



**City of Sutherlin
Workshop Council Meeting
Monday, April 22, 2019
Civic Auditorium – 7:00 p.m.
AGENDA**

Mayor Todd McKnight
Council President Boggs
Councilors Stone, Sumner, Tomlinson, Vincent and Wattles

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. PRESENTATIONS**
 - a. Sutherlin FFA – Conceptual Plan for City Center Park
- 5. AGENDA CONFIRMATION**
 - a. May 13, 2019 Agenda
- 6. a. COUNCIL PRIORITY PROGRESS REPORT**
b. COUNCIL COMMENTS
- 7. COUNCIL BUSINESS**
 - a. Library Advisory Board Appointment
 - b. Ordinance No. 1071 – Fire Code Amendment (second reading, title only)
 - c. Valentine Avenue Award Approval
- 8. WORKSHOP**
 - a. Everett Avenue Building (Strategic Plan)(Open Discussion)
 - b. Sutherlin-Oakland Enterprise Zone ****PVD****
 - c. Subdivision Fees & Plan Reviews (Strategic Plan)
- 9. STRATEGIC PLAN UPDATE** (reports in Council Packet)
 - a. Employee Policy Handbook
- 10. REPORTS**
- 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.

****PVD – Pre Vote Discussion: To be voted on at a future Council meeting****

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



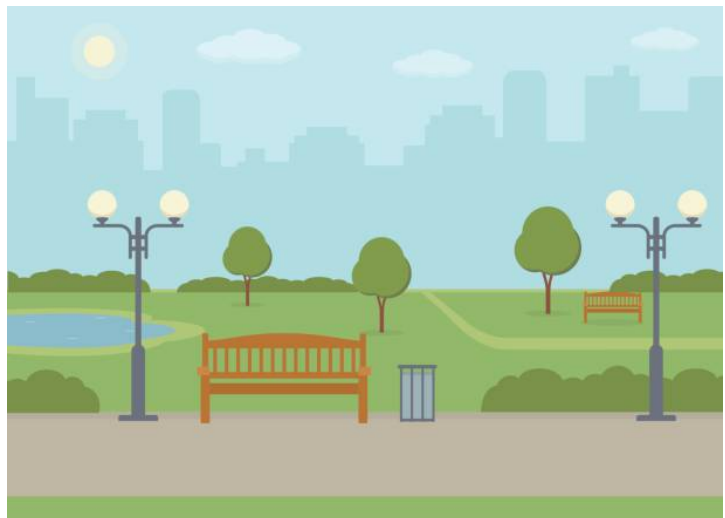


PRESENTATIONS





SUTHERLIN FFA CONCEPTUAL PLAN for CITY CENTER PARK





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, May 13, 2019
Civic Auditorium – 7:00 p.m.
AGENDA**

Mayor Todd McKnight
Council President Boggs
Councilors Stone, Tomlinson, Vincent, Sumner and Wattles

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

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

- 5. PRESENTATIONS**

- a. Sutherlin Library Updates

- 6. CONSENT AGENDA**

- a. April 8, 2019 Minutes – Regular Meeting
 - b. April 22, 2019 Minutes – Workshop

- 7. COUNCIL BUSINESS**

- a. Resolution 2019.09 – Sutherlin-Oakland Enterprise Zone
 - b. Approval Award - Nonpareil Water Treatment Plant Disinfection System
 - c. Dump Truck Purchase Approval – Wastewater Treatment Plant

- 8. REPORTS**

- a. Wastewater Treatment Plant Construction Quarterly Update
 - b. Consideration Authorization of Marijuana Sales in City Limits

- 9. STRATEGIC PLAN UPDATE** (Report in Council Packet)

- 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.

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



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COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





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: Library Advisory Board Appointment				Meeting Date:	April 22, 2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Diane Harris, City Recorder				City Manager Review	☒
Attachments: Application					

WHAT IS BEING ASKED OF COUNCIL?

To fill a vacancy on the Library Advisory Board.

EXPLANATION

Library Board – There are 2 vacancies on the Library Board, one term ends December 31, 2019 and the other is the “alternate” position, term ending December 31, 2022. The City has received an application from Kish Doyle.

OPTIONS

To appoint or not appoint Kish Doyle to the vacant Library Advisory Board seat.

SUGGESTED MOTION(S)

MOTION to appoint Kish Doyle to the Library Board, term ending December 31, 2019.



City of Sutherlin

Application for Citizen Advisory Committee/Commission/Board Appointment

Name KISH Doyle Date 4-10-19

Address [REDACTED] Phone [REDACTED]

Email kdoyle1320@gmail.com Bus. Phone —

Length of Residency in Sutherlin 8yrs Registered Voter? yes

Candidate for position on SUTHERLIN LIBRARY ADVISORY BOARD

Relevant background and experience Library volunteer in Sutherlin since 2017.

What are your major interests or concerns in the City's programs? Serving city population

Why would you like to be appointed to this position? Love Libraries and want to be part of networking

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

For Office Use Only:

Date received: 4/10/19 Date considered: _____

Action by Council _____ Term Expires: _____

Recorder signature _____



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

City of Sutherlin

STAFF REPORT					
Re: Municipal Code Amendment – Fire Codes (second reading & adoption)				Meeting Date:	4/22/2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Fire Battalion Chief, Brandan McGarr & Diane Harris, City Recorder				City Manager Review	☒
Attachments:	Notice of Enactment, Proposed Ordinance w/tracking & final draft Ordinance No. 1071				

WHAT IS BEING ASKED OF COUNCIL?

City Council approved the first reading of Ordinance No. 1071 at the April 8, 2019 Council meeting. Sutherlin Fire Department has proposed several amendments and additions to Sutherlin Municipal Code's Section 15.04 and 15.06 Oregon Fire Code. Additional language has been added regarding Fire Systems Records Management, Fire Department Key Box System and Locks on Gates and Similar Barriers. Council is being asked to consider approving the first reading, by title only.

EXPLANATION

The purpose of the Municipal Code change is to bring Sutherlin Fire Department up to the latest edition of the Oregon Fire Code (OFC), the 2014 edition. Currently the Sutherlin Municipal Code recognizes the 2004 OFC which is two editions old. With bringing the Sutherlin Fire Department up to the latest edition of the OFC, we will be able to enforce any new Public Safety rules found in the 2014 edition of the OFC that are not in the older editions. Additionally, with ISO grading coming in May of 2019, Sutherlin Fire Department is seeking to update any items that will possibly gain us additional points towards the grading. Lastly, one additional amendment to the Sutherlin Municipal Code will allow the Sutherlin Fire Department additional options for records management of fire suppression and alarm systems, which is currently not addressed in the 2014 OFC. Once the 2019 OFC has been adopted by the State of Oregon, later this year, city staff will bring that back to council for approval.

OPTIONS

To approve, not approve, or amend Ordinance No. 1071.

SUGGESTED MOTION(S)

Motion to approve second reading and adoption of Ordinance No. 1071 to amend Chapters 15.04 and 15.06 of the Sutherlin Municipal Code.

Motion to (not approve or to amend) second reading and adoption of Ordinance No. 1071 to amend Chapters 15.04 and 15.06 of the Sutherlin Municipal Code.



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

City of Sutherlin

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. 1071

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING
CHAPTERS 15.04 AND 15.06 OF THE SUTHERLIN MUNICIPAL CODE
TO UPDATE THE FIRE AND BUILDING CODES**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR
COUNCIL MEETING:**

**FIRST READING: MONDAY, APRIL 8, 2019 @ 7PM
SECOND READING (if first reading approved): MONDAY, APRIL
22, 2019 @ 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, April 1, 2019
By Diane Harris
City Recorder

ORDINANCE NO. 1071

AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING CHAPTERS 15.04 AND 15.06 OF THE SUTHERLIN MUNICIPAL CODE TO UPDATE THE FIRE AND BUILDING CODES

WHEREAS, the City has adopted fire and building codes to protect the health and safety of the community; and

WHEREAS, the City's fire and building codes are based off of the state's fire and building codes; and

WHEREAS, since last adopted by the City, the state has updated its fire and building codes, and the City would like to incorporate those updates as well as other improvements into its code.

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

Section 1. Section 15.04.010 of the Sutherlin Municipal Code is amended as follows:

15.04.010 Adoption of Oregon Fire Code.

The International Fire Code (~~IFC~~) ~~2003-2012~~ Edition (~~IFC~~) as promulgated by the International Code Council and adopted by the State of Oregon as the Oregon Fire Code (~~OFC~~) ~~2014-2004~~ Edition (~~OFC~~) is hereby adopted, together with the deletions, additions and modifications set forth in this Chapter, as the city's fire code. The OFC regulates and governs the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of building and premises. A copy of the OFC, which has been appropriately marked as having been adopted as amended by this chapter is on file in the office of the Fire Chief of the city, and shall be controlling within the limits of the city from and after April 30, 2019~~February 14, 2005~~.

Section 2. Sections 15.04.092, 15.04.094, and 15.04.096 are added to the Sutherlin Municipal Code as follows:

15.04.092 Fire Systems Records Management

Section 901.6.2 of the Oregon Fire Code is amended by adding the following language for the City of Sutherlin: Records of all fire protection system inspections, tests, and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three (3) years and service contractors shall submit the service reports, in a manner specified by the Fire Chief, to the City of Sutherlin's Fire Prevention Bureau within thirty (30) days of performing the inspection and test. The following systems shall be tracked by the City of Sutherlin's Fire Prevention Bureau:

A. Automatic Fire Sprinkler Systems

- B. Fire Alarm Systems
- C. Fire Detection
- D. Commercial Kitchen Hood Suppression
- E. Standpipes
- F. Active Smoke Control
- G. Private Fire Hydrants
- H. Fire Pumps
- I. Special Suppression (wet chemical, dry chemical, carbon dioxide, foam, halon, clean agent, etc.)
- J. Fire Escapes

15.04.094 Fire Department Key Box System

Section 506 of the Oregon Fire Code states that the City is authorized to require an approved Key Box on commercial and multi-family properties. The City requires an approved Key Box on all occupancies that meet the following criteria:

- A. Occupancies with monitored and local fire alarm systems
- B. Occupancies with fire suppression systems
- C. Occupancies with elevators
- D. All new construction
- E. Remodels of 25% or greater
- F. Change in ownership
- G. Healthcare facilities
- H. Lodging facilities
- I. Educational Facilities
- J. Any other occupancy type deemed necessary by the Fire Chief

15.04.096 Locks on Gates and Similar Barriers

Section 506.1.1 of the Oregon Fire Code states that the city is authorized to require an approved lock on all gates or similar barriers when required by the Fire Chief. The city requires the following for all locked gates and barriers on commercial and multi-family properties that limit access to fire personnel:

- A. Approved padlock for manual gates and barriers
- B. Approved Electric Switch Lock for automatic gates and barriers

Section 3. Section 15.06.010 of the Sutherlin Municipal Code is amended as follows:

15.06.010 Adoption of Building and Specialty Codes.

The following Oregon Specialty Codes, Oregon Administrative Rules, and standards, are adopted and incorporated herein as if fully set forth:

- A. The Oregon Structural Specialty Code, as adopted by ~~ORS 455.020, 455.447 and 455.610~~, state statute together with OAR chapter 918, division 460.

B. The Oregon Mechanical Specialty Code, as adopted by ~~ORS 455.020, 455.030, and 455.110~~state statute, together with OAR chapter 918, division 440.

C. The Plumbing Specialty Code, as adopted by ORS ~~447.020, 455.030, and 455.110~~state statute, together with OAR chapter 918, division 750 through division 780, ~~as now constituted, and as amended to become effective April 1, 2005.~~

D. The Oregon One and Two Family Dwelling Specialty Code, as adopted by ~~ORS 455.030, 455.525, and 455.380~~state statute, together with OAR chapter 918, division 480, ~~as now constituted, and as amended to include the Low Rise Residential Code, into the Oregon Residential Specialty Code effective April 1, 2005 pursuant to ORS 455.610 and OAR chapter 918, division 480.~~

E. The manufactured dwelling parks and mobile home parks rules, as adopted by ~~ORS 446.095 and 446.100~~state statute, together with OAR chapter 918, division 600.

F. The manufactured dwelling installation rules, as adopted by ~~ORS 183.325—183.410, 446.230—446.240, 455.010—455.130, and 455.610~~state statute, together with OAR chapter 918, division 500 ~~thru division 520~~, including the Oregon Manufactured Dwelling Standard.

G. The recreational park and organizational camp rules, as adopted by ~~ORS 455.680, 456.755, 456.770, and 456.837~~state statute, together with OAR chapter 918, division 650.

Section 4. The City Recorder, at the request of or with the concurrence of the City Attorney, is authorized to administratively correct any reference errors contained herein or in other provisions of the Sutherlin Municipal Code, to the provisions added, amended or repealed herein.

Section 5. The Oregon Fire Code and most of the Specialty Codes adopted and amended herein became effective on **May 22, 2019**; therefore the City Council declares it is necessary for the immediate preservation of the public health and safety for this Ordinance to have immediate effect. This Ordinance shall become effective immediately upon its passage by the City Council.

PASSED BY THE CITY COUNCIL ON THE ____ DAY OF _____, 2019.

APPROVED BY THE MAYOR ON THE ____ DAY OF _____, 2019.

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder, CMC

ORDINANCE NO. 1071

AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING CHAPTERS 15.04 AND 15.06 OF THE SUTHERLIN MUNICIPAL CODE TO UPDATE THE FIRE AND BUILDING CODES

WHEREAS, the City has adopted fire and building codes to protect the health and safety of the community; and

WHEREAS, the City's fire and building codes are based off of the state's fire and building codes; and

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- B. Approved Electric Switch Lock for automatic gates and barriers

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- A. The Oregon Structural Specialty Code, as adopted by state statute together with OAR chapter 918, division 460.

B. The Oregon Mechanical Specialty Code, as adopted by state statute, together with OAR chapter 918, division 440.

C. The Plumbing Specialty Code, as adopted by ORS state statute, together with OAR chapter 918, division 750 through division 780.

D. The Oregon One and Two Family Dwelling Specialty Code, as adopted by state statute, together with OAR chapter 918, division 480.

E. The manufactured dwelling parks and mobile home parks rules, as adopted by state statute, together with OAR chapter 918, division 600.

F. The manufactured dwelling installation rules, as adopted by state statute, together with OAR chapter 918, division 500, including the Oregon Manufactured Dwelling Standard.

G. The recreational park and organizational camp rules, as adopted by state statute, together with OAR chapter 918, division 650.

Section 4. The City Recorder, at the request of or with the concurrence of the City Attorney, is authorized to administratively correct any reference errors contained herein or in other provisions of the Sutherlin Municipal Code, to the provisions added, amended or repealed herein.

Section 5. The Oregon Fire Code and most of the Specialty Codes adopted and amended herein became effective on May 22, 2019, therefore the City Council declares it is necessary for the immediate preservation of the public health and safety for this Ordinance to have immediate effect. This Ordinance shall become effective immediately upon its passage by the City Council.

PASSED BY THE CITY COUNCIL, ON THE 22ND DAY OF APRIL, 2019.

APPROVED BY THE MAYOR, ON THE 22ND DAY OF APRIL 2019.

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder, CMC



City of Sutherlin

STAFF REPORT					
Re: Valentine Avenue Improvements, Construction Bid Award				Meeting Date:	04-22-2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Tabulations of Bids and Letter of Recommendation from I.E. Engineering, Inc.					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to award the contract to Knife River in the amount of \$625,951 for the Valentine Avenue Improvements.

EXPLANATION

Part of the 2018-2019 Council Priorities is the Valentine Avenue Improvements. Improvements included widening and the installation of curb, gutter and sidewalks, eight new accessible ramps, 640+/- feet of 12 inch ductile iron storm sewer; 790+/- feet of 14" C-900 waterline and other incidental work as called for by the plans and specifications. All work on this project to be completed in its entirety no later than 90 calendar days after receiving the notice to proceed. It's anticipated that the notice to proceed date would be June 1, 2019 and construction completed by August 30, 2019.

On April 17, 2019 City of Sutherlin received four (4) bids from Prime Contractors. LTM, Inc. dba Knife River Materials submitted the lowest bid and is qualified to construct the Valentine Avenue Improvements.

OPTIONS

Award the contract to LTM, Inc. dba Knife River Materials as presented in the amount of \$625,951.

Not award contract to LTM, Inc. dba Knife River Materials as presented in the amount of \$625,951.

SUGGESTED MOTION(S)

1. Motion to award the Valentine Avenue Improvements as submitted to LTM, Inc. dba Knife River Materials in the amount of \$625,951.
2. Motion to not award the Valentine Avenue Improvements to LTM, Inc. dba Knife River Materials in the amount of \$625,951.

April 17, 2019

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

Re: **Valentine Avenue Improvements, Award Recommendation**

Dear Mr. Elliott,

Please find the enclosed bid summary for the Valentine Avenue Improvements project that opened at 2:00 pm on April 17, 2019. Four 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 **LTM, Inc. dba Knife River Materials.** with their low bid of **\$ 625,951.00**, as the General Contractor for the Valentine Avenue Improvements. The submitted bid is eighty-nine percent of the engineer's estimate of \$706,815.00.

We look forward to working with you until the project's completion. Please call me at (541) 6730166 if you have any questions or when we can be of any further assistance. Thank you.

Sincerely,

Erik D. Ranger, P.E.

Enc: Bid Tabulation of Valentine Avenue Improvements

VALENTINE AVENUE IMPROVEMENTS BID TABULATION, APRIL 17, 2019

				ENGINEER'S ESTIMATE		CRADAR ENTERPRISE, INC		PACIFIC EXCAVATION INC.		LTM, Inc., dba Knife River Materials		KSH Construction Co.	
Item Number	Item Description	Unit	Quantity	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)
0210-0100000A	MOBILIZATION	LS	1	\$ 64,575.00	\$ 64,575.00	\$ 134,259.00	\$ 134,259.00	\$ 72,500.00	\$ 72,500.00	\$ 27,670.00	\$ 27,670.00	\$ 65,008.00	\$ 65,008.00
0225-0101000A	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 20,000.00	\$ 20,000.00	\$ 18,600.00	\$ 18,600.00	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ 12,000.00
0280-0100000A	EROSION CONTROL	LS	1	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 5,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
0305-0100000A	CONSTRUCTION SURVEY WORK	LS	1	\$ 13,500.00	\$ 13,500.00	\$ 18,687.00	\$ 18,687.00	\$ 17,000.00	\$ 17,000.00	\$ 14,840.00	\$ 14,840.00	\$ 12,000.00	\$ 12,000.00
0310-0100000F	REMOVAL OF PIPES	FOOT	460	\$ 25.00	\$ 11,500.00	\$ 14.00	\$ 6,440.00	\$ 21.50	\$ 9,890.00	\$ 8.00	\$ 3,680.00	\$ 9.00	\$ 4,140.00
0320-0100000A	CLEARING AND GRUBBING	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 17,500.00	\$ 17,500.00	\$ 10,000.00	\$ 10,000.00	\$ 1,500.00	\$ 1,500.00	\$ 9,500.00	\$ 9,500.00
0330-0105000K	GENERAL EXCAVATION	CUYD	2,200	\$ 22.00	\$ 48,400.00	\$ 21.00	\$ 46,200.00	\$ 20.00	\$ 44,000.00	\$ 25.00	\$ 55,000.00	\$ 18.00	\$ 39,600.00
0331-0106000J	18 INCH SUBGRADE STABILIZATION	SQYD	150	\$ 40.00	\$ 6,000.00	\$ 45.00	\$ 6,750.00	\$ 33.00	\$ 4,950.00	\$ 50.00	\$ 7,500.00	\$ 30.00	\$ 4,500.00
0350-0107000J	SUBGRADE REINFORCEMENT GEOGRID	SQYD	2,900	\$ 4.00	\$ 11,600.00	\$ 4.00	\$ 11,600.00	\$ 3.00	\$ 8,700.00	\$ 2.50	\$ 7,250.00	\$ 3.00	\$ 8,700.00
0445-060004AF	3-INCH PVC WEEPHOLE	EACH	20	\$ 25.00	\$ 500.00	\$ 25.00	\$ 500.00	\$ 100.00	\$ 2,000.00	\$ 50.00	\$ 1,000.00	\$ 65.00	\$ 1,300.00
0445-060004AF	4-INCH STORM SEWER PIPE	EACH	85	\$ 25.00	\$ 2,125.00	\$ 25.00	\$ 2,125.00	\$ 38.00	\$ 3,230.00	\$ 25.00	\$ 2,125.00	\$ 40.00	\$ 3,400.00
0445-060006AF	6-INCH STORM SEWER PIPE	EACH	20	\$ 50.00	\$ 1,000.00	\$ 50.00	\$ 1,000.00	\$ 52.00	\$ 1,040.00	\$ 45.00	\$ 900.00	\$ 80.00	\$ 1,600.00
0445-060012AF	12 INCH DUCTILE IRON PIPE, 5 FT DEPTH	FOOT	640	\$ 85.00	\$ 54,400.00	\$ 72.00	\$ 46,080.00	\$ 80.00	\$ 51,200.00	\$ 61.00	\$ 39,040.00	\$ 62.00	\$ 39,680.00
0470-0105000E	CONCRETE MANHOLES, SHALLOW	EACH	1	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 7,200.00	\$ 7,200.00	\$ 2,300.00	\$ 2,300.00	\$ 4,000.00	\$ 4,000.00
0470-0315000E	CONCRETE INLETS, TYPE G-2	EACH	1	\$ 2,300.00	\$ 2,300.00	\$ 3,000.00	\$ 3,000.00	\$ 2,700.00	\$ 2,700.00	\$ 2,000.00	\$ 2,000.00	\$ 1,900.00	\$ 1,900.00
0470-0309000E	CONCRETE INLETS, TYPE CG-3	EACH	5	\$ 2,400.00	\$ 12,000.00	\$ 3,250.00	\$ 16,250.00	\$ 1,600.00	\$ 8,000.00	\$ 2,000.00	\$ 10,000.00	\$ 2,100.00	\$ 10,500.00
0490-0100000E	ADJUSTING BOXES	EACH	3	\$ 250.00	\$ 750.00	\$ 500.00	\$ 1,500.00	\$ 200.00	\$ 600.00	\$ 250.00	\$ 750.00	\$ 175.00	\$ 525.00
0490-0105000E	ADJUSTING INLETS	EACH	2	\$ 500.00	\$ 1,000.00	\$ 3,000.00	\$ 6,000.00	\$ 750.00	\$ 1,500.00	\$ 1,000.00	\$ 2,000.00	\$ 1,600.00	\$ 3,200.00
0490-0120000E	MINOR ADJUSTMENT OF MANHOLES	EACH	1	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 675.00	\$ 675.00	\$ 700.00	\$ 700.00
0490-0117000E	FILLING ABANDONED PIPE	CUYD	35	\$ 250.00	\$ 8,750.00	\$ 185.00	\$ 6,475.00	\$ 220.00	\$ 7,700.00	\$ 140.00	\$ 4,900.00	\$ 178.00	\$ 6,230.00
0100000J	PERMANENT ASPHALT TRENCH 0495- RESURFACING	SQYD	30	\$ 55.00	\$ 1,650.00	\$ 80.00	\$ 2,400.00	\$ 130.00	\$ 3,900.00	\$ 66.00	\$ 1,980.00	\$ 47.00	\$ 1,410.00
0620-0104000J	COLD PLANE PAVEMENT REMOVAL, 0 - 2 INCHES DEEP	SQYD	300	\$ 5.00	\$ 1,500.00	\$ 13.00	\$ 3,900.00	\$ 35.00	\$ 10,500.00	\$ 11.45	\$ 3,435.00	\$ 22.00	\$ 6,600.00
0640-0100000M	AGGREGATE BASE	TON	3,000	\$ 32.00	\$ 96,000.00	\$ 28.00	\$ 84,000.00	\$ 25.50	\$ 76,500.00	\$ 26.00	\$ 78,000.00	\$ 20.25	\$ 60,750.00

0744-0302000M LEVEL 3, 1/2 INCH ACP MIXTURE	TON	725	\$	100.00	\$	72,500.00		\$	96.00	\$	69,600.00		\$	92.00	\$	66,700.00		\$	92.00	\$	66,700.00		\$	80.00	\$	58,000.00
0749-0100000E EXTRA FOR ASPHALT APPROACHES	EACH	14	\$	600.00	\$	8,400.00		\$	750.00	\$	10,500.00		\$	1,250.00	\$	17,500.00		\$	510.00	\$	7,140.00		\$	1,000.00	\$	14,000.00

VALENTINE AVENUE IMPROVEMENTS

1 OF 2

ENGINEER'S ESTIMATE						CRADAR ENTERPRISE, INC		PACIFIC EXCAVATION INC.		LTM, Inc., dba Knife River Materials		KSH Construction Co.	
Item Number	Item Description	Unit	Quantity	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)
0759-0103000F	CONCRETE CURBS, CURB AND GUTTER	FOOT	1,750	\$ 25.00	\$ 43,750.00	\$ 32.00	\$ 56,000.00	\$ 52.50	\$ 91,875.00	\$ 15.00	\$ 26,250.00	\$ 23.50	\$ 41,125.00
0759-0126000J	CONCRETE DRIVEWAYS	SQFT	5,060	\$ 12.00	\$ 60,720.00	\$ 10.00	\$ 50,600.00	\$ 13.50	\$ 68,310.00	\$ 8.00	\$ 40,480.00	\$ 10.00	\$ 50,600.00
0759-0128000J	CONCRETE WALKS	SQFT	5,660	\$ 7.00	\$ 39,620.00	\$ 7.00	\$ 39,620.00	\$ 11.50	\$ 65,090.00	\$ 6.60	\$ 37,356.00	\$ 5.60	\$ 31,696.00
0759-0154100E	EXTRA FOR CURB RAMPS	EACH	8	\$ 1,500.00	\$ 12,000.00	\$ 3,100.00	\$ 24,800.00	\$ 3,000.00	\$ 24,000.00	\$ 700.00	\$ 5,600.00	\$ 1,200.00	\$ 9,600.00
0759-0510000E	TRUNCATED DOMES ON NEW SURFACES	EACH	8	\$ 275.00	\$ 2,200.00	\$ 300.00	\$ 2,400.00	\$ 280.00	\$ 2,240.00	\$ 210.00	\$ 1,680.00	\$ 300.00	\$ 2,400.00
0860-0200000F	LONGITUDINAL MARKINGS- PAINT	FOOT	50	\$ 5.00	\$ 250.00	\$ 10.00	\$ 500.00	\$ 3.50	\$ 175.00	\$ 3.00	\$ 150.00	\$ 3.00	\$ 150.00
0867-0145000J	PAVEMENT BAR, TYPE B	SQFT	510	\$ 10.00	\$ 5,100.00	\$ 25.00	\$ 12,750.00	\$ 11.50	\$ 5,865.00	\$ 10.00	\$ 5,100.00	\$ 10.00	\$ 5,100.00
0905-0101000A	REMOVE AND REINSTALL EXISTING SIGNS	LS	1	\$ 500.00	\$ 500.00	\$ 7,500.00	\$ 7,500.00	\$ 850.00	\$ 850.00	\$ 725.00	\$ 725.00	\$ 725.00	\$ 725.00
0930-0114000A	PERFORATED STEEL SQUARE TUBE SLIP BASE SIGN SUPPORTS	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,150.00	\$ 1,150.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
0940-0202000J	SIGNS, STANDARD SHEETING, SHEET ALUMINUM	SQFT	6	\$ 100.00	\$ 600.00	\$ 250.00	\$ 1,500.00	\$ 23.00	\$ 138.00	\$ 20.00	\$ 120.00	\$ 20.00	\$ 120.00
1030-0138000J	LAWN SEEDING	SQYD	300	\$ 10.00	\$ 3,000.00	\$ 5.00	\$ 1,500.00	\$ 19.00	\$ 5,700.00	\$ 2.00	\$ 600.00	\$ 1.00	\$ 300.00
1040-0101000K	TOPSOIL	CUYD	75	\$ 45.00	\$ 3,375.00	\$ 50.00	\$ 3,750.00	\$ 64.00	\$ 4,800.00	\$ 85.00	\$ 6,375.00	\$ 45.00	\$ 3,375.00
1050-0240000F	REMOVE AND REBUILDING FENCE	FOOT	45	\$ 50.00	\$ 2,250.00	\$ 100.00	\$ 4,500.00	\$ 50.00	\$ 2,250.00	\$ 53.00	\$ 2,385.00	\$ 45.00	\$ 2,025.00
1070-0101000E	MULTIPLE MAILBOX SUPPORTS	EACH	6	\$ 1,000.00	\$ 6,000.00	\$ 1,500.00	\$ 9,000.00	\$ 550.00	\$ 3,300.00	\$ 500.00	\$ 3,000.00	\$ 475.00	\$ 2,850.00
1140-0100000F	FITTINGS AND COUPLINGS WITH CLASS B BACKFILL	FOOT	790	\$ 75.00	\$ 59,250.00	\$ 104.00	\$ 82,160.00	\$ 85.00	\$ 67,150.00	\$ 85.50	\$ 67,545.00	\$ 100.00	\$ 79,000.00
1140-0300000E	14 INCH CONNECTION TO 8 INCH EXISTING MAIN	EACH	1	\$ 1,750.00	\$ 1,750.00	\$ 8,500.00	\$ 8,500.00	\$ 7,500.00	\$ 7,500.00	\$ 8,900.00	\$ 8,900.00	\$ 7,750.00	\$ 7,750.00
1140-0300000E	14 INCH CONNECTION TO 14 INCH EXISTING MAIN	EACH	3	\$ 2,000.00	\$ 6,000.00	\$ 5,500.00	\$ 16,500.00	\$ 4,400.00	\$ 13,200.00	\$ 5,000.00	\$ 15,000.00	\$ 4,900.00	\$ 14,700.00
1160-0100000E	HYDRANT ASSEMBLIES	EACH	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00	\$ 5,600.00	\$ 5,600.00	\$ 5,300.00	\$ 5,300.00
1170-0105000E	RECONNECTING EXISTING WATER SERVICES, 1 INCH	EACH	17	\$ 1,500.00	\$ 25,500.00	\$ 1,400.00	\$ 23,800.00	\$ 1,650.00	\$ 28,050.00	\$ 2,100.00	\$ 35,700.00	\$ 1,800.00	\$ 30,600.00
TOTAL:					\$ 706,815.00	TOTAL:	\$ 880,146.00	TOTAL:	\$ 846,553.00	TOTAL:	\$ 625,951.00	TOTAL:	\$ 659,659.00

VALENTINE AVENUE IMPROVEMENTS

2 OF 2

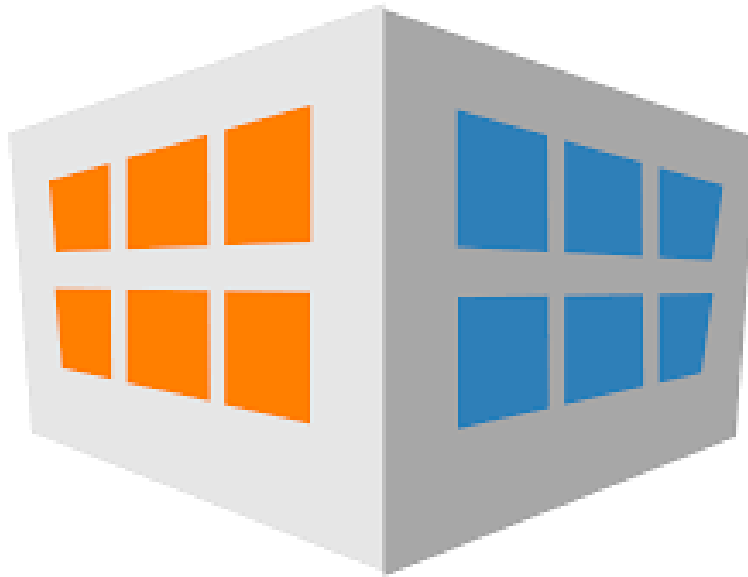


WORKSHOP





EVERETT AVENUE BUILDING DISCUSSION





City of Sutherlin

STAFF REPORT					
Re: Sutherlin Oakland Enterprise Re-designation Discussion				Meeting Date:	04-22-19
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☒	Update ☐
Submitted By: Kristi Gilbert Community Development Specialist and Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Sutherlin Oakland Enterprise Zone Map					

WHAT IS BEING ASKED OF COUNCIL?

This Staff Report is to inform City Council of an upcoming action item, seeking approval of a Resolution to adopt the Sutherlin Oakland Enterprise Zone Re-designation.

EXPLANATION

The Sutherlin Oakland Enterprise Zone was established in 1986, changed in 1989, 1992, 1995 & 2002. This zone was re-authorized on July 1, 2008. This enterprise zone and the three to five-year property tax exemption that it offers for new investment in plant and equipment by eligible business firms are critical elements of local efforts to increase employment opportunities, to raise local incomes, to attract investments by new and existing businesses and to secure and diversify the local economic base.

The City of Sutherlin, City of Oakland and Douglas County are seeking re-designation of the Sutherlin-Oakland Enterprise Zone and will remain the “zone sponsors”. In an enterprise zone, certain types of business firms that create new jobs may get limited-duration exemptions on certain new property that they invest in the zone. With the proposed re-designation, boundaries will remain the same.

A public meeting will be held at the Sutherlin Civic Auditorium on April 26, 2019 at 10:30 a.m. to take public testimony and to satisfy statutory requirements. All three zone sponsors will be in attendance at the public meeting.

Following the public meeting, Staff and Coos, Curry, Douglas Business Development Corp (CCD) will bring a resolution to the Council for adoption at the May 13, 2019 Council Meeting.

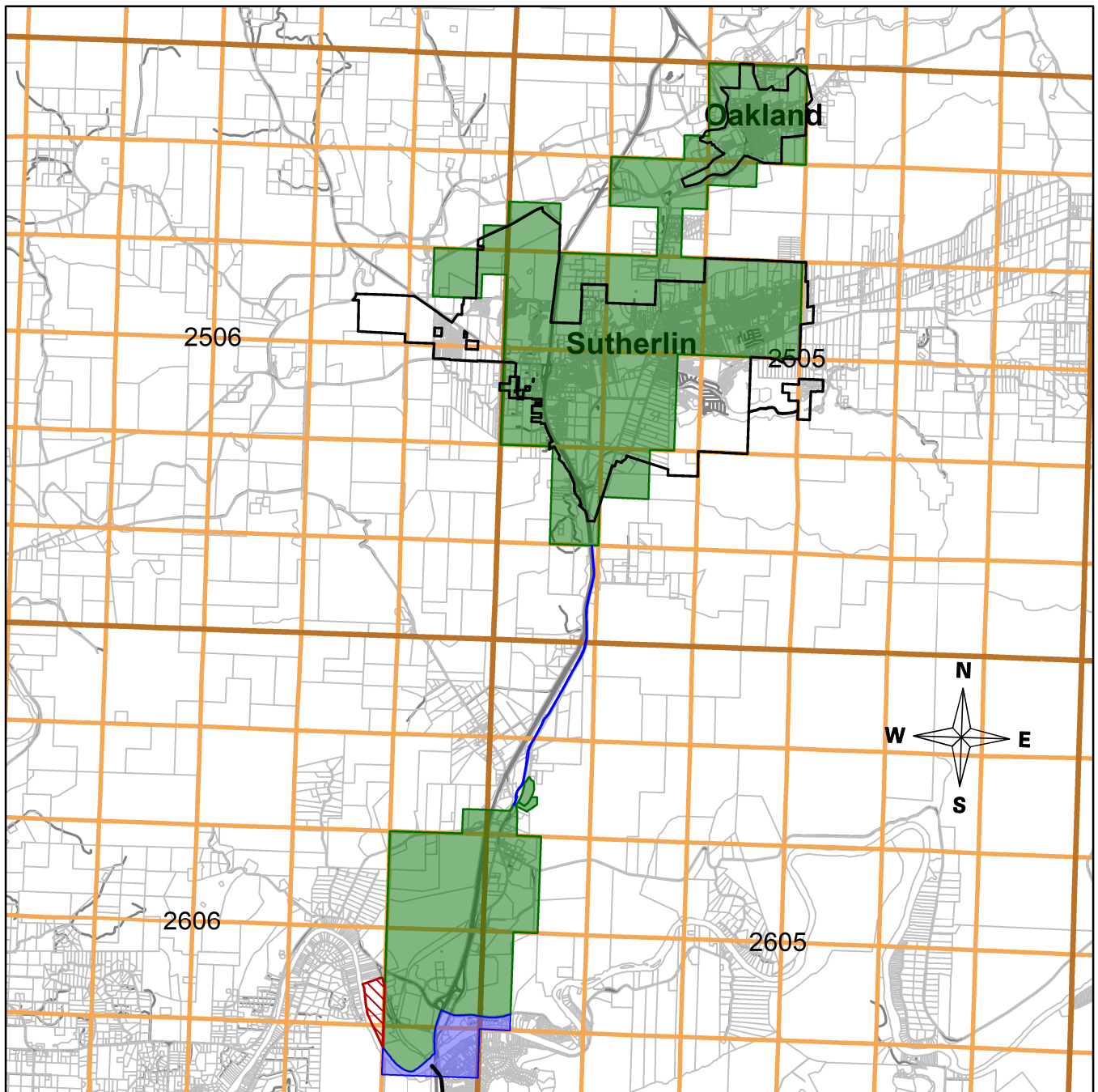
OPTIONS

N/A

SUGGESTED MOTION(S)

N/A

Proposed Changes to Sutherlin Oakland Enterprise Zone 2019



Legend

-  SutherlinOaklandRemove
-  SutherlinOaklandAddition
-  SutherlinOaklandApproved
-  Parcels
-  Township
-  Section
-  City_District
-  Water_Asr
-  Roads

Proposed Changes to Sutherlin Oakland Enterprise Zone 2019

Existing Total Acres	11.64 Sq. Mi.
Additional	0.10
Removed	0.43
Final Total Acres	<u>11.31</u>



City of Sutherlin

STAFF REPORT					
Re: Plan Review Fees				Meeting Date:	4-22-2019
Purpose:	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Specialist and Brian Elliott, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

Conduct Council Workshop to review and discuss fees to consult with an engineer of record to review engineered plans of proposed projects.

EXPLANATION

The City Council will conduct a workshop to review and discuss the potential plan review fees, of Engineered Construction Plans. Examples of these reviews would be for applications submitted for subdivisions, planned unit developments, commercial/industrial developments, residential hillside developments, etc.

In previous years, the City contracted with The Dyer Partnership Engineers and Planners, Inc for engineer reviews. The costs incurred with these reviews were passed on to the developer. Previous review fees collected per Resolutions: *Construction Plan Engineering Review Fee \$875 + 1% over \$50,000 estimated infrastructure cost. Any cost beyond the estimated fees will be the responsibility of the applicant.*

At some point, this practice was discontinued. Staff currently reviews plans to the best of their ability, but feel it is necessary to receive an engineer review of these plans that are designed by an engineer, to ensure the stability and meet the needs of our future infrastructure.

Staff has researched various city plan review fees, finding fees ranging from \$300 to over \$3,000 depending on the development and completeness of plans submitted. Staff would anticipate the need to collect a minimum review fee at the times plans are submitted to cover any initial costs incurred in the review, allowing them to provide a more accurate estimate of overall cost based on what they have received. That overall estimate would be relayed to the developer to pay (if any) prior to any further review.

OPTIONS

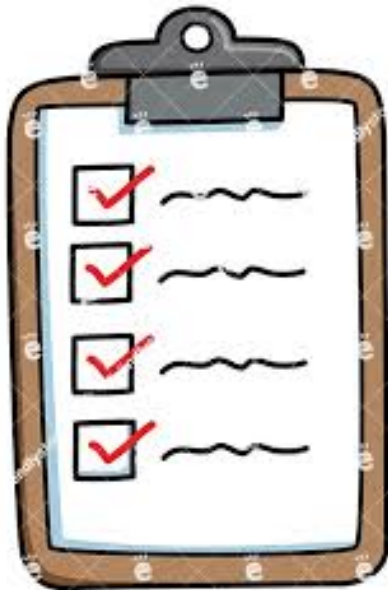
Not Applicable

SUGGESTED MOTION(S)

Not Applicable



STRATEGIC PLAN UPDATE





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.ci.sutherlin.or.us

City of Sutherlin

STAFF REPORT					
Re: Sutherlin Employee Policy Handbook				Meeting Date:	4/22/19
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☐
Submitted By: Diane Harris, City Recorder/Human Resources Mgr.				City Manager Review	☐
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

Report only.

EXPLANATION

The Employee Policy Handbook revision is now complete and has been distributed to all city employees. Taking part during the lengthy revision process was CIS Attorney, Tamara Jones (at no extra cost to the city), city manager, department heads, supervisors, representatives from both SPOA and AFSCME unions, and councilors Stone and Vincent. CIS recommends employee policies be periodically reviewed every three years, therefore ensuring that city policies are continuously updated to reflect current best practices, as well as, complying with applicable state and federal laws. This CIS review process has been added to the Strategic Plan for 2021.

OPTIONS

N/A

SUGGESTED MOTION(S)

None



REPORTS





ADJOURNMENT





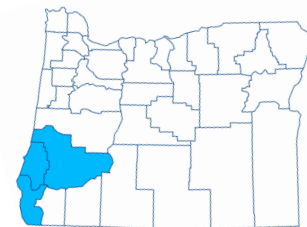
FOR YOUR INFORMATION



Southwestern Oregon Economic Indicators

March 2019 (February 2019 Data)

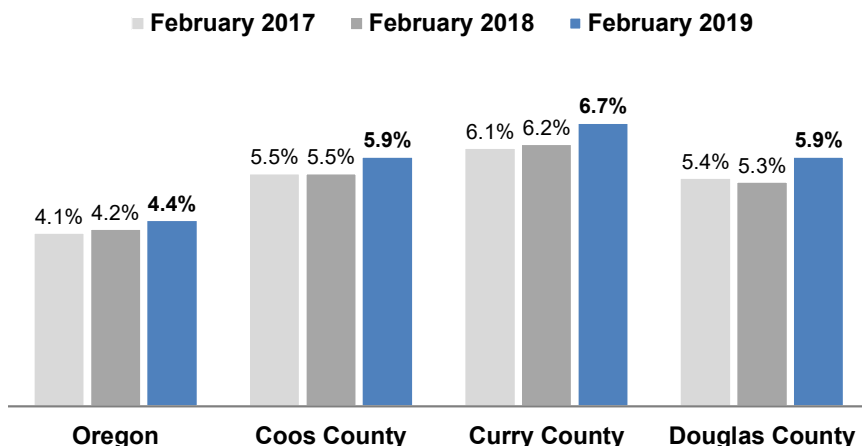
For data or publications on Southwestern Oregon, visit us at: QualityInfo.org



Local and State Unemployment Rates

(Seasonally adjusted)

Source: Oregon Employment Department, LAUS

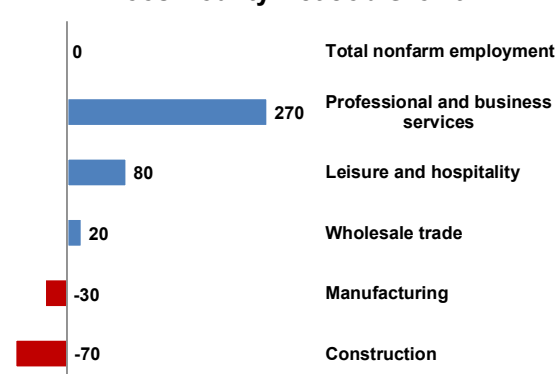


Industry Gains and Losses

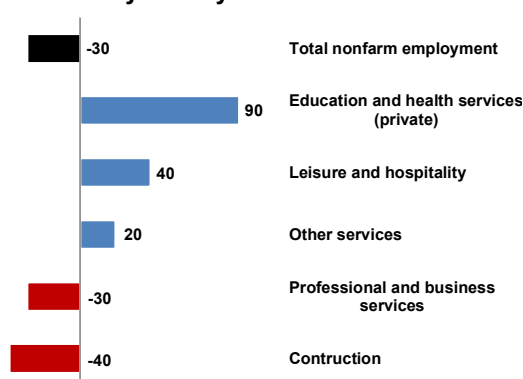
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

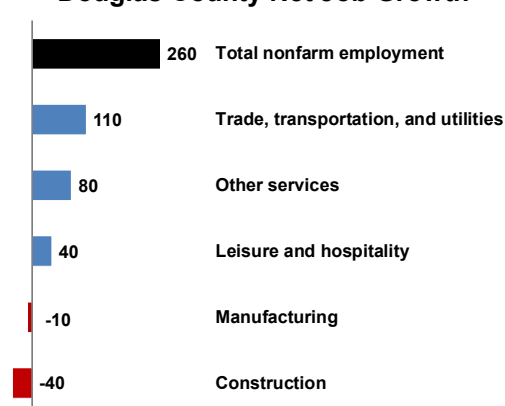
Coos County Net Job Growth



Curry County Net Job Growth



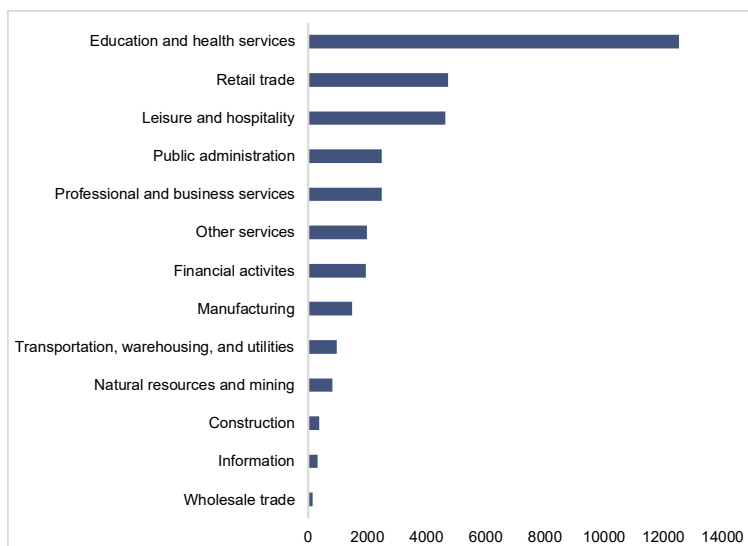
Douglas County Net Job Growth



Graph of the Month

Where Southwestern Women Work: Industries of Employment

Source: U.S. Census Bureau, 2013-2017 American Community Survey



In honor of Women's History Month, I wanted to highlight Southwestern Oregon women's contributions to the local workforce. In 2017, more than 35,000 jobs in Southwestern Oregon were held by women, representing 48 percent of the region's employment. Over one-third (36%) of the region's working women were employed in education and health services. Other large industries of employment include retail trade (14%), leisure and hospitality (13%), public administration, and professional and business services (7% respectively). To learn more about working women in Oregon, check out economist Jessica Nelson's article "[Working Women: Participation and the Earnings Gap.](#)"

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
APR 2019				
04/08/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Funding - Report to Council	✓
04/22/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Bid award - Council approval	✓
04/22/19	Admin	Complete and implement a new City Personnel Policy Handbook	Present update to Council	✓
04/22/19	CDD/PW-Transportation	Work with downtown businesses in addressing emergent parking issues/concerns	Bring to Council for discussion	
04/22/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Council Workshop - Proposed fees	✓
MAY 2019				
05/13/19	CDD/PW-Water	Nonpareil WTP Disinfection System	Bid process and present to Council	
05/28/19	CDD/PW-Facilities/Parks	Additional benches at Splash Park inside play area and unfenced section - kid friendly	Report to Council	
05/28/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Present to Council for Approval if needed	
05/28/19	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	
05/28/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present findings to Council	
JUN 2019				
06/10/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present fee resolution for Council approval	
06/24/19	Admin	Complete union required class & comp survey prior to agreed 2019 COLA increase	Present update to Council	
06/24/19	CDD/PW-Development	Comprehensive Plan Code Audit	Report to Council	
06/24/19	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Avenue building	Report to Council	
JUL 2019				
07/22/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	
07/22/19	Finance	Create a long-term budget forecast	Report to Council	
07/22/19	CDD/PW-Water	Begin recertification process for Cooper Creek Storage and live-stream permits	Report to Council	
07/22/19	CDD/PW-Wastewater	NPDES Permit renewal	Report to Council	
AUG 2019				
08/12/19	CDD/PW-Water	Nonpareil WTP modernization improvements	Bid process and present to Council	
08/26/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council	
08/26/19	CDD/PW-Transportation	Implement a 10-year non-compliant ADA replacement ramp plan	Report to Council	
08/26/19	Fire	Enhance response capabilities for west side of town	Progress report to Council	
SEP 2019				
09/09/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Report to Council	
09/09/19	Fire	Create backfill relief position	Finalize/prioritize options and present to Council	

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

Revised 4/17/2019

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
09/23/19	Finance & CDD - Development	Examine System Development Charge Rates and develop SDC matrix	Present to Council	
09/23/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Report to Council	
09/23/19	CDD-Development	Evaluate all new-development beneficiaries regarding System Development Charges and	Develop new SDC matrix and present to Council	
09/23/19	CDD-Planning	Consider feasibility of commercial/multi-family Urban Renewal District	Present options to Council	
09/23/19	Fire	Maintain ISO (Insurance Service Office) rating	Report results to Council	
OCT 2019				
10/14/19	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Bid process, present to Council for approval	
10/14/19	CDD/PW-Water	Schoon Mt Pump Station improvements (pump replacement)	Bid process, funding approval and present to Council	
10/28/19	CDD/PW-Facilities/Parks	Community Center building - caulk and paint exterior	Report to Council	
10/28/19	CDD/PW-Facilities/Parks	Library building - caulk and paint exterior	Report to Council	
10/28/19	Police	Recruitment and retention	Report to Council	
NOV 2019				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	
11/12/19	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council	
11/12/19	CDD/PW-Wastewater	Complete construction of new WTP	Report to Council	
11/12/19	Police	Integration of K9 program	Report to Council	
DEC 2019				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	
12/09/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Ordinance adoption	
12/09/19	CDD-Planning	Complete Mixed-Use Zoning of the Airport Industrial Lands	Present to Council	
12/09/19	Fire	Grow volunteers & UCC Students	Report to Council	
JAN 2020				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	

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

Revised 4/17/2019

Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, April 16, 2019 11:26 AM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com); Vera Westbrook (vwestbrook@nrtoday.com)
Subject: City of Sutherlin Council Agenda
Attachments: CC APR 22.19 Workshop.docx

Good morning. Please see the attached agenda for Sutherlin's City Council meeting on Monday, April 22, 2019. Thank you



Melanie Masterfield
Deputy City Recorder

City of Sutherlin

126 E Central Ave

Sutherlin, OR 97479

541-459-2856

m.masterfield@ci.sutherlin.or.us