



**City of Sutherlin
Regular Council Meeting
Monday, February 8, 2021
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Todd McKnight
Council President Sumner

Councilors Boggs, Groussman, Hamilton, Vincent and Whitaker

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

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

5. CONSENT AGENDA

- a. January 11, 2020 Minutes – Regular Meeting
- b. January 25, 2020 Minutes – Workshop Meeting

6. COUNCIL BUSINESS

- a. Planning Commission Appointment
- b. Resolution 2021.01 – Sutherlin Sanitary Service Fees
- c. Resolution 2021.02 – Council Priorities
- d. Budget Calendar
- e. Schoon Mtn Pump Station (Pump Replacement)

7. STRATEGIC PLAN UPDATE (Reports in Council Packet)

- a. Sidewalks from Silver Glen to Quail Run and Central Avenue
- b. Evaluate Industrial Lands – County and City

8. CITY MANAGER REPORT

9. CITY COUNCIL COMMENTS

10. PUBLIC COMMENT

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

11. ADJOURN

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

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



Call to Order & Flag Salute





ROLL CALL





INTRODUCTION Of MEDIA





PUBLIC COMMENT

Agenda Items only





CONSENT AGENDA



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Community Center
Monday, January 11, 2021 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Debbie Hamilton, Travis Tomlinson, Forrest Stone, Michelle Sumner and Seth Vincent

COUNCILORS ELECT:

Joe Groussman and Larry Whitaker

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Finance Director, Dan Wilson
Public Works Director, Aaron Swan
PW Facilities Supervisor, Gary Fugate
PW Wastewater Supervisor, John Bachman
PW Water Supervisor, Randy Harris
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
City Planner, Jamie Chartier
Police Chief, Troy Mills
Deputy Fire Chief, Scott McKnight
Emergency Operations Manager, Dennis Riggs
Library Director/Urban Renewal Manager, Pat Lynch
City Attorney, Chad Jacobs

Audience: Tami Trowbridge, Terry Brock, Gary Dagel, Linda Whitaker, Tracie & Kelsie McKnight, Morgan Leatherman, Tyler Malatore - The Dyer Partnership Engineers & Planners

Via Zoom: Sierra Moon; Jim & Beth Houseman, David Seidner, Daniel Groussman, Silvia Monas, Brandon Groussman

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **December 14, 2020 Minutes**

MOTION made by Councilor Tomlinson to approve Consent Agenda as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Oath of Office – Mayor & Council Members**
City Recorder, Diane Harris, administered Oath of Office to Mayor Elect – Todd McKnight; Councilor Elect -

Seth Vincent and New Councilor Elects – Joe Groussman & Larry Whitaker. Mayor and Councilors took their respective seats.

- **Election of Council President**

Mayor called for nominations.

- Councilor Boggs volunteered to remain Council President.
- Councilor Hamilton nominated Councilor Sumner.
- Councilor Groussman nominated Councilor Boggs.
- Councilor Boggs withdrew.

MOTION made by Councilor Hamilton to appoint Councilor Sumner as Council President – term ending December 31, 2022; second by Councilor Boggs.

Discussion: None

In Favor: Councilors Boggs, Sumner, Vincent, Whitaker, Hamilton, Groussman and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Parks Advisory Committee Chair Appointment**

Mayor called for nominations.

- Councilor Whitaker volunteered for Parks Advisory Chair.

MOTION made by Councilor Vincent to appoint Councilor Whitaker as Parks Advisory Committee Chair – term ending December 31, 2022; second by Councilor Sumner.

Discussion: None

In Favor: Councilors Boggs, Sumner, Vincent, Whitaker, Hamilton, Groussman and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Transient Room Tax (TRT) Council Representative Appointment**

Mayor called for nominations.

- Councilor Groussman nominated Councilor Boggs – he withdrew.
- Councilor Boggs nominated Councilor Vincent.

MOTION made by Councilor Boggs to appoint Councilor Vincent as Council Representative for TRT Committee – term ending December 31, 2021; second by Councilor Sumner.

Discussion: None

In Favor: Councilors Boggs, Sumner, Vincent, Whitaker, Hamilton, Groussman and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Finance Committee Appointments (2)**

Mayor called for nominations.

- Councilor Boggs nominated Councilor Groussman.
- Mayor McKnight nominated Councilor Boggs.

MOTION made by Councilor Whitaker to appoint Councilors Groussman and Boggs to the Finance Committee; second by Councilor Vincent.

Discussion: None

In Favor: Councilors Boggs, Sumner, Vincent, Whitaker, Hamilton, Groussman and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Committee Re-Appointments/Appointments**

- ❖ **Planning Commission**

Four positions are open on the Planning Commission. City received four applications for re-appointment from Chuck Brummel, Sam Robinson, Adam Sarnoski and Richard Price and two applications for new appointment from Lisa Woods and Gary Dagel; terms ending December 31, 2024.

Mayor McKnight asked if any applicants would like to speak on their behalf.

- Gary Dagal introduced himself. He expressed appreciation that the City of Sutherlin includes community citizens in decision making. He wants to support this community and be a volunteer.
- Adam Sarnoski introduced himself, stating that he loves to help out where he can.
 - Councilor Groussman – Does anyone applying have any conflicts of interest by employment or conflict of activities as it pertains to this position? ***City Manager, Jerry Gillham – Sarnoski does contracted work for the city such as the holiday lighting displays. It doesn't conflict with his role on the Planning Commission.***
 - Councilor Hamilton - Sarnoski has served on the Planning Commission previously and has been a City Councilor. At meetings, opportunities are available to announce any conflicts of interest.
 - Councilor Whitaker – Is having Sam Robinson on the Commission a conflict of interest since he's a developer? ***Gillham – It can create conflict so he has to excuse himself if it relates to his business.***

Discussion ensued among Councilors.

MOTION made by Councilor Boggs to re-appoint Chuck Brummel and Adam Sarnoski and appoint Lisa Woods and Gary Dagal to the Planning Commission - terms ending December 31, 2024; second by Councilor Whitaker.

Discussion: None

In Favor: Councilors Boggs, Sumner, Vincent, Whitaker, Hamilton, Groussman and Mayor McKnight

Opposed: None

Motion carried unanimously.

❖ **Parks Advisory Committee**

Three positions are open on the Parks Advisory Committee. City has received one application for re-appointment from Silvia Monas and one for appointment from Adam Sarnoski; terms ending December 31, 2022.

MOTION made by Councilor Sumner to re-appoint Silvia Monas and appoint Adam Sarnoski to the Parks Advisory Committee, terms ending December 31, 2022; second by Councilor Vincent.

Discussion: None

In Favor: Councilors Boggs, Sumner, Vincent, Whitaker, Hamilton, Groussman and Mayor McKnight

Opposed: None

Motion carried unanimously.

• **Nonpareil Water Treatment Plant Final Design Approval (NPWTP)**

Staff Report – Community Development Director, Brian Elliott, asked Council to approve the final design for the NPWTP and introduced Tyler Malatore from The Dyer Partnership Engineers and Planners who provided a PowerPoint presentation. Topics discussed were:

- NPWTP Background – Construction and Components
- Plant Deficiencies
- Scope of Improvements
- Raw Water Pump Station and Intake Improvements
- Clarifier Improvements
- Raw Water Vault Improvements
- Filter Improvements
- Treated Water Pumps and Clearwell Improvements
- Potable Water Pump Improvements
- Chemical Feed and Instrumentation Improvements
- Backwash Basin Improvements
- Controls, SCADA and Standby Power Improvements
- Plant Site Improvements
- Project Schedule

MOTION made by Councilor Sumner to approve Nonpareil Water Treatment Plant Final Design as presented; second by Councilor Hamilton.

Discussion: None

In Favor: Councilors Boggs, Sumner, Vincent, Whitaker, Hamilton, Groussman and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **COVID 19 Response – Terry Brock**

Sutherlin citizen and business owner, Terry Brock, advocated for himself and local businesses. He explained that Governor Brown's Executive Orders are severely impacting the lively hood of small business everywhere. Brock has had to close his gym 4 out of the last 10 months and now he can only operate at 25% capacity. He pointed out the lack of supporting data proving gyms and restaurants as culprits in spreading COVID. Brock asked Mayor and Council members to write a letter to Governor Brown, on behalf of local businesses, asking for release of restrictions.

- Councilor Hamilton expressed her concern for the hardships that businesses have faced and feels that Council should help any way they can.
- Mayor McKnight also expressed concern and wants to support local businesses. He stated that the City does not mandate what businesses can and can't do. Restrictions are set by the State and OSHA. Mayor McKnight also spoke of the wide range of interests that the City takes in such as state funding, so there's high risk and liability that has to be considered.
- **Gillham – Numerous letters have been sent to the League of Oregon Cities (LOC) and the Governor's office, advocating for businesses to open up. They've been less than well received.**
- City Attorney, Chad Jacobs - The City has no legal authority to override the Governor's orders. There is very little, legally as a city, we can do. Some cities are however, going against the Governor's orders, passing local Ordinances and Resolutions exempting businesses from following the Governor's orders which can create legal liability. Jacobs advised against pursuing a Resolution or Ordinance. Writing a letter urging the Governor to reconsider her orders is well within the city's legal guidelines – which would be more of a political call of whether or not it could somehow hinder the City's relationship with the state or jeopardize grant funding, is something to take into consideration.
- Councilor Hamilton – How can the big box stores be open with high capacity? **Jacobs – It's how the Governor's orders were written and each individual business's interpretation of the orders.**
- Councilor Vincent agrees with writing a letter, with the help of Jacobs, to the state office and getting other cities involved.

Council deliberated.

Council Consensus is if other cities in Douglas County will join, a letter will be written to the state office.

- Mayor McKnight suggested letting the businesses know what the city is doing to support them.
- Councilor Hamilton suggested giving the businesses 2-3 months free of water and sewer charges. **Finance Director, Dan Wilson, will check into it.**

REPORTS

- **2020 System Development Charges Report (SDC)**

Staff Report – Finance Director, Dan Wilson, summarized an informational report for Council. An annual account of SDC's is required by the state to show the total amount of SDC revenues collected for each system and the projects that were funded in the previous fiscal year.

CITY MANAGER REPORT (Verbal)

- **Schedule an Urban Renewal Agency (URA) Meeting**

Gillham discussed tonight's workshop. Wants Council to be thinking of a date and time in January to have an URA meeting.

- Mayor McKnight suggested a second Council meeting for a workshop meeting to discuss Council Priorities.
- Councilor Boggs agreed.

Council consensus was to postpone the workshop portion of the meeting until January 25, 2021 at 7 p.m. To be held at the Sutherlin Community Building.

CITY COUNCIL COMMENTS

Councilor Boggs

- None

Councilor Sumner

- None

Councilor Vincent

- Thanked the former Councilors
- Welcomed the new Councilors

Councilor Whitaker

- None

Councilor Hamilton

- Welcomed the new Councilors
- Welcomed the new commission and committee appointments

Councilor Groussman

- Non

Mayor McKnight

- Welcome the new Councilors
- Thanked the former Councilors
- Thanked the public for applying for committees
- Wished everyone a Happy New Year

WORKSHOP

- **Council Priorities**

Council consensus was to postpone the workshop portion of the meeting as stated above.

STRATEGIC PLAN UPDATE

- **Develop “Plan of Action” to Upgrade Waite St. from Central Ave. to Southside Rd.**

Staff Report – Community Development Director, Brian Elliott, stated that all information was in the staff report and was available for questions.

- **Consider Code Language – Allowing Water Services Outside City Limits**

Staff Report – Elliott, stated that staff is working on this project. All information was in the staff report and was available for questions.

- **Schoon Mtn Water Storage Tank and 6th & Oak Pump Station Improvements**

Staff Report – Elliott, explained that a Councilor had informed him of a leak in the tank. Elliott invited Malatore to explain repair procedures. Malatore - It's a 135,000 gallon steel water storage tank that was installed last summer. The contractor is submitting a repair plan which hasn't been reviewed at this point.

- Councilor Sumner – Since this is a damaged tank, will the city be refunded at all? *Malatore - The contractor requires a permanent repair that doesn't jeopardize the integrity and structure of the tank. Until a solution for the repair is identified, results can't be speculated.* The city paid full price for a brand new tank and it's damaged, the tank should be replaced.
- Councilor Vincent – How big is the leak? *Malatore – It's losing an estimated 100 gallons of water a day.*

PUBLIC COMMENT

- Gary Dagle - How long is the new Water Treatment Plant good for? *Elliott – The design is good for 20 years. The plant should last 30-40 years. The current plant is 40 years old.*

ADJOURNMENT

With no further business, meeting adjourned at 8:35 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

CITY OF SUTHERLIN
Workshop City Council Meeting
Sutherlin Community Center
Monday, January 25, 2021 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, Michelle Sumner, Seth Vincent and
Larry Whitaker

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

Finance Director/Assistant City Manager, Dan Wilson

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

City Planner, Jamie Chartier

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Deputy Fire Chief, Scott McKnight

Emergency Operations Manager, Dennis Riggs

Library Director/Urban Renewal Administrator, Pat Lynch

Audience: None

Via Zoom: None

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT

- None

COUNCIL BUSINESS

- **Liquor License Approval – Sol De Sutherlin**

Staff Report – Police Chief, Troy Mills, asked Council to approve a liquor license for Sol De Sutherlin – a current, local restaurant that has moved to a new location in city limits. Mills stated that no disqualifying information was found by the Oregon Liquor Control Commission (OLCC).

MOTION made by Councilor Hamilton to approve Liquor License – Sol De Sutherlin as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

WORKSHOP

- **Council Priorities**

Sutherlin Area Chamber of Commerce President, Tami Trowbridge, facilitated tonight's workshop meeting. Council and staff broke out into three groups at 7:13 p.m. Councilors partnered up and rotated between the three groups, spending 15 minutes at each station, discussing with staff, important goals.

- Group One: Community Development
- Group Two: Public Safety
- Group Three: Public Works / Utilities

Councilor Boggs – How is the City’s budget doing? Are there any issues to consider? ***Finance Director, Dan Wilson – Through the month of January, we’re ahead of where we were last year in terms of property taxes for the General Fund – an estimated \$60,000. Franchise Fees are a little higher and the Gas Tax Fund is a bit behind schedule but it’s starting to pick up. Transient Room Tax (TRT) totals have been greatly reduced by COVID; that unfortunate circumstance doesn’t alter tonight’s discussions. Utility revenues have remained stable. What about the Federal Government’s projections? The city has been very accommodating to help customers in need. City Manager, Jerry Gillham – The City applied for and received funds from the Cares (Coronavirus Aid, Relief, and Economic Security) Act, in the amount of \$242,000 and was deposited into the General Fund to be allocated during the budget process.***

Councilor Hamilton – Is staff still on rotating schedules? ***Gillham – Yes, until Douglas County is out of the High Risk category for COVID.***

Gillham – This workshop has been done annually for the last six years. The City’s Strategic Plan was created in collaboration with staff and broad community input to devise a vision and eight goals. Within those goals, committees formed and created core objectives which shaped the framework for the Strategic Plan. This workshop provides Council an opportunity to view staff’s priorities and to propose new ideas that will partner with our vision. Once Council and staff have prioritized those goals, the City’s budget is then based around those priorities.

Council and staff reconvened at 8:11 p.m. for group discussion.

Gillham suggested - Staff compile tonight’s information, build a staff report based on what they can feasibly accomplish in the next two years, and report back to Council with a timeline.

Council consensus was to have staff report back with a timeline of itemized priorities for further discussion.

ADJOURNMENT

With no further business meeting adjourned at 8:30 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor



COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: Planning Commission Appointment				Meeting Date:	Feb 8, 2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☒
Attachments: Planning Commission Applications					

WHAT IS BEING ASKED OF COUNCIL?

Staff is requesting Council to fill a vacancy on the Planning Commission. Staff recently learned that Planning Commissioner, Elaina Swanson, moved out of the area, therefore she can no longer fill her seat on the commission. Council re-appointed/appointed 4 of the 6 applicants at the January 11th meeting to fill 4 vacant seats. Staff is resubmitting 2 of the remaining applications for consideration in filling the newly vacated seat.

EXPLANATION

Planning Commission – The vacancy on the Planning Commission is a 4-year appointment with a term ending December 31, 2024. The city is resubmitting applications from Sam Robinson and Richard Price.

OPTIONS

To appoint one of the applicants to the vacated seat.

SUGGESTED MOTION(S)

Motion to appoint _____ to the Planning Commission, term ending December 31, 2024.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Richard Price Date 10/22/2020

Address [REDACTED] Phone 5414304597

Email rcprice63@gmail.com Bus. Phone _____

Length of Residency in Sutherlin 42 Years Registered Voter? Yes

Candidate for position on Planning Commission

Relevant background and experience Planning Commision Last 4 years

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

Why would you like to be appointed to this position?

Would like to continue working with the city in this position. I like working with everybody with in the city

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

For Office Use Only:

Date received: 11/6/2020

Date considered: _____

Action by Council _____

Term Expires: _____

Nov 2019 revised



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name SAM ROBINSON Date 10/28/20
 Address [REDACTED] Phone 541-459-9398
 Email _____ Bus. Phone 541-459-2214

Length of Residency in Sutherlin 72 YEARS Registered Voter? YES

Candidate for position on SUTHERLIN PLANNING COMMISSION

Relevant background and experience Built three college
Drilled many wells shipping to & from
Yokohama, Tokyo, P.I., France, building homes

What are your major interests or concerns in the City's programs? ROAD, SEWER,
WATER, HOUSING

Why would you like to be appointed to this position?

I FEEL NEEDED and CAN Help! YET!

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

For Office Use Only:

Date received: 10/29/2020

Date considered: _____

Action by Council _____

Term Expires: _____



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

City of Sutherlin

STAFF REPORT					
Re: Resolution No. 2021.01 – Sutherlin Sanitary Service Amendment - Rates				Meeting Date:	Feb 8, 2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☒
Attachments: Notification Letter, Resolution 2021.01 & Exhibit A - Rates					

WHAT IS BEING ASKED OF COUNCIL?

Staff is asking Council to consider approving Resolution No. 2021.01 – Sutherlin Sanitary Service rate adjustment.

EXPLANATION

Ordinance No. 1040 requires that any change to the fee schedule for Sutherlin Sanitary Service be adopted by resolution. Therefore, the attached resolution is here for your consideration.

OPTIONS

To approve as presented, approve with revisions, or to not approve.

SUGGESTED MOTION(S)

Motion to approve (amend or not approve) Resolution No. 2021.01 as presented.



Sutherlin Sanitary Service

P.O. Box 4790 - 1066 S Calapooia - Sutherlin, OR 97479 - 541-459-3139 - www.SutherlinSanitary.com

Mayor Todd McKnight
Attention: Jerry Gillham and Council
126 E Central
Sutherlin Oregon 97479

Dear Mayor McKnight

Effective April 1st, Douglas County has raised the cost of disposal to its commercial haulers. This raise was from \$73.00 per ton to \$94.00 an increase of 28.7%. As you can imagine disposal is one of our largest expenses.

With this in mind, we respectfully request a rate increase in the amount of about 6.46%. A proposed rate sheet has been included for your review. If acceptable, we are seeking to implement these rates April 1st after a notification on the January, February and March Billing.

If you have any questions regarding this request, please feel free to give me a call.

Sincerely

Grant Fahey
Operations Manager
Sutherlin Sanitary Service
541-670-5033



RESOLUTION NO. 2021.01

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE
FEE SCHEDULE FOR SUTHERLIN SANITARY SERVICE**

WHEREAS, pursuant to Section 9 of Sutherlin Sanitary Franchise Agreement (Ordinance No. 1040) changes in fees must be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Sutherlin approves the amended fee schedule for garbage collection which reflects an increase in rates due to Douglas County's Landfill increases to commercial haulers. The amended rate schedule is attached as Exhibit "A": and made part of this resolution. This amendment is to take effect April 1, 2021.

PASSED BY THE COUNCIL, ON THIS 8TH DAY OF FEBRUARAY, 2021

APPROVED BY THE MAYOR, ON THIS 8TH DAY OF FEBRUARY, 2021

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

EXHIBIT "A"

SUTHERLIN RATES

Residential		
	Current	New
35 Gallon	\$24.50	\$26.00
65 Gallon	\$31.50	\$33.50
65 Gallon On Call	\$8.25 /Dump	\$8.50
65 Gallon On Call Rental	\$1.50 /Month	\$1.75
95 Gallon	\$38.50	\$41.00

Commercial		
	Current	New
1.0 Cubic Yard	\$91.75	\$97.50
1.5 Cubic Yard	\$137.50	\$146.25
2.0 Cubic Yard	\$183.50	\$195.00
3.0 Cubic Yard	\$275.25	\$292.50
4.0 Cubic Yard	\$367.00	\$390.00

Drop Boxes			
15 Yard		20/30 Yard	
Set Down	\$135.00	Set Down	\$135.00
1.0 Ton Minimum	\$103.40	2.0 Ton Minimum	\$206.80
Base Price*	\$238.40	Base Price*	\$341.80

Mileage Fee **\$4/Mile for anything outside of Sutherlin City Limits**

*Base price includes either 1.0 or 2.0 tons of material, depending on box size. Anything over the included tonnage is charged at \$103.40 per ton.

*Base price includes 1 week of rental, rental longer then 1 week is charged at \$10/day and must be arranged prior to rental.

Current Drop Box prices are the same as those listed above, except the tonnage price is \$80.30/ton, rather then \$103.40/ton

Temporary Containers		
	Current	New
1.5 Cubic Yard	\$75.00	\$80.00
3.0 Cubic Yard	\$140.00	\$150.00
Mileage Fee	\$4/Mile for anything outside of Sutherlin City Limits	
Listed prices are per dump.		



**Resolution 2021.02
- Council Priorities
(This item has been
moved to the March
8th Meeting)**



Budget Calendar (Fiscal Year 2021-22)

Event	Attendees	Planned Date(s)	Latest Date
Estimate current year-end revenue and expenditures	Dept Heads	Feb 12	Feb 19
Update CIP	City Mgr, Dept heads	Mar 12	Apr 2
Requested budget prepared and provided to finance	Dept heads	Mar 12	Apr 2
Dept meetings with City Manager and Finance	Dept heads, staff, City Mgr	Week of Mar 22	Apr 23
Budget narratives completed	Dept heads	Apr 2	Apr 23
Update year-end revenue and expenditure estimates	Dept heads	Monthly	Monthly
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
Provide proposed budget (ORS 294.408) and budget message to budget committee	Mayor, City Council, City Mgr, Budget Committee	Apr 12	May 10
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, City Mgr, Dept heads	Apr 19	May 17
Additional budget committee meetings (ORS 294.428)	Budget Committee, City Mgr, Dept heads	Apr 20, Apr 21	May 18, May 19
Budget committee approves budget (ORS 294.428)	Budget Committee	Apr 21	May 19
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	May 10	Jun 14
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor and Department of Revenue (ORS 294.458)	Finance	Jul 15	Jul 15



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

City of Sutherlin

STAFF REPORT					
Re: Schoon Mtn. Pump Station (Pump Replacement) Purchase Approval.				Meeting Date:	02/08/2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to seek City Council approval for the purchase of two 30 hp Split Case Vertical Pumps, for the Schoon Mtn. Pump Station (Pump Replacement). Total cost is \$40,702.00.

EXPLANATION

Part of the 2020/21 strategic plan, was to replace two 30 hp pumps that were installed in 1997. This project is funded through the Water Construction Fund and was approved in the 2020/21 budget. Total project cost is estimated at \$70,000.00. Project improvements will consist of two 30 hp Split Case Vertical pumps, new valves, new roof, electrical and misc. pipe fittings. This project is estimated to be completed in May 2021.

OPTIONS

Approved purchase of two 30 hp Split Case Vertical Pumps from Triangle Pumps in the amount of \$40,702.00.

Not Approve purchase of two 30 hp Split Case Vertical Pumps from Triangle Pumps in the amount of \$40,702.00.

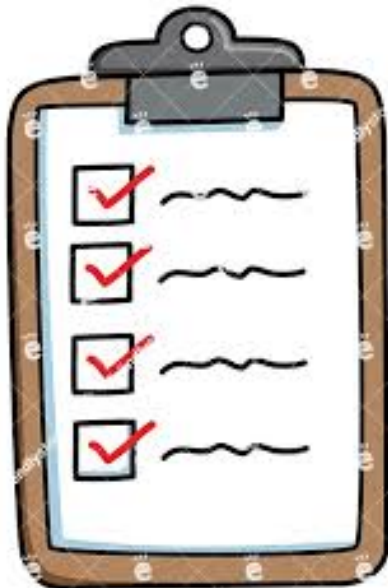
SUGGESTED MOTION(S)

Motion to approve the purchase of two 30 hp Split Case Vertical Pumps from Triangle Pumps in the amount of \$40,702.00

Motion to not approve the purchase of two 30 hp Split Case Vertical Pumps from Triangle Pumps in the amount of \$40,702.00



STRATEGIC PLAN UPDATE





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

City of Sutherlin

STAFF REPORT					
Re: Sidewalk Improvements Central Avenue from Wildwood Lane, to existing sidewalk, west of Grove Lane.				Meeting Date:	02/08/2021
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide City Council an update regarding the sidewalk improvements from Wildwood Lane “Sliver Glen Mobile Home Park” to existing sidewalk, west of S. Grove Street.

EXPLANATION

Part of the 2020/21 strategic plan, was to extend the sidewalk on Central Avenue from Wildwood Lane to Eastern city limits. Because of budget constraints, we are only able to go to west of Grove Lane. Total budget was \$80,000.00. Construction is estimated at \$66,870.65 and Engineering for design and construction is \$13,500.00.

Schedule:

City receives full bid documents January 28, 2021

Advertise February 1, 2021

Bid opening February 24, 2021

I.E. Engineering reviews bids provides recommendation, by February 26, 2021

City Council to consider approval/award construction contract March 8, 2021

Construction complete Mid-May 2021

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

City of Sutherlin

STAFF REPORT					
Re: Evaluate Industrial Lands - County & City				Meeting Date:	02-08-2021
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☐
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide an update to the strategic plan regarding evaluation of industrial property owned by Douglas County.

EXPLANATION

Staff has been working closely with Douglas County in effort to apply wetland credits to the County Industrial site located at the corner of Page Avenue and Taylor Street. The city has contracted wetland services with Loran Waldron, Land and Water Environmental Services LLC. He is working with Greg Swenson, a wetland consultant contracted by Douglas County, who is familiar with the Dixonville property, where the wetland credits are available.

Mr. Waldron is in the process of submitting a joint application to the US Army Corps of Engineers (USACE) and Department of State Lands (DSL). Part of this process requires a site plan of proposed development. i.e. Engineering is currently working with an interested developer (Sutherlin Sanitary) on said site plan, with their proposed layout. Sutherlin Sanitary is interested in purchasing approximately eight acres in the southeast corner of the subject property.

The 4.3 acres of available wetland credits will accommodate the wetlands, creating approximately 20 acres of developable area.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

Not Applicable

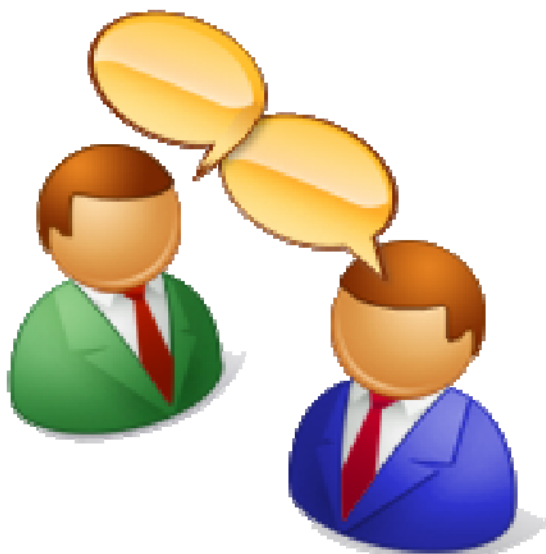


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, February 2, 2021 12:20 PM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin Council Meeting Agenda & Zoom Link
Attachments: Zoom Meeting Notice.docx; CC AGENDA FEB 8.21.pdf

Good afternoon. Attached is the Sutherlin City Council's agenda and Zoom Link for our meeting on Monday, February 8, 2021.



Melanie Masterfield
Deputy City Recorder

City of Sutherlin
126 E Central Ave
Sutherlin, OR 97479
541-459-2856
m.masterfield@ci.sutherlin.or.us

PUBLIC NOTICE – CITY OF SUTHERLIN CITY COUNCIL MEETING

The February 8, 2021, City Council Meeting, will be held at 7:00pm in the Civic Auditorium at 175 E Everett. This meeting will be a teleconference style meeting with City Council and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings, physical distancing, and Oregon public meeting laws, a limited number of staff and city officials will be present. We encourage and welcome citizens that are able to use the video link or phone number provided, to join the meeting from your home.

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

Topic: Sutherlin City Council Meeting

Time: Feb 8, 2021 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96531739263?pwd=ZmJseDMwUnR4akR5Ny9wa1JRdUJ2dz09>

Meeting ID: 965 3173 9263

Passcode: 783247

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 965 3173 9263

Passcode: 783247

Find your local number: <https://zoom.us/u/a1VFM8Tln>