



**City of Sutherlin
Open Discussion/Plans & Reports
Monday, May 22, 2017
Civic Auditorium – 7:00 p.m.**

**AMENDED
AGENDA**

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. AGENDA CONFIRMATION**
 - a. June 12, 2017 Agenda
- 4. a. COUNCIL PRIORITY PROGRESS REPORT
b. COUNCIL COMMENTS**
- 5. WORKSHOP**
 - a. WWTP 90% Final Design Update
 - b. Sutherlin-Oakland Enterprise Zone Boundary Line Adjustment
 - c. Oregon Transportation Infrastructure Bank (OTIB) Loan
 - d. Business Registration Discussion
- 6. REPORTS**
 - a. Central Avenue Engineering Progress Report
- 7. 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.

EXECUTIVE SESSION

192.660(2) (e) – Real Property Transactions & 192.660(2) (f) – Exempt Public Records



Call to Order & Flag Salute





ROLL CALL





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, June 12, 2017
Civic Auditorium – 7:00 p.m.
AGENDA**

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

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

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

5. PRESENTATIONS

6. CONSENT AGENDA

- a. May 8, 2017 Minutes – Regular Meeting
- b. May 22, 2017 Minutes – Workshop Meeting

7. PUBLIC HEARING

- a. Sutherlin Oakland Enterprise Zone Boundary Line Adjustment

8. COUNCIL BUSINESS

- a. Resolution 2017.09 – Request to County Commission for Return of Industrial Property
- b. Resolution 2017.10 – Sutherlin Oakland Enterprise Zone Boundary Line Adjustment
- c. Resolution 2017.11 – Budget Adjustment
- d. Resolution 2017.12 – Oregon Transportation Infrastructure Bank (OTIB) Loan
- e. Charter Franchise Agreement

9. 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.]

EXECUTIVE SESSION

192.660(2) (i) – Performance Evaluations of Public Officers and Employees

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.



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COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





WORKSHOP





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

City of Sutherlin

STAFF REPORT					
Re: Wastewater Treatment Plant Improvements 90% Design Review Update				Meeting Date: 5-22-2017	
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director and Aaron Speakman with The Dyer Partnership Engineers & Planners, Inc.				City Manager Review ☒	
Attachments: Revised Schedule Not Applicable					

WHAT IS BEING ASKED OF COUNCIL?

Not Applicable

EXPLANATION

Give City Council an update regarding the Wastewater Treatment Plant Improvement. We will be discussing the 90% Design Review Meeting and the DEQ's Mutual Agreement and Order (MAO) Schedule for the Wastewater Treatment Plant Improvement.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

None

**CITY OF SUTHERLIN
PROPOSED MAO WASTEWATER TREATMENT PLANT SCHEDULE**

60% Design Documents Submitted to DEQ	December 31, 2016
60% Design Review Meeting	January 25, 2017
90% Design Documents Submitted to DEQ	April 3, 2017
90% Design Review Meeting	May 2, 2017
Submit Final Bid Plans & Specifications to DEQ	July 3, 2017
Advertise for Bid	July 5, 2017
Open Bids	August 2, 2017
Council Meeting – Award Bids	August 14, 2017
Start Construction	September 14, 2017
Substantial Completion of Treatment System-Class A Effluent	May 1, 2019
Final Completion-Initiation of Operation	September 14, 2019
Submit Performance Evaluation Report to DEQ	November 2, 2020



Sutherlin– Oakland Enterprise Zone Boundary Line Adjustment (verbal)





Oregon Transportation Infrastructure Bank Loan (verbal)





BUSINESS REGISTRATION DISCUSSION





REPORTS





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

City of Sutherlin

STAFF REPORT					
Re: Central Avenue Engineering Services				Meeting Date: 5-22-2017	
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director and Adam Heberly with Heberly Engineering				City Manager Review ☒	
Attachments: Project Memo & Cost Estimate					

WHAT IS BEING ASKED OF COUNCIL?

Not Applicable

EXPLANATION

To discuss the Engineering Services for the Central Avenue Pavement Improvement project and give City Council an update on the project.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

None



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City of Sutherlin

May 15, 2017

MEMORANDUM

TO: Mayor McKnight and City Council

FROM: Brian Elliott, Community Development Director *BE*

RE: Central Avenue Improvements Project

In this memo, I would like to discuss how the Central Avenue Improvement Project escalated into the project it is today and the decision that was made to move forward with Heberly Engineering for the City's engineering services for this project. In May 2016, City of Sutherlin completed the TOA in the amount of \$2.15 million with ODOT.

It was the City's intent to have Heberly Engineering, engineer the original scope of work for the TOA (Comstock to Calapooia Road) for the amount of \$74,578 (Phase I). Heberly Engineering is one of the City's Engineers of Record, whose scope of work came in under the \$75,000 threshold; therefore, did not require an RFP.

With the City hiring our own engineer and making this a City project, the cost estimate from Comstock to Calapooia Road was estimated at \$1,345,967 which provided a cost savings of \$804,033. Because of the cost savings, improving State Street to Emerald was discussed and the estimated engineering fee was \$55,218 (Phase III & IV). At this time it was discussed with staff and David Doughman with Beery & Hammond LLP, to determine whether we could move forward with Heberly Engineering as our engineer for phases III & IV. It was discussed that Heberly Engineering services were acquired through a competitive process in accordance with the contracting rules. As such, the city was free to structure the contract as we did, and that multiple scopes of work through agreed upon task orders, on such contract with Heberly Engineering. While the City certainly could have gone out for RFPs for each individual phase, it was not required to do so. Staff also felt that Heberly Engineering had invested a tremendous amount of time on our project and was very familiar with our scope of work that was needed. It is in the City's best interest to continue contracting with Heberly Engineering, for phases III and IV.

Originally Calapooia Road to State Street was a County project, but in February 2017, the City entered into an IGA with the County resulting in the City receiving funds in the amount of \$651,302 to be allocated for Central Avenue from Calapooia

Road to State Street. Engineering fees estimated at \$67,376 for phase II. There are two parts to phase II, Calapooia Road to State Street and Downtown Streetscaping. The second part of phase II added additional engineering fees of \$21,604 for the Downtown Streetscaping.

ODOT phase 0, Originally ODOT's paving improvement was from I-5 to Comstock. After a month or so, ODOT informed staff that they were expanding their parameters farther west from Fort McKay to Comstock. Then in April 2017, ODOT informed staff that they were going to expand their parameters even farther west to Church Road. ODOT's portion is now from Church Road to Comstock. Originally, ODOT wanted to piggy back onto our City project, but have since indicated their desire to pay the City for their portion and have the City run the entire project as one. ODOT is currently working on an IGA contract between ODOT and the City.

The OTIB loan has been approved. This loan will allow paving from Emerald to Eastern City Limits, phase V, with an estimated engineering fee of \$20,000. With the additional paving improvements, Central Avenue from the Western City Limits to the Eastern City Limits will be completely paved.

As described in this memo, you all can see that this project began as a simple project with minimal improvements and as months passed has evolved into this phenomenal paving and downtown Streetscaping project which will enhance our City a great deal. The main transportation route through the heart of our community will be a pleasure to drive down and potentially bring businesses and other tourism to our community.

Thanks Again!

COST ESTIMATE

FINAL REVIEW 5-15-17

SECTION				COUNTY	
City of Sutherlin- Central Avenue Overlay: Full Project Estimate				Douglas	
	KIND OF WORK		DATE	ENGINEER	
	Overlay, Drainage, Sidewalk and ADA		5/15/17	A Heberly	
ITEM NUMBER	ITEM DESCRIPTION	UNIT	AMOUNT	UNIT COST	TOTAL
0210-010000A	MOBILIZATION (5% MAX.)	LS	All	5.00%	\$151,061.83
0225-010000A	TEMPORARY PROTECTION & DIRECTION OF TRAFFIC	LS	All	1.00%	\$29,213.68
0225-0102000J	TEMPORARY SIGNS	SQFT	1105	\$15.00	\$16,575.00
0225-0141600F	PEDESTRIAN CHANNELIZING DECIVES	FT	880	\$16.00	\$14,080.00
0225-0147000E	TEMPORARY DELINEATORS	EACH	1000	\$40.00	\$40,000.00
0225-0168000T	FLAGGERS	HOURL	1200	\$50.00	\$60,000.00
0225-0168100E	FLAGGER STATION LIGHTING	EACH	4	\$1,850.00	\$7,400.00
0225-0172000T	PILOT CARS	HOURL	60	\$60.00	\$3,600.00
EROSION CONTROL					
0280-010000A	EROSION CONTROL	LS	1	\$6,000.00	\$6,000.00
0280-0114070E	INLET PROTECTION, TYPE 7	EACH	68	\$90.00	\$6,120.00
ROADWAY					
0310-0100000F	REMOVAL OF PIPES	FOOT	475	\$11.26	\$5,348.50
0310-0101000F	REMOVAL OF CURBS	FOOT	6398	\$1.55	\$9,916.75
0310-0102000J	REMOVAL OF WALKS AND DRIVEWAYS	SQYD	4369	\$6.83	\$29,838.90
0310-0103000J	REMOVAL OF SURFACING	SQYD	1534	\$6.00	\$9,204.60
0310-0104000E	REMOVAL OF INLETS	EACH	54	\$260.00	\$14,040.00
0310-0105000E	REMOVAL OF MANHOLES	EACH	1	\$500.00	\$500.00
0310-0106000B	REMOVAL OF CONCRETE SIGN FOUNDATION	LS	1	\$1,500.00	\$1,500.00
0310-0119000F	SAW CUTTING	FOOT	5619	\$1.50	\$8,428.05
0330-0105000K	GENERAL EXCAVATION	LS	1	3.00%	\$87,146.30
0350-0106000J	PAVEMENT OVERLAY GEOTEXTILE	SQYD	7500	\$3.00	\$22,500.00
DRAINAGE& SEWER					
0411-000000B	SLIP LINING, 49"x33" ARCH PIPE	FOOT	150	\$200.00	\$30,000.00
0445-035006AF	6 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	14	\$46.00	\$644.00
0445-035008AF	8 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	335	\$55.00	\$18,425.00
0445-035010AF	10 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	9	\$60.00	\$540.00
0445-035012AF	12 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	1262	\$50.00	\$63,100.00
0445-035018AF	18 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	3	\$73.00	\$219.00
0445-035024AF	24 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	63	\$70.00	\$4,410.00
0445-052004AF	4 INCH PVC PIPE, 5 FT DEPTH	FOOT	16	\$24.00	\$384.00
0470-0101000E	CONCRETE STORM SEWER MANHOLES	EACH	8	\$3,500.00	\$28,000.00
0470-0304100E	CONCRETE INLETS, TYPE CG-1 (GRATE ONLY)	EACH	1	\$500.00	\$500.00
0470-0309000E	CONCRETE INLETS, TYPE CG-3	EACH	50	\$2,000.00	\$100,000.00
0470-0331000E	CATCH BASINS, TYPE 3	EACH	13	\$1,500.00	\$19,500.00
0490-0100000E	ADJUSTING BOXES	EACH	1	\$500.00	\$500.00
0490-0104000E	CONNECTION TO EXISTING STRUCTURES	EACH	55	\$750.00	\$41,250.00
0490-0105000E	ADJUSTING INLETS	EACH	5	\$1,000.00	\$5,000.00
0490-011705 E	CAP AND ABANDON EXTG PIPE	EACH	22	\$250.00	\$5,500.00
0490-0120000E	MINOR ADJUSTMENT OF MANHOLES	EACH	8	\$1,000.00	\$8,000.00
0490-0125000E	CAPPING EXISTING CONCRETE STRUCTURES	EACH	1	\$1,500.00	\$1,500.00
0495-0100000J	TRENCH RESURFACING	SQYD	1,648	\$98.00	\$161,504.00
STRUCTURES					
0510-0106000K	STRUCTURAL EXCAVATION	CUYD	96	\$12.50	\$1,200.00
0510-0108000A	GRANULAR STRUCTURAL BACKFILL	CUYD	4	\$50.00	\$205.00
0540-0301000A	GENERAL STRC CONCRETE, CLASS 3300	CUYD	2	\$650.00	\$975.00
0587-0127000A	PEDESTRIAN RAIL	FT	279	\$150.00	\$41,850.00
0587-0129000A	PEDESTRIAN RAIL, RETROFIT	FT	26.2	\$300.00	\$7,860.00
0596-0109000E	RETAINING WALL, PREFABRICATED MODULAR GRAVITY 12"x4"x2.3'	EACH	8	\$2,000.00	\$16,000.00
ROADWAY					
0620-0120000J	COLD PLANE PAVEMENT REMOVAL, 2 INCHES DEEP	SQYD	58,078	\$1.50	\$87,116.70
0620-0123000J	COLD PLANE PAVEMENT REMOVAL, 4 INCHES DEEP	SQYD	3,814	\$1.75	\$6,674.50
0641-0102000K	AGGREGATE BASE	CUYD	963	\$80.00	\$77,000.00
0641-0130000M	AGGREGATE SHOULDERS	TON	470	\$20.00	\$9,400.00
0744-0302000M	LEVEL 3, 1/2 INCH ACP MIXTURE	TON	12,204	\$75.00	\$915,277.50
0748-0103000J	6 INCH ASPH CONC PAVEMENT REPAIR	SQYD	2,500	\$35.00	\$87,500.00
0749-0100000E	EXTRA FOR ASPHALT APPROACHES	EACH	1	\$700.00	\$700.00
0749-0116000E	ASPHALT SLOPE PAVING	SF	260	\$2.00	\$520.00
0759-0103000F	CONCRETE CURBS, CURB AND GUTTER	FOOT	4,651	\$22.50	\$104,636.25
0759-0110000F	CONCRETE CURBS, STANDARD CURB	FOOT	1,462	\$22.00	\$32,159.60
0759-0126000J	CONCRETE DRIVEWAYS	SQFT	3,559	\$8.50	\$30,249.80
0759-0128000J	CONCRETE WALKS	SQFT	19,192	\$6.50	\$124,748.65
0759-0129000J	CONCRETE WALKS [ADA RAMPS]	SQFT	14,108	\$12.50	\$176,345.00
0759-0135000J	VALLEY GUTTER CONCRETE SURFACING	SQFT	247	\$10.00	\$2,470.00
0759-0154000E	EXTRA FOR NEW SIDEWALK RAMPS	EACH	77	\$1,000.00	\$77,000.00
0759-0156001E	TRUNCATED DOME ONLY INSTALLATION	EACH	2	\$1,500.00	\$3,000.00

COST ESTIMATE					
FINAL REVIEW 5-15-17					
SECTION				COUNTY	
City of Sutherlin- Central Avenue Overlay: Full Project Estimate					
	KIND OF WORK		DATE	Douglas	
	Overlay, Drainage, Sidewalk and ADA		5/15/17	A Heberty	
ITEM NUMBER	ITEM DESCRIPTION	UNIT	AMOUNT	UNIT COST	TOTAL
0865-0118610F	THERMOPLASTIC, EXTRUDED, SURFACE, N-PROF	FOOT	143,995	\$1.00	\$143,994.90
SIGN					
0902-0100000E	CROSSWALK CLOSURE BARRICADES	EACH	1	\$630.00	\$630.00
0905-0100000A	REMOVE EXISTING SIGNS	LS	1	\$2,000.00	\$2,000.00
0905-0101000A	REMOVE AND REINSTALL EXISTING SIGNS	LS	1	\$10,000.00	\$10,000.00
ELECTRICAL					
0950-0101000A	REMOVAL OF ELECTRICAL SYSTEMS	LS	1	\$20,000.00	\$20,000.00
0970-0104000A	LUMINAIRES, LAMPS, AND BALLASTS (LUMINAIRES PROCURED BY CITY)	LS	1	\$55,000.00	\$55,000.00
0990-0102000A	TRAFFIC SIGNAL MODIFICATION,	LS	1	\$75,000.00	\$75,000.00
0990-0106000A	FLASHING BEACON INSTALLATION	LS	1	\$16,000.00	\$16,000.00
SEEDING					
1040-0101000K	TOPSOIL	CUYD	11	\$35.00	\$392.00
MISC					
1040-0130001E	FRANS FONTAINE HORNBEAM (DECIDUOUS TREE), 8' TALL	EACH	47	\$300.00	\$14,100.00
1040-0200001E	TREE GRATE INSTALLATION (GRATES PROCURED BY CITY)	EACH	39	\$250.00	\$9,750.00
1040-0206000F	ROOT BARRIER	FOOT	587	\$12.00	\$7,044.00
1070-0103000E	REMOVE & RESET MBOX SUPPORTS	EACH	1	\$150.00	\$150.00
WATER					
1140-0300000E	8 INCH POTABLE WATER PIPE, FITTINGS & COUPLINGS WITH RESTRAINED	FOOT	20	\$45.00	\$900.00
1160-0102000E	MOVING EXISTING HYDRANTS	EACH	1	\$3,000.00	\$3,000.00
TOTAL CONSTRUCTION COST					\$3,172,298.01
	CONTINGENCIES, for all work listed above			12.0%	\$380,675.82
	ENGINEERING, Design, Spot Survey as needed				\$263,776.73
	ENGINEERING, Construction Management/Inspection				\$263,776.73
(Procured by City)	EJ Co. #00866731 60" SQ Tree Grate, #008668210 60" SQ frame, Shipping. *INVOICE				\$51,150.00
(Procured by City)	VASCO LIGHTING INVOICE- 25 EA				\$55,000.00
	SUBTOTAL (CONST. ITEMS ABOVE, CONT.+ ENG.)				\$4,176,677.80



ADJOURNMENT





Executive Session





FOR YOUR INFORMATION



Diane Harris

From: Diane Harris
Sent: Wednesday, May 17, 2017 8:51 AM
To: April Ehrlich; Ashley KQEN News (ashley@bciradio.com); DC Commissioners; Douglas County News; KUGN; KYLE-KQUEN; News Desk (newsdesk@nrtoday.com); Register Guard; Roseburg Beacon; Vera Westbrook (vwestbrook@nrtoday.com)
Subject: Public Meeting Notice
Attachments: CC MAY 22.17 Workshop.pdf

Good morning!

Please see attached agenda for the May 22nd Sutherlin City Council meeting.

Have a great day,



Diane Harris

Deputy City Recorder
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