



**City of Sutherlin
Council Meeting
Monday, October 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. September 12, 2022 – Meeting Minutes

6. COUNCIL BUSINESS

- a. Bid Award – Sidewalk Project from Grove Ln to Opal St(SP)
- b. Rescue ATV Purchase Approval
- c. Half-Shell User Fees
- d. Psilocybin Restrictions

7. STRATEGIC PLAN UPDATE

- a. Employee Handbook – Council Committee Review

8. REPORTS

- a. LOC Conference Report

9. CITY MANAGER REPORT

10. CITY COUNCIL COMMENT

11. 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.]

12. ADJOURN

Join Meeting

<https://us06web.zoom.us/j/84089923133?pwd=Rlk2RmxSTkR1R0pSQVkvYlJ6b2FPdz09>

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 541.459.2857 at least 48 hours prior to the meeting to arrange for accommodations



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, September 12, 2022 – 7:00pm

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/HR Director, Diane Harris

Deputy City Recorder, Melanie Masterfield

Public Works Director, Aaron Swan

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

Livability Services Director/Library Director, Pat Lynch

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Zoom)

Audience: Wayne Ellsworth (President of Umpqua Heart), Jim & Beth Houseman, Tony Rosa, Joan & John Herrmann, Janice Franklin, James & Kathleen Van Noy, Julie & Roger Cox, Rod Ziegenhagel, Jean & Dave Owen, Bob & Sue Johnson, Bruce Conner, Michael Hogsett, Darb Camin, Dan Urban, Craig Hart, Mike & Cam Maurice, Joe Keady

Via Zoom: Larry Bahr, Leaha Magee

Meeting called to order by Mayor Sumner at 7:03 p.m.

Flag Salute:

Roll Call: Excused – Councilor Smalley

Introduction of Media: None

****Mayor made an announcement for Zoom attendees.****

PUBLIC COMMENT (agenda items only)

- President of Friends of Ford's Pond, Jim Houseman, provided an introduction for Tony Rosa. He refers to Tony as the "Ambassador" of the park and is one of the most valued volunteers. Houseman expressed great appreciation for Rosa and all the help/work he does at Ford's Pond.

PRESENTATIONS:

- **Certificate of Appreciation – Friends of Ford's Pond Volunteer**

Mayor Sumner invited Tony Rosa to the podium. Rosa was thankful for the kind remarks. He thanked Council and Friends of Ford's Pond for their partnership and allowing people to give back to the community. Rosa was presented with a Certificate of Appreciation for volunteering nearly 3,000 hours maintaining the Ford's Pond grounds; a round of applause followed.

CONSENT AGENDA

- **August 8, 2022 Minutes – Regular Meeting**

MOTION made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Whitaker.

Discussion: None

In favor: Councilors Groussman, Hamilton, Boggs, Dagel, Whitaker and Mayor Sumner.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

• Budget Committee & Planning Commission Application Approvals

Staff Report – City Recorder, Diane Harris – The City received two applications for appointment. One from Bruce Connor for the Budget Committee – term ending December 31, 2024; the other from Michael Hogsett for the Budget Committee and Planning Commission – terms ending December 31, 2024.

Applicants were invited to the podium to speak on their behalf.

Bruce Connor – Introduced himself and would like to get involved.

Michael Hogsett – Introduced himself. Moved to Sutherlin from Drain where he served on City Council and also the Planning Commission. Wants to get involved.

MOTION made by Councilor Boggs to appoint Bruce Connor and Michael Hogsett to Budget Committee – terms ending December 31, 2024; appoint Michael Hogsett to Planning Commission – term ending December 31, 2024 as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

• LOC Voting Delegate Designation

Staff Report – Harris asked Council to select a Voting Delegate and Alternate Delegate to represent the City of Sutherlin at the League of Oregon Cities (LOC) Conference October 5-7, 2022.

MOTION made by Councilor Boggs to appoint Councilor Groussman as LOC Voting Delegate and City Manager, Jerry Gillham as alternate Voting Delegate as nominated; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

• Resolution 2022.11 – Ford's Pond Design & Construction Amendment

Staff Report – Community Development Director, Brian Elliott – Resolution 2022.11 is authorizing a contract amendment for design and construction related activities at Ford's Pond. Additional grant funding was received for further improvements within the scope of work. An amendment to the current contract is warranted to include the additional work authorized by the new grant funding. Further improvements will include:

- Purchase and installation of additional play equipment
- Construction of ADA-parking for RV/buses
- Sidewalks & ramps
- Bioswale
- Lighting
- Furnishings & landscaping
- Additional security cameras

MOTION made by Councilor Boggs to approve Resolution 2022.11 – Ford’s Pond Design & Construction Amendment as presented; second by Councilor Whitaker.

Discussion:

- Councilor Boggs – Are there any matching funds? *Elliott – Not currently. Until bids are received, matching funds are unknown.* What is the cost of this project? *The overall project is just over \$3 million.*

In favor: Councilors Groussman, Hamilton, Boggs, Dagel, Whitaker and Mayor Sumner.

Opposed: None

Motion carried unanimously.

- **Psilocybin Restrictions**

Staff Report – City Attorney, Chad Jacobs, asked Council to provide staff direction for time, place and manner regulations for psilocybin facilities in the City of Sutherlin. Jacobs provided a brief overview of Measure 109 – Legalized the use of psilocybin in Oregon under certain circumstances. Several reasonable time, place, and manner restriction options for manufacturing facilities and service centers were listed in the staff report for Council to consider.

Discussion between Jacobs, staff and Council ensued.

Council and staff consensus is for Council to provide Elliott with their guidelines by September 30th. He will send them to Jacobs to draft an ordinance and bring back to Council in October.

- **ARPA Fund Priorities**

Staff Report – Finance Director, Tami Trowbridge, provided a brief overview of allocated monies and asked for Council’s direction for the balance of funds. Expenditures, projected expenses, and requests as follows:

Total received: \$1,817,277.51

Expenditures:

- Central Park Event Stage: \$488,050
- Homeless Camp improvements & monthly expenses: \$32,130
- Concept drawings for Parkhill Reroute & Recreation Park: \$8,355
- Small park projects; including dog park and Central Park Plaza improvements: \$32,080

Projected Expenses:

- Nonpareil Water Treatment Plant paving: \$170,000
- Safe Routes to School Wetland & Design on Waite St.: \$220,000
- Shortfall on Ford’s Pond grants from cost increases: \$200,000
- 10% match & possible shortfall on ODOT project of flashing crosswalk beacons at Central/Comstock and Central/Mardonna: \$95,000
- Ford’s Pond boardwalk/path due to wetlands: \$150,000

Requests:

- Water Infrastructure Improvements at Cooper Creek (compliance issue): \$350,000
- Rescue Quad for emergency services: \$40,000

Estimated funds remaining: \$31,662.51

Public Works Director, Aaron Swan provided a brief explanation for the request of funds for water infrastructure.

MOTION made by Councilor Whitaker to approve ARPA Fund Commitments as presented; second by Councilor Hamilton.

Discussion:

- Mayor Sumner – Questioned why Nonpareil paving is being used with ARPA funds and not budget funds. *Swan – Paving can certainly be paid out of Public Works budget.* What about an event center? *Gillham – Urban Renewal funds have been set aside for that project.*

- Councilor Hamilton – Will we be getting more ARPA funding? **Gillham – *There could potentially be more Federal funds, but they would not be ARPA (Infrastructure Bill).*** Expressed appreciation for the funds.
- Trowbridge suggests holding on to the balance of the funds for the time being.
- Councilor Groussman – Will the Cooper Creek water infrastructure be completed in time to utilize the ARPA funds by the deadline? **Swan – Yes.**

In favor: Councilors Groussman, Hamilton, Boggs, Dagel, Whitaker and Mayor Sumner.

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Construction Bid Award Update – Ford’s Pond Community Park Improvement Project 1 (Phase 2) & Project 2A/2B (Phase 2) (verbal)**

Elliott – With the approval of the above mentioned Resolution, the project can move forward. A meeting is scheduled for Wednesday with Dougherty Landscape Architects (DLA) staff and Friends of Ford’s Pond to design a new scope of work. Once completed, a contract will be negotiated. The plan is by the end of December/January, the design will be complete, then go out to bid in March, and construction completed in late fall of 2023.

CITY MANAGER REPORT (verbal)

- Congratulated Trowbridge for receiving a National Distinguished Budget Presentation Award for the City’s budget.
- Congratulated Deputy City Recorder, Melanie Masterfield for achieving her Certified Municipal Clerk (CMC) designation.
- Homeless Update – Umpqua Heart President, Wayne Ellsworth, and Livability Services Director, Pat Lynch, provided an outline of progress towards building a regional center in Roseburg for Douglas County. Ellsworth explained many successes at the camp (Hastings Village):
 - Started out with 6 individuals camping in November 2021.
 - Currently there are 26 Sutherlin resident campers.
 - Since November 2021, 51 individuals have been helped into other living accommodations.
 - Hastings Village is completely self-governed with a list of expectations and accountabilities.
 - The individuals have created a council that developed a chores list.
 - The Hastings Village property is completely maintained by the residents.
 - 4 individuals are receiving treatment and have been reunited with family.
 - ADAPT, HIV Alliance, Umpqua Health Alliance, WorkSource Douglas, Easter Seals, Veteran Program, and Douglas Public Health Network all provide services to Hastings Village.
 - Many volunteers from St. Vincent De Paul, Family Church, Sutherlin/Oakland Food Pantry, Seventh Day Adventist, Church of God of Prophecy, and St. Francis Xavier Catholic Church have helped and donated needed goods to the residents.
 - Residents have the ability to work to pay off fines.

Further discussion ensued between Council, staff, Ellsworth, and Lynch.

CITY COUNCIL COMMENT

Councilor Groussman

- Nothing to report.

Councilor Hamilton

- Thanked the City for helping make Music Off Central happen.
- Thanked the citizens for enjoying it.

Councilor Boggs

- Nothing to report.

Councilor Dagel

- Recognized the Blackberry Festival for putting on a great event.
- Asked Library Director, Pat Lynch, about parking issues at the Library. *Lynch explained.*

Councilor Whitaker

- What was the result from the meeting with the Judge and the Chapel of the Roses building owner? *Elliott – the court date has been postponed.*
- Is there a camera at Hartley Park? *Elliott – No.*

Mayor Sumner

- Spaghetti Dinner was very successful at the Fire Department.

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 8:29 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Michelle Sumner, Mayor



COUNCIL BUSINESS





126 E. Central Avenue
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City of Sutherlin

STAFF REPORT					
Re: Bid Award – Sidewalk Project from Grove Ln. to Opal St.				Meeting Date:	10/10/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Public Works Director, Aaron Swan				City Manager Review	☒
Attachments: Notice of Intent to Award, Bid Tabulation					

WHAT IS BEING ASKED OF COUNCIL?

To award the contract to JRT Construction, LLC in the amount of \$161,150 for the sidewalk extension from Grove Lane to Opal Street.

EXPLANATION

On September 22, 2022, City of Sutherlin received three bids. Bids were received from: JRT Construction, LLC in the amount of \$161,150, Cascade Civil Corp. in the amount of \$189,911, and Northwest Community Builders for \$205,290. JRT Construction, LLC submitted the lowest bid and has sufficient experience and qualifications to satisfactorily complete the project. It is i.e. Engineering, Inc., and City Staff's recommendation to award the contract to JRT Construction, LLC.

OPTIONS

N/A

SUGGESTED MOTION(S)

Approve the bid award to JRT Construction, LLC in the amount of \$161,150 for the Central Avenue Sidewalk Extension Project from Grove Lane to Opal Street.

NOTICE OF INTENT OF AWARD

Owner: City of Sutherlin

Project: Central Avenue Sidewalk Extension – Grove to Opal

Bid Opening Date: September 22, 2022

NOI Posting Date: September 23, 2022

This is notice of the City of Sutherlin's intent to award a contract to **JRT Construction, LLC**, for the above-referenced project, as the lowest responsive and responsible bidder. This Notice of Intent to Award is not a notice of award or notice to proceed and does not constitute the formation of a contract between the City of Sutherlin and the apparent successful bidder. The City of Sutherlin reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Sincerely,

Erik D. Ranger, PE

CENTRAL AVE SIDEWALK EXTENSION - GROVE TO OPAL BID TAB SUMMARY- 9/23/2022

Item Number	Spec Number	Item Description	Unit	Quantity	ENGINEER'S ESTIMATE		CASCADE CIVIL CORP		NORTHWEST COMMUNITY BUILDERS, LLC		JRT CONSTRUCTION, LLC	
					Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)
1	210	MOBILIZATION	LS	1	\$ 13,400.00	\$ 13,400.00	\$ 16,906.00	\$ 16,906.00	\$ 20,160.00	\$ 20,160.00	\$ 16,000.00	\$ 16,000.00
2	225	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00	\$ 9,000.00	\$ 15,665.00	\$ 15,665.00	\$ 12,000.00	\$ 12,000.00
3	305	CONSTRUCTION SURVEY WORK	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 6,760.00	\$ 6,760.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
4	320	CLEARING AND GRUBBING	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 7,500.00	\$ 7,500.00	\$ 3,600.00	\$ 3,600.00	\$ 4,400.00	\$ 4,400.00
5	330	EARTHWORK	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 31,000.00	\$ 31,000.00	\$ 25,450.00	\$ 25,450.00	\$ 29,000.00	\$ 29,000.00
6	490	MINOR ADJUSTMENT OF MANHOLES	EACH	4	\$ 1,600.00	\$ 6,400.00	\$ 1,200.00	\$ 4,800.00	\$ 680.00	\$ 2,720.00	\$ 1,000.00	\$ 4,000.00
7	490	ADJUSTING BOXES	EACH	4	\$ 525.00	\$ 2,100.00	\$ 550.00	\$ 2,200.00	\$ 380.00	\$ 1,520.00	\$ 350.00	\$ 1,400.00
8	640	AGGREGATE BASE	TON	250	\$ 60.00	\$ 15,000.00	\$ 55.00	\$ 13,750.00	\$ 60.00	\$ 15,000.00	\$ 77.00	\$ 19,250.00
9	744	LEVEL 2, 1/2" DENSE GRADED ACP MIXTURE	TON	50	\$ 150.00	\$ 7,500.00	\$ 282.00	\$ 14,100.00	\$ 340.00	\$ 17,000.00	\$ 211.00	\$ 10,550.00
10	759	CONCRETE CURBS, CURB AND GUTTER	FOOT	350	\$ 55.00	\$ 19,250.00	\$ 70.00	\$ 24,500.00	\$ 70.00	\$ 24,500.00	\$ 52.00	\$ 18,200.00
11	759	CONCRETE DRIVEWAYS	SQFT	1650	\$ 15.00	\$ 24,750.00	\$ 14.30	\$ 23,595.00	\$ 19.50	\$ 32,175.00	\$ 8.50	\$ 14,025.00
12	759	CONCRETE WALKS	SQFT	3500	\$ 9.00	\$ 31,500.00	\$ 9.00	\$ 31,500.00	\$ 10.50	\$ 36,750.00	\$ 6.50	\$ 22,750.00
13	759	EXTRA FOR CURB RAMPS	EACH	1	\$ 2,250.00	\$ 2,250.00	\$ 1,440.00	\$ 1,440.00	\$ 1,600.00	\$ 1,600.00	\$ 1,500.00	\$ 1,500.00
14	759	TRUNCATED DOMES ON NEW SURFACES	EACH	1	\$ 500.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 400.00	\$ 400.00	\$ 325.00	\$ 325.00
15	905	REMOVE AND REINSTALL EXISTING SIGNS	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
16	1070	SINGLE MAILBOX SUPPORTS	EACH	5	\$ 750.00	\$ 3,750.00	\$ 150.00	\$ 750.00	\$ 450.00	\$ 2,250.00	\$ 500.00	\$ 2,500.00
17	1070	MULTIPLE MAILBOX SUPPORTS	EACH	3	\$ 1,000.00	\$ 3,000.00	\$ 220.00	\$ 660.00	\$ 1,000.00	\$ 3,000.00	\$ 750.00	\$ 2,250.00
					TOTAL	\$ 146,900.00	TOTAL	\$ 189,911.00	TOTAL	\$ 205,290.00	TOTAL	\$ 161,150.00



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City of Sutherlin

STAFF REPORT					
Re: Rescue UTV Purchase				Meeting Date:	10/10/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Mike Lane, Fire Chief				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

To approve the purchase of a Rescue UTV for Sutherlin Fire Department.

EXPLANATION

Through an internal needs assessment, Sutherlin Fire Department has determined the need for a Rescue UTV with patient transport capabilities to be located within our Fire Response area. This UTV will be used for a variety of reasons including medical/rescue emergencies in hard-to-reach areas. Some examples include rescue/medical emergencies at Fords Pond, Umpqua Golf Course, logging accidents in Calapooia Fire District, and other trails around the Sutherlin Community.

In addition to the examples above, the Rescue UTV would also be used for response during large community events which significantly slow the response of fire personnel into the area for emergencies. Examples of these community events include Blackberry Festival, large concerts, stampede, and other events. Large number of spectators and vehicles near events causes a significant access problem for response to medical and rescue emergencies via large fire apparatus. This UTV would allow two-three firefighter / EMT's to be able to gain access to patients sooner, possibly rendering lifesaving treatment sooner.

Furthermore, this Rescue UTV can and would be use during winter storm emergencies where fire apparatus has limited access capabilities due to snow or other hazards. This exact scenario played out during the 2019 Winter Storm. SFD Personnel were forced to extricate an adult female using a sleeping bag and then transport the woman in a Sutherlin Public works pickup with the assistance of public works and the City Manager. If by chance the Public Works pickup was not driving by during the event, this would have slowed our extrication of the patient significantly.

OPTIONS

- ☐ To authorize the purchase of a Rescue UTV for \$36,980.84 from Polaris and a trailer for \$3,199 from BMV Trailers.
- ☐ To not authorize the purchase of a Rescue UTV for \$36,980.84 from Polaris and a trailer for \$3,199 from BMV Trailers.

SUGGESTED MOTION(S)

Motion to authorize the purchase of a Rescue UTV for \$36,980.84 from Polaris and a trailer for \$3,199 from BMV Trailers.



City of Sutherlin

STAFF REPORT					
Re: Half-Shell User Fees				Meeting Date:	10/10/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Diane Harris, City Recorder				City Manager Review	☒
Attachments: Rental Comparatives					

WHAT IS BEING ASKED OF COUNCIL?

Requesting Council to determine if the City should charge fees associated with Central Park Half-Shell staging area usage.

EXPLANATION

Several inquiries have been presented to Staff regarding the use of Central Park's Half-Shell/Stage and if there are fees associated with its use.

At the June 8, 2022 Parks Advisory Committee meeting, it was by consensus of the committee to make a recommendation to the City Council to charge rental fees for the use of the staging area. Specific fees were not included in their recommendation.

Various cities around Oregon responded to an inquiry made by City Staff asking if they charge for the use of their amphitheaters, band shells, and staging areas. The responses provided a wide range of deposits, fees, and even a percentage related to "ticketed events".

OPTIONS

- Should the City charge a deposit and rental fees for the use of Central Park staging area?
- Should there be a different fee for half-shell w/stage vs. the "stage only" during months when the half-shell is not available?
- Should staff follow the same guidelines for the community center usage by groups with fee waivers vs. private parties?
- Should there be a fee for the usage of electricity?
- Should the same rules apply for the withholding of a deposit if the staging area is not left in the same condition that it was found in.

SUGGESTED MOTION(S)

Motion to approve (or not approve) fees associated with the use of the half-shell staging area.

Half-Shell/Stage/Amphitheater Rental Comparatives

City	Deposit	Rental - Resident	Rental - Non-Resident	
Sherwood				
Amphitheater (stage w/roof)	\$200 Refundable	\$75 - 4 hours \$150 - all day	\$100 - 4 hours \$200 - all day	
Monmouth				
Amphitheater (stage w/roof)	\$0	\$20	\$25	
Roseburg				
	Refundable			
Entire Band Shell	\$50.00	\$250	\$300	
Platform Only	\$50.00	\$125	\$150	
Independence				
	Refundable			
Amphitheater (w/roof) & Park	\$50	\$100	\$100	0-74 attendees
	\$500	\$150	\$150	75-299 attendees
	\$500	\$300	\$300	300-599 attendees
	\$750	\$450	\$450	600-999 attendees
	\$750	\$600	\$600	1,000 + attendees
Keizer				
Amphitheater (stage only)	\$170	\$42 - per hour (4-hour minimum) or 10% of ticketed sales, whichever is greater		
Lowell				
Stage w/roof	\$0	No fees required - must submit completed application and certificate of liability insurance		
Cottage Grove				
SaddleSpan style Cover	\$0	Potential charges related to "ticketed events", users must complete a special use permit.		



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City of Sutherlin

STAFF REPORT					
Re: Psilocybin Regulations Cont.				Meeting Date:	10-10-2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Supervisor				City Manager Review	☒
Attachments: Draft Development Code Language & Maps					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to update Council with draft language to the Sutherlin Development Code, pursuant to Measure 109, legalized use of psilocybin in Oregon.

EXPLANATION

At the September 12, 2022 council meeting, City Attorney, Chad Jacobs, provided an explanation to Measure 109, which legalized the use of psilocybin in Oregon under certain circumstances. Pursuant to Measure 109, the Council has proposed a temporary two-year prohibition on locating psilocybin facilities within the city in order to provide additional time to work on regulating such facilities.

In the event the voters do not approve the temporary two-year moratorium, language for the development code has been drafted to meet necessary notification requirements, in order to start the public hearing process and have reasonable time, place and manner restrictions implemented by January 1, 2023.

Draft language was compiled from feedback staff received from Planning Commission members and City Councilors. Draft language will be submitted to the Department of Land Conservation and Development on October 12, 2022 in order to meet the 35-day notice requirements of a public hearing, followed by a 20-day public notice to Public Agencies and parties of interest no later than October 27, 2022. If the voters do not approve the prohibition, the first public hearing, before the Planning Commission, will held at their regular meeting on November 15, 2022. City Council will then hold a public hearing at their regular meeting on December 12, 2022, followed by an emergency ordinance at the same meeting.

OPTIONS

See below.

SUGGESTED MOTION(S)

Motion to initiate an application for amendments to the Sutherlin Development Code draft regarding Psilocybin Service Centers/Manufacturing Facilities .

Chapter 1

INTRODUCTION

Sections:

1.1 Sutherlin Development Code

1.2 General Administration

- 1.2.100 Interpretation of Purpose Sections
- 1.2.110 Most Restrictive Regulations Apply
- 1.2.120 Pre-Existing Approvals
- 1.2.130 Building Permit and Certificate of Occupancy

1.3 Definitions

1.4 Enforcement

- 1.4.100 Minimum Requirements
- 1.4.110 Violations
- 1.4.120 Penalty
- 1.4.130 Complaints Regarding Violations
- 1.4.140 Abatement of Violations
- 1.4.150 Stop-Order Hearing

Section 1.3

DEFINITIONS

Psilocybin – means psilocybin or psilocin. ORS 475A.220 for ORS 475A.210 to 475A.722.

Psilocybin Manufacturing Facility – building(s) and structures, including machinery and equipment, designed, intended, or used for purposes of manufacturing psilocybin products as defined in ORS 475A. Manufacturing psilocybin includes:

- a. The manufacture, planting, cultivation, growing, harvesting, production, preparation, propagation, compounding, conversion, or processing of a psilocybin product, either directly or indirectly by extraction from substances of natural origin, or independently by means of chemical syntheses, or by a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the psilocybin product or labeling or relabeling of its container.

Premises – relates to a licensed psilocybin service centers licensed by the Oregon Health Authority and means all areas of location that are licensed under the Oregon Revised Statutes including:

- a. All public and private enclosed areas at the location that are used in the licensed business operation at the location, including offices, kitchens, rest rooms and storerooms; and
- b. All areas outside a building that are used in the licensed business operated at the location including those used to operate the psilocybin service center and provide psilocybin services to clients.

Psilocybin Product – psilocybin-producing fungi, mycelium and mixtures or substances containing a detectable amount of psilocybin, including whole fungi, homogenized fungi, psilocybin extract and edible psilocybin products. This includes products manufactured and administered at psilocybin service centers and other related psilocybin businesses as regulated by the Oregon Health Authority (OHA) and defined in Oregon Revised Statutes (ORS).

Psilocybin Service Center – an establishment at which administration sessions are held; and at which other psilocybin services may be provided, as defined in ORS 475A.

Psilocybin Service Operator – a person that is licensed through the Oregon Health Authority (OHA) to operate a psilocybin service center in this state, as defined in ORS 475A.

Psilocybin Service Facilitator – an individual that facilitates the provision of psilocybin services in this state, as defined in ORS 475A.

Chapter 2

Zoning Districts

Sections:

- 2.1 Zoning District Administration**
 - 2.1.100 Classification of Zoning Districts
 - 2.1.110 Zoning District Map
 - 2.1.120 Determination of Zoning District Boundaries
 - 2.1.130 Accessory Uses and Structures
- 2.2 Residential Districts**
 - 2.2.100 Purpose and Applicability
 - 2.2.110 Permitted Uses, Conditional Uses, and Structures
 - 2.2.120 Development Standards
 - 2.2.125 Garages and Carports
- 2.3 Commercial Districts**
 - 2.3.100 Purpose and Applicability
 - 2.3.110 Permitted Uses, Conditional Uses, and Structures
 - 2.3.130 Development Standards
 - 2.3.135 Special Use Status for Single Family Residences
- 2.4 Public / Semi- Public District**
 - 2.4.100 Purpose and Applicability
 - 2.4.110 Permitted Uses
 - 2.4.120 Accessory Uses and Structures
 - 2.4.130 Development Standards
- 2.45 Mixed Use District**
 - 2.45.100 Purpose and Applicability
 - 2.45.110 Permitted Uses, Conditional Uses, and Structures
 - 2.45.120 Development Standards
- 2.5 Industrial Districts**
 - 2.5.100 Purpose and Applicability
 - 2.5.110 Permitted Uses
 - 2.5.120 Development Standards
 - 2.5.125 Special Status for Single Family Residences
- 2.6 Forestry Resource (FR-20) District**
 - 2.6.100 Purposed and Applicability
 - 2.6.110 Permitted Uses and Structures
 - 2.6.120 Conditional Uses and Structures
 - 2.6.130 Development Standards
- 2.7 Special Use Standards**

2.7.100	Accessory Dwellings
2.7.110	Accessory Uses and Structures
2.7.120	Bed and Breakfast
2.7.130	Drive-Through Facilities
2.7.140	Special Residences
2.7.150	Home Occupation
2.7.160	Manufactured Homes on Lots
2.7.170	Manufactured Home Parks
2.7.180	Residential Sales Office, Temporary
2.7.190	Lighting
2.7.200	Wireless Telecommunication Facilities
2.7.210	RH Zone – Hillside Development Standards and Slopes over 12%
2.7.220	Site Development, Excavation and Grading in all Zones
2.7.230	Watercourse Protection
2.7.240	Agriculture, Livestock
<u>2.7.250</u>	<u>Psilocybin Service Center</u>
<u>2.7.260</u>	<u>Psilocybin Manufacturing Facility</u>

Section 2.3

COMMERCIAL DISTRICTS

2.3.100 Purpose and Applicability.**A. Purpose.** The purpose of the commercial districts is to:

1. Allow a mixture of complimentary land uses that may include, retail, offices, commercial services, civic uses, and housing to create economic and social vitality and to encourage the linking of trips;
2. Develop commercial and mixed-use areas that encourage walking as an alternative to driving, and provide more employment and housing options;
3. Provide flexibility in the siting and design of new developments and redevelopment to anticipate changes in the marketplace;
4. Provide both formal and informal community gathering places;
5. Provide roadway and pedestrian connections from the commercial districts to neighborhoods and other employment areas;
6. Maintain, preserve and enhance the distinct storefront character, which identifies the downtown commercial district;
7. Encourage efficient land use by facilitating compact development and minimizing the amount of land needed for surface parking;
8. Facilitate development (land use mix, density and design) that can be served by public transit where applicable;
9. Provide appropriate locations and design standards for automobile and truck-dependent uses;
10. Maintain mobility along traffic corridors and statewide highways; and
11. Provide for automobile-oriented uses, while preventing strip-commercial development in highway corridors.

B. Applicability. Commercial zoning districts fall under two categories:

1. Downtown Commercial (C-1); and
2. Community Commercial (C-3).

2.3.110 Permitted Uses, Conditional Uses, and Structures.**A. Permitted, Conditional Uses and Structures.** The land uses listed in Table 2.3.110 are permitted in the commercial districts, subject to the provisions of this chapter. Only land uses that are specifically listed in Table 2.3.110 and the land uses that are approved as “similar” to those in Table 2.3.110 may be permitted. The land uses identified with a “C” in Table 2.3.110 require conditional use permit approval prior to development, in accordance with section 4.5 Conditional Use Permits.**B. Determination of Similar Land Use.** Similar use determinations shall be made in conformance with the procedures in section 4.9 Code Interpretations.

Table 2.3.110 – Permitted Uses		
Uses	Status of Use in District	
	C-1	C-3
Residential , provided that the residential component comprises not more than 50% of the building floor area.	P	P
Residential Home	C/S	C/S
Residential Facility	P	P
Residential Center	P	P
Commercial		
Retail Sales and Professional/Personal Service		
- enclosed within a building	P	P
- not enclosed	N	P
Restaurants	P	P
Brewery		
- Macro	C	P
- Micro	C	P
- Tap Room	P	P
Office and Clinics (Professional, Medical, Dental, etc., including Medical Laboratories)	P	P
Mortuaries, Crematoriums and Columbarium excluding outside storage or display	P	P
Lodging, including Bed and Breakfast	P	P
Psilocybin Service Center (Section 2.7.250)	<u>N</u>	<u>C</u>
Vehicle Sales and Services, Including fuel sales	C	P
Commercial and Public Parking	P	P
Commercial Storage		
- enclosed in an upper story of a building	P	P
- not enclosed in building or on ground floor	C	P
Entertainment		
- enclosed in building (e.g., theater, bowling, alley, dance hall, skating rink)	P	P
- not enclosed (e.g., amusement)	C	C
Recreational Vehicle Sales, Services and Parks	C	P
Wholesale		
- enclosed in a building	C	P
- not enclosed in a building	N	P
Mixed Use (residential with commercial or civic use) See Residential, above.	P	P
Civic		
Government	P	P
Parks and Open Space	P	P
Private Utilities	P	P
Schools		

Section 2 - Zoning Districts

- pre-school, daycare, and primary	C	C
- secondary, colleges, and vocational	C	C
Clubs and Religious Institutions	C	C
<i>Industrial</i>		
Manufacturing and Production		
- greater than 5,000 sq. ft.	N	C
- not enclosed in a building or on ground floor	C	C
Warehouse		
- enclosed in an upper story of a building	P	P
- not enclosed in a building or on ground floor	N	P
Telecommunications structures, including wireless (Section 2.7.200)	C/S	C/S
Transportation, Freight and Distribution	N	C
Industrial Service (e.g., cleaning, repair)	C	C
Processing of Raw Materials	N	C
<u>Psilocybin Manufacturing Facility (Section 2.7.260)</u>	<u>N</u>	<u>C</u>

Key:

P = Permitted

S = Permitted with special standards or limitations

C = Conditional use permit required

N = Not permitted

C-1 =

C-3 =

Downtown Commercial
District
Community Commercial
District

Section 2.45

MIXED USE DISTRICT

2.45.100 Purpose and applicability

- A. **Purpose.** The mixed use district is intended to provide areas in which a variety of land use activities may be blended together with special locational conditions related to transportation facilities, existing uses on larger properties, reuse areas, and buffers between industrial, commercial and residential areas. In mixed use districts special care is needed to ensure compatibility and to reduce adverse impacts on existing land uses. The mixed use district is designed to:
1. To create small centers and corridors of mixed use.
 2. To blend residential uses in proximity with both commercial and industrial employment opportunities.
 3. To buffer by less intensive use arrangements of uses that mitigate off site impacts.
 4. To promote multi-modal transportation connections to surrounding downtown and residential areas.
 5. To promote creativity in urban design.
 6. To provide affordable housing units, commercial and industrial spaces.
- B. **Applicability.** The mixed use district (MU) may be applied through a zone change to areas designated as (M-1) Light Industrial or (C-3) Community Commercial.

2.45.110 Permitted Uses, Conditional Uses and Structures

- A. The following land uses are permitted in the MU designation:

USES	STATUS IN MU DISTRICT
<i>RESIDENTIAL</i>	
Single family & duplex residential, not exceeding 50% of area of mixed use project	P
Group living units, multi-family residential home/facility	C
Watchman's Quarter	P
<i>COMMERCIAL</i>	

Retail Sales & Service Offices & Office Space Drive through Facilities Vehicle Repair Recreational Uses Entertainment Buildings <u>Psilocybin Service Center (Section 2.7.250)</u>	P P C P P C <u>C</u>
<i>INDUSTRIAL</i>	
Manufacturing & Production Wholesale Businesses Industrial Services Research & Laboratories Government Facilities Public & Private Utilities <u>Psilocybin Manufacturing Facility (Section 2.7.260)</u> Telecommunications structures, including wireless (Section 2.7.200)	P P P P P P <u>C</u> P
<i>ACCESSORY</i>	
Accessory Uses & Structures	P

Key:

- P = Permitted
 S = Permitted with special standards or limitations
 C = Conditional use permit required
 N = Not permitted

Section 2.5

INDUSTRIAL DISTRICTS

2.5.100 Purpose and Applicability.

- A. Purpose.** The industrial districts accommodates a range of heavy manufacturing, assembly, and processing of raw materials, junk yard, motor vehicle wrecking yards, light manufacturing, warehousing and distribution, industrial-office uses, automobile-oriented uses (e.g., lodging, restaurants, auto-oriented retail), and similar uses which are not appropriate in the downtown. The district's standards are based on the following principles:
1. Ensure efficient use of land and public services.
 2. Provide a balance between jobs and housing, and encourage mixed-use development.
 3. Provide transportation options for employees and customers.
 4. Provide business services close to major employment centers.
 5. Ensure compatibility between industrial uses and nearby residential areas.
 6. Provide appropriately zoned land with a range of parcel sizes for industry.
 7. Provide for automobile-oriented uses, while preventing strip-commercial development in highway corridors.
- B. Applicability.** Industrial zoning districts fall under two categories:
1. Light industrial (M-1); and
 2. General industrial (M-2).

2.5.110 Permitted Uses.

- A. Permitted Uses.** The land uses listed in Table 2.5.110 are permitted in the industrial districts, subject to the provisions of this chapter. Only land uses that are specifically listed in Table 2.5.110, and land uses that are approved as "similar" to those in Table 2.5.110, may be permitted. The land uses identified with a "C" in Table 2.5.110 require Conditional Use Permit approval prior to development or a change in use, in accordance with section 4.5.
- B. Determination of Similar Land Use.** Similar use determinations shall be made in conformance with the procedures in section 4.9 Code Interpretations.

Table 2.5.110 – Permitted Uses		
Uses	M-1	M-2
<i>Industrial</i>		
(1) Heavy manufacturing and assembly, and (2) Processing of raw materials	N N	C C
Light manufacture (e.g., electronic equipment, electronic vehicles, printing, bindery, furniture, and similar goods)	P	P
Warehousing and distribution	P	P
Junk yard, motor vehicle wrecking yard, and similar uses	N	P
Research facilities	P	N

Table 2.5.110 – Permitted Uses		
Uses	M-1	M-2
<u>Psilocybin Manufacturing Facility (Section 2.7.260)</u>	<u>N</u>	<u>C</u>
Mini-warehouse and storage	P	N
<i>Residential</i>		
Watchman's Quarter	S-P	S-P
<i>Commercial</i>		
Offices and other commercial uses that are incidental to a primary industrial use	P	P
Vehicle repair, sales, rental, storage, service and fuel sales	P	C
Entertainment (e.g., theaters, amusement uses)	C	N
Hotels and motels	P	N
Medical and dental clinics and laboratories	P	N
<u>Psilocybin Service Center (Section 2.7.250)</u>	<u>N</u>	<u>C</u>
Outdoor commercial uses (e.g., outdoor storage and sales)	P	N
Personal and professional services (e.g., child care, catering/food services, restaurants, laundromats and dry cleaners, barber shops and salons, convenience stores/mini-marts, banks and financial institutions, and similar uses)	C	N
Brewery	P	P
- Macro	P	C
- Micro	C	C
- Tap Room		
Repair services	P	C
Wholesale trade and services	P	N
<i>Public and Institutional Uses</i>		
Government facilities (e.g., public safety, utilities, school district bus facilities, public work yards, and similar facilities)	P	P
Private utilities (e.g., natural gas, electricity, telephone, cable, and similar facilities)	P	P
Parks and open space	P	P
Vocational schools	P	P
Telecommunication structures, including wireless (Section 2.7.200)	C	C
Accessory Uses and Structures	P	P

Key:

P = Permitted

S = Permitted with special standards or limitations

C = Conditional use permit required

N = Not permitted

2.7.250 Psilocybin Service Center. Psilocybin Service Centers or related business are allowed in General Commercial (C-3), Mixed Use (MU) and General Industrial (M-2) districts subject to approval of a conditional use permit, conformance to the following local standards and per OAR 475A (Psilocybin Regulation):

- A. A psilocybin service center or related business is prohibited from locating in any residential district.
- B. A psilocybin service center or related business is prohibited from locating on any publicly owned lands.
- C. A psilocybin service center or related business may locate in an approved land use zone if:
 - 1. The site is located a minimum of 1,000 feet from a public, private, or parochial elementary or secondary school (as defined in ORS 339.020 and ORS 339.030); or
 - 2. The site is located a minimum of 500 feet from a public, private, or parochial elementary or secondary school (as defined in ORS 339.020 and ORS 339.030); and there is a physical or geographic barrier capable of preventing school-age persons from traversing to the premise, such as a freeway or body of water.
 - 3. The site is located a minimum of 500 feet from a daycare, preschool, or pre-kindergarten facility.
 - 4. The site is located a minimum of 500 feet from a public park.
 - 5. The site is located a minimum of 500 feet of residential zoned property or otherwise lawfully used for residential purposes.
- D. A psilocybin service center or related business shall not be located within 1,000 feet of another psilocybin service center or related business.
- E. Colocation. Psilocybin Service Center or related business may not be located at the same location as:
 - 1. Any residence;
 - 2. Any business licensed for the retail sale of alcohol;
 - 3. Any business preparing or selling prepared food (ORS 624);
 - 4. Any health care facility (ORS 441);
 - 5. Manufacturer, service center, or laboratory
- F. A copy of the Oregon Health Authority (OHA) approved license for the psilocybin service center and/or related business must be provided to operate in Sutherlin and the service center owner and/or operator must maintain the license throughout its operation (as defined in ORS 475A).

2.7.260 Psilocybin Manufacturing Facility. Psilocybin Manufacturing Facility are allowed in General Commercial (C-3), Mixed Use (MU) and General Industrial (M-2) districts subject to approval of a conditional use permit, conformance to the following local standards and per OAR 475A (Psilocybin Regulation):

- A. A psilocybin manufacturing facility is prohibited from locating in any residential district.
- B. A psilocybin manufacturing facility is prohibited from locating on any publicly owned lands.
- C. A psilocybin manufacturing facility may locate in an approved land use zone if:
 - 1. The site is located a minimum of 1,000 feet from a public, private, or parochial

- elementary or secondary school (as defined in ORS 339.020 and ORS 339.030);
or
2. The site is located a minimum of 500 feet from a public, private, or parochial elementary or secondary school (as defined in ORS 339.020 and ORS 339.030); and there is a physical or geographic barrier capable of preventing school-age persons from traversing to the premise, such as a freeway or body of water.
 3. The site is located a minimum of 500 feet from a daycare, preschool, or pre-kindergarten facility.
 4. The site is located a minimum of 500 feet from a public park.
 5. The site is located a minimum of 500 feet of residential zoned property or otherwise lawfully used for residential purposes.
- D. A psilocybin manufacturing facility shall not be located within 1,000 feet of another psilocybin service center or related business.
- E. Colocation. Psilocybin Manufacturing Facility may not be located at the same location as:
1. Any residence;
 2. Any business licensed for the retail sale of alcohol;
 3. Any business preparing or selling prepared food (ORS 624);
 4. Any health care facility (ORS 441);
 5. Manufacturer, service center, or laboratory
- F. A copy of the Oregon Health Authority (OHA) approved license for the psilocybin manufacturing facility or related business must be provided to operate in Sutherlin and the manufacturer facility must maintain the license throughout its operation (as defined in ORS 475A).

Section 4.5

CONDITIONAL USE PERMITS

4.5.100 Purpose. There are certain uses which, due to the nature of their impacts on surrounding land uses and public facilities, require a case-by-case review and analysis. These are identified as “conditional uses” in chapter 2, Zoning Districts. The purpose of section 4.5 is to provide standards and procedures under which a conditional use may be permitted, enlarged or altered if the site is appropriate and if other appropriate conditions of approval can be met.

4.5.110 Approval Procedures.

- A. Initial Application.** Review of an application for a new conditional use shall be processed using the Type III procedure (section 4.2.140). The application shall meet the requirements of section 4.5.120, and the approval criteria contained in section 4.5.130.
- B. Modification of Approved or Existing Conditional Use.** Modifications to approved or existing conditional uses shall be processed in accordance with section 4.7, Modifications.

4.5.120 Application Requirements. In addition to the application requirements required in section 4.2.140, the applicant for a conditional use permit shall include the following information, as applicable (for a description of each item, please refer to section 4.3.140, Site Plan Review Application Requirements):

- A.** A site analysis map;
- B.** A proposed site plan;
- C.** A preliminary grading plan;
- D.** A landscape plan;
- E.** Architectural drawings of all structures;
- F.** Drawings of all proposed signs;
- G.** A copy of all existing and proposed restrictions or covenants; and
- H.** Narrative report or letter documenting compliance with all applicable approval criteria in section 4.5.130.

4.5.130 Criteria, Standards and Conditions of Approval. The planning commission shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following:

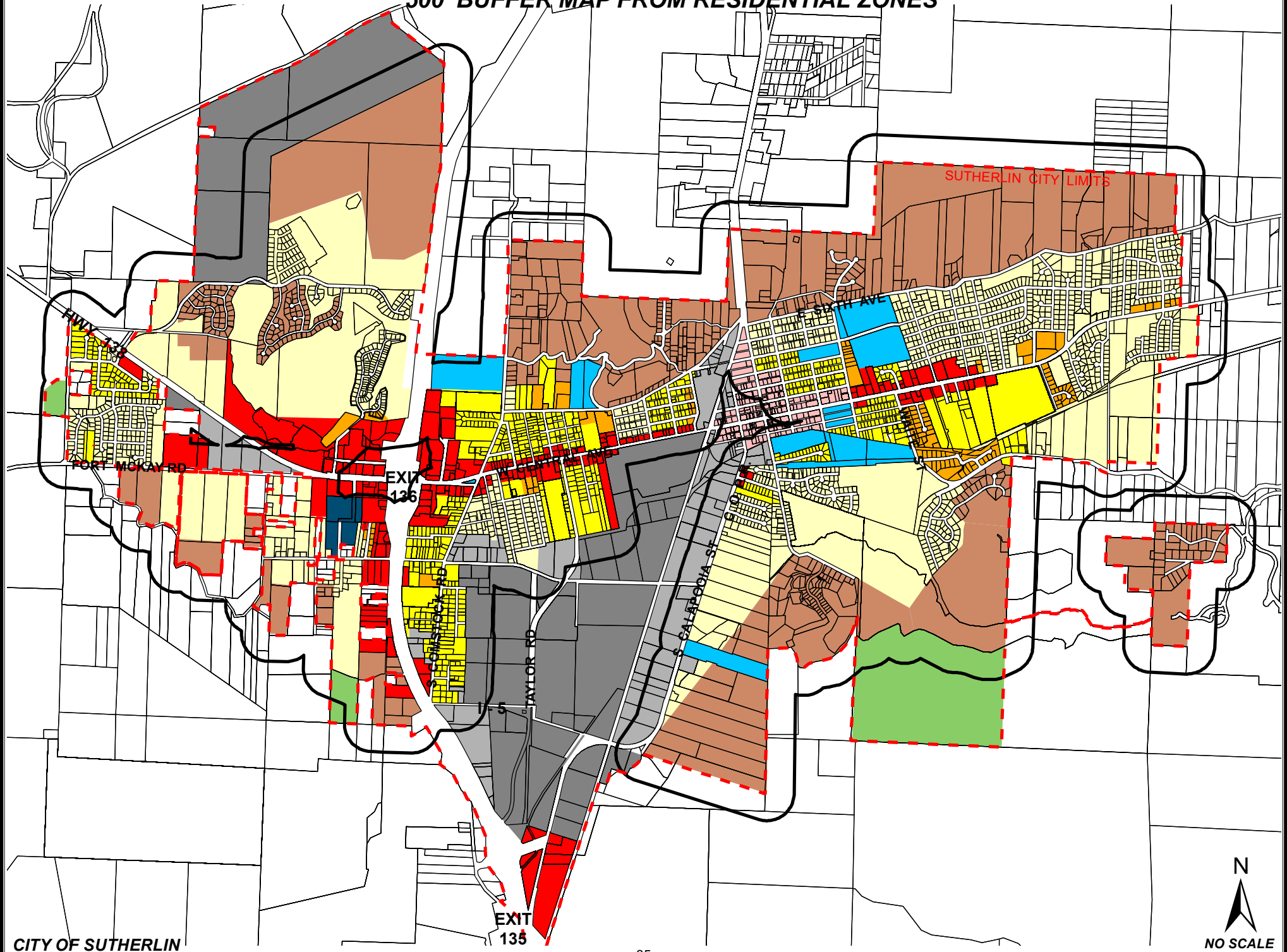
- A. Use Criteria.**
 - 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;
 - 2. The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval; and
 - 3. Public facilities have adequate capacity to serve the proposal or will be made adequate by the applicant.

- B. Site Plan Criteria.** The criteria for site plan review approval (section 4.3.150) shall be met.
- C. Conditions of Approval.** The city may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. These conditions include, but are not limited to, the following:
1. Limiting the hours, days, place and/or manner of operation;
 2. Requiring site or architectural design features which minimize environmental impacts such as noise, vibration, exhaust/emissions, light, glare, erosion, odor and/or dust;
 3. Requiring larger setback areas, lot area, and/or lot depth or width;
 4. Limiting the building height, size or lot coverage, and/or location on the site;
 5. Designating the size, number, location and/or design of vehicle access points or parking areas;
 6. Requiring street right-of-way to be dedicated and street(s), sidewalks, curbs', planting strips, pathways, or trails to be improved;
 7. Requiring landscaping, screening, drainage, water quality facilities, and/or improvement of parking and loading areas;
 8. Limiting the number, size, location, height and/or lighting of signs;
 9. Limiting or setting standards for the location, design, and/or intensity of outdoor lighting;
 10. Requiring berms, screening or landscaping and the establishment of standards for their installation and maintenance;
 11. Requiring and designating the size, height, location and/or materials for fences;
 12. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, drainage areas, historic resources, cultural resources, and/or wetlands and floodplain; and
 13. Requiring the dedication of sufficient land to the public, and/or construction of a pedestrian/bicycle pathways in accordance with the adopted plans. Dedication of land and construction shall conform to the provisions of section 3.2, and section 3.2.100.D in particular.

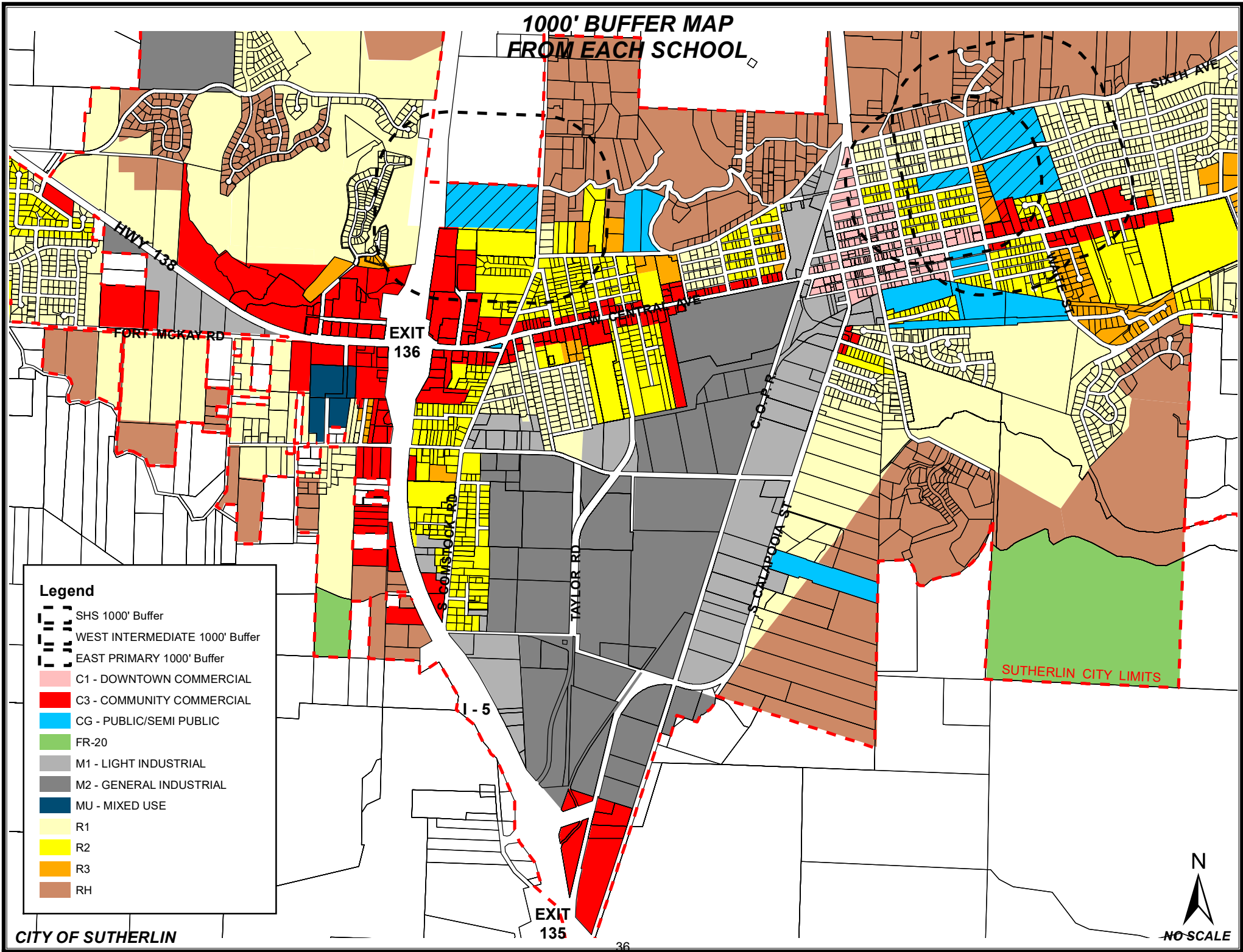
4.5.140 Additional Development Standards for Conditional Uses.

- A. Concurrent Variance Application(s).** A conditional use permit shall not grant variances to regulations otherwise prescribed by the development code. Variance application(s) may be filed in conjunction with the conditional use permit application and both applications may be reviewed at the same hearing.
- B. Additional Development Standards.** Development standards for specific uses are contained in chapter 2, Zoning Districts.

500' BUFFER MAP FROM RESIDENTIAL ZONES

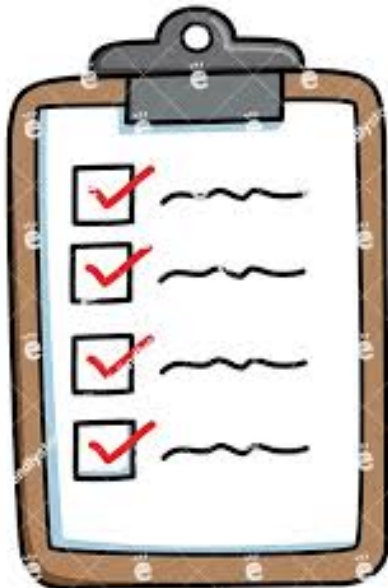


1000' BUFFER MAP FROM EACH SCHOOL





STRATEGIC PLAN UPDATE





City of Sutherlin

STAFF REPORT					
Re: Employee Handbook Review				Meeting Date:	10/10/2022
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☒	Update ☒
Submitted By: Diane Harris, City Recorder				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

Staff is asking for three volunteers from Council to review the newly revised Employee Policy Handbook.

EXPLANATION

After a year and a half-long process, a team made up of admin staff, supervisors, representatives from each department and both bargaining groups, as well as, the City Manager, have reviewed the 2022 Employee Policy and Procedure Handbook's proposed changes/updates.

As a "best practice", CIS encourages all organizations to review their policy and procedure manual every two to three years. The last periodic review of the handbook was finalized in March of 2019.

Staff would like three members of Council to volunteer and take part in the final review process.

Sutherlin Municipal Code 2.44.020 – Personnel System, states "personnel rules shall be adopted and amended by resolution of the common council". Once the three Council member's review is completed, Staff will present a resolution to Council to adopt the "Certificate of Approval" for the 2022 Employee Policy and Procedure Handbook.

OPTIONS

N/A

SUGGESTED MOTION(S)

No motion necessary. Members to volunteer with no formal action.



REPORTS





League of Oregon Cities Conference Update



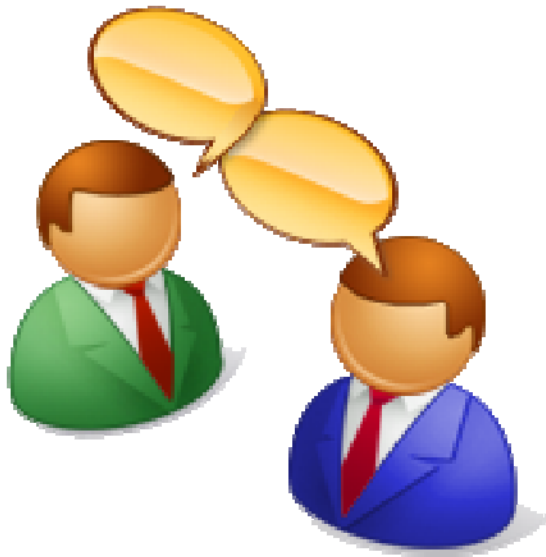


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



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	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council	✓
02/14/22	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				
03/14/22	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 Moved to 2023	↓
03/14/22	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 Moved to April	↓
03/14/22	CDD/PW-Facilities/Parks	Complete Sidewalks from Grove Ln to Nicholas Ct	Bid Award, present to Council moved to May	↓
APR 2022				
04/11/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for annual events-Award Contract	Present to Council for contract award	✓
MAY 2022				
05/09/22	CDD/PW-Transportation	Complete Sidewalks from Grove Ln to Nicholas Ct	Report to Council	✓
05/09/22	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	Bid Award Update - Ford's Pond Comm Park Impr. Proj 1 (Phase 2) & Proj 2A/2B (Phase 2)	Report to Council for update	✓
OCT 2022				
10/10/22	CDD/PW-Transportation	Sidewalks from Grove Ln to Nicholas Ct (extended to Opal St)	Bid Award	✓
NOV 2022				
DEC 2022				
12/12/2022	CDD/PW-Transportation	Complete Sidewalks from Grove Ln to Nicholas Ct (extended to Opal St)	Report to Council	

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

Revised 9/30/2022

PUBLIC NOTICE – CITY OF SUTHERLIN

CITY COUNCIL MEETING

The October 10, 2022, City Council Meeting, will begin at 7:00 p.m. in Civic Auditorium at 175 E Everett. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

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

Topic: City Council Meeting

Time: Oct 10, 2022 7:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84089923133?pwd=Rlk2RmxSTkRlR0pSQVkvYlJ6b2FPdz09>

Meeting ID: 840 8992 3133

Passcode: 382576

Meeting ID: 840 8992 3133

Find your local number: <https://us06web.zoom.us/u/kGxrJJuET>