

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, March 26, 2018 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
City Attorney, Chad Jacobs (via Skype)
Dyer Partnership & City's Wastewater Project Engineer, Steve Major

Audience: John Bachman, Gary Dagle, Tami Trowbridge, Jim Houseman, Kami & Kim Ghasedi,
Brian Burke, Gail Kuntz, Jan & Davis Sibley, Dar Yarbrough, Chris Boice

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

Flag Salute:

Roll Call: All present

Media: None

Mayor McKnight reported the public is welcome to comment during the workshop.

AGENDA CONFIRMATION

• **April 9, 2018 Agenda**

City Manager, Jerry Gillham, reviewed April 9th agenda explaining Valentine Avenue Engineering, Water Master Plan and Pro Tem Judge ordinances, and Red Rock Trail Phase III.

COUNCIL PRIORITY PROGRESS REPORT

City Manager – Priorities have not changed, Staff is still moving forward. May add one more item to the priority list if Council approves. (Outside city limit water hook-ups).

COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Tomlinson –

- None.

Councilor Luzier –

- None.

Councilor Riggs –

- Though it may be a challenging for everyone, am happy to see the work on Central Avenue.

Councilor Vincent –

- None.

Councilor Stone –

- Is the street sweeper still working? *Public Works Superintendent, Aaron Swan – It is being repaired, hoping to have it running shortly.* Noticed there is a lot of sand and rock on the road near the freeway exit.

- American flag [I-5 exit] is torn.
- When driving down Central at night especially when foggy, it's hard to see the guards around construction sites. Need an arrow sign letting people know they need to move over. *Swan – They have a full array of signs, will talk to them tomorrow.*

Mayor McKnight –

- Thanked the Chamber of Commerce for the annual First Citizen Awards Banquet; appreciates the hard work and effort they put into the event every year.

CONSENT AGENDA

- **March 12, 2018 Minutes – Business Meeting**

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

Discussion: None.

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Wastewater Treatment Plant Improvement Construction Bid Award.**

Staff Report – Community Development Director, Brian Elliott – On March 22, 2018, City received 8 bids from prime contractors. Tapani Inc. submitted the lowest bid and is qualified to construct the new Wastewater Treatment Plant and Everett Avenue Lift Station. Dyer Partnership & City's Wastewater Engineer, Steve Major, is here to present additional information.

Major – Last fall City delayed the bidding process for a more successful outcome. Bids ranged from \$16,240,000 to \$18,881,000. Tapani Inc. is a large firm from Battle Ground, WA. Second lowest bid was provided by Pacific Excavation, for \$60,000 more. This was the first Wastewater Treatment project out to bid this year. Major used Coos Bay's wastewater treatment project as an example. They went out to bid about 16 months ago, and their project is a little smaller than Sutherlin's. They have the same type of treatment process. However, what they do not have is a tertiary treatment system, digesters to treat the sludge, sludge de-watering press, or major offsite pump station. They also went with a different delivery process [CM/GC – Construction Manager/General Contractor]; cost for their project is \$24,000,000. Sutherlin is getting a *complete* facility. Have heard rumors that second bidder may protest. Major explained if Council awards the bid to Tapani Inc. tonight, he will send out a Notice of Award to all bidders, they have 5 days to protest. If there are none, City is free and clear to move forward.

- What if there are protests? *Majors – Have to look at the reasoning for their protest.*

MOTION made by Councilor Luzier to award Wastewater Treatment Plant Construction and Everett Avenue Lift Station improvement bid to Tapani, Incorporated for \$16,240,000 and as presented; second by Councilor Vincent.

Discussion: None.

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1062 – Business Registration (second reading & adoption).**

Mayor McKnight asked City Recorder, Diane Harris, to read the ordinance by title only. "Ordinance No. 1062 – An ordinance of the City of Sutherlin adding Chapter 5.02 to the Municipal Code to provide a process for Business Registrations."

Staff Report – City Manager – There are no changes to the ordinance, the Staff Report stands as presented.

MOTION made by Councilor Luzier to approve second reading and adoption of Ordinance No. 1062 – Business Registration as presented; second by Councilor Vincent.

Discussion:

- Councilor Tomlinson – Chamber is gathering the data, what happens a year down the road, will it become City’s issue? **City Manager – Yes, it will be the City’s responsibility to back fill and make appropriate for our uses.** Will the registration form be available on the front page of City’s website? **City Manager – Yes, Community Relations Director, Debbie Hamilton, is already prepared to post it on our website.**
- Councilor Stone – What if a business closes after 3 months? **Business’s information will be on file, if they are no longer there we’ll move accordingly.**
- Councilor Boggs – When businesses leave town, don’t they contact City Hall to have water/sewer service turned off? **Yes, most do. The process will be integrated with Community Development.**

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

Opposed: Councilor Stone

Motion carried.

WORKSHOP

• Distribution Infrastructure Funding

Staff Report – In December 2017, City submitted a Letter of Interest to Business Oregon seeking funds to improve the water distribution system for Schoon Mountain reservoirs, Sixth/Oak pump station, and Cooper Creek Water Treatment Plant’s (CCWTP) transmission line and intake. City received a letter from Oregon Health Authority stating City’s project was eligible for funding assistance. Unfortunately, funding for CCWTP is not available this fiscal year, but will be moving forward with reservoirs and pump station.

Questions and comments:

- Will funding be similar to the \$500 west side reservoir fees? **Will be looking at options, basically will be user fees. Currently the Schoon Mountain tanks do not meet fire demand.**
- “Route 50 Today” newsletter talks about the new federal spending bill for funding water projects. **Will look into that.**

• Central Avenue Streetscaping

Staff Report – Elliott – Would like open discussion between Council and Staff regarding downtown Streetscaping options. Recommendation is to go with 5 trees per block (north and south), and plant hardy shrubs between the trees. Options have also been discussed with downtown businesses.

Questions and comments:

- Mayor McKnight – Have talked to a large number of citizens and groups, most like having the trees, but not as many as before. Concerned about the height of the shrubbery and vandalism. **Elliott – We have considered options regarding the shrubs for those various reasons.** Discussion continued.
- How many businesses have opted to replace their portion of concrete in front of their business? **Currently, there are two.**

Tree placement will happen in the fall and there is plenty of time to choose their location. Once the street lights are in, it will be easier to tell.

- How will the shrubs be watered? **Swan – All trees, shrubs, and hanging baskets will be on an automatic watering system.**
- Feels 3 trees per block will be better than 5. **It may be on some of the blocks, depending on what plays into the location.**

If was by Council consensus to support Elliott’s recommendations.

• Water Service Outside City Limits

Staff Report – Elliott – Have had a lot of inquiries about allowing water service outside city limits and UGB (Urban Growth Boundary). Would like Council’s direction on whether to pursue this or not. We have the ability to allow hook ups for existing developments, however cannot provide it for new developments. Cannot increase SDC (System Development Charges) outside city limits or UGB, but can increase consumption rates. Elliott reported on other factors to look into if moving forward.

Questions and comments:

- Can hook ups come off of the main transmission line? **Swan – Coming from Nonpareil east of town, there is a 14” concrete cylinder pipe that was put in during 1950-60’s; it is difficult to tap**

for single services. Do not want to damage its integrity. However on the major streets such as Plat K or Plat I, can tap into a secondary line to provide service to homes.

- Who would pay for the smaller transmission lines? *It would have to be an LID (Local Improvement District) and solely the property owner's responsibility.*
- If line is running down Central, how far up the road will you allow to tap in? *Available pressure will dictate a lot regarding the hook ups.*
- As long as City isn't spending money for this and property owner is coming up with their own funding, it's worth looking into.

Plat K resident, Carmine Cassidy, explained he has split up his property into 5 lots, however there is no water available. Would like Council to come up with a plan to help them. Elliott reminded Cassidy City cannot provide service to new developments; unfortunately, it's out of City's hands. Swan – The property owners would be financially responsible for running a water line to existing residences. Swan explained the processes involved, including homeowner hiring an engineer and getting cost estimates.

City Manager clarified LID process which is a long term loan for the residents, using Bancroft bond funding. However, not sure how an LID works outside city limits.

- Would fire hydrants be required? *Yes.* Once the line is in who owns it? *Most likely the City.* City would be responsible for maintenance? *Not sure, but is likely.*

By Council consensus directed Staff to move forward with possibility of allowing the hook ups.

Mayor McKnight announced that Commissioner Boice is at tonight's meeting. If anyone has any questions can ask him.

PUBLIC COMMENT

- ❖ Outside city limit resident, Dar Yarbrough asked for clarification regarding ability to tap into the 14" concrete line. *Swan – It is still too early to answer that, however would rather not allow it.*

Yarbrough explained he is also concerned with the logging project at Cooper Creek below his property. *It was explained to Yarbrough logging is on the Water Control District's property; City does not have any jurisdiction.* Yarbrough shared concerns about potential landslides. *City Manager stated he will provide contact information for Yarbrough if needed.*

Water Control District is logging the property to produce revenue for a grant match to shore up the damn for safety purposes.

REPORTS

- None.

ADJOURNMENT –

With no further business meeting adjourned at 7:53pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, CMC, City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, APRIL 9, 2018.