



**City of Sutherlin  
Open Discussion/Plans & Reports  
Monday, September 24, 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. INTRO OF MEDIA**
- 4. PRESENTATION**
  - a. Business Registration Update – Chamber of Commerce
- 5. AGENDA CONFIRMATION**
  - a. October 8, 2018 Agenda
- 6. A. COUNCIL PRIORITY PROGRESS REPORT**
  - Council Workshop Expectations

**B. COUNCIL COMMENTS**
- 7. COUNCIL BUSINESS**
  - a. Resolution 2018.17 – Fee Schedule
  - b. Resolution 2018.18 – Withdrawal of Land – Ford's Pond Property
  - c. Resolution 2018.19 – Withdrawal of Land – Mountain View Estates
  - d. Fire Department Paving Approval
- 8. WORKSHOP**
- 9. REPORTS**
- 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.*



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**







# **Presentations and/or Proclamations**





# **BUSINESS REGISTRATION UPDATE (verbal)**





# **AGENDA CONFIRMATION**





**City of Sutherlin  
Regular Council Meeting  
Monday, October 8, 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**

**6. CONSENT AGENDA**

- a. September 10, 2018 Minutes – Regular Meeting
- b. September 24, 2018 Minutes – Workshop

**7. PUBLIC HEARING**

- a. Withdrawal of Territory

**8. COUNCIL BUSINESS**

- a. Resolution No. 2018.20 – Safe Drinking Water Grant and IFA Loan Approval
- b. Ordinance – Withdrawal of Territory – Ford's Pond Property (first reading, title only)
- c. Ordinance – Withdrawal of Territory – Mountain View Estates (first reading, title only)

**9. REPORTS**

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

**11. CITY COUNCIL COMMENT**

**12. 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.]

**13. 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.*



# **COUNCIL PRIORITY PROGRESS REPORTS**

**\*\*\***

## **COUNCIL COMMENTS**





## City of Sutherlin

STAFF REPORT					
<b>Re: 2019-2020 Council Initiatives</b>				Meeting Date:	9/24/18
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Jerry Gillham, City Manager</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> 1) Email from Strategic Plan Advisor, and 2) Initial Brainstorming Template					

### WHAT IS BEING ASKED OF COUNCIL?

To consider the attached Initial Brainstorming Template and previous council priorities and begin thinking about formalizing new 2019-2020 Council Priorities sometime in November/December.

### EXPLANATION

For memory purposes, I have included the email communication between myself and one of the more renowned experts in city strategic planning. Please recognize that Mr. Wright is suggesting we evolve our thinking toward a more pro-active problem-solving/brainstorming process. His suggestion may or may not be what city council eventually desires to do. This approach is new to me as well. In the end, this is your process to do what you want.

To possibly help thinking through this, I built a one-page template that helps to explain how the strategic plan is structured in terms of “static” and “fluid” sub-parts of the plan and how the process theoretically goes.

I then considered your recent evaluation, coupled with your previous priorities and wrote down what I think could be your 2019-2020 Expectations and your, eight Objective Statements. In considering these draft expectations and objectives, it is hoped this would then make it easier to flow into direct brainstorming your new Council Initiatives.

So from your Mission, Vision, Values, and Goals comes your Expectations, Objectives, and Actions, which in this case “Actions” are your Council Initiatives. For clarity purposes, we consider a “Council Initiative” to be a description of completed Action or something we will do on your behalf.

It is at this point Mr. Wright suggests we consider the myriad of current and anticipated problems that would limit our identified “Objective Statements” and create “Actions” (Council Initiatives) that would be responsive to that problem.

## Jerry Gillham

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**From:** Jerry Gillham  
**Sent:** Friday, August 10, 2018 2:29 PM  
**To:** Diane Harris  
**Subject:** FW: Strategic Thinking Article

**From:** Norman Wright [<mailto:norman.wright@outlook.com>]  
**Sent:** Friday, August 10, 2018 2:05 PM  
**To:** Jerry Gillham  
**Subject:** Re: Strategic Thinking Article

Greetings from Salem, Jerry! My apologies for being as late as I've been with this response. I've visited your site and am really impressed with the work you and your team has done. You've instilled some real transparency and accountability. You say what you're going to do and when it will be done. Pound for pound, I can't imagine there being a better workplan!

We could learn from it here in Salem.

You asked about how to move this into the next election cycle. My advice is this: **use the election to develop a diagnosis of the top problems Sutherlin should address, correlate your action as a response to the problem, and communicate the expected result for each initiative.** Priorities are good. Goals are good. But people don't seem to talk that way, you know? People seem to get the most clarity from understanding the problem and what they wish would be different (e.g. desired result). I don't know why but, again, when strategy starts with problems, people get it. "Here's the problem and here's what we're doing about it." That's a great strategy statement. And every election cycle, there's certainly talk of problems! We're just missing the other half of the statement.

I base this advice on a fantastic book called "Good Strategy Bad Strategy". More details are on my site if you want to see more: <http://strivingstrategically.com/2018/08/the-best-book-on-strategy-ive-ever-read> The website is in its early stages of development and not "public" yet but you can find more info there all the same.

Hope that helps! Thanks for reaching out.

Norm

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**From:** Jerry Gillham <[j.gillham@ci.sutherlin.or.us](mailto:j.gillham@ci.sutherlin.or.us)>  
**Sent:** Tuesday, July 24, 2018 2:10 PM  
**To:** [norman.wright@outlook.com](mailto:norman.wright@outlook.com)  
**Subject:** Strategic Thinking Article

Norman,

I just read your recent article in ICMA and appreciated your advice.

I too, am a huge supporter of flexibility in the plan itself. However, I wonder if we are doing our rationale integration well enough.

## **2019-2020 CITY COUNCIL PRIORITIES**

### **Strategic Plan Order of Decision-Making & Problem-Solving**

**Mission, Vision, Values, Goals**

(Static)

**Expectations, Objectives and Actions**

(Fluid)

### **City Council Expectations**

1. Our Ideal Sutherlin will be a Vibrant, Beautiful, Safe, Successful and Full Service City.
2. The City shall be responsive to citizens' needs, fiscally solvent, active in sustaining community prosperity and improving the quality of life of the citizens and businesses in the City of Sutherlin.

### **2019-2020 City Council Strategic Plan Objective Statements**

1. Continue a strong citizen communication and information program for all-inclusive transparency.
2. Begin a process of longer-range analysis, forecasting and planning regarding the city's finances, streets, transportation systems, land-use, infrastructure, personnel and all city facilities.
3. Encourage new economic investment in Sutherlin and seek ways to help existing businesses to grow.
4. Consistently work to provide improved public safety through technology, partnerships with the school district and county-wide agencies, and through creative problem-solving, for both Police and Fire.
5. Sustain the existing high-level of day-to-day maintenance and new improvements of all city assets.
6. Present a balanced and sustainable FY budget to include recognition of Objective #2.
7. Establish a renewed effort to seek grant funding for critical parks, streets, infrastructure and economic development projects proposed within the Strategic Plan.
8. Work in collaboration with the Oregon Only development team in the planning, problem-solving, and construction of the Oregon Only Destination Resort.

### **2019-2020 Council Priorities**

**Functional Area Necessities**

(Required Action)

**Operational Needs**

(Departmental Necessity)

**Policy Initiated**

(Council-Directed)

**What problem exists today that the City should work to resolve?**

### **Areas of Action Brainstorming Work-Space**





# **COUNCIL BUSINESS**





## City of Sutherlin

STAFF REPORT					
<b>Re: Resolution Adopting Fee Schedule</b>				Meeting Date:	9-24-2018
<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: City Staff</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution No. 2018.17					

### WHAT IS BEING ASKED OF COUNCIL?

Adopt Resolution to repeal Resolution 2015.11, 2015.14 and 2015.15, adopting a fee schedule for the City of Sutherlin.

### EXPLANATION

The City Council conducted a workshop on April 23, 2018 to review proposed land use fees for applications, based on the processing timeframes and legal publications. Following Council's discussion at the workshop, Staff worked with Councilor Stone to review various land use fees and bring recommendations to Council. The fees being proposed are for Council consideration to help sustain the general fund and to help support staffing in the Community Development Department.

At the September 10, 2018 Council meeting staff provided a spreadsheet with proposed City Fee Schedule revisions, which included changes from various departments. These departments included Community Development, Public Safety, Administration, and Public Works. Following brief discussions, staff was directed to bring a resolution to Council with a revised fee schedule.

### OPTIONS

City Council to adopt Resolution 2018.17, establishing a new fee schedule.

City Council to not adopt Resolution 2018.17, establishing a new fee schedule.

### SUGGESTED MOTION(S)

Motion to adopt Resolution 2018.17, establishing a new fee schedule as presented.

## RESOLUTION NO. 2018.17

### **A RESOLUTION REPEALING RESOLUTIONS 2015.11, 2015.14, 2015.15 AND ADOPTING A SINGLE FEE SCHEDULE FOR THE CITY OF SUTHERLIN**

**WHEREAS**, the City of Sutherlin (“City”) Sutherlin Municipal Code Section 3.04.010 specifies that the City Council shall establish fees for City services by resolution; and

**WHEREAS**, with Council and staff analysis, it is in the city’s best interest to combine Resolutions 2015.11, 2015.14 & 2015.15 Fee Schedules into a single resolution; and

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

**WHEREAS**, The City Council recently approved amendments to Sutherlin Municipal Code Sections 5.08.040 (E ) and 5.12.170, and adopted Resolution No. 2018.15 establishing Insurance Liability Limits for street vendors, limousine, taxicab owner/operators and users of city facilities as required per user’s applications and needs to be incorporated into the fee,

**NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, adopts Resolution No. 2018.17 establishing city fees as follows:**

#### **Business Fees:**

Liquor License	
New .....	\$100.00
Change .....	\$75.00
Renewal.....	\$35.00
Social Gaming License	
Application (non-refundable) .....	\$25.00
Table Fee (non-refundable) .....	\$100.00 / table (annual)
Street & Sidewalk Vendors (License).....	\$25.00 (annual)
Taxicabs & Limousines	
Application.....	\$25.00
License Fee .....	\$15.00 (annual)
Certification Fee.....	\$15.00
Taxicab Stand Fee.....	\$10.00
Used Merchandise Dealer Permit .....	\$1.00

#### **Community Center:**

Main Hall	
Hourly Rate.....	\$20.00
4 Hours.....	\$70.00
8 Hours.....	\$140.00
All Day.....	\$170.00
Main Hall & Kitchen	
Hourly Rate .....	\$30.00

4 Hours.....	\$100.00
8 Hours.....	\$170.00
All Day.....	\$200.00
<b>Kitchen</b>	
Minimum up to 4 Hours.....	\$50.00
All Day.....	\$100.00
<b>Meeting Room</b>	
Hourly Rate.....	\$10.00
4 Hours.....	\$25.00
8 Hours.....	\$50.00
All Day.....	\$75.00
<b>Entire Center</b>	
Hourly Rate.....	\$35.00
4 Hours.....	\$125.00
8 Hours.....	\$200.00
All Day.....	\$250.00

#### **Finance, Administration, and Other Fees:**

Administrative Appeal Fee .....	\$50.00
<b>Communications Fees</b>	
Administrative Fee.....	\$500.00
<b>Private Communications System</b>	
Annual License Fee.....	\$2.00 / linear ft. of public property
Lien Search .....	\$25.00 / property lien search
N.S.F. Charge.....	\$25.00
<b>Police / Fire Reports</b>	
6 pages or less .....	<del>\$10.00</del> <del>\$8.00</del>
7 pages or more .....	<del>\$20.00</del> <del>\$15.00</del>
Fingerprints (up to 2 print cards) .....	\$25.00
<b>Students</b> .....	<b>\$10.00</b>
Additional cards .....	\$10.00 / each
Photos, CD's (Police Department).....	\$15.00
DVD's (Police Department) .....	\$20.00

#### **Health & Safety Fees:**

<b>Noxious Growths</b>	
Cost of Abatement .....	Cost
Administrative Charge .....	<del>\$150.00</del> <del>\$25.00</del> /parcel
<b>Bill Not Paid Within 30 Days</b> .....	<b>\$25.00</b>

#### **Municipal Court Fees:**

Court Appointed Attorney .....	up to \$150.00
Collections Fee.....	25% of fine (not to exceed \$250)
Deferment / Prosecution Fee.....	Not to exceed \$150.00 / offense
Diversion Extension.....	\$25.00
<b>Installment Fee</b>	
Fine under \$300.00 .....	\$15.00

Fine \$300.00 or over .....	\$25.00
Jail Reimbursement.....	
.....actual cost of expenses incurred not to exceed \$60/day (ORS 169.151)	
License Suspension / Reinstatement .....	\$25.00
Payment Extension.....	\$25.00
Seat Belt Assessment .....	\$25.00
Show Cause Letter .....	\$25.00
Warrant .....	\$100.00

#### **Park Use Fees:**

Permit Processing Fee .....	\$15.00
Special Events Permit, exclusive park use.....	\$200.00 / day

#### **Park Use Fee Waiver:**

*Prospective users may submit, with a park use request, a request to have the City waive payment of all or part of the park use fee. The City, at its discretion, may waive the park use fee if the following applies:*

- 1. The applicant is a private nonprofit association or corporation, located within the city or which provides services within the city;*
- 2. The applicant is a volunteer organization that provides services that benefit the city or the citizens of the city.*

#### **Insurance Liability Limits:**

Street Vendors, Limousine and Taxicab owner/operators and users of city facilities, per occurrence.....	<u>\$3,000,000</u>
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#### **Planning & Development Fees:**

<u>Amendment – Major .....</u>	<u>75% of current fee</u>
<u>Amendment – Minor .....</u>	<u>\$200.00</u>
Annexation.....	\$600.00
Appeal .....	\$330.00 + costs
Building Permit.....	Douglas County Fee
<u>Commercial Site Review.....</u>	<u>\$200.00</u> <del>\$25.00</del>
Comprehensive Plan Amendment / UGB Expansion .....	\$1200 + costs
Conditional Use Permit.....	<u>\$725 + Legal Fees</u> <del>\$530.00</del>
Expedited Land Division:	
Base Fee.....	\$1800.00 + \$30 per proposed parcel
Arbitrator.....	\$150.00/HR
Extensions .....	\$200.00
<u>Home Occupation.....</u>	<u>\$200.00</u>
<u>Issuance of Address.....</u>	<u>\$25.00</u>
Land Partitions:	
Tentative Plan.....	\$300.00
Final Plat.....	\$200.00
<u>Land Use Compatibility Statement.....</u>	<u>\$50.00</u>
Lot Line Adjustment.....	\$200.00
Manufactured Home Park.....	\$600.00 + \$30/space over 10

### Multiple Applications:

Full fee - highest application + 50% of 2<sup>nd</sup> application fee full price for both-

Planned Unit Development (PUD).....	\$930.00 + \$30/unit over 10
<u>Pre-Application Conference.....</u>	<u>\$125.00</u>
Right of Way Permit.....	\$50.00
Sign Permit.....	\$50.00
Subdivision:	
Tentative Plan.....	\$800.00 + \$30/unit over 10
Final Plat.....	.....\$200.00
<u>Temporary Family Hardship.....</u>	<u>\$200.00</u>
Temporary Use Permit.....	\$270.00
Vacations:	
Lot Line, etc. ....	\$200.00 + costs
Street/Alley.....	\$400.00 + improvements + costs
Variances:	
Class A&B.....	\$300.00
Class C.....	\$460.00
Worksheet Permit.....	<u>\$50.00</u> <u>\$25.00</u>
Zone Change:.....	\$1200.00 + costs

### **Public Records Fees**

#### Electronic Formats

Each DVD.....	\$15.00
Each CD.....	\$15.00
<del>Each Audio Tape.....</del>	<del>\$15.00</del>
Additional charge.....	(see Research Fees)

#### Copies per Page

8.5 x 11 black & white (per side) .....	\$0.25
11 x 17 black & white (per side).....	\$0.50
8.5 x 11 color (per side) .....	\$0.50
11 x 17 color (per side) .....	\$1.00
Photo quality paper .....	Additional \$0.50 / page

#### Research Fees

Up to 30 minutes .....	Copy costs only
30 minutes to 2 hours .....	Copy costs + \$25.00 / hour
Over 2 hours .....	Employee cost (not to exceed \$45.00/hr.)
Maps & Nonstandard Documents .....	Actual cost for reproduction

### **System Development & Hook-Up Fees**

#### Water

SDC.....	\$1,621.50 / <i>EDU</i>
Admin Fee.....	2% of SDC
Hook-up:	
Inspection and Connection at actual cost; actual cost to be calculated at time of installation; the following are averages:	
5/8" to 1" .....	\$350.00
1-14" to 2" .....	\$500.00
2" to 6" .....	\$400 + Materials

Meter .....	Actual Cost
Sewer	
SDC .....	\$128.50 / EDU
Hook-up .....	\$490.00
Transportation SDC .....	\$122.25 / ELNDT (Equivalent Length New Daily Trip)
Parks SDC .....	\$500.00
West Side Special SDC .....	\$247.00

#### Utility Fees:

##### Sewer

Customer Classification	7/1/18	7/1/19	7/1/20 *
Single-family Residential			
Flat Rate .....	\$51.78	\$57.97	\$58.55
Multi-family Residential			
Flat Rate -80% of single-family rate (per unit) .....	\$41.42	\$46.38	\$46.84
Commercial/Industrial			
Base rate per account-includes 4,500 gallons/month .....	\$51.78	\$57.97	\$58.55
Commercial/Industrial			
Consumption per 1,000 gallons/month above 4,500 .....	\$7.76	\$9.91	\$10.01
Commercial/Industrial			
Strength surcharge-per 1,000 gallons/month .....	varies	varies	varies
Step Surcharge			
Per account-Calapooia and Knolls Estates .....	\$11.00	\$11.00	\$11.00

- Notes:
1. Consumption is water to treatment plant, which may be less than water received through water meter. Adjustments, as requested by customer, analyzed and determined in amount by the City Public Works Director and approved by the City Manager, may be made.
  2. Strength surcharges are charged to recover additional treatment costs associated with high strength waste. The Public Works Director shall make the determination of costs.

Water	7/1/18	7/1/19 *
Base Rate per account:		
Multiple connections behind meter (per unit) .....	\$12.76	+annual CPI
¾" meter .....	\$25.54	+annual CPI
1" meter .....	\$51.10	+annual CPI
1 ½" meter .....	\$89.44	+annual CPI
2" meter .....	\$140.57	+annual CPI
3" meter .....	\$345.09	+annual CPI
4" meter .....	\$498.48	+annual CPI
6" meter .....	\$1,546.64	+annual CPI
10" meter .....	\$2,556.41	+annual CPI
Consumption .....	\$3.26/1000 gal.	+annual CPI
Meter Accuracy Test .....	100.00	100.00

**Bulk Water**

Connection fee - Developers.....	<del>\$50.00 month + usage</del>	<del>\$14.20 month</del>
Connection fee - Bulk Water Wholesalers...	<del>\$50.00 month + usage</del>	<del>\$14.20 per hookup</del>
Water rate.....	\$3.26/1000 gal.	+annual CPI
Damage to meters		
Removal of meter.....	actual cost	actual cost
Administration/overhead plus fee.....	\$250.00	\$250.00
Deposit.....	\$100.00	\$100.00
Reconnect.....	\$25.00	\$25.00
Temporary Water Connection.....	\$25.00	\$25.00
Late fee.....	\$15.00	\$15.00

**\* Ongoing annual increases based on CPI**

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Todd McKnight, Mayor

ATTEST:

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Diane Harris, City Recorder, CMC





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin](http://www.cityofsutherlin)

## City of Sutherlin

STAFF REPORT					
<b>Re: Resolutions Initiating Withdrawal of Land from City of Sutherlin Boundaries , Planning File 18-S018 &amp; 18-S019</b>				Meeting Date:	09/24/2018
<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:</b> Joshua Shaklee, Deputy Directory, D.C. Planning; Brian Elliott, Community Development Director; Kristi Gilbert, Community Development Specialist				City Manager Review <input checked="" type="checkbox"/>	
<b>Attachments:</b> Resolution 2018.18, Resolution 2018.19, Legal Descriptions, Maps					

### WHAT IS BEING ASKED OF COUNCIL?

The Council is being asked to approve Resolutions 2018.18 and 2018.19 to initiate the withdrawal of 199 +/- acre parcel of land and 119 +/- acre parcel of land from the City of Sutherlin Boundaries as part of the UGB Exchange enacted by Ordinance 2018-0216.

### EXPLANATION

Ordinance 1060, Douglas County Ordinance 2018-0216 declared the amendment to the City's Urban Growth Boundary and Comprehensive Plan Map and was approved under Department of Land Conservation and Development Order 001896.

To complete ORS 222.460 procedures for withdrawing territory, the City now needs to initiate the withdrawal of territory for two subject properties known as Ford's Pond (consisting of approximately 199 +/- acres) and Mountain View Estates (consisting of approximately 119 +/- acres) from the City Limits to match the Urban Growth Boundary.

Following the approval of Resolutions, the City Council shall then hold a public hearing at 7:00 p.m. on October 8, 2018 at which time public testimony will be heard on the matter of withdrawal of territories meeting the statutory requirements and the requirements of the Sutherlin Development Code.

### OPTIONS

1. Approve Resolution 2018.18 and Resolution 2018.19
2. Not to approve Resolution 2018.18 and Resolution 2018.19

### SUGGESTED MOTION(S)

Motion to approve Resolutions 2018.18 and Resolution 2018.19.

Motion to not approve Resolutions 2018.18 and Resolution 2018.19.

**RESOLUTION NO. 2018.18**

**A RESOLUTION INITIATING WITHDRAWAL OF 199± ACRE PARCEL OF LAND KNOWN AS THE FORDS POND PROPERTY FROM THE CITY OF SUTHERLIN BOUNDARIES BY CONSENT OF THE REAL PROPERTY OWNERS**

**WHEREAS**, except as expressly prohibited by city charter, ORS 222.460 provides that the legislative body of a city may order the withdrawal of territory from the city limits when it determines that it is in the public interest to take such action; and

**WHEREAS**, the Charter of the City of Sutherlin allows for the modification of City boundaries pursuant to law; and

**WHEREAS**, ORS 222.460 further sets out procedures for withdrawing territory, including information that must be contained in city resolutions, requirements for public hearings, thresholds for when elections are required, and disposition of taxes and assessments; and

**WHEREAS**, Sutherlin Development Code 4.2.150(D)(1) (Type IV Procedure) requires that the City Council hold a public hearing prior to taking such action; but beyond this procedural requirement, the Sutherlin Development Code sets no substantive criteria for the withdrawal of territory from the City; and

**WHEREAS**, the territory to be withdrawn was removed from the Sutherlin Urban Growth Boundary (UGB) and assigned Douglas County Zoning and Comprehensive Plan designations as part of a UGB Exchange processed as City of Sutherlin Planning Case File #17-S015, enacted by City of Sutherlin Ordinance #1061 and Douglas County Ordinance #2018-0216, and approved under Department of Land Conservation and Development Order 001896.

**NOW THEREFORE, BE IT RESOLVED:**

**Section 1.** The City Council of the City of Sutherlin, Oregon, hereby declares its intent to change the boundary of the City by means of a withdrawal of territory known as the Ford's Pond property;

**Section 2.** The territory to be withdrawn from the City of Sutherlin is real property in the County of Douglas, State of Oregon, described in Exhibit A. The affected territory is further depicted on Douglas County Assessor's Cadastral Maps attached as Exhibit B1 and B2.

**Section 3.** The City Council shall hold a public hearing at 7:00 pm on October 8, 2018 in the Sutherlin Civic Auditorium, located at 175 E Everett Ave, to be noticed per ORS 222.120, at which time City residents may appear and be heard on the question of the withdrawal of this territory.

**PASSED BY THE COUNCIL ON THIS 24<sup>TH</sup> DAY OF SEPTEMBER, 2018.**

**APPROVED BY THE MAYOR ON THIS 24<sup>TH</sup> DAY OF SEPTEMBER, 2018.**

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Todd McKnight, Mayor

**ATTEST:**

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Diane Harris, City Recorder, CMC

## Exhibit A

### WITHDRAWAL OF TERRITORY FROM CITY OF SUTHERLIN BOUNDARIES

#### Ford's Pond Area

#### City of Sutherlin, Douglas County, Oregon

Beginning at a point on the Southerly Right of Way of Oregon State Highway #138 from which the Northwest corner of Donation Land Claim No. 58, Township 25 South, Range 6 West of the Willamette Meridian bears North 2°35'37" East 722.65 feet; Thence along the Westerly Right of Way of Church Road, County Road No. 10, South 00°03'51" West 1149.99 feet more or less to a point, said point being the Northeast corner of a portion of that land described in Instrument #2014-10715 Douglas County, Oregon Deeds and Records being retained within the City Limits of the City of Sutherlin, Douglas County, Oregon; Thence leaving said Westerly Right of Way line of county Road No. 10 and along the Northerly line of said portion, West 172.57 feet more or less to a point; Thence continuing along said boundary of that portion to be retained, South 52°33'41" West 260.49 feet more or less to a point; Thence, South 496.63 feet to a point said point being in the Southerly line of Inst. #2014-10715, the Southeast corner of said Inst. #2014-010715 and that portion being retained in the City Limits bears south 89°50'49" East 378.67 feet more or less from said point; Thence along the Southerly line of Inst. #2014-10715, North 89°50'49" West 1190.66 feet more or less to a point; Thence, North 00°13'31" West 446.72 feet more or less to a point; Thence, North 88°52'05" West 15.27 feet more or less to a point; Thence continuing along said Southerly line, North 88°52'05" West 1        feet to a point in an existing fence line Thence along the Southerly line of Inst. #2014-10715 being a line Southerly of the existing fence line, North 88°49'41" West 344.34 feet more or less to a point in said existing fence; Thence along said existing fence line and the Southerly line of Inst. #2014-10715, North 88°52'05" West 926.78 feet more or less to a fence corner post; Thence, North 00°30'17" West 1684.88 feet more or less to a point; Thence, South 87°43'30" West 330.46 feet more or less to a point; Thence, North 58°08'31" West 11.90 feet more or less to a point; Thence, North 53°18'00" East 43.44 feet more or less to a point; Thence, North 44°30'00" East 80.52 feet more or less to a point; Thence, North 31°30'00" East 108.24 feet more or less to a point; Thence, North 20°00'00" East 73.92 feet more or less to a point; Thence, North 3°30'00" East 105.60 feet more or less to a point; Thence, South 89°57'47" East 3194.31 feet more or less to a point on the Southerly Right of Way of Oregon State Highway #138; Thence, along said Right of Way, South 57°08'40" East 1330.77 feet more or less to the point of beginning





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& INDEX  
SUTHERLIN

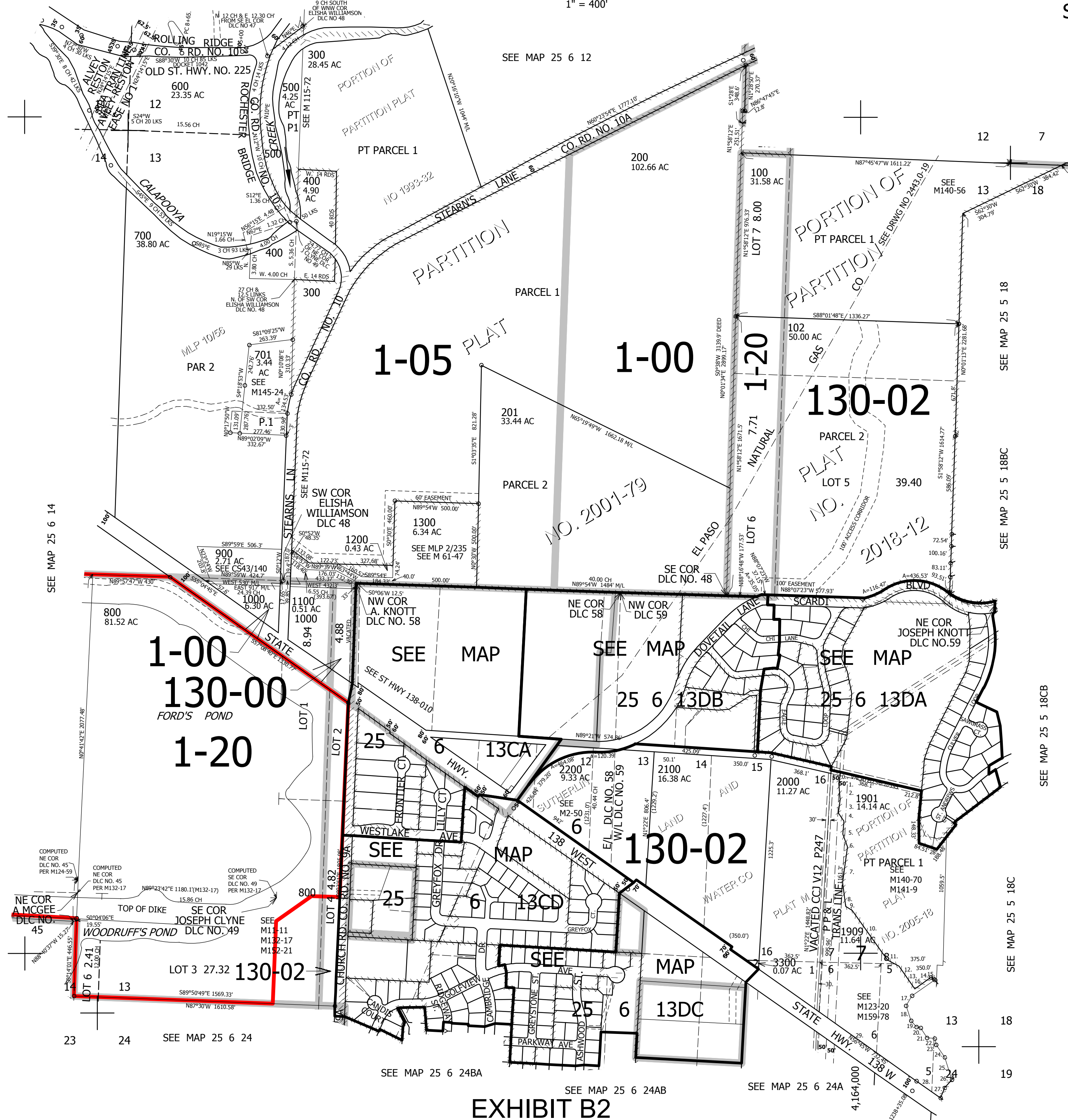
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1601 401 1500  
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1902 1903 2600  
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2500 3200 100M1  
1910 1911 1905  
1906 702 703  
3201 101 1912  
1913

# PAPAR 1909

0. 581°21'57"E 60.21'
5. 56°25'03"N 80.25'
2. 57°00'39"N 80.53'
3. 55°40'18"W 80.40'
4. 536°30'07" 59.01'
5. 585°32'17"N 76.63'
6. 52°34'18"E 59.01'
7. 55°22'59"W 215.33'
8. 59°22'25"E 143.48'
9. 539°40'50"E 35.78'
10. 53°57'43"E 364.08'
11. 54°57'17"E 15.97'
12. 53°12'19"E 165.95'
13. N51°56'42"E 117.19'
14. 562°42'18"E 19.45'
15. 541°07'17"E 10.1'
16. 555°13'30"W 163.46'
17. 538°49'17"E 163.49'
18. 518°26'44"W 97.47'
19. 541°10'14"E 48.77'
20. 577°03'40"E 26.66'
21. 532°20'55" 70.61'
22. 585°32'17"N 76.63'
23. 531°17'37"E 39.23'
24. 534°57'45"E 90.03'
25. 517°34'15"E 139.55'
26. 541°04'39"W 66.98'
27. 522°10'07" 64.94'
28. 532°20'55" 70.61'
29. 532°20'55" 70.61'
30. 515°49'20"E 173.95'
31. N56°49'09"W 731.96'
32. N1°12'19"E 146.19'

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SUTHERLIN



**RESOLUTION NO. 2018.19**

**A RESOLUTION INITIATING WITHDRAWAL OF 119± ACRE PARCEL OF LAND FROM THE CITY OF SUTHERLIN BOUNDARIES BY CONSENT OF THE REAL PROPERTY OWNERS**

**WHEREAS**, except as expressly prohibited by city charter, ORS 222.460 provides that the legislative body of a city may order the withdrawal of territory from the city limits when it determines that it is in the public interest to take such action; and

**WHEREAS**, the Charter of the City of Sutherlin allows for the modification of City boundaries pursuant to law; and

**WHEREAS**, ORS 222.460 further sets out procedures for withdrawing territory, including information that must be contained in city resolutions, requirements for public hearings, thresholds for when elections are required, and disposition of taxes and assessments; and

**WHEREAS**, Sutherlin Development Code 4.2.150(D)(1) (Type IV Procedure) requires that the City Council hold a public hearing prior to taking such action; but beyond this procedural requirement, the Sutherlin Development Code sets no substantive criteria for the withdrawal of territory from the City; and

**WHEREAS**, the territory to be withdrawn was removed from the Sutherlin Urban Growth Boundary (UGB) and assigned Douglas County Zoning and Comprehensive Plan designations as part of a UGB Exchange processed as City of Sutherlin Planning Case File #17-S015, enacted by City of Sutherlin Ordinance #1061 and Douglas County Ordinance #2018-0216, and approved under Department of Land Conservation and Development Order 001896.

**NOW THEREFORE, BE IT RESOLVED:**

**Section 1.** The City Council of the City of Sutherlin, Oregon, hereby declares its intent to change the boundary of the City by means of a withdrawal of territory known as the Mountain View property;

**Section 2.** The territory to be withdrawn from the City of Sutherlin is real property in the County of Douglas, State of Oregon, described in Exhibit A. The affected territory is further depicted on Douglas County Assessor's Cadastral Maps attached as Exhibit B1 and B2.

**Section 3.** The City Council shall hold a public hearing at 7:00 pm on October 8, 2018 in the Sutherlin Civic Auditorium, located at 175 E Everett Ave, to be noticed per ORS 222.120, at which time City residents may appear and be heard on the question of the withdrawal of this territory.

**PASSED BY THE COUNCIL ON THIS 24<sup>TH</sup> DAY OF SEPTEMBER, 2018.**

**APPROVED BY THE MAYOR ON THIS 24<sup>TH</sup> DAY OF SEPTEMBER, 2018.**

---

Todd McKnight, Mayor

ATTEST:

---

Diane Harris, City Recorder, CMC

# Exhibit A

## City Limits Removal

### Mountain View Area

#### City of Sutherlin, Douglas County, Oregon

Beginning at a point being the Southeast corner of Block 2, Plat "C", Sutherlin Land and Water Company Subdivision, Volume 7, Page 23, Douglas County, Oregon Subdivision Plat Records said point being also the Southeast corner of Parcel 1, Partition Plat #2013-0001 A & B, Douglas County, Oregon Partition Plat Records; Thence along the Southerly line of Parcel 1, South 87°56'39" East 1654.11 feet more or less to a point in the Easterly line of the Northeast One Quarter of Section 29, Township 25 South, Range 5 West of the Willamette Meridian said point being the Southeasterly corner of Parcel 1; Thence along the Easterly line of the Northeast One Quarter of Section 29 and Easterly line of Parcel 1, North 01°45'12" East 1333.57 feet more or less to the Northeast corner of Section 29; Thence along the North line of the Northeast One Quarter of Section 29, North 88°11'33" West 80.60 feet more or less to a point being the point of intersection of the Easterly line of Parcel 1, Partition Plat #2013-0001 A & B with the Northerly line of the Northeast One Quarter of Section 29; Thence leaving the Northerly line of Section 29 and along the Easterly boundary of Parcel 1, North 01°58'50" East 2266.38 feet more or less to a point; Thence, North 02°26'04" East 317.07 feet more or less to a point being the Easterly Northeast corner of Parcel 1 and Southeast corner of Instrument #2005-1512 said County Deeds and Records; Thence along the Northerly line of Parcel 1 and Southerly line of Inst. #2005-1512, North 89°59'52" West 24.44 feet more or less to a point; Thence leaving said Northerly line of Parcel 1, Partition Plat #2013-0001 A & B and along the Northerly line of a 25.0 foot wide Road Easement described in Book 1466, Page 184, Douglas County, Oregon Deeds and Records said line being 12.5 feet distant from the Centerline of the Road Easement as described, South 05°41'18" West 147.25 feet more or less to a point; Thence, South 21°47'37" West 237.64 feet more or less to a point; Thence, South 31°37'58" West 101.07 feet more or less to a point; Thence, South 22°49'56" West 74.37 feet more or less to a point; Thence, South 43°49'17" West 121.51 feet more or less to a point; Thence, South 50°55'01" West 249.36 feet more or less to a point; Thence, South 75°57'09" West 114.72 feet more or less to a point; Thence, South 81°01'58" West 161.13 feet more or less to a point; Thence, South 72°06'09" West 130.11 feet more or less to a point; Thence, South 48°38'15" West 117.70 feet more or less to a point; Thence, North 87°24'14" West 63.28 feet more or less to a point being the point of beginning of a curve to the right; Thence, 75.02 feet along the Arc of said curve having a Radius of 52.50 feet, a Central Angle of 81°52'29" and a Long Chord which bears North 46°28'06" West 68.80 feet; Thence, North 05°31'56" West 121.41 feet more or less to a point; Thence, North 19°59'54" West 110.51 feet more or less to a point; Thence, North 36°38'42" West 132.09 feet more or less to a point on the Southeasterly line of Parcel 1, Partition Plat #93-85; Thence leaving the Northerly line of said Road Easement and along the Southeasterly line of Parcel 1, Partition Plat #93-85, South 68°28'49" West 47.86 feet more or less to the Southwesterly corner thereof; Thence leaving the boundary of Parcel 1, Partition Plat #93-85, South 87°51'00" West 372.27 feet more or less to a point being the Northeasterly corner of Lot 13, Block 2, Plat "C", Sutherlin Land and Water Company Subdivision and being on the Westerly line of Parcel 1, Partition Plat #2013-0001 A & B; Thence along said Easterly line of Block 2, Plat "C" and the Westerly line of Parcel 1, South 01°15'22" West 2953.9 feet more or less to the Point of Beginning.

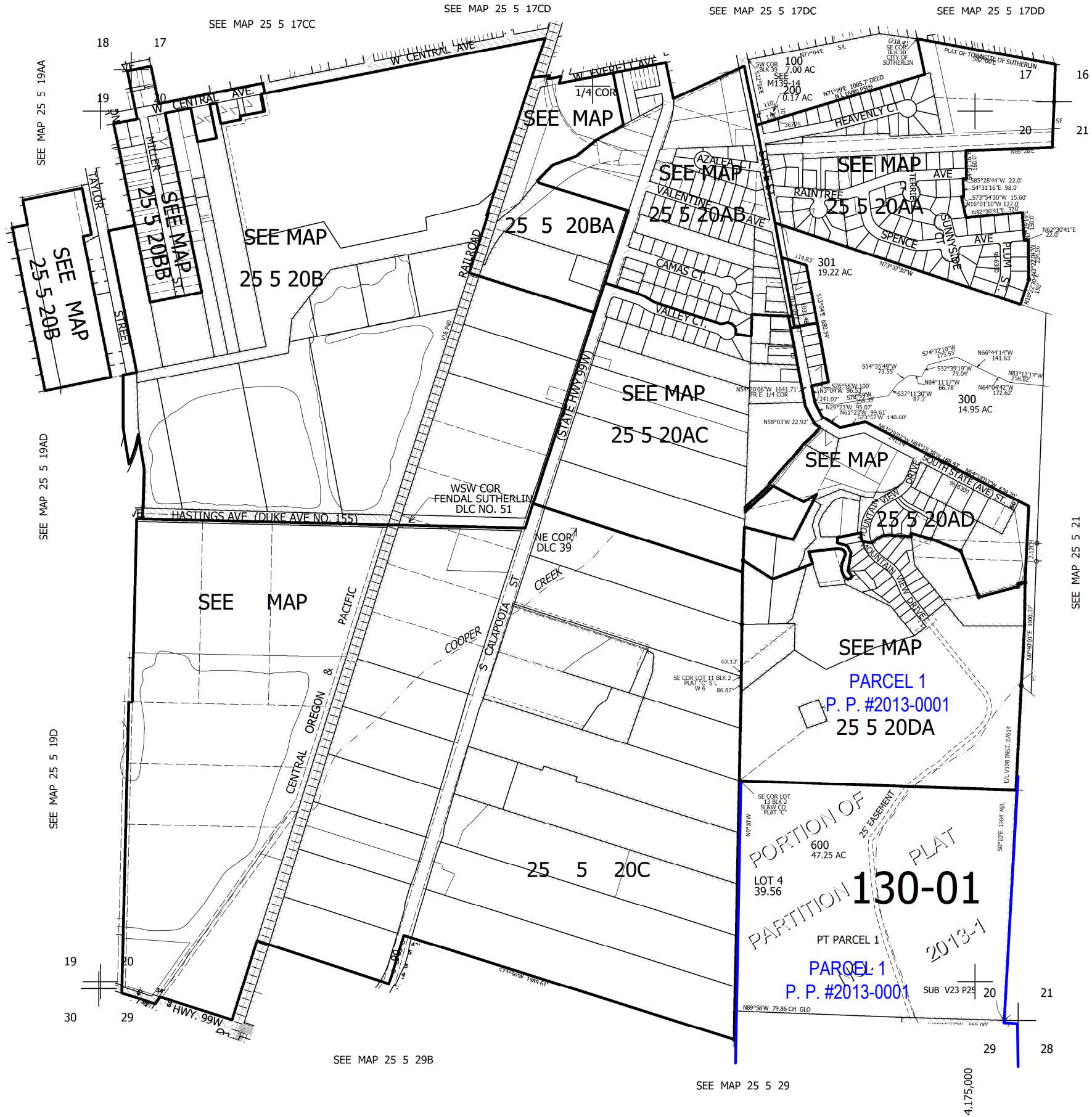


THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY.

SEC.20 T.25S. R.5W. W.M.  
DOUGLAS COUNTY  
1" = 400'

REVISED ON  
1-10-13

25 5 20  
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SUTHERLIN



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503 506 507  
300M1 301M1 510  
511 500 501  
504 505 508  
509 512

25 5 20  
& INDEX  
SUTHERLIN



THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY.

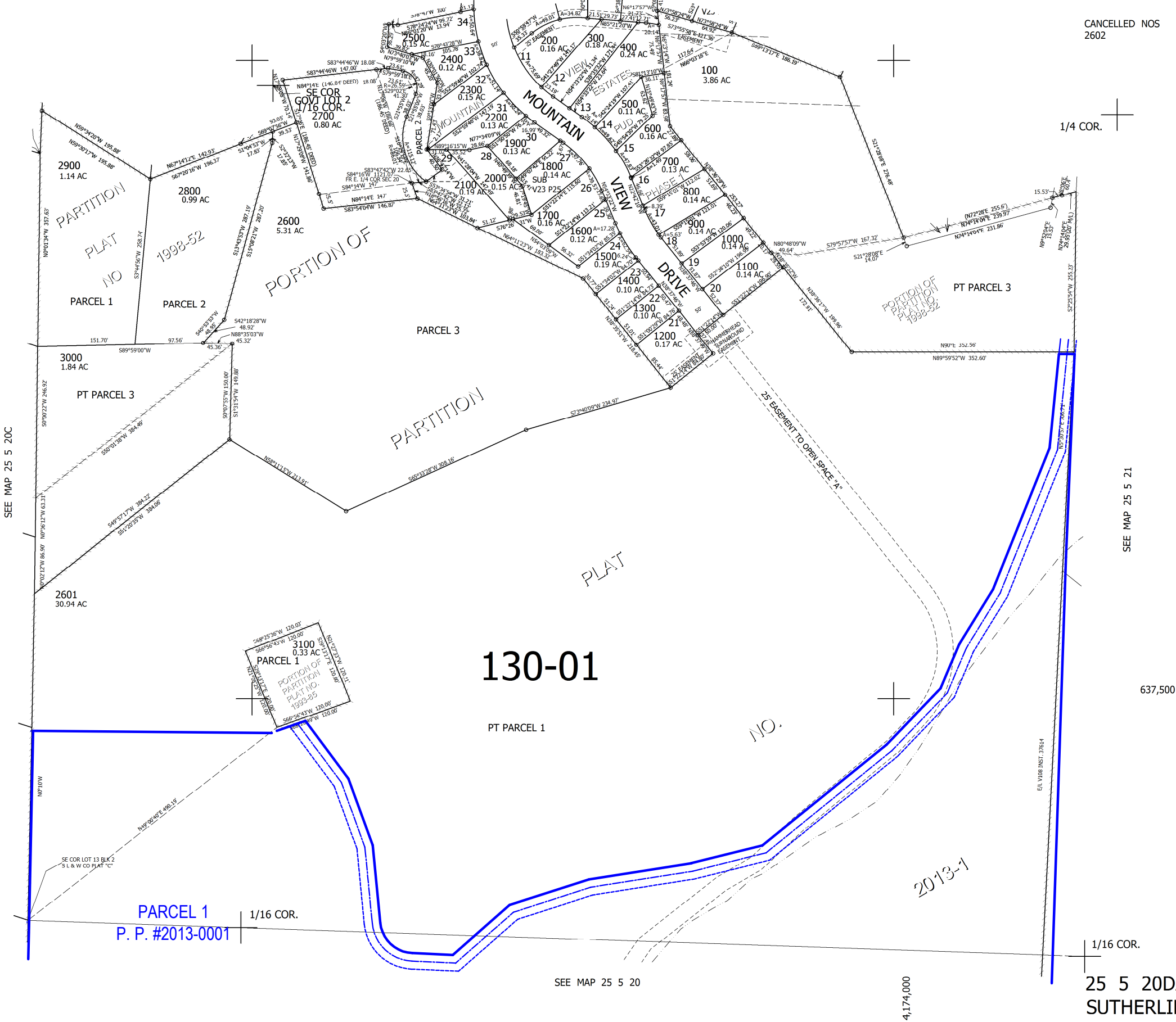
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DOUGLAS COUNTY

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1-9-13

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SUTHERLIN

CANCELLED NOS  
2602

1" = 100'  
SEE MAP 25 5 20AD

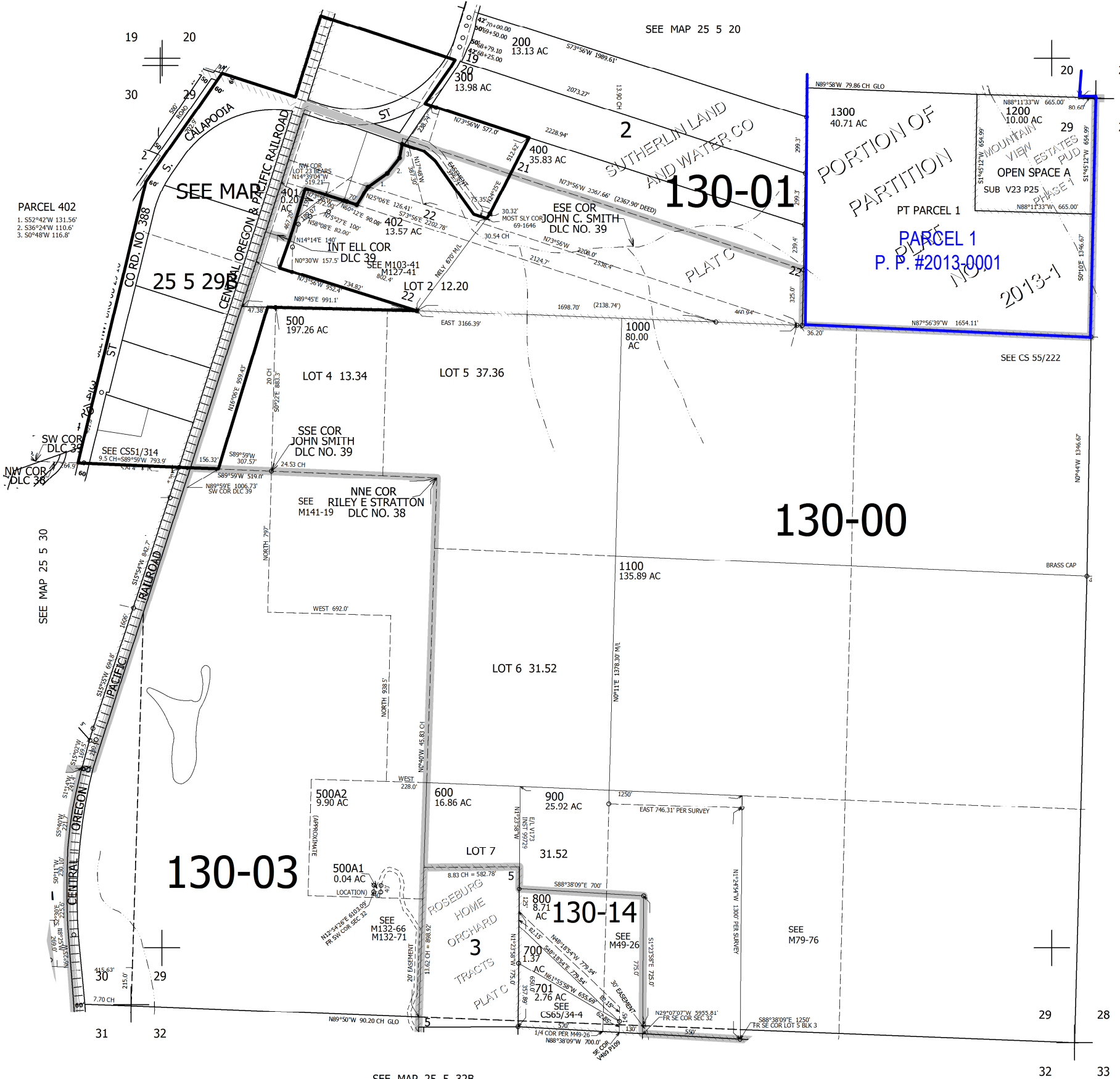


THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY.

SEC.29 T.25S. R.5W. W.M.  
DOUGLAS COUNTY  
1" = 400'

REVISED ON  
8-16-18

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& INDEX  
SUTHERLIN



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& INDEX  
SUTHERLIN



## City of Sutherlin

STAFF REPORT					
<b>Re: Fire Station Back Lot Paving</b>				Meeting Date:	9-24-18
<b>Purpose:</b>	Action Item x	Workshop	Report Only	Discussion x	Update
<b>Submitted By: Aaron Swan, Public Works Director</b>				City Manager Review	x
<b>Attachments:</b> Bid Estimates					

### EXPLANATION

Phase two of the Fire Station paving plan is to pave the back lot/training area. The area to pave is approximately 18,150 square feet of asphalt surface. The City received 3 bids;

1. Umpqua Aggregate Resources bid for \$54,750; and
2. Knife River bid for \$57,950;
3. Umpqua Valley Asphalt bid for \$58,767.50

All three bids are over the \$40,000 budgeted for this project. The money needed is available and staff would like to move forward with the project. It is staff's recommendation to award the Fire Station Back Lot Paving Project to Umpqua Aggregate Resources.

### OPTIONS

Option 1) Award Umpqua Aggregate Resources the contract in the amount of \$ 54,750

Option 2) discuss other options

### SUGGESTED MOTION(S)

Motion to award Fire Station Back Lot Paving project contract to Umpqua Aggregate Resources for \$54,750

Motion to not award Fire Station Back Lot Paving project contract to Umpqua Aggregate Resources for \$54,750



**Proposal For:** Sutherlin Fire Department

**Location:** 250 S. State Street

**Bid Date:** 8/30/18

**We submit to build and construct the following:**

<b>Item 1 Asphalt Paving@ 4" of Depth (2 Lifts)</b>	<b>\$54,750.00</b>
Install Level 3, 1/2" Dense Asphalt & Compact	
Total Area Approximately 18,150 SF	
Tack All Existing Asphalt.	
Import 1" Minus For Fine Grading.	

<b>Total Proposal</b>	<b>\$54,750.00</b>
-----------------------	--------------------

**General Conditions:**

**Exclusions**

Bond fees as well as any construction fees and permits.

Sanitary facilities to be provided by others

Material testing is by Others. (IF NEEDED: Contact Umpqua Sand & Gravel for Pricing 541 673 3273)

Posting/Towing Vehicles by Others.

Seal coat and prime coats are excluded.

Temporary protection of light fixtures, sign bases and concrete by other.

All temporary or permanent surface markings, striping, logos, traffic sensors are excluded.

Work area will be free and clear of obstructions.

Adjustments of utilities, pavement cleaning, sweeping before paving operations.

**Inclusions:**

All Materials and Equipment associated to perform the project. Tack All Edges

Payment due at end of project or as previously agreed (Net30).

Standard operating hours are 7:00 AM to 6:00 PM Monday through Friday.

This proposal is to be all or none and may not be split up or divided.

Haul Off All Spoils Generated From This Work.

Due to Asphalt price escalations, pricing only good for 1 month of Bid Date.

**If Owner or Prime Contractor insists upon completion of the work against the advice of Umpqua Aggregate Resources regarding weather, subsurface, or surface conditions, they shall assume all risks or defects inherited with such conditions.**

Submitted By: \_\_\_\_\_ Accepted By: \_\_\_\_\_



LTM, Incorporated dba

## Proposal and Contract



P.O. Box 1427  
Roseburg, Oregon 97470

EQUAL OPPORTUNITY EMPLOYER

Oregon License #56603  
California License #567735

Telephone 541-679-6744  
Fax 541-679-9757

DATE: 07/09/18

PROPOSAL SUBMITTED TO:

JOB NAME/DESCRIPTION/LOCATION:

City of Sutherlin  
Attn: Aaron Swan  
1020 S. Calapooia  
Sutherlin, Oregon 97479

Sutherlin Fire Station  
250 S. State Street, Sutherlin

We hereby propose to furnish all materials, labor and equipment necessary for the completion of :

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
18,150 SF	Grade and Pave Back Parking Area and Under Covered Parking	Lump Sum	\$57,950.00
	* Mobilization		
	* Fine grade existing rock for 4" of asphalt		
	* Install 4" of Level 3, 1/2" ACP in two lifts		
	Note 1"-0 Crushed Rock need for finish grading to be installed at \$30.00/ton		
	Unsuitable Subgrade to be excavated and rock back on a time and material basis		

Note: Weather conditions may influence the completion of this work.

\* If asphalt depth in the front is more than 5", this proposal should be revised to match existing depth.

\*This proposal is based on professional construction experience and is not an engineered design.

For the sum of \_\_\_\_\_ as above \_\_\_\_\_ dollars (\$) as above \_\_\_\_\_ )  
with payment to be made as follows: PAYMENT DUE 10 DAYS AFTER BILLING DATE.

All labor & material is guaranteed to be as specified. All work to be completed in a workmanlike manner in accordance with standard practice and is warranted for 1 year from date of installation. Except as provided in this Warranty, Knife River disclaims all warranties, express or implied. Knife River shall have no responsibility to Customer for any consequential or incidental damages or losses of any kind or nature which Customer may suffer by reason of any alleged defect in the Work. Knife River shall not be liable to Customer for any loss, damage or costs incurred by Customer due to delays in the completion of the Work by the Estimated Completion Date. This one (1) year Warranty does not cover, and Knife River shall have no liability for, any defects or damage to the Work attributable to the condition and preparation of the subgrade beneath or near the Work, including, but not limited to, the compaction, materials, and preparation by the subgrade on the property where the work is located. Customer agrees to give Knife River Materials written notice of any claim for breach of contract, negligence, breach of warranty, or any other claim of any kind whatsoever within one (1) year from the date of final completion of the Work. The Parties acknowledge and agree that all claims, whether known or unknown, are forever barred and precluded in the event Customer fails to provide written notice within one (1) year as provided herein: LTM, Inc. dba Knife River Materials, is licensed with the State of Oregon, Construction Contractors Board (CCB) # 56603. For all extra work of every description that may be ordered, not covered by the foregoing, the contractor will be entitled to an extra charge over and above the proposed amount. Alterations ordered must be in writing. If adverse or unusual conditions not contemplated by the parties, and not caused by the contractor (such as soft subgrade) require the furnishing of additional material or labor, it is agreed that contractor shall be entitled to additional compensation. Owner or acceptor to carry fire, tornado, and applicable construction insurance. Employees of contractor covered by state insurance laws. The undersigned agrees to pay contractor's reasonable collection costs, including, but not limited to, reasonable attorney fees or other professional fees, for any labor or material provided by contractor under the terms of this Agreement. In addition, if legal action is instituted to enforce any term or condition of this agreement, or to collect any amount due and owing thereunder, the prevailing party shall be entitled to reasonable attorney fees and costs as awarded by trial court, or by any appellate court. Quotations subject to change or cancellation after 30 days. A monthly service charge of 1&1/2% per month (18% annum) shall be paid on balances which are past due.

Greg Bastian, Senior Estimator / Project Manager

Signature: \_\_\_\_\_

### Acceptance of Proposal

The above price, specification, conditions and terms of payment are hereby accepted. I acknowledge receipt of the Consumer Protection Notice, Notice of Procedure, and Information Notice To Owner About Construction Liens, all of which were sent with this proposal.

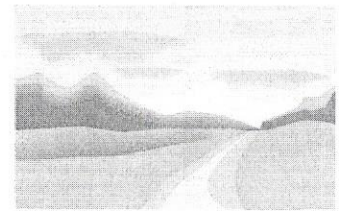
(If accepted, please date and sign both copies. Return one copy to LTM, Inc., dba Knife River Materials and keep one copy for your records. Thank you.)

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

Signature: \_\_\_\_\_

Umpqua Valley Asphalt LLC  
 Sutherlin, OR  
 541-459-3544  
 umpquavalleyasphalt@hotmail.com  
 http://www.umpquavalleyasphalt.com

# Estimate



ADDRESS  
 Sutherlin Fire Department  
 250 S State Street  
 Sutherlin, Or 97479

ESTIMATE #	DATE
1556	08/17/2018

ACTIVITY	ACTIVITY	QTY	RATE	AMOUNT
02 Site Work	Approx 18,150 Sq Ft of gravel to;	1	0.00	0.00
03 Excavation	Excavate for Drainage	18,150	0.45	8,167.50
77 Trucking	Dispose off site	1	0.00	0.00
38 Prep	Prepare area for New A/C	1	0.00	0.00
34 Pave	Provide / Place 5" Hot Asphalt Mix. Compact / Final Roll to 4" Compacted Asphalt Mix. Estimated 460 Tons of asphalt mix	460	110.00	50,600.00
33 CHECK US OUT!	See photos of work in progress and videos at <a href="http://www.umpquavalleyasphalt.com">www.umpquavalleyasphalt.com</a> and at <a href="https://www.facebook.com/umpquavalleyasphalt">www.facebook.com/umpquavalleyasphalt</a>	1	0.00	0.00

TOTAL

**\$58,767.50**

Estimate can be withdrawn within 7 days of receipt. Umpqua Valley Asphalt (UVA) provides a 6-month warranty for workmanship, materials, cracking & failures. Ground movement may occur & is beyond UVA's control. Failures due to ground movement are not covered under warranty. If owner or prime contractor insists upon completion of project(s) against advice of UVA for any reason, including, but not limited to weather or subsurface conditions, the owner or prime contractor shall assume all risk(s) of defects due to weather or subsurface conditions.

Undersigned agrees net charges due upon receipt & will be paid upon receipt, & all collection fees, attorney fees, court costs, & any expense involved in the collection of charges will be borne by undersigned in the court of the county in which indebtedness is incurred. UVA reserves rights to claim lean for all labor & materials furnished on the job according to Oregon Revised Statutes 87.021.

Accepted By

Accepted Date



# WORKSHOP





# **REPORTS**







# ADJOURNMENT





# **FOR YOUR INFORMATION**



# STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
<b>FEB 2017</b>				
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	✓
<b>MAR 2017</b>				
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 - <b>Email to Council</b>	
03/27/17	PW/WWTR	Establish and implement plan to assume full responsibility for city-wide STEP System inspection	Report to Council - Workshop <b>4/24/17</b>	✓
03/27/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Establish methodology and timeline and report to Council-Workshop -	✓
<b>APR 2017</b>				
04/10/17	Finance	Develop long-term facility & physical asset equipment replacement reserve	Report to Council - <b>Email to Council</b>	✓
04/10/17	PW/WWTR	Establish/implement plan to assume full responsibility for STEP system inspection	Report to Council - <b>4/24/17 Workshop</b>	✓
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	✓
<b>MAY 2017</b>				
05/08/17	Fire	Upgrade Fire Equipment	Establish methodology and timeline and report to Council - <b>Discuss during Budget Process - 4/17/17</b>	✓
05/22/17	PW/WWTR	Wastewater system improvement SBR Pre-load	Council Approval - <b>5/8/17</b>	✓
<b>JUN 2017</b>				
06/12/17	City Mgr/Admin	CBA-AFSCME	Present to Council - <b>4/10/17</b>	✓
06/26/17	PW/WWTR	14" Sanitary Sewer Forcemain	Report to Council	✓
<b>JUL 2017</b>				
07/24/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓
07/24/17	Finance	Examine SDC Rates	Establish methodology and timeline and report to Council	✓
<b>AUG 2017</b>				
08/28/17	CDD/Econ Dev <b>(8/28 &amp; 9/11 Packet)</b>	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 <b>(Verbal)</b>	✓
08/28/17	Police <b>( 8/28 &amp; 9/11packet)</b>	Develop a plan for improving Emergency Communications Infrastructure	Establish a methodology and timeline and report to Council	✓
<b>SEP 2017</b>				
<del>09/25/17</del> <b>07/24/17</b>	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

<b>OCT 2017</b>				
10/23/17 (moved to Nov 2018)	Finance	Create Street Mgmt Masterplan w/funding options - (create after Central Ave project is completed - 2018)	Establish methodology and timeline and report to Council	✓
<del>10/23/17</del> 10/9/17	CDD/Planning	UBG land exchange/Expansion	Report to Council	✓
10/23/17	PW/Water	Update Water Master/Management & Conserv Plan	Report to Council - (WMP draft presented 8/28)	✓
<b>NOV 2017</b>				
11/13/17	Finance	Earn a clean Audit	Accept financials -present to Council	✓
11/13/17	Finance	Create long-term budget forecast	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Present final report to Council	✓
11/13/17	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	Recycled Water Reuse Plan Update	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	NPDES Permit Renewal	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Streets	Central Avenue & Downtown Improvements	Report to Council	✓
<b>DEC 2017</b>				
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	✓
<b>JAN 2018</b>				
01/08/18	Fire	Emergency Operations Center	Report outcome to Council	✓
01/08/18	City Mgr/Admin	Continue working with volunteers in keeping library services in Sutherlin	Report to Council	✓
01/22/18	PW/Water	Schoon Mtn. Tank Upgrade	Establish timeline and report to Council	✓
01/22/18	PW/Water	Upper Umpqua Tank Upgrade	Establish methodology and timeline and report to Council	✓
01/22/18	CDD/Planning	Evaluate Industrial Lands - County and City	Establish permitted uses timeline & examine current contracts w/county	✓
<b>FEB 2018</b>				
02/12/18	PW Fac/Streets	Street Maintenance Management Plan	Create after Central Ave completed	✓
02/12/18	Finance	Examine SDC Rates	Report to Council	✓
02/26/18	Emergency Management	Develop a plan for improving Emergency Communications Infrastructure	Develop a listing of possible solutions and report to Council	✓
<b>MAR 2018</b>				
03/12/18	PW Fac/Streets	Prioritize Street Overlay Projects		✓
03/26/18	Finance	Examine SDC Rates	Develop new SDC matrix and present to Council-Workshop Presented at 2/12/18 Mtg	✓
03/26/18	CDD/Eng	With ODOT, establish on/off ramp transportation plan at both exits	Provide report to Council-Workshop - To be examined in TSP. Staff Report 3/12/18	✓
<b>APR 2018</b>				
04/09/18	PW Fac/Parks	Extension of Red Rock Trail - State St. To	Report to Council	✓
04/09/18	PW Fac/Streets	Valentine Improvement	Council Approval	✓
<b>MAY 2018</b>				
05/14/18	PW/Water	Update Water Master/Mgt & Conservation Plan	Report to Council	✓
05/14/18	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council - March 12th Mtg	✓

# STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

<b>JUN 2018</b>				
06/25/18	PW Fac/Parks	Raise funds to pave Red Rock Road	Report to Council	✓
<b>JUL 2018</b>				
07/23/18	CDD/Planning	Maintenance Software Upgrade	Report to Council	✓
<b>AUG 2018</b>				
08/13/18	City Mgr/Admin	Update City Code	Present code changes to Council	✓
<b>SEP 2018</b>				
9/10/18	PW/Water	Change disinfection from Chlorine Gas to Sodium Hypochlorite - Nonpareil WTP	Report to Council	✓
09/10/18	City Mgr/Admin	Update Personnel Handbook and adopt changes	Present new rules to Council - Updated Council	✓
<b>OCT 2018</b>				
10/8/18	CDD/Eng	Develop solutions to water storage deficiencies for new development - Safe Drinking Water Grant (SDWG) & IFA Loan	Create funding plan/execute construction of water storage expansion	
10/8/18	CDD/Eng	Develop solutions to water storage deficiencies for new development (SDWG & IFA Loan)	Take a finance resolution to Council for approval	
10/8/18	PW/Water	Schoon Mtn. Tank upgrade (SDWG & IFA Loan)	Take finance resolution to Council for approval	
10/22/18	PW Fac/Parks	Improve Drainage in Central Park-Phase III	Complete and report to Council	
<b>NOV 2018</b>				
11/12/18	Finance	Create Street Mgmt Masterplan w/funding options	Report new plan w/funding options to Council-Workshop	
11/12/18	PW Fac/Streets	Street Maintenance Management Plan	Present viable alternatives to Council	
<b>DEC 2018</b>				
12/10/18	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Report to Council	
12/10/18	PW Fac/Parks	New bathroom at Hartley Park	Report to Council	
12/10/18	PW Fac/Streets	Right turn lane - Dovetail Lane	Report to Council	
<b>TBA's (To be announced at a later date)</b>				
	Finance	Explore Tax Credit program for owners making property improvements	Report to Council	
	Finance	Consider implementation of Urban Renewal District	Present options to Council	
	Finance	Consider implementation of Urban Renewal District	Council decision	
	Finance	Infrastructure Finance Plan	Report to Council	
	Finance	Continue WWTP reporting compliance and ARRA reporting until completion	Final report to Council	
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Council select options	
	CDD/Eng	Provide infrastructure to Exit 135-Public Util	Present to Council	
	CDD/Planning	Entrance Image & Gateway Design	Bring to Council for adoption	
	CDD/Planning	Complete Wetland and Buildable Lands Inventory	Report to Council - Workshop	
	CDD/Planning	Comprehensive Plan, Plan Maps and Zoning funding options & sources	Report to Council	
	CDD/Econ Dev	Complete one downtown improvement project this FY	Report to Council	
	CDD/Econ Dev	Stearns Lane Target Market Recruitment & Development Plan	Report to Council	

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

<b>TBA Cont..</b>				
	CDD/Econ Dev	Seek to attract "Bigger Fish" businesses to help sustain the economy	Report to Council	
	PW/Water	Provide additional storage tank to Oak Hills	Bid process and present to Council	
	Police	Develop a plan for improving Emergency Communications Infrastructure	Hold Workshop with Council	
<b>2017</b>				
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Staff to look at pockets of opportunity; bring map to Council	
<b>2017-18</b>				
	PW/Water	Upper Umpqua Tank upgrade	Take finance resolution to Council for approval	
<b>2018-19</b>				
	CDD/Planning	Complete a Wetland and Buildable Lands Inventory	Establish methodology and timeline & report to Council (organize a team)	
<b>2019</b>				
Nov 2019	PW/WWTR	Final Design Wastewater Treatment Plant Improvements	Report to Council	
<b>2020</b>				
	PW/Water	Upgrade Nonpareil Water Treatment Plan	Report to Council	
Dec 2020	PW/Water	Seek funding for and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	

## Diane Harris

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**From:** Diane Harris  
**Sent:** Tuesday, September 18, 2018 10:12 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 24.18 Workshop.pdf

Good morning!

Please see attached Agenda for Sutherlin City Council's Meeting on September 24<sup>th</sup>.

Thank you,

*Diane Harris, CMC*

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