



**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 and Vincent

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**

4. COUNCIL BUSINESS

- a. Council Appointment & Swearing-In

5. 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.]

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 (Cont.)

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

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.

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





COUNCIL BUSINESS





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Council Appointment & Swearing-In				Meeting Date:	2/10/2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☐
Attachments: Applications for Council Appointment					

WHAT IS BEING ASKED OF COUNCIL?

Mayor and Council are being asked to consider applications for appointment to fill a Council seat that was officially declared vacant at the January 27, 2020 Council Meeting.

EXPLANATION

Council provided direction to staff regarding the length of time for advertisement of the opening and to bring applications back for Council's consideration at the February 10th meeting. On the day following the Council meeting, staff advertised the vacancy on the City's website and Facebook page, as well as, in the form of a media notice to various newspapers, radio stations, etc. The deadline for accepting applications was set for noon on Friday, February 7th. The City has received 6 applications from Chuck Brummel, Debbie Hamilton, Jeremy Cornish, Brian Burke Sr., Deborah Burr and Gary Dagel. All applications received by 4:00pm on Tuesday, February 4th have been included in the February 10th council packet; applications received after that will be provided via email and to councilors at the meeting.

OPTIONS

N/A

SUGGESTED MOTION(S)

Motion to appoint _____ to the vacant council seat, term ending December 31, 2022.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Charles (Chuck) Brummel Date 1-15-2020
Address [REDACTED] Phone 541-459-4119
Email Chuckbrummelhome@yahoo.com Cell 458-201-2105
Bus. Phone _____
Length of Residency in Sutherlin 3 years Registered Voter? yes

Candidate for position on City Council
Relevant background and experience Chair, Resident + CEO, Security Band

in Coos Bay (31 years); Elected 2 terms for
SWOCC board; Coos County budget committee chair

What are your major interests or concerns in the City's programs? I have no
concerns with the City's programs or major
interests. I am proud to be a resident of
Sutherlin and just interested in serving the
community that serves me.

Why would you like to be appointed to this position?

I feel my background would provide
the skills necessary to help my city.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: January 10, 2020

Date considered: _____

Action by Council _____

Term Expires: _____



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Brian Burke Sr. Date 01/28/2020

Address [REDACTED] Phone (541) 580-0521

Email brianburke911@outlook.com Bus. Phone (541) 580-0521

Length of Residency in Sutherlin 25 Years Registered Voter? Yes

Candidate for position on City Councilor

Relevant background and experience Fire and EMS, I was instrumental in running

ambulance service for the county for the past 7 years. I am an instructor at

Umpqua Community College and currently studying Real Estate Investment & Sales.

What are your major interests or concerns in the City's programs? _____

Keeping the city vital with business growth and ensuring the safety of our community with

Police and First Responder support. Being fiscally responsible.

Why would you like to be appointed to this position? _____

I have been an active citizen and have attended many meetings over the past years.

I am active in the community and I am not afraid to make tough decisions when necessary.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 1/29/2020

Date considered: _____

Action by Council _____

Term Expires: _____

Nov 2019 revised



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Deborah Y. Burr Date 1/30/2020

Address [REDACTED] Phone 619-655-6116

Email dyb1130@gmail.com Bus. Phone 541-40-1296

Length of Residency in Sutherlin 10-months Registered Voter? Yes

Candidate for position on City Council

Relevant background and experience 11-year military veteran and employee at the VA Roseburg. Bought a home in Sutherlin and I hold an MS in Healthcare Administration.

What are your major interests or concerns in the City's programs? I am financially frugal and look toward long-term investments for the town. Increasing visibility and community involvement and bringing in more businesses. Safety is a big concern and so is our homeless and aging population. Additionally, I'd like to keep housing, affordable.

Why would you like to be appointed to this position?
I am nearing the end of working full-time and as I've always been a volunteer when something comes up am avid about being a part of something bigger, I feel that having the intellect and drive that I have. I would do well for Sutherlin. I am strong in my leadership and team member skills.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: _____

Date considered: _____

Action by Council _____

Term Expires: _____



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Jeremy J. Cornish Date 01/28/2020

Address [REDACTED] Phone (209) 204-2722

Email jeremy.cornish@umpqua.edu Bus. Phone _____

Length of Residency in Sutherlin 4.5 years Registered Voter? Yes

Candidate for position on City Council

Relevant background and experience Former history professor, current educator in Sutherlin

Holds AA, AS, BA, and MA degrees, has tremendous love and respect

for the City of Sutherlin, and its citizens.

What are your major interests or concerns in the City's programs? Education,

taxation, environment, and community resources.

Why would you like to be appointed to this position?

I dearly love and respect the people of Sutherlin, and wish to contribute to the welfare and

security of the citizens, and the city as a whole.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: January 28, 2020

Date considered: _____

Action by Council _____

Term Expires: _____



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Gary Dangel Date 02/04/2020

Address [REDACTED] Phone 541-378-4434

Email garydangel@gmail.com Bus. Phone same

Length of Residency in Sutherlin 8 Years Registered Voter? yes

Candidate for position on City council

Relevant background and experience Chamber of commerce VP, active with chamber

organized a business committie and chaired for business registration

organized events for the benifit of Sutherlin (street fair, fun run)

What are your major interests or concerns in the City's programs? _____

promoting local business, betterment of our city

Why would you like to be appointed to this position?

I love Sutherlin together we can make a difference here

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 2/4/2020

Date considered: _____

Action by Council _____

Term Expires: _____

Nov 2019 revised



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Debbie Hamilton Date Jan 14, 2019
Address [REDACTED] Phone 541-580-5489

Email hammy51@hotmail.com Bus. Phone _____

Length of Residency in Sutherlin 26 1/2 yrs Registered Voter? Yes

Candidate for position on Council

Relevant background and experience 25 years Municipal Government experience.

What are your major interests or concerns in the City's programs? The City has been running smoothly and moving forward in a positive direction for several years now. I hope to contribute to that remaining state quo.

Why would you like to be appointed to this position?

Do my civic duty and give back to my community.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: January 14, 2020

Date considered: _____

Action by Council _____

Term Expires: _____

Nov 2019 revised



PUBLIC COMMENT

Agenda Items only





CONSENT AGENDA



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, January 13, 2020 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Michelle Sumner, Forrest Stone, Travis Tomlinson, Seth Vincent, Becky Wattles

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Finance Director, Dan Wilson

Public Works Director, Aaron Swan

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

City Planner, Jamie Chartier

Police Chief, Troy Mills

City Attorney, Chad Jacobs (via Skype)

Audience: Sam & Gladys Robinson, Tami Trowbridge, Nancy Anderson, Chuck & Peggy Brummel, Craig Harris, Eric Curran, Joe Groussman, Terry Brock & Lisa Blair, Gary Fugate, Adam & Nanette Haley

Meeting called to order by Mayor McKnight at 7:00pm.

Flag Salute:

Roll Call: Councilor Boggs is excused

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

COUNCIL BUSINESS

- **Committee & Board Re-Appointments/Appointments**

Staff Report – City Recorder, Diane Harris read a list of applicants.

❖ **Budget Committee (2 re-appointments & 1 appointment)**

The City received two applications for re-appointment from Chuck Brummel and Joe Groussman and one application for appointment from Debbie Hamilton; terms ending December 31, 2022

Mayor McKnight asked if any applicants would like to speak on their behalf. None responded.

MOTION made by Councilor Stone to re-appoint Chuck Brummel and Joe Groussman and new appointment for Debbie Hamilton to the Budget Committee, terms ending December 31, 2022; second by Councilor Vincent.

Discussion: None

In Favor: Councilors Vincent, Stone, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None

Motion carried unanimously.

❖ **Parks Advisory Committee (1 re-appointment)**

Four positions are open on the Parks Committee. The City has received one application for re-appointment from Vicki Holland; term ending December 31, 2021.

Mayor McKnight asked if the applicant would like to speak on her behalf. Applicant was not present.

MOTION made by Councilor Vincent to re-appoint Vicki Holland to the Parks Advisory Board, term ending December 31, 2021; second by Councilor Sumner.

Discussion: None

In Favor: Councilors Vincent, Stone, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None

Motion carried unanimously.

❖ **Library Board (3 re-appointment & 1 appointment)**

Five positions are open on the Library Board. The City has received three applications for re-appointment from Nancy Anderson, Kish Doyle and Rannah Williams; terms ending December 31, 2023. And one for appointment from Debbie Hamilton; term ending December 31, 2020.

Mayor McKnight asked if the applicants would like to speak on their behalf. None responded

MOTION made by Councilor Wattles to re-appoint Nancy Anderson, Kish Doyle and Rannah Williams to the Library Board, term ending December 31, 2023; and one appointment from Debbie Hamilton; term ending December 31, 2020; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Vincent, Stone, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None

Motion carried unanimously.

CONSENT AGENDA

- **December 9, 2019 Minutes – Regular/Workshop Meeting**

MOTION made by Councilor Wattles to approve Consent Agenda; second by Councilor Sumner.

Discussion: None

In Favor: Councilors Vincent, Stone, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

- **Plan Amendment & Zone Change for W Duke Road on Park Hill Lane Property**

Mayor McKnight opened the Public Hearing at 7:10 p.m.

Members of Council were asked to disclose any conflicts of interest, ex-parte contact or personal bias. None responded.

Mayor McKnight conducted the Public Hearing and City Planner, Jamie Chartier confirmed for the record that this piece of property is a 2.51 acre portion of land located 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. All findings of fact and maps were included with the staff report.

Testimony in favor? None

Testimony in opposition? None

Neutral parties who wish to speak? None

The Public Hearing closed at 7:11 p.m.

Discussion from Council? None

COUNCIL BUSINESS Cont.

- **Ordinance – Comprehensive Plan Amendment & Zone Map Amendment (first reading, title only)**

Harris read the Ordinance by title only: *“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 Parkhill Lane and described herein.”*

Staff Report – Chartier stated that all the information was included in the staff report and had nothing further to add.

MOTION made by Councilor Stone to approve title only of Ordinance to amend the Comprehensive Plan & Zone Map change as presented; second by Councilor Vincent.

Discussion: None

In Favor: Councilors Vincent, Stone, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Ordinance No 1073 – Amending SMC 13.12.270 and 13.12.280 – Sewer Main Extension and Financing Sewer Extensions w/Emergency Clause (first reading & adoption) and Financing Reimbursement Agreement.**

Harris read Ordinance No 1073 by title only: *“An Ordinance of the City of Sutherlin amending certain subsections of sections 13.12.270 and 13.12.280 of the Sutherlin Municipal Code to clarify the process for sewer main extension reimbursements and declaring an emergency.”*

Staff requested two motions. One to approve the first reading and adoption of Ordinance No 1073 and the other to approve Financing Reimbursement Agreement between the City and Sam Robinson for Hwy 138-Duke Sanitary Sewer Improvements project.

Staff Report – City Manager, Jerry Gillham discussed the reason for the emergency clause in this Ordinance. The City, Sam Robinson and Bobbi Jo Srikureja (Sam’s niece) entered into an agreement for the sewer main extension with the intent to enact immediately.

Councilor Stone declared a potential conflict of interest and abstained from voting.

MOTION made by Councilor Vincent to approve first reading & adoption of Ordinance No 1073 – Amending 13.12.270 and 13.12.280 – Financing of Sewer Main Extension w/Emergency Clause as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone asked what the reimbursement schedule was. ***Gillham – 20 years. City Attorney, Chad Jacobs made a point of clarification. The term is for 10 years and can be renewed for an additional 10 years.***

In Favor: Councilors Vincent, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None; Councilor Stone abstained

Motion carried unanimously.

MOTION made by Councilor Vincent to approve Financing Reimbursement Agreement between the City and Sam Robinson for Hwy 138 – Duke Sanitary Sewer Improvements project as presented; second by Councilor Sumner.

Discussion: Councilor Wattles asked if any interest was involved. ***Jacobs – Under the existing Ordinance, interest isn’t allowed so it’s just the cost of the project.***

In Favor: Councilors Vincent, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None; Councilor Stone abstained

Motion carried unanimously.

- **Consulting Services for Urban Renewal Scope of Work**

Gillham – Council is being asked for approval to proceed with finalizing the scope of work and Urban Renewal Plan submitted by Elaine Howard Consulting in the amount of \$41,685 and endorsing the proposed Urban Renewal Project Development Task Force.

MOTION made by Councilor Wattles to approve contract agreement for Elaine Howard Consulting Services in the amount of \$41,685 as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – Is this an additional cost to the funds she’s already received? ***Gillham – Yes. Once this has been adopted and formed, the City will be reimbursed from the Urban Renewal District.***

In Favor: Councilors Vincent, Stone, Wattles, Tomlinson, Sumner and Mayor McKnight.

Opposed: None

Motion carried unanimously.

Community Development Supervisor, Kristi Gilbert added that there will be an amendment to the Municipal Code regarding Urban Renewal Agency. Staff will bring the Ordinance to the next meeting for Council's Consideration.

REPORTS

- **Review Council Priorities**

Gillham presented a Power Point presentation of the Council Priorities for FY 19/20 Mid-Process Report.

- **S. Calapooia Low Pressure Force Main Extension**

Staff Report – Community Development Director, Brian Elliott updated Council on the installation of roughly 1500 linear feet of 4" Low Pressure Sanitary Sewer Force Main, located near 1111 S. Calapooia (Servpro) south to 1350 S. Calapooia (Great Northern Trailer). This will allow up to 16 residential and industrial-zoned land sites to be developable. Construction is expected to be completed by Spring/Summer 2020.

Councilor Stone – Do we have permission to bore under the railroad tracks? *Elliott – Yes, but we aren't there yet. This phase is only going up to the railroad tracks. The second phase will extend to exit 135.*

- **System Development Charge (SDC) Annual Update**

Finance Director, Dan Wilson provided a report which was in the Council packet and satisfies the requirements of ORS 223.311.

CITY COUNCIL COMMENTS

Councilor Wattles

- The holiday lights were beautiful and thanked all the hands that took it all down.

Councilor Tomlinson

- Nothing

Councilor Sumner

- Nothing

Councilor Vincent

- Looking forward to the New Year.
- Thanked the community for coming together for a great holiday season. Heard many stories of people coming together and helping neighbors.

Councilor Stone

- Did staff find out if there's an Ordinance regarding feeding wild turkeys? *Gillham – It's my understanding that the City doesn't have one. It's up to Council if they want one. Public Works Director, Aaron Swan thinks that ODFW prohibits it.* Mayor suggested that the complainant contact ODFW before City services are used.
- Is Knife River coming to clean up the concrete at the base of Dovetail Ln.? *Swan – They'll get to it.*
- Concerned that water is coming across Hwy 138 across from Subway. *Swan – PW cleaned out the ditches today.*
- If money is paid for a fine but the person hasn't been found guilty, what fund does that go into? *Wilson – There is a Common Agency Fund for court that all monies collected from fines go into. All funds are separate from City funds and are accounted for.* Councilor Stone's understanding is that \$1000 was donated and paid to the City but there was never a court case. He asked if that was legal. *Wilson - Not aware of any monies donated to the City that aren't accounted for. Will check into it.*

Mayor McKnight

- Wished everyone a happy new year.

- Announced that Councilor Wattles will be moving out of the area and will be resigning this evening. Recognized her for her work as a Councilor.
- Put on next agenda to accept the resignation and announce a vacancy.

STRATEGIC PLAN UPDATE

- **Schoon Mt. Water Storage Tank and Sixth Ave & Oak St Pump Station Upgrade**

Staff Report – Elliott provided an update to Council. Improvements include Schoon Mountain Storage Tanks (2-2,000 gallon steel tanks) to be replaced with a single 135,000 gallon glass-fused-to-steel tank. Sixth & Oak Pump Station, below ground, will be replaced with a new above ground pump station. Completion estimation is November 2020.

PUBLIC COMMENT

- New resident, Craig Harris lives across from Ford's Pond. Asked Council if it's possible to get sewer service since his property is located right at the end of the City leach lines and all of his neighbors have city service. His home is located outside City limits. There are four residences (including his) that are asking for this service.

Elliott – It's up to City Council to authorize sewer hookups to residents outside city limits but within the Urban Growth Boundary (UGB). Some research was done about this line.

Swan – We weren't aware of this line and it runs down Church Rd. After doing some research, PW crew found a 3" pressure line. It's possible to accommodate Craig's needs as well as the improvements that are to be made at Ford's Pond, however, further research needs to be done due to the damaged line. Repairs will need to be made before hookups take place.

Stone – Would it be a stipulation to bring the residences into City limits. Elliott – He won't be required to annex into the City. Gillham added that Council is being asked to approve the extension of the sewer line to these 4 residences if the City does all the leg work. In return, standard protocol states that the residents would sign an agreement that they'll annex into City limits once the sewer line extension is completed.

Sumner – Will the line accommodate the 4 homes that surround it? Swan – Yes.

The consensus of Council was to move forward with research regarding requested sewer line extension.

- Eric Curran is a current homeless resident and asked if Ford's Pond is open to the public. *Elliott – Yes it is.* Curran is concerned that there are drug dealers that hang around the pond. He also asked about the dog park and where the City limits are. He wanted to make sure his camp wasn't in City limits. *Elliott – There's no camping allowed at Ford's Pond or the dog park.*

ADJOURNMENT

With no further business meeting adjourned at 7:49 p.m.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (i) – To review and evaluate the job performance of a Chief Executive Officer, other officers, employees and staff.

Executive Session called to order at 7:58 p.m.

Executive Session adjourned at 8:11 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

DRAFT

CITY OF SUTHERLIN
Workshop City Council Meeting
Sutherlin Civic Auditorium
Monday, January 27, 2020 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Michelle Sumner, Forrest Stone, Travis Tomlinson, Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Finance Director, Dan Wilson

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

City Planner, Jamie Chartier

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Deputy Fire Chief, Scott McKnight

City Attorney, Chad Jacobs (via Skype)

Audience: Tami Trowbridge, Brian Burke, Sam & Gladys Robinson, Chuck & Peggy Brummel,

Meeting called to order by Mayor McKnight at 7:00pm.

Flag Salute:

Roll Call: All Present

Introduction of Media: None

PRESENTATION

- US Census Bureau

Representatives we not present.

AGENDA CONFIRMATION

- February 10, 2020 Agenda

City Manager, Jerry Gillham informed Council that the Community Center Rates will presented as a Resolution and that staff is looking for Councils authority to enact it.

COUNCIL PRIORITY PROGRESS REPORT

Gillham discussed the Strategic Plan with Council and the importance of it. Once updated, Council will receive a hard copy.

COUNCIL COMMENTS

Councilor Tomlinson

- There's a pothole on Central Ave by State St in the new pavement. *Swan – I'm aware, the fire hydrant on the corner needed to be moved and the ditch wasn't compacted enough. Guido will fix it when weather allows.*

Councilor Boggs

- Wants to discuss having only one Council meeting a month. Mayor agreed to put it on the agenda for future discussion.

Councilor Sumner

- Commended the Sutherlin Police Department on the good relationships they build in the community and surrounding area, especially with the Child Welfare Department. It makes our city stand out and it's appreciated.

Councilor Vincent

- Excited for the New Year
- All of the new opportunities here in Sutherlin

Councilor Stone

- Concerned that some ODOT people weren't visible enough for safety purposes while cleaning a west of town. *Swan will be attending a meeting on Thursday and will let them know.*

Mayor McKnight

- None

COUNCIL BUSINESS

- **Acceptance of Resignation, Declaring a Vacancy & Establishing a Process**

Staff Report – City Recorder, Diane Harris asked Council to recognize and accept Councilor Wattles resignation, declare a vacancy and direct staff about refilling the vacant seat. The city so far has received two applications for consideration.

MOTION made by Councilor Boggs to accept Councilor Wattles Resignation, declare a vacancy & establish a process as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Sumner asked what the process is.
- Mayor commented that the application process needs to be opened to the public and advertised for two weeks.
- Councilor Boggs agreed that since it's outside of the six month window that it should be opened to the public.

In Favor: Councilors Stone, Tomlinson, Boggs, Sumner, Vincent and Mayor McKnight

Opposed: None

Motion Carried Unanimously.

- **Ordinance No. 1074 – Plan Amendment & Zone Change – Haley (second reading & adoption)**

Harris read Ordinance by title only: *“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 Parkhill Lane and described herein.”*

Staff Report – Community Development Supervisor, Kristi Gilbert had nothing further to add. All information was included in the Staff Report.

MOTION made by Councilor Stone to approve Ordinance No. 1074 – Plan Amendment & Zone Change - Haley – second reading & adoption as presented; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Stone, Tomlinson, Boggs, Sumner, Vincent and Mayor McKnight

Opposed: None

Motion Carried Unanimously.

- **Ordinance – Amending SMC 2.32.020 – Governing Body of Urban Renewal Agency (first reading, title only)**

Harris read Ordinance by title only: *“An Ordinance amending chapter 2.32.020 Sutherlin Urban Renewal Agency of the Sutherlin Municipal Code.”*

Staff Report – Gilbert asked Council to approve the first reading of this Ordinance that amends Chapter 2.32.020 of the Sutherlin Municipal Code which will appoint Council as the Urban Renewal Agency.

MOTION made by Councilor Sumner to approve Ordinance – Amending SMC 2.32.020 – Governing Body of Urban Renewal Agency – first reading, title only as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone - If a new business wants to come in, do they bypass the Planning Commission? ***Gilbert – No, everything will still be proposed to Council, this is for any acting decisions of the Urban Renewal and to adopt it.***
- Councilor Stone - Is the map that's circulated the correct map? ***Gillham – Yes, it's including all the extensions with exit 136. This Ordinance will give Council the acting authority. Gilbert – This isn't the final adoption of the Urban Renewal, it should take place around August.***

In Favor: Councilors Stone, Tomlinson, Boggs, Sumner, Vincent and Mayor McKnight

Opposed: None

Motion Carried Unanimously.

- **Resolution 2020.01 – Police Surplus Property**

Staff Report – Police Chief, Troy Mills announced that a patrol vehicle and associated equipment is no longer capable of providing services for the Sutherlin community and requests that the city surplus the 2014 Dodge Charger Police Patrol Vehicle.

MOTION made by Councilor Boggs to approve Resolution 2020.01 – Police Surplus Property as presented; second by Councilor Stone.

Discussion: Councilor Stone – Is the revenue after selling the vehicle going into the police reserve? ***Mills – Yes, may not be much due to having a blown engine.***

In Favor: Councilors Stone, Tomlinson, Boggs, Sumner, Vincent and Mayor McKnight.

Opposed: None

Motion Carried Unanimously.

- **Contract Award – Nonpareil Water Treatment Plant (NWTP) Improvements – Design & Construction Management**

Staff Report – Elliott explained that two consultants responded to the Request for Proposal (RFP) but one backed out indicating they were too busy to submit one. Staff is asking Council to approve the NWTP contract award to The Dyer Partnership Engineers & Planners, Inc for engineering and construction management services in the amount of \$586,000.

MOTION made by Councilor Tomlinson to approve Contract Award to The Dyer Engineers & Planners, Inc – NWTP Improvements – Design & Construction Management in the amount of \$586,000 as presented; second by Councilor Vincent.

Discussion:

- Councilor Stone – Is this an additional cost? ***Finance Director, Dan Wilson – Yes. {Total project cost is \$4,486,773 which includes the \$586,000 Engineering Services.}***
- Councilor Stone - Why is the loan for 30 years when a plant is only good for 20 years? ***Elliott – It's based off the Master Plan which is a 20 year plan. Typically they last 30-40 years.***

In Favor: Councilors Stone, Tomlinson, Boggs, Sumner, Vincent and Mayor McKnight.

Opposed: None

Motion Carried Unanimously.

REPORTS

- **Oregon 2019 Fire Code Update**

Deputy Fire Chief, Scott McKnight was available for questions. All information was provided in the Staff Report. Staff is recommending the update from the 2014 to the 2019 Oregon Fire Code under City Ordinance 1071.

- **Security Signage Update (SP)**

Police Chief, Troy Mills updated Council that six cameras are in place. Three at the Community Center, two at the rodeo grounds and one in downtown Oakland. Signs will be posted at all three locations. Eventually, cameras will be placed at the Fire Department and Public Works with signage.

- Councilor Stone – Are the cameras wireless? ***Mills – They're all wired into a command center.***
- Councilor Sumner – Can you log into your phone and check them? ***Yes***
- Councilor Vincent – Are you finding them useful and effective? ***Very much so.***

- **Waite St. Plan-of-Action for Upgrade (SP)**

Elliott updated Council on the upgrade. Last year was unsuccessful for the Safe Routes to School grant. The next grant cycle starts in June so another application will be submitted. Have reached out to ODOT for their input on the application.

- Councilor Stone asked what ODOT has to do with Waite St. ***Elliott – This grant is through ODOT. Gilbert added that Safe Routes to School has to be within 1,000 feet of a school boundary and it has to be within a Title 1 school district.***

ADJOURNMENT

With no further business, meeting adjourned at 7:29pm.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor



PUBLIC HEARING System Development Charge Methodology





City of Sutherlin

STAFF REPORT					
Re: SDC Methodology Update & Public Hearing Continuance				Meeting Date:	02-10-2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Kristi Gilbert, Community Development Supervisor and Brian Elliott, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

This Staff Report is to provide Council with an update and to continue the Public Hearing to date/time set certain.

EXPLANATION

The System Development Charge (SDC) kick off meeting was held on October 17, 2019. City Council Finance Committee, Consultant and Staff met and reviewed current SDC structure, comparing it with other relevant cities and looked at the process going forward.

In order to provide the best, up to date information, staff postponed the process until the Transportation System Plan is complete in order to use the up to date project improvement lists.

The public hearing was originally scheduled for this meeting and now needs to be continued to a date/time certain. Staff proposes a workshop be held at the regular April Council meeting, followed by the public hearing at the May 11, 2020 Council Meeting.

OPTIONS

Continue the public hearing to May 11, 2020 at 7:00p.m.

Not to continue the public hearing to May 11, 2020 at 7:00p.m.

SUGGESTED MOTION(S)

To continue the public hearing to May 11, 2020 at 7:00p.m.

Affidavit of Publication

The News-Review
OF DOUGLAS COUNTY

Roseburg, Oregon

ISSUED DAILY EXCEPT MONDAY

STATE OF OREGON
COUNTY OF DOUGLAS } ss.

I, BRENDA FISCHER, being first duly sworn, depose and say that I am the CHIEF FINANCIAL OFFICER, of The News-Review, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed and published at Roseburg in the aforesaid county and state; that the _____

#5930 Legal Notice of Proposed Modification

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 successive and consecutive days in the following issue:
October 27, 2019

The fee actually charged by such newspaper for such publication is \$56.70

Brenda Fischer

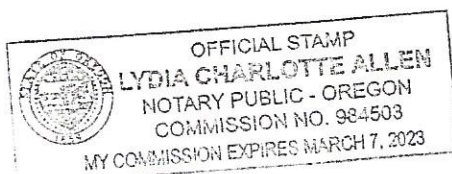
Subscribed and sworn to before me this 11th day of November, 2019.

[Signature]

Notary Public of Oregon

NOTICE OF PROPOSED MODIFICATION TO THE METHODOLOGY FOR CALCULATING SYSTEM DEVELOPMENT CHARGES Pursuant to ORS 223.304 (6) & (7), public notice is hereby given of the City of Sutherlin's intent to change the methodology for calculating System Development Charges (SDCs) for water, wastewater, stormwater, transportation, and parks services. A public hearing on the new methodology is scheduled before the Sutherlin City Council on February 10, 2020. The proposed methodology will be available for public review at the City's web site and at Sutherlin city hall no later than December 10, 2019. The city hall street address is 126 East Central Avenue, Sutherlin Oregon 97479. Questions concerning this matter can be referred Mr. Dan Wilson, Finance Director; (541) 459-2856 x203, or email at d.wilson@ci.sutherlin.or.us.

#5930 Pub. Dates: October 27, 2019





COUNCIL BUSINESS Cont.





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Ordinance No. 1075 – Amending Chapter 2.32.020 Urban Renewal Agency				Meeting Date:	2-10-2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Supervisor Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Notice of Enactment, Ordinance No. 1075 w/changes & final draft of Ordinance No. 1075					

WHAT IS BEING ASKED OF COUNCIL?

City staff is requesting Council approval for the second reading and adoption of Ordinance No. 1075 to amending 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, not approve or amend second reading and adoption of Ordinance No. 1075 amending 2.32.020 of the Municipal Code, to appoint City Council as the Governing Body of the Urban Renewal Agency.

SUGGESTED MOTION(S)

Motion to approve, not approve or amend second reading and adoption of Ordinance No. 1075 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. 1075

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).

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

ORDINANCE NO. 1075

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

ORDINANCE NO. 1075

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.

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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 of the city shall act as the governing body for the Sutherlin urban renewal agency.

2.32.020 Members, terms of office and vacancies.

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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 10TH DAY OF FEBRUARY, 2020

APPROVED BY THE MAYOR, ON THIS 10TH DAY OF FEBRUARY, 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

City of Sutherlin

STAFF REPORT					
Re: Ordinance – 2019 Fire Code – Amending SMC 15.04.010				Meeting Date:	2/10/2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Fire Battalion Chief, Brandan McGarr & Diane Harris, City Recorder				City Manager Review	☒
Attachments: Notice of Enactment, Proposed Ordinance w/tracking					

WHAT IS BEING ASKED OF COUNCIL?

The Sutherlin Fire Department is asking Council's approval to update Sutherlin Municipal Code Section 15.04.010 with the 2019 Oregon Fire Code.

EXPLANATION

The purpose of the Municipal Code change is to bring Sutherlin Fire Department up to the latest edition of the Oregon Fire Code (OFC), the 2019 edition. Currently the Sutherlin Municipal Code recognizes the 2014 OFC. With bringing the Sutherlin Fire Department up to the latest edition of the OFC, we will be able to enforce any new Public Safety rules found in the 2019 edition of the OFC that are not in the older editions as well as staying compliant with Oregon State Fire Marshal the Insurance Services Office (ISO) requirements.

OPTIONS

N/A

SUGGESTED MOTION(S)

To approve first reading, title only of Ordinance – 2019 Fire Code – Amending SMC 15.04.010.

To not approve first reading, title only of Ordinance – 2019 Fire Code – Amending SMC 15.04.010



City of Sutherlin

Administration
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856
Fax (541) 459-3281
www.cityofsutherlin.com

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING CHAPTERS 15.04 AND 15.06 OF THE SUTHERLIN MUNICIPAL CODE TO UPDATE THE FIRE AND BUILDING CODES

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

FIRST READING: MONDAY, FEBRUARY 10, 2020 @ 7PM

**SECOND READING (if first reading approved): MONDAY,
FEBRUARY 24, 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.

Posted this day, February 3, 2020
By Diane Harris
City Recorder

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING CHAPTERS 15.04.010 AND 15.04.092 OF THE SUTHERLIN MUNICIPAL CODE TO UPDATE TO THE OREGON FIRE CODE AND FIRE SYSTEMS RECORDS MANAGEMENT

WHEREAS, the City's fire and building codes are based off of the state's fire and building codes; and

WHEREAS, since last adopted by the City, the state has updated its fire and building codes, and the City would like to incorporate those updates as well as other improvements into its code.

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

Section 1. Section 15.04.010 of the Sutherlin Municipal Code is amended as follows:

15.04.010 Adoption of Oregon Fire Code.

The International Fire Code (IFC) 2012 ~~2018~~ Edition as promulgated by the International Code Council and adopted by the State of Oregon as the Oregon Fire Code (OFC) 2014 ~~2019~~ Edition is hereby adopted, together with the deletions, additions and modifications set forth in this Chapter, as the city's fire code. The OFC regulates and governs the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of building and premises. A copy of the OFC, which has been appropriately marked as having been adopted as amended by this chapter is on file in the office of the Fire Chief of the city, and shall be controlling within the limits of the city from and after ~~April 30, 2019~~ **March 25, 2020**.

Section 2. Sections 15.04.092 has been amended in the Sutherlin Municipal Code by updating the Oregon Fire Code Section number to 901.6.3:

15.04.092 Fire Systems Records Management

Section ~~901.6.2~~ **901.6.3** of the Oregon Fire Code is amended by adding the following language for the City of Sutherlin: Records of all fire protection system inspections, tests, and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three (3) years and service contractors shall submit the service reports, in a manner specified by the Fire Chief, to the City of Sutherlin's Fire Prevention Bureau within thirty (30) days of performing the inspection and test. The following systems shall be tracked by the City of Sutherlin's Fire Prevention Bureau:

Ordinance No.

- A. Automatic Fire Sprinkler Systems
- B. Fire Alarm Systems
- C. Fire Detection
- D. Commercial Kitchen Hood Suppression
- E. Standpipes
- F. Active Smoke Control
- G. Private Fire Hydrants
- H. Fire Pumps
- I. Special Suppression (wet chemical, dry chemical, carbon dioxide, foam, halon, clean agent, etc.)
- J. Fire Escapes

PASSED BY THE CITY COUNCIL ON THE ____ DAY OF ____, 2020.

APPROVED BY THE MAYOR ON THE ____ DAY OF ____, 2020.

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder, CMC

Ordinance No.



City of Sutherlin

STAFF REPORT					
Re: Resolution No. 2020.02 Community Center Rates				Meeting Date:	2/10/20
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Deputy City Recorder, Melanie Masterfield				City Manager Review	☒
Attachments: Exhibit A - Fee Schedule					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve Resolution No 2020.02 – Community Center Rates, updated rental fee schedule.

EXPLANATION

As previously discussed in October of 2019, Council agreed to raise the rental rates for the Community Center gradually. Attached is the fee schedule agreed upon by Council with the understanding that the rates would be reviewed annually and potentially adjusted based on the fiscal report. Council had also asked staff to research possible “Black-Out” dates that would be unavailable to our fee waiver applicants. Upon research, it was found to not be necessary as each of our “regular” groups generally hold one event a month which still leaves it open for other community members. The following will be implemented March 1, 2020:

- Qualifications required to apply for a fee waiver.
- Fee waiver groups will be required to pay a \$25 per day kitchen use fee. (already in effect)
- Discounts at 4 hours, 8 hours and all day hours will be given. (already in effect)
- The refundable deposit will raise from \$100 to \$150 and required by ALL applicants.
- A 48 hour cancellation notice will be required to receive a deposit refund.
- An application and deposit will be required for reservation.

For community members that have already reserved the Community Center, previous rates will be honored.

OPTIONS

N/A

SUGGESTED MOTION(S)

To approve Resolution No 2020.02 - Community Center Rates, or

To not approve Resolution No 2020.02 - Community Center Rates

RESOLUTION NO. 2020.02

**A RESOLUTION REPEALING RESOLUTION NO. 2002.07 AND AMENDING
RESOLUTION NO. 2019.13 FEE SCHEDULE FOR COMMUNITY CENTER RENTAL
FEES AND ADOPTING RE-ESTABLISHED RENTAL RATES, SECURITY DEPOSIT
FEES AND REFUND REQUIREMENTS FOR THE CITY OF SUTHERLIN**

WHEREAS, after comprehensive analysis, examining city fees to determine reasonableness and current relevancy; and

WHEREAS, repealing Resolution No. 2002.07 and amending Resolution No. 2019.13 Fee Schedule to establish new Sutherlin Community Center Rental rates and Security Deposit fee; the amended rental fee schedule is attached as Exhibit “A” and made part of this resolution. The amendment is to take effect March 1, 2020.

WHEREAS, once approved, fee waiver applicant’s shall be required to pay a deposit upon reservation and a daily fee for kitchen use.

WHEREAS, a deposit is required in order to hold reservations and a 48-hour cancellation notice is required for deposit refunds.

WHEREAS, that for administration efficiencies, the fees and charges imposed by the City of Sutherlin be collectively re-established.

PASSED BY THE CITY COUNCIL, ON THIS 10th DAY OF FEBRUARY, 2020

APPROVED BY THE MAYOR ON THIS 10th DAY OF FEBRUARY, 2020

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder

EXHIBIT A



CITY OF SUTHERLIN FEE SCHEDULE

Business Fees:

Liquor License	
New	\$100.00
Change	\$75.00
Renewal.....	\$35.00
Social Gaming License	
Application (non-refundable)	\$25.00
Table Fee (non-refundable)	\$100.00 / table (annual)
Street & Sidewalk Vendors (License).....	\$25.00 (annual)
Taxicabs & Limousines	
Application.....	\$25.00
License Fee	\$15.00 (annual)
Certification Fee.....	\$15.00
Taxicab Stand Fee.....	\$10.00
Used Merchandise Dealer Permit	\$1.00

Community Center:

Main Hall	
Hourly Rate.....	\$20.00 30.00
4 Hours.....	\$70.00 110.00
8 Hours.....	\$140.00 200.00
All Day.....	\$170.00 215.00
Main Hall & Kitchen	
Hourly Rate.....	\$30.00 40.00
4 Hours.....	\$100.00 145.00
8 Hours.....	\$170.00 270.00
All Day.....	\$200.00 290.00
Kitchen	
Minimum up to 4 Hours.....	\$50.00 100.00
All Day <u>(after 4 hours)</u>	\$100.00 250.00
<u>Kitchen only for Fee Waiver users (per day).....</u>	<u>\$25.00</u>
Meeting Room	
Hourly Rate.....	\$10.00 20.00
4 Hours.....	\$25.00 70.00
8 Hours.....	\$50.00 135.00
All Day.....	\$75.00 145.00

Meeting Room & Kitchen

EXHIBIT A

<u>Hourly Rate</u>	\$30.00
<u>4 Hours</u>	\$110.00
<u>8 Hours</u>	\$200.00
<u>All Day</u>	\$215.00
Entire Center	
Hourly Rate.....	\$35.00 45.00
4 Hours.....	\$125.00 160.00
8 Hours.....	\$200.00 305.00
All Day.....	\$250.00 325.00
<u>Security Deposit</u>	<u>\$150.00</u>

Finance, Administration, and Other Fees:

Administrative Appeal Fee	\$50.00
Communications Fees	
Administrative Fee.....	\$500.00
Private Communications System	
Annual License Fee.....	\$2.00 / linear ft. of public property
Lien Search	\$25.00 / property lien search
N.S.F. Charge.....	\$25.00
Police / Fire Reports	
6 pages or less	\$10.00
7 pages or more.....	\$20.00
Fingerprints (up to 2 print cards)	\$25.00
Students.....	\$10.00
Additional cards	\$10.00 / each
Photos, CD's (Police Department).....	\$15.00
DVD's (Police Department)	\$20.00

Health & Safety Fees:

Noxious Growths	
Cost of Abatement	Cost
Administrative Charge	\$150.00 /parcel

Municipal Court Fees:

Court Appointed Attorney	up to \$150.00
Collections Fee.....	25% of fine (not to exceed \$250)
Deferment / Prosecution Fee.....	Not to exceed \$150.00 / offense
Diversion Extension.....	\$25.00
Installment Fee	
Fine under \$300.00	\$15.00
Fine \$300.00 or over	\$25.00
Jail Reimbursement.....	
.....actual cost of expenses incurred not to exceed \$60/day (ORS 169.151)	
License Suspension / Reinstatement.....	\$25.00
Payment Extension.....	\$25.00

EXHIBIT A

Seat Belt Assessment	\$25.00
Show Cause Letter	\$25.00
Warrant	\$100.00

Park Use Fees:

Permit Processing Fee	\$15.00
Special Events Permit, exclusive park use.....	\$200.00 / day

Park Use Fee Waiver:

Prospective users may submit, with a park use request, a request to have the City waive payment of all or part of the park use fee. The City, at its discretion, may waive the park use fee if the following applies:

- 1. The applicant is a private nonprofit association or corporation, located within the city or which provides services within the city;*
- 2. The applicant is a volunteer organization that provides services that benefit the city or the citizens of the city.*

Insurance Liability Limits:

Street Vendors, Limousine and Taxicab owner/operators and users of city facilities, per occurrence.....	\$3,000,000
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Planning & Development Fees:

Amendment – Major	75% of current fee
Amendment – Minor	\$200.00
Annexation.....	\$600.00
Appeal	\$330.00 + costs
Building Permit.....	Douglas County Fee
Commercial Site Review.....	\$200.00
Comprehensive Plan Amendment / UGB Expansion	\$1200 + costs
Conditional Use Permit.....	\$725 + Legal Fees
Engineering Review Fees.....	\$150 to over \$3,000
(depending on development and completeness of plans submitted)	
Expedited Land Division:	
Base Fee.....	\$1800.00 + \$30 per proposed parcel
Arbitrator.....	\$150.00/HR
Extensions.....	\$200.00
Home Occupation.....	\$200.00
Issuance of Address.....	\$25.00
Land Partitions:	
Tentative Plan.....	\$300.00
Final Plat.....	\$200.00
Land Use Compatibility Statement.....	\$50.00
Lot Line Adjustment.....	\$200.00

EXHIBIT A

Manufactured Home Park.....	\$600.00 + \$30/space over 10
Multiple Applications:	
Full fee - highest application + 50% of 2 nd application fee	
Planned Unit Development (PUD).....	\$930.00 + \$30/unit over 10
Pre-Application Conference.....	\$125.00
Right of Way Permit.....	\$50.00
Sign Permit.....	\$50.00
Subdivision:	
Tentative Plan.....	\$800.00 + \$30/unit over 10
Final Plat.....	\$200.00
Temporary Family Hardship.....	\$200.00
Temporary Use Permit.....	\$270.00
Vacations:	
Lot Line, etc.	\$200.00 + costs
Street/Alley.....	\$400.00 + improvements + costs
Variances:	
Class A&B.....	\$300.00
Class C.....	\$460.00
Worksheet Permit.....	\$50.00
Zone Change:.....	\$1200.00 + costs

Public Records Fees

Electronic Formats	
Each DVD.....	\$15.00
Each CD.....	\$15.00
Additional charge.....	(see Research Fees)
Copies per Page	
8.5 x 11 black & white (per side)	\$0.25
11 x 17 black & white (per side).....	\$0.50
8.5 x 11 color (per side)	\$0.50
11 x 17 color (per side)	\$1.00
Photo quality paper	Additional \$0.50 / page
Research Fees	
Up to 30 minutes	Copy costs only
After 30 minutes (.....	Copy costs +
Staff's hourly wages/benefits;	
Professional (IT) – actual cost per hour of service;	
Attorney fees – actual cost per hour of applicable Attorney's fees	
Maps & Nonstandard Documents	Actual cost for reproduction

System Development & Hook-Up Fees

Water	
SDC.....	\$1,621.50 / <i>EDU</i>

EXHIBIT A

Admin Fee.....	2% of SDC
Hook-up:	
Inspection and Connection at actual cost; actual cost to be calculated at time of installation; the following are averages:	
5/8" to 1"	\$350.00
1-14" to 2"	\$500.00
2" to 6"	\$400 + Materials
Meter	Actual Cost

Sewer	
SDC.....	\$128.50 / <i>EDU</i>
Hook-up.....	\$490.00
Transportation SD.....	\$122.25 / <i>ELNDT (Equivalent Length New Daily Trip)</i>
Parks SDC.....	\$500.00
West Side Special SDC.....	\$247.00

Utility Fees:

Sewer	7/1/18	7/1/19	7/1/20 *
Single-family Residential			
Flat Rate.....	\$51.78	\$57.97	\$58.55
Multi-family Residential			
Flat Rate -80% of single-family rate (per unit)	\$41.42	\$46.38	\$46.84
Commercial/Industrial			
Base rate per account-includes 4,500 gallons/month.....	\$51.78	\$57.97	\$58.55
Commercial/Industrial			
Consumption per 1,000 gallons/month above 4,500.....	\$7.76	\$9.91	\$10.01
Commercial/Industrial			
Strength surcharge-per 1,000 gallons/month	varies	varies	varies
Step Surcharge			
Per account-Calapooia and Knolls Estates.....	\$11.00	\$11.00	\$11.00

- Notes:
1. Consumption is water to treatment plant, which may be less than water received through water meter. Adjustments, as requested by customer, analyzed and determined in amount by the City Public Works Director and approved by the City Manager, may be made.
 3. Strength surcharges are charged to recover additional treatment costs associated with high strength waste. The Public Works Director shall make the determination of costs.

Water	7/1/18	7/1/19 *
Base Rate per account:		
Multiple connections behind meter (per unit).....	\$12.76	+annual CPI
¾" meter.....	\$25.54	+annual CPI
1" meter.....	\$51.10	+annual CPI
1 ½" meter.....	\$89.44	+annual CPI
2" meter.....	\$140.57	+annual CPI
3" meter.....	\$345.09	+annual CPI
4" meter.....	\$498.48	+annual CPI
6" meter.....	\$1,546.64	+annual CPI
10" meter.....	\$2,556.41	+annual CPI

EXHIBIT A

Consumption.....	\$3.26/1000 gal.	+annual CPI
Meter Accuracy Test.....	\$100.00	\$100.00
Bulk Water		
Connection fee - Developers.....	\$50.00 month + usage	
Connection fee - Bulk Water Wholesalers.....	\$50.00 month + usage	
Water rate.....	\$3.26/1000 gal.	+annual CPI
Damage to meters		
Removal of meter.....	actual cost	actual cost
Administration/overhead plus fee.....	\$250.00	\$250.00
Deposit.....	\$100.00	\$100.00
Reconnect.....	\$25.00	\$25.00
Temporary Water Connection.....	\$25.00	\$25.00
Late fee.....	\$15.00	\$15.00

* Ongoing annual increases based on CPI



Budget Calendar



Budget Calendar (Fiscal Year 2020-21)

Event	Attendees	Planned Date(s)	Latest Date
Estimate current year-end revenue and expenditures	Dept Heads	Feb 14	Feb 21
Update CIP	City Mgr, Dept heads	Mar 13	Apr 3
Requested budget prepared and provided to finance	Dept heads	Mar 13	Apr 3
Dept meetings with City Manager and Finance	Dept heads, staff, City Mgr	Week of Mar 23	Apr 24
Budget narratives completed	Dept heads	Apr 3	Apr 24
Update year-end revenue and expenditure estimates	Dept heads	Monthly	Monthly
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
Provide proposed budget (ORS 294.408) and budget message to budget committee	Mayor, City Council, City Mgr, Budget Committee	Apr 13	May 11
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, City Mgr, Dept heads	Apr 20	May 18
Additional budget committee meetings (ORS 294.428)	Budget Committee, City Mgr, Dept heads	Apr 21, Apr 22	May 19, May 20
Budget committee approves budget (ORS 294.428)	Budget Committee	Apr 22	May 20
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	May 11	Jun 22
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor and Department of Revenue (ORS 294.458)	Finance	Jul 15	Jul 15

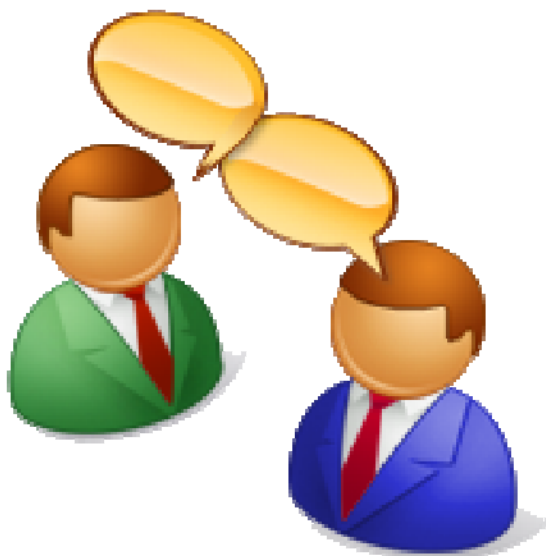


REPORTS



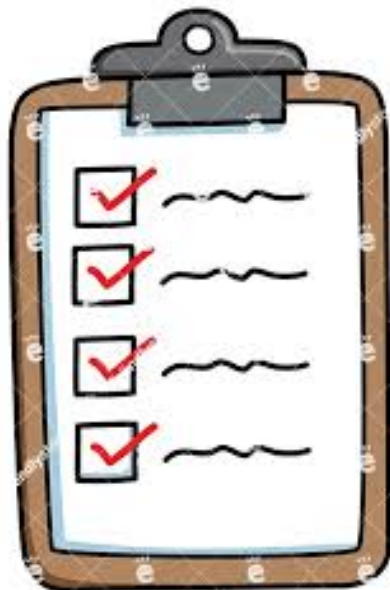


COUNCIL COMMENTS





STRATEGIC PLAN UPDATE





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Business Retention & Attraction Status Report				Meeting Date:	02-10-2020
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☒
Submitted By: City Manager, Jerry Gillham, CDD Director, Brian Elliott and Business Development Specialist, Kristi Gilbert				City Manager Review	☒
Attachments: Revised Economic Development Plan					

WHAT IS BEING ASKED OF COUNCIL?

This is a written status report to City Council regarding Strategic Plan Economic Development objectives.

EXPLANATION

In early 2016 through Council Priorities, city staff was directed to establish an economic development plan to include Business Retention and Attraction. Please see attached, the newly updated City of Sutherlin, Economic Development Plan which too, is responsive to the city's Strategic Plan. Please also note specifically on pages 5-7, text describing the need for business recruitment through a Cluster Industries Program followed by the ongoing responsibility for Business Retention. City staff up to this point have met with the business owners of all "Traded-Sector" manufacturing and indeed conducted a Climate Survey as described on page 7 in 2015. However, it is now anticipated with the inclusion of a new Urban Renewal District, timelines will be modified again, thus allowing for some time to insert new projects into the text of this revised plan. The entirety of this Economic Development Plan will therefore, be presented to City Council by February 2021.

Staff would be pleased to make a formal presentation to council if so requested. Otherwise, expect a more detailed and formal presentation to council in February 2021.

City of Sutherlin Economic Development Plan

Community Vision

City-Wide Vision Statement:

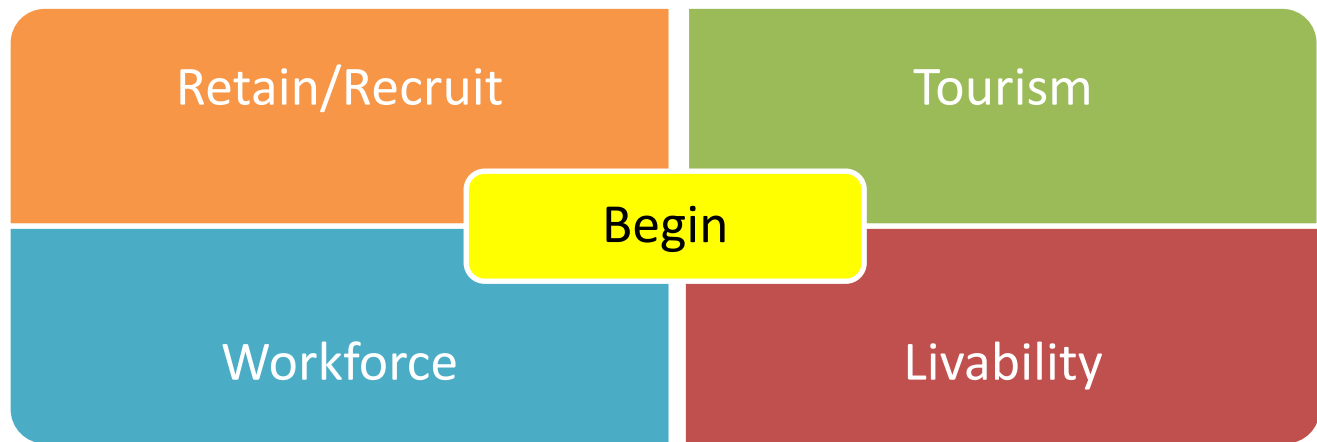
With a “can do” attitude, we honor the past while building toward a prosperous future. With community collaboration and civic pride, the City of Sutherlin is a beautiful, safe, and welcoming place to live, work, and play.

Economic Development Vision

Economic Development Vision Statement:

In order to enhance community livability to its fullest potential, the City of Sutherlin will work with local, regional, and state economic development entities to create a business-friendly environment that: supports existing and new businesses, supports compatible commercial and industrial uses, and increases job opportunities. The City will accomplish this through policies that promote job creation through strategic economic development marketing and infrastructure.

Five Cornerstones



1: Begin	2: Retain/Recruit	3: Tourism	4: Workforce	5: Livability
Cornerstone Dev.	Business Inventory	Tourism Plan	Need Identification	City Infrastructure
Key Responsibilities	Target/Clusters Dev.	Product Dev	Partnerships	Downtown
Assignments	Land Inventory	Branding	Special Events	Parks/Roads
Schedule	Marketing Concept	Events/Attractions		Public Utilities
Plan	Target/Cluster Recruit	Niche Retail		Supportive Gov.
Continuous Review	Business Support			Vision/Goals

Cornerstone Overview

- **First Cornerstone Actions: Begin**

Hold initial workshop with Planning Commission to:

1. Agree upon cornerstones.
2. Examine the work ahead and create initial assignments for groups/individuals best suited for accomplishing various tasks in the Economic Development Plan.
3. Establish a timeline or schedule for completing various elements of the plan.
4. Agree to implement the plan.
5. Continuously review and provide update reports to the Planning Commission.

- **Second Cornerstone Actions: Retain/Recruit**

1. Complete a buildable lands inventory with wetlands analysis and update the economic development web site.
2. Create a business retention and expansion (BR&E) program for the principal purpose of retaining and creating jobs in the City of Sutherlin. This BR&E program shall include planning and implementing community-specific activities that promote interaction with local businesses and will offer both one-on-one and networking services to help businesses achieve their maximum degree of success.
3. Develop business attraction and recruitment strategies that include target/cluster industries.
4. Create mechanisms by which interested companies would choose to relocate or expand operations into the City of Sutherlin.

- **Third Cornerstone Actions: Tourism**

1. Develop a tourism marketing and development plan to increase visitor numbers and spending, as well as bolster the economic vitality of the City of Sutherlin.
2. Create and/or support tourism related activities and “tourism-inducing” products that build upon existing tourism attractions and events.

- **Fourth Cornerstone Actions: Workforce Education and Development**

1. Assess current businesses to help identify anticipated future needed workforce.
2. Identify key resources and create partnerships with those resources in helping to sustain a quality workforce for businesses to include federal and state agencies, UCC and other educational institutions.
3. Work specifically with the Chamber of Commerce and Sutherlin and Oak School Districts in creating a Business-Education Partnership Program (School-to-work education).

- **Fifth Cornerstone: Livability**

1. Ensure infrastructure is properly planned for or constructed for economic development priorities and specifically in line with the needs of cluster/target industry priorities.
2. Ensure continued public awareness and support of the Economic Development Strategic Plan and ongoing community-wide economic prosperity.
3. Ensure the City of Sutherlin is cooperatively working with community stakeholders in achieving its unified vision and goals.

Sutherlin Economic Development Lifecycle

Phase I: 2023

Establishment of a plan with agreed upon areas of responsibilities from multiple stakeholders.



RESULTS:

A plan is in place and being executed.

Phase II: 2023 - Ongoing

Build relationships with key agency personnel and other stakeholders that are in a position to help Sutherlin build upon our existing economy.

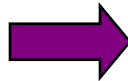


RESULTS:

Key relationships with state, regional and local stakeholders are established and effective for the benefit of Sutherlin.

Phase III: 2023 - Ongoing

Establish and support business retention, expansion and recruitment activities to include target/cluster marketing and existing business assistance.



RESULTS:

Target/Cluster industries established, marketing strategy engaged, business retention and assistance program in place.
There is a net increase in jobs.

Phase IV: 2023 - 2022

Establish a Tourism Development Plan with the Sutherlin Chamber of Commerce that includes two priorities: 1, Increasing visitor stays, and 2) Creating at least one new product/activity attraction.



RESULTS:

A TDP is in place and being executed.
There is a mechanism that measure year-to-year visitor stays and one new tourism attraction.

Phase V: 2023 - 2022

Workforce Development: Create innovative partnerships and programs to provide education, increase training quality and build capacity.



RESULTS:

There are at least two programs in place to help support the workforce needs of existing businesses in Sutherlin: 1) Job Fair and 2) Business Education Partnership.

Phase VI: 2024

Ensure industrial and commercial infrastructure planning and capacity is in place while sustaining community quality of life. Reformulate plan based on findings.



RESULTS:

There is long-term availability of shovel ready industrial and commercial property. Quality of life increases due to balance of employment, public safety, amenities, and recreational opportunities.

FIRST CORNERSTONE: Begin

In partnership with the Planning Commission and other stakeholders, create and manage a 2023 – 2024 Economic Development Plan for the City of Sutherlin.

FIRST CORNERSTONE: Goal 1

- Establish initial cornerstones and work with the Planning Commission in establishing a list of goals and objectives.
- Work with Planning Commission in making specific assignments to areas of responsibility including a schedule for tracking and reporting back to the Planning Commission on progress.

FIRST CORNERSTONE: Goal 2

- Establish processes to ensure that the Planning Commission gives close scrutiny to the effectiveness of the Economic Development Plan and further, implements appropriate change in response to shortcomings while also taking advantage of noticeable strengths
- Assigned to: Planning Commission

Goal 2 Objectives:

- Give appropriate accountability response to both City of Sutherlin Planning Commission and City Council
- Evaluate the strengths and weaknesses of the plan and take action in response to both by making appropriate change

Goal 2 Actions:

- Develop regular monitoring and reporting process for Planning Commission review and consideration
- Schedule regular assessment briefings with economic development partners and other similar communities to observe the current economic landscape, emerging trends in community and economic development and make adjustments to the plan as deemed necessary by the Planning Commission

Goal 2 Success Indicators:

- There will be a semi-annual progress report to include outcomes of all advisory committees brought to the Planning Commission beginning in June 2024
- There will be one biannual “partners assessment” conducted with City staff, Sutherlin Chamber of Commerce, Sutherlin Downtown Development Inc. and other outside economic development agency professionals to review progress to that date, give consideration of emerging trends and lay out improvement recommendations to be brought forward to the Planning Commission in October of each year

SECOND CORNERSTONE: Business Retention & Attraction

- 1. Develop business attraction strategies that include target industries and Target/Cluster industry marketing methodology.**
- 2. Create a business retention and expansion (BR&E) program for the principal purpose of retaining and creating jobs in City of Sutherlin. This BR&E program shall include planning and implementing community-specific activities that promote interaction with local businesses and will offer both one-on-one and group training to help organizations achieve their maximum degree of success.**

SECOND CORNERSTONE: Goal 1

- Develop a City of Sutherlin Target/Cluster Industry listing which considers existing resources, business sectors, and emerging business and economic stimulus industries compatible with the City of Sutherlin. Seek out our most competitive advantage.
- Complete an Economic Opportunity Analysis of key developable industrial and commercial lands immediately followed by a recommended Economic Development Plan.

Goal 1 Target/Cluster Industry Listing:

- Agriculture & Food Processing
- Knowledge-Based Technology
 1. Automation: Additive Mfg. (Advanced Materials)
 2. Communications/Internet
 3. Software
 4. Film/Video
 5. Organic Electronics/Photovoltaic R&D/Mfg., Remote Sensing, Robotics
- Manufacturing
 1. Sports and Recreational
 2. Metals: fabrication, aerospace, military, precision machining, foundries
 3. Plastics/Rubber: resin, synthetic rubber, fibers, filaments, etc.
 4. Wood Products
 5. Green energy; online electric vehicles
- Tourism
- State and Federal Operations, Retention and Expansion
 1. State Police/Homeland Security/Military
 2. Centralized Service Center
 3. State and federal agency relocation/expansion
- Environmental Services & Technology
 1. Specialized Manufacturing: green-solar building, solar panels
 2. Co-Generation, Bio-fuels, packaging, fuel cell, sustainable building materials etc.
 3. Research/Technology/Services
- Transportation
 1. Distribution Centers/warehousing
 2. All-motor repair/rebuild- parts manufacturing
 3. Large-scale maintenance/truck services

SECOND CORNERSTONE: Goal 2

- Create two-fold business recruitment and attraction program utilizing a relationship based and target market approach, and develop support marketing materials highlighting our quality of life, and the Land, Labor, and Time (LLT) benefits to our Target/Cluster Industries
- Assigned to Planning Commission

Goal 2 Objectives:

- Assign the relationship based recruitment responsibility to an individual and enact work program details, success monitoring, and incentive requirements within their scope of work
- Begin the relationship based recruitment process by using already known resources such as personal acquaintances, school alumni, existing businesses and civic groups, Oregon Economic Development Association, Coos Curry Douglas Economic Development District, The Partnership, known business assistance programs, and other regional business connections
- Develop mechanisms for evolving and adapting relationship based recruitment to changing conditions and new information
- Coordinate economic development branding and marketing materials in consort with the Chamber of Commerce Transient Room Tax Committee (TRTC) in designing and distributing economic development and tourism marketing materials

Goal 2 Actions:

- Develop a working resource list of existing and potential relationship-based business recruitment resources as described above, to include ongoing communications and monthly reporting
- Develop an economic development marketing piece in alignment with the Clustered Target Industries and ensure this new product is complementary to the Tourism marketing strategy
- Identify opportunities and create attraction strategies that take into consideration the relationship based recruitment model, Clustered Target Industries, tourism marketing and regional partnerships

Goal 2 Success Indicators:

- Relationship based yearly methodology and proposed resource list completed by end of August 2024
- Economic development attraction concept is finalized and reviewed by Planning Commission by September 2024
- Economic development attraction strategy with products designed, produced and available for distribution by end of January 2024
- There will be at least one mailing, involvement with regional partners in one trade show and one promotional campaign completed by end of October 2024
- One member of the Planning Commission shall be designated to be actively involved in finalizing all Planning Commission marketing products by end of May 2024
- There will be at a minimum five prospective interests consider City of Sutherlin for business investment by end July 2022

SECOND CORNERSTONE: Goal 3

- Execute an existing business climate survey and create a database of information the Planning Commission and community leaders can use in developing, prioritizing, and implementing policy and action steps that best address the needs of local firms and the community, all culminating in the creation of a Business Retention and Expansion Program for City of Sutherlin
- Assigned to: Chamber of Commerce

Goal 3 Objectives:

- Improvement of City of Sutherlin quality of life
- Development of a recognized pro-business message
- Improvement of community leaders' confidence in the Economic Development Plan
- Creation of a listing/record of business assistance needs, business attraction opportunities and economic development marketing
- Creating and retaining jobs by helping to resolve problems that are harmful to conducting business in Sutherlin/Oregon, or by helping to capture opportunities that would help a business in Sutherlin to grow

Goal 3 Actions:

- Develop a business climate survey for purposes of attaining areas of strengths and weaknesses pertaining to support services for business; identification of the needs of some specific business sectors which could be improved; and determining what additional programs and services could be engaged which would incite business expansion in the City of Sutherlin
- Create a business data base from the survey which can document areas of business assistance needs and keep track of both business concerns and potential opportunities for business expansion
- Enact an ongoing BR&E program and yearly work program using the survey results and updated business climate database in alignment with the text of this cornerstone

Goal 3 Success Indicators:

- Business climate survey will be developed with implementation timelines and presented to the Chamber Board for approval by January 2024
- Business climate survey will be implemented and completed by March 2024
- A data base program for documenting survey results and conducting ongoing business monitoring and assistance will be completed by June 2024

THIRD CORNERSTONE: Tourism Development

Develop a tourism marketing and development plan (TDP) to increase visitor numbers and spending, as well as bolster the economic vitality of the City of Sutherlin.

THIRD CORNERSTONE: Goal 1

- Position City of Sutherlin as a year round destination rich in history, scenery, recreation, attractions, and community events
- Assigned to: Chamber of Commerce

Goal 1 Objectives:

- Increase tourism visitation levels throughout the City of Sutherlin/Douglas County
- Generate exposure and excitement for visitor industry products, complementary attractions, and community events
- Create Brand equity for the City of Sutherlin (A symbol and/or concept carrying with it an image and awareness level, which instills customer and community loyalty.)
- Position City of Sutherlin as a unique and “high demand” destination for all seasons of recreation
- Build partnerships and coordinate efforts within the community to maximize the effectiveness of advertising dollars

Goal 1 Actions:

- Assign countywide tourism marketing development and implementation to the Sutherlin Chamber of Commerce
- Develop and administer a visitor survey instrument and create a year-to-year Tourism Development Plan
- Concentrate on marketing the niches of City of Sutherlin through seasonal marketing campaigns that promote the recreations of the season
- Evaluate and update collateral material for effectiveness, content, and use of technology
- Continue to support community events with existing partners that have a proven record in maximizing our return on investment
- Award grants strategically in an effort to support community events and build Brand equity by awarding grants to City of Sutherlin groups

Goal 1 Success Indicators

- Annual Marketing Plan will be developed by November 30th of each year
- Increase TRT Revenue 5% over prior year measurable as of third quarter reports annually
- Completion and successful implementation of the Annual Marketing Plan by January of each year
- Complete a visitor survey and TDP plan, execute plan and begin implementation by June 2024
- Submit visitor survey trend analysis results with recommendations by the beginning of October 2024, and annually thereafter

THIRD CORNERSTONE: Goal 2

- Develop guidelines for way-finding and signage improvements which maintain the ongoing objectives and standards set forth in the TDP, as well as addressing community needs
- Assigned to: Chamber of Commerce Transient Room Tax Committee

Goal 2 Objectives:

- Create an ongoing way-finding and signage assessment and advisory team to:
 - Develop a cohesive signage and way-finding plan for City of Sutherlin that “connects-the-dots” and builds the City of Sutherlin image as a destination community
 - Improve signage for countywide attractions that will increase visitor stays in the City of Sutherlin

Goal 2 Actions:

- Meet with ODOT, City, County, attractions and stake holders to determine procedures and steps
- Complete an plan to improve signage

Goal 2 Success Indicators

- Way-finding and signage plan developed by end of 2022

THIRD CORNERSTONE: Goal 3

- There will be new and innovative tourism product that will attract visitors from throughout the region and subsequently increase visitor stays in the City of Sutherlin and secondarily, a new product/tourism training program planned and executed
- Assigned to: Sutherlin Chamber of Commerce and Sutherlin Downtown Development Inc.

Goal 3 Objectives:

- Initiate a visitor and guest service customer service training program
- Evaluate the probability of an information /central reservations center
- Develop a conference center feasibility study
- Create one new tourism development product

Goal 3 Actions:

- Utilizing the expertise of existing county service providers, develop a customer service training program for the visitor service, hospitality and retail community
- Develop partnerships in strategizing and implementing a centralized reservation center for the lodging industry in the City of Sutherlin
- Develop a conference center task force and coordinate with the Planning Commission
- Analyze existing services, make recommendations for improvement: develop and implement a new tourism development product

Goal 3 Success Indicators

- There will be two specialized training sessions conducted for the hospitality industry by October 2023
- A central reservation services center feasibility study will be completed and/or withdrawn for further action by March 2023
- Completion of conference center feasibility study by June 2024
- A new tourism development product will be introduced by December 2024

FOURTH CORNERSTONE: Workforce Education and Development

Create systems and partnerships for developing a quality workforce.

FOURTH CORNERSTONE: Goal 1

- Develop a multi-year plan to address workforce availability and workforce qualifications necessary to meet the needs of current and future industry in the City of Sutherlin
- Assigned to:

Goal 1 Objectives:

- Utilize the results of a *business climate survey* (completed by the Sutherlin Chamber of Commerce) as a basis of determining existing workforce needs
- Create and engage a follow-up survey to existing and potential target/cluster industries in order to determine target industry workforce needs
- Put into place some necessary first steps in creating specific services in support of workforce development
- Create specialized partnerships in developing a workforce training agenda and local initiative strengthening ties among workers, learning institutions and the workplace for purposes of expanding future workforce capacity

Goal 1 Actions:

- Analyze the results of the existing business climate survey
- Conduct a target industry workforce survey in order to acquire information on how a City of Sutherlin workforce development program can best serve target industry needs
- Combine the results of the existing and target industry surveys and develop a listing of possible database scenarios for provision of workforce development services

Goal 1 Success Indicators:

- Results of the existing business climate survey will be completed, analyzed and reported to the Planning Commission by September 2023
- Target industry workforce survey will be drafted, reviewed and refined by March 2023
- Target industry workforce survey will be presented to the Planning Commission by October 2023
- The City of Sutherlin, and Chamber of Commerce will combine efforts and hold a forum with agency, education, business and civic leaders to come to unified agreement regarding workforce development and training needs and lay out some first steps in organizing a program in response to the needs identified by November 2024

FIFTH CORNERSTONE: Livability

Ensure:

- 1. Enhanced public awareness and support of the Economic Development Plan**
- 2. Ongoing infrastructure and land inventories are planned for in stimulating the economy**
- 3. Continued actions in support of City Vision and Goals**

FIFTH CORNERSTONE: Goal 1

- Establish regular communications with the community.
- Assigned to: City Staff through the Planning Commission

Goal 1 Objectives:

- Utilize all available media to report progress, celebrate successes and listen to the public

Goal 1 Actions:

- Make certain that all public meetings are advertised and the public invited
- Develop written materials that explain the Economic Development Plan and provide ongoing information pertaining to economic development efforts
- Refine and utilize the city's and chamber's web page for more effective outside and inside community communications
- Work in partnership with other stakeholders in creating a unified message

Goal 1 Success Indicators:

- All public meetings will be advertised with a record at City of Sutherlin Hall
- The Economic Development Plan, once adopted by the Planning Commission, will be published and available to the public by end of September March 2024
- A quarterly Planning Commission progress report will be distributed to the public beginning January 2024
- The Planning Commission will hold two workshops to receive a progress report and consider public opinion of the Economic Development Plan by 2024

FIFTH CORNERSTONE: Goal 2

- Produce a map that accurately depicts all developable industrial and commercial lands to be posted on the economic development web site
- Move available residential zoned land from Fords Pond to just West of I-5
- Complete an infrastructure needs and financing plan
- Assigned to: City Staff and Planning Commission

Goal 2 Objectives:

- Conduct a buildable lands inventory to include wetlands impacts
- Develop new long-range land-use concepts in consideration of reconfiguring the UGB and updating the Comprehensive Plan to also include extension of city services outside the UGB
- Seek to raise funds to conduct an infrastructure needs and financing plan

Goal 2 Actions:

- Apply for DLCD grant to fund buildable lands inventory and infrastructure
- Develop written materials that explain the Economic Development Plan and provide ongoing information pertaining to economic development efforts
- Refine and utilize the city's and chamber's web page for more effective outside and inside community communications
- Work in partnership with other stakeholders in creating a unified message

Goal 2 Success Indicators:

- All public meetings will be advertised with a record at City of Sutherlin Hall
- The Economic Development Plan, once adopted by the Planning Commission, will be published and available to the public by end of September March 2024
- A quarterly Planning Commission progress report will be distributed to the public beginning January 2024
- The Planning Commission will hold two workshops to receive a progress report and consider public opinion of the Economic Development Plan by 2024
- There will be a completed Buildable Lands Inventory and Infrastructure Financing Plan completed and approved by City Council by May 2024

FIFTH CORNERSTONE: Goal 3

- City vision and goals are posted and emphasized in executing the Economic Development Plan
- Government policies reflect support for economic growth and increased livability
- There is a plan for improving the city's downtown core
- Assigned to: City Staff, Sutherlin Chamber of Commerce, Sutherlin Downtown Development Inc. and ODOT

Goal 2 Objectives:

- City Strategic Plan includes projects to make improvements to city parks and public spaces
- City of Sutherlin, Sutherlin Chamber of Commerce and Sutherlin Downtown Development Inc. will work together and apply for grant funds to upgrade Central Avenue from the Visitor's Center to Umatilla

Goal 2 Actions and Success Indicators:

- Central Park, Red Rock Sports Park and Red Rock Trail will be improved or expanded by February 2024
- City, Chamber and SDDI will submit application for a grant from ODOT to upgrade Central Avenue from the Visitor's Center to Umatilla Street to include a new downtown streetscape
- The city's parks will be maintained at the highest levels from 2024-2024



PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, February 4, 2020 11:52 AM
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: City of Sutherlin Agenda
Attachments: CC AGENDA FEB 10.20 Reg Meeting.pdf

Attached is a copy of the agenda for the City of Sutherlin Council meeting on Monday, February 10, 2020



Melanie Masterfield
Deputy City Recorder

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