

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, August 10, 2020 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Debbie Hamilton, Forrest Stone, Michelle Sumner, Travis Tomlinson and Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Ashley Driscoll (via Zoom)

Audience: Tyler Malator & Jamie Norrington (both from The Dyer Partnership Engineers & Planners, Inc.), Tami Trowbridge

Via Zoom: Joe Groussman, Amber Vincent

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)

- None

PUBLIC HEARING

- **Supplemental Budget Adjustment**

Mayor McKnight opened the Public Hearing at 7:01p.m.

Members of Council were asked to disclose any conflicts of interest, ex-parte contact or personal bias.

- *None were given*

Mayor McKnight conducted the Public Hearing and Finance Director, Dan Wilson, informed Council that due to COVID-19 related issues, a number of ongoing projects/capital purchased were delayed last fiscal year.

Questions from Council members? *None*

Testimony in favor? *None*

Testimony in opposition? *None*

Neutral parties who wish to speak? *None*

The Public Hearing closed at 7:02 p.m.

Discussion from Council? *None*

CONSENT AGENDA

- **July 13, 2020 Minutes – Regular Meeting**

MOTION made by Councilor Boggs to approve consent agenda as presented, second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance No. 1081 – Sutherlin Sanitary Franchise Agreement (second reading & adoption)**

City Recorder, Diane Harris read Ordinance by title only: “*An Ordinance of the City of Sutherlin amending subsection 3(A) of Ordinance 1040 to provide additional requirements associated with solid waste flow control.*” Staff Report – City Manager, Jerry Gillham, stated that the County has requested the City require our solid waste franchisee to comply with the County’s flow control ordinance. The current franchise agreement with Sutherlin Sanitary needs to be amended.

MOTION made by Councilor Sumner to approve second reading & adoption of Ordinance No. 1081 – Sutherlin Sanitary Franchise Agreement as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.14 – Fee Schedule**

Staff Report – Wilson informed Council that two sections of the fee schedule need updated with current rates. The SDC section, reflecting the new rates along with updating the Water/Sewer rates.

MOTION made by Councilor Hamilton to approve Resolution 2020.14 – Fee Schedule as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: Councilors Stone & Boggs

Motion carried.

- **Resolution 2020.15 – Supplemental Budget Adjustment**

Staff Report – Wilson, reiterated from the Public Hearing that several projects/capital purchases were delayed and need to be moved into fiscal year 2020-21.

- **Wastewater Construction Fund** – in the adjusted amount of \$1,500,000
- **Parks Construction Fund** – in the adjusted amount of \$322,000
- **Parks/Facilities Reserve Fund** – in the adjusted amount of \$100,000
- **Fire Reserve Fund** – in the adjusted amount of \$444,000
- **State Gas Tax Fund** – in the adjusted amount of \$27,500

MOTION made by Councilor Hamilton to approve Resolution 2020.15 – Supplemental Budget Adjustment as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone - How much money was allocated for the Plaza Park? ***Wilson – Last year \$55,000 was budgeted, largely coming from the Parks Construction Fund. Additional funds were provided from other resources along with a \$25,000 Ford Family Foundation Grant.***
- Councilor Stone asked for clarification of the Wastewater Construction Fund adjusted amount. ***Wilson - \$1,500,000 is for the plant itself with no additions and also covers the new building being constructed at Ford’s Pond.***

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.16 – Safe Routes to School (SRTS) Grant Authorization**

Staff Report – Community Development Supervisor, Kristi Gilbert, stated that ODOT is accepting grant applications for transportation improvements. The City is working with Sutherlin School District to identify that Waite Street is a safety hazard area for kids to walk and/or bike to school. This grant will allow for a wider street, bike lanes, curbs, gutters, sidewalks, crosswalks and a flashing beacon within the right-of-way.

MOTION made by Councilor Vincent to approve Resolution 2020.16 – Safe Routes to School (SRTS) as presented; second by Councilor Hamilton.

Discussion:

- Councilor Boggs asked if there was matching funds. ***Gilbert – 20%, estimated at \$440,000 paid over two fiscal years. ODOT will cover the match on the next agenda item. Gillham – Urban Renewal District funds will be available to use for the match as well.***

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.17 – Safe Routes to School (SRTS) Grant Authorization**

Staff Report – Gilbert, added this additional grant for consideration. Working with ODOT, I-5 west to the intersection of Fort McKay has been identified as a safety hazard for cyclists and pedestrians. This grant will provide bicycle/pedestrian connectivity along W. Central Ave (State Hwy 138 W) within ODOT right-of-way.

MOTION made by Councilor Sumner to approve Resolution 2020.17 – Safe Routes to School (SRTS) Grant Authorization as presented; second by Councilor Stone.

Discussion:

- Councilor Stone – How wide is the path? ***Elliott – Haven’t met with ODOT yet for the details.***
- Councilor Boggs – Is the path on one side of the street? ***Elliott – The Waite Street grant will cover curb, gutter & sidewalks on both sides. Central Ave to Fort McKay sidewalk will be on the north side of Hwy 138.***

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

Opposed: None

Motion carried unanimously.

- **Professional Service Agreement Amendment – Nonpareil Water Treatment Plant (NPWTP) Improvements**

Staff Report – Elliott, asked for Council’s approval for a Professional Service Agreement Amendment with The Dyer Partnership Engineers and Planners Inc. Due to some failed electrical equipment and other electrical services, additional design services are needed.

MOTION made by Councilor Vincent to approve Professional Service Agreement Amendment – Nonpareil Water Treatment Plant (NPWTP) Improvements as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – Is the cost listed in Exhibit A for building and engineering? ***Elliott – Exhibit B is the revised estimate for design, construction management and engineering.***
- Councilor Tomlinson – Why wasn’t the electrical inspected when the construction for the plant improvements went to bid? ***Elliott – Staff anticipated using the existing electrical components. It was later identified when engineers were designing the improvement plan.***

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Nonpareil Water Treatment Plant (NPWTP) Modernization Improvements** – Elliott introduced Tyler Molatore from The Dyer Partnership Engineers and Planners, Inc. to provide Council with a PowerPoint update regarding the design and construction schedule for the NPWTP improvements. The scope of work includes:

- Intake Improvements
- Raw Water Pump Station Improvements
- Raw Water Flow Meter and Static Mixer Improvements
- Clarifier Improvements
- Filter Improvements
- New Filter Piping and Electronic Actuated Valves
- New Backwash Pump
- New Treated Water Pumps
- New Backwash Basins
- Electrical Improvements
- New Standby Generator

- New SCADA System

Schedule of progress:

- Design is underway – about 40-60%
- Bid Process – March 2021
- Construction Notice to Proceed – April 2021
- Complete Construction – May 2022

- Councilor Stone – Will the plant be shut down during construction? *Molatore – Coordinating with the city, there's a short window when the plant can be shut down for installation of specific components, but part of the plant can remain operational while improvements are completed.*

- **Wastewater Treatment Plant (WWTP) Update Report** – Elliott introduced Jamie Norrington from The Dyer Partnership Engineers and Planners, Inc. to provide Council with a PowerPoint update regarding construction of the new WWTP. Work completed includes:

- Miscellaneous site work
- Completed SBR basin in operation
- Water clarity tests
- Aeration piping and diffusers in one of four retrofitted tanks
- Installed sludge transfer and decant piping
- Installed chlorine contact basin
- Control building with a fully operation screw press
- Fully operations recycled water pump station
- Remodeled laboratory
- Fully operational pump station at Everett Ave.
- Ford's Pond dechlorination building

Remaining Items:

- Startup of Digesters
- Startup of the Ford's Pond dechlorination building

Degree of Completion:

- 107% complete by time based on the amended completion date
- 97% complete by dollar amount of the current contract price
- 99% complete based on physical construction

- Councilor Stone – Where do the pumps go? *Norrington – Two go to Ford's Pond and two go to the Golf Course.* Asked for clarification on the completion by dollar amount. *Norrington responded.*

CITY COUNCIL COMMENTS

Councilor Sumner

- There's broken sprinklers at Central Park. *Public Works Director, Aaron Swan – It's a continual problem but we'll get those fixed.*
- Is there any plan on use for the empty lot behind the fire station? *Swan – That field doesn't get watered unless a function is happening. Unfortunately due to COVID, not many events have been taking place. Can it be as nice as Central Park? It would be quite costly and detailed to make it as nice as Central Park. Gillham – It's a great idea, staff can ask the Parks Advisory Committee for help with that.*
- There's dead trees along the Red Rock Trail. *Swan – They were left over from the Central Ave project and transplanting them was unsuccessful so we'll remove them.*
- Is the City applying for funds from COVID or the CARES ACT? *Gillham – The City decided not to apply for any reimbursements due to the complicated process, not being worth the benefits.*

Councilor Vincent

- Great to see some of the big projects coming to an end.
- Excited to see the Ford's Pond project getting started.

Councilor Stone

- A sink hole is developing near DQ.
- Questioned not being allowed in City Hall. *Gillham – Due to social distancing, even with masks, only one person is allowed in the lobby at a time.*
- How do people access Community Development? *Gillham – Call City Hall, make an appointment or a staff member can meet them at the back door. It’s posted on a sign in front of City Hall.*
- Will ODOT pave the intersections at exits 135 & 136? *Swan – At exit 135, the on and off ramps will be paved. Not sure on the plan for exit 136?*

Councilor Hamilton

- Asked if Parks Advisory Committee can put a dog waste station at the dog park. *Elliott - We’ll look into it.*
- Would like to bring back discussion of potentially developing campsites at Cooper Creek. Suggested Cottage Grove Reservoir as a comparison. Feels we’re missing out on a gold mine of tourism. *Councilor Stone responded stating that the County and Sutherlin Water Control District own part of the land. Gillham supported her idea and reported that the last time the county was approached about the topic, it wasn’t well received. Elliott – We’ll look into it.*

Councilor Boggs

- Suggested answering phones from 4-5pm even if the office is closed at 4. *Gillham – The office closes to the public at 4 so staff can sanitize. We can consider answering phones until 5pm.*
- Exit 135 still has potholes.

Councilor Tomlinson

- None

Mayor McKnight

- Suggested another sand volleyball pit in the lot behind the fire station.
- Has received a lot of good comments about how nice Central Park is.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business meeting adjourned at 7:59 p.m.

Mayor McKnight announced that Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (i) – Performance Evaluations of Public Officers and Employees.

Executive Session called to order at 8:03 p.m.

Executive Session adjourned at 8:27 p.m.

Approved: *Jerry Gillham*

 Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

 Melanie Masterfield, Deputy City Recorder

Todd McKnight

 Todd McKnight, Mayor

APPROVED BY COUNCIL ON SEPTEMBER 14, 2020