

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, February 24, 2020 – 7:00pm

COUNCIL MEMBERS:

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

MAYOR: 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
Public Utilities Wastewater Supervisor, John Bachman
Police Chief, Troy Mills
Police Officer, Bryce Sanman
Deputy Fire Chief, Scott McKnight
City Attorney, Chad Jacobs (via Skype)

Audience: Jim & Beth Houseman, Tami Trowbridge, Chuck & Peggy Brummel, Joe Groussman, Kelly Jeffries

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

Flag Salute:

Roll Call: All present

Media: None

PRESENTATIONS

• **Officer of the Year**

Staff Report – Police Chief, Troy Mills stated that The Roseburg Optimist Club holds the “Respect for Law Banquet” to honor law enforcement. Sutherlin Police Department honored Officer Bryce Sanman with the Officer of the Year award. He was nominated by his peers for his hard work and accomplishments. Mills presented him with the Department’s newly created Challenge Coin to encourage continuance of working hard and being honorable. Mayor McKnight presented him with the certificate, followed by a round of applause. Officer Sanman thanked everyone for allowing him to be an officer.

COUNCIL BUSINESS

• **Liquor License Approval – Kelly’s Cozy Corner**

Staff Report – Mills asked Council to approve this liquor license. He stated that the police department found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

MOTION made by Councilor Boggs to approve liquor license to Kelly’s Cozy Corner as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

• **Ordinance 1076 – 2019 Fire Code – Amending SMC 15.04.010 and 15.04.092 (second reading & adoption)**

City Recorder, Diane Harris read Ordinance by title only: *“An ordinance of the City of Sutherlin amending chapters 15.04.010 and 15.04.092 of the Sutherlin Municipal Code to update to the Oregon Fire Code and fire systems records management.”*

Staff Report – Deputy Fire Chief, Scott McKnight asked for Council’s approval of the 2019 Fire Code amendment. McKnight added that all information was stated in the Staff Report and was available for questions.

MOTION made by Councilor Boggs to approve Ordinance 1076 – 2019 Fire Code – Amending SMC 15.04.010 as presented; second by Councilor Sumner.

Discussion: Councilor Stone – Is this new information for building codes? *McKnight – This is the Fire Code that goes with the building code (which we don’t do). The Fire Code has to do with fire alarm systems, hazardous materials etc.*

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

Opposed:

Motion carried unanimously.

- **Bid Award – Schoon Mtn Storage Tank and Sixth & Oak Pump Station**

Staff Report – Community Development Director, Brian Elliott asked Council to award the contract to Fackler Construction in the amount of \$705,749.00. On February 19, 2020, bids were reviewed from four companies with Fackler submitting the lowest bid. They have sufficient experience and qualifications to satisfactorily construct the project.

MOTION made by Councilor Hamilton to approve bid award to Fackler Construction in the amount of \$705,749.00 as presented; second by Councilor Boggs

Discussion:

- Councilor Boggs questioned the difference in price (nearly \$100,000) between the two lowest bids. *Elliott – They are a reputable company.*
- Councilor Stone asked questions regarding loan amounts and rates. *Finance Director, Dan Wilson clarified.*
- Councilor Sumner asked if she had any conflict of interest since her property will benefit from this. *City Attorney, Chad Jacobs – It will be serving others as well so there’s no conflict.*

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

Opposed: None

Motion carried unanimously.

- **Bid Award – S. Calapooia Low Pressure Force Main Extension**

Staff Report – Elliott asked Council to award the contract to Cradar Enterprises in the amount of \$88,538.00. On February 18, 2020, bids were reviewed from five companies with Cradar submitting the lowest bid. They have sufficient experience and qualifications to satisfactorily construct the project.

MOTION made by Councilor Stone to approve bid award to Cradar Enterprise Inc. in the amount of \$88,538.00 as presented; second by Councilor Vincent.

Discussion:

- Councilor Stone – Is this a private line that the city now owns? *Public Works Director, Aaron Swan – Yes, it started as a private line.* How is it being paid for? *Elliott – Part of the Strategic Plan was to extend the sewer line out to exit 135 in a 2-phase project.* Discussion continued between Councilor Stone, Elliott, and City Manager, Jerry Gillham.
- Councilor Vincent asked if they are a reputable company that will do a good job. *Swan – Cradar has done a lot of this type of work. We have full confidence in them.*

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

Opposed: None

Motion carried unanimously.

AGENDA CONFIRMATION

- **March 9, 2020 Agenda**

Gillham discussed the Industrial Park Conceptual Layout and Path Plan to Council and presented a map design. Further discussion ensued between Council and Gillham. Gillham also suggested canceling the Council meeting on March 23, as has been done in the past, due to Spring Break. Council was unanimously in agreement.

COUNCIL COMMENTS

Councilor Hamilton

- None

Councilor Tomlinson

- There’s a bad pothole at the intersection of Central Ave and State St. *Swan – Working on it.*
- It’s nice to see all the police presence in town.

Councilor Boggs

- None

Councilor Sumner

- None

Councilor Vincent

- None

Councilor Stone

- None

Mayor McKnight

- Thanked the Lions Club for putting the flags out through town for President’s Day.

REPORTS

- **Ford’s Pond Community park Sponsorship Plan**

Staff Report – Elliott informed Council that staff will be requesting to create a Ford’s Pond Community Park Sponsorship Plan at the March 9th meeting. The Parks Advisory Committee has recommended that this Sponsorship Plan be created for the purpose of increasing the city’s ability to deliver services at the park beyond the core levels funded from the general fund. The city, in partnership with Friends of Ford’s Pond, will seek sponsorships for events, services, and facilities.

- **LGGP Grant, Recreational Trails Grant, and Land and Water Conservation Fund Authorization for Ford’s Pond.**

Staff Report – Elliott informed Council that staff will be presenting a staff report and resolution requesting authorization to apply for The Land and Water Conservation Fund, Local Government Grant and Recreational Trails Program from the Oregon Parks and Recreational Department in efforts to fulfill the developments of the Ford’s Pond Master Plan at the next Council meeting.

- **Airport Industrial Lands Wetland Consultant**

Staff Report – Elliott and Gillham updated Council regarding the wetland consultant search. Staff is still working with various consultants and anticipates presenting council with a contract at the March 9 meeting.

STRATEGIC PLAN UPDATE

- **New In-Flow & Infiltration Prevention Program**

Swan introduced Wastewater Treatment Supervisor, John Bachman. The purpose of the program is to define deficiencies in the system and repair them. Bachman discussed the areas that will be addressed including Umatilla St. to E. Emerald St. and repairing deficiencies found last year during smoke testing.

ADJOURNMENT

With no further business meeting adjourned at 7:33p.m.

Respectfully submitted by,

Diane Harris

Diane Harris, CMC, City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY COUNCIL ON MARCH 9, 2020