

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, July 22, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

**MAYOR:** Todd McKnight

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

Finance Director/Asst. City Manager, Dan Wilson  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Community Development Director, Brian Elliott  
Community Development Specialist, Kristi Gilbert  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Police Sergeant, Vaughn Rains  
Deputy Fire Chief, Scott McKnight  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Grant Fahey, Tami Trowbridge, Jim & Beth Houseman, John & Joan Herman, James Thatcher

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

**Flag Salute:**

**Roll Call:** Councilor Boggs was excused

**Media:** None

**AGENDA CONFIRMATION**

- August 12, 2019 Agenda

City Manager, Jerry Gillham stated that the agenda is very light. There may be some additional items added later.

**COUNCIL PRIORITY PROGRESS REPORT**

- Gillham had nothing to report

**COUNCIL COMMENTS**

**Councilor Wattles**

- None

**Councilor Tomlinson**

- Went to Tractor Supply and its very nice.

**Councilor Sumner**

- Agreed with Councilor Tomlinson and everyone is really friendly.

**Councilor Vincent**

- Enjoying summertime

**Councilor Stone**

- The Sutherlin Stampede Rodeo was good. Asked about completion of the Central Ave project.  
*Gillham - It will be discussed during executive session due to the possibility of litigation.*

**Mayor McKnight**

- Expressed appreciation for the nice, new benches at the park.

## COUNCIL BUSINESS

- **Resolution No. 2019.15 – Sutherlin Sanitary Rates**

Staff Report – City Recorder, Diane Harris asked Council to consider approving Sutherlin Sanitary Service’s rate adjustment. A new fee schedule was included in the Council packet and scheduled to take effect sometime this summer. Sutherlin Sanitary Service Operations Manager, Grant Fahey was available for questions.

**MOTION** made by Councilor Stone to approve Resolution No. 2019.15 – Sutherlin Sanitary Rates as presented; second by Councilor Sumner.

Discussion:

- Councilor Vincent – Is the rate increase to cover the recycling program? *Fahey – Rates are being increased to account for rising recycling costs.* Is this in anticipation of the County increasing their tonnage rates? *We’re unsure how the increase will affect us, it’s on the forefront of our plans.*
- Councilor Stone thought that a rate schedule was supposed to be presented for discussion not as a resolution. Other Councilors were in agreement.
- Councilor Vincent – Does the City mandate that a recycling program is provided? *Yes, any municipality that has over 4,000 residents has to have a recycling depot or recycling options.*
- Councilor Sumner – Will this be in effect starting August? *That would be determined by the City, but as soon as possible would be better.*

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

Opposed: Councilor Stone

Motion carried.

## WORKSHOP

- **Nonpareil Water Treatment Plant Upgrade Update**

Staff Report – Community Development Director, Brian Elliott updated Council on the NPWTP improvements. Loan details are included in the staff report.

- Compressor upgrade for cleaning intake screen
- New magnetic flow meter for the raw water influent line
- Refurbish contact clarifier through sand and blasting pressure grouting of cracks, and coating
- Air scour system into the existing filters
- Construction of new concrete primary, secondary and tertiary backwash ponds
- Addition of a redundant potable water pump
- Installation of filter-to-waste piping
- Replacement of existing water treatment plant piping with addition of electric actuated calves
- Installation of an updated controls system utilizing Supervisory Control and Data Acquisition (SCADA)
- Installation of new generator with automatic transfer switch
- Replacement of system monitoring equipment
- Councilor Stone – Will this loan get rolled over into the Water Plant loan? *Finance Director, Dan Wilson – this is a separate loan.* How is it funded? *Using water rate funds not wastewater rate funds. The water rates are sufficient to support the loan.*

- **Recreational Trails Project Grant Update (RTP) – Ford’s Pond**

Staff Report – Elliott updated Council on the RTP Grant for Ford’s Pond. The RTP grant amount requested in 2018 was \$243,555 with an in kind match amount of \$116,394. The grant was awarded on July 10, 2019. RTP scope of work is as follows:

- Demolition/Grading
- Incorporate the concrete log dump,
- Earthwork for primary pathway and parking lot
- Restoration/Mitigation of Construction Impacts
- Project design, engineering and permits
- Construction of pathway (0.8 miles) and parking lot (100’ x 100’): geotextile fabric, surface (4-6” depth of ¾” minus) gravel delivered onsite, deployed and compacted
- Wetland Delineation Study – Pre-agreement expenditure

Friends of Ford's Pond Board President, Jim Houseman was available to answer questions

- Councilor Stone asked about wetlands. *Houseman – Last year, a Wetlands Delineation Study was done and there aren't any wetland issues for this project.* Where are the match funds coming from? *Houseman explained.*
  - \$250,000 – In kind acquisition cost match
  - \$90,000 – value from grindings
  - \$50,000 – Transient Room Tax (TRT)
  - Master Plan credit
  - Wetland Delineation credit
  - In kind Staff and Volunteer hours credit

- **Local Government Grant Program (LGGP) – Ford's Pond**

Staff Report – Elliott updated Council on the LGGP for Ford's Pond. The grant application has been successfully passed to the next stage of the process and it will be recommended to the commission to be approved. The Oregon Parks & Recreation Department (ORPD) commission meeting will be September 18, 2019, at which time the City of Sutherlin will be notified if the grant is awarded. The LGGP grant amount requested is \$388, 531 with an in kind match of \$390,250. LGGP scope of work is as follows:

- Demolition and earthwork for parking lot and connectivity path
- Installation of Site Utilities (water, sewer and electric)
- Installation of Site Furnishings (benches, tables, lighting, signage and site preparation along Church Road
- Improvements would include site utilities, benches, bicycle racks, restroom, asphalt parking and asphalt trails
- Project Management
- Project Site Design and Engineering, including fees & permits
- Construct asphalt ADA parking area
- Storm water bio swale
- 900' asphalt path connecting to pond level

Councilor Stone – Will we have to write a check to pay for anything? *Houseman – No, it's always been our goal to identify and leverage the acquisition costs to get as much grant funds as possible.*

- **Summer Projects**

Elliott provided a Power Point presentation describing each department's plans for the next 3-6 months. More detailed information can be found on the City's website under City News.

## **REPORTS**

None

## **STRATEGIC PLAN UPDATE**

- **Central Park Water Features**

Public Works Director, Aaron Swan discussed the plan of a new water feature that's being designed with the collaboration of Councilor Vincent and North Start Fabrication.

- Councilor Stone asked about insurance and liability. *Swan & Gillham – I don't foresee any increased liability. City Attorney, Chad Jacobs agreed.*

- **NPDES Permit Renewal Update – Wastewater Treatment Plant (WWTP)**

Staff Report – Elliott updated Council on the National Pollutant Discharge Elimination System (NPDES) Permit renewal. The renewal application to DEQ required an update to the Recycled Water Reuse Plan and the Bio solids Management Plan, completed 2018/19. The City proposed permit was put on public notice with no comments received. On July 3, 2019, the permit was approved.

- **Comprehensive Plan Code Audit**

Staff Report – Community Development Specialist, Kristi Gilbert delivered an update to the Housing code Audit Project. The City was awarded funds for the Housing Needs Analysis Code Audit in August 2018. This project was funded by Oregon General Fund dollars through DLCDC. A Code Audit was completed with suggested changes on May 31, 2019. Further detailed information is outlined in the staff report.

- Councilor Stone – Is this to change current zoning? *Gilbert - No, this has nothing to do with zoning. House Bill 2001 will not impact Sutherlin until our population is over 10,000.*

- **Long Term Budget Forecast**

Finance Director, Dan Wilson announced that the Finance Committee has been meeting periodically to work on a Long Term Budget Forecast to ensure future project funding.

Sutherlin Area Chamber of Commerce, Tami Trowbridge was very appreciative and thanked the Police and Fire Departments for helping her organize the Sutherlin Stampede Rodeo Parade.

**ADJOURNMENT**

With no further business meeting adjourned at 7:50pm.

With no further discussions, Mayor McKnight announced Council will take a 5-minute break before going into Executive Session ORS 192.660(2) (f) – Exempt Public Records – To consider information or records that are exempt by law from public inspection.

Executive Session called to order at 7:54pm.

Executive Session adjourned at 8:24pm.

Approved: *Jerry Gillham*

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Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*

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Melanie Masterfield, Deputy City Recorder

*Todd McKnight*

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Todd McKnight, Mayor

**APPROVED BY COUNCIL ON AUGUST 12, 2019**