



**City of Sutherlin
Council Meeting
Monday, August 14, 2023
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Michelle Sumner
Council President Hamilton

Councilors Dagel, Groussman, Smalley, Whitaker and Woods

- 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. PROCLAMATION

- a. Dr. Luke Herscher

6. CONSENT AGENDA

- a. July 10, 2023 – Meeting Minutes

7. COUNCIL BUSINESS

- a. Draft Ordinance – Regulating Occupancy of Recreational Vehicles
- b. Resolution 2023.10 – 2023-25 Council Priorities
- c. Resolution 2023.11 – Surplus Property – Police Patrol Vehicle
- d. Contract Award - Waite Street Improvements – Engineering Design & Construction Cost Estimate
- e. Hartley Park – Bicycle Path Proposal
- f. Public Works WWTP Forklift – Purchase Approval

8. REPORTS (Verbal)

- a. ARTS Grant Project Update

9. CITY MANAGER REPORT (Verbal)

10. CITY COUNCIL COMMENT

11. 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.]

12. ADJOURN

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.

Join Zoom Meeting

<https://us06web.zoom.us/j/86118633347?pwd=SUZEU05WmdWZXZldTEyQ2xMZ3RaZz09>



Call to Order & Flag Salute





ROLL CALL





INTRODUCTION OF MEDIA





PUBLIC COMMENT

Agenda Items only





PROCLAMATION





PROCLAMATION

WHEREAS, Dr. Luke Herscher continued a legacy and untiringly served the community of Sutherlin for 40 years as a physician and community member. His father, Dr. Fred Herscher, opened the practice in 1952 and served the community for 31 years; and

WHEREAS, Dr. Luke Herscher spent countless hours in service to our community through many local organizations which include: Sutherlin Fire Services Working Group and medical advisor for Sutherlin Emergency Operations; and

WHEREAS, Dr. Luke Herscher delivered babies for 22 years; ran the clinic at the Douglas County jail for 16 years while operating his medical practice; enjoyed the privilege of training many Nurse Practitioners and medical students; provided work experience to many Sutherlin and Oakland high school students to further their medical career; provided low cost sports physicals to Sutherlin and Oakland high school students; Doctor for Camp Millennium for over 20 years and mentored many physicians; and

THEREFORE, BE IT RESOLVED, that the City of Sutherlin joins its community members in recognizing Dr. Luke Herscher for his efforts in making Sutherlin a better place to live.

IN WITNESS WHEREOF, I, Michelle Sumner, Mayor of the City of Sutherlin hereby set my hand and cause the Seal of the City of Sutherlin to be affixed.

DATED this _____ day of _____, 2023

Michelle Sumner, Mayor



CONSENT AGENDA



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

COUNCIL MEMBERS:

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

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham

Finance Director, Tami Trowbridge

City Recorder, Melanie Masterfield

Finance & Administrative Asst., Lindsay Priest

Public Works Director, Aaron Swan

Community Development Director, Kristi Gilbert

City Planner, Jamie Chartier

Community Development Asst., Brandi Medeiros

Community Development, Brian Elliott

Police Chief, Troy Mills

Fire Chief, Mike Lane

Library Director/Livability Services Director, Pat Lynch

City Attorney, Chad Jacobs (via Zoom)

Audience: Jim & Beth Housman, Mike Hogsett, Brent & Anita Huntsaker, Jessica Batchelor, Jessie Larner, Joel Reeves, Jim & Mary Dennis, Kristine Godbey

Via Zoom: Larry Bahr, Jeanne

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

Flag Salute:

Roll Call: All present

Introduction of Media: Hannah Seibold – The News Review

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

PUBLIC COMMENT (agenda items only)

- Jim Houseman introduced himself and briefed the Council regarding Ford's Pond. He emphasized the urgency of needing additional help with maintenance surrounding the pond.

PRESENTATIONS

- **Sutherlin Area Chamber of Commerce**

Chamber Director, Jessica Batchelor, introduced herself and provided an update of events, ribbon cuttings, and Chamber membership advances.

CONSENT AGENDA

- **June 12, 2023 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Resolution 2023.09 – Right-of-Way Mower Purchase – Public Works**

Staff Report – Public Works Director, Aaron Swan – This is the same mower purchase from last month's Council meeting. The company (Sourcewell) is requiring a Resolution to complete the purchase requirements.

MOTION made by Councilor Dagel to approve Resolution No. 2023.09 – Right-of-Way Mower Purchase – Public Works as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Central Park Stage Name – Council Discussion and Vote**

City Recorder, Melanie Masterfield, handed out a list of suggested names that Council emailed staff.

Mayor and Council narrowed the list to three options and voted by a show of hands:

- ❖ Grand Central Stage – 4 votes
- ❖ Grand Central Park Stage – 1 vote
- ❖ The Groove on Central – 2 votes

MOTION made by Councilor Hamilton to approve Grand Central Stage as the Central Park Stage Name as selected; second by Councilor Smalley.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Recreational Vehicles as Temporary Living**

Staff Report – City Planner, Jamie Chartier – Per Council direction in December 2022, staff researched the feasibility of allowing RV living on private property in city limits, held workshops with Planning Commission and held a Public Outreach. After reviewing all information, the Planning Commission recommends an Ordinance to amend the Sutherlin Municipal Code - prohibiting RV living on private property.

Council Dagel announced a personal conflict of interest due to family living in an RV on his property and will abstain from voting.

Mayor Sumner asked for clarification of the Sutherlin Municipal Code (SMC) and Development Code (SDC).

Chartier – The SMC contains no verbiage regarding RV living. The SDC has some verbiage but it's not clear. An Ordinance is needed to clearly define RV living.

MOTION made by Councilor Groussman to approve Planning Commission recommendation to adopt an Ordinance amending the Sutherlin Municipal Code - Prohibiting the occupancy of an RV on private property as presented; second by Councilor Hamilton.

Discussion:

- Councilor Dagel understands community concerns but also the lack of affordable housing in Sutherlin. Suggested issuing regulations for those living in RV's.
- Councilor Woods – If RV living is not allowed, where will those folks go? ***Chartier – There's many variables to consider allowing RV living. For instance, the additional strain on the city's infrastructure.***
- Mayor Sumner – Many of our community members have spoken against RV living.

Discussion ensued between Council and staff.

Mayor Sumner invited audience members to speak.

- Jim Dennis introduced himself and expressed disagreement with allowing RV living in city limits.
- Brent Huntsaker introduced himself and stressed disagreement with allowing this as well.
- Joel Reeves introduced himself and disagrees with allowing RV living.

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

Abstain: Councilor Dagle

Opposed: None

Motion carried.

REPORTS (verbal)

• Ford's Pond Update

Community Development Director (retired), Brian Elliott – JRT Construction is ahead of schedule. All infrastructure is complete, two of three pavilions are installed, infrastructure for restrooms is complete and will be pouring concrete this week. Restrooms and final pavilion construction estimated completion is three weeks. As approved previously by Council, staff have purchased building materials to complete the boardwalk, inclusive play equipment, picnic tables, fencing, etc.

CITY MANAGER REPORT (verbal)

- Nothing to report

CITY COUNCIL COMMENT

Councilor Smalley

- Congratulations to Elliott on his retirement and he's enjoyed working with him.

Councilor Groussman

- Congratulations to Elliott on his retirement.

Councilor Hamilton

- Thank Sutherlin Lions Club for putting flags out along Central Ave.
- Congratulations to Elliott on his retirement.
- Handed out flyers for Music off Central.
- Thanked the City for their support.

Councilor Woods

- Congratulations to Elliott on his retirement.
- Thank Sutherlin Lions Club for putting flags out along Central Ave.
- Hartley Park – Why is it blocked off? *Swan – One entrance has been blocked off due to cars speeding through the park.*
- The road to the dog park needs repair. *Swan – It's in the works.*
- Central Ave. and Comstock – Can we get a traffic signal? *Gilbert – Staff have been working with ODOT. They approved the flashing beacon that's currently in place.*

Councilor Dagle

- Excited for Music off Central.

Councilor Whitaker

- An additional maintenance person is needed to help maintain Ford's Pond.

Mayor Sumner

- Thanked the Fire Department for a great spaghetti fundraiser for their volunteers.

- Why was the fence next to the Fire Department moved? *Swan – It was moved to facilitate parking access and traffic outside of the walking path. Will it be paved? Eventually.*
- What are plans for the monuments by the entrance to Red Rock Trail? *They don't have a permanent spot.*

PUBLIC COMMENT (Off Agenda Items)

- Jim Dennis commented that Google directions took him to the Community Center at Central Park.

ADJOURNMENT

With no further business, meeting adjourned at 8:27 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, City Recorder, CMC

Michelle Sumner, Mayor



COUNCIL BUSINESS





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City of Sutherlin

STAFF REPORT					
Re: Proposed Draft Ordinance – Regulating the Occupancy of Recreational Vehicles (RV's)				Meeting Date:	08-14-2023
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jamie Fugate, City Planner & Kristi Gilbert, Community Development Director				City Manager Review	<input type="checkbox"/>
Attachments: Proposed Ordinance and Exhibit A					

WHAT IS BEING ASKED OF COUNCIL?

The Council will review and discuss the draft Ordinance and Exhibit A that would add Chapter 8.30 to the Sutherlin Municipal Code, regulating the occupancy of recreational vehicles (RV's).

EXPLANATION

Planning Commission held a discussion at their March 21, 2023, with the first evidentiary hearing at the June 20, 2023 meeting, with a workshop conducted at the May 16, 2023 meeting. Public Outreach was conducted which included a survey (mailed to all within 97479 zip code, posted on City social media pages, website, distributed throughout the city, etc). Approximately 657 responses were received and an Open House was held on May 24, 2023 with 79 citizens in attendance.

After reviewing the public outreach summaries and following additional public comments on June 20, 2023, the Planning Commission made a recommendation to City Council to adopt an Ordinance amending the Municipal Code prohibiting the occupancy of an RV on private property in the city limits of Sutherlin.

At their regular City Council meeting on July 10, 2023, Council considered the Planning Commission's recommendation and heard additional public comments. Council then directed staff to work with city attorney to draft an ordinance prohibit the occupancy of an RV on private property for their consideration.

OPTIONS

N/A

SUGGESTED MOTION(S)

Not applicable

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SUTHERLIN ADDING A NEW CHAPTER 8.30
TO THE SUTHERLIN MUNICIPAL CODE REGULATING THE OCCUPANCY OF
RECREATIONAL VEHICLES**

WHEREAS, the City of Sutherlin (City) has reviewed the need for and desires of the community in allowing temporary occupancy of recreational vehicles for habitation purposes within the City; and

WHEREAS, the Sutherlin Development Code currently regulates the use of property within the City; and

WHEREAS, the Development code currently permits the occupancy of recreational vehicles for habitation purposes only within recreational vehicle parks; and

WHEREAS, the Sutherlin Municipal Code (SMC) does not contain a provision directly regulating the temporary occupancy of recreational vehicles for habitation purposes; and

WHEREAS, the City desires to amend the SMC to directly regulate the occupancy of recreational vehicles for habitation purposes.

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

Section 1: Chapter 8.30 is hereby added to the Sutherlin Municipal Code as set forth in Exhibit A.

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

PASSED BY THE COUNCIL, ON THIS _____ DAY OF _____, 2023.

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

Michelle Sumner, Mayor

ATTEST:

Melanie Masterfield, City Recorder, CMC

Ordinance No.

Exhibit A

Chapter 8.30
OCCUPANCY OF RECREATIONAL VEHICLES

- 8.30.010 Definitions.
- 8.30.020 Declaration of public nuisance.
- 8.30.030 Prohibited actions.
- 8.30.040 Violation—Penalty.

8.30.010 Definitions

For purposes of this Chapter, the following words and phrases shall have the meanings ascribed to them by this Section.

“Occupy a recreational vehicle for habitation purposes” occurs when any person or persons sleep overnight or utilize the bathroom or kitchen facilities of a recreational vehicle.

"Recreational vehicle" shall have the meaning as that term is defined in section 12.40.050 of this code.

8.30.020 Declaration of Public Nuisance

The occupancy of a recreational vehicle for habitation purposes outside of recreational vehicle parks, is found to create a condition tending to reduce the value of private property; to promote blight, deterioration and unsightliness; to create fire hazards; to create sewage and water safety problems; and to be generally injurious to the health, safety and general welfare. Therefore, the presence of occupancy of recreational vehicles for habitation purposes on private property in violation of this chapter is declared to constitute a public nuisance, which may be abated as provided in this code.

8.30.030 Prohibited Actions.

Except as directly authorized by state law or this code, it shall be unlawful: (A) for any person to occupy a recreational vehicle for habitation purposes within the City outside of a recreational vehicle park; or (B) for any owner or person in charge of real property to permit a person to occupy a recreational vehicle for habitation purposes within the City outside of a recreational vehicle park.

8.30.040 Violation – Penalty.

Any person violating any of the provisions of this chapter shall, upon conviction thereof, be punished by a fine not to exceed five hundred dollars (\$500.00). Each day is a separate offense.



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City of Sutherlin

STAFF REPORT					
Re: COUNCIL PRIORITIES 2023-2025				Meeting Date:	8/14/23
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: Resolution No. 2023.10 and Exhibit "A"					

WHAT IS BEING ASKED OF COUNCIL?

To approve Resolution 2023.10 and accompanying Exhibit "A" - Council Priorities 2023-2025

EXPLANATION

The city's strategic planning process and resulting year-to-year work program has served as our priority of work guide in confirming the sixth step within the strategic plan.

In general, the seven strategic planning steps we have enacted are as follow:

1. Setting the VISION,
2. Creating our core MISSION,
3. Forming and Framing our OPERATIONAL PHILOSOPHY: Core values and Beliefs,
4. Establishing city-wide GOALS,
5. Determining City of Sutherlin two-year OBJECTIVES, and
6. Prioritizing actions in response to Objectives through: COUNCIL PRIORITIES.
7. Ongoing tracking and reporting.

The attached Resolution 2023.10 and Exhibit "A" subsequently depict your direction to staff by way of these priorities which were first researched and determined in a ½ day workshop in collaboration with city staff, whereby creating this two-year work program for the City of Sutherlin again titled: COUNCIL PRIORITIES.

OPTIONS

Approve as presented, amend and approve, or disapprove the Resolution.

SUGGESTED MOTION(S)

Approve Resolution 2023.10 - Council Priorities 2023-25 as presented

RESOLUTION NO. 2023.10

**A RESOLUTION ADOPTING COUNCIL PRIORITIES FOR
THE CITY OF SUTHERLIN**

WHEREAS, the City of Sutherlin (“City”) has effectively implemented and greatly benefited from a City of Sutherlin Strategic Plan which includes: City Vision, City Mission, Core Operational Values, Council Goals and a comprehensive work schedule across all City Departments; and

WHEREAS, City Council and City Staff have collaborated together to establish Council Priorities 2023-2025 in response to Council Goals which serve as the core benchmark system of the Strategic Plan; and

WHEREAS, after review of the totality of work scheduled in the Strategic Plan and extensive analysis of community needs and quality of life systems within the control of the City of Sutherlin, City Council has established priorities of city action for the years 2023 thru 2025, hereby titled “Council Priorities”,

NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, adopts Resolution No. 2021.02 establishing two-year Council Priorities as depicted in the attached “Exhibit A.”

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

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

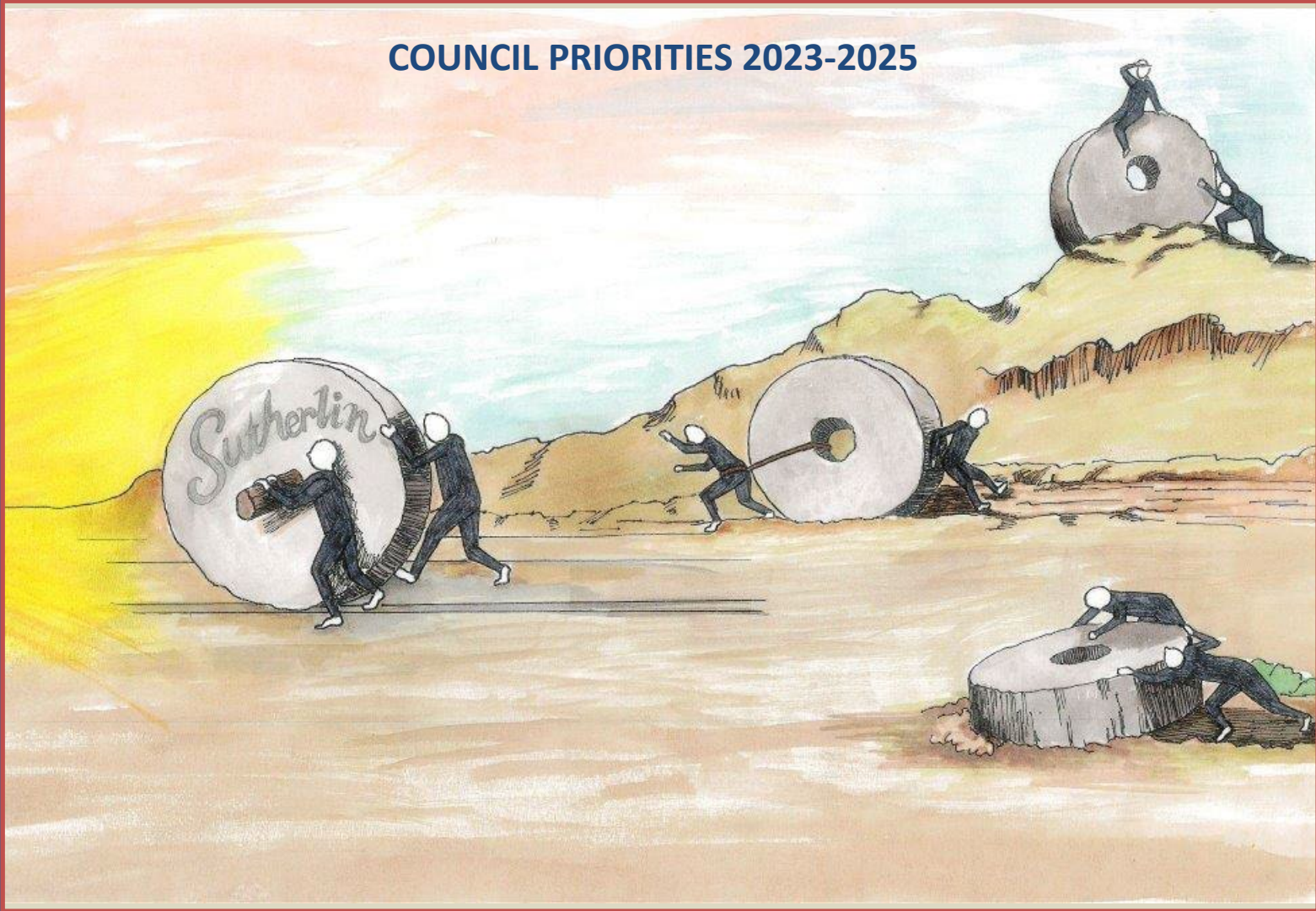
Mayor, Michelle Sumner

ATTEST:

City Recorder, Melanie Masterfield, CMC

CITY OF SUTHERLIN
Resolution 2023.10: EXHIBIT "A"

COUNCIL PRIORITIES 2023-2025



LEADING THE WAY

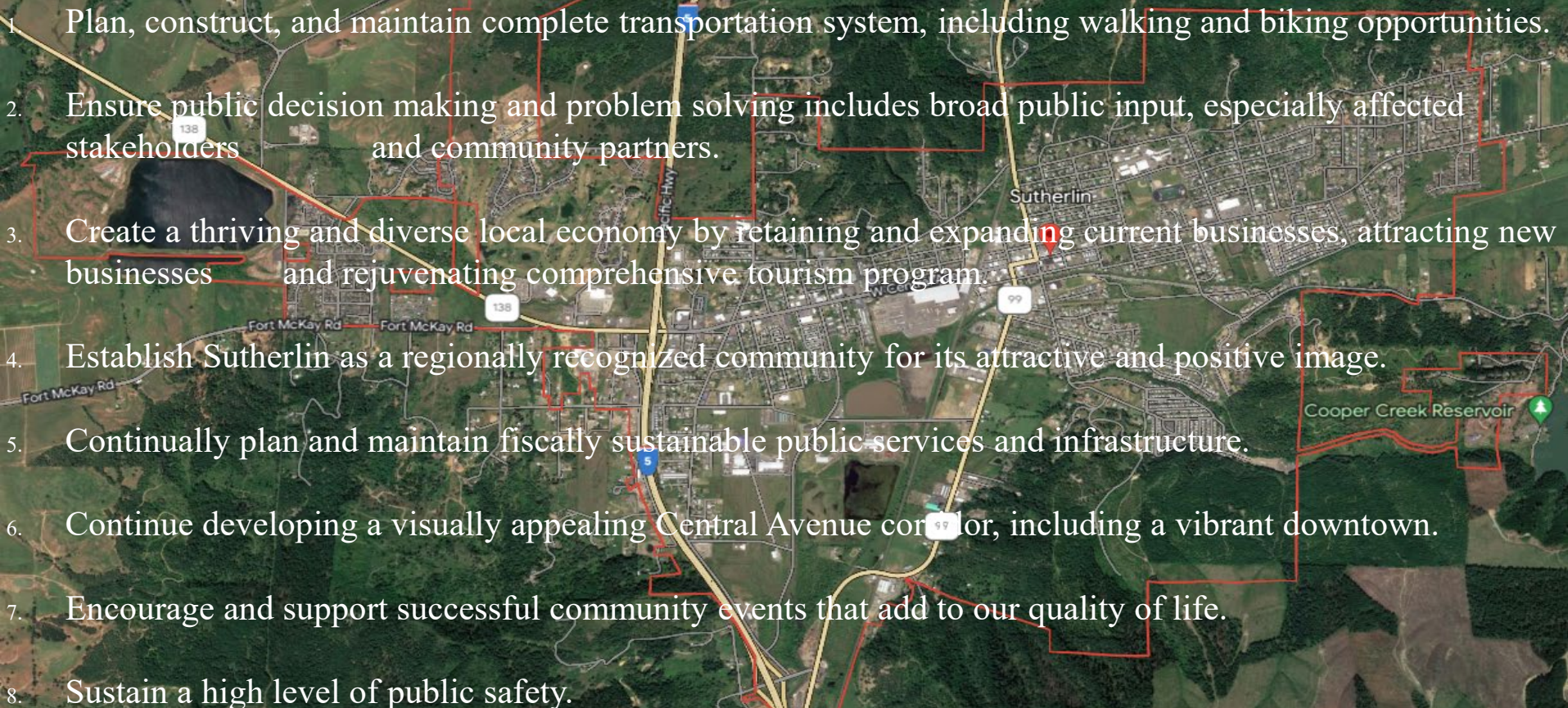
"To be the first or most prominent in some field or action"



CITY OF SUTHERLIN

Strategic Plan

GOALS

- 
1. Plan, construct, and maintain complete transportation system, including walking and biking opportunities.
 2. Ensure public decision making and problem solving includes broad public input, especially affected stakeholders and community partners.
 3. Create a thriving and diverse local economy by retaining and expanding current businesses, attracting new businesses and rejuvenating comprehensive tourism program.
 4. Establish Sutherlin as a regionally recognized community for its attractive and positive image.
 5. Continually plan and maintain fiscally sustainable public services and infrastructure.
 6. Continue developing a visually appealing Central Avenue corridor, including a vibrant downtown.
 7. Encourage and support successful community events that add to our quality of life.
 8. Sustain a high level of public safety.



FIRE DEPARTMENT

IMMEDIATE 2023-2024	INTERMEDIATE 2025-2026	LONG TERM
Continue funding the Fire Reserve Fund at the current rate.	Continue funding the Fire Reserve Fund at the current rate.	Continue funding the Fire Reserve Fund (Reevaluate Fire Reserve Fund Rate)
Order a new Fire Engine for a delivery in early to mid 2025.	Outfit and place new Fire Engine in service	Fund or find alternative funding for a New Ladder Truck
Continue to recruit Volunteer and Student Firefighters	Continue to recruit Volunteer and Student Firefighters	Continue to recruit Volunteer and Student Firefighters
Continue seeking alternative funding for additional Career Firefighters	Maintain staffing levels and look at permanently funding grant funded positions	Continue seeking funding for additional Career Firefighters
Work towards Seismic Rehabilitation remodel of Fire Station 1	Complete Seismic Rehabilitation remodel of Fire Station 1	Improve Fire Department Training Facilities
Continue to seek alternative funding for a Full-time Volunteer Coordinator / Recruitment Position		



POLICE DEPARTMENT

IMMEDIATE 2023-2024	INTERMEDIATE 2025-2026	LONG TERM
Implement new <i>“Positive Police Contact”</i> public education program to include video and public presentations	Research and initiate another innovative officer retention program	Using the results of the effectiveness of the existing organization, conduct more in-depth analysis of the department’s ability to carry out its mission from 2028 forward especially with regard to personnel, equipment, vehicles, technology and support operations
Continue investment and deployment of innovative technology including cameras, records management and diverse communications	Conduct evaluation of the effectiveness of existing use of vehicles, radio equipment, office technology and other support elements of police service	
Enact heightened community service programs and initiatives in patrol office administration and management	Continue the programs and initiatives recorded in the previous, “Immediate 2023-2024 section	
Continue organizing and enacting a number of recognized ongoing community engagement programs such as Ice Cream Social in Central Park for our children, annual blood drive, backpack donations and others		

PUBLIC WORKS/PARKS/UTILITIES



IMMEDIATE 2023-2024	INTERMEDIATE 2025-2026	LONG TERM
Secure funding and begin Engineering of the water line tie-in to Umpqua Basin Water	Build water line tie-in to Umpqua Basin water	Design and build Duke Street to Connect Hawthorn to Taylor Street
Conduct condition study of water transport line from NonPariel to town	Engineer and Pave Red Rock Road from State to Waite	
Pave Maple Street to Dog Park	Secure funding for adding a one million gallon storage tank at Oak hills Site begin engineering process	Build one million gallon storage tank at Oak Hills site

COMMUNITY DEV./PLANNING



IMMEDIATE 2023-2024	INTERMEDIATE 2025-2026	LONG TERM
Nonpareil Water Treatment Plant Improvements	Continue Sidewalk Program on the north & south sides of Central Ave	Exit 136 Improvements
Ford's Pond Community Park	Dakota Street Intersection Traffic Signal	Red Rock Road Improvements
Oregon State Marine Board (OSMB) Grant	Dean Ave & Willamette Street Improvements	Myrtle Street Connector
Recreation Park (behind Fire Station) Ingress / Egress	Comprehensive Plan Updates — Buildable Lands & Wetland Inventory	Decorative Street Lights – Expand East and West of Downtown
Waite Street Improvements - Engineering	Water Distribution Inter-tie between City of Sutherlin & Umpqua Basin Water	Design / Development of Hartley Park
Tennis / Pickleball Court Resurfacing	Tennis / Pickleball Court Cover	Replace Main Distribution Line from NPWTP to Downtown
Douglas County Industrial Park Development	Exit 136 improvements – 5 lanes	Additional 1-million-gallon storage tank on the westside of I-5
Housing Capacity Analysis (formerly Housing Needs Analysis) /Comp Plan Updates / Development Code Updates	Clover Leaf Loop Improvements	Waite / E. Central Intersection Alignment
Maple Street Improvements		
Clover Leaf Loop Engineering		
Sutherlin Recreation Park Master Plan		



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City of Sutherlin

STAFF REPORT					
Re: Surplus Property – Police Department				Meeting Date:	8/14/2023
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Troy Mills, Chief of Police				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2023.11					

WHAT IS BEING ASKED OF COUNCIL?

The Sutherlin Police Department has one 2017 Ford Explorer patrol vehicle that is retired and/or are at the end of their useful life that are no longer capable of providing services for the Sutherlin community. It is requested that the city surplus the vehicle.

EXPLANATION

The following vehicles and equipment will be listed on the resolution for surplus:

- 1) 2017, Ford Explorer Interceptor
VIN: 1FM5K8AR8HGC35465

OPTIONS

N/A

SUGGESTED MOTION(S)

- 1) Approve the resolution for surplus property, or;
- 2) Not approve the resolution for surplus property.

RESOLUTION NO. 2023.11

**A RESOLUTION CONCERNING CERTAIN PERSONAL PROPERTY TO BE
DECLARED SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL.**

The City Council of Sutherlin finds that:

1) 2017, Ford Explorer Interceptor (1704)

- A. Equipment listed reflects equipment no longer needed for the public purpose for which it was acquired, and is therefore surplus property.
- B. Under provisions of City Code Section 2.40, the City Manager is authorized to dispose of surplus personal property through sale by auction, by negotiated sale without competitive bids, or by donation.
- C. Disposal of these items will be designated by City Manager.

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: Based upon the above findings, which are hereby adopted, the personal property described above is hereby declared to be surplus personal property of the City of Sutherlin.

Section 2: The surplus personal property shall be disposed of by the City Manager in accordance with the provisions of City Code Section 2.40.

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

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

Michelle Sumner, Mayor

ATTEST:

Melanie Masterfield, City Recorder, CMC



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City of Sutherlin

STAFF REPORT					
Re: Waite Street Improvements – Engineering Design & Construction Cost Estimate				Meeting Date:	08-14-2023
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Kristi Gilbert, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

City Council is being asked to award the contract to Civil Solutions Engineering, LLC in the amount of and not to exceed \$213,900 for the Engineering Design and Construction Cost Estimate for the proposed Waite Street Improvement Project.

EXPLANATION

In follow-up to the City's previous two application attempts, and in preparation of the 2024 Safe Routes to School (SRTS) Grant Application, the city advertised for Request for Proposals (RFP) to provide Engineering Design Services and Construction Cost Estimate for Waite Street Improvements. An invitation for RFP's was published on June 21, 2023, and June 23, 2023. The city received five proposals in response to the invitation by the July 20, 2023, deadline.

The scope of work for Waite Street Improvements will consist of a complete design of the proposed project along with a Construction Cost Estimate. The final design will include an asphalt overlay, partial street reconstruction, curb and gutter, sidewalk, storm drain infrastructure, crosswalks, rapid flasher beacon layout, and retaining wall along Waite Street between E. Central Avenue and South Side Road along with the design of a pedestrian bridge spanning Sutherlin Creek near the Red Rock Trail.

To strengthen the city's SFTS grant application, we need extra points within the readiness category of the grant scoring. ODOT staff has indicated that those additional points are awarded for proposed projects with completed the design phase and environmental impacts (wetland delineation).

Note: Funding used for the design phase of the project can be utilized for part of the grant match for up to five years.

OPTIONS

Award the contract to Civil Solutions Engineering, LLC in the amount of and not to exceed \$213,900 for the Engineering Design and Construction Cost Estimate for the proposed Waite Street Improvement Project.

Not award the contract to Civil Solutions Engineering, LLC in the amount of and not to exceed \$213,900 for the Engineering Design and Construction Cost Estimate for the proposed Waite Street Improvement Project.

SUGGESTED MOTION(S)

Award the contract to Civil Solutions Engineering, LLC in the amount of and not to exceed \$213,900 for the Engineering Design and Construction Cost Estimate for the proposed Waite Street Improvement Project.



City of Sutherlin

STAFF REPORT					
Re: Hartley Bike Park Proposal				Meeting Date:	August 14, 2023
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Brandi Medeiros, Community Development Assistant				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Hartley Bike Park, Proposal					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider The Hartley Bike Park proposal submitted by LUMBR (Land of Umpqua Bike Riders) to build and maintain a proposed Bike Park at Hartley Park.

EXPLANATION

The Parks Advisory Committee met on May 23, 2023. David Trujillo, a member of the LUMBR Committee, which is an active branch of the Umpqua Velo Club, presented a proposal for a bike park for all ages and abilities at Hartley Park. LUMBR has done work on and maintains the trail around Cooper Creek.

The proposed location is an unused, overgrown, and sloped section of Hartley Park that LUMBR stated would be perfect terrain for bikes with some added dirt. It has a gradual slope and some shade to protect kids on sunny days. The proposed bike park would include tracks for riders of varying experience and abilities, from easy to more difficult, very difficult, and most difficult.

Their goal is to make the park easy to maintain, where a tractor can move the dirt and LUMBR would maintain the park features. LUMBR has a licensed and insured contractor they work with and local businesses that can help by providing labor or services, including equipment, materials, and help finding donations.

It was the consensus of the Parks Advisory Committee to recommend approval to the City Council for the proposed Bike Park project at Hartley Park.

OPTIONS

Move forward with directing staff to draft an agreement with LUMBR to build and maintain a bike park at Hartley Park.

Not move forward with directing staff to draft an agreement with LUMBR to build and maintain a bike park at Hartley Park.

SUGGESTED MOTION(S)

Motion to direct staff to draft an agreement with LUMBR to build and maintain a bike park at Hartley Park.



**The LUMBR committee includes riders of all ages and abilities.
One of our missions is to make our home a bike rider's destination for everyone to enjoy.**

**We have noticed people wanting to ride or learn to ride, but have no where to ride at.
An recent outdoor activities report conducted found that there are over 46 million people road biking, mountain biking, or riding BMX in the United States. That means 16% of all Americans are active cyclists, so why aren't there more places to ride?
These tracks are made from dirt, which is very low cost compared to most concrete, metal, or wood Skate parks.**

We have selected an area that has a Skate park and a Dog park already. The spot is over grown at the moment and is not being used by anyone, because it's a rock slab on a sloped hill with a big ditch. Its perfect terrain for bikes, its got a gradual slope some shade to protect the kids from the sun on hot days. It would be a perfect bike park with some added dirt.

We will help with finding donations, building and maintaining the proposed Heartley Bike Park.

Our goal is to make this park easy to maintain, where the city tractor can get in to do the big stuff and we will maintain around the bike park features,

We have a licensed and insured construction company on our team to work with (Aether Construction LLC).

Also have some local businesses that can help by providing labor or services (equipment, materials etc.) They're valuable sources of help finding donations also. By utilizing social media or other online sources we could allow anyone to contribute whatever towards the project.

There are grants cities can get for these types of things as well. We work closely with our group on being creative with fundraising.

For example, LUMBR just did a bike give away donated by Canyon Creek Bicycles, in a raffle event to raise funds for the Cooper Creek mountain bike project.

We plan to make a sign for the bike park, small at the bottom. Participants can display logos as a thanks for all the help and donations.

To conclude this will be great for kids, community, tourism and giving locals more active and healthy lifestyle options.

Thank you for your consideration.

Some of the information and photos are taken from online sources.



We will have a sign close to the entrance of the bike park with 911 emergency telephone number and liability claim, rules, explanation of skill levels. Also signs that clearly mark each track.

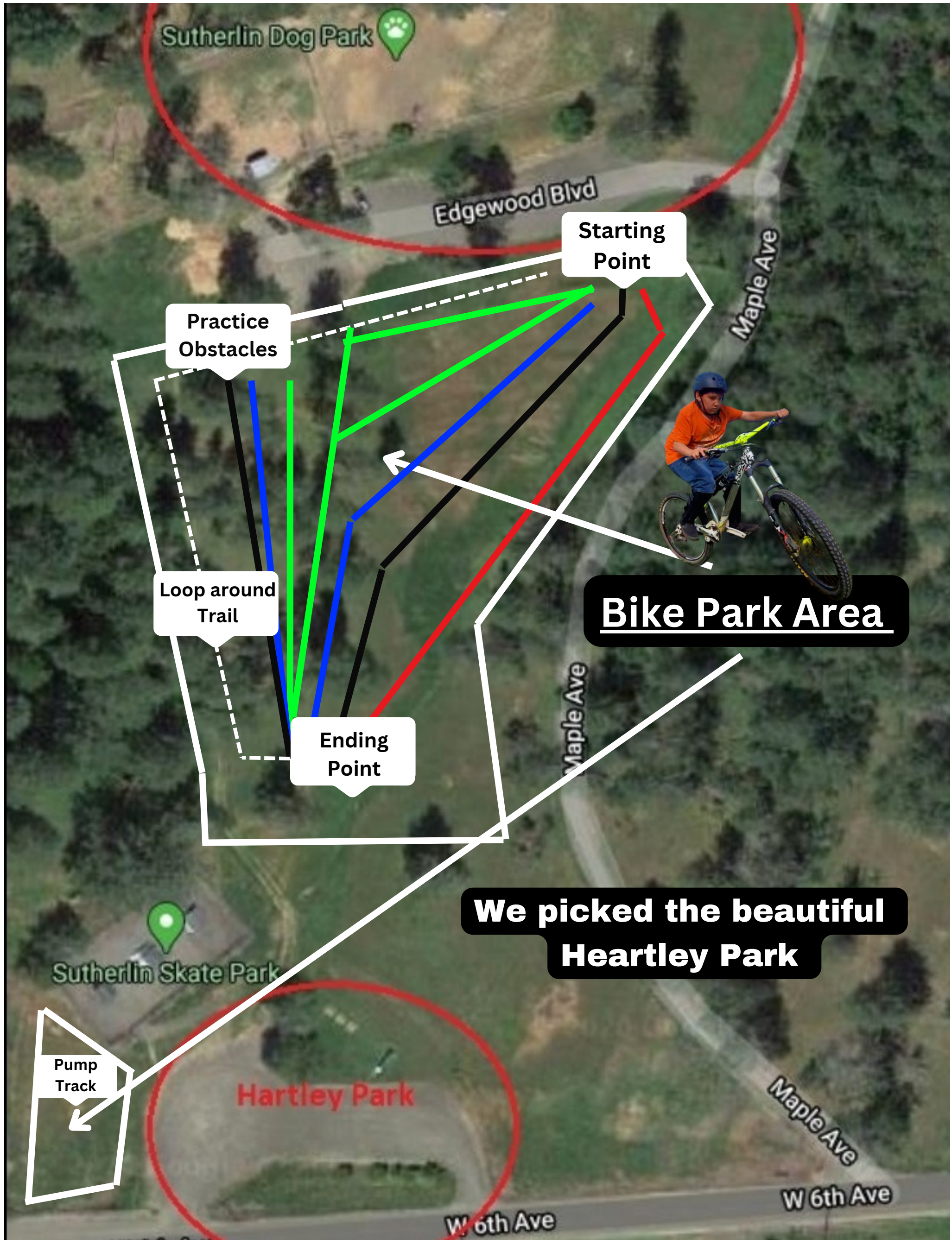
RULES

OPEN DUSK TO DAWN

1. Ride at your own risk.
2. Must wear helmet. Protective equipment is strongly recommended.
The first ride should be intended for getting to know the tracks and their obstacles.
3. Do not stop at a point where you are not visible for other persons or where you bar the way. The rider who enters, picks a trail or makes a stop, has to ensure that no dangerous situation occurs.
4. Ride on designated and marked trails only Do not cut switchbacks.
5. Ride on the trails, that are suitable for your skill level.
If you encounter a stretch of trail that is beyond your ability, walk your bike until you reach a section you're comfortable riding.
6. Keep off all closed trails and closed areas. Observe and obey all signs and warnings.
7. If you get involved in a collision or you become witness of a collision or an accident you have to remain at the scene of the accident and inform necessary personal may it be a friend, parent, guardian or 911.
8. No Tobacco, Drugs or Alcohol.
Do not use the bike park if your ability is impaired through the use of drugs or alcohol.
9. Bikes only!
No pets, no playing on jumps.
10. Keep the park clean..
11. No bullying others.

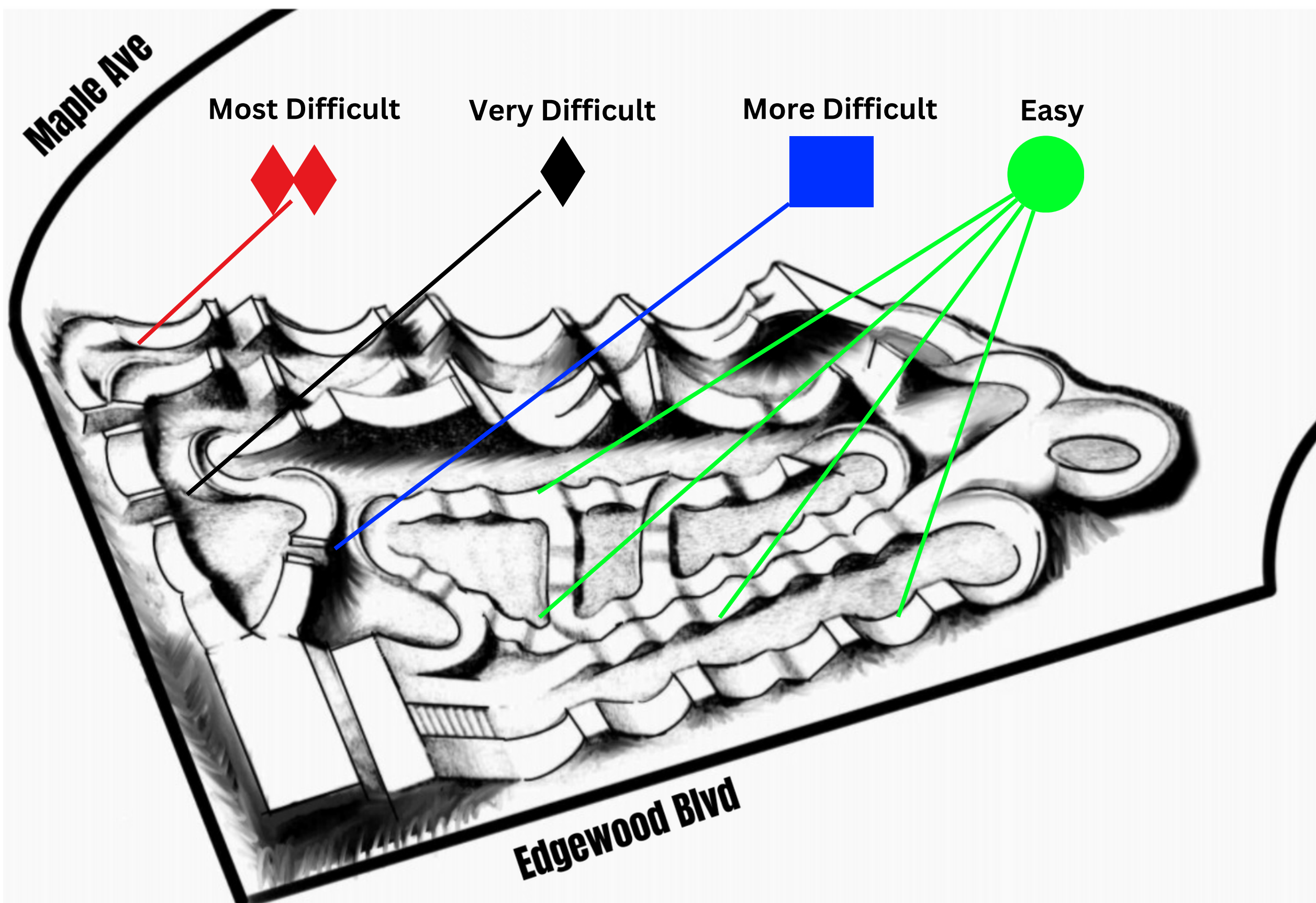


Proposed Area





Example of what we would build.



Examples of other Bike Parks





**Work we've done at Cooper Creek.
LUMBR LANDING MOUNTAIN BIKE TRAIL**





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2857
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Purchase Approval – Fork Lift for Public Works Wastewater Treatment Plant				Meeting Date:	8/14/2023
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Aaron Swan, Public Works Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Quote/Specs					

WHAT IS BEING ASKED OF COUNCIL?

Approve the purchase of a Hyster Forklift model H50UT from Pape' Material Handling in the amount of \$31,995.

EXPLANATION

The old fork lift needs to be rebuilt and the overall value does not warrant such an expenditure. A new, more reliable machine is needed at the plant.

The city received three quotes for comparable forklifts. One from Pape' Material Handling in the amount of \$31,995; one from Norlift of Oregon, Inc. in the amount of \$32,283; and one from Toyota Lift Northwest in the amount of \$41,322.

OPTIONS

Approve purchase of Hyster Forklift model H50UT from Pape' Material Handling in the amount of \$31,995 as presented.

Not approve the purchase of Hyster Forklift model H50UT from Pape' Material Handling in the amount of \$31,995 as presented.

SUGGESTED MOTION(S)

Approve purchase of Hyster Forklift model H50UT from Pape' Material Handling in the amount of \$31,995 as presented.



**MATERIAL
HANDLING**

PAPE MATERIAL HANDLING
29550 AIRPORT ROAD
EUGENE, Oregon 97402
Phone: 541-689-7407



Quoted Model: H50UT Available Features

Hyster® H50UT Lift Truck - 5,000 lb Nominal Capacity, Class V

Proposal Summary

Included Items	Description	Quantity
Model	Hyster® H50UT Lift Truck - 5,000 lb Nominal Capacity, Class V	1
Construction	Keyswitch Start	
Powertrain	Brakes - Self Energizing Drum	
	Engine - PSI 2.4L LPG	
	Powershift 1 Speed Transmission	
Powertrain Options	Counterweight Net	
	Counterweight Rear Exhaust	
	High Air Intake	
	Swing out and rotating LPG Tank Bracket with Twin Metal Strap	
Powertrain Accessories	Operator Presence System	
Mast	3 Stage Full Free Lift Mast 189" Maximum Lift Height, 85" Lowered Height	
	Mast Tilt - 6° Forward / 6° Back	
Carriages & Attachments	37" High Load Backrest	
	41" Hook Type Integral Sideshift Carriage	
Forks	48" Hook Type (1.6" x 4.8") Standard Tapered Forks	
Hydraulics	3 Function (1 Auxiliary) Hydraulic Control Valve	
	Mechanical Lever Hydraulic Controls - Cowl Mounted	
Hoses	1 Auxiliary Function Hose Group - 2 Hoses Internally Mounted	
Wheels & Tires	Drive Tires - 7.00 x 12-12 PR - Pneumatic Shaped Solid (PSS) - Standard Tread Width	
	Steer Tires - 6.00 x 9-10 PR - Pneumatic Shaped Solid	
Operator Compartment	86" High Overhead Guard	
	Rear Drive Handle with Horn Button	
Directional Control	Directional Control Lever - Mounted on Left Side of Steering Column	
	Steering Wheel with Spinner Knob	
Seat	Full Suspension Vinyl Seat (SC29) with Switch for OPS	
	Seat Belt - Black - No-Cinch with ELR (Emergency Locking Retractor)	
Lights & Alarms	Amber Strobe Light - Ignition and Switch Activated	
	Audible Alarm - Reverse Direction Activated	
	Parking Alarm	
	Two Front LED Work Lights with Stop, Tail, Indicator, and Reverse Lights	
Warranty	12 Months / 2,000 Hours Manufacturer's Warranty, 36 Months / 6,000 Hours Powertrain Warranty; please see full Warranty Statement for additional details.	

Quote Number: 2023-907708

2 of 4



MATERIAL
HANDLING

PAPE MATERIAL HANDLING
29550 AIRPORT ROAD
EUGENE, Oregon 97402
Phone: 541-689-7407



Literature & Nameplate

English Literature Pack and Labels

Additional Items or Accessories Included

	Description	Quantity
Locals PMH	Prep Std Product	1
	Freight Out Metro Standard	1
	LPG Tank 8 gallon	1

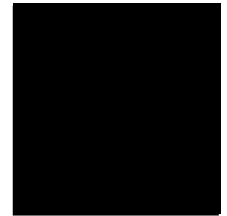


MODEL: H50UT

All trucks shown with optional equipment. Please refer to quotation specifications.



PAPE MATERIAL HANDLING
29550 AIRPORT ROAD
EUGENE, Oregon 97402
Phone: 541-689-7407



Total Investment

Price H50UT	\$31,995.00	Qty: 1	
Quoted Quantity	1	TOTAL:	\$31,995.00

F.O.B. Factory (factory freight not included). Price is exclusive of any taxes. Due to volatility of supply chain, transportation, lead times etc., we reserve the right to revise our pricing in direct correlation to price surcharges/increases received from the OEM. Lease payment quotes are subject to possible interest rate indexing at time of delivery. This sales order/proposal is subject to Pape' Material Handling's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or email to Buyer upon request.

Proposal By:	Jed Peterson	Accepted By:	_____

Signature:		Signature:	_____

Date Signed:		Date Accepted:	_____

		PO Number:	_____



REPORTS (Verbal)

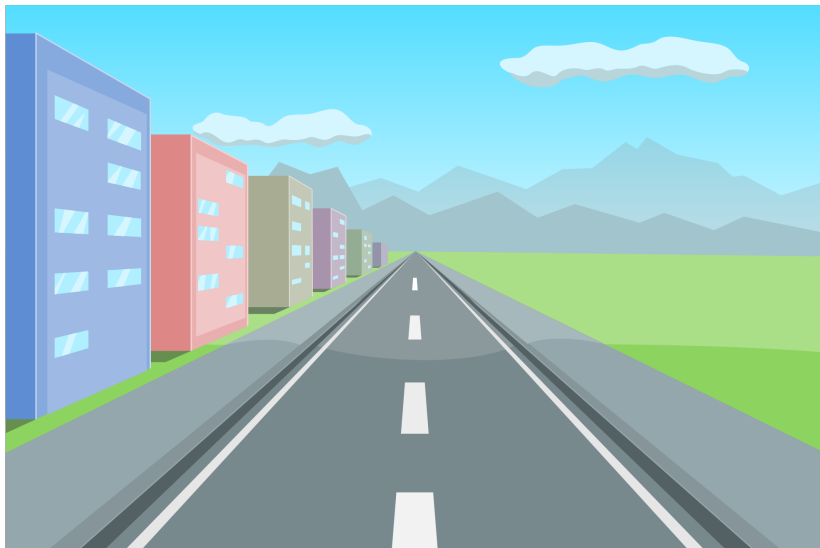




ARTS

(All Roads Transportation Safety Program)

Grant Project Update



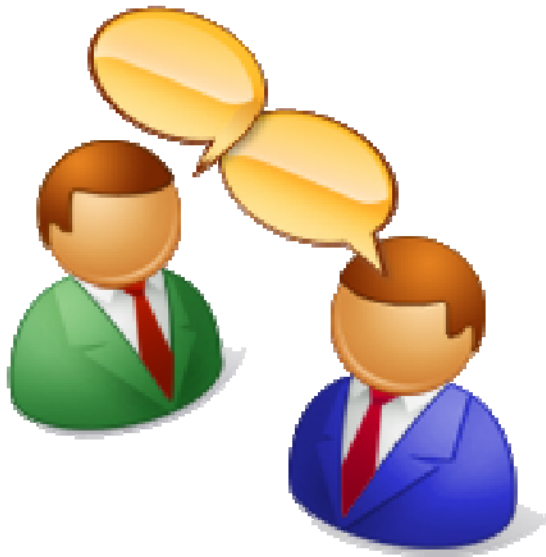


CITY MANAGER REPORT (Verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



PUBLIC NOTICE – CITY OF SUTHERLIN
URBAN RENEWAL AGENCY & CITY COUNCIL MEETINGS

The August 14, 2023, Urban Renewal Agency & City Council meetings will be held in Civic Auditorium at 175 E Everett beginning at 6:45 p.m. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

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

Topic: Urban Renewal Agency & City Council Meetings

Time: August 14, 2023 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86118633347?pwd=SUZEU05WmdWZXZldTEyQ2xMZ3RaZz09>

Meeting ID: 861 1863 3347

Passcode: 423323

Find your local number: <https://us06web.zoom.us/u/kbadWosggM>

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, August 9, 2023 8:57 AM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: Sutherlin City URA & CC Agendas
Attachments: URA Agenda.pdf; CC AUG 14.23.pdf

Good morning. Attached are the agendas for Monday, August 14, 2023 starting with Urban Renewal Agency at 6:45pm followed by City Council at 7pm.

Thank you,



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

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