

AMENDED



City of Sutherlin
Council Meeting
Monday, January 10, 2022
Civic Auditorium 7:00 p.m.

AGENDA

Mayor Michelle Sumner
Council President Hamilton
Councilors Boggs, Dagel, Groussman, Smalley and Whitaker

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

- a. December 20, 2021 – Meeting Minutes

6. COUNCIL BUSINESS

- a. Budget Committee Appointment
- b. Parks Advisory Committee Appointments
- c. Purchase Approval – Central Park Multi-Use Staging Area Cover

7. STRATEGIC PLAN UPDATE

- a. Exit 135 Sign
- b. Street Management Master Plan with Funding Options (discussion)

8. CITY MANAGER REPORT (verbal)

9. CITY COUNCIL COMMENTS

10. 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.]

11. 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.

Join Zoom Meeting

<https://us06web.zoom.us/j/87912277668?pwd=TEV0ZTREU1VVZmxsd1FWK3U0SEV4Zz09>



Call to Order & Flag Salute





ROLL CALL





INTRODUCTION OF MEDIA





PUBLIC COMMENT

Agenda Items only





CONSENT AGENDA



CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, December 20, 2021 – 7:00 p.m.

COUNCIL MEMBERS:

Tom Boggs, Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley and Larry Whitaker

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham

Finance Director, Tami Trowbridge
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
City Planner, Jamie Chartier
Public Works Director, Aaron Swan
Public Works Wastewater Supervisor, John Bachman
Police Chief, Troy Mills
City Attorney, Chad Jacobs (via Zoom)

Audience: David Dougherty from Dougherty Landscape Architects (DLA), Wayne & Michelle Ellsworth, David Long

Via Zoom: Jim Houseman, Karlee Carlson, Catherine Paul, Eileen Smalley, Leigh Greco, Larry Bahr, Brandan McGarr, Kimetha Stallings

Meeting called to order by Mayor Sumner at 7:00 p.m.

Flag Salute:

Roll Call: Councilor Groussman attended via Zoom

Media: None

**Mayor announced procedures for Zoom attendees.

PUBLIC COMMENT (agenda items only)

- None

ANNOUNCEMENT – Homeless Response

City Manager, Jerry Gillham, provided an overview of the homelessness plan of action. Council was provided with a Homeless Transitional Conceptual Plan.

Livability Services Director and City Liaison, Pat Lynch, explained his role in the program and is tasked with locating funding opportunities starting at the federal level.

- Councilor Whitaker - The public doesn't understand the guidelines and regulations the City is required to follow. ***Lynch – Once we have a clear direction, the public definitely needs to be informed.***

Adapt Homeless Outreach Coordinator and Homeless Transition Action Group (HTAG) Representative, Wayne Ellsworth, works with multiple agencies to provide services and resources to campers currently residing at the transitional camp.

- Councilor Whitaker – What's the success rate of transitioning people into housing? ***Ellsworth – About one per month. The COVID pandemic slowed the processes down significantly.***
- Mayor Sumner – Any ideas on a site location? ***Ellsworth - Not yet, but centrally located within Douglas County and large enough to implement all the plan models.***

Gillham reiterated the want and need to move forward with this plan.

- Councilor Hamilton – Are grants available? **Lynch – Yes, however it's a complicated process.** The camp seems to be kept clean. **Ellsworth – Camp residents have been tasked with duties within the camp to help keep order and cleanliness.**

PRESENTATION

• Audit Report

Staff Report – Finance Director, Tami Trowbridge, presented a final annual audit update for fiscal year 2021. The City earned an unqualified opinion, meaning a “clean” audit from the audit team at Pauly Rogers and Co., P.C. A brief overview was given specifically addressing some budget adjustments.

- Councilor Hamilton commended Trowbridge on a job well done.

• Ford's Pond Project – 60% Design

Staff Report – Community Development Director, Brian Elliott, introduced David Dougherty from Dougherty Landscape Architects (DLA), who provided a power point presentation. Scope of work consists of:

- ❖ ADA accessible restrooms
- ❖ 600' of connectivity sidewalk
- ❖ Inclusive playground (design only) with two (age-appropriate area's)
- ❖ Three shaded picnic pavilions with water, electricity and concrete pads for portable grills
- ❖ Site furnishings
- ❖ Landscaping
- ❖ Birding observation area
- ❖ Interpretive panels & security panels
- ❖ Benches
- ❖ 0.9 miles of ADA-accessible, 10-foot-wide asphalt path
- Councilor Hamilton – Can water features be added? **Dougherty – It's not in the current plans but certainly can be added later.**
- Ellsworth – Will there be drinking fountains and benches? **Yes.**
- Councilor Groussman asked about park lighting. **Elliott – The parking area and restrooms will be lighted but the playground and pavilion areas will only be open from dawn to dusk.**
- Councilor Boggs – What are the pavilion sizes? **20' x 16'.** What's the cost? **\$75,000.**
- Councilor Dagel expressed concern of design excessiveness for a “natural nature area”. The maintenance area seems quite extensive for city staff to maintain. **Elliott – We're trying to keep maintenance minimal. Dougherty reiterated that ADA accessibility is required, which comes with specific guidelines and higher costs.**

CONSENT AGENDA

• November 8, 2021 minutes – Regular Meeting

MOTION made by Councilor Hamilton to approve Consent Agenda as presented; second by Councilor Dagel.

Discussion: None

In Favor: Councilors Dagel, Whitaker, Smalley, Groussman, Hamilton, Boggs and Mayor Sumner

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

• Ordinance No. 1087 – Clark Property Management LLC – Plan Amendment & Zone Change (second reading & adoption)

City Recorder, Diane 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 community commercial and low density to high density, concurrent with a zoning map change from community commercial (C-3) and low density residential (R-1) to multifamily residential (R-3) for property described

as tax lot 323 in section 19B of T25S, R05W. The subject 3.75 acre property is located at 0 Dakota Street and described herein.”

Staff Report – City Planner, Jamie Chartier - This Ordinance formally approves the plan map and zoning map amendment requested by the property owner. The application received recommendation for approval from the Planning Commission on September 21, 2021. A public hearing and first reading was held before City Council on November 8, 2021.

MOTION made by Councilor Whitaker to approve Ordinance No. 1087 – Clark Property Management LLC – Plan Amendment & Zone Change, second reading and adoption as presented; second by Councilor Hamilton.

Discussion: None

In Favor: Councilors Dagel, Whitaker, Smalley, Groussman, Hamilton, Boggs and Mayor Sumner

Opposed: None

Motion carried unanimously.

- **Budget Committee Appointment**

Staff Report – Harris - There are two vacancies on the Budget Committee, one term ending December 31, 2021, and the other term ending December 31, 2022. Staff has received one application from Jeneen Hartley, whom resides outside of city limits. However, per Sutherlin Municipal Code 2.05.095 (B) – Council may approve one nonresident of the City to serve on each committee. There are currently no Budget Committee members that reside outside the city limits. The applicant was unable to attend, a brief statement written by the applicant was read on her behalf.

MOTION made by Councilor Hamilton to appoint Jeneen Hartley to Budget Committee – term ending December 31, 2022 as presented; second by Councilor Whitaker.

Discussion: None

In Favor: Councilors Dagel, Whitaker, Smalley, Groussman, Hamilton, Boggs and Mayor Sumner

Opposed: None

Motion carried unanimously.

- **Central Park Multi-Use Staging Area (discussion & direction)**

Staff Report – Elliott - Part of the 2021/2022 Strategic Plan and Council Priorities was to move forward with the Central Park Multi-Use Staging area. The original cost for construction was an estimated \$225,000. Due to a significant materials cost increase, the project will cost an estimated \$508,496. American Rescue Plan Act (ARPA) is funding the project. The staging area will be located in the northeast corner of Central Park. Staff is asking for Council’s direction on moving forward with this project.

- Councilor Dagel – Have other options been discussed? *Elliott – City staff and engineers determined that this design option best meets all community needs.*
- Mayor Sumner asked for detailed information regarding the project. *Elliott explained.*
- Councilor Dagel – Can a corporate sponsor help offset cost? *At Council’s direction.*
- Councilor Smalley – Can ARPA funds be used? *Trowbridge – ARPA funds are already being used for this project. Funds are still available to use for the balance if Council chooses.*
- Councilor Hamilton – Can the project be postponed until material costs decrease? *Elliott – Staff and engineers don’t anticipate that happening any time soon. There’s a higher risk for costs to increase.*
- Councilor Groussman – Is Central Park the optimal place for the staging area?

Discussion further ensued between Council and staff.

Council majority consensus is to move forward with the project and have staff present a contract at the next Council meeting.

STRATEGIC PLAN UPDATE

- **Replacement of Old Street Sign Project**

Staff Report – Public Works Director, Aaron Swan, the pilot program to upgrade the street signs from State Street, east to the edge of town was put on hold during the Central Avenue improvement project.

Due to the City logo changing, new price quotes are needed. The sign program will resume this upcoming year.

- Mayor Sumner - Will street signs to the North and South be replaced? *Swan – At this time they will only be replaced along Central Avenue.*
- Councilor Hamilton suggested not including the city logo on the street signs to decrease cost. *Swan – It's Council's decision.*

- **Police Department Recruitment & Retention, New Technology, & Facility Security Update**

Staff Report – Police Chief, Troy Mills provided Council with updates regarding these Strategic Plan items.

- ❖ *Recruitment & Retention:* The Police Department continues their community outreach, assisting Umpqua Community College's Police Reserve Academy, and has implemented new concepts in order to keep qualified employees. Employment bonus offers have been added for successful longevity
- ❖ *Facility Security:* This will be an ongoing endeavor. As technology changes, populations grow, and City assets expand, the City will have to keep up with those changes. 22 cameras have been installed at ten different sites throughout Sutherlin and Oakland. Six to nine additional cameras are currently being installed at three new locations within Sutherlin and should be operational by spring.
- ❖ *Technology:* A speed safety sign was purchased for our roadways and has proven to decrease vehicle speed. It provides data such as vehicle speed and volume. Also researching the use of lighted stop signs. The City has many 4-way intersections where the stop signs blend into the background and not visible to drivers.

- **Fire Equipment Funding Update**

Staff Report – Gillham stated that all information was included in the staff report. Four grants have been applied for this year:

- ❖ OSFM Wildland Urban Interface Grant – Wildland Equipment: Successful
- ❖ National Volunteer Fire Council/Anheuser-Busch Drinking Water Grant: Successful
- ❖ DEQ Exhaust Grant: In process
- ❖ AFG – Ladder Truck: In process

- **Remodel of City Hall Emergency Operations Center Update**

Staff Report – Elliott, after recent events, the City is being proactive and preparing for the future. Remodeling City Hall conference room and kitchen/break room to accommodate the City's Emergency Operation Center (EOC) is the next step in preparation. Construction started in August 2021 and is expected to be completed by December 20, 2021.

CITY MANAGER REPORT (verbal)

- **Pacific Northwest Clean Water Association Award**

City Manager, Jerry Gillham, explained the process behind achieving a new wastewater treatment plant. Mayor Sumner presented Public Works Wastewater Supervisor, John Bachman with an award. Bachman thanked his team for their effort.

COUNCIL COMMENTS

Councilor Dagel

- Would like to see a newspaper produced within the city.

Councilor Whitaker

- Nothing

Councilor Smalley

- Thanked David Dougherty from DLA for his presentation.

Councilor Groussman

- Nothing

Councilor Hamilton

- Nothing

Councilor Boggs

- Nothing

Mayor Sumner

- Thanked the Sutherlin Area Chamber of Commerce for hosting the tree lighting ceremony in Central Park. It was a great turn out.
- Thanked Dagel Street Rods and Sutherlin Auto Care for donating refreshments during the tree lighting.
- The light parade was outstanding.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business, meeting adjourned at 8:45 p.m.

Mayor Sumner announced that Council will take a 5-minute break before meeting in Executive Session - ORS 192.660 (2) (i) – Performance Evaluation of Public Officers and Employees, to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.

Executive Session called to order at 8:50 p.m.

Executive Session adjourned at 9:00 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Michelle Sumner, Mayor



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: Budget Committee Appointment				Meeting Date:	1/10/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☒
Attachments: Application(s)					

WHAT IS BEING ASKED OF COUNCIL?

As of January 1, 2022, there are three vacancies on the City of Sutherlin's Budget Committee, each has 3-year term with an ending date of December 31, 2024.

EXPLANATION

The City received an application for re-appointment from Renee Lillie.

OPTIONS

See suggested motion below.

SUGGESTED MOTION(S)

Motion to re-appoint (or not re-appoint) Renee Lillie to the Budget Committee with a term ending December 31, 2024.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Renee Willie Date Dec. 7, 2021

Address [REDACTED] Phone 541.430.0871

Email info@tubtimetreasures.com Bus. Phone 541.430.0871

Length of Residency in Sutherlin 10 years Registered Voter? yes

Candidate for position on Budget Committee

Relevant background and experience I've been on the committee for the last few years. I also own my own business and deal with operating costs and understand expenses.

What are your major interests or concerns in the City's programs? I am a resident and business owner here in Sutherlin. I enjoy lending my time and voice to our community.

Why would you like to be appointed to this position? As a community member, I value those that volunteer their time to help our City run. I want to contribute in the same fashion.

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

For Office Use Only:

Date received: January 4, 2022

Date considered: January 10, 2022

Action by Council _____

Term Expires: _____



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

City of Sutherlin

STAFF REPORT					
Re: Parks Advisory Committee Appointment				Meeting Date:	1/10/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☒
Attachments: Applications					

WHAT IS BEING ASKED OF COUNCIL?

As of January 1, 2022, there are three vacancies on the City of Sutherlin's Parks Advisory Committee, each has 2-year term with an ending date of December 31, 2023.

EXPLANATION

The City received two applications for re-appointment, one from Crystal Cunningham and the other from Craig Hoobler.

OPTIONS

See suggested motion below.

SUGGESTED MOTION(S)

Motion to re-appoint (or not re-appoint) Crystal Cunningham and Craig Hooble to the Parks Advisory Committee with a term ending December 31, 2023.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Crystal Cunningham Date 12/31/2021

Address [REDACTED] Phone 541-733-2893

Email crystal.cunningham@fcmail.org Bus. Phone _____

Length of Residency in Sutherlin 15 Registered Voter? Yes

Candidate for position on Parks Committee

Relevant background and experience _____

I would like to see areas of recreation continue to be improved and developed for greater
public use and community building.

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

I would like to see areas of recreation continue to be improved and developed for greater public
use and community building.

Why would you like to be appointed to this position?

I am excited to support the city parks department and feel I would make a valuable contributor.

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 Craig Hoobler Date 1/6/22

Address [REDACTED] Phone 541-459-2849

Email hooblercraig@gmail.com Bus. Phone 541-459-2697

Length of Residency in Sutherlin 50 years Registered Voter? Yes

Candidate for position on Sutherlin parks advisory committee

Relevant background and experience Have been on this committee for several years

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

Recreational needs of the city of Sutherlin

Why would you like to be appointed to this position?

I think I can help with the needs of the city.

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

For Office Use Only:

Date received: January 6, 2022

Date considered: January 10, 2022

Action by Council _____

Term Expires: _____



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

City of Sutherlin

STAFF REPORT					
Re: Central Park Multi-Use Staging Area				Meeting Date:	01-10-2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Stage Cover Quote					

WHAT IS BEING ASKED OF COUNCIL?

Purchase approval of the Central Park Multi-Use Stage Cover in the amount of \$98,921.44.

EXPLANATION

In order to move forward with the design of the Central Park Staging area, we need to purchase the stage cover. Warner Shelter Systems Limited does not release the structural designs of the stage cover until after a purchased has been secured. Once purchased, the structural designs of the stage cover will be released to the city and design of the staging area can continue with the appropriate structural engineering.

Per the staff report on December 20, 2021, Council meeting, the cost estimate was \$508,496 with the stage cover costing \$92,000, but because it is mandatory to have an advisory one-man crew to help set the staging area up for the first time, there is an additional fee of \$6,650 for this service. The revised cost estimate is \$515,146.

Upon completion of the design and bidding process, staff will follow up with a staff report for the construction of the staging area.

OPTIONS

To purchase the Central Park Multi-Use Stage Cover in the amount of \$98,921.44.

To deny the purchase of Central Park Multi-Use Stage Cover in the amount of \$98,921.44.

SUGGESTED MOTION(S)

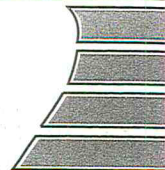
To purchase the Central Park Multi-Use Stage Cover in the amount of \$98,921.44.



Warner Shelter Systems Limited

Tents and Fabric-Clad Structures

9811 - 44th Street, SE, Calgary, Alberta, Canada T2C 2P7
Phone: (403) 279-7662 or (800) 661-6155; Fax: (403) 236-2633
Website: www.wssl.com • E-mail: warner@wssl.com



2022/01/07

SALES QUOTATION/ORDER # 70054

Page 1

To

Name SUTHERLIN; CITY OF
Address 126E CENTRAL AVE
City SUTHERLIN
Prov/State : OR
Country ...: USA Postal Code: 97479
Attention : MR. BRIAN ELLIOTT
Phone - Bus: 541-459-2856 Res:
Fax Number : Cell: 541-430-9772
Email.....: B.ELLIOTT@CI.SUTHERLIN.OR.US
Reference.: STAGE COVER - SC 70A
Setup On ...: CONCRETE PAD

Ship To

Name SUTHERLIN; CITY OF
Location.... 126E CENTRAL AVE
City SUTHERLIN
Prov/State.. OR
Country..... USA Postal Code: 97479
Contact..... MR. BRIAN ELLIOTT
Phone - Bus: 541-459-2856 Res:
Fax Number : Cell: 541-430-9772
Email.....: B.ELLIOTT@CI.SUTHERLIN.OR.US
Ship by:

Distance To Location: Km.

Ship/Pickup: / / Setup Begin: / / Setup End: / /

Assembly Number	Description	Size L X W X H	Colour	Fabric	Drawing Number	Each Price US\$ QTY	Extended Price US\$
09530	STAGECOVER; SC-70A ASSY	66' X 70' X 35'	TO BE DETERMINED		70181	\$84771.44 1	\$84771.44

TOTAL PRICE for the above (FOB Calgary Plant)							US\$84771.44
Advisor: Setup: 1 MAN.....							\$6650.00
Foreman & Crew: Setup: 6-8 MEN.....							CUSTOMER
Equipment: Setup: 10,000 LB TELEHANDLER.....							CUSTOMER
Ship by:							\$7500.00
Anchorage: CONCRETE WEDGE BOLTS.....							
Sub Total							\$98921.44
No Tax							N/A
TOTAL ..:							US\$98921.44

(US DOLLARS)

Shipping: Currently 10 - 12 weeks after receipt of order & P.O #.

Customer is responsible for all required permits & engineering.

Customer to supply a foreman & 6 - 8 man crew for setup. WSSL advisor is not to keep crew in line or on task they are on site for technical support.

Equipment: Customer to supply a 10,000 LB Telehandler for setup with operator.

Upon our receipt of this signed Quotation/Order and your P.O #, this order will be processed for you.

Quotation for acceptance by 2022/01/31

DEPOSIT: P.O #

BALANCE: ON INVOICE

We agree with this Sales Quotation/Order. IRS #:

Customer: SUTHERLIN; CITY OF

Signed

Date

WARNER SHELTER SYSTEMS LIMITED

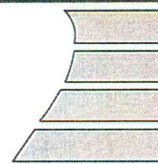
CHAD STRUTHERS



Warner Shelter Systems Limited

Tents and Fabric-Clad Structures

9811 - 44th Street, SE, Calgary, Alberta, Canada T2C 2P7
Phone: (403) 279-7662 or (800) 661-6155; Fax: (403) 236-2633
Website: www.wssl.com • E-mail: warner@wssl.com



IMPORTANT INFORMATION

IMPORTANT INFORMATION

Terms: Due to the custom nature of many orders, a 50% deposit may be required with the balance payable before shipment. Goods remain the property of WSSL until paid in full.

Taxes: All sales taxes are extra.

Transportation: Customer should specify preferred shipping carrier. If not specified, WSSL will assign the carrier without assuming responsibility for delivery time or charges. C.O.D. shipments must be paid subject to our terms regardless of method of transportation. All prices are quoted F.O.B. Calgary, Alberta, Canada. (USA shipments are duty paid.) Normally, merchandise is shipped freight collect. WSSL is not responsible for merchandise damaged in transit. Claims for damage or shortages must be made by you to the delivering carrier.

Returns: To return items, phone or fax a request for authorization along with an explanation of why you are requesting the return. Authorization does not imply credit. Nothing may be returned without prior approval. Items must be returned within 60 days of original shipping date. A 15% restocking charge will be assessed on unjustified returns.

Important Freight Claim Information:

1. WSSL is not responsible for merchandise damaged in transit. Check for damage to packaging upon unloading of the shipment.
2. Check Bill of Lading against what has been received before signing for shipment.
3. Have the carrier driver record shortages or damages to merchandise on your receipt and, if possible, file a shortage or damage claim with the driver.
4. Should you discover shortage or damages while unpacking, contact the carrier at once.

CAUTION

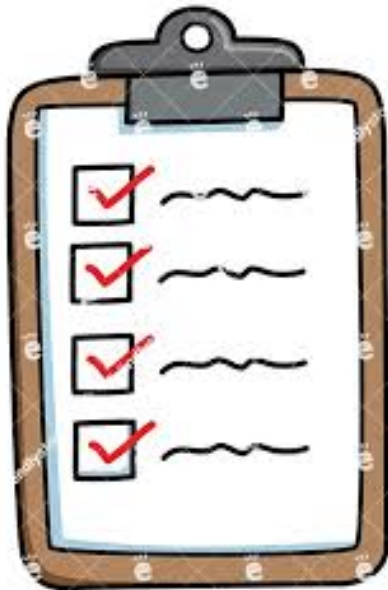
Each installation site must be evaluated and proper securing/anchoring method determined. Some soils require staking or securing different from that provided with the tent.

Since weather can impose large forces, good judgment and common sense must be used while setting up and securing a tent. It is the responsibility of the tent erector/maintainer to be aware of any anticipated extreme weather to which the tent may be subjected and to plan for any timely evacuation, and if necessary, for the safe takedown of the tent. A successful event is a safe event.

Wear and use the proper safety equipment to ensure a safe and adequate installation and takedown. Be sure to comply with the WCB and OSHA regulations applicable in your area.



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: Exit 135 Sign Update				Meeting Date:	01-10-2022
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

A 2021-2022 Council Priority is to update/refresh the entrance sign at Exit 135.

EXPLANATION

The construction of the Exit 135 sign is in the works and on schedule. It is anticipated to be completed mid to late summer, 2022

OPTIONS

SUGGESTED MOTION(S)



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

City of Sutherlin

STAFF REPORT					
Re: Street Management Master Plan with Funding Options				Meeting Date:	1/10/2022
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☐
Submitted By: Aaron Swan, Public Works Director And Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: 2022 Street Repair Plan					

WHAT IS BEING ASKED OF COUNCIL?

This report is intended as a short-term Street Management Plan for the council to review, with approximate pricing, priority status and funds availability. This is part of the Strategic Plan and Council Priorities.

EXPLANATION

Staff had previously compiled a full Street Inventory of over 200 Street listings that needed maintenance. This has become a working paper, with staff fixing the smaller items as part of their routine maintenance. Attached is the 1 to 4 year repair plan, based on current funding projections. Considerations were traffic load and retaining infrastructure investment.

Funding for these repairs is provided for in the current budget.

OPTIONS

Discussion regarding the priority of items on the list

SUGGESTED MOTION(S)

N/A – Consensus regarding direction

**Staff 01/2022
Street Repair List**

Location	Qty	Description	Estimated Cost	Ranking
Central Ave	383 SF & Repr	Asphalt Repair, Some Subg & Manhole Surrounds	\$ 90,000.00	***
Terrace St - Lower	1310 LF	Grind & Inlay	\$ 89,000.00	1
First Ave E (Ump to Umatilla	1110 LF	Overlay-Some Subg	\$ 45,000.00	2
N. Grove Ln	1027 LF	Grind & Overlay	\$ 70,000.00	3
N. Umpqua-Centr to 1st	245 LF	Full-Curb, Gutter, Sidewalk - Adder for Major Water Line	\$ 245,000.00	ALT
Ash St - Upper Ptn	225 LF	Overlay	\$ 25,000.00	
Terrace St - North of 4th	333 LF	Grind & Inlay, Some Subg	\$ 50,000.00	
E. 6th Above School	1375 LF	200' Full Rebuild Overlay 1175'	\$ 70,000.00	
Ridgewater	2010 LF	Grind & Inlay, Subgr on Lower	\$ 205,000.00	
Ash St - Lower Ptn	243 LF	Full-Curb, Gutter, Sidewalk	\$ 280,000.00	
Duke Ave-East End, Currently Gravel	490 LF	Full-Curb, Gutter, Sidewalk	\$ 300,000.00	

*** Top Priority - Most benefit to Community

The last 2 Items are pending funding from Safe Routes to Schools and other grants

Hawthorne	1720 LF	Full-Curb, Gutter, SW Both Sides	\$ 1,700,000.00	
Waite St - Central to SS	2020 LF	Full-Curb, Gutter, SW 1 Side - Req Wet Land Delin, Bridge?	\$ 2,300,000.00	

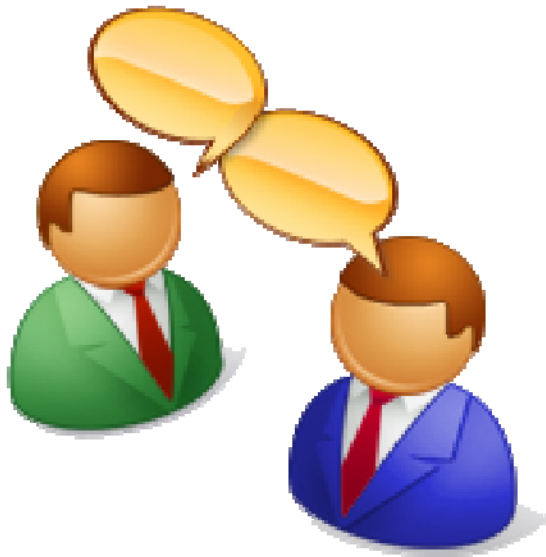


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
JAN 2021				
01/11/21	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	✓
01/11/21	CDD/PW-Water	Schoon Mtn Water Storage Tank and Sixth & Oak Pump Station improvements	Report to Council	✓
01/11/21	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council - Update provided during workshop	✓
FEB 2021				
02/08/21	Finance	WWTP Reporting Compliance & ARRA Reporting	Final Report to present to Council	✓
02/08/21	CDD/PW-Transportation	Complete sidewalks from Silver Glen to Quail Run and Central Avenue	Report to Council	✓
02/08/21	CDD - Planning	Evaluate Industrial Lands - County and City	Establish a methodology and timeline,	✓
MAR 2021				
03/08/21	CDD/PW-Facilities/Parks	Ford's Pond recreational improvements	Report to Council	✓
03/08/21	CDD/PW-Water	NonP WTP modernization improvements	Bid, funding approval to Council	✓
APR 2021				
04/12/21	Police	Facility Security	Report to Council	✓
MAY 2021				
05/10/21	Admin	Begin CBA agreements - SPOA	Present to Council	✓
05/10/21	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	✓
05/17/21	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv. Proj. 1 (Phase 2) & Proj 1A & 2A	Contract award for design, present to Council	✓
JUN 2021				
06/14/21	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv Proj 1 & 2 (Phase 1) design	Contract award for design, present to Council	✓
06/14/21	CDD/PW-Transportation	Street Management Plan-Establish methodology and timeline	Report to Council	✓
06/14/21	CDD/PW-Water	Consider new code language allowing for water services outside city limits	Council Workshop	✓
06/14/21	CDD/PW-Water	Schoon Mt Pump Station (pump replace)	Report to Council	✓
06/14/21	CDD/PW-Water	Schoon Mt Tank and Sixth & Oak Pump Station improvements	Report to Council	✓
JUL 2021				
07/12/21	Admin	Personnel Policy Review by CIS	Report to Council	✓
07/12/21	CDD/PW-Facilities/Parks	Complete Central Plaza Park	Report to Council	✓
07/12/21	CDD/PW-Transportation	Traffic Impact Study (TIS) - Dakota St and Industrial Park	Report to Council	✓
07/12/21	CDD/PW-Water	Consider new code language allowing for water services outside city limits	Ordinance for approval-Further discussion to be held 8/16/21 mtg.	✓
07/12/21	CDD - Dev	Street Light Upgrade	Report to Council	✓
07/12/21	Fire	Increase Fire Reserve Funds for outdated equipment replacement	Report to Council-Action Item	✓
07/12/21	Fire	Replacement of Advance Life Support Cardiac Monitors & AED's	Report to Council-Action Item	✓

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
AUG 2021				
8/9/21 8/16/21	CDD/PW- Facilities/Parks	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council - Update to be provided Feb 2022	✓
8/9/21 8/16/21	CDD/PW- Wastewater	Add one full-time employee (FTE) to Public Utility Department	Report to Council	✓
8/9/21 8/16/21	CDD/PW- Transportation	Update and refresh Exit 135 sign	Present final design to council	✓
SEP 2021				
09/13/21	CDD/PW- Facilities/Parks	Community Center Building - caulk and paint exterior	Report to Council	✓
09/13/21	CDD/PW- Transportation	Implement 10-year non-compliant ADA replacement ramp plan	Report to Council	✓
09/13/21	CDD/PW- Transportation	Complete sidewalks from Silver Glen to Grove Lane and Central Ave.	Report to Council	✓
OCT 2021				
10/11/21	CDD/PW- Facilities/Parks	Ford's Pond Comm. Park Improv. Proj 1 & 2A (Phase 1) Completion	Report to Council after completion	✓
NOV 2021				
11/08/21	CDD/PW- Transportation	Traffic Impact Study (TIS) - Dakota St and Industrial Park	Report ODOT's response to Council	✓
DEC 2021				
12/13/21	Finance	Earn a "clean audit"	Report to Council	✓
12/13/21	CDD/PW- Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-Complete Design	Report to Council	✓
12/13/21	CDD/PW- Transportation	Replace all old street signs so they match the new street sign design	Report to Council	✓
12/13/21	Police	Recruitment and retention - incorporate new ways, ideas, and concepts to make dept more appealing to qualified candidates	Report to Council	✓
12/13/21	Police	Technology continues to advance and so do criminals. Continue to integrate technology to assist law enforcement	Report to Council	✓
12/13/21	Police	Continue to expand facility security systems and incorporate a command center software	Report to Council	✓
12/13/21	Fire	Continue to seek outside funding, grants or opportunities for updating equipment	Report to Council	✓
12/13/21	Emergency Operations	Remodel of City Hall to create an Emergency Operations Room	Report to Council	✓
12/13/21	Emergency Operations	Finish installation of second EOC	Report to Council	✓

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
JAN 2022				
01/10/22	Finance	Create a street management master plan with funding options	Report new plan and options (Workshop)	
01/10/22	CDD/PW-Transportation	Update and refresh Exit 135 sign - complete construction	Report to Council	
FEB 2022				
02/14/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-Award Contract	Present to Council for contract award	
02/14/22	CDD/PW-Facilities/Parks	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council	
02/14/22	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv. Proj. 1 (Phase 2) & Proj 2A/2B (Phase 2)	Construction bid award, present to Council	
01/10/22	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	
02/14/22	Fire	Replace 1992 Pierce Ladder Truck pending Grant award	Report to Council	
MAR 2022				
01/10/22	CDD/PW-Facilities/Parks	Complete Sidewalks from Grove Ln to Nicholas Ct	Bid Award, present to Council	
APR 2022				
MAY 2022				
5/9/2022	CDD/PW-Wastewater	Wastewater Treatment Plant one-year performance report	Report to Council	
JUN 2022				
06/13/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-complete construction	Report to Council	
06/13/22	CDD/PW-Transportation	Purchase Asphalt Crack Sealing Machine	Report to Council	
06/13/22	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	
JUL 2022				
AUG 2022				
08/08/22	CDD/PW-Water	Nonpareil WTP modernization improvements	Report to Council after completed	
SEP 2022				
09/12/22	CDD/PW-Facilities/Parks	Complete Sidewalks from Grove Ln to Nicholas Ct	Report to Council	
OCT 2022				
10/10/22	Finance	Long-term Budget forecast	Report to Council	
NOV 2022				
DEC 2022				
JAN 2023				
01/09/23	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv. Proj. 1 (Phase 2) & Proj 2A/2B (Phase 2)	Completion - Report to Council	
MAY 2023				
5/8/2023	Admin	CBA Agreement - AFSCME	Bring to Council for decision	

Diane Harris

From: Diane Harris
Sent: Wednesday, January 5, 2022 8:37 AM
To: Ashley KQEN News (ashley@bciradio.com); Dennis Nakata - KUGN; Douglas County Commissioner; Erica Welch; KEZI; KMTR; KPIC; KVAL; KYLE-KQUEN; Michael Salpino - KUGN; Register Guard; Roseburg Beacon; The News Review News Clerk
Subject: Public Meeting Notice - City of Sutherlin Council Meeting
Attachments: CC JAN 10.22 Meeting.docx; 1.10.2022 Zoom Public Mtg Notice.pdf

Good morning,

This email is to service as a Public Notice for the City of Sutherlin's January 10, 2022 City Council Meeting.

Thank you,

Diane Harris, CMC

City Recorder/Human Resources Mgr
City of Sutherlin
126 E Central
Sutherlin, OR 97479
(541) 459-2857 ext 207
d.harris@ci.sutherlin.or.us

PUBLIC NOTICE – CITY OF SUTHERLIN

CITY COUNCIL MEETING

The January 10, 2022, City of Sutherlin's City Council Meeting will begin at 7:00 p.m. in the Civic Auditorium at 175 E Everett. This meeting will be a teleconference style meeting with City Council and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings, physical distancing, and Oregon public meeting laws, a limited number of staff and city officials will be present. We encourage and welcome citizens that are able to use the video link or phone number provided, to join the meeting from your home.

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: Jan 10, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87912277668?pwd=TEV0ZTREU1VVZmxsd1FWK3U0SEV4Zz09>

Meeting ID: 879 1227 7668

Passcode: 595763

One tap mobile

+12532158782, 87912277668#, *595763# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 879 1227 7668

Passcode: 595763

Find your local number: <https://us06web.zoom.us/j/87912277668>