



**City of Sutherlin  
Regular Council Meeting  
Monday, June 10, 2019  
Civic Auditorium – 7:00 p.m.  
AGENDA**

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. 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. May 13, 2019 Minutes – Regular Meeting
- b. May 28, 2019 Minutes – Workshop

**6. COUNCIL BUSINESS**

- a. Resolution 2019.13 – Fee Schedule – Public Records Request & Engineering Review Fees
- b. Resolution 2019.14 – Budget Appropriations Adjustment
- c. Liquor License Approval – A.M. S-Mart

*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.*

**7. REPORTS**

**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)(i) – Performance Evaluations of Public Officers and Employees

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**





# **PUBLIC COMMENT**

**Agenda Items only**





# Consent Agenda



**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, May 13, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director/Assistant City Manager, Dan Wilson  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Community Development Director, Brian Elliott  
Community Development Specialist, Kristi Gilbert  
City Planner, Jamie Chartier  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Library Director, Pat Lynch  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Tami Trowbridge, Brandi Whelchel, Jim Houseman, Brian Burke, Robert Woldt, News Review Reporter Janelle Polcyn, State Representative Hayden, Sutherlin FFA Advisor Wes Crawford and students Sydney Allen, Sterling Foster, Alyssa McCormick, Alexa Shaver and Carly Sherman.

Meeting called to order by Mayor McKnight at 7:01pm.

**Flag Salute:**

**Roll Call:** Councilor Sumner is excused

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

Robert Woldt expressed opposition for the selling, growing and processing of marijuana in city limits. Looking into it again is a waste of tax payer's money because it was previously voted down by the citizens of Sutherlin. Woldt referred to the City of Sutherlin's Vision Goal #4 (Establish Sutherlin as a regionally recognized community for its attractive and positive image) and that having dispensaries in town doesn't follow that. He doesn't see how having dispensaries would portray a positive family image and feels they should not be allowed.

**PRESENTATIONS**

- **EMS Week – Proclamation**

Mayor McKnight read a Proclamation in honor of EMS week, May 19-25, 2019. Bay Cities Operations Manager, Brian Burke accepted the proclamation and spoke about activities that will be taking place during that week. There will be a Luau Celebration on Tuesday, May 21, 2019 at Bay Cities Headquarters office on Cedar St from 5-8pm. Burke presented the City of Sutherlin with a plaque of support, Mayor McKnight accepted.

- **Sutherlin Library Updates**

Library Director, Pat Lynch handed out information displaying upcoming events and activities happening over the summer. Lynch spoke of projects and initiatives that will be taking place in 2019.

- Hunt Research Center, Opening Soon
- Volunteer Information and Support
- Book Share for Those In Care (Children and older adults)
  - Start date July 1<sup>st</sup>
- Dolly Parton Imagination Library
  - Effective summer 2020, when you sign up, this program will send a book to every child ages 0-5 each month in Sutherlin and Oakland at no charge.
- Sutherlin Library Foundation Endowment

#### Upcoming Milestones:

- July 2019 – Joining the Oregon Digital Library Consortium
- 2<sup>nd</sup> Anniversary Celebration
- August 2019 - Adding the 5,000<sup>th</sup> new title
- Summer 2019 – The 1,500<sup>th</sup> library card will be issued.

#### • **Sutherlin FFA – Conceptual Plan for City Center Park**

Community Development Director, Brian Elliott spoke of the lot located west of the Fusion building. Council had directed Staff to reach out to the Sutherlin FFA to develop a conceptual plan. SHS Sophomore Sterling Foster introduced Senior Sydney Allen, Juniors Carly Sherman, Alexa Shaver and Alyssa McCormick. Foster spoke of the importance of continuing the beautification process that has already been set as a precedence around town. The idea was to create a multi-use park that would be available for everyone. In addition, Allen felt that having something long lasting, that the students can be a part of and give them a way to display their talents and abilities for the community would make it rewarding. Sherman explained how they brainstormed ideas and listened to suggestions from several other students. She suggested creating a mural on the side of the building to show the history of Sutherlin. Shaver described the current look and what it could look like when finished. She reiterated that it will give the students something to be proud of, possibly spark community volunteer work and will help promote city beautification. Foster and Allen presented a sky view print out displaying what the park could look like. McCormick operated the power point and showed a 3D video of the park. Students expressed that they're open to any suggestions.

- Councilor Stone asked if water and sewer services were available. **Public Works Director, Aaron Swan – Yes.**
- City Manager, Jerry Gillham - Could there be parking on the alley side? **Foster – Yes and people will have access to Central from the alley.**
- Mayor McKnight expressed that he would like to encourage the FFA and other students to come up with the design. **Foster – We can incorporate landscaping, horticulture, woodshop and metal shop.**

Gillham wanted it made clear that this plan will become part of the City's Strategic Plan and this park will be implemented. The students will build a plan with a timeline and the City will build a budget around the plan. A round of applause was given to the students.

#### CONSENT AGENDA

- **April 8, 2019 Minutes – Regular Meeting**
- **April 22, 2019 Minutes – Workshop Meeting**

**MOTION** made by Councilor Stone to approve Consent Agendas; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

#### COUNCIL BUSINESS

- **Resolution No. 2019.09 – Sutherlin/Oakland Enterprise Zone**

Staff Report – Community Development Specialist, Kristi Gilbert and CCD (Coos, Curry, Douglas) Business Development Corp, Community Development Specialist, Brandi Whelchel asked Council to



approve the re-designation of the Sutherlin/Oakland Enterprise Zone. A public meeting was held at Civic Auditorium on April 26, 2019 with no oppositions.

**MOTION** made by Councilor Stone to approve Resolution No. 2019.09 – Sutherlin/Oakland Enterprise Zone as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Approval Award – Nonpareil Water Treatment Plant Disinfection System**

Staff Report – Elliott asked Council to award the contract to Stettler Supply Company in the amount of \$179,305 for the Nonpareil WTP Disinfection System Improvement. Currently, Chlorine Gas is used to disinfect potable water. Due to the hazardous nature of Chlorine Gas, it was deemed high priority to switch to Liquid Sodium Hypochlorite for a disinfectant. On May 9, 2019, the City of Sutherlin received three bids from Prime Contractors. The Dyer Partnership Engineers & Planners, Inc Project Engineer, James Parmenter disclosed a letter of recommendation.

**MOTION** made by Councilor Stone to approve Award – Nonpareil Water Treatment Plant Disinfection System as presented; second by Councilor Vincent.

Discussion:

- Councilor Stone - What's the hazards of this new chemical? *Elliott – It's a much lower hazard compared to Chlorine Gas. What happens if it spills? It'll be in a self – contained, double walled container. Eye wash stations will be placed around the whole facility.*
- Councilor Boggs - Where's Stettler Supply Company from? *Salem.* Where's Pacific Excavation, Inc from? *Eugene.*
- Councilor Stone - How long will it take to get the system implemented? *After the award approval, they have 120 days for completion.* Does the plant get shut down during that time? *No.*

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

Opposed: None

Motion carried unanimously.

- **Dump Truck Purchase Approval – Wastewater Treatment Plant**

Staff Report – Public Works Director, Aaron Swan requested the purchase of a Freightliner dump truck from McCoy Freightliner of Portland in the amount of \$135,177. He also provided a quote and spec proposal.

**MOTION** made by Councilor Boggs to approve Dump Truck Purchase – Wastewater Treatment Plant as presented; second by Councilor Stone.

Discussion:

- Councilor Boggs - How often do we use a 10 yard truck? *Swan - It's part of the design for the WWTP. It will make a lot less trips.*
- Councilor Tomlinson - What's the timeline on delivery? *Next winter.*
- Councilor Stone asked if the quoted cost included everything for the truck. *Yes*
- Mayor asked Finance Director, Dan Wilson if the budget was adequate for this purchase. *Wilson – Yes.*
- Councilor Stone - What will happen to the current truck? *Swan – We will eventually surplus it out.*

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

Opposed: None

Motion carried unanimously.

## **REPORTS**

- **Wastewater Treatment Plant Construction Quarterly Update**

Steve Major from The Dyer Partnership Engineers and Planners provided a power point presentation on the treatment plant construction. Looking to start up the treatment process in July. Based on the contract, the project is 65% complete by time; 60% complete by dollar amount and 57% complete by actual construction. They recently received a lot of equipment that has yet to be installed. The contractor is looking at being completed by October with final completion, everything up and running, by the end of the year. Major continued with his power point presentation showing images of the progress.

- Councilor Stone - Will you save power with the new system? ***Yes, it's more efficient than what we currently have?*** How much pressure is blowing into Ford's Pond? ***The pump installed is a lot lower pressure.***

- **Consideration Authorization of Marijuana Sales in City Limits**

Gillham stated - All the information needed is in the staff report and staff is available to answer questions.

- Councilor Stone asked City Attorney, Chad Jacobs (available by skype) if hemp was considered marijuana. ***No, under the state law, the definition of marijuana excludes hemp.*** Under state law, we can't discriminate against an agricultural product.
- Councilor Wattles inquired about the public safety portion of the report, questioning the one break in and low associated crime? ***Police Chief, Troy Mills - Of the cities around the state that were checked there was only one break in reported at a dispensary and there wasn't any statistics that showed if crime had gone up due to dispensaries.***
- Councilor Tomlinson - We could at least get some income from the dispensaries if they come here but we should leave it up to the citizens.
- Councilor Boggs - Been researching other states that have approved it and has noticed that their stats have all raised with drug and traffic charges. In 2016 when it was voted down, it was said to be revisited in 2018. He agrees that the voters should determine if they want it.
- Councilor Stone - You don't know what a business will contribute to the community until they move here. Agrees that it can go back to the voters but feels its discrimination against a business if we don't allow them.
- Councilor Tomlinson agrees - The revenue can be turned back into the community.
- Councilor Vincent - Spoken with people both for and against this topic and he feels the Council should stay out of it and let the citizens decide if they want to put it on the ballot.
- Mayor has heard from people on both sides of the debate as well. He feels that we should leave it to the citizens and what they want to do. Appreciated the research the staff did.

It was consensus of Council to let the citizens decide to put it on the ballot.

## **STRATEGIC PLAN UPDATE**

None

## **CITY COUNCIL COMMENTS**

### **Councilor Wattles**

- The baskets are beautiful and the splash pad is great.
- Why is there an area by Faith Baptist Church, near Casa De Loma, with gaps in the sidewalk? ***Swan - Didn't have enough money for the sidewalk to be continuous. In the next few years, we'll be continuing it.***
- The on-ramp at exit 135 is really rough. ***That's ODOT and they'll be re-surfacing it this summer.***

### **Councilor Boggs**

- Congratulations and thank you to all Emergency Services personnel.
- Why are there big holes dug on Ft McKay? ***Swan - New sewer lines are going in.***
- Everett street property is getting cleaned up. ***Gillham - The new tenant manufactures specialized rifle barrels for the military.*** Councilor Vincent commented that the owner would like to work with the High school metal shop students.

### **Councilor Tomlinson**

- Has noticed that since the Central Ave project, businesses are making building improvements and it looks nice.

**Councilor Sumner**

- Absent - Excused

**Councilor Vincent**

- Thanked Public Works crew for getting the Splash Pad up and going.

**Councilor Stone**

- Do we buy the flower baskets from the Sutherlin FFA? *Elliott – No. Why not? Swan – We did a few years back. Gillham – It’s my understanding they aren’t equipped to handle the demands of both the plant sale and the City’s order. Deputy City Recorder, Melanie Masterfield – The green houses aren’t equipped to grow them for an extended period of time to reach the size needed.*
- Is the Central Ave project done? *Swan – We are close.*
- Can we get a traffic signal on the west side of town? *Elliott - working on it.*
- The road from the bridge to the traffic light near the fire station has holes that need fixed. *Swan – That’s the County’s responsibility and we’re working on getting them out to fix it.*

**Mayor McKnight**

- Acknowledged the Food Pantry for hosting their annual dinner at the Community Center and The Lion’s Club for having their Mother’s Day Breakfast. Thanked SDDI, the flower baskets look great.
- Thanked Debbie Hamilton for helping him with Career Day at West Intermediate School.
- The Splash Pad at the park is great.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

With no further business meeting adjourned at 8:26pm.

Approved: \_\_\_\_\_

Jerry Gillham, City Manager

Respectfully submitted by, \_\_\_\_\_

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Tuesday, May 28, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director/Asst. City Manager, Dan Wilson

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Community Development Specialist, Kristi Gilbert

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Skype)

**Audience:** None

Meeting called to order by Mayor, Todd McKnight at 7:02pm.

**Flag Salute:**

**Roll Call:** Councilor Stone was excused

**Media:** None

**AGENDA CONFIRMATION**

- June 10, 2019 Agenda

City Manager, Jerry Gillham commented that an item may be added but the agenda is set for now.

**COUNCIL PRIORITY PROGRESS REPORT**

- None

**COUNCIL COMMENTS**

**Councilor Wattles**

- It's nice to drive downtown, everything looks beautiful and it gives a sense of pride. Thanked everyone.

**Councilor Tomlinson**

- None

**Councilor Boggs**

- None

**Councilor Sumner**

- None

**Councilor Vincent**

- None

**Councilor Stone**

- Excused

**Mayor McKnight**

- None

## **PUBLIC HEARING**

- **State Revenue Sharing**

Mayor McKnight opened the Public Hearing at 7:04pm.

Finance Director, Dan Wilson – This is an opportunity for interested persons to comment regarding the use of State Revenue Sharing Funds directly related in the budget.

Mayor McKnight asked if there were any public comments. No comments were given.

The Public Hearing closed at 7:04pm.

## **COUNCIL BUSINESS**

- **A1. Resolution No. 2019.10 – Adoption of 2019-20 Fire Budget**

(Per City Attorney, Resolution No. 2019.10 – Adoption of City Budget, needed to be broke down into three sections and required three separate votes due to conflict of interest between the Mayor and the Fire Department.)

Mayor McKnight declared an actual conflict of interest due to his brother's employment with the fire department and announced that he will abstain from discussion and voting.

Staff Report – Wilson - On April 15, 2019 the Budget Committee approved the proposed budget, in the amount of \$32,484,792 as well as the Property Tax Rate of 5.6335 per \$1,000 of assessed value and the Debt Service Fund of \$60,000. ORS No. 294 requires adoption of a resolution to enact the budget.

**MOTION** made by Councilor Boggs to approve Resolution No. 2019.10 – Adoption of 2019-20 Fire Budget as presented; second by Councilor Sumner.

Discussion: None

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner and Vincent.

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **A2. Resolution No. 2019.10 – Adoption of 2019-20 Remaining City Budget**

Wilson had no further comment.

**MOTION** made by Councilor Sumner to approve Resolution No. 2019.10 – Adoption of 2019-20 Remaining City Budget as presented; second by Councilor Wattles.

Discussion: None

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner, Vincent and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **A3. Resolution No. 2019.10 – Adoption of Resolution**

Mayor McKnight declared an actual conflict of interest due to his brother's employment with the fire department and announced that he will abstain from discussion and voting.

Wilson had nothing further to add.

**MOTION** made by Councilor Vincent to approve Resolution No. 2019.10 – Adoption of Resolution as presented; second by Councilor Wattles.

Discussion: None

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner and Vincent.

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **Resolution No. 2019.11 – Certifying City Services**

Staff Report – Wilson – This is the first of two resolutions required by the State in order to receive State Revenue Sharing Funds. The required Public Hearings have been held.

**MOTION** made by Councilor Sumner to approve Resolution No. 2019.11 – Certifying City Services as presented; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **Resolution No. 2019.12 – Election to Receive State Revenue Sharing**

Staff Report – Wilson – This is the second of two resolutions that are required by the State in order to receive State Revenue Sharing Funds.

**MOTION** made by Councilor Tomlinson to approve Resolution No. 2019.12 – Election to Receive State Revenue Sharing as presented; second by Councilor Sumner.

Discussion: Councilor Tomlinson – Have we been receiving these funds? **Wilson – We always have. The State requires us to adopt these resolutions, certifying that we provide the required services in the city and that we elect to receive the funds.**

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner, Vincent, Stone and Mayor McKnight.

Opposed: None

Motion carried unanimously.

## **WORKSHOP**

- **Subdivision Fee Findings**

Community Development Specialist, Kristi Gilbert asked Council to review the fee proposal for a City engineer of record to review plans of proposed projects as outlined in the Staff Report. She proposed using The Dyer Partnership Engineers and Planners, Inc. Since they only provide services to municipalities and not private sectors, it would eliminate any conflicts of interest from businesses that contract with the private sectors. Staff proposes to bill a minimum of \$150 to cover initial costs incurred in the review. Anticipated charges could range from \$150 to over \$3,000 depending on development and completeness of submitted plans.

- Councilor Tomlinson – Will the engineer cost be forwarded to the project? **Gilbert – Yes, for the service.** Does the City have to absorb the cost of man power involved? **No, application, processing and legal fees are already applied. This will be an additional review from professionals.**
- Councilor Vincent – Have we been paying for engineering fees out of pocket? **No, staff has been doing the reviews.**

- **Community Center Fees**

Deputy City Recorder, Melanie Masterfield discussed with Council that the Community Center fee schedule is 17 years old and doesn't reflect the current cost of maintenance and operations. Council was asked to look at a comparison chart of other cities that was presented and asked for direction from Council.

- Mayor McKnight asked if Council could go over the chart and report back. **Yes.**

**Gillham - Implementing a fee structure that would reflect the costs of the Center. Masterfield reported to Gillham that about 80% of the users are current community groups – which is the way it was intended. We are currently paying an estimated \$19,000 annually for those community groups to use the Community Center. Raising the fees for the special interest and the for-profit groups to pay a reasonable amount would help.**

- Councilor Sumner – Do other cities have rates for the non-profit organizations? **Masterfield – Of the cities that we've researched, most all of them charged half the rental price.**
- Councilor Tomlinson – That sounds reasonable to charge them half price. What percentage is the Community Center rented out for full rate? **Masterfield - Only about 20%.**



**Gillham – the community groups scoop it up and that’s what it’s for.** The rates are right for the private sector but we should definitely look at charging a half price rate for the groups to help offset the cost.

- Mayor asked if this will be on a future agenda. **Gillham - Yes. Thank you for your input.**

## **REPORTS**

### **• Street Management Masterplan with Funding Options**

Community Development Director, Brian Elliott updated Council. Part of the Transportation System Update (TSP) was to review and give updates on the Masterplan. The TSP update isn’t quite done yet but should be completed early of next year. **Gillham – Generally a consultant would be hired for analysis of the streets and do an estimate to bring the streets up to the City standards. Public Works Director, Aaron Swan and his crew did that for us and did a great job.**

### **• Benches at Splash Park**

Elliott explained that part of the Strategic Plan was to add benches at the Splash Park area. We are waiting for next fiscal year and are looking into adding 2-4 benches.

- Councilor Sumner – Will they be inside the fence? **Yes.**
- Councilor Boggs asked if the same benches that are along central can be used at the Splash Pad. **Swan – No, they’re pretty rigid, sharp and hard. We want to get benches that are more flexible for inside the Splash Pad area.**

### **• Central Park Water Features**

Swan explained that staff are looking into adding another structure to the Splash Pad. Possibly having North Star Fab build a structure. Looking to add next fiscal year.

- Mayor asked about raising the swings for the park because they’re really low for some of the older kids. **Swan – Could probably take out some links to raise them up.**

### **• Public Records Request Fees**

Staff Report – HR/City Recorder, Diane Harris asked Council to consider an increase for fees associated with Public Records Request. The current rates are from 2010, which there aren’t any fees charged in excess of \$45 per hour for legal or IT services. A fee schedule was proposed and outlined in the staff report.

- Councilor Vincent - How often are records requests in need of attorney or IT services? **It varies.**
- Councilor Tomlinson thinks it’s a good idea to charge attorney fees and charge employee’s wages plus benefits. Need to make sure we’re covering our costs.
- Councilor Sumner agrees with the staff report.

Harris will bring a resolution back to Council for approval at the June 10<sup>th</sup> meeting.

## **ADJOURNMENT**

With no further business meeting adjourned at 7:30pm.

With no further discussions, Mayor McKnight announced Council will take a 5-minute break before going into Executive Session ORS 192.660(2) (d) – Labor Negotiator Consultations – to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session called to order at 7:33pm.

Executive Session adjourned at 7:59pm.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Todd McKnight, Mayor



# **COUNCIL BUSINESS**







## City of Sutherlin

STAFF REPORT					
<b>Re: Resolution 2019.13 – Fee Schedule</b>				Meeting Date:	6/10/2019
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: City Recorder, Diane Harris &amp; Community Development Specialist, Kristi Gilbert</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution No. 2019.13 draft w/ markups and final draft					

### WHAT IS BEING ASKED OF COUNCIL?

Staff is asking Council to approve Resolution No. 2019.13 – Fee Schedule to amend Resolution 2018.17 to update Engineering Review fees and Public Records Request fees.

### EXPLANATION

Public Records Request fees have been the same since 2010, at that time the only provision added was that fees could not exceed \$45/hour along with the already established \$25 fee for staff's time. The current fee for the Public Records Requests does not cover management salaries/benefits, professional (IT – Informational Technology) costs, as well as, applicable attorney fees. Staff is proposing to amend the current fees to state after the first 30 minutes of research costs will be charged associated with staff's wages/benefits, professional (IT) costs per hourly service, as well as, a cost per hour for applicable attorney's fees.

At the consensus of the Council at the May 28, 2019 meeting, Resolution 2019.13 will implement contracted services with The Dyer Partnership Engineers and Planners, Inc. to provide engineer review services in the range from \$150 to over \$3,000 depending on development and completeness of plans submitted. The developer would then pay the estimated charges, prior to the engineer proceeding with their review.

### OPTIONS

To approve, not approve or amend Resolution 2019.13.

### SUGGESTED MOTION(S)

Motion to approve Resolution No. 2019.13 Fee Schedule as presented

Motion to not approve Resolution No. 2019.13 Fee Schedule

Motion to approve Resolution No. 2019.13 Fee Schedule as amended

## RESOLUTION NO. 2019.13

### A RESOLUTION REPEALING RESOLUTION NO. 2018.17 AND ADOPTING A FEE SCHEDULE FOR THE CITY OF SUTHERLIN

**WHEREAS**, the City of Sutherlin (“City”) Sutherlin Municipal Code Section 3.04.010 specifies that the City Council shall establish fees for City services by resolution; and

**WHEREAS**, after comprehensive analysis, examining all city fees to determine reasonableness and current relevancy; and

**WHEREAS**, amending Resolution 2018.17 to establish Engineering Review Fees, and to amend Public Records Request fees; and

**WHEREAS**, that for administration efficiencies, the fees and charges imposed by the City of Sutherlin be collectively re-established

**NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, adopts Resolution No. 2019.13 establishing city fees as follows:**

#### **Business Fees:**

Liquor License	
New .....	\$100.00
Change .....	\$75.00
Renewal.....	\$35.00
Social Gaming License	
Application (non-refundable) .....	\$25.00
Table Fee (non-refundable) .....	\$100.00 / table (annual)
Street & Sidewalk Vendors (License).....	\$25.00 (annual)
Taxicabs & Limousines	
Application.....	\$25.00
License Fee .....	\$15.00 (annual)
Certification Fee.....	\$15.00
Taxicab Stand Fee.....	\$10.00
Used Merchandise Dealer Permit .....	\$1.00

#### **Community Center:**

Main Hall	
Hourly Rate .....	\$20.00
4 Hours.....	\$70.00
8 Hours.....	\$140.00
All Day.....	\$170.00
Main Hall & Kitchen	
Hourly Rate.....	\$30.00
4 Hours.....	\$100.00
8 Hours.....	\$170.00

All Day.....	\$200.00
Kitchen	
Minimum up to 4 Hours.....	\$50.00
All Day.....	\$100.00
Meeting Room	
Hourly Rate.....	\$10.00
4 Hours.....	\$25.00
8 Hours.....	\$50.00
All Day.....	\$75.00
Entire Center	
Hourly Rate.....	\$35.00
4 Hours.....	\$125.00
8 Hours.....	\$200.00
All Day.....	\$250.00

**Finance, Administration, and Other Fees:**

Administrative Appeal Fee .....	\$50.00
Communications Fees	
Administrative Fee.....	\$500.00
Private Communications System	
Annual License Fee.....	\$2.00 / linear ft. of public property
Lien Search .....	\$25.00 / property lien search
N.S.F. Charge.....	\$25.00
Police / Fire Reports	
6 pages or less .....	\$10.00
7 pages or more .....	\$20.00
Fingerprints (up to 2 print cards) .....	\$25.00
Students.....	\$10.00
Additional cards.....	\$10.00 / each
Photos, CD's (Police Department).....	\$15.00
DVD's (Police Department) .....	\$20.00

**Health & Safety Fees:**

Noxious Growths	
Cost of Abatement .....	Cost
Administrative Charge .....	\$150.00 /parcel

**Municipal Court Fees:**

Court Appointed Attorney .....	up to \$150.00
Collections Fee.....	25% of fine (not to exceed \$250)
Deferment / Prosecution Fee.....	Not to exceed \$150.00 / offense
Diversión Extension.....	\$25.00
Installment Fee	
Fine under \$300.00 .....	\$15.00
Fine \$300.00 or over .....	\$25.00
Jail Reimbursement.....	

.....actual cost of expenses incurred not to exceed \$60/day (ORS 169.151)	
License Suspension / Reinstatement .....	\$25.00
Payment Extension.....	\$25.00
Seat Belt Assessment .....	\$25.00
Show Cause Letter .....	\$25.00
Warrant .....	\$100.00

**Park Use Fees:**

Permit Processing Fee .....	\$15.00
Special Events Permit, exclusive park use.....	\$200.00 / day

***Park Use Fee Waiver:***

*Prospective users may submit, with a park use request, a request to have the City waive payment of all or part of the park use fee. The City, at its discretion, may waive the park use fee if the following applies:*

1. *The applicant is a private nonprofit association or corporation, located within the city or which provides services within the city;*
2. *The applicant is a volunteer organization that provides services that benefit the city or the citizens of the city.*

**Insurance Liability Limits:**

Street Vendors, Limousine and Taxicab owner/operators and users of city facilities, per occurrence.....	\$3,000,000
---------------------------------------------------------------------------------------------------------	-------------

**Planning & Development Fees:**

Amendment – Major .....	75% of current fee
Amendment – Minor .....	\$200.00
Annexation.....	\$600.00
Appeal .....	\$330.00 + costs
Building Permit.....	Douglas County Fee
Commercial Site Review.....	\$200.00
Comprehensive Plan Amendment / UGB Expansion .....	\$1200 + costs
Conditional Use Permit.....	\$725 + Legal Fees
<u>Engineering Review Fees.....</u>	<u>\$150 to over \$3,000</u>

(depending on development and completeness of plans submitted)

**Expedited Land Division:**

Base Fee.....	\$1800.00 + \$30 per proposed parcel
Arbitrator.....	\$150.00/HR
Extensions .....	\$200.00
Home Occupation.....	\$200.00
Issuance of Address.....	\$25.00
Land Partitions:	
Tentative Plan.....	\$300.00
Final Plat.....	\$200.00
Land Use Compatibility Statement.....	\$50.00
Lot Line Adjustment.....	\$200.00
Manufactured Home Park.....	\$600.00 + \$30/space over 10

Multiple Applications:

Full fee - highest application + 50% of 2<sup>nd</sup> application fee

Planned Unit Development (PUD)..... \$930.00 + \$30/unit over 10

Pre-Application Conference.....\$125.00

Right of Way Permit.....\$50.00

Sign Permit.....\$50.00

Subdivision:

Tentative Plan.....\$800.00 + \$30/unit over 10

Final Plat.....\$200.00

Temporary Family Hardship.....\$200.00

Temporary Use Permit.....\$270.00

Vacations:

Lot Line, etc. ....\$200.00 + costs

Street/Alley.....\$400.00 + improvements + costs

Variances:

Class A&B..... \$300.00

Class C..... \$460.00

Worksheet Permit.....\$50.00

Zone Change.....\$1200.00 + costs

**Public Records Fees**

Electronic Formats

Each DVD.....\$15.00

Each CD.....\$15.00

Additional charge.....(see Research Fees)

Copies per Page

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11 x 17 black & white (per side)..... \$0.50

8.5 x 11 color (per side) ..... \$0.50

11 x 17 color (per side) ..... \$1.00

Photo quality paper .....Additional \$0.50 / page

Research Fees

Up to 30 minutes .....Copy costs only

After 30 minutes (~~to 2 hours~~ .....Copy costs +

\$25.00 / hour cost of Staff's hourly wages/benefits

Professional (IT) – actual cost per hour of service

Attorney fees – actual cost per hour of applicable Attorney's fees

Over 2 hours .....Employee cost (not to exceed \$45.00/hr.)

Maps & Nonstandard Documents ..... Actual cost for reproduction

**System Development & Hook-Up Fees**

Water

SDC..... \$1,621.50 / EDU

Admin Fee..... 2% of SDC

Hook-up:

Inspection and Connection at actual cost; actual cost to be calculated at time of installation; the following are averages:

5/8" to 1" .....\$350.00

1-14" to 2" .....	\$500.00
2" to 6" .....	\$400 + Materials
Meter .....	Actual Cost
<b>Sewer</b>	
SDC .....	\$128.50 / EDU
Hook-up .....	\$490.00
Transportation SDC .....	\$122.25 / ELNDT (Equivalent Length New Daily Trip)
Parks SDC .....	\$500.00
West Side Special SDC .....	\$247.00

#### Utility Fees:

<b>Sewer</b>	<b>7/1/18</b>	<b>7/1/19</b>	<b>7/1/20 *</b>
Single-family Residential			
Flat Rate .....	\$51.78	\$57.97	\$58.55
Multi-family Residential			
Flat Rate -80% of single-family rate (per unit) .....	\$41.42	\$46.38	\$46.84
Commercial/Industrial			
Base rate per account-includes 4,500 gallons/month .....	\$51.78	\$57.97	\$58.55
Commercial/Industrial			
Consumption per 1,000 gallons/month above 4,500 .....	\$7.76	\$9.91	\$10.01
Commercial/Industrial			
Strength surcharge-per 1,000 gallons/month .....	varies	varies	varies
Step Surcharge			
Per account-Calapooia and Knolls Estates .....	\$11.00	\$11.00	\$11.00

- Notes:
1. Consumption is water to treatment plant, which may be less than water received through water meter. Adjustments, as requested by customer, analyzed and determined in amount by the City Public Works Director and approved by the City Manager, may be made.
  3. Strength surcharges are charged to recover additional treatment costs associated with high strength waste. The Public Works Director shall make the determination of costs.

<b>Water</b>	<b>7/1/18</b>	<b>7/1/19 *</b>
Base Rate per account:		
Multiple connections behind meter (per unit) .....	\$12.76	+annual CPI
¾" meter .....	\$25.54	+annual CPI
1" meter .....	\$51.10	+annual CPI
1 ½" meter .....	\$89.44	+annual CPI
2" meter .....	\$140.57	+annual CPI
3" meter .....	\$345.09	+annual CPI
4" meter .....	\$498.48	+annual CPI
6" meter .....	\$1,546.64	+annual CPI
10" meter .....	\$2,556.41	+annual CPI
Consumption .....	\$3.26/1000 gal.	+annual CPI
Meter Accuracy Test .....	\$100.00	\$100.00

Bulk Water

Connection fee - Developers.....	\$50.00 month + usage
Connection fee - Bulk Water Wholesalers.....	\$50.00 month + usage
Water rate.....	\$3.26/1000 gal.+annual CPI

Damage to meters

Removal of meter.....	actual cost	actual cost
Administration/overhead plus fee.....	\$250.00	\$250.00
Deposit.....	\$100.00	\$100.00
Reconnect.....	\$25.00	\$25.00
Temporary Water Connection.....	\$25.00	\$25.00
Late fee.....	\$15.00	\$15.00

\* Ongoing annual increases based on CPI

PASSED BY THE COUNCIL, ON THIS 10<sup>TH</sup> DAY OF JUNE 2019

APPROVED BY THE MAYOR, ON THIS 10<sup>TH</sup> DAY OF JUNE, 2019

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Todd McKnight, Mayor

ATTEST:

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Diane Harris, City Recorder, CMC

## RESOLUTION NO. 2019.13

### A RESOLUTION REPEALING RESOLUTION NO. 2018.17 AND ADOPTING A FEE SCHEDULE FOR THE CITY OF SUTHERLIN

**WHEREAS**, the City of Sutherlin (“City”) Sutherlin Municipal Code Section 3.04.010 specifies that the City Council shall establish fees for City services by resolution; and

**WHEREAS**, after comprehensive analysis, examining all city fees to determine reasonableness and current relevancy; and

**WHEREAS**, amending Resolution 2018.17 to establish Engineering Review Fees, and to amend Public Records Request fees; and

**WHEREAS**, that for administration efficiencies, the fees and charges imposed by the City of Sutherlin be collectively re-established

**NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, adopts Resolution No. 2019.13 establishing city fees as follows:**

#### **Business Fees:**

Liquor License	
New .....	\$100.00
Change .....	\$75.00
Renewal.....	\$35.00
Social Gaming License	
Application (non-refundable) .....	\$25.00
Table Fee (non-refundable) .....	\$100.00 / table (annual)
Street & Sidewalk Vendors (License).....	\$25.00 (annual)
Taxicabs & Limousines	
Application.....	\$25.00
License Fee .....	\$15.00 (annual)
Certification Fee.....	\$15.00
Taxicab Stand Fee.....	\$10.00
Used Merchandise Dealer Permit .....	\$1.00

#### **Community Center:**

Main Hall	
Hourly Rate .....	\$20.00
4 Hours.....	\$70.00
8 Hours.....	\$140.00
All Day.....	\$170.00
Main Hall & Kitchen	
Hourly Rate.....	\$30.00
4 Hours.....	\$100.00
8 Hours.....	\$170.00



All Day.....	\$200.00
Kitchen	
Minimum up to 4 Hours.....	\$50.00
All Day.....	\$100.00
Meeting Room	
Hourly Rate.....	\$10.00
4 Hours.....	\$25.00
8 Hours.....	\$50.00
All Day.....	\$75.00
Entire Center	
Hourly Rate.....	\$35.00
4 Hours.....	\$125.00
8 Hours.....	\$200.00
All Day.....	\$250.00

**Finance, Administration, and Other Fees:**

Administrative Appeal Fee .....	\$50.00
Communications Fees	
Administrative Fee.....	\$500.00
Private Communications System	
Annual License Fee.....	\$2.00 / linear ft. of public property
Lien Search .....	\$25.00 / property lien search
N.S.F. Charge.....	\$25.00
Police / Fire Reports	
6 pages or less .....	\$10.00
7 pages or more .....	\$20.00
Fingerprints (up to 2 print cards) .....	\$25.00
Students.....	\$10.00
Additional cards.....	\$10.00 / each
Photos, CD's (Police Department).....	\$15.00
DVD's (Police Department) .....	\$20.00

**Health & Safety Fees:**

Noxious Growths	
Cost of Abatement .....	Cost
Administrative Charge .....	\$150.00 /parcel

**Municipal Court Fees:**

Court Appointed Attorney .....	up to \$150.00
Collections Fee.....	25% of fine (not to exceed \$250)
Deferment / Prosecution Fee.....	Not to exceed \$150.00 / offense
Diversión Extension.....	\$25.00
Installment Fee	
Fine under \$300.00 .....	\$15.00
Fine \$300.00 or over .....	\$25.00
Jail Reimbursement.....	
.....actual cost of expenses incurred not to exceed \$60/day (ORS 169.151)	

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**Park Use Fees:**

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Prospective users may submit, with a park use request, a request to have the City waive payment of all or part of the park use fee. The City, at its discretion, may waive the park use fee if the following applies:

1. The applicant is a private nonprofit association or corporation, located within the city or which provides services within the city;
2. The applicant is a volunteer organization that provides services that benefit the city or the citizens of the city.

**Insurance Liability Limits:**

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**Planning & Development Fees:**

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Annexation.....	\$600.00
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(depending on development and completeness of plans submitted)	
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Multiple Applications:	
Full fee - highest application + 50% of 2 <sup>nd</sup> application fee	

Planned Unit Development (PUD).....	\$930.00 + \$30/unit over 10
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Staff's hourly wages/benefits;	
Professional (IT) – actual cost per hour of service;	
Attorney fees – actual cost per hour of applicable Attorney's fees	
Maps & Nonstandard Documents .....	Actual cost for reproduction

#### **System Development & Hook-Up Fees**

Water	
SDC.....	\$1,621.50 / <i>EDU</i>
Admin Fee.....	2% of SDC
Hook-up:	
Inspection and Connection at actual cost; actual cost to be calculated at time of installation; the following are averages:	
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Meter .....	Actual Cost
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SDC .....	\$128.50 / EDU
Hook-up .....	\$490.00
Transportation SDC .....	\$122.25 / ELNDT (Equivalent Length New Daily Trip)
Parks SDC .....	\$500.00
West Side Special SDC .....	\$247.00

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<b>Sewer</b>	<b>7/1/18</b>	<b>7/1/19</b>	<b>7/1/20 *</b>
Single-family Residential			
Flat Rate .....	\$51.78	\$57.97	\$58.55
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Flat Rate -80% of single-family rate (per unit) .....	\$41.42	\$46.38	\$46.84
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Base rate per account-includes 4,500 gallons/month .....	\$51.78	\$57.97	\$58.55
Commercial/Industrial			
Consumption per 1,000 gallons/month above 4,500 .....	\$7.76	\$9.91	\$10.01
Commercial/Industrial			
Strength surcharge-per 1,000 gallons/month .....	varies	varies	varies
Step Surcharge			
Per account-Calapooia and Knolls Estates .....	\$11.00	\$11.00	\$11.00

- Notes: 1. Consumption is water to treatment plant, which may be less than water received through water meter. Adjustments, as requested by customer, analyzed and determined in amount by the City Public Works Director and approved by the City Manager, may be made.
2. Strength surcharges are charged to recover additional treatment costs associated with high strength waste. The Public Works Director shall make the determination of costs.

<b>Water</b>	<b>7/1/18</b>	<b>7/1/19 *</b>
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¾" meter .....	\$25.54	+annual CPI
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2" meter .....	\$140.57	+annual CPI
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4" meter .....	\$498.48	+annual CPI
6" meter .....	\$1,546.64	+annual CPI
10" meter .....	\$2,556.41	+annual CPI
Consumption .....	\$3.26/1000 gal.	+annual CPI
Meter Accuracy Test .....	\$100.00	\$100.00

Bulk Water		
Connection fee - Developers.....	\$50.00 month + usage	
Connection fee - Bulk Water Wholesalers.....	\$50.00 month + usage	
Water rate.....	\$3.26/1000 gal.+ annual CPI	
Damage to meters		
Removal of meter.....	actual cost	actual cost
Administration/overhead plus fee.....	\$250.00	\$250.00
Deposit.....	\$100.00	\$100.00
Reconnect.....	\$25.00	\$25.00
Temporary Water Connection.....	\$25.00	\$25.00
Late fee.....	\$15.00	\$15.00

\* Ongoing annual increases based on CPI

PASSED BY THE COUNCIL, ON THIS 10<sup>TH</sup> DAY OF JUNE 2019

APPROVED BY THE MAYOR, ON THIS 10<sup>TH</sup> DAY OF JUNE, 2019

---

Todd McKnight, Mayor

ATTEST:

---

Diane Harris, City Recorder, CMC



## City of Sutherlin

STAFF REPORT					
<b>Re: Budget appropriation adjustments for fiscal year 2018-19</b>				Meeting Date:	06/10/19
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Dan Wilson, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Staff Report and Resolution No. 2019.14					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to adjust appropriations for fiscal year 2018-19.

### EXPLANATION

Please see attached resolution. There are four adjustments that need to be made. These are “unique-to-the-circumstance” situations, and are in need of adjustment as stated within the resolution and described in more detail below:

#### General Fund

The City Manager was granted a pay raise in August 2018 which was not anticipated at the time the budget was adopted. Therefore an adjustment is needed; \$2,500.

In November 2018 a long tenured City employee retired. This retirement was unanticipated at the time the budget was adopted. This employee had accrued a large amount of vacation time which became payable upon retirement. Therefore an adjustment is needed; \$24,000.

#### Dial-A-Ride Fund

During the fiscal year a grant was applied for and received for the purpose of paying drivers, on a limited basis, in order to provide a more comprehensive service. Therefore and adjustment is needed; \$7,500.

### OPTIONS

Adopt resolution – Keeps the City in compliance with Oregon Budget Law

Do not adopt resolution – This would render the City out of compliance with Oregon Budget Law

### SUGGESTED MOTION(S)

Move that Resolution 2019.14 be adopted as presented.

## **RESOLUTION NO. 2019.14**

### **A RESOLUTION TRANSFERRING APPROPRIATION AUTHORITY, AMENDING THE 2018-2019 BUDGET AND AMENDING RESOLUTION 2018.06.**

#### **The City Council of Sutherlin finds that:**

- A.** That OAR 294.463 permits local jurisdictions to increase total expenditures of a fund or an object classification by transferring appropriation authority from one object classification to another.
- B.** That OAR 294.463(3) requires the adoption of a resolution or ordinance to authorize an appropriation transfer. The resolution or ordinance must state the need for the transfer, the purpose of the expenditure, and the amount to be transferred.
- C.** Due to unforeseen events at the time of adoption of the fiscal year 2018-19 budget including but not limited to the following:
  - a.** General Fund
    - i.** Additional expenditures in the City Manager department for unanticipated increase in personnel costs due to an increase in compensation authorized by City Council - \$2,500.
    - ii.** Additional expenditures in the City Recorder/HR department for unanticipated increase in personnel costs due to a vacation payout from the retirement of a long tenured employee - \$24,000.
  - b.** Dial-A-Ride Fund
    - i.** Additional Materials & Services expenditures for unanticipated call center expenses - \$7,500.
- D.** That these transfers of appropriation authority are in compliance with Oregon Budget Law.

**NOW, THEREFORE, based upon the above findings,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a municipal Corporation of the State of Oregon, as follows:**

Section 1. That the budget for the City of Sutherlin for the fiscal year 2018 - 2019, which was adopted by the City Council on May 14, 2018 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>General Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
City Manager Department	\$2,500	\$142,883
City Recorder/HR Department	\$24,000	\$248,975
Contingency	(\$26,500)	\$173,500
	<u>\$0</u>	

<u>Dial-A-Ride Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
Materials & Services	\$7,500	\$129,650
Contingency	(\$7,500)	\$442
	<u>\$0</u>	

**PASSED BY THE CITY COUNCIL, ON THIS 10th DAY OF JUNE, 2019**

**APPROVED BY THE MAYOR ON THIS 10th DAY OF JUNE, 2019**

\_\_\_\_\_  
Todd McKnight, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder, CMC





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us)

## City of Sutherlin

STAFF REPORT					
<b>Re: AM S Mart</b> <b>333 E. Central Ave., Sutherlin</b>				Meeting Date:	<b>06/10/2019</b>
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Troy A. Mills, Chief of Police and Gayla J. Holley,</b> <b>Public Safety Office Supervisor</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments: Application</b>					

### WHAT IS BEING ASKED OF COUNCIL?

Shirtcliff Oil Co/Shirtcliff LLC. has made application, under the requirements of the Oregon Liquor Control Commission (OLCC), for an "Off-Premises Sales" of alcoholic beverages at 333 E. Central Ave. This request is the result of a new retail business within the City of Sutherlin. The individual applying for the license is Andrew Shirtcliff.

### EXPLANATION

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

### OPTIONS

- 1) Provide OLCC a recommendation that this license be approved and granted for "Off-Premises Sales" to AM S Mart, Sutherlin with the listed owner shown as Shirtcliff Oil Co/J. Shirtcliff, LLC.
- 2) Provide OLCC a recommendation that this license not be approved or granted for "Off-Premises Sales" to AM S Mart, Sutherlin with the listed owner shown as Shirtcliff Oil Co/J. Shirtcliff, LLC.

### SUGGESTED MOTION(S)

None

RECEIVED

MAY 31 REC'D



OREGON LIQUOR CONTROL COMMISSION

## LIQUOR LICENSE APPLICATION

CITY OF SUTHERLIN  
POLICE DEPARTMENT

3. Applicant #1 Shirtelff Oil Co.		Applicant #2 J. Shirtelff LLC	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Am Smart			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 333 E Central Ave			
City Sutherlin	County Douglas	Zip Code 97479	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) PO Box 6003			
City Myrtle Creek	State Oregon	Zip Code 97457	
9. Phone Number of the Business Location (541) 863-5268		Email Contact for this Application andrew@shirtelffoil.com	
Contact Person for this Application Andrew Shirtelff		Phone Number (541) 543-9223	
Mailing Address PO Box 6003	City Myrtle Creek	State OR	Zip Code 97457

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

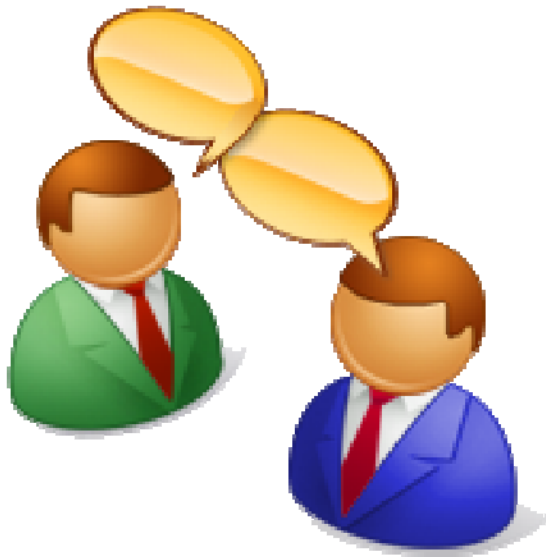


# **REPORTS**





# **COUNCIL COMMENTS**





# **PUBLIC COMMENT**





# ADJOURNMENT





# EXECUTIVE SESSION





# **FOR YOUR INFORMATION**

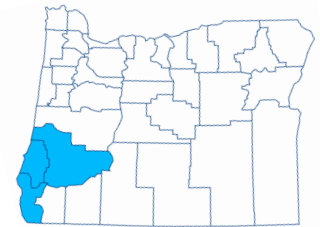




# Southwestern Oregon Economic Indicators

May 2019 (April 2019 Data)

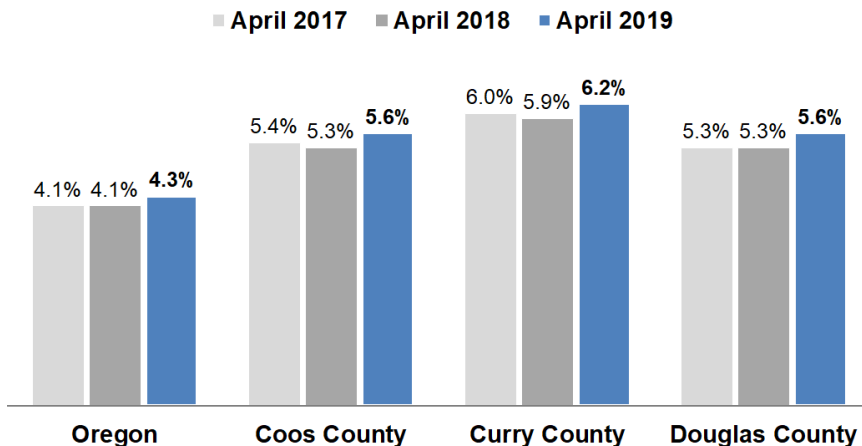
For data or publications on Southwestern Oregon, visit us at: [QualityInfo.org](http://QualityInfo.org)



## Local and State Unemployment Rates

(Seasonally adjusted)

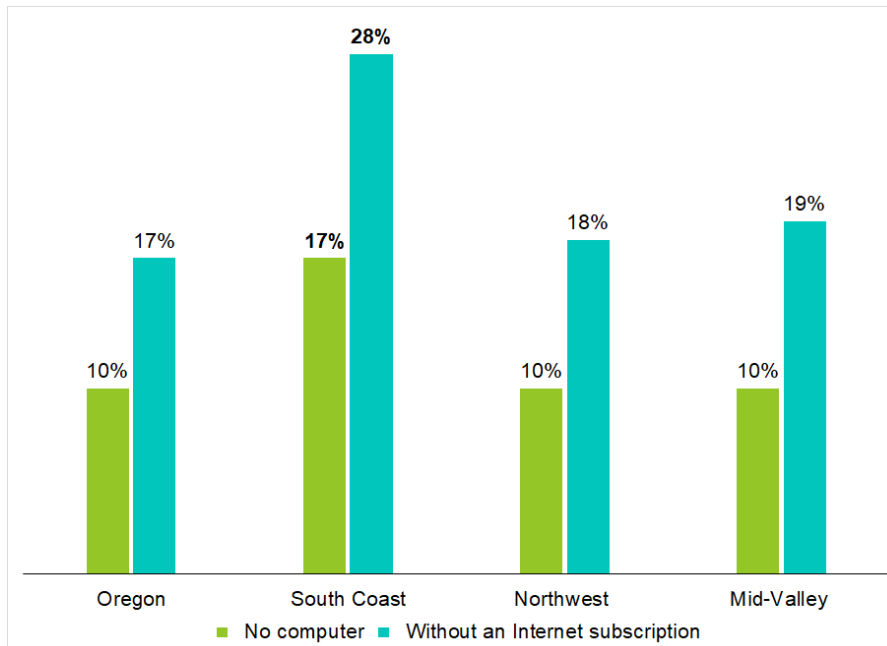
Source: Oregon Employment Department, LAUS



## Graph of the Month

Southern Coast has a Higher Share of Households without Technology

Source: American Community Survey, 2013-2017 5-Year Estimates



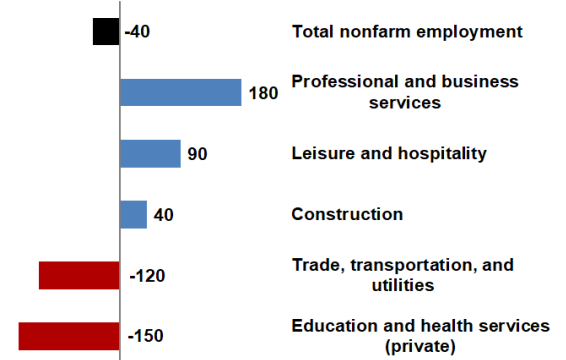
Access to technology has the potential to provide work, education, training, and social opportunities to those taking advantage of it. In Oregon, 10 percent of households don't own a computer and 17 percent of households don't subscribe to internet. Along the Southern Coast, the share of households without a computer is 7 percentage points higher than for all households in Oregon, and the share of households without internet is 11 percentage points higher than for households across the state. Further research which examine how demographics impact these numbers.

## Industry Gains and Losses

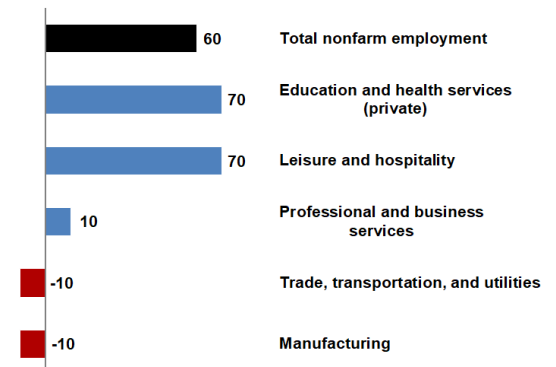
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

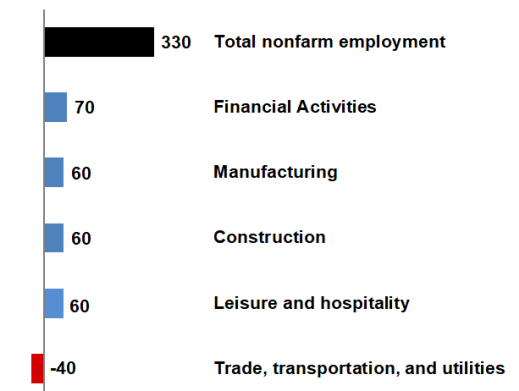
### Coos County Net Job Growth



### Curry County Net Job Growth



### Douglas County Net Job Growth



## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

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

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

Revised 6/3/2019

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

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

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Revised 6/3/2019

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
01/27/20	CDD/PW-Facilities/Parks	Install larger security signage and new, more reliable 24/7 cameras	Report to Council	
01/27/20	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Report to Council	
01/27/20	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Ave building	Report to Council	
01/27/20	CDD/PW-Wastewater	Obtain certification NPDES permit from DEQ	Report to Council	
01/27/20	CDD/PW-Transportation	Develop a "plan-of-action" for upgrading Waite St from Central to Southside Rd	Report to Council	
<b>FEB 2020</b>				
02/10/20	CDD-Development	Commercial and industrial development recruitment and retention (large and small)	Present updated EDP to Council	
02/24/20	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	
<b>MAR 2020</b>				
03/09/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Award Contract - Council Approval	
<b>APR 2020</b>				
04/13/20	CDD/PW-Development	Wastewater extension/reimbursement district	Bid process, present to Council to award	
<b>MAY 2020</b>				
05/11/20	Admin	Begin CBA agreements - AFSCME	Present to Council	
<b>JUN 2020</b>				
06/22/20	CDD/PW-Transportation	Transportation System Plan (TSP) update	Report to Council	
06/22/20	CDD-Development	Wastewater extension/reimbursement district	Report to Council	
06/22/20	CDD/PW-Water	Schoon Mountain Pump Station improvements (pump replacement)	Report to Council	
<b>JUL 2020</b>				
07/13/20	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Bid process, funding approval and present to Council	
<b>AUG 2020</b>				
<b>SEP 2020</b>				
<b>OCT 2020</b>				
10/26/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Report to Council	
10/26/20	CDD/PW-Parks	Central Park - Repair or replace deteriorated sidewalks	Report to Council	
<b>NOV 2020</b>				
11/10/20	CDD/PW-Facilities/Parks	Improve drainage in Central Park (phase III)	Complete and report to Council	
11/10/20	CDD/PW-Transportation	Create a street management master plan with funding options	Report both the new plan and funding options to Council	
<b>DEC 2020</b>				
12/14/20	CDD/PW-Water	Seek funding and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	

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Revised 6/3/2019

## Diane Harris

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**From:** Diane Harris  
**Sent:** Wednesday, June 05, 2019 10:38 AM  
**To:** Ashley KQEN News (ashley@bciradio.com); DC Commissioners; Erica Welch; KUGN; KYLE-KQUEN; News Desk (newsdesk@nrtoday.com); Register Guard; Roseburg Beacon  
**Subject:** Public Meeting Notice  
**Attachments:** CC JUN 10.19 Meeting.pdf

Good morning!

Please see attached Agenda for the Sutherlin City Council meeting, to be held Monday, June 10<sup>th</sup> in Civic Auditorium.

Thank you,

*Diane Harris, CMC*  
City Recorder/HR Manager  
City of Sutherlin  
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Sutherlin, OR 97479  
(541) 459-2856 ext 207  
[d.harris@ci.sutherlin.or.us](mailto:d.harris@ci.sutherlin.or.us)