

CITY OF SUTHERLIN
Regular/Workshop City Council Meeting
Sutherlin Civic Auditorium
Tuesday, November 12, 2019 – 7:00 p.m.

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent, Becky Wattles
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Assistant CM/Finance Director, Dan Wilson
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Public Works Director, Aaron Swan
Police Captain, Kurt Sorenson
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

AUDIENCE: Joe Groussman, Tami Trowbridge, Chuck Brummel, James Thatcher

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

Flag Salute:

Roll Call: Excused – Councilors Stone & Wattles

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDAS

- **October 14, 2019 Minutes – Regular Meeting**
- **October 28, 2019 Minutes – Workshop Meeting**

MOTION made by Councilor Boggs to approve the Consent Agendas as presented; second by Councilor Tomlinson.

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

Discussion: None

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance No. 1072 – Second Hand Dealers (second reading & adoption)**

City Recorder, Diane Harris read the Ordinance by title only: “An Ordinance repealing and replacing Sutherlin Municipal Code chapter 5.24 – Used Merchandise Dealers with a new chapter 5.24 regulating second hand property dealers.”

Staff Report – City Manager, Jerry Gillham asked Council to approve and adopt the second reading. No additional information was added.

MOTION made by Councilor Sumner to approve second reading and adoption of Ordinance No. 1072 – Second Hand Dealers as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Contract Award – Ford’s Pond Community Park & Trail Improvement – Design & Construction Management**

Staff Report – Community Development Director, Brian Elliott explained that the City received three Requests for Proposals (RFP) for engineering and architectural services. All three firms were interviewed and it was the consensus of the interview team to recommend awarding the contract to The Dyer Partnership Engineers & Planners Inc. in the amount of and not to exceed \$115,000 for the Ford’s Pond Community Park & Trail Improvement – Design & Construction Management.

MOTION made by Councilor Boggs to approve the contract award to The Dyer Partnership Engineers & Planners Inc. for the Ford’s Pond Community Park & Trail Improvement – Design & Construction Management as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2019.20 – Supplemental Budget Adjustment**

Staff Report – Finance Director, Dan Wilson asked Council to consider approving and adopting this resolution for budget adjustments. At the time the fiscal year 2019-20 budget was adopted, the following expenses were not anticipated.

- \$470,000 from the Fire Reserve Fund for the purchase of a new fire engine. Council previously approved on August 26, 2019.
- \$55,000 from the Tourism-Motel Tax Fund for a new downtown park designed by Sutherlin FFA. Council previously approved on May 13, 2019.
- \$50,000 from the Tourism-Motel Tax Fund for matching funds for a Ford’s Pond park grant. Council previously approved on October 14, 2019.
- \$737,086 from the Parks Construction Fund for improving the park at Ford’s Pond. Council previously approved October 14, 2019.

MOTION made by Councilor Sumner to approve Resolution 2019.20 – Supplemental Budget Adjustment as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2019.21 – DEQ Loan Agreement**

Staff Report – Wilson asked Council to consider authorizing the City Manager to execute Loan Agreement R89541 in the amount of \$1,750,000 from the Clean Water State Revolving Fund. Due to increasing costs between 2015 (when the loan originated) and 2018 (when plant construction began), additional funds were needed to complete construction. Council previously approved the additional amount during the July 8, 2019 Council meeting.

MOTION made by Councilor Vincent to approve Resolution 2019.21 – DEQ Loan Agreement as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

- **Beecroft to Quail Run Sidewalk Project**

Public Works Director, Aaron Swan discussed continuation of sidewalk on the east end of town from Beecroft to Quail Run next year. Funds are now available so the first phase will consist of installing sidewalks to the Silver Glen Community Park and the following year, will continue to Quail Run. We're also working on the ADA ramp compliance both at Central Park and east of town.

STRATEGIC PLAN UPDATE

- **Speed Zone Requests**

- Ft McKay to west of Intersection of Ft McKay and Church Rd
- Intersection of Church Rd and Hwy 138 to Ft McKay

Staff Report – Elliott stated that all the information was included in the staff report.

- Councilor Boggs – Are the traffic surveys being done on Ft McKay from Hwy 138 through Church Rd? *Elliott – The analysis will be done at the intersection of Ft McKay and Hwy 138 out west to Church Rd and into the corners. An analysis will also be done on Church Rd.* Is this a State or County project? *The application was submitted to the County and approved by ODOT. The city will be notified when the analysis is complete.*

- **Nonpareil Water Treatment Plant (NWTP) Disinfection System Improvement**

Staff Report – Elliott stated that all the information was provided in the staff report.

Council had no comments or questions.

COUNCIL COMMENTS

Councilor Tomlinson

- None

Councilor Boggs

- Are the potholes at exit 135 getting fixed? *Swan – ODOT states it will all be fixed next year.*

Councilor Sumner

- Are there options for helping businesses get their store fronts fixed up? *Gillham – If and when an Urban Renewal District is formed, grants will be created for businesses to utilize for improvements.*
- Can the grant program be started quickly after the Urban Renewal District is formed? *That's the intent.*

Councilor Vincent

- Thanked all the Veterans

Mayor McKnight

- Thanked all the Veterans in our community for their service and thanked the Lions Club for putting out the flags.

PUBLIC COMMENT

- Chuck Brummel announced that he is interested in being a candidate for City Council next year when vacancies open and expressed his love and appreciation for this community.

ADJOURNMENT

With no further business, meeting adjourned at 7:22 p.m.

Approved: Jerry Gillham
Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris
Diane Harris, CMC, City Recorder

Todd McKnight
Todd McKnight, Mayor

APPROVED BY COUNCIL DECEMBER 9, 2019