



**City of Sutherlin
Regular Council Meeting
Monday, September 14, 2020
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Todd McKnight
Council President Boggs

Councilors Hamilton, Stone, Sumner, Tomlinson and Vincent

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

- a. August 10, 2020 Minutes – Regular Meeting

6. COUNCIL BUSINESS

- a. Parks Advisory Board Appointment
- b. Planning Commission Appointment
- c. Liquor License Application Approval – Backside Brewing Co.
- d. Proposed Strategic Plan Additions – Cooper Creek Camping Improvements & Sports Park Development

7. STRATEGIC PLAN UPDATE

- a. Implement 10-year Non-compliant ADA Replacement Ramp Plan (**verbal report**)

8. CITY MANAGER REPORT (verbal)

9. CITY COUNCIL COMMENT

10. PUBLIC COMMENT

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

11. ADJOURN

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.



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





PUBLIC COMMENT

Agenda Items only





CONSENT AGENDA



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, August 10, 2020 – 7:00pm

COUNCIL MEMBERS:

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

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Ashley Driscoll (via Zoom)

Audience: Tyler Malator & Jamie Norrington (both from The Dyer Partnership Engineers & Planners, Inc.),
Tami Trowbridge

Via Zoom: Joe Groussman, Amber Vincent

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

PUBLIC HEARING

- **Supplemental Budget Adjustment**

Mayor McKnight opened the Public Hearing at 7:01p.m.

Members of Council were asked to disclose any conflicts of interest, ex-parte contact or personal bias.

- ***None were given***

Mayor McKnight conducted the Public Hearing and Finance Director, Dan Wilson, informed Council that due to COVID-19 related issues, a number of ongoing projects/capital purchased were delayed last fiscal year.

Questions from Council members? ***None***

Testimony in favor? ***None***

Testimony in opposition? ***None***

Neutral parties who wish to speak? ***None***

The Public Hearing closed at 7:02 p.m.

Discussion from Council? ***None***

CONSENT AGENDA

- **July 13, 2020 Minutes – Regular Meeting**

MOTION made by Councilor Boggs to approve consent agenda as presented, second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance No. 1081 – Sutherlin Sanitary Franchise Agreement (second reading & adoption)**

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

Staff Report – City Manager, Jerry Gillham, stated that the County has requested the City require our solid waste franchisee to comply with the County’s flow control ordinance. The current franchise agreement with Sutherlin Sanitary needs to be amended.

MOTION made by Councilor Sumner to approve second reading & adoption of Ordinance No. 1081 – Sutherlin Sanitary Franchise Agreement as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.14 – Fee Schedule**

Staff Report – Wilson informed Council that two sections of the fee schedule need updated with current rates. The SDC section, reflecting the new rates along with updating the Water/Sewer rates.

MOTION made by Councilor Hamilton to approve Resolution 2020.14 – Fee Schedule as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: Councilors Stone & Boggs

Motion carried.

- **Resolution 2020.15 – Supplemental Budget Adjustment**

Staff Report – Wilson, reiterated from the Public Hearing that several projects/capital purchases were delayed and need to be moved into fiscal year 2020-21.

- **Wastewater Construction Fund** – in the adjusted amount of \$1,500,000
- **Parks Construction Fund** – in the adjusted amount of \$322,000
- **Parks/Facilities Reserve Fund** – in the adjusted amount of \$100,000
- **Fire Reserve Fund** – in the adjusted amount of \$444,000
- **State Gas Tax Fund** – in the adjusted amount of \$27,500

MOTION made by Councilor Hamilton to approve Resolution 2020.15 – Supplemental Budget Adjustment as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone - How much money was allocated for the Plaza Park? ***Wilson – Last year \$55,000 was budgeted, largely coming from the Parks Construction Fund. Additional funds were provided from other resources along with a \$25,000 Ford Family Foundation Grant.***
- Councilor Stone asked for clarification of the Wastewater Construction Fund adjusted amount. ***Wilson - \$1,500,000 is for the plant itself with no additions and also covers the new building being constructed at Ford’s Pond.***

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.16 – Safe Routes to School (SRTS) Grant Authorization**

Staff Report – Community Development Supervisor, Kristi Gilbert, stated that ODOT is accepting grant applications for transportation improvements. The City is working with Sutherlin School District to identify that Waite Street is a safety hazard area for kids to walk and/or bike to school. This grant will allow for a wider street, bike lanes, curbs, gutters, sidewalks, crosswalks and a flashing beacon within the right-of-way.

MOTION made by Councilor Vincent to approve Resolution 2020.16 – Safe Routes to School (SRTS) as presented; second by Councilor Hamilton.

Discussion:

- Councilor Boggs asked if there was matching funds. ***Gilbert – 20%, estimated at \$440,000 paid over two fiscal years. ODOT will cover the match on the next agenda item. Gillham – Urban Renewal District funds will be available to use for the match as well.***

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.17 – Safe Routes to School (SRTS) Grant Authorization**

Staff Report – Gilbert, added this additional grant for consideration. Working with ODOT, I-5 west to the intersection of Fort McKay has been identified as a safety hazard for cyclists and pedestrians. This grant will provide bicycle/pedestrian connectivity along W. Central Ave (State Hwy 138 W) within ODOT right-of-way.

MOTION made by Councilor Sumner to approve Resolution 2020.17 – Safe Routes to School (SRTS) Grant Authorization as presented; second by Councilor Stone.

Discussion:

- Councilor Stone – How wide is the path? ***Elliott – Haven't met with ODOT yet for the details.***
- Councilor Boggs – Is the path on one side of the street? ***Elliott – The Waite Street grant will cover curb, gutter & sidewalks on both sides. Central Ave to Fort McKay sidewalk will be on the north side of Hwy 138.***

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

Opposed: None

Motion carried unanimously.

- **Professional Service Agreement Amendment – Nonpareil Water Treatment Plant (NPWTP) Improvements**

Staff Report – Elliott, asked for Council's approval for a Professional Service Agreement Amendment with The Dyer Partnership Engineers and Planners Inc. Due to some failed electrical equipment and other electrical services, additional design services are needed.

MOTION made by Councilor Vincent to approve Professional Service Agreement Amendment – Nonpareil Water Treatment Plant (NPWTP) Improvements as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – Is the cost listed in Exhibit A for building and engineering? ***Elliott – Exhibit B is the revised estimate for design, construction management and engineering.***
- Councilor Tomlinson – Why wasn't the electrical inspected when the construction for the plant improvements went to bid? ***Elliott – Staff anticipated using the existing electrical components. It was later identified when engineers were designing the improvement plan.***

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Nonpareil Water Treatment Plant (NPWTP) Modernization Improvements** – Elliott introduced Tyler Molatore from The Dyer Partnership Engineers and Planners, Inc. to provide Council with a PowerPoint update regarding the design and construction schedule for the NPWTP improvements. The scope of work includes:
 - Intake Improvements
 - Raw Water Pump Station Improvements
 - Raw Water Flow Meter and Static Mixer Improvements
 - Clarifier Improvements
 - Filter Improvements
 - New Filter Piping and Electronic Actuated Valves

- New Backwash Pump
- New Treated Water Pumps
- New Backwash Basins
- Electrical Improvements
- New Standby Generator
- New SCADA System

Schedule of progress:

- Design is underway – about 40-60%
- Bid Process – March 2021
- Construction Notice to Proceed – April 2021
- Complete Construction – May 2022

➤ Councilor Stone – Will the plant be shut down during construction? *Molatore – Coordinating with the city, there's a short window when the plant can be shut down for installation of specific components, but part of the plant can remain operational while improvements are completed.*

- **Wastewater Treatment Plant (WWTP) Update Report** – Elliott introduced Jamie Norrington from The Dyer Partnership Engineers and Planners, Inc. to provide Council with a PowerPoint update regarding construction of the new WWTP. Work completed includes:

- Miscellaneous site work
- Completed SBR basin in operation
- Water clarity tests
- Aeration piping and diffusers in one of four retrofitted tanks
- Installed sludge transfer and decant piping
- Installed chlorine contact basin
- Control building with a fully operation screw press
- Fully operations recycled water pump station
- Remodeled laboratory
- Fully operational pump station at Everett Ave.
- Ford's Pond dechlorination building

Remaining Items:

- Startup of Digesters
- Startup of the Ford's Pond dechlorination building

Degree of Completion:

- 107% complete by time based on the amended completion date
- 97% complete by dollar amount of the current contract price
- 99% complete based on physical construction

➤ Councilor Stone – Where do the pumps go? *Norrington – Two go to Ford's Pond and two go to the Golf Course.* Asked for clarification on the completion by dollar amount. *Norrington responded.*

CITY COUNCIL COMMENTS

Councilor Sumner

- There's broken sprinklers at Central Park. *Public Works Director, Aaron Swan – It's a continual problem but we'll get those fixed.*
- Is there any plan on use for the empty lot behind the fire station? *Swan – That field doesn't get watered unless a function is happening. Unfortunately due to COVID, not many events have been taking place. Can it be as nice as Central Park? It would be quite costly and detailed to make it as nice as Central Park. Gillham – It's a great idea, staff can ask the Parks Advisory Committee for help with that.*
- There's dead trees along the Red Rock Trail. *Swan – They were left over from the Central Ave project and transplanting them was unsuccessful so we'll remove them.*

- Is the City applying for funds from COVID or the CARES ACT? **Gillham – The City decided not to apply for any reimbursements due to the complicated process, not being worth the benefits.**

Councilor Vincent

- Great to see some of the big projects coming to an end.
- Excited to see the Ford's Pond project getting started.

Councilor Stone

- A sink hole is developing near DQ.
- Questioned not being allowed in City Hall. **Gillham – Due to social distancing, even with masks, only one person is allowed in the lobby at a time.**
- How do people access Community Development? **Gillham – Call City Hall, make an appointment or a staff member can meet them at the back door. It's posted on a sign in front of City Hall.**
- Will ODOT pave the intersections at exits 135 & 136? **Swan – At exit 135, the on and off ramps will be paved. Not sure on the plan for exit 136?**

Councilor Hamilton

- Asked if Parks Advisory Committee can put a dog waste station at the dog park. **Elliott - We'll look into it.**
- Would like to bring back discussion of potentially developing campsites at Cooper Creek. Suggested Cottage Grove Reservoir as a comparison. Feels we're missing out on a gold mine of tourism. **Councilor Stone responded stating that the County and Sutherlin Water Control District own part of the land. Gillham supported her idea and reported that the last time the county was approached about the topic, it wasn't well received. Elliott – We'll look into it.**

Councilor Boggs

- Suggested answering phones from 4-5pm even if the office is closed at 4. **Gillham – The office closes to the public at 4 so staff can sanitize. We can consider answering phones until 5pm.**
- Exit 135 still has potholes.

Councilor Tomlinson

- None

Mayor McKnight

- Suggested another sand volleyball pit in the lot behind the fire station.
- Has received a lot of good comments about how nice Central Park is.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business meeting adjourned at 7:59 p.m.

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

Executive Session called to order at 8:03 p.m.

Executive Session adjourned at 8:27 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor



COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: Parks Advisory Committee Appointment				Meeting Date:	Sept 14, 2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☒
Attachments: Application					

WHAT IS BEING ASKED OF COUNCIL?

To fill one of the two vacant seats on the Parks Advisory Committee.

EXPLANATION

There are two vacancies on the Park Advisory Committee with terms ending December 31, 2021. The city received an application from Sutherlin resident and previous Parks Advisory Committee member, Craig Hoobler.

OPTIONS

See suggested motions.

SUGGESTED MOTION(S)

To appoint Craig Hoobler to the Parks Advisory Committee, term ending December 31, 2021.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Craig A. Hoobler Date 08/20/2020

Address [REDACTED] Phone 541-817-2849

Email hooblercraig@gmail.com Bus. Phone 541-459-2697

Length of Residency in Sutherlin 49 years Registered Voter? yes

Candidate for position on Sutherlin parks advisory committee

Relevant background and experience I was apart of this committee before.

What are your major interests or concerns in the City's programs? beauification of our city

Why would you like to be appointed to this position?

I would like to be apart of updating our community.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 8-20-2020

Date considered: _____

Action by Council _____

Term Expires: _____



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City of Sutherlin

STAFF REPORT					
Re: Planning Commission Appointment				Meeting Date:	Sept 14, 2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☒
Attachments: Applications from Lisa Woods and Chuck Brummel					

WHAT IS BEING ASKED OF COUNCIL?

To fill a seat on the Planning Commission that has been recently vacated.

EXPLANATION

There is one vacancy on the Planning Commission; the city has received two applications to fill that vacancy. Applications have been submitted by Sutherlin residents, Lisa Woods and Chuck Brummel. The term for the position ends on December 31, 2020.

OPTIONS

See suggested motions.

SUGGESTED MOTION(S)

To appoint (Lisa Woods or Chuck Brummel) to the Planning Commission, term ending December 31, 2020.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Lisa L. Woods Date 08-18-2020

Address [REDACTED] Phone 541-430-9009

Email lisa@accuratecabling.com Bus. Phone _____

Length of Residency in Sutherlin 7 Months Registered Voter? yes

Candidate for position on ~~City Council~~ Planning Commission

Relevant background and experience Current Director for the UCC SBDC, Business Owner

Operator, Business Instructor

What are your major interests or concerns in the City's programs? I want to be involved

in the community of Sutherlin. I want to assist in the development and growth of the city.

Why would you like to be appointed to this position?

I think with my experience in business, I bring a sound business background, one that can

lead to the growth of our community. I've only just moved here in January, however this is now my home

and I want to offer my experiences and back ground to help make Sutherlin the best it can be.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 8/19/2020

Date considered: _____

Action by Council _____

Term Expires: _____



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Chuck Brummel Date Sept. 3, 2020

Address [REDACTED] Phone 541 459 4119

Email chuckbrummelhome@yahoo.com Bus. Phone cell: 458 201 2105

Length of Residency in Sutherlin 3 1/2 years Registered Voter? Yes

Candidate for position on Planning Commission

Relevant background and experience Served on Coos County budget committee

and Coos County Planning Commission. I lived in Coos County from 1970 to 1997, when I

moved to Sutherlin.

What are your major interests or concerns in the City's programs? _____

Have no specific concern's or major interests.

Why would you like to be appointed to this position?

My desire is to serve the community that serves me, which is also why I considered running

for city council, and currently serve as chairman of the city of Sutherlin budget committee

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 9/4/2020

Date considered: _____

Action by Council _____

Term Expires: _____



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City of Sutherlin

STAFF REPORT					
Re: Backside Brewing Co Outpost – 105 W Central Avenue, Sutherlin				Meeting Date:	09/14/2020
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Troy A. Mills, Chief of Police				City Manager Review ☐	
Attachments: OLCC Liquor License Application					

WHAT IS BEING ASKED OF COUNCIL?

Backside Brewing Co. Outpost – Sutherlin, LLC has made application, under the requirements of the Oregon Liquor Control Commission (OLCC), for a “Full On-Premises, Commercial” license for the sale of alcoholic beverages at 105 W Central Avenue. This request is the result of a new retail business within the City of Sutherlin. The individual applying for the license is Savannah McKillip.

EXPLANATION

The police department has found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

OPTIONS

- 1) Provide OLCC a recommendation that this license be approved and granted.
- 2) Provide OLCC a recommendation that this license not be approved or granted.

SUGGESTED MOTION(S)

Motion to approve (disapprove) of the Liquor License Application for Backside Brewing as presented.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
☐ Brewery 1st Location	Date application received and/or date stamp:
☐ Brewery 2nd Location	Name of City or County:
☐ Brewery 3rd Location	Recommends this license be:
☐ Brewery-Public House 1st Location	☐ Granted ☐ Denied
☐ Brewery-Public House 2nd Location	By: _____
☐ Brewery-Public House 3rd Location	Date: _____
☐ Distillery	OLCC USE ONLY
☒ Full On-Premises, Commercial	Date application received:
☐ Full On-Premises, Caterer	07/30/2020
☐ Full On-Premises, Passenger Carrier	By: <i>OK</i>
☐ Full On-Premises, Other Public Location	License Action(s):
☐ Full On-Premises, For Profit Private Club	New Outlet
☐ Full On-Premises, Nonprofit Private Club	
☐ Grower Sales Privilege 1st Location	
☐ Grower Sales Privilege 2nd Location	
☐ Grower Sales Privilege 3rd Location	
☐ Limited On-Premises	
☐ Off-Premises	
☐ Off-Premises with Fuel Pumps	
☐ Warehouse	
☐ Wholesale Malt Beverage & Wine	
☐ Winery 1st Location	
☐ Winery 2nd Location	
☐ Winery 3rd Location	
☐ Winery 4th Location	
☐ Winery 5th Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Backside Brewing Co. Outpost - Sutherlin, LLC
(Applicant #1) (Applicant #2)

(Applicant #3) (Applicant #4)

3. Trade Name of the Business (Name Customers Will See)		
Backside Brewing Co. Outpost		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
105 W. Central Ave.		
City	County	Zip Code
Sutherlin	Douglas	97479



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Backside Brewing Co. Outpost			
6. Does the business address currently have an OLCC liquor license?		☒ YES ☐ NO 2nd location	
7. Does the business address currently have an OLCC marijuana license?		☐ YES ☒ NO	
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 1140 NE Odell Ave			
City Roseburg	State OR	Zip Code 97470	
9. Phone Number of the Business Location 5418172552		10. Email Contact for this Application backsidebrewers@gmail.com	
11. Contact Person for this Application Savannah McPhillip		Phone Number 5418174077	
Contact Person's Mailing Address (if different) same	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

[Redacted Signature]

(Applicant #1)

[Redacted Signature]

(Applicant #2)

(Applicant #3)

(Applicant #4)



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City of Sutherlin

STAFF REPORT					
Re: New Strategic Plan Council Priorities				Meeting Date:	9/14/20
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☒	Update ☐
Submitted By: Jerry Gillham, City Manager				City Manager Review	☒
Attachments: Two Strategic Plan Objectives Worksheets: Cooper Creek and Park Improvements					

WHAT IS BEING ASKED OF COUNCIL?

To review and approve two new Strategic Plan Council Priorities for 2020-2021 as presented and discussed at the previous city council meeting on 8/10/2020 and described in the two attached Objectives Worksheets, titled, *Cooper Creek Camp Sites* and *Sutherlin Sports Park*.

EXPLANATION

During open discussion at the 8/10/20 city council meeting, members of council discussed two new possible projects thought to increase tourism and improve the livability of our community, especially families.

The first proposal, introduced by Councilor Hamilton, was to ask if staff could examine the feasibility of partnering with Douglas County and Sutherlin Water Control District in creating a number of overnight camping and RV spaces that would attract large numbers of people to come into Sutherlin, stay a few nights at Cooper Creek and spend money in our community. This too, was thought to serve as a catalyst for introducing our vast recreational opportunities to a much larger number of people that would otherwise simply drive through. Subsequently, council agreed this should be examined in greater detail and asked City Manager Gillham to bring a course of action recommendation to the meeting on 9/14/20 for council consideration.

The second proposal was introduced by both Councilor Sumner and Mayor McKnight. This project foresees making improvements to the land behind the fire station as was previously attempted in 2014. At that time, the Parks Advisory Committee suggested making the grounds green and accessible to local youth sports teams for use as a soccer and football field. However, after attempts to level and irrigate the grounds, it was discovered that years of flooding had drained the nutrients necessary for lush green grass. In the meantime, we discovered that youth actively use the sand volleyball court while the picnic area has also become overgrown with weeds and harsh brown grass. Council, therefore, asked the City Manager to present a course of action that would add another sand volleyball court, refurbish the covered picnic area with lush green grass and

improved day use for and special community and family events. Additionally, take actions to restore the ball field to a lush, green and measured multi-use sports field as intended in 2014.

OPTIONS

1. Approve the two courses of action as presented.
2. Amend one or both courses of action and approve as amended.
3. Seek more information and delay approval until the additional information is presented.

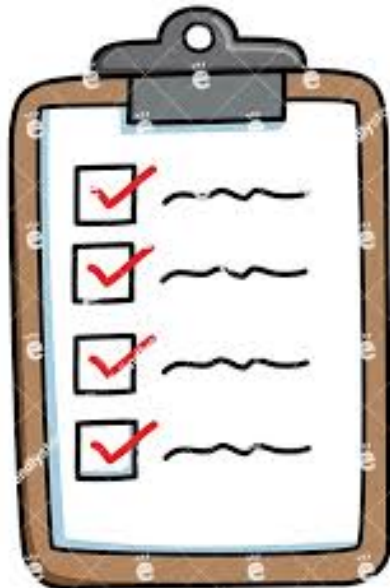
Department: Community Development: COOPER CREEK CAMP SITES			
Objective: Evaluate the feasibility of creating a series of overnight camp sites at Cooper Creek	Due Date	Council Date	Status
Priority:			
1. Brainstorm possibilities with the Parks Advisory Committee- establish an initial plan			
2. Seek partnership with Douglas County and Sutherlin Water Control District to create a story-board visual concept			
3. Hire specialist/consultant to do a feasibility study for the proposed partnership project			
4. If feasible, create needed partnership agreements with stakeholders			
5. Present a plan to city council for approval			
Objective: Goal	Due Date	Council Date	Status
Priority:			
1			
2			
3.			
4.			
Objective: Goal	Due Date	Council Date	Status
Priority:			
1.			
2.			
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4.			
Objective: Goal	Due Date	Council Date	Status
Priority:			
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Objective: Goal	Due Date	Council Date	Status
Priority:			
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Objective: Goal	Due Date	Council Date	Status
Priority:			
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4.			
Objective: Goal	Due Date	Council Date	Status
Priority:			
1			
2			
3.			
4.			

Department: Public Works: SUTHERLIN SPORTS PARK

Objective: Complete the analysis and associated work necessary for improving park lands behind Fire Station	Due Date	Council Date	Status
Priority:			
1. Parks Advisory Committee work with staff in developing options for council approval such as new volleyball court, additional picnicking areas around rest rooms and improved grounds for sports.			
2. Options presented to city council. City council selects option and timelines for completion.			
3. City staff complete or ensures the completion of the option determined by city council.			
4. City staff makes presentation to city council upon completion of new park facilities.			
Objective: Goal	Due Date	Council Date	Status
Priority:			
1			
2			
3.			
4.			
Objective: Goal	Due Date	Council Date	Status
Priority:			
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Objective: Goal	Due Date	Council Date	Status
Priority:			
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Objective: Goal	Due Date	Council Date	Status
Priority:			
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Objective: Goal	Due Date	Council Date	Status
Priority:			
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Objective: Goal	Due Date	Council Date	Status
Priority:			
1			
2			
3.			
4.			



STRATEGIC PLAN UPDATE





10 year Non-Compliant ADA Replacement Ramp Plan (verbal)



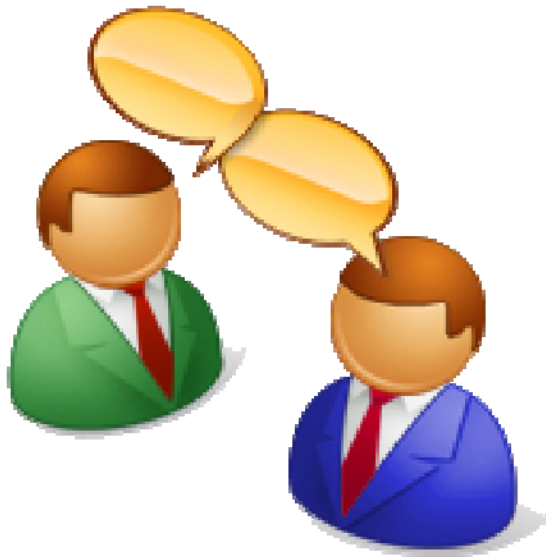


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

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

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

Revised 9/1/20

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
OCT 2019				
10/14/19	CDD-Development	Evaluate all new-development beneficiaries and establish new SDC's according to the analysis	Develop SDC matrix/presented update to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Community Center building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Library building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Implement a 10-year non-compliant ADA replacement ramp plan	Report to Council	✓
10/28/19	Police	Recruitment and retention	Report to Council	✓
10/28/19	Fire	Create backfill relief position	Present to Council	✓
NOV 2019				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	✓
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	✓
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	✓
11/12/19	Police	Integration of K9 program	Report to Council - Discussed at Oct 28th mtg	✓
DEC 2019				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	✓
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	✓
12/09/19	CDD/PW-Wastewater	Complete construction of new WTP	Report to Council	✓
12/09/19	CDD-Planning	Consider feasibility of commercial/multi-family Urban Renewal District	Present options to Council	✓
12/09/19	Fire	Grow volunteers & UCC Students	Report to Council	✓
JAN 2020				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	✓
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	✓
01/27/20	CDD/PW-Facilities/Parks	Install larger security signage and new, more reliable 24/7 cameras	Report to Council	✓
01/27/20	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Ave building	Report to Council commercial tenant leasing building 9/2/19	✓
01/27/20	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council Reported at 11/12/19 mtg	✓
01/27/20	CDD/PW-Transportation	Develop a "plan-of-action" for upgrading Waite St from Central to Southside Rd	Report to Council	✓
FEB 2020				
02/10/20	CDD-Development	Commercial and industrial development recruitment and retention (large and small)	Present updated EDP to Council	✓
02/24/20	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	✓
MAR 2020				
03/09/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Award Contract - Council Approval	✓

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Revised 9/1/20

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MONTH	DEPT	GOAL	ACTION	
APR 2020				
04/13/20	CDD/PW-Development	Wastewater extension/reimbursement district	Present to Council to award (Presented at February 24th mtg)	✓
MAY 2020				
05/11/20	CDD-Development	Evaluate new development beneficiaries regarding System Development Charges and establish new SDC's	Develop SDC matrix/present to Council	✓
05/11/20	Admin	Begin CBA agreements - AFSCME	Present to Council	✓
JUN 2020				
06/08/20	Finance	Examine System Development Charges(SDC) Rates	Develop new SDC matrix and present to Council	✓
06/08/20	CDD/PW-Transportation	Transportation System Plan (TSP) update	Report to Council	✓
06/08/20	CDD/PW-Facilities/Parks	Community Center & Library building - caulk and paint exterior	Provided update to Council	✓
06/08/20	CDD-Development	Wastewater extension/reimbursement district	Report to Council	✓
JUL 2020				
07/13/20	Finance	Long term budget forecast	Report to Council	✓
07/13/20	CDD/PW-	Ford's Pond recreational improvements	Council approval to award contract	✓
07/13/20	CDD/PW-Transportation	Nicholas Ct to St Johns St Crosswalk	Report to Council - Unable to move forward per ODOT	✓
AUG 2020				
08/10/20	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Report to Council	✓
08/10/20	CDD/PW-Wastewater	Complete construction of new Wastewater Treatment Plant	Report to Council	✓
SEP 2020				
09/14/20	CDD/PW-Facilities/Parks	Implement 10-year non-compliant ADA replacement ramp plan	Report to Council	✓
OCT 2020				
10/12/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Report to Council	
10/12/20	CDD/PW-Parks	Central Park - Repair or replace deteriorated sidewalks	Report to Council	
NOV 2020				
11/09/20	CDD/PW-Facilities/Parks	Improve drainage in Central Park (phase III)	Complete and report to Council	
11/09/20	CDD/PW-Transportation	Complete sidewalks from Silver Glen to Quail Run	Bid process and present to Council	
11/09/20	CDD/PW-Facilities/Parks	Continue Central Park Christmas lighting display improvements	Report to Council	
DEC 2020				
12/14/20	Finance	Accept Audited Financials	Present to Council	
12/14/2020	Finance	Continue WWTP reporting compliance and ARRA reporting until completion	Final report to Council	
12/14/20	CDD/PW-Facilities/Parks	Central Plaza Park - Donated lot development	Report to Council	
12/14/20	CDD/PW-Water	Seek funding and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	

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MONTH	DEPT	GOAL	ACTION	
JAN 2021				
01/11/21	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	
01/11/21	CDD/PW-Water	Schoon Mtn Water Storage Tank and Sixth & Oak Pump Station improvements	Report to Council	
01/11/21	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council	
01/11/21	CDD/PW-Water	Schoon Mountain Pump Station Improvements (pump replacement)	Present funding approval to Council	
01/11/21	CDD/PW-Wastewater	Complete construction of new WTP (after 1-year performance evaluation)	Report to Council	
FEB 2021				
02/08/21	CDD/PW-Facilities/Parks	Centrtal Park - Additional water features	Present to Council for approval	
02/08/21	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Report to Council	
02/08/21	CDD - Planning	Evaluate Industrial Lands - County and City	Establish a methodology and timeline, report to Council	
02/08/21	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Bring ordinance to Council for approval of first reading	
MAR 2021				
03/08/21	CDD/PW-Facilities/Parks	Ford's Pond recreational improvements	Report to Council	
03/08/21	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Bid process, funding approval and present to Council	
APR 2021				
04/12/21	Police	Facility Security	Report to Council	
04/12/21	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Report to Council	
04/12/21	CDD/PW-Wastewater	Complete construction of new Wastewater Treatment Plant	Report to Council (1-year eval)	
MAY 2021				
05/10/21	Admin	Begin CBA agreements - SPOA	Present to Council	
05/10/21	CDD/PW-Facilities/Parks	Centrtal Park - Additional water features	Report to Council	
05/10/21	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	
JUN 2021				
06/14/21	CDD/PW-Facilities/Parks	Community Center Building - Calulk and paint exterior	Report to Council	
06/14/21	CDD/PW-Water	Schoon Mt Pump Station (pump replacement)	Report to Council	
06/14/21	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	
JUL 2021				
7/12/2021	Admin	Personnel Policy Review by CIS	Report to Council	
AUG 2021				
08/09/21	CDD/PW-Facilities/Parks	Plan and construct amphitheater behind Fire Station or larger parcel at Exit 135	Bid process & award - Council approval	
08/09/21	CDD/PW-Facilities/Parks	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council	
SEP 2021				
09/13/21	CDD/PW-Transportation	Implement 10-year non-compliant ADA replacement ramp plan	Report to Council	

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Revised 9/1/20

PUBLIC NOTICE – CITY OF SUTHERLIN CITY COUNCIL MEETING

The September 14, 2020, City Council Meeting, will be held at 7:00pm in Civic Auditorium at 175 E Everett. This meeting will be a teleconference style meeting with City Council and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings, physical distancing, and Oregon public meeting laws, a limited number of staff and city officials will be present. We encourage and welcome citizens that are able to use the video link or phone number provided, to join the meeting from your home.

Anyone wishing to comment is strongly encouraged to email comments and/or questions to Diane Harris, City Recorder, at d.harris@ci.sutherlin.or.us by 2:00pm on September 14th. The questions/comments will be read into the public record at the meeting during the Public Comment period.

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

Thank you,

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

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, September 9, 2020 8:54 AM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: Sutherlin City Council Meeting
Attachments: CC AGENDA SEPT 14, 2020.pdf; 12. 3. FYI. 9.14.20 Zoom Public Mtg Notice.docx

Good morning. Attached is the agenda and zoom public notice for our city council meeting on Monday, September 14, 2020.



Melanie Masterfield
Deputy City Recorder

City of Sutherlin
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