

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, October 14, 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/Assistant City Manager, Dan Wilson

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

Library Director, Pat Lynch

Emergency Operations Manager, Dennis Riggs

City Attorney, Chad Jacobs (via Skype)

Audience: Kayla Johnson, Tami Trowbridge, Pam Cameron, Jim & Beth Houseman, Chuck & Peggy Brummel, Terry Prestianni, Duane Waller, Gail Lund, Tom & Peg Schaub, Emily Blakely

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)

- Pam Cameron voiced concern that if the Community Center Rates were raised, many groups using it to help the community would not be able to continue and if non - profit organizations were charged a fee, they wouldn't be able to continue the work they do for the citizens. Another concern is having the City Manager's discretion on deciding what groups will be charged leaves the possibility or appearance of favoritism or abuse. She expressed strong concerns and feels it should be the same for everyone across the board.
- Duane Waller with Blackberry Festival, appreciates the need to raise fees to maintain the building. He wants to know if the city will reimburse blackberry for maintaining city owned property. He feels if rates are going to be raised then he wants reimbursement for the last 22 years of maintenance to the festival grounds.
- Emily Blakely with Woofstock, stated the changes would be prohibitive and the group wouldn't be able to continue. Woofstock has always been branded with Sutherlin's logo and funds raised are used to support needs in our community and veterans.

PRESENTATIONS

- **Library Update**

Library Director, Pat Lynch reported on new things that have happened since May 2019.

- Added their 5,000th title to the library since April. The Library currently has 25,000 titles.
- Added commercial library shelving valued at almost \$5,000 at no cost to the city.
- Launched an electronic books library through OLDC, a free service to all Sutherlin card holders, so they can have access to 50,000 electronic books and almost 30,000 audio books.

- Held the most attended and fun summer program for children. Over 300 children attended.
- Hosted a Sutherlin Area Chamber of Commerce Mixer.
- Began an association with childcare providers by delivering small libraries to their facilities on a monthly basis.
- 6,500 books have been checked out in the last 4 months.
- Added over 300 new card holders since May.

Lynch stated that none of the Library's success would be possible without the help of its volunteers. Asked for Council's help to establish a Sutherlin Library Endowment Fund with the goal of providing a permanent income stream to ensure basic library services in the community for the future.

- **Sutherlin Schools Update**

Sutherlin School District Superintendent, Terry Prestianni updated Council. The district is working really hard to improve attendance. Signs are available and placed around town with a new campaign "We are Sutherlin, We are Here". Jon Martz, principal of Sutherlin Middle School, has created a Makers Space complete with two 3D printers and a vinyl machine. Robotics assembly tables have also been incorporated by using grant funding. The idea is to engage students and staff. The legislature passed the Student Success Act last spring. They are attempting to stabilize funding for schools and bring many districts that are lacking in funding up where they need to be for daily operations. We'll be looking at increasing instructional time, increasing student health/safety, increasing adults, decreasing class size and expanding well rounded learning opportunities. Two engagement meetings will be held, one this Wednesday at 7 p.m. at the Sutherlin Middle School Activity Center and one next Wednesday at 5 p.m. at Sutherlin East Primary School Library.

CONSENT AGENDA

- **September 9, 2019 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Resolution 2019.16 – Nonpareil Water Treatment Plant (NWTP) Improvement Funding Package**

Staff Report – Community Development Director, Brian Elliott asked Council for approval to authorize a loan from the Safe Water Revolving Loan Fund and give the City Manager authority to execute the financing contract documents. An application was submitted March 2019 for funding opportunities for the NWTP improvements. In July of 2019, the City was notified by Business Oregon that they were awarded the loan in the amount of \$3,937,773 with a term of 30 years.

MOTION made by Councilor Stone to approve Resolution 2019.16 – Nonpareil Water Treatment Plant Improvement Funding Package as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – What's the forgiveness part of the loan? *Elliott – If contract conditions are met, we are eligible for a \$380,000 principle forgiveness. Finance Director, Dan Wilson added that at the end of construction, if all requirements are met for the loan, we will be eligible for the forgiveness.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2019.17 – Emergency Management Plan**

Staff Report – Emergency Operations Manager, Dennis Riggs asked Council to review and adopt the revised Emergency Operations Procedures Plan Manual. The manual was last updated in 2012 and many changes have been made to the city's infrastructure since then. Riggs also introduced his volunteer intern, Kayla

Johnson. Sutherlin was awarded a FEMA grant for \$30,000 to get a new 20KB generator/trailer, a Spire grant for a 500 gallon diesel storage tank/trailer and we're in the process of getting reimbursed for Snowmageddon.

Gillham expressed appreciation on how hard Riggs has worked to get the Emergency Operations Center (EOC) up and going. He explained that in order to receive the reimbursement, FEMA checks to see if an Emergency Operations Plan is in place and current.

MOTION made by Councilor Sumner to approve Resolution 2019.17 – Emergency Management Plan as presented; second by Councilor Vincent.

Discussion:

- Councilor Boggs asked if Riggs was hosting any meetings. *Riggs – Had one at the beginning of September that was well attended.*
- Councilor Stone – What is happening with phone service for the next disaster? *Gillham – We're working with AT&T and Verizon to get guaranteed service and accessibility. Riggs – We are looking at First Net. They can offer high priority band width for the city.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2019.18 – Recreational Trails Program (RTP) Grant Agreement**

Staff Report – Elliott asked Council for approval to authorize a RTP grant from the Oregon Parks and Recreation Department (ORPD) and give signing authority to the City Manager for the Contract Agreement. The City partnered with Friends of Ford's Pond to submit an application to ORPD for the RTP. In July of 2019, the City was notified of funding approval in the amount of \$234,555. The funds will be used for Project 1 of the Ford's Pond Master Plan and will cover ADA accessibility for 0.8 of a mile of path around Ford's Pond. Also will include parking, Wetland Delineation and Mitigation Plan, path signage, bonds, insurance and contractor fees.

MOTION made by Councilor Vincent to approve Resolution 2019.18 – Recreational Trails Program Grant Agreement as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone - Who's the contractor? *Elliott - Have to advertise the RFP first, then one will be hired.* Is this a standard construction loan? *Wilson – It's a grant, the city will pay up front and the grant will reimburse us.*
- Councilor Boggs – What kind of surface is being used for the path if \$243,555 won't cover the entire walkway? *Elliott - There's another grant that was received that will cover more.*
- Councilor Stone – Are the utilities being installed for a bathroom or is one getting built too? *Elliott – The infrastructure will go in first and then hoping for enough funds to build a restroom.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2019.19 – Local Government Grant Program (LGGP) Agreement**

Staff Report – Elliott asked Council for approval to authorize a Local Government Grant from the ORPD and give signing authority to the City Manager for the Contract Agreement. The City partnered with Friends of Ford's Pond to submit an application to the ORPD for an LGGP in June of 2019. In September of 2019, the City was notified of funding approval in the amount of \$388,531.00. Funds will be used for Project 2, Phase 1 and will include ADA accessible parking, signage, picnic tables, benches and site utilities. A 900' path from the parking landing to the perimeter path trail will be included.

MOTION made by Councilor Wattles to approve Resolution 2019.19 – Local Government Grant Program as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ford's Pond Wetland Delineation Contract Proposal Agreement**

Staff Report – Elliott asked Council to award the proposal agreement to Wetlands and Wildlife LLC in the amount of \$29,335.00 for Ford's Pond Wetlands and Mitigation Services. Ford's Pond Community Park Project 1 identified 0.7 acres of wetlands that need to be delineated for the walking path on the south side of Ford's Pond. Funding will come from the above approved RTP and will cover data collection, Wetland Delineation Report, Wetland Delineation Concurrence, Permit Application and a Mitigation Site Plan.

MOTION made by Councilor Stone to approve Ford's Pond Wetland Delineation Contract as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – This contract will tell us where to mitigate? Are we mitigating on our own land? *Elliott – Yes and yes. First will be the Wetland Delineation on the dyke, we'll survey out exactly where the trail will be and identify the impacted area. The estimate is 0.5 – 0.7 acres. Once identified, a mitigation plan will be done on site.*
- Councilor Sumner – Does a normal permit application cost \$10,000? Will this have to be submitted more than once since this is part 1? *The Delineation and Mitigation will each be submitted once. This fee includes an annual review for five years and that comes with the Mitigation process.*

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

Opposed: None

Motion carried unanimously.

REPORTS

- **Second Hand Dealers – Ordinance Proposal**

Staff Report – Police Chief, Troy Mills presented the Second Hand Dealers ordinance for discussion. Language has been changed in the current ordinance to keep better track of second hand stores in town and to track items that are being pawned at pawn shops. An electronic program will be in place to track theft and help with stolen property recovery.

- Councilor Stone: Are the business owners registering their activity? *Mills – They're supposed to be documenting but this will provide an electronic means of tracking items. This electronic program is more for pawning and potentially stolen items.* Expressed that he didn't like this ordinance, that it was causing more work for business owners and potentially prying into their business.
- Councilor Wattles: Isn't this ordinance already in place? *Yes. The only change is that instead of filling out paperwork for items, it will be done electronically. Every pawn shop in Douglas County already uses this system. Many stolen items have already been recovered.*

Council majority agreed for staff to bring the ordinance back for approval at the next meeting.

STRATEGIC PLAN UPDATE

- **Central Park Holiday Lighting Display**

Staff Report – City Manager, Jerry Gillham updated Council on the lighting display to be unveiled on December 1, 2019. The team of Sutherlin Downtown Development (SDDI), Sutherlin Area Chamber of Commerce and the City of Sutherlin have raised almost \$20,000 to install a 70' mechanical tree and dozens of gift displays. A seasonal meme was created of "Experience the Presence of Sutherlin". However, due to lack of inventory of bulbs, the display will now consist of a three – tree mechanical display with gifts that will feature 30', 20' and 15' trees. In 2020 the 70' tree will be added for an even grander display. The city received a \$5,000 grant from Pacific Power for the display.

- Councilor Wattles expressed excitement to have the holiday lighting display at Central Park so more people will be able to come.

- **Community Center Discussion**

Staff Report – Deputy City Recorder, Melanie Masterfield brought information back to Council for discussion. Council is being asked to examine the criteria for a qualifying fee waiver applicant and decide if they'll be charged a half rate price or continue to be waived upon Council's request. Information was provided regarding Local and Non-Local fee waiver groups using the facility. Gillham suggested the City/Council change its outlook, keeping in mind the Community Center provides a service for these groups

which in turn provide services for citizens. Masterfield read the City's Municipal Code section 12.37.110 – Waiver of rental fees for Council, Staff and audience. After listening to and considering public input followed by open discussion, by consensus, the Council decided the following:

- All local; historically vetted and pre-approved not-for-profit organizations will not be charged for use of the Community Center (except for kitchen use fee) and they will provide a yearly deposit to only be used in circumstances where damage or uncleanliness is the result of use. Otherwise, the City will return the deposit to the not-for-profit at the end of the year.
- All other not-for-profit (local and non-local) will first prove their nonprofit status, complete the use application and provide a check for deposit to include a kitchen use fee if applicable. Determination of any waiver of fees shall continue to be determined by the standards described in existing ordinance.
- Staff will review periods of highest use of local not-for-profits and make clearance in the calendar where use is lower by local not-for-profits, so that other Sutherlin citizens may have use of the center at full charge as determined by policies.
- Staff shall establish new internal policies that reflect the wishes of City Council from this meeting.

- **System Development Charge (SDC) Update**

Staff Report – Wilson discussed updates on the SDC Methodology review process. In July of 2019, Council approved the contract with Donovan Enterprises Inc. to perform an SDC review for the City of Sutherlin. The process will begin on October 17, 2019 with a meeting at 6 p.m. City staff and the Council Finance Committee will meet and discuss the current SDC structure, compare it with other like size cities and look at moving forward.

- **Fire Department Update**

Staff Report – Fire Chief, Mike Lane presented Council with an update. Still waiting for ISO rating from September, the Calapooia Fire Station still needs to be graded. At the last meeting, Council approved the purchase of a new fire engine, Chief passed around an image of the engine, and estimated delivery is June of 2020. Sutherlin Fire Department currently has 6 UCC Fire Science/Paramedic students and 18 active volunteer firefighters (including city staff). This is the biggest response force since 2015 when the station went back to being Sutherlin Fire Department from being contracted with Fire District 2.

CITY COUNCIL COMMENTS

Councilor Wattles

- Impressed with the Fire Department and response time to her neighbor's home fire.
- Thanked Jim and Beth Houseman for all the hard work being done with Ford's Pond.

Councilor Tomlinson

- Nothing

Councilor Boggs

- Nothing

Councilor Sumner

- Thanked Public Works and Community Development for getting Valentine Ave done.

Councilor Vincent

- Congratulated the Library and the volunteers, the Fire Dept. and Police Dept. for all their hard work.
- Receiving phone calls about needing a traffic signal on Central coming off the freeway west of town and he told them to get petitions and go to ODOT.

Councilor Stone

- Thanked Public Works for getting the pot hole by the Sutherlin maintenance shop fixed.
- He met with ODOT and they gave 3 options for a traffic signal west of town by the freeway. The City could pay 30% of the cost for it (\$225,000); a temporary light could be installed until the interchange was completed or it becomes a safety issue. The estimated cost of a traffic signal is \$750,000.

Mayor McKnight

- Participated in a ribbon cutting ceremony for a business named Reflexology with Tami Marie, located behind State Farm Insurance.
- Thanked the Lion's Club for putting out flags for Columbus Day.

PUBLIC COMMENT

- Tom Schaub introduced himself and is new to the area. He has seen a lot of construction and is concerned about the infrastructure. With all the homes potentially moving in, the egress and ingress will be compromised from Scardi to Dovetail. He asked what the town’s plans are to accommodate potentially 200 homes. *Elliott is aware and understands the concerns as well and is working on it.* Asked about traffic signals at Ft McKay. *None have been discussed. The Transportation System Plan (TSP) is working on Dovetail to address the egress and ingress issue to accommodate more homes.*
- Pam Cameron thanked Council for showing appreciation for volunteers in the community and for what they do. She expressed that Sutherlin would be a different town without them.
- Duane Waller thanked Council for their insight and invited them to the light parade on December 21st.

ADJOURNMENT

With no further business meeting adjourned at 8:16 p.m.

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY COUNCIL ON NOVEMBER 12, 2019