



**City of Sutherlin  
Regular Council Meeting  
Monday, September 10, 2018  
Civic Auditorium – 7:00 p.m.  
AGENDA**

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

**1. CALL TO ORDER / FLAG SALUTE**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PUBLIC COMMENT**

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

**5. PRESENTATIONS**

- a. Sutherlin School District Update

**6. CONSENT AGENDA**

- a. August 13, 2018 Minutes – Regular Meeting
- b. August 27, 2018 Minutes – Workshop

**7. COUNCIL BUSINESS**

- a. Nonpareil Water Treatment Plant Sodium Hypochlorite Improvement Approval

**8. REPORTS**

- a. City Fees

**9. STRATEGIC PLAN UPDATE** (Reports in Council Packet)

- a. Personnel Handbook Updates

**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**

**EXECUTIVE SESSION – ORS 192.660(2) (e) – Real Property Transactions**

*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.*

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



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**





# **PUBLIC COMMENT**

**Agenda Items only**





# **Presentations and/or Proclamations**





# **SUTHERLIN SCHOOL DISTRICT PRESENTATION**

**(Verbal)**





# Consent Agenda



**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Library Meeting Room**  
**Monday, August 13, 2018 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent

**MAYOR:** Todd McKnight

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

Assistant CM, Finance Director, Dan Wilson  
Sr. City Recorder, Debbie Hamilton  
City Recorder, Diane Harris  
Community Development Director, Brian Elliott  
Public Works Superintendent, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
City Attorney, Chad Jacobs (via cell phone)

**AUDIENCE:** Kristin & Dan Waid, Curt & Debbie Price, Amber Vincent, Becky Wattles, Craig Zolezzi, Blake Zolezzi, Dian Cox, Brian Burke, Tami Trowbridge, Kimberly Tomlinson

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**PRESENTATIONS**

- **Award of Appreciation – LDS Church**

City Recorder, Diane Harris, read the Award of Appreciation Certificate to Curt Price, Bishop of the Sutherlin Ward of Church of Jesus Christ of Latter-day Saints. Mayor McKnight presented the certificate to Price, thanking him for the church's community project service.

City Manager, Jerry Gillham, explained he was approached by the church regarding their desire to do a community project. On Saturday, July 21<sup>st</sup>, numerous members of the church took on a series of projects throughout the City:

- Cleaned out overgrown vegetation and garbage along Red Rock Trail;
- Painted exterior trim on City Hall;
- Removed old carpet and stadium seating in Civic Auditorium (Council Chambers);
- Cleaned up vegetation and garbage along Central Avenue from Central Park west to Comstock.

Their work made a community changing impact throughout the City, and is much appreciated. Council, Staff, and audience joined in a round of applause.

**CONSENT AGENDA**

- **July 23, 2018 Minutes – Regular Meeting**
- **IGA – Douglas County Inmate Housing**

**MOTION** made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Sumner.

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

Opposed: None

Motion carried unanimously.

## **PUBLIC HEARING**

- **Comprehensive Plan – Water Master Plan**

Mayor McKnight opened the Public Hearing at 7:05pm

Staff Report – Community Development Director, Brian Elliott, provided information regarding the 2017 Water Master Plan and Public Hearing's required processes:

- Public Notice Mailings to DLCD – No return comments were provided on the application;
- Sent Public Notice for the Planning Commission's June 19, 2018 Public Hearing ;
- Planning Commission recommended City Council to approve the Comprehensive Plan and Public Facility Plan amendments, and adoption of the 2017 Water Master Plan.
- Sent notices to affected service providers and governmental agencies.
- Received written comment from (ODOT) Oregon Department of Transportation stating they have no comments.

Elliott reported Planning Commission's additional Findings of Fact.

Mayor McKnight:

- Are there any questions from Council? *None received.*
- Are there any public comments in favor? *None received.*
- Are there any public comments in opposition? *None received.*

Mayor McKnight closed the Public Hearing at 7:10pm.

## **COUNCIL BUSINESS**

- **Ordinance – 2017 Water Master Plan (first reading, title only)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin adopting the 2017 Water Master Plan.”

Staff Report – Elliott summarized the Staff Report.

**MOTION** made by Councilor Luzier to approve the first reading of Ordinance – 2017 Water Master Plan as presented; second by Councilor Vincent.

Discussion: Councilor Stone – Does this include areas outside the Urban Growth Boundary? At one time there was talk about extending water to the east side, does that have any effect on this plan? ***No, it doesn't, with the current situation with public facilities, Cooper Creek and Nonpareil Water Treatment Plants, plus the secured water rights; that not an issue at this time.***

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements (first reading, title only)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin amending section 5.08.040(E) of the Sutherlin Municipal Code establishing Street Vendor Insurance Policy Requirements in the amount as described by resolution”.

Staff Report – Harris – This ordinance and the next one are proposing to remove the “dollar amounts” from the municipal code, and establishing the required amounts by resolution. If the ordinances are approved, a resolution requiring a liability insurance limit of \$3,000,000 will be presented at the next Council meeting. However, that amount can be modified on a case by case basis with City Manager's authorization. City Attorney, Chad Jacobs, and Insurance Agent of Record, Craig Zolezzi are available to answer any questions.

**MOTION** made by Councilor Stone to approve the first reading of Ordinance – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements as presented; second by Councilor Sumner.

Discussion: Councilor Stone – Is this to get a higher insurance? ***Gillham – These Municipal Code amendments are part of the Strategic Plan. It is not generally a “best practice” to put charges/costs within the code; those amounts should be established by resolutions, not ordinances. The \$3million liability requirement is to cover “high-risk” events, but will allow for a \$2million requirement for reoccurring events that have not had any issues or are considered “high-risk”.***

- If the Chamber is the entity holding an event that has vendors, do the vendors go through this process with the City or are they covered by the entity's policy? *Gillham – Chamber would be required to have the \$2million coverage, vendors would be covered under that policy.*

Zolezzi – As a public entity, the City has protection under the “tort cap laws” that is currently set at \$1.7million. In theory, if someone brings a lawsuit against the City the maximum they can be awarded is that limit. Tort cap laws adjust annually on July 1<sup>st</sup>; the benefit of requiring \$3million is it won't have to be adjusted in the near future.

- How does that affect the costs for entities putting on the events? *It varies depending on the event and who their insurance carrier is. We're simply trying to establish a baseline to protect the City and is over that tort liability limit. Court cap protection is only in State Courts, with Federal Courts, there are no limits. Feels City is doing a very good job adopting the \$3million. Intent is not to cost someone out of using a City facility; it's to set a standard that we can work with.*
- What type of policy do we have when alcohol is allowed at “Movies in the Park”? *Depends on the circumstances, and if they're selling alcohol or not, it may require some additional liquor liability. Certificates of Insurance are required by the City and sent to Zolezzi for review.*
- Shouldn't we just have a set number and adjust it yearly to reach the new limit, rather than deciding case by case. Feels everyone should be the same. *Zolezzi – The problem is it's only sold in increments of a million dollars.*
- Can see why it's good to require different amounts depending on the event, for example music in the park vs. a shooting competition.

Concerns were voiced about all users being treated fairly. Zolezzi assured Council he will continue to be in contact with CIS and City Staff regarding those determinations.

*Jacobs – The issue before Council is to approve the amendment by removing the required dollar figure from the code itself. Council will not be deciding the amount until the next Council meeting.*

*Gillham - It will ultimately be Council's call.*

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Amending SMC 5.12.170 – Taxicab & Limousine Insurance Policy Requirements (first reading, title only)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin amending section 5.12.170 of the Sutherlin Municipal Code establishing taxicab and limousine insurance policy requirements in the amount as described by resolution”.

Staff Report – Harris – Same as previous report.

**MOTION** made by Councilor Stone to approve the first reading, title only of ordinance – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements as presented; second by Councilor Vincent.

Discussion: Councilor Boggs – Is this just for someone that wants to establish a business here, not for Taxicabs that come into the City? *Correct.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.16 – Budget Appropriations Adjustment**

Staff Report – Wilson explained a budget adjustment is needed to accommodate the increase in costs due to Council's decision at last meeting authorizing the purchase of the 7 In-car Repeaters rather than 6.

**MOTION** made by Councilor Luzier to approve Resolution 2018.16 – Budget Appropriations Adjustments as presented; second by Councilor Sumner.

Discussion: Councilor Stone – Are these coming out of the [Police] Reserve Fund? *Wilson – Yes, there is plenty of money in the reserve.*

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

Opposed: Councilor Stone.

Motion carried.

## **REPORTS**

- None

## **STRATEGIC PLAN UPDATES**

- **Council Priorities**

Gillham shared an article from International City Manager's Association Magazine called Strategic Thinking by Norman Wright. City's Strategic Plan has been in place for 6 years. Gillham reached out to Wright for advice on City's Strategic Plan going into the future. Requested Councilors to pay some critical attention to priorities and planning to hold a workshop in November or December to determine Council's direction. A Council Priority status report is included in the packet.

## **CITY COUNCIL COMMENTS**

### **Councilor Boggs –**

- Is City having water issues like Oakland's potential curtailments? *Swan – Have had some curtailment at Nonpareil Plant; Cooper Creek Plant makes up the difference, there is no deficit.*

*Gillham – City is working with Oakland to possibly allow them to connect to Sutherlin's northern-most fire-hydrant if needed and allowed by outside agencies. There has been a total miscommunication in the media; the issue is about quantity not quality.*

Councilor Stone – How far is there hydrant from ours? *Almost 3,000 feet.*

### **Councilor Tomlinson –**

- Streets look good, no more plates to drive over, etc.
- A citizen came to me voicing concerns about the loud beeping at the crosswalks, will this be ongoing? *Elliott – The crossings are programmed (ODOT's standards) to run 24/7. We are looking into lowering the volume. Unfortunately, they are programmed to reflect from noise around them.*

### **Councilor Luzier –**

- When pulling out of Dairy Queen and driving east, there is a dip in the pavement, can ODOT fix it? *Gillham – There are going to fix it, will be meeting with them tomorrow.*

### **Councilor Sumner –**

- Thanks Staff for filling the two potholes on Valentine Street.
- Crosswalk's "walk" symbol is not working at Hwy 99 and Central intersection. *Will report it.*
- Whitehorse Coffee owner's spoke of concerns regarding manholes being stored on their property. *Swan – During the project many manholes were set aside all along Central. If they have a problem with them being stored there, we can certainly take them out to the Public Works Shop.*

### **Councilor Vincent –**

- Thanked Mayor/Council for excusing his attendance at last Council meeting.
- Is the patch job around the manhole on S. Comstock temporary? *Swan – There is "cold-patch" around it, when it finishes settling will go back and smooth is out again.*
- Is the crooked striping on Central's westbound turn lane (in front of the liquor store) going to be fixed? *Swan – That line was actually intentional, it was difficult for big trucks to make that corner without running over the sidewalk when turning right. Therefore, we allowed for another 2 feet and moved that turn lane a little to the north.*
- Encourages Staff to continue making sure all of the construction details are tied up, and thanked them for the hard work at keeping up with everything.

### **Councilor Stone –**

- Spoke of concerns regarding the "sharp" rather than "rounded" corner on Waite Street. Noticed drivers are hitting it when pulling trailers. *Swan – There are a couple of those. Those concerns are on our "punch list" to address.*
- Is City planting the trees/shrubs, or is that part of the Central Ave. contract? *Elliott – Not part of the contract, but is part of the project. Staff will plant the trees/shrubs around mid to late October.*
- Has the Department of Revenue given City the go-ahead on urban growth? *Elliott – We are still working on that.*
- What is the status of the Everett Avenue building City owns and was planning to sell? *Gillham – It is currently being used for law enforcement, training, storage and Guido Construction's staging area. Once Central Avenue project is completed; will get it ready to put on the market.*

- Would like to emphasize adding 3 signal lights at Waite Street, Comstock, and the freeway to the Strategic Plan. *Gillham – Have set up a meeting with State Region Director and ODOT staff to coordinate a plan and system. City would like ODOT to help contribute and may come up with a mechanism for area businesses to contribute, as well.*

**Mayor McKnight –**

- None

**PUBLIC COMMENT –**

- Resident, Dan Waid – New streets, lights, and storefronts look great. Waid reported he lives on the east end of town and is concerned with traffic speeding around 50 to 60 mph on Central. Drivers don't notice the speed limit signs, would like to suggest painting the speed limits on the roads for better visibility. Park looks great and has a lot of features for the citizens.

*Elliott – At last meeting councilors voiced concerns about road at the railroad crossing on S. Calapooia; County has scheduled the repair with Knife River Const. at end of August or first part of September.*

*Swan – Another concern was voiced about the road at Sixth Avenue railroad crossing, Staff will most likely be repairing that hole.* Councilor Boggs – Feels the problem is not only the hole.

Elliott – City applied for a grant to repair/replace Schoon Mountain Reservoirs and 6<sup>th</sup> & Oak Street Pump Station. City was awarded the Safe Drinking Water Revolving Loan Fund Grant for \$447,990 and was also awarded a \$387,990 30-year loan at 1% interest. City is very fortunate in receiving this. Schoon Mountain will increase from 24,000 gallons, to a 135,000 gallon storage tank; 34 lots have been plotted for that area. The 6<sup>th</sup> & Oak Pump Station it is at end of its life, and in need of replacing.

Gillham – The Fire Department has recruited 6 fire students, 3 are already fully certified Firefighters, and will be working towards EMT (Emergency Medical Technician) certification.

Councilor Tomlinson requested Chief Lane to provide an update at the next Council meeting.

**ADJOURNMENT –**

With no further business meeting adjourned at 7:55pm.

Approved:

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

Respectfully submitted by,

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

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

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Library Meeting Room**  
**Monday, August 27, 2018 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent

**MAYOR:** Todd McKnight

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

Assistant CM, Finance Director, Dan Wilson  
Sr. City Recorder, Debbie Hamilton  
City Recorder, Diane Harris  
Community Development Director, Brian Elliott  
Public Works Superintendent, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Deputy Fire Chief, Scott McKnight  
Battalion Chief, Brandan McGarr  
City Attorney, Chad Jacobs (via cell phone)

**AUDIENCE:** Becky Wattles and Melissa Shreeve

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** None

**AGENDA CONFIRMATION** (agenda items only)

- **September 10, 2018 Agenda**

City Manager, Jerry Gillham – Bulk of discussion will be re-establishing and setting new city fees.

**COUNCIL PRIORITY PROGRESS REPORT**

- None

**COUNCIL COMMENTS**

**Councilor Boggs –**

- Exit #135 has big pot holes, it that ODOT's (Oregon Department of Transportation) jurisdiction?  
*Swan – Yes, will contact them.*

**Councilor Tomlinson –**

- None

**Councilor Luzier –**

- None

**Councilor Sumner –**

- Are there plans for more garbage cans along Central Avenue? Businesses located further east towards railroad tracks are in need to them. *Gillham – Yes, planning to meet with Chamber.*

**Councilor Vincent –**

- What is the status of Council Chamber remodeling project? *Public Works Director, Aaron Swan – Civic Auditorium should be ready for the next Council Meeting.*
- Everyone is excited for Central Avenue and downtown project to be completed.

**Councilor Stone –**

- Is there an update regarding ODOT fixing holes discussed at previous meeting? *Swan – They have identified the areas needing fixed.*

- Is it possible to ask Blackberry Committee about adding portable restrooms throughout town during their festival? *Swan – Can contact them*
- Concerned about ongoing “garage sale” at business in the old Gerretsen’s building [Comstock and Central], is a permit required? *Community Development Director, Brian Elliott – No a permit is not required, outdoor sales are allowed in that zone. Is a special permit needed for one that size? Will look into it.*
- Everything looks good downtown.
- Was in an auto accident recently, would like to thank the emergency crews for their quick response.

**Mayor McKnight –**

- Want to acknowledge the Police Department’s well-attended first annual Ice Cream Social and Back to School Bash. A dunk tank was featured, giving a chance for kids to dunk Police personnel, and a lot of free school supplies were handed out to the kids.

**COUNCIL BUSINESS**

- **Ordinance No. 1064 – 2017 Water Master Plan (Second reading & adoption)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin adopting the 2017 Water Master Plan.

Staff Report – Elliott – No changes from last meeting’s first reading.

**MOTION** made by Councilor Stone to approve second reading and adoption of Ordinance No. 1064 – 2017 Water Master Plan as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.14 – Water Management & Conservation Plan**

Staff Report – Elliott – This plan is part of the 2017 Water Master Plan; however it is also a stand-alone plan. It will be updated in 10 years, as opposed to the required 20-year update for the Water Master Plan.

**MOTION** made by Councilor Luzier to approve Resolution 2018.14 – Water Management and Conservation Plan as presented; second by Councilor Sumner.

Discussion: What does this entail? *Elliott explained the information included in the attachment regarding curtailments, future implementations, water rights, bench marks to reach, and processes involved.*

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1065 – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements (second reading & adoption)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin amending section 5.08.040(E) of the Sutherlin Municipal Code establishing street vendor insurance policy requirements in the amount as described by resolution”.

Staff Report – City Attorney, Chad Jacobs – This is a continuation of the ordinances voted on at last Council meeting. Insurance limits will be set by resolution rather than in the code itself.

**MOTION** made by Councilor Stone to approve the second reading and adoption of Ordinance No. 1065 – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements as presented; second by Councilor Luzier.

Discussion: Will this ordinance deal with the outdoor sale issue (discussed earlier in meeting)? *Gillham – No, if we required them to have a permit, it may apply.*

Boggs – Is that because it is on their property? *No, the zoning allows it, but if this isn’t the natural course of his business and the property is used for something secondary, will have to find that out.*

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1066 – Amending SMC 5.12.170 – Taxicab & Limousine Insurance Policy Requirements (second reading & adoption)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin amending section 5.12.170 of the Sutherlin Municipal Code establishing taxicab and limousine insurance policy requirements in the amount as described by resolution”.

Staff Report to stand on its own.

**MOTION** made by Councilor Sumner to approve second reading and adoption of Ordinance No. 1066 – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.15 – Establishing Insurance Liability Limits**

Staff Report – Jacobs – Resolution is to establish insurance liability limits. Staff is proposing a limit of \$3 million as a baseline. City Manager would be allowed to modify this amount as necessary.

**MOTION** made by Councilor Luzier to approve Resolution 2018.15 – Establishing Insurance Liability Limits as presented; second by Councilor Vincent.

Discussion: Councilor Tomlinson – Is this for street vendors or all events? *Resolution states it is for street vendors, taxicab, limousine, and City facility use.* Tomlinson voiced concerns, feels it should be for one amount, no matter what and not a sliding scale. *Gillham – It depends on the event; staff will continue to consult insurance agent, Craig Zolezzi, and/or CIS, to establish liability risk and coverage needed.* Everyone has different events and insurances, whoever writes the policy will set the rate; there are far too many options, feels it's leaning one way. *Gillham assured Council and stated if City does what Tomlinson is suggesting, everyone would be required to have \$3 million liability coverage.*

Councilor Vincent – If a \$3 million policy costs \$500 for a low risk 1-day event, they can appeal to the City Manager, if they don't agree they have the right to appeal to Council.

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

Opposed: None

Motion carried unanimously.

- **League of Oregon Cities Voting Delegate**

Staff Report – Harris – The LOC's annual Conference is coming up, City needs to appoint a voting delegate.

**MOTION** made by Councilor Boggs to appoint Councilor Tomlinson as voting delegate and Mayor McKnight as alternate for the 2018 Conference; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Vehicle Purchase Approval – Public Works**

Staff Report – Swan explained purchase options for two new trucks for Water and Wastewater Treatment Divisions. One truck is available at Clint Newell Motors for state bid price of \$27,900, and about \$1,800 more due to some upgrades. Bruce Chevrolet's state bid price is \$26,085.15. Truck at Clint Newell is

available now. Other option is to purchase both trucks from Bruce Chevrolet with a 12 week waiting time for delivery.

**MOTION** made by Councilor Tomlinson to approve purchase of one vehicle from Bruce Chevrolet for \$26,085.15 and one from Clint Newell for \$27,900 for Public Works Water and Wastewater Divisions as presented; second by Councilor Vincent.

Discussion: Councilor Sumner – Is there any room to bargain when going out to bid? *Swan – Staff approaches businesses asking for their best state bid price, which is substantially lower than what private citizens have to pay.*

Councilor Tomlinson – How far under budget is this? *\$35,000 has been budgeted for each truck; however, still have to outfit the trucks, cost for both trucks will total close to \$60,000.*

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

Opposed: None

Motion carried unanimously.

## **WORKSHOP**

- City Fees discussion has been moved to the September 10<sup>th</sup> meeting.

## **REPORTS**

### **• Fire Services Update**

Sutherlin Fire Chief, Mike Lane provided a Fire Services Update:

- Brought in part-time Deputy Chief, Scott McKnight mid-June. He was instrumental in coordinating the Fire Assessment Center for hiring our third full-time Battalion Chief.
- Brandan McGarr, was hired as the new Battalion Chief, his start date was August 16th.
- Reclassified the 2 Deputy Chiefs, Avery Hazzard and Dan McCormick to Battalion Chiefs.
- The 3 Battalion Chiefs will start as shift commanders September 1<sup>st</sup>, and will be responsible for their overall shift operation, the station, calls, and supervision of students and volunteers that respond.
- Task performance for aerial operators will be held August 28<sup>th</sup>. Upon successful completion should have 4 certified truck operators.
- Have 14 volunteer firefighters, down from 16, 2 have not been participating and will receive a letter.
- Implementing a shift calendar, have posted it to encourage volunteers to come when available.
- Still have 11 cross-trained City employees; expanding training beyond basic Firefighter 1 level to apparatus operators and drivers.
- Have 6 firefighter/paramedic students signed up as Cooperative Work Experience/Scholarship Interns, with 1 on the waiting list. 2 students will be assigned to each shift. Sutherlin historically had a superb student program with up to 15 to 20 students. Feel this program will grow back to being the premier program in the county.
- September 1<sup>st</sup> is a great day for the City of Sutherlin. We are moving from a “fire only” model to a “full service” Fire Department. When someone calls 911 we will be there.
- Have had discussions with Fire District #2, who provides levels of service for Calapooia Fire District. In an effort for FD2 and City to realize a better level of service, will be adding each other to the “run cards” so dispatch center knows who responds to what call. Have added FD2’s engine back to our run cards for second alarm. There will be no changes to the first alarm cards that includes local Fire Districts. FD2’s level of service in some areas lack water availability, therefore we have added Sutherlin’s water tender to their run card.
- With the Fire Station being staffed 24/7, will have the ability to control the response time out of the station, feels we can improve the time by 5 to 5½ minutes.
  - Do you expect a constant turnover with students? *Yes, have every intention of getting into our local high schools and recruiting and directing students to the program.*
- Sutherlin is recruiting students for the UCC Fire Science program, however feels it should be the other way around. The more we can work with UCC, the better the program will be. Students will not be living at the station full-time, but will stay when working their shift (10 per month required). City will be providing the UCC scholarships.

- Have you heard anything from ISO (Insurance Services Office) and Sutherlin's new rate?  
***Have not heard from them yet. If allowed, would like to hold them off for a while, giving us more time to be further along with our station's operations.***
- Battalion Chiefs are scheduled to attend business inspection training in September. After completion will begin implementing commercial business inspections again.

Gillham – If it wasn't for Mayor McKnight and Councilors Tomlinson and Vincent meeting with me and letting me know they would like to explore other options for the Fire Department, it wouldn't be at the level it is now. Their leadership and action pressed me into making something happen, they were the catalysts.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (i) – Performance Evaluation of Public Officers, Employees and Staff.

**ADJOURNMENT** –

With no further business meeting adjourned at 7:49pm.

Approved:

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

Respectfully submitted by,

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

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



# **COUNCIL BUSINESS**





## City of Sutherlin

STAFF REPORT					
<b>Re: Nonpareil Water Treatment Facility – Sodium Hypochlorite Improvements</b>				Meeting Date:	09-10-2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Brian Elliott, Community Development Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>	Task Order No. 49 Nonpareil Water Treatment Facility – Sodium Hypochlorite Improvements.				

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to award the contract to The Dyer Partnership Engineers & Planners, Inc. for Task Order No. 49 Nonpareil Water Treatment Facility – Sodium Hypochlorite Improvements.

### EXPLANATION

The City's Nonpareil water treatment facility currently uses chlorine gas to disinfect the facilities potable water prior to distribution. Due to the hazardous nature of chlorine gas, Fire Marshalls restriction and chemical cost, its staff recommendation is to switch to Sodium Hypochlorite for the purpose of disinfecting the potable water.

### OPTIONS

Award the contract to The Dyer Partnership Engineers & Planners, Inc. as presented in the amount of \$29,400

Not award contract to The Dyer Partnership Engineers & Planners, Inc. as presented in the amount of \$29,400

### SUGGESTED MOTION(S)

1. Motion to award the contract to The Dyer Partnership Engineers & Planners, Inc. for Task Order No. 49 Nonpareil Water Treatment Facility – Sodium Hypochlorite Improvements as presented in the amount of \$29,400.
2. Motion to not award the contract to The Dyer Partnership Engineers & Planners, Inc. for Task Order No. 49 Nonpareil Water Treatment Facility – Sodium Hypochlorite Improvements as presented in the amount of \$29,400.

**TASK ORDER NO. 49  
CITY OF SUTHERLIN  
NONPAREIL WATER TREATMENT FACILITY – SODIUM HYPOCHLORITE  
IMPROVEMENTS**

**SCOPE OF WORK**

The new sodium hypochlorite disinfection system will consist of one 2,100 gallon chemical storage tank, skid mounted chemical feed system, disinfection solution piping, controls and miscellaneous appurtenances. The existing water feed system will be utilized to deliver potable water to the point of mixing with the sodium hypochlorite solution and from there new disinfection solution piping will be installed to the point of discharge at the plant clearwell. The existing chlorine gas storage room will be utilized for the new hypochlorite storage tank, feed system and controls.

**FOUNDATION**

The CITY's Nonpareil water treatment facility currently uses chlorine gas to disinfect the facility's potable water prior to distribution. Due to the hazardous nature of chlorine gas, the CITY wants to switch to a liquid sodium hypochlorite chemical feed system.

**Scope of Engineering Services**

The Scope of Engineering Services for this Task Order includes plans and specifications, bidding and construction period services. Record drawings and an operations and maintenance manual will also be provided. The Oregon Health Authority (OHA) must review and approve the plans and specifications prior to going out to bid. The intermediate procurement method will be used to obtain quotes for the work.

The work tasks itemized below describe the major tasks for preparation and implementation of the new Sodium Hypochlorite System Improvements.

**Task 1 – Design Plans & Specifications**

Construction documents will be provided for the Sodium Hypochlorite System Improvements. Engineering plans, technical specifications and bidding documents will be developed for the improvements.

The Engineer will attend one design review meeting prior to the preparation of the final construction documents and coordinate with OHA for approval of final documents.

**Task 2 – Bidding & Construction Period Services**

The Engineer will provide Bidding & Construction Period Services, including solicitation of bidders, review of bids, recommendation of award, prepare construction contracts and provide part time inspection of the work. Inspection services will include preparation of daily inspection reports, photographs of construction as needed, compilation of installed materials and record of any approved changes to the design drawings.

### **Task 3 – Record Drawings**

Record drawings will be developed by the ENGINEER based upon observations made by the inspector and As-Built drawings provided by the contractor.

### **Task 4 – Operations and Maintenance Manual**

An operations and maintenance manual will be developed by the ENGINEER based upon literature provided by the equipment manufacturers and disinfection requirements for the treatment facility.

### **Proposed Fee – Time and Materials to a Maximum**

Services will be performed and billed in accordance with the conditions of the Professional Services Agreement. The maximum fee for these services is as follows:

Task 1 – Design Plans & Specifications	\$14,500
Task 2 – Bidding & Construction Period Services	\$11,400
Task 3 – Record Drawings	\$1,700
Task 4 – Operations and Maintenance Manual	\$1,800

**Total Engineering Fee—Time & Materials to a Maximum of:** **\$29,400**

**WORK PRODUCT:** All required contract documents, record drawings and operations and maintenance manual for the Nonpareil Water Treatment Facility - Sodium Hypochlorite Improvements.

**START DATE:** July 1, 2018

**COMPLETION DATE:** September 28, 2018

**CONTRACTOR'S CONSIDERATION:** \$29,400.00, not to exceed maximum.

**PAYMENT METHOD:** Monthly Billing

**CITY:** City of Sutherlin

**ENGINEER:** The Dyer Partnership  
Engineers & Planners, Inc.

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

\_\_\_\_\_  
Steve Major, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

City of Sutherlin  
Nonpareil WTP Sodium Hypochlorite System  
Sodium Hypochlorite System Improvements  
April 20, 2018

Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Mobilization, Bond & Insurance	LS	1	\$14,000	\$14,000
2	Demolition, Site Preparation, Temporary feed	LS	1	\$9,500	\$9,500
3	Sodium Hypochlorite Feed Pump Skid	LS	1	\$38,000	\$38,000
4	2,100 Gallon Storage Tank	LS	1	\$28,000	\$28,000
5	Piping and Valving	LS	1	\$7,000	\$7,000
6	Temporary Sodium Hypochlorite Feed	LS	1	\$8,500	\$8,500
7	Initial 2,000 gallons of Sodium Hypochlorite	LS	1	\$3,700	\$3,700
8	Electrical	LS	1	\$9,000	\$9,000
Construction Total					\$117,700
Contingency					\$17,700
Engineering/CM					\$29,400
Sodium Hypochlorite Project Total					\$164,800



# **REPORTS**





# **CITY FEE DISCUSSION**



<b>COMMUNITY DEVELOPMENT</b>			
DESCRIPTION	TYPE	CURRENT FEE	PROPOSED FEE
COMMERCIAL SITE REVIEW	Type I	\$25.00	\$200.00
CONDITIONAL USE PERMIT	Type III	\$530.00	\$725.00 (+ Legal Fees)
HOME OCCUPATION	Type I	No fee (Ø)	\$200.00
ISSUANCE OF ADDRESS	Type I	No fee (Ø)	\$25.00
LAND PARTITION	Type II	\$500.00	No change
LAND USE COMPATIBILITY STATEMENT	Type I	No fee (Ø)	\$50.00
MAJOR AMENDMENT	Type II	No fee (Ø)	75% of Current Fee
MINOR AMENDMENT	Type I	No fee (Ø)	\$200.00
PLANNING CLEARANCE WORKSHEET	Type I	\$25.00	\$50.00
PRE-APPLICATION CONFERENCE		No fee (Ø)	\$125.00
TEMPORARY FAMILY HARDSHIP	Type I	No fee (Ø)	\$200.00
TWO (2) APPLICATIONS SUBMITTED TOGETHER	Varies	Full fee for both applications	Full fee for highest application +50% fee of 2nd application
<b>PUBLIC SAFETY DEPARTMENT</b>			
FINGERPRINTS FOR STUDENTS	Currently pay same as general public	\$25	\$10
NOXIOUS GROWTH	Administrative Charge	\$25.00 per parcel	\$150.00 per parcel
	Bill not paid within 30 days	\$25.00	Delete from Fee Schedule
POLICE / FIRE REPORTS	6 Pages or less	\$8.00	\$10.00
	7 pages or more	\$15.00	\$20.00
<b>ADMINISTRATION</b>			
INSURANCE LIABILITY LIMITS	Street Vendors, Limos, Taxi, City facilities	Currently not included in fee schedule	\$3,000,000 per occurrence
PUBLIC RECORDS FEES	Audio Tapes	\$15.00	Delete from Fee Schedule
<b>PUBLIC WORKS</b>			
BULK WATER	Developers - Connection Fee	\$14.20 per month + usage	\$50.00 per month + usage
	Wholesalers - Connection Fee	\$14.20 per hook-up + usage	\$50.00 per month + usage



*Strategic Plan  
Updates*



© 2007, City of Sutherlin

*City of Sutherlin*

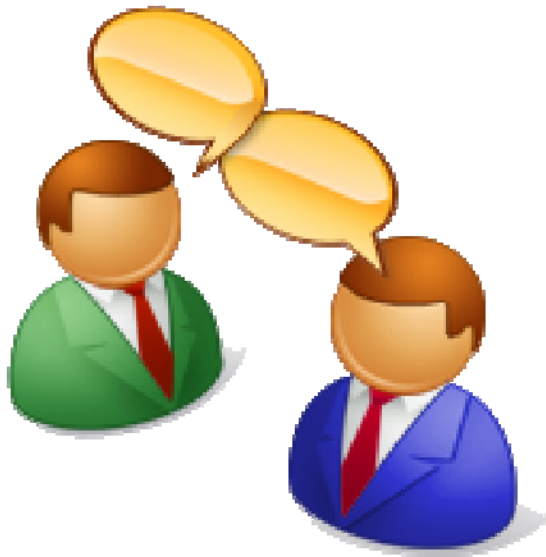
***Employee Handbook***

*Policies & Procedures*

*[www.cityofsutherlin.com](http://www.cityofsutherlin.com)*



# **COUNCIL COMMENTS**





# **PUBLIC COMMENT**





# ADJOURNMENT





# EXECUTIVE SESSION





# **FOR YOUR INFORMATION**



## Diane Harris

---

**From:** Diane Harris  
**Sent:** Wednesday, September 05, 2018 10:10 AM  
**To:** 'Ashley KQEN News (ashley@bciradio.com)'; 'DC Commissioners'; 'KUGN'; 'KYLE-KQUEN'; 'News Desk (newsdesk@nrtoday.com)'; 'Register Guard'; 'Roseburg Beacon'; 'Vera Westbrook (vwestbrook@nrtoday.com)'  
**Subject:** Public Meeting Notice  
**Attachments:** CC SEP 10.18 Meeting.pdf

Good morning,

Please see attached Sutherlin City Council's September 10<sup>th</sup> meeting agenda to serve as Public Meeting Notice.

Best regards,

*Diane Harris, CMC*

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