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**City of Sutherlin
Open Discussion/Plans & Reports
Monday, August 28, 2017
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Todd McKnight

Council President Luzier

Councilors Boggs, Riggs, Stone, Tomlinson, and Vincent

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. AGENDA CONFIRMATION

a. September 11, 2017 Agenda

4. COUNCIL BUSINESS

a. Ordinance No. 1059 – Library Board (second reading & adoption)

5. a. COUNCIL PRIORITY PROGRESS REPORT

b. COUNCIL COMMENTS

6. WORKSHOP

a. Sutherlin Sanitary Service Update

b. Fire Services Update

c. Clean-up Deteriorated Properties

d. Emergency Communications Infrastructure Improvements

e. Wastewater Treatment Plant Bidding & Construction Schedule Update

7. REPORTS

a. Rehabilitation of Central Park Playground

8. ADJOURN

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



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Call to Order & Flag Salute





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ROLL CALL





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AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, September 11, 2017
Civic Auditorium – 7:00 p.m.
AGENDA**

Mayor Todd McKnight
Council President Luzier
Councilors Boggs, Riggs, Stone, Tomlinson, and Vincent

6PM – Grand Opening - Central Park Playground & Splash Pad Event

7PM Council Meeting

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

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

5. PRESENTATIONS / PROCLAMATIONS

- a. Ford's Pond Master Plan Update
- b. Staging Area WWTP
- c. TMG/TSP Update (Transportation Mgt Growth/Transportation System Plan)

6. CONSENT AGENDA

- a. August 14, 2017 Minutes – Regular Meeting
- b. August 28, 2017 Minutes – Workshop

7. COUNCIL BUSINESS

- a. Douglas Electric Service Agreement

8. COUNCIL COMMENTS

9. PUBLIC COMMENT

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

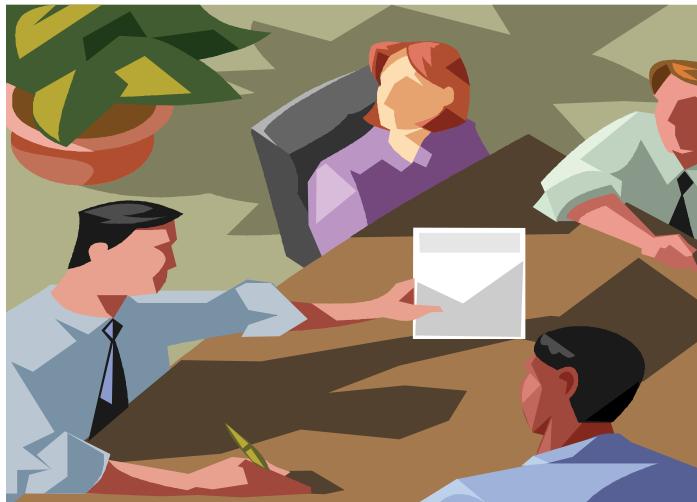
10. ADJOURN

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



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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. 1059 – Library Board Amendment				Meeting Date:	8/28/17
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jerry Gillham, City Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments:	1. Library Board Ordinance #1009, 2. Ordinance Enactment Notice, 3. Amended Ordinance No. 1059 Library Board (second reading & adoption)				

WHAT IS BEING ASKED OF COUNCIL?

To approve the attached ordinance amendment to allow for additional participation, changing the membership numbers from five; to allow a maximum of seven. At the August 14th meeting Council requested adding an ex-officio member as an “alternate” to the board.

EXPLANATION

The current Library Advisory Board has for the most part served as observers and advisory to the previous district board and for the most part been dormant in terms of consistent city involvement. Now that the library has become a state-certified City of Sutherlin public library, this board will return from dormancy and become actively involved in the library’s current system and future destiny. Therefore, this new amendment allows for more diversity of involvement in carrying out key responsibilities, as advisory oversight with current operations while planning for the future of the library which includes formation of a non-profit board for fundraising and consideration as to whether this new board would recommend moving into a new district-like organization or staying strictly a local certified public library. Council has requested an amendment to the original proposed ordinance that allows for one alternate. The terms and core responsibility of this “Alternate” is described in the amended version. The intent here is to keep the board unified and on a consistent level of participation. Therefore, the “Alternate” will be involved in all meetings and vote only where needed to complete a quorum and in cases with a quorum, there is a tie vote that must be broken.

OPTIONS

1. Approve second reading and adoption of Ordinance No. 1059
2. Amend and approve second reading and adoption of Ordinance No. 1059
3. Make no motion and remain with five members.

SUGGESTED MOTION(S)

Move to approve second reading and adoption of Ordinance No. 1059 as amended.

ORDINANCE NO. 1009

COPY

AN ORDINANCE CONCERNING THE LIBRARY BOARD;
AMENDING SECTION 2.16.020 OF THE SUTHERLIN
MUNICIPAL CODE; DECLARING AN EMERGENCY AND
PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.

THE CITY OF SUTHERLIN DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.16.020 the Sutherlin Municipal Code is amended to provide:

2.16.020 Library board members – Terms.

The library board shall consist of seven five members. At the expiration of the term of any member of the library board, the council shall appoint a successor for a term of four years. In case of a vacancy on the library board, the council shall appoint a new member to fill the unexpired term of the member whose office is vacant. Terms of members shall be on a rotation basis to expire two each year, except the fourth third year when one shall expire. Succeeding appointees shall hold office from January 1st in the year of their appointment.

Section 2. The City Recorder, at the request of, or with the concurrence of the City Attorney, is authorized to administratively correct any reference errors contained herein or in other provisions of the Sutherlin Municipal Code, to the provisions added, amended or repealed herein.

Section 3. An emergency is declared to exist to allow for a three-member quorum. There are currently only five members serving on this committee. This ordinance shall take effect immediately upon adoption.

Passed by the Council on the 12th day of April, 2010.

Approved by the Mayor on this 13th day of April, 2010.


Stan McKnight, Mayor

ATTEST:



City Recorder, Vicki Luther, MMC



City of Sutherlin

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

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 2.16.020 OF THE SUTHERLIN MUNICIPAL CODE TO PERMIT SEVEN MEMBERS TO SERVE ON THE CITY'S LIBRARY BOARD.

THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE COUNCIL MEETING:

FIRST READING: MONDAY, AUGUST 14, 2017 @ 7PM

SECOND READING (If 1st reading approved):

MONDAY, AUGUST 28, 2017 @ 7PM

CIVIC AUDITORIUM - 175 E. EVERETT AVENUE

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

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

Posted this day, August 7, 2017

By Diane Harris

City Recorder

ORDINANCE NO. 1059

AN ORDINANCE AMENDING SECTION 2.16.020 OF THE SUTHERLIN MUNICIPAL CODE TO PERMIT SEVEN MEMBERS TO SERVE ON THE CITY'S LIBRARY BOARD

WHEREAS, the City has an established five member Library Board that is responsible for carrying on certain activities related to oversight of the City's library ; and

WHEREAS, there is a significant amount of public interest in the City's library due to recent transitions with Douglas County; and

WHEREAS, to recognize and further facilitate this interest, the City desires to provide the opportunity to increase membership on the Library Board to seven members.

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

Section 1. Section 2.16.020 the Sutherlin Municipal Code is amended as follows:

2.16.020 Library board members – Terms.

The library board shall consist of a minimum of five and no more than seven “Active” members. A quorum of the Board shall be a majority of appointed members. At the sole discretion of the council, council may appoint one Ex-officio member as an “Alternate.” The “Alternate” shall serve as an Ex-officio member (participate in all deliberations but not vote) except in circumstances when filling in to achieve a quorum or to break a tie vote. At the expiration of the term of any member of the library board, the council shall appoint a successor for a term of four years. In case of a vacancy on the library board, council shall appoint a new member to fill the unexpired term of the member whose office is vacant. Terms of “Active” members shall be on a rotation basis to expire two three each year, except the third year when one shall expire. Active appointees shall hold office from January 1st in the year of their appointment to the December 31st of their assigned term of service. “Alternate” appointees shall hold office from the time of their appointment for two years ending on December 31st of their second year of service.

Section 2. This ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this ordinance takes effect immediately upon enactment.

PASSED BY THE COUNCIL, THIS 28TH DAY OF AUGUST, 2017.

APPROVED BY THE MAYOR, THIS 28TH DAY OF AUGUST, 2017.

ATTEST:

Mayor, Todd McKnight

City Recorder, Diane Harris



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COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





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WORKSHOP



Sutherlin Sanitary Service

Report for Sutherlin City Council

August 28th, 2017

Recycling Program Implementation Status:

- 1) 65 Gallon Recycling Carts Have Been Ordered
- 2) Cart Imbedded Labels have been proofed
- 3) Billing Inserts have been approved for August Billing
- 4) Rollout Tags have been approved
- 5) Proposed Delivery Dates 10/7 & 10/14
 - a) We have started talking to youth groups in the delivery effort
 - b) We hope to have 4-5 delivery teams
- 6) Curbside recycling should start 10/16
- 7) We have started contacting commercial customers regarding recycling options



Recycling and Savings!

Sutherlin Sanitary Service announced earlier that **City Residences** will be receiving curbside recycling services. If you haven't received your blue recycling cart yet, you soon will. Below is a guide for the items allowed inside your recycling cart. There are limitations as to the items we are able to recycle – so be mindful when you are placing items in the recycle cart that belong in the trash instead.

Recycling is beneficial, convenient, and, it extends our natural resources.



Another benefit about recycling is that it can save you money on your garbage bill each month by allowing you to reduce the size of your garbage cart. Those bulky plastic bottles and other recyclables can take up a lot of space that you were normally throwing into your trash cart.



**See the back side of this flyer
for the items list of
DO's and DON'Ts
for curbside recycling:**



Don't Have A Lot of Garbage? SAVE EVEN MORE MONEY!

Announcing... *Customized Pickup Rates* with
"On Call Garbage Service"

Sutherlin Sanitary offers an "On Call Garbage Service." When you sign up, we will deliver you a **65 gallon cart** for your service. Here's how it works; you only pay \$1.50 each month for the service and a flat fee of only \$7.75 when you want your garbage picked up. And, you don't even need to call us! Just wheel it out to the curbside and our automated service will know that you are an "On Call" customer. This way you can have garbage service once a month, twice a month, however many times you need – up to one time per week on your regular garbage collections day.

ROLLOUT CART TAG



Curbside Recycling



Just Follow This Simple Guide

- Magazines, newspapers, and all that comes with your newspaper.
- Paperboard such as: shoe boxes, cereal boxes and paper towel cores, cardboard, fiber egg cartons and packaging. Remove all plastic and flatten boxes so they will fit in the cart. **Please, no waxed cartons and NO STYROFOAM.**
- Plastic bottles such as: beverage, food, soaps & shampoo containers. Plastic jugs, such as detergent, pet food, syrup & milk jugs. Plastic tubs such as: margarine, yogurt, whipped topping, cottage cheese & dip containers. Plastic jars such as: peanut butter & mayonnaise jars. **Please clean and rinse thoroughly** and remove all lids. Anti-freeze, motor oil and other plastics that have contained hazardous materials will not be accepted. **NO PLASTIC BAGS.** Generally speaking, we can accept plastics that have the number 1 or 2 inside the recycle triangle.
- Tin cans (**rinse thoroughly**), aluminum pie plates, aluminum foil. No need to remove lids or labels, no need to flatten.
- Office or household mail, scrap paper, paper bags, phone books, paperback books.
- **PLEASE NOTE:** All items must fit within the cart so the lid closes.

Look for this symbol: 1 2

You can usually find the recycle identification number on the bottom of the container you are recycling. We accept items labeled 1 and 2.

RE47.0821

Sutherlin Sanitary Service • 541-459-3139
www.sutherlinsanitary.com



This is your new **Recycling Cart**. To help the recycling process, please note the recyclable items allowed in your cart (see reverse side) as well as the items that are not allowed.

- **NO plastic bags of any kind**
- **NO Styrofoam**
- **NO glass**
- **NO yard waste/wood or saw dust**
- NO paper towels or tissue
- NO food
- NO dirt
- NO clothing
- NO waxed cartons
- NO plastic or wood furniture
- NO plastic bailing twine or strapping
- NO furnace filters
- NO bubble wrap
- NO PVC pipe
- NO plastics other than those listed on reverse side



NO PLASTIC BAGS

Please leave 5 feet between recycle and trash carts so our truck's hydraulic arm will fit between them. Be sure each cart has the same clearance for additional trash pickup bags, parked cars, poles, mail boxes, and any other structure that will get in the way of the truck's hydraulic arm.

NOTICE:

Failure to comply with the curbside program could result in additional service charges. Continued contamination of recycled items could result in a discontinued service and removal of the recycle cart.

You **CAN** recycle glass, electronics, metal, motor oil and extra cardboard at our **recycling depot**.

FRONT

BACK

Grant,

Here is the cart tag mockup with the changes. I will wait to hear back from you.
Thanks,
Ben

ROMO PRODUCTION DRAWING

ROMO BLUEPRINT TEMPLATE
ISSUED 5/31/07

CUST: Rehrig Pacific Company	FG: 65886	P/N: Sutherlin	REV:	APPROVED BY:	DATE:
SIZES: 5.8751" x 15406"	MATERIALS/CONST: 7.5 Mil. Clear Zyncast	COLORS/INKS: 4 Color Process, Green PMS 347, Red PMS 192, Blue PMS 227-2, White, Hardcoat			
SPECIAL REQUIREMENTS:	DRAWING REVISION RECORD OR NOTES:				



Note: The colors on this drawing are not exact representations of the colors on a production label. The spot colors called out on the drawing will be representative of the colors found in a Pantone PMS Color Swatch Book. If requested, actual color ink draw downs will be provided for approval prior to printing, otherwise colors on the production labels will be representative of the swatches in the Pantone PMS Color Swatch Book.

CUSTOMER ART APPROVAL

Attn: _____	Customer PO#: LA-PR-IML1058
Romo Job#: 423838	Date: 8/10/17
CSR: Becky Murphy	GPS: MJ

Please indicate any corrections or changes above. Your approval indicates your complete acceptance of the part produced. Please sign and E-mail or Fax to 920-336-5171

Proof Approved.
 Proof Approved with changes or corrections indicated.
 Make changes and provide new proof.

Signature/Date: _____



Locations:

1000 Raco Court, Lawrenceville, GA 30046
 625 West Mockingbird Lane, Dallas, TX 75247
 1738 W. 20th St, Erie, PA 16502
 7452 Presidents Dr, Orlando, FL 32805

Proposal

Proposal #: SU223 170611

June 11, 2017

Bill-to:	Ship-to:
Sutherlin Sanitary Service 1056 S. Calapooia Sutherlin, OR 97479	Sutherlin Sanitary Service 1056 S. Calapooia Sutherlin, OR 97479
Billing Contact:	Shipping Contact:
Name: Pat Fahey Phone: 541-518-6607 E-mail: pat@sosanitaton.com	Name: Pat Fahey Phone: 541-518-6607 E-mail: pat@sosanitaton.com

ITEM DESCRIPTION		QUANTITY	UNIT PRICE	EXTENDED PRICE
Rollout Cart Type:	65 Gallon NB Cart - Recycle	1,944	\$41.77	\$ 81,200.88
Body Color Requested:	Dark Aqua Blue			
Lid Color Requested:	Dark Aqua Blue			
Wheels / Casters:	10" Snap on with Intergrated Spacer			
Options:	RFID Tags			
Body Artwork:	Lid Artwork: 	1,944	\$1.00	\$ 1,944.00
Is Product Taxable?	No			Subtotal = \$ 83,144.88
Is Freight taxable?	No			Tax on Product =
Tax Rate:	0.00%			Truckload Freight Rate = 7,500.00
Terms:	Net 30 Days			Tax on Freight =
				Total = \$ 90,644.88

ADDITIONAL INFORMATION:

Contract Options:	None
Ship From:	Los Angeles, CA facility
Leadtime:	5 weeks or sooner
Warranty:	10 year unprorated warranty
Quote Valid:	30 Days
Taxes:	All applicable taxes shall be paid by the Buyer unless a proper exemption is provided and validated.

*** Credit Card transactions are subject to a 2% processing fee.

PRESENTED BY:

ACCEPTED BY:

Rehrig Pacific Company
 Linda Ong
 Linda Ong
 Customer Service Specialist - Environmental
 Direct: 323-206-7958 Email: long@rehrig.com

6/11/2017

Sign and Print Name

Date

Title: General Manager

8/7/2017

To initiate order, please call or send signed proposal via fax or email to Presented By representative.

Recycle Cart Guidelines

Use this as a simple guide when you recycle. Some items cannot be recycled in our area and therefore need to be discarded in the trash. Items that are not allowed in your cart are considered contaminants and should be prevented from entering into our recycling program. Remember to rinse your containers out as residues and food scraps are also contaminants.

Items That Belong In Your Cart

- **MAGAZINES**, newspapers, and all that comes with your newspaper.
- **PAPERBOARD** such as: shoe boxes, cereal boxes and paper towel cores, cardboard, fiber egg cartons and packaging. Remove all plastic and flatten cardboard boxes so they will fit in the cart. **Please, no waxed cartons and NO STYROFOAM.**
- **PLASTIC BOTTLES** such as: beverage, food, soaps & shampoo containers. Plastic jugs, such as detergent, pet food, syrup & milk jugs. Plastic tubs such as: margarine, yogurt, whipped topping, cottage cheese & dip containers. Plastic jars such as: peanut butter & mayonnaise jars. **Please clean and rinse thoroughly** and remove all lids. Anti-freeze, motor oil and other plastics that have contained hazardous materials will not be accepted. **NO PLASTIC BAGS.** Generally speaking, we can accept plastics that have the number 1 or 2 inside the recycle triangle.
- **TIN CANS** (rinse thoroughly), aluminum pie plates, aluminum foil. No need to remove lids or labels, no need to flatten.
- **SCRAP PAPER**, household mail, office paper, paper bags, phone books, paperback books.
- **PLEASE NOTE:** All items must fit within the cart so the lid closes.

Look for this symbol: 

You can usually find the recycle identification number on the bottom of the container you are recycling. We accept items labeled 1 and 2.

Items That Do Not Belong In Your Cart

- **NO PLASTIC BAGS OF ANY KIND**
- **NO STYROFOAM**
- **NO GLASS**
- **NO YARD WASTE/WOOD OR SAW DUST**
- NO paper towels or tissue
- NO food
- NO dirt
- NO clothing
- NO waxed cartons
- NO furnace filters
- NO bubble wrap
- NO PVC pipe
- NO plastic or wood furniture
- NO plastic bailing twine or strapping
- NO plastics other than those listed



NO PLASTIC BAGS

Position Your Cart

- **Please leave 5 feet** between recycle and trash carts so our truck's hydraulic arm will fit between them. Be sure each cart has the same clearance for additional trash pickup bags, parked cars, poles, mail boxes, and any other structure that will get in the way of the truck's hydraulic arm.



Sutherlin Sanitary Service

1066 South Calapooia St • Sutherlin, OR 97479

541.459.3139

www.sutherlinsanitary.com



126 E. Central Avenue
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www.ci.sutherlin.or.us

City of Sutherlin

STAFF REPORT					
Re: Clean-up of Deteriorated Properties Update				Meeting Date:	8-28-2017
Purpose:	Action Item <input type="checkbox"/>	Workshop <input checked="" type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

N/A

EXPLANATION

As a 2017 Council Priority, regarding the strategic plan, this staff report will be to provide an update Code Enforcement and Community Development activities to date. These activities included city wide clean-up with focus along Central Avenue. In 2017, there have been 13 Vacant Property Registrations (per City Ordinance 1057, adopted December, 2016) with six of them being abated and cleaned up and liens applied to the properties. There have been 107 violations reported and addressed by Code Enforcement.

Outdoor sales complaints have been addressed, with one citation issued. Additional zoning violations within the downtown commercial zone have since relocated their businesses and those complaints have also been closed.

City staff is currently working with downtown business owners to seek options for improvements, by potentially generating a Local Improvement District (LID).

OPTIONS

N/A

SUGGESTED MOTION(S)

None



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City of Sutherlin

STAFF REPORT					
Re: Strategic Plan Update: Emergency Communications Infrastructure				Meeting Date:	8/28/17
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jerry Gillham, City Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments: 1. Emergency Communications Survey with Douglas County					

WHAT IS BEING ASKED OF COUNCIL?

This is a written update to Council Priorities and the SP regarding needed improvements to our infrastructure communications associated with Police, Fire and emergency response.

EXPLANATION

Our efforts to date include the following:

1. We have in partnership with the county sought funding for a mobile emergency generator to sustain response communications. We have been notified that at the federal level this grant was approved, except, however, we are now dealing with the State of Oregon and at this stage they have rescinded grants for emergency generators. Thus, the status of the grant is in a "wait-and-see" if our grant is ultimately awarded.
2. In another partnership with the county, we are participating in a county-wide communications infrastructure inventory, analysis and recommendations for improvements study. Attached for your recognition is the completion of a survey we completed as a part of this study.
3. We are in the planning stage of organizing and executing an emergency response drill which will require us to activate our Emergency Operations Center and follow NIMS/FEMA protocols related to the "Unified Command" response scenario. As a critical part of this, even prior to executing this anticipated drill, we are working to coordinate emergency communications through all potential resources. Councilor Riggs, as an expert in radio communications operations is working with our staff in coalescing and understanding the various communications we would hope to have for our use in responding to any emergency through the EOC. Once the communications element is clearly understood and in place, we will then execute a drill with other agencies.

In the meantime, we will continue to seek ways in which the city may improve our emergency communications infrastructure.

ADCOMM Engineering Company

Bridging the Gap Between Operations and Technology®

INSTRUCTIONS FOR FILLING OUT THE SURVEY

Radio System Survey

Part 1 of 2 — Agency Section

A part of our evaluation of the communications system in your area is determination of the type, age, condition, capabilities and performance of equipment already in place. Any recommendations that we might make to improve the communications system need to consider the existing systems. For example, some existing equipment may have limitations that restrict the kind of changes we might be able to make.

There are two sections to the radio portion of our survey: AGENCY and USER. Broad service issues are covered in the AGENCY section while more subjective, performance-oriented topics are found in the USER section.

One copy of the attached AGENCY form needs to be filled out for each agency or user group. The USER section should be duplicated as needed and provided to as many individual users as practical for them to fill out. Please be as specific as possible in your answers, many details turn out to be important.

THANKS IN ADVANCE FOR YOUR TIME AND EFFORT.

FOR AGENCY: Sutherlin Police Department		
DEPT:		
ADDR: 126 E Central Avenue		
TEL: 541-45-2211	FAX: 541-459-4953	DATE: 08-15-2017

CONTACT NAME: Troy A. Mills
Agency: Sutherlin Police Department
Phone: 541-459-2211

AGENCY SECTION

What type of communications services are you using now, and what type do you think will be required in the near future?

COMMUNICATIONS SERVICE USE		
TWO-WAY RADIO	<input checked="" type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
PORTABLE REPEATERS	<input type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
CELLULAR TELEPHONE	<input checked="" type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
VOICE PAGING	<input type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
ALPHA-NUMERIC PAGING	<input type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
TELEMETRY	<input type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
CALL BOXES	<input type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
MOBILE DATA	<input checked="" type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED
Other []	<input type="checkbox"/> USING	<input type="checkbox"/> HAVE NEED

Do you have a need for secure (private) communications?

All of the time Often At times Never

COMMENTS: The use of free cellular telephone radio scanner "Apps" (which listen into radio communications) is putting officers at risk due to the radio transmissions being intercepted.

What area do you need to communicate over during the normal course of business and during unusual or emergency circumstances? *Attach a Google map if desired.*

PRIMARY SERVICE AREA:

City limits of the City of Sutherlin and the City of Oakland

Especially critical areas:

Downtown city center in both Oakland and Sutherlin. Other critical areas include outlaying areas of the city limits of both Sutherlin and Oakland. Especially east and west areas of both cities.

Explain coverage issues (e.g., by areas/mile markers, etc.; attach a Google map if desired).

Intermittent communications in areas within the city limits of Oakland and Sutherlin. Some areas there is no coverage which results in officers using a cell phone to reach dispatch.

Unreliable intermittent communications outside the city limits of both Oakland and Sutherlin. Most of the outlying areas of Sutherlin and Oakland have significant communications issues.

What is your basic shift timing?

SHIFT	START TIME	END TIME	OVERLAPS
1	0700	1700	
2	1100	2100	1100-1700
3	1700	0300	2100-0300
4	2100	0700	

How many communicating field personnel are normally on each shift?

CLASSIFICATION	SHIFT 1 Pers/Vehicle	SHIFT 2 Pers/Vehicle	SHIFT 3 Pers/Vehicle
Patrol Officer	1	1	1
Police Sergeant			
Police Command	1		
Detective			
Police Other Lieutenant		1	
Animal Control			
Prof. Firefighter			
Volunteer Firefighter			
Prof. EMT/EMS			
Volunteer EMS			
Fire Command			
Private Ambulance			
Fire Inspector			
Fire Other _____			
Public Works _____			
Other _____			

How many police vehicles do you have on the street? Max 7 Min 1 Typical 2.

How many fire vehicles do you have in service? Max _____ Min _____ Typical _____.

How many EMS vehicles do you have in service? Max _____ Min _____ Typical _____.

Do you have a portable battery conditioning program? Yes No

Do you use gain antennas on your vehicles? Yes No

If you do not know, measure the length of the antenna from the base to the tip of the antenna. How long is it? _____

Where are the antennas mounted on your vehicles (e.g., center of roof, center of trunk, on light bar, etc.)?

Roof

How many staffed fire stations do you have? 1 _____

Please list them and the number of vehicles at each station.

Station No.	Address	No. Fire Vehicles	No. Aid Vehicles

How many vehicles of what type do you operate?

VEHICLE TYPE	QUANTITY
Cars	7
Trucks	
Utility (sweepers, graders, etc.)	
Fire Apparatus	
Aid Units or Ambulances	
Motorcycles	
Other (write in)	

How many radios of which type do you use? Do not include ham radio or CB equipment for now.
Please estimate future need too.

EQUIPMENT	NO. TODAY	NEED IN 2018
Two-Way Radio Base Stations	2	0
Two-Way Radio Mobile Units	7	0
Two-Way Radio Portable Units	13	0
Cellular Phones		
Simple Pagers		
Alphanumeric Pagers		
Monitors or Scanners		
Other (write in)		

Do you always need 24-hour communications? Yes No

Comment: _____

What special communications needs does your organization have beyond inter-communication
(e.g., special dispatch capability, group alerting, mobile fax, medical control)?

What special equipment requirements do you have? (Dual radio control heads, remote speaker mics for portables, siren/PA, light controls, etc.)

One dual radio control head

7 remote speaker mics

7 siren / PA controls

Do you work regularly with commercial or citizen organizations (contractors, auxiliary organizations, search & rescue, amateur radio groups or others)? *If yes, please list.*

Please list the government organizations and agencies that you communicate with today, either on a regular or special event basis, including sister agencies. *Note the example on the first line.*

RELATED AGENCY COMMUNICATIONS

Agency: DCSO (example)	Nature: Mutual Aid	Type: VHF 2-way
DCSO	Mutual Aid	VHF 2-way
OSP	Mutual Aid	VHF 2-way
WPD	Special Events	VHF 2-Way
RPD	Mutual Aid / Special Events	VHF 2-Way

Please list the radio channels you use, as far as you can.

Channel Name	Radio Frequency	Service (Fire, Police, etc.)
Law 1	155.700	Police
Law 2	155.550	Police
Sutherlin PD	155.640	Police
Fire 1	154.370	Fire/Police

What radio channels do you have problems with?

Channel: Law 1

Coverage: poor in random city center areas and outlying (beyond city limits) areas. Also I-5 area.

Crowding: typical

Interference: static

Sound Quality: good

Dispatch Response: unable to copy some transmissions

Channel: Law 2

Coverage: Poor

Crowding: typical

Interference: Static

Sound Quality: static

Dispatch Response: Unable to copy some transmissions

Channel: Sutherlin PD

Coverage: restricted

Crowding:

Interference: none

Sound Quality: good

Dispatch Response: unable to transmit that far and no monitoring of that channel

Channel: Fire

Coverage: good

Crowding: sometimes

Interference: static

Sound Quality: static

Dispatch Response: good

ADCOMM Engineering Company

Bridging the Gap Between Operations and Technology®

INSTRUCTIONS FOR FILLING OUT THE SURVEY

Radio System Survey

Part 2 of 2 — User Section

A part of our radio system evaluations, we feel it is vital to get input from the field users of the radio system. If you use the radio system in the field, please fill out this portion of the questionnaire.

If there is a question that you do not have information about or know how to answer, please leave it blank or indicate you do not know the information. Putting your name on the form is optional but please include your agency. We would like your name in case we need to contact you about one of your answers.

THANKS IN ADVANCE FOR YOUR TIME AND EFFORT.

RADIO USER SECTION

PLEASE ANSWER IF YOU ARE A FIELD USE OF THE RADIO SYSTEM

Name: Troy Mills	Position: Interim Chief
Agency: Sutherlin Police Department	Date: 08-15-2017

What areas are a problem for either transmitting or receiving in your area? Note the locations and kinds of problems below; additional space to note coverage issues can be noted on the following page.

PRESENT COMMUNICATIONS PROBLEM SPOTS (Two-way, cellular)	
Loc:	Nature:

Are there general problems you can state (no portable coverage in buildings, sources of regular interference, etc.)?

No portable coverage in buildings. There is always static interference with all transmissions. Several areas do not have coverage and cell phones have to be used to supplement radios.

Radio Problem Areas

Explain coverage issues (e.g., by areas/mile markers, etc.; attach a Google map if desired).

There are several areas within the City of Oakland and Sutherlin that had dead spots and radios are unusable. Most of these areas are not consistently bad, but the poor areas seem to move becoming random and unreliable.

Please list the government organizations and agencies that you communicate with today, either on a regular or special event basis, including sister agencies. *Note the example on the first line.*

RELATED AGENCY COMMUNICATIONS		
Agency: DCSO (example)	Nature: Mutual Aid	Type: VHF 2-way
DCSO	Mutual Aid	VHF 2-way
RPD	Mutual Aid	VHF 2-way
WPD	Special Events	VHF 2-way

Please list the radio channels you use, as far as you can.

Channel Name	Radio Frequency	Service (Fire, Police, etc.)
Law 1	155.700	Police
Law 2	155.550	Police

What radio channels do you have problems with?

Channel:	Law 1
Coverage:	Poor in random city center areas and outlying (beyond city limits) areas. Also I-5 area.
Crowding:	Typical
Interference:	Static
Sound Quality:	good
Dispatch Response:	Good but sometimes unable to copy transmissions depending on area

Channel: Law 2

Coverage: Poor in some city center areas. Good on I-5

Crowding: typical

Interference: periodic static

Sound Quality: Good

Dispatch Response: Good but sometimes unable to copy transmissions depending on area

Channel: _____

Coverage: _____

Crowding: _____

Interference: _____

Sound Quality: _____

Dispatch Response: _____

Channel: _____

Coverage: _____

Crowding: _____

Interference: _____

Sound Quality: _____

Dispatch Response: _____

Please rank the following aspects of a communications system on a scale of 1 to 10 based on their importance to you. "10" being the highest importance.

Equipment Easy to Use:	8
Channel Congestion:	6
Broad Mobile Coverage Area:	9
Broad Portable Unit Coverage:	10
In-Building Portable Coverage:	5
Portable Unit Compactness:	2
Adjacent Agency Access:	4
Reliability of Field Units:	7
Priority Channel Access:	3
Other clarity of transmission (no static)	1

What proportion of your unit-to-unit communications are local (within $\frac{1}{2}$ mile), and how much reaches over a wider area? Please indicate the approximate split:

	Local	Wider Area
<input type="checkbox"/>	20%	80%
<input checked="" type="checkbox"/>	40%	60%
<input type="checkbox"/>	50%	50%
<input type="checkbox"/>	60%	40%
<input type="checkbox"/>	80%	20%
<input type="checkbox"/>	All within $\frac{1}{2}$ mile	
<input type="checkbox"/>	All over a wider area than $\frac{1}{2}$ mile	

What is the busiest time for radio activity?

Day of week: M-Fri

Hours of day: 0800-1700

Is there a particular area of building in which the use of a portable radio is critical? Please list.

Is there an area or building where portable coverage is unsatisfactory today? Please list.

PD building. Cannot transmit to dispatch.

What are the biggest problems with your present communications system?

Static transmissions, crowded, dead spots.

What are the best things about your present communications system?

Multiple channels are available and able to be monitored.

What, in your opinion, could be done to best improve the communications system? What would you change immediately or in the future?

Update the current system and add more towers or larger repeaters to cover a broader area to reduce dead spots.

Upgrade communications system.

This is a study done to assess the needs of regional public safety communications users and the potential means for addressing them. What other comments would you like to make?

Douglas County is a rural area. The communications system need to work with both mobile and portable radios and provide a broader coverage area. Due to the mountains, valleys and other interference the current system is not capable of covering much needed areas.

THANKS FOR TAKING THE TIME TO ANSWER THIS SURVEY

The needs and wants of users are critical to the design of a good communication system.

If you want to expand on any topic or have information you think would be useful, please attach it to the survey.

Consider your answers carefully and return the questionnaire as soon as possible.

City of Sutherlin: Emergency Preparedness and Response

The Four Phases of Emergency Management	
Mitigation Preventing future emergencies or minimizing their effects	<ul style="list-style-type: none"> : Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. : Mitigation activities take place before and after emergencies.
Preparedness Preparing to handle an emergency	<ul style="list-style-type: none"> : Includes plans or preparations made to save lives and to organize response and rescue operations. : Evacuation plans. : Preparedness activities take place before an emergency occurs.
Response Responding safely to an emergency	<ul style="list-style-type: none"> : Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting all preparedness plans into action. : Establish EOC and shelter where possible. : Response activities take place during an emergency.
Recovery Recovering from an emergency	<ul style="list-style-type: none"> : Includes actions taken to return to a normal or an even safer situation following an emergency. : Recovery includes getting closing out the EOC and all NIMS requirements. : Recovery activities take place after an emergency.

Local government responsibilities

Local governments make plans and provide resources to protect their citizens from the hazards that threaten their communities. This is done through mitigation activities, preparedness plans, response to emergencies, and recovery operations. Wherever you live within the United States, a county or municipal agency has been designated as your local emergency management agency. The local government level is the most important at which to develop emergency management plans because local governments serve as the link between you and the State and Federal agencies in the emergency management network.

The local EOP will specify a chain of command in emergencies. It will spell out who reports to whom. The chief executive officer or jurisdiction manager is charged with creating effective emergency services.

The following table lists responsibilities of local governments in terms of emergency management.

Local Government Responsibilities

- Identifying hazards and assessing their potential risk to the community.
- Determining the community's capability to mitigate against, prepare for, respond to, and recover from major emergencies.
- Identifying and employing methods to improve the community's emergency management capability through efficient use of resources, improved coordination, and cooperation with other communities and with the State and Federal governments.
- Establishing mitigation measures such as building codes, zoning ordinances, or land-use management programs.
- Developing and coordinating preparedness plans.
- Establishing warning systems.
- Stocking emergency supplies and equipment.
- Educating the public and training emergency personnel.
- Assessing damage caused by the emergency.
- Activating response plans and rescue operations.
- Ensuring that shelter and medical assistance are provided.
- Recovering from the emergency and helping citizens return to normal life as soon as possible.

CITY OF SUTHERLIN
PROPOSED MAO WASTEWATER TREATMENT PLANT SCHEDULE

60% Design Documents Submitted to DEQ	December 31, 2016
60% Design Review Meeting	January 25, 2017
90% Design Documents Submitted to DEQ	April 3, 2017
90% Design Review Meeting	May 2, 2017
Submit Final Bid Plans & Specifications to DEQ	July 3, 2017
Advertise for Bid	July 5, 2017
Open Bids	August 2, 2017
Council Meeting – Award Bids	August 14, 2017
Start Construction	September 14, 2017
Substantial Completion of Treatment System-Class A Effluent	May 1, 2019
Final Completion-Initiation of Operation	September 14, 2019
Submit Performance Evaluation Report to DEQ	November 2, 2020



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Sutherlin, OR 97479
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City of Sutherlin

STAFF REPORT					
Re: WWTP Bidding and Construction Schedule Update				Meeting Date: 8-28-2017	
Purpose:	Action Item <input type="checkbox"/>	Workshop <input checked="" type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director and Steve Major with The Dyer Partnership Engineering and Planners Inc.				City Manager Review <input checked="" type="checkbox"/>	
Attachments: Schedules					

WHAT IS BEING ASKED OF COUNCIL?

Conduct Council Workshop to give an update regarding the WWTP bidding and construction schedule.

EXPLANATION

On August 16, 2017 staff held a meeting regarding the new Wastewater Treatment plants current bidding and construction schedule. Present in this meeting was DEQ (Jon Gasik), Dyer Partnership Engineering and Planning Inc. (Steve Major) and City staff Jerry Gillham, Dan Wilson, Aaron Swan, John Bachman and Brian Elliott. It was discussed in great detail, options as we move forward with the current schedule. In this workshop will explain the reasoning for changes to the current schedule.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

None

CITY OF SUTHERLIN
PROPOSED MAO WASTEWATER TREATMENT PLANT SCHEDULE
(Revised Schedule August 16, 2017)

60% Design Documents Submitted to DEQ	December 31, 2016
60% Design Review Meeting	January 25, 2017
90% Design Documents Submitted to DEQ	April 3, 2017
90% Design Review Meeting	May 2, 2017
Submit Final Bid Plans & Specifications to DEQ	August 23, 2017
Receive Plan Approval Letter from DEQ	September 12, 2017
Advertise for Bid	September 12, 2017
Open Bids	October 17, 2017
Council Meeting – Award Bid	October 23, 2017
Start Construction (Notice to Proceed issued during this time period)	November 21, 2017 – April 16, 2018
*Substantial Completion of Treatment System-Class A Effluent	March 15, 2019
*Final Completion-Initiation of Operation	September 12, 2019
*Submit Performance Evaluation Report to DEQ	September 12, 2020

*Dates Based on a April 16, 2018 Start Date



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REPORTS





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ADJOURNMENT





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FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
FEB 2017				
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Establish methodology and timeline, report to Council-Workshop	✓
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Draft Development Code language, present to Planning Comm for review and recommendations to Council	✓
02/27/17	CDD/Planning	Dev. Code Updates & Mixed Use Zone	Present to Council-Workshop	✓
MAR 2017				
03/13/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Present to Council for adoption	✓
03/27/17	Finance	Enact a Court Fine Amnesty Program	Report to Council - Email to Council	
03/27/17	PW/WWTR	Establish and implement plan to assume full responsibility for city-wide STEP System inspection	Report to Council - Workshop 4/24/17	✓
03/27/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Establish methodology and timeline and report to Council-Workshop - 4/10/17	✓
APR 2017				
04/10/17	Finance	Develop long-term facility & physical asset equipment replacement reserve	Report to Council - Email to Council	✓
04/10/17	PW/WWTR	Establish/implement plan to assume full responsibility for STEP system inspection	Report to Council - 4/24/17 Workshop	✓
04/10/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Research options & report to Council - Workshop	✓
04/24/17	Fire	Emergency Operations Center-Public Safety Building/City Hall	Establish methodology and timeline-report to Council	✓
MAY 2017				
05/08/17	Fire	Upgrade Fire Equipment	Establish methodology and timeline and report to Council - Discuss during Budget Process - 4/17/17	✓
05/22/17	PW/WWTR	Wastewater system improvement SBR Pre-load	Council Approval - 5/8/17	✓
JUN 2017				
06/12/17	City Mgr/Admin	CBA-AFSCME	Present to Council - 4/10/17	✓
06/26/17	PW/WWTR	14" Sanitary Sewer Force main	Report to Council	✓
JUL 2017				
07/24/17	Finance	Examine SDC Rates	Establish methodology and timeline and report to Council	✓
AUG 2017				
08/28/17	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Research ordinances used by other Oregon cities to present to Council	
08/28/17	PW Fac/Parks	Rehabilitation of Central Park Playground	Report to Council	
08/28/17	Police	Develop a plan for improving Emergency Communications Infrastructure	Establish a methodology and timeline and report to Council	

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

SEP 2017				
09/25/17	Finance	Create long-term budget forecast	Report to Council	
09/25/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	
09/25/17	PW/Water	Schoon Mtn. Tank Upgrade	Establish timeline and report to Council	
09/25/17	PW/Water	Upper Umpqua Tank Upgrade	Establish methodology and timeline and report to Council	
OCT 2017				
10/09/17	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council	
10/23/17	Finance	Create Street Mgmt Masterplan w/funding options	Establish methodology and timeline and report to Council	
10/23/17	CDD/Planning	UBG land exchange/Expansion	Report to Council	
10/23/17	PW/WWTR	Recycled Water Reuse Plan Update	Report to Council	
10/23/17	PW/WWTR	NPDES Permit Renewal	Report to Council	
10/23/17 <i>8/28/17</i>	PW/Water	Update Water Master/Management and Conservation Plan	Report to Council	
10/23/17	Police	Develop a plan for improving Emergency Communications Infrastructure	Develop a listing of possible solutions and report to Council	
NOV 2017				
11/13/17	City Mgr/Admin	Create Electronic Employee Training Schedule - CIS	Report to Council	
11/13/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Present final report to Council	
11/13/17	PW Fac/Streets	Complete Central Avenue & Downtown Improvements	Report to Council	
DEC 2017				
12/11/17	Finance	Earn a clean Audit	Accept audited financials and present to Council	
12/11/17	PW Fac/Streets	N. Comstock Project	Report to Council	
12/11/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Report to Parks Advisory Committee and Council	
12/11/17	Fire	Emergency Operations Center	Report outcome to Council	
12/11/17	Fire	Fire Supervisor Training	Report to Council	
JAN 2018				
01/08/18	City Mgr/Admin	Continue working with volunteers in keeping library services in Sutherlin	Report to Council	
01/22/18	CDD/Planning	Evaluate Industrial Lands Inventory	Establish a permitted uses timeline and report to Council-Workshop	
01/22/18	CDD/Planning	Evaluate Industrial Lands Inventory	Examine current contractual conditions w/county & present options to Council	
FEB 2018				
02/12/18	PW Fac/Streets	Street Maintenance Management Plan	Present viable alternatives to Council	
02/26/18	Finance	Examine SDC Rates	Develop new SDC matrix and present to Council-Workshop	
02/26/18	CDD/Eng	With ODOT, establish on/off ramp transportation plan at both exits	Provide report to Council-Workshop	

FYI

Larry Bahr
778 Schoon Mountain Road
Sutherlin, OR 97479

August 18, 2017

The Honorable Mayor Todd McKnight
City of Sutherlin
126 E. Central Avenue
Sutherlin, OR 97479

RE: New Central Park Playground

Dear Mayor McKnight:

My dog, Gunther, and I are daily walkers in downtown Sutherlin and have watched with great interest construction of the new playground in Central Park.

The City's Public Works Department crews have worked diligently constructing and assembling a very large and complex playground, meeting a self-imposed deadline of August 1 for all aspects of the playground within the City staff's control. The final product is impressive and appears to be very popular with both children and parents.

I urge that the City's Public Works Department be recognized and commended for their excellent work and for saving our City the tens of thousands of dollars it would have cost to have an outside firm perform the work. We are fortunate to have such hard working and caring individuals in the employ of our City.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Bahr". The signature is fluid and cursive, with a large, bold initial 'L' at the beginning.

Larry Bahr

cc: Mr. Jerry Gillham, City Manager



SPLASH PAD DONE!! 8/23/17



