



**City of Sutherlin
Regular Council Meeting
Monday, July 13, 2020
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Todd McKnight
Council President Boggs

Councilors Hamilton, Stone, Sumner, Tomlinson and Vincent

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

- a. June 8, 2020 Minutes – Regular Meeting
- b. June 11, 2020 Minutes – Special Meeting
- c. Special Events Liquor Waiver – Music Off Central

6. COUNCIL BUSINESS

- a. Bid Award – Ford's Pond Construction
- b. Ordinance – Amending Ordinance No. 1040 - Sutherlin Sanitary Franchise Agreement (first reading, title only)
- c. IGA – Douglas County Flow Control

7. STRATEGIC PLAN UPDATE (Reports in Council Packet)

- a. Nicholas Court to St Johns St Crosswalk
- b. Long Term Budget Forecast

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

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.

**Urban Renewal Agency Meeting immediately following this Council meeting.
See additional agenda.**

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
City Council Meeting
Sutherlin Civic Auditorium
Monday, June 8, 2020 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Debbie Hamilton, Forrest Stone, Michelle Sumner, Travis Tomlinson and Seth Vincent

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 Supervisor, Kristi Gilbert
City Planner, Jamie Chartier
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
Urban Renewal Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Via Zoom: Robert Rippy, Steve Donovan (Donovan Enterprises Inc.), Elaine Howard (Elaine Howard Consulting), Mark Garrett (Mark Garrett Land Use Consulting), Emily Brandt (i.e. Engineering);

In attendance: Blair Nash (Sutherlin Water Control District Manager), Jess Terrel

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

Flag Salute:

Roll Call: Councilor Tomlinson via Zoom

Media: None

PUBLIC COMMENT (agenda items only)

- Jess Terrell, a Sutherlin resident on North Side Road, expressed his opposition for the Tax Increment Fund (TIF) Plan (as part of the Urban Renewal Plan). He receives his water from the Water Control District (WCD) and if their prices are raised, his will too.

CONSENT AGENDA

a. May 11, 2020 minutes – Regular Meeting

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

• **Sutherlin Urban Renewal Plan**

Mayor McKnight opened the Public Hearing at 7:04 p.m.

Staff Report – Community Development Supervisor, Kristi Gilbert, stated that all information was included in the staff report and was available for questions.

Mayor McKnight asked if there were any public comments. No comments were given.
The Public Hearing closed at 7:04 p.m.

- **System Development Charges (SDC's)**

Mayor McKnight continued the Public Hearing from February 10, 2020 Public Hearing at 7:04 p.m.
Staff Report - Finance Director, Dan Wilson, gave interested parties an opportunity to speak on public record either in favor or against.

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

The Public Hearing closed at 7:05 p.m.

- **Cooper Creek Estates – Plan Amendment & Zone Change (file no. 20.S002)**

Mayor McKnight opened the Public Hearing at 7:07 p.m.

Members of Council were asked to disclose any conflicts of interest, ex-parte contact or personal bias. None responded.

Mayor McKnight conducted the Public Hearing and City Planner, Jamie Chartier, confirmed for the record that this piece of property is a 1.31 acre portion of land located at 750 and 780 South Side Road, and is described as tax lot 3400 and 3500 in section 21BA of T25S, R05W. All findings of fact and maps were included with the staff report.

- Councilor Boggs - Two residents in opposition submitted comments (included in the packet), do they live above or below the property(s) being discussed? *Chartier – Above.*
- Councilor Stone – Are they building in the summer time? *Chartier – Depends on the developer's time frame. Community Development Director, Brian Elliott – It's recommended in the Geo Tech report that building is done in the summer months or the developer has to have a sediment control plan.*
- Councilor Boggs – Are there any water issues coming from the hillside? *Elliott – Four test holes were done and no water was found.*
- Councilor Sumner – Do the neighbors have any expectations that this land won't be classified residential hillside anymore? Do the residents have a say? *Chartier – There are different zones in that area with different classifications.*

Applicants report? None

Testimony in favor? None

Testimony in opposition? None

Neutral parties who wish to speak? None

The Public Hearing closed at 7:13 p.m.

Discussion from Council: None

- **Supplemental Budget Hearing**

Mayor McKnight opened the Public Hearing at 7:14 p.m.

Staff Report – Wilson, gave interested parties a chance to ask questions.

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

The Public Hearing closed at 7:15 p.m.

COUNCIL BUSINESS

- **Ordinance No. 1078 – Transportation System Plan (second reading & adoption)**

City Recorder, Diane Harris read Ordinance No. 1078 by title only: *"An Ordinance of the City of Sutherlin adopting an updated Transportation System Plan, amending the Sutherlin Comprehensive Plan, and amending the Sutherlin Development Code."*

Staff Report – Community Development Supervisor, Kristi Gilbert, was available for questions.

MOTION made by Councilor Stone to approve Ordinance No. 1078 – Transportation System Plan (second reading & adoption) as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Sutherlin Urban Renewal Plan (first reading, title only)**

Harris read Ordinance by title only: *“An Ordinance of the City of Sutherlin making certain determinations and findings relating to and approving the Sutherlin Tax Increment Finance Plan and directing that notice of approval be published.”*

Staff Report – Urban Renewal Director, Pat Lynch, stated that all information was in the staff report and was available for questions.

MOTION made by Councilor Boggs to approve Ordinance – Sutherlin Urban Renewal Plan (first reading, title only) as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone had questions regarding the process of borrowing the money up front to start projects. ***Lynch – The up-front costs will be a loan or a line of credit and that will get projects started. City Manager, Jerry Gillham - Refer to the staff report for more information.***
- Councilor Tomlinson – This is just to adopt an Ordinance to start the process and it’s up to Council to make the decision on when and how the funds are used. ***Gillham reiterated that statement and passed around a map of the Sutherlin Water Control District for council to view.*** Discussion ensued between Council members, Lynch and Gillham.

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

Opposed: Councilor Stone

Motion carried.

Gillham asked Council for a second meeting on Thursday, June 11, 2020 at 4:00 in Civic Auditorium, to have a second reading and adoption of this Ordinance to keep the process moving forward. There is a 30 day waiting period from the time it’s adopted until projects can begin. Council agreed

- ❖ Councilor Stone felt Gillham had a pre-determined plan in place before it was brought to Council and wanted his statement to be on the record.
- Blair Nash, Manager of the Water Control District, spoke in opposition of the TIF plan stating the economic impact to the WCD would be an estimated \$900,000 over a period of 24 years. *(Due to technical difficulties in the zoom meeting, Nash was unable to provide testimony during the Public Hearing. Council accepted his testimony when he arrived.)* ***Gillham – It’s not the City’s intent to negatively impact the WCD. He’d like to set a meeting time to discuss a positive plan.*** Further discussion continued between Nash, Gillham and Council.
- Councilor Hamilton – Council would like to continue working with the WCD to discuss a plan that works for everyone.

- **Ordinance – Cooper Creek Estates – Plan Amendment & Zone Change Approval (first reading, title only)**

Harris read Ordinance by title only: *“An Ordinance amending the City of Sutherlin Comprehensive Plan Map and Zoning Map to amend the Comprehensive Plan Map from low density hillside to medium density, concurrent with a zoning map change from residential hillside (RH) to medium density residential (R-2) for property described as tax lot(s) 3400 and 3500 in section 21BA of T25S, R05W. The subject 1.31 acre property is located at 750 and 780 South Side Road and described herein.”*

Staff Report – Chartier stated that all information was in the staff report and was available for questions.

MOTION made by Councilor Hamilton to approve Ordinance – Cooper Creek Estates – Plan Amendment & Zone Change Approval (first reading, title only) as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: Councilor Sumner

Motion carried.

- **Resolution 2020.10 – Budget Appropriations Adjustment**

Staff Report – Wilson - An unanticipated increase in personnel costs due to an employee’s health care coverage differing from the one budgeted equates to a cost of \$6,000.

MOTION made by Councilor Hamilton to approve Resolution 2020.10 – Budget Appropriations Adjustment as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.11 – Supplemental Budget Adjustment**

Staff Report – Wilson - Two funds need adjustments. The Police Reserve Fund – a vehicle was purchased at the end of fiscal year 2018-19 but wasn't able to be outfitted (lights, sirens, etc.) until October 2019. This was an unanticipated expense when the budget was prepared, therefore an adjustment of \$11,000 is needed. Wastewater Operations Fund – the Wastewater Treatment Plant (WWTP) upgrade was originally scheduled for completion fall of 2019. Due to unforeseen delays, the upgrade will not be completed until June 2020. An adjustment of \$160,000 is needed.

MOTION made by Councilor Vincent to approve Resolution 2020.11 – Supplemental Budget Adjustment as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – Questioned costs? *Wilson and Elliott clarified.*
- Councilor Tomlinson – Why were there delays? *Elliott – Sub Contractors, COVID-19, and the de-chlorination that was installed at Ford's Pond. Estimated to be up and running July 15, 2020.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.12 – System Development Charges (SDC's)**

Staff Report – Wilson explained the SDC analysis that Steve Donovan provided at the last Council meeting. A survey was given to the public for feedback. Staff's recommendation is to adjust SDC rates to fall approximately in the middle of other comparable cities' rates. Donovan was available via Zoom to answer questions.

MOTION made by Councilor Sumner to approve Resolution 2020.12 – System Development Charges (SDC's) as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – How many building permits have been applied for? *Chartier – Ten single family dwellings and about 40 worksheets in process.* Would like to find a different revenue source. Expressed his opposition in raising SDC's. Discussion ensued among Council members.
- Councilor Tomlinson agrees with raising SDC's to continue growing the City.
- Councilor Hamilton – Several years ago the Council lowered the SDC's to get more building here, it didn't happen so they need to be raised.
- Councilor Boggs – What parks have been bought or what's been done to parks that warrants raising the Parks SDC by three times? Feels the Parks SDC should be \$1,000 rather than \$1,500.

In Favor: Councilors Hamilton, Tomlinson, Sumner, Vincent and Mayor McKnight

Opposed: Councilors Boggs and Stone

Motion carried.

COUNCIL COMMENTS

Councilor Hamilton

- Thanked Fire, Police, City and PW for a great graduation parade.
- Thanked Melanie for the News Magazine.

Councilor Tomlinson

- Best graduation he's ever been too.

Councilor Boggs

- Exit 135 to Old Hwy 99 still needs potholes fixed.

Councilor Sumner

- None

Councilor Vincent

- Congratulated all the graduates

Councilor Stone

- Will there be a painted bike lane on Central Ave? *Swan – No, opted for a shared lane. Who has the right-of-way? Chief of Police, Troy Mills – They have to use a bike lane if it's designated, if not, they can use the city street, but they have to signal.*
- There's a big hole in the pavement at the corner of Central Ave & Myrtle Street that needs fixed.
- The manhole has dropped down in the pavement across from the Cozy Tavern.
- Will there be stop signs on the new streets (Robert-Lavern St. & Jaswant Ave.)? *Chartier – The developer is responsible for that.*
- Is water being sold at the WWTP? How much for Class A?
- Why is the flag down at the freeway? *Swan – The cable has broken. It'll be quite costly to fix, needing to schedule a person to climb the pole and/or a lift truck to hoist it.*
- Questioned the total cost of installing the sewer line at Great Northern Trailers. *Elliott – Engineering costs were separate from the installation costs.*

Mayor McKnight

- Thanked Blackberry Festival, The Lions Club and community members for the graduation parade.

STRATEGIC PLAN UPDATE (Report in Council Packet)

- **Wastewater Extension/Reimbursement District Report**

Staff Report – Elliott was available for questions

- **Painting Community Building & Library Buildings**

Staff Report – Public Works Director, Aaron Swan was available for questions.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business meeting adjourned at 8:15 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

**CITY OF SUTHERLIN
Special Council Meeting
Sutherlin Civic Auditorium
Thursday, June 11, 2020 – 4:00pm**

COUNCIL MEMBERS:

Tom Boggs, Debbie Hamilton, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Assistant CM/Finance Director, Dan Wilson
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Urban Renewal Director, Pat Lynch

Audience: Via Zoom: Elaine Howard (Elaine Howard Consulting), Councilor Sumner

In Attendance: Chuck Brummel

Meeting called to order by Mayor, Todd McKnight at 4:00pm.

Flag Salute:

Roll Call: Absent: Councilor Tomlinson

Media: None

PUBLIC COMMENT (agenda items only)

- None

COUNCIL BUSINESS

- **Ordinance No. 1079 – Sutherlin Urban Renewal Plan (second reading & adoption)**

City Recorder, Diane Harris, read Ordinance No. 1079 by title only: *“An Ordinance of the City of Sutherlin making certain determinations and findings relating to and approving the Sutherlin Tax Increment Finance Plan and directing that notice of approval be published.”*

Staff Report – Urban Renewal Director, Pat Lynch, stated all information was included in the staff report.

MOTION made by Councilor Vincent to approve Ordinance No. 1079 – Sutherlin Urban Renewal Plan (second reading & adoption) as presented; second by Councilor Hamilton.

Discussion: Councilor Boggs – How will this plan be affected since the country is now in a recession?
City Manager, Jerry Gillham – The projects will still move forward as planned and the bank confirmed our loan yesterday.

In favor: Councilors Boggs, Sumner, Vincent, Hamilton and Mayor McKnight

Opposed: Councilor Stone

Motion carried.

- **Ordinance No. 1080 – Cooper Creek Estates – Plan Amendment & Zone Change (second reading & adoption)**

Harris read Ordinance No. 1080 by title only: *“An Ordinance amending the City of Sutherlin Comprehensive Plan Map and Zoning Map to amend the Comprehensive Plan Map from low density hillside to medium density, concurrent with a zoning map change from residential hillside (RH) to medium*

density residential (R-2) for property described as tax lot(s) 3400 and 3500 in section 21BA of T25S, R05W. The subject 1.31 acre property is located at 750 and 780 South Side Road and described herein.” Staff Report – Community Development Supervisor, Kristi Gilbert, stated all information was included in the staff report.

MOTION made by Councilor Stone to approve Ordinance No. 1080 – Cooper Creek Estates – Plan Amendment & Zone Change (second reading & adoption) as presented; second by Councilor Vincent.

Discussion: None

In favor: Councilors Boggs, Vincent, Stone, Hamilton and Mayor McKnight

Opposed: Councilor Sumner

Motion carried.

- **Resolution 2020.13 – Authorizing the City of Sutherlin to apply for a Boating Facility and Waterway Access Grant from The Oregon State Marine Board & delegating authority to the City Manager to sign the application**

Staff Report – Community Development Director, Brian Elliott, explained the next step in the Ford’s Pond Development process. If the grant is successful, funds will be used to design project 3, consisting of ingress/egress from Hwy 138, parking area, fishing pier, boat launch, vaulted restroom, kiosk, benches, etc.

MOTION made by Councilor Vincent to approve Resolution 2020.13 – Authorizing the City of Sutherlin to apply for a Boating Facility and Waterway Access Grant from The Oregon State Marine Board & delegating authority to the City Manager to sing the application as presented; second by Councilor Stone.

Discussion:

- Councilor Stone – What is the City’s match? *Elliott – 25% of \$183,319.00. A portion of grants already received can be used as the City’s portion which may include local budgeted funds, local agency labor or equipment, federal revenue sharing, other eligible grants, or donated funds.*
- Councilor Boggs – Who’s paying the annual maintenance costs of \$15,000? *Elliott – \$15,000 is an anticipated amount, and it’s already budgeted.*

In favor: Councilors Boggs, Sumner, Vincent, Stone, Hamilton and Mayor McKnight

Opposed: None

Motion carried unanimously.

COUNCIL COMMENTS

Councilor Boggs

- None

Councilor Sumner

- None

Councilor Vincent

- None

Councilor Stone

- Spoke personally in opposition regarding SDC rate increase that was approved by Council on June 8, 2020.

Councilor Hamilton

- None

Mayor McKnight

- None

PUBLIC COMMENT

- Chuck Brummel announced he is running for City Council in the up-coming election and asked if the current Council members could sign his candidate’s petition.

ADJOURNMENT

With no further business, meeting adjourned at 4:15 p.m.

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Approved:

Jerry Gillham, City Manager

Todd McKnight, Mayor

DRAFT



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

City of Sutherlin

STAFF REPORT					
Re: Special Events Liquor Waiver – Music Off Central				Meeting Date:	July 13, 2020
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: Facility User Agreement & Event Flyer					

WHAT IS BEING ASKED OF COUNCIL?

To approve the use of alcohol in Central Park for the 2020 Music Off Central concert events.

EXPLANATION

This event is starting its eighth 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 will then require a separate motion to approve, amend or not approve the use of alcohol in Central Park for the 2020 Music Off Central events.



City of Sutherlin

PARK AND FACILITY USE AGREEMENT/PERMIT

SECTION I: USER INFORMATION

Name/Organization: Sutherlin Downtown Development, Inc Today's Date: 7/7/20
 Phone: 541-459-4845 Email: tami@northstar-fab.com
 Event/Activity: Music Off Central Date of Event: 7/31, 8/7, 8/14
 Hours of Use: 6:00 to 8:00 pm

SECTION II: FACILITIES/GROUNDS REQUESTED

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

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.

3. **USAGE:** User shall at all times, abide by the City's Parks and Recreation Area Use Regulations in Chapter 12.36 of the Sutherlin Municipal Code (SMC) and all other applicable provisions of SMC provisions as well as the general laws of Douglas County, the State of Oregon and United States. User is responsible for maintaining safety and order at the event/activity. City may suspend the event/activity at any time should it determine that an imminent risk to the public health, safety or welfare exists.
4. **ALCOHOL:** Possession, consumption or sale of alcoholic beverages at any City facility/property is prohibited unless an Alcohol Permit has been issued by the City and service is in accordance with OLCC regulations.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

[Redacted Signature]

Signature

Tami Trowbridge

Print Name

Note: By signing this agreement, User accepts facility in "as in" condition. Therefore, User may inspect the facility prior to signing this agreement and identify issues to the City and have said issues recorded below prior to signing this document.

BRIEFLY DESCRIBE YOUR FUNCTION/LIST BUILDING ISSUES:

There will be a portable stage brought in and audience will bring their own chairs, drinks, food, etc. Band provided by SDDI

City Staff Confirms Comments or Conditions: Yes: _____ No: _____

Public Works Operations and/or

Community Development Director: _____

Recommend

Decline

Police Dept.: _____

Recommend

Decline

Approved by: _____

City Official

Official Use Below:
Certification Check-Off

	Y/N		Y/N
Keys/Fob Issued		OLCC Permit (if required)	
Mic/Cord/Stand Issued		Street Closure Received	
Alcohol Permit Received		ODOT permit Received	
Proof of Liability Insurance (if required)		Locker Number	
Community Center storage Locker		Expiration of Application	



COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: Ford's Pond Community Park & Trail Improvements Bid Award for Construction of Projects 1 and 2A (Phase 1).				Meeting Date:	07/13/2020
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?

Council is being asked to award the contract to Cradar Enterprises, Inc. in the amount of \$456,170.00 for Construction of Ford's Pond Community Park & Trail Improvements Projects 1 and 2A (Phase 1).

EXPLANATION

Projects 1 and 2A (Phase 1) are being funded through two grants that the City and the Friends of Ford's Pond received from the Oregon Parks and Recreation Department. The two grants totaled \$632,086.00. These funds, together with other grants and donations "*from The Ford Family Foundation, Cow Creek Umpqua Indian Foundation, C. Giles Hunt Charitable Trust, Sutherlin Rotary Club, and Sutherlin Lions Club,*" will finance the projects.

Construction will consist of: new asphalt parking area with a total of 39 spaces including four ADA spaces (located off of Church Road), curbs, gutters, storm water drainage, utilities (water, low pressure sewer and electrical), a new trail from parking area to perimeter trail, perimeter trail 0.8 miles (length will depend on bid amount), interpretative areas, signage, landscaping and seating. The Engineers Estimate for the Base Bid was \$556,383.00

On July 9, 2020 City of Sutherlin received six bids. Cradar Enterprises, Inc. submitted the lowest bid and is qualified to construct Ford's Pond Community Park & Trail Improvements Projects 1 and 2A (Phase 1).

OPTIONS

Award contract to Cradar Enterprises, Inc. as presented in the amount of \$456,170.00

Not award contract to Cradar Enterprises, Inc. as presented in the amount of \$456,170.00

SUGGESTED MOTION(S)

Motion to award, as presented in the amount of \$456,170.00 to Cradar Enterprises, Inc.

Motion not to award, as presented in the amount of \$456,170.00 to Cradar Enterprises, Inc.



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

July 10, 2020

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

RE: City of Sutherlin
Ford's Pond Community Park & Trail Improvements
Project No. 146.53

Dear Mr. Gillham:

This letter is to recommend action by the City of Sutherlin in response to the bids received on July 9, 2020 at 2:00 PM for the above referenced project. Six bids were received. One Bid was unopened from Black Pearl Excavation since a prequalification was not received. There were minor errors on the following Bids. Fackler Construction had calculation errors. JRT Construction had a minor entry error. Pacific Excavation's Bid was missing the Corporate Seal. The Engineer's Estimate for the Base Bid was \$556,383.00. The bids summary is in the following amounts:

		<u>Base Bid Base</u>	<u>Bid with Alternate No. 1</u>
1.	Cradar Enterprises, Inc.	\$456,170.00	\$508,295.00
2.	Knife River Materials	\$567,113.00	\$624,013.00
3.	JRT Construction	\$606,313.00	\$657,813.00
4.	Pacific Excavation	\$630,113.00	\$687,488.00
5.	Fackler Construction	\$808,051.00	\$852,951.10
6.	Unopened – Black Pearl Excavation		

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

1. Accept the bids.
2. Award a contract to Cradar Enterprises, Inc. for the Base Bid for \$456,170.00

It is our opinion that Cradar Enterprises, Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the City of Sutherlin and Council concurs with our recommendation; we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our 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.

Jerry Gillham, City Manager
July 10, 2020
Page 2

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,

A black rectangular redaction box covering the signature of Jesten Brenner.

Jesten Brenner, PE
Project Engineer



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

City of Sutherlin

STAFF REPORT

Re: Ordinance – Amending Ordinance No. 1040 – Sutherlin Sanitary Franchise Agreement				Meeting Date:	07/13/2020
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: Jerry Gillham, City Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments: 1) Ordinance Amendment, 2) Email from Sutherlin Sanitary and 3) Ordinance 1040					

WHAT IS BEING ASKED OF COUNCIL?

To approve the attached Solid Waste Franchise Ordinance Amendment (Ordinance 1040) to require franchisee to come into compliance with the County's Flow Control Ordinance.

EXPLANATION

The County has requested that the City require our solid waste franchisee to comply with the County's flow control ordinance. Before we can do so however, we need to amend the franchise, with the franchisee's concurrence. This ordinance creates that necessary amendment. Sutherlin Sanitary has agreed to this change (see included email). Landfills across the State of Oregon are now under strict operational regulations by DEQ. The Roseburg landfill operated by Douglas County must demonstrate sufficient revenues to sustain proper ongoing environmental operations, but also have revenues sufficient for carrying out all requirements for closure. The cities and solid waste franchisees of Douglas County realize both the ongoing and end-of-life cost burden and therefore, are amending franchise agreements and agreeing to a new IGA that will ensure the landfill stays operational while setting aside funds for eventual closure.

OPTIONS

- To approve first reading, title only of the Ordinance as presented
- To amend the Ordinance and approve first reading, title only as amended
- Not approve

SUGGESTED MOTION(S)

To approve the first reading, title only of the amendment to the City's current Franchise Agreement with Sutherlin Sanitary: **An Ordinance of the City of Sutherlin amending subsection 3(A) of Ordinance 1040 to provide additional requirements associated with solid waste flow control.**



From the Office of the
City Recorder & Human Resources Manager
Diane Harris

Administration
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856
(541) 459-9363 (Fax)
d.harris@ci.sutherlin.or.us
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City of Sutherlin

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING
SUBSECTION 3(A) OF ORDINANCE 1040 TO PROVIDE ADDITIONAL
REQUIREMENTS ASSOCIATED WITH SOLID WASTE FLOW CONTROL**

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

**FIRST READING: MONDAY, JULY 13, 2020 @ 7PM
SECOND READING (if first reading approved): MONDAY,
AUGUST 10, 2020 @ 7PM
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

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

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

Posted this day, July 3, 2020
By Diane Harris
City Recorder

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SUBSECTION 3(A) OF
ORDINANCE 1040 TO PROVIDE ADDITIONAL REQUIREMENTS ASSOCIATED
WITH SOLID WASTE FLOW CONTROL**

WHEREAS, the City adopted Ordinance 1040 to grant an exclusive solid waste collection franchise to Sutherlin Sanitary Service; and

WHEREAS, Ordinance 1040 sets forth the general terms and conditions of the franchise; and

WHEREAS, Douglas County enacted Ordinance 2017-07-01 commonly referred to as the Flow Control Ordinance, which requires disposal of solid waste by County franchisees only at facilities approved by the County and imposed certain reporting requirements on County franchisees; and

WHEREAS, the County has requested that the City enter into an Intergovernmental Agreement to impose the requirements of the Flow Control Ordinance on the City's solid waste franchisee, Sutherlin Sanitary Service; and

WHEREAS, Sutherlin Sanitary Service has agreed to be bound by the terms of the Flow Control Ordinance.

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

Section 1: Subsection 3(A) of Ordinance 1040 is hereby repealed and replaced to read as follows:

A. All solid waste collected by the franchisee within the City shall be dumped by it at the Douglas County Landfill site, or such dump sites or transfer stations that are approved by Douglas County in accordance with Douglas County Ordinance 2017-07-01. Such activities shall be conducted in accordance with and subject to all the terms, covenants, and conditions for the care, operation, and maintenance of the disposal sites provided by Douglas County, the State Board of Health, the Douglas County Sanitation Department and the City of Sutherlin. All charges for the use of the disposal site shall be borne by the franchisee. In accordance with Douglas County Ordinance 2017-07-01, franchisee shall report to the City the monthly tonnages collected within the City and the identity of the disposal site or transfer station where the solid waste is disposed of and the tonnages of such disposals.

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

PASSED BY THE COUNCIL, ON THIS _____ DAY OF _____, 2020.

APPROVED BY THE MAYOR, ON THIS _____ DAY OF _____, 2020.

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

From: Pat Fahey <pat@sutherlinsanitary.com>
Sent: Wednesday, July 1, 2020 6:17 PM
To: Jerry Gillham <j.gillham@ci.sutherlin.or.us>
Cc: Grant Fahey <grant@sutherlinsanitary.com>
Subject: Concurrence with proposed iGA, Ordinance and franchise cchange

Dear Jerry;

Sutherlin Sanitary Service agrees with the need for the Intergovernmental Agreement and County Ordinance regarding flow control.

We look forward to working with you in altering the current franchise agreement between Sutherlin Sanitary Service and the City of Sutherlin to bring it in compliance with the above mentioned Intergovernmental agreement.

Sincerely

Pat Fahey
General Manager
Sutherlin Sanitary Service

ORDINANCE NO. 1040

AN ORDINANCE GRANTING AN EXCLUSIVE FRANCHISE TO SUTHERLIN SANITARY SERVICE; DESCRIBING THE TERMS AND CONDITIONS THEREOF, AND THE REGULATIONS CONNECTED THEREWITH; AND PROVIDING PENALTIES FOR THE VIOLATIONS OF THIS ORDINANCE.

THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:

Section 1. Definitions: Except where the context clearly indicates a different meaning, the definitions appearing in ORS 459.005 and regulations promulgated thereunder are applicable to this Ordinance. The singular includes the plural and vice versa. As used in this Ordinance, the following words shall be defined as follows:

City:	The City of Sutherlin, Oregon.
City Council:	The Council of the City of Sutherlin, Oregon; shall be synonymous with Council.
Compensation:	Any type of consideration, including the direct or indirect payment of money, goods, services or benefits paid by tenants, lessees, or occupants to another person in remuneration for the conveyance of solid waste.
Franchise:	The exclusive right and privilege granted by the City to a person for the purpose of conducting the business of providing for the collection, disposal and recycling of solid waste within the City of Sutherlin.
Franchisee:	The person to whom this franchise is granted by the City Council pursuant to this Ordinance.
Just Cause:	A cause reasonably related to the franchisee's ability to perform the functions and duties required by this Ordinance, and include any willful violation thereof.
Person:	Any individual, partnership, association, corporation, trust, firm, estate or other legal entity.
Service:	The collection, transportation, disposal or resource recovery from solid waste.
Recyclables:	Any materials that can be collected and sold for recycling at a net cost equal to or less than the cost of collection and disposal of the same material.

Recovery: The process of obtaining useful material or energy resources from solid waste, including energy recovery, material recovery, recycling and reuse of solid waste.

Solid Waste: All recyclable and non-recyclable wastes including but not limited to garbage, rubbish, refuse, ashes, fruit refuse, waste paper, cardboard, grass clippings, compost, tires, equipment and furniture, commercial, industrial, demolition and construction wastes, discarded or abandoned vehicles or parts thereof, discarded home or industrial appliances, manure, vegetable or animal solid wastes, dead animals, infectious waste as defined in ORS 459.386, and other wastes. This term does not include:

1. Hazardous waste as defined in ORS 466.005.
2. Materials used for fertilizer or for other productive purposes or which are salvageable as such when the materials are used on land in agricultural operations and the growing or harvesting of crops and the raising of fowls or animals.
3. Beverage containers, subject to reuse or refund provisions, contained in ORS 459A.700.
4. Sewer sludge and septic tank and cesspool pumping or chemical toilet waste.
5. Discharged waste products which naturally exist in liquid or gaseous forms.
6. Lead-acid batteries, as defined and regulated by ORS 459.420 – 459.437.
7. Waste tires, as defined and regulated by ORS 459.705 – 459.790.
8. Vehicles kept on the premises of a business lawfully engaged in wrecking and junking of vehicles.

Waste Management: The prevention or reduction of solid waste; the storage, collection, transportation, treatment, utilization, processing and final disposal of solid waste; or resource recovery from solid waste; and facilities necessary or convenient to such activities.

Section 2. Grant of Exclusive Franchise:

- A. There is hereby granted to John and Janice Lusby, dba Sutherlin Sanitary Service, hereinafter called the “franchisee”, the exclusive right, privilege and franchise to provide solid waste management and recycling services within the City of Sutherlin as now existing or hereafter expanded. Except as otherwise provided in this Ordinance, no other person shall provide, offer to provide, or advertise for the performance of solid waste management or recycling services within the City of Sutherlin as now existing or hereafter expanded.

- B. Franchise Exceptions. The exclusive right, privilege, and franchise for service granted under this subsection is subject to the following exceptions:
1. A person may engage in the collection of source-separated materials for recycling or resource recovery but only for the purpose of raising funds for a charitable, civic or benevolent activity under the following conditions:
 - a. Such activity shall be conducted in accordance with the terms and under the conditions contained in this chapter, regulations adopted hereunder, and with notice submitted to the City as required.
 - b. Prior written notice of such activity shall be prepared and signed by the person intending to engage in such activity (or an authorized representative) and delivered to the City Manager (with a copy to the Franchisee) which notice shall specify the geographic areas and times in which such activities are intended to take place.
 - c. Regulations may be adopted to administer these provisions.
 2. A person may transport solid waste, which such person produces, directly to an authorized disposal site or recycling or resource recovery facility. However, the solid waste produced by a tenant, licensee, occupant or person other than the owner of the leased, occupied or licensed premises shall be considered produced by the tenant, licensee, occupant or person and not produced by the landlord or property owner. Therefore, except as provided in this Ordinance, no person shall provide service for compensation to any tenant, lessee or occupant of any property of such person, and the landlord or property owner shall provide service through the Franchisee.
 3. A person may contract with the state or a federal agency to provide service to such agency under a written contract with such agency.
 4. A person may engage in the practice of towing or otherwise removing damaged, discarded or abandoned vehicles or parts thereof, so long as such activity is conducted in compliance with applicable state and local laws.
 5. A person may engage in the practice of pumping, transporting, and disposal of septic tank and cesspool pumping or other sludge, provided such activity is conducted in compliance with applicable state law.
 6. A person who engages in an occupation (such as gardener, landscaper, groundskeeper or construction contractor) for a property owner or tenant in the City and who thereby produces as a result of such work small volumes of solid waste may transport such solid waste in such person's own equipment where the solid waste produced is incidental to the particular job the person is performing.
 7. A person may collect and dispose of tires if that person has been issued a waste tire carrier permit by DEQ pursuant to ORS 459.705 through 459.790, disposes of tires at a licensed repository as set forth in ORS 459.710(2) and otherwise complies with all legal requirements relating to collection and disposal of tires, DEQ regulations and City and county ordinances.

Section 3. Franchise Responsibility:

- A. ~~All solid waste collected by the franchisee within the City shall be dumped by it at the Douglas County Landfill site, or such dump sites as shall be in accordance with and subject to all the terms, covenants, and conditions for the care, operation, and maintenance of the disposal sites provided by Douglas County, the State Board of Health, the Douglas County Sanitation Department and the City of Sutherlin. All charges for the use of the disposal site shall be borne by the franchisee.~~
- B. The franchisee shall transport solid waste in compliance with all applicable federal, state, county and city laws, and regulations. Unless otherwise prohibited by law, the franchisee shall be permitted to transport solid waste on all City streets and bridges.
- C. The franchisee shall be allowed early morning vehicle access to serve our citizens, noting early mornings are both the safest and most efficient means of servicing our community.
- D. The franchisee shall provide sufficient collection vehicles, containers, facilities, personnel and finances to maintain all types of necessary service and solid waste management service. Where necessary, the franchisee may subcontract for part of the collection services where more efficient or complete service can be supplied by another person; provided, that the franchisee remains responsible for the service and, that the subcontract does not amount to a transfer of ownership. Such subcontracts require the prior written approval of the Council.
- E. Except as otherwise provided herein, all vehicles used in the collection and/or transportation of waste shall be equipped with a leak-proof metal body of the compactor type. If the franchisee uses a pickup truck or open bed truck the load shall be covered with an adequate cover to prevent scattering of the load. All vehicles shall be operated in conformity with all state and local laws (including licensure and registration) and be equipped in compliance with the motor vehicle laws of the state.
- F. The franchisee shall respond promptly and effectively to any written complaint on service.
- G. The franchisee shall notify customers individually of any rescheduling of service due to holidays and temporary closures.
- H. The franchisee shall respond to all calls for service within a reasonable amount of time. Except for Acts of God or other conditions out of the control of the franchisee, the franchisee shall have available weekly residential collection service and services to business, industry and government at least two times each week. More frequent service may be required as necessary to prevent the creation of nuisances or health hazards in the City.
- I. Except as authorized in ORS 459A.070, the franchisee shall not give any rate preference to any person, locality or type of solid waste stored, collected, transported, disposed of, or resource recovered, taking into consideration the services rendered. This paragraph shall not prohibit uniform classes of rates based upon length of haul, time of haul, type or quantity of solid waste handled, or location of customers, so long as such rates are reasonably based upon the cost of the particular service.
- J. The franchisee shall procure and at all times carry in full force and effect, during the term of this agreement, commercial general liability insurance covering bodily injury and property damage on an "occurrence" form. This coverage shall include contractual liability insurance for the indemnity provided under this agreement. Such insurance shall be primary and non-contributory. Coverage



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City of Sutherlin

STAFF REPORT

Re: Solid Waste City-County Flow Control IGA				Meeting Date:	07/13/2020
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: Jerry Gillham, City Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments: 1) Proposed IGA and 2) County Ordinance 2017-0835					

WHAT IS BEING ASKED OF COUNCIL?

To approve the attached solid waste "Flow Control" Intergovernmental Agreement (IGA) with Douglas County.

EXPLANATION

From the previous staff report and Ordinance Amendment, what follows in terms of subsequent requested action is executing an IGA with Douglas County that ensures funding for ongoing operations and eventual closure of the Roseburg land-fill. As previously expressed, landfills across the State of Oregon are now under strict operational regulations by DEQ. The Roseburg landfill operated by Douglas County must demonstrate sufficient revenues to sustain proper ongoing environmental operations, but also have revenues sufficient for carrying out all requirements for closure. The cities and solid waste franchisees of Douglas County realize both the ongoing and end-of-life cost burden and therefore, are amending franchise agreements and agreeing to a new IGA that will ensure the landfill stays operational while setting aside funds for eventual closure.

OPTIONS

- To approve the IGA as presented
- To amend the IGA and approve as amended
- Not approve

SUGGESTED MOTION(S)

To approve the County-City "Flow Control" IGA as presented.

INTERGOVERNMENTAL AGREEMENT

This intergovernmental agreement is entered into on this ____ day of _____, 2020, by and between the CITY OF SUTHERLIN, a municipal corporation ("CITY") and DOUGLAS COUNTY, a political subdivision of the State of Oregon ("COUNTY").

RECITALS:

WHEREAS ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers or agents have the authority to perform;

WHEREAS COUNTY owns and operates the Roseburg Landfill;

WHEREAS the Parties understand the importance of filling the Roseburg Landfill in a timely and orderly fashion such that it remains a viable disposal site for as long as possible;

WHEREAS the Parties recognize it is desirable to encourage exporting of some solid waste generated within the city limits to an alternative disposal facility to increase the life of the Roseburg Landfill;

WHEREAS COUNTY has adopted a Flow Control Ordinance (codified in chapter 13.110 of the Douglas County Code) granting County authority to direct franchised solid waste to be delivered to specified disposal sites; and

WHEREAS the Parties agree it is mutually beneficial to enter into an agreement to provide for the flow-control of solid waste generated within the city limits in order to extend the life of the Roseburg Landfill.

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. AGREEMENT.

1.1 CITY agrees to impose COUNTY's Flow Control Ordinance within the city limits. A copy of this Ordinance is attached as Exhibit A to this Agreement.

1.2 CITY agrees to amend its franchise agreement with its hauler to require its hauler to comply with COUNTY's Flow Control Ordinance inside the city limits.

2. TERM. Because of DEQ-requirements to ensure funding for ongoing operations and eventual closure of the Roseburg Landfill; this Agreement therefore, shall be effective upon the date this Agreement has been signed by both parties and shall remain in effect until such time as all post closure monitoring requirements are fulfilled.

3. AMENDMENTS. This Agreement may be modified or extended only by written amendment signed by both Parties.

4. INDEMNIFICATION.

4.1 Within the limits of the Oregon Tort Claims Act and the Oregon Constitution, CITY shall indemnify, defend, and hold harmless COUNTY and COUNTY's officers, employees, and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding the negligence, or wrongful errors or omissions of CITY, and CITY's officers, employees and agents, acting pursuant to the terms of this Agreement.

4.2 Within the limits of the Oregon Tort Claims Act and the Oregon Constitution, COUNTY shall indemnify, defend and hold harmless CITY and CITY's officers, employees, and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding the negligence or wrongful errors or omissions of COUNTY and COUNTY's officers, employees, and agents acting pursuant to the terms of this Agreement.

5. COMPLIANCE WITH LAWS. CITY and COUNTY shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times in performing this Agreement.

6. NOTICES. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested and addressed as noted below to the representative designated herein. Either party may change its address by notice given to the other in accordance with this section.

CITY OF SUTHERLIN
ATTN: _____

DOUGLAS COUNTY
ATTN: Public Works Director
1036 SE Douglas Ave.
Roseburg, OR 97470

7. INTEGRATION. This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties concerning the subject matter of this agreement.

8. INTERPRETATION. This Agreement shall be governed by and interpreted in accordance with the laws of the state of Oregon.

9. NO WAIVER. No provision of this Agreement shall be deemed waived unless such waiver is in writing and signed by the party waiving its rights. Any waiver of a breach by either party, whether express or implied, shall not constitute a waiver of any other different or subsequent breach.

10. NO THIRD-PARTY RIGHTS. No third-party rights are created by this Agreement, and only the parties to it may enforce its terms and conditions.

11. SEVERABILITY. If any provision of this Agreement is held by any court to be invalid, such invalidity shall not affect any other provision of this Agreement.

CITY OF SUTHERLIN

By _____

Print Name _____

Date _____

ATTEST:

By _____

Date _____

**BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY**

By _____
Chair

By _____
Commissioner

By _____
Commissioner

Date _____

REVIEWED AS TO CONTENT

By _____
County Department Head

Date _____

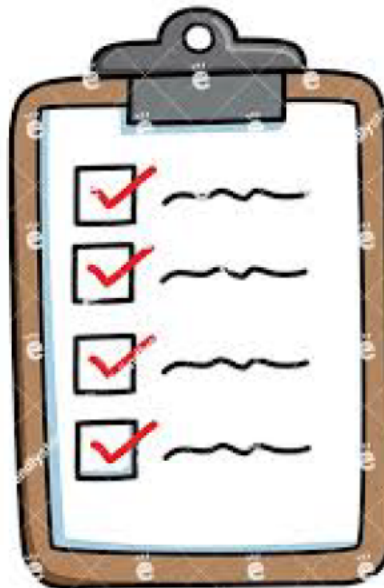
REVIEWED AS TO FORM

By _____
Office of County Counsel

Date _____



STRATEGIC PLAN UPDATE





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

City of Sutherlin

STAFF REPORT					
RE: Nicholas Court to St. John Street Crosswalk				Meeting Date:	7-13-2020
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only x	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Aaron Swan				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Staff Report Only					

WHAT IS BEING ASKED OF COUNCIL?

No Action Required

EXPLANATION

The City planned on installing a crosswalk across Central Ave. from Nicholas Court to St. John Street. We had an engineer look at the site and it was determined that (per ODOT standards) there wasn't enough visual distance to provide a safe crossing. So at this time the City will not be moving forward with this particular project

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A



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City of Sutherlin

STAFF REPORT					
Re: Strategic Plan Update – Long-Term Budget Forecast				Meeting Date:	07/13/20
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Staff Report Only					

WHAT IS BEING ASKED OF COUNCIL?

No Action Required

EXPLANATION

This is an ongoing item on the City's Strategic Plan. The purpose of this particular item is to project the City's financial status into the future. Although various assumptions are made it helps to determine trends in revenues and expenditures so that, if needed, corrections can be made on a proactive basis. Periodically these results are reported to the finance sub-committee and City Council. After the year-end and once the annual audit is complete the numbers will be updated and reported (First Quarter 2021). Due to COVID-19 issues, and vacancies on the finance sub-committee, this was not completed earlier this year.

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A



COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
APR 2019				
04/08/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Funding - Report to Council	✓
04/22/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Bid award - Council approval	✓
04/22/19	Admin	Complete and implement a new City Personnel Policy Handbook	Present update to Council	✓
04/22/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Council Workshop - Proposed fees	✓
MAY 2019				
05/13/19	CDD/PW-Water	Nonpareil WTP Disinfection System	Bid process and present to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Additional benches at Splash Park inside play area and unfenced section - kid friendly	Report to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Present to Council for Approval if needed	✓
05/28/19	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	✓
05/28/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present findings to Council	✓
JUN 2019				
06/10/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present fee resolution for Council approval	✓
06/24/19	Admin	Complete union required class & comp survey prior to agreed 2019 COLA increase	Present update to Council (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)	✓
JUL 2019				
07/22/19	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-Wastewater	NPDES Permit renewal	Report to Council	✓
AUG 2019				
08/12/19	CDD/PW-Water	Nonpareil WTP modernization improvements	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Begin recertification process for Cooper Creek Storage and live-stream permits	Present to Council (reported at July 22nd Workshop)	✓
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	✓
SEP 2019				
09/09/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Report to Council	✓
9/23/2019 Mtg Cancelled	Finance & CDD - Development	Examine System Development Charge Rates and develop SDC matrix	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	Fire	ISO (Insurance Service Office) rating (Fire Dept update)	Report results to Council (moved to 10/14/19 mtg)	✓

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

Revised 6/23/2020

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
OCT 2019				
10/14/19	CDD-Development	Evaluate all new-development beneficiaries regarding System Development Charges and establish new SDC;s according to the analysis	Develop SDC matrix/presented update 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	✓
10/28/19	Fire	Create backfill relief position	Present to Council	✓
NOV 2019				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	✓
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	✓
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	✓
11/12/19	Police	Integration of K9 program	Report to Council - Discussed at Oct 28th mtg	✓
DEC 2019				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	✓
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	✓
12/09/19	CDD/PW-Wastewater	Complete construction of new WTP	Report 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	✓
JAN 2020				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	✓
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	✓
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-Wastewater	Evaluate the current and potential use of Everett Ave building	Report to Council commercial tenant leasing building 9/2/19	✓
01/27/20	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council Reported at 11/12/19 mtg	✓
01/27/20	CDD/PW-Transportation	Develop a "plan-of-action" for upgrading Waite St from Central to Southside Rd	Report to Council	✓
FEB 2020				
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	✓
MAR 2020				
03/09/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Award Contract - Council Approval	✓

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

Revised 6/23/2020

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
APR 2020				
04/13/20	CDD/PW-Development	Wastewater extension/reimbursement district	Present to Council to award (Presented at February 24th mtg)	✓
MAY 2020				
05/11/20	CDD-Development	Evaluate new development beneficiaries regarding System Development Charges and establish new SDC's	Develop SDC matrix/present to Council	✓
05/11/20	Admin	Begin CBA agreements - AFSCME	Present to Council	✓
JUN 2020				
06/08/20	CDD/PW-	Transportation System Plan (TSP) update	Report to Council	✓
06/08/20	CDD-Development	Wastewater extension/reimbursement district	Report to Council	✓
JUL 2020				
07/13/20	CDD/PW-Transportation	Nicholas Ct to St Johns St Crosswalk	Report to Council	✓
07/13/20	Finance	Long term budget forecast	Report to Council	✓
AUG 2020				
08/10/20	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Bid process, funding approval and present to Council	
08/10/20	CDD/PW-Wastewater	Complete construction of new Wastewater Treatment Plant	Report to Council	
SEP 2020				
09/14/20	CDD/PW-Transportation	Implement 10-year non-compliant ADA replacement ramp plan	Report to Council	
OCT 2020				
10/12/20	CDD/PW-Water	Schoon Mountain Pump Station improvements (pump replacement)	Bid process, funding approval and present to Council	
10/12/20	CDD/PW-Facilities/Parks	Continue Central Park Christmas lighting display improvements	Report to Council	
10/12/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Report to Council	
10/12/20	CDD/PW-Parks	Central Park - Repair or replace deteriorated sidewalks	Report to Council	
NOV 2020				
11/09/20	CDD/PW-Facilities/Parks	Improve drainage in Central Park (phase III)	Complete and report to Council	
11/09/20	CDD/PW-Transportation	Complete sidewalks from Silver Glen to Quail Run	Bid process and present to Council	
11/09/20	CDD/PW-Transportation	Create a street management master plan with funding options	Report both the new plan and funding options to Council	
DEC 2020				
12/14/20	Finance	Accept Audited Financials	Present to Council	
12/14/20	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Report to Council	
12/14/20	CDD/PW-Water	Seek funding and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	
JAN 2021				
01/11/21	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	
01/11/21	CDD/PW-Water	Schoon Mtn Water Storage Tank and Sixth & Oak Pump Station improvements	Report to Council	
01/11/21	CDD/PW-Wastewater	Complete construction of new WTP (after 1-year performance evaluation)	Report to Council	

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

Revised 6/23/2020

SACC Budget vs Actual
Tourism - Motel Tax Fund
Through June 30, 2020

	BUDGET:	ACTUAL:
Carry Over Discretionary Funds	42,000.00	42,000.00
Magazine Advertising	5,500.00	4,041.71
Receipts from City	118,750.00	101,628.63
Receipts from Country Concert	14,000.00	14,638.00
Total Revenue	180,250.00	162,308.34
Expenditures:		
Personnel: Revised	41,250.00	36,259.21
Mat'l & Services:		
Advertising	26,000.00	19,189.72
Building Maint. & Services	1,500.00	199.21
Furnishings & Equipment	2,400.00	182.60
Magazine Design, Printing	7,500.00	8,990.00
Memberships	500.00	125.00
Office Supplies	600.00	528.46
Postage	400.00	161.00
Telephone	1,500.00	1,131.02
Tour. Promotion-Music...	600.00	435.00
Tour. Event - Museum	250.00	-
Tour. Event - Brewfest	4,000.00	4,000.00
Tour. Award - Geocaching	1,500.00	913.00
Events - Other	10,000.00	500.00
Tourism-Country Concert	15,000.00	19,818.52
2nd Annual Cconcert		850.00
Travel & Training	1,000.00	492.40
Utilities	1,200.00	909.65
Total Mat'l & Services	73,950.00	58,425.57
General Admin:	9,500.00	3,988.88
Total Expenses	124,700.00	98,673.66
Revenue Less Expense	55,550.00	63,634.68
Tourism Promo Plan - Carry Frwd	13,000.00	(Inc in C/Over)

Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, July 7, 2020 12:50 PM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: Sutherlin City Council meeting agenda; Urban Renewal Agency meeting agenda & Zoom meeting notice
Attachments: CC AGENDA JULY 13, 2020.pdf; URA JULY 13.20 Meeting.pdf; 7.13.20 Zoom Public Mtg Notice.pdf

Good afternoon. Attached is the Council meeting agenda and Urban Renewal agenda for the meetings on Monday, July 13, 2020. Also attached is the Zoom meeting notice. Thank you.



Melanie Masterfield
Deputy City Recorder

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