

March 27, 2024 at 6:30pm  
City Council Meeting (*Work Session & Special Session*)  
Audio/Video Teleconference  
Oakridge City Hall & Zoom  
48318 E. 1<sup>st</sup> Street  
Oakridge OR, 97463  
**WORK SESSION & SPECIAL SESSION**



**1. CALL WORK SESSION TO ORDER**

**2. Pledge of Allegiance**

**3. Roll Call**

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

**5. Business from the City Council (Work Session) \*Using the same agenda item numbers from the 3/21 Council meeting**

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

10.10 The Bus Fair RTMP & TRT funding request

10.11 UBRA TRT funding request

10.12 Keg & Cask Festival RTMP & TRT funding request

10.13 Chamber of Commerce RTMP & TRT funding request

10.14 Concerts in the Park RTMP & TRT funding request

10.15 Triple Summit Challenge RTMP & TRT funding request

10.16 Sasquatch Festival RTMP & TRT funding request

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

**6. Adjourn (Work Session)**

**1. CALL SPECIAL SESSION TO ORDER**

**2. Roll Call**

**3. Additions, Corrections or Adjustments to the Agenda**

**4. 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.*

**5. Business from the City Council (Work Session) \*Using the same agenda item numbers from the 3/21 Council meeting**

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

**6. Public Comment**

**7. Adjourn (Special Session)**

**Citizens have four ways of attending and commenting at this meeting:**

- 1. On your computer, tablet or smartphone go to <https://us02web.zoom.us/j/3664311610>**
- 2. On your telephone, dial: 669-900-9128, then enter Meeting ID: 366 431 1610.**
- 3. Send comments by email to: [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) by 2pm the day of the meeting.**
- 4. Attend in person at City Hall (48318 E. 1st Street).**

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

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

**Accommodation for Physical Impairments:** In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, the City's TTD Number is 541-782-4232.



## Business of the City Council

City of Oakridge, Oregon

March 27, 2024

**Agenda Title:** RTMP & TRT Funding Requests and LTD Bus Service Requests

**Agenda Item No:** 10.9-10.17

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

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

**Agenda Bill Author:** CA

### ISSUE:

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

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

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

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

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

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

**FISCAL IMPACT:** UNK

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

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

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

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

On 3/6/12, the RTMP/TRT Committee recommended setting aside \$6,000 in TRT funds for the TRT Block Grant Program for the rest of the *current* fiscal year 23-24. On 3/7/24, City Council passed a motion to set aside \$6,000 in TRT funds for the TRT Block Grant Program for the *next* FY 24-25 (July 1, 2024-June 30, 2025). The issue of setting aside funds for this *current* fiscal year (23-24) was not addressed by Council.

On 3/12/24, the Committee met again and after reviewing the financial data determined that if Council were to follow all of their TRT funding recommendations, there may not be enough TRT funds remaining for this current fiscal year (23-24) to support their previous recommendation of setting aside \$6,000 in TRT funds for the TRT Block Grant Program. So they voted unanimously to recommend that only \$2,000 in TRT funds be set aside for the TRT Block Grant Program for the *current* FY 23-24 (instead of \$6,000). The Committee did not make a recommendation for next FY 24-25. The committee did *not* make a recommendation on an amount of TRT funds to be set aside for the Block Grant program for *next* fiscal year (24-25). There are no known Block Grant applications at this time.

**OPTIONS:**

If Council would like to adjust the amount of TRT funds to be set aside for the TRT Block Grant program for *next* fiscal year (24-25), follow recommended motions 1 & 2 below, to rescind\* council's previous motion and then pass a new motion with a new amount.

If Council would like to set aside a certain amount of TRT funds for the TRT Block Grant program for the *current* fiscal year (23-24), follow recommended motion 3 below.

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

**10.9 RECOMMENDED MOTION 1 (if Council wishes to change the amount of TRT funds for the Block Grant Program for *next* fiscal year 24-25):** *"I move to rescind Council's previous motion to reserve \$6,000 in TRT funds for the TRT Block Grant Program for fiscal year 24-25."*

**10.9 RECOMMENDED MOTION 2 (if Motion 1 passes):** *"I move to reserve \$\_\_\_\_\_ in TRT funds for fiscal year 24-25 for the TRT Block Grant Program."*

**10.9 RECOMMENDED MOTION 3 (if Council wishes to set aside a certain amount of TRT funds for the Block Grant Program for the *current* fiscal year 23-24):** *"I move to reserve \$\_\_\_\_\_ in TRT funds for the TRT Block Grant Program for the current fiscal year 23-24."*

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

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

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

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

**10.11 UBRA \$6,250 TRT funding request:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10.17 FEAST request to use 6 hours of the city’s free bus services:**

The Oregon and Oakridge Food Banks, the Oakridge/Westfir Farmers Market, and the OSU Extension Service have teamed up to put on a free “FEAST” community event on **Saturday May 18<sup>th</sup> from 10am-2pm**. They are requesting to use **6 hours** of the city’s free LTD bus service hours for this event, to have a Diamond Express bus pick-up and drop-off folks in the community who want to attend but do not have their own transportation. They would be required to RSVP for this service, and if no one requests a ride by May 10<sup>th</sup>, FEAST would cancel their request and “return” the hours to the city. FEAST organizers will be at the Council meeting to answer any questions.

More information on the FEAST program is here:

[https://ofbportals.oregonfoodbank.org/home/partner\\_support/partner\\_support/community\\_food\\_systems/aboutfeast](https://ofbportals.oregonfoodbank.org/home/partner_support/partner_support/community_food_systems/aboutfeast)

If Council grants the 13 hours of free bus service to the Bus Fair as requested in item 10.10, there will be **11 hours remaining** of the 24 free hours of service the city receives annually from LTD. **However, the Sasquatch Festival has requested these 11 remaining hours, so this request from FEAST is in conflict with item 10.16 (Sasquatch Festival).**

**10.17 RECOMMENDED MOTION:** *"I move to approve using \_\_\_\_ of the city's free bus services from LTD for the Oakridge-Westfir FEAST on May 18th."*

#### **STRATEGIC THEMES/GOALS INVOLVED:**

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

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

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

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

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





- Latest

RTMP

3/15/2024 8:56pm

### City of Oakridge Statement of Revenue and Expenditures

Page

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

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

70?

True

should be 2,500?

18,869.00

Should be 29k?

RTMP

2/8/2024 4:06pm

City of Oakridge  
Statement of Revenue and Expenditures

Page 7

Revised Budget  
For RTMP (102)  
For the Fiscal Period 2024-7 Ending January 31, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
Beginning Fund Balances Revenues					
102-00-500001 Beginning Fund Balance	\$ 1,203.58	\$ 0.00	\$ 26,391.10	\$ 2,494.90	90.55%
<b>Total Beginning Fund Balances Revenues</b>	<b>1,203.58</b>	<b>0.00</b>	<b>26,391.10</b>	<b>2,494.90</b>	<b>90.55%</b>
<b>Intergovernmental Revenues Revenues</b>					
102-00-515300 RTMP Funds	1,583.33	31,369.00	19,000.00	31,369.00	(65.10%)
<b>Total Intergovernmental Revenues Revenues</b>	<b>1,583.33</b>	<b>31,369.00</b>	<b>19,000.00</b>	<b>31,369.00</b>	<b>(65.10%)</b>
<b>Total RTMP Revenues</b>	<b>\$ 2,786.92</b>	<b>\$ 31,369.00</b>	<b>\$ 45,391.10</b>	<b>\$ 33,863.90</b>	<b>25.40%</b>
<b>Expenditures</b>					
<b>Materials &amp; Services Expenditures</b>					
102-00-400220 RTMP Fund Projects_Current Year	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,994.90	0.00%
<b>Total Materials &amp; Services Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,994.90</b>	<b>0.00%</b>
<b>Fund Transfers Expenditures</b>					
102-00-401083 Transfer of Funds RTMP	0.00	6,500.00	0.00	6,500.00	0.00%
<b>Total Fund Transfers Expenditures</b>	<b>0.00</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>0.00%</b>
<b>Total RTMP Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 6,500.00</b>	<b>\$ 0.00</b>	<b>\$ 12,494.90</b>	<b>0.00%</b>
<b>RTMP Excess of Revenues Over Expenditures</b>	<b>\$ 2,786.92</b>	<b>\$ 24,869.00</b>	<b>\$ 45,391.10</b>	<b>\$ 21,369.00</b>	<b>52.62%</b>

0?

True

Should be 2,500?

?



Should actually be ~~21,369.00~~?  
29K?

TRT

City of Oakridge

Statement of Revenue and Expenditures

Page

Revised Budget

For TRT Transient Room Tax (101)

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

3/15/2024 8:56pm

- Latert

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

↑  
Should be 25k?

TRT

2/2/2024 4:06pm

City of Oakridge  
Statement of Revenue and Expenditures

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

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



Should be 25K?

RTMP

TransNbr	Date	PAYEE	PROJECTS / EVENTS	DETAILS	DebitAmt	Council Approved	Date Approved
			Fiscal Year 23-24				
RTMP	131526	07/26/23	Brock Butterfield		2,500.00	\$2,500.00	1/19/2023
RTMP			Transfer to Parks approved	July 15 and July 22nd (August 12 canceled)		\$1,500.00	1/19/2023
RTMP				July 15 and July 22nd (August 12 canceled)		\$2,500.00	5/4/2023
RTMP	134287	10/05/23	UWCDC	2023 Festival ??	2,494.90	\$2,494.00	7/20/2023
RTMP			Jason Nehmer	Disc golf club		\$2,500.00	1/4/2024
RTMP	131879	08/01/23	Devin Vanscoy	August 4-6th	1,000.00	\$1,000.00	3/2/2023
RTMP			Partial Fee Waiver	waive 1000 of 2500 fee for GWP			
RTMP			Fee Waiver only				3/2/2023
RTMP			Wildfire Safety Night 2023 - July 14th				4/20/2023
RTMP					5,994.90		
RTMP			FISCAL YEAR 22-23				
RTMP	131244	06/30/23	??	2909 05/23	110.69		
RTMP	128821	03/31/23	Fee Waiver only	Moving app rtmp funds for park rental waiver	5,900.00	\$0.00	1/19/2023
RTMP			Fee Waiver only				4/6/2023
RTMP	129070	04/12/23	Moose Lodge		300.00	\$300.00	4/6/2023
RTMP	131055	06/29/23	Oakridge Independence Day Festival		1,459.85	\$2,500.00	5/18/2023
RTMP			Fee Waiver only				4/20/2023
	121171	07/28/22	Oakridge Disc Golf Club		2,131.75	\$2,450.00	5/5/2022
RTMP	128817	12/31/22	Jason Nehmer	2023 Middle Fork Open Disk Gold Tournament	2,000.00		
RTMP	128760	03/28/23	Jason Nehmer	12/15/2022	2,000.00	\$2,000.00	12/15/2022
RTMP			Fee Waiver only	use of disc golf park			12/15/2022
RTMP	128819	08/31/22	Fee Waiver only	NA Meetings for 6 months at greenwaters park building	1,920.00		8/4/2022

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

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





TransNbr	Date	PAYEE	PROJECTS / EVENTS	DETAILS	Debit Amt	Council Approved	ate Approved
		Done	FISCAL YEAR 23-24				
TRT		??	Amphitheater Change order	All remaining ARPA funds first then 3,000 from Parks then			
TRT	136242	11/17/23	Amphitheater Decorative Lights for holidays and	Holiday celebration	243.30	\$500.00	11/2/2023
TRT	135977	12/26/23	Amphitheater Electric and Lights Upgrade	Amphitheater	1,365.00	\$6,000.00	5/4/2023
TRT	136123	01/10/24	Banner Park Kiosk	Banner Park 1/2024	500.00	\$5,050.00	7/20/2023
TRT		Fee Waiver only	Boy Scouts GWP building x3 uses			-	10/5/2023
TRT	131524	07/25/23	Bus Fair 2023				
TRT		Fee Waiver only	Dogs of Valor Oct 26, Dec 1-3 and 15th		10,000.00	\$10,000.00	1/19/2023
TRT		Fee Waiver only	Holiday Parade use of Amphitheater				10/5/2023
TRT	135672	12/12/23	Holiday party ??	CA Exp Rep 2023 ??	157.52		11/2/2023
TRT	136243	12/18/23	Holiday party ??	Holiday celebration 52-Banner Bank	859.29		
TRT		Fee Waiver only	NAMI HEALTH Lane County	2x monthly starting in October GW Bldg			
TRT	135699	12/04/23	Softball Field ??	softball field	200.00		8/17/2023
TRT	135668	12/12/23	Visitors Guide 2024	2024 guide	3,335.00	\$3,335.00	12/7/2023
TRT		Fee Waiver only	Warming Center Dec to March 23/24				11/2/2023
TRT	TOTALS				16,660.11		
TRT			FISCAL YEAR 22-23				
TRT	129023	03/30/23	a detailed list would be nice	Correcting Journal Entries to Correct Accounts cje#30	737.65		
TRT	130252	05/18/23	Amphitheater Curtains? same date as approved	0037 5/23	1,710.23	\$400.00	5/18/2023
TRT		Fee Waiver only	Back to school Kids Fest Aug 26, 27				7/21/2022
TRT	121170	07/28/22	Banner park permaculture design	TRT July 2022	50.00		3/3/2022
TRT	127629	02/07/23	Banner park permaculture design	118-2	200.00		3/3/2022
TRT	124772	11/07/22	Block Grant - ?	TRT Reimbursement	150.00		
TRT	130153	05/31/23	Block Grant - Ben Ward	TRT 6/23	500.00		
TRT	121175	07/28/22	Block Grant - Toni Wassenberg	TRT 2022	500.00		
TRT	125979	01/10/23	Chamber 22/23	4TH QTR CHAMBER REQUEST	5,869.97	\$10,000.00	12/15/2022
TRT	127591	02/07/23	Chamber 22/23	3rd Qtr	5,560.96		12/15/2022

TRT 2

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

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

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





# RTMP

## RTMP Fund Projects

TransNbr	Date	txtDocument	txtPayorVendor	txtDescription	DebitAmt	
131526	07/26/23	RTMP bus fair 07/26/2023	2380-Butterfield, Brock	RTMP Fund Projects_Current Year	2,500.00	
131879	08/01/23	RTMP 23	478-Miscellaneous Vendor	RTMP 23	1,000.00	
134287	10/05/23	2023 Festival	478-Miscellaneous Vendor	2023 Festival	2,494.90	
<b>Through Jan 2024</b>					<b>5994.90</b>	<b>As of Jan 24</b>
121171	07/28/22	RTMP July 2022	478-Miscellaneous Vendor	Jason Nehmer	2,131.75	
121172	07/28/22	RTMP 2022	478-Miscellaneous Vendor	Devin Vanscoy	1,500.00	
124051	10/20/22	RTMP 10/20/2022	1055-Oakridge Keg & Cask Festival	Oakridge Keg & Cask	3,383.03	
128760	03/28/23	12/15/2022	478-Miscellaneous Vendor	12/15/2022	2,000.00	
128817	12/31/22			Moving approved grant of RTMP funds for Disk Gold Club for the 2023 Middle Fork Open Disk Gold Tournament	2,000.00	
128818	08/31/22	JE# 10 TRT-RTMP Transfers		Moving approved grant of RTMP funds for Oakridge Tripple Summit Challenge	1,000.00	
128819	08/31/22	JE# 10 TRT-RTMP transfers		Moving approved grant of RTMP funds NA meetings for 6 months at greenwaters park building	1,920.00	
128820	08/31/22	JE# 10 TRT-RTMP Transfers		Moving approved grant of RTMP funds of NA meetings for 6 months at greenwaters park building	1,000.00	
128821	03/31/23	JE# 10 TRT-RTMP Transfers		Moving approved RTMP Funds for park rental waiver for Bus Fair June 2023	5,900.00	
128822	07/14/22	JE# 10 TRT-RTMP Funds Transfer		Moving approved RTMP Funds for park rental waiver for Wildfire Safety Night July 2022	340.00	
129043	12/31/22	TPF 2022	478-Miscellaneous Vendor	TPF 2022	1,000.00	
129070	04/12/23	RTMP-Moose Lodge 2023	478-Miscellaneous Vendor	Moose Lodge	300.00	
129669	04/20/23	JE# 10 04-23		Moving approved RTMP Funds for park rental waiver for Wildfire Safety Night approved on 4-20-23 Council meeting	1,000.00	
129885	05/23/23	RTMP 2023	478-Miscellaneous Vendor	RTMP 2023	2,500.00	
131055	06/29/23	RTMP 2022 Rqst	478-Miscellaneous Vendor	RTMP 2022 Rqst	1,459.85	
131244	06/30/23	2909 05/23	52-Banner Bank	RTMP Fund Projects	110.69	
	<b>FY23 Totals</b>				<b>27,545.32</b>	<b>FY 23 Total</b>
108752	07/01/21	RTMP-Oakridge dice golf club	478-Miscellaneous Vendor	Oakridge Disc Golf Club	750.00	
112029	10/06/21	2021 RTMP	478-Miscellaneous Vendor	RTMP Fund Projects	2,750.00	
113378	12/06/21	RTMP Oakridge keg & cask festi	478-Miscellaneous Vendor	Oakridge Keg & Cask Festival	1,750.00	
116687	02/02/22	RTMP Oakridge concerts in park	478-Miscellaneous Vendor	Oakridge Conserts in the Park	1,318.50	
116688	02/02/22	RTMP Oakridge Art Council Gall	478-Miscellaneous Vendor	Oakridge Art Council Gallery	1,750.00	
117535	03/15/22	RTMP 2021	121-Tree Planting Committee	RTMP Fund Projects	1,625.00	
	<b>FY22 Totals</b>				<b>9,943.50</b>	<b>FY 22 Total</b>
96630	09/22/20	RTMP 2020-2	478-Miscellaneous Vendor	Oakridge Triple Summit - Devin VansCoy	158.40	
98072	10/09/20	RTMP Oct	243-Oakridge-Westfir Chamber of C	Oakridge Westfir Area Chamber of Commerce	300.00	
99254	10/12/20	Video production	478-Miscellaneous Vendor	Loren Christopher Michaels	400.00	
100396	10/26/20	Video Production 10/29/2020	2287-Loren Christopher Michaels	Loren Christopher Michaels	400.00	
101616	11/09/20	Magic show	243-Oakridge-Westfir Chamber of C	Oakridge - Westfir Chamber of Commerce	200.00	
102143	12/03/20	RTMP Oakridge/westfir chamber	478-Miscellaneous Vendor	RTMP Fund Projects	1,326.00	
103846	01/11/21	RTMP Oakridg Art Councell	478-Miscellaneous Vendor	Oakridge Art Council	2,009.58	
104241	01/28/21	RTMP Oakridge concert park	478-Miscellaneous Vendor	Oakridge Concert in the Park	735.00	
	<b>FY21 Totals</b>				<b>5,528.98</b>	<b>FY 21 Total</b>
87329	09/12/19	RTMP 2018	478-Miscellaneous Vendor	Oakridge Concerts in the Park	2,859.00	
87330	09/12/19	RTMP 2018	1055-Oakridge Keg & Cask Festival	Oakridge Keg & Cask	2,859.00	
88717	11/08/19	RTMP 2018-1	478-Miscellaneous Vendor	Oakridge Arts Council RTMP	1,006.32	
90080	01/03/20	RTMP 2018-2	478-Miscellaneous Vendor	RTMP Fund Projects	1,852.68	
90081	01/03/20	RTMP - OTS	478-Miscellaneous Vendor	RTMP Fund Projects	104.80	
93964	06/20/20	RTMP-the bus fair	478-Miscellaneous Vendor	The Bus Fair	3,107.45	
93974	06/30/20	RTMP 2020	478-Miscellaneous Vendor	Oakridge Triple Summit Challenge-Devin Vanscoy	1,641.60	
	<b>FY20 Totals</b>				<b>13,430.85</b>	<b>FY 20 Total</b>
78391	07/17/18	EXP94	1155-Tannerite Explosives	Tannerite Explosives	4,000.00	

RTMP-2

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

**FY 19 Total**



TRT-1

**TRT Fund Projects**

Trans#	Date	txtDocument	txtPayorVendor	txtDescription	DebitAmt
131524	07/25/23	BusFair	2380-Butterfield, Brock	Transient Income Projects- Current Year	10,000.00
135668	12/12/23	2024 Guide	478-Miscellaneous Vendor	2024 Guide	3,335.00
135672	12/12/23	CA Exp Rep 2023	1198-James Cleavenger	CA Exp Rep 2023	157.52
135699	12/04/23	Softball field	47-D & T Construction	Softball field	200.00
135977	12/26/23	1316	2307-On Top Construction and Design	Amphitheater	1,365.00
136123	01/10/24	Banner Park 1/2024	478-Miscellaneous Vendor	Banner Park 1/2024	500.00
136242	11/17/23	0037 NOV 23	52-Banner Bank	Holiday Celebration	243.30
136243	12/18/23	0037 DEC 23	52-Banner Bank	Holiday Celebration	859.29
<b>Through Jan 2024</b>					<b>16,660.11 as of Jan 24</b>
121170	07/28/22	TRT July 2022	478-Miscellaneous Vendor	Lynda Kamerer	50.00
121175	07/28/22	TRT 2022	478-Miscellaneous Vendor	Toni Wassenberg - Life After Work, LLC	500.00
121890	07/18/22	0046 CH 08/25/2022	52-Banner Bank	Banner Bank	1,135.70
124152	10/01/22	17618	385-Travel Lane County	Travel Lane County	295.00
124772	11/07/22	TRT Reimbursement	478-Miscellaneous Vendor	Mandi Motes	150.00
125097	11/30/22	James Cleavenger 11/30/22	1198-James Cleavenger	James Cleavenger	1,014.90
125555	12/05/22	INV00127	459-Miscellaneous	Cookies for tree lighting and staff party	100.00
125979	01/10/23	4TH QTR	243-Oakridge-Westfir Chamber of Commerce	4TH QTR CHAMBER REQUEST	5,869.97
126018	01/10/23	1-*12/10/22	459-Miscellaneous	Tree lighting cookies	100.00
127526	12/18/22	0046 2/23	52-Banner Bank	0046 2/23	160.00
127591	02/07/23	3rd Qtr	243-Oakridge-Westfir Chamber of Commerce	3rd Qtr	5,560.96
127629	02/07/23	118-2	478-Miscellaneous Vendor	118-2	200.00
128893	03/18/23	0039256-IN	1206-MEDIA/America, INC	0039256-IN	2,370.00
129023	03/30/23	C-JE#30		Correcting Journal Entries to Correct Accounts	737.65
130153	05/31/23	TRT 6/23	478-Miscellaneous Vendor	TRT 6/23	500.00
130252	05/18/23	0037 5/23	52-Banner Bank	0037 5/23	1,710.23

TRT-2

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

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86810	08/19/19	TRT Brock Butterfield	478-Miscellaneous Vendor	Transient Income Projects	7,390.00
88127	10/01/19	15345	385-Travel Lane County	Travel Lane County	295.00
88923	11/19/19	TRT 11/19/2019	1206-MEDIAmerica, INC	MEDIAmerica, Inc	2,176.00
89684	12/16/19	Hollett, Scott 12/16/2019	545-Scott Hollett	Scott Hollett	199.80
92556	04/20/20			Charge Waived Park fees to TRT	1,500.00
92946	05/13/20	TRT May 2020	1164- Sunny Zylstra or Sunny Days Creations&Photo Creations Photography	Sunny Zylstra or Sunny Days Creations Photography	250.00
92972	05/15/20	TRT, 2020	1184-Xi Delta Xi	Xi Delta Xi	1,500.00
92973	05/15/20	TRT May 2020	478-Miscellaneous Vendor	Scott Hitchings	320.71
94229	06/30/20			Move Block Grant for LEI to TRT from RTMP	500.00
<b>Total FY20</b>					<b>14,131.51 FY 20 Total</b>
77817	07/03/18	TRT snowflake project	1184-Xi Delta Xi	Xi Delta Xi	1,800.00
77818	07/03/18	TRT request Vinnie Maxwell	478-Miscellaneous Vendor	Vincent Maxwell	500.00
78680	07/31/18	statement 08/14/2018	77-Lane County Waste Management	Lane County Waste Management	492.90
78681	07/31/18	535769	1140-Royal Refuse Service, Inc.	Royal Refuse Service, inc	249.66
79480	09/20/18	TRT request, Steve Savage	478-Miscellaneous Vendor	Steve and Laura Savage	500.00
79481	09/20/18	TRT request Weih, Edwin 09/18	478-Miscellaneous Vendor	Edwin Weih	500.00
79780	10/05/18	Advertising Agreement 10/05/18	1206-MEDIAmerica, INC	MEDIAmerica, INC	2,176.00
79781	10/01/18	14147	385-Travel Lane County	Travel Lane County	295.00
80069	10/17/18	TRT request Robert Holly	478-Miscellaneous Vendor	Robert Holly	500.00
80070	10/17/18	TRT Vincent Maxwell 10/17/2018	478-Miscellaneous Vendor	Vincent Maxwell	500.00
80074	09/17/18	IMBA ride renewal	994-Greater Oakridge Area Trail Stewards	Greater Oakridge Area Trail Stewards	200.00
80075	10/17/18	Reimburse 10/17/2018	1068-Oakridge Garden Club	Oakridge Garden Club	62.00
80502	10/26/18	012	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	80.00
80503	10/26/18	014	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	160.00
80838	11/09/18	726906/2	35-Jerry's Home Improvement Center	Jerry's Home Improvement Center	309.32
81059	11/28/18	015	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	80.00
81059	11/28/18	015	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	80.00
81099	11/27/18	180256	386-Crystal Valley Decorating, Inc.	Crystal Valley Decorating, Inc	350.00
81100	11/28/18	016	1190-Green Giants Landscape Maintenance/Martin C	Green Giants Landscape Maintenance	160.00

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

**Total FY2019 11,635.66 FY 19 Total**





# RTMP - Guidelines

## RURAL TOURISM MARKETING PROGRAM Mission Statement and Project Criteria

### MISSION STATEMENT

The Lane County Rural Tourism Marketing Program (RTMP) focuses on the business of selling, packaging, and advertising rural Lane County in a unified, well-planned program. RTMP tourism product development in rural areas will focus on the following objectives and criteria to maximize:

1. Attraction of visitors to rural communities,
2. The length of stay by visitors,
3. County-wide visitation,
4. Return visits to rural Lane County communities.

RTMP projects will define specific and varied activities and products that are widely distributed throughout the County and that will provide incentives and encouragement for visitors to choose Lane County as a leisure travel destination.

### CRITERIA FOR RTMP PROJECTS

RTMP projects will:

1. Increase transient lodging tax revenues countywide, as measured by increasing overall revenues from room tax from visitor stays, and by increasing room tax revenues during the tourism 'shoulder season', in the fall/early spring months.
2. Increase the number of visits and the amount of time spent by visitors in *rural* Lane County by improving the attractiveness of rural communities. The variety of such activities may include: expanded attractions, beautification, and property enhancement projects on public property.
3. Focus general marketing on visitors from surrounding states and "peak season" marketing to attract visitors from Oregon.
4. Continue the development of regional marketing with local, state and private agencies. This includes increased involvement of rural tourism organization in the existing network.
5. Monitor potential targets in western Canada and other international markets, maintaining flexibility for action.
6. Develop, advertise, and package rural Lane County attractions and group tour business that encourage overnight stays and extended visits by:
  - a. Developing group travel opportunities; i.e. recreational vehicle, bicycle, parks, and campground activities, and
  - b. Fostering coordination between Travel Lane County and rural tourism organizations to develop and package group travel tours, particularly as an extension of metro convention gatherings.
  - c. Providing incentives for return visits; i.e. discount on room rate for next year, mail schedule of activities for next year, mail post card with thank you and welcome note.
7. Assist with rural area tourism staffing needs, and provide training on hospitality and service excellence. The objective is to maintain a reputation for excellence in hospitality and service.

# TRT - Guidelines

## Transit Room Tax Use Guidelines

### Definition:

Transient Room Tax (here after referred to as TRT) is a tax paid on temporary lodging at hotels, motels, inns, hostels and similar places.

### Goal:

To use the TRT funds for the promotion and development of tourism in the Oakridge area through city beautification and development of recreational and tourist facilities to increase Oakridge as a tourist destination.

### Objective:

1. To continue to support the block grant program already established.
2. To attract tourism to the Oakridge area.
3. Encourage development of recreational facilities.
4. Encourage development of tourism facilities.
5. Promote beautification of the Oakridge community.
6. Increase return tourist visits to the Oakridge area.

### Fund Use Criteria:

1. Development of recreational and tourism facilities which promote tour groups and overnight stays.
2. Increase the number of tourist visits to Oakridge and the surrounding area through the beautification of the public facilities, businesses, and the community in general.
3. Advertisement and marketing of Oakridge and the surrounding area to attract tourism with emphasis on out of state tourism.

### General Fund Information:

1. The TRT funds are to be maintained in an account separate from the general fund.
2. A portion of the funds will be fenced for the TRT Block Grant Program
3. All monies granted from the fund shall be from the previous fiscal years TRT receipts.
4. TRT fund grants shall never exceed the fund balance.
5. TRT funds shall carry over from year to year, thus allowing the city to bank funds to save up for projects that cost more than one year's TRT receipts.
6. TRT funds shall not be used to finance private business activities that are not directly related to the beautification of the business for the direct purposes of increasing tourism.
7. The Oakridge City Council holds complete authority over the use of the funds and can make exceptions to the fund uses when the Council majority deem it to be in the best interests of the city.



# RTMP - Application Form

## Oakridge Rural Tourism Marketing Program

Tourism is a vital component of Oakridge's economic stability. We are actively soliciting events that promote tourism in Oakridge measured in part by the length of stay of visitors; county wide visitation; and return visits. These activities/events may, for example, center around recreation, sustainability, eco-tourism, cultural awareness, foraging and historical education opportunities to name a few. Oakridge is committed to the success of events that will promote Oakridge and increase our tourism economy.

The objective is to help provide "seed" funding and invest in activities, projects and events that have the potential for growth and self-sufficiency. The funds are generated from overnight stays and are used for programs that will generate more overnight stays.

If you have any questions prior to submitting your application, please reach out to [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) or [mayor@ci.oakridge.or.us](mailto:mayor@ci.oakridge.or.us)

### **Eligibility Criteria**

- Tourism promotion and tourism related facilities
- Only groups in good standing with the City of Oakridge may apply.
- Special Events

### **Priority is given to projects that:**

- Attract visitors from outside the community
- Create overnight stays at Hotels, Motels, AirBnB's, etc
- Include or involves multiple community and tourism partners
- Leverage additional dollars or resources
- Self-Sustaining, have growth potential, or builds capacity
- Measurable or attainable Return on Investment (ROI)

### **Maximum Grant Request**

The Oakridge RTMP is allocated approximately \$18,000 annually.

- NonProfit organizations may request up to \$2,500 per eligible project or event for up to 5 years.
- For profit Organizations may request up to \$2,500 per eligible project or event for up to 3 years.

After which point, they become a Heritage Event, and are eligible for \$1,000 annually.

\*Special Event exceptions can be considered if an organization cannot hold the event without more funding. Check the *Special Event Exception* box below if your event requires this.

### **Application Process Steps**

Grants are made on a rolling basis throughout the year unless funding has been exhausted.

1. Applicants are required to submit their request to the City Administrator.
2. The City Administrator will then schedule an RTMP Committee meeting for application review. Applicants are encouraged to attend this meeting to answer any questions the committee may have. A scoring sheet that is consistent with the County's guidelines will be attached to each application for scoring. *Please note, these scoring sheets may be viewed by the public upon request.*
3. City Council makes the final determination of approval or denial at a regularly scheduled Council meeting. The City Administrator will advise you of when the application will come before the Council. You must be present at that time. *See City website for calendar of meetings.*

### **HOW TO APPLY:**

Applications may not be submitted more than 12 months prior to the event and no closer than 3 months prior to the event. Completed applications will provide the RTMP Committee information as to how the event or activity will promote tourism and bring overnight stays to Oakridge. Incomplete applications will not be accepted.

Submissions must include the following documents:

- Request for Funding
- A completed RTMP questionnaire
- Advertising plan.

Decisions will be made on applications within 30 days of receipt and applicants will be notified of the decision.

How to submit your application:

Email: [cityadministrator@ci.oaridge.or.us](mailto:cityadministrator@ci.oaridge.or.us)

Mail: PO Box 1410, Oakridge, OR 97463

Deliver at City Hall: 48318 E First St. Oakridge, Oregon

### **REIMBURSEMENT**

1. **Keep all receipts and documentation of funds spent.** It is your responsibility to provide proper documentation, receipts and proof. Canceled checks attached to a corresponding itemized invoice are acceptable. Links to websites as well copies of brochures attached to paid invoices will also be accepted as advertising documentation. Pictures from the events or projects are required. These are just examples of documentation that will be accepted for reimbursement. You must present receipts to prove funds have already been spent as well as proof of advertising and the actual occurrence of the event.
2. **Submit documentation promptly after the event is held.**

3. **Funds will be dispersed on a reimbursement basis only.** All completed reimbursement requests will be filled within 30-days of submission to City Hall.
4. **An "After Event Summary" is required.** This will need to demonstrate costs, attendance, overnight stays, out of area attendees, fundraising efforts and advertising is also required. This information is critical to the impact assessment of tourism in our community and will be used by the RTMP committee to assess future requests.

# RTMP QUESTIONNAIRE

Event Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

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

- |   |      |     |
|---|------|-----|
| 1. Does your event/project create overnight stays? (hotel/motel/STR)  | Y=10 | N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring?   | F=5  | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states?  | Y=5  | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)                                  | Y=5  | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?              | Y=10 | N=0 |
| 7. Is this a group travel tour or package?  | Y=5  | N=0 |
| 8. Are you working with Travel Lane County?   | Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits?  | Y=10 | N=0 |

TOTAL: \_\_\_\_\_

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

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

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

**REQUEST  
FOR  
FUNDING**

<b>Budget Category</b>	<b>Expenses</b>	<b>Funding Requested</b>
<i>Personnel</i>		
<i>Equipment</i>		
<i>Travel/Conferences/ Training</i>		
<i>Supplies</i>		
<i>Advertising</i>		
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>		
<i>Other</i>		
<i>Other</i>		
<i>Total</i>		

Prepared by: Title: \_\_\_\_\_

Signature of Program Contact: \_\_\_\_\_

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



**REQUEST FOR REIMBURSEMENT**

Event Name: \_\_\_\_\_

<b>Budget Category</b>	<b>Short Description of Expense</b>	<b>Total Spent</b>
<i>Personnel</i>		
<i>Equipment</i>		
<i>Travel/Conferences/Training</i>		
<i>Supplies</i>		
<i>Advertising</i>		
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>		
<i>Other</i>		
<i>Other</i>		
<i>Total</i>		
<i>Funds Requested</i>		

**\* Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council \_\_\_\_\_ on this date \_\_\_\_\_





# TRT - Application Form

## TRT PROJECT BUDGET

**Project:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Project Address & Mailing Adress:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

Budget Category	Expenses		Dollar Amount Reimbursement Requested
Personnel	\$		\$
Equipment/Supplies	\$		\$
Other	\$		\$
<b>Total</b>	\$		\$
<b>Funds Requested</b>	\$		\$

**Prepared by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature of Point of Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

## TRT REQUEST FOR REIMBURSEMENT

**Project:** \_\_\_\_\_  
**Property Owner:** \_\_\_\_\_  
**Project Address & Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email address** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_

Budget Category	Expenses	Documentation Attached?	Reimbursement Requested*
Personnel			\$
Equipment/Supplies	\$		\$
Other	\$		\$
<b>Total</b>	<b>\$</b>		<b>\$</b>
<b>Funds Requested</b>	<b>\$</b>		<b>\$</b>

**Prepared by:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Signature of Point of Contact:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**\* Amounts Requested for Reimbursement must have adequate supporting documentation.**

# TRT BLOCK GRANT PROGRAM

**The Goal is to Beautify our City using Transient Room Tax**

**TRT program targets all properties in the Up Town & Highway 58 Business Districts.**

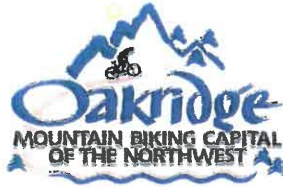
- Maximum reimbursement is \$500 or 50% of project costs.
- All TRT request for Reimbursements should be submitted upon completion of the project.
- Copy of all receipts along with before and after photos are required for grant consideration.
- Grants are offered on a first come, first serve bases and must be submitted within the same fiscal year (July-July)
- For further details and requirements please contact the City of Oakridge to obtain the project criteria.

## Steps for Participating

1. Submit completed TRT application to the City Administrator
2. Take 1 photo of project BEFORE work begins
3. Purchase supplies and complete project
4. Take 1 photo of project AFTER work is complete
5. Submit completed request for reimbursement form to the City Administrator, also email before and after photos along with receipts.
6. Receive reimbursement within 30 days



**CITY OF OAKRIDGE**  
48318 E. 1<sup>st</sup> Street – PO Box 1410  
Oakridge OR 97463  
ci.oakridge.or.us  
541-782-2258



City of Oakridge  
48318 E. 1<sup>st</sup> Street-P.O. Box 1410  
Oakridge, Oregon 97463  
Phone: 541-782-2258 FAX: 541-782-1081  
Transient Room Tax Block Grant Program  
Project Criteria

**GOAL:**

To use Transient Room Tax funds to beautify the City, by specifically targeting the properties in the Up Town District (C-2) and the Highway 58 Business District (C-3) requiring assistance for minor renovations, building maintenance, lot maintenance to include striping and landscaping.

**OBJECTIVE:**

1. Attraction of visitors to rural communities through presentation of well maintained business district properties.
2. Use of the TRT Block Grant program to promote visits and stays.
3. Promote return visits to Oakridge and Lane County communities.

**CRITERIA:**

1. Increase the number of visits to Oakridge and rural Lane County by improving the attractiveness of the Properties in the Up Town Business District and the Highway 58 Commercial District within the City of Oakridge through beautification.
2. Maximum reimbursement amount is 50% of project cost up to \$500 per project. For example, if the cost of the project is \$100, the business owner can request up to \$50 for reimbursement from the City. If the cost of a project is \$1000, the property owner can request up to \$500 for reimbursement from the City. A TRT Request for Reimbursement form and a copy of receipts should be submitted upon completion of the project in order to receive the funds. All request for reimbursements must be submitted within the same Fiscal Year that the funds were allocated.
3. A property owner can present a project to the City Administrator using the TRT Project Application request form. All requests must be turned into the City on an approved application. Property owners will be advised within ten (10) business days if their requests were approved.
4. The funds for this program will be allocated annually during the City of Oakridge Budget process. The requests will be taken as a first come first serve basis until all funds have been allocated.
5. One (1) picture before and one (1) picture after work is completed. The pictures will be emailed to [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) with TRT Block Grant in the e mail subject line or submitted with the request for reimbursement form.

6. Projects eligible for the program include, but are not limited to, minor exterior renovations, building maintenance, lot maintenance (including striping), and landscaping.

7. Please follow the below listed steps to participate in the City of Oakridge TRT Block Grant Program.

Step 1: Complete TRT Project Application for and submit to the City Administrator or his/her designee.

Step 2: After approval take one (1) photo of the project area before work begins.

Step 3: Purchase supplies and complete project. Save all receipts for reimbursement.

Step 4: Take one (1) photo of the project area after work is complete.

Step 5: Complete TRT request for reimbursement form. Submit to City Administrator or designee with all receipts of funds spent. Also, email before and after photos to the email address above or include them with your reimbursement request.

Step 6: Receive reimbursement check after processing reimbursement documents within 30 days.

I understand that I must abide by these guide lines and the conditions outlined in the TRT Block Grant Application.

**TRT PROJECT BUDGET**

**Project:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Project Address & Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

<b>Budget Category</b>	<b>Expenses</b>	<b>Dollar Amount</b>	<b>Reimbursement Requested</b>
Personnel	\$		\$
Equipment/Supplies	\$		\$
Other	\$		\$
<b>Total</b>	\$		\$
<b>Funds Requested</b>	\$		\$

**Prepared by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature of Point of Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

----- Forwarded message -----

From: Brock Butterfield <[brock@thebusfair.com](mailto:brock@thebusfair.com)>  
Date: Tue, Feb 6, 2024 at 9:17 PM  
Subject: Re: The Bus Fair 2024 RTMP/TRT Applications  
To: Oakridge City Administrator <[cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us)>

Hi James, City Council, and the RTMP/TRT Committee;

I realized there were a few more expenses that I forgot to include in the cost of having the The Bus Fair at Greenwaters Park, which I think are important and helpful to note for consideration in our \$15,000 funding request to the RTMP/TRT Committee and City Council. Based on last year's expenditures (see the links below to the 2023 Bus Fair Attendee Data Report and 2023 Bus Fair Economic Impact Reports for full details), the total estimated cost of putting on the event in 2024 is over \$55,000.

About a month ago, I received a call from the City of Cottage Grove, as they had heard about The Bus Fair and they wanted to let me know that they don't charge *any* park rental fees for events like ours and they would also eliminate a lot of the other costs associated with holding our event at Greenwaters Park. In total, moving the event to Cottage Grove would **save over \$20,000** in operating costs compared to holding the event in Oakridge as detailed below:

- Rental of the Old Mill, Greenwaters Park, and OIP lots for parking: **\$7,700**
- Additional insurance for two more locations (Old Mill Park and OIP parking): **\$1,600**
- Rental of trash cans/dumpster, hand washing station, and portable toilets: **\$3,365**
- Rental fees for a 40 x 40 event tent, chairs, and sound system: **\$4,735**
- Cost for 3 days of shuttle service to transport attendees from the OIP to Greenwaters Park: **\$5,000**
- Total Savings: \$20,785**

Since the costs of running this event are so high, this offer from Cottage Grove piqued my interest and led me to evaluate the costs for running the event at Greenwaters Park vs. Cottage Grove. This is also why we are requesting such a large amount of TRT/RTMP funds (\$15,000) to offset the extra expenses required to hold the event in Oakridge/Greenwaters Park. I realize that \$15,000 is a lot of money, but it is still *much less than the \$20,785 we would save* if we moved the event to Cottage Grove. Below are a couple of ideas/options of how Council could structure the funding for this award:

1. Council approves the full **\$15,000** requested in RTMP/TRT funds (in any combination Council deems best) and then The Bus Fair pays the full **\$7,700** in park rental fees to the city. This option would put \$7,700 back into the Parks fund.
2. Council approves **\$7,300** in RTMP/TRT funds (in any combination Council deems best) and also **waives the \$7,700 in park rental fees**. This option would be less of a burden to the RTMP and TRT funds, but would still total \$15,000 in support of the event.
3. Some other combination of the 2 ideas above, which would result in \$15,000 in support of the event to offset the \$20,785 we could save by moving the event to Cottage Grove (or elsewhere).

Another thing to keep in mind is that The Bus Fair brings in over 1,000 attendees. We are learning that the biggest demand from attendees are for the educational seminars, which are focused on people who have not yet converted a school bus or are in the middle of their project and want to learn more. To serve this demand, this year we are expanding our educational seminars from 100 to 250 seats. And because this is a multi-day event, these attendees would need to find lodging, and therefore would be supporting the local hotels and economy and putting money *back* into the same RTMP & TRT funds being used to support the event. From attending other similar festivals such as Northwest Nomads held in Fort Rock, OR and Skooliepalooza held on BLM land in Arizona, we've also realized that the location of these events isn't too important, as people are willing to travel to them. Our attendee data backs this up, with attendees traveling from 26 different states and Canada.

All that being said, my wife Heidi and I are Oakridge residents and local small business owners. **We want to keep The Bus Fair in Oakridge** and continue to have a positive economic impact on our community. By no means do we want this request to feel like a "threat" to move the event if we can't get some financial support from the city. It's just hard to ignore the \$20,000+ in savings Cottage Grove is offering, and I wanted to explain my rationale for requesting \$15,000 in financial support. The decision made by Council will not only have an impact on The Bus Fair but also *all* of the local businesses that financially benefit from the event being held in Oakridge.

We greatly appreciate the \$12,500 in funding that City Council granted us last year. It helped us make the event possible and break-even on the overall cost of the event. Based on the economic impact data in the attached reports, it also helped put **\$41,750.87 back into the local economy**, including The Bus Fair paying \$1,400 in additional park fees beyond what council waived in 2023, when 40+ attendees expressed they wanted to stay 4 additional days after the event (and spend their money in our community)., and created two part-time jobs for two Oakridge citizens, Vanessa Tharp and Catrina Davis. It also supports local nonprofits and other small businesses such as our local hotels, Air B&B's, restaurants, bars, etc. Below are the links to the 2023 attendee data report and a new report we compiled on the economic impacts of The Bus Fair, showing that **\$41,750.87 was brought in to the local economy**:

**2023 Attendee Data Report**

<https://thebusfair.com/index.php/the-bus-fair-2023-report>

**2023 Economic Impact Report**

<https://thebusfair.com/index.php/economic-impact-2024>

Please let me know if you have any questions.



**Cheers,**  
**Brock Butterfield**  
**Founder**  
[thebusfair.com](http://thebusfair.com)



2-12-2024

Monday, February 12, 2024 5:32 PM

# Parks & Com. Services Committee Meeting Notes/Minutes

1. Roll Call
  - a. Leo Robb missing
2. Public Comment
  - a. Lynda
    - i. Park cleanup
      - 1) Suggested Date March 14th
      - ii. Try to have it organized for all parks
      - iii. User survey reports
  - b. Heather
    - i. OSU open house extension March 1st
    - ii. Safe Routes to School opportunity
  - c. Bicycle photo shoot
    - i. Kelsey Moore
  - d. Jeanie Caballero-Penn
    - i. AARP grant for improving towns
    - ii. For workout equipment in Banner Park or other Parks
    - iii. March 7th Deadline
    - iv. Diamond View Park is in the master plan as a location
3. Old Business
  - a. Pump Track progress
    - i. Travel Lane County will chip in half and Lane county economic will chip in other half of geotechnical study
    - ii. Kyle Jamison of Black Sage Trailworks is confident he can build a similar style for 1/2 price of around \$400k
  - b. Diamond View Park
    - i. Late April or early May to start redesign and rebuild
    - ii. Looking for local companies for sponsorship and donations
    - iii. How to register for being on a race circuit
  - c. Salmon Creek Trestle Bridge
    - i. Get that money spent for the finalization of the feasibility study so we can pursue other grants
4. New Business
  - a. Elections
    - i. Jason Neihmer - Chair
    - ii. Heather Buley - Vice Chair
    - iii. Poncho Tarman - Secretary
  - b. Bus Fair Presentation
    - i. Brock spoke about history of bus fair
    - ii. Economic Impact of bus fair in Oakridge
      - 1) Brings around \$40k to Oakridge economy
    - iii. Asking \$15k for RTMP/TRT
    - iv. Wants \$7700 to go to park rentals
    - v. Potentially using Diamond Express for shuttling
      - 1) City has contract for shuttle service
    - vi. Motion: The committee supports the bus fair's request for additional funds from RTMP/TRT so that the bus fair can pay the city's park fees without requesting fee waivers.
      - 1) Passed Unanimous 6-0

- vii. Motion: Have staff investigate using Diamond Express for the use of events such as Bus Fair.
  - 1) Passed Unanimous 6-0
- c. Tree Ordinance
  - i. Discussion
  - ii. Railroad Trees mostly dead
  - iii. Required to be a Tree City
  - iv. Look at Ashland's Tree Ordinance

**Note regarding the possibility of using 13 hours of the city's 24 hours of free bus services from LTD/Diamond Express for the Bus Fair 2024:**

**Our contract IGA contract with LTD/Diamond Express bus service allows for up to 24 hours of transportation services per Fiscal Year for "community service transportation" at no cost to the city.**

**LTD has confirmed that if approved by City Council, we could use 13 of those 24 hours to provide free shuttle service at the Bus Fair, which would save the Bus Fair approximately \$5,000.**



**TRT PROJECT BUDGET**

**Project:** The Bus Fair / Linger Longer - 6/18 - 6/27, 2024

**Property Owner:** Brock Butterfield

**Project Address & Mailing Adress:** Project Address: Greenwaters Park

Mailing address: PO Box 1369 Oakridge, OR 97463

**Contact Person:** Brock Butterfield

**Phone:** 801-661-5406 **Email address:** brock@thebusfair.com

**Fax Number:** \_\_\_\_\_

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ 2,800	\$
Equipment/Supplies	\$ 16,350	\$ 7,500
Other	\$ 35,880	\$
<b>Total</b>	<b>\$ 55,030</b>	<b>\$ 7,500</b>
<b>Funds Requested</b>	<b>\$</b>	<b>\$ 7,500</b>

**Prepared by:** Brock Butterfield

**Title:** Event Founder

**Signature of Point of Contact:** *Brock Butterfield*

**Title:** Event Founder

**Note:**

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

# RTMP QUESTIONNAIRE

Event Name: The Bus Fair / Linger Longer - 2024  
 Contact Person(s): Brock Butterfield Phone: 801-661-5406  
 Address: PO Box 1369, Oakridge, OR 97463  
 Email: brock@thebusfair.com  
 Date of Event: 6/18 - 6/27 Event Location: Greenwaters Park and Old Mill Disc Golf Course

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

- |   |      |     |
|---|------|-----|
| 1. Does your event/project create overnight stays? (hotel/motel/STR)  | Y=10 | N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring?   | F=5  | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states?  | Y=5  | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)                                  | Y=5  | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?              | Y=10 | N=0 |
| 7. Is this a group travel tour or package?  | Y=5  | N=0 |
| 8. Are you working with Travel Lane County?   | Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits?  | Y=10 | N=0 |
| TOTAL: <del>55</del> 65   |      |     |

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You do not need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

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

Signature: Brock Butterfield Date: 1-29-24

**REQUEST  
FOR  
FUNDING**

<b>Budget Category</b>	<b>Expenses</b>	<b>Funding Requested</b>
<i>Personnel</i>	\$ 2,800.00	
<i>Equipment</i>	\$ 9,000.00	\$ 7,500.00
<i>Travel/Conferences/ Training</i>	\$ 0.00	
<i>Supplies</i>	\$ 7,350.00	
<i>Advertising</i>	\$ 7,575.00	
<i>Rent/Utilities</i>	\$ 7,500.00	
<i>Administrative Costs</i>	\$ 20,805.00	
<i>Other</i>		
<i>Other</i>		
<b>Total</b>	<b>\$ 55,030.00</b>	<b>\$ 7,500.00</b>

Prepared by: Title: **Brock Butterfield**

Signature of Program Contact: *Brock Butterfield*

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







**Answers to RTMP grant application below. Please also see links in this document for detailed reporting on the 2019 and 2023 event.**

- 1. Overnight stays will be created by attendees, vendors, sponsors, musicians and volunteers who can arrive as early as Tuesday, June 18th and leave as late as Thursday, June 27th thus creating up to 9 overnight stays. This is an increase in 5 nights from 2023 and 9 nights from 2019.**
- 2. No, the event is the very beginning of summer.**
- 3. Yes, in 2019 we were a 1 day event and by request we have added an educational component to our event with a whole day of seminars. The majority of these attendees do not yet have a completed "Skoolie" to camp in as they are building theirs and they have rented hotel rooms and AirBnB's for our 2023 three day event.**

**We also had requests from attendees to stay longer so we created "Linger Longer" to increase additional time spent in the area.**

- 4. Our current online audience reach is over 210k people. This is a combined total from Instagram, Facebook, YouTube and newsletter subscribers. The average based on our 2019 and 2023 event shows we bring in 1,000 people from 26 different states and 3 Canadian provinces.**
- 5. Our marketing plan towards Oregonians will focus on advertising through Instagram, Facebook, local radio stations, local newspapers and placing flyers in Eugene, Springfield, Cottage Grove, Ashland, Medford, Klamath Falls, Bend, Florence, Salem and Portland.**
- 6. We have and will be working with Travel Oregon and Travel Lane County to promote the event. We were recently given data from Travel Oregon and Travel Lane County that shows the economical impact of our event in Lane County.**

**The data shows that the average expenditures of a person staying in a hotel, motel or vacation rental is \$221/person/day, staying in a private home (family/friends) \$55/person/day and an "Other Overnighter" (camping at The Bus Fair) is**

**\$64/person/day.** Based on those who filled out a survey and cross referenced with our ticket sales data, here's how that data can be applied to our attendees to get an idea of how much was spent in town during our 2023 event.

- 30 hotel, motel or vacation rental attendees for just 1 night = \$6,630
- 102 Other Overnighter Attendees that selected a 3 day camping pass = \$19,584
- 40 Other Overnighter Attendees that stayed for another 3 days for Linger Longer = \$2,560

While some attendees likely stayed for more than one night in a hotel, motel or vacation rental for our 3 day event, this gives us a good estimated total of **\$28,774** spent in town by attendees of The Bus Fair.

Link to the economic impact of tourism data below. Page 191:

[https://industry.traveloregon.com/wp-content/uploads/2023/06/OR\\_2022\\_2023-05-24.pdf](https://industry.traveloregon.com/wp-content/uploads/2023/06/OR_2022_2023-05-24.pdf)

## Lane County / Visitor Details

### Visitor Details, 2022p

Overnight visitor volume for Lane County is based on cross-referencing visitor surveys, visitor air travel, and lodging data. Volume estimates, therefore, will differ from methodologies that rely solely on visitor surveys. Visitor spending is a more reliable metric than visitor volume in accounting for changes in the travel industry, as it is more closely tied to economic data and lessens the variability from visitor surveys. Day-travel estimates are not included because of data limitations.

Additional years available at [www.travelstats.com/oregon](http://www.travelstats.com/oregon)

### Average Expenditure for Overnight Visitors, 2022

	Person		Party		Party Size	Length of Stay
	Day	Trip	Day	Trip		
Hotel, Motel, STVR	\$221	\$466	\$561	\$1,167	2.5	2.1
Private Home	\$55	\$182	\$126	\$431	2.3	3.4
Other Overnight	\$84	\$166	\$193	\$583	3.0	3.1
All Overnight	\$113	\$307	\$276	\$770	2.4	2.8

### Overnight Visitor Volume, 2020-2022

	Person-Nights			Party-Nights		
	2020	2021	2022	2020	2021	2022
Hotel, Motel, STVR	1,316,490	2,737,550	3,117,460	513,320	1,020,920	1,225,860
Private Home	2,661,550	4,899,810	4,839,110	1,068,230	2,184,500	2,125,610
Other Overnight	932,290	992,030	1,169,880	352,800	376,450	390,480
All Overnight	4,910,330	8,629,390	9,126,450	1,934,350	3,581,870	3,741,950

	Person-Trips			Party-Trips		
	2020	2021	2022	2020	2021	2022
Hotel, Motel, STVR	685,060	1,350,340	1,808,800	263,220	496,940	588,970
Private Home	724,330	1,381,880	1,472,160	305,290	589,510	622,080
Other Overnight	308,570	326,230	380,610	116,100	123,590	127,180
All Overnight	1,725,960	3,058,450	3,661,570	684,610	1,222,010	1,338,240

7. One of the group target audiences / attendees are those who will "caravan" to the event in their converted school buses and other nomadic vehicles.

8. As mentioned above in number 6, we have and will continue to work with Travel Lane County.
9. We offer discount tickets and early ticket access to previous year ticket holders to encourage them to return again to The Bus Fair.

**Note:** One of our main goals behind The Bus Fair is to help stimulate our local Oakridge economy by creating an event that becomes known world wide and is something that people put on their calendars well in advance. Similar to the Oregon Country Fair yet, The Bus Fair is a very unique and first event of its kind. While this is a "for profit" event, we see it as a for profit event for the entire community.

#### **History of RTMP/TRT funds and money back into the community**

##### **2019 - 1 Day Event**

- ~RTMP Funds Awarded: \$5,576
- ~TRT Funds Awarded: \$7,390
- ~Total Funds Awarded: \$12,966
- ~Money invested back into the community by The Bus Fair: \$7,500.93
- ~[View the full report here.](#)

**2020 -event postponed and only marketing expenses leading up to the event were awarded**

- ~RTMP Funds Awarded: \$3,107.45

##### **2023 - 4 Day Event The Bus Fair / 5 Day Event Linger Longer**

- ~RTMP Funds Awarded: \$2,500
- ~TRT Funds Awarded: \$10,000
- ~Total Funds Awarded: \$12,500
- ~Money Invested back into the community by The Bus Fair: \$12,976.97
- ~Potential revenue lost due to City double booking park estimated to be: \$13,000+
- ~[View the full report here.](#)

##### **2024 - 8 Day Event The Bus Fair/Linger Longer**

- ~Requested RTMP Funds: \$7,500
- ~Requested TRT Funds: \$7,500
- ~Total requested Funds: \$15,000

**We hope to continue to be able to work with the City and Community of Oakridge to bring The Bus Fair back every year. However, it should be noted that our largest expenses are due to the lack of space and resources at Greenwaters Park (or any other park in Oakridge). The Bus Fair will need to spend \$20,785 to rent the parks, parking lot at the OIP, provide a shuttle from the**

OIP for day attendees, a 40x40 event tent for 250 seminar attendees, portable restrooms, handwashing stations and trash services.

In closing, we can see from the data collected by Travel Oregon and cross referenced with our attendee surveys and ticket sales that The Bus Fair is indeed:

- Attracting visitors from outside the community
- Creates overnight stays at hotels, motels, AirBnB's etc.
- Includes and involves multiple community and tourism partners
- On the path to be self-sustaining, it has grown from a 1 day to 9 day event, and has exceeded the capacity of Greenwaters Park.
- Providing measurable or attainable ROI by sharing ticket data and applying to Travel Oregon's economic impact of travel report.

We hope that this information has been helpful to you in making your decision of awarding The Bus Fair a total of \$15,000 in RTMP and TRT funds in order to help continue to bring the event back each year.



## ECONOMIC IMPACT REPORT 2024

# The Bus Fair Economic Impact Report 2024



The data in this report was compiled by taking the average expenditures for overnight visitors in a report prepared by Dean Runyan Associates for Travel Oregon and applying it to the data collected in our surveys and cross referenced with our ticket sales data.

It should be noted that out of the 954 tracked attendees, only 214 filled out a survey and the economic impact report is from 2022 and doesn't account for any inflation for 2023, so the total dollar amount of combined average expenditures is likely higher than given in this report as we are missing data from 740 attendees and the average expenditures for overnight visitors for 2023 has not yet been released by Travel Oregon.

The full report for the Economic Impact of Travel in Oregon can be found [here](#).

# Lane County / Visitor Details

## Visitor Details, 2022p

Overnight visitor volume for Lane County is based on cross-referencing visitor surveys, visitor air travel, and lodging data. Volume estimates, therefore, will differ from methodologies that rely solely on visitor surveys. Visitor spending is a more reliable metric than visitor volume in accounting for changes in the travel industry, as it is more closely tied to economic data and lessens the variability from visitor surveys. Day-travel estimates are not included because of data limitations.

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### Average Expenditure for Overnight Visitors, 2022

	Person		Party		Party Size	Length of Stay
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Private Home	\$56	\$182	\$126	\$431	2.3	3.4
Other Overnight	\$64	\$188	\$193	\$593	3.0	3.1
All Overnight	\$113	\$307	\$275	\$770	2.4	2.8

### Overnight Visitor Volume, 2020-2022

	Person-Nights			Party-Nights		
	2020	2021	2022	2020	2021	2022
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Private Home	2,561,550	4,699,810	4,839,110	1,068,230	2,184,500	2,125,610
Other Overnight	932,280	992,030	1,160,880	352,600	375,450	390,480
All Overnight	4,810,320	8,429,390	9,126,450	1,954,350	3,580,870	3,741,950

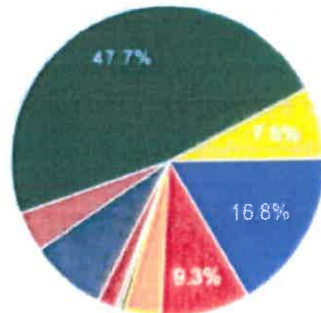
	Person-Trips			Party-Trips		
	2020	2021	2022	2020	2021	2022
Hotel, Motel, STVR	695,060	1,350,340	1,506,800	263,220	498,940	568,970
Private Home	724,330	1,381,880	1,472,160	305,290	589,510	622,060
Other Overnight	306,570	326,230	380,610	116,100	123,580	127,190
All Overnight	1,725,960	3,058,450	3,361,570	684,610	1,222,010	1,338,240



The Economic Impact of Travel in Oregon / 2022p / Prepared by Dean Runyan Associates

## If you're staying overnight, where at?

214 responses



- 36 ● I'm not staying overnight.
- 20 ● I live in Oakridge.
- 8 ● Arbor Inn / Oakridge RV Park
- 1 ● Oakridge Lodge
- 0 ● Cascade Motel
- 0 ● Bluewolf Motel
- 1 ● Best Western
- 0 ● Westfir Lodge
- 4 ● Casey's RV Park
- 17 ● AirBnB
- 9 ● Friends / Family
- 102 ● Camping
- 16 ● Other

## 2023 Survey Data

- 30 hotel, motel or vacation rental attendees for just 1 night = \$6,630

- 102 Other Overnighter Attendees that selected a 3 night camping pass = **\$19,584**

- 40 Other Overnighter Attendees that stayed for another 3 nights for Linger Longer = **\$2,560**

**Total Estimated Expenditures for overnight visitors of The Bus Fair: \$28,774.**

Again, there were 740 attendees that DID NOT fill out a survey so the total number is likely higher. We also err on the side of caution and while our event was more than 1 night, we only applied 1 night of expenditures for overnight visitors in hotels, motels and STVR's to our survey data.

## **Total Money Invested Back Into The Community By The Bus Fair**

**\$12,976.87**

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

## **Total Estimated Economic Impact of The Bus Fair 2024**

**\$41,750.87**

**Location:**

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

Date:

June 21-23, 2024

Curious thoughts:

[lowdown@thebusfair.com](mailto:lowdown@thebusfair.com)

BE CREEPY FOLLOW US



© 2019 - 2024 The Bus Fair

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





## 2023 REPORT



*Drone photo of The Bus Fair 2023 at sunset.*

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

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

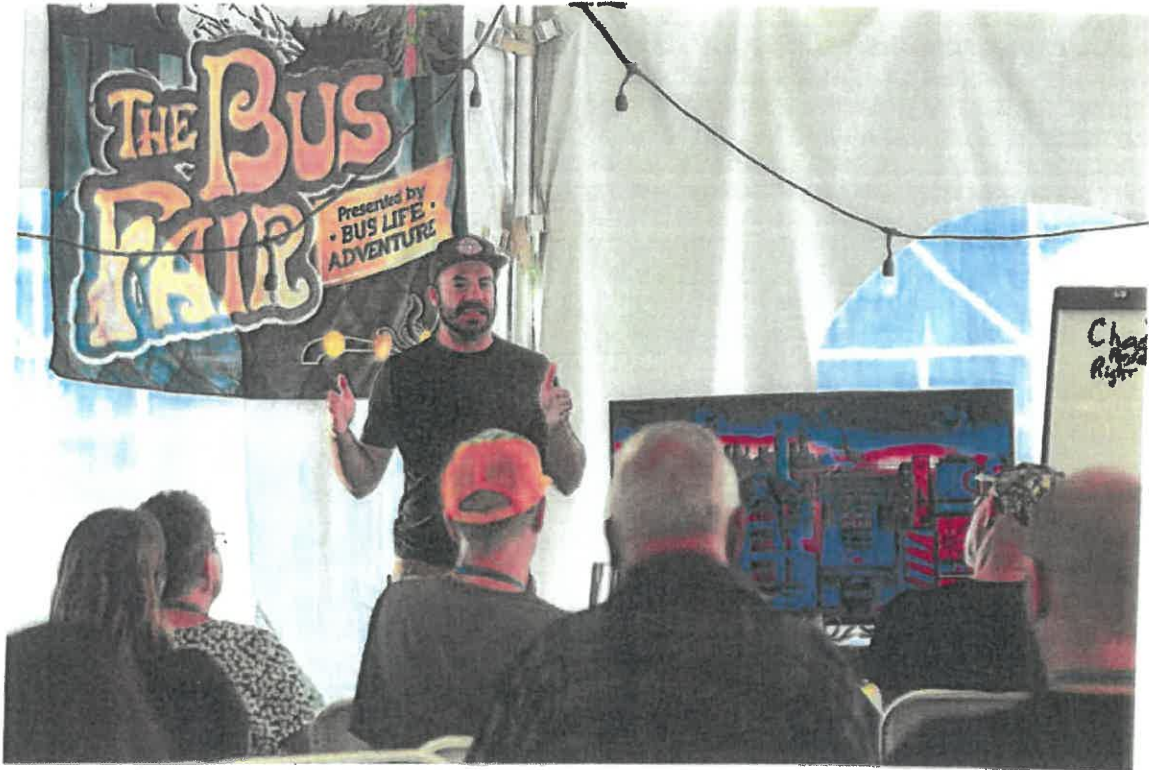
# Total Attendee Headcount

954

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



*Seminar attendees at The Bus Fair 2023*



*Chuck Cassidy leading a seminar at The Bus Fair 2023*

## **Total Number of Tickets Comped**

**154**

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

## **Total Number of Tickets Unclaimed**

**162**

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



*Skoolie Exhibitors on display at The Bus Fair 2023*



*Alder Street performing live at The Bus Fair 2023*



*Attendees enjoying live music and food at The Bus Fair 2023*

## Total End Cost of Event

**\$38,303.29**

## Breakdown Of Total Cost Of Event

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

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



*Skoolie Exhibitors at The Bus Fair 2023*



# Total Money Invested Back Into The Community By The Bus Fair

**\$12,976.87**

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



*Judges at The Bus Fair 2023*

## Beer, Cider and Wine Sales

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



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

**1,200+ hrs**

## **Total Hours Donated To Greenwaters Park Maintenance**

**5 hrs**

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

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

**Arbor Inn Motel**

**Middle Fork Bistro**

**Artworks**

**Inbound**

**Casey's RV Park**

**Mane Street Coffee**

**Lion Mountain Bakery**

**3 Legged Crane**

**Jules Joint**

**Cowgirl Cookin'**

Oakridge Disc Golf Club

Oakridge Art Council

Oakridge Tire Center

GMD Electric

Oakridge Police Department Reserves

Oakridge Fire and EMS

Willamette Pass Ski Resort

Catrina Davis

Vanessa Tharp

Ben Beamer

Jill Silvey

Kathy Holston Nichols

Rick Yarbrough and Lindsay Compton

Vince Larochelle

Kai Botak

Scott Nelson

Melody Cornelius

Matt Boyd and Mandi Motes

Jack Jones

Peter Wilde

Thaddeus Carter

Deb and Dave Borton

**Jeri Reed**

**Bob and Linda Holly**

**Nicole Davis**

**Mary Richstein**



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



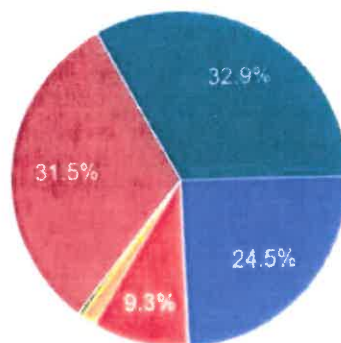
*An art vendor from Idaho at The Bus Fair 2023*

## Attendee Survey Results

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

How did you hear about The Bus Fair?

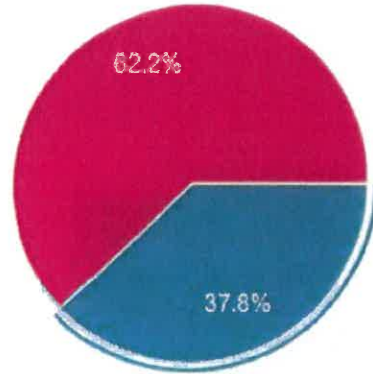
216 responses



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

## Have you ever been to Oakridge?

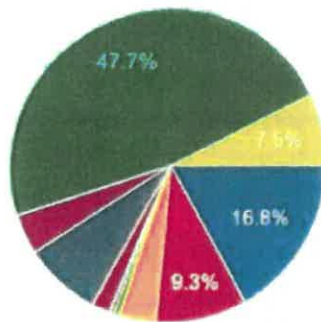
180 responses



68 ● Yes  
112 ● No

## If you're staying overnight, where at?

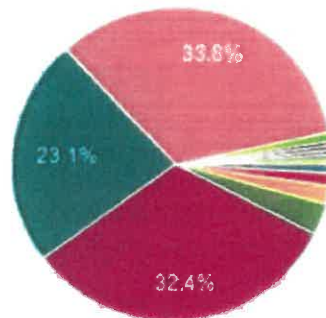
214 responses



36 ● I'm not staying overnight.  
20 ● I live in Oakridge.  
8 ● Arbor Inn / Oakridge RV Park  
1 ● Oakridge Lodge  
0 ● Cascade Motel  
0 ● Bluewolf Motel  
1 ● Best Western  
0 ● Westfir Lodge  
4 ● Casey's RV Park  
17 ● AirBnB  
9 ● Friends / Family  
102 ● Camping  
16 ● Other

## What day do you plan to arrive?

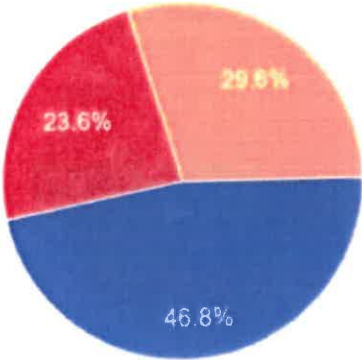
216 responses



2 ● Sunday 6/18  
3 ● Monday 6/19  
4 ● Tuesday 6/20  
9 ● Wednesday 6/21  
70 ● Thursday 6/22  
50 ● Friday 6/23  
73 ● Saturday 6/24  
2 ● Sunday 6/25  
1 ● Either Saturday or Sunday  
1 ● not sure yet, depends on our build =D  
1 ● Fri-Sun

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

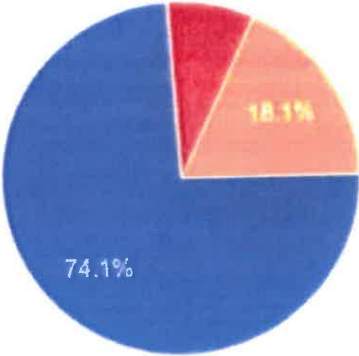
216 responses



**101** ● Yes  
**51** ● No  
**64** ● Maybe

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

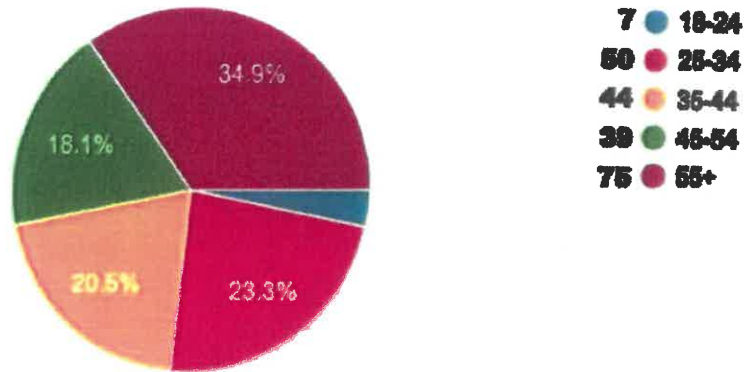
216 responses



**160** ● Yes  
**17** ● No  
**39** ● Maybe

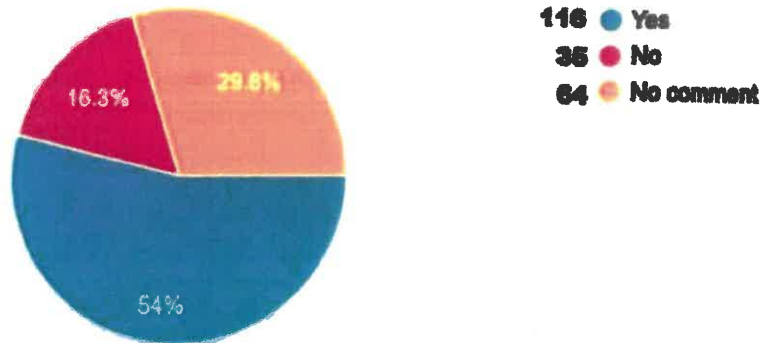
## What age range are you?

215 responses



## Do you believe in Bigfoot?

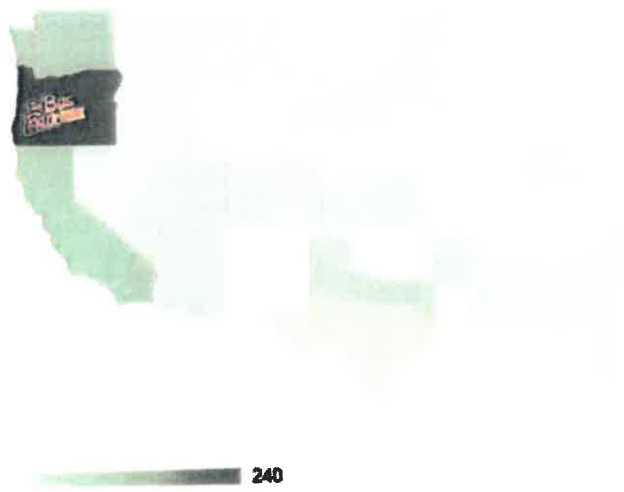
215 responses



## Geo Locations of Attendees

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

United States	Attendees
AL	2
AR	1
AZ	9
CA	71
CO	6
FL	6
GA	2
ID	8
IN	2
KS	2
MA	3
MN	2
MS	2
MT	5
NC	1
NV	6
NY	5
OH	2
OR	240
SC	2
SD	4
TX	22
UT	5
VA	2
WA	82



Canadian Provinces	Attendees
AB	1
BC	2

## Marketing Material



# THE BUS FAIR

Presented by  
BUS LIFE  
ADVENTURE

IN OAKRIDGE  
OREGON

## A SKOOLIE SHOW EXTRAVAGANZA!

**JUNE 23 SEMINARS**  
(Special ticket required) 8AM-8PM

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

**JUNE 24 BUS SHOW**  
11AM-9PM

**LIVE MUSIC!**

- art vendors
- beer garden
- food trucks

**JUNE 25 BUS SHOW**  
11AM-5PM

- art vendors
- beer garden
- food trucks

### LIVE MUSIC!

KELLY THIBODEAUX  
AND THE ETOUFFEE BAND

THE SUGAR BEETS

SUGAR PINE STRING BAND

ALDER STREET

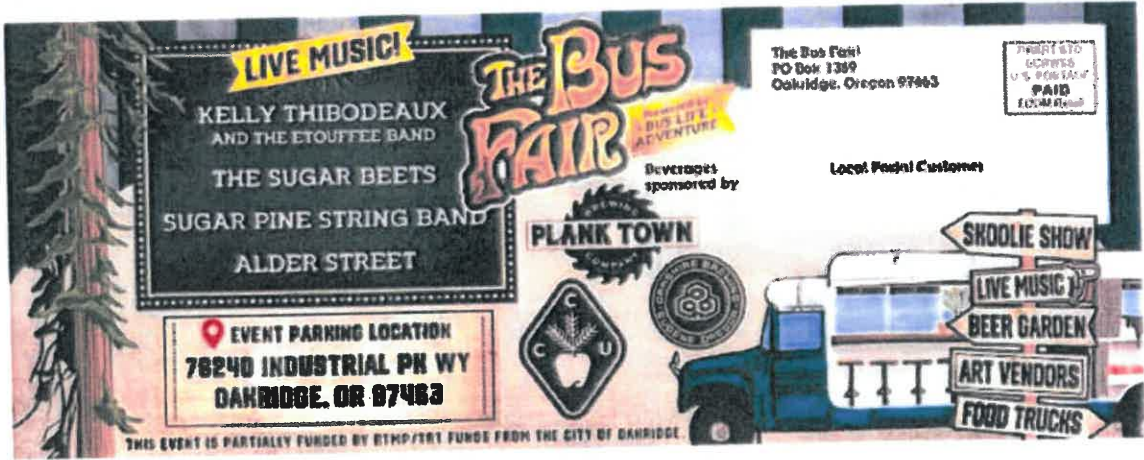
**EVENT PARKING LOCATION**  
78240 INDUSTRIAL PK WY  
OAKRIDGE, OR 97463

SPONSORED BY:

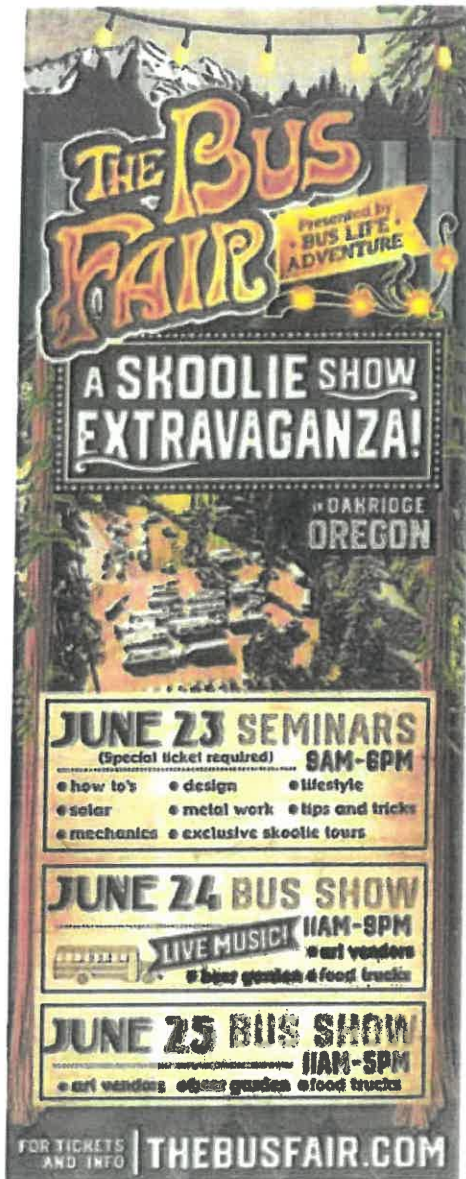


THIS EVENT IS  
FINANCED BY  
THE CITY OF OAKRIDGE

*Poster hung around the State of Oregon*



*Mailer (front) sent out to Eugene residents*



*Mailer (back) sent out to Eugene residents*

## Linger Longer

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

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

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

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

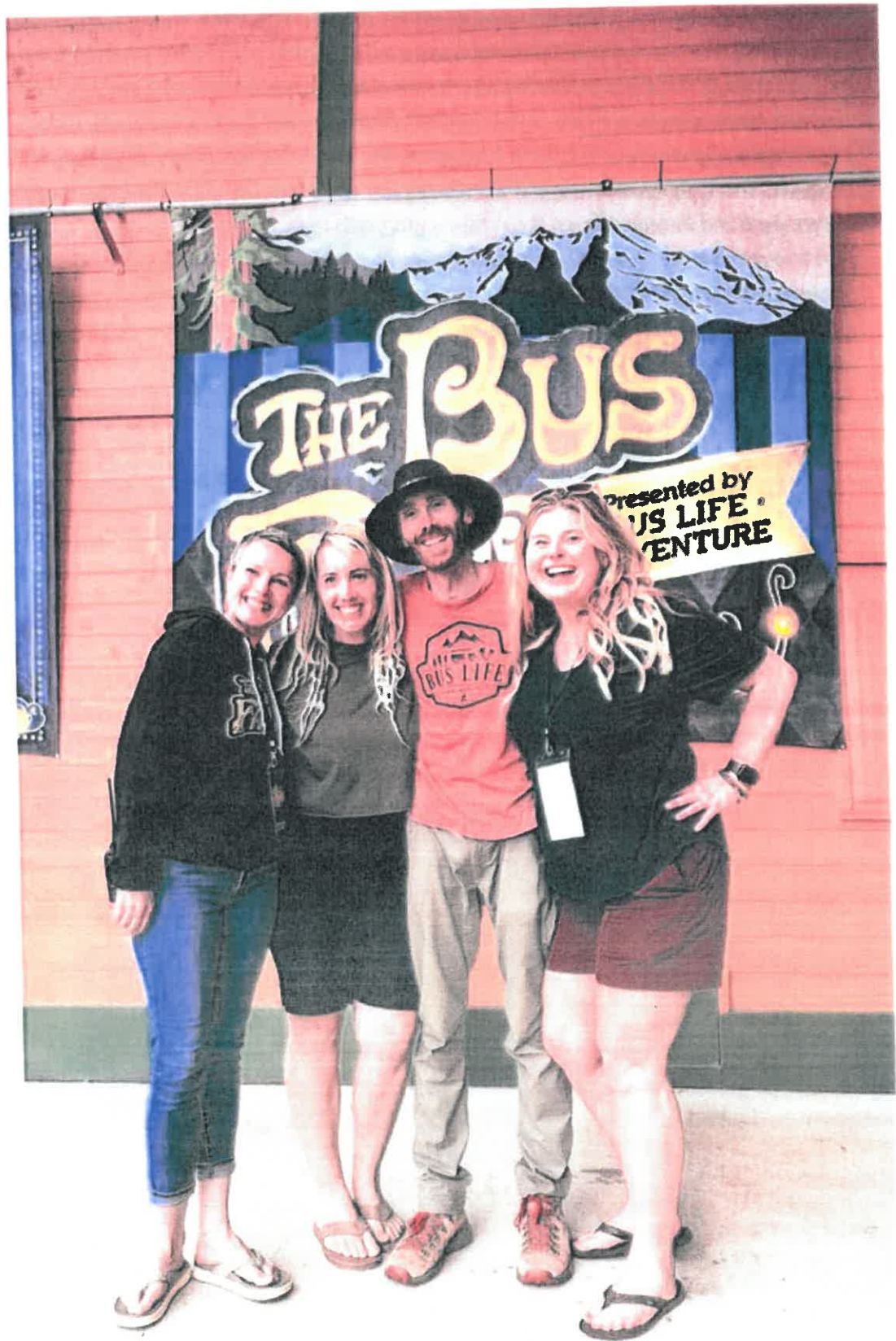
## Testimonials

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

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

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

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



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

## **Year Three of The Bus Fair**

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

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

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

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

**Location:**

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

**Date:**

**June 21-23, 2024**

**Curious thoughts:**

**[lowdown@thebusfair.com](mailto:lowdown@thebusfair.com)**

BE CREEPY FOLLOW US



© 2019 - 2024 The Bus Fair

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



1 of 2



# City of Oakridge

## Property Rental Application

Event: The Bus Fair 2024  Small event <99  Large event >100  
 Name: Brock Butterfield Date(s) requested: June 20-24, 2023  
 Hours: see note Open at: see note  
 Contact address: PO Box 1369 Oakridge, OR 97463 Contact phone: 801-661-5406

**Facility:**

- Greenwaters Picnic Shelter
- Greenwaters Community Building
- Greenwaters Amphitheater
- Greenwaters Whole Park
- WAC Classroom
- WAC Gym
- WAC Senior Lounge
- OFD Community Room
- Old Public Works Bldg
- Ospray Park
- Salmon Creek Park
- Diamond View Park
- OIP Park
- OIP Overflow Parking

**Rent:**

- \$40
- \$80 \* Note
- \$500 Dates requested: June 20-24, 2024
- \$1000 Hours: 6/20 starting at 10AM through 6/24 4PM Open to public: 6/22 11AM-9PM, 6/23 11AM-6PM Campers will arrive 6/20 and stay till 6PM of 6/24 = \$4,000
- \$25 \* Note
- \$100 To be used for overflow camping
- \$25 Old Mill Camp
- \$200 Dates requested: June 20-24, 2023
- \$100 Hours: 6/20 1PM through 6/24 6PM
- \$100 Not open to public = \$1,500
- \$100
- \$300
- \$200

Total Fees: \$6,500

\* Will Pay Later

Requires Council Approval

Street closure location:  
 Alcohol permit:  Yes  No  
 Noise permit: N/A  
 Nature of noise: Music from 11am - 9pm  
 Estimated distance noise will be plainly audible: 500 ft  
 Is a variance required:  Yes  No  
 Variance subject to event rules (see reverse)  
 Attach a list of all residences/businesses within 500 feet

Applicant signature: Brock Butterfield  
 Approval signature: \_\_\_\_\_

Date: 7-6-23  
 Date: \_\_\_\_\_

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

2 of 2



# City of Oakridge

## Property Rental Application

Event: PRE/POST The Bus Fair  Small event <99  Large event >100  
 Name: Brock Butterfield Date(s) requested: 6/18-6/19, 6/25-6/26  
 Hours: 12am-11:59pm Open at: 12am  
 Contact address: PO Box 1369 Oakridge, OR 97463 Contact phone: 801-661-5406

Facility:	Rent:
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input type="checkbox"/> Greenwaters Whole Park	\$1000
<input type="checkbox"/> WAC Classroom	\$25
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> WAC Senior Lounge	\$25
<input type="checkbox"/> OFD Community Room	\$25
<input type="checkbox"/> Old Public Works Bldg	\$200
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input type="checkbox"/> OIP Park	\$300
<input type="checkbox"/> OIP Overflow Parking	\$200
<input checked="" type="checkbox"/> Greenwaters West Field	\$300

Total Fees: \$1,200  
*\*Will Pay Later*

Requires Council Approval

Street closure location:  
 Alcohol permit: \_\_\_ Yes  No  
 Noise permit: N/A  
 Nature of noise:  
 Estimated distance noise will be plainly audible:  
 Is a variance required:  Yes \_\_\_ No  
 Variance subject to event rules (see reverse)  
 Attach a list of all residences/businesses within 500 feet

Applicant signature: Brock Butterfield  
 Approval signature: \_\_\_\_\_

Date: 7-6-23  
 Date: \_\_\_\_\_

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

December 23, 2023

To Whom it May Concern -

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

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

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

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

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

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

**ADDITIONAL FACTS:**

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

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

To whom it may concern -

February 2024

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

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

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

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

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

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

In Support -

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

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

**03/05/2024**

**Dear Oakridge City Councilors,**

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

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

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

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

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

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

**Sincerely,**

**Guen DiGioia**

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

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

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

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

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

**Sincerely,**

**Jason Nehmer**

**Oakridge Disc Golf Club president**

**[oakridgediscgolfclub@gmail.com](mailto:oakridgediscgolfclub@gmail.com)**



10.11

3/1/2024

Re: UBRA's TRT Funding Request for 2024

The Uptown Business & Revitalization Association, UBRA, was formed in 2008 and the same year became a participant in the Oregon Main Street, OMS, program. UBRA is a 501c3 non-profit, governed by a 5 member board of directors.

UBRA's projects include posting the American Flag along First Street on national holidays, spearheading an annual cleanup of First Street the week before the Tree Planting Festival, (April 27, 2024), beautification of Uptown by supplying and maintaining flower baskets on the light poles along First Street, and maintaining a billboard along highway 58 directing traffic to the Uptown district.

Our 2024 projects include:

- Hanging flower baskets on 1st St during the summer months
- adding a logo sign near the city welcome signs at the east and west entrances to Oakridge.
- Soliciting applicants for the biennial OMS grant for revitalizing Main Streets
- Replacing the 10 year old cover on the billboard along highway 58 owned by UBRA
- Optimizing our online presence and streamlining opportunities to seek financial support from the community
- Leveraging our partnership with Travel Lane County via cooperative advertising and utilizing shared digital assets
- Adding quarterly membership events to inspire and inform our community about opportunities for volunteering, business development, and supporting a sustainable downtown core
- UBRA is working toward establishing a storefront which would house our records and supplies; have signage indicating a physical location; offer open hours for visitor inquiries and member services
- Collaborating with Rural Development Initiatives, (RDI), on a workshop entitled, Build Your Dream Downtown to take place in spring 2024

In summary, UBRA's projects and activities are set apart from other organizations by two characteristics: year-round (24/7) impact and benefits to the Uptown businesses, residents, and community at large. Signage, web presence, and beautification is visible and functioning at all times. Whether a business joins our organization or not they benefit from the efforts described above. Once a year events are important, but UBRA is working all year.

Thank you for your consideration,

The UBRA Board of Directors



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

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## UBRA's 2024 TRT / RTMP funding request and project budget

1 message

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**UBRA Uptown Business Revitalization Association** <uptownrevitalization@gmail.com>  
To: Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Fri, Mar 1, 2024 at 8:00 AM

Hello James

I have attached our 2024 TRT (or RTMP) funding request and budget (two attached docs). This includes the project budget form and a brief description of some of our work as a local non-profit organization as well as a short description of some of the work we will be doing in 2024, and places we could use some help with funding.

Thank you for your ongoing work and for being a helpful partner to our organization. If you or the committee have any questions please feel free to contact me or anyone on the Board of Directors.

 2024 UBRA TRT Project Budget and Request

Thank you

Eugene Cathcart

--

President  
Uptown Business and Revitalization Association (UBRA)

P.O. Box 839  
Oakridge, Oregon  
97463

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 **UBRA 2024 TRT request for funds.docx**  
193K



TRT PROJECT BUDGET

Project: Oakridge Beautification and Revitalization  
 Department: Appointments  
 Project Address & Mailing Address: Uptown Business and Revitalization Association  
P.O. Box 839, Oakridge OR 97463  
 Contact Person: Eugene Cathcart  
 Phone: 541 736 6424 Email address: ptownuptownrevitalization@gmail.com  
 Fax Number: \_\_\_\_\_

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ volunteer operated	\$ 0
Equipment/Supplies	\$	\$
Other	\$	\$
Hanging Flower Baskets	\$ 2500	\$ 1500
Visitor Information Signage	\$ 750	\$ 750
Street light banners	\$ 2400	\$ 2400
April 2024 Uptown Cleanup	\$ 200	\$ 100
Art Walk Marketing Banners	\$ 500	\$ 500
Hwy 58 billboard refresh	\$ 1200	\$ 1000
Total	\$ 7550 <sup>00</sup>	\$ 6250 <sup>00</sup>
Funds Requested	\$	\$ 6250 <sup>00</sup>

Prepared by: Eugene Cathcart and the UBRA Board of Directors  
 Title: President, Uptown Business and Revitalization Assn  
 Signature of Point of Contact: Eug  
 Title: \_\_\_\_\_

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



Mayor Shorey (Aye), J. Coey (Aye), R. Clark (Aye), L. Biggerstaff (Aye), G. Fortune (Aye), E. Baszler (Aye), C. Slaven (Aye). Motion carried 7-0

## 7.0 COMMUNITY SERVICES

### 7.1 UBRA Sign Request and City Sponsorship

Louis said UBRA is asking to build a billboard next to Robin David's shop on Highway 58. Oakridge Sand & Gravel owns the property. UBRA is asking the City, for certification for exemptions, to sign a Governmental Unit so they don't have to pay \$750 a year. This is where a Memorandum of Understanding would come in to play; they are still working on one that is why you don't have one. The Memorandum of Understanding would basically say that it is the City's sign but, UBRA would maintain it. The other piece is that they are asking the City to pay the electricity on it. Louis recommends saying no to that, he believes in collaboration and cooperation; with the savings of \$750 a year that UBRA would be getting, their \$3,000 investment would be covered in about four years. We need to insure that whoever has the lease with the property owner has a lease with Sand & Gravel because it is not our property and they are ok with us having the sign on their property.

**Motion:** Councilor Coey moved that the City Administrator complete the sign exemption for a Governmental Unit and enter into a Memorandum of Understanding for Upkeep and Maintenance of the sign with UBRA. Councilor Fortune seconded the motion.

Councilor Biggerstaff asked how much will the electricity cost?

Louis said about \$5-\$16 a month.

Councilor Coey said his understanding from the Community Services Meeting was that they were also asking for a \$750 donation from the City.

Louis said it would be in the best interest for UBRA to request that through the TRT/RTMP Funds.

Mayor Shorey said we need to get some verification on who owns the property.

Louis said we are going to get verification on that and also on the zoning. Louis said the only question that wasn't answered for him is regarding the electricity.

Councilor Clark said up keep and maintenance should cover the cost of the electricity. The rest of the Council agreed.

J. Coey (Aye), G. Fortune (Aye), R. Clark (Aye), Mayor Shorey (Nay), E. Baszler (Aye), C. Slaven (Aye), L. Biggerstaff (Aye). Motion carried 6-1

### 7.2 North Ash Street Discussion



g) Statements in General - Pastor Fred Ulrich asked if we are going to cut any of the trees down for this sign. He is a little concerned that we do have a lot of signs in that area.

Commissioner Custer said no we are not. The sign will be right in front of the trees.

Nancy Kelly said we have a lot of traffic uptown and people have trouble finding their way back to the Highway.

Commissioner Custer said that is a concern and we have other committees working on this very issue. That is a concern.

h) Close Public Hearing – 7:27 P.M.

i) Commission Discussion - Commissioner Altemus asked what the Billboard is going to be made of.

Commissioner Custer said it will have a vinyl wrap, most billboards are made of this now.

Commissioner Brown asked about the lifespan of the billboard. He is concerned about the upkeep of it later on down the road.

Commissioner Carl said the life expectancy is 3-4 years; UBRA has already discussed not only maintenance but replacement of the sign. It's not that expensive so when it starts looking deteriorated they will replace it.

j) Finding of Fact

Commissioner Custer went over the findings of fact.

k) Commission Action

**Motion:** Commissioner Brown moved that after completing the finding of fact he moves to approve the variance to allow an off premise directional Billboard in C-3 Hwy Sub district for, 47859 Berry Street 21-35-17-00 00700. Commissioner Affa seconded the motion.

K. Brown (Aye), A. Kordosky (Aye), G. Custer (Aye), J. Affa (Aye), M. Altemus (Aye). Motion carried 5-0

Louis said Commissioner Brown needed to get out of here tonight after the action items.

Commissioner Custer said that is not an issue and he is excused.

Louis gave an update on the visitor center; we are trying to get a crosswalk in, the city has been in discussions with the property owner of the property on Rock Road and Highway 58 for a visitor's center.



# RTMP QUESTIONNAIRE

Event Name: 2024 Oakridge Keg & Cask Festival  
 Contact Person(s): Amy Kelley Phone: 541-537-0851  
 Address: 48187 McFarland Rd, Oakridge, OR  
 Email: oakridgekegcaskgeneral@gmail.com  
 Date of Event: 8/10/2024 Event Location: E 1st St (Between Cedar & Alder)

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

- 1. Does your event/project create overnight stays? (hotel/motel/STR)  N=0
- 2. Does your event/project increase room stays during the Fall or early Spring?
- 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community?  N=0
- 4. Does your event/project focus its marketing to bring in visitors from other states?  N=0
- 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)  N=0
- 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?  N=0
- 7. Is this a group travel tour or package?
- 8. Are you working with Travel Lane County?  N=0
- 9. Do you offer incentives to promote return visits?  N=0

TOTAL: 60

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You do not need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

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

Signature: Amy M Kelley Date: 2-18-2024

**REQUEST  
FOR  
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		
<i>Equipment</i>	\$3500	\$1500
<i>Travel/Conferences/ Training</i>		
<i>Supplies</i>	\$1575	\$500
<i>Advertising</i>	\$6600	\$4500
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>		
<i>Other Music</i>	\$3100.00	
<i>Sound Production</i>		
<i>Other Lighting Rental</i>	\$2200.00	
<b>Total</b>	<b>\$16,975.00</b>	<b>\$6500.00</b>

Prepared by: Title:

Amy Kelley Chairperson

Signature of Program  
Contact:

*Amy M Kelley*

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



## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***"This event is funded in part by the Lane County Rural Tourism Marketing Program."***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed.*

Flyers, Posters & Banners will be distributed through Lane County. Promotion through our website.

Advertising with Facebook & Radio Ads

<https://oakridgekegcask.com/>

<https://www.facebook.com/KegCaskFestival>

All invoices, receipts will be provided with funding requests.

I have attached examples of last years flyers and posters. We can't provide this year since we are currently working on sponsorship

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

**TRT PROJECT BUDGET**

Project: 2024 Keg & Cark Festival

Property Owner: \_\_\_\_\_

Project Address & Mailing Adress: 48187 M<sup>c</sup>Farland Road, Oakridge, OR

Contact Person: Amy Kelly

Phone: 541-537-0851 Email address oakridgekegcarkegeneral@gmail.com

Fax Number: \_\_\_\_\_

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ Volunteers	\$ 0
Equipment/Supplies	\$ 5,075	\$ 2,000
Other	\$	\$
Advertising	6,600	\$ 4,500
Music/Sound	3,100	0
Light Rental	2,200	0
Total	\$ 16,975	\$
Funds Requested	\$	\$ 6,500

Prepared by: Amy Kelley

Title: Chair person

Signature of Point of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

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

Proudly Sponsored By:

Stan Clark Construction LLC



Rockin Music, Great Food, Awesome Brews

OAKRIDGE, OREGON  
KEG & CASK  
Festival

August 12th, 2023  
3 until 11 pm

East 1st St. between Oak and Alder Streets

Proudly Sponsored By:



Rockin Music, Great Food, Awesome Brews

OAKRIDGE, OREGON  
**KEG & CASK**  
Festival

August 12th, 2023  
3 until 11 pm

East 1st St. between Oak and Alder Streets



March 5, 2024

UWCDC  
Oakridge Keg & Cask Festival Committee

Dear City Council,

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

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

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

Respectfully submitted,

Amy Kelley  
Chairperson  
541-537-0851



# City of Oakridge

## Property Rental Application

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

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

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

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

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

Total Fees: 0.00 \_\_\_\_\_

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

Alcohol Permit (see separate application form)?  Yes  No

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

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

Applicant signature: Amy M Kelley \_\_\_\_\_

Date: 2-18-2024 \_\_\_\_\_

City Approval: \_\_\_\_\_

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

<b>OFFICE USE ONLY</b>	
Date paid:	_____
Amount paid:	_____

## RULES FOR ALL EVENTS

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

### Events Over 100 People

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

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

**I agree to abide by the above conditions:**

Signature: Amy M Kelley

Date: 2-18-2024


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

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

<b>Category:</b>	<b>Event:</b> <u>Oakridge Keg &amp; Cask Festival</u>
Family: <input type="checkbox"/>	<b>Event Sponsor:</b> <u>UWCDC</u>
Group: <input type="checkbox"/>	<b>Date of Event:</b> <u>August 10, 2024</u>
Non: Profit: <input checked="" type="checkbox"/>	<b>Hours of Event:</b> _____
For Profit: <input type="checkbox"/>	<b>Will you charge admission to the event?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<b>Expected Number of People Attending the Event:</b> <u>500</u>
	<b>Applicant:</b> <u>UWCDC c/o Oakridge Keg &amp; Cask Festival Committee - Amy Kelley Chair</u>
	<b>Contact Address:</b> <u>PO Box 677, Oakridge, OR 97463</u>
	<b>Contact Phone:</b> <u>541-537-0851 (Amy Cell)</u>

<b>Facility To Be Reserved:</b>	Greenwaters: Entire Park: <input type="checkbox"/>	<input type="checkbox"/>
	Community Building: <input type="checkbox"/>	<input type="checkbox"/>
<b>(Check all that apply to Event:)</b>	Picnic Shelter: <input type="checkbox"/>	<input type="checkbox"/>
	Amphitheater: <input type="checkbox"/>	<input type="checkbox"/>
Street Closure:	<input checked="" type="checkbox"/> Which Street: <u>E 1st St, Between Cedar &amp; Alder from 8:00 am to 12:00 Mid</u>	
WAC:	Classroom <input type="checkbox"/> Senior Ctr <input type="checkbox"/>	
	Gym <input type="checkbox"/> Kitchen <input type="checkbox"/>	
	Fire Hall Training Room: <input type="checkbox"/>	
Have you scheduled the facility with the City?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Alcohol Permit:</b>	<b>Hours of Alcohol Service:</b> <u>3:00 pm to 11:00 pm</u>
	<b>Type of Food/Caterer:</b> <u>Various, Unknown at this time</u>
	<b>Security Measures:</b> <u>Reserve Police</u>
	<b>Date of Council Approval:</b> _____
	<b>After approval by the Council, please provide copies of:</b>
	Certificate of Insurance: <input type="checkbox"/>
	Hold Harmless Agreement: <input type="checkbox"/>
	OLCC License: <input type="checkbox"/>

<b>Noise Permit</b>	<b>Nature of Noise Generation:</b> <u>Live Music</u>
	<b>Estimated Distance Noise will be plainly audible:</b> <u>400'</u>
	<b>Is a variance required?:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	(If a variance is required, please explain the reason for the variance.)
	<b>Attach a list of all residences/businesses within 500 feet.</b>

**Applicant Signature:** Amy M Kelley **Date:** 2-18-2024

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

**Fees Received:** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Final Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





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

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

Signature: Amy M Kelley

# EVENT APPLICATION/PERMIT

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

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

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

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

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

EVENT DESCRIPTION: Street Festival fundraiser for Oakridge Food Box

Security is being asked by Oakridge Reserve Officers.

Request has been submitted to Neil Ritz.

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

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

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

COMMENTS FROM CHIEF:

Reserves can assist with event and will work with  
event on security / traffic plan for event

**To: Oakridge TRT/RTMP Committee**  
**Fr: Oakridge Westfir Area Chamber of Commerce, Michelle Emmons, President**  
**Re: 2024 TRT Funding Request Brief for Committee Meeting**

The Oakridge Westfir Area Chamber Board is requesting continued financial support from the City of Oakridge to assist the organization in accomplishing its mission and goals, specifically to fund a Chamber Tourism Director position that would serve in a hybrid role for the Chamber, with 25% of the job focused on necessary administrative duties, and 75% tourism development.

Please read below for our past year's accomplishments, how the City of Oakridge RTMP/TRT contribution from 2023-24 was spent, future direction, and Job Description for Chamber Tourism Director, noting that the Tourism Director's salary may be flexible based on available funding.

### **Chamber Accomplishments 2023**

**Elevating our Profile in the Community and regional Lane County** - The Chamber worked closely with Travel Lane County and Oakridge City Administrator to improve and expand the Oakridge and Westfir pages in the annual TLC area guide, and collaborated with the City of Oakridge and RAIN on creating and presenting our First Annual Business Awards, nominated and selected by the community and celebrated at the City of Oakridge Holiday Party - a great success!

**Building Relationships with Businesses** - The Chamber continues to build its relationships by co-hosting the Chamber Partners meetings, welcoming new businesses to the area and offering 1-1 support to our member businesses in a variety of areas, from networking to assessing community needs and helping them develop their online presence and marketing plans. The Chamber has continued to develop the OWC Community Facebook group into a resource that serves to connect business owners directly to their local customers, providing a forum for discussing community wants and needs, and for businesses and entrepreneurs to conduct real-time market research with an actively engaged group of nearly 1000 members (and growing).

**Networking and Collaboration** - The Chamber continues to partner with both cities, RARE, RAIN, Travel Lane County, Lane Workforce Partnership, USFS, and SWFC - actively participating in grant writing and responding to regional stakeholders. Our Chamber President serves on the Oakridge Economic Development Advisory Committee, as well as the SWFC/USFS Recreation Committee, and more recently, the Oakridge Parks Committee. The Chamber has been involved in developing grant proposals to support economic development in the Oakridge Industrial Park, and Chamber events have provided an opportunity for networking between business owners and local organizations focused on improving quality of life for all local community members. The Chamber also facilitates the Chamber Partnership - a monthly networking meeting via Zoom that brings together public officials, agencies, and other regional stakeholders to update and identify economic development resources and collaborate where possible to advance economically beneficial policies and facilitate new programs, infrastructure, training and other educational opportunities in our community.

**Website** - In addition to continuing to update and improve the new website, the Chamber has opened up event submissions to everyone in the community and added new calendar categories for Workshops and Classes, and is working with both the Highway 58 Herald and Travel Lane County to streamline the cross-posting of local events. The newest public resource on the website, an online Job Board, has also been opened up for community-wide use. Preliminary reports show improved SEO (searchability and site hits) and positive responses from within and beyond the local communities.

**Pivot to Opportunities** - The Chamber will continue working with Travel Lane County to elevate new business marketing and tourism-related opportunities such as the Lane County Travel Guide and provide important feedback and letters of support to expand and improve regional economic development and recreation projects such as the Westfir North Fork Confluence Park (including a safe parking area and ADA facilities), East Oakridge (Mill Park, Pump Track, Makers Flex Building, Flume Trail and Greenwaters Park/Larison Ridge connections, and the Aufderheide Scenic Bikeway), supporting housing and expanded and updated infrastructure, and helping support the destination signage project which was completed earlier this year.

**Use of Funds 2022-23:**

- Maintain and continue to improve the Chamber website, including new community-wide resources like the area calendar and job board
- Renewed the contract with the Executive Assistant with focus on streamlining operations, automating member onboarding, engaging the community via social media and regular newsletters, and continuing to improve and trouble-shoot the website development and automations
- Hosted online and in-person events to help connect businesses with resources, promote businesses, and encourage local economic growth
- Created and Presented the first annual Business Awards
- Insurance premiums to cover events hosted by the Chamber
- Monthly ZOOM subscription and minor office expenses such as postage, PO Box and bank fees

## 2024/25 Future Plans

In 2024 the Chamber has identified a gap in focused efforts towards tourism development, providing a more cohesive, active collaboration of local businesses, agencies, and regional partners to help grow the Westfir and Oakridge tourism economy. While total Chamber personnel costs include general administration and technical assistance to maintain the website, the board has decided that the best way to fill the gap for building tourism while maintaining basic operations, is to hire a **Chamber Tourism Director**. This position will work together with board members to administer operations estimated at 25% of the time, while focusing on tourism development 75% of the time. Depending on available funding, deliverables as described in the attached **Job Description Addendum** may be variable.

<b>Oakridge Westfir Chamber of Commerce: Proposed Budget, 2024/25</b>	
<b>Expenditures</b>	
Dues/Fees	\$50
Liability Insurance	\$725
Marketing/Promotional	\$600

Website Maintenance	\$1000
Miscellaneous Expenses	\$25
Office Expenses /USPS/ZOOM	\$200
Conferences / Travel Stipend	\$400
Personnel	\$21,800
<b>TOTAL EXPENDITURES</b>	<b>\$24,800</b>
<i>Anticipated Westfir Grant</i>	<i>\$5,000</i>
<i>Anticipated Income (Memberships, fundraising events, etc.)</i>	<i>\$4,000</i>
<b>TOTAL REQUEST FOR OAKRIDGE TRT/RTMP FUNDS</b>	<b>\$15,800</b>

The Oakridge Westfir Chamber of Commerce thanks the Cities of Oakridge and Westfir and the TRT/RTMP Committee Members for your continued support of our efforts to elevate and celebrate our local community businesses.

On behalf of the Oakridge Westfir Chamber of Commerce, we very much appreciate your consideration of this proposal and look forward to working with you all to help invigorate, strengthen, and grow a vital future for Oakridge!

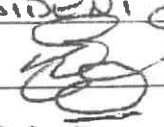


Michelle Emmons, President  
Oakridge Westfir Chamber of Commerce  
cc: City of Oakridge, Oakridge Westfir Chamber of Commerce Board of Directors

TRT PROJECT BUDGET

Project: CHAMBER OF COMMERCE TOURISM DIRECTOR  
 Property Owner: OAKRIDGE-WEST FIR CHAMBER OF COMMERCE  
 Project Address & Mailing Address: PO BOX 217, OAKRIDGE, OR 97463  
 Contact Person: MICHELLE EMMONS, PRESIDENT  
 Phone: 541-913-4318 Email address: president@oakridgechamber.com  
 Fax Number: N/A

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ 21,800	\$ 15,800
Equipment/Supplies	\$ 225	\$ 0
Other	\$ 2,775	\$ 0
Total	\$ 24,800	\$ 15,800
Funds Requested	\$ 5,800	\$

Prepared by: MICHELLE EMMONS  
 Title: PRESIDENT, OAKRIDGE WEST FIR CHAMBER  
 Signature of Point of Contact:   
 Title: PRESIDENT " "

Note:

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

# RTMP QUESTIONNAIRE

Event Name: Chamber Tourism Director  
Contact Person(s): Michelle Emmons, President, Chamber BOD Phone: 541-913-4318  
Address: PO Box 217, Oakridge, OR 97463  
Email: president@oakridgechamber.com  
Date of Event: 2024/25 Annual Year Event Location: Oakridge and Westfir Oregon

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

1. Does your event/project create overnight stays? (hotel/motel/STR) Y=10 N=0
2. Does your event/project increase room stays during the Fall or early Spring? F=5 S=5
3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? Y=10 N=0
4. Does your event/project focus its marketing to bring in visitors from other states? Y=5 N=0
5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) Y=5 N=0
6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? Y=10 N=0
7. Is this a group travel tour or package? Y=5 N=0
8. Are you working with Travel Lane County? Y=10 N=0
9. Do you offer incentives to promote return visits? Y=10 N=0

TOTAL: 70

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

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

Signature: Michelle Emmons

Digitally signed by Michelle Emmons  
Date: 2024.02.23 10:01:28 -08'00'

2/23/2024

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

**REQUEST  
FOR  
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>	21,800	\$15,800
<i>Equipment</i>		
<i>Travel/Conferences/ Training</i>	400	
<i>Supplies</i>	225	
<i>Advertising</i>	600	
<i>Rent/Utilities</i>		
<i>Administrative Costs</i>	1,000	
<i>Other</i>	725	
<i>Other</i>	50	
<b>Total</b>	<b>\$24,800</b>	<b>\$15,800</b>

Prepared by: Title:

Michelle Emmons, Chamber President

Signature of Program  
Contact:

Michelle Emmons



**Note:**

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



## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***“This event is funded in part by the Lane County Rural Tourism Marketing Program.”***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed.*

<https://oakridgechamber.com/>

<https://oakridgechamber.com/business-directory/>

<https://www.facebook.com/groups/oakridgewestfirchamber>

<https://www.facebook.com/oakridgewestfir.chamber/>

<https://www.instagram.com/oakridge.westfir/>

In-Person representation at large local events

Quarterly After-Hours Events

Revive the Oakridge Visitors Guide/Map in 2024 (and produce/distribute annually)

Work with TLC to continually improve the OW representation in their annual Area Guide

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**



## **Oakridge Westfir Area Chamber of Commerce**

### **Job Description: Chamber Tourism Director**

**\$15K-\$18k annual stipend - flexible hours**

As the OW Chamber Tourism Director your mission is to support economic development and promote tourism in the Oakridge / Westfir area, by collaborating with city staff, elected officials, businesses and regional partners, to highlight the abundance of natural resources, recreational opportunities, and unique attractions the area has to offer. This is a stipend position with flexible hours that fluctuate from month to month. Work is hybrid; both remote and in person. You must have access to a computer with reliable internet. This position will report to the Chamber Board of Directors and be supervised by the Chamber president.

### **Possible Key Responsibilities (dependent on Board approval, participation and funding):**

- Collaborate with the Cities of Westfir and Oakridge to develop strategic plans to promote tourism in the area
- Foster relationships between the Chamber, its BOD, and the Cities of Oakridge and Westfir and the local businesses that rely on tourism
- Serve as a dedicated Travel Lane County/Travel Oregon liaison for communities of Oakridge and Westfir
- Identify and collaborate with tourism partners at the local, state, and national levels to leverage resources and maximize promotional efforts
- Identify, pursue, and collaborate with relevant stakeholders on grants to expand tourism opportunities
- Assist in economic growth opportunities that elevate Oakridge as a tourism destination
- Advocate for tourism development opportunities with local businesses, i.e. marketing tourism packages
- Represent the Chamber at events to promote the local tourism economy
- Identify and collaborate with event organizers to integrate and support local businesses while promoting local services and amenities relevant to growing the local tourism economy
- Promote outdoor recreation and sports events
- Work with lodging establishments to create attractive packages that increase length of stay and encourage off season visitation
- Manage and promote social media content
- Collaborate with TLC and local businesses by developing advertising packages for the benefit of destination marketing
- Develop, update and manage website content, especially for tourism promotion purposes, including the business directory, highlighting relevant services to help attract more visitors to the area
- Create and send a monthly electronic newsletter
- Maintain Chamber email communications, document file drive, event calendar and membership database; respond to all email/web/phone inquiries

- Coordinate After-Hours and/or Chamber sponsored events & fundraisers with BOD and volunteer assistance
- Be responsible for OWC Keys & check PO Box regularly
- Maintain Chamber Membership database and manage new and renewing memberships with BOD assistance
- Prepare and present quarterly progress reports for BOD and relevant committees of Cities of Oakridge and Westfir; include ongoing goals and current accomplishments

**Preferred Qualifications and Experience:**

- Degree or relevant experience in Marketing, Tourism, Economic Development, Government, Business, or related field
- Experience should emphasize tourism promotion and/or destination marketing
- Excellent written and verbal communication skills
- Computer literate in Google Drive, social media platforms, and email.
- Strong networking abilities to build and maintain relationships with industry partners, stakeholders, and city governments
- Fundraising and grant writing experience
- Creative thinking and the ability to highlight unique selling points of the region to attract diverse populations
- Demonstrated ability to work collaboratively
- Knowledge of the local area and its attractions
- Experience leading successful tourism and economic development initiatives

This is an annual 1099 contract position. Monthly stipends will be based on available funding.

**To Apply:**

Please email a resume with a cover letter and three references to:

Michelle Emmons, Oakridge Westfir Chamber of Commerce, President  
[president@oakridgechamber.com](mailto:president@oakridgechamber.com)



## Concerts in the Park 48513 OR-58 Suite 7 Oakridge, OR 97463

City Of Oakridge

48318 E. 1<sup>st</sup> Street

Oakridge, Oregon 974364

Re: 2024 Concerts in the Park Season

Attention Mr. James Clevenger, City Council, and RTMP/TRT Committee,

Concerts in the Park has provided free outdoor musical entertainment at the Greenwaters Park Amphitheater for our residents and regional visitors for several decades. With a goal of one day-long event for June, July, and August, we successfully attract regional performers and out-of-city visitors each year.

Our nonprofit volunteer organization is dedicated to developing Oakridge as a go-to location for outdoor summer music festivals. We provide a venue for emerging musical performers and a marketplace for local artisans in an open and inviting free family-friendly environment.

Through your continued generosity and support in funding Concerts in the Park, every event returns approximately \$1500.00 to the community economy through direct committee purchases, that amount excludes any additional local purchases made by attendees.

History of Concerts in the Park RTMP fund awards and monies back into the local economy:

**2019 – 3 dates performed**

-2019 RTMP award: \$2,859.00 received in 2019

-Total money back into the local economy and park= \$4,688.00

**2020 – season canceled due to COVID**

-Total money back into the local economy and park= \$591.00

**2021 – 1 date planned canceled due to smoke. No waiver**

-2020 RTMP award: \$735.00 received in 2021

-Total money back into the local economy and park= \$1,855.00

2024 CIP funding letter



## Concerts in the Park 48513 OR-58 Suite 7 Oakridge, OR 97463

### **2022 – 2 dates reserved, 1 date canceled due to weather**

-2022 fee waiver: up to \$1,000.00 awarded, only \$500.00 for 1 day utilized

-2021 RTMP award: \$1318.50 received in 2022

-Total money back into the local economy and park= \$978.00

### **2023 – 3 dates reserved 2 dates used, 1 date canceled due to available funding**

-2023 fee waiver: up to \$1,500.00 awarded, only \$1,000.00 for 2 days utilized

-2022 RTMP award: \$2,500.00 received in 2023

### **Did not request reimbursement for 2023 expenses due to missed request filing date.**

-Park Cleanup day: volunteers spent 5 hours at \$50.00/hr value = \$250.00

-Total money back into the local economy and park= \$2,851.00

TOTAL RTMP awarded from 2019 to 2023 = \$7,412.00

TOTAL money back into the local economy = \$10,963.00

Every dollar awarded to Concerts in the Park through the RTMP/TRT earns \$1.48 back into the local economy.

Our 2024 season promises to be an exciting one with three events planned for this summer's season.

We hope that you will approve our funding application as follows:

**\$6,314.00 from the RTMP fund**

**\$6,000.00 from the TRT fund**

Thank you for your consideration and continued support.

Yours Sincerely,

Rene' C. Gobelman

Chair

Concert in the Park Committee

2024 CIP funding letter

TYPE	2023 CATAGORY	2023 AMT (2 SHOWS)	2024 FORECAST (est based on 2023 totals)	2024 RTMP ASK	2024 TRT ASK	FACTOR OF .8	2024 TRT ASK	FACTOR OF .8
PARK FEE	INCOME		\$1,500.00	OTHER PARK FEE		\$6,314.40	\$7,500.00	\$6,000.00
BANK FEE	EXPENSE	\$53.00	\$173.00	ADMIN				
ADVERT RELATED	EXPENSE	\$1,017.30	\$2,000.00	ADVERT			\$4,500.00	
BAND	EXPENSE	\$3,000.00	\$0.00	ADVERT			\$3,000.00	
SOUND	EXPENSE	\$2,000.00	\$0.00	ADVERT				
SANTI	EXPENSE	\$600.00	\$1,800.00	EQUIP				
TRUCK	EXPENSE	\$376.14	\$1,200.00	EQUIP				
ICE	EXPENSE	\$271.26	\$500.00	SUPPLIES				
INSURANCE	EXPENSE	\$224.50	\$400.00	OTHER INS				
REPLACE. EQUIP	EXPENSE	\$359.97	\$200.00	EQUIP				
PO BOX	EXPENSE	\$63.00	\$70.00	ADMIN				
BEER	EXPENSE	\$528.88	\$600.00	SUPPLIES				
CONSUMABLES	EXPENSE	\$84.09	\$200.00	SUPPLIES				
CUPS	EXPENSE	\$43.16	\$50.00	SUPPLIES				
STORAGE	EXPENSE	\$480.00	\$500.00	RENT				
CFA Admin	EXPENSE	\$50.00	\$50.00	ADMIN				
OIP RM 7 Office	EXPENSE	\$150.00	\$150.00	RENT				
<b>DONATION</b>	<b>INCOME</b>	<b>-\$1,500.00</b>	<b>-\$1,500.00</b>	<b>DONATION EST</b>			<b>\$7,500.00</b>	
TOTAL FOR SEASON		\$7,801.30	\$7,893.00					
SUB-TOTAL PER SHOW		\$3,900.65	\$2,631.00					

# RTMP QUESTIONNAIRE

Event Name: 2024 Concerts in the Park Season  
 Contact Person(s): Rene Gobelman Phone: 541-6906-8483  
 Address: 48513 OR-58 Suite 7, Oakridge, OR 97463  
 Email: oakridgeconcertsinthepark@gmail.com  
 Date of Event: 6/15; 7/6; 8/17 Event Location: Greenwaters Park Amphitheater

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

- |   |  |           |
|---|--|-----------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR)  | Y=10   | N=0       |
| 2. Does your event/project increase room stays during the Fall or early Spring?   | F=5  | S=5       |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Y=10</span> | 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)                                  | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Y=5</span>  | N=0       |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?              | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Y=10</span> | N=0       |
| 7. Is this a group travel tour or package?  | Y=5  | N=0       |
| 8. Are you working with Travel Lane County?   | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Y=10</span> | N=0       |
| 9. Do you offer incentives to promote return visits?  | Y=10   | N=0       |
| TOTAL:  |  | <u>35</u> |

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

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

Signature: *Rene' Gobelman* Rene' Gobelman Date: 3/05/2024



**REQUEST  
FOR  
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>	volunteer operated	<u>\$0</u>
<i>Equipment</i>	\$3,200.00	<b>\$2,560.00</b>
<i>Travel/Conferences/ Training</i>		<u>\$0</u>
<i>Supplies</i>	\$1,350.00	<b>\$1,080.00</b>
<i>Advertising</i>	\$2,000.00	<b>\$1,600.00</b>
<i>Rent/Utilities</i>	\$650.00	<b>\$520.00</b>
<i>Administrative Costs</i>	\$293.00	<b>\$235.00</b>
<i>Other</i> INSURANCE	\$400.00	<b>\$320.00</b>
<i>Other</i> PARK FEES (to be paid at a later date)	\$1500.00	<b>\$1,200.00</b>
<b>Total FOR 3 SHOWS</b>	<b>\$9,393.00</b>	<b>\$6,314.00</b>

Prepared by: Title: Kevin Gobelman  
Treasurer  
**(Budget document attached for reference)**

Signature of Program Contact: *Rene' Gobelman* 3/05/2024  
Rene' Gobelman

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

## **Your Advertising Plan**

If you are awarded funding from the RTMP all advertising must include the following statement:

***“This event is funded in part by the Lane County Rural Tourism Marketing Program.”***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed. \_*

**Website: oakridgeconcerts.com**

**Facebook page: <https://www.facebook.com/oakridgeconcertsinthepark>**

**The Chamber website: oakridgechamber.com**

**Flyers, posters, and a sandwich board in Uptown for specific concert events**

**Flags, banners, for monthly concert events**

**Event Signage at the East and West end of town adjacent to the City sign**

**Refresh the Greenwaters Park Shack Banner**

**Specific press releases to the following regarding news and Concert events:**

**Eugene Area Radio Stations (EARS); Eugene Weekly Calendar Listings;**

**Eugene Magazine Newsletter listing for events around Lane County. All of these regular contributions can inspire a feature article about our Music Events. Taking full advantage of the Travel Lane County member portal to update new destination worthy events and businesses.**

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

**TRT PROJECT BUDGET**

**Project:** 2024 Oakridge Concerts in the Park Season

**Property Owner:** Greenwaters Park Amphitheater - Leased to Oakridge Concerts in the Park

**Project Address & Mailing Address:** 48513 OR-58, Suite 7, Oakridge, OR 97463

**Contact Person:** Rene Gobelman

**Phone:** 541-606-8483      **Email address** oakridgeconcertsinthepark@gmail.com

**Fax Number:** \_\_\_\_\_

<b>Budget Category</b>	<b>Expenses</b>	<b>Dollar Amount Reimbursement Requested</b>
Personnel	\$ volunteer operated	\$ 0
Equipment/Supplies	\$	\$
Other performace	\$ 7,500.00	\$ 6,000.00
<b>Total</b>	<b>\$</b>	<b>\$</b>
<b>Funds Requested</b>	<b>\$ 7,500.00</b>	<b>\$ 6,000.00</b>

**Prepared by:** Kevin Gobelman

**Title:** Treasurer

**Signature of Point of Contact:** *Rene' Gobelman*      Rene' Gobelman      3/05/2024

**Title:** Chair

**Note:**  
**This Pro\_ject Budget must be submitted in the original grant application.**



10.15

# RTMP QUESTIONNAIRE

Event Name: Oakridge Triple Summit Challenge  
 Contact Person(s): Devin Vanscoy Phone: 541-337-3122  
 Address: 465 S. 72nd St. J Springfield, OR. 97478  
 Email: devin.vanscoy@gmail.com  
 Date of Event: 7/11-14/2024 Event Location: Green Waters Park

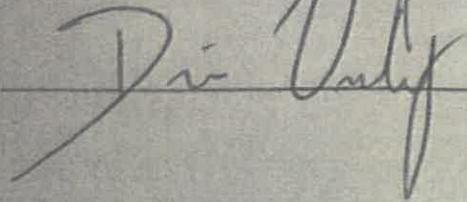
Please answer the following questions regarding your event/project by circling Y or N.

1. Does your event/project create overnight stays? (hotel/motel/STR) Y=10 N=0
  2. Does your event/project increase room stays during the Fall or early Spring? F=5 S=5
  3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? Y=10 N=0
  4. Does your event/project focus its marketing to bring in visitors from other states? Y=5 N=0
  5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) Y=5 N=0
  6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? Y=10 N=0
  7. Is this a group travel tour or package? Y=5 N=0
  8. Are you working with Travel Lane County? Y=10 N=0
  9. Do you offer incentives to promote return visits? Y=10 N=0
- TOTAL: 60

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You do not need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

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

Signature:  Date: 3-1-24

**REQUEST  
FOR  
FUNDING**

Budget Category	Expenses	Funding Requested
Personnel	\$ 500	
Equipment	\$ 1,000	
Travel/Conferences/ Training		
Supplies		
Advertising / Photography	\$ 2,000	\$ 2,000
Rent/Utilities	\$ 4,000	\$ 1,000
Administrative Costs	\$ 500	
Other Food	\$ 2,000	
Other		
Total	\$ 10,000	\$ 3,000

Prepared by: Title: RD

*Di Vito*

Signature of Program Contact:

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

## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***"This event is funded in part by the Lane County Rural Tourism Marketing Program."***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

Attach additional pages if needed.

The Event I am advertising for has a website: [OakridgeTripleSummitChallenge.com](http://OakridgeTripleSummitChallenge.com). We also have a social media account on Facebook and Instagram. We post regularly on both. The social media account is called *elevated trail racing* on both Instagram and Facebook.

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.

1. The Oakridge Triple Summit Challenge (OTSC) provides overnight stays because it is a three day stage race event, meaning the event starts Friday morning and does not finish until Sunday. This means all runners will stay the night at least Friday and Saturday in Oakridge. Depending how far the runner lives they may stay the night on Thursday night and Sunday night as well.

3. The event will only take place in the morning and at the very latest will go to the early afternoon. This means the runners have hours to spend in the area to explore and consume.

4. The OTSC goal is to bring in runners from all over the country. Each year we get runners from the East, midwest and even Alaska, and Hawaii.

5. The event takes place in July, and

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even Alaska, and Hawaii.

5. The event takes place in July, and even though we love it when out of state, most people who come to the event are from Oregon who attend the event.

6. We have always worked with Travel Lane County, and have also worked with local businesses in Oakridge, like Rays Grocery Store, Willamette Mountain Mercantile Bike shop, and the Campfire, home of CowGirl Cook'n.

8. Yes, we are working with Travel Lane County.

9. We try to make the Oakridge area look as attractive as we can. We use beautiful trails during the event, and to provide the runners with the best possible experience we rent out Greenwaters park for the weekend. I have heard from different runners, not from the area stating how beautiful the area is and that they would love to come back and visit to explore. T

## Special Event Exception:

The Oakridge Triple Summit Challenge is a three day stage race event that I put on during the summer. This race has become a trail running festival weekend for all of the runners who sign up. I feed the runners each day, and provide drinks to the runners. I also provide professional photography for all three days, and rent out the entire Greenwaters park for four days. I am renting out the park from Thursday-Sunday, so that the runners will be able to stay the night at the park from Thursday through Sunday. I also rent out the Oakridge High School locker rooms for the runners to shower.

You can imagine how much a race like this costs, let alone the work it takes to put on such a race, with all of the volunteers etc. The park rental alone will be \$ 3,500, and the photography will be another \$2,000. Food will be another \$2,000 or more. This race is estimated to cost \$10,000 for 2024. I believe that

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TO COST \$10,000 FOR 2024. I believe that this year will be the turning point for the race where it will start selling out, and we will start getting much more numbers to the race. New this year is that we will be at Greenwaters the entire weekend, and I am adding fun evening events that the entire family can do, including a free kids run one of the nights. I am providing a bunch of board games and will have a game room, and will have a movie night one of the nights! These are all new things included for this year. Getting a little more money through the Grant this year will be a huge relief and take care of a lot of the weight from putting this event on. With a larger grant it will be easier to pay for all of the expenses that will allow an event that the runners will not forget. If I am able to pay for everything that I am hoping for this year I believe everyone will have such a great experience they will tell their friends, and so many more people will register for 2025, which will allow me to finance the race without asking for a grant. I think it would be a benefit to the City to accept a

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to improve the event so it can continue to grow in the future and I can continue to put the event on in the future.

What I am asking for is \$2,000 in reimbursement money, and \$1,000 off on the Greenwaters rental of \$ <sup>3,500</sup> . If you accept this amount, I will also be able to receive a donation from a running enthusiast in Eugene, who said they might be able to match the RTMP grant. These grants will allow me to provide delicious food and the best photographer out there that takes amazing pictures, that will be complementary to all of the runners. This is a great way to advertise because the runners will post amazing pictures on social media.

Thank you so much, and if you have any questions please do not hesitate to get ahold of me at [devin.vanscoy@gmail.com](mailto:devin.vanscoy@gmail.com), or #541-337-3122.

Thank you,





# City of Oakridge

## Property Rental Application

Event: Oakridge Triple Summit Challenge  Small event <99  Large event >100  
 Name: Devin Vanscoy Date(s) requested: July 12-14, 2024  
 Hours: All - Open at: 2 Mon 7/12 to 3 Mon 7/14  
 Contact address: 334 Foxtail Dr., Eugene, OR 97405 Contact phone: 541-337-3122

### Facility:

- Greenwaters Picnic Shelter
- Greenwaters Community Building
- Greenwaters Amphitheater
- Greenwaters Whole Park
- WAC Classroom
- WAC Gym
- WAC Senior Lounge
- OFD Community Room
- Old Public Works Bldg
- Osprey Park
- Salmon Creek Park
- Diamond View Park
- OIP Park
- OIP Overflow Parking

### Rent:

- \$40
- \$80
- \$500 - 1 day (July 14)
- \$1,000 - 3 day (July 11-13)
- \$25
- \$100
- \$25
- \$25
- \$200
- \$100
- \$100
- \$100
- \$300
- \$200

Total Fees: \$2,500.<sup>00</sup>

\* Requests Partial Waiver

### Requires Council Approval

Street closure location: NONE  
 Alcohol permit: \_\_\_ Yes \_\_\_ No  
 Noise permit: N/A  
 Nature of noise:  
 Estimated distance noise will be plainly audible:  
 Is a variance required:  Yes  No  
 Variance subject to event rules (see reverse)  
 Attach a list of all residences/businesses within 500 feet

Applicant signature: *Devin Vanscoy*  
 Approval signature: \_\_\_\_\_

Date: 2-23-23  
 Date: \_\_\_\_\_

OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____

**ALL EVENTS**

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event, including clean up, must concluded by 10:00 pm or at the time approved by City Council on the application to be compliant with City ordinance.
4. The noise levels at your event cannot consistently exceed 80 decibels at the distance of 500 feet from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City ordinance.
6. Events must comply with all city ordinances; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
7. All fees must be paid prior to event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

**Groups Over 100**

In addition to the above rules, the following apply to all groups over 100 people. You must attach appropriate documentation (items 8-12) at the time of application in order for it to be approved.

8. Provide a list of all businesses and residents that are located within 500 feet of the event. This must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days prior to the event. The information must include contact number for further information or complaints.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained end easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plans prior to submitting. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expense incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above conditions and any other stipulations the City may deem necessary.

Signature: 

Date: 2-23-23

Failure to abide by the above conditions may result in sanctions including, but not limited to refusal to rent facilities, fees being due at time of reservation and inability to secure an alcohol permit.

Sanctions may be appealed to the City Council.

# RTMP QUESTIONNAIRE

Event Name: Summer Sasquatch Bigfoot Festival

Contact Person(s): Priscilla Davidson Phone: (541) 953-4624

Address: Bigfoot's Real Estate - 47714 Highway 58. Oakridge, Oregon, 97463

Email: bigfootsrealestate@gmail.com

Date of Event: July 19 - 21, 2024

Event Location: Greenwaters Park

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

- 1. Does your event/project create overnight stays? (hotel/motel/STR) Y=10 N=0
  - 2. Does your event/project increase room stays during the Fall or early Spring? F=5 S=5
  - 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? Y=10 N=0
  - 4. Does your event/project focus its marketing to bring in visitors from other states? Y=5 N=0
  - 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) Y=5 N=0
  - 6. Does your event/project work with other organizations to market the Oakridge area within local, State, and private agencies? Y=10 N=0
  - 7. Is this a group travel tour or package? Y=5 N=0
  - 8. Are you working with Travel Lane County? Y=10 N=0
  - 9. Do you offer incentives to promote return visits? Y=10 N=0
- TOTAL: 50

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You do not need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

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

Signature: Priscilla Davidson

Date: 2/20/24

<b>Request for Funding</b>		
<b>Budget Category</b>	<b>Expenses</b>	<b>Request Amount</b>
Personnel	\$10,350	
Equipment	\$2,386	
Travel/Conferences/Training	\$1,000	
Supplies	\$2,500	
Advertising	\$14,968	\$5,968
Rent / Utilities	\$5,317	\$5,317
Administrative Costs	\$1,000	
Other - Security	\$2,160	\$2,160
Other - Event Insurance	\$200	
<b>TOTAL</b>	<b>\$49,881</b>	<b>\$13,445</b>
Event Owner/Founder: Priscilla Davidson		
<i>This form MUST be submitted with the original RTMP Application.</i>		

- Personnel:
  - \$600 - 300 for 2 Bands
  - \$250 - Krist Sanders, Will be giving a presentation on data analysis he entered for Bigfoot Field Researchers Organization (BFRO) and sharing her experiences and stories gathered while working for BFRO.
  - \$1,500 - Jill and Brett Eichenberger, Award winning directors and producers with Flash of Beauty will be playing their documentaries and giving presentations.
  - \$2,750 - Cliff Barackman, Famous for his research and 12 seasons of Finding Bigfoot. This is a huge name in the Bigfoot research field. His manager has requested \$2,250 + gas + AirBnB.
  - \$1,000 - Todd Neiss, Big Name Bigfoot researcher that hosts events called Beachfoot every year. Private party with all the legendary Bigfoot attendees.
  - \$500 - David Shealy, Skunk Ape Expert from Ochopee Florida. Founder of SkunkApe/HeadQuarters Research.
  - \$750 - Jason Kenzei, Photo Journalist and international award winning filmmaker with ten Bigfoot documentaries such as "Searching for Sasquatch " and is working on his 12th documentary set to release in 2024. (paying him \$250 x 3 because he's bringing a videographer and manager and will be filming the entire event!)
  - \$3,000 - More Speakers awaiting confirmation
- Equipment:
  - \$1,700 - Canopies, Chairs, Tables, tablecloths, fencing, speakers for trails, Visual Aid.



- \$300 - Bluetooth Speaker
  - \$236 - Square Readers
  - \$150 - Leather Workshop
- Travel / Conference / Training
  - \$325 - Paid for event attendees with speakers, included dinner w/presentations at GLide Festival
  - \$300 - Travel for Cliff Barackman
  - \$375 - My travel expenses to travel to festivals around the state such as Oregon and Washington. I will be networking at all the events.
- Supplies
  - \$2,500 - Speakers to play the Sierra Sounds on the Greenwaters Park bike trail. The sierra sounds are real Bigfoot sounds recorded by Ron Moorhead on the Sierra Nevadas. These sounds played have been known to bring in these creatures in the night. Also lighting to highlight the trail and a Bigfoot suit to walk about the trails and the park.
- Advertising
  - \$2,500 - Website created [www.sasquatchsummerfest.com](http://www.sasquatchsummerfest.com),
  - \$2,468 - Corrugated signs, Banners and Graphics
  - \$1,000 - SWAG; Hats, t-shirts all with Oakridge listed
  - \$6,000- \$9,000 - Billboard in I-5
- Rent/Utilities
  - \$817 - AirBnB (Jason Kensey, David Shealy, Kristi Sanders, Videographer and manager, Jeremiah Byron, Joe Beelart, Dr Robert Alley, and more)
  - \$1,500 - 2nd AirBnB (Todd Neiss, Jill & Brett Eichenberger, Cliff Barackman)
  - \$3,000 - Park Fees
- Administrative Costs
  - \$500 - Radio interviews for Ron Roseman - My Dad has been on the road doing Radio interviews and podcasts for the event speaking about his personal encounters and helping organize the event.
  - \$250 - Ashley Davidson has designed my artwork and logos
  - \$250 - Heather Davidson for managing the website
- Other
  - \$2,160 - Security by Oakridge Police Reserves. This is an estimate of \$45 per hour for 48 hours.
- Other
  - ??? - Event Insurance

## RTMP QUESTIONNAIRE Follow-Up Questions

- 1) Yes! Our event is a 3 day event encouraging event goers to attend a variety of events all three days with a line-up of different expert world renowned Bigfoot speakers each day. We have also booked a local AirBnB for our speakers so they can reside in the same place for a 5-night stay. We will be promoting all local Hotels, Motels and Lodges on our website and offering Beer Garden Tokens to all travelers who book a night in any of our local Hotels, Motels and AirBnB's.
- 2) No.
- 3) No.
- 4) YES! Our event has signed contracts with multiple expert speakers from around the United States. With each of these expert speakers they come with a vast array of knowledge and background. Each of them are from all over the U.S. and have their own social channels and handles and podcasts/blogs in their prospective areas, which are already sharing to their viewers that they will be appearing at our event in Oakridge, Oregon.
- 5) Yes! Our event is July 19th, 20th, 21st of 2024.
- 6) Yes! I have met with Travel Lane County and we are currently listed in their website at:  
<https://www.eugenecascadescoast.org/event/sasquatch-summer-fest/55258/>  
Bigfoot Society Podcast group is attending and promoting, and will soon be working on a blog with Travel Oregon. We also will be on Radio at 97.3 KEPW Saturdays at 12 noon, Podcast at Bigfoot Society.
- 7) Yes! You can find on our website, tickets \$45 per day; or a Weekend Pass for \$100; or \$200 for a Family Pass. Children 12 and under are free. Oakridge residents can use a promo code of BFRE for 50% off all tickets!  
<https://www.sasquatchsummerfest.com/events/sasquatch-summer-fest>
- 8) Yes! We have met with Travel Lane County and promotion is online and will be taking SWAG to their location Eugene Cascades. We are also on their website

at: Eugene Cascades and Coast

<https://www.eugenecascadescoast.org/event/sasquatch-summer-fest/55258/>

9) Not really. In the future.

\*\* We are flexible and would also accept TRT Funds or a Park Rental Fee Waiver or additional RTMP Funds if Council allows.

This is our very first year bringing the Bigfoot phenomenon to Oakridge, Oregon. Sasquatch Summer Fest will be a unique Festival and Conference with world-renowned Bigfoot experts and researchers! Along with a whole line-up of world renowned expert speakers, we have a wide variety of events planned such as featuring the directors and producers of the documentary *A Flash of Beauty: Bigfoot Revealed*. Try out the Bigfoot adventure trails with real Sasquatch audio. Additionally, enjoy the beer garden, live music, Sasquatch calling competitions and raffle drawings. Share your experience and hear others during the testimonials. Join in on the fun and learn from the top researchers in the Bigfoot field! Overnight camping is allowed.

City Council and RTMP Committee,

Thank you for taking the time to read through and see my vision for the first Bigfoot event in Oakridge, Oregon. My name is Priscilla Davidson. Some of you may already know me, but I'd like to take a minute to introduce myself and why I'm bringing this Bigfoot event to Oakridge.

With my Dad being a "name" in the Bigfoot Community, Ronald 'Ronnie' Roseman, I grew up with a love for the unexplained and phenomenons and also rubbing elbows with some big names in the Bigfoot community. When I started expressing my desire for hosting the first Bigfoot event in Oakridge, Oregon, I received nothing but huge support and interest to be a part of the event from some of the biggest Bigfoot names you can find.

The Bigfoot Community are fanatics and will travel across the country for a good, well-informed speaker line-up. I felt so compelled that this first year in Oakridge, Oregon, it is crucial to have an A-List of Bigfoot Celebrities, and I believe I've done it! I have signed contracts with World renowned Bigfoot speakers like Cliff Barackman, Todd Neiss and so many more!

Glide's Bigfoot Festival is the same weekend as ours. Last year they had 300 ticket sales on Friday for their Dinner and Symposium, with another 800 ticket sales on Saturday for the festival where they had vendors and the speakers at their own booths, with no events on Sunday. This is the usual Bigfoot event with a "dinner and slide show/Conference" with the Celebrity Speakers that you pay for separately from the actual Festival. Glide's event plans to do the same Friday and Saturday event this year. Whereas my Summer Sasquatch Fest event I have a line-up of A-list speakers all three days, as well as festival events and activities all three days. My Summer Sasquatch Fest all these activities are combined and a better bang for your buck and the experiences!

When I spoke to the Event Coordinators in Glide, they said that our events will compliment each other, and people leaving their event in Glide are likely to travel through Oakridge so that they can attend our Sunday events. Other Bigfoot Event Planners say the key to a successful event is to have at least 2 celebrities with a few enthusiastic speakers, I believe I've surpassed that mark!!

I am working with local vendors such Rob Henderson for a Beer Garden, and Live Bands and working with local screen printing vendors for SWAG. We have fun activities like a "Squatch calling competition," raffles and personal testimonials from locals who have had encounters with Bigfoot! In addition, we are featuring movies from producers of Flash of Beauty that will be playing their documentary "Bigfoot Revealed" at sundown on Friday night and "Paranormal Bigfoot" on Saturday night.

With my vision of this all-star cast, 3-day event combining world renowned Bigfoot speakers and the Festival together, I truly believe this will be the best event in Oregon for Bigfoot enthusiasts of the year, and I am so excited to bring this to Oakridge, Oregon.

Thank you for carefully considering being a part of the funding process for Oakridge's first and only Bigfoot event!

Sincerely,



**Priscilla Davidson**  
**Sasquatch Summer Fest**  
**Event Founder and Organizer**

**TRT PROJECT BUDGET**

**Project:** \_\_\_\_\_

*Sasquatch Festival 2024*

**Property Owner:** \_\_\_\_\_

**Project Address & Mailing Address:** \_\_\_\_\_

*47714 Hwy 58, Oakridge, OR*

**Contact Person:** \_\_\_\_\_

*Priscilla Davidson*

**Phone:** \_\_\_\_\_

*541-953-4624*

**Email address** \_\_\_\_\_

*bigfootsrealstate@gmail.com*

**Fax Number:** \_\_\_\_\_

Budget Category	Expenses	Dollar Amount Reimbursement Requested
Personnel	\$ 10,350	\$ 0
Equipment/Supplies	\$ 4,886	\$ 0
Other	\$	\$
Travel/Training	1,000	0
Advertising	14,968	5,968
Rent (+Utilities)	5,317	5,317
Admin Costs	1,000	0
Security	2,160	2,160
Insurance	200	0
Total	\$ 49,881	\$
Funds Requested	\$	\$ 13,445

**Prepared by:** \_\_\_\_\_

*Priscilla Davidson*

**Title:** \_\_\_\_\_

*Organizer / Founder*

**Signature of Point of Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Note:**

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



# City of Oakridge

## Property Rental Application

Event: Bigfoot Rising 2024  Small event <99  Large event >100  
 Name: Bigfoot's Real Estate Date(s) requested: July 19, 20, 21 2024  
 Hours: \_\_\_\_\_ Open at: \_\_\_\_\_  
 Contact address: 47714 Hwy 58 Oakridge Contact phone: 541-731-4673

Facility:	Rent:
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input checked="" type="checkbox"/> Greenwaters Whole Park	\$1,000
<input type="checkbox"/> WAC Classroom	\$25
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> WAC Senior Lounge	\$25
<input type="checkbox"/> OFD Community Room	\$25
<input type="checkbox"/> Old Public Works Bldg	\$200
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input type="checkbox"/> OIP Park	\$300
<input type="checkbox"/> OIP Overflow Parking	\$200

Total Fees: 3000.00 \*  
 \* Requesting waiver

### Requires Council Approval

Street closure location:  
 Alcohol permit:  Yes  No  
 Noise permit: N/A  
 Nature of noise:  
 Estimated distance noise will be plainly audible:  
 Is a variance required:  Yes  No  
 Variance subject to event rules (see reverse)  
 Attach a list of all residences/businesses within 500 feet

Applicant signature: Priscilla Davidson Date: 6/15/2023  
 Approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

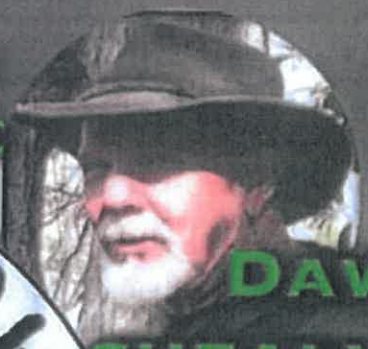
OFFICE USE ONLY	
Date paid:	_____
Amount paid:	_____



**JASON  
KENZIE**



**TODD  
NEISS**



**DAVID  
SHEALY**



**KRISTI  
SANDERS**



**CLIFF  
BARACKMAN**



**JILL  
REMENSNYDER**



**BRETT  
EICHENBERGER**



**JULY 19TH, 20TH, 21ST, 2024  
OAKRIDGE, OREGON**

