



**City of Sutherlin
Budget Committee
Monday, April 9, 2018
Sutherlin Civic Auditorium
6:30 P.M.**

AGENDA

COMMITTEE MEMBERS

- Tom Boggs, Wayne Luzier, Todd McKnight, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent
- Rebecca Bright-Jones, Charles Brummel, Joe Groussman, William Lee, Wendy Schulze, Michelle Sumner, Becky Wattles

1. CALL TO ORDER

2. FLAG SALUTE

3. INTRODUCTION OF MEDIA

4. ELECTION OF CHAIR AND CO-CHAIR

5. ELECTION OF BUDGET SECRETARY

6. CITY MANAGER'S BUDGET MESSAGE

7. CONTINUATION OF MEETING – APRIL 16, 2018

Budget Calendar (Fiscal Year 2018-19)

| Event | Attendees | Planned Date(s) | Latest Date |
|---|---|---|---|
| Estimate current year-end revenue and expenditures | Dept Heads | Feb 16 | Feb 23 |
| Update CIP | City Mgr, Dept heads | Mar 16 | Apr 6 |
| Requested budget prepared and provided to finance | Dept heads | Mar 16 | Apr 6 |
| Dept meetings with City Manager and Finance | Dept heads, staff, City Mgr | Week of Mar 26 | Apr 27 |
| Budget narratives completed | Dept heads | Apr 2 | Apr 27 |
| Update year-end revenue and expenditure estimates | Dept heads | Monthly | Monthly |
| Publish "Notice of Budget Committee Meeting" (ORS 294.426) | Finance | 5-30 days before meeting, 10+ days on website | 5-30 days before meeting, 10+ days on website |
| Provide proposed budget (ORS 294.408) and budget message to budget committee | Mayor, City Council, City Mgr, Budget Committee | Apr 9 | May 14 |
| First budget committee meeting (ORS 294.408 and 294.426) | Budget Committee, City Mgr, Dept heads | Apr 16 | May 14 |
| Additional budget committee meetings (ORS 294.428) | Budget Committee, City Mgr, Dept heads | Apr 17, Apr 18 | Week of May 28 |
| Budget committee approves budget (ORS 294.428) | Budget Committee | Apr 18 | May 30 |
| Publish "Notice of Budget Hearing" (ORS 294.438, 294.448) | Finance | 5-30 days before meeting, 10+ days on website | 5-30 days before meeting, 10+ days on website |
| City Council hold public hearing; adopts budget; levies taxes (ORS 294.456) | City Council | May 14 | Jun 25 |
| Adopted budget goes into effect | City | Jul 1 | Jul 1 |
| Adopted budget submitted to County Assessor and Department of Revenue (ORS 294.458) | Finance | Jul 15 | Jul 15 |



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

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

6:30pm BUDGET MEETING

7:00pm REGULAR MEETING

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

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

5. PRESENTATIONS

- a. Proclamation – National Child Abuse Prevention Month
- b. Proclamation – National Volunteer Appreciation Week

6. CONSENT AGENDA

- a. March 26, 2018 Minutes – Workshop

7. COUNCIL BUSINESS

- a. Contract Award – Valentine Avenue Engineering
- b. Ordinance – Pro Tem Judge (first reading, title only)

8. REPORTS

9. STRATEGIC PLAN UPDATE (Reports in Council Packet)

- a. Extension of Red Rock Trail – State St. to Calapooia – Phase III

10. CITY COUNCIL COMMENT

11. PUBLIC COMMENT

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

12. ADJOURN

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

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





Presentations and/or Proclamations





Proclamation

National Child Abuse Prevention Month

April 2018

WHEREAS, children are vital to our city's future success, prosperity and quality of life as well as being our most vulnerable assets; and

WHEREAS, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

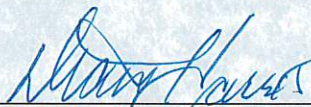
WHEREAS, communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children to ensure all children grow to their full potential; and

WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community; and

NOW, THEREFORE, I do hereby proclaim **April as Child Abuse Prevention Month** and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Proclaimed and signed by Mayor McKnight on this 9th day of April, 2018.

Attest:



Diane Harris, City Recorder



Todd McKnight, Mayor
City of Sutherlin



Proclamation

National Volunteer Appreciation Week April 15 - 22, 2018

WHEREAS, the entire community can inspire, equip and mobilize people to take action that changes the world; and

WHEREAS, volunteers can connect with local community service opportunities through community service organizations; and

WHEREAS, individuals and communities are at the center of social change, discovering their power to make a difference; and

WHEREAS, during this week all over the nation, service projects will be performed and volunteers recognized for their commitment to service; and

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's social problems; and

WHEREAS, our country's volunteer force of more than 63 million is a great treasure; and

WHEREAS, volunteers are vital to our future as a caring and productive nation; and

NOW, THEREFORE, I, Todd McKnight, Mayor of the City of Sutherlin, do hereby proclaim

April 15 - 22, 2018 National Volunteer Appreciation Week

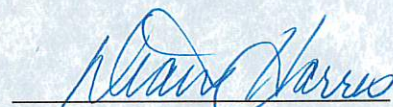
In Sutherlin, Oregon, and urge my fellow citizens to volunteer in their community. By volunteering and recognizing those who serve, we can come together to make a difference for the betterment of Sutherlin.

Proclaimed and signed by Mayor McKnight on this 9th day of April, 2018.



Todd McKnight, Mayor
City of Sutherlin

Attest:



Diane Harris, City Recorder



Consent Agenda



CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, March 26, 2018 – 7:00pm

COUNCIL MEMBERS:

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

CITY STAFF: City Manager, Jerry Gillham
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
City Attorney, Chad Jacobs (via Skype)
Dyer Partnership & City's Wastewater Project Engineer, Steve Major

Audience: John Bachman, Gary Dagel, Tami Trowbridge, Jim Houseman, Kami & Kim Ghasedi,
Brian Burke, Gail Kuntz, Jan & Davis Sibley, Dar Yarbrough, Chris Boice

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

Flag Salute:

Roll Call: All present

Media: None

Mayor McKnight reported the public is welcome to comment during the workshop.

AGENDA CONFIRMATION

• **April 9, 2018 Agenda**

City Manager, Jerry Gillham, reviewed April 9th agenda explaining Valentine Avenue Engineering, Water Master Plan and Pro Tem Judge ordinances, and Red Rock Trail Phase III.

COUNCIL PRIORITY PROGRESS REPORT

City Manager – Priorities have not changed, Staff is still moving forward. May add one more item to the priority list if Council approves. (Outside city limit water hook-ups).

COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Tomlinson –

- None.

Councilor Luzier –

- None.

Councilor Riggs –

- Though it may be a challenging for everyone, am happy to see the work on Central Avenue.

Councilor Vincent –

- None.

Councilor Stone –

- Is the street sweeper still working? *Public Works Superintendent, Aaron Swan – It is being repaired; hoping to have it running soon.* Noticed there is a lot of sand and rock on the road near the freeway exit.

- American flag [I-5 exit] is torn.
- When driving down Central at night especially when foggy, it's hard to see the guards around construction sites. Need an arrow sign letting people know they need to move over. *Swan – They have a full array of signs, will talk to them tomorrow.*

Mayor McKnight –

- Thanked the Chamber of Commerce for the annual First Citizen Awards Banquet; appreciates the hard work and effort they put into the event every year.

CONSENT AGENDA

- **March 12, 2018 Minutes – Business Meeting**

MOTION made by Councilor Stone to approve Consent Agenda as presented; second by Councilor Boggs.

Discussion: None.

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Wastewater Treatment Plant Improvement Construction Bid Award.**

Staff Report – Community Development Director, Brian Elliott – On March 22, 2018, City received 8 bids from prime contractors. Tapani Inc. submitted the lowest bid and is qualified to construct the new Wastewater Treatment Plant and Everett Avenue Lift Station. Dyer Partnership & City's Wastewater Engineer, Steve Major, is here to present additional information.

Major – Last fall City delayed the bidding process for a more successful outcome. Bids ranged from \$16,240,000 to \$18,881,000. Tapani Inc. is a large firm from Battle Ground, WA. Second lowest bid was provided by Pacific Excavation, for \$60,000 more. This was the first Wastewater Treatment project out to bid this year. Major used Coos Bay's wastewater treatment project as an example. They went out to bid about 16 months ago, and their project is a little smaller than Sutherlin's. They have the same type of treatment process. However, what they do not have is a tertiary treatment system, digesters to treat the sludge, sludge de-watering press, or major offsite pump station. They also went with a different delivery process [CM/GC – Construction Manager/General Contractor]; cost for their project is \$24,000,000. Sutherlin is getting a *complete* facility. Have heard rumors that second bidder may protest. Major explained if Council awards the bid to Tapani Inc. tonight, he will send out a Notice of Award to all bidders, they have 5 days to protest. If there are none, City is free and clear to move forward.

- What if there are protests? *Majors – Have to look at the reasoning for their protest.*

MOTION made by Councilor Luzier to award Wastewater Treatment Plant Construction and Everett Avenue Lift Station improvement bid to Tapani, Incorporated for \$16,240,000 and as presented; second by Councilor Vincent.

Discussion: None.

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1062 – Business Registration (second reading & adoption).**

Mayor McKnight asked City Recorder, Diane Harris, to read the ordinance by title only. "Ordinance No. 1062 – An ordinance of the City of Sutherlin adding Chapter 5.02 to the Municipal Code to provide a process for Business Registrations."

Staff Report – City Manager – There are no changes to the ordinance, the Staff Report stands as presented.

MOTION made by Councilor Luzier to approve second reading and adoption of Ordinance No. 1062 – Business Registration as presented; second by Councilor Vincent.

Discussion:

- Councilor Tomlinson – Chamber is gathering the data, what happens a year down the road, will it become City’s issue? **City Manager – Yes, it will be the City’s responsibility to back fill and make appropriate for our uses.** Will the registration form be available on the front page of City’s website? **City Manager – Yes, Community Relations Director, Debbie Hamilton, is already prepared to post it on our website.**
- Councilor Stone – What if a business closes after 3 months? **Business’s information will be on file, if they are no longer there we’ll move accordingly.**
- Councilor Boggs – When businesses leave town, don’t they contact City Hall to have water/sewer service turned off? **Yes, most do. The process will be integrated with Community Development.**

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

Opposed: Councilor Stone

Motion carried.

WORKSHOP

• Distribution Infrastructure Funding

Staff Report – In December 2017, City submitted a Letter of Interest to Business Oregon seeking funds to improve the water distribution system for Schoon Mountain reservoirs, Sixth/Oak pump station, and Cooper Creek Water Treatment Plant’s (CCWTP) transmission line and intake. City received a letter from Oregon Health Authority stating City’s project was eligible for funding assistance. Unfortunately, funding for CCWTP is not available this fiscal year, but will be moving forward with reservoirs and pump station.

Questions and comments:

- Will funding be similar to the \$500 west side reservoir fees? **Will be looking at options, basically will be user fees. Currently the Schoon Mountain tanks do not meet fire demand.**
- “Route 50 Today” newsletter talks about the new federal spending bill for funding water projects. **Will look into that.**

• Central Avenue Streetscaping

Staff Report – Elliott – Would like open discussion between Council and Staff regarding downtown Streetscaping options. Recommendation is to go with 5 trees per block (north and south), and plant hardy shrubs between the trees. Options have also been discussed with downtown businesses.

Questions and comments:

- Mayor McKnight – Have talked to a large number of citizens and groups, most like having the trees, but not as many as before. Concerned about the height of the shrubbery and vandalism. **Elliott – We have considered options regarding the shrubs for those various reasons.** Discussion continued.
- How many businesses have opted to replace their portion of concrete in front of their business? **Currently, there are two.**

Tree placement will happen in the fall and there is plenty of time to choose their location. Once the street lights are in, it will be easier to tell.

- How will the shrubs be watered? **Swan – All trees, shrubs, and hanging baskets will be on an automatic watering system.**
- Feels 3 trees per block will be better than 5. **It may be on some of the blocks, depending on what plays into the location.**

If was by Council consensus to support Elliott’s recommendations.

• Water Service Outside City Limits

Staff Report – Elliott – Have had a lot of inquiries about allowing water service outside city limits and UGB (Urban Growth Boundary). Would like Council’s direction on whether to pursue this or not. We have the ability to allow hook ups for existing developments, however cannot provide it for new developments. Cannot increase SDC (System Development Charges) outside city limits or UGB, but can increase consumption rates. Elliott reported on other factors to look into if moving forward.

Questions and comments:

- Can hook ups come off of the main transmission line? **Swan – Coming from Nonpareil east of town, there is a 14” concrete cylinder pipe that was put in during 1950-60’s; it is difficult to tap**

for single services. Do not want to damage its integrity. However on the major streets such as Plat K or Plat I, can tap into a secondary line to provide service to homes.

- Who would pay for the smaller transmission lines? *It would have to be an LID (Local Improvement District) and solely the property owner's responsibility.*
- If line is running down Central, how far up the road will you allow to tap in? *Available pressure will dictate a lot regarding the hook ups.*
- As long as City isn't spending money for this and property owner is coming up with their own funding, it's worth looking into.

Plat K resident, Carmine Cassidy, explained he has split up his property into 5 lots, however there is no water available. Would like Council to come up with a plan to help them. *Elliott reminded Cassidy City cannot provide service to new developments; unfortunately, it's out of City's hands. Swan – The property owners would be financially responsible for running a water line to existing residences. Swan explained the processes involved, including homeowner hiring an engineer and getting cost estimates.*

City Manager clarified LID process which is a long term loan for the residents, using Bancroft bond funding. However, not sure how an LID works outside city limits.

- Would fire hydrants be required? *Yes.* Once the line is in who owns it? *Most likely the City.* City would be responsible for maintenance? *Not sure, but is likely.*

By Council consensus directed Staff to move forward with possibility of allowing the hook ups.

Mayor McKnight announced that Commissioner Boice is at tonight's meeting. If anyone has any questions can ask him.

PUBLIC COMMENT

- ❖ Outside city limit resident, Dar Yarbrough asked for clarification regarding ability to tap into the 14" concrete line. *Swan – It is still too early to answer that, however would rather not allow it.* Yarbrough explained he is also concerned with the logging project at Cooper Creek below his property. *It was explained to Yarbrough logging is on the Water Control District's property; City does not have any jurisdiction.* Yarbrough shared concerns about potential landslides. *City Manager stated he will provide contact information for Yarbrough if needed.*

Water Control District is logging the property to produce revenue for a grant match to shore up the dam for safety purposes.

REPORTS

- None.

ADJOURNMENT –

With no further business meeting adjourned at 7:53pm.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, CMC, 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: Valentine Avenue Engineering Design, Bidding & Construction | | | | Meeting Date: | 04-09-2018 |
| Purpose: | Action Item <input checked="" type="checkbox"/> | Workshop <input type="checkbox"/> | Report Only <input type="checkbox"/> | Discussion <input type="checkbox"/> | Update <input type="checkbox"/> |
| Submitted By: Brian Elliott, Community Development Director | | | | City Manager Review | <input checked="" type="checkbox"/> |
| Attachments: Valentine Avenue Road Improvement-Scope of Work and Contract For Services | | | | | |

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to award the contract to I.E. Engineering in the amount of \$68,500 for the Valentine Avenue Road Improvement.

EXPLANATION

Valentine Avenue Road Improvement was identified in the strategic plan as one of the City Councils priorities. Valentine Avenue Road Improvement will consist of approximately 775 linear feet within a 60 foot right-of-way. Improvements will include thirty-six (36) feet of asphalt, measured from curb to curb with six (6) foot sidewalks and six (6) inch curbs, located on each side of the street. This street improvement would allow on-street parking when needed and provide a shared roadway for bicycles. Storm water will be addressed as part of the project.

OPTIONS

Award the contract to I.E. Engineering as presented in the amount of \$68,500
Not award contract to I.E. Engineering as presented in the amount of \$68,500

SUGGESTED MOTION(S)

1. Motion to award the Valentine Avenue Road Improvement project in the amount of \$68,500 to I.E. Engineering as presented.
2. Motion to not award the Valentine Avenue Road Improvement project in the amount of \$68,500 to I. E. Engineering as presented.



809 SE Pine St.
P.O. Box 1271
Roseburg, OR 97470
(541) 673-0166

City of Sutherlin
Valentine Avenue Road Improvements
April 2, 2018

Project Understanding

The City of Sutherlin will be constructing major improvements to Valentine Avenue during the summer of 2019. Valentine Avenue is currently a narrow (20') local residential street that is approximately 775 linear feet in total length. It has sixteen (16) adjacent single family houses; ten (10) on the southerly side and six (6) on the northerly side plus one automotive repair shop is located at the westerly end of the street. The Driftwood Market is also located at the far westerly end of the street. This residential street is used extensively by surrounding areas as a connecting road between State Street and Calapooya Street (Old Highway 99) and has an average ADT of 3,100 as last measured in 2004. This ADT has no doubt increased over the past 14 years. Bicycles and pedestrians share this narrow roadway along with local residences parking on the shoulder of the road.

In 2015, i.e. Engineering, Inc. completed a Project Prospectus recommending widening the roadway to a width of thirty-six (36) feet as measured from curb to curb with an additional six (6) foot sidewalk located on each side of the street. This solution would allow on-street parking when needed for residences and provide a shared roadway for bicycles. This proposed roadway section could also be constructed completely within the existing sixty (60) foot right-of-way.

These proposed improvements will provide a safer connection for pedestrians, bicyclists, and vehicle traffic by allowing more room and increased visibility for all users. This improvement will also be a huge benefit to the overall City of Sutherlin transportation system.

Assumptions and General Notes

1. The Driftwood Market, via the widening of the roadway, is going to lose their ability to have customer parking on Valentine perpendicular to the direction of traffic on Valentine. Customers of the Driftwood Market currently use a portion of the street Right-of-Way as a parking lot and by widening the roadway that will no longer be feasible or allowed.
2. Erik Ranger, PE, will be the Project Manager for i.e. Engineering on this project and will be the point of contact for the City of Sutherlin.
3. No storm water treatment will be provided as part of these improvements.
4. Any permits of entry, if needed, will be obtained by the City.
5. All notices of the project to affected landowners and residents of the area will be issued by the City. i.e. Engineering will assist with providing a schedule, exhibits, and explanation of the project to accompany the notice if needed.

6. An AC Pipe statement will be included in the plans and specs.
7. All work shall be designed in conformance with all applicable codes and ordinances.
8. i.e. Engineering's standard rate schedule will be used for this project for any services determined to be billed at the hourly rates in that schedule. Please note that hourly rate schedule will change on January 1, 2019.
9. This scope does not include any project related permit, application, filing fees, or any other project related fees including advertising fees.
10. Finished drawings shall be provided on 24"x36" plan sheets.
11. This scope does not include any Geotechnical, Environmental, Groundwater and Soil Contamination Testing, Wetlands Identification/Delineation, Endangered Species Analysis, Archeological Assessment, Soil Quality Analysis, Asbestos Testing or Traffic Impact Analysis. It is assumed that none of these items will be required and if so, they will be provided by others.
12. This scope does not include construction staking. That will be provided by the Contractor.
13. It is assumed that the City of Sutherlin will provide the City standard front end boiler plate sections as needed for the bid documents.
14. It is assumed that one public meeting will be needed as part of this project.

Project Tasks

Task 0-Direct Expenses

Payment on a Time and Material, not to Exceed Basis: \$1,000.00

1. Printing Allowance (\$600 Allowance)
2. Mileage Allowance (\$300 Allowance)
3. Postage and Miscellaneous Allowance (\$100 Allowance)

Task 1 – Project Management Services

Payment on a Time and Material, not to Exceed Basis: \$6,000.00

i.e. Engineering will perform the following items for this task:

1. Set up and attend a Pre-Design meeting with the City. Work with City staff to adjust and fine tune the project timeline/schedule as well as list of project goals and needs.
2. Review and discuss the project goals with City Staff as needed to determine the desired project outcomes.
3. Attend project related meetings (up to 8 meetings at an estimated time of one hour each) as requested by the City throughout the initial design process.
4. General Coordination with the City of Sutherlin.
5. All project related coordination during the design phase.
6. Provide general project management services.
7. Assist the City in sending out Utility Notification letters and related exhibits.
8. Assist the City in sending out Project Notification information to Adjacent Residences.

Task 2 – Topographic Survey and Preparation of Base Map
Payment on a Time and Material, not to Exceed Basis: \$10,500.00

i.e. Engineering will perform the following items for this task:

1. Place a One-Call Utility Locate as needed for the project.
2. Research and obtain available as-built drawings for the street if they exist.
3. Work with City staff to locate all utilities (active and abandoned) throughout the corridor.
4. Research all other utilities located throughout the corridor.
5. Conduct a site utility and topographic survey of project area. This survey will include but not be limited to the all existing utilities, roadway grades, area topography, the existing street edge of pavement, right-of-way locations, and landscaping features located within the Right-of-Way.
6. All field work will be worked up and a base map for the project will be developed in AutoCAD. All design drawings will be based on this base map. The base map will be provided to the City if requested.

Task 3 –Preliminary Roadway Design (50% Plans)
Payment on a Time and Material, not to Exceed Basis: \$7,000.00

i.e. Engineering will perform the following items for this task:

1. Using all the survey data and project base map as completed in Task 2 of this proposal, develop the preferred design alternative into 50% Civil Construction Plans.
2. Submit the 50% Civil Construction Plans to the City of Sutherlin for initial review and comment.
3. Meet with City Staff to review the 50% plans.

Task 4 –Final Roadway Design
Payment on a Time and Material, not to Exceed Basis: \$22,500.00

i.e. Engineering will perform the following items for this task:

1. Take the 50% plan submittal and update those plans as needed based on comments and feedback from the City.
2. Prepare and submit 90% Civil Construction Plans for final review and comment by the City.
3. Provide a Construction Cost Estimate and Draft Bid Schedule.
4. Provide Draft Specifications for the project to be reviewed by the City.
5. Meet with City Staff to review the 90% plans.
6. Take the 90% plan submittal and update both the plans and specifications to create the Final Civil Construction Plans and Specifications for the corridor improvements.
7. Provide a Final updated Construction Cost Estimate and Bid Schedule.
8. Provide Final Project Specifications for the project. All contract documents will use APWA General Specifications with project specific Special Provisions.

Task 5 – Bidding Assistance

Payment on a Time and Material, not to Exceed Basis: \$2,500.00

i.e. Engineering will perform the following items for this task:

1. Assist the City in the Bid- Advertisement.
2. Provide Plan sets for the City.
3. Provide Bid Assistance as needed and answer all Contractor Related Questions during the Bid Process.
4. Review Project Bids and Provide Recommendation Letter to the City.

Task 6 – Construction Administration Assistance

Payment on a Time and Material, not to Exceed Basis: \$19,000.00

i.e. Engineering will perform the following items for this task:

1. Attend a Pre-Construction meeting with the Contractor.
2. Review product submittals and shop drawings.
3. Provide clarification on issues during construction and respond to all RFI's.
4. Review monthly pay requests and provide comments.
5. Provide part-time daily construction observation. A total of 160 hours of observation will be provided during construction.
6. Prepare Final As-Built drawings on both Mylar and in Electronic Format.
7. Provide project closeout documents as needed.

Total Fee Proposal: \$68,500.00

Preliminary Project Timeline

| | |
|--------------------|--|
| March – April 2018 | Negotiate Contract and Scope of Work. |
| May 2018 | Please Utility One-Call |
| June 2018 | Complete Site Topographic and Utility Survey |
| July 2018 | Send out Utility Notification Letters |
| July 2018 | Complete Project Base Map |
| September 2018 | Develop 50% Plans and Cost Estimate; Submit 50% Plans and Cost Estimate to City for Review; 50% Review Meeting with City |
| November 2018 | Develop 90% Plans and Specifications and update Cost Estimate; Submit 90% Plans and Specs to City 90% Review Meeting with City |
| December 2018 | Develop 100% Plans and Specifications; Final Plans and Specification Complete |
| January 2019 | Advertise Plans for Bid: |
| Jan. – March 2019 | Bid Period |
| March 2019 | Bid Opening |
| March – April 2019 | Award Project |
| April 2019: | Contractor Prep Time for Project |
| May 2019 | Pre-Construction Meeting |
| May – August 2019 | Construction Window |
| August 2019: | Project Completion Date and Closeout |

i.e. Engineering, Inc.
2018 HOURLY RATE SCHEDULE

| | |
|---|----------------------|
| Senior Engineer | \$145.00 |
| Design Engineer | 125.00 |
| Structural Engineer | 145.00 |
| Engineering Technician | 68.00 |
| Engineering Technician I | 75.00 |
| Engineering Technician II (EIT) | 90.00 |
| Engineering Intern | 45.00 |
| CAD Technician | 68.00 |
| Professional Surveyor | 115.00 |
| Survey Technician I | 68.00 |
| Survey Technician II (LSIT) | 90.00 |
| Survey Crew (1 Man) | 115.00 |
| Survey Crew (2 Man) | 160.00 |
| Survey Crew (3 Man) | 195.00 |
| Construction Observer I | 70.00 |
| Construction Observer II | 100.00 |
| Senior Planner | 90.00 |
| Planner | 80.00 |
| Landscape Designer | 80.00 |
| Administrative/Clerical | 68.00 |
| Reproductions/Prints (varies per size and type) | 2.00-10.00 per sheet |
| Direct Costs | Cost + 8% |
| Travel Time (If Applicable) | At Rates |
| Mileage (If Applicable) | .54.5/mile |

CONTRACT FOR SERVICES

This Contract for Services, dated _____, between City of Sutherlin, (Client) and i.e. Engineering, Inc., the services and/or labor (the Services) described below.

1. i.e. Engineering, Inc. agrees to furnish the Client with the following Services:

**See Attached
Valentine Avenue Road Improvements
Scope of Work
Dated April 2, 2018**

2. In connection with providing such Services, i.e. Engineering, Inc. will furnish all of the required materials and perform or contract for the performance of all labor necessary to complete the Services in a substantial, timely and professional manner in conformance with customary industry practices.

3. The price/payment for Services will be as follows:

Work will be billed on a time and materials basis, not to exceed \$68,500.00 as outlined for each task in the attached Scope of Work.

4. Should i.e. Engineering, Inc. discover that additional materials and/or labor will be required to furnish the Services, the Client and i.e. Engineering, Inc. will enter into a separate written agreement concerning the nature and price of such materials and/or labor. The cost of the same will be and become a charge over and above the sums mentioned in this contract.

5. i.e. Engineering, Inc. will bill Client during the beginning of each month. Invoices will be considered past due after 30 days and subject to a 2% finance charge per month. In addition, i.e. Engineering, Inc. may, after giving seven days written notice to Client, suspend services under this Agreement and will not release materials to the Client until i.e. Engineering has been paid in full all amounts due for services, expenses, and other related charges. Past due accounts of 60 days or more are subject to a Lien being filed.

6. The Client agrees to pay i.e. Engineering's costs of collection in connection with the enforcement of this agreement. In the case suit or action is brought to enforce this agreement, the losing party agrees to pay the prevailing party's costs and attorney fees, at trial and on any appeal therefrom.

7. The drawings, specifications and the electronic data prepared by i.e. Engineering for the Services are the property of i.e. Engineering. i.e. Engineering shall retain the right to reuse information contained in them in the normal course of i.e. Engineering's professional activities. The Client shall not use or authorize any other person to use the drawings, specifications, electronic data on other projects, for additions to this Service, or, for the completion of this Service by others without the consent of i.e. Engineering. Consent to such use by Client shall be granted upon i.e. Engineering being paid in full; and, upon the condition that any use without i.e. Engineering's professional involvement shall be at the Client's sole risk and without liability to i.e. Engineering. Client shall indemnify and hold harmless i.e. Engineering, its consultants, agents and employees from and against claims, damages, losses and expenses, arising out of unauthorized use of the drawings, specifications and the electronic data prepared by i.e. Engineering.

8. This agreement shall bind the parties hereto and also their respective successors in interest, personal representatives and assigns.

i.e. Engineering, Inc.
809 SE Pine St. (P.O. Box 1271)
Roseburg, OR 97470

Printed Name/Title
Address:

Signature

Signature



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

City of Sutherlin

| STAFF REPORT | | | | | |
|---|--|--------------------------------------|---|--|-------------------------------------|
| Re: Pro-Tem Judge Approval | | | | Meeting Date: | 4/9/2018 |
| Purpose: | Action Item <input checked="" type="checkbox"/> | Workshop <input type="checkbox"/> | Report Only <input type="checkbox"/> | Discussion <input type="checkbox"/> | Update <input type="checkbox"/> |
| Submitted By: Municipal Court Clerk, Trissie Penland | | | | City Manager Review | <input checked="" type="checkbox"/> |
| Attachments: Notice of Enactment & Ordinance | | | | | |

WHAT IS BEING ASKED OF COUNCIL?

To approve an Ordinance Adding Section 2.20 to the Sutherlin Municipal Code to Create Positions of Municipal Court Judges Pro Tem

EXPLANATION

The City Attorney is recommending that the City add a new section 2.20.180 to the municipal code creating the position of Municipal Court Judges Pro Tem and giving it all of the powers of the municipal judge when the municipal judge is unable to perform his/her duties. This will preclude anyone from arguing that the pro tem judge acted beyond his/her scope of authority.

The Court is asking that the last line of Ordinance be deleted because the terms of the sentence are too broad. This sentence can mean an attorney who is or has acted as a Pro Tem Judge can never be an attorney in the Sutherlin Municipal Court. Since most attorneys' in this area are judges, fill in as Pro Tem Judges, are prosecuting attorney's, and act as defense attorney's within the courts of Douglas County striking the last sentence of the proposed Ordinance would allow more flexibility in filling this position as needed.

OPTIONS

SUGGESTED MOTION(S)

- 1) Approve first reading of Ordinance – Judge Pro Tem position
- 2) Not approve first reading of Ordinance – Judge Pro Tem position



City Recorder/HR Manager
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856 x 207
www.cityofsutherlin.com

City of Sutherlin

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO.

“AN ORDINANCE ADDING SECTION 2.20.180 TO THE SUTHERLIN MUNICIPAL CODE TO CREATE THE POSITIONS OF MUNICIPAL COURT JUDGES PRO TEM”

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

**MONDAY, APRIL 9, 2018 @ 7PM
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

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

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

Posted this day, April 2, 2018
By Diane Harris
City Recorder

ORDINANCE NO. _____

**AN ORDINANCE ADDING SECTION 2.20.180 TO THE SUTHERLIN
MUNICIPAL CODE TO CREATE THE POSITIONS OF MUNICIPAL
COURT JUDGES PRO TEM**

WHEREAS, the City Charter creates the position of Municipal Court Judge; and

WHEREAS, on occasion the Municipal Court Judge cannot perform his or her duties due to conflicts of interest, absence from the City, incapacitation, or other similar reasons.; and

WHEREAS, to ensure the Municipal Court can continue to function when such occurrences arise, the City desires to create the positions of Municipal Court Judges Pro Tem.

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

Section 1. Section 2.20.180 is added to the Sutherlin Municipal Code as follows:

2.20.180 Municipal Court Judges Pro Tem.

The offices of Municipal Judge Pro Tem are hereby created. The Council may appoint one or more municipal judges pro tem to serve when the municipal court judge is absent from the city, incapacitated, or otherwise unable to discharge the duties of municipal court judge. If the Council has appointed more than one municipal judge pro tem, the City Manager shall assign, on a matter by matter basis, a municipal judge pro tem to serve when the municipal court judge is absent from the city, incapacitated, or otherwise unable to discharge the duties of municipal judge. When assigned to a matter, a municipal judge pro tem shall have all the powers and authority of the municipal judge. Any municipal judge pro tem shall be licensed to practice law in the State of Oregon and shall be in good standing with the Oregon State Bar at any time the municipal judge pro tem is engaged in official duties. ~~No municipal judge pro tem may act as an attorney in the Municipal Court.~~

Section 2. This ordinance shall take effect 30 days after it is approved by the Mayor.

PASSED BY THE COUNCIL THIS ____ DAY OF _____, 2018.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2018.

ATTEST:

Mayor, Todd McKnight

City Recorder, Diane Harris, CMC



REPORTS





Strategic Plan Updates



126 E. Central Avenue
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541-459-2856
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City of Sutherlin

| STAFF REPORT | | | | | |
|--|---|--------------------------------------|---|--|---|
| Re: Extension of Red Rock Trail – State Street to Calapooia Street | | | | Meeting Date: 04-09-2018 | |
| Purpose: | Action Item <input type="checkbox"/> | Workshop <input type="checkbox"/> | Report Only <input type="checkbox"/> | Discussion <input type="checkbox"/> | Update <input checked="" type="checkbox"/> |
| Submitted By: Brian Elliott, Community Development Director | | | | City Manager Review <input checked="" type="checkbox"/> | |
| Attachments: | | | | | |

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council an update on the Extension of Red Rock Trail – State Street to Calapooia Street.

EXPLANATION

Red Rock Trail improvement involved three phases. Phase 1 - State Street to Waite Street – phase complete, Phase 2 - Waite Street to Nicolas Court, included Restrooms and Pavilion - complete. Phase 3 – proposed connectivity from the existing trail at State Street to Calapooia Street. Staff has reached out to ODOT for funding opportunities for this proposed connection improvement. We are currently awaiting funding opportunities to bring to council on the matter.

OPTIONS

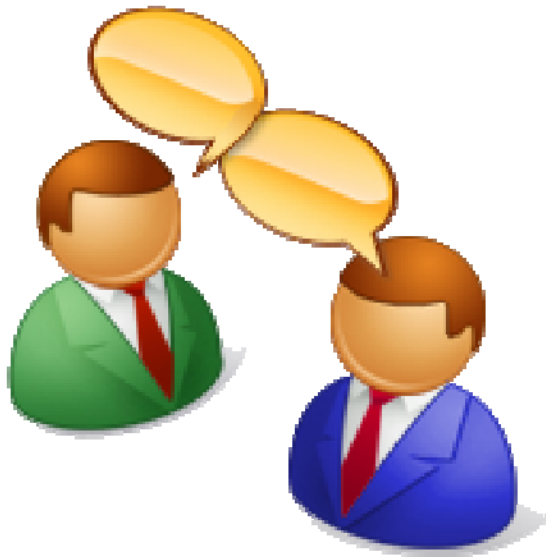
Not Applicable

SUGGESTED MOTION(S)

None



COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



Diane Harris

From: Diane Harris
Sent: Wednesday, April 04, 2018 8:18 AM
To: 'Ashley KQEN News (ashley@bciradio.com)'; 'DC Commissioners'; 'KUGN'; 'KYLE-KQUEN'; 'News Desk (newsdesk@nrtoday.com)'; 'Register Guard'; 'Roseburg Beacon'; 'Vera Westbrook (vwestbrook@nrtoday.com)'
Subject: Public Meeting Notice
Attachments: Agenda 4.9.18.pdf; CC AGENDA APR 9.18 Meeting.pdf

Good morning,

Please see attached agendas: City of Sutherlin Budget & Council Meetings

Thank you,

Diane Harris, CMC

City Recorder/HR Manager
City of Sutherlin
126 E Central
Sutherlin, OR 97479
(541) 459-2856 ext 207
d.harris@ci.sutherlin.or.us