



City of Sutherlin
Regular Council Meeting
Monday, August 10, 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. PUBLIC HEARING

a. Supplemental Budget Adjustment

6. CONSENT AGENDA

a. July 13, 2020 Minutes – Regular Meeting

7. COUNCIL BUSINESS

- a. Ordinance No. 1081 – Amending Ordinance No. 1040 – Sutherlin Sanitary Franchise Agreement (second reading & adoption)
- b. Resolution 2020.14 – Fee Schedule
- c. Resolution 2020.15 – Supplemental Budget Adjustment
- d. Resolution 2020.16 – Safe Routes to School (SRTS) Grant Authorization – Transportation Improvements, Waite Street
- e. Resolution 2020.17 – Safe Routes to School (SRTS) Grant Authorization – W. I-5 Improvements, Pedestrian Path/Sidewalks
- f. Professional Service Agreement Amendment – Nonpareil Water Treatment Plant Improvements

8. STRATEGIC PLAN UPDATE (Reports in Council Packet)

- a. Nonpareil WTP Modernization Improvements
- b. Wastewater Treatment Plant Update Report

9. CITY COUNCIL COMMENT

10. PUBLIC COMMENT

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

11. ADJOURN

EXECUTIVE SESSION

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

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



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





PUBLIC COMMENT





PUBLIC HEARING





City of Sutherlin

STAFF REPORT					
Re: Public Hearing for Supplemental Budget Adjustment				Meeting Date:	08/10/20
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☒
Attachments: Supplemental Budget Notice					

WHAT IS BEING ASKED OF COUNCIL?

No action is required. This is a Public Hearing for Resolution 2020.15 for interested parties to speak regarding the proposed changes to the fiscal year 2020-21 budget.

EXPLANATION

A number of the ongoing projects/capital purchases were delayed last fiscal year largely due to COVID-19 related issues. Please refer to the staff report and resolution 2020.15 for details.

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Sutherlin for the current fiscal year will be held at Civic Auditorium (175 E Everett Ave).

The hearing will take place on August 10, 2020 at 7:00 PM.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after August 3, 2020 at City Hall between the hours of 9:00 AM and 4:00 PM, or on the City website, www.ci.sutherlin.or.us.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Wastewater Construction Fund			
Resource	Amount	Requirement	Amount
1 Debt Proceeds	1,500,000.00	1 Capital Outlay	1,500,000.00
2		2	
Revised Total Fund Resources	2,224,500.00	Revised Total Fund Requirements	2,224,500.00

Comments:

At the time the budget was prepared the wastewater treatment plant upgrade was scheduled to be largely complete by June 30, 2020. Due to extenuating circumstances, including COVID-19 issues, the project was delayed and will not be complete until late July or early August 2020. Therefore an adjustment is needed.

FUND: Fire Reserve Fund			
Resource	Amount	Requirement	Amount
1 Beginning Fund Balance	444,000.00	1 Fire Equipment	444,000.00
2		2	
Revised Total Fund Resources	1,842,250.00	Revised Total Fund Requirements	1,842,250.00

Comments:

The delivery of the new fire engine was scheduled to be complete by June 30, 2020. Due to delays at the manufacturer it was not received until July 2020. Therefore an adjustment to the budget is needed.

FUND: Parks Construction Fund			
Resource	Amount	Requirement	Amount
1 Intergovernmental-Grants	255,000.00	1 Capital Outlay-Park Project-Fords Pond	267,000.00
2 Beginning Fund Balance	67,000.00	2 Capital Outlay-Park Project-City Park	55,000.00
3		3	
Revised Total Fund Resources	827,086.00	Revised Total Fund Requirements	827,086.00

Comments:

Due to delays on both the Ford's Pond park improvements and the construction of the downtown City park, including COVID-19 issues, additional monies not expended in fiscal year 2019-20 need to be transferred to fiscal year 2020-21. Therefore an adjustment to the budget is needed.

FUND: Parks/Facilities Reserve Fund			
Resource	Amount	Requirement	Amount
1 Beginning Fund Balance	100,000.00	1 Capital Outlay	100,000.00
2		2	
Revised Total Fund Resources	323,000.00	Revised Total Fund Requirements	323,000.00

Comments:

Due to COVID-19 related issues the remodel of City Hall, for emergency management purposes, was delayed until fiscal year 2020-21. Therefore an adjustment to the budget is needed to transfer funds not expended in fiscal year 2019-20.

FUND: State Gas Tax Fund			
Resource	Amount	Requirement	Amount
1		1 Debt Service	27,500.00
2		2 Capital Outlay	(27,500.00)
Revised Total Fund Resources	1,037,900.00	Revised Total Fund Requirements	1,037,900.00

Comments:

When the budget was prepared one of the installments on the OTIB loan for the Central Ave improvements was inadvertently omitted. Therefore an adjustment to the budget is needed.



Consent Agenda



CITY OF SUTHERLIN
City Council Meeting
Sutherlin Civic Auditorium
Monday, July 13, 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

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

Media Coordinator/Sign Language Interpreter, Nancy Rodriquez

City Attorney, Chad Jacobs (via Zoom)

Audience: Rob Rippy (Water Control District Manager), Chuck Brummel; Via Zoom: Pat Fahey, Peggy Brummel, Jim Houseman

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)

- Rob Rippy introduced himself as the new Water Control District Manager.

CONSENT AGENDA

- a. **June 8, 2020 minutes – Regular Meeting**
- b. **June 11, 2020 minutes – Special Meeting**
- c. **Special Events Liquor Waiver – Music off Central**

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

Discussion:

- Councilor Stone asked about insurance for Music off Central events. ***City Manager, Jerry Gillham - \$1 million is required.***
- Councilor Sumner questioned having Music off Central. ***Gillham – It may be subject to change but we are getting prepared now.***

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Bid Award – Ford's Pond Construction**

Staff Report – Community Development Director, Brian Elliott, asked Council 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). On July 9, 2020 a bid opening was held at the Community Center and six bids were received. Cradar Enterprises, Inc. submitted the lowest bid and is qualified for the project.

MOTION made by Councilor Stone to approve Bid Award – Ford's Pond Construction to Cradar Enterprises, Inc. in the amount of \$456,170.00 as presented; second by Councilor Vincent.

Discussion:

- Councilor Stone questioned the alternative bid. *Elliott – That included hydro-seeding. Would like to see the trail completed instead.*
- Councilor Vincent – Does completed mean compacted rock? *There are two options: pave the path 2/3 of the 0.8 mile or use grindings and ¾" minus rock the entire 0.8 mile.*
- Mayor McKnight – How much of the trail will be completed? *For project 1 & 2A in phase 1, 0.8 mile will be completed.*
- Councilor Tomlinson suggested doing the asphalt, grindings & gravel first. *We are open for discussion.*
- Councilor Hamilton – Can you pave first then do the grindings? *We can work something out and calculate it.*

Discussion ensued between staff and Council. There will be a future meeting to discuss the possible use of grindings with city staff, Councilor Tomlinson and The Dyer Partnership Engineers & Planners, Inc.

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Amending Ordinance No. 1040 – Sutherlin Sanitary Franchise Agreement (first reading, title only)**

City Recorder, Diane Harris, read the Ordinance by title only: *"An Ordinance of the City of Sutherlin amending subsection 3(A) of Ordinance 1040 to provide additional requirements associated with solid waste flow control."*

Staff Report – City Manager, Jerry Gillham stated, the County has requested that the City require our solid waste franchisee to comply with the County's Flow Control Ordinance.

MOTION made by Councilor Sumner to approve first reading, title only of Ordinance – Amending Ordinance No. 1040 – Sutherlin Sanitary Franchise Agreement as presented; second by Councilor Hamilton.

Discussion:

- Councilor Boggs – What's the cost to our citizens? *Sutherlin Sanitary Owner, Pat Fahey – There won't be any increase to the citizens. There may need to be a rate structure change at the landfill.*
- Councilor Stone – Is there a cost for the IGA? *Fahey – Doesn't believe there is a cost at this point. City Attorney, Chad Jacobs – Right now, we're just setting a franchise agreement. This will allow the County to set rates at the landfill. Doesn't see costs changing much.*

Discussion ensued between Fahey, Jacobs and Council.

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

Opposed: None

Motion carried unanimously.

- **IGA – Douglas County Flow Control**

Staff Report – Gillham added, this IGA is next in the process relating to the above listed Ordinance and will ensure funding for ongoing operations and eventual closure of the Roseburg land-fill due to reaching capacity.

MOTION made by Councilor Vincent to approve IGA – Douglas County Flow Control as presented; second by Councilor Sumner.

Discussion: None

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

Due to technical difficulties, Councilor Tomlinson was exited from Zoom and not able to vote.

Opposed: None
Motion carried unanimously.

STRATEGIC PLAN UPDATE (Reports in Council Packet)

- **Nicholas Court to St John Street Crosswalk**

Staff Report – Public Works Director, Aaron Swan, informed Council that after an engineer evaluated the site for the crosswalk, it was determined that (per ODOT standards) there wasn't enough visual distance to provide a safe crosswalk. At this time, the City will not be moving forward with this project.

- Councilor Vincent – N. Grove Ln. could use a crosswalk. *There isn't 250' of visibility so it's not feasible. We're looking at Opal St. or Jade St. to cross Central Ave.*
- Councilor Stone – Are we following state regulations? *Yes, ODOT.* Do we have to? *No, but after consulting with an engineer, it's a safer way to go.*

- **Long Term Budget Forecast**

Staff Report – Finance Director, Dan Wilson, explained that the purpose of this particular item is to project the City's financial status into the future. This is ongoing as part of the City's Strategic Plan.

COUNCIL COMMENTS

Councilor Boggs

- None

Councilor Sumner

- New fire engine looks really good.

Councilor Vincent

- None

Councilor Stone

- Questioned the cost of the meter readers. *Wilson – It's not much of a difference. Swan – The radios that read the meters were reaching a point of needing replaced at a costly amount, this is cheaper plus the time it took staff away from other projects.*
- Myrtle Street needs some repair.
- Bridge on Calapooia St. has holes.
- Is the radar gun is being used. *Police Chief, Troy Mills – Periodically.*
- A police officer was mentioned on Douglas County Rants & Raves. *Mills – It's a personnel matter and can speak privately after the meeting.*
- Isn't able to find the Council meeting audio recordings. *Deputy City Recorder, Melanie Masterfield – They're all on the website where you can view the Council packet.*

Councilor Hamilton

- None

Mayor McKnight

- Thanked the Lions Club for putting the flags out for the 4th of July.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business, meeting adjourned at 7:47 p.m.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor



COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: Ordinance No. 1081 – Sutherlin Sanitary Franchise Agreement (second reading & adoption)				Meeting Date:	08/10/2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Jerry Gillham, City Manager				City Manager Review	☒
Attachments: None					

WHAT IS BEING ASKED OF COUNCIL?

To approve Ordinance No. 1081 – Sutherlin Sanitary Franchise Agreement (second reading & adoption).

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 second reading & adoption of Ordinance No. 1081 as presented
- To amend Ordinance No. 1081
- Not approve

SUGGESTED MOTION(S)

To approve Ordinance No. 1081 – Sutherlin Sanitary Franchise Agreement (second reading & adoption)

ORDINANCE NO. 1081

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



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

City of Sutherlin

STAFF REPORT					
Re: Updated City Fee Schedule				Meeting Date:	08/10/20
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☒
Attachments: Resolution 2020.14 and Exhibit A					

WHAT IS BEING ASKED OF COUNCIL?

Consider adopting Resolution 2020.14 updating the City fee schedule.

EXPLANATION

This resolution is merely updating two sections to the current rates. The SDC section has been updated to reflect the new rates adopted by Council at the June 8, 2020 meeting. The Water and Sewer rates have also been updated to reflect current rates after the annual CPI adjustment.

OPTIONS

Adopt Resolution 2020.14 as presented

Do not adopt Resolution 2020.14

SUGGESTED MOTION(S)

Move to adopt Resolution 2020.14 as presented.

RESOLUTION NO. 2020.14

**A RESOLUTION AMENDING RESOLUTION NO. 2020.02-EXHIBIT A AND
ADOPTING A FEE SCHEDULE FOR THE CITY OF SUTHERLIN**

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

WHEREAS, amending Resolution 2020.02-Exhibit A to revise current Water, Sewer, Transportation, and Parks SDCs, as well as establishing a Stormwater SDC per resolution 2020.12; and

WHEREAS, amending Resolution 2020.02-Exhibit A to revise current water and sewer rates charged to users; and

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

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2020

APPROVED BY THE MAYOR ON THIS ____ DAY OF ____, 2020

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder



CITY OF SUTHERLIN FEE SCHEDULE

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	\$30.00
4 Hours	\$110.00
8 Hours	\$200.00
All Day	\$215.00
Main Hall & Kitchen	
Hourly Rate	\$40.00
4 Hours	\$145.00
8 Hours	\$270.00
All Day	\$290.00
Kitchen	
Minimum up to 4 Hours	\$100.00
All Day (after 4 hours)	\$250.00
Kitchen only for Fee Waiver users (per day)	\$25.00
Meeting Room	
Hourly Rate	\$20.00
4 Hours	\$70.00
8 Hours	\$135.00
All Day	\$145.00
Meeting Room & Kitchen	
Hourly Rate	\$30.00
4 Hours	\$110.00
8 Hours	\$200.00

Exhibit A

All Day.....	\$215.00
Entire Center	
Hourly Rate.....	\$45.00
4 Hours.....	\$160.00
8 Hours.....	\$305.00
All Day.....	\$325.00
Security Deposit	\$150.00

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
Diversion 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
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Exhibit A

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 – Major75% 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
Engineering Review Fees.....\$150 to over \$3,000
(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 2nd application fee
Planned Unit Development (PUD)..... \$930.00 + \$30/unit over 10
Pre-Application Conference.....\$125.00
Right of Way Permit.....\$50.00

Exhibit A

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	
8.5 x 11 black & white (per side)	\$0.25
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 (.....	Copy costs +
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

Exhibit A

System Development & Hook-Up Fees

Water

SDC \$2,025.00/EDU

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

Sewer

SDC \$1,675.00/EDU

Hook-up \$490.00

Other

Transportation SDC \$1,864.00/EDU

Parks SDC \$1,745.00/EDU

Stormwater SDC \$349.00/EDU

West Side Special SDC \$247.00/EDU

Utility Fees:

Sewer	07/01/20	07/01/21*
Single-family Residential		
Flat Rate.....	\$58.65	+annual CPI
Multi-family Residential		
Flat Rate -80% of single-family rate (per unit).....	\$46.92	+annual CPI
Commercial/Industrial		
Base rate per account-includes 4,500 gallons/month.....	\$58.65	+annual CPI
Commercial/Industrial		
Consumption per 1,000 gallons/month above 4,500.....	\$10.02	+annual CPI
Commercial/Industrial		
Strength surcharge-per 1,000 gallons/month	varies	varies
Step Surcharge		
Per account-Calapooia and Knolls Estates.....	\$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

Exhibit A

high strength waste. The Public Works Director shall make the determination of costs.

Water	07/01/20	07/01/21 *
Base Rate per account:		
Multiple connections behind meter (per unit).....	\$13.25	+annual CPI
¾" meter.....	\$26.53	+annual CPI
1" meter.....	\$53.11	+annual CPI
1 ½" meter.....	\$92.97	
+annual CPI		
2" meter.....	\$146.12	+annual CPI
3" meter.....	\$358.72	+annual CPI
4" meter.....	\$518.17	+annual CPI
6" meter.....	\$1,607.76	
+annual CPI		
10" meter.....	\$2,657.44	+annual CPI
Consumption.....	\$3.37/1000 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.....	\$3.37/1000 gal*	
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



City of Sutherlin

STAFF REPORT					
Re: Supplemental Budget Adjustment for Fiscal Year 2020-21				Meeting Date:	08/10/20
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☒
Attachments: Resolution 2020.15					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution 2020.15 to adopt the Supplemental Budget for fiscal year 2020-21 as described herein.

EXPLANATION

A number of the ongoing projects/capital purchases were delayed last fiscal year largely due to COVID-19 related issues. Therefore, all but one of the adjustments listed below were for expenditures budgeted in fiscal year 2019-20, but need to be moved into fiscal year 2020-21.

Wastewater Construction Fund

1. At the time the budget was prepared the Wastewater Treatment Plant upgrade was scheduled to be largely complete by June 30, 2020. Due to extenuating circumstances, including COVID-19 issues, the project was delayed and will not be complete until late July or early August 2020. Therefore an adjustment is needed - \$1,500,000.

Parks Construction Fund

1. Due to delays on both the Ford's Pond park improvements and the construction of the downtown City park, including COVID-19 issues, additional monies not expended in fiscal year 2019-20 need to be transferred to fiscal year 2020-21. Therefore an adjustment to the budget is needed - \$322,000.

Parks/Facilities Reserve Fund

1. Due to COVID-19 related issues the remodel of City Hall, for emergency management purposes, was delayed until fiscal year 2020-21. Therefore an adjustment to the budget is needed to transfer funds not expended in fiscal year 2019-20 - \$100,000.

Fire Reserve Fund

1. The delivery of the new fire engine was scheduled to be complete by June 30, 2020. Due to delays at the manufacturer it was not received until July 2020. Therefore an adjustment to the budget is needed – \$444,000.

State Gas Tax Fund

1. When the budget was prepared one of the installments on the OTIB loan for the Central Ave improvements was inadvertently omitted. Therefore an adjustment to the budget is needed - \$27,500.

OPTIONS

Adopt Resolution 2020.15 as presented

Do not adopt Resolution 2020.15

SUGGESTED MOTION(S)

Move that Resolution 2020.15 be adopted as presented.

RESOLUTION NO. 2020.15

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, AMENDING THE 2020-2021 BUDGET AND AMENDING RESOLUTION 2020.05.

The City Council of Sutherlin finds that:

- A.** That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budgets when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget.
- B.** The procedure includes the municipal corporation providing notice of a supplemental budget hearing and holding a public hearing on the supplemental budget prior to adopting a resolution to change the budget by more than ten percent.
- C.** Public notice and a public hearing related to the supplemental budget have been provided as required by ORS 294.473.
- D.** Due to unforeseen events at the time of adoption of the fiscal year 2020-21 budget including but not limited to the following:
 - a.** Wastewater Construction Fund
 - i.** At the time the budget was prepared the wastewater treatment plant upgrade was scheduled to be largely complete by June 30, 2020. Due to extenuating circumstances, including COVID-19 issues, the project was delayed and will not be complete until late July or early August 2020. Therefore an adjustment is needed - \$1,500,000.
 - b.** Parks Construction Fund
 - i.** Due to delays on both the Ford's Pond park improvements and the construction of the downtown City park, including COVID-19 issues, additional monies not expended in fiscal year 2019-20 need to be transferred to fiscal year 2020-21. Therefore an adjustment to the budget is needed - \$322,000.
 - c.** Parks/Facilities Reserve Fund
 - i.** Due to COVID-19 related issues the remodel of City Hall, for emergency management purposes, was delayed until fiscal year 2020-21. Therefore an adjustment to the budget is needed to transfer funds not expended in fiscal year 2019-20 - \$100,000.

- d. Fire Reserve Fund
 - i. The delivery of the new fire engine was scheduled to be complete by June 30, 2020. Due to delays at the manufacturer it was not received until July 2020. Therefore an adjustment to the budget is needed – \$444,000.
- e. State Gas Tax Fund
 - i. When the budget was prepared one of the installments on the OTIB loan for the Central Ave improvements was inadvertently omitted. Therefore an adjustment to the budget is needed - \$27,500.

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 2020 - 2021, which was adopted by the City Council on May 11, 2020 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>Wastewater Construction Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Resources		
Debt Proceeds	\$ 1,500,000	\$1,500,000
	<u>\$ 1,500,000</u>	
Appropriations		
Capital Outlay	\$1,500,000	\$1,750,000
	<u>\$1,500,000</u>	
 <u>Parks Construction Fund</u>	 <u>Adjustment</u>	 <u>As Amended</u>
Resources		
Intergovernmental-Grants	\$255,000	\$614,086
Beginning Fund Balance	\$67,000	\$197,000
	<u>\$322,000</u>	
Appropriations		
Capital Outlay	\$322,000	\$772,000
	<u>\$322,000</u>	

<u>Parks/Facilities Reserve Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Resources		
Beginning Fund Balance	<u>\$100,000</u>	\$241,000
	<u>\$100,000</u>	
Appropriations		
Capital Outlay	<u>\$100,000</u>	\$272,000
	<u>\$100,000</u>	
 <u>Fire Reserve Fund</u>	 <u>Adjustment</u>	 <u>As Amended</u>
Resources		
Beginning Fund Balance	<u>\$444,000</u>	\$784,000
	<u>\$444,000</u>	
Appropriations		
Capital Outlay	<u>\$444,000</u>	\$1,503,000
	<u>\$444,000</u>	
 <u>State Gas Tax Fund</u>	 <u>Adjustment</u>	 <u>As Amended</u>
Appropriations		
Debt Service	\$27,500	\$35,700
Capital Outlay	<u>(\$27,500)</u>	\$472,500
	<u>\$0</u>	

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2020

APPROVED BY THE MAYOR ON THIS ____ DAY OF ____, 2020

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder, CMC



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

City of Sutherlin

STAFF REPORT					
Re: Resolution to support a Safe Routes to School (SRTS) Grant Application				Meeting Date:	08/10/2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Supervisor and Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Resolution 2020.16					

WHAT IS BEING ASKED OF COUNCIL?

Authorization for the City of Sutherlin to apply for a Safe Routes to School Grant.

EXPLANATION

Oregon Department of Transportation Safe Routes to School Program is accepting grant applications.

Working closely, with the Sutherlin School District, Waite Street has been identified as a safety hazard area for kids to walk and/or bike to school. The intent of this grant would be to provide a wider street, bike lanes, curbs, gutters, sidewalks, crosswalks and a flashing beacon within existing right of way to create a safe route to school for our children.

Waite Street improvements are identified within the City's Transportation System Plan and South Side Parkway Corridor Plan.

OPTIONS

Approve Resolution 2020.16 in support of SRTS Grant Application.

Not approve Resolution 2020.16 in support SRTS Grant Application.

SUGGESTED MOTION(S)

To approve Resolution 2020.16 in support of SRTS Grant Application.

RESOLUTION 2020.16

A RESOLUTION TO AUTHORIZE THE CITY OF SUTHERLIN TO APPLY FOR A SAFE ROUTES TO SCHOOL (SRTS) GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT) FOR THE DEVELOPMENT OF A BICYCLE/PEDESTRIAN PATHWAY SYSTEM ON WAITE STREET TO AND FROM SUTHERLIN SCHOOLS AND DELEGATING AUTHORITY TO THE CITY MANAGER TO SIGN THE APPLICATION.

WHEREAS, ODOT is accepting applications for the SRTS Program; and

WHEREAS, the City of Sutherlin desires to participate in this grant program to the greatest extent possible as a means of providing bicycle/pedestrian connectivity, infrastructure improvements and enhancements to provide wider street, bike lanes, curbs, gutters and sidewalks within the existing right-of-way of Waite Street; and,

WHEREAS, the Sutherlin City Council has identified infrastructure improvements in the Transportation System Plan (TSP) and the South Side Corridor Master Plan.

IT IS HEREBY ORDERED that the City of Sutherlin be authorized to apply for a SRTS Program Grant from the Oregon Department of Transportation for the construction of sidewalks/pathways as specified above.

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2020

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

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder, CMC



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City of Sutherlin

STAFF REPORT					
Re: Resolution to support a Safe Routes to School (SRTS) Grant Application				Meeting Date:	08/10/2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Supervisor and Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Resolution No. 2020.17					

WHAT IS BEING ASKED OF COUNCIL?

Authorization for the City of Sutherlin to co-apply, together with the Oregon Department of Transportation (ODOT), for a Safe Routes to School Grant.

EXPLANATION

Oregon Department of Transportation (ODOT) Safe Routes to School Program is accepting grant applications.

Working closely, with ODOT, bicycle/pedestrian connectivity along W. Central Ave (State Hwy 138 W) has been identified as a safety hazard area for cyclists and pedestrians. The intent of this grant would be to provide a bicycle/pedestrian connectivity pathway along W. Central Ave (approximately from I-5 west to the intersection of Fort McKay) within existing ODOT right of way to create a safe route to school for our children.

W. Central Ave (State Hwy 138W) improvements are identified within the City's Transportation System Plan and Interchange Area Management Plan (IAMP).

OPTIONS

Approve Resolution No. 2020.17 in support of SRTS Grant Application.

Not approve Resolution No. 2020.17 in support SRTS Grant Application.

SUGGESTED MOTION(S)

To approve Resolution No. 2020.17 in support of SRTS Grant Application.

RESOLUTION 2020.17

A RESOLUTION TO AUTHORIZE THE CITY OF SUTHERLIN TO CO-APPLY FOR A SAFE ROUTES TO SCHOOL (SRTS) GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT) FOR THE DEVELOPMENT OF A BICYCLE/PEDESTRIAN PATHWAY SYSTEM ON W. CENTRAL AVENUE (STATE HWY 138 W), FROM I-5 WEST TO APPROXIMATELY THE INTERSECTION OF FORT MCKAY AND HWY 138 W AND DELEGATING AUTHORITY TO THE CITY MANAGER TO SIGN THE APPLICATION AS NECESSARY.

WHEREAS, ODOT is accepting applications for the SRTS Program; and

WHEREAS, the City of Sutherlin desires to participate in this grant program, with ODOT, to the greatest extent possible as a means of providing bicycle/pedestrian connectivity, infrastructure improvements and enhancements to provide a bicycle/pedestrian pathway system on Hwy 138 W within the existing ODOT right-of-way; and,

WHEREAS, the Sutherlin City Council has identified infrastructure improvements in the Transportation System Plan (TSP) and the Interchange Area Management Plan (IAMP).

IT IS HEREBY ORDERED that the City of Sutherlin be authorized to co-apply for a SRTS Program Grant from the Oregon Department of Transportation for the construction of sidewalks/pathways as specified above.

PASSED BY THE CITY COUNCIL ON THIS ____ DAY OF ____, 2020

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

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder, CMC



City of Sutherlin

STAFF REPORT					
Action: Amendment No. 1 to the Professional Service Agreement for the Nonpareil Water Treatment Plant Improvements.				Meeting Date:	08/10/2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Amendment No. 1 Professional Service Agreement; Exhibits A, B, C & D					

WHAT IS BEING ASKED OF COUNCIL?

City Council is being asked to approve Amendment No.1, for the Professional Service Agreement for the Nonpareil Water Treatment Plant improvements. This agreement is between The Dyer Partnership Engineers and Planners Inc. and The City.

EXPLANATION

During the initial design phase of the project, a site inspection was conducted by the Engineer's electrical sub-consultant. During this inspection, it was determined that the existing motor control panel could not be expanded, electrical conduits to the various pieces of equipment have failed, room lighting needs replaced and a new electrical service will be required. To accommodate the new electrical service and motor control center, a new electrical room must be added to the existing building. The new electrical room will be located where the existing standby generator is currently located. This area will take advantage of the two existing walls and roof structure. These additions will require additional design services.

OPTIONS

1. Motion to approve Amendment No. 1 to the Professional Service Agreement for the Nonpareil Water Treatment Plant Improvements.
2. Motion to deny Amendment No. 1 to the Professional Service Agreement for the Nonpareil Water Treatment Plant Improvements.

SUGGESTED MOTION(S)

Motion to approve Amendment No. 1 to the Professional Service Agreement for the Nonpareil Water Treatment Plant Improvements.

**AMENDMENT NO. 1
TO
PROFESSIONAL SERVICE AGREEMENT
FOR
THE CITY OF SUTHERLIN
NONPAREIL WATER TREATMENT PLANT IMPROVEMENTS
PROJECT NO. 146.54**

This Amendment No. 1 to the Professional Service Agreement for the Nonpareil Water Treatment Plant Improvements, approved by both parties on January 28, 2020, between the City of Sutherlin, hereinafter referred to as the OWNER and The Dyer Partnership Engineers & Planners, Inc., hereinafter referred to as the ENGINEER is made and entered into this _____ day of _____, 2020.

WHEREAS, The OWNER requires the ENGINEER to furnish Engineering Services for Nonpareil Water Treatment Plant Improvements as identified in the said Professional Service Agreement:

NOW, THEREFORE, the Professional Service Agreement is amended due to a change in scope for the project. The Professional Service Agreement shall be amended as follows:

1. AMEND TASK 1 – DESIGN PLANS AND SPECIFICATIONS

During the initial design phase of the project, a site inspection was conducted by the ENGINEER’S electrical subconsultant. During this inspection it was determined that the existing motor control panel could not be expanded, electrical conduits to the various pieces of equipment have failed, room lighting needs replaced and a new electrical service will be required. To provide for a new electrical service and motor control center a new electrical room must be added to the existing building. The new electrical room will be located where the existing standby generator is currently located. This area will take advantage of the two existing walls and roof structure. These additions will require additional design services.

2. AMEND TASK 3 – CONSTRUCTION MANAGEMENT

Due to the additional items being added to the construction contract, the construction period will need to be extended by thirty to sixty days. This will also increase the amount of time required for construction management and to prepare “As-Built” drawings.

3. AMEND PROPOSED FEE

The additional engineering service fees associated with the expanded project scope are an additional \$62,680 to the current contract of \$586,000. The fee for professional services shall be changed from \$586,000 to \$648,680.

The approximate breakdown of amended engineering services by Task is summarized as follows:

Task	Original Fee	Amended Fee
Task 1 – Design Plans and Specifications	\$322,000	\$359,500
Task 2 – Bidding and Construction Contracts	\$29,000	\$29,000
Task 3 – Construction Management	\$235,000	\$260,180
Total Fee	\$586,000	\$648,680

All other terms and conditions of the Professional Service Agreement for the Nonpareil Water Treatment Plant Improvements remain unchanged.

City of Sutherlin

The Dyer Partnership
Engineers and Planners, Inc.

By: _____
Name: Jerry Gillham, City Manager

By: _____
Name: Steve Major, President

Date: _____

Date: _____

Exhibit A

Nonpareil Miscellaneous Upgrades and Repairs Cost Estimate

Item Category	Item	Description	Unit	Quantity	Unit Price	Total
Setup Costs	1	Construct Facilities & Temporary Controls	LS	1	\$ 358,608	\$ 358,608
	2	Site Preparation	LS	1	\$ 179,304	\$ 179,304
Filter Improv.	3	Filter Media Removal and Replacement	LS	1	\$ 200,000	\$ 200,000
	4	Air Scour System With Underdrain	LS	1	\$ 100,000	\$ 100,000
	5	Blower, Piping & Installation	LS	1	\$ 95,000	\$ 95,000
Clari. Improv.	6	Sandblasting & Repainting	LS	1	\$ 110,000	\$ 110,000
	7	Tube Replacement	SF	1450	\$ 20	\$ 29,000
	8	Clarifier Coating	LS	1	\$ 45,000	\$ 45,000
	9	Pressure Grouting per Foot (Contact Clarifier)	EA	250	\$ 300	\$ 75,000
	10	Auto Desludge System	LS	1	\$ 25,000	\$ 25,000
	11	Catwalk Extension	LS	1	\$ 7,500	\$ 7,500
Actuator Improv.	12	10" Actuated Butterfly Valves	EA	12	\$ 10,000	\$ 120,000
Replacement Backwash Piping	13	10" D.I. Pipe Spools	LF	8	\$ 750	\$ 6,000
	14	10" D.I. Tees	EA	7	\$ 1,000	\$ 7,000
	15	10" D.I. 90 Degree Elbow	EA	6	\$ 700	\$ 4,200
	16	10" x 8" Reducer	EA	4	\$ 750	\$ 3,000
	17	8" Pipe Spools	EA	8	\$ 650	\$ 5,200
	18	8" Flow Control Valve	EA	4	\$ 10,000	\$ 40,000
	19	8" D.I. 45 Degree Elbow	EA	4	\$ 400	\$ 1,600
	20	Misc. Pipe	LS	1	\$ 5,000	\$ 5,000
	21	Clearwell Header	LS	1	\$ 15,000	\$ 15,000
	22	Backwash Pump	EA	1	\$ 27,500	\$ 27,500
	23	Treated Pump	EA	3	\$ 86,500	\$ 259,500
Replacement Treated Water Piping	24	8" Pump Control Valve	EA	3	\$ 10,250	\$ 30,750
	25	8" Actuated Butterfly Valve	EA	3	\$ 9,000	\$ 27,000
	26	8" Wye	EA	2	\$ 700	\$ 1,400
	27	8" x 12" D.I. 90 Degree Elbow	EA	1	\$ 2,500	\$ 2,500
	28	4" Gate Valve	EA	1	\$ 600	\$ 600
	29	4" Surge Control Valve	EA	1	\$ 6,200	\$ 6,200
	30	4" D.I. 90 Degree Elbow	EA	1	\$ 300	\$ 300
	31	8" x 4" D.I. Tee	EA	1	\$ 650	\$ 650
	32	2" Air Vacuum Release Valve	EA	1	\$ 1,200	\$ 1,200
	33	12" Flow Control Valve	EA	1	\$ 20,000	\$ 20,000
Replacement Raw Water Piping	34	12" Static Mixer	EA	1	\$ 8,200	\$ 8,200
Filter to Waste Piping	35	6" D.I. Pipe	LF	100	\$ 80	\$ 8,000
	36	6" D.I. Tees	EA	7	\$ 390	\$ 2,730
	37	10" D.I. Pipe	LF	40	\$ 150	\$ 6,000
	38	6" Actuated Butterfly Valve	EA	4	\$ 8,000	\$ 32,000
	39	6" D.I. 90 Degree Elbows	EA	9	\$ 265	\$ 2,385
Monitoring Equipment	40	Streaming Current Monitor	EA	1	\$ 14,000	\$ 14,000
	41	Chlorine Analyzer	EA	1	\$ 4,250	\$ 4,250
	42	Turbidimeter Controller	EA	2	\$ 4,250	\$ 8,500
	43	Turbidimeter	EA	4	\$ 875	\$ 3,500
Misc. Improv.	44	200KW Generator and ATS	EA	1	\$ 85,000	\$ 85,000
	45	Intake Magnetic Meter	EA	1	\$ 12,000	\$ 12,000
	46	Grout	CY	8	\$ 100	\$ 800
	47	Control System Upgrade	LS	1	\$ 187,000	\$ 187,000
	48	Air Compressor System Upgrade	EA	1	\$ 17,000	\$ 17,000
	49	Redundant Potable Water Pump	LS	1	\$ 10,000	\$ 10,000
Raw Water Intake / PS Improvements	50	Pressure Tank Replacement and Piping	LS	1	\$ 25,000	\$ 25,000
	51	Intake Blowoff Actuator Upgrade	LS	1	\$ 22,500	\$ 22,500
	52	New Raw Water Pumps	EA	2	\$ 45,000	\$ 90,000
Backwash Pond	53	New Raw Water Pump Control Panel	LS	1	\$ 85,000	\$ 85,000
	54	Backwash Pond Construction	LS	1	\$ 495,758	\$ 495,758
					Subtotal	\$ 2,928,635
					Contingency @ 15%	\$ 439,300
					Engineering @ 20%	\$ 585,730
					Legal, Admin./Finan @ 7%	\$ 205,000
					Total	\$ 4,158,670

Exhibit B

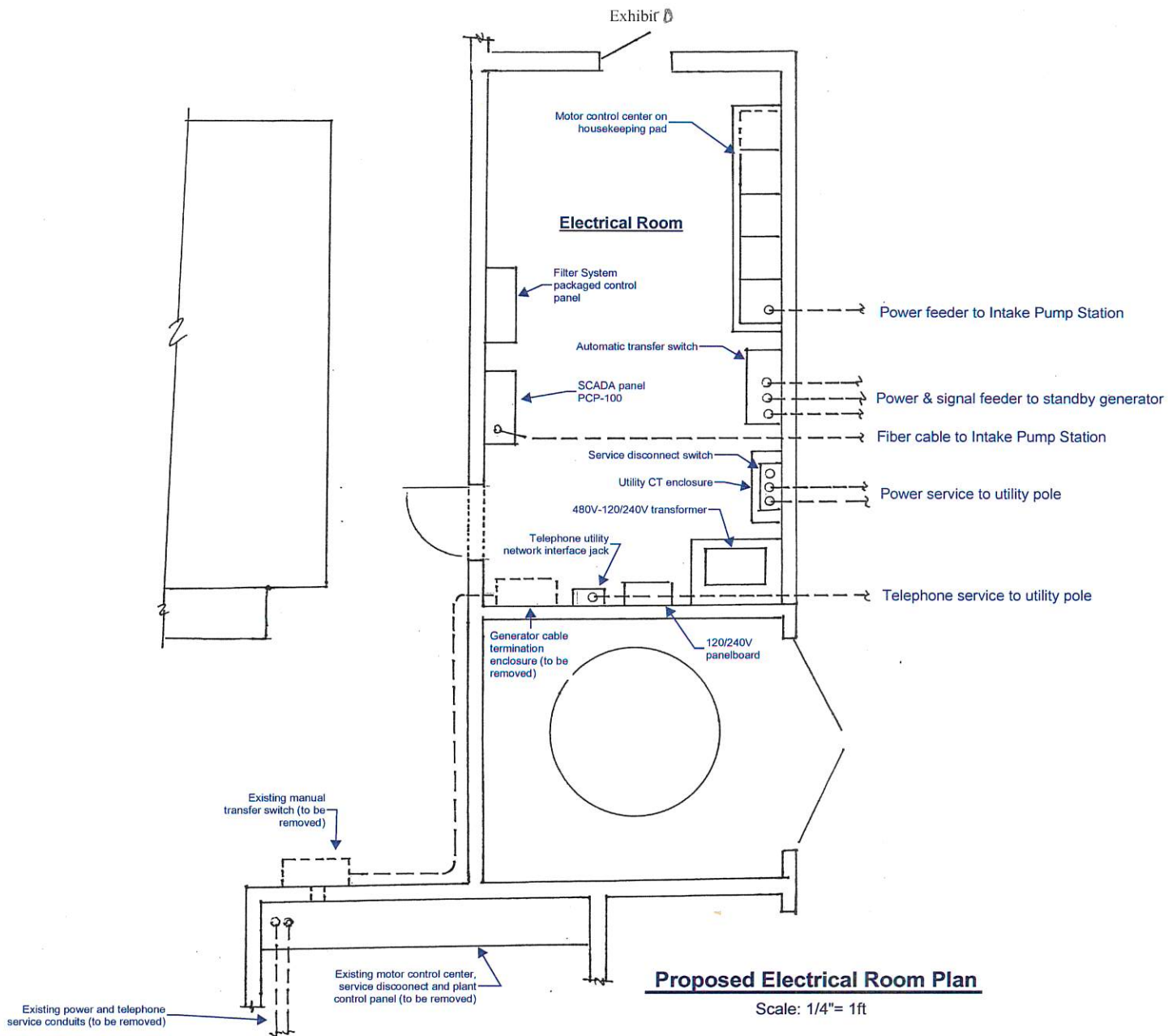
Nonpareil Miscellaneous Upgrades and Repairs Cost Estimate - Revised 7/7/2020

Item Category	Item	Description	Unit	Quantity	Unit Price	Total
Setup Costs	1	Construct Facilities & Temporary Controls	LS	1	\$ 396,986	\$ 396,986
	2	Site Preparation	LS	1	\$ 198,493	\$ 198,493
Filter Improv.	3	Filter Media Removal and Replacement	LS	1	\$ 200,000	\$ 200,000
	4	Air Scour System With Underdrain	LS	1	\$ 100,000	\$ 100,000
	5	Blower, Piping & Installation	LS	1	\$ 95,000	\$ 95,000
Clar. Improv.	6	Sandblasting & Coatings (Internal)	LS	1	\$ 75,000	\$ 75,000
	7	Tube Replacement	SF	1450	\$ 20	\$ 29,000
	8	Pressure Grouting per Foot (Contact Clarifier)	LS	1	\$ 60,000	\$ 60,000
	9	Auto Desludge System	LS	1	\$ 25,000	\$ 25,000
Actuator Improv.	10	Catwalk Extension	LS	1	\$ 7,500	\$ 7,500
	11	10" Actuated Butterfly Valves	EA	12	\$ 10,000	\$ 120,000
Replacement Backwash Piping	12	10" D.I. Pipe Spools	LF	8	\$ 750	\$ 6,000
	13	10" D.I. Tees	EA	7	\$ 1,000	\$ 7,000
	14	10" D.I. 90 Degree Elbow	EA	6	\$ 700	\$ 4,200
	15	10" x 8" Reducer	EA	4	\$ 750	\$ 3,000
	16	8" Pipe Spools	EA	8	\$ 650	\$ 5,200
	17	8" Flow Control Valve	EA	4	\$ 10,000	\$ 40,000
	18	8" D.I. 45 Degree Elbow	EA	4	\$ 400	\$ 1,600
	19	Misc. Pipe	LS	1	\$ 5,000	\$ 5,000
	20	Clearwell Header	LS	1	\$ 15,000	\$ 15,000
	22	Backwash Pump Flow Meter	LS	1	\$ 8,000	\$ 8,000
	23	Backwash Pump and Appurtenances	EA	1	\$ 27,500	\$ 27,500
Replacement Treated Water Piping	24	Treated Water Pumps	EA	3	\$ 86,500	\$ 269,500
	25	Treated Water Flow Meter	LS	1	\$ 12,000	\$ 12,000
	26	8" Pump Control Valve	EA	3	\$ 10,250	\$ 30,750
	27	8" Butterfly Valve	EA	3	\$ 9,000	\$ 27,000
	28	8" Wye	EA	2	\$ 700	\$ 1,400
	29	8" x 12" D.I. 90 Degree Elbow	EA	1	\$ 2,500	\$ 2,500
	30	4" Gate Valve	EA	1	\$ 600	\$ 600
	31	4" Surge Control Valve	EA	1	\$ 6,200	\$ 6,200
	32	4" D.I. 90 Degree Elbow	EA	1	\$ 300	\$ 300
	33	8" x 4" D.I. Tee	EA	1	\$ 650	\$ 650
Replacement Raw Water Piping	34	2" Air Vacuum Release Valve	EA	1	\$ 1,200	\$ 1,200
	35	12" Flow Control Valve	EA	1	\$ 20,000	\$ 20,000
Filter to Waste Piping	36	12" Static Mixer	EA	1	\$ 8,200	\$ 8,200
	37	6" D.I. Pipe	LF	100	\$ 80	\$ 8,000
	38	6" D.I. Tees	EA	7	\$ 390	\$ 2,730
	39	10" D.I. Pipe	LF	40	\$ 150	\$ 6,000
	40	6" Actuated Butterfly Valve	EA	4	\$ 8,000	\$ 32,000
Monitoring Equipment	41	6" D.I. 90 Degree Elbows	EA	9	\$ 265	\$ 2,385
	42	Streaming Current Monitor	EA	1	\$ 14,000	\$ 14,000
	43	Turbidimeter Controller	EA	3	\$ 4,250	\$ 12,750
Misc. Improv.	44	Turbidimeter	EA	5	\$ 875	\$ 4,375
	45	275KW Generator and ATS	EA	1	\$ 130,700	\$ 130,700
	46	Intake Magnetic Meter	EA	1	\$ 6,000	\$ 6,000
	47	Grout	CY	8	\$ 100	\$ 800
	48	Control System Upgrade	LS	1	\$ 163,000	\$ 163,000
	47	Redundant Potable Water Pump System	LS	1	\$ 6,500	\$ 6,500
Electrical Room & Improvements	48	Pressure Tank Replacement and Piping	LS	1	\$ 15,000	\$ 15,000
	49	Electrical Room Construction	SF	125	\$ 225	\$ 28,125
	50	Concrete Demolition and Slab Construction	LS	1	\$ 10,000	\$ 10,000
	51	Ductless Heat Pump	LS	1	\$ 5,000	\$ 5,000
	52	Power and Telephone Utility Service Modification	LS	1	\$ 48,300	\$ 48,300
	53	MCC, Transformer, Panelboards	LS	1	\$ 138,700	\$ 138,700
	54	Power & Signal Distribution	LS	1	\$ 46,180	\$ 46,180
	55	Field I&C	LS	1	\$ 7,950	\$ 7,950
	56	Electrical Demolition	LS	1	\$ 21,600	\$ 21,600
	57	Lighting Improvements	LS	1	\$ 31,923	\$ 31,923
Raw Water Intake / PS Improvements	58	Intake Blowoff Actuator Upgrade	LS	1	\$ 22,500	\$ 22,500
	59	Radio Telemetry Communication	LS	1	\$ 7,000	\$ 7,000
	60	New Raw Water Pumps	EA	2	\$ 45,000	\$ 90,000
	61	New Raw Water Pump Control Panel	LS	1	\$ 85,000	\$ 85,000
Backwash Pond	62	Backwash Pond Construction	LS	1	\$ 495,758	\$ 495,758
					Subtotal	\$ 3,242,056
					Contingency @ 15%	\$ 486,310
					Engineering @ 20%	\$ 648,410
					Legal, Admin./Finan @ 7%	\$ 226,940
					Total	\$ 4,603,710

Exhibit C

Nonpareil Miscellaneous Upgrades and Repairs

Item Category	Original Cost Estimate	Revised Cost Estimate
Construction	\$ 2,928,635	\$ 3,242,055
Contingency @ 15%	\$ 439,300	\$ 486,310
Engineering @ 20%	\$ 585,730	\$ 648,410
Legal, Admin./Finan @ 7%	\$ 205,000	\$ 226,940
Total	\$ 4,158,670	\$ 4,603,710



Proposed Electrical Room Plan

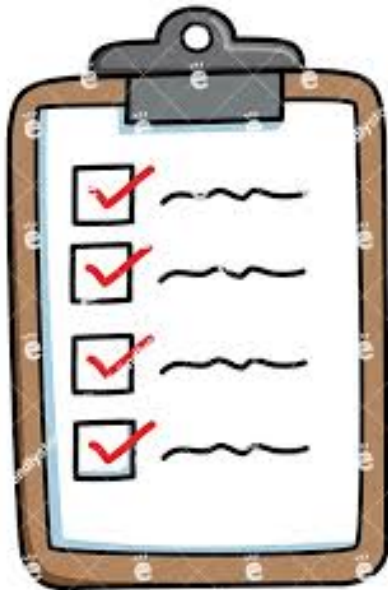
Scale: 1/4" = 1ft

City of Sutherlin, Oregon
Nonpareil WTP Upgrade
Proposed Electrical Coordination
Richard Sample, P.E.
May 19, 2020





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: Nonpareil Water Treatment Plant Modernization Improvements				Meeting Date:	08/10/2020
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director and Tyler Molatore, The Dyer Partnership Engineers & Planners Inc.				City Manager Review	☒
Attachments: None					

WHAT IS BEING ASKED OF COUNCIL?

No Action Required.

EXPLANATION

This staff report is to present City Council with a PowerPoint update regarding the design and construction schedule for the Nonpareil Water Treatment Plant Modernization Improvements.

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A



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City of Sutherlin

STAFF REPORT					
Re: New Wastewater Treatment Plant Construction Update				Meeting Date:	08/10/2020
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director and Jamie Norrington, The Dyer Partnership Engineers & Planners Inc.				City Manager Review	☒
Attachments: None					

WHAT IS BEING ASKED OF COUNCIL?

No Action Required.

EXPLANATION

This staff report is to present City Council with a PowerPoint update regarding construction of the new Wastewater Treatment Plant.

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 7/30/2020

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 7/30/2020

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	Report 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 7/30/2020

PUBLIC NOTICE – CITY OF SUTHERLIN CITY COUNCIL MEETING

The August 10, 2020, City Council Meeting, will be held at 7:00pm in Civic Auditorium at 175 E Everett. This meeting will be a teleconference style meeting with staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings, physical distancing, and Oregon public meeting laws, a limited number of staff and city officials will be present. We encourage and welcome citizens that are able to use the video link or phone number provided, to join the meeting from your home.

Anyone wishing to comment is strongly encouraged to email comments and/or questions to Diane Harris, City Recorder, at d.harris@ci.sutherlin.or.us by 2:00pm on August 10th. The questions/comments will be read into the public record at the meeting during the Public Comment period.

If you are interested in attending the meeting via Zoom please contact me for the Zoom Meeting link information.

Thank you,

Diane Harris
City Recorder/HR Manager
City of Sutherlin
d.harris@ci.sutherlin.or.us
541-459-2856 ext 207

Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, August 4, 2020 12:07 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: City of Sutherlin Council meeting
Attachments: 0. AGENDA.pdf; 12. 3. Zoom Media Notice.pdf

Good afternoon. Attached is the City of Sutherlin Council meeting agenda and Zoom notice for Monday, August 10, 2020



Melanie Masterfield
Deputy City Recorder
City of Sutherlin
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