



**City of Sutherlin  
Workshop Council Meeting  
Monday, January 27, 2020  
Civic Auditorium – 7:00 p.m.**

**AGENDA**

**Mayor Todd McKnight**  
Council President Boggs  
Councilors Stone, Sumner, Tomlinson, and Vincent

**1. CALL TO ORDER / FLAG SALUTE**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PRESENTATION**

- a. US Census Bureau

**5. AGENDA CONFIRMATION**

- a. February 10, 2020 Agenda

**6. a. COUNCIL PRIORITY PROGRESS REPORT**

**b. COUNCIL COMMENTS**

**7. COUNCIL BUSINESS**

- a. Acceptance of Resignation, Declaring a Vacancy & Establishing a Process
- b. Ordinance No. 1074 – Plan Amendment & Zone Change – Haley (second reading & adoption)
- c. Ordinance – Amending SMC 2.32.020 Governing Body of Urban Renewal Agency (first reading, title only)
- d. Resolution 2020.01 – Police Surplus Property
- e. Contract Award – Nonpareil Water Treatment Plant Improvements – Design & Construction Management

**8. REPORTS**

- a. Oregon 2019 Fire Code Update
- b. Security Signage Update (SP)
- c. Waite St. Plan-of-Action for Upgrade (SP)

**9. ADJOURN**

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**





# **PRESENTATIONS**





# **U.S. CENSUS BUREAU**





# **AGENDA CONFIRMATION**





**City of Sutherlin  
Regular Council Meeting  
Monday, February 10, 2020  
Civic Auditorium – 7:00 p.m.**

**AGENDA**

**Mayor Todd McKnight**

**Council President Boggs**

**Councilors Stone, Sumner, Tomlinson, Vincent, and Wattles**

**1. CALL TO ORDER / FLAG SALUTE**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

**5. PRESENTATIONS**

**6. CONSENT AGENDA**

- a. January 13, 2020 Minutes – Regular Meeting
- b. January 20, 2020 Minutes – Workshop Meeting

**7. PUBLIC HEARING**

- a. System Development Charge (SDC) Methodology

**8. COUNCIL BUSINESS**

- a. Budget Calendar
- b. Ordinance 1075 – Amending SMC 2.32.020 Governing Body of Urban Renewal Agency (second reading & adoption)
- c. Ordinance – 2019 Fire Code – Amending SMC 15.04.010 (first reading, title only)
- d. Res 2020.02 – Community Center Rates

**9. REPORTS**

**10. CITY COUNCIL COMMENT**

**11. STRATEGIC PLAN UPDATE (Reports in Council Packet)**

- a. Commercial & Industrial Development Recruitment & Retention

**12. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

**13. ADJOURN**

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*





# **COUNCIL PRIORITY PROGRESS REPORTS**

**\*\*\***

## **COUNCIL COMMENTS**





# **COUNCIL BUSINESS**





# City of Sutherlin

126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

STAFF REPORT					
Re: Acceptance of Resignation, Declaring a Vacancy, and Establishing a Process				Meeting Date:	1/27/2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Diane Harris, City Recorder				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Letter of Resignation					

## WHAT IS BEING ASKED OF COUNCIL?

Recognize and accept the resignation of Councilor Becky Wattles, declaring a vacancy and establishing a process to refill the vacant seat.

## EXPLANATION

At the January 13<sup>th</sup> Council meeting, Mayor McKnight announced receiving Councilor, Becky Wattles resignation. Councilor Wattles explained that she will be moving out of the area, therefore, is unable to continue filling her role on the Council. It was decided to officially accept her resignation and declare a vacancy at the January 27<sup>th</sup> meeting. Staff is requesting Council to provide direction and establish a process for filling the vacancy.

## OPTIONS

To establish a process for filling the vacancy by resolution or by providing direction to staff.

## SUGGESTED MOTION(S)

Motion to accept (to not accept) Councilor Wattles resignation and declaring a vacancy.

**From:** Becky Wattles  
**Sent:** Saturday, January 11, 2020 3:01 PM  
**To:** Todd McKnight  
**Cc:** Jerry Gillham  
**Subject:** Seat on City Council

Mr. Mayor,

The time has come for me to step away from the Sutherlin City Council as our plans to move to Roseburg have been moved up.

I will attend the January 13th meeting but that will be my last one.

I have very much enjoyed my time on the Council and have learned a lot.

Respectfully submitted,

Becky Wattles



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Ordinance No. 1074</b> -- Plan Amendment & Zone Change (Adam and Nanette Haley), Planning File No. 19-S013				Meeting Date:	01/27/2020
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Jamie Chartier, City Planner and Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Ordinance No. 1074 with Exhibits A & B					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approval of second reading and adoption of Ordinance No. 1074 for Adam and Nanette Haley Plan Amendment & Zone Change (Planning File No. 19-S013).

### EXPLANATION

This ordinance formally approves the plan map (Low Density Hillside to Community Commercial) and zoning map (from Residential Hillside to Community Commercial) amendments requested by property owners from. The subject 2.51 acre unit of land is located at south of the intersection of W. Duke Road on Park Hill Lane, and is described as T25S, R5W, S19CD, Tax Lot 1102; Property ID No. R122808, and is addressed as 0 Haley Lane.

The application received recommendation for approval from the Planning Commission after a public hearing held November 19, 2019. A second public hearing was held before the City Council on January 13, 2020.

### OPTIONS

1. Approve the second reading and adoption of Ordinance No. 1074 as presented;
2. Approve the second reading and adoption of Ordinance No. 1074 with amendments; or
3. Not approve the second reading and adoption of Ordinance No. 1074.

### SUGGESTED MOTION(S)

1. Approve the second reading and adoption of Ordinance No. 1074 as presented;
2. Approve the second reading and adoption of Ordinance No. 1074 with amendments; or
3. Not approve the second reading and adoption of Ordinance No. 1074.



## CITY OF SUTHERLIN

# NOTICE OF ORDINANCE ENACTMENT

## ORDINANCE NO. 1074

**AN ORDINANCE OF THE CITY OF SUTHERLIN COMPREHENSIVE PLAN MAP AND ZONING MAP TO AMEND THE COMPREHENSIVE PLAN MAP FROM LOW DENSITY HILLSIDE TO COMMUNITY COMMERCIAL, CONCURRENT WITH A ZONING MAP CHANGE FROM RESIDENTIAL HILLSIDE (RH) TO COMMUNITY COMMERCIAL (C-3) FOR PROPERTY DESCRIBED AS TAX LOT 1102 IN SECTION 19CD OF T25S, R05W. THE SUBJECT 2.51 ACRE PROPERTY IS LOCATED SOUTH OF W. DUKE ROAD ON PARKHILL LANE AND DESCRIBED HEREIN.**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR COUNCIL MEETING OF**

**FIRST READING: MONDAY, JANUARY 13, 2020 @ 7PM  
SECOND READING (if first reading approved): MONDAY,  
JANUARY 27, 2020 @ 7PM  
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

**Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.**

**Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and the City's website ([www.cityofsutherlin.com](http://www.cityofsutherlin.com)).**

Posted this day, January 6, 2020  
By Diane Harris  
City Recorder

## **ORDINANCE NO. 1074**

**AN ORDINANCE AMENDING THE CITY OF SUTHERLIN COMPREHENSIVE PLAN MAP AND ZONING MAP TO AMEND THE COMPREHENSIVE PLAN MAP FROM LOW DENSITY HILLSIDE TO COMMUNITY COMMERCIAL, CONCURRENT WITH A ZONING MAP CHANGE FROM RESIDENTIAL HILLSIDE (RH) TO COMMUNITY COMMERCIAL (C-3) FOR PROPERTY DESCRIBED AS TAX LOT 1102 IN SECTION 19CD OF T25S, R05W. THE SUBJECT 2.51 ACRE PROPERTY IS LOCATED SOUTH OF W. DUKE ROAD ON PARK HILL LANE AND DESCRIBED HEREIN.**

### **The City Council of the City of Sutherlin finds that:**

**A.** Adam and Nanette Haley submitted an application for Comprehensive Plan Map and Zoning Map amendments to amend the existing Comprehensive Plan and Zoning designations for property identified within Douglas County Assessor Records as Tax Lot 1102 in Section 19CD of Township 25 South, Range 5 West. The subject property is further described in Exhibit A attached hereto and incorporated herein.

**B.** The Sutherlin Planning Commission held a properly noticed public hearing on November 19, 2019 to consider the applicant's request. Following the public hearing, the Planning Commission passed a motion to recommend that the City Council approve the proposed Comprehensive Plan Map and Zoning Map amendments.

**C.** Pursuant to Section 4.2.150 of the Sutherlin Development Code, notice of a public hearing before the City Council was given, and the public hearing on the requested Comprehensive Plan Map and Zoning Map amendments was conducted on January 13, 2020.

**D.** The proposed amendments to the Sutherlin Comprehensive Plan Map and the Sutherlin Zoning Map to implement the requested zone changes are found to be consistent with the Statewide Planning Goals and in conformance with the Sutherlin Comprehensive Plan. The City Council also finds that the site is suitable to the proposed zone with respect to the public health, safety, and welfare of the surrounding area. The findings supporting these decisions are attached as Exhibit B hereto.

### **THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:**

**Section 1.** The Sutherlin Comprehensive Plan Map is hereby amended to change the Comprehensive Plan designation of the real property identified as all or a portion of Tax Lot 1102 in Section 19CD of Township 25 South, Range 5 West, and more particularly described and depicted in Exhibit A.

**Section 2.** The Sutherlin Zoning Map is hereby amended to reconfigure the zoning designations of the real property identified as all or a portion of Tax Lot 1102 in

Section 19CD of Township 25 South, Range 5 West, more particularly described and depicted in Exhibit A.

**Section 3.** The City Council adopts the Findings of Fact and Decision Document (Exhibit B) as their own and the Sutherlin Comprehensive Plan Map and the Sutherlin Zoning Map shall be revised to depict the adopted amendments.

**PASSED BY THE COUNCIL ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
Todd McKnight, Mayor

**ATTEST:**

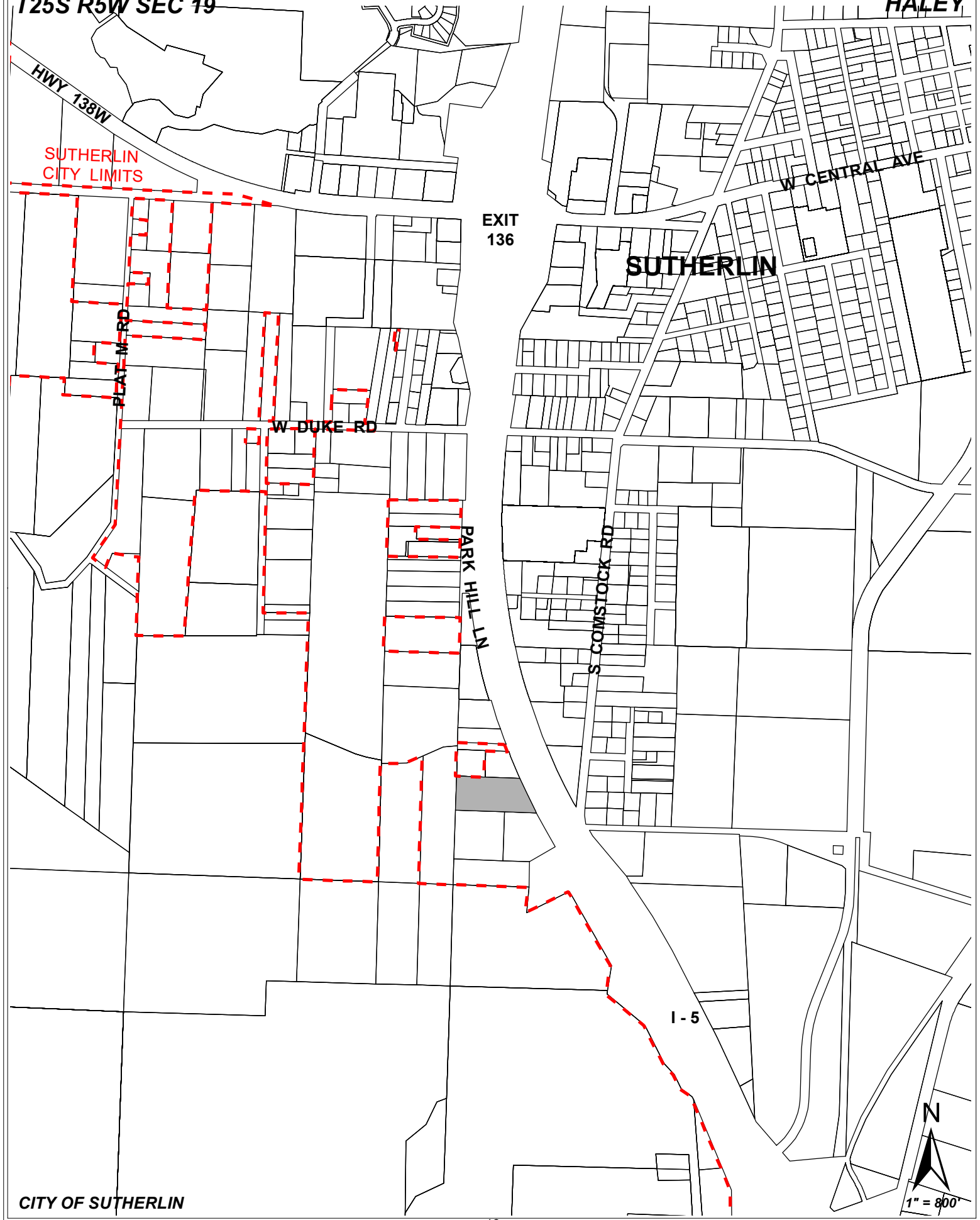
\_\_\_\_\_  
Diane Harris, MMC, City Recorder



## **EXHIBIT "A"**

The following described real property:

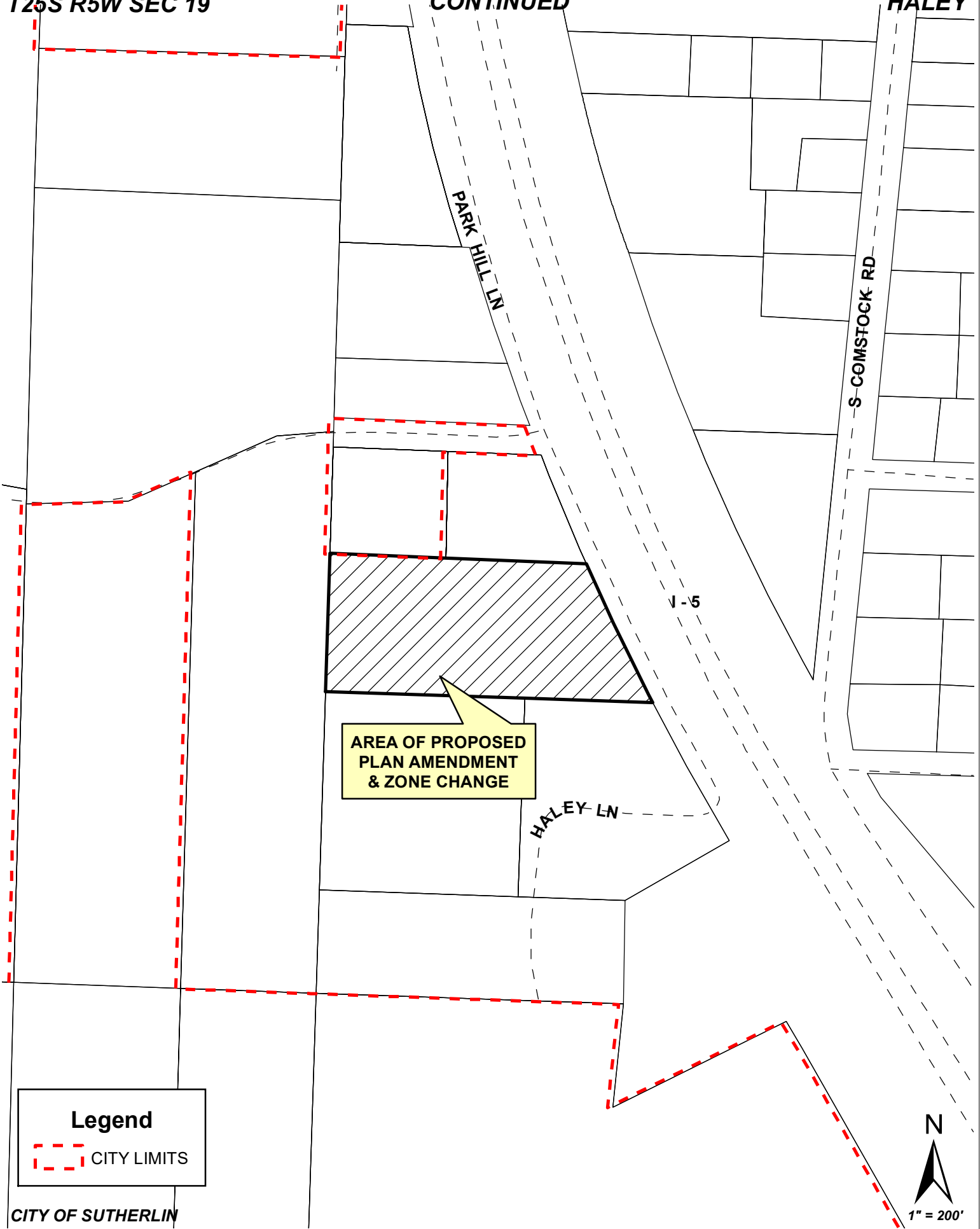
PARCEL 1 OF PARTITION PLAT 2019-15



**APPLICANT'S EXHIBIT**  
**T25S R5W SEC 19**

**EXHIBIT A**  
**CONTINUED**

**19-S013**  
**HALEY**



**AREA OF PROPOSED  
PLAN AMENDMENT  
& ZONE CHANGE**

**Legend**

 CITY LIMITS

**CITY OF SUTHERLIN**



## EXHIBIT B

### BEFORE THE PLANNING COMMISSION OF THE CITY OF SUTHERLIN

IN THE MATTER of a request for a Plan Map	]	<b>FINDINGS OF FACT AND DECISION</b>
Amendment and Zone Map Change for a parcel	]	Applicant: Adam and Nanette Haley
located at near the intersection of Park Hill Lane	]	Subject: Plan Amendment and Zone Change
and Haley Lane and identified by the Douglas	]	File No.: 19-S013
County Assessor as T25S, R5W, S19CD, Tax	]	
Lot 1102, Property ID No. R122808	]	
Property owner: Adam and Nanette Haley	]	

### PROCEDURAL FINDINGS OF FACT

1. The Comprehensive Plan Map Amendment and Zone Map Change applications were filed with the City on September 4, 2019, and were deemed complete on September 11, 2019.
2. DLCD Notice of Proposed Amendment was submitted electronically to the Department of Land Conservation and Development on October 8, 2019, which was at least 35 days prior to the first evidentiary public hearing on November 19, 2019. DLCD did not provide comments on the application.
3. Pursuant to Sections 4.2.150.D.4 and 4.2.140.C of the Sutherlin Development Code, notice of the public hearing was given by publication in the *News Review* on November 5, 2019, which was at least fourteen (14) days prior to the date of the public hearing.
4. Notice of a Public Hearing on an application for the Comprehensive Plan Map Amendment and Zone Map Change before the Planning Commission was given in accordance with Sections 4.2.150.D.4 and 4.2.140.C. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on October 10, 2019. Two written comments were received after the mailing of the Staff Report.
  - a. Micah Horowitz, Senior Transportation Planner with Oregon Department of Transportation (ODOT), responded that they do not have any concerns with the proposal.
  - b. Fair Housing Council of Oregon, responded that the findings did not demonstrate sufficient evidence to support Goal 10.
5. The Planning Commission held a public hearing on this matter on November 19, 2019.
6. At the public hearing on November 19, 2019, Planning Commissioner Sam Robinson declared an actual conflict of interest and recused himself from the hearing. There were no other declarations of ex parte contact or other conflicts of interest made by the Planning Commission. No objections were raised and the Commission was qualified to hear the matter.
7. The Planning Commission declared the following as parties to the hearing:
  - a. Adam and Nanette Haley, property owners
  - b. Mark Garrett Land Use Planning Services, Representative for Applicant/Titleholder
  - c. Oregon Department of Transportation (ODOT), Micah Horowitz
  - d. Fair Housing Council of Oregon

8. Reference was made to the November 12, 2019 Staff Report, and findings of fact addressing conformance to the applicable criteria of the Statewide Planning Goals, the applicable goals and policies of the Sutherlin Comprehensive Plan, and the applicable criteria of the Sutherlin Development Code.
9. Planning Staff presented the Staff Report dated November 12, 2019 and entered Staff Exhibits 1-12 into the record. Along with additional Staff Exhibits 13 and 14, comments from ODOT and the Fair Housing Council of Oregon that were submitted after the Staff Report was sent out.
10. Planning Staff entered Applicant's Exhibits 1-4 into the record; these exhibits were inadvertently left out of the Staff Report.
11. Planning Staff referred to the Goal 10 concerns that were raised by the Fair Housing Council of Oregon. Staff explained to the Planning Commission the City's current Buildable Land Inventory was produced in 2005 and concluded that they recommended the City needs an additional 311-345 acres of residentially zoned land to meet the 20-year supply. Since the conclusion of the Land Needs Analysis in 2005; approximately 394.67+/- acres of residential land has been annexed into the city limits – exceeding the figure needed by 2025. Staff also referred to HB 2001, which requires all City's over the population of 10,000 to require the development of multi-family housing on single family dwelling lots. Sutherlin's population is at approximately 8,200 with a growth rate of 0.8% per year, by 2025 with the growth rate the City's population will be approximately 8,500. Staff then stated to the commission that Goal 10 singularly cannot justify the denial or approval of this application; all 14 Goals need to be addressed to support the decision.
12. The representative for the applicant and titleholder, Mark Garrett, concurred with the Staff Report submitted and addressed the focus of the Fair Housing Council's letter. Stating that all 14 Goals were addressed in the Staff Report, not just singling out the housing needs goal, but addressing all goals as a whole. He also stated that the Buildable Lands Inventory also shows a shortage of commercial lands; so, there is a need for commercial zoned land and economic growth within the City.
13. The Planning Commission asked clarifying questions of staff and the applicant mainly regarding transportation. Mr. Garrett mentioned how the applicant has fully coordinated with the City and ODOT on the proposal. He stated this proposal will not generate a significant level of traffic and be well under the suggested 200 ADT trip-cap suggested by ODOT.
14. The Planning Commission provided opportunity to receive clarifying questions and oral testimony from persons in favor and in opposition to the application. No persons were present.
15. The Planning Commission provided opportunity to receive clarifying questions and oral testimony in rebuttal to the application. No testimony was given.
16. The Planning Commission closed the public portion of the hearing and commenced discussion on the application.

#### **FINDINGS OF FACT RELATED TO DECISION**

1. The Planning Commission expressed no objections to the proposed Comprehensive Plan Map and Zoning Map Amendments.

## FINDINGS OF FACT

Finding No. 1. The Planning Commission finds the subject property is designated Low Density Hillside in the Sutherlin Comprehensive Plan and zoned Residential Hillside (RH) in the Sutherlin Development Code.

Finding No. 2. The Planning Commission adopts by reference the findings of the Staff Report dated November 12, 2019 adding a condition reflecting the suggestion by ODOT that the development on the subject property shall result in the level of traffic will remain under 200 ADT (Average Daily Trips) trip-cap.

Finding No. 3. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the requested Comprehensive Plan Map amendment from Low Density Hillside to Commercial Community and Zoning Map Amendment from Residential Hillside (RH) to Community Commercial (C-3) is consistent with the applicable Statewide Planning Goals, and that no exceptions to the goals were proposed.

Finding No. 4. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the requested plan map and zoning map amendment is consistent with the applicable general goals and policies of the Sutherlin Comprehensive Plan and its implementing ordinances, including those related to Natural Features, Population, Air Water and Land Resource Quality, Natural Hazards, Recreational Needs, Economy, Housing, Public Facilities and Services, Transportation System, including Pedestrian and Bicycle Transportation, Energy Conservation and Land Use and Urbanization.

The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the proposed amendment is consistent with the applicable criteria of Section 4.11 [Amendments] and Section 4.8 [Zoning Amendments] of the Sutherlin Development Code. The applicant has demonstrated consistency with the Comprehensive Plan, including inventory documents and facility plans. The subject 2.51 acre property is surrounded on all sides by developed, or partially developed, residential land with pre-existing commercial use(s). Public facilities and services are available, but currently do not serve the subject property.

Finding No. 5. The Planning Commission further finds that the applicant has demonstrated that the most intense uses and density that would be allowed outright in the proposed C-3 zone, considering the existing commercial/industrial development in the area, can be or are already served by the orderly extension of urban services, and that the proposed amendment is consistent with OAR 660-012-0060.

Finding No. 6. The Planning Commission finds that the proposed amendment from Low Density Hillside to Commercial Community is not the result of a mistake or inconsistency, but will be consistent with the existing pre-existing commercial and light industrial uses surrounding the subject property.

## CONCLUSION

1. A motion was made by Commissioner Price to recommend approval with the advisory condition and seconded by Commissioner Davidson to approve the requested Comprehensive Plan Map Amendment from Low Density Hillside to Community Commercial and Zoning Map Amendment from Residential Hillside (RH) to Community Commercial (C-3) on the 2.51 acre property and forward the recommendation to City Council. The motion passed unanimously.

2. The Commission adopts the findings of the staff report in support of their decision.

NOW, THEREFORE, based upon the foregoing findings of fact and the oral testimony provided, the Sutherlin Planning Commission recommends to City Council the **ADOPTION** of the requested Comprehensive Plan Map Amendment from Low Density Hillside to Community Commercial and Zoning Map Amendment from Residential Hillside (RH) to Community Commercial (C-3) on the 2.51 acre property located at 0 Park Hill Avenue, subject to the following condition:

**CONDITION:**

1. Approved Development on subject property shall not generate more than 200 ADT (Average Daily Trips) trip-cap.

DATED THE 17th DAY OF December, 2019.

  
WILLIAM LEE, CHAIR

N:\Planning\2019 Land Use\19-S013 Haley PA & ZC\19-S013\_Haley\_PAZC\_PC FFO.docx



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
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[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Chapter 2.32.020 Urban Renewal Agency Amendment</b>				Meeting Date:	1-27-2020
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Kristi Gilbert, Community Development Supervisor Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Ordinance amending Chapter 2.32.020; Notice of Enactment					

### WHAT IS BEING ASKED OF COUNCIL?

City staff is requesting Council approval of an Ordinance to amend Chapter 2.32.020 of the Municipal Code appointing Council as the Urban Renewal Agency.

### EXPLANATION

Chapter 2.32.020 of the Municipal Code currently appoints the Planning Commission to act as the governing body for the Sutherlin Urban Renewal Agency. When the Planning Commission is required by any other ordinance of the city to act upon a development application for real property owned by the renewal agency or for a project to which the renewal agency has committed agency funds, the planning commission shall not consider the development application. Such applications shall be presented to the council for its decision which shall be made according to the standards required of the planning commission for that type of development. The decision of the council shall be final.

Staff recommends that City Council be the governing body of the Sutherlin Urban Renewal Agency as there will be real property and other financial decisions to be made.

### OPTIONS

To approve an Ordinance amending 2.32.020 of the Municipal Code, to appoint City Council as the Governing Body of the Urban Renewal Agency.

Not to approve an Ordinance amending 2.32.020 of the Municipal Code, to appoint City Council as the Governing Body of the Urban Renewal Agency.

### SUGGESTED MOTION(S)

To approve an Ordinance amending Chapter 2.32.020 of the Municipal Code, to appoint City Council as the Governing Body of the Urban Renewal Agency.





## CITY OF SUTHERLIN

# NOTICE OF ORDINANCE ENACTMENT

## ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SECTION 2.32.020 SUTHERLIN URBAN RENEWAL AGENCY OF THE SUTHERLIN MUNICIPAL CODE.**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR COUNCIL MEETING OF**

**FIRST READING: MONDAY, JANUARY 27, 2020 @ 7PM  
SECOND READING (if first reading approved): MONDAY,  
FEBRUARY 10, 2020 @ 7PM  
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and the City's website ([www.cityofsutherlin.com](http://www.cityofsutherlin.com)).

Posted this day, January 17, 2020  
By Diane Harris  
City Recorder

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING CHAPTER 2.32.020 SUTHERLIN URBAN RENEWAL AGENCY OF THE SUTHERLIN MUNICIPAL CODE.**

WHEREAS, ORS 457.035 authorizes the City to activate the powers of its urban renewal agency by adoption of a nonemergency ordinance declaring that blight exists and that there is a need for an urban renewal agency to function in the City and electing one of three ways to exercise the powers of an urban renewal agency in the City; and

WHEREAS, the Sutherlin City Council established an Urban Renewal Agency by adoption of Ordinances 757 and 759 in 1989; and

WHEREAS the City Council desires to modify the provisions of Chapter 2.32 of the Sutherlin Municipal Code

**NOW, THEREFORE, THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:**

Section 1. The City Council declares that, pursuant to ORS 457.045(1), the City Council itself will exercise the powers of an urban renewal agency in accordance with Oregon law. Any act of the City Council acting as the urban renewal agency shall be considered the act of the urban renewal agency only and not of the City Council. The corporate name of the urban renewal agency activated by this ordinance shall be the Sutherlin Urban Renewal Agency.

Section 2. Chapter 2.32 of the Sutherlin Municipal Code entitled “Sutherlin Urban Renewal Agency” is hereby amended as follows:

**2.32.010 Created.**

There is a created public body corporate and politic to be known as the Sutherlin Urban Renewal Agency. Such agency shall have and exercise all powers granted to it under ORS Chapter 457 and related state law.

Pursuant to ORS 457.035, the Sutherlin City Council finds and declares that blighted areas, as defined in ORS 457.010, exist within the city. Given the blighted conditions, the city council declares and recognizes that there is a need for an urban renewal agency to function within the city of Sutherlin. The corporate name of the agency created by this chapter shall be known as the Sutherlin Urban Renewal Agency (“Agency”).

**2.32.020 Governing body.**

The ~~city council~~ ~~planning commission~~ of the city shall act as the governing body for the Sutherlin urban renewal agency. ~~When acting as the Sutherlin urban renewal agency, the planning commission shall act for the agency only and not for the city.~~

~~When the planning commission is required by any other ordinance of the city to act upon a development application for real property owned by the renewal agency or for a project to which the renewal agency has committed agency funds, the planning commission shall not consider the development application. Such applications shall be presented to the council for its decision which shall be made according to the standards required of the planning commission for that type of development. The decision of the council shall be final.~~

#### **2.32.020 Members, terms of office and vacancies.**

A. Members. Agency membership shall be the same as that of the city council. The residency requirement for Agency members shall be the same as for the city council.

B. Terms of Office. The term of office of an Agency member shall be the same as that of the city council as identified in Chapter 2.05 of this code.

C. Vacancies. All vacancies in the Agency, whether by expiration of term, resignation, removal from office or otherwise, shall be filled by appointment by the city council pursuant to this Code and the provisions for vacancies of the city council as identified in Chapter 2.05 of this code.

#### **2.32.030 Elections of Officers.**

A. General Officers and Duties. The officers shall be a chairperson and vice chairperson.

1. Chairperson. The Agency shall elect a chairperson. The chairperson shall preside at all meetings of the Agency. Each chairperson shall hold their position for a term of two years.

2. Vice Chairperson. The Agency shall elect a vice chairperson. The vice chairperson shall preside over meetings in the absence of the chairperson.

#### **2.32.040 Public Officers.**

Members of the Agency shall abide by state and local laws and regulations governing public officers, including, but not limited to ORS Chapter 244.

#### **2.32.050 Compensation.**

Agency members shall receive no compensation.

#### **2.32.060 Quorum-Rules regulations and procedures.**

A majority of the of the Agency constitute a quorum to conduct Agency business.

As necessary to conduct Agency business, meetings shall occur on the regularly scheduled city council meeting dates unless a special meeting is required. The Agency may make and alter rules and regulations for its government and procedure consistent with the laws of the state of Oregon and with the City Charter and ordinances of the city, including, but not limited to, Chapter 2.05 of this code, and shall meet at least once every other month.

Special meetings may be called at any time by the chair or by three members by written notice

served upon each member of the Agency at least three hours before the time specified for the proposed meeting.

**2.32.070 Duties.**

Pursuant to ORS 457.045(3), all of the rights, powers, duties, privileges, and immunities granted to and vested in an urban renewal agency by the laws of the state of Oregon shall be exercised by and vested in the Agency provided, however, that any act of the governing body acting as the urban renewal agency shall be the act of the Agency only and not of the city council.

**2.32.080 Expenditure of funds.**

The Agency shall have no authority to make any expenditure on behalf of the city or to obligate the city for the payment of any sums of money.

Section 3. This ordinance is effective 30 days after its adoption.

**PASSED BY THE COUNCIL, ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020**

**APPROVED BY THE MAYOR, ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020**

\_\_\_\_\_  
Todd McKnight, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, CMC, City Recorder



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Declaring Police Department Surplus of City Property – Resolution No. 2020.01</b>				Meeting Date:	Jan 27, 2020
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Troy A. Mills, Chief of Police</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments: Resolution 2020.01</b>					

### WHAT IS BEING ASKED OF COUNCIL?

The Sutherlin Police Department has one police patrol vehicles and associated equipment that is retired and/or are at the end of their useful life that are no longer capable of providing services for the Sutherlin community. It is requested that the city surplus this vehicle and associated equipment.

### EXPLANATION

The following vehicles and equipment will be listed on the resolution for surplus:

- 1) 2014, Dodge Charger Police Patrol Vehicle (805)  
Oregon License: E260508 VIN: 2C3CDXAG6EH147937
- 2) Miscellaneous Electronics from Patrol Vehicles
- 3) Emergency vehicle light bars

### OPTIONS

N/A

### SUGGESTED MOTION(S)

- 1) Motion to approve the Resolution No. 2020.01 declaring surplus property, or;
- 2) Motion to not approve the Resolution No. 2020.01 declaring surplus property.

**RESOLUTION NO. 2020.01**

**A RESOLUTION CONCERNING CERTAIN PERSONAL PROPERTY TO BE  
DECLARED SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL**

**The City Council of Sutherlin finds that:**

- 1) 2014, Dodge Charger, Police Vehicle (805)**  
Oregon License: E260508      VIN: 2C3CDXAG6EH147937
- A. Equipment listed reflects equipment no longer needed for the public purpose for which it was acquired, and is therefore surplus property.
- B. Under provisions of City Code Section 2.40, the City Manager is authorized to dispose of surplus personal property through sale by auction, by negotiated sale without competitive bids, or by donation.
- C. Disposal of these items will be designated by City Manager.

**NOW THEREFORE, BASED UPON THE ABOVE FINDINGS, BE IT RESOLVED, by the city council of the City of Sutherlin, a Municipal Corporation of the State of Oregon, as follows**

**Section 1:** Based upon the above findings, which are hereby adopted, the personal property described above is hereby declared to be surplus personal property of the City of Sutherlin.

**Section 2:** The surplus personal property shall be disposed of by the City Manager in accordance with the provisions of City Code Section 2.40.

**PASSED BY THE CITY COUNCIL, ON THIS 27<sup>TH</sup> DAY OF JANUARY, 2020**

**APPROVED BY THE MAYOR ON THIS 27<sup>TH</sup> DAY OF JANUARY, 2020**

\_\_\_\_\_  
Mayor, Todd McKnight

**ATTEST:**

\_\_\_\_\_  
City Recorder, Diane Harris



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## City of Sutherlin

STAFF REPORT					
<b>Re: Contract Award - Nonpareil Water Treatment Plant Improvements – Engineering &amp; Construction Management Services</b>				Meeting Date:	01-27-2020
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Brian Elliott, Community Development Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>	The Dyer Partnership Engineers & Planners, Inc. Contract - Nonpareil Water Treatment Plant Improvements– Engineering & Construction Management Service.				

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to award the contract to The Dyer Partnership Engineers & Planners, Inc. for Nonpareil Water Treatment Improvements – Engineering & Construction Management Services.

### EXPLANATION

July, 2019, City of Sutherlin was notified by Business Oregon that we were successful with our application and the awarded the Safe Drinking Water Revolving Loan Fund for the NPWTP Improvements. The award consists of a loan of \$3,937,773 (with \$380,000 eligible for principal forgiveness) and the interest rate of not more than 1%. Term of the loan will be for 30 years.

On November 20<sup>th</sup> & 27<sup>th</sup>, 2019, City of Sutherlin advertised for Engineering and Construction Management Services. December 4, 2019 City of Sutherlin held a mandatory meeting for any consultants that would be submitting a Request for Proposal (RFP). Only two firms attended the meeting, The Dyer Partnership Engineers & Planners, Inc. and Shannon & Wilson, Inc... Shannon & Wilson are Geotechnical and Environmental Consultants. Prior to the mandatory meeting RH2 notified the City of Sutherlin indicating they were too busy to submit a RFP. The City moved forward with the interview and negotiations for Engineering and Construction Management Services with The Dyer Partnership Engineers & Planners, Inc.

Original Scope of work consisted of; Compressor upgrade for cleaning the intake screen, New magnetic flow meter for the raw water influent line, Refurbish contact clarifier through sand blasting pressure grouting of cracks, and coating, Air scour system into the existing filters, Construction of a new concrete backwash ponds, Addition of a redundant potable water pump, Installation of filter-to-waste piping, Replacement of existing WTP piping with the addition of electric actuated valves, Installation of an updated control system, utilizing Supervisory Control and data Acquisition (SCADA), Installation of new generator with automatic transfer switch and Replacement of system monitoring equipment. Total cost \$4,187,773.00 which includes City funds of \$250,000.00.



Additional work; Intake Blow-off Actuator upgrade, New Raw Water Pumps, New Raw Water Pump Control Panels, Catwalk Extension at Clarifier and Upgrade Auto De-sludge System. Additional work total \$299,000.00, additional work would be funded through the Water Construction Fund.

Total project cost \$4,488,773.00 which includes the additional work of \$299,000.00.

<b>OPTIONS</b>
----------------

Award the contract to The Dyer Partnership Engineers & Planners, Inc. for Engineering & Construction Management Services as presented in the amount of \$586,000.00

Not award contract to The Dyer Partnership Engineers & Planners, Inc. for Engineering & Construction Management Services as presented in the amount of \$586,000.00

<b>SUGGESTED MOTION(S)</b>
----------------------------

Motion to award the contract to The Dyer Partnership Engineers & Planners, Inc. for Nonpareil Water Treatment Improvements – Engineering and Construction Management Services as presented in the amount of \$586,000.00.



**CITY OF SUTHERLIN  
NONPAREIL WATER TREATMENT PLANT IMPROVEMENTS  
SCOPE OF ENGINEERING SERVICES**

**SCOPE OF WORK:**

The Dyer Partnership Engineers & Planners, Inc. (Engineer) will provide Professional Engineering Services for the City of Sutherlin's (City) Nonpareil Water Treatment Plant (WTP) Improvements. Services provided include; plans, specifications, bidding and construction services, construction administration and observation, Operation and Maintenance (O&M) Manuals, and record drawings. All of the above services will be completed in accordance with the Oregon Health Authority (OHA) regulations.

**FOUNDATION:**

This Scope of Engineering Services summarizes work related to the Nonpareil WTP Improvements. The City has two potable water treatment plants; Nonpareil WTP and Cooper Creek WTP. The Cooper Creek WTP was constructed in 2014, and has a design capacity of 4 MGD. The City's primary water treatment plant, the Nonpareil WTP, was constructed in 1982, and provides a design capacity of 2.3 MGD.

The Nonpareil WTP provides flocculation, clarification, multimedia filtration with surface wash, and disinfection with chlorine. The City completed a Water Master Plan in 2017, which included recommendations for improvements to the Nonpareil WTP. Due to the age and condition of the Nonpareil WTP, coupled with recent and projected population growth, the Nonpareil WTP is in need of improvements to provide reliable potable water to the City.

The proposed improvements are separated into items that were originally included in the Water Master Plan (2017) and additional items. The scope of work is outlined in the tasks, below.

**TASKS:**

The work tasks itemized below describe the major tasks for preparation, implementation, and to complete the Nonpareil WTP Improvements.

***Task 1 – Design Plans and Specifications***

Design of Nonpareil WTP Improvements includes the preparation of the plans and specifications for the proposed improvements. The items to be completed under this task are summarized as follows:

- A. Plans and Specifications - This task shall include preparation and completion of the design including civil, structural, mechanical, and electrical plans and specifications and other parameters that will be required for the design. The scope consists of items originally identified in the Water Master Plan (2017), and additional items. Design documents will be completed for the following items:

Original Scope – Water Master Plan (2017):

1. Compressor upgrade for cleaning intake screen.
2. New magnetic flow meter for the raw water influent line.
3. Refurbish the metal structure on the clarifier with sandblasting, and coatings.
4. Refurbish contact clarifier through sandblasting pressure grouting of cracks, and coating.
5. Replacement of settling tubes within the clarifier.
6. Replace filter media and install an air scour system into the existing filters.
7. Refurbish filter structures with sandblasting and suitable coatings.
8. New potable water pumps with Variable Frequency Drives (VFDs).
9. Construction of a new concrete backwash ponds.
10. Addition of a redundant potable water pump.
11. Installation of filter-to-waste piping.
12. Replacement of existing WTP piping with the addition of electronically actuated valves.
13. Installation of an updated controls system utilizing Supervisory Control and Data Acquisition (SCADA).
14. Installation of new standby generator with automatic transfer switch.
15. Replacement of system monitoring equipment.

Additional Items:

1. Intake blow-off actuator upgrade.
  2. New raw water pumps, control panel, and ancillary equipment.
  3. Extension of catwalk over the entire clarifier.
  4. Upgrade auto de-sludge system.
- B. Cost Estimating – Detailed cost estimates will be prepared for all of the planned improvements recommended within the final design. The estimate will include, but not limited to, detailed costs for construction, design, construction engineering, administration costs, and other project related items.
- C. Meetings and Presentations – In order for a successful project it is imperative and expected that the Engineer communicate effectively with City staff and keep them informed. It is anticipated that meetings will be on an as-needed basis however the following meetings have been identified to capture certain milestones that will occur during design:
1. 60 % Design Review - The main purpose of the meeting is to keep City staff informed of the project approach and configuration. Topics for this meeting may include the following items:
    - a. Updated plans for the various improvement items.
    - b. Detailed discussion of controls.

- c. Items that may have been changed or modified.
  - d. Revised cost estimate.
- 2. 90% Design Review - The main purpose of this meeting is to discuss the final project layout, controls and details. Topics for this meeting may include:
  - a. Presentation of recommendations and layouts.
  - b. Final plan review.
  - c. Final specification review.
  - d. Final cost estimate.

### ***Task 2 – Bidding and Construction Contracts***

The following items will be completed under this task:

- A. Prepare bidding documents including bidding requirements and contract documents in accordance with OHA and City requirements. City to pay OHA fees.
- B. Prepare advertisement for bids and send to City-approved publications. City to pay advertising expense.
- C. Reproduce bidding documents and distribute to approved plan exchanges and interested Bidders.
- D. Respond to Bidder questions and prepare necessary addendums, as required.
- E. Attend Pre-Bid meeting with City, affected utilities, and potential Bidders.
- F. Attend bid opening.
- G. Review bids and recommend contract award based on public contracting rules.
- H. Prepare construction contracts for execution.
- I. Issue Notice of Intent to Award and Notice of Award.

### ***Task 3 – Construction Management***

Upon successful completion of the Bidding Phase, and upon written authorization from City, Engineer shall complete the following items:

- A. Pre-Construction Conference: Participate in a pre-construction conference prior to commencement of Work at the Site. Prepare and issue the Notice to Proceed.
- B. General Administration of Construction Contract: Consult with City and act as City's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract, or other construction general conditions specified in the construction documents. Engineer may prepare and issue Field Orders requiring minor changes in the Work. Review and recommend Change Orders to City, as appropriate, and prepare Change Orders as required. Review and respond to Request for Information from the Contractor. Recommend and prepare application for payments based on the completeness of the work. Conduct substantial completion inspection with City and Contractor.

- C. Shop Drawings, Samples, and Other Submittals: Review and approve, or take other appropriate action, with respect to shop drawings, samples, and other required Contractor's Submittals, but only for conformance with the information given in the contract documents and compatibility with the design concept of the Project.
- D. Schedules: Receive, review, and determine the acceptability of any and all schedules that Construction Engineer is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- E. Construction Stakeout: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to complete the work.
- F. Resident Project Representative: Engineer shall provide a resident representative to observe construction. Resident representative shall be onsite when the Contractor is performing meaningful work. Coordinate anticipated work with the City , regulatory and funding agencies. Prepare daily reports for the City. Photo document the construction.
- G. Operations and Management Manuals: An O&M Manual will be prepared for each major piece of equipment and for each process. This manual can be used by City staff to troubleshoot equipment failures and address process questions. The O&M Manual will be in paper copy and electronic format.
- H. Testing and Training: All equipment and processes will be tested to ensure they comply with the performance criteria. Engineer will certify whether or not the construction meets the requirements. Training will be provided for all equipment and processes. All training will be videotaped for use at a future date.
- I. Final Closeout: Conduct final inspection with City, regulatory and funding agencies. Contractor to address punch list and back-check corrective work identified during the substantial completion inspection. Prepare final pay request and review with the City. Provide "As-Built" Drawings based on Contractor's mark-ups. Two paper copies and one electronic copy of the Drawings shall be provided. The Engineer will allocate a block of additional time to assist the City in operational issues during the first three months of operation.

#### **WORK PRODUCT:**

All required contract documents, plans and specifications for the City of Sutherlin Nonpareil WTP Improvements. Record drawings for the complete project and O&M Manuals for the new system will be supplied following the completion of construction.

#### **PROPOSED FEE:**

Services will be performed and billed on a time and materials basis, in accordance with the attached Estimate of Man Hours and Costs. The fee for these services is a not to exceed maximum of \$586,000, including all Professional Services and reimbursable expenses.

**START DATE:**

January 28, 2020

**PAYMENT METHOD:**

Monthly Billing

**CITY OF SUTHERLIN**

**THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.**

---

Jerry Gillham, City Manager

---

Steve Major, President

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

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

**ATTACHMENT A  
ESTIMATE OF MAN HOURS AND COSTS**

DATE: 01-22-20 PROJECT: Nonpareil WTP Improvements Task 1: Design

MAN HOURS									
TASK	PRINC. MGR	PROJ MGR	PROJ ENG	DESIGN	INSPECT	SUR CREW	DFTR	CLER	
1: Coordination	30	40	16	8			8	8	
2: Plan Review Meetings	16	32	40					4	
3: Intake Improvements	6	24	40	20			20	4	
4: Raw Water Pump Station Impr.	8	50	90	60			40	4	
5: Clarifier Improvements	8	32	40	20			60	4	
6: Filter Improvements	8	60	90	60			16	4	
7: Backwash Ponds	12	60	90	80			60	4	
8: WTP Piping and Valves	16	70	90	80			90	4	
9: Monitoring Equipment	4	16	40	20			32	4	
10: Control System Upgrade	16	60	80	16				4	
11: Specifications	8	80	40	20				4	
12: QA/QC/OHA Revisions	8	16	24	12			8	4	
13: Design Package/Finalize	8	20	40	8			12	16	
TOTAL ESTIMATED HOURS	148	560	720	404	0	0	346	68	

MATERIAL COSTS	DESCRIPTION OR UNIT	QUANTITY	UNIT COST	TOTAL COST
REPORT				0.00
PHOTOGRAPHS				0.00
COST ESTIMATE				0.00
PLANS AND PRINTS				0.00
SPECIFICATIONS				0.00
OTHER				0.00
TOTAL MATERIAL COSTS-----				\$0.00

TRAVEL AND PER DIEM	DETAIL		TOTAL COST
MILEAGE	2160	\$0.57	1,231.20
COMMERCIAL PER DIEM			0.00
LOCAL TRANSPORTATION LODGING			0.00
TOTAL TRAVEL AND PER DIEM-----			\$1,231

OTHER SIGNIFICANT COSTS	DETAIL	TOTAL COST
Laird Consulting (Coatings Specialist)		10,000.00
Richard Sample Engineering (Electrical Engineering)		45,000.00
VLMK (Structural Engineering)		10,000.00
OTHER		
TOTAL OTHER SIGNIFICANT COSTS-----		\$65,000

PREPARED BY: TJM

ESTIMATE OF MAN HOURS AND COSTS									
DATE: 01-22-20		PROJECT: Nonpareil WTP Improvements			Task 2:		Bidding Services		
TASK		MAN HOURS							
		PRINC. MGR	PROJ MGR	PROJ ENG	DESIGN	INSPECT	SUR CREW	DFTR	CLER
1:	Prepare Bid Package	8	16						12
2:	Final Cost Estimates/Bid Tab	4	8	16					4
3:	Prebid Meeting		8	8					2
4:	Contractor Bid Questions/Addend.	4	24	24				16	4
5:	Bid Opening		8						2
6:	Review Bids	2	8	4					6
7:	Award letters/Contracts	2	8						8
TOTAL ESTIMATED HOURS		20	80	52	0	0	0	16	38
MATERIAL COSTS		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS									0.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$0.00
TRAVEL AND PER DIEM		DETAIL							TOTAL COST
MILEAGE		450						\$0.57	256.50
COMMERCIAL									
PER DIEM									
LOCAL TRANSPORTATION									
LODGING									
TOTAL TRAVEL AND PER DIEM-----									\$257
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST
Laird Consulting (Coatings Specialist)									1,500.00
Richard Sample Engineering (Electrical Engineering)									2,500.00
VLMK (Structural Engineering)									1,500.00
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$5,500

PREPARED BY: TJM

ESTIMATE OF MAN HOURS AND COSTS									
DATE: 01-22-20		PROJECT: Nonpareil WTP Improvements			Task 3:		Construction Management		
TASK		MAN HOURS							
		PRINC. MGR	PROJ MGR	PROJ ENG	DESIGN	INSPECT	SUR CREW	DFTR	CLER
1:	Preconstruction Meeting		8	8		8			4
2:	Coordination/Meetings	8	90	40	32				6
3:	Stakeout	8	4	4					4
4:	Submittals	8	30	40	40				24
5:	Pay Requests/Change Orders	2	30	40	24				16
6:	RFI's/Contract Admin	8	30	32	16			8	16
7:	Inspection Services	8	30	32	16	1,020			12
8:	Startup Services	2	24	32	32				2
9:	Project Closeout	2	16	8					12
10:	As-built Drawings		6	8		16		32	4
11:	Update O&M Manuals	4	8	40				8	16
TOTAL ESTIMATED HOURS		50	276	284	160	1,044	0	48	116
MATERIAL COSTS		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS		EA					20.00	\$100.00	2,000.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$2,000.00
TRAVEL AND PER DIEM		DETAIL							TOTAL COST
MILEAGE		4,900 Miles						\$0.57	2,793.00
LODGING		36 Nights						\$115	4,140.00
1/2 DAY PER DIEM		0 Days						\$23	0.00
FULL DAY PER DIEM		36 Days						\$45	1,620.00
TOTAL TRAVEL AND PER DIEM-----									\$8,553
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST
Laird Consulting (Coatings Specialist)									2,500.00
Richard Sample Engineering (Electrical Engineering)									20,000.00
VLMK (Structural Engineering)									2,500.00
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$25,000

PREPARED BY: TJM



## SUMMARY

### BREAKDOWN OF PROPOSED FEE

DATE: 01-22-20 PROJECT: Nonpareil WTP Improvements

	LABOR		PROJECT			
	RATE	-----1-----	-----2-----	-----3-----		
	\$/HR.	HRS. AMOUNT	HRS. AMOUNT	HRS. AMOUNT		
DIRECT LABOR COSTS:						
PRINCIPAL MANAGER	140.00	148	20,720.00	20	2,800.00	50 7,000.00
PROJECT MANAGER	130.00	560	72,800.00	80	10,400.00	276 35,880.00
PROJECT ENGINEER	120.00	720	86,400.00	52	6,240.00	284 34,080.00
DESIGNER	90.00	404	36,360.00	0	0.00	160 14,400.00
INSPECTOR	90.00	0	0.00	0	0.00	1044 93,960.00
SURVEY CREW	145.00	0	0.00	0	0.00	0 0.00
DRAFTER	85.00	346	29,410.00	16	1,360.00	48 4,080.00
CLERICAL	52.00	68	3,536.00	38	1,976.00	116 6,032.00
TOTAL DIRECT LABOR COSTS:			\$249,226		\$22,776	\$195,432
DIRECT PROJECT EXPENSES						
A. MATERIAL COSTS (BREAKDOWN ATTACHED)			0.00		0.00	2,000.00
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)			1,231.20		256.50	8,553.00
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)			65,000.00		5,500.00	25,000.00
D. ADMINISTRATIVE FEE 10 % OF A,B,&C			6,623.12		575.65	3,555.30
TOTAL OF: A THROUGH D			72,854.32		6,332.15	39,108.30
TOTAL FEE (PER PHASE):			\$322,080		\$29,108	\$234,540
<div> <div>1: Design</div> <div>2: Bidding Services</div> <div>3: Construction Management</div> </div>						
TOTAL FEES						\$586,000

PREPARED BY: TJM



# **REPORTS**





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
Re: Fire Code Ordinance Update				Meeting Date:	Jan. 27, 2020
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Brandan McGarr, Battalion Chief				City Manager Review	<input type="checkbox"/>
Attachments: None					

### WHAT IS BEING ASKED OF COUNCIL?

Report Only – Staff is recommending the update from the 2014 to the 2019 Oregon Fire Code under City Ordinance 1071.

### EXPLANATION

Last March, Sutherlin City Council adopted the 2014 Oregon Fire Code as city ordinance. At the time, the 2019 Oregon Fire Code was unavailable. In early December of last year, the 2019 Oregon Fire Code was released to Oregon Fire Departments.

Staff will bring forward an Ordinance amending Chapters 15.04.010 at the February 10, 2020 Council meeting for first reading and the February 24, 2020 Council meeting for the second reading and adoption.

### OPTIONS

Consider adopting the updated Fire Code by updating Ordinance 1071.

### SUGGESTED MOTION(S)

None



# **SECURITY SIGNAGE UPDATE (Verbal Report)**





# **WAITE ST. PLAN-OF-ACTION FOR UPGRADE (Verbal Report)**





# ADJOURNMENT





# **FOR YOUR INFORMATION**



## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
<b>APR 2019</b>				
04/08/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Funding - Report to Council	✓
04/22/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Bid award - Council approval	✓
04/22/19	Admin	Complete and implement a new City Personnel Policy Handbook	Present update to Council	✓
04/22/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Council Workshop - Proposed fees	✓
<b>MAY 2019</b>				
05/13/19	CDD/PW-Water	Nonpareil WTP Disinfection System	Bid process and present to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Additional benches at Splash Park inside play area and unfenced section - kid friendly	Report to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Present to Council for Approval if needed	✓
05/28/19	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	✓
05/28/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present findings to Council	✓
<b>JUN 2019</b>				
06/10/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present fee resolution for Council approval	✓
06/24/19	Admin	Complete union required class & comp survey prior to agreed 2019 COLA increase	Present update to Council (May 28th Executive Session)	✓
06/24/19	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Avenue building	Report to Council (report provided at April 22nd Workshop Mtg)	✓
<b>JUL 2019</b>				
07/22/19	CDD/PW-Development	Comprehensive Plan Code Audit	Report to Council	✓
07/22/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	✓
07/22/19	Finance	Create a long-term budget forecast	Report to Council	✓
07/22/19	CDD/PW-Wastewater	NPDES Permit renewal	Report to Council	✓
<b>AUG 2019</b>				
08/12/19	CDD/PW-Water	Nonpareil WTP modernization improvements	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Begin recertification process for Cooper Creek Storage and live-stream permits	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council	✓
08/26/19	Fire	Enhance response capabilities for west side of town	Progress report to Council	✓
<b>SEP 2019</b>				
09/09/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Report to Council	✓
9/23/2019 Mtg Cancelled	Finance & CDD - Development	Examine System Development Charge Rates and develop SDC matrix	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	Fire	ISO (Insurance Service Office) rating (Fire Dept update)	Report results to Council (moved to 10/14/19 mtg)	✓

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 1/9/2020



## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
<b>OCT 2019</b>				
10/14/19	CDD-Development	Evaluate all new-development beneficiaries regarding System Development Charges and establish new SDC;s according to the analysis	Develop SDC matrix/present to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Community Center building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Library building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Implement a 10-year non-compliant ADA replacement ramp plan	Report to Council	✓
10/28/19	Police	Recruitment and retention	Report to Council	✓
10/28/19	Fire	Create backfill relief position	Present to Council	✓
<b>NOV 2019</b>				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	✓
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	✓
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	✓
11/12/19	Police	Integration of K9 program	Report to Council - Discussed at Oct 28th mtg	✓
<b>DEC 2019</b>				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	✓
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	✓
12/09/19	CDD/PW-Wastewater	Complete construction of new WTP	Report to Council	✓
12/09/19	CDD-Planning	Consider feasibility of commercial/multi-family Urban Renewal District	Present options to Council	✓
12/09/19	Fire	Grow volunteers & UCC Students	Report to Council	✓
<b>JAN 2020</b>				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	✓
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	✓
01/27/20	CDD/PW-Facilities/Parks	Install larger security signage and new, more reliable 24/7 cameras	Report to Council	✓
01/27/20	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Ave building	Report to Council commercial tenant leasing building 9/2/19	✓
01/27/20	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council Reported at 11/12/19 mtg	✓
01/27/20	CDD/PW-Transportation	Develop a "plan-of-action" for upgrading Waite St from Central to Southside Rd	Report to Council	✓
<b>FEB 2020</b>				
02/10/20	CDD-Development	Commercial and industrial development recruitment and retention (large and small)	Present updated EDP to Council	
02/24/20	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	

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Revised 1/9/2020

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
<b>MAR 2020</b>				
03/09/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Award Contract - Council Approval	
<b>APR 2020</b>				
04/13/20	CDD/PW-Development	Wastewater extension/reimbursement district	Bid process, present to Council to award	
04/27/20	Finance & CDD - Planning	Develop new SDC matrix and present to Council	Present to Council	
<b>MAY 2020</b>				
05/11/20	Admin	Begin CBA agreements - AFSCME	Present to Council	
<b>JUN 2020</b>				
06/22/20	CDD/PW-	Transportation System Plan (TSP) update	Report to Council	
06/22/20	CDD-Development	Wastewater extension/reimbursement district	Report to Council	
<b>JUL 2020</b>				
07/13/20	CDD/PW-	Install a crosswalk from Nicholas Ct to St John	Bid process, present to Council for	
07/13/20	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Bid process, funding approval and present to Council	
<b>AUG 2020</b>				
<b>SEP 2020</b>				
<b>OCT 2020</b>				
10/12/20	CDD/PW-Water	Schoon Mountain Pump Station improvements (pump replacement)	Bid process, funding approval and present to Council	
10/26/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Report to Council	
10/26/20	CDD/PW-Parks	Central Park - Repair or replace deteriorated sidewalks	Report to Council	
<b>NOV 2020</b>				
11/09/20	CDD/PW-Facilities/Parks	Improve drainage in Central Park (phase III)	Complete and report to Council	
11/09/20	CDD/PW-Transportation	Create a street management master plan with funding options	Report both the new plan and funding options to Council	
<b>DEC 2020</b>				
12/14/20	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Report to Council	
12/14/20	CDD/PW-Water	Seek funding and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	
<b>JAN 2021</b>				
01/11/21	CDD/PW-Wastewater	Complete construction of new WTP (after 1-year performance evaluation)	Report to Council	
<b>FEB 2021</b>				
02/08/21	CDD/PW-	Complete sidewalks from Beecroft to Quail Run	Report to Council	

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Revised 1/9/2020

## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Tuesday, January 21, 2020 12:23 PM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** Sutherlin City Council Meeting  
**Attachments:** CC AGENDA JAN 27, 2020 WS Mtg.pdf

Good afternoon. Attached is the agenda for the City of Sutherlin Council meeting on Monday, January, 27, 2020. Thank you



Melanie Masterfield  
Deputy City Recorder

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