance by Jurisdiction of this Agreement (1) have been duly authorized by all necessary action of Jurisdiction and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.1.3. Binding Obligation. This Agreement has been duly executed and delivered by Jurisdiction and constitutes a legal, valid and binding obligation of Jurisdiction, enforceable according to its terms.

5.1.4. Jurisdiction has reviewed the ePermit Contract and ePermit System and is knowledgeable of the ePermit system functionality and performance and has entered into this Agreement based on its evaluation of the ePermit Contract and the ePermit System

5.2. Representations and Warranties of BCD. BCD represents and warrants to Jurisdiction as follows:

5.2.1. Organization and Authority. BCD is a division of DCBS, an agency of the state government and BCD has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder.

5.2.2. Due Authorization. The making and performance by BCD of this Agreement (1) have been duly authorized by all necessary action of BCD and DCBS and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.2.3. Binding Obligation. This Agreement has been duly executed and delivered by BCD and constitutes a legal, valid and binding obligation of BCD and DCBS; it is enforceable according to its terms.

5.2.4. Performance Warranty. BCD will use its best efforts to provide Jurisdiction access to the ePermit System according to the ePermit contract. Notwithstanding the foregoing, Jurisdiction understands and agrees that the ePermit System is composed of software and services provided by third parties and BCD has no responsibility to Jurisdiction for the functionality or performance of the ePermit System.

5.3. The warranties set forth above are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

6. ACCESS TO RECORDS AND FACILITIES.

6.1. Records Access. DCBS, BCD, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives may access the books, documents, papers and records of the Jurisdiction that are directly related to this Agreement, for the purpose of making audits, examinations, excerpts, copies and transcriptions.

6.2. Retention of Records. Jurisdiction shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the termination of this Agreement.

6.3. Public Records. Jurisdiction is deemed the Custodian for the purposes of public records requests regarding requests related to Jurisdiction's building inspection program.

7. JURISDICTION DEFAULT.

Jurisdiction shall be in default under this Agreement upon the occurrence of any of the following events:

7.1. Jurisdiction fails to perform, observe or discharge any of its covenants, agreements or obligations set forth herein.

7.2. Any representation, warranty or statement made by Jurisdiction herein is untrue in any material respect when made.

8. BCD DEFAULT.

BCD shall be in default under this Agreement upon the occurrence of any of the following events:

- 8.1. BCD fails to perform, observe or discharge any of its covenants, agreements, or obligations set forth herein; or
- 8.2. Any representation, warranty or statement made by BCD herein is untrue in any material respect when made.

9. TERMINATION BY JURISDICTION.

Jurisdiction may terminate this Agreement in its entirety as follows:

- 9.1. For its convenience, upon at least six calendar months advance written notice to BCD, with the termination effective as of the first day of the month following the notice period;
- 9.2. Upon 30 days advance written notice to BCD, if BCD is in default under this Agreement and such default remains uncured at the end of said 30-day period or such longer period, if any, as Jurisdiction may specify in the notice; or
- 9.3. Immediately upon written notice to BCD, if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that Jurisdiction no longer has the authority to meet its obligations under this Agreement.

10. TERMINATION BY BCD.

BCD may terminate this Agreement as follows:

- 10.1. For its convenience, upon at least twenty-four calendar months advance written notice to Jurisdiction, with the termination effective as of the first day of the month following the notice period.
- 10.2. Upon termination of the ePermit Contract with such reasonable notice to Jurisdiction as feasible under the terms of the ePermit Contract.
- 10.3. Immediately upon written notice to Jurisdiction if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that DCBS no longer has the authority to meet its obligations under this Agreement.
- 10.4. Upon 30 days advance written notice to Jurisdiction, if Jurisdiction is in default under this Agreement and such default remains uncured at the end of said 30 day period or such longer period, if any, as BCD may specify in the notice.
- 10.5. Immediately, in the event that Jurisdiction no longer administers and enforces a building inspection program.

11. EFFECT OF TERMINATION.

- 11.1. No Further Obligation. Upon termination of this Agreement in its entirety, BCD shall have no further obligation to provide access to the ePermit System and related Services to Jurisdiction.
- 11.2. Survival. Termination or modification of this Agreement pursuant to sections 9 and 10 above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination, Jurisdiction shall immediately cease all activities under this Agreement, unless expressly directed otherwise by BCD in the notice of termination.
- 11.3. Minimize Disruptions. If a termination right set forth in section 9 or 10 is exercised, both parties shall make reasonable good faith efforts to minimize unnecessary disruption or other problems associated with the termination.
- 11.4. Jurisdiction Data. Jurisdiction may obtain a copy of all of its data related to its usage of ePermitting, for usage in a move into a Jurisdiction-administered electronic system, by submitting a written request to BCD as part of Jurisdiction's notice of termination, or within 60 days of termination of this agreement. BCD will request the data from Accela, and Accela will provide the data in the same format as the Accela database.

12. NOTICE.

Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Jurisdiction or BCD at the addresses or numbers set forth on page one of this agreement, or to such other addresses or numbers as either party may indicate pursuant to this section. Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the recipient, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective against BCD, any notice transmitted by facsimile must be confirmed by telephone notice to BCD's ePermitting Manager. To be effective against Jurisdiction, any notice transmitted by facsimile must be confirmed by telephone notice to Jurisdiction's Manager (e.g. County Court Judge, Board of Commissioners Chair, City Manager, County Administrator). Any communication or notice given by personal delivery shall be effective when actually delivered.

13. SEVERABILITY.

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, 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 the Agreement did not contain the particular term or provision held to be invalid.

14. COUNTERPARTS.

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

15. GOVERNING LAW, CONSENT TO JURISDICTION.

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between BCD (and/or any other division, agency or department of the State of Oregon) and Jurisdiction that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a circuit court in the State of Oregon of proper jurisdiction. In no event shall this section 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, from any Claim or from the jurisdiction of any court. Jurisdiction, by execution of this agreement, hereby consents to the in personam jurisdiction of said courts.

16. COMPLIANCE WITH LAW.

The parties shall comply with all state and local laws, regulations, executive orders and ordinances applicable to the Agreement. All employers, including BCD and Jurisdiction, that employ subject workers who provide Services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126.

17. ASSIGNMENT OF AGREEMENT, SUCCESSORS IN INTEREST.

The parties agree there will be no assignment or delegation of the Agreement, or of any interest in this Agreement, unless both parties agree in writing. The parties agree that no services required under this Agreement may be performed under subcontract unless both parties agree in writing. The provisions of this Agreement shall be binding upon and shall inure to the parties hereto, and their respective successors and permitted assignees.

18. NO THIRD-PARTY BENEFICIARIES.

BCD and Jurisdiction are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by

name herein and expressly described as intended beneficiaries of the terms of this Agreement.

19. WAIVER.

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. No waiver or consent shall be effective unless in writing and signed by the party against whom it is asserted.

20. AMENDMENT.

No amendment, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and when required by the Department of Administrative Services and Department of Justice. Such amendment, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. Jurisdiction, by signature of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

21. HEADINGS.

The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and shall not be used to construe the meaning or to interpret this Agreement.

22. CONSTRUCTION.

This Agreement is the product of extensive negotiations between BCD and representatives of Jurisdiction. The provisions of this Agreement are to be interpreted and their legal effects determined as a whole. An arbitrator or court interpreting this Agreement shall give a reasonable, lawful and effective meaning to the Agreement to the extent possible, consistent with the public interest.

23. INDEPENDENT CONTRACTOR.

The parties agree and acknowledge that their relationship is that of independent contracting parties and that neither party is an officer, employee, or agent of the other as those terms are used in ORS 30.265 or otherwise.

24. LIMITATION OF LIABILITY.

24.1. Jurisdiction agrees that BCD shall not be subject to any claim, action, or liability ARISING IN ANY MANNER WHATSOEVER OUT OF ANY ACT OR OMISSION, INTERRUPTION, OR CESSATION OF ACCESS OR SERVICE UNDER THIS AGREEMENT. THE STATE SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DIRECT, INDIRECT SPECIAL OR CONSEQUENTIAL DAMAGES SUSTAINED BY THE POLITICAL SUBDIVISION, INCLUDING, BUT NOT LIMITED TO, DELAY, INTERRUPTION OF BUSINESS ACTIVITIES, OR LOST RECEIPTS THAT MAY RESULT

IN ANY MANNER WHATSOEVER FROM ANY ACT OR OMISSION, INTERRUPTION, OR CESSATION OF SERVICE.

24.2. EXCEPT FOR LIABILITY ARISING UNDER SECTION 27 NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT OR ANY PART HEREOF IN ACCORDANCE WITH ITS TERMS.

25. FORCE MAJEURE.

Neither BCD nor Jurisdiction shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, natural causes, or war which is beyond the reasonable control of BCD or Jurisdiction, respectively. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

26. TIME IS OF THE ESSENCE.

Time is of the essence in the performance of all under this Agreement.

27. CONTRIBUTION

27.1. If any third party makes any claim or brings any action, suit or proceeding ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing 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 paragraph 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.

27.2. With respect to a Third Party Claim for which BCD is jointly liable with the Jurisdiction (or would be if joined in the Third Party Claim), BCD 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 the Jurisdiction in such proportion as is appropriate to reflect the relative fault of BCD on the one hand and of the Jurisdiction 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 BCD on the one hand and of the Jurisdiction 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. BCD's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if BCD had sole liability in the proceeding.

27.3. With respect to a Third Party Claim for which the Jurisdiction is jointly liable with BCD (or would be if joined in the Third Party Claim), the Jurisdiction 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 BCD in such proportion as is appropriate to reflect the relative fault of the Jurisdiction on the one hand and of BCD 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 the Jurisdiction on the one hand and of BCD 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. The Jurisdiction'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.

28. AGREEMENT DOCUMENTS IN ORDER OF PRECEDENCE.

This Agreement consists of the following documents that are listed in descending order of precedence:

- This Agreement less all exhibits;
- Exhibit A - Jurisdiction Obligations
- Exhibit B - ePermit License Agreement
- Exhibit C - ePermit Contract (not attached, but made available to Jurisdiction)
- Exhibit D-Work Order Contract
- Exhibit E - Implementation Model

All attached and referenced exhibits are hereby incorporated by reference.

29. MERGER CLAUSE. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of BCD to

enforce any provision of this Agreement shall not constitute a waiver by BCD of that or any other provision.

[Signature on following page]

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

A. Jurisdiction

By: _____ Date: _____

Printed Name: _____

Title: _____

B. State of Oregon, Acting by and through its Department of Consumer and Business Services, Building Codes Division

Reviewed By: _____ Date: _____

Printed Name: Dawn Bass _____

Title: Deputy Administrator _____

Executed By: _____ Date: _____

Printed Name: Miriha Aglietti _____

Title: Designated Procurement Officer _____

Exhibit A Jurisdiction Obligations

Jurisdiction Software

As part of the state hosted system, any software being used by Jurisdiction to support either the building permitting system or any supplemental products being purchased from Accela, must be compatible with the Accela product.

Electronic Document Acceptance

Beginning January 1, 2025, Jurisdiction is required by administrative law to accept electronic plans. Agency will provide software that fulfils the basic ability to meet this requirement; however, Jurisdiction may independently source their own software.

If Jurisdiction uses the Agency-provided software, then Jurisdiction will be required to comply with all third-party agreements associated with the software and must notify Agency promptly of any non-compliance. Jurisdiction must also comply with all Agency-provided instructions on the use of the software, including instruction relating to installation and removal of the software. Jurisdiction must remove or destroy any or all copies of the software at Agency's request.

Product Features

Jurisdiction agrees to sell permits online through the ePermitting Portal ("ePortal"). Jurisdiction agrees to offer online and IVR inspection scheduling for permits in an appropriate status. Jurisdiction agrees to offer online submittal of plan documents at appropriate point(s) in the application process as dictated by the Jurisdiction's workflow associated with each record type.

Permit Numbering Scheme.

As a full-service participant, Jurisdiction agrees to include the pre-assigned three digit prefix to all permits covered by and processed through ePermitting system. Permits for any supplemental products purchased through Accela, hosted in the State of Oregon environment and being serviced through the State of Oregon ePortal must also use the three-digit prefix in the permit number. Permits for supplemental products purchased through Accela that will not be hosted or maintained on the Oregon platform and that are not serviced through the State of Oregon ePortal are not required to use the three-digit prefix.

Status and Result Codes.

All status and result codes such as inspections, plan review, permit issuance status will be pursuant to a statewide uniform system. Jurisdiction shall only use the uniform status and result codes.

Inspection Codes.

Inspection types for code required inspections must be consistent throughout the state. Unique inspection types must be requested through and assigned by the ePermitting staff.

Supplemental Products Purchased by Jurisdiction through Accela.

Any supplemental product such as, but not limited to, Land Use, Enforcement, Licensing, or

other services, may be licensed directly to Jurisdiction by Accela. Support services for the supplemental products fall outside of the scope of this Intergovernmental Agreement and are therefore provided through direct agreement with Accela or other service provider. Installation of supplemental products onto the State hosted servers cannot occur before the State ePermitting team begins active development of the building permitting module.

Version (Product) updates.

Migration from one product version of Accela Automation to another product version will be regulated and coordinated through BCD. Supplemental products will be required to migrate to the same version of the product at the same time as the product version for the building product module. After implementation, Jurisdiction is required to test the configuration against new versions of the product in the timeframe specified by BCD.

Exhibit B
Software License Agreement

Note: DCBS through the ePermit Contract has the right to permit Jurisdictions to use the ePermit System software as set forth in Exhibit G, License Agreement, of the ePermit Contract. While the entire software license agreement between the State and Accela, Inc., including the added language in Amendment 7, has been provided here for continuity and ease of use, a participating city or county is only bound by Sections 3.1, 3.2, and 4 as specified in this Agreement.

- | | |
|---|--|
| 1. Parties ACCELA
Accela, Inc.

2633 Camino Ramon, Suite
120 Bishop Ranch 3
San Ramon, California
94583 Attention: Contracts
Administration T: 925.659.3200
F: 925.407.2722
e-Mail: contractsadrnin@accela.com | CUSTOMER
State of Oregon
Department of Consumer & Business
Services P.O. Box 14470
Salem, OR 97309
Attention: Building Codes
Division T: (503)378-4100 F:
(503)378-3989
e-Mail: chris.s.huntington@state.or.us |
|---|--|

This License Agreement ("LA") is intended for the exclusive benefit of the Parties; except as expressly stated herein, nothing will be construed to create any benefits, rights, or responsibilities in any other parties.

2. Term and Termination

- 2.1 Term Provided that Customer signs and returns this LA to Accela **no later than August 8, 2008**, this LA is effective as of the date of Customers signature ("Effective Date") and will continue until terminated as provided herein.
- 2.2 Termination Either party may terminate if the other party materially breaches this LA and, after receiving a written notice describing the circumstances of the default, fails to correct the breach within thirty (30) calendar days. Upon any termination or expiration of this LA, all rights granted to Customer are cancelled and revert to Accela.

3 Intellectual Property

- 3.1 License The software products ("Software") listed in Exhibit A are protected under the laws of the United States and the individual states and by international treaty provisions. Accela retains full ownership in the Software and grants to Customer a perpetual, limited, nonexclusive, nontransferable license to use the Software, subject to the following terms and conditions:

- 3.1.1 The Software is provided for use only by Customer employees. For the purposes of subsections 3.1, 3.2 and Sections 4 of this LA, Customer means: i)

the individual Jurisdiction with respect to its use of the Software, provided that the licensing fee has been paid for such Jurisdiction, and ii) the State of Oregon acting by and through its Department of Consumer and Business Services with respect to its use of the Software.

- 3.1.2 The Software may be installed on one or more computers but may not be used by more than the number of users for which the Customer has named user licenses. For the purposes of this License Agreement, the Customer has unlimited use, per department, of any license covered by this agreement. The Software is deemed to be in use when it is loaded into memory in a computer, regardless of whether a user is actively working with the Software. Accela may audit Customer's use of the Software to ensure that Customer has paid for an appropriate number of licenses. Should the results of any such audit indicate that Customer's use of the Software exceeds its licensed allowance, Customer agrees to pay all costs of its overuse as determined using Accela's then-current pricing; any such assessed costs will be due and payable by Customer upon assessment. Customer agrees that Accela's assessment of overuse costs pursuant to this Subsection is not a waiver by Accela of any other remedies available to Accela in law and equity for Customer's unlicensed use of the Software.
- 3.1.3 Customer may make backup copies of the Software only to protect against destruction of the Software. With exception of the Entity Relationship Diagram and any other documentation reasonably-designated and specifically-marked by Accela as trade secret information not for distribution, Customer may copy Accela's documentation for use by those persons described in section 3.1.1, supra, provided that such use is for business purposes not inconsistent with the terms and conditions of this Licensing Agreement. "Trade Secret" has the meaning set forth in ORS 192.501(2)
- 3.1.4 Customer may not make any form of derivative work from the Software, although Customer is permitted to develop additional or alternative functionality for the Software using tools and/or techniques licensed to Customer by Accela.
- 3.1.5 Customer may not obscure, alter, or remove any confidentiality or proprietary rights notices.
- 3.1.6 Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (**ORS 30.260 through 30.300**), Customer is liable to Accela for any direct damages incurred as the result of unauthorized reproduction or distribution of the Software which occur while the Software is in Customer's possession or control.
- 3.1.7 Customer may use the Software only to process transactions relating to properties within both its own geographical and political boundaries and in counties contiguous to Oregon with populations below 100,000. Customer

may not sell, rent, assign, sublicense, lend, or share any of its rights under this LA.

3.1.8 Customer is entitled to receive the Software compiled (object) code and is licensed to use any data code produced through implementation and/or normal operation of the Software; Customer is not entitled to receive source code for the Software except pursuant to an Intellectual Property Escrow Agreement, which may be executed separately by the Parties. Accela and Customer will execute an Intellectual Property Escrow Agreement within 30 days of Contract execution.

3.1.9 All rights not expressly granted to Customer are retained by Accela.

3.1.10 Customers are allowed unlimited use, per department, of software products listed in Exhibit A, for in-scope record type categories defined in Attachment 1 to this LA In addition, each customer is allowed five (5) additional record types for activities that fall outside of the in-scope record type categories defined in Attachment 1 to this L.A., are delivered under the Building Department and are submitted to and approved by DCBS.

3.2 License Warranties

3.2.1 Accela warrants that it has full power and authority to grant this license and that, as of the effective date of this LA, the Software does not infringe on any existing intellectual property rights of any third party. If a third party claims that the Software does infringe, Accela may, at its sole option, secure for Customer the right to continue using the Software or modify the Software so that it does not infringe. Accela expressly agrees to defend, indemnify, and hold Customer harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses, including attorneys fees, and damages arising out of or related to any claims that the Software, or the Customers use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that Customer shall provide Accela with prompt written notice of any infringement claim. Accela will have the sole right to conduct the defense of any legal action and all negotiations for its settlement or compromise; provided, however, Accela shall not settle any claim against the Customer with the consent of Customer.

3.2.2 Accela has no obligation for any claim based upon a modified version of the Software or the combination or operation of the Software with any product, data, or apparatus not provided by Accela, with the exception of those products identified in Exhibit J. Accela provides no warranty whatsoever for any third-party hardware or software products.

3.2.3 Except as expressly set forth herein, Accela disclaims any and all express

and implied warranties, including but not necessarily limited to warranties of merchantability and fitness for a particular purpose.

3.3 Compensation

3.3.1 License Fees In exchange for the Software described hereinabove, Customer will pay to Accela the amounts indicated in Exhibit A3.

3.3.2 Payment Terms Amounts are quoted in United States dollars and do not include applicable taxes, if any. The payment terms of all invoices are net forty-five (45) calendar days from the dates of the invoices. Any payment not paid to Accela within said period will incur a late payment in an amount equal to two-thirds of one percent (.66%) per month (eight percent (8% per annum), on the outstanding balance from the billing date. Accela may, at its sole discretion, suspend its obligations hereunder without penalty until payments for all past-due billings have been paid in full by Customer. All payments to Contractor are subject to ORS 293.462

4. Confidentiality

4.1 Confidentiality and Nondisclosure. Each party acknowledges that it and its employees or agents may, in the course of performing its responsibilities under this LA, be exposed to or acquire information that is confidential to the other party or the other party's clients. Any and all information clearly marked confidential, or identified as confidential in a separate writing as confidential provided by one party or its employees or agents in the performance of this LA shall be deemed to be confidential information of the other party ("Confidential Information"). Any reports or other documents or items (including software) which result from the use of the Confidential Information by the recipient of such information shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by the party acquiring such information) publicly known or is contained in a publicly available document; (b) is furnished by the party disclosing such information to others without restrictions similar to those imposed by this LA; (c) is rightfully in the receiving party's possession without the obligation of nondisclosure prior to the time of its disclosure under this LA; (d) is obtained from a source other than the discloser without the obligation of confidentiality, (e) is disclosed with the written consent of the disclosing party, or; (f) is independently developed by employees or agents of the receiving party who can be shown to have had no access to the Confidential Information.

4.2 The recipient of Confidential Information agrees to hold Confidential Information in strict confidence, using at least the same degree of care that it uses in maintaining the confidentiality of its own Confidential Information, and not to copy, reproduce,

sell, assign, license, market, transfer or otherwise dispose of, give or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than as contemplated by this LA or reasonably related thereto, including without limitation the use by Customer of Accela who need to access or use the System for any valid business purpose, and to advise each of its employees and Accela of their obligations to keep Confidential Information confidential.

- 4.3 Each party shall use commercially reasonable efforts to assist the other in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, each party shall advise the other immediately in the event it learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this LA and each party will at its expense cooperate with the other in seeking injunctive or other equitable relief in the name of the other against any such person.
- 4.4 Each party agrees that, except as provided in this LA or directed by the other, it will not at any time during or after the term of this LA disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this LA each party will turn over to the other all documents, papers and other matter in its possession which embody Confidential Information.
- 4.5 Each party acknowledges that breach of this Article VIII, including disclosure of any Confidential Information will give rise to irreparable injury which is inadequately compensable in damages. Accordingly, each party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Each party acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the other and are reasonable in scope and content.
- 4.6 Customers obligations under this Article VIII shall be subject to the Oregon Public Records Laws, ORS 192.410 through ORS 192.505.

Exhibit C
ePermitting Contract

The ePermitting contract is available, upon request, for the Jurisdiction to review.

Exhibit D

Work Order Contract

Under the terms and conditions of the ePermit System Agreement, DCBS may enter into a Work Order Contract for implementation services. Should implementation services be used for the implementation of a specific participating city or county, the provisions of that agreement will be provided here.

A Work Order Contract is not being used to implement this jurisdiction.

EXHIBIT E
IMPLEMENTATION
OREGON STANDARD MODEL

Third Party Components

The ePermitting system contains multiple components created and licensed by third parties. BCD cannot guarantee the continued support of these components, and may have to make changes to the system based upon changes made by the third party providers. BCD will provide prompt notice to Jurisdiction upon becoming aware of any necessary changes and will work to provide solutions with the least possible disruption of system usage.

Oregon Standard Model (OSM) includes:

- Standard Model Permits (records):
 - Commercial Agricultural Equine
 - Commercial Alarm Suppression Systems
 - Commercial & Residential Deferred Submittal
 - Commercial & Residential Demolition
 - Commercial & Residential Electrical
 - Commercial & Residential Investigation
 - Commercial & Residential Mechanical
 - Commercial & Residential Phased
 - Commercial & Residential Plumbing
 - Commercial RV Park or Manufactured Home Park
 - Commercial & Residential Structural
 - Commercial & Residential Research
 - Master Electrical Permits
 - Inquiry
 - Post Disaster
 - Residential 1 & 2 Family Dwelling
 - Residential Manufactured Dwelling
- Standard Model Reports include:
 - Application About to Expire (List and Letters to Applicant and Owner)
 - Permit About to Expire ((List and Letters to Applicant and Owner)
 - Usage
 - Configuration Reports
 - Fee by Account (Summary & Detail)
 - Invoice
 - Out of Balance
 - Payments Applied
 - Payments Not Applied

- Refunds Issued
- Payments Received
- Payments Summary
- School Construction Excise Tax
- Inspection Correction Notice
- Inspection Summary
- Inspections Assigned
- Recent Inspection Activity
- Monthly Permit Summary
- Monthly Permits Issued
- Monthly Permits Issued Valuation Report
- State Surcharge
- State Surcharge Details
- Balance Due
- Building Application
- Building Permit
- Certificate of Occupancy
- Fee Estimate
- Fee by Record
- Phased Authorization to Begin Work
- Plan Review Checklist
- Temporary Certificate of Occupancy
- Work Authorization
- Receipt

Use of “Consistent Form and Fee Methodology”

Use of Elavon “Converge” payment processor with US Bank for internet credit card processing in Accela Citizen Access (ACA); jurisdiction opens and maintains its own account.

- **Optional Modules:**
 - Onsite
 - Planning Tracking
 - Code Enforcement
 - Public Works

The first time these optional modules are implemented, BCD will provide implementation services at no cost. If for any reason these optional modules need to be reimplemented, BCD may invoice Jurisdiction for the reasonable costs of the implementation. Costs will depend upon the complexity of the work, but will not exceed \$5,000 per module implemented. BCD and Jurisdiction will agree on the costs prior to any implementation.

Oregon Standard Model Implementation includes:

- Importing jurisdiction’s fee schedule into Accela
- Data conversion from jurisdiction’s database

- ePermitting will provide documentation about how the data is to be formatted for loading
- ePermitting will work with jurisdiction to map the data from existing permitting system to Accela
- Jurisdiction is responsible for extracting data from existing system
- Address, Parcel, Owner Database Load
 - ePermitting will provide documentation about data format requirements
 - Jurisdiction will provide files containing Address, Parcel, Owner reference data for loading into ePermitting database
- Interfaces to Jurisdiction Systems (optional)
 - Financial
 - ePermitting will provide files with specified fields for interfaces to jurisdiction's on site systems
 - Jurisdiction will upload the files into their on site system
 - GIS
 - ESRI ArcGIS Server 10 or ESRI ArcGIS Server 10 sp 1
 - Future versions of Accela Software may require upgrades to ESRI software to maintain interface operability
- Training
 - ePermitting provides online weekly training via video conference.
 - Jurisdiction's "super users" will train other jurisdictional employees.
 - ePermitting will attend jurisdictions Go Live in person.
- Coordination with Accela
 - If Jurisdiction purchases other modules, such as Planning or Code Enforcement, directly from Accela and has them implemented by Accela, an independent contractor or by Jurisdiction staff, Jurisdiction must coordinate that implementation with ePermitting.
 - Coordination with ePermitting means including ePermitting staff in project management meetings with Jurisdiction and the party implementing the other modules.

IMPLEMENTATION OVERVIEW

The following list is a distilled version of the major tasks associated with implementation of ePermitting. The tasks run concurrently and can take varying amounts of time, however, this is a look at the things that Jurisdiction must complete. Of this list, testing is the major responsibility that will take some time to complete. The more thoroughly the Jurisdiction tests the system before Go Live, the smoother the transition will be when ePermitting begins.

Start Up

- Sign IGA
- Send "Contact Information" document and Logo
- Scan and send copies of permit applications
- Provide "Roles and Responsibilities" Document

Training

- Have "super users" complete all of the online training
- Assign targeted online training to specific staff

Finances

- Fill in the three financial documents:
 - General Accounting Practices
 - Settling & Balancing Procedures
 - Refunds
- Provide Project Manager with fee information
- Test fees that have been configured in the database
- Choose data to be included in financial interface,
 - Create or link an ftp site to which the financial data will be uploaded
 - Test and approve the transfer of data through the ftp site and into the financial system
- Set up a Converge account 1-2 weeks before Jurisdiction's Go Live date.

Addresses

- Work with APO specialist to determine the requirements for the address/parcel file that will be loaded into Jurisdiction's ePermitting database
- Provide the address file to APO specialist
- Test the addresses that are loaded into Jurisdiction's database
- Approve the addresses in Jurisdiction's database

Configuration

- Provide User spreadsheet and Inspector profiles

- Test applications
- Test workflow
- Test inspections

Data Conversion

- Talk with Project Manager about data conversion
- Determine which permits are open
- Map data
- Fill in conversion tables
- Test the converted data
- Approve the converted data

Reports

- Examine the existing reports
- If there are additional reports that you desire, discuss them with your Project Manager
- If additional reports are built, then test and approve them

IVR

- Fill out Set Up document and return to Project Manager
- Test and approve IVR

Training Overview

- Home Screen and Records Portlet
 - Orientation to Portlets – User, Quick Links, Alerts or My Tasks, Record List/Detail, My Navigation, and Reports
 - Alerts portlet – incoming ACA
 - Searching, sorting, CSV export, Quick Queries
 - My Navigation vs Go To dropdown menu

- Applications
 - Starting new records from the Back Office
 - Four A's: APPO address/parcel/owner, ASI application specific information, Applicant, Automation of fees
 - Printing an application

- Fees
 - Adding and Invoicing fees – NEW fees DELETE vs. INVOICED fees VOID
 - Invoiced fees and ACA
 - Making payment and CASH payment types – best practice (payor, recording actual payment amount/change)
 - Partial payment (applying monies) and Pay More function
 - Printing/Emailing receipts – generating Invoice – reprinting from Documents

- Workflow – Permit Lifecycle
 - Workflow statuses – advancing workflow, TSI task specific info, record status relationship
 - Withdrawn vs Void
 - Parallel tasks at Ready for Plan Review
 - Automated emails notification from Workflow
 - Supervisor function
 - Auto-close of EMP at Final Inspection sign-off (optional)
 - Workflow history – show where it's at, what's included

- Special Record Types
 - Revision vs Additional Info Requested
 - Deferred submittals
 - Phased permitting
 - Temp C of O
 - C of O
 - CSC Certificate of Satisfactory Completion
 - Required elements for C of O – how to correct and rerun report

- Data Management
 - Cloning vs Copying

- Related records – at Intake, thru Cloning, after the fact
- Sets – 3 ways to create – Sets portlet, Record List, Related Records
- Conditions

- Reference Data
 - Reference vs Transactional – importance of making corrections and where, Synch to Reference option
 - People reference
 - APO reference – Inspection Districts, Parcel Attributes that should stop issuance

- “Day in the Life” walk-through
 - Alerts for Permit Techs and My Tasks for Inspectors/Plans Examiners

- Inspections
 - Daily load and printing Inspection Slips
 - Assigning, reassigning, canceling, deleting if unnecessary for Final
 - Resulting – introduce options for resulting (back office, Inspector App, IVR)

- Reports
 - Demonstrate what reports are available – Financial, Stats, State Surcharge
 - Quick Queries – information only, not training (as time allows)
 - Ad-hoc – information only, not training (as time allows)

- Advanced Money
 - Change in valuation
 - Making fee changes – Voiding fees to Credit – adding/voiding fee items that impact State Surcharge – show Assess Fee History and Payment History
 - Exceptional payment types
 - Financial batch file –reconciling exceptional payment types and transfers - account codes/GL and Agency financial process
 - Cash Balancing

- SCHEDULE - Contractor Training (in the field) – Coordinated and provided by Jerod Broadfoot at the Agency location*
- SCHEDULE - EDR (in the field)*

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: DOE CREP Energy Resilience Construction Grant for the WAC Letter of Authorization

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 10.3

Exhibits: Draft Letter of Authorization and WAC Solar Feasibility Study

Author: CA

ISSUE:

In order to apply for an Oregon Department of Energy Community Renewable Energy Program (CREP) grant for the construction of a solar array and battery energy storage system for the Willamette Activities Center (WAC), a Letter of Authorization from City Council is required. A draft letter is attached as an exhibit. A copy of the WAC Solar Feasibility Study by the Oregon Clean Power Cooperative is also included as an exhibit and will be used as part of the grant application.

More information on the CREP grant is here: www.oregon.gov/energy/Incentives/Pages/CREP.aspx

OPTIONS: Approve, deny, or modify

FISCAL IMPACTS: None

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve the letter of authorization to apply for a Community Renewable Energy Program construction grant for the WAC."*

STRATEGIC THEMES/GOALS INVOLVED:

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

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.



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

April 18, 2024

Oregon Department of Energy
Community Renewable Energy Grant Program
550 Capitol St. NE
Salem, OR 97301

Re: CREP Authorization Letter & Statement of Compliance

To Whom It May Concern at ODOE;

On behalf of the City of Oakridge, Oregon City Council, which approved the signing of this letter by motion of the Council during the 4/18/24 City Council meeting, I hereby authorize Oakridge City Administrator James Cleavenger to submit a grant funding application through the Oregon Department of Energy's Community Renewable Energy Grant Program (CREP), for the construction of a solar array and battery energy storage system for the Willamette Activities Center (WAC), a community services facility owned and operated by the City of Oakridge.

Further, I hereby certify that the City of Oakridge is required to, and does follow, all federal, state, and local laws, rules, and regulations for procurement and permitting. These include all federal, state, and local regulations related to bid requirements for construction projects, and obtaining all required licenses and permits for construction projects.

Thank you,

Bryan Cutchen, Rear Admiral, USN (ret)
Oakridge Mayor
mayor@ci.oakridge.or.us
541-782-2258



Feasibility Study

City of Oakridge

Willamette Activity Center

April 8, 2024

Executive Summary

The Willamette Activity Center is a suitable location for a rooftop 125 kW solar and battery system. Together with a generator, the system would create a single-building microgrid, allowing the building to continue to have power during a grid outage. The system would be allowed by the local electric utility, and reduce the building's electric bill, but there are still questions to be resolved about the building's structural capacity to support the solar panels. There are several potential sources of funding for the system, including the Oregon Department of Energy and the U.S. government.

Introduction

The City of Oakridge is planning on remodeling and upgrading its Willamette Activity Center to allow it to serve as a community center, house a community health center, and function as an Emergency Operations Center (EOC) in the event of a wildfire or other natural disaster.



Figure A Willamette Activity Center

This Feasibility Study looks at the potential for the building to generate and store some of its own power, allowing it to have power during natural disasters when the utility grid is down, and reducing the City's electric bills.

Building Usage

The appropriate size of a solar and battery system for a building depends on three factors:

- How much electricity is needed to run the building
- How much roof space is available
- The amount of funding available

Calculating the amount of solar needed to power an existing building is typically done by looking at how much power it has used in the past. In the case of the WAC, that is complicated by the changes to the building and potentially by changes to how the building may be used. The building currently has old-fashioned florescent lighting. Upgrading that with energy-efficient LED fixtures will reduce the amount of electricity needed. However, replacing the current electric baseboard heating with heat pumps may add to the electric load. While heat pumps are highly efficient, they also provide cooling in the summer as well as heat in the winter, so their total usage would probably be higher than the baseboard heating. The net result would probably be that the amount of electricity used stays roughly the same as in the past.

In 2019, before the building was closed, the building used about 167,000 kWh of electricity, as shown in Figure B.

Solar Size and Net Metering

According to the U.S. Dept. of Energy's PVWatts solar estimating tool, each 1,000 Watts, or one kilowatt (kW) of solar in the Oakridge area will produce about 1,200 kWh of electricity over the course of a year.

To generate 167,400 kWh of electricity, therefore, would require about 140 kW of solar panels.

Solar panels will produce more power during the summer than in the winter. The Net Metering policy of the local electric utility, Lane Electric Cooperative, allows credits for the solar electricity from the peak summer months to be carried forward to offset electric bills in the fall and winter. The Net Metering Year resets annually at the end of March.

January	21,075
February	21,680
March	19,673
April	18,556
May	12,983
June	9,552
July	8,790
August	8,938
September	9,202
October	9,038
November	12,989
December	14,924
12 Month Total	167,400

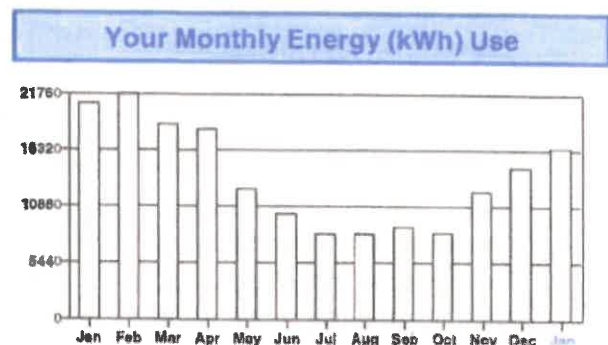


Figure B. 2019 electric usage at the WAC.

However, if the credits for a given year are not used up by April, Lane Electric caps the credit that can be refunded to the customer at \$600. It's important therefore to size the solar system so it doesn't over-produce over the course of a year.

To avoid over-producing, we recommend installing about 90% of the maximum, making the solar array about 125 kW in size.

Lane Electric Co-op's net metering policy limits solar systems to 25 kW. However, in a Feb. 8, 2024 call, Lane Electric General Manager Debi Wilson authorized increasing the limit for the WAC. A later call with a Lane Electric engineer, Tara Davis, indicated that the Lane Electric grid in that area could support a larger solar system on the WAC. Increasing the amount of solar would require upgrading the Lane Electric transformer for the building. A transformer which could handle up to 150 kW of solar would cost about \$10,000. The WAC shares the transformer with three nearby residences, so a solar array would need to be slightly smaller than the maximum capacity of the transformer.

Roof Capacity, Structure and Solar Placement

The WAC's roof is flat and generally open, and the building is oriented on a north-south axis, making it well-suited for solar panels. A design for a 125 kW solar system is shown in Figure C¹ and detailed in Figure D. The design should be considered preliminary, because of the potential changes to the roof discussed below, but there appears to be sufficient room for the solar panels.

There are two other key factors that must be considered in addition to having enough space for the solar panels: the roof's age, and its structural capacity, or whether it can handle the additional weight of the solar system, including snow and wind loads.

The age of the WAC's roof is not an issue, since the building will receive a new roof as part of the upgrades. Putting solar on a new roof is ideal, because solar panels today are warrantied for 25 years or longer, and while it's possible to take them off temporarily to replace the roof, it's expensive and best avoided if possible.

The structural capacity of the WAC's roof is complicated. The building was built before Oregon's



Figure C 125 kW Solar rooftop design

¹ Generated using Folsom Labs HelioScope software.

structural codes were implemented and different sections have different structural designs. For example, the solar panels are laid out in rows running east-west, with the solar panels facing south, but the roof beams in a number of the classrooms run north-south, making it harder to

use them for mounting the solar racking.

Roof			
Section	Location	# of Modules	Solar kW
1	NW	48	27
2	SE	75	42
3	SW	48	27
4	W	18	10
5	W	33	19
Total			125

Figure D Size of solar sections

The building remodel will likely also make changes to the roof, which will affect its weight in different areas. Wilson architecture has suggested removing some of the existing structures on the roof, such as the one shown in Figure E, and the switch to heat pumps may add rooftop HVAC units. As a result, the racking approach for the solar in each of the sections will probably need to be determined individually, and the structural evaluation will probably need to be conducted on ongoing basis over the next couple of months, as the roof plan evolves.

There are solutions to challenges like those posed by roof beams oriented the wrong way. It may be possible to add either a layer of plywood sheathing, or a separate solar racking support structure, supported by load-bearing walls, to sections of the roof.

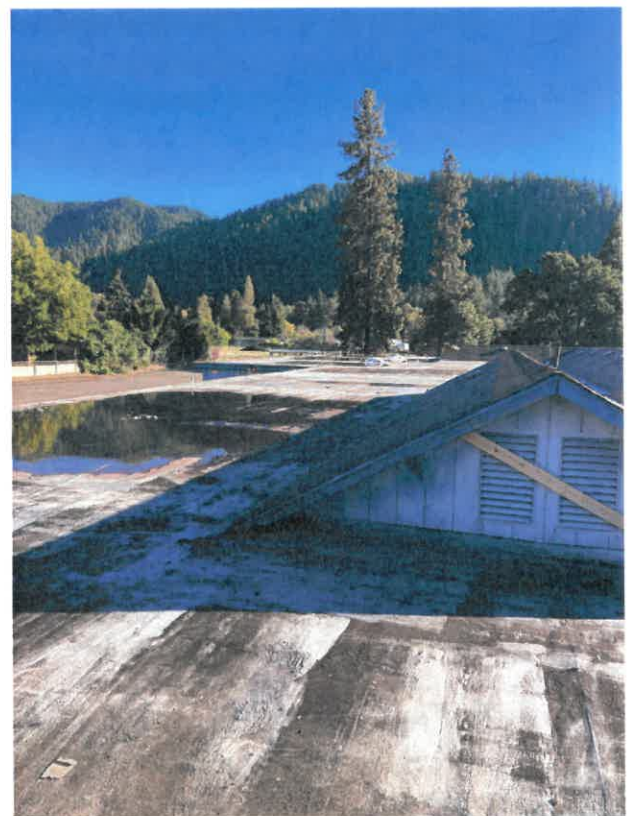


Figure E. “Penthouse” roof structure

Solar Production

The amount of electricity produced by solar panels is a function of many factors, including shading, azimuth (compass orientation to the sun), tilt or angle, and efficiency of the solar panels. It is measured in kilowatt hours (kWh) per kilowatt of solar (kW), and our estimates, as shown in Figure F, are that the solar will generate around 150,480 kWh in the first year². Solar panels’ efficiency decreases slightly each year from light-induced degradation, with most panel

² Generated using U.S. Dept. of Energy’s PVWatt’s model..

manufacturers offering performance guarantees that their panels will produce 80% of the original amount after 25 years.

Solar kW	kWh/kW	Annual Generation (kWh)
125	1,200	150,480

Figure F. Solar Generation

Energy Resilience / Backup Power

One of the City of Oakridge and Lane County’s goals for the building is to make it usable in the event of natural disasters, including using part of the building as an Emergency Operations Center (EOC) and shelter for area residents. The area in purple in Figure G is where the EOC would be located, the gym / theatre area, in green, is the proposed shelter location.

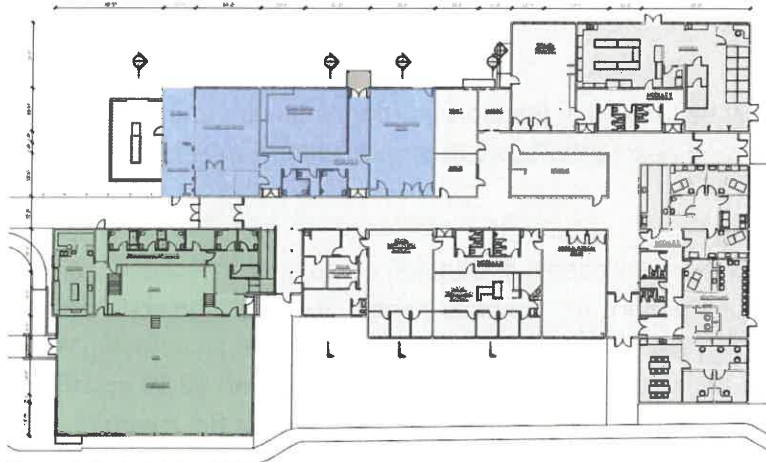


Figure G, WAC EOC & Shelter areas

Solar and batteries, combined with a fossil-fuel generator, can create a single-building microgrid (Figure H), allowing part of the building to be usable when the utility grid is down. The different technologies complement each other: the generator can provide power year-round, as long as fuel is available, and can run overnight. The solar and batteries can provide power during the day and evening, reducing the

generator’s run times to the night hours, allowing it to run much longer between refueling. And when it’s not possible to refuel the generator, for example after a Cascadia Event earthquake, the solar and batteries can continue to provide power indefinitely, although likely at a reduced level depending on the time of the year and weather.

Installing enough batteries to power the whole building is expensive, so we recommend using the batteries to feed the EOC and shelter areas. The generator would also be connected to this section of the building. It is difficult to calculate the amount of power needed for just part of the building, but we estimate that it would be about ¼ of the total building’s usage. The whole building used 167,000 kWh in 2019, or an average of around 450 kWh / day. One quarter of that is about 115 kWh.

Oversizing the batteries is better than undersizing them, both because they generally won't operate at peak rating and because that will allow them to store more energy during the seasons when solar production is lower. We provide a cost estimate below for a 120 kWh battery system.

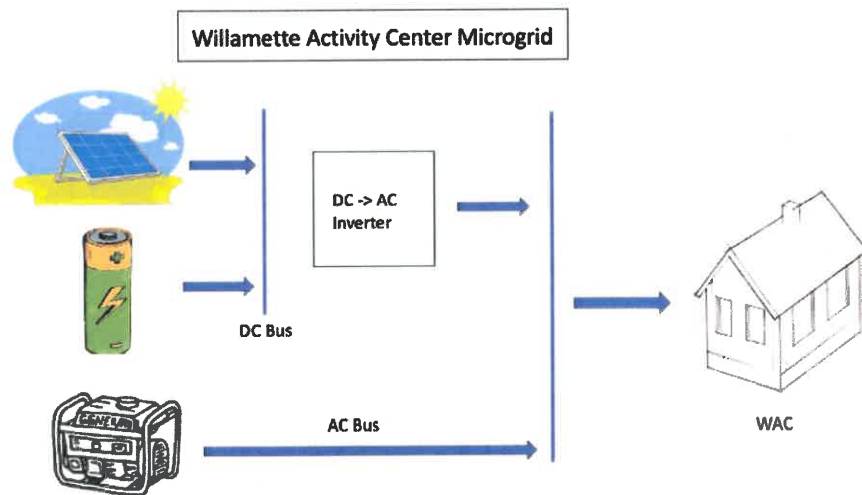


Figure H. WAC Microgrid design schematic

The batteries could potentially be located in the storage room adjacent to the electrical room on the north end of the building, and next to the location proposed for a generator.

System Costs and Financing

Pricing of solar systems can vary significantly, depending on solar contractor, location of the system, tariffs on imported solar panels, type of solar panels and other factors. Because it will be installed on a public building, the system will be bid out, but based on a pricing we have seen for similar sized systems, we estimate the cost will come in at between \$2.50 and \$3.50 per Watt, including the upgrades to the Lane Electric grid, and the cost of the inverters, which could also be budgeted as part of the battery system.

We estimate the cost of a 90 kW / 120 kWh battery system at around \$100,000. This should include the microgrid controller components needed to connect the solar, batteries and generator. We estimate the total cost of the system, as shown in Figure I, at about \$475,000.

Component	\$/W	Size	\$\$
Solar	3.00	125 kW	375,000
Batteries		120 kWh	100,000
Total			\$475,000
Federal refund	30%		\$142,500
Total			\$332,500

Figure I. Budget for 125 kW Solar & battery system

With the passage of the Inflation Reduction Act in 2022, local governments will now receive a refund of 30% of the cost of the solar installation from the U.S. government. It is possible that this could be increased to 40% if domestically-manufactured equipment is used, although there is not a lot of equipment available yet that meets the requirements. There is also a 10% adder for projects located in low-income communities, but the amount of money available for that is capped, and the fund currently has a waiting list.

The Oregon Department of Energy Community Renewable Energy Program (C-REP) grant is another potential source of financing. It provides funding for Oregon local governments and Tribes for solar and battery systems. The maximum grant amount is \$1 million, although the grants are competitive.

The Oregon Clean Power Cooperative can also provide funding for the project, in the form of investment from community members. This would be provided to the City as a low-cost loan, and could be paid back from the energy savings generated by the solar panels. Grant funding is always the first choice, however, since it does not need to be repaid.

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: Parks & Community Services Committee/OTA Request for Council Work Session on 5/13/24

Agenda Item No: 10.4

Exhibit: None

Agenda Bill Author: Rick Zylstra

Proposed Council Motion: Motion from the floor to approve

ISSUE: The Oakridge Trails Alliance in partnership with the Parks & Community Services Committee would like to invite City Council to join in a presentation outlining the work these groups are doing to improve the parks, trails, and multimodal features in and surrounding the Oakridge area. The presentation has been scheduled for the Parks & Community Services Committee's next regularly scheduled meeting on **Monday May 13th at 5:30pm.**

While in no way is this being requested to be a mandatory meeting, the hope is to have a majority of the council in attendance as we present the works being done, works that are being considered and how those works tie into parks planning, trails planning, and community development. We will have a presentation of the collaborative efforts that have been outlined within the following planning documents associated with parks, trails and multi-model transportation options.

- Oakridge - Westfir Community Trails Plan (2008),
- Oakridge Parks Master Plan (2011),
- Oakridge Area Wayfinding Plan (2014),
- Mill Park Plan Concept Plan (2019),
- Oakridge Transportation System Plan (2020),

FISCAL IMPACT: None

OPTIONS: 1) Direct staff to notice this meeting as a city council "work session."

2) Do not direct staff to notice this meeting as a work session.

RECOMMENDATION: Option 1

RECOMMENDED MOTION: *"I move we direct staff to notice the OTA & Parks and Community Service Committee presentation on May 13th 2024 as a City Council Work Session."*

Strategic Plan Themes and Goals Involved:

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

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.

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.

Business of the City Council
City of Oakridge, Oregon
April 18, 2024

Agenda Title: Tree Planting Festival 2024
RTMP/TRT Funding Request

Agenda Item No: 10.5

Exhibits: RTMP/TRT Funding Applications,
Spreadsheet of 2024 TRT/RTMP awards

Proposed Council Action: A Motion from
the floor to approve

Agenda Bill Author: CA

ISSUE:

The Tree Planting Festival (TPF) Committee has applied for \$1,000 in RTMP funds for the 2024 festival. They are considered a "Heritage" event. The TRT/RTMP Committee met on 4/9/24 and voted unanimously to recommend \$1,000 in TRT funds be awarded (instead of RTMP funds).

The committee also voted unanimously to recommend that City Council not award any additional RTMP funds for the rest of the year (2024) until more RTMP funds are received, to allow for approximately \$10,000 in RTMP funds to be set-aside/saved for spending in future years. RTMP funds are usually received towards the end of the calendar year.

The 2024 TPF's RTMP/TRT funding applications are attached as exhibits and organizers/representatives from the event will be at the meeting to answer questions. A spreadsheet of TRT and RTMP awards made so far in 2024 is also attached as an exhibit. Our exact current TRT and RTMP balances are still not known.

FISCAL IMPACT: \$1,000.00 (TRT or RTMP funds)

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

RECOMMENDATION (from RTMP/TRT Committee): Approve \$1,000 in TRT funds

RECOMMENDED MOTION: *"I move to award \$1,000 in TRT funds for the 2024 Tree Planting Festival."*

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.

2024 RTMP and TRT Funding Requests

EVENT/ORGANIZATION:	\$ REQUESTED	Source (Requested)	\$ Committee Recommended	Source (Recommended)	\$ APPROVED by Council	Source (Approved)
TRT Block Grants for FY 23-24	N/A		2,000.00	TRT	2,000.00	TRT
TRT Block Grants for FY 24-25	N/A				6,000.00	TRT
OW Chamber of Commerce	15,800.00	Either	2,500.00	TRT	2,500.00	RTMP
Bus Fair	15,000.00	Either	10,000.00	2.5 RTMP & 7.5 TRT	7,700.00	3.85RTMP & 3.85TRT
Keg & Cask Festival	6,500.00	Either	3,000.00	1 RTMP & 2 TRT	3,000.00	1 RTMP & 2 TRT
Concerts in the Park	12,314.00	Either	1,000.00	RTMP	3,000.00	1.5 RTMP & 1.5 TRT
Triple Summit Challenge	3,000.00	Either	2,500.00	1 RTMP & 1.5 waiver	2,500.00	1 RTMP & 1.5 TRT
UBRA	6,250.00	TRT	6,250.00	TRT	3,500.00	TRT
ODGC Middle Fork Open	2,500.00	RTMP	2,500.00	RTMP	2,500.00	RTMP
Sasquatch Festival	13,445.00	Either	10,500.00	7.5 TRT & 3 waiver	12,000.00	9 RTMP & 3 TRT
TLC Tourism Conference	400.00	TRT	N/A		400.00	TRT
Tree Planting Festival	1,000.00	RTMP	1,000.00	TRT	?	
Oak. Council for Art & Culture	2,500.00	RTMP	2,500.00	TRT	?	
GRAND Totals:	78,709.00		43,750.00		45,100.00	
				Total TRT Awarded to date:	23,750.00	
				Total RTMP Awarded to date:	21,350.00	

***As of 4/9/24**

RTMP QUESTIONNAIRE

Event Name: Oakridge Westfir Tree Planting Festival
 Contact Person(s): Vanessa Tharp & Guen DiGioia Phone: 541-556-7676
 Address: 6540 NE Birch St. Apt. B Hillsboro, OR 97124
 Email: secretary@owtreeplantingfestival.org
 Date of Event: 05/02 to 05/05/24 Event Location Oakridge, Oregon

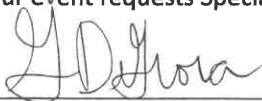
Please answer the following questions regarding your event/project by circling Y or N.

- | | |
|---|------------|
| 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? | (=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>50</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.

____ Check here if your event requests Special Funding (see details above)

Signature:  Date: 03/29/24

**REQUEST
FOR
FUNDING**

See attached page for previous and current projected budget!

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		
<i>Equipment</i>		
<i>Travel/Conferences/ Training</i>		
<i>Supplies</i>		
<i>Advertising</i>	\$750	\$750
<i>Rent/Utilities</i>	\$150	
<i>Administrative Costs</i>	\$767.34	\$250
<i>Other</i> TPF teens + scholarship + Talent Show	\$2200	
<i>Other</i> Tree Planting	\$800	
<i>Total</i>	\$4,667.34	\$1000

Prepared by: Title:

Guen DiGioia

Signature of Program Contact:



**Note:
This form must be submitted in the original grant application.**

2023 Tree Planting Festival Totals		
Event	Money Spent (\$)	Money earned (\$)
Advertising	\$1,699.36	\$0.00
Car Show	\$33.30	\$0.00
Geocache	\$40.00	\$0.00
Mini-Olympics	\$0.00	\$0.00
Parade	\$0.00	\$0.00
Salmon Walk/Run	\$0.00	\$0.00
Sponsorships	\$0.00	\$2,833.60
Talent Show	\$223.31	\$0.00
Tree Planting Teens	\$811.95	\$0.00
Tree Planting	\$0.00	\$0.00
Vendor Fair	\$611.95	\$714.09
Admin	\$20.40	\$0.00
Matched Funds	\$0.00	\$0.00
Total Spent	\$3,440.27	
Total Earned		\$3,547.69
Net Total	\$107.42	

2024 Tree Planting Festival Totals		
Event	Money Spent (\$)	Money earned (\$)
Advertising	\$750.00	\$0.00
Car Show	\$0.00	\$0.00
Geocache	\$0.00	\$0.00
Mini-Olympics	\$0.00	\$0.00
Parade	\$0.00	\$0.00
Salmon Walk/Run	\$0.00	\$0.00
Sponsorships	\$0.00	\$0.00
Talent Show	\$200.00	\$0.00
Tree Planting Teens	\$2,000.00	\$0.00
Tree Planting	\$800.00	\$0.00
Vendor Fair	\$0.00	\$0.00
Admin	\$917.34	\$0.00
Matched Funds	\$0.00	\$0.00
Total Spent	\$4,667.34	
Total Earned		\$0.00
Net Total	-\$4,667.34	

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.

We included website costs as apart of our administrative funds needed. We will also

be producing posters, flyers, brochures, buttons, and have social media pages. We will

include that this event is funded in part by Lane County Rural Tourism Marketing

Program.

Website: owtreeplantingfestival.org

Facebook: [Facebook.com/treeplantingfestival](https://www.facebook.com/treeplantingfestival)

Instagram: [Instagram.com/treeplantingfestival](https://www.instagram.com/treeplantingfestival)

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: Tree Planting Festival 2024
Property Owner: Vanessa Sharp - Chair
Project Address & Mailing Address: 6540 NE Birch St. # B
Hillsboro, OR 97124
Contact Person: Vanessa Sharp & Gwen Dibiola
Phone: 556-7676 **Email address:** secretary@owtreepantingfestival.org
Fax Number: _____

Budget Category	Expenses	Dollar Amount	Reimbursement Requested
Personnel	\$		\$
Equipment/Supplies	\$		\$
Other Trees	\$ 800		\$ 0
Advertising	750		750
Rent/Utilities	150		0
Admin.	767.34		250
Scholarships	2,200		0
Total	\$		\$
Funds Requested	\$ 4,667.34		\$ 1,000

Prepared by: TPF Committee & CA
Title: _____
Signature of Point of Contact: _____
Title: _____

Note:
This Project Budget must be submitted in the original grant application.

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: Oakridge Council for Arts & Culture (OCAC) RTMP/TRT Funding Request

Agenda Item No: 10.6

Proposed Council Action: A Motion from the floor to approve

Exhibits: RTMP/TRT Funding Applications, Spreadsheet of 2024 TRT/RTMP awards, OCAC's Articles of Incorporation

Agenda Bill Author: CA

ISSUE:

The Oakridge Council for Arts & Culture (OCAC) has applied for \$2,500 in RTMP funds to conduct arts-related programming and activities for the community. The OCAC is a new arts organization (separate from the OAC) and this is their first funding request. Their funding applications are attached as exhibits and organizers/representatives from the OCAC will be at the meeting to answer questions and proof of their Articles of Incorporation with the Oregon Secretary of State are attached as an exhibit.

The TRT/RTMP Committee met on 4/9/24 and voted unanimously to recommend \$2,500 in TRT funds be awarded (instead of RTMP funds). A spreadsheet of TRT and RTMP awards made so far in 2024 is also attached as an exhibit. Our exact current TRT and RTMP balances are still not known.

The committee also voted unanimously to recommend that City Council not award any additional RTMP funds for the rest of the year (2024) until more RTMP funds are received, to allow for approximately \$10,000 in RTMP funds to be set-aside/saved for spending in future years. RTMP funds are usually received towards the end of the calendar year.

FISCAL IMPACT: \$1,000.00 (TRT or RTMP funds)

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

RECOMMENDATION (from RTMP/TRT Committee): Approve \$1,000 in TRT funds

RECOMMENDED MOTION: *"I move to award \$1,000 in TRT funds for the 2024 Tree Planting Festival."*

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.

2024 RTMP and TRT Funding Requests

EVENT/ORGANIZATION:	\$ REQUESTED	Source (Requested)	\$ Committee Recommended	Source (Recommended)	\$ APPROVED by Council	Source (Approved)
TRT Block Grants for FY 23-24	N/A		2,000.00	TRT	2,000.00	TRT
TRT Block Grants for FY 24-25	N/A				6,000.00	TRT
OW Chamber of Commerce	15,800.00	Either	2,500.00	TRT	2,500.00	RTMP
Bus Fair	15,000.00	Either	10,000.00	2.5 RTMP & 7.5 TRT	7,700.00	3.85RTMP & 3.85TRT
Keg & Cask Festival	6,500.00	Either	3,000.00	1 RTMP & 2 TRT	3,000.00	1 RTMP & 2 TRT
Concerts in the Park	12,314.00	Either	1,000.00	RTMP	3,000.00	1.5 RTMP & 1.5 TRT
Triple Summit Challenge	3,000.00	Either	2,500.00	1 RTMP & 1.5 waiver	2,500.00	1 RTMP & 1.5 TRT
UBRA	6,250.00	TRT	6,250.00	TRT	3,500.00	TRT
ODGC Middle Fork Open	2,500.00	RTMP	2,500.00	RTMP	2,500.00	RTMP
Sasquatch Festival	13,445.00	Either	10,500.00	7.5 TRT & 3 waiver	12,000.00	9 RTMP & 3 TRT
TLC Tourism Conference	400.00	TRT	N/A		400.00	TRT
Tree Planting Festival	1,000.00	RTMP	1,000.00	TRT	?	
Oak. Council for Art & Culture	2,500.00	RTMP	2,500.00	TRT	?	
GRAND Totals:	78,709.00		43,750.00		45,100.00	
				Total TRT Awarded to date:	23,750.00	
				Total RTMP Awarded to date:	21,350.00	

***As of 4/9/24**

ARTICLES OF INCORPORATION



Corporation Division
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E-FILED
Sep 22, 2023
OREGON SECRETARY OF STATE

REGISTRY NUMBER

217587492

TYPE

DOMESTIC NONPROFIT CORPORATION

1. ENTITY NAME

OAKRIDGE COUNCIL FOR ART AND CULTURE INC.

2. MAILING ADDRESS

46851 LA DUKE RD
WESTFIR OR 97492 USA

3. NAME & ADDRESS OF REGISTERED AGENT

PEGGY MARCONI

46851 LA DUKE RD
WESTFIR OR 97492 USA

4. INCORPORATORS

LEGALZOOM.COM, INC.

101 N BRAND BLVD 11TH FLOOR
GLENDALE CA 91203 USA

5. INITIAL PRESIDENT

RANDOLPH BEERS

48513 OR-58 SUITE 1
OAKRIDGE OR 97463 USA

6. INITIAL SECRETARY

DEE SIDWELL

48513 OR-58 SUITE 1
OAKRIDGE OR 97463 USA

7. TYPE OF NONPROFIT CORPORATION

Public Benefit

8. MEMBERS?

No



9. DISTRIBUTION OF ASSETS

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Art plays a crucial role in the life of individuals and communities, offering vital and affirming experiences. Oakridge Arts Counsel's mission is to provide artistic, cultural and educational opportunities to our members for the greater Oakridge area.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

8. OPTIONAL PROVISIONS

The corporation elects to indemnify its directors, officers, employees, agents for liability and related expenses under ORS 65.387 to 65.414.

This is my second submission, some things have changed over the weekend, so please accept this one
 Thx, Dee

RTMP QUESTIONNAIRE

Event Name: Oakridge Council for Arts + Culture Monthly Events
 Contact Person(s): Dee Sidwell Phone: 541-505-6230
 Address: 76403 Thatcher Lane
 Email: Paintedfish2@gmail.com
 Date of Event: Year-long Event Location: Various business locations + parks

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~~ 55

*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: Dee Sidwell Date: 3/25/24

**REQUEST
FOR
FUNDING**

Budget Category	Expenses	Funding Requested
Personnel - (Judges)	200	100
Equipment	1000	800
Travel/Conferences/ Training	—	
Supplies	800	600
Advertising	1000	600
Rent/Utilities	—	
Administrative Costs Prizes	500	0
Other Insurance	600	400
Other		
Total	4100	2500

Prepared by: Title:

Dee Sidwell, Secretary

Signature of Program
Contact:

Dee Sidwell

**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.

We will design flyers + posters + have them printed
Advertise on Social Media
Place Ads in Travel Lane County Magazine
Place Ads in Eugene Register Guard entertainment section
Utilize online Art Advertising Billboards
Utilize Chamber of Commerce calendar of events
Place flyers in Motels + Airbnbs

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 Rural Tourism Marketing Program

Application by Oakridge Council for Arts and Culture

The OCAC is applying for \$2500 to assist us in hosting events every month which enrich and expand our town's artistic and cultural horizons. We also intend to encourage our artists to share their skills in classes and workshops which can be offered and advertised outside the area to help draw people here and keep them here when they came for other reasons. Some of the programs we have planned in the coming year include a licensing workshop for visual artists, a presentation by a local cultural Anthropologist and classes on how all of the arts can be used in the treatment of mental illness.

We are allocating about \$200 per month for these programs most of which will be spent on advertising, refreshments and materials. However the Plein Air Paint-out we are hoping to host in July would run for the entire month and would probably cost around \$500 so the events later in the year would get trimmed down accordingly.

From the RTMP Questionnaire page:

1. Our events should promote overnight visits as they will be on the weekends most of the time and run into the evening.
2. Yes our events will continue in the spring and fall, the fall events would be held in the evening so our hope would be this would entail some folks staying overnight.
4. Yes, in particular, the Plein Air paint out should bring in people from other states and can be advertised to plein-air clubs in neighboring states quite easily and at no cost. The more money we are able to raise for prizes, the more people are likely to come.
5. We do intend to ramp it up during the summer, for instance we are planning for June to be "Cultural Awareness Month", there'll be a month long art exhibit/contest as well as a couple of educational programs, consequently we may spend more during the summer. And the Plein air paint out in July will run all month with each Saturday being a painting day, so the show will keep growing up to the final weekend with prizes award and a little party.
6. Our intention as a new organization is to work closely with UBRA and also with independent businesses in advertising and also with having events in different places so that attendees will go into the businesses and purchase food etc while they're there for the event. I've already lined up the two galleries in uptown to work with us on several events and we will be supporting them on their planned events. If we plan things near mealtimes, the food vendors should benefit from the events as well.
8. We intend to work with Travel Lane County.
9. Some of our programs will be more than one day, so there will be an incentive to stay overnight.

TRT PROJECT BUDGET

Project: Oakridge Council for Arts & Culture (OCAC)
Property Owner: Randolph Beers - President
Project Address & Mailing Address: 76403 Thatcher Lane, Oakridge
Contact Person: Dee Sidwell
Phone: 505-6230 **Email address** pointedfish2@gmail.com
Fax Number: _____

Budget Category	Expenses	Dollar Amount	Reimbursement Requested
Personnel	\$ 200	\$	100
Equipment/Supplies	\$ 1000	\$	800
Other Supplies	\$ 800	\$	600
Advertising	1,000		600
Prizes	500		0
Insurance	600		400
Total	\$	\$	
Funds Requested	\$ 4,100	\$	2,500

Prepared by: OCAC ~~to~~ BOD & CA
Title: _____
Signature of Point of Contact: _____
Title: _____

Note:
This Project Budget must be submitted in the original grant application.

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: Naming the Greenwaters
Park Community Building after Floyd
Stalcup

Agenda Item No: 10.7

Exhibits: None

Proposed Council Action: A motion from
the floor to approve

Author: CA

ISSUE:

Longtime Public Works employee Floyd Stalcup tragically died last week. He was battling a serious health condition. City staff, with the approval from Floyd's family and Public Works staff, would like to rename the Greenwaters Park Community Building the "**Floyd Stalcup Community Building**" in his memory. Staff is also requesting **up to \$500** in Parks and/or Public Works related funds to pay for plaques/signs to be installed on the building during a future ceremony in collaboration with the Stalcup family.

OPTIONS: Approve, deny, or modify

FISCAL IMPACTS: Up to \$500 (in Parks and/or Public Works funds)

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve renaming the Greenwaters Park Community Building the Floyd Stalcup Community Building, and approve up to \$500 in Parks and/or Public Works funds to be used to make plaques/signs for the building."*

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.

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: Westfir IGA contracts for police & fire/EMS services for FY 24-25

Proposed Council Action: A motion from the floor to approve

Agenda Item No: 10.8

Exhibits: Draft FY 24-25 Police Services IGA contract, Draft FY 24-25 Fire/EMS Services IGA

Author: CA

ISSUE:

The City of Oakridge provides police and fire/EMS services to the City of Westfir through an Intergovernmental Agreement (IGA) contract, which must be renewed each fiscal year. Due to budget constraints, the City of Westfir wanted no price increases to either contract. The City of Oakridge wanted 6% increases to both contracts. After negotiations, city staff from both cities agreed to recommend a 3% increase to both contracts. All other terms in the IGA's will remain the same. The City of Westfir will be voting on these contracts at their May City Council meeting.

For the Police services IGA, this would be an increase from \$60,000 to **\$61,800** per year.
For the Fire/EMS services IGA, this would be an increase from \$37,000 to **\$38,110** per year.

FISCAL IMPACTS: \$2,910 in additional revenue (see figures above for details)

OPTIONS: Approve, deny, or modify the draft contracts

STAFF RECOMMENDATION: Approve both contracts

RECOMMENDED MOTION 1: *"I move to approve the Police Services IGA contract with the City of Westfir for fiscal year 2024-2025, with the 3% increase as drafted."*

RECOMMENDED MOTION 2: *"I move to approve the Fire and EMS Services IGA contract with the City of Westfir for fiscal year 2024-2025, with the 3% increase as drafted."*

STRATEGIC THEMES/GOALS INVOLVED:

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

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

AGREEMENT FOR LAW ENFORCEMENT SERVICES FY 24-25

CITY OF WESTFIR / CITY OF OAKRIDGE

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

WITNESSETH

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

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

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

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

1. **TERM:** The term of this agreement shall be 12 months, commencing **July 1, 2024** and terminating **June 30, 2025 (fiscal year 2024-2025)**.

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

<u>FISCAL YEAR</u>	<u>AMOUNT*</u>	<u>PER QUARTER</u>
2024-2025	\$61,800.00	\$15,450.00

The City of Oakridge will send an invoice for payment of \$15,450 per quarter.

In the event a Westfir-based incident/case requires extraordinary police services above and beyond a typical investigation, Westfir shall pay for such services at a cost of **\$65/hour** (the average loaded hourly rate for Oakridge police officers). Prior to any payments being made under this subparagraph, the Oakridge Police Chief, the Oakridge City Administrator, and the Westfir Mayor, must all be in agreement that the incident/case required such additional time as to be considered "extraordinary," and both the Westfir and Oakridge City Councils must approve the additional costs.

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

The Oakridge Police shall:

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

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

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

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

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

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

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

8. **BUDGETING:** Oakridge and Westfir agree to meet annually to renegotiate the amount of compensation for the next year of this agreement. The initial meeting shall take place no later than March 15th, and both parties agree to make every effort to agree upon compensation in a timely manner (by April 30th), in order accommodate the cities' budget process. Westfir will initiate the first meeting.

9. **MISCELLANEOUS:**

- a. In the event any provisions of any previous agreements or contracts between the parties are in conflict with the provisions of this agreement, the provisions of this agreement shall control.
- b. Any amendments or modification hereto shall be made in writing and must be approved by both City Councils.
- c. Animal Control services are *not* included in this contract.
- d. Citations for Westfir Ordinance violations may be written by Westfir City employees and then served to the Defendant/Respondent by the Oakridge Police.
- e. The terms of this agreement/contract must be approved by both the Westfir and Oakridge City Councils prior to signed ratification by both Mayors.

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

CITY OF OAKRIDGE

CITY OF WESTFIR

Bryan Cutchen, Mayor Date

D'Lynn Williams, Mayor Date

ATTEST:

Kevin Martin, Police Chief Date

Nicole Tritten, City Recorder Date

AGREEMENT FOR FIRE PROTECTION SERVICES FY 24-25

CITY OF WESTFIR / CITY OF OAKRIDGE

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

WITNESSETH

WHEREAS, Westfir is desirous of contracting with Oakridge for the performance of the hereinafter described Fire Protection Services within the boundaries of Westfir by Oakridge thereof, and;

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

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

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

1. **TERM:** The term of this agreement shall be 12 months, commencing **July 1, 2024** and terminating **June 30, 2025 (fiscal year 2024-2025)**, or until such time that Westfir is able to provide its own fire protection services/fire department.

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

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>PER QUARTER</u>
2024-2025	\$38,110.00	\$9,527.50

Billing will be done on a quarterly basis, and the City of Oakridge will send an invoice for payment of **\$9,527.50 per quarter**.

The Oakridge Fire Chief or their designee shall have the authority, responsibility, and operational control, to prescribe the manner and method of providing the services delineated in this agreement. However, neither party may incur extraordinary costs that would adversely impact the other.

3. **OAKRIDGE FIRE DEPARTMENT RESPONSIBILITIES:**

Throughout the term of this agreement, Oakridge shall provide fire suppression response, training, dispatch, rescue, and other related services set forth herein, at substantially the same level in Westfir as is provided in Oakridge by the City of Oakridge Fire & EMS Department.

4. **PROPERTY AND EQUIPMENT:**

- a. All property and equipment including fire apparatus, furnishings, training aids and other articles of property, purchased by each entity shall remain the property of the entity that purchased that said property. However, Oakridge may use the City of Westfir property in the fulfillment of this contract, which shall include but not be limited to the Westfir Fire Truck 1241, and the Westfir "Turn-Out" washing/extractor machine. See **Attachment A** for the full list of Westfir-owned equipment.
- b. All repairs, improvements, replacements, or additions to the property described in 2A shall be the responsibility of the party that purchased said property. The entity operating said equipment shall be responsible for the routine maintenance costs. Oakridge understands that they must get prior approval from Westfir for any and all expenditures that exceed \$200.
- c. Oakridge shall be responsible for providing liability insurance for both entities' property and equipment used by Oakridge Fire & EMS. Oakridge shall ensure that all personnel driving the Westfir Fire Engine 1241 are fully qualified to operate the engine in accordance with Oakridge Fire Department policies.
- d. Westfir shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Oakridge personnel performing services hereunder for Westfir or any liability other than that provided for in this agreement. Except as otherwise herein specified, Westfir shall *not* be liable for compensation or indemnity to any Oakridge employee for any injury, or sickness arising out of his or her employment.

5. **GENERAL ADMINISTRATION, MANAGEMENT AND PERSONNEL:**

- a. The rendition of such service, standards of performance, the discipline of employees and volunteers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge.
- b. All personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Oakridge.
- c. General administration and management of the Oakridge Fire/EMS agency shall be the responsibility of the Oakridge Fire Chief or designee. The Oakridge Fire Chief works under the general direction of the Oakridge City Administrator. The Oakridge Fire Chief shall provide information to Oakridge and Westfir, as requested.
- d. Operational control of all incidents within Westfir boundaries shall be the responsibility of the Oakridge Fire Chief or designee.

6. **TERMINATION:** This agreement may be terminated by either party for any reason at any time, upon giving **three (3) months** written notice of their intent to do so. All prorated monies due shall be paid within **10 days** of the final termination date. At the end of this agreement, all Westfir equipment shall be returned to Westfir as inventoried and in similar condition (accounting for normal wear & tear) as at the origination of this agreement.

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

8. **BUDGETING:** Oakridge and Westfir agree to meet annually to renegotiate the amount of compensation for the next year of this agreement. The initial meeting shall take place no later than March 15th, and both parties agree to make every effort to agree upon compensation in a timely manner (by April 30th), in order accommodate the cities' budget process. Westfir will initiate the first meeting.

9. **MISCELLANEOUS:**

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

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

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

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

CITY OF OAKRIDGE

CITY OF WESTFIR

Bryan Cutchen, Mayor Date

D'Lynn Williams, Mayor Date

ATTEST:

Scott Hollett, Fire Chief Date

Nicole Tritten, City Recorder Date

Attachment A

Westfir Fire Department Equipment (as of: 4/4/2023)				
Quantity	Item	Make	Model	Current Value (est.)
4	Handheld Radio w/ mic and charger	Kenwood	TK-5210-K7	\$0.00
1	Thermal Imaging Camera	MSA	Evolution 5000	\$0.00
4	Turnout Set (Jacket, Pant, Helmet)	Lion	Janesville	\$1,000.00
1	Fire engine with 1000 gal tank, 1500 gpm pump, ladder compliment.	E-One/International	2008 4400	\$110,000.00
12	3 inch by 50 foot fire hose	N/A	N/A	\$0.00
1	Portable Generator	Honda	EU 3000 Is	\$0.00
1	Circular saw	Stihl	TS 400	\$0.00
1	Portable Ventilation Fan	Unifire	DS-3	\$0.00
1	Mobile radio	Kenwood	TK-7150	\$0.00
1	Washer/Extractor	Garibaldi	EM025	\$0.00
1	Turnout Dryer	Dry Gear	DG-03	\$0.00

Business of the City Council

City of Oakridge, Oregon

April 18, 2024

Agenda Title: New Committee Resolutions

Agenda Item No: 13.1 – 13.7

Proposed Council Action: Motions from the floor to approve after 2 readings

Exhibits: 7 Draft Committee Resolutions

Author: CA

ISSUE:

The following 7 Resolutions were drafted by the Administration Advisory Committee at the request of City Council:

13.1 Resolution 04-2024 Administration Advisory Committee

13.2 Resolution 05-2024 Audit Advisory Committee

13.3 Resolution 06-2024 Library Board

13.4 Resolution 07-2024 Parks & Community Development Committee

13.5 Resolution 08-2024 Public Safety Advisory Committee

13.6 Resolution 09-2024 RTMP & TRT Advisory Committee

13.7 Resolution 10-2024 OEDAC

These new committee resolutions make the following changes, as previously approved by Council:

1. Remove the voting power from the Council Representative (except for the Audit Committee), even in the case of a tie vote by the citizen members.
2. Reduce the number of voting citizen members on each committee (except the Audit committee) from 6 to 5, but allow any citizen members who are currently serving on committees that are full to remain voting members on the committee until a committee member quits or their term expires, at which point the seat will not be filled.
3. Reduce quorum to 3 voting members.
4. Change the voting requirement to take action to: "A simple majority vote from the voting members in attendance at a meeting."
5. Allow up to 2 of the 5 citizen members to reside outside city limits (but still in the 97463 or 97492 zip codes).
6. Add "Any committee member may add an item to the meeting agenda at any time" to the "Quorum and Rules" section.
7. Update the "Conduct" Section of the Audit & TRT/RTMP Committees to match the other committees.
8. Renumber and reword the "Responsibilities" Sections for uniformity.
9. Add "Members of the committee cannot vote on RTMP or TRT funding applications from organizations or groups they are members of" to the "Quorum & Rules" section of the RTMP/TRT Committee.
10. Remove the "Public Works Director" as a required Public Safety Committee member.
11. Correct minor scrivener's errors/typos (such as changing Community Services Director to Community Development Director).

As per point 2 above, all citizen members who are currently serving on committees that are full (have more than 5 citizen voting members) will be allowed to remain voting members of the committee until a committee member quits or their term expires, at which point the seat will not be filled. To make this clear, I have added this language to the recommended motion for each Resolution. Any committees which are not full will be immediately reduced by the number of seats necessary to be reduced to 5 voting citizen members.

City Staff (the CA) recommends passing all of the new Resolutions without any additional edits, with the exception of Resolution 04-2024 (the Administration Advisory Committee). For that Resolution, it is recommended that the words "or the City Administrator" be added to the end of the sentence in Section 4.2 under "Responsibilities," so that it would read as follows: *"Other activities within the scope of the committee, as assigned by the City Council or the City Administrator."*

This recommended edit is based on the fact that the current and the proposed new Admin Committee Resolution both require the CA to request permission from City Council every time the CA would like to use the committee to assist with projects. The **purpose** of the Administration Advisory Committee is *"to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council."* This issue is further explained in Agenda Item **11.1**.

FISCAL IMPACTS: None

OPTIONS: Approve, deny, or send back to the committee for further revisions.

STAFF RECOMMENDATION: Approve all Resolutions, after adding the additional language to Resolution 04-2024 as discussed above.

RECOMMENDED MOTION 1 for Admin Committee Resolution 04-2024 with added language:
"I move to approve Resolution 04-2024, with the language "or the City Administrator" added to the end of Section 4.2, after a first reading."

RECOMMENDED MOTION 1: *"I move to approve Resolution _____ after a first reading. All citizen members who are currently serving on committees that are full will be allowed to remain voting members on the committee until a committee member quits or their term expires, at which point the seat will not be filled."*

RECOMMENDED MOTION 2 (only if vote on 1st motion is unanimous): *"I move to approve and adopt Resolution _____, after a 2nd reading by title only. All citizen members who are currently serving on committees that are full will be allowed to remain voting members on the committee until a committee member quits or their term expires, at which point the seat will not be filled."*

STRATEGIC THEMES/GOALS INVOLVED:

All

Old/current Admin Committee Resolution

13.1

CITY OF OAKRIDGE

RES. 20-2020 A RESOLUTION REPEALING AND REPLACING RES. 9-2018 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Administration Advisory Committee resolutions; and

WHEREAS, the purpose of the Administration Committee is to be an advisory body to the Council and to aid City staff by providing input in the preparation of resolutions, Ordinances and rules for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator and City Recorder. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances and rules for the governance of the

- City for council approval for council approval.
- 2 Other activities, within the scope of the committee, as assigned by City Council.
 3. Keep records of minutes for each meeting per ORS. 192.650
 4. Annual reports will be completed in the fourth-quarter of the calendar year.
 5. Reports or recommendations of the Administration Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 21,
DAY OF Sept, '20

Signed: [Signature], Mayor

ATTEST:
Signed: [Signature], City Recorder

Ayes: 5
Nays: 1

CITY OF OAKRIDGE

RES. 04-2024 A RESOLUTION REPEALING AND REPLACING RES. 20-2020 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Administration Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Administration Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and two (2) Non-voting members: One (1) City Councilor and one (1) City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042

Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043

Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances, and rules for the governance of the City for City Council consideration for approval.
2. Other activities within the scope of the committee, as assigned by the City Council.
3. Keep records of minutes for each meeting per ORS 192.650
4. An annual report should be completed in the fourth quarter of the calendar year.

5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

13.1
Version 2

CITY OF OAKRIDGE

RES. 04-2024 A RESOLUTION REPEALING AND REPLACING RES. 20-2020 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Administration Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Administration Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and two (2) Non-voting members: One (1) City Councilor and one (1) City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042

Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043

Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances, and rules for the governance of the City for City Council consideration for approval.
2. Other activities within the scope of the committee, as assigned by the City Council or City Administrator.
3. Keep records of minutes for each meeting per ORS 192.650

4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 2024.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 2024.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 05-2024 A RESOLUTION REPEALING AND REPLACING RES. 06-2022 THE CITY OF OAKRIDGE AUDIT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Audit Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Audit Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff in the selection of highly qualified City Auditors and to assure clear and complete transmittal of audit results to the City Council and the community;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Audit Committee is hereby established. The committee shall consist of three (3) voting members: Two (2) City Councilors and one (1) Citizen Member of the Budget Committee, and one (1) Non-voting member: City Finance Director.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen Budget Committee member shall be appointed for two (2) year terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seat 1: Councilor Elected Term

Seat 2: Councilor Elected Term

Seat 3: 01/2025, 01/2027, 01/2029, 01/2031, 01/2033, 01/2035, 01/2037, 01/2039

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Two (2) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur as needed. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Audit Advisory Committee shall be as follows:

1. Review with City Administrator and Finance Director those firms or individuals proposed for appointment as City Auditor in succeeding years.
2. Recommend to the City Council the appointment of the auditing firm that the Committee deems best suited to perform the annual City audit.
3. Discuss as necessary with the city auditors, any additional or particular areas of inquiry or audit focus which the auditors or the committee deem desirable or appropriate.
4. Review the communication to the Governing Body presented by the auditors. Discuss the material weakness(es) and/or significant deficiency(ies) (if any) and Best Practices

- Recommendation(s) (if any) with the Finance Department and/or City Administrator. Verify that the auditors' recommendations are implemented as appropriate, and report to the City Council
5. Other activities within the scope of the committee, as assigned by the City Council.
 6. Keep records of minutes for each meeting per ORS 192.650
 7. An annual report should be completed in the fourth quarter of the calendar year.
 8. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 06-2024 A RESOLUTION REPEALING AND REPLACING RES. 15-2020 THE CITY OF OAKRIDGE LIBRARY BOARD

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Library Board Resolutions, and;

WHEREAS, the purpose of the Library Board is to be an advisory body to the Oakridge City Council and to aid City staff by providing oversight and assisting in the preparation of policies and rules for the Library for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Library Board is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and one (1) Non-voting member: One (1) City Councilor. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042

Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043

Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Library Board shall be as follows:

1. Formulating recommended rules and policies for the governance of the Library for City Council consideration for approval.
2. Oversight of recruitment, training and retention of Library volunteers.
3. All requests for expenditures of Library Funds requested by the board will be presented to the Library Coordinator for transmission to the proper authority. Expenditures will be made in

accordance with the procedures that are in place at the time of the request. All requests that are not budgeted regardless of the amount will be reviewed by the City Administrator prior to the expenditure. Any request for expenditures beyond the City Administrators authority will be forwarded to the City Council for approval of fund expenditures.

4. Oversight of programs, fundraisers and other activities that will utilize the Library.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. Provide recommendations to the City Council of long term goals and objectives for the Library. Pursuant to ORS 357.520, each public library shall make an annual report to the State Library and to the governing board a form supplied by the State Library. Annual Reports will be completed in the fourth-quarter of the calendar year.
8. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 20[REDACTED].

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 20[REDACTED].

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 07-2024 A RESOLUTION REPEALING AND REPLACING RES. 17-2020 THE CITY OF OAKRIDGE PARKS & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Parks & Community Development Committee Resolutions, and;

WHEREAS, the purpose of the Parks & Community Development Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input on City Streets, Water, Wastewater, Stormwater Systems, Parks, Trails, and Outdoor Spaces.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Parks & Community Development Committee is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and three (3) Non-voting members: One (1) City Councilor, one (1) City Administrator, and one (1) Community Development Director. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042

Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043

Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Parks & Community Development Committee shall be as follows:

1. Provide oversight of the Comprehensive Plan, Transportation System Plan, Stormwater Plan, Community Trails Plan, and the Parks Master Plan
2. Other activities within the scope of the committee, as assigned by the City Council.

3. Keep records of minutes for each meeting per ORS 192.650
4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 08-2024 A RESOLUTION REPEALING AND REPLACING RES. 18-2020 THE CITY OF OAKRIDGE PUBLIC SAFETY ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Public Safety Committee Resolutions, and;

WHEREAS, the purpose of the Public Safety Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input to aid in the development of public safety policies and procedures;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Public Safety Committee is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and up to seven (7) Non-voting members: One (1) City Councilor and one (1) City Administrator, The Chiefs of Police and Fire, and designee(s) from Hazeldell Rural Fire, City of Westfir, and Oakridge School District as designated by their respective boards. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042

Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043

Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Public Safety Advisory Committee shall be as follows:

1. To advise the City Council of the committee's recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
2. To advise Council on educating the community about public safety and health issues, concerns and programs.

3. To facilitate Oakridge community involvement in public safety and health and increase citizen awareness of both.
4. In line with the above stated objectives, the following are examples of issues for the Public Safety Committee:
 - a. Advise the City Council on:
 - Disaster Preparedness
 - Emergency Management
 - Emergency Medical Services
 - Fire and Rescue Services
 - Police Services
 - Public Safety at City Facilities
 - Public Safety Legislation
 - Post-Incident Management
 - Traffic Management
 - b. Identify public safety and health needs in Oakridge
 - c. Develop educational programs and materials to increase community awareness.
 - d. Organize and conduct public forums on public safety and health agencies.
 - e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.
5. Other activities within the scope of the committee, as assigned by the City Council.
6. Keep records of minutes for each meeting per ORS 192.650
7. An annual report should be completed in the fourth quarter of the calendar year.
8. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

~~This resolution becomes effective 30 days after it is passed by the Council.~~

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 20[REDACTED].

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 20[REDACTED].

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 09-2024 A RESOLUTION REPEALING AND REPLACING RES. 07-2022 THE CITY OF OAKRIDGE RURAL TOURISM MARKETING PROGRAM (RTMP) & TRANSIENT ROOM TAX (TRT) ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous RTMP & TRT Advisory Committee Resolutions, and;

WHEREAS, the purpose of the RTMP & TRT Committee is to be an advisory body to the Oakridge City Council and to aid City staff by reviewing applications and providing recommendations to the City Council for the distribution of Lane County TRANSIENT LODGING TAX (TLT) dollars received in the City of Oakridge.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge RTMP & TRT Committee is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and two (2) Non-voting members: One (1) City Councilor and one (1) City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

- Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042
- Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043
- Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the RTMP & TRT Committee shall be as follows:

1. Reviewing, prioritizing and submitting all requests for RTMP & TRT funds to the City Council for approval.
2. Other activities within the scope of the committee, as assigned by the City Council.

3. Keep records of minutes for each meeting per ORS 192.650
4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS _____, DAY OF _____, 20____.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. 10-2024 A RESOLUTION REPEALING AND REPLACING RES. 03-2023 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace all previous Economic Development Advisory Committee Resolutions & Operating Guidelines, and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee (OEDAC) is an advisory body to the City Council and to aid City Staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic and Development Committee is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and four (4) Non-voting members: One (1) City Councilor, the City Administrator, the Community Development Director and a member of the Oakridge/Westfir Chamber Board of Directors (appointed by their board). No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

- Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042
- Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043
- Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

SECTION 3: QUORUM & RULES: A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.

2. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.
3. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in executive session or regular session as appropriate at his or her discretion.
4. Other activities within the scope of the committee, as assigned by the City Council.
5. Keep records of minutes for each meeting per ORS 192.650
6. An annual report will be completed in the fourth quarter of the calendar year.
7. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

SECTION 5: CONDUCT: All members are expected to attend meetings regularly, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

This resolution becomes effective 30 days after it is passed by the Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 2024.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED], 2024.

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

15.1 - Finance Report

The March 2024 Finance Report is currently unavailable and will be provided to Council as soon as it becomes available. The city is currently in the process of switching financial software systems from Asyst to Casselle.



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 MARCH 2024 STAFF REPORT

March 2024 Police Calls for Service*:

Total Incident Reports – 313

Total Case Reports – 12

Arrests – 2

Ordinance 873 Violations – 0

Oakridge

Incident Reports – 285

Case Reports - 12

Westfir

Incident Reports - 6

Case Reports - 0

Contract Hours – 3.25

Lowell

Incident Reports - 22

Case Reports - 0

Contract Hours – 41

Court Fines:

Oakridge Municipal - \$21,868

Lowell Municipal - \$521

Lane County Circuit Court - \$0

NW Leadership Conference – Chief Martin, Sgt. McPherson, Sgt. Madsen

See the attached "March 2024 Police Calls for Service" for more details on calls

Oakridge Police FY 23-24 Citation Totals

Month:	Oakridge Muni Co	Lowell
Jul-23	\$20,557	\$0
Aug-23	\$11,487	\$0
Sep-23	\$7,033	\$1,640
Oct-23	\$5,167	\$2,110
Nov-23	\$13,539	\$0
Dec-23	\$3,941	\$1,390
Jan-24	\$4,543	\$0
Feb-24	\$17,501	\$0
Mar-24	\$21,868	\$521
Apr-24		
May-24		
Jun-24		
TOTAL	\$105,636	\$5,661

Date	Time In	Media
3/1/2024	0047	Loc/Berry St. Report of sex abuse
3/1/2024	0226	Loc/Berry St. Report of suspicious conditions
3/1/2024	1200	***
3/1/2024	1200	Loc/Hwy 58 Report of incomplete 9-1-1 call
3/1/2024	1215	***
3/1/2024	1425	Loc/Ash St. Citizen contact
3/1/2024	1601	Loc/Portal Dr. Report of dispute
3/1/2024	1845	Loc/Fern St. Citizen contact
3/1/2024	2028	Loc/Hwy 58 Report of Unauthorized Use of Motor Vehicle
3/1/2024	2024	Loc/Hwy 58 Report of incomplete 9-1-1 call
3/2/2024	1200	Loc/Teller Rd. Report of suspicious conditions
3/2/2024	1310	Loc/Hwy 58 Traffic for Speed 61/45
3/3/2024	1158	Loc/Sanford St. Report of suspicious conditions
3/3/2024	1245	Loc/2nd St. Citizen contact
3/3/2024	1330	Loc/Teller Rd. Citizen contact
3/3/2024	1443	Loc/Hwy 58 Traffic for Speed 50/35
3/3/2024	1537	Loc/Hills St. Report of suspicious conditions
3/3/2024	1751	Loc/Berry St. Citizen contact
3/3/2024	1904	Loc/Hwy 58 Report of motor vehicle crash

Date	Time In	Media
3/4/2024	0955	***
3/4/2024	1800	***
3/4/2024	0945	***
3/4/2024		Loc/Westoak Rd. Report of fraud
3/5/2024	1009	Loc/Teller Rd. Report of trespass
3/5/2024		Loc/Fish Hatchery Rd. Report of motor vehicle crash
3/6/2024	1200	***
3/6/2024	1235	Loc/Fern St. Report of suspicious conditions
3/6/2024	1300	Loc/Union St. Report of suspicious conditions
3/6/2024	1303	Loc/Teller Rd. Citizen contact
3/6/2024	1328	Loc/Hwy 58 Citizen contact
3/6/2024	1415	Loc/Hansen St. Citizen Assist
3/6/2024	1502	Loc/Ash St. Citizen contact
3/6/2024	1535	Loc/Hwy 58 Citizen contact
3/6/2024	1516	Loc/Chubb Ct. Request for welfare check
3/6/2024	1520	Loc/Ash St. Citizen contact
3/6/2024	1602	Loc/Hills St. Report of suspicious vehicle
3/6/2024	1713	Loc/Cherry St. Citizen assist
3/6/2024	1720	Loc/Hwy 58 Report of driving complaint

Date	Time In	Media
3/6/2024	1855	Loc/Willamette Way Report of code complaint - illegal parking
3/7/2024	0240	Loc/Teller Rd. Report of dispute
3/7/2024	0910	Loc/Portal Dr. Death investigation
3/7/2024	1109	Loc/Berry St. Death investigation
3/7/2024	1150	Loc/Hwy 58 Report of juvenile complaint
3/7/2024	1115	Loc/Hills St. Report of criminal mischief
3/7/2024	1505	Loc/Fir St. Report of code complaint - abandoned vehicle
3/7/2024	1558	Loc/Hwy 58 Report of code complaint - barking dogs
3/7/2024	2115	Loc/Ash St. Citizen contact
3/7/2024	1740	Loc/Hwy 58 Traffic for Fail to Register, DWS
3/8/2024	1215	Loc/Teller Rd. Report of code complaint - illegal occupancy, illegal parking
3/8/2024	1216	Loc/Berry St. Citizen contact
3/8/2024	1400	***
3/8/2024	1550	Loc/Hwy 58 Traffic for Speed 58/35
3/9/2024	0800	Loc/Hwy 58 Report of unattended child
3/9/2024	1156	Loc/7th St. Report of code complaint - barking dog
3/9/2024	1246	Loc/Hwy 58 Citizen contact
3/9/2024	1307	Loc/Hwy 58 Report of suspicious conditions
3/9/2024	1705	Loc/Hwy 58 Report of dog at large

Date	Time In	Media
3/9/2024	1858	Loc/1st St. Agency Assist - LCSO
3/9/2024	2012	***
3/9/2024	2137	Loc/Teller Rd. Report of code complaint - Illegal occupancy
3/9/2024	2245	Loc/Rainbow St. Report of incomplete 9-1-1
3/10/2024	0924	Loc/1st St. Report of alarm
3/10/2024	1200	Loc/Teller Rd. Report of suspicious conditions
3/10/2024	1230	Loc/Hwy 58 Citizen Assist
3/10/2024	1452	Loc/Teller Rd. Report of code complaint - illegal occupancy
3/10/2024	1505	Loc/Hwy 58 Traffic for Speed 67/35
3/10/2024	1730	Loc/Teller Rd. Report of suspicious conditions
3/10/2024	1734	Loc/Riverview St. Report of theft
3/11/2024	0911	Loc/Hills St. Report of code complaint - illegal parking
3/11/2024	1203	Loc/Rainbow Rd. Report of suspicious conditions
3/04/2024		Loc/Hills St. Report of code complaint - illegal parking
3/04/2024	1814	Loc/Hwy 58 Traffic for fail to maintain lane
3/04/2024		Loc/Rainbow Rd. Report of dispute
3/04/2024	2001	Loc/Hwy 58 Report of motor vehicle crash
3/05/2024	1012	Loc/Teller Rd. Report of trespass
3/05/2024		Loc/Hwy 58 Report of theft

Date	Time In	Media
3/05/2024		Loc/Ash St. Citizen contact
3/05/2024		Loc/Hwy 58 Traffic for fail to yield when entering highway
3/05/2024	1337	Loc/Hwy 58 Traffic for Speed 45/35
3/05/2024	1355	Loc/Hwy 58 Traffic for Speed 45/35
3/05/2024	1415	Loc/Hwy 58 Traffic for Speed 60/35
3/05/2024	1525	Loc/Hwy 58 Report of trespass
3/05/2024	1715	***
3/05/2024	1739	Loc/Teller Rd. Request for welfare check
3/05/2024	1925	Loc/Hwy 58 Agency Assist - OSP
3/05/2024	1954	Loc/Hwy 58 Traffic warning for High Beam Headlights
3/05/2024	2031	Loc/Hwy 58 Request for welfare check
3/05/2024		Loc/Teller Rd. Report of suspicious conditions
3/12/2024	0926	Loc/1st St. Report of juvenile complaint
3/11/2024	0945	Loc/Rainbow Ct. Report of dispute
3/11/2024	1054	Loc/Teller Rd. Report of illegal camping
3/11/2024	1100	***
3/11/2024	1137	Loc/Hwy 58 Traffic warning for speed
3/11/2024	1138	Loc/Hwy 58 Traffic for Speed 50/35
3/11/2024	1543	Loc/Westoak Rd. Report of traffic complaint

Date	Time In	Media
3/11/2024	1650	Loc/Hwy 58 Traffic for Speed 45/35
3/11/2024		Loc/Willamette Way Report of code complaint - illegal parking
3/11/2024	1807	***
3/12/2024		***
3/12/2024	1243	Loc/Portal Dr. Report of verbal dispute
3/12/2024	1318	Loc/Hwy 58 Traffic for Speed 50/35
3/12/2024	1340	Loc/Hwy 58 Traffic for Speed 48/35
3/12/2024		Loc/River Rd. Report of harassment
3/13/2024	0816	Loc/Diamond St. Report of code complaint - abandoned vehicle
3/13/2024	0823	Loc/School St. Report of parking complaint
3/13/2024	1105	Loc/Ash St. Citizen contact
3/13/2024	1135	Loc/Hwy 58 Report of suspicious conditions
3/13/2024	1148	Loc/Ash St. Citizen contact
3/13/2024	1300	Loc/1st St. Report of found property
3/12/2024	1423	Loc/Rainbow Rd. Request for welfare check
3/12/2024	1514	Loc/Klohn St. Traffic for expired registration, DWS
3/12/2024	2015	Loc/Hwy 58 Report of burglary
3/12/2024	1330	Loc/Willamette Way Report of illegal parking
3/12/2024	1330	Loc/Willamette Way Report of illegal parking

Date	Time In	Media
3/13/2024		Loc/Rainbow Ct. Citizen contact
3/13/2024	1210	Loc/Hwy 58 Traffic for Speed 50/35
3/13/2024	1226	Loc/Hwy 58 Traffic warning for Speed
3/13/2024	1226	Loc/Hwy 58 Traffic warning for speed
3/13/2024	1238	Loc/Hwy 58 Traffic for 48/35
3/13/2024	1353	Loc/Hwy 58 Report of dispute
3/13/2024	1412	Loc/Ash St. Citizen Assist
3/13/2024	1451	Loc/Harris St. Report of dispute
3/13/2024	1510	Loc/Ash St. Citizen contact
3/13/2024	1554	Loc/Ash St. Citizen contact
3/13/2024	1712	Loc/School St. Report of burglary
3/13/2024		Loc/Klohn Rd. Report of dispute
3/13/2024	1959	Loc/School St. Report of parking complaint
3/13/2024	2012	Loc/School St. Traffic for Expired Registration
3/12/2024		Loc/Osprey Park Report of illegal camping
3/14/2024	0849	Loc/Hwy 58 Report of driving complaint
3/14/2024	0807	Loc/Hwy 58 Report of trespass
3/14/2024	1016	Loc/Douglas St. Report of code complaints - noise, garbage, illegal camping
3/14/2024	1342	Loc/Hwy 58 Report of traffic complaint

Date	Time In	Media
3/14/2024	1442	Loc/Hwy 58 Report of civil complaint
3/14/2024	1600	Loc/Hills St. Agency Assist - Linn Co SO
3/14/2024	1840	Loc/School St. Report of dispute
3/14/2024	1855	Loc/Commercial St. Report of suspicious conditions
3/14/2024	1102	Loc/Hwy 58 Traffic for Speed 52/35
3/14/2024	1118	Loc/Hwy 58 Traffic for defective equipment, DWS, No Insurance
3/14/2024	1135	Loc/Hwy 58 Traffic warning for speed
3/14/2024		Loc/Hwy 58 Report of suspicious conditions
3/14/2024	1423	Loc/1st St. Report of code complaint - noise
3/14/2024	1752	Loc/Hills St. Vehicle towed for illegal parking
3/14/2024	1719	Loc/Hills St. Traffic for Expired Vehicle Registration, DWS
3/14/2024	1826	Loc/Hills St. Report of dog at large
3/14/2024	1910	Loc/School St. Request for welfare check
3/14/2024	1950	Loc/School St. Report of harassment
3/14/2024	2210	Loc/School St. Report of code complaint - illegal parking
3/15/2024	1204	Loc/Ash St. Agency Assist - OSP
3/15/2024	1253	Loc/2nd St. Agency Assist - OSP
3/15/2024	1441	Loc/Hwy 58 Report of dispute
3/15/2024	1500	Loc/School St. Traffic for Illegal Parking

Date	Time In	Media
3/15/2024	1515	Loc/School St. Citizen contact
3/15/2024	1545	Loc/Rainbow Rd. Citizen contact
3/15/2024	1605	Loc/Beaver St. Death Investigation
3/15/2024	1718	***
3/15/2024	1944	Loc/2nd St. Report of suspicious conditions
3/15/2024	2254	Loc/Walnut St. Citizen contact
3/16/2024	1230	Loc/Meadow Way Report of suspicious conditions
3/16/2024	1251	Loc/Hwy 58 Report of suspicious conditions
3/16/2024	1255	Loc/Ash St. Citizen contact
3/16/2024	1523	Loc/Willamette Way Citizen contact
3/16/2024	1819	Loc/Berry St. Report of suspicious conditions
3/16/2024	1937	Loc/Teller Rd. Report of code complaint - noise
3/16/2024	2339	Loc/Berry St. Report of harassment
3/17/2024	1105	Loc/Garden Rd. Report of dispute
3/17/2024	1526	Loc/Westoak Rd. Report of found property
3/17/2024	1537	Loc/School St. Report of suspicious conditions
3/17/2024	1601	Loc/Commercial St. Report of Illegal Burn
3/17/2024	1804	Loc/Hwy 58 Report of dispute
3/18/2024	1215	Loc/Ash St. Citizen Assist

Date	Time In	Media
3/18/2024	1333	Loc/Fairy Glen Dr. Report of theft
3/18/2024	1348	Loc/Ash St. Citizen contact
3/18/2024	1411	Loc/Ash St. Citizen contact
3/18/2024	1643	Loc/Hwy 58 Report of trespass
3/19/2024	1457	Loc/Ash St. Citizen contact
3/19/2024	1552	Loc/Portal Dr. Report of suspicious conditions
3/21/2024	1200	***
3/21/2024	1205	Loc/Ash St. Citizen Assist
3/18/2024	1000	Loc/Teller Rd. Report of code complaint - illegal camping
3/18/2024	1302	Loc/Westoak Rd. Agency Assist - LCSO
3/18/2024	1021	Loc/Hwy 58 Traffic for Speed 50/35
3/18/2024	1040	Loc/Hwy 58 Traffic for Speed 58/35
3/18/2024	1058	Loc/Hwy 58 Traffic for Speed 54/35
3/18/2024	1742	Loc/Hwy 58 Traffic for Speed 50/35
3/18/2024	1804	Loc/Kokanee Way Report of code complaint - illegal camping
3/18/2024	2247	Loc/Teller Rd. Report of dispute
3/22/2024	2325	Loc/Cline St. Traffic for Fail to Signal, no plates, DWS
3/18/2024	1705	***
3/19/2024	1151	Loc/Hwy 58 Traffic for Speed 50/35

Date	Time In	Media
3/19/2024	1208	Loc/Hwy 58 Traffic for Speed 45/35
3/19/2024	1854	Loc/Fir St. Report of code complaint - illegal parking
3/19/2024	1917	Loc/Ash St. Report of found property
3/19/2024	2120	Loc/Rainbow Rd. Report of dispute
3/21/2024	1713	Loc/2nd St. Report of code complaint - animal waste
3/21/2024	1748	Loc/7th St. Report of code complaint - barking dogs
3/21/2024	1900	Loc/Fir St. Report of code violation - Abandoned vehicle
3/21/2024	2227	Loc/Hwy 58 Arrest: Warrant, Violation of Protection Order, Felon in Possession of
3/22/2024	0200	***
3/22/2024	1200	Loc/Thatcher Lane Report of dog at large
3/22/2024	1643	Loc/Hwy 58 Traffic for Speed 52/35
3/22/2024	1723	Loc/Hwy 58 Traffic for Speed 43/35
3/22/2024	1744	Loc/Hwy 58 Traffic for Speed 50/35
3/22/2024	1953	Loc/Berry St. Report of incomplete 911
3/22/2024	1200	Loc/7th St. Report of dog at large
3/23/2024	0830	Loc/Hwy 58 Report of found property
3/23/2024	1030	Loc/Chubb Ct. Report of animal complaint
3/23/2024	1451	Loc/Hwy 58 Traffic for Speed 64/35
3/23/2024	1503	Loc/Hwy 58 Traffic for Speed 55/35

Date	Time In	Media
3/23/2024	1759	Loc/Hwy 58 Traffic for Speed 55/35
3/23/2024	1831	Loc/Hwy 58 Traffic for Speed 50/35
3/23/2024	1739	Loc/Hwy 58 Traffic for speed 55/35
3/23/2024	2021	Loc/Sunset Ave. Report of trespass
3/23/2024	1515	Loc/School St. Report of trespass
3/23/2024		Loc/Rainbow Ct. Citizen contact
3/23/2024		Loc/OPD Report of found property
3/23/2024	1838	Loc/Hills St. Arrest/Assault IV: Conn, Michael
3/23/2024	2250	***
3/24/2024	0040	Loc/Hwy 58 Report of suspicious conditions
3/24/2024	1200	***
3/24/2024	1300	Loc/Sunset Ave. Citizen contact
3/24/2024	1724	Loc/Portal Dr. Report of code complaint - illegal occupancy
3/24/2024	2128	Loc/Hwy 58 Report of criminal mischief
3/25/2024	1338	Loc/Fairy Glen Citizen contact
3/25/2024	1401	Loc/Elgin St. Citizen contact
3/25/2024	1624	Loc/Fairy Glen Citizen contact
3/25/2024	1643	Loc/Hwy 58 Citizen contact
3/25/2024	2045	Loc/Hills St. Citizen contact

Date	Time In	Media
3/26/2024	0803	Loc/Hwy 58 Report of trespass
3/26/2024	1026	Loc/Hwy 58 Report of criminal mischief
3/26/2024	1047	Loc/Hwy 58 Request for welfare check
3/21/2024	1623	Loc/Berry St. Report of dispute
3/26/2024	0130	Loc/1st St. Report of suicidal subject
3/26/2024	1000	Loc/Hwy 58 Report of hit & run
3/26/2024	1400	Loc/Ash St. Citizen contact
3/26/2024	1100	Loc/Ash St. Citizen contact
3/26/2024	1130	Loc/Ash St. Citizen Assist
3/26/2024	1631	Loc/Ash St. Report of sex abuse
3/26/2024	1830	***
3/26/2024	2110	***
3/26/2024	1100	***
3/26/2024	1350	***
3/26/2024	1719	Loc/Teller Rd. Request for welfare check
3/26/2024	1730	Loc/1st St. Report of suspicious conditions
3/26/2024	1818	Loc/Christel Lane Report of stalking order violation
3/26/2024	2022	Loc/2nd St. Traffic warning for driving with no lights
3/27/2024	0906	Loc/Portal Dr. Report of suspicious conditions

Date	Time In	Media
3/27/2024	1416	Loc/Cline St. Report of dispute
3/27/2024	1515	Loc/Hwy 58 Citizen contact
3/27/2024	1205	Loc/Hwy 58 Report of suspicious conditions
3/27/2024	1232	Loc/Ash St. Request for welfare check
3/28/2024	1036	Loc/Ash St. Citizen contact
3/28/2024	1052	Loc/Hwy 58 Report of stolen vehicle
3/28/2024	1140	Loc/Hwy 58 Request for welfare check
3/28/2024	1830	***
3/29/2024	1414	Loc/Rainbow Rd. Citizen contact
3/29/2024	1327	Loc/Hwy 58 Traffic for Speed 55/35
3/29/2024	1347	Loc/Hwy 58 Traffic for Speed 60/35
3/29/2024	1540	Loc/Hwy 58 Report of criminal mischief
3/29/2024	1803	Loc/Hwy 58 Traffic for Speed 53/35
3/29/2024	1901	Loc/Hwy 58 Traffic for Speed 60/35
3/29/2024	1845	Loc/Hwy 58 Traffic for Speed 51/35
3/30/2024	1113	Loc/Hwy 58 Traffic for Speed 48/35, Fail to carry proof insurance
3/30/2024	1143	Loc/Hwy 58 Traffic for Speed 52/35
3/30/2024	1242	Loc/Hwy 58 Traffic for Speed 49/35, Fail to carry proof of insurance
3/30/2024	1324	Loc/Hwy 58 Traffic for Speed 56/35

Date	Time In	Media
3/30/2024	1514	Loc/Hwy 58 Traffic for Speed 58/35
3/30/2024	1554	Loc/Hwy 58 Traffic for Speed 55/35
3/30/2024	1615	Loc/Hwy 58 Traffic for Speed 49/35
3/30/2024	1747	Loc/Hwy 58 Traffic for Speed 52/35
3/30/2024	1530	Loc/Hwy 58 Traffic for Speed 49/35
3/30/2024	0900	***
3/30/2024	0935	***
3/30/2024	2000	Loc/Hwy 58 Traffic for Speed 62/35
3/30/2024	1830	Loc/Hwy 58 Traffic for using cell phone, no insurance
3/30/2024	1523	Loc/Hwy 58 Traffic for Speed 54/35
3/30/2024	1324	Loc/Hwy 58 Traffic for Speed 50/35, DWS, No Insurance
3/30/2024	1307	Loc/Hwy 58 Traffic for Speed 52/35
3/30/2024	1110	Loc/Hwy 58 Traffic for Speed 50/35, Expired registration
3/30/2024	1734	Loc/Hwy 58 Traffic for Speed 52/35
3/30/2024	1753	Loc/Hwy 58 Traffic for Speed 54/35
3/30/2024	0930	***
3/31/2024	1200	Loc/Locust St. Report of suspicious conditions
3/31/2024	1315	Loc/Fairy Glen Report of suspicious conditions
3/31/2024	1635	Loc/Hwy 58 Agency Assist - OFD

Date	Time In	Media
3/31/2024	1639	Loc/Hwy 58 Report of driving complaint
3/31/2024	1645	Loc/Hwy 58 Traffic for Speed 53/35
3/30/2024	0945	***
3/30/2024	1300	Loc/Ash St. Citizen contact
3/20/2024	1443	Loc/Hwy 58 Traffic warning for speed
3/20/2024	1519	Loc/Hwy 58 Traffic for unreadable license plate, no valid operators license, no
3/20/2024	1931	Loc/Hills St. Report of illegal burn
3/20/2024		Loc/Hwy 58 Report of trespass
3/21/2024	0634	Loc/Rippling Way Report of dispute
3/21/2024	0939	Loc/2nd St. Report of trespass
3/21/2024	1700	Loc/Elgin Traffic for expired vehicle license, No valid operators license
3/21/2024		Loc/Rainbow Rd. Agency Assist - Lane County Probation



EMS

MARCH 2024 MONTHLY REPORT

NEW RECRUITS

- We were lucky enough to receive 4 new applications for Volunteers this month.
 - **Trevver D'Auteuil**
EMT/Firefighter – Lives in Oakridge
 - **April Skinner**
EMT- Lives in Oakridge
 - **Krista Button**
Medical experience- Lives in Hazeldell
 - **Gabriel Eggart**
New to the fire service- Lives in Oakridge



123



Oakridge Fire & EMS
47592 Hwy 58
Oakridge, Or 97463
(541) 782-2416

Monthly Report for March 2024

Training

Fire/EMS Volunteers completed a total of **16 hours of classroom or practical training in March.**

Chief Hollett, Captain Higdon and AIC Lieutenant Hollett attended the Northwest Leadership Seminar.

Vehicle Repair & Maintenance:

- Removed studs from 1519

Fire Prevention/Community Involvement:

- No events for March
- **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.
- Consolidation Meeting April 15th @ 18:00 Oakridge Fire Station

Miscellaneous Things Involving Our Department:

- 4 New Volunteers.
- FEMA - AFG submitted for two ambulances \$1.1m.
- OSFM Seasonal worker grant **AWARDED** \$35k.
- SAFER grant submitted (3 year staffing grant, no matching funds) \$1.6m.

On Going Projects

- Bay door rebuild.
- Rescue vehicle (Hazeldell)

Meetings

- Oakridge City Council
- Lane County Fire Defense Board
- Westfir City Council
- Hazeldell Board of Directors

Fire Chief Hollett

March 2024

91

Incidents



Incident Count Breakdown

EMS/Rescue: 84
 Motor Vehicle Accidents: 9
 Strokes: 3
 Chest Pain: 11
 Cardiac Arrests: 1
 Seizure: 7
 Fire: 2
 Hazardous Condition: 0

Service call (Public service, lock-out, assist police, etc.): 2

Good Intent (No incident found, dispatched / canceled en-route, etc.): 2

False Alarm: 1

02 FIRES

Structure: 0

Vegetation/Rubbish: Other (Cooking, etc.): 0

Vehicle: 2

INCIDENT COUNTS OVER TIME

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

15.4



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

Public Works

Reporting March, 2024

Water Distributed: 18.2 MG

Waste Water Treated: 27.3 MG

Service orders: 33

Locates: 9

Waste water repairs: 0

Water leaks: 1, meter service

Other tasks performed: Park maintenance and mowing. Street maintenance, potholing and sweeping. Water meter maintenance repairs, replacement, reading and delinquents. Kokanee project up date, 600 feet of main line installed, 2 hydrants, 2 meter services, 600 feet of electrical conduit with 1 transformer vault and 600 feet of fiber conduit with 1 vault.

Robeart Chrisman, Maintenance Supervisor

4.21



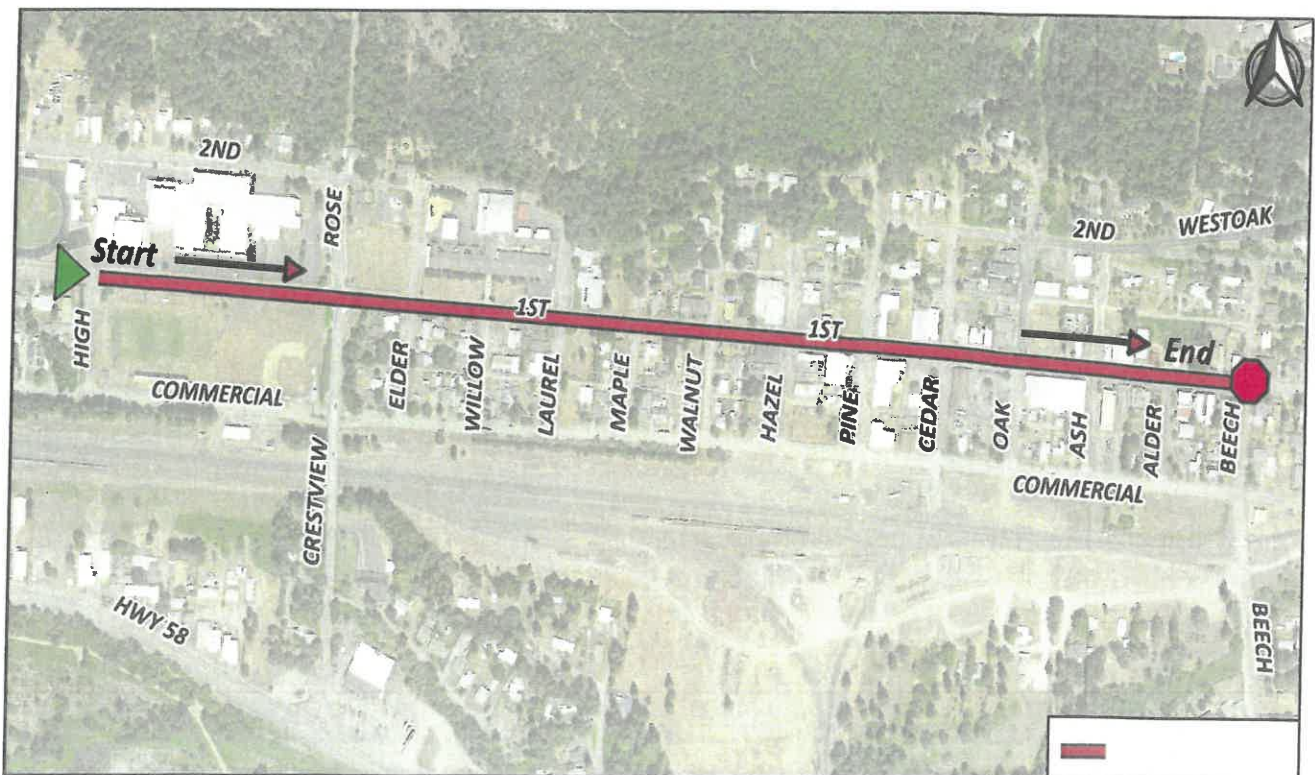
City of Oakridge
48318 E. 1st Street - PO Box 1410
Oakridge, Oregon 97463
Phone: 541-782-2258 FAX 541-782-1081

Tree Planting Festival Parade Street Closures Saturday May 4th from 10:30am-12:30pm

Attention Area Residents;

The annual Tree Planting Festival Parade is **Saturday May 4th** at 11am. As per Order of the Oakridge City Council, **1st Street between High and Beech Streets will be closed from 10:30am-12:30pm (2 hours)**. Commercial and 2nd Streets will remain open.

James Cleavenger, JD, LLM
Oakridge City Administrator



OAKRIDGE HOUSEHOLD HAZARDOUS WASTE COLLECTION

It's easy.
It's free.



Saturday, April 27 • 9am - 2pm
Oakridge Fire Station 47592 HWY 58

Many common household products contain hazardous ingredients. Anything with a caution label such as **Danger**, **Warning** or **Caustic** can become a pollutant to groundwater and streams. Avoiding these products saves money and protects people, wildlife and our environment.

BRING:

Limit to 35 gallons from each household

- Arts and crafts products
- Car care products
- Cleaners
- Fluorescent tubes
- Lawn and garden chemicals
- Paints and solvents
- Other household hazardous waste

Keep products in original labeled container or label known items.

DON'T BRING:

- Asbestos
- Drums
- Electronics
- Empty containers
- Explosives
- Infectious waste
- Pressurized cylinders
- Radioactive waste

For information about how to dispose of these materials, call (541) 682-4120.

Year Round Disposal Options:

- **Batteries & Sharps**—accepted at all transfer stations.
- **Electronics**—accepted at 9 transfer stations or, visit oregoncycles.org 1-888-5-ECYCLE (532-9253).
- **Fluorescent Lamps**—visit, lanecounty.org/lamps.
- **Paint**—visit, paintcare.org.

For more information on any of the above, visit lanecounty.org/hazwaste or call (541) 682-4120.

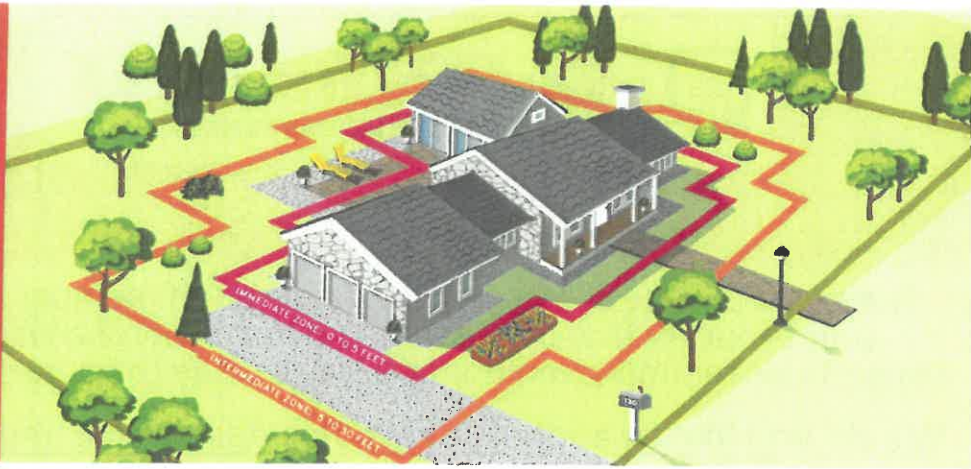
Lane County reserves the right to decline acceptance of any hazardous waste that Lane County staff deems to be non-household in nature or that is generated by a business, school, farm, church, non-profit organization or government agency.



Provided by Lane County Waste Management Division in partnership with Oakridge Fire & EMS. For more information, call (541) 682-4120.



FREE FIREWISE WORK



FIREWISE USA[®]
RESIDENTS REDUCING WILDFIRE RISKS

Do you live in city limits of Oakridge or Westfir and meet one of the following qualifications?

- physical disability
- elderly
- reduced income

Apply Here:

Contact Dustin



541-782-3422 Ext. 2

-OR-



staff@swfcollaborative.org

Scan this QR Code:





FIREWISE USA[®]
RESIDENTS REDUCING WILDFIRE RISKS



Sign Up for a Firewise Assessment and/or Assistance

During a Firewise assessment, a trained staff member will help identify hazards around your property that increase risk in the event of a wildfire. They will offer voluntary suggestions for improvement and may be able to connect you to assistance and resources.

Would you like to apply for Firewise Assistance and/or a Free Firewise Assessment?

Yes No Maybe; I'd like to learn more

Name:

Address:

Phone:

Email:

*We will not share your information with outside agencies without your consent

Have you been doing Firewise Activities? We want to know!

Reporting the hours you've spent making your home more protected against the threat of fire helps us stay registered as Firewise communities and helps us qualify for funding.

Have you, in the past year, done anything to make your property more Firewise*?

- Yes, I have made my property more Firewise in the last year
- No, I have not yet made my property more Firewise

If yes, how many hours did you spend on Firewise* work in the last year?

(A rough estimate)

In dollars, how much did you pay others to do Firewise* work in the past year?

(A rough estimate)

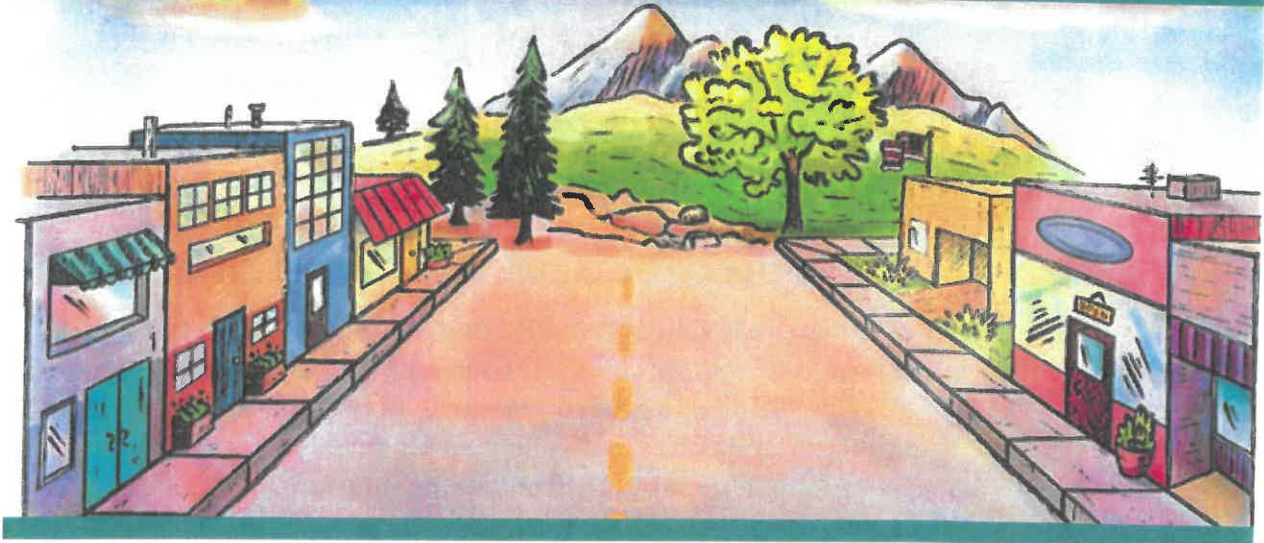
*Firewise Activities Include:

- Mowing the lawn
- Cleaning roofs, gutters, and decks
- Moving flammable material at least 30' from home
- Home hardening (such as fixing holes in siding and roofs)
- Widening paved areas
- And much more!

Thank you for being a part of Firewise in the Oakridge-Westfir Area!

Contact Dustin at 541-782-3422 for more information.

What's your vision for Uptown Oakridge?



SAVE THE DATE!

Thursday, April 25, 4:00–7:00 pm

Location ~~TBA~~

Oakridge Museum

The Uptown Business and Revitalization Association is inviting you to this interactive community workshop to share your thoughts and ideas about revitalizing Uptown. Let's creatively brainstorm the future for our community through a hands-on activity.

All ages welcome. Refreshments will be provided.

For more information, please contact:

Lynda Kamerrer: 541.915.1212 | info@oakridge-lodge.com





PUBLIC NOTICE OF 1st CITY OF OAKRIDGE BUDGET COMMITTEE MEETING

The 1st public meeting of the **City of Oakridge Budget Committee**, to present the proposed annual budget for fiscal year July 1, 2024 to June 30, 2025, will be held at Oakridge City Hall, 48318 E. 1st Street, Oakridge, Oregon, on **Monday, April 22nd, 2024 at 6pm**. This is a public meeting. Citizens may attend and provide public comment in-person or remotely via Zoom at <https://us02web.zoom.us/j/3664311610> (Zoom Meeting ID# 3664311610).

Additional Budget Committee meetings will be held if more time is needed to review and discuss the budget. After April 15, 2024, a copy of the proposed budget will be available for inspection at City Hall Monday-Thursday 8am-4pm, or on the City's website:

www.ci.oakridge.or.us