



**City of Sutherlin  
City Council Meeting  
Monday, February 14, 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. PRESENTATIONS**

- a. Proclamation – Tree City USA

**6. CONSENT AGENDA**

- a. January 10, 2022 – Meeting Minutes

**7. COUNCIL BUSINESS**

- a. TRT Council Representative Appointment
- b. Budget Calendar Approval
- c. Public Hearing – Supplemental Budget Adjustment
- d. Resolution 2022.01 – Supplemental Budget Adjustment
- e. Resolution 2022.02 – Public Works Surplus Property
- f. Resolution 2022.03 - W. Duke Sewer Reimbursement District Approval
- g. Backhoe Purchase Approval

*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.*

**8. STRATEGIC PLAN UPDATE**

- a. Inventory/Inspect City Structural Facilities & Develop Maintenance Funding Plan
- b. Grant Update – Ladder Truck
- c. Waite Street “Plan-of-Action” Upgrade

**9. CITY MANAGER REPORT**

**10. CITY COUNCIL COMMENTS**

**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**

**Zoom Meeting Link**

<https://us06web.zoom.us/j/84422609705?pwd=OUl4S2pwbWJEdEJVZkV4aE90ZkgxQT09>

*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**





# **PRESENTATIONS**





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

## City of Sutherlin

| STAFF REPORT                                                                                                           |                                                    |                                      |                                         |                                        |                                     |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| <b>Re: Tree City USA Proclamation</b>                                                                                  |                                                    |                                      |                                         | Meeting Date:                          | 02-14-2022                          |
| <b>Purpose:</b>                                                                                                        | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| <b>Submitted By:</b> Brian Elliott, Community Development Director<br>Kristi Gilbert, Community Development Supervisor |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| <b>Attachments:</b> Proclamation                                                                                       |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

As part of the Tree City USA criteria identified in Ordinance No. 1086, adopted on November 21, 2021, Council needs to establish Arbor Day by Proclamation.

### EXPLANATION

To be declared a Tree City USA, a city must meet four core standards; by maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day.

At the Parks Advisory Committee meeting on Thursday, January 20, 2022, the Parks Advisory Committee (the designated/appointed tree board) proposed April 29, 2022 to be proclaimed as the first Arbor Day celebration in the City of Sutherlin. Future Arbor Day celebrations would then be the last Friday of April each year.

Tree City USA is a program that has been greening up cities and towns across America since 1976. The program is an Arbor Day Foundation Program that is a great opportunity to celebrate the importance of an urban tree canopy and improve care of these vital city trees.

The Parks Committee will discuss and propose celebration festivities at their March 17, 2022 meeting.

### OPTIONS

By the reading and signing of the proclamation, Council declares the last Friday in April each year as Arbor Day in the City of Sutherlin.

### SUGGESTED MOTION(S)

N/A



## TREE CITY USA AND ARBOR DAY PROCLAMATION

**WHEREAS**, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, this will be Sutherlin's 1<sup>st</sup> year to be recognized as a "Tree City USA" recipient; and

**WHEREAS**, trees can enhance the beautification, quality of life for the present and future health, safety, and welfare of all citizens, cut heating and cooling costs, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

**WHEREAS**, the City of Sutherlin recognizes trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees – wherever they are planted – are a source of joy and spiritual renewal.

**THEREFORE**, Michelle Sumner, Mayor of the City of Sutherlin, Oregon, on behalf of Sutherlin City Council do hereby proclaim April 29, 2022 as Arbor Day in the City of Sutherlin, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022

---

Michelle Sumner, Mayor





# CONSENT AGENDA



**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, January 10, 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, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Public Works Director, Aaron Swan  
Community Development Director, Brian Elliott  
Police Chief, Troy Mills  
Deputy Fire Chief, Scott McKnight  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Renee Lillie

**Via Zoom:** Pat Lynch (Library Director & Livability Services Director), Teresa Powell, Nancy Rodriguez (Media & Communications Coordinator), Eileen Smalley, Larry Bahr

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

**Flag Salute:**

**Roll Call:** Councilor Whitaker arrived at 7:01p.m.

**Introduction of Media:** None

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

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

- **December 20, 2021 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Budget Committee Appointment**

Staff Report - City Recorder, Diane Harris - As of January 1, 2022, there are three vacancies on the Budget Committee – each with a 3-year term ending December 31, 2024. The City received one application for re-appointment from Renee Lillie.

The applicant was provided an opportunity to speak. She declined.

**MOTION** made by Councilor Boggs to re-appoint Renee Lillie to Budget Committee – term ending December 31, 2024 as presented; second by Councilor Dagel.

Discussion: None

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

Opposed: None  
Motion carried unanimously.

- **Parks Advisory Committee Appointments**

Staff Report – Harris - As of January 1, 2022, there are three vacancies on the Parks Advisory Committee – each with a 2-year term ending December 31, 2023. The City received two applications for re-appointment from Crystal Cunningham and Craig Hoobler.

Applicants were not in attendance.

**MOTION** made by Councilor Whitaker to re-appoint Crystal Cunningham and Craig Hoobler to Parks Advisory Committee – terms ending December 31, 2023 as presented; second by Councilor Smalley.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Purchase Approval – Central Park Multi-Use Staging Area Cover**

Staff Report – Community Development Director, Brian Elliott – To move forward with the Central Park Staging area design, the stage cover needs purchase approval. The previous cost estimate was \$92,000 however, the supplier requires a staff member aid in installation at the additional cost of \$6,650, bringing the new total to \$98,921.44.

**MOTION** made by Councilor Whitaker to approve purchase for Central Park Multi-Use Staging Area Cover in the amount of \$98,921.44 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Boggs – How long does it take to set up? **Elliott - One day.** Can Public Works do it? **Yes, but the supplier requires their staff be present to assemble the canopy or the warranty is void.** Expressed concern for the cost and stated he is against this project.
- Councilor Hamilton – This will be great for the community and wants the project to move forward.
- Mayor Sumner – Concerned with the direction the stage is facing (into the sun). **Elliott – It's been reviewed and that location is not ideal, but it's the best option. Suggested planting another deciduous tree to help block sun exposure.**
- Councilor Smalley – This will be a great addition.
- Councilor Dagel – Does the cover have to be purchased now or can we build the stage first? **Elliott – It's Council's decision. The supplier won't release the canopy design until it's purchased. The stage can't be configured until we have the canopy schematics.**
- Councilor Groussman – Does the company take responsibility for construction? **Elliott - Yes.**
- Mayor Sumner – Will Public Works staff be trained on the canopy operation? **Elliott – Yes.**

Further discussion ensued between Council and staff.

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

Opposed: Councilor Boggs

Motion carried.

Discussion continued for Council to select canopy colors. Majority vote was blue and white.

## **STRATEGIC PLAN UPDATE**

- **Exit 135 Sign**

Staff Report – Elliott - The construction of the Exit 135 sign is on schedule for an estimated completion date of mid to late summer, 2022.

- Councilor Hamilton – Can anything be done to fix the condition temporarily? **Elliott – Not really.**

- **Street Management Master Plan with Funding Options**

Staff Report – Finance Director, Tami Trowbridge – In a collaborative effort with Public Works Director, Aaron Swan, a comprehensive list of streets in-need of repair or improvements was created. This is a four-year plan based on funding.

- Councilor Boggs asked for clarification on some streets. *Swan explained.*
- Councilor Dagle – Why did the concrete break around some of the manhole covers? *Swan – Not sure, but crews are working on reinforcing them. City Manager, Jerry Gillham, complimented the Public Works crew on their job so far.*
- Mayor Sumner – Is it normal for them to fail soon after installation? *Swan – The City experienced about eight years of log truck traffic on Central Avenue in less than a year.*
- Councilor Groussman – Are there more manhole covers in need of repair than expected? *Swan – The total count is unknown, but inflation of supplies is a large contributing factor of cost.*

#### **CITY MANAGER REPORT (verbal)**

- Nothing to report.

#### **CITY COUNCIL COMMENT**

##### **Councilor Whitaker**

- Was dismayed at the amount of large fireworks set off in town on New Year's Eve. Seemed worse this year. *Police Chief, Troy Mills – Officers get to those calls as they can.*

##### **Councilor Smalley**

- No comment

##### **Councilor Groussman**

- No comment

##### **Councilor Hamilton**

- No comment

##### **Councilor Boggs**

- Expressed concern for a State Senator's media flyer regarding new legislative items.

##### **Councilor Dagle**

- No comment

##### **Mayor Sumner**

- Kudos to City staff during the snow storm, using the snow plow and opening a warming center.

#### **PUBLIC COMMENT (Off Agenda Items)**

- Teresa Powell – Lives near the homeless camp and complained about the mess and expressed concern for safety. *Gillham – It's monitored daily and seems fairly organized. Homeless Outreach Coordinator, Wayne Ellsworth has been a huge help with containment. The occupant numbers are staying low and security cameras will be installed soon. Encouraged her to call 911 if any emergencies arise. Reiterated that the City is required to follow federal guidelines.*

#### **ADJOURNMENT**

With no further business, meeting adjourned at 7:43 p.m.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Michelle Sumner, Mayor



# **COUNCIL BUSINESS**





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## City of Sutherlin

| STAFF REPORT                                                           |                                                    |                                      |                                         |                                        |                                     |
|------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| Re: Council Representative Appointment to Transient Room Tax Committee |                                                    |                                      |                                         | Meeting Date:                          | 2/14/2022                           |
| Purpose:                                                               | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| Submitted By: Diane Harris, City Recorder                              |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| Attachments: None                                                      |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

To appoint a council member as representative to the Transient Room Tax Committee.

### EXPLANATION

The Sutherlin Area Chamber of Commerce has requested that a member of council be appointed to serve on the Transient Room Tax Committee. Per past practices, a representative of the council has been appointed to serve for two-years following an election year. With recent changes to mayor and councilors positions, a new representative is needed to serve on the TRT Committee through the end of 2022.

### OPTIONS

See below

### SUGGESTED MOTION(S)

Motion to appoint \_\_\_\_\_ as council representative to the Transient Room Tax Committee.



# Budget Calendar



**City of Sutherlin**  
**Budget Calendar (Fiscal Year 2022-23)**

| <b>Event</b>                                                                                               | <b>Attendees</b>                                | <b>Planned Date(s)</b>                        | <b>Latest Date</b>                            |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| Estimate current year-end revenue and expenditures                                                         | Dept Heads                                      | Mar 11                                        | Mar 25                                        |
| Update CIP                                                                                                 | City Mgr, Dept heads                            | Apr 1                                         | Apr 15                                        |
| Requested budget prepared and provided to finance                                                          | Dept heads                                      | Mar 25                                        | Apr 1                                         |
| Dept meetings with City Manager and Finance                                                                | Dept heads, staff, City Mgr                     | Week of Apr 4                                 | Apr 22                                        |
| Budget narratives completed                                                                                | Dept heads                                      | Apr 15                                        | Apr 22                                        |
| Update year-end revenue and expenditure estimates                                                          | Dept heads                                      | Monthly                                       | Monthly                                       |
| Publish "Notice of Budget Committee Meeting" (ORS 294.426)                                                 | Finance                                         | 5-30 days before meeting, 10+ days on website | 5-30 days before meeting, 10+ days on website |
| Provide proposed budget (ORS 294.408) and budget message to budget committee                               | Mayor, City Council, City Mgr, Budget Committee | May 9                                         | May 9                                         |
| First budget committee meeting (ORS 294.408 and 294.426)                                                   | Budget Committee, City Mgr, Dept heads          | May 16                                        | May 16                                        |
| Additional budget committee meetings (if necessary) (ORS 294.428)                                          | Budget Committee, City Mgr, Dept heads          | May 17, May 18                                | May 17, May 18                                |
| Budget committee approves budget (ORS 294.428)                                                             | Budget Committee                                | No Later than May 18                          | May 18                                        |
| Publish "Notice of Budget Hearing" (ORS 294.438, 294.448) (LB1)                                            | Finance                                         | 5-30 days before meeting, 10+ days on website | 5-30 days before meeting, 10+ days on website |
| City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)                                | City Council                                    | Jun 13                                        | Jun 13                                        |
| Adopted budget goes into effect                                                                            | City                                            | Jul 1                                         | Jul 1                                         |
| Adopted budget submitted to County Assessor (LB50) and Department of Revenue (ORS 294.458) (w/Resolutions) | Finance                                         | Jul 15                                        | Jul 15                                        |





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## City of Sutherlin

| STAFF REPORT                                          |                                                    |                                      |                                         |                                        |                                     |
|-------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| Re: Public Hearing for Supplemental Budget Adjustment |                                                    |                                      |                                         | Meeting Date:                          | 02/14/2022                          |
| Purpose:                                              | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| Submitted By: Tami Trowbridge, Finance Director       |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| Attachments: Public Notice                            |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

This is a public hearing for Resolution 2022.01 for interested parties to speak regarding the proposed changes to the fiscal year 2021-22 budget. After the hearing, Council is being asked to consider approving Resolution 2022.01 to adopt the Supplemental Budget Adjustment for fiscal year 2021-22 as described herein.

### EXPLANATION

At the time the budget was prepared, the loan repayment schedule received from DEQ was projecting the interest only payment to total \$189,221. Once the final amortization was done by them, the interest amount increased to \$798,221. This Budget Adjustment is necessary to appropriate the funds for this new amount.

### OPTIONS

Adopt Resolution 2022.01 - Supplemental Budget Adjustment

Do not adopt Resolution 2022.01 - Supplemental Budget Adjustment

### SUGGESTED MOTION(S)

After considering any public comment, move that Resolution 2022.01 - Supplemental Budget Adjustment be adopted as presented.

# NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Sutherlin for the current fiscal year will be held at Civic Auditorium (175 E Everett Ave).

The hearing will take place on February 14, 2022 at 7:00 PM.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after January 27, 2022 at City Hall between the hours of 9:00 AM and 4:00 PM, or on the City website, [www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us).

## SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

### FUND: Wastewater Debt Service Fund

| Resource                      | Amount     | Requirement                      | Amount       |
|-------------------------------|------------|----------------------------------|--------------|
| 1 Contingency WW Debt Service | 609,000.00 | 1 DEQ Loan Payment-Interest Only | 609,000.00   |
| 2                             |            | 2                                |              |
| Revised Total Fund Resources  |            | Revised Total Fund Requirements  | 2,439,900.00 |

### Comments:

At the time the budget was prepared, the loan repayment schedule received from DEQ was projecting the interest only payment to total \$189,221. Once the final amortization was done by them, taking into account that the first disbursements happened in 2016, the interest amount increased dramatically. There was no explanation provided by DEQ for the large differential, but there was staff change during this time which may have contributed. A Budget Adjustment is needed to appropriate the funds for this new amount.



## City of Sutherlin

| STAFF REPORT                                               |                                                    |                                      |                                         |                                        |                                     |
|------------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| Re: Supplemental Budget Adjustment for Fiscal Year 2021-22 |                                                    |                                      |                                         | Meeting Date:                          | 02/14/22                            |
| Purpose:                                                   | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| Submitted By: Tami Trowbridge, Finance Director            |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| Attachments: Resolution 2022.01                            |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution 2022.01 - Supplemental Budget Adjustment for fiscal year 2021-22 as described herein.

### EXPLANATION

At the time the budget was prepared, the loan repayment schedule received from DEQ was projecting the Interest Only Payment to total \$189,221. Once the final amortization was done by them, the interest amount increased to \$798,221. This Budget Adjustment is necessary to transfer funds for this expenditure.

### OPTIONS

Adopt Resolution 2022.01 - Supplemental Budget Adjustment as presented

Do not adopt Resolution 2022.01 - Supplemental Budget Adjustment

### SUGGESTED MOTION(S)

Move that Resolution 2022.01 - Supplemental Budget Adjustment be adopted as presented.

**RESOLUTION NO. 2022.01**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET ADJUSTMENT,  
AMENDING THE 2021-2022 BUDGET.**

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

- A. That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budget adjustments when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget adjustment.
- B. The procedure includes the municipal corporation providing notice of a supplemental budget adjustment hearing and holding a public hearing on the supplemental budget adjustment prior to adopting a resolution to change the budget by more than ten percent.
- C. Public notice has been provided as required by ORS 294.473 and a public hearing related to the supplemental budget adjustment was held on February 14, 2022, and
- D. Due to unforeseen events at the time of adoption, fiscal year 2021-22 budget requires adjustment including but not limited to the following:
  - a. Wastewater Debt Service Fund
    - i. At the time the budget was prepared, the loan repayment schedule received from DEQ was projecting the Interest Only payment to total \$189,221. Once the final amortization was done, the interest amount increased to \$798,221. This Budget Adjustment is necessary to appropriate the funds for this new amount.

**NOW, THEREFORE, based upon the above findings,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a  
municipal Corporation of the State of Oregon, as follows:**

Section 1. That the budget for the City of Sutherlin for the fiscal year 2021 - 2022, which was adopted by the City Council on June 14, 2021 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

|                                |                   |                    |
|--------------------------------|-------------------|--------------------|
| Wastewater Debt Service Fund:  | Adjustment        | As Amended         |
| Resource                       |                   |                    |
| Contingency WW Debt Service    | <u>\$ 609,000</u> | <u>\$2,439,900</u> |
| Requirement                    |                   |                    |
| DEQ Loan Payment-Interest Only | <u>\$ 609,000</u> | <u>\$2,439,900</u> |

**PASSED BY THE CITY COUNCIL ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022**

\_\_\_\_\_  
Michelle Sumner, Mayor

**ATTEST:**

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



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## City of Sutherlin

| STAFF REPORT                                           |                  |                                      |             |                                        |                                     |
|--------------------------------------------------------|------------------|--------------------------------------|-------------|----------------------------------------|-------------------------------------|
| <b>Re: Public Works Surplus Property</b>               |                  |                                      |             | Meeting Date:                          | 2/14/2022                           |
| <b>Purpose:</b>                                        | Action Item<br>x | Workshop<br><input type="checkbox"/> | Report Only | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| <b>Submitted By: Public Works Director, Aaron Swan</b> |                  |                                      |             | City Manager Review                    | <input checked="" type="checkbox"/> |
| <b>Attachments:</b> Resolution 2022.02                 |                  |                                      |             |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve Resolution 2022.02 – Public Works Surplus Property.

### EXPLANATION

These items of rolling stock are no longer used or needed by the city.

- 1999 Sterling Flush Truck
- 1996 Eager Beaver Equipment Trailer
- 2003 Chevy ½ ton Pickup

### OPTIONS

Approve Resolution 2022.02 – Public Works Surplus Property

Not approve Resolution 2022.02 – Public Works Surplus Property

### SUGGESTED MOTION(S)

Motion to approve Resolution 2022.02 – Public Works Surplus Property.

**RESOLUTION NO. 2022.02**

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

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

- 2000 Sterling Flush Truck VIN: 2FZHRJBB7YAB57320
  - 1996 Eager Beaver Equipment Trailer VIN: 112HTN304TL046942
  - 2003 Chevy ½ ton Pickup VIN: 1GCEC14X33Z125049
- A. Equipment listed reflects equipment no longer needed for the public purpose for which it was acquired, and is therefore surplus property.
- B. Under provisions of City Code Section 2.40, the City Manager is authorized to dispose of surplus personal property through sale by auction, by negotiated sale without competitive bids, or by donation.
- C. Disposal of these items will be designated by City Manager.

**NOW, THEREFORE, based upon the above findings,**

**BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, as follows:**

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

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

**PASSED BY THE CITY COUNCIL ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022**

\_\_\_\_\_  
Michelle Sumner, Mayor

**ATTEST:**

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



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## City of Sutherlin

| STAFF REPORT                                                                                                            |                                                    |                                      |                                         |                                        |                                     |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| <b>Re: Establishing the W. Duke Avenue Sewer Reimbursement District</b>                                                 |                                                    |                                      |                                         | Meeting Date:                          | 02-14-2022                          |
| <b>Purpose:</b>                                                                                                         | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| <b>Submitted By:</b> Kristi Gilbert, Community Development Supervisor and Brian Elliott, Community Development Director |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| <b>Attachments:</b> Resolution Options 1-3, Exhibits A and B for each option                                            |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

City Council is being asked to approve Resolution 2022.03 – Establishing the W. Duke Avenue Sewer Reimbursement District.

### EXPLANATION

Sam Robinson, Developer, constructed approximately 1123' lineal feet of 4-inch C900 PVC sewer forcemain and 410 lineal feet of 8-inch PVC Pipe of gravity sewer line. Installation was installed with an open trench.

This project was financed by Sam Robinson and was identified to be paid back by a Reimbursement District. Twenty-two (22) lots (Subsequently Benefited Properties: R22104, R46965, R47091, R22080, RR46006, R46013, R45999, R22720, R22736, R22696, R46020, R131716, R22664, R148758, R148758, R148758, R45992, R148648, R148757, R45964, R46027, R45971), may benefit from the extension, if and when they connect to the sewer main. Each property would be subject to one (1) sewer reimbursement amount, without further cost with the exception of the city connection fee as imposed by the fee schedule (currently \$490). Additional connections would be charged current SDC rates.

Attached to this staff report are three calculation options. Option 1 is calculated based on the lineal feet of property frontages. Option two is calculated equally dividing the total project cost amongst 22 property owners. Option 3 is calculated based on the total square footage of each property. Staff's recommendation, based on the various calculations would be payment option 2, dividing the total project costs equally to each property.

### OPTIONS

Approve Resolution 2022.03 - Establishing the W. Duke Avenue Sewer Reimbursement District Payment Option 2, based on total project cost (\$188,656.79 divided by number of lots 22 = \$8,575.31).

Not approve Resolution 2022.03 - Establishing the W. Duke Avenue Sewer Reimbursement District Payment Option 2, based on total project cost (\$188,656.79 divided by number of lots 22 = \$8,575.31).

### SUGGESTED MOTION(S)

Approve Resolution 2022.03 - Establishing the W. Duke Avenue Sewer Reimbursement District Payment Option 2, based on total project cost (\$188,656.79 divided by number of lots 22 = \$8,575.31).



**RESOLUTION NO. 2022.03**

**A RESOLUTION ESTABLISHING THE W. DUKE ROAD SEWER  
REIMBURSEMENT DISTRICT.**

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

- A.** The City of Sutherlin (the “City”) is authorized, pursuant to Oregon Constitution, Art. 11, Sec. 2; ORS 221.410(1); the Charter of the City of Sutherlin, Sec. 4; and SMC 13.12.280.C and F., to establish a sewer reimbursement district.
- B.** City of Sutherlin entered into a Contract Agreement with Sam Robinson. (“Developer”) to install sewer line extensions to their properties on W. Duke Road (the “Work”). The Contract Agreement, the specifications, a description of the project costs and the affected properties, and a map of the affected property are attached hereto as Exhibit A.
- C.** Developer agreed that work performed, met minimum prequalified standards and material specifications set by the City, including, but not limited to, insurance requirements, bonding requirements and experience in the field of sewer line installation.
- D.** Developer guaranteed that the materials and workmanship used to perform the Work was new, unless otherwise specified, was of good quality, free from faults or defects, and in conformance with all applicable City, state and federal specifications, rules, and regulations for a period of one year from the date of completion, and acceptance, of the Work by City of Sutherlin.
- E.** Prior to entering into the Contract Agreement with Developer, i.e. Engineering, Inc., provided the City with a cost estimate for the Work.
- F.** Developer agreed to pay the cost of the installation of the sewer line extension.
- G.** The sewer line extension shall be extended through or adjacent to properties on W. Duke Road. Such properties may subsequently benefit from the extension if and when they connect to a main sewer extension (“Subsequently Benefitted Property”).
- H.** The City is establishing a Sewer Reimbursement District, pursuant to SMC 13.12.280.C., on W. Duke Road, for the cost of the installation of the sewer line extensions when the owners of the Subsequently Benefitted Property subsequently connect to a main sewer extension and pay the Connection Charge.

NOW, THEREFORE, based upon the above findings,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, as follows:

- Section 1. Establishment of W. Duke Sewer Reimbursement District.** The City Council hereby establishes the W. Duke Road Sewer Reimbursement District.
- Section 2. Sewer Reimbursement District Agreement.** The City Council creates this agreement, by resolution, to outline the required criteria set forth in SMC 13.12.280.C. and F., regarding sewer reimbursement districts (“Sewer Reimbursement District Agreement”).
- Section 3. Reimbursable Amount.** The reimbursable amount shall not exceed \$188,656.79 (One-hundred eighty-eight thousand six-hundred fifty-six dollars and 79 cents). No interest shall be allowed in computing the total reimbursable amount.
- Section 4. Reimbursement Entitlement Period.** The reimbursement entitlement period shall not exceed 10 years following completion of the Work. At the city manager’s sole discretion, the entitlement period may be extended for up to an additional ten years. Entitlement to reimbursement shall further be allowed to property owners who share in the financing costs of the project on a prorated basis, when subsequent users connect to the extension within the entitlement period.
- Section 5. Calculation of Connection Charge.** The wastewater connection charge will be based upon an area formula consisting of proportionately equal connection charges to be calculated as follows and are attached hereto as Exhibit B:

$$\frac{(Total Project Costs)}{(Total Lineal Feet of Sewer Line Improvement)}$$

The average water usage associated with 1 EDU is 256 gallons per day. A single EDU is defined as demand placed on the system by a ¾” water meter and is typical of a Single-Family Dwelling. Meter or meter capacity installed only for firefighting capacity shall not be subject to addition EDU (s) connection charges. An adjustment shall be made based on the meter size required where firefighting capacity is not provided.

The total project costs shall cover all costs related to the project, including but not limited to, the material, installation, inspection, engineering, and overhead costs.

# OPTION 1

**Section 6.** **Administrator of Sewer Reimbursement District.** The Community Development Director or his designee shall serve as the Administrator of the W. Duke Road Sewer Reimbursement District. The Administrator's duties shall include, but are not limited to:

- a. Being responsible for calculating and obtaining the Connection Charge from the owners of the Subsequently Benefitted Property; and,
- b. Such other duties as necessary to administer the reimbursement district.

**Section 7.** Each adjacent property owner shall be subject to one (1) sewer reimbursement amount per lot without further cost, with the exception, of the city connection/hook-up fee as imposed by the City of Sutherlin Fee Schedule at the actual time of connection; an EDU is as defined in Section 5. Every EDU exceeding the allotted EDU's shall be responsible for district connection charge, sewer SDC's, City connection/hook-up fee, and any an all fees imposed by the city.

**Section 8.** This Resolution shall become effective immediately upon its adoption.

**PASSED BY THE CITY COUNCIL ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022**

\_\_\_\_\_  
Michelle Sumner, Mayor

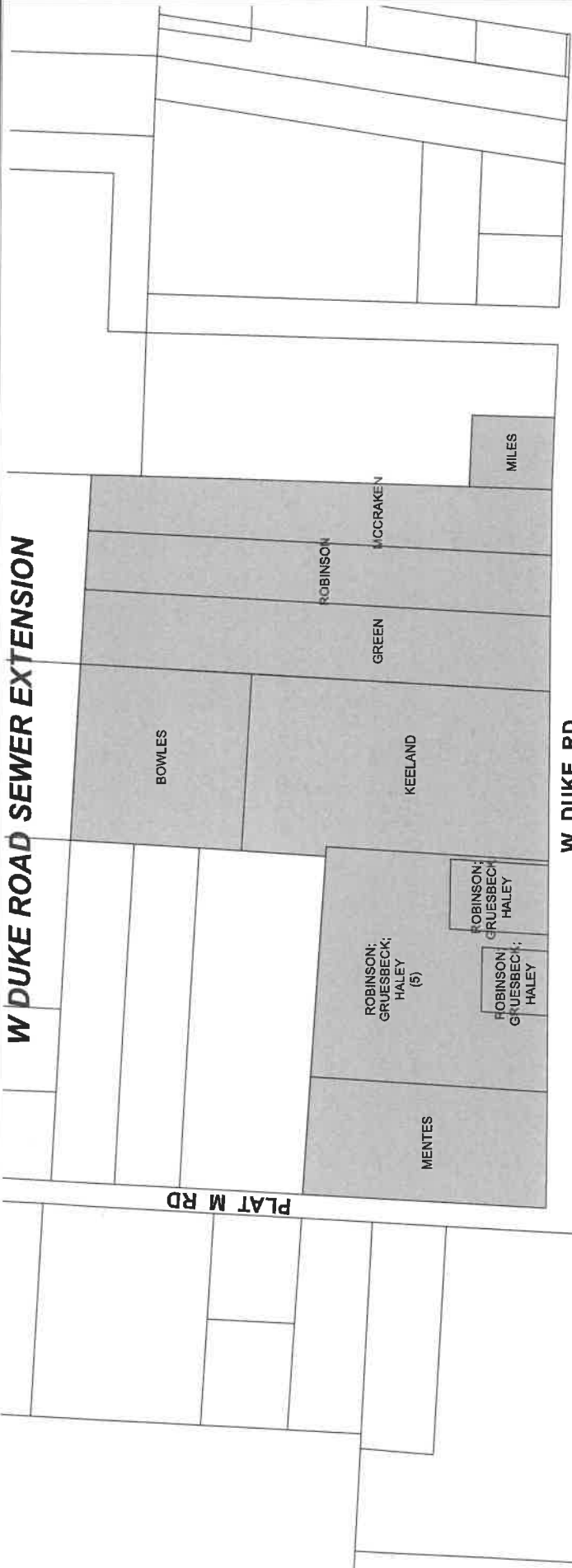
**Attest:**

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

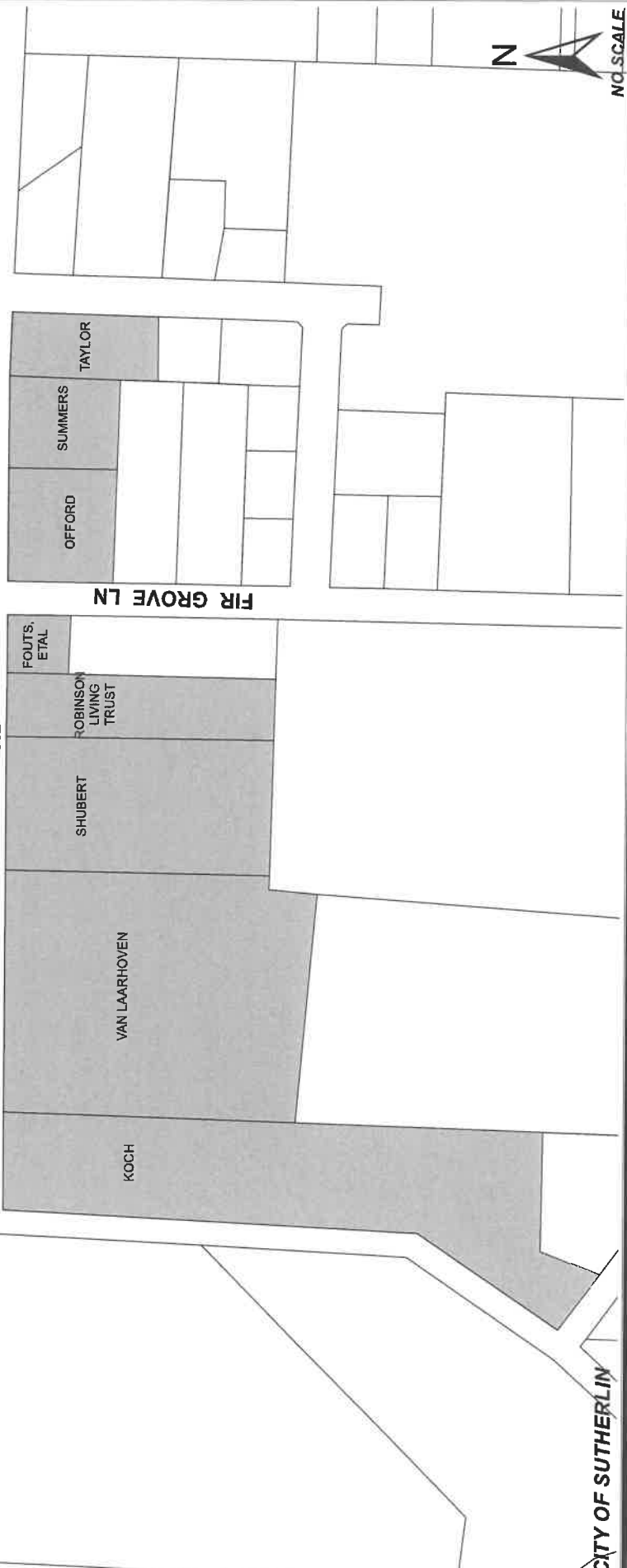
**EXHIBIT A**  
**to**  
**RESOLUTION NO. 2022.03**

- 1. MAP OF AFFECTED PROPERTY**
- 2. SEWER CONSTRUCTION COSTS**
- 3. BENEFITTED PROPERTIES**

**W DUKE ROAD SEWER EXTENSION**



**W DUKE RD**



**CITY OF SUTHERLIN**

## SEWER CONSTRUCTION COST

## DUKE AVE SEWER EXTENSION

### Sewer Construction

| Item | Description                       | Quantity | Unit | Unit Cost | Total Cost   |
|------|-----------------------------------|----------|------|-----------|--------------|
| 1    | ENGINEERING DESIGN & CONSTRUCTION |          |      |           | \$11,331.62  |
| 2    | MATERIALS                         |          |      |           | \$18,743.97  |
| 3    | LABOR & EQUIPMENT                 |          |      |           | \$139,769.55 |
| 4    | ROCK & FILL MATERIAL              |          |      |           | \$18,811.65  |

**TOTAL CONSTRUCTION COSTS =**

**\$188,656.79**

**EXHIBIT A**  
**W. DUKE SEWER EXTENSION**  
**BENEFITED PROPERTIES**

| Property ID | Acreage      | Property Square Footage | Lineal Lot Frontage | Option 1            |
|-------------|--------------|-------------------------|---------------------|---------------------|
| R22104      | 0.51         | 22,215.60               | 100.00              | \$5,666.00          |
| R46965      | 0.55         | 23,958.00               | 145.58              | \$8,248.56          |
| R47091      | 0.32         | 13,939.20               | 110.48              | \$6,259.80          |
| R22080      | 0.66         | 28,749.60               | 176.10              | \$9,977.83          |
| R46006      | 1.53         | 66,646.80               | 93.12               | \$5,276.18          |
| R46013      | 1.54         | 67,082.40               | 100.75              | \$5,708.50          |
| R45999      | 1.93         | 84,070.80               | 116.67              | \$6,610.52          |
| R22720      | 0.21         | 9,147.60                | 101.07              | \$5,726.63          |
| R22736      | 0.94         | 40,946.40               | 97.33               | \$5,514.72          |
| R22696      | 2.00         | 87,120.00               | 208.01              | \$11,785.85         |
| R46020      | 2.83         | 123,274.80              | 260.60              | \$14,765.60         |
| R131716     | 1.66         | 72,309.60               | 275.06              | \$15,584.90         |
| R22664      | 4.04         | 175,982.40              | 375.13              | \$21,254.87         |
| R148758     | 0.21         | 8,830.00                | 117.98              | \$6,684.75          |
| R148758     | 0.30         | 16,117.20               | 118.08              | \$6,690.41          |
| R148758     | 0.45         | 16,552.80               | 118.08              | \$6,690.41          |
| R45992      | 0.58         | 25,264.80               | 100.00              | \$5,666.00          |
| R148648     | 0.22         | 9,583.20                | 100.00              | \$5,666.00          |
| R148757     | 0.74         | 32,234.40               | 133.21              | \$7,547.68          |
| R45964      | 0.36         | 15,681.60               | 100.00              | \$5,666.00          |
| R46027      | 3.44         | 149,846.40              | 176.00              | \$9,972.16          |
| R45971      | 1.55         | 67,518.00               | 206.60              | \$11,705.96         |
|             | <b>26.57</b> | <b>1,157,071.60</b>     | <b>3,329.85</b>     | <b>\$188,669.30</b> |
|             |              |                         | <b>50.00</b>        | <b>(R/W)</b>        |
|             |              |                         | <b>1,689.93</b>     |                     |

Total Project Cost / Total Lineal Feet of Sewer Line (Project)

Total Project Cost / Total Number of Properties (22)

Total Project Cost / Total Square Feet of all Properties \* Individual Property Square Footage

**EXHIBIT B**  
**to**  
**RESOLUTION NO. 2022.03**

**1. CONSTRUCTION/SPECIFICATIONS CONTRACT ASBUILTS**



# EXHIBIT B

## W. DUKE AVE. SEWER EXTENSION

### GENERAL SANITARY SEWER NOTES:

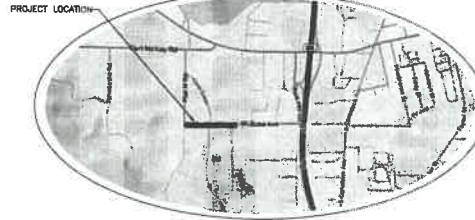
1. ALL SANITARY WORK SHALL BE IN CONFORMANCE WITH THE 2021 EDITION OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION PREPARED BY THE OREGON DEPARTMENT OF TRANSPORTATION AND THE AMERICAN PUBLIC WORKS ASSOCIATION OREGON CHAPTER AND THE CITY OF SUTHERLIN SPECIFICATIONS. SANITARY SEWER PIPE SHALL BE AS NOTED ON PLANS OR AS APPROVED BY ENGINEER. STANDARD GRAVITY SANITARY SEWER PIPE SHALL BE PVC PIPE CONFORMING TO ASTM D 3034 STANDARDS.
2. STANDARD GRAVITY SANITARY SEWERS LINES SHALL BE AIR TESTED IN ACCORDANCE WITH STANDARD SPECIFICATIONS, UNIBELL 8-06.85, AFTER COMPACTION OF BACKFILL.
3. ALL MANHOLE CONNECTIONS TO BE FACTORY CONNECTORS WITH A CORED HOLE WITH FLEXIBLE BOOT, I.E. KOR-N-SEAL.
4. CONTRACTOR TO PROVIDE PREFORMED PLASTIC GASKETS BETWEEN ALL MANHOLE JOINT AND GRADE RINGS.
5. GROUT FOR TOP OF MANHOLE FRAMES AND BASES SHALL BE NON-SHRINK GROUT.
6. ALL MANHOLES UNDER 6' IN DEPTH SHALL BE FLAT TOP MANHOLES.
7. WHENEVER SEWER LATERALS CROSS WATERLINES WITH LESS THAN 18" OF VERTICAL CLEARANCE, THE SEWER LATERAL SHALL BE 8-900 PVC OR DUCTILE IRON PIPE 9" MINIMUM EACH SIDE OF WATERMAIN, CONFORM TO THE CITY OF SUTHERLIN SPECIFICATIONS SECTION 401.02.08.
8. MANHOLES SHALL BE TESTED IN ACCORDANCE WITH THE 2018 APWA STANDARD SPECIFICATION 308.3.03. WATER TO BE FILLED TO THE RIM. CONTRACTOR MAY VACUUM TEST WITH ENGINEER'S APPROVAL.
9. 12 GAUGE STRANDED COPPER TONING WIRE WITH GREEN THIN INSULATION SHALL BE PLACED IN ALL TRENCHES WHERE PIPE HAS BEEN LAID. ALL TONING WIRE SHALL BE TESTED PRIOR TO ACCEPTANCE.
10. A COMMERCIAL CONCRETE BONDING AGENT SHALL BE USED ON ALL CONCRETE TO BE GROUTED.
11. CONTRACTOR SHALL NOTIFY THE SUTHERLIN PUBLIC WORKS DEPARTMENT 24 HOURS IN ADVANCE OF ALL SANITARY SEWER CONNECTIONS, VALVES, AND APPURTENANCES FOR INSPECTIONS.

### GENERAL STREET IMPROVEMENT NOTES

1. THE 2018 EDITION OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION PREPARED BY THE OREGON DEPARTMENT OF TRANSPORTATION AND THE AMERICAN PUBLIC WORKS ASSOCIATION OREGON CHAPTER WILL BE CONSIDERED THE STANDARD SPECIFICATIONS.
2. ALL ASPHALT PAVEMENT SHALL BE LEVEL 2, 3/4" DENSE HWAC PER SECTION 00744 OF THE STANDARD SPECIFICATIONS.

### GENERAL PROJECT NOTES

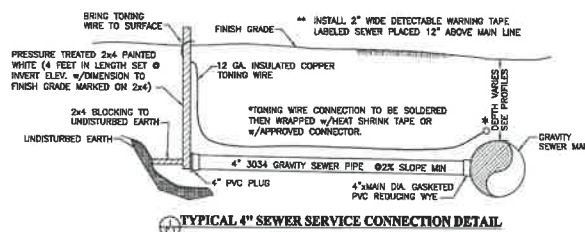
1. AS-BUILT OR RECORD DRAWINGS MUST BE MAINTAINED BY THE CONTRACTOR.
2. ENGINEER MUST PROVIDE AS-BUILT DRAWINGS TO THE CITY OF SUTHERLIN WITHIN 30 CALENDAR DAYS OF CONSTRUCTION COMPLETION.
3. I.E. ENGINEERING WILL BE RESPONSIBLE FOR INSPECTIONS AND RECORDS.
4. CONTRACTOR MUST CERTIFY WARRANTY FOR CONSTRUCTION WORK.



VICINITY MAP  
NTS

### SHEET INDEX:

- C.1 COVER SHEET AND GRAVITY SEWER DETAILS
- C.2 GRAVITY SEWER MAIN PLAN & PROFILE
- C.3 PRESSURE SEWER MAIN PLAN & PROFILE
- C.2 PRESSURE SEWER MAIN DETAILS



TYPICAL 4" SEWER SERVICE CONNECTION DETAIL

| LEGEND |                                    |
|--------|------------------------------------|
| ---    | EXISTING CONTOUR ELEV.             |
| ---    | NEW CONTOUR ELEV.                  |
| ---    | EXISTING EDGE OF AC OR GRAVEL      |
| ---    | SAW CUT                            |
| ---    | EXISTING RIGHT-OF-WAY              |
| ---    | NEW RIGHT-OF-WAY                   |
| ---    | EXISTING SANITARY SEWER (SS)       |
| ---    | NEW SANITARY SEWER (SS)            |
| ---    | EXISTING PRESSURE SEWER (PS)       |
| ---    | NEW PRESSURE SEWER (PS)            |
| ---    | EXISTING STORM SEWER (STS)         |
| ---    | NEW STORM SEWER (STS)              |
| ---    | EXISTING WATER                     |
| ---    | NEW WATER                          |
| ---    | EXISTING POWER (UNDERGROUND)       |
| ---    | EXISTING POWER (OVERHEAD)          |
| ---    | NEW UNDERGROUND (TV, POWER, PHONE) |
| ---    | NEW ELECTRICAL CONDUIT             |
| ---    | EXISTING GAS                       |
| ---    | EXISTING CABLE TV                  |
| ---    | EXISTING FENCE                     |
| ---    | NEW FENCE                          |
| ---    | SILT FENCE (S-F)                   |
| ---    | TOP FACE OF CURB                   |
| ---    | BOTTOM FACE OF CURB                |
| ---    | ASPHALT                            |
| ---    | CONCRETE                           |
| ---    | FINISH FLOOR                       |
| ---    | FINISH GRADE                       |
| ---    | ORIGINAL GROUND                    |

- MANHOLE (MH)
- CURB INLET (CI)
- DATCH BASIN (CB)
- CLEANOUT
- PIPE HYDRANT
- VALVE
- WATER METER
- BLOWOFF
- POWER POLE
- LIGHT POLE
- GUY WIRE
- POWER PEDESTAL
- TELEPHONE PEDESTAL
- GAS METER
- CABLE TV PEDESTAL
- MAIL BOX
- FLOW DIRECTION ARROW
- TREE (EVERGREEN)
- TREE (DECIDUOUS)
- DETAIL SHEET
- DETAIL REFERENCE

ie structural surveying architecture planning

I.E. Engineering, Inc.  
805 SE Pine St.  
Sutherlin, OR  
503-938-7000  
info@ieengr.com



| INCH | FEET | INCH | FEET |
|------|------|------|------|
| 4    | 10   | 4    | 8    |
| 6    | 10   | 4    | 8    |
| 8    | 10   | 6    | 10   |
| 10   | 10   | 6    | 10   |
| 12   | 12   | 6    | 10   |
| 15   | 12   | 6    | 10   |
| 18   | 12   | 6    | 10   |
| 21   | 18   | 6    | 12   |
| 24   | 18   | 6    | 12   |
| 30   | 18   | 6    | 12   |
| 36   | 24   | 6    | 14   |
| 42   | 24   | 6    | 14   |
| 48   | 24   | 6    | 14   |
| 54   | 24   | 6    | 14   |
| 60   | 24   | 6    | 14   |
| 66   | 24   | 6    | 14   |
| 72   | 24   | 6    | 14   |

For pipes over 12" diameter, see general note 3.

**MULTIPLE INSTALLATIONS**

| DIAMETER  | MIN. SPACE BETWEEN PIPES    |
|-----------|-----------------------------|
| 30 to 48" | 24"                         |
| 48 to 72" | One half (1/2) dia. of pipe |

INSTALL 2" WIDE DETECTABLE WARNING TAPE LABELED SEWER PLACED 12" ABOVE GRAVITY & PRESSURE SEWER MAIN LINE

**GENERAL NOTES FOR ALL DETAILS:**

1. Surfacing of paved areas shall comply with street cut Std. Dev. R0302.
2. For pipe installation in embankment areas where the trench method will not be used and the pipe is a 36" diameter, increase dimension "B" to nominal pipe diameter.
3. Pipes over 12" diameter are structures, and are not applicable to this drawing.
4. See Std. Dev. R0336 for trench wire depth (when required).

ONE SIDE NO. ... 10-05-2018 ...

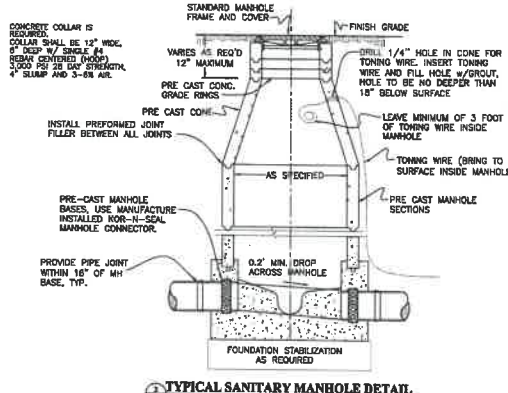
NOTE: All notes and dimensions are to be followed unless otherwise noted.

**OREGON STANDARD DRAWINGS**  
TRENCH BACKFILL, BEDDING,  
PIPE ZONE AND MULTIPLE  
INSTALLATIONS

2018

Effective Date: December 1, 2018 - May 31, 2019

R0300



TYPICAL SANITARY MANHOLE DETAIL

CALL BEFORE YOU DIG I  
ONE CALL (800) 552-6544  
OR 852-001-0010 THROUGH  
OR 852-001-0090

SCALE 1"=4'

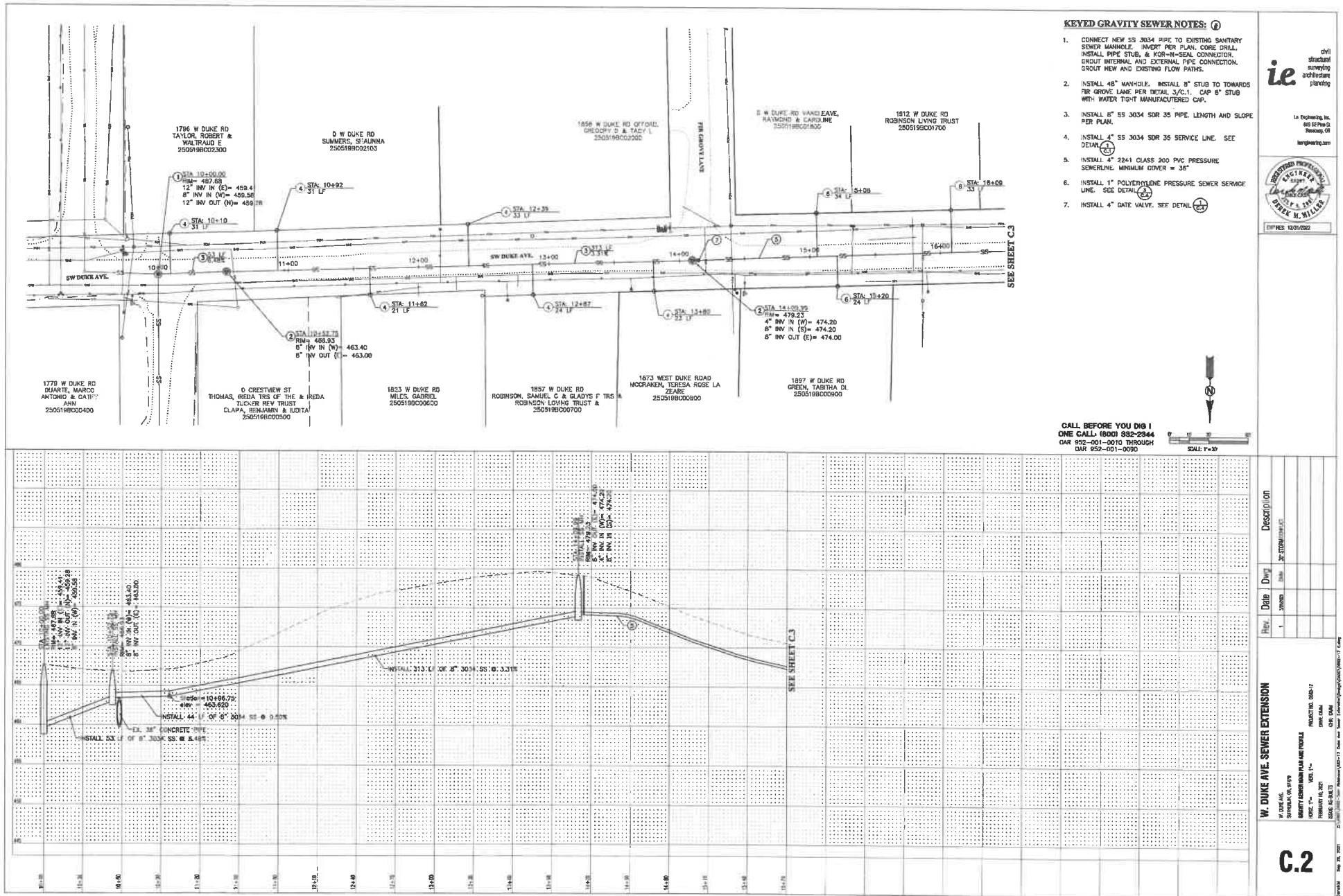
| Rev. | Date       | Description             |
|------|------------|-------------------------|
| 1    | 10/05/2018 | FOR TRENCH CONSTRUCTION |

**W. DUKE AVE. SEWER EXTENSION**

W. DUKE AVE.  
SUTHERLIN, OR 97477

OWNER: SUTHERLIN PUBLIC WORKS DEPARTMENT  
PROJECT NO. 2018-17  
DRAWN BY: DNM  
CHECKED BY: DNM

C.1



1. INSTALL 4" CLASS 200 PVC PRESSURE SEWER PIPE. MINIMUM COVER = 36"
2. INSTALL 1" POLYETHYLENE PRESSURE SEWER SERVICE LINE. SEE DETAIL 
3. INSTALL 4" PIGGING PORT. SEE DETAIL 



### C.3



**RESOLUTION NO. 2022.03**

**A RESOLUTION ESTABLISHING THE W. DUKE ROAD SEWER  
REIMBURSEMENT DISTRICT.**

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

- A.** The City of Sutherlin (the “City”) is authorized, pursuant to Oregon Constitution, Art. 11, Sec. 2; ORS 221.410(1); the Charter of the City of Sutherlin, Sec. 4; and SMC 13.12.280.C and F., to establish a sewer reimbursement district.
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- D.** Developer guaranteed that the materials and workmanship used to perform the Work was new, unless otherwise specified, was of good quality, free from faults or defects, and in conformance with all applicable City, state and federal specifications, rules, and regulations for a period of one year from the date of completion, and acceptance, of the Work by City of Sutherlin.
- E.** Prior to entering into the Contract Agreement with Developer, i.e. Engineering, Inc., provided the City with a cost estimate for the Work.
- F.** Developer agreed to pay the cost of the installation of the sewer line extension.
- G.** The sewer line extension shall be extended through or adjacent to properties on W. Duke Road. Such properties may subsequently benefit from the extension if and when they connect to a main sewer extension (“Subsequently Benefitted Property”).
- H.** The City is establishing a Sewer Reimbursement District, pursuant to SMC 13.12.280.C., on W. Duke Road, for the cost of the installation of the sewer line extensions when the owners of the Subsequently Benefitted Property subsequently connect to a main sewer extension and pay the Connection Charge.

NOW, THEREFORE, based upon the above findings,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, as follows:

- Section 1. Establishment of W. Duke Sewer Reimbursement District.** The City Council hereby establishes the W. Duke Road Sewer Reimbursement District.
- Section 2. Sewer Reimbursement District Agreement.** The City Council creates this agreement, by resolution, to outline the required criteria set forth in SMC 13.12.280.C. and F., regarding sewer reimbursement districts (“Sewer Reimbursement District Agreement”).
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The total project costs shall cover all costs related to the project, including but not limited to, the material, installation, inspection, engineering, and overhead costs.



## OPTION 2

**Section 6. Administrator of Sewer Reimbursement District.** The Community Development Director or his designee shall serve as the Administrator of the W. Duke Road Sewer Reimbursement District. The Administrator's duties shall include, but are not limited to:

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**Section 8.** This Resolution shall become effective immediately upon its adoption.

**PASSED BY THE CITY COUNCIL ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2022**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2022**

\_\_\_\_\_  
Michelle Sumner, Mayor

**Attest:**

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

**EXHIBIT A**  
**to**  
**RESOLUTION NO. 2022.03**

- 1. MAP OF AFFECTED PROPERTY**
- 2. SEWER CONSTRUCTION COSTS**
- 3. BENEFITTED PROPERTIES**





**SEWER CONSTRUCTION COST****DUKE AVE SEWER EXTENSION****Sewer Construction**

| Item | Description                       | Quantity | Unit | Unit Cost | Total Cost   |
|------|-----------------------------------|----------|------|-----------|--------------|
| 1    | ENGINEERING DESIGN & CONSTRUCTION |          |      |           | \$11,331.62  |
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| 4    | ROCK & FILL MATERIAL              |          |      |           | \$18,811.65  |

**TOTAL CONSTRUCTION COSTS =****\$188,656.79**

**EXHIBIT A**  
**W. DUKE SEWER EXTENSION**  
**BENEFITED PROPERTIES**

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|-------------|--------------|-------------------------|---------------------|---------------------|
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| R22696      | 2.00         | 87,120.00               | 208.01              | \$8,575.31          |
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|             | <b>26.57</b> | <b>1,157,071.60</b>     | <b>3,329.85</b>     | <b>\$188,656.82</b> |
|             |              |                         | <b>50.00</b>        | <b>(R/W)</b>        |
|             |              |                         | <b>1,689.93</b>     |                     |

**Total Project Cost / Total Lineal Feet of Sewer Line (Project)**

**Total Project Cost / Total Number of Properties (22)**

**Total Project Cost / Total Square Feet of all Properties \* Individual Property Square Footage**

**EXHIBIT B**  
**to**  
**RESOLUTION NO. 2022.03**

**1. CONSTRUCTION/SPECIFICATIONS CONTRACT ASBUILTS**

# EXHIBIT B

## W. DUKE AVE. SEWER EXTENSION

### GENERAL SANITARY SEWER NOTES:

1. ALL SANITARY WORK SHALL BE IN CONFORMANCE WITH THE 2021 EDITION OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION PREPARED BY THE OREGON DEPARTMENT OF TRANSPORTATION AND THE AMERICAN PUBLIC WORKS ASSOCIATION OREGON CHAPTER AND THE CITY OF SUTHERLIN SPECIFICATIONS. SANITARY SEWER PIPE SHALL BE AS NOTED ON PLANS OR AS APPROVED BY ENGINEER. STANDARD GRAVITY SANITARY SEWER PIPE SHALL BE PVC PIPE CONFORMING TO ASTM D 3034 STANDARDS.
2. STANDARD GRAVITY SANITARY SEWERS LINES SHALL BE AIR TESTED IN ACCORDANCE WITH STANDARD SPECIFICATIONS, UNDELL 5-06.65, AFTER COMPLETION OF BACKFILL.
3. ALL MANHOLE CONNECTIONS TO BE FACTORY CONNECTORS WITH A CORED HOLE WITH FLEXIBLE BOOT, I.E. KOR-N-SEAL.
4. CONTRACTOR TO PROVIDE PREFORMED PLASTIC GASKETS BETWEEN ALL MANHOLE JOINT AND GRADE RINGS.
5. CROUT FOR TOP OF MANHOLE FRAMES AND BASES SHALL BE NON-SHROUD GROUT.
6. ALL MANHOLES UNDER 6' IN DEPTH SHALL BE FLAT TOP MANHOLES.
7. WHEREVER SEWER LATERALS CROSS WATERLINES WITH LESS THAN 18" OF VERTICAL CLEARANCE, THE SEWER LATERAL SHALL BE C-800 PVC OR DUCTILE IRON PIPE OF MINIMUM EACH SIDE OF WATERMAIN, CONFORM TO THE CITY OF SUTHERLIN SPECIFICATIONS SECTION 401.02.08.
8. MANHOLES SHALL BE TESTED IN ACCORDANCE WITH THE 2018 APWA STANDARD SPECIFICATION 308.3.03.3. WATER TO BE FILLED TO THE RIM. CONTRACTOR MAY VACUUM TEST WITH ENGINEER'S APPROVAL.
9. 12 GAUGE STRANDED COPPER TONING WIRE WITH GREEN THIN INSULATION SHALL BE PLACED IN ALL TRENCHES WHERE PIPE HAS BEEN LAYED. ALL TONING WIRE SHALL BE TESTED PRIOR TO ACCEPTANCE.
10. A COMMERCIAL CONCRETE BONDING AGENT SHALL BE USED ON ALL CONCRETE TO BE GROUTED.
11. CONTRACTOR SHALL NOTIFY THE SUTHERLIN PUBLIC WORKS DEPARTMENT 24 HOURS IN ADVANCE OF ALL SANITARY SEWER CONNECTIONS, VALVES, AND APPURTENANCES FOR INSPECTIONS.

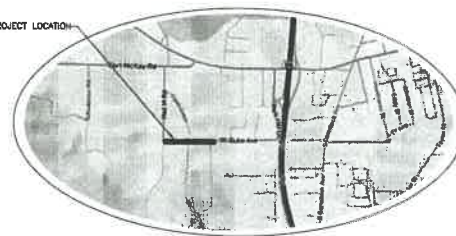
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2. ALL ASPHALT PAVEMENT SHALL BE LEVEL 2, 4" DENSE HMA/C PER SECTION 00744 OF THE STANDARD SPECIFICATIONS.

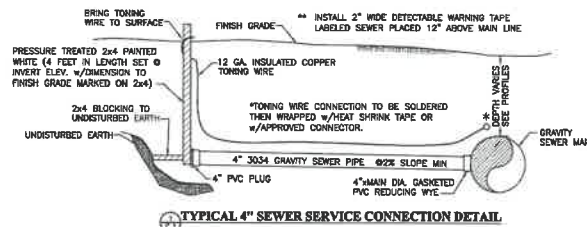
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2. ENGINEER MUST PROVIDE AS-BUILT DRAWINGS TO THE CITY OF SUTHERLIN WITHIN 30 CALENDAR DAYS OF CONSTRUCTION COMPLETION.
3. I.E. ENGINEERING WILL BE RESPONSIBLE FOR INSPECTIONS AND RECORDS.
4. CONTRACTOR MUST CERTIFY WARRANTIES FOR CONSTRUCTION WORK.

PROJECT LOCATION



VICINITY MAP  
NTS



### SHEET INDEX:

- C.1 COVER SHEET AND GRAVITY SEWER DETAILS
- C.2 GRAVITY SEWER MAIN PLAN & PROFILE
- C.3 PRESSURE SEWER MAIN PLAN & PROFILE
- C.2 PRESSURE SEWER MAIN DETAILS

### LEGEND

|     |                                    |
|-----|------------------------------------|
| --- | EXISTING CONTOUR ELEV.             |
| --- | NEW CONTOUR ELEV.                  |
| --- | EXISTING EDGE OF AC OR GRAVEL      |
| --- | SAW CUT                            |
| --- | EXISTING RIGHT-OF-WAY              |
| --- | NEW RIGHT-OF-WAY                   |
| --- | EXISTING SANITARY SEWER (SS)       |
| --- | NEW SANITARY SEWER (SS)            |
| --- | EXISTING PRESSURE SEWER (PS)       |
| --- | NEW PRESSURE SEWER (PS)            |
| --- | EXISTING STORM SEWER (STS)         |
| --- | NEW STORM SEWER (STS)              |
| --- | EXISTING WATER                     |
| --- | NEW WATER                          |
| --- | EXISTING POWER (UNDERGROUND)       |
| --- | EXISTING POWER (OVERHEAD)          |
| --- | NEW UNDERGROUND (TV, POWER, PHONE) |
| --- | NEW ELECTRICAL CONDUIT             |
| --- | EXISTING GAS                       |
| --- | EXISTING CABLE TV                  |
| --- | EXISTING FENCE                     |
| --- | NEW FENCE                          |
| --- | SILT FENCE (S-F)                   |
| --- | TOP FACE OF CURB                   |
| --- | BOTTOM FACE OF CURB                |
| --- | ASPHALT                            |
| --- | CONCRETE                           |
| --- | FINISH FLOOR                       |
| --- | FINISH GRADE                       |
| --- | ORIGINAL GROUND                    |
| --- | TFC                                |
| --- | BFC                                |
| --- | AC                                 |
| --- | COMC                               |
| --- | FT                                 |
| --- | CO                                 |
| --- | OC                                 |

- MANHOLE (MH)
- CURB INLET (CI)
- CATCH BASIN (CB)
- CLEANOUT
- PIPE HYDRANT
- VALVE
- WATER METER
- BLOWOFF
- POWER POLE
- LIGHT POLE
- GUY WIRE
- POWER PEDESTAL
- TELEPHONE PEDESTAL
- GAS METER
- CABLE TV PEDESTAL
- MAIL BOX
- FLOW DIRECTION ARROW
- TREE (EVERGREEN)
- TREE (DECIDUOUS)
- DETAIL SHEET
- DETAIL REFERENCE

ie  
structural  
surveying  
architectural  
planning

LA Engineering, Inc.  
800 SE Pine St.  
Portland, OR  
503.227.1111  
info@laeng.com



EXPIRES: 12/1/2022

| Rev. | Date     | Desc.            |
|------|----------|------------------|
| 1    | 3/2/2018 | ISSUE FOR PERMIT |

W. DUKE AVE. SEWER EXTENSION  
R. DOWD, INC.  
SUTHERLIN, OREGON 97142  
OWNER: SUTHERLIN AND HANLEY DESIGN PARTNERS  
PROJECT NO. 17-0001  
DESIGN DATE: JANUARY 13, 2021  
CDS: DMM

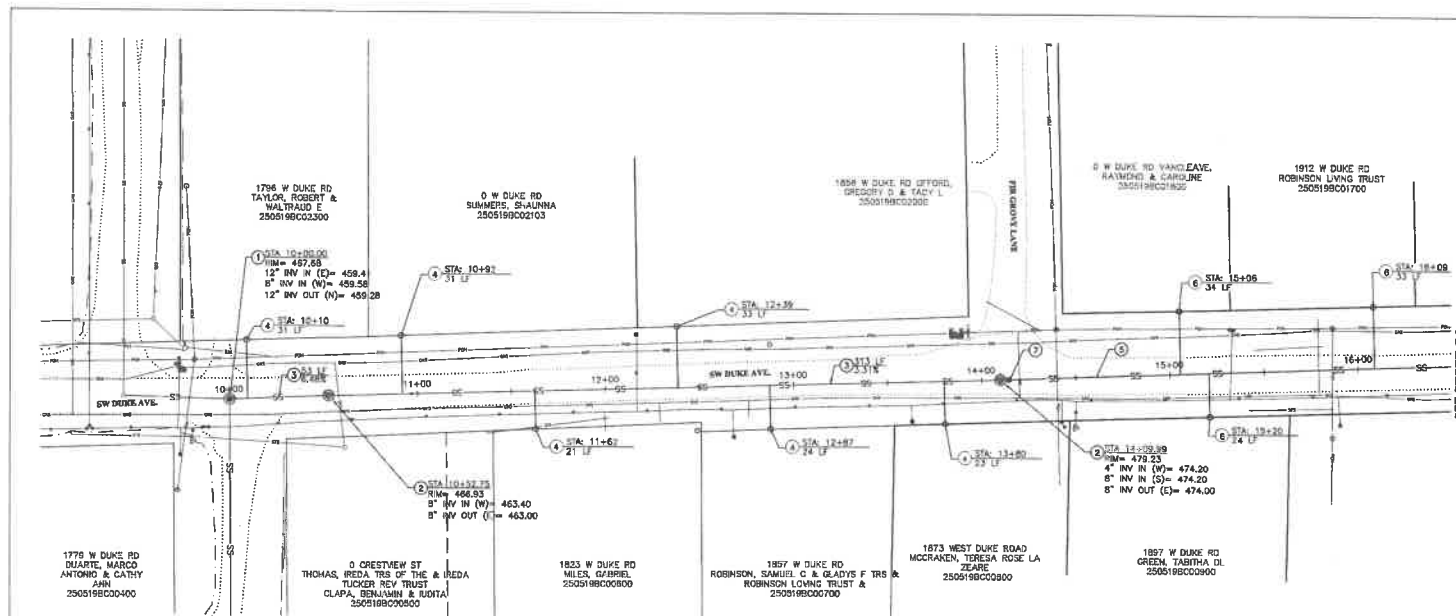
C.1

CALL BEFORE YOU DIG!  
ONE CALL 800.551.8844  
OR 852-051-0010 THROUGH  
OAR 852-001-0090

SCALE 1"=1'

Effective Date: December 1, 2018 - May 31, 2019

RD500



# **KEYED GRAVITY SEWER NOTES:**

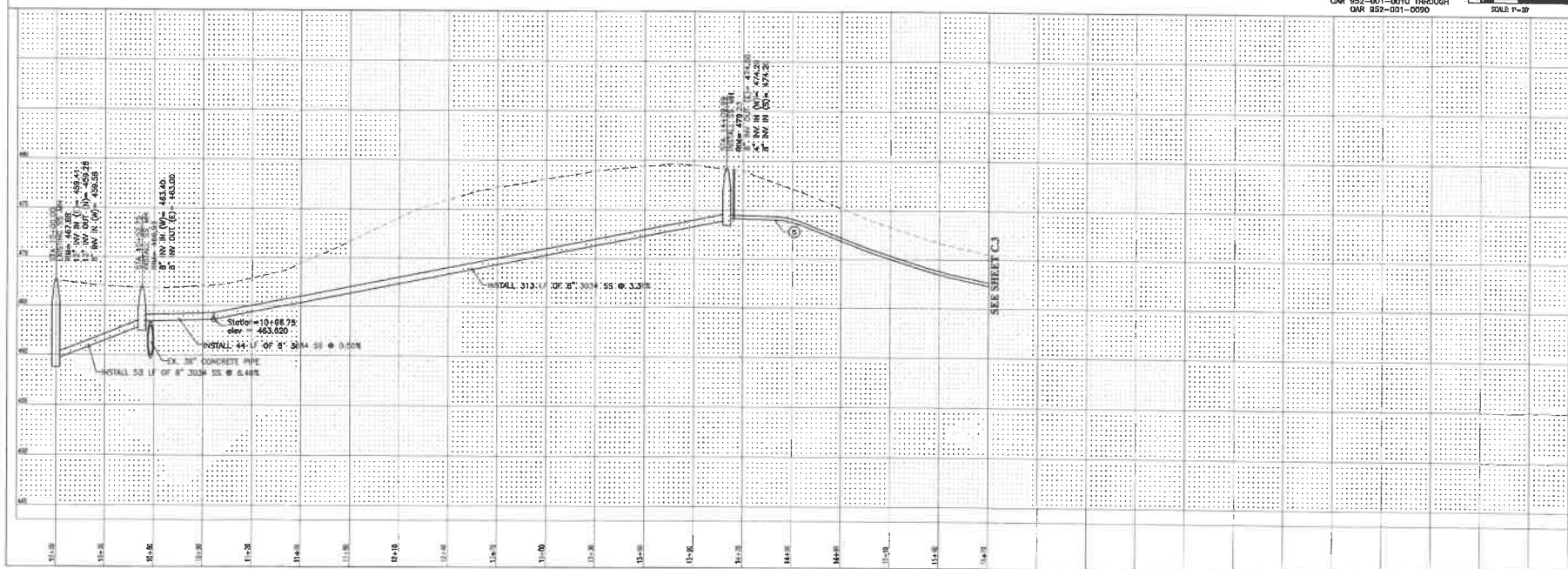
1. CONNECT NEW SS 3034 PIPE TO EXISTING SANITARY SEWER MANHOLE. INVERT PER PLAN. CORE DRILL, INSTALL PIPE STUB, & NON-N-SEAL CONNECTOR. GROUT INTERNAL AND EXTERNAL PIPE CONNECTION. GROUT NEW AND EXISTING FLOW PATHS.
2. INSTALL 48" MANHOLE. INSTALL 8" STUB TO TOWARDS FUR GROVE LANE PER DETAIL 3/C.1. CAP 8" STUB WITH WATER TIGHT MANUFACTURED CAP.
3. INSTALL 8" SS 3034 SDR 35 PIPE. LENGTH AND SLOPE PER PLAN.
4. INSTALL 4" SS 3034 SDR 35 SERVICE LINE. SEE DETAIL 3/C.1.
5. INSTALL 4" 2241 CLASS 200 PVC PRESSURE SEWERLINE. MINIMUM COVER = 36".
6. INSTALL 1" POLYETHYLENE PRESSURE SEWER SERVICE LINE. SEE DETAIL 3/C.1.
7. INSTALL 4" GATE VALVE. SEE DETAIL 3/C.1.

**ie**  
structural  
surveying  
architecture  
planning

Le Engineering, Inc.  
400 SE 3rd St  
Broomfield, CO  
303.440.0000



**CALL BEFORE YOU DIG 1**  
**ONE CALL: 800-382-2344**  
OR 502-001-0010 THROUGH  
ONE 802-001-0090



| Rev. | Date       | Description        |
|------|------------|--------------------|
| 1    | 01/11/2011 | 36" SDR 35 COMPACT |

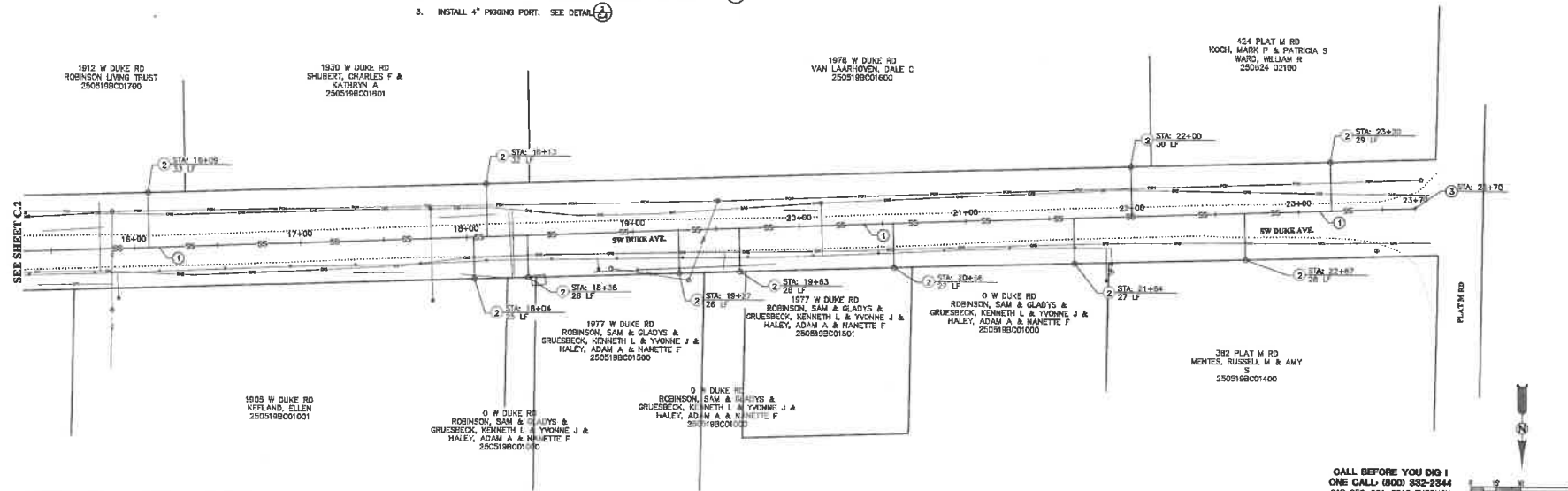
## **W. DUKE AVE. SEWER EXTENSION**

W. DUKE AVE. SEWER  
EXTENSION, CO. 80138  
PROJECT NO. 10-001  
DESIGNED BY: J. M. MILLER  
CHECKED BY: J. M. MILLER  
DATE: 01/11/2011

**C.2**

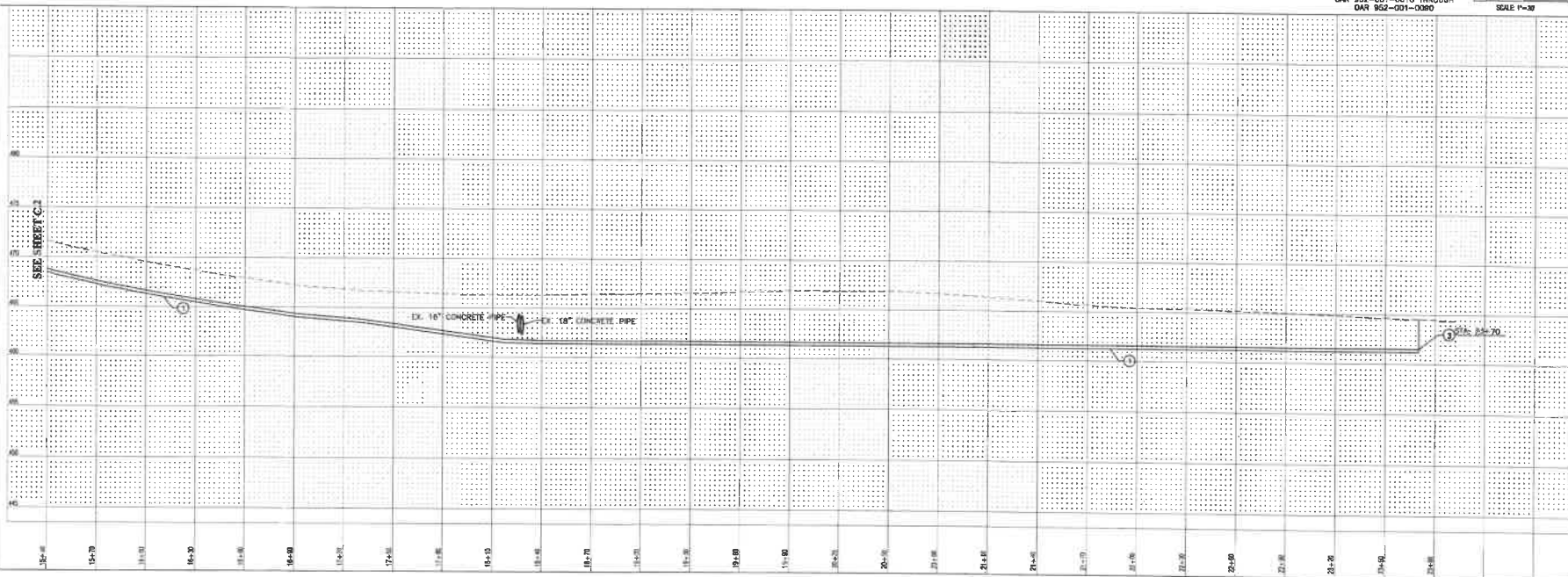
# **KEYED PRESSURE SEWER NOTES:**

1. INSTALL 4" CLASS 200 PVC PRESSURE SEWER PIPE, MINIMUM COVER = 36"
2. INSTALL 1" POLYETHYLENE PRESSURE SEWER SERVICE LINE. SEE DETAIL 
3. INSTALL 4" PRODIG PORT. SEE DETAIL 



CALL BEFORE YOU DIG  
ONE CALL 800 382-2844  
OR 952-601-0010 THROUGH  
OR 952-601-0080

SCALE 1"=30'



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111 Engineering Inc.  
800 SE Pine St  
Rochester, MN  
www.ieeng.com



DATE: 12/1/2022

| Rev. | Date      | Dwg. | Description     |
|------|-----------|------|-----------------|
| 1    | 12/1/2022 | DWG  | SEWER EXTENSION |

**W. DUKE AVE. SEWER EXTENSION**  
W. DUKE AVE.  
CHESAPEA, MN 55813  
PRESSURE SEWER AND PLAN AND PROFILE  
MODEL: 1"=100' VERT: 1"=10'  
PROJECT NO. 2022-17  
DATE: 12/1/2022  
DATE: 12/1/2022  
DATE: 12/1/2022

**C.3**



Figure 1 shows a horizontal beam with a central support. Two weights are hanging from the beam, one on each side of the support. The beam is labeled "SCALE: 1"=1" below it.

## C.4



**RESOLUTION NO. 2022.03**

**A RESOLUTION ESTABLISHING THE W. DUKE ROAD SEWER  
REIMBURSEMENT DISTRICT.**

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

- A.** The City of Sutherlin (the “City”) is authorized, pursuant to Oregon Constitution, Art. 11, Sec. 2; ORS 221.410(1); the Charter of the City of Sutherlin, Sec. 4; and SMC 13.12.280.C and F., to establish a sewer reimbursement district.
- B.** City of Sutherlin entered into a Contract Agreement with Sam Robinson. (“Developer”) to install sewer line extensions to their properties on W. Duke Road (the “Work”). The Contract Agreement, the specifications, a description of the project costs and the affected properties, and a map of the affected property are attached hereto as Exhibit A.
- C.** Developer agreed that work performed, met minimum prequalified standards and material specifications set by the City, including, but not limited to, insurance requirements, bonding requirements and experience in the field of sewer line installation.
- D.** Developer guaranteed that the materials and workmanship used to perform the Work was new, unless otherwise specified, was of good quality, free from faults or defects, and in conformance with all applicable City, state and federal specifications, rules, and regulations for a period of one year from the date of completion, and acceptance, of the Work by City of Sutherlin.
- E.** Prior to entering into the Contract Agreement with Developer, i.e. Engineering, Inc., provided the City with a cost estimate for the Work.
- F.** Developer agreed to pay the cost of the installation of the sewer line extension.
- G.** The sewer line extension shall be extended through or adjacent to properties on W. Duke Road. Such properties may subsequently benefit from the extension if and when they connect to a main sewer extension (“Subsequently Benefitted Property”).
- H.** The City is establishing a Sewer Reimbursement District, pursuant to SMC 13.12.280.C., on W. Duke Road, for the cost of the installation of the sewer line extensions when the owners of the Subsequently Benefitted Property subsequently connect to a main sewer extension and pay the Connection Charge.

NOW, THEREFORE, based upon the above findings,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, as follows:

- Section 1. Establishment of W. Duke Sewer Reimbursement District.** The City Council hereby establishes the W. Duke Road Sewer Reimbursement District.
- Section 2. Sewer Reimbursement District Agreement.** The City Council creates this agreement, by resolution, to outline the required criteria set forth in SMC 13.12.280.C. and F., regarding sewer reimbursement districts (“Sewer Reimbursement District Agreement”).
- Section 3. Reimbursable Amount.** The reimbursable amount shall not exceed \$188,656.79 (One-hundred eighty-eight thousand six-hundred fifty-six dollars and 79 cents). No interest shall be allowed in computing the total reimbursable amount.
- Section 4. Reimbursement Entitlement Period.** The reimbursement entitlement period shall not exceed 10 years following completion of the Work. At the city manager’s sole discretion, the entitlement period may be extended for up to an additional ten years. Entitlement to reimbursement shall further be allowed to property owners who share in the financing costs of the project on a prorated basis, when subsequent users connect to the extension within the entitlement period.
- Section 5. Calculation of Connection Charge.** The wastewater connection charge will be based upon an area formula consisting of proportionately equal connection charges to be calculated as follows and are attached hereto as Exhibit B:

$$\frac{(Total Project Costs)}{(Total Square Feet of all Properties) \times (Individual Property Square Footage)}$$

The average water usage associated with 1 EDU is 256 gallons per day. A single EDU is defined as demand placed on the system by a ¾” water meter and is typical of a Single-Family Dwelling. Meter or meter capacity installed only for firefighting capacity shall not be subject to addition EDU (s) connection charges. An adjustment shall be made based on the meter size required where firefighting capacity is not provided.

The total project costs shall cover all costs related to the project, including but not limited to, the material, installation, inspection, engineering, and overhead costs.

## OPTION 3

**Section 6. Administrator of Sewer Reimbursement District.** The Community Development Director or his designee shall serve as the Administrator of the W. Duke Road Sewer Reimbursement District. The Administrator's duties shall include, but are not limited to:

- a. Being responsible for calculating and obtaining the Connection Charge from the owners of the Subsequently Benefitted Property; and,
- b. Such other duties as necessary to administer the reimbursement district.

**Section 7.** Each adjacent property owner shall be subject to one (1) sewer reimbursement amount per lot without further cost, with the exception, of the city connection/hook-up fee as imposed by the City of Sutherlin Fee Schedule at the actual time of connection; an EDU is as defined in Section 5. Every EDU exceeding the allotted EDU's shall be responsible for district connection charge, sewer SDC's, City connection/hook-up fee, and any an all fees imposed by the city.

**Section 8.** This Resolution shall become effective immediately upon its adoption.

**PASSED BY THE CITY COUNCIL ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2022**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2022**

\_\_\_\_\_  
Michelle Sumner, Mayor

**Attest:**

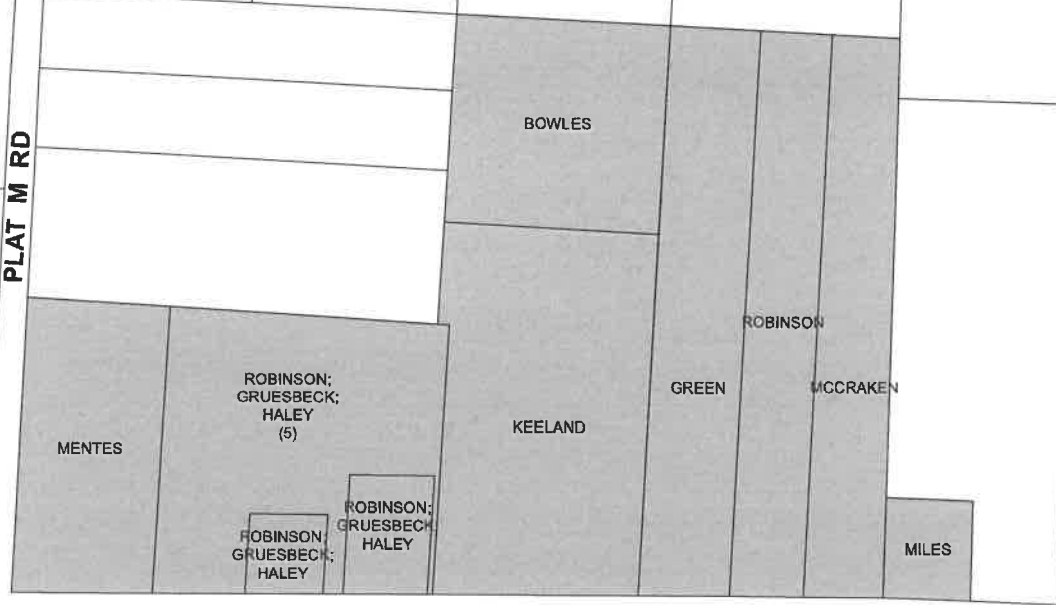
\_\_\_\_\_  
Diane Harris, City Recorder, CMC

**EXHIBIT A**  
**to**  
**RESOLUTION NO. 2022.03**

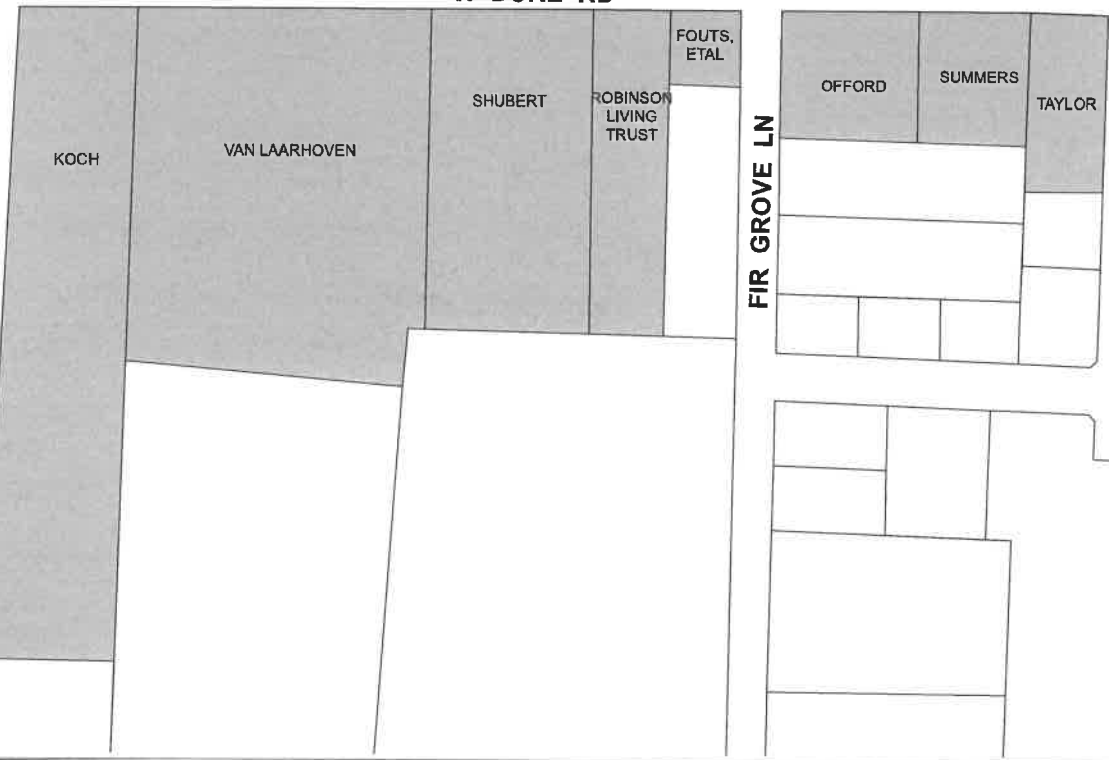
- 1. MAP OF AFFECTED PROPERTY**
- 2. SEWER CONSTRUCTION COSTS**
- 3. BENEFITTED PROPERTIES**

# W DUKE ROAD SEWER EXTENSION

PLAT M RD



W DUKE RD



FIR GROVE LN

CITY OF SUTHERLIN



## SEWER CONSTRUCTION COST

## DUKE AVE SEWER EXTENSION

### Sewer Construction

| Item | Description                       | Quantity | Unit | Unit Cost | Total Cost   |
|------|-----------------------------------|----------|------|-----------|--------------|
| 1    | ENGINEERING DESIGN & CONSTRUCTION |          |      |           | \$11,331.62  |
| 2    | MATERIALS                         |          |      |           | \$18,743.97  |
| 3    | LABOR & EQUIPMENT                 |          |      |           | \$139,769.55 |
| 4    | ROCK & FILL MATERIAL              |          |      |           | \$18,811.65  |

**TOTAL CONSTRUCTION COSTS =**

**\$188,656.79**

**EXHIBIT A**  
**W. DUKE SEWER EXTENSION**  
**BENEFITED PROPERTIES**

| Property ID | Acreage      | Property Square Footage | Lineal Lot Frontage | Option 3 Sq. Ft.    |
|-------------|--------------|-------------------------|---------------------|---------------------|
| R22104      | 0.51         | 22,215.60               | 100.00              | \$3,622.18          |
| R46965      | 0.55         | 23,958.00               | 145.58              | \$3,906.27          |
| R47091      | 0.32         | 13,939.20               | 110.48              | \$2,272.74          |
| R22080      | 0.66         | 28,749.60               | 176.10              | \$4,687.53          |
| R46006      | 1.53         | 66,646.80               | 93.12               | \$10,866.55         |
| R46013      | 1.54         | 67,082.40               | 100.75              | \$10,937.57         |
| R45999      | 1.93         | 84,070.80               | 116.67              | \$13,707.47         |
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| R22736      | 0.94         | 40,946.40               | 97.33               | \$6,676.18          |
| R22696      | 2.00         | 87,120.00               | 208.01              | \$14,204.63         |
| R46020      | 2.83         | 123,274.80              | 260.60              | \$20,099.56         |
| R131716     | 1.66         | 72,309.60               | 275.06              | \$11,789.85         |
| R22664      | 4.04         | 175,982.40              | 375.13              | \$28,693.36         |
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| R148758     | 0.45         | 16,552.80               | 118.08              | \$2,698.88          |
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| R148648     | 0.22         | 9,583.20                | 100.00              | \$1,562.51          |
| R148757     | 0.74         | 32,234.40               | 133.21              | \$5,255.71          |
| R45964      | 0.36         | 15,681.60               | 100.00              | \$2,556.83          |
| R46027      | 3.44         | 149,846.40              | 176.00              | \$24,431.97         |
| R45971      | 1.55         | 67,518.00               | 206.60              | \$11,008.59         |
|             | <b>26.57</b> | <b>1,157,071.60</b>     | <b>3,329.85</b>     | <b>\$188,656.79</b> |
|             |              |                         | <b>50.00 (R/W)</b>  |                     |
|             |              |                         | <b>1,689.93</b>     |                     |

Total Project Cost / Total Lineal Feet of Sewer Line (Project)

Total Project Cost / Total Number of Properties (22)

Total Project Cost / Total Square Feet of all Properties \* Individual Property Square Footage

**EXHIBIT B**  
**to**  
**RESOLUTION NO. 2022.03**

**1. CONSTRUCTION/SPECIFICATIONS CONTRACT ASBUILTS**



# EXHIBIT B

## W. DUKE AVE. SEWER EXTENSION

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3. ALL MANHOLE CONNECTIONS TO BE FACTORY CONNECTORS WITH A CORED HOLE WITH FLEXIBLE BOOT, I.E. KOR-N-SEAL.
4. CONTRACTOR TO PROVIDE PREFORMED PLASTIC GASKETS BETWEEN ALL MANHOLE JOINT AND GRADE RINGS.
5. GROUT FOR TOP OF MANHOLE FRAMES AND BASES SHALL BE NON-SHRINK GROUT.
6. ALL MANHOLES UNDER 6' IN DEPTH SHALL BE FLAT TOP MANHOLES.
7. WHEREVER SEWER LATERALS CROSS WATERLINES WITH LESS THAN 18" OF VERTICAL CLEARANCE, THE SEWER LATERAL SHALL BE C-800 PVC OR DUCTILE IRON PIPE 8" MINIMUM EACH SIDE OF WATERMAIN, CONFORM TO THE CITY OF SUTHERLIN SPECIFICATIONS SECTION 401.02.03.
8. MANHOLES SHALL BE TESTED IN ACCORDANCE WITH THE 2018 APWA STANDARD SPECIFICATION 306.3.03. WATER TO BE FILLED TO THE RIM. CONTRACTOR MAY VACUUM TEST WITH ENGINEER'S APPROVAL.
9. 12 GAUGE STRANDED COPPER TONING WIRE WITH GREEN THIN INSULATION SHALL BE PLACED IN ALL TRENCHES WHERE PIPE HAS BEEN LAID. ALL TONING WIRE SHALL BE TESTED PRIOR TO ACCEPTANCE.
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11. CONTRACTOR SHALL NOTIFY THE SUTHERLIN PUBLIC WORKS DEPARTMENT 24 HOURS IN ADVANCE OF ALL SANITARY SEWER CONNECTIONS, VALVES, AND APPURTENANCES FOR INSPECTIONS.

### GENERAL STREET IMPROVEMENT NOTES

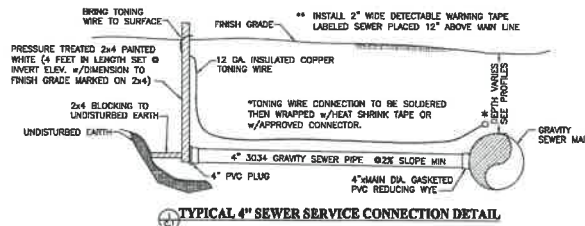
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2. ALL ASPHALT PAVEMENT SHALL BE LEVEL 2, A" DENSE HMA PER SECTION 00744 OF THE STANDARD SPECIFICATIONS.

### GENERAL PROJECT NOTES

1. AS-BUILT OR RECORD DRAWINGS MUST BE MAINTAINED BY THE CONTRACTOR.
2. ENGINEER MUST PROVIDE AS-BUILT DRAWINGS TO THE CITY OF SUTHERLIN WITHIN 30 CALENDAR DAYS OF CONSTRUCTION COMPLETION.
3. I.E. ENGINEERING WILL BE RESPONSIBLE FOR INSPECTIONS AND RECORDS.
4. CONTRACTOR MUST CERTIFY WARRANTY FOR CONSTRUCTION WORK.



VICINITY MAP  
NTS



TYPICAL 4" SEWER SERVICE CONNECTION DETAIL

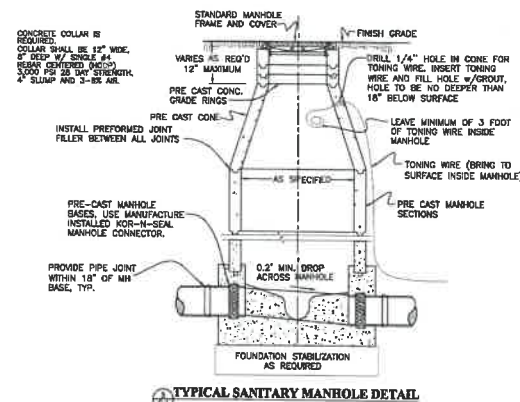
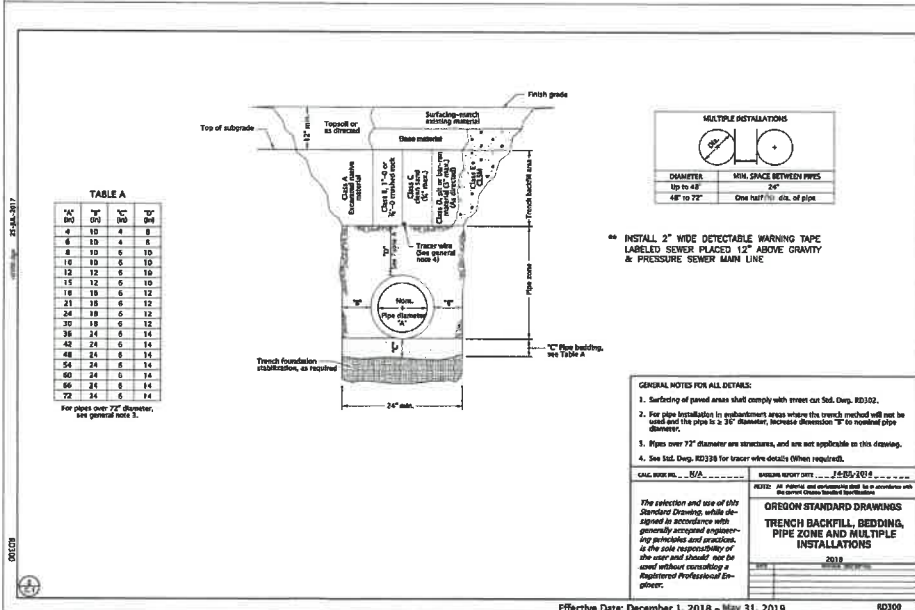
### LEGEND

|     |                                    |
|-----|------------------------------------|
| --- | EXISTING CONTOUR ELEV.             |
| --- | NEW CONTOUR ELEV.                  |
| --- | EXISTING EDGE OF AC OR GRAVEL      |
| --- | SAW CUT                            |
| --- | EXISTING RIGHT-OF-WAY              |
| --- | NEW RIGHT-OF-WAY                   |
| --- | EXISTING SANITARY SEWER (SS)       |
| --- | NEW SANITARY SEWER (SS)            |
| --- | EXISTING PRESSURE SEWER (PS)       |
| --- | NEW PRESSURE SEWER (PS)            |
| --- | EXISTING STORM SEWER (STS)         |
| --- | NEW STORM SEWER (STS)              |
| --- | EXISTING WATER                     |
| --- | NEW WATER                          |
| --- | EXISTING POWER (UNDERGROUND)       |
| --- | EXISTING POWER (OVERHEAD)          |
| --- | NEW UNDERGROUND (TV, POWER, PHONE) |
| --- | NEW ELECTRICAL CONDUIT             |
| --- | EXISTING GAS                       |
| --- | EXISTING CABLE TV                  |
| --- | EXISTING FENCE                     |
| --- | NEW FENCE                          |
| --- | SOIL FORCE (S-F)                   |
| --- | TOP FACE OF CURB                   |
| --- | BOTTOM FACE OF CURB                |
| --- | ASPHALT                            |
| --- | CONCRETE                           |
| --- | FINISH FLOOR                       |
| --- | FINISH GRADE                       |
| --- | ORIGINAL GROUND                    |

- MANHOLE (M-H)
- CURB INLET (CI)
- CATCH BASIN (CB)
- CLEANOUT
- FIRE HYDRANT
- VALVE
- WATER METER
- BLOWOFF
- POWER POLE
- LIGHT POLE
- GUY WIRE
- POWER PEDESTAL
- TELEPHONE PEDESTAL
- GAS METER
- CABLE TV PEDESTAL
- MAIL BOX
- FLOW DIRECTION ARROW
- TREE (EVERGREEN)
- TREE (DEODOROUS)
- DETAIL REFERENCE

### SHEET INDEX:

- C.1 COVER SHEET AND GRAVITY SEWER DETAILS
- C.2 GRAVITY SEWER MAIN PLAN & PROFILE
- C.3 PRESSURE SEWER MAIN PLAN & PROFILE
- C.4 PRESSURE SEWER MAIN DETAILS



CALL BEFORE YOU DIG!  
ONE CALL (800) 852-2544  
OR 852-001-0010 THROUGH  
OR 852-001-0090

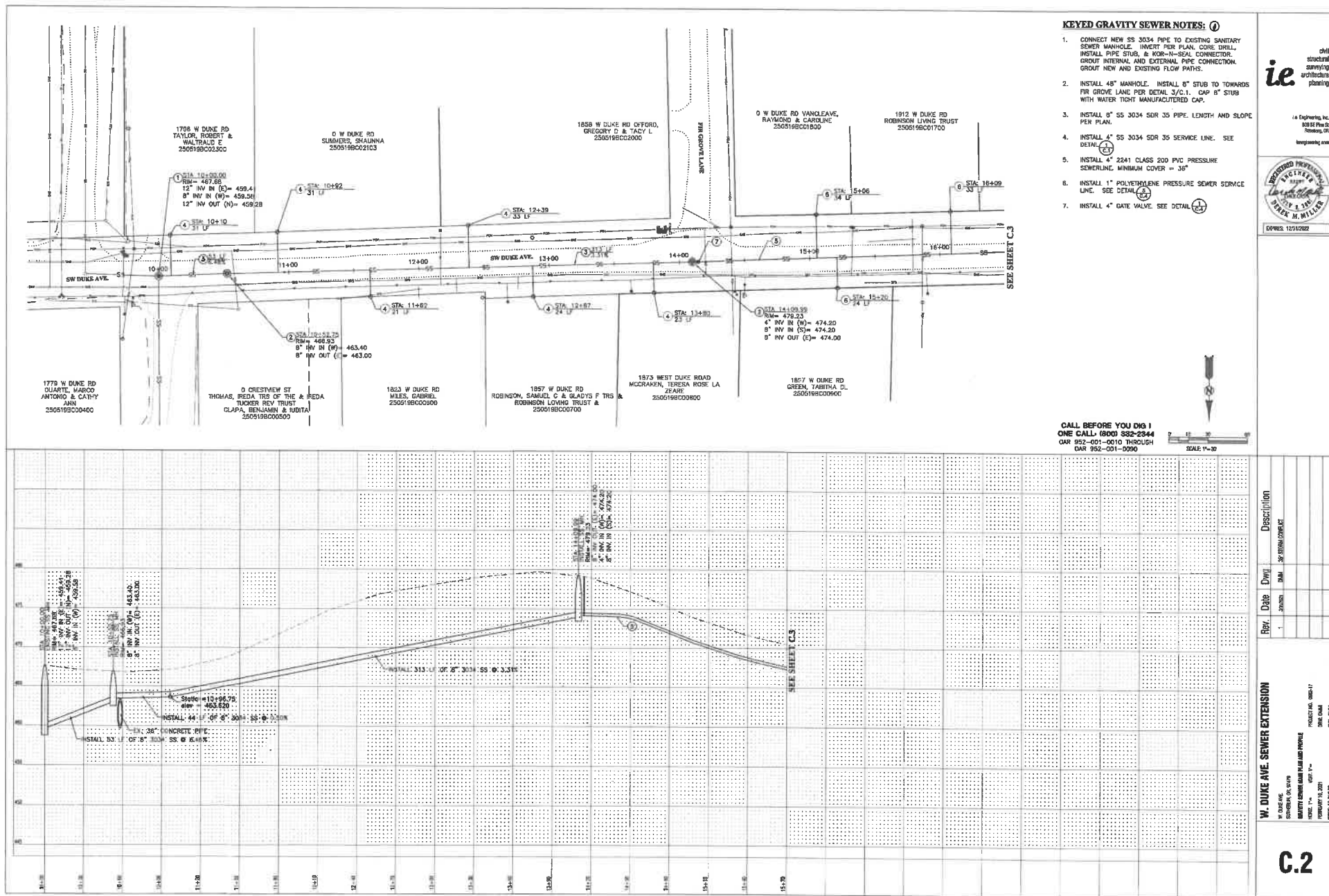
ie  
civil  
structural  
surveying  
architecture  
planning

I.E. Engineering, Inc.  
900 SE Pine St.  
Sutherlin, OR  
503.283.1111  
info@ieeng.com

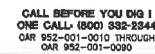


| Rev. | Date      | By | Description            |
|------|-----------|----|------------------------|
| 1    | 10/1/2018 | DM | ISSUE FOR CONSTRUCTION |

C.1



1. INSTALL 4" CLASS 200 PVC PRESSURE SEWER PIPE. MINIMUM COVER = 36"
2. INSTALL 1" POLYETHYLENE PRESSURE SEWER SERVICE LINE. SEE DETAIL 
3. INSTALL 4" PIGGING PORT. SEE DETAIL 

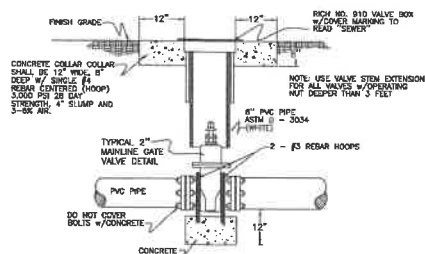


L.E. Engineering, Inc.  
809 SE Pine St  
Floresburg, PA  
tel@leengineering.com

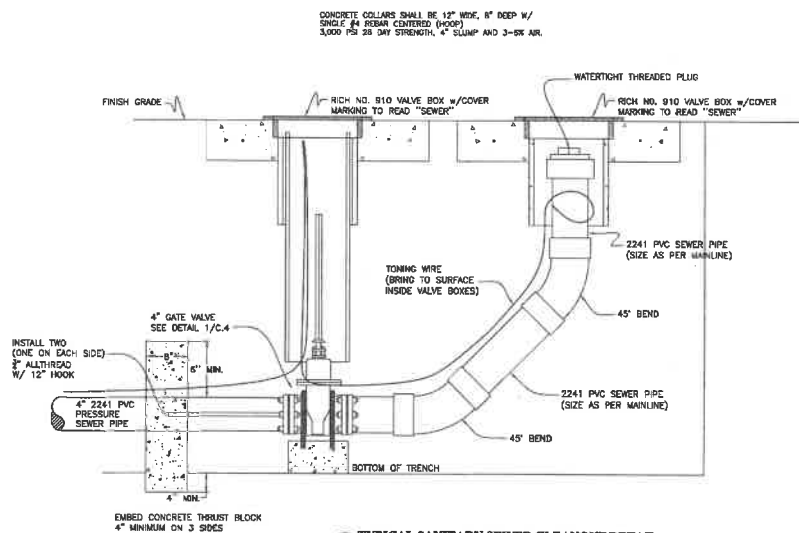


DOI: 10.1002/for

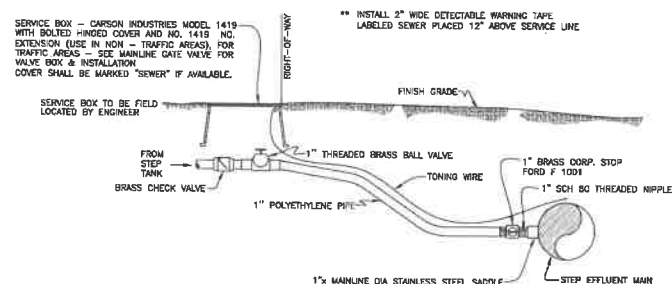
### C.3



**TYPICAL SEWER MAINLINE M.J. GATE VALVE DETAIL**  
N.T.S.



**TYPICAL SANITARY SEWER CLEANOUT DETAIL**



**TYPICAL 1" PRESSURE SEWER CONNECTION DETAIL**

CALL BEFORE YOU DIG 1  
ONE CALL: (800) 532-2944  
OR 852-011-2010 THROUGH  
OR 852-001-0090

SCALE 1"=1'

**ie**  
civil  
structural  
surveying  
architecture  
planning

L.A. Engineering, Inc.  
800 SE Pine St  
Pasadena, CA  
engineering.com



| Rev. | Date     | Desc.             |
|------|----------|-------------------|
| 1    | 11/19/20 | FOR STAMP CORRECT |

**C.4**



## City of Sutherlin

| STAFF REPORT                                           |                                                    |                                      |                                         |                                        |                                     |
|--------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| <b>Re: Backhoe Purchase Approval</b>                   |                                                    |                                      |                                         | Meeting Date:                          | 2/14/2022                           |
| <b>Purpose:</b>                                        | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| <b>Submitted By: Public Works Director, Aaron Swan</b> |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| <b>Attachments:</b> Quote                              |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve the purchase of a John Deere 310SL backhoe from Pape Machinery in the amount of \$127,437.27.

### EXPLANATION

During the budget process last year, Public Works had planned to purchase a used backhoe and a used 5-yard dump truck to replace two pieces of aging equipment for a total of \$95,000. In the months following that decision, finding the right, used equipment and procuring it has been problematic, if not impossible. In the meantime, our main backhoe is starting to show its age and costing time and money in regards to maintenance and repairs, but the dump truck is holding up fine.

We propose taking the total of those equipment replacement funds that we had budgeted for this fiscal year and put it towards the purchase of a newer backhoe, and finance the balance.

We have solicited three quotes and would like to proceed with the lower one. The quote is for \$127,437.27 from Pape Machinery on a John Deere 310SL. They would be amenable to us putting \$95,000 down and financing the balance.

### OPTIONS

To approve the purchase of a John Deere 310SL backhoe from Pape Machinery in the amount of \$127,437.27; or

Not approve the purchase of a John Deere 310SL backhoe from Pape Machinery in the amount of \$127,437.27.

### SUGGESTED MOTION(S)

Approve the purchase of a John Deere 310SL backhoe from Pape Machinery in the amount of \$127,437.27.

### Quote Summary

**Prepared For:**

SUTHERLIN MAINTENANCE YARD  
1020 S CALAPOOIA ST  
SUTHERLIN, OR 97479  
Business: 541-459-3542

**Prepared By:**

PETE CUTINO  
Pape Machinery, Inc.  
460 N Danebo Avenue, Ste 100  
Eugene, OR 97402  
Phone: 541-484-5424  
pcutino@papemachinery.com

*This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at [www.pape.com/terms](http://www.pape.com/terms), and will also be sent by mail or e-mail to the purchaser upon request.*

**Quote Id:** 25603058  
**Created On:** 11 November 2021  
**Last Modified On:** 08 February 2022  
**Expiration Date:** 31 December 2021

| Equipment Summary                  | Selling Price   | Qty | Extended             |
|------------------------------------|-----------------|-----|----------------------|
| JOHN DEERE 310SL BACKHOE<br>LOADER | \$ 215,256.00 X | 1 = | \$ 215,256.00        |
| NEW SOURCEWELL DISCOUNT<br>46%     | \$ -98,293.72 X | 1 = | \$ (98,293.72)       |
| PSM 36" CLEAN OUT                  | \$ 4,761.56 X   | 1 = | \$ 4,761.56          |
| FACTORY FREIGHT                    | \$ 4,769.11 X   | 1 = | \$ 4,769.11          |
| PDI, ASI SERVICE AND DELIVERY      | \$ 4,759.11 X   | 1 = | \$ 4,759.11          |
| SOURCEWELL 0.5% FEE                | \$ 584.82 X     | 1 = | \$ 584.82            |
| PAPE DISCOUNT                      | \$ -4,894.69 X  | 1 = | \$ (4,894.69)        |
| <b>Equipment Total</b>             |                 |     | <b>\$ 126,942.19</b> |

### Quote Summary

|                            |                      |
|----------------------------|----------------------|
| Equipment Total            | \$ 126,942.19        |
| Doc Fee                    | \$ 0.00              |
| OREGON CAT<br>RECOVERY FEE | \$ 495.08            |
| SubTotal                   | \$ 127,437.27        |
| Total                      | \$ 127,437.27        |
| Down Payment               | (0.00)               |
| Rental Applied             | (0.00)               |
| <b>Balance Due</b>         | <b>\$ 127,437.27</b> |

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment

Quote Id: 25603058

Customer: SUTHERLIN MAINTENANCE YARD

## JOHN DEERE 310SL BACKHOE LOADER

Hours:

Stock Number:

| Code                               | Description                                                                                                   | Qty |
|------------------------------------|---------------------------------------------------------------------------------------------------------------|-----|
| 0A71T                              | 310SL BACKHOE LOADER                                                                                          | 1   |
| <b>Standard Options - Per Unit</b> |                                                                                                               |     |
| 170K                               | JDLink™                                                                                                       | 1   |
| 1065                               | John Deere PowerTech™ EWL 4.5L (276 Cu. In.) Engine Meets Final Tier 4 and Stage IV Emissions                 | 1   |
| 2035                               | Cab                                                                                                           | 1   |
| 2401                               | English Decals with English Operator and Safety Manuals                                                       | 1   |
| 3095                               | Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential Autoshift Transmission                     | 1   |
| 4781                               | Firestone 19.5L - 24 In. 10 PR (R4) Tubeless Rear & 12.5/80 - 18 In. 12 PR Traction Front Sure Grip Lug Tires | 1   |
| 5285                               | Pilot Controls, Two Lever, with Pattern Selection                                                             | 1   |
| 5442                               | New Series Multi-Brand Quick Coupler - 42 Inch Thumb Ready                                                    | 1   |
| 5676                               | 24" (610 mm) Wide, Heavy-Duty, 8.8 Cu. Ft. (0.25 Cu. M.) Capacity Bucket                                      | 1   |
| 6020                               | Extendible Dipperstick                                                                                        | 1   |
| 6230                               | Auxiliary Hydraulic with One & Two Way Flow (Hammer & Thumb/Swinger)                                          | 1   |
| 7080                               | Three-Function Loader Hydraulics, Single Lever                                                                | 1   |
| 7685                               | Wide Multipurpose Bucket                                                                                      | 1   |
| 8475                               | 1000 Lb. (454 kg) Front Counterweight                                                                         | 1   |
| 8685                               | Dual Maintenance Free Batteries With Disconnect and Jump Post                                                 | 1   |
| 9045                               | Chrome Exhaust Extension                                                                                      | 1   |
| 9115                               | Auto Ride Control                                                                                             | 1   |
| 9116                               | LED Light Package                                                                                             | 1   |
| 9140                               | Heavy-Duty Backhoe Bucket Cylinder                                                                            | 1   |
| 9210                               | Left Side Console Storage with Cup Holders                                                                    | 1   |
| 9235                               | 42 Inch Hydraulic Backhoe Thumb - 4 Tine                                                                      | 1   |
| 9505                               | Full MFWD Driveshaft Guard                                                                                    | 1   |

# Selling Equipment

**Quote Id:** 25603058**Customer:** SUTHERLIN MAINTENANCE YARD

|                           |                                              |   |
|---------------------------|----------------------------------------------|---|
| 9515                      | Diagnostic Oil Sampling Ports                | 1 |
| 9905                      | Strobe Light with Magnetic Mount             | 1 |
| 9916                      | Radio, Bosch Premium Package                 | 1 |
| 9965                      | Seat, Cloth Air-Suspension                   | 1 |
| <b>Dealer Attachments</b> |                                              |   |
| AT393558                  | Backhoe New Series Multi-Brand Quick Coupler | 1 |

## NEW SOURCEWELL DISCOUNT 46%

**Equipment Notes:****Hours:** 0**Stock Number:**

| Code | Description | Qty |
|------|-------------|-----|
| 111  | DISCOUNT    | 1   |

## PSM 36" CLEAN OUT

**Equipment Notes:****Hours:** 0**Stock Number:**

| Code | Description          | Qty |
|------|----------------------|-----|
| 111  | 36" CLEAN OUT BUCKET | 1   |

## FACTORY FREIGHT

**Equipment Notes:****Hours:** 0**Stock Number:**

| Code | Description     | Qty |
|------|-----------------|-----|
| 111  | FACTORY FREIGHT | 1   |

## PDI, ASI SERVICE AND DELIVERY



# Selling Equipment

**MACHINERY****Quote Id:** 25603058**Customer:** SUTHERLIN MAINTENANCE YARD**Equipment Notes:****Hours:** 0**Stock Number:**

| Code | Description      | Qty |
|------|------------------|-----|
| 111  | DELIVERY AND PDI | 1   |

**SOURCEWELL 0.5% FEE****Equipment Notes:****Hours:** 0**Stock Number:**

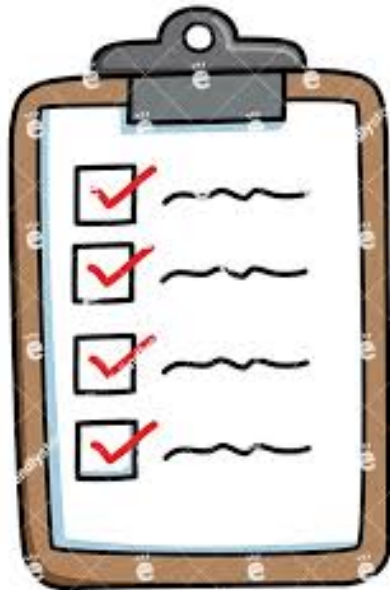
| Code | Description        | Qty |
|------|--------------------|-----|
| 111  | SOURCEWELL FEE .5% | 1   |

**PAPE DISCOUNT****Equipment Notes:****Hours:** 0**Stock Number:**

| Code | Description        | Qty |
|------|--------------------|-----|
| 111  | SOURCEWELL FEE .5% | 1   |



# **STRATEGIC PLAN UPDATE**





# **Inventory/Inspect City Structural Facilities & Develop Maintenance Funding Plan**





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

## City of Sutherlin

| STAFF REPORT                                    |                                         |                                      |                                         |                                        |                                               |
|-------------------------------------------------|-----------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-----------------------------------------------|
| Re: SP – Ladder Truck Grant Update              |                                         |                                      |                                         | Meeting Date:                          | 02/14/2022                                    |
| Purpose:                                        | Action Item<br><input type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input checked="" type="checkbox"/> |
| Submitted By: Deputy Fire Chief, Scott McKnight |                                         |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/>           |
| Attachments: None                               |                                         |                                      |                                         |                                        |                                               |

### WHAT IS BEING ASKED OF COUNCIL?

N/A

### EXPLANATION

Strategic Plan update: In 2021, Sutherlin Fire Department applied to both FEMA's Assistance to Firefighters Grant (AFG) and the DEQ Clean Air Grant as funding potentials to replace our aging 1992 Pierce Ladder Truck. Unfortunately, we were unsuccessful on both grants in 2021. We have recently reapplied to the 2022 AFG grant to replace the ladder truck. We anticipate results from AFG between May and September 2022.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A



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

## City of Sutherlin

| STAFF REPORT                                                                                                            |                                         |                                      |                                         |                                        |                                               |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-----------------------------------------------|
| <b>Re: Safe Routes to School Grant / Waite Street Improvements Update</b>                                               |                                         |                                      |                                         | Meeting Date:                          | 02/14/2022                                    |
| <b>Purpose:</b>                                                                                                         | Action Item<br><input type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input checked="" type="checkbox"/> |
| <b>Submitted By:</b> Kristi Gilbert, Community Development Supervisor and Brian Elliott, Community Development Director |                                         |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/>           |
| <b>Attachments:</b> None                                                                                                |                                         |                                      |                                         |                                        |                                               |

### WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide a status update on the Safe Routes to School Grant Opportunities / Waite Street Improvements.

### EXPLANATION

Oregon Department of Transportation Safe Routes to School Program has opened the 2022 Competitive Construction Grant Cycle.

In follow up to the City's previous two application attempts, staff understands the extra points needed to be awarded the grant, fall within the readiness category. ODOT staff has indicated that additional points are awarded for proposed projects that have completed the design phase and environmental impacts (wetland delineation).

With cost escalations, staff has been researching potential feasible options to downscale the proposed project. In attempt to reduce wetland impacts and costs, the most feasible option at this time will be to improve the west side of Waite Street from Central Avenue to Sea Street with curbs, gutters, sidewalks, and crosswalks and extending the asphalt with a fog line and walking path on the east side of Waite Street from Sea Street to South Side Rd. Paving improvements would be applied as matching funds. Staff is currently seeking cost estimates for engineering and wetland delineation. Pending cost estimates, will determine the feasibility.

Although ODOT has encouraged us to apply again this year, they indicated the design phase and environmental impacts (wetland delineation) portions of the project needed to be completed prior to application. We are currently obtaining cost estimates for design and environmental impacts (wetland delineation). Once we have the cost estimates, we will update council and seek direction on whether to proceed with the project. If the decision is to pursue the project, we will then be eligible to apply for the 2023 SRTS Competitive Construction Grant Cycle. Note: Funding used for the design phase of the project can be utilized for part of the grant match for up to five years.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A

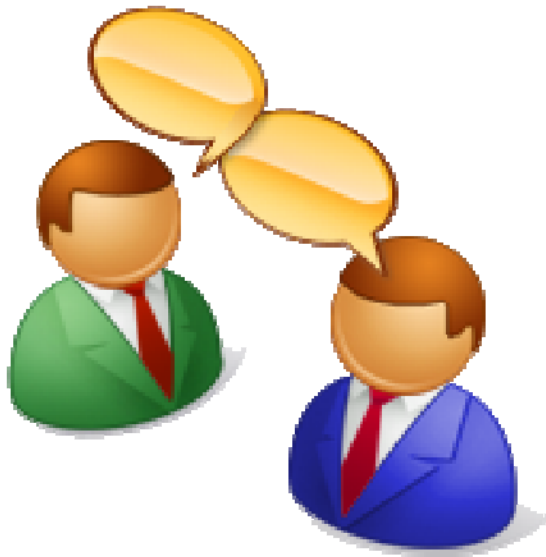


# **CITY MANAGER REPORT (verbal)**





# **COUNCIL COMMENTS**





# **PUBLIC COMMENT**







# ADJOURNMENT





# **FOR YOUR INFORMATION**



**PUBLIC NOTICE – CITY OF SUTHERLIN**

**CITY COUNCIL MEETING**

The February 14, 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. Citizens are welcome to attend in person; however, seats are very limited. We encourage citizens to use the video link or phone number provided below to join meeting from their home.

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

Topic: Sutherlin City Council Meeting

Time: Feb 14, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84422609705?pwd=OUl4S2pwbWJEdEJVZkV4aE90ZkgxQT09>

Meeting ID: 844 2260 9705

Passcode: 235889

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 844 2260 9705

Passcode: 235889

Find your local number: <https://us06web.zoom.us/j/kAT76uwNR>

# STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

| MONTH           | DEPT                    | GOAL                                                                                           | ACTION                                     |   |
|-----------------|-------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------|---|
| <b>JAN 2022</b> |                         |                                                                                                |                                            |   |
| 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                          | ✓ |
| <b>FEB 2022</b> |                         |                                                                                                |                                            |   |
| 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                          | ✓ |
| <b>MAR 2022</b> |                         |                                                                                                |                                            |   |
| 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 |   |
| 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      |   |
| 03/14/22        | CDD/PW-Facilities/Parks | Complete Sidewalks from Grove Ln to Nicholas Ct                                                | Bid Award, present to Council              |   |
| <b>APR 2022</b> |                         |                                                                                                |                                            |   |
|                 |                         |                                                                                                |                                            |   |
| <b>MAY 2022</b> |                         |                                                                                                |                                            |   |
| 5/9/2022        | CDD/PW-Wastewater       | Wastewater Treatment Plant one-year performance report                                         | Report to Council                          |   |
| <b>JUN 2022</b> |                         |                                                                                                |                                            |   |
| 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                          |   |
| <b>JUL 2022</b> |                         |                                                                                                |                                            |   |
|                 |                         |                                                                                                |                                            |   |
| <b>AUG 2022</b> |                         |                                                                                                |                                            |   |
| 08/08/22        | CDD/PW-Water            | Nonpareil WTP modernization improvements                                                       | Report to Council after completed          |   |
| <b>SEP 2022</b> |                         |                                                                                                |                                            |   |
| 09/12/22        | CDD/PW-Facilities/Parks | Complete Sidewalks from Grove Ln to Nicholas Ct                                                | Report to Council                          |   |
| <b>OCT 2022</b> |                         |                                                                                                |                                            |   |
| 10/10/22        | Finance                 | Long-term Budget forecast                                                                      | Report to Council                          |   |
| <b>NOV 2022</b> |                         |                                                                                                |                                            |   |
| <b>DEC 2022</b> |                         |                                                                                                |                                            |   |
| <b>JAN 2023</b> |                         |                                                                                                |                                            |   |
| 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             |   |
| <b>MAY 2023</b> |                         |                                                                                                |                                            |   |
| 5/8/2023        | Admin                   | CBA Agreement - AFSCME                                                                         | Bring to Council for decision              |   |

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

Revised 2/7/2022

## Melanie Masterfield

---

**From:** Melanie Masterfield  
**Sent:** Wednesday, February 9, 2022 11:48 AM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** Sutherlin City Council Meeting Agenda  
**Attachments:** CC 2.14.22 AGENDA.pdf

Good morning. Attached is the agenda for the City of Sutherlin Council meeting on February 14<sup>th</sup> at 7:00pm.



Melanie Masterfield  
Deputy City Recorder  
City of Sutherlin  
126 E Central Ave  
Sutherlin, OR 97479  
541-459-2857  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)