



**City of Sutherlin
Council Meeting
Monday, March 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. February 8, 2021 Minutes – Regular Meeting

6. COUNCIL BUSINESS

- a. Liquor License Application Approval – Driftwood Market
- b. Liquor License Application Approval – Cignos Italian
- c. Parks Advisory Committee Appointments
- d. Budget Committee Appointment
- e. Resolution 2021.02 – Council Priorities
- f. Nonpareil WTP Funding Amendment
- g. Bid Approval – Nonpareil WTP Modernization Improvements
- h. Bid Approval – Central Avenue Sidewalk Extension
- i. Resolution 2021.03 – Urban Renewal \$1 Million Line of Credit Approval

7. STRATEGIC PLAN UPDATE

- a. Ford's Pond Recreational Improvements

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 Civic Auditorium
Monday, February 8, 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/Asst. City Manager, Dan Wilson
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
Emergency Operations Manager, Dennis Riggs
Library Director/Urban Renewal Manager, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Len Bodeen

Via Zoom: Grant Fahey (Sutherlin Sanitary Service), Jim Houseman

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 AGENDAS

- **January 11, 2021 Minutes – Regular Meeting**
- **January 25, 2021 Minutes - Workshop Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Planning Commission Appointment**

Staff Report – City Recorder, Diane Harris, the City has received two applications to fill one vacancy on Planning Commission, term ending December 31, 2022. Elaina Swanson moved out of the area and can no longer serve on the Commission. Staff is resubmitting two applications from the January 11th meeting for consideration - from Richard Price and Sam Robinson. Both have previously served on this commission.

MOTION made by Councilor Hamilton to appoint Richard Price to Planning Commission - term ending December 31, 2022 as nominated; second by Councilor Sumner.

Discussion: None

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

Opposed: None
Motion carried unanimously.

- **Resolution 2021.01 – Sutherlin Sanitary Service Fees**

Staff Report – Finance Director, Dan Wilson, asked Council to approve Sutherlin Sanitary rate adjustment. Ordinance No. 1040 requires any changes in service fees be adopted by Resolution. Introduced Grant Fahey with Sutherlin Sanitary Service (via zoom) to answer any questions.

MOTION made by Councilor Vincent to approve Resolution 2021.01 – Sutherlin Sanitary Service Fees; second by Councilor Groussman.

Discussion:

- Councilor Sumner – When will customers be notified of the rate increase? ***Fahey – Once the new rates are approved, notices will be sent to customers. New rates will be effective April 1, 2021.***
- Councilor Groussman – Doesn't the County Landfill's new rates start on April 1st? ***Yes.***
- Councilor Vincent – Once the new sanitation facility/transfer site is developed, will the City of Sutherlin's rates be stabilized since material transferring will be done independently? ***That's yet to be determined but it's being discussed.***
- Councilor Groussman – Will the customer notices explain the reason for the rate increase? ***Yes.***
- Councilor Sumner – Are the off-road rates increasing? ***No, they won't be affected.*** Can a letter be sent to customers in addition to the note on billing statements so customers receive two notifications? ***Absolutely, one can be sent next week.***
- Councilor Boggs – Is the recycle center allowing glass? ***Not yet, according to Gabe Forester at the County Landfill, they are taking in small amounts at a time to avoid an influx.***

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.02 – 2021-2022 Council Priorities**

Staff Report – City Manager, Jerry Gillham, suggested that Council Priorities be discussed further before a Resolution is approved. Each Councilor had an opportunity to ask questions. Mayor McKnight instructed Council to email department heads directly with more specific questions.

- Councilor Whitaker:
 - No questions yet.
- Councilor Vincent:
 - Suggested to new Councilors that when questions arise, go directly to that department, staff is very helpful.
- Councilor Boggs:
 - City Hall Remodel – Remembering the flood of 1996 and the volume of water in town, suggested looking for a different place, higher in elevation to place the Emergency Operations Center (EOC) in case of flooding.
 - ❖ ***Councilor Hamilton - City Hall never flooded during 1996.***
 - ❖ ***Gillham – Analysis has been done, City Hall will be a safe location and fully operational, however an alternative site is set on Sixth Ave. at Family Church.***
- Councilor Sumner:
 - Requested plans for the City Hall remodel. ***Community Development Director, Brian Elliott - Will send a copy to Council.***
 - Traffic Impact Study (TIS) – Dakota Street and Industrial Park – Is this being done to get a traffic signal? ***Elliott – Will identify if needed and its development driven.***
 - Safe Routes to School Grant – Why has the plan been reduced to only have a sidewalk and curb on one side of the street? ***Elliott – The east side of Waite Street (from Southside Rd. to Central Ave.) is predominantly wetlands, so by reducing the project to the west side only, will reduce the request of the grant, and can strengthen our chances of qualifying for it. A flashing beacon will be installed at the intersection of Sea St. and possibly Central Ave.***
- Councilor Groussman:
 - Advance Life Support Monitors & AED's – Deputy Chief McKnight answered questions prior to the meeting. The Fire Department's current Cardiac Monitor is 21 years old, they have a life

expectancy of 17 years. 70 % of calls are medical assistance. **McKnight – We need one Cardiac Monitor and one Auto Pulse CPR Device.**

- Central Avenue Sidewalk Extension – Asked for clarification of project boundary lines and engineering costs. **Elliott explained.**

➤ **Councilor Hamilton:**

- Dog Park Maintenance Agreement – Does the Sutherlin Dog Park Committee maintain all of Hartley Park as well? **Elliott - The committee will be responsible for maintaining the dog park, Public Works will help maintain with mowing, trees, etc. including Hartley Park.**
- Exit 135 Sign Remodel – Is Adam Sarnoski (Cooper Creek Creative) remodeling the sign? **Gillham – Yes, he’s working on a new design with the new logo. Elliott – Two conceptual drawings will be brought to Council for approval.**
- All Routes Transportation Safety (ARTS) grant – Comstock Rd. and Terrace Lane are at opposite ends of town, how will a flashing beacon cover both? **Elliott – Those two intersections are possibilities to have a flashing beacon at both.**
- Waite Street/Central Ave. Intersection Alignment - How will the streets align? **Elliott – (Passed out a map). Staff’s suggestion is to realign Eagle Court and the Post Office west, to align with Waite St. This project would be included in the five-year Capital Improvement Plan for Streets.**

Gillham – Once Council Priorities are identified and the Strategic Plan is revamped, a Resolution will be brought to Council for approval at the March 8th meeting.

- **Budget Calendar**

Staff Report – Finance Director, Dan Wilson, presented the City’s Budget Calendar for approval; first meeting is April 19, 2021.

MOTION made by Councilor Hamilton to approve Budget Calendar as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Schoon Mtn Pump Station (Pump Replacement)**

Staff Report – Community Development Director, Brian Elliott, requested the purchase of two 30hp pumps for the Schoon Mtn. Pump Station (pump replacement) in the amount of \$40,702.00. Replacing these pumps was part of the 2020/21 Strategic Plan due to pump age.

MOTION made by Councilor Vincent to approve Schoon Mtn. Pump Station (Pump Replacement) as presented; second by Councilor Groussman.

Discussion:

- Councilor Sumner – Why is there such a cost difference? **Elliott – Originally, the entire skid was being replaced (\$250,000), but after discussion, the pumps are what needed to be replaced.**

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE (Reports in Council Packet)

- **Sidewalks from Silver Glen to Quail Run and Central Avenue**

Staff Report – Elliott, stated that all information was in the Staff Report and was available for questions.

- **Evaluate Industrial Lands – County and City**

Staff Report – Elliott, stated that all information was in the Staff Report and was available for questions.

- Councilor Vincent – How fast is Sutherlin Sanitary ready to move? **Elliott – They are ready to go.**

CITY MANAGER REPORT (Verbal)

- Urban Renewal Agency – Task Force meeting on Wednesday, February 10, 2021.
- Backside Brewing in Sutherlin is now open for business – good things are happening.

- Councilor Whitaker – When will Sol De Sutherlin open at their new location? *Gillham – I haven't heard. Councilor Hamilton responded – They're waiting for liquor license from OLCC, hopefully in two weeks.*

CITY COUNCIL COMMENT

Councilor Whitaker

- None

Councilor Hamilton

- Backside Brewing is very nice with delicious food.
- Happy Birthday Mayor McKnight – yesterday.

Councilor Groussman

- What's the City's responsibility for litter and animal waste at Ford's Pond? *Elliott –Volunteers of Friends of Ford's Pond are responsible. Councilor Hamilton – There are signs posted. Suggested more volunteers. Councilor Whitaker – Four full time volunteers patrol the area regularly - he and his wife frequent the area, there hasn't been an abundance of litter, but there is animal waste. Feels it's kept pretty clean.*

Councilor Sumner

- Adding garbage cans on Central Ave? *Swan – Conversation took place with Sutherlin High School to have trash receptacles built. Gillham – We'll work with Sutherlin Downtown Development, Inc. (SDDI) and use some Urban Renewal funds to get garbage cans added to downtown.*
- Appreciates the skid strips on the walking bridges on Red Rock Trail.

Councilor Boggs

- None

Councilor Vincent

- Great to have Backside Brewing open.
- Received a concerned citizen letter regarding the deteriorating road condition on E Sixth Ave. between St. John St. and Arvilla Way and spoke with Swan, Elliott and Gillham to devise a plan.
- Looking forward to projects and improvements, especially with Ford's Pond.
- Ready for a new year.

Mayor McKnight

- None

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 7:45 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: Driftwood Market – 360 S Calapooia Street, Sutherlin				Meeting Date:	03/08/2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Troy A. Mills, Chief of Police				City Manager Review	☐
Attachments: OLCC Liquor License Application					

WHAT IS BEING ASKED OF COUNCIL?

Due to COVID – 19, OLCC is now prioritizing the application process for existing Limited On-Premises Sales and Full On-Premises sales licensees to start selling malt beverages, wine and cider to go. Licensees can apply for a 90-day “Authority to Operate” with an Off-Premises Sales License.

The Driftwood Market – has made application, under the requirements of the Oregon Liquor Control Commission (OLCC), for a 90-day “Off-Premises” license for the sale of alcoholic beverages at 360 S. Calapooia Street. This application gives the business authority to sell malt beverages, wine, and cider “to go”. The individual applying for the license is Raj Kumar of the Sharma Corporation.

EXPLANATION

The police department has found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

OPTIONS

- 1) Provide OLCC a recommendation that this license be approved and granted.
- 2) Provide OLCC a recommendation that this license not be approved or granted.

SUGGESTED MOTION(S)



LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
☐ Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) ☐ (3 rd) ☐	Name of City or County:
☐ Brewery-Public House (BPH) 1 st location	Recommends this license be:
BPH Additional location (2 nd) ☐ (3 rd) ☐	☐ Granted ☐ Denied
☐ Distillery	By: _____
☐ Full On-Premises, Commercial	Date: _____
☐ Full On-Premises, Caterer	
☐ Full On-Premises, Passenger Carrier	
☐ Full On-Premises, Other Public Location	
☐ Full On-Premises, For Profit Private Club	
☐ Full On-Premises, Nonprofit Private Club	
☐ Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) ☐ (3 rd) ☐	
☐ Limited On-Premises	OLCC USE ONLY
☒ Off-Premises	Date application received: <u>02/08/2021</u>
☐ Warehouse	Date application accepted: <u>02/08/2021</u>
☐ Wholesale Malt Beverage & Wine	
☐ Winery 1 st Location	License Action(s):
Winery Additional location (2 nd) ☐ (3 rd) ☐	<u>C/O</u>
(4 th) ☐ (5 th) ☐	

2. Identify the applicant(s) applying for the license(s). **ENTITY** (example: corporation or LLC) or **INDIVIDUAL(S)**¹ applying for the license(s):

SHARMA CORPORATION

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)

DRIFTWOOD MARKET

4. Business Address (Number and Street Address of the Location that will have the liquor license)

360 CALABOONA ST

City

SEASIDE

County

DOUGLAS

Zip Code

97479-9538

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



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City of Sutherlin

STAFF REPORT					
Re: Cignos Italian – 1332 W Central Avenue, Sutherlin				Meeting Date:	03/08/2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Troy A. Mills, Chief of Police				City Manager Review	☐
Attachments: OLCC Liquor License Application					

WHAT IS BEING ASKED OF COUNCIL?

Cignos Italian – has made application, under the requirements of the Oregon Liquor Control Commission (OLCC), for a “Limited On-Premises” license for the sale of alcoholic beverages at 1332 W. Central Avenue. This request is the result of a new, retail business, within the City of Sutherlin. The individual applying for the license is Kathryn Ferguson.

EXPLANATION

The police department has found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

OPTIONS

- 1) Provide OLCC a recommendation that this license be approved and granted.
- 2) Provide OLCC a recommendation that this license not be approved or granted.

SUGGESTED MOTION(S)

N/A



LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
☐ Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) ☐ (3 rd) ☐	Name of City or County:
☐ Brewery-Public House (BPH) 1 st location	Recommends this license be:
BPH Additional location (2 nd) ☐ (3 rd) ☐	☐ Granted ☐ Denied
☐ Distillery	By: _____
☐ Full On-Premises, Commercial	Date: _____
☐ Full On-Premises, Caterer	OLCC USE ONLY
☐ Full On-Premises, Passenger Carrier	Date application received: <u>12/18/2020</u>
☐ Full On-Premises, Other Public Location	Date application accepted: <u>01/19/2021</u>
☐ Full On-Premises, For Profit Private Club	License Action(s):
☐ Full On-Premises, Nonprofit Private Club	<u>C/O, L/Priv & C/TN</u>
☐ Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) ☐ (3 rd) ☐	
☒ Limited On-Premises	
☐ Off-Premises	
☐ Warehouse	
☐ Wholesale Malt Beverage & Wine	
☐ Winery 1 st Location	
Winery Additional location (2 nd) ☐ (3 rd) ☐	
(4 th) ☐ (5 th) ☐	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):

CIGNOS ITALIAN LLC
App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)

CIGNOS ITALIAN

4. Business Address (Number and Street Address of the Location that will have the liquor license)

1332 10 CENTRAL AVE

City

SUTHERLIN

County

DOUGLAS

Zip Code

97479



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

City of Sutherlin

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

WHAT IS BEING ASKED OF COUNCIL?

Staff is requesting Council to fill two vacancies on the Parks Advisory Committee.

EXPLANATION

Parks Advisory Committee – There are 2 vacancies on the Parks Advisory Committee; one seat has a term ending of December 31, 2021, the other term ends December 31, 2022. The city has received applications for these appointments from Lynda Whitaker and Crystal Cunningham.

OPTIONS

To appoint or not appoint both applicants to the open seats as specified.

SUGGESTED MOTION(S)

Motion to appoint _____ to the term ending December 31, 2021 and appoint _____ to the term ending December 31, 2022.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Crystal Cunningham Date 2/23/2021

Address [REDACTED] Phone 541-733-2893

Email Crystal.Cunningham@femail.org Bus. Phone _____

Length of Residency in Sutherlin 14 years Registered Voter? yes

Candidate for position on Parks Advisory Committee

Relevant background and experience Operation Director at
Local Multi-site Church, Building systems +
policies, leading large campaigns and projects

What are your major interests or concerns in the City's programs? I am
passionate about making beautiful and
accessible public spaces for the
community to enjoy and connect with others.

Why would you like to be appointed to this position?

Because I want to make Sutherlin a
better place.

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

For Office Use Only:

Date received: _____
BY: _____

Date considered: _____

Action by Council _____

Term Expires: _____



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Lynnda Whitaker Date 2-23-21

Address [REDACTED] Phone (541) 643-2966

Email lynwhit31@yahoo.com Bus. Phone _____

Length of Residency in Sutherlin 5 yrs Registered Voter? yes

Candidate for position on Parks Dept

Relevant background and experience manual labor at
Ford's Pond - private gardening

What are your major interests or concerns in the City's programs? Well-
managed green spaces - healthy environ-
ment

Why would you like to be appointed to this position?

I care about all things outdoors - green
spaces, healthy exercise, taking care of plants

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

For Office Use Only

Date received: FEB 23 2021

Date considered: BY: _____

Action by Council _____

Term Expires: _____



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City of Sutherlin

STAFF REPORT					
Re: Budget Committee Appointment				Meeting Date:	March 8, 2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☒
Attachments: Budget Committee Application					

WHAT IS BEING ASKED OF COUNCIL?

There are three vacancies on the Budget Committee, staff is requesting council to consider an application received on March 1, 2021.

EXPLANATION

Budget Committee – The city received an application from Rachel Anglin to fill one of the vacancies on the Budget Committee. There is one term ending on December 31, 2021, the other two vacant seats have terms ending on December 31, 2022.

OPTIONS

To appoint Rachel Anglin to the term ending December 31, 2021 or December 31, 2022.

SUGGESTED MOTION(S)

Motion to appoint (not appoint) Rachel Anglin to the term ending December 31, 20____.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Rachel Anglin Date 2/26/2021

Address [REDACTED] Phone 541-660-6726

Email rarma81@gmail.com Bus. Phone 541-492-3923

Length of Residency in Sutherlin 9 years (in total) Registered Voter? yes

Candidate for position on Budget Committee

Relevant background and experience I am currently the Chief Financial Officer for UCAN.

Prior experience includes 1.5 years as UCAN Budget Analyst, and 12 years as a Budget Analyst
with the US Army Corps of Engineers.

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

As the spouse of a local small business owner (Wasted Wages Tattoo) and a parent, my main interests are related
to economic growth, downtown revitalization, and also the improvement/expansion of recreational facilities
and attractions in the community.

Why would you like to be appointed to this position?

I've been looking for opportunities to be more active and involved in our community. When I saw the
announcement for the Budget Committee vacancies, I felt that it was something I know a little about
and could potentially add value to.

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

For Office Use Only:

Date received: 3/1/2021

Date considered: _____

Action by Council _____

Term Expires: _____



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City of Sutherlin

STAFF REPORT					
Re: Resolution 2021.02 – 2021-2022 Council Priorities				Meeting Date:	March 8, 2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By:				City Manager Review	☒
Attachments: Resolution 2021.02 & Exhibit A					

WHAT IS BEING ASKED OF COUNCIL?

Approve Council Priorities for 2021-2022.

EXPLANATION

Council Priorities, represent the most powerful “policy” declaration impacting the long-term benefits derived from strategic planning in any organized and efficient city organization.

Therefore, after numerous hours of city staff research and assessment and concluding two council workshops, these 2021-2022 Council Priorities will serve as the driving force in budgeting and city staff prioritization of work.

OPTIONS

1. Approve Resolution 2021.02, Council Priorities as presented,
2. Amend and approve Resolution 20.21.02, or
3. Delay approval of Resolution 2021.02 for further analysis and discussion.

SUGGESTED MOTION(S)

Move to approve Resolution 2021.02, including “Exhibit A”, Council Priorities as presented.

RESOLUTION NO. 2021.02

**A RESOLUTION ADOPTING COUNCIL PRIORITIES FOR
THE CITY OF SUTHERLIN**

WHEREAS, the City of Sutherlin (“City”) has effectively implemented and greatly benefited from a City of Sutherlin Strategic Plan which includes: City Vision, City Mission, Core Operational Values, Council Goals and a comprehensive work schedule across all City Departments; and

WHEREAS, City Council and City Staff have collaborated together to establish a Program of Work for the years 2021-2022 to include Objectives and measurable benchmarks in response to Council Goals which serve as the core benchmark system of the Strategic Plan; and

WHEREAS, after review of the totality of work scheduled in the Strategic Plan and extensive analysis of community needs and quality of life systems within the control of the City of Sutherlin, City Council has established priorities of city action for the years 2021 and 2022, hereby titled “Council Priorities”,

NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, adopts Resolution No. 2021.02 establishing two-year Council Priorities as depicted in the attached “Exhibit A.”

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2021

APPROVED BY THE MAYOR, ON THIS ____ DAY OF ____, 2021

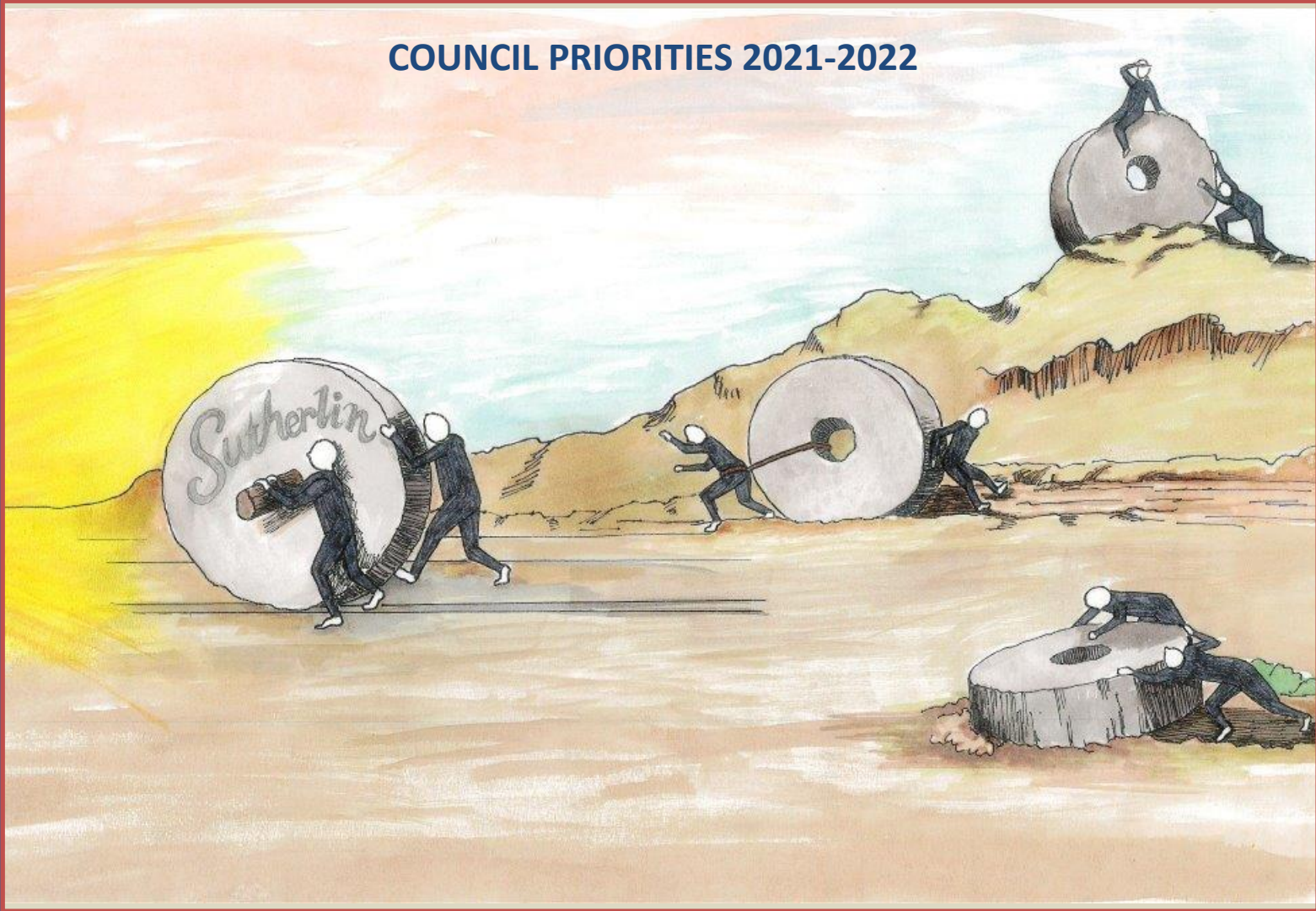
Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

CITY OF SUTHERLIN
Resolution 2021.02: EXHIBIT "A"

COUNCIL PRIORITIES 2021-2022



LEADING THE WAY

"To be the first or most prominent in some field or action"



Action	Description	Timeline
City Hall Remodel – Emergency Operation Room	Remodel of City Hall to create an Emergency Operations Room.	Estimated to be Completed by December, 2021
Communications	Get necessary equipment installed at the secondary EOC at Sutherlin Family Church	
Vehicle Equipment	Equip the newly acquired Command Vehicle with new radios	
Equip all Block/Grid Captains with hand held radios	Budget & Purchase Radios	
Continue Monthly MYN exercised with increased complexity	Continue monthly “map your neighborhood” program	
EOC – Increase training, get secondary EOC functioning, recruit volunteers for MYN & CERT	Increase EOC training, get secondary EOC functioning, recruit volunteers for MYN & CERT	
Increase Fire Reserve Funds for outdated equipment replacement	Transfer funds from General Fund	July 1, 2021
Replacement of Advance Life Support Cardiac Monitors & AED’s	Purchase in the amount of \$67,570 funded with Cares Act Money	July 1, 2021
Replace 2007 Ford F450 Brush Rig	Replace 2007 Ford F450 with 2022 Ford F450 Brush Rig	November, 2021
Replace 1992 Pierce Ladder Truck	If awarded through grant, replace ladder truck with 2022 Pierce 107 Foot Ladder Truck	FYE 2022
Continue to seek outside funding	Continue to seek outside funding such as grants or other opportunities to assist with costs of updating equipment	Ongoing
Recruitment & Retention	Incorporate new ways, ideas, and concepts in order to make Sutherlin Police Dept. more appealing to qualified candidates	Ongoing



Continued

Action	Description	Timeline
Facility Security	Continue to expand facility security systems and incorporate a command center software	Ongoing over the next few fiscal years
Technology	Technology continues to advance and so do criminals. Continue to integrate technology to assist Law Enforcement	Ongoing over the next few fiscal years

PARKS



Action	Description	Timeline
Ford's Pond Community Park Improvements Project 1 and Project 2A (Phase 1)	The project will construct ADA-accessible parking; add signage, picnic tables, benches, site utilities; and create 900 feet of paved access to the pond perimeter path at Ford's Pond Community Park. Also, improve ADA accessibility for 0.8 miles of the existing 1.7 mile shared-use trail; including trailhead parking	Summer, 2021
Ford's Pond Community Park Improvements Project 1 (Phase 2) and Project 2A and 2B	The project will construct a 0.9 mile section of the ADA accessible perimeter path and add wayfinding signage. The project will also construct ADA accessible restrooms and 600 feet of connectivity sidewalk, two inclusive natural children's play area, three shaded picnic pavilions, site furnishings, landscaping and security cameras	Expected to be completed by Fall, 2022
Central Plaza Park	Construct Plaza Park in Downtown	April, 2021
Dog Park Maintenance Agreement	Renew Maintenance Agreement between the City and Dog Park Committee	April, 2021
Central Park Multi Use Staging Area	Create a staging area that could benefit several annual events in Central Park	Fall, 2021
Cooper Creek RV Park Brainstorming	Explore/Brainstorm ideas with the City Parks Committee, Douglas County Parks and Sutherlin Water Control for potential RV Park at Cooper Creek	TBD
Sports Field/Complete Brainstorming	Brainstorming to create a sports field behind the	December, 2021

TRANSPORTATION



Action	Description	Status
Traffic Impact Study (TIS) – Dakota Street and Industrial Park	To encourage and facilitate development	TBD
Central Avenue Sidewalk Extension	Extend Sidewalk between Silver Glen and Grove Street	Expected to be completed by Summer, 2021
Exit 135 Sign Update	Update/Refresh sign at Exit 135	FY 2021/22
Dakota Street / Hwy 138 W Intersection Improvements	Work with ODOT to continue to improve the intersection at Dakota Street and Hwy 138W to include a traffic signal light	Pending Funding
All Routes Transportation (ARTS) grant	Grant application submitted for pedestrian crossings along Central Avenue (locations to be determined by study).	Pending Funding
Safe Routes to School Grant (SRTS) Waite Street Improvement	Grant application to be submitted in the fall for Waite Street Improvements	Pending Funding
Connector Road From Myrtle Street to N. Comstock	Connector Street from Myrtle Street to N. Comstock will be included in the five-year capital improvement plan	Pending Funding
Waite Street and Central Avenue Intersection Alignment Improvements	Waite Street and Central Avenue Intersection Alignment Improvements to be included in the five year capital improvement plan	Pending Funding
Develop a plan of action upgrading Red Rock Road as a local commuter relief street from State Street to Waite Street	Upgrade Red Rock Road as a local commuter street	Pending Funding
Continue Pavement Management Program	Street selection based on condition each year	Implementation in Progress
Purchase Asphalt Crack Sealing Machine	Purchase Asphalt Crack Sealing Machine	FY 2021-2022

Community DEVELOPMENT



Action	Description	Status
Street Light Upgrade	Street Light bulb replacement from 75 kw to 150 LED from Comstock to Fort McKay	May/June, 2021
Development Code Update	Update language in development code to reflect code audit and to clarify existing language.	July, 2021
Entrance Image & Gateway Design Downtown	Design a specific gateway entry point into Sutherlin from all directions. This will involve the Urban Renewal & Sutherlin Downtown Development Inc.	Pending Funding
Continue Economic Development Efforts	Continue Recruit and Retention of businesses within Sutherlin	Ongoing
Support Urban Renewal (Tax Increment Financing – TIF)	Continue to implement projects as identified by the Urban Renewal District Board and Task Force	Ongoing

UTILITIES



Action	Description	Timeline
Water Outside of City Limits and/or UGB	Amend necessary regulating codes to allow water to properties outside City Limits and/or UGB	Completion targeted for December, 2021
Schoon Mountain Pump Station (Pump Replacement)	Replacing two 30 hp vertical pumps	May/June, 2021
Wastewater Treatment Plant (WWTP) finalization & one year performance evaluation	Anticipated to be completed by February, 2021 and then one year performance evaluation will commence	February, 2022
Nonpareil Water Treatment Plan (NPWTP) Improvements	NPWTP Improvements will be funded through the Safe Drinking Water Revolving Loan Fund and Water Construction Fund	Construction is estimated to be completed by June/July, 2022
Add one Full Time Employee (FTE)	Add one FTE to the Public Utility Department	FY 2021/2022
Accelerated aged water line replacement program	Water line replacement between Central Ave & First Ave from Umpqua to Willamette; Sunset Street from Central Ave to Sunset Ave; E. Third between Mardonna and Sherwood	Pending Funding – 3 year program

LAND-USE PLANNING



Action	Description	Status
Sustain Positive Land Use Services for New and Proposed Development	This is a continuing and stated objective that City Council wishes to once again, be emphasized	Ongoing
Create a new Industrial Lands Inventory map for prospective Traded-Sector employers	This too, is a City Council stated objective	Will be completed by year-end 2021



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

City of Sutherlin

STAFF REPORT					
Re: Nonpareil WTP Funding Amendment				Meeting Date:	03/08/2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Revised Project Budget-Deficit; Funding Amendment Letter to Business Oregon					

WHAT IS BEING ASKED OF COUNCIL?

Approve an amendment to the Safe Drinking Water Revolving Loan Fund in the amount of \$1,915,792 (additional loan).

EXPLANATION

On February 24, 2021 the City of Sutherlin (City) received three bids for the Nonpareil WTP Improvements project. The Nonpareil WTP is the City's primary WTP. It was constructed in 1982 and is in need of extensive repairs and improvements to maintain performance and reliability objectives. Stettler Supply & Construction submitted the lowest bid in the amount of \$4,810,485. Stettler Supply & Construction has sufficient experience and qualifications to satisfactorily construct the project. The original Funding Package was \$3,937,773, funded through a loan (with Principal Forgiveness) with the Safe Drinking Water Revolving Loan Fund and the Water Construction Fund. Because of an expanded project scope to improve system performance and the pandemic, there has been a tremendous cost increase in materials, which rolled over into NPWTP Improvement project cost escalation. Total budget deficit for this project is \$1,915,792.

Below is the comparison to the new funding contract if approved. The interest rate calculated in the original application process was 3%, which estimated the city's annual payment for borrowing \$3,937,773 at approximately \$280,000. Due to a favorable financing market, the actual interest rate for the loan is 1%. Accordingly, even though the bids were higher than anticipated, the resulting debt payments are lower than the annual budgeted allocation of \$280,000. With the additional loan amount of \$1,915,792, the city's annual loan payment will be \$208,100 or approximately 25% lower than the anticipated and budgeted amount. If the funding package is pursued, the city will not need to raise rates and will address much needed improvements at the main WTP.

Original Funding Package

Loan Payment	\$137,900
Interest Rate	1%
Term	30 years
Principal Forgiveness	\$380,000

Current Funding Package

Loan Payment	\$208,100
Interest Rate	1%
Term	30 years
Principal Forgiveness	\$380,000

OPTIONS

Approve the Safe Drinking Water Revolving Loan Fund Amendment in the amount of \$1,915,792.

Not Approve the Safe Drinking Water Revolving Loan Fund Amendment in the amount of \$1,915,792.

SUGGESTED MOTION(S)

Motion to Approve the Safe Drinking Water Revolving Loan Fund Amendment in the amount of \$1,915,792.

CITY OF SUTHERLIN
NONPAREIL WTP IMPROVEMENTS
REVISED PROJECT BUDGET/DEFICIT

February 25, 2021

Item	Description	Subtotals
1	Construction Cost - Based on Low Bid	\$ 4,810,485
2	Contingency (10%)	\$ 481,500
3	Current Engineering Contract	\$ 648,680
4	Additional Engineering	\$ 72,900
5	Project Management (CCD)	\$ 15,000
6	Labor Standard Monitoring (CCD)	\$ 15,000
7	Legal/Admin	\$ 60,000

Total Project Cost	\$ 6,103,565
Original Funding Package	\$ (3,937,773)
City Contribution	\$ (250,000)
Budget Deficit	\$ 1,915,792



City of Sutherlin

Community Development

126 E. Central Avenue

Sutherlin, OR 97479

541-459-2856

Fax 541-459-9363

www.ci.sutherlin.or.us

March 1, 2021

**To: Tawni Bean, Regional Project Manager
Business Oregon**

**Re: City of Sutherlin – Nonpareil Water Treatment Plant Improvements,
SDWRLF #S19026**

Greetings,

Project Description/Scope:

The City of Sutherlin's (City) Nonpareil Water Treatment Plant (WTP) is the City's primary drinking water supply treatment plant. The WTP was originally constructed in 1982 and has many components that are in need of improvements to maintain system performance and reliability objectives. Due to the retrofit nature of the project, as the plant was further evaluated, the scope of the WTP Improvement project has evolved into its current state. The City requests that the overall project scope for the Nonpareil Water Treatment Plant project, SDWRLF #S19026, be amended to incorporate the following major items of construction:

- a. Intake building improvements, including new air compressor, new actuated valve, electrical improvements, radio telemetry system, and other appurtenances.
- b. Raw water pump station improvements, including new pumps, new controls, new canopy, new concrete slab, new fence and gate, and other appurtenances.
- c. Intake vault improvements, including new magnetic flow meter, new static mixer, and other appurtenances. Clarifier improvements, including sand blasting and coating, lead paint removal/disposal, new walkway, new tube settlers, electrical improvements, new valves, new sludge wasting valve and flow meter, and other appurtenances.
- d. Filter system improvements, demolition including lead paint removal/disposal, new underdrain system, new air scour system (blowers, piping, valves), new media, new piping, new valves, electrical improvements, new instrumentation, and other appurtenances.
- e. New backwash pump, flow meter, and appurtenances.
- f. New treated water pumps and appurtenances.
- g. New treated water flow meter, access hatch and appurtenances.
- h. New potable water pump, pressure tank, and appurtenances.
- i. New chemical feed systems and appurtenances.
- j. New streaming current monitor and associated systems.
- k. New electrical room, main WTP control panel, control panels, MCCs, and other ancillary items.
- l. New SCADA control system and miscellaneous control instrumentation.
- m. New canopy over new air scour blowers.
- n. New backwash basins and appurtenances.
- o. Site improvements, fencing, and yard piping.

The above scope is amended from the prior version. The following items were added to the project during the design phase (after design Engineering Amendment No. 1):

- a. Radio telemetry system.
- b. Raw water pump station panel canopy and lighting, new concrete slab, new safety grate, fence, gate, and gravel surface.
- c. Clarifier launder improvements, new bypass valve, and metal repairs.
- d. Filter Improvements: New influent actuated valves and backwash pump magnetic flow meter.
- e. Clearwell pipe coatings, new ladder, fitting replacement, redundant level transducer.
- f. Duplex chemical feed systems (PAC and Filter Aid), piping, electrical improvements, and ancillary equipment (pressure reducing valve, backflow preventer).
- g. New concrete patch in chemical feed area.
- h. Treated water magnetic flow meter, access hatch, and associated electrical improvements.
- i. Potable water piping improvements.
- j. WTP yard piping.
- k. New fencing and gate.
- l. New gravel surface (13,000 sf).
- m. Coating of existing pipe throughout WTP.
- n. Lead paint removal/disposal at WTP.

Additional Funds/Budget Amendment:

The City's Nonpareil Water Treatment Plant Improvement project bids were opened on Wednesday, February 24, 2021. The low bid was higher than anticipated and in order to complete this project the City requests additional funds be obligated. Below is the revised project budget which includes: the current loan amount, the updated budget numbers, and the budget deficit.

Construction Cost (Based on Low Bid)	\$4,810,485
Contingency (10%)	\$ 481,500
Current Engineering Contract	\$ 648,680 <i>*includes Engineering Amend No. 1</i>
Additional Engineering	\$ 72,900
Project Management (CCD)	\$ 15,000
Labor Standards Monitoring (CCD)	\$ 15,000
Legal/Permitting	\$ 60,000
Total Project Cost:	\$6,103,565
Current SDWRLF:	(\$3,937,773)
City Contribution:	(\$250,000)
Budget Deficit:	\$1,915,792

The Additional Engineering in the amount of \$72,900 includes additional services during construction management to account for two WTP shut-down periods and an overall construction duration of 18 months, and the additional design time related to items added to the scope as outlined in the project description above.

Funding Package:

Based on recent correspondence with Business Oregon, additional financing is available. Following is a summary of the original and amended financing packages.

Original Funding Package

Loan Payment	\$137,900
Interest Rate	1%
Term	30 years
Principal Forgiveness	\$380,000

Amended Funding Package

Loan Payment	\$208,100
Interest Rate	1%
Term	30 years
Principal Forgiveness	\$380,000

Based on the amended loan payment, and the original budgeted loan payment value, it is not necessary for the City to raise rates.



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City of Sutherlin

STAFF REPORT					
Re: Nonpareil Water Treatment Plant Improvements Construction Bid Award				Meeting Date:	03/08/2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments:	NPWTP Improvements Recommendation Letter and NPWTP Improvements Notice to Award				

WHAT IS BEING ASKED OF COUNCIL?

Award approval for the Nonpareil WTP Improvements to Stettler Supply & Construction in the amount of \$4,810,485.

EXPLANATION

On February 24, 2021 City of Sutherlin received three bids for the Nonpareil WTP Improvements. Bids were received from: Stettler Supply & Construction in the amount of \$4,810,485, Pacific Excavation, Inc. in the amount of \$4,927,000 and McClure and Sons, Inc. in the amount of \$5,395,310. Stettler Supply & Construction submitted the lowest bid and has sufficient experience and qualifications to satisfactorily construct the project. The Dyer Partnership Engineers & Planners, Inc. and City Staff's recommendation is to award the contract to Stettler Supply & Construction for the Nonpareil WTP Improvements. This project will be funded through Safe Drinking Water Revolving Loan Fund and Water Construction Funds.

Improvements will consist of: Compressor upgrade for cleaning the intake screen, new magnetic flow meter for the raw water influent line, refurbish contact clarifier through sand blasting pressure grouting of cracks, and coating, air scour system into the existing filters, construction of a new concrete backwash ponds, addition of a redundant potable water pump, installation of filter-to-waste piping, replacement of existing WTP piping with the addition of electric actuated valves, installation of an updated control system, utilizing Supervisory Control and Data Acquisition (SCADA), installation of new generator with automatic transfer switch, replacement of system monitoring equipment, intake blow-off actuator upgrade, new raw water pumps, new raw water pump control panels, catwalk extension at clarifier, upgrade auto de-sludge system, new electrical room, new electrical service and motor center and new lighting.

Schedule:

- ~~Final design Nov 23, 2020~~ - Complete
- ~~Regulatory/Funding Review Nov/Dec 2020~~ - Complete

- ~~Present Final Design to Council Dec 2020/Jan 2021 (pending OHA review timeline) - Complete~~
- ~~Bid process Jan/Feb 2021 - Complete~~
- Council Consideration of Contract March 8, 2021
- Construction NTP March 2021
- Complete Construction June/July 2022

OPTIONS

Award the contract to Stettler Supply & Construction for the Nonpareil WTP Improvements in the amount of \$4,810,485.

Not award the contract to Stettler Supply & Construction for the Nonpareil WTP Improvements in the amount of \$4,810,485.

SUGGESTED MOTION(S)

Motion to award the contract to Stettler Supply & Construction for the Nonpareil WTP Improvements in the amount of \$4,810,485.

**Section 00510
NOTICE OF AWARD**

NOTICE OF AWARD

Date of Issuance:

Owner:	City of Sutherlin	Owner's Contract No.:	
Engineer:	The Dyer Partnership	Engineer's Project No.:	146.54
Project:	Nonpareil WTP Improvements	Contract Name:	Nonpareil WTP Improvements
Bidder:	Stettler Supply Co. dba Stettler Supply & Construction		
Bidder's	4420 Ridge Drive NE		
Address:	Salem, OR 97301		

TO BIDDER:

You are notified that Owner has accepted your Bid dated February 24, 2021 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

City of Sutherlin – Nonpareil WTP Improvements.

The Contract Price of the awarded Contract is: Four million, eight hundred and ten thousand, four hundred and eighty five dollars and zero cents (\$4,810,485.00)

Four copies of unexecuted counterparts of the Agreement accompany this Notice of Award.

Four sets of the Contract Documents will be delivered separately.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner four fully executed counterparts of the Agreement, fully executed by Bidder. **All dates on the Agreement shall be left blank and the Effective Date of the Agreement will be inserted by Owner when Owner executes the Agreement.**
2. Deliver with the executed Agreements the Contract security (*performance and payment bonds*) and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6 and related Supplementary conditions to those General Condition sections. **All dates on the bonds shall be left blank.** A letter shall be provided, signed by both Contractor and Bonding Company, or authorized agent of Bonding company, which authorized the Owner to insert the date on the Bonds which is the same date as the Effective Date of the Agreement.
3. Parties required to be listed as insured, additionally insured, or also insured shall all be listed on the Certificates of Insurance.
4. You must deliver with the executed Agreement, proof that an employee drug testing program is in place. Such proof may include a copy of the adopted policy or program for employee drug testing.
5. Also before you may start any Work at the site you must:
 - a. Submit a project work schedule.
 - b. Submit a schedule of values.
 - c. Schedule a preconstruction conference with Engineer.
 - d. Receive a Notice to Proceed from the Engineer.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

You are required to return an acknowledged copy of this Notice of Award to the Owner.

ACCEPTANCE NOTICE

City of Sutherlin
(OWNER)

By _____
(AUTHORIZED SIGNATURE)

(TITLE)

Receipt of the above NOTICE OF AWARD is
hereby acknowledged by _____

this the _____ day of _____,
20____.

By: _____

Title: _____

Employer I.D. No. _____



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

March 1, 2021

Jerry Gillham, City Manager
City of Sutherlin
126 E Central Avenue
Sutherlin, OR 97479

RE: City of Sutherlin
Nonpareil WTP Improvements
Project No. 146.54

Dear Mr. Gillham:

This letter is to recommend action by the City of Sutherlin in response to the bids received on February 24, 2021 at 2:00 PM for the above referenced project. Three bids were received. There were no bid irregularities. All three bids were responsive and responsible. The bids were in the following amounts:

1. \$4,810,485.00 by Stettler Supply Co. dba Stettler Supply & Construction
2. \$4,927,000.00 by Pacific Excavation, Inc.
3. \$5,395,310.00 by McClure and Sons, Inc.

We recommend that the City of Sutherlin take the following action:

1. Accept the bids.
2. Award a contract to Stettler Supply Co. dba Stettler Supply & Construction in the amount of \$4,810,485.00.

It is our opinion that Stettler Supply Co. dba Stettler Supply & Construction has sufficient experience and qualifications to satisfactorily construct the project.

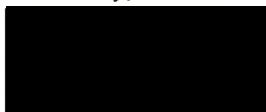
Assuming the City of Sutherlin and Council concurs with our recommendation; we have enclosed four copies of the Notice of Award. A representative for the City needs to sign all four copies after which they should be returned to our office. (*Please do not date the Notice of Award.*) We will date the Award following notification that the City of Sutherlin accepts the bids and is determined to award the project.

Pursuant to ORS279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at:

<https://www.oregon.gov/boli/WHD/PWR/docs/wh81.pdf>

The Owner is also responsible for payment of a Public Works fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39 which is available at: <https://www.oregon.gov/boli/WHD/PWR/docs/wh39.pdf>

Sincerely,



Tyler Molatore, PE
Project Engineer



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

City of Sutherlin

STAFF REPORT					
Re: Sidewalk Extension Central Avenue from Wildwood Lane, to existing sidewalk, west of Grove Lane.				Meeting Date:	03/08/2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Central Avenue Sidewalk Extension Notice of Intent and Award Recommendation.					

WHAT IS BEING ASKED OF COUNCIL?

Award approval for the Central Avenue Sidewalk Extension to Guido Construction Inc. in the amount of \$98,609.

EXPLANATION

On February 24, 2021, the City of Sutherlin received three bids for the Central Avenue Sidewalk Extension project: Guido Construction in the amount of \$98,609, Brown Contracting in the amount of \$118,881 and Pacific Excavation in the amount of \$131,302. It's I.E. Engineering and City Staff's recommendation to consider Guido Construction Inc. for this project. This project is funded through the Street/Sidewalk/Drainage Fund. Total project cost, with engineering, is \$112,109. Construction is estimated to be completed by May, 2021.

OPTIONS

Award the contract to Guido Construction Inc. for the Central Avenue Sidewalk Extension in the amount of \$98,609.

Not award the contract to Guido Construction Inc. for the Central Avenue Sidewalk Extension in the amount of \$98,609.

SUGGESTED MOTION(S)

Motion to award the contract to Guido Construction Inc. for the Central Avenue Sidewalk Extension in the amount of \$98,609.



NOTICE OF INTENT TO AWARD

DATE: March 8, 2021

PROJECT: Central Avenue Sidewalk Extension

Notice is hereby given, based on a review of bids received for the above mentioned project, the City of Sutherlin intends to award the contract for this project to the lowest responsible bidder, whom we have determined to be **Guido Construction, Inc.**, in the amount of **\$ 98,609.00.**

A bidder may submit a formal written protest of this Intent to Award within 7 calendar days of the date of this notice. The written protest must specify the grounds upon which the protest is based. For the protest to be considered valid, it must show that the protesting party is an adversely affected or aggrieved bidder as described in OAR 137-030-0104. Such protest must be submitted to City of Sutherlin, Attn: Brian Elliott, 126 E. Central Ave., Sutherlin, OR 97479. Any protest received after this deadline will not be considered.

Please contact us if you have any questions regarding this notice.



Erik D. Ranger, P.E.
i.e. Engineering, Inc.



ie Engineering, Inc.
809 SE Pine St.
P.O. Box 1271
Roseburg, OR 97470
ieengineering.com
541.673.0166

March 1, 2021

City of Sutherlin
Attn: Brian Elliott
126 E. Central Ave.
Sutherlin, OR 97479

Re: **Central Ave Sidewalk Extension, Award Recommendation**

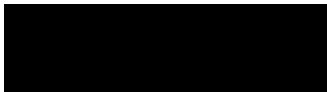
Dear Mr. Elliott,

Please find the enclosed bid summary for the Central Avenue Sidewalk Extension, Project #ST-2021-01 project that opened at 2:00 pm on February 24, 2021. Three bids were received, which appear to be completed fairly and in conformance to the conditions outlined in the contract documents.

We recommend the City consider **Guido Construction Inc.** with their low bid of **\$ 98,609.00**, as the General Contractor for the Central Avenue Sidewalk Extension.

We look forward to working with you until the project's completion. Please call me at (541) 673-0166 if you have any questions or when we can be of any further assistance. Thank you.

Sincerely,



Erik D. Ranger, P.E.



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

City of Sutherlin

STAFF REPORT					
Re: Resolution 2021.03 - URA Line of Credit Approval				Meeting Date:	03/08/2021
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Patrick Lynch, URA Administrator				City Manager Review	☒
Attachments: Resolution 2021.03					

WHAT IS BEING ASKED OF COUNCIL?

Authorization and approval of the creation of a \$1 million Line of Credit for the implementation of previously identified pilot projects approved by UR Agency, Council and UR Task Force.

EXPLANATION

As identified in the TIF/Urban Redevelopment documents, this line of credit serves as a bridge loan from City Reserve Funds to the Agency. Preliminary allocation of funds affirmed by and to be managed by the UR Task Force and presented to the Agency as follows:

- (1) \$350,000 Central Avenue Storefront Improvement Grants and parking lot purchase and improvements;
- (2) \$350,000 Sutherlin Industrial Park wetlands water credit purchase and consultant fees;
- (3) \$300,000 Exit 136 enhancement.

OPTIONS

N/A

SUGGESTED MOTION(S)

Motion to approve, not approve or amend the creation of a Line of Credit in the amount of \$1 million from City Reserve Funds - to provide bridge funding for TIF Plan approved pilot projects within Urban Redevelopment boundaries managed by the Urban Redevelopment Agency and Task Force.

RESOLUTION NO. 2021.03

**A RESOLUTION AUTHORIZING THE CITY OF SUTHERLIN TO AUTHORIZE AN
URBAN RENEWAL AGENCY LINE OF CREDIT FROM CITY FUNDS**

WHEREAS, the City of Sutherlin has established an Urban Renewal District to stimulate economic growth and eliminate blight in our community, and

WHEREAS, the City of Sutherlin created an Urban Renewal Task Force to recommend plans and bring budgets to the Urban Renewal Agency Board, and

WHEREAS, the Urban Renewal Agency Board has authorized the expenditure of \$1 million in City Funds to initiate a first wave of projects pending City Council Approval,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sutherlin, Oregon hereby approves the inter-fund Line of Credit to the Sutherlin Urban Renewal Agency Board as proposed.

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2021.

APPROVED BY THE MAYOR, ON THIS ____ DAY OF ____, 2021.

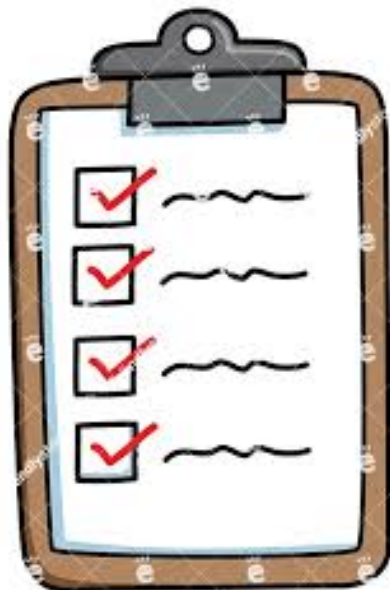
Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC



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: Ford's Pond Community Park and Trail Improvements				Meeting Date:	03/08/2021
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?

N/A

EXPLANATION

This staff report is to update City Council on the Ford's Pond Construction, Project 1 and Project 2A (Phase 1). Construction is underway on \$760,000 of improvements including: parking, sidewalks, utilities, signage, security lighting, benches, and paving the first half of the perimeter path. This work is scheduled to be completed in early summer 2021. The city has opened a temporary parking area off Hwy 138W, on the north side of the pond.

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

URBAN RENEWAL AGENCY & CITY COUNCIL MEETING

The March 8, 2021, City of Sutherlin's Urban Renewal Agency will begin at 6:30pm followed by the City Council Meeting, 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: Urban Renew Agency 6:30pm & City Council Meeting 7:00pm

Time: Mar 8, 2021 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98562970777?pwd=Y0VLFVab1JMbDQ1WXZaN3d5NmloQT09>

Meeting ID: 985 6297 0777

Passcode: 537894

One tap mobile

+16699009128,,98562970777#,,,,*537894# US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 985 6297 0777

Passcode: 537894

Find your local number: <https://zoom.us/j/98562970777>

Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, March 2, 2021 2:47 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 Agenda, Urban Renewal Agenda and Zoom Links
Attachments: CC AGENDA MAR 8.21 Meeting.pdf; 12. 2. FYI Zoom Public Mtg Notice with links.docx; 3.8.21 URA Agenda.pdf

Good afternoon. Attached is the Agenda for Sutherlin's City Council meeting on Monday, March 8, 2021 and Sutherlin's Urban Renewal Agency Board meeting Agenda for Monday as well. There is one Zoom link for both meetings.



Melanie Masterfield
Deputy City Recorder

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