



**City of Sutherlin
Council Meeting
Monday, May 8, 2023
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Michelle Sumner
Council President Hamilton
Councilors Dagel, Groussman, Smalley, Whitaker and Woods

6:30 – Urban Renewal Budget Presentation

6:45 – City Budget Presentation

7:00 – Regular Council 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. CONSENT AGENDA

- a. April 10, 2023 – Meeting Minutes
- b. IGA – Douglas County – Inmate Housing Agreement
- c. MOC – Liquor Application Approval

6. COUNCIL BUSINESS

- a. Bid Award – Ford's Pond Project #2 Construction
- b. Bid Award – Terrace Lane Improvement Project
- c. Purchase Approval – Fire Engine Type 1
- d. Resolution 2023.03 – Food Waste Reduction

7. CITY MANAGER REPORT

8. CITY COUNCIL COMMENT

9. 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.]

10. ADJOURN

EXECUTIVE SESSION: ORS 192.660 (2) (d) – Labor Negotiator Consultations

Join Zoom Meeting

<https://us06web.zoom.us/j/83369297357?pwd=Uit5cWFWZklmd3hFR1Fkby94WkRzQT09>

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.



Call to Order & Flag Salute





ROLL CALL





INTRODUCTION OF MEDIA





PUBLIC COMMENT

Agenda Items only





CONSENT AGENDAS



CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, April 10, 2023 – 7:00pm

COUNCIL MEMBERS:

Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley, Larry Whitaker, and Lisa Woods

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham

City Recorder/HR Director, Diane Harris
Deputy City Recorder, Melanie Masterfield
Finance Director, Tami Trowbridge
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
City Planner, Jamie Chartier
Police Chief, Troy Mills
Master Police Officer, Kyle Nelson
Sergeant, Todd Jochum
Fire Chief, Mike Lane
Library Director/Livability Services Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Bruce & Joan Conner, Tyler Malatore, Eugene & Terri Zuchies, Michael Hogsett, Karen Lyon, Jason Reeves, Annette Lane, Cassie Mudge, Tyson Lane, Wayne Ellsworth, Calvin Calvin, Venice Anderson, Brittney Brohman, Brandan Anderson, Courtney Miller, Nicole Nelson, Kristine Godbey

Via Zoom: Rick Bennewate, Nancy Rodriguez, Larry Bahr

Meeting called to order by Mayor Sumner at 7:00 p.m.

Flag Salute:

Roll Call: All present

Introduction of Media: None

****Mayor made an announcement for Zoom attendees.****

PUBLIC COMMENT (agenda items only)

- Venice Anderson, expressed concerns for the homeless camp and asked questions regarding the property for sale on Hawthorne St. *City Manager, Jerry Gillham – The property (if purchased) will not be for a homeless camp. The intent is to provide low income housing (via tiny homes) for all community members who qualify. Gillham continued with an explanation of plans for a regional center, purpose of Hastings Village, state requirements, and potential funding.*

PRESENTATIONS

- **Employee Recognitions**

Police Chief, Troy Mills, introduced Officer Kyle Nelson and acknowledged his achievement in earning his Master Police Officer designation. A round of applause was given.

Mayor Sumner presented Fire Chief, Mike Lane, with a plaque to commemorate his 5-years of service in our City. A round of applause was given.

CONSENT AGENDAS

- **March 13, 2023 Minutes – Regular Meeting**
- **March 23, 2023 Minutes – Workshop Meeting**

MOTION made by Councilor Hamilton to approve Consent Agendas as presented; second by Councilor Dagel

Discussion: None

In favor: Councilors Woods, Dagel, Whitaker, Smalley, Groussman, Hamilton and Mayor Sumner.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

• Budget Committee Appointment

Staff Report – City Recorder, Diane Harris – There are two vacancies on the Budget Committee, both have terms ending December 31, 2025. The City received one application for appointment from Richard Bennewate.

Mayor invited the applicant to introduce himself.

Richard Bennewate – Introduced himself and explained his background.

MOTION made by Councilor Whitaker to appoint Richard Bennewate to the Budget Committee – term ending December 31, 2025 as presented; second by Councilor Groussman

Discussion: None

In Favor: Councilors Woods, Dagel, Whitaker, Smalley, Groussman, Hamilton and Mayor Sumner.

Opposed: None

Motion carried unanimously.

• Ordinance No. 1091 – Amending SMC Chapter 2.32 – Urban Renewal Agency; Sections 2.32.030 - Election of Officers & 2.32.060 – Quorum – Rules, Regulations, Procedures (second reading & adoption)

Harris, read Ordinance by title only: *“An Ordinance amending chapter 2.32 – Sutherlin Urban Renewal Agency; Sections 2.32.030 – Election of Officers & 2.32.060 – Quorum – Rules, Regulations & Procedures of the Sutherlin Municipal Code.”*

Staff Report – Deputy City Recorder, Melanie Masterfield – This is a follow-up from the original presentation on March 13, 2023 asking Council to amend the Sutherlin Municipal Code Chapter 2.32; Sections 2.32.030 – “Length of Term” for Chair and Vice Chair positions needed clarification; and 2.32.060 – “Special Meetings” was incorrectly stated. Per Oregon Public Meeting Law, special meetings must be noticed at least 24 hours in advance, not three hours in advance.

MOTION made by Councilor Hamilton to approve Ordinance No. 1091– Amending SMC chapter 2.32 – Urban Renewal Agency; sections 2.32.030 – Election of Officers & 2.32.060 – Quorum – Rules, Regulations & Procedures second reading and adoption as presented; second by Councilor Woods.

Discussion: None

In Favor: Councilors Woods, Dagel, Whitaker, Smalley, Groussman, Hamilton and Mayor Sumner.

Opposed: None

Motion carried unanimously.

• Purchase Approval – Solar Bee Mixer for Cooper Creek Reservoir

Staff Report – Public Works Director, Aaron Swan, introduced Tyler Malatore from The Dyer Partnership Engineers & Planners whom provided a presentation explaining the Solar Bee Mixer. This mixer will circulate the lake to lower levels of iron, manganese, and organics to improve treatment processes and lower chemical costs.

MOTION made by Councilor Whitaker to approve 6-month rental purchase of two Solar Bee Mixers from IXON in the amount \$44,773 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Groussman – Is it in service year round? *Malatore – Yes.*
- Councilor Smalley – Who’s responsible for damage? *Swan – They will be very visible and roped off in hopes they aren’t damaged.*
- Councilor Woods asked for clarification of rental agreement. *Malatore clarified.*
- Councilor Dagel – What is the cost savings by using a Solar Bee? *Malatore - The Water Treatment Plant can’t treat the raw water effectively during the late September month with chemicals. It’s unclear at this time what the cost savings will be.*

Further discussion ensued.

In favor: Councilors Woods, Dagel, Whitaker, Smalley, Groussman, Hamilton and Mayor Sumner.

Opposed: None

Motion carried unanimously.

CITY MANAGER REPORT (verbal)

- **Hastings Village Update**

Gillham, introduced Wayne Ellsworth – President of Umpqua Heart, whom provided an update. There are currently 31 campers. Different options and opportunities are being looked into to provide appropriate housing to be more self-sufficient, not just for homeless individuals (after completing a program of care) but also for community residents experiencing extreme poverty. Many organizations throughout the County are partnering with Umpqua Heart to aid in our unhoused population. Multiple grants have been applied for to fund this project.

Steps:

Phase 1 – Provide a space for people experiencing homelessness to be.

Phase 2 – Micro shelters for those entered into a program of care.

Phase 3 – Tiny homes for those who have completed a program of care and have been approved.

- Councilor Whitaker – How is the camp monitored for individuals coming from out of the area? *Wayne – I'm notified by campers and arrange to get them services in their area.* Is there a length of time people can stay at the camp? *The 9th Circuit Court does not allow those types of restrictions with a low barrier camp.*
- Council Woods – Are there restrictions for drug use at the property? *The 9th Circuit Court does not allow those types of restrictions with a low barrier camp.* Is there a capacity limit? *35 campers can be successfully serviced, but there is no capacity limit.*

Further discussion ensued.

WORKSHOP (verbal)

- **RV's in Sutherlin**

Community Development Supervisor, Kristi Gilbert facilitated group discussion.

Community Development Director, Brian Elliott – On April 3rd, staff surveyed the area of Umatilla St. east to city limits; there are roughly 120 RV's with 50% of them potentially being lived in.

City Planner, Jamie Chartier, provided options:

- Move forward with allowing RV's to be occupied as Temporary Housing.
- Legislative amendments to local ordinance to permit RV occupancy on enacted, "time, place, and manner" restrictions with the Sutherlin Development Code (SDC).
- Move forward with proposed ordinance to amend the Sutherlin Municipal Code (SMC) to prohibit the occupancy of an RV.
- Take no action, continue not to permit RV occupancy.
- Code Enforcement – Enforce the existing rules and regulations outlined within SMC and SDC.

Discussion ensued between staff and Council.

Council consensus is to hold an open house for community input.

CITY COUNCIL COMMENT

Councilor Woods

- Great conversations today.
- April 20th – K-9 Support Event at Eternal Warrior Martial Arts at 5 p.m.

Councilor Dagel

- Thanked Venice Anderson for expressing her concerns and asking questions.
- Will vote for what the people want regarding RV camping and homelessness.
- Wants to have a workshop for the homelessness situation. *Mayor Sumner wants to wait for community feedback.*
- The community needs to be updated regarding Hastings Village.

Councilor Whitaker

- Nothing to report

Councilor Smalley

- Congratulations to Officer Nelson for his achievement.

Councilor Groussman

- Congratulations to Officer Nelson for his achievement.

Councilor Hamilton

- Congratulations to Officer Nelson for his achievement.
- Umpqua Woofstock's Open House this evening had a great turn out.
- Chamber Director, Jessica Batchelor, spent last week with Travel Oregon. She's doing a great job.
- Pleased and proud with the Police Department presence at Senator Wyden's Town Hall last week.
- Gillham will be presenting at League of Oregon Cities (LOC) regarding homelessness in April.
- Congratulations to Elliott on his retirement.
- Congratulations to Harris on her retirement.

Mayor Sumner

- Congratulations to Officer Nelson for his achievement.
- Congratulations to Fire Chief, Mike Lane for his 5-year anniversary.
- Thanked Ellsworth for providing outstanding information.
- Umpqua Woofstock Open House this evening was a great event.
- Senator Wyden Town Hall last week had a good turnout.
- Coffee with Mayor starting in May, held at Books Gallery the first Saturday of every month at 10am.

PUBLIC COMMENT (Off Agenda Items)

Eugene Zuiches introduced himself and urged Sutherlin take a stance by turning the American Flag at the freeway upside down to signify that the country is in dire distress. He feels that this will start a patriotic movement.

- Councilor Groussman asked if he was asking other cities to participate. ***Yes, Sutherlin is the first city.***

Kristine Godbey introduced herself and commented on the discussion of people living in RV's. Also commented that Hastings Village has a Facebook page with a list of needs and where to drop items off.

Gillham announced that the Executive Session would not be taking place.

ADJOURNMENT

With no further business, meeting adjourned at 8:51 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Michelle Sumner, Mayor



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City of Sutherlin

STAFF REPORT					
Re: Re: Nineteenth Extension of Intergovernmental Agreement (IGA) with Douglas County for Inmate Housing				Meeting Date:	May 8, 2023
Purpose:	Action Item X	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Troy Mills, Chief of Police				City Manager Review	X
Attachments: Nineteenth Extension of Intergovernmental Agreement (IGA)					

WHAT IS BEING ASKED OF COUNCIL?

The City Council is asked to approve the Nineteenth Extension of the Douglas County IGA for Housing Inmates Agreement for FY 2023/2024.

EXPLANATION

The City has an IGA with Douglas County for housing inmates. Approval would extend this contract for another fiscal year through June 30, 2024. Daily costs for housing an inmate will increase from \$97.95 per prisoner to \$103.83 per prisoner.

Contracting with Douglas County saves the City of Sutherlin from providing our own jail, personnel, and all other costs associated with the operation of this type of facility.

OPTIONS

SUGGESTED MOTION(S)

- 1) Approve the Nineteenth Extension of the IGA with Douglas County for the housing of inmates, or;
- 2) Not approve the Nineteenth Extension of the IGA with Douglas County for the housing of inmates.

**NINETEENTH EXTENSION OF
INTERGOVERNMENTAL AGREEMENT
FOR ADULTS IN CUSTODY (AICs) WITH
SUTHERLIN**

This nineteenth contract extension ("nineteenth extension") is made on the ____ day of _____ 2023, between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("County") and the CITY OF SUTHERLIN, a municipal corporation organized and existing under the law of the State of Oregon ("City").

On or about May 26, 2004, County and City entered into an Intergovernmental Agreement for AICs, filed in the Douglas County Court Journal on May 26, 2004, under recording No. CJ 2004-780 ("original contract").

County and City have entered into eighteen extensions of the original contract as follows: first extension (May 27, 2005, CJ 2005-872), second extension (May 19, 2006, CJ 2006-780), third extension (September 21, 2007, CJ 2007-1551), fourth extension (May 1, 2008, CJ 2008-600), fifth extension (May 4, 2009, CJ 2009-481), sixth extension (June 2, 2010, CJ 2010-630), seventh extension (May 4, 2011, CJ 2011-417), eighth extension (September 26, 2012, CJ 2012-843), ninth extension (April 24, 2013, CJ 2013-0392), tenth extension (June 11, 2014, CJ 2014-0525), eleventh extension (May 13, 2015, CJ 2015-0364), twelfth extension (June 8, 2016, CJ 2016-0459), thirteenth extension (June 21, 2017, 2017-0587), fourteenth extension (August 22, 2018, CJ 2018-0898), fifteenth extension (October 16, 2019, CJ 2019-1227), sixteenth extension (October 7, 2020, CJ 2020-1032), seventeenth extension (June 30, 2021, CJ 2021-0633), and eighteenth extension (June 8, 2022, CJ 2022-0531).

The original contract, first extension, second extension, third extension, fourth extension, fifth extension, sixth extension, seventh extension, eighth extension, ninth extension, tenth extension, eleventh extension, twelfth extension, thirteenth extension, fourteenth extension, fifteenth extension, sixteenth extension, seventeenth extension, eighteenth extension and this nineteenth extension together shall be referred to as "this agreement."

THE PARTIES AGREE:

1. EXTENSION: The term of this agreement is extended to June 30, 2024, subject to early termination as otherwise provided. The extension is not effective until it has been signed by both parties.

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2. MODIFICATION: Effective July 1, 2023, section 3.1.1 of the original contract is amended to read as follows:

“\$103.83 per AIC day for each City AIC accepted and housed pursuant to this agreement.”

3. ENTIRE CONTRACT: Except as modified herein, the terms and conditions of the original contract and all prior extensions and modifications shall apply.

CITY OF SUTHERLIN

By _____
Title _____
Print Name _____
Date _____

**BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY**

By _____
Chair
By _____
Commissioner
By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT

By _____
Douglas County Sheriff
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



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City of Sutherlin

STAFF REPORT					
Re: Special Events Liquor Waiver – Music Off Central				Meeting Date:	May 8, 2023
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: City Recorder, Diane Harris				City Manager Review	<input checked="" type="checkbox"/>
Attachments: User Agreement					

WHAT IS BEING ASKED OF COUNCIL?

To approve the use of alcohol in Central Park for the 2023 Music Off Central and Sutherlin Throwdown events.

EXPLANATION

This event is starting its eleventh season and is co-sponsored by the City, Chamber of Commerce, and Sutherlin Downtown Development, Inc. Our current code (12.36.270) requires a permit with insurance liability waiver. As such, SDDI has liability insurance and while the city too is a co-sponsor this requirement of the code is therefore met.

OPTIONS

N/A

SUGGESTED MOTION(S)

Since this agenda item is included in the Consent Agenda, the suggested motion is to approve the Consent Agenda as presented. However, if pulled from the Consent Agenda, a separate motion will be required to approve, amend, or not approve the use of alcohol in Central Park for the 2023 Music Off Central events.



City of Sutherlin

PARK AND FACILITY USE AGREEMENT/PERMIT

SECTION I: USER INFORMATION

Name/Organization: MUSIC OFF CENTRAL Today's Date: 9/14/2022
 Phone: 541-580-5489 Email: _____
 Event/Activity: MUSIC in the PARK Date of Event: 2023
 Hours of Use: 4:00 to 10:00 pm 7/13 ~~7/15~~ 7/20 7/27 8/3 ~~8/10~~ 8/17

SECTION II: FACILITIES/GROUNDS REQUESTED

<input checked="" type="checkbox"/>		PAID	<input checked="" type="checkbox"/>		NO CHARGE
<input checked="" type="checkbox"/>	Community Center – Main		<input checked="" type="checkbox"/>	Central Park	
<input checked="" type="checkbox"/>	Community Center – Main w/ Kitchen			Festival Grounds	<u>Parking</u>
<input type="checkbox"/>	Community Center – Meeting Room			Ford's Pond	
<input type="checkbox"/>	Community Center – Meeting Room w/ Kitchen			Hartley Park	
<input type="checkbox"/>	Community Center – Kitchen Only			Pavilion – Central Park	
<input checked="" type="checkbox"/>	Community Center – Entire Center			Pavilion – Red Rock Grounds	
<input type="checkbox"/>	Community Center - Deposit			Red Rock Sports Park	
<input checked="" type="checkbox"/>	<u>Half Shell</u>		<input checked="" type="checkbox"/>	Rodeo Grounds	

ACTIVITY/ EVENT INFORMATION

Is the activity open to the public? Yes ☒ No ☐ If yes, liability insurance required as described in "Rules of Use"

Alcohol Present? Yes ☒ No ☐ If yes, OLCC and/or Alcohol use permit required date: _____

EXCLUDING COMMUNITY CENTER, are utilities required? Yes ☐ No ☐

Circle needed service: ☒ Water ☒ Electricity

SECTION III: RULES OF USE

- LIABILITY:** During event or period of activity, User may be required, at own expense, to provide a certificate of general liability insurance naming the City and its elected officials, officers, employees and against, as additional insured, with a 30-day notice of cancellation in an amount not less than \$2 million combined limit per occurrence. User will be required to file with the City a certificate of insurance and an endorsement showing the City as an additional insured before using City property.
- FACILITY/PROPERTY CONDITION:** The City makes no representation as to the suitability of City property/facility for the proposed User event/activity. During User event/activities, User must maintain City facilities/properties in a good, clean and safe condition. All movable decorations, displays and hazardous materials and objects must be removed so as to allow other possible users to enter and hold events/activities. All rubbish and garbage must be properly disposed of.



COUNCIL BUSINESS





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City of Sutherlin

STAFF REPORT					
Re: Ford's Pond Community Park & Trail Improvements Bid Award for Construction of Project II				Meeting Date:	May 8, 2023
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: The Dyer Partnership Engineers & Planners, Inc. recommendation letter.					

WHAT IS BEING ASKED OF COUNCIL?

The City Council is being asked to award the contract to JRT Construction, LLC in the amount of \$1,884,038.16 for Construction of Ford's Pond Community Park & Trail Improvements Project II.

EXPLANATION

Projects II is being funded by five grants through the Oregon Parks and Recreation department, City Parks Construction Funds, American Rescue Plan Act funds (ARPA), and grants and donations received by the Friends of Ford's Pond (FOFP). Total project funding is estimated at \$3,220,088.00. The Engineers Construction Cost was estimated at \$1,836,200.00.

The project costs are identified as: JRT Construction LLC bid in the amount of \$1,884,038.16, consulting fees, boardwalk, play equipment, Restrooms/Pavilions, and site furnishings are estimated at \$1,324,450.96, with the total costs estimated at \$3,208,489.12.

Construction will consist of completing the perimeter ADA accessible path 0.9 miles, Wetland enhancement, four ADA accessible multi-gender restrooms, three pavilions, inclusive playground, RV/overflow parking area, sidewalks, landscaping, site furnishings, security cameras, and signage.

On April 26, 2023, the City of Sutherlin received two bids, one from Knife River Materials and one from JRT Construction LLC. JRT Construction LLC submitted the lowest bid and is qualified to construct Ford's Pond Community Park & Trail Improvements Projects II.

OPTIONS

Award contract to JRT Construction LLC as presented in the amount of \$1,884,038.16.

Not award contract to JRT Construction LLC as presented in the amount of \$1,884,038.16.

SUGGESTED MOTION(S)

Motion to award JRT Construction LLC, as presented in the amount of \$1,884,038.16.



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

April 27, 2023

Jerry Gillham
City of Sutherlin
126 E Central Avenue
Sutherlin, Oregon 97479

RE: City of Sutherlin
Ford's Pond Community Park & Trail Improvements – Phase II
Project No. 100.51

Dear Mr. Gillham:

This letter is to recommend action by the City of Sutherlin in response to the bids received on April 26, 2023 at 2:00 PM for the above referenced project. Two bids were received. There were no bid irregularities. Both of the bids were responsive and responsible. The bids were in the following amounts:

1. \$1,884,038.16 by JRT Construction, LLC
2. \$2,955,955.00 by LTM Inc. dba Knife River Materials

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

1. Accept the bids.
2. Award a contract to JRT Construction, LLC in the amount of \$1,884,038.16.

It is our opinion that JRT Construction, LLC has sufficient experience and qualifications to satisfactorily construct the project.

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

Pursuant to ORS279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at:
<https://www.oregon.gov/boli/WHD/PWR/docs/wh81.pdf>

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

Sincerely,

Jesten Bren
Project Manager

cc: DLA, Inc.



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City of Sutherlin

STAFF REPORT					
Re: Bid Award for Terrace Lane Improvement Project				Meeting Date:	5/8/2023
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: Aaron Swan, Public Works Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Intent to Award Letter & Bid Documents					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve the bid award for the Terrace Lane Roadway Improvements.

EXPLANATION

The bid opening for the project was held on April 13th. The City received a total of 2 bids with the lowest bid from Knife River for \$199,199. The engineer's estimate for the project was \$252,385.

OPTIONS

See suggested motions below.

SUGGESTED MOTION(S)

Move to approve (or not approve) the bid award to Knife River Materials for the Terrace Lane Improvement Project in the amount of \$199,199.

NOTICE OF INTENT OF AWARD

Owner: City of Sutherlin

Project: Terrace Lane Roadway Improvements

Bid Opening Date: April 13, 2023

NOI Posting Date: April 18, 2023

This is notice of the City of Sutherlin's intent to award a contract to **LTM, Inc. dba Knife River Materials**, for the above-referenced project, as the lowest responsive and responsible bidder. This Notice of Intent to Award is not a notice of award or notice to proceed and does not constitute the formation of a contract between the City of Sutherlin and the apparent successful bidder. The City of Sutherlin reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Sincerely,

Erik D. Ranger, PE

ENC: Bid Tabulation

TERRACE LANE ROADWAY IMPROVEMENTS BID TABULATION 4-13-2023										
Item Number	Specification	Item Description	Unit	Quantity	ENGINEER'S		KNIFE RIVER MATERIALS		GUIDO CONSTRUCTION, INC	
					Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)
1	210	MOBILIZATION	LS	1	\$ 25,010.00	\$ 25,010.00	\$ 13,284.00	\$ 13,284.00	\$ 25,000.00	\$ 25,000.00
2	220	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 3,450.00	\$ 3,450.00	\$ 24,500.00	\$ 24,500.00
4	490	ADJUSTING BOXES	EACH	8	\$ 750.00	\$ 6,000.00	\$ 800.00	\$ 6,400.00	\$ 800.00	\$ 6,400.00
3	490	MINOR ADJUSTMENT OF MANHOLES	EACH	7	\$ 2,500.00	\$ 17,500.00	\$ 1,300.00	\$ 9,100.00	\$ 1,750.00	\$ 12,250.00
4	620	COLD PLANE PAVEMENT REMOVAL, 0 - 3 INCHES DEEP	SQYD	1,650	\$ 16.00	\$ 26,400.00	\$ 11.00	\$ 18,150.00	\$ 12.25	\$ 20,212.50
5	640	AGGREGATE BASE	TON	40	\$ 90.00	\$ 3,600.00	\$ 32.00	\$ 1,280.00	\$ 72.00	\$ 2,880.00
6	744	LEVEL 2, 1/2 INCH, DENSE GRADED ACP MIXTURE	TON	875	\$ 140.00	\$ 122,500.00	\$ 134.00	\$ 117,250.00	\$ 154.00	\$ 134,750.00
7	748	15 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SQYD	170	\$ 50.00	\$ 8,500.00	\$ 53.00	\$ 9,010.00	\$ 100.00	\$ 17,000.00
8	759	CONCRETE CURBS, CURB AND GUTTER	FOOT	125	\$ 75.00	\$ 9,375.00	\$ 55.00	\$ 6,875.00	\$ 70.00	\$ 8,750.00
9	759	CONCRETE DRIVEWAYS	SQFT	400	\$ 20.00	\$ 8,000.00	\$ 18.00	\$ 7,200.00	\$ 41.00	\$ 16,400.00
10	759	CONCRETE WALKS	SQFT	200	\$ 20.00	\$ 4,000.00	\$ 27.00	\$ 5,400.00	\$ 32.00	\$ 6,400.00
11	867	PAVEMENT BAR, TYPE B	SQFT	75	\$ 20.00	\$ 1,500.00	\$ 24.00	\$ 1,800.00	\$ 27.00	\$ 2,025.00
					TOTAL:	\$ 252,385.00	TOTAL:	\$ 199,199.00	TOTAL:	\$ 276,567.50



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City of Sutherlin

STAFF REPORT					
Re: Purchase of New Fire Engine Type I				Meeting Date:	05/08/2023
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: Fire Chief, Mike Lane				City Manager Review	<input checked="" type="checkbox"/>
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

Approve the order of a 2025 Fire Engine Type I from HME in the amount of \$670,000 along with an additional \$35,000 for outfitting.

EXPLANATION

The 1993 Pierce Engine is 30 years old, and due to be placed out of service. It's scheduled to be replaced during the 2025/2026 budget year. HME has a two-year build time and the city will not have to pay for the engine until delivery in 2025. This engine comes with a three-year bumper to bumper warranty. HME uses Oregon Fire Apparatus out of Eugene, Oregon for all of its warranty work. Since we will surplus the 1993 Pierce engine, we will use most of the equipment carried on it. We will need an additional \$35,000 to finish outfitting the new engine with radios, headsets, striping, and some new tools.

OPTIONS

Option 1: Approve purchase order of a 2025 Type I Fire Engine from HME in the amount of \$670,000 along with an additional \$35,000 for outfitting.

Option 2: Not to approve purchase order of a 2025 Type I Fire Engine from HME in the amount of \$670,000 along with an additional \$35,000 for outfitting.

SUGGESTED MOTION(S)

Approve purchase order of a 2025 Type I Fire Engine from HME in the amount of \$670,000 along with an additional \$35,000 for outfitting.



April 7, 2023

City of Sutherlin Fire Department
250 State Street
Sutherlin, OR 97479

Re: Proposal for Type 1 Fire Engine

Gentlemen:

We hereby propose and agree to provide, after your acceptance of this proposal and the proper execution and approval of a contract acceptable to both parties, the following apparatus:

One (1) HME Ahrens-Fox Type 1 Fire Engine
Built on an HME 1871-W Four Door Custom Cab and Chassis

The apparatus and equipment shall be in accordance with the attached HME specifications. The apparatus shall be delivered approximately 700 calendar days after acceptance of the order.

The apparatus is offered for the sum of:

SIX - HUNDRED and SIXTY - NINE THOUSAND, SEVEN – HUNDRED and NINETY - THREE dollars
(\$669,793.00),
F.O.B. Sutherlin, Oregon

Terms of payment shall be net on delivery. No pre-payments or progress payments of any kind are required. This quote is valid until May 31, 2023.

All orders are subject to final approval by the Company. Prices quoted are exclusive of any applicable Federal or local taxes. Delivery times are quoted subject to delays incurred by causes beyond our control. Offer is made subject to availability of the apparatus.

Please review this proposal and contact us if you have any questions. Hoping to be of further service, we remain

Respectfully yours,

James S. Morgan

James Morgan



INTRODUCTION

QUALIFICATIONS – HME, Incorporated is located in Wyoming, Michigan, where it manufactures a complete line of fire apparatus, including cabs and chassis, pumpers, rescue apparatus, water tenders, aerials, etc. The company operates in a modern facility which features computer controlled fabricating equipment, down-stream paint booths, and CAD system. Production currently averages over 250 units per year.

HME, Inc. was established in 1913 as a manufacturer of truck components, and has manufactured fire apparatus since the 1930's. A totally custom manufacturer, the company specializes in stainless steel construction with a design that has been that has been finite element analysis proven.

REGIONAL FACTORY REPRESENTATIVE - The authorized regional HME representative is Jim Morgan at Evergreen Fire Apparatus; telephone (971) 237-9500.

SERVICE AND PARTS – Apparatus repair will be performed at your fire station by our mobile service mechanic. Additionally, service can be performed by Oregon Fire Apparatus in Eugene, Oregon.

ESTIMATED DELIVERY DATE - The estimated delivery date quoted is based upon our contract backlog at time of bid, and is subject to delays due to strikes, international conflict, acts of God, supplier non-performance, or any other cause beyond the control of HME, Inc.

ADD-ON – This quotation is offered as an add-on to the apparatus bid through NPP.gov.

FACTORY INSPECTION – The quoted price includes a final inspection trip for two SFD representatives, prior to delivery of the completed unit.



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

City of Sutherlin

STAFF REPORT					
Re: Resolution to support US Department of Agriculture Grant Application for Compost and Food Waste Reduction Pilot Project				Meeting Date:	05/08/2023
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: Kristi Gilbert, Community Development Supervisor				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2023.03					

WHAT IS BEING ASKED OF COUNCIL?

Authorization for the City of Sutherlin to apply for the US Department of Agriculture (USDA) Grant for Compost and Food Waste Reduction Pilot Project and delegating authority to the City Manager to sign the application.

EXPLANATION

The USDA announced the availability of up to \$9.5M for Compost and Food Waste Reduction pilot projects. This is part of the Urban Agriculture and Innovative Production, led by USDA's Natural Resources Conservation Service. Projects should span two years with a start date of December 1, 2023, and a completion date of December 1, 2025.

Source One Serenity, a 501(c)3 non-profit organization currently runs a social enterprise composting facility known as Healterra with a worm digester at the Glide Transfer Station. Source One Serenity will facilitate the grant application and the grant if awarded, utilizing Sutherlin Sanitary Services for waste collection and transport.

There is no city match funding required as part of this grant. Matching funds or cost sharing will be achieved through Source One Serenity and Sutherlin Sanitary Services.

OPTIONS

Approve Resolution 2023.03 in support of the USDA Grant Application for Compost and Food Waste Reduction Pilot Project.

Not approve Resolution 2023.03 in support of the USDA Grant Application for Compost and Food Waste Reduction Pilot Project.

SUGGESTED MOTION(S)

Approve Resolution 2023.03 in support of the USDA Grant Application for Compost and Food Waste Reduction Pilot Project.

RESOLUTION 2023.03

A RESOLUTION TO AUTHORIZE THE CITY OF SUTHERLIN TO APPLY FOR A U.S. DEPARTMENT OF AGRICULTURE (USDA) GRANT FOR COMPOST AND FOOD WASTE REDUCTION (CFWR) PILOT PROJECT AND DELEGATING AUTHORITY TO THE CITY MANAGER TO SIGN THE APPLICATION.

WHEREAS, USDA is accepting applications for the Compost and Food Waste Reduction (CFWR) Pilot Project; and

WHEREAS, the City of Sutherlin desires to participate in this Pilot Project for the Compost and Food Waste Reduction to reduce and divert food waste from landfills, supporting agricultural producers through increased access to compost to improve soil health on their operations;

WHEREAS, Sutherlin Sanitary holds an exclusive franchise agreement with the City of Sutherlin and will sub-contract this pilot project, if grant is awarded;

WHEREAS, grant will be facilitated through Source One Serenity, a 501(c)3 non-profit organization who currently runs a composting facility known as Healterra, with a worm digester at the Glide Transfer Station;

and,

WHEREAS, the Sutherlin City Council acknowledges that food waste reduction is becoming a top priority for the Oregon Department of Environmental Quality (DEQ) and they are working on a new Strategy Plan around food waste.

IT IS HEREBY ORDERED that the City of Sutherlin be authorized to apply for a USDA Grant for the Compost and Food Waste Reduction Pilot Project.

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF _____, 2023

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 2023

Mayor, Michelle Sumner

ATTEST:

City Recorder, Diane Harris, CMC

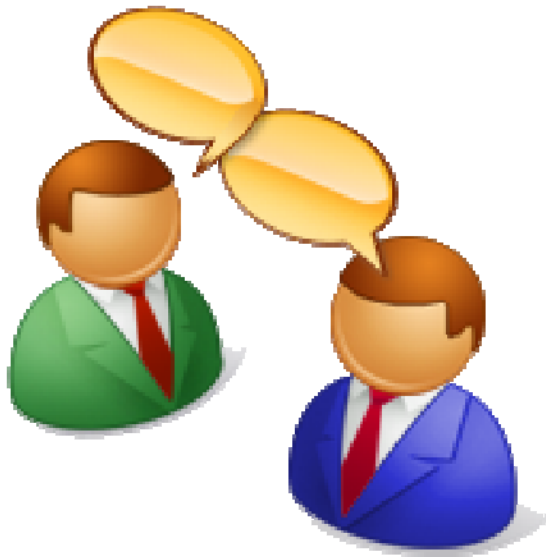


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, May 3, 2023 1:35 PM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin Meeting Agendas
Attachments: Agenda Budget Presentation 5.8.2023.pdf; Agenda 5.8.2023.pdf; 0. Agenda.pdf

Good afternoon. Attached are the Agendas for May 8th. Urban Renewal Budget Presentation starts at 6:30; City Budget Presentation starts at 6:45; City Council starts at 7.



Melanie Masterfield, CMC
Deputy City Recorder/Community Engagement Manager
m.masterfield@ci.sutherlin.or.us
City of Sutherlin
126 E Central Ave.
Sutherlin, OR. 97479
541.459.2857 x 208

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****DO NOT REPLY ALL****

PUBLIC NOTICE – CITY OF SUTHERLIN
BUDGET PRESENTATIONS & CITY COUNCIL MEETINGS

The May 8, 2023, City of Sutherlin's Budget Presentation Meetings will begin at 6:30 p.m. in Civic Auditorium at 175 E Everett. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

(The Urban Renewal Budget presentation will begin at 6:30pm, followed by the City Budget presentation at 6:45pm, and the City Council Meeting at 7:00pm.)

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: City Budget Presentation and Council Meeting

Time: May 8, 2023 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83369297357?pwd=Uit5cWFWZklmd3hFR1Fkby94WkRzQT09>

Meeting ID: 833 6929 7357

Passcode: 514134

Find your local number: <https://us06web.zoom.us/j/kdrRxclvYQ>