



**City of Sutherlin
Open Discussion/Plans & Reports
Monday, March 26, 2018
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Todd McKnight
Council President Luzier
Councilors Boggs, Riggs, Stone, Tomlinson, and Vincent

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. AGENDA CONFIRMATION**
 - a. April 9, 2018 Agenda
- 4. a. COUNCIL PRIORITY PROGRESS REPORT**
b. COUNCIL COMMENTS
- 5. CONSENT AGENDA**
 - a. March 12, 2018 Minutes – Regular Meeting
- 6. COUNCIL BUSINESS**
 - a. Wastewater Treatment Plant Improvement Construction Bid Award
 - b. Ordinance No. 1062 – Business Registration (second reading & adoption)
- 7. WORKSHOP**
 - a. Distribution Infrastructure Funding
 - b. Central Avenue Streetscaping
 - c. Water Service Outside City Limits
- 8. REPORTS**
- 9. 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





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, April 9, 2018
Civic Auditorium – 7:00 p.m.
AGENDA**

Mayor Todd McKnight
Council President Luzier
Councilors Boggs, Riggs, Stone, Tomlinson, and Vincent

6:30pm BUDGET MEETING

7:00pm REGULAR MEETING

- 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

6. CONSENT AGENDA

- a. [March 26, 2018 Minutes – Workshop](#)

7. COUNCIL BUSINESS

- a. [Contract Award – Valentine Street Improvement](#)
- b. [Ordinance – Water Master Plan Adoption \(Repealing Ordinance 969\) \(first reading, title only\)](#)
- c. [Ordinance – Pro Tem Judge \(first reading, title only\)](#)
- d. [Ordinance – Sprint Franchise Agreement \(first reading, title only\)](#)

8. REPORTS

9. STRATEGIC PLAN UPDATE (Reports in Council Packet)

- a. [Extension of Red Rock Trail – State St. to Calapooia – Phase III](#)

10. CITY COUNCIL COMMENT

11. PUBLIC COMMENT

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

12. ADJOURN

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.



COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





Consent Agenda



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, March 12, 2018 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Sr. City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Municipal Court Clerk, Trissie Penland
City Attorney, Chad Jacobs (via Skype)

Audience: Collin & Peggy Frazier, Joe Groussman, Tami Trowbridge, Gary Dagel, Gail Kuntz, Tadd Held, JoAnn Rochester, Pamela & Duane Waller, Mark Rochester, Dan McKinney, Sean Ramsey, Daniel Kresky, Danielle Ramos, Brian Burke, Dian Cox

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

Flag Salute:

Roll Call: Excused – Councilor Tomlinson

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- Business owner and resident, Daniel Kresky – This revised business registration process is the best have seen so far. However, the ordinance refers to current businesses, but [Exhibit A], Registration of Business, Section 5.020.020 (A) states “this ordinance only applies to newly arriving businesses”. The purpose is for the public and City to know what businesses are existing, and then to exempt all of those businesses, is kind of an oxymoron.

City Manager, Jerry Gillham, explained current businesses are not being excluded. This has been a dual partnership between City and Chamber of Commerce from the beginning. Chamber is taking care of the data base for all existing businesses. Therefore, this ordinance specifically applies to new businesses.

Councilor Boggs agreed with Kresky’s concerns; hoping his questions will be answered at tonight’s meeting.

CONSENT AGENDA

- **February 12, 2018 Minutes – Regular Meeting**
- **February 26, 2018 Minutes – Workshop Meeting**
- **Sutherlin Police Officers’ Association Agreement**
- **Liquor License Approval – Sutherlin Liquor & Smoke Shoppe**

MOTION made by Councilor Luzier to approve Consent Agenda; second by Councilor Vincent.

In Favor: Councilors Luzier, Riggs, Vincent, Stone, Boggs, and Mayor McKnight.

Discussion: Councilor Stone asked what the total cost of SPOA Agreement [2% each year, for 3 years] would be. *City Manager – Amount is not available at this moment; Staff will get back with that total. (Finance Director, Dan Wilson, is out of town attending a conference).*

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Pro Tem Judge Approval**

Staff Report – Municipal Court Clerk, Trissie Penland, referred to the Staff Report explaining the purpose for the approval.

MOTION made by Councilor Boggs to approve pro tem Judge as presented; second by Councilor Riggs.
Discussion: Councilor Stone – Will Judge Johnson’s wages decrease if pro tem judge fills in for him? **Don’t believe so; will create a new line item in next budget for the pro tem.**
In Favor: Councilors Luzier, Riggs, Vincent, Stone, Boggs, and Mayor McKnight.
Opposed: None
Motion carried unanimously.

- **Ordinance – Business Registration (first reading, title only)**

Mayor McKnight asked City Recorder, Diane Harris, to read the ordinance by title only. “An ordinance of the City of Sutherlin adding Chapter 5.02 to the Municipal Code to provide a process for business registration.”

Staff Report – City Manager, Jerry Gillham, announced Business Committee Chair, Gary Dagel, is available to provide comments and answer questions. City Manager explained the ordinance’s four components:

1. Council agreed Chamber would build a data base, and complete applications for current businesses;
2. All new business registrations will be managed by Community Development Department (CDD);
3. Public Safety will have contact information;
4. To ensure all new businesses, upon completing their registration with CDD, will confirm they are located in the proper zoning.

Dagel provided a summary of processes in working with committee members and area businesses. The committee’s main concern was to not cause problems for new businesses coming into our community and have contact information that will help in keeping all businesses up to date and informed.

MOTION made by Councilor Luzier to approve first reading, title only, of Ordinance – Business Registration as presented; second by Councilor Vincent.

Discussion:

- o Councilor Luzier – Will CDD receive the same data base list as the Chamber? **Dagel – Yes, and Fire and Police Departments. A business directory for Chamber and community can also be created.**
- o Councilor Stone – What about the businesses that aren’t located in the correct zone? **Dagel – They aren’t exempt from the problem, they will still go through the process with the City.** We have several businesses that aren’t in the right zone. **Perhaps some businesses are grandfathered in, that would be up to the City to respond to.**
- o Councilor Boggs confirmed home-based businesses are exempt from this process. **Dagel – Correct, registration is for commercial properties.** Are you confident City has records of all businesses in town for registering? **Chamber will register for them.** Exhibit A, Section 5.02.040 (A) – states updated contact information must be provided within 90 days of assumption of ownership; why 90 and not 30 days? **Dagel explained the committees reasoning for the 90 day limit to allow time for various situations.**

In Favor: Councilors Luzier, Riggs, Vincent, Boggs, and Mayor McKnight.

Opposed: Councilor Stone

Motion carried unanimously.

- **Resolution 2018.04 – Loan Refinance (Refunding Bonds)**

Staff Report – City Manager, Jerry Gillham – Summarized Staff Report, explaining State of Oregon put together a collective bond refinance to allow certain cities to participate. This refinance’s our existing bond, saving \$60,000 with no fees charged to the City.

MOTION made by Councilor Luzier to approve first reading, title only, of Ordinance – Business Registration as presented; second by Councilor Stone.

Discussion: Councilor Stone – Is this for 15-years? **Yes.** When would this go into effect? **Unfortunately, Dan is not present to answer that question, but would assume it begins at start of this next fiscal year.** Am wondering if we can negotiate a 13 rather than 15-year contract. **We have to abide by their terms, it’s all for one and one for all.**

In Favor: Councilors Luzier, Riggs, Vincent, Stone, Boggs, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **Planning Commission Appointment**

Staff Report – Harris explained Planning Commission has two vacancies. City received an application from Collin Frazier, who has previously served on the Planning Commission.

Mayor McKnight asked Frazier if he would like to fill the December 31, 2020 or 2018 term. Frazier responded he would be willing to fill the vacancy with the 2020 term ending date.

MOTION made by Councilor Boggs to appoint Collin Frazier to the Planning Commission, term ending December 31, 2020 as presented; second by Councilor Luzier.

Discussion: None

In Favor: Councilors Luzier, Riggs, Vincent, Stone, Boggs, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

REPORTS

- **City Water Rights Update**

Staff Report – Brian Elliott provided a summary of accomplishments in the securing of City's water rights. The Water Master Plan and Water Management & Conservation Plan will be brought to Council for approval at the March 26th meeting. City has 5 water rights, 3 of those are certified with an authorized date of completion. The two that don't have authorized dates of completion are due for review in 10/1/2026 and 10/1/2050. Elliott explained the issues involved, options, and benchmarks City will need to meet. All steps are completed *to date* for securing these rights; but there are steps to be taken in the future to keep them secure. Staff is creating a process to ensure tasks are carried out by any future staff in meeting those benchmarks.

City Manager – Staff and [Water Rights] Attorney, Adam Sussman, has done a terrific job in the securing of these rights. Discussion continued about specific rights, their locations, and requirements that City must continually move forward throughout the years showing proof in order to continue securing those rights.

STRATEGIC PLAN UPDATE

- **Prioritize Street Overlay Projects**

Staff Report – Public Works Superintendent, Aaron Swan, reported for the last couple of years, all "overlay" monies has been put towards the Central Avenue project. This next fiscal year, will budget for the side-street grind/overlay and inlay projects. A priority list of streets has been created for Councils consideration, if Council has additional input regarding street priorities, to let him know. Swan provided a list and explained the conditions of the following streets:

Overlay Program

- Umpqua Street – from Central to Sixth Ave
- E. First – from Umatilla to Willamette
- E. Sixth Ave – from State to Umpqua
- Both W. First and W. Second off of Branton Street

Questions:

- o Are you still planning on Valentine Avenue project? ***Yes, Valentine will be completely rebuilt. Will start engineering this fiscal year (2017-18), and complete that in 2018, and go out to bid January of 2019; project will start during the 2019 construction season.***
- o Can Council members email you names of the streets for the list? ***Yes.***

Slurry Seal Program:

- Will include roads that are showing wear and in need of the seal to extend surface life.

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

Staff Report – Elliott – In August of 2017, City was awarded a grant for approximately \$170,000 from ODOT to update the Transportation System Plan (TSP). ODOT also informed the City that next fiscal year (2018-19), an additional \$50,000 (approximate) will be given to help with that grant and TSP update. The TSP will also identify the Street Management Master Plan and is scheduled for completion by July 2019, proposed plan is tentatively scheduled to be presented to Council for adoption in December 2019.

Questions:

- o Will City have to match the grant? ***No, it is 100% ODOT.***

CITY COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Luzier –

- Happy to report the speed bump has been installed on N. Comstock and would like to thank Staff.

Councilor Riggs –

- None.

Councilor Vincent –

- None.

Councilor Stone –

- Is asphalt still scheduled in July for Central Avenue? *Swan – That is correct.*

Mayor McKnight –

- When will Council be presented with options regarding tree placement for downtown? *It will be presented during March 26th Workshop meeting.*

PUBLIC COMMENT –

- Dagle – Would also like to comment on the speed bump, I like it. Need one at the top of the hill, so there's a "finish line" when they go up!
- Sutherlin business owner, Jerry Risk – Expressed his "sincere and utmost gratitude" for everyone currently sitting on this Council, as well as those who have and will serve in the future. Spoke of concerns with social media, the nonsense stated on it, and his refusal to comment to it. Concerns were expressed regarding the great division in this country and the importance of respecting other's opinions, beliefs, and the need to carry out discussions in a civil manner. Risk addressed Council, commending them for loving their community and looking at moving the ball forward.
- Kresky reminded Council he brought up a concern at previous meeting suggesting a permanent sign be put up saying something like "shopping or city center – 1 mile" directing people into downtown. Realizes there are smaller groups that deal with this, however, Council has the final say. Believes the current Sutherlin sign [Exit 135] does nothing to promote tourism into downtown.

ADJOURNMENT –

With no further business meeting adjourned at 7:42pm.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by, _____

Diane Harris, CMC, City Recorder

Todd McKnight, Mayor



COUNCIL BUSINESS





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www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Wastewater Treatment Plant Improvement Construction Bid Award				Meeting Date:	03-26-2018
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director and Steve Major, The Dyer Partnership Engineers & Planners, Inc.				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

On Friday March 23, 2018 by 4:00 pm staff will be presenting an updated staff report with the facts and findings, asking Council to award the contract to the lowest Bid for the construction of the new Wastewater Treatment Plant and Everett Avenue Lift Station Improvement. Because of the Bid-Opening date of March 22, 2018 staff was unable to complete this staff report for the council packet.

EXPLANATION

N/A

OPTIONS

N/ A

SUGGESTED MOTION(S)

N/A



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City of Sutherlin

STAFF REPORT					
Re: Ordinance No. 1062 – Business Registration (Second Reading & Adoption)				Meeting Date:	3/26/18
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Jerry Gillham, City Manager				City Manager Review	☒
Attachments: Notice of Enactment, Ordinance No. 1062, and Exhibit A					

WHAT IS BEING ASKED OF COUNCIL?

Consider the attached Ordinance No. 1062 and conduct second reading and adoption vote.

EXPLANATION

This ordinance was presented to Council for a first reading, March 12, 2018, and was approved as presented. Ordinance No. 1062 is now being presented for the second reading and adoption. In this process through collaboration with interested businesses and with the leadership and coordination of Mr. Gary Dagel, AND Gary Dagel coordinating with City Staff, we committed to creating a draft that incorporated both Council and the interested businesses input.

SUGGESTED MOTION(S)

1. Move to approve second reading and adoption of Ordinance No. 1062, as presented.
2. Move to approve second reading and adoption of Ordinance No. 1062, with amendments.
3. Move to not approve second reading and adoption of Ordinance No. 1062 as presented.



City Recorder/HR Manager
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City of Sutherlin

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. 1062

“AN ORDINANCE OF THE CITY OF SUTHERLIN ADDING CHAPTER 5.02 TO THE MUNICIPAL CODE TO PROVIDE A PROCESS FOR BUSINESS REGISTRATIONS”

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

**MONDAY, MARCH 26, 2018 @ 7PM
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and the City's website (www.cityofsutherlin.com).

Posted this day, March 5, 2018
By Diane Harris
City Recorder

ORDINANCE NO. 1062

AN ORDINANCE OF THE CITY OF SUTHERLIN ADDING CHAPTER 5.02 TO THE MUNICIPAL CODE TO PROVIDE A PROCESS FOR BUSINESS REGISTRATION

WHEREAS, the City and the public have a need to know what types of businesses currently exist within the community to assist with the protection of the public's health and safety; and

WHEREAS, information collected through a business registration program would create a contact database for the police department, fire department, City Manager and City Council to assist with public safety, economic forecasting, economic development, budget preparation, city promotion, and revenue projection; and

WHEREAS, a business registration program will provide the City and the public with the needed information in the least impactful way.

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

Section 1: Chapter 5.02 is hereby added to the Sutherlin Municipal Code as set forth in Exhibit A.

Section 2. Effective date. This ordinance shall take effect 30 days after adoption.

PASSED BY THE COUNCIL THIS 26TH DAY OF MARCH, 2018.

APPROVED BY THE MAYOR THIS 26TH DAY OF MARCH, 2018.

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

EXHIBIT A

5.02.005 PURPOSE AND SCOPE

- A. This chapter is enacted to provide a mechanism to further protect the safety and quality of life of the public and community by making sure that all existing and newly arriving businesses in the City of Sutherlin are known to Public Safety response teams for the essential protection of life and property and to guarantee that all newly arriving businesses locate to properly zoned land and structures.
- B. All businesses in the City of Sutherlin remain subject to the regulatory provisions of any other applicable laws, including but not limited to city ordinances, state statutes or other regulations now or hereafter in effect, and the business engaged therein is liable to remain in compliance with such laws and regulations.
- C. Nothing in this chapter shall be construed to apply to any person engaging in business within the city that is exempt from taxation or regulation by virtue of Constitutions or laws either of the United States or State of Oregon.
- D. All legally operating businesses that have been in engaging in business in the City of Sutherlin from the date of this ordinance shall be exempt from submitting a business registration.
- E. This business registration, once executed, serves as the record establishing that the newly arriving business is lawfully operating its business activities as described in the recorded registration. Any business that begins activities without properly completing a new business application shall be subject to current city code regarding business operations in the City of Sutherlin.

5.02.010 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Engaging in business. Operating, conducting, engaging in, carrying on or pursuing any business, profession, occupation, trade, service or pursuit for the purpose of profit or livelihood.

Person. Any individual, corporation, firm, company, partnership, joint venture, enterprise, association or other entity engaging in business, profession, occupation or trade.

Registration or Business Registration. The document issued by the City for purposes of providing accurate emergency contact information for public safety and ensuring the business locates onto properly zoned land or buildings.

5.02.020 REGISTRATION OF BUSINESS.

- A. This ordinance only applies to newly arriving businesses beginning at the date of final adoption of this ordinance. No currently operating business prior to the date of this ordinance adoption shall be subject to this ordinance.
- B. Except as provided in subsection (F) of this section, no person may engage in business within the City of Sutherlin without first completing and filing a Business Registration Application with the City.
- C. The business owner or authorized representative shall provide his or her name, the business name or doing business as (DBA) name, local and permanent address, telephone number, contact person, and the name and contact information for the owner of the property where business will be operated (if different).
- D. Corporations or other legal entities shall provide business name or DBA address, telephone number, name of an owner, officer, director or registered agent, and EIN number, if applicable.
- E. Registration shall be submitted to the Community Development Department.
- F. This ordinance shall only apply to businesses primarily of “bricks and mortar” and all occupants in commercially zoned property. Home-based businesses are not subject to this ordinance.

G. 5.02.030 RENEWAL.

Every person engaging in business shall annually confirm with the Community Development Department, on a form provided by the City, that the registration information on file is current.

5.02.040

- A. Upon any change in the business contact information that does not include a change of address, the new business owner must provide updated contact information within 90 days of assumption of ownership.
- B. A new Business Registration must be provided when a change in address due to the physical relocation of a currently registered business occurs or when the ownership change is the result of an assumption of ownership from outside a family member, employee or current Sutherlin resident. It is a violation of this Chapter for a registered business to continue to engage in business within the City of Sutherlin at a new address without having an updated business registration from the City.



WORKSHOP





City of Sutherlin

STAFF REPORT					
Re: Distribution Infrastructure Funding				Meeting Date: 03-26-2018	
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 give City Council an update on the Distribution Infrastructure funding.

EXPLANATION

City staff submitted a Letter of Interest (LOI) on December 14, 2017 to Business Oregon, seeking funding to improve our water distribution system. On January 19, 2018 the City received a letter of congratulations from Oregon Health Authority (OHA) that they consider our project eligible for the Drinking Water State Revolving Fund Assistance. March 15, 2018 staff submitted the Project Element Table form to Business Oregon for review. March 22nd staff will be meeting with Sutherlin Water Control District and Business Oregon to discuss the Natural Resources Conservation Service (NRCS) funding availability. We are currently working on the Safe Drinking Water Revolving Loan Fund Application; it is due by April 20, 2018. We still need to address the Capacity Assessment, Complete the Safe Drinking Water Revolving Loan Fund Application and the Environmental Review Process.

Capacity Assessment: Prior to funds being awarded, the Oregon Health Authority (OHA) must conduct a Capacity Assessment which will look at your water system's technical and managerial capacity.

Safe Drinking Water Revolving Loan Fund Application: Due April 20, 2018.

Environmental Review Process: When the OHA representative performs their Capacity Assessment site visit they will provide additional information on the level of Environmental Review required.

OPTIONS

N/A

SUGGESTED MOTION(S)

None



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City of Sutherlin

STAFF REPORT					
Re: Central Avenue Streetscaping				Meeting Date:	3-26-2018
Purpose: To determine Streetscaping Along Central Avenue	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Photos-shrubs and trees					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to have an open discussion with City Council regarding the Downtown Streetscaping.

EXPLANATION

Part of the Downtown Streetscaping project is to replace the existing planter boxes with a decorative tree grates and non-fruit bearing trees. The original intent was to install 50 decorative tree grates and trees. As the project evolved and the current trees were removed, it has been brought to our attention that some of the property owners, businesses, council members, SDDI, Chamber, citizens and City Staff like the look without the trees. Although it has been expressed, some trees still need to be strategically placed with a blend of shrubs. Staff has researched different shrubs for downtown area. In the attachment you can review the different shrubs that were identified that would do well in the downtown environment.

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A



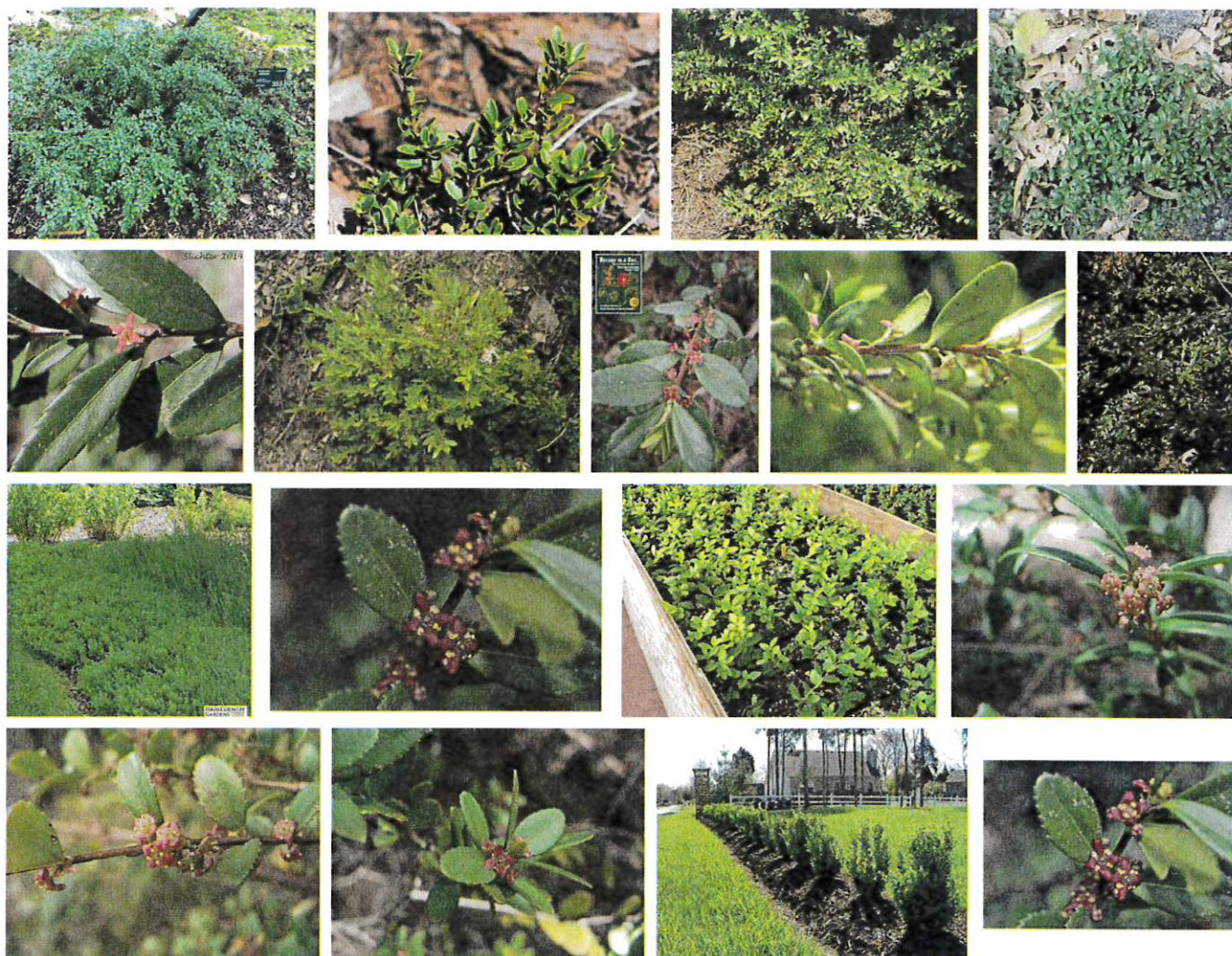
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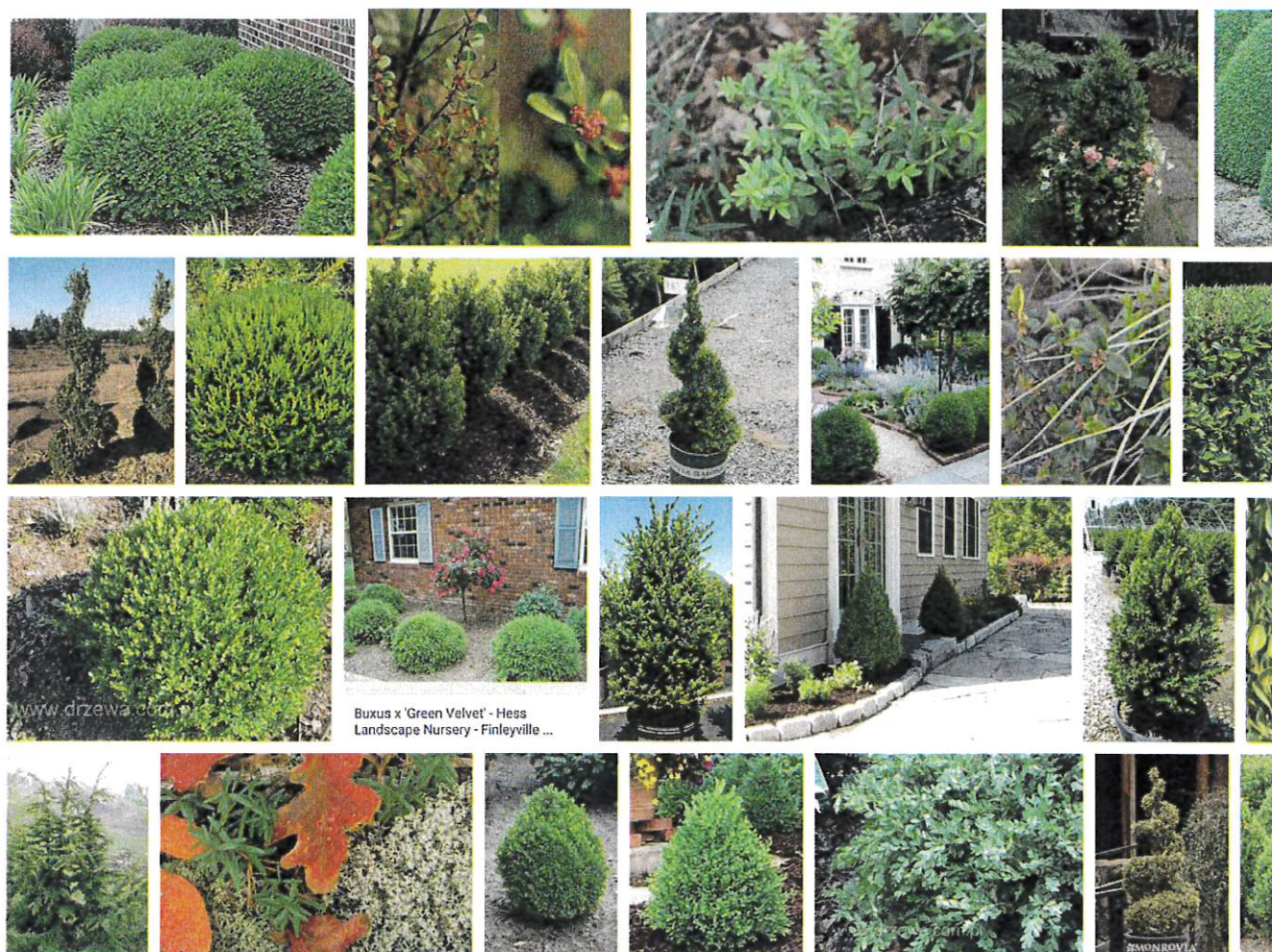


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FRANS FONTAINE HORNBEE



FRANS FONTAINE Hornbeam





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City of Sutherlin

STAFF REPORT					
Re: Water Service Outside of the Urban Growth Boundary				Meeting Date: 03-26-2018	
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?

City staff would like Council to give a direction on whether to pursue the idea of allowing water service to citizens outside of the Urban Growth Boundary (UGB).

EXPLANATION

Community Development Department has received several requests for water services outside of the UGB. Staff would like to have an open discussion with council and receive direction on whether to pursue the idea and come back to council with a management plan.

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A



REPORTS





ADJOURNMENT





FOR YOUR INFORMATION





City of Sutherlin

City Council 2018-2019

Priorities



UTILITIES

Action	Description
Construct new 14" sewer force-main	
Complete construction pre-load for new WWTP	
Approve new WWTP construction bid	
Begin construction of new WWTP	
Update the city's water master plan	
Finalize the formal certification of city water rights	
Obtain new WWTP operational permit from State DEQ	
Obtain secondary Water-Reuse permit from State DEQ	
Obtain Bio-Solids Management Plan required by DEQ	
Make needed improvement for water storage	
Make needed water system pump station improvements	
Work with the Sutherlin Water Control District (SWCD) in completing needed improvements to both SWCD drainage system and the city's Cooper Creek intake and transmission lines	



LAND-USE PLANNING

Action	Description
Complete state-required legislative amendments for UGB	
Complete final adoption of UGB land-exchange	
Complete a buildable lands analysis and inventory	
Consider creating Central Ave. Urban Renewal District/LID	



TRANSPORTATION

Action	Description
Finalize construction of N. Comstock (speed bump)	
Begin first phase of Central Avenue improvements	
Begin final phase of paving Central Avenue	
Complete the west-bound right turn lane at HY 138 and Dovetail	
Assess and enact revised speed zones throughout the city as determined by traffic analysis	
Begin engineering and design for upgrading Valentine St.	
After completion of Central, complete a new pavement analysis and maintenance plan for all city streets	
Complete a new Transportation System Plan	
Construct new sidewalks and asphalt along State Street	
In partnership with School District, seek Safe Routes to School grant funds	
Work with School District in addressing all transportation improvements needed for new school facilities	



PARKS

Action	Description
Complete all work in installation of new splash/playground in Central Park	
Complete Ford's Pond Master Plan and seek grants	
Begin construction of new trail around Ford's Pond	



SPECIAL PROJECTS

Action	Description
Paint new trim at City Hall	



OPERATIONS

Action	Description
Complete 2018-2019 FY Budget	Propose budget to Budget Committee, Council adopt budget
Install a new GIS mapping system for long-range planning	
Complete a System Development Charge independent analysis and make recommendations to council	
Conduct a city-wide wage and compensation study	
Upgrade technology and reconfigure current council chambers to serve as a multi-use public meeting space and also serve as a secondary Emergency Operations Center	
Conduct a fee study of all city services to include, Public Works, Planning, Courts and Records.	
Update internal employee handbook to ensure alignment with current labor laws	



DEVELOPMENT

Action	Description
Establish a fully effective and professionally staffed Community Development Department capable of positively responding to all manner of new development	
Continue the facilitation of new development: • Oregon Only • Sutherlin Sanitary regional recycle center • Auto-Zone • Evergreen Medical • Movie Theater • Current multiple and "Confidential" new commercial development proposals	

PUBLIC SAFETY



Action	Description
Add one additional Police Officer	Propose in 2018-2019 one additional Police Officer for Council approval
Increase camera security around City Hall	Installation of security cameras around city hall and council chambers
Complete fire services analysis	Present findings to City Council
Complete current business listing and enact Business Registration program	
Establish emergency preparedness and response program to fully address 2017 Council Priorities regarding communications, infrastructure and training	

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
FEB 2017				
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Establish methodology and timeline, report to Council-Workshop	✓
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Draft Development Code language, present to Planning Comm for review and recommendations to Council	✓
02/27/17	CDD/Planning	Dev. Code Updates & Mixed Use Zone	Present to Council-Workshop	✓
MAR 2017				
03/13/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Present to Council for adoption	✓
03/27/17	Finance	Enact a Court Fine Amnesty Program	Report to Council - Email to Council	
03/27/17	PW/WWTR	Establish and implement plan to assume full responsibility for city-wide STEP System inspection	Report to Council - Workshop 4/24/17	✓
03/27/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Establish methodology and timeline and report to Council-Workshop -	✓
APR 2017				
04/10/17	Finance	Develop long-term facility & physical asset equipment replacement reserve	Report to Council - Email to Council	✓
04/10/17	PW/WWTR	Establish/implement plan to assume full responsibility for STEP system inspection	Report to Council - 4/24/17 Workshop	✓
04/10/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Research options & report to Council - Workshop	✓
04/24/17	Fire	Emergency Operations Center-Public Safety Building/City Hall	Establish methodology and timeline-report to Council	✓
MAY 2017				
05/08/17	Fire	Upgrade Fire Equipment	Establish methodology and timeline and report to Council - Discuss during Budget Process - 4/17/17	✓
05/22/17	PW/WWTR	Wastewater system improvement SBR Pre-load	Council Approval - 5/8/17	✓
JUN 2017				
06/12/17	City Mgr/Admin	CBA-AFSCME	Present to Council - 4/10/17	✓
06/26/17	PW/WWTR	14" Sanitary Sewer Forcemain	Report to Council	✓
JUL 2017				
07/24/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓
07/24/17	Finance	Examine SDC Rates	Establish methodology and timeline and report to Council	✓
AUG 2017				
08/28/17	CDD/Econ Dev (8/28 & 9/11 Packet)	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Research ordinances used by other Oregon cities to present to Council	✓
08/28/17	PW Fac/Parks	Rehabilitation of Central Park Playground	Report to Council (Verbal)	✓
08/28/17	Police (8/28 & 9/11packet)	Develop a plan for improving Emergency Communications Infrastructure	Establish a methodology and timeline and report to Council	✓
SEP 2017				
09/25/17 07/24/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

OCT 2017				
10/23/17 (moved to Nov 2018)	Finance	Create Street Mgmt Masterplan w/funding options - (create after Central Ave project is completed - 2018)	Establish methodology and timeline and report to Council	✓
10/23/17 10/9/17	CDD/Planning	UBG land exchange/Expansion	Report to Council	✓
10/23/17	PW/Water	Update Water Master/Management & Conserv Plan	Report to Council - (WMP draft presented 8/28)	✓
NOV 2017				
11/13/17	Finance	Earn a clean Audit	Accept financials -present to Council	✓
11/13/17	Finance	Create long-term budget forecast	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Present final report to Council	✓
11/13/17	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	Recycled Water Reuse Plan Update	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	NPDES Permit Renewal	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Streets	Central Avenue & Downtown Improvements	Report to Council	✓
DEC 2017				
12/11/17	PW Fac/Streets	N. Comstock Project	Report to Council	✓
12/11/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Report to Parks Advisory Committee and Council	✓
JAN 2018				
01/08/18	Fire	Emergency Operations Center	Report outcome to Council	✓
01/08/18	City Mgr/Admin	Continue working with volunteers in keeping library services in Sutherland	Report to Council	✓
01/22/18	PW/Water	Schoon Mtn. Tank Upgrade	Establish timeline and report to Council	✓
01/22/18	PW/Water	Upper Umpqua Tank Upgrade	Establish methodology and timeline and report to Council	✓
01/22/18	CDD/Planning	Evaluate Industrial Lands - County and City	Establish permitted uses timeline & examine current contracts w/county	✓
FEB 2018				
02/12/18	PW Fac/Streets	Street Maintenance Management Plan	Create after Central Ave completed	✓
02/12/18	Finance	Examine SDC Rates	Report to Council	✓
02/26/18	Emergency Management	Develop a plan for improving Emergency Communications Infrastructure	Develop a listing of possible solutions and report to Council	✓
MAR 2018				
03/12/18	PW Fac/Streets	Prioritize Street Overlay Projects		✓
03/26/18	Finance	Examine SDC Rates	Develop new SDC matrix and present to Council-Workshop Presented at 2/12/18 Mtg	✓
03/26/18	CDD/Eng	With ODOT, establish on/off ramp transportation plan at both exits	Provide report to Council-Workshop - To be examined in TSP. Staff Report 3/12/18	✓
APR 2018				
04/09/18	PW Fac/Parks	Extension of Red Rock Trail - State St. To Calapooia St - Phase III	Report to Council	

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MAY 2018				
05/14/18	City Mgr/Admin	Update Personnel Handbook and adopt changes	Present new rules to Council	
05/14/18	PW Fac/Streets	Valentine Improvement	Council Approval	
05/14/18	PW/Water	Update Water Master/Management & Conservation Plan	Report to Council	
05/14/18	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council	
05/28/18	PW Fac/Parks	Raise funds to pave Red Rock Road	Report to Council	
JUN 2018				
JUL 2018				
07/09/18	CDD/Planning	Maintenance Software Upgrade	Report to Council	
AUG 2018				
SEP 2018				
OCT 2018				
10/22/18	PW Fac/Parks	Improve Drainage in Central Park-Phase III	Complete and report to Council	
NOV 2018				
11/12/18	Finance	Create Street Mgmt Masterplan w/funding options	Report new plan w/funding options to Council-Workshop	
02/12/18	PW Fac/Streets	Street Maintenance Management Plan	Present viable alternatives to Council	
DEC 2018				
12/10/18	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Report to Council	
12/10/18	PW Fac/Parks	New bathroom at Hartley Park	Report to Council	
12/10/18	PW Fac/Streets	Right turn lane - Dovetail Lane	Report to Council	
TBA's (To be announced at a later date)				
	City Mgr/Admin	Update City Code	Present code changes to Council	
	Finance	Explore Tax Credit program for owners making property improvements	Report to Council	
	Finance	Consider implementation of Urban Renewal District	Present options to Council	
	Finance	Consider implementation of Urban Renewal District	Council decision	
	Finance	Infrastructure Finance Plan	Report to Council	
	Finance	Continue WWTP reporting compliance and ARRA reporting until completion	Final report to Council	
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Council select options	
	CDD/Eng	Provide infrastructure to Exit 135-Public Util	Present to Council	
	CDD/Planning	Entrance Image & Gateway Design	Bring to Council for adoption	
	CDD/Planning	Complete Wetland and Buildable Lands Inventory	Report to Council - Workshop	
	CDD/Planning	Comprehensive Plan, Plan Maps and Zoning	Report to Council	
	CDD/Econ Dev	Complete one downtown improvement project this FY	Report to Council	
	CDD/Econ Dev	Stearns Lane Target Market Recruitment & Development Plan	Report to Council	
	CDD/Econ Dev	Umpqua Community College	Report to Council	

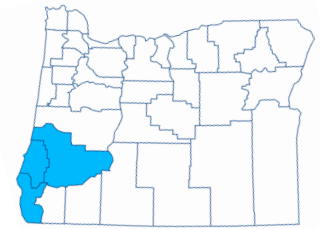
STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

TBA Cont..	CDD/Econ Dev	Seek to attract "Bigger Fish" businesses to help sustain the economy	Report to Council	
	PW/Water	Provide additional storage tank to Oak Hills	Bid process and present to Council	
	PW/Water	Provide additional storage tank to Oak Hills	Report to Council	
	PW/Water	Change disinfection from Chlorine Gas to Sodium Hypochlorite - Nonpareil Water Treatment Plant	Report to Council	
	PW/Water	Seek funding for and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	
	Police	Develop a plan for improving Emergency Communications Infrastructure	Hold Workshop with Council	
2017				
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Staff to look at pockets of opportunity; bring map to Council	
2017-18				
	CDD/Eng	Develop solutions to water storage deficiencies for new development	Create a plan for how to fund & execute construction of needed water storage expansion-Workshop	
	CDD/Eng	Develop solutions to water storage deficiencies for new development	Take a finance resolution to Council for approval	
	PW/Water	Schoon Mtn. Tank upgrade	Take finance resolution to Council for approval	
	PW/Water	Upper Umpqua Tank upgrade	Take finance resolution to Council for approval	
2018-19				
	CDD/Planning	Complete a Wetland and Buildable Lands Inventory	Establish methodology and timeline & report to Council (organize a team)	
	Finance	Create Street Mgmt Masterplan w/funding options after Central Avenue Project is completed	Establish methodology and timeline and report to Council	
2019				
Oct 2019	PW/WWTR	Final Design Wastewater Treatment Plant Improvements	Report to Council	
2020				
	PW/Water	Upgrade Nonpareil Water Treatment Plan	Report to Council	
	PW/Water	Seek funding for and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	

Southwestern Oregon Economic Indicators

February 2018 (January 2018 Data)

For data or publications on Southwestern Oregon, visit us at: QualityInfo.org



Local and State Unemployment Rates

(Seasonally-adjusted)

Source: Oregon Employment Department, LAUS

■ January 2016 ■ January 2017 ■ January 2018

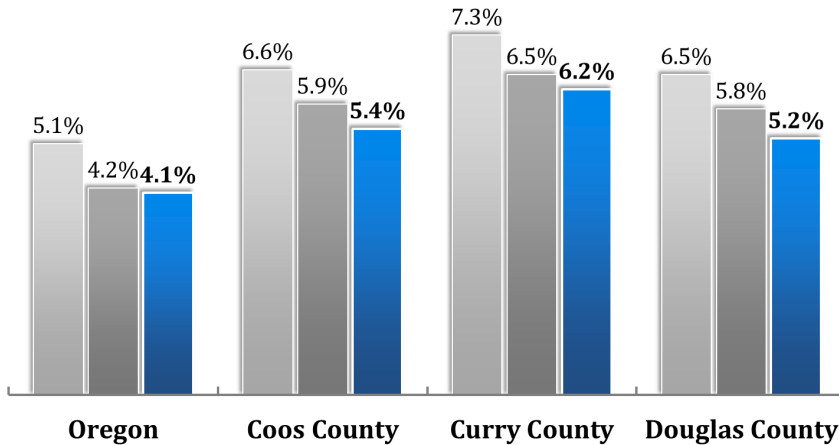


Table of the Month

2017 Job Vacancy Survey Results for Southwestern Oregon

Source: Oregon Employment Department

Southwestern Oregon Job Vacancies by Industry, 2017

Industry	Vacancies
All Industries	2,568
Health care and social assistance	775
Leisure and hospitality	510
Transportation, warehousing, and utilities	263
Administrative, management, and waste services	190
Construction	169
Retail trade	161
Professional and technical services	158
Manufacturing	103
Other services	91
Wholesale trade	65
Natural resources and mining	56
Private educational services	14
Financial activities	13

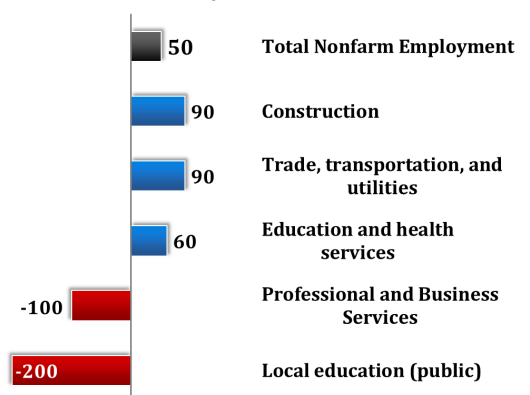
The number of job vacancies in Southwestern Oregon is up from roughly 1,000 reported vacancies in 2016 to over 2,500 vacancies.

Industry Gains and Losses

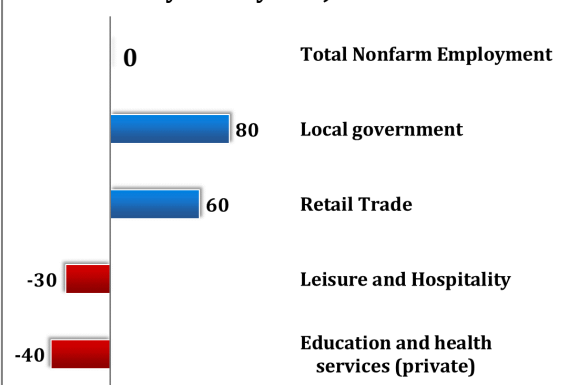
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

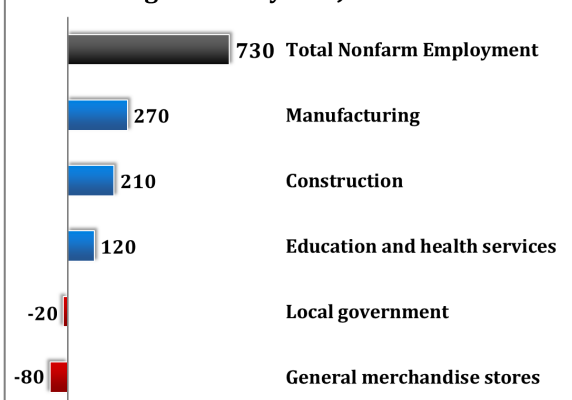
Coos County Net Job Growth



Curry County Net Job Growth



Douglas County Net Job Growth



Diane Harris

From: Diane Harris
Sent: Wednesday, March 21, 2018 9:50 AM
To: 'Ashley KQEN News (ashley@bciradio.com)'; 'DC Commissioners'; 'KUGN'; 'KYLE-KQUEN'; 'News Desk (newsdesk@nrtoday.com)'; 'Register Guard'; 'Roseburg Beacon'; 'Vera Westbrook (vwestbrook@nrtoday.com)'
Subject: Public Meeting Notice
Attachments: CC MAR 26.18 Workshop.pdf

Good morning,

Please see attached agenda for the March 26th, Sutherlin City Council Meeting!

Thank you,

Diane Harris, CMC
City Recorder/HR Manager
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Sutherlin, OR 97479
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