



**City of Sutherlin  
Joint Council and Planning  
Commission Workshop  
Monday, August 12, 2019  
Civic Auditorium – 6:00 to 8:00 p.m.  
AGENDA**

**Mayor Todd McKnight**  
Council President Boggs  
Councilors Stone, Tomlinson, Vincent, Sumner and Wattles  
Planning Commission Chair Lee  
Commissioners Davidson, Frazier, Price, Robinson, Sarnoski, Swanson

**COUNCIL**

1. **CALL TO ORDER / FLAG SALUTE**
2. **ROLL CALL**
3. **INTRODUCTION OF MEDIA**
4. **CONSENT AGENDA**
  - a. July 8, 2019 Minutes – Regular Meeting
  - b. July 22, 2019 Minutes – Workshop Meeting
5. **WORKSHOP**
  - a. Urban Renewal 101
6. **PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]
7. **ADJOURN**

*Members of the audience who wish to address the Council & Commission will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council & Commission.*

**PLANNING COMMISSION**

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
  - a. July 16, 2019 Minutes – Regular Meeting
3. **APPROVAL OF FINDINGS OF FACT AND DECISION**

**MOBILE DIESEL SERVICE, INC.**, request for a Conditional Use Permit to authorize a Vehicle Service (repair) within an existing building. **PLANNING DEPARTMENT FILE NO. 19-S012**

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**





# Consent Agenda



**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, July 8, 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  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
City Manager Intern, Jake Boone  
City Attorney, Ashley Driscoll (via Skype)

**Audience:** Pat Fahey, Grant Fahey, Tami Trowbridge, Steve Major

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

**Flag Salute:**

**Roll Call:** Councilor Stone arrived at 7:10 p.m.

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

Sutherlin Area Chamber of Commerce President, Tami Trowbridge updated Council.

- Hired Tracy Martz as Executive Director.
- A Country Concert (using Tourism Funds) will be held August 22 in the field behind the fire station. Contact Chamber for tickets.
- First Geo Caching event on May 11<sup>th</sup> was a success.
- Possibility of a middle school age soccer tournament to be held Spring Break of 2020.
- Celtic Highland Games are the 4<sup>th</sup> weekend in August at Henry Estate Winery.

Councilor Wattles mentioned that she wasn't aware of the ticket price and wants to make sure it's well advertised. Trowbridge assured Council that the cost will be highlighted on advertisement.

**PRESENTATIONS**

City Manager, Jerry Gillham introduced City Manager Intern, Jake Boone. Jake is a graduate of the University of Oregon and is currently in the Master's Program for Public Administration. He's currently the Vice President and President Elect for the LOC (League of Oregon Cities) Board of Directors.

Boone stated that he's been a City Councilor for the last 9 years in Cottage Grove, is having a great time here and learning a lot.

**CONSENT AGENDA**

- **June 10, 2019 Minutes – Regular Meeting**

**MOTION** made by Councilor Boggs to approve Consent Agenda; 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**

- **Contract Award – SDC (System Development Charge) Study**

Staff Report – Finance Director, Dan Wilson asked Council to consider approving a personal services contract with Donovan Enterprises Inc., in the amount of \$36,080, for the purpose of conducting an SDC methodology review/update. In March of 2019, an RFP (Request for Proposal) was conducted and two responses were received. Part of the City's Strategic Plan is to perform this review which could include an update to the current fee schedule.

**MOTION** made by Councilor Sumner to approve Contract Award – SDC Study as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – If prices stay the same, what good will the study do later on? ***Wilson – This is only an SDC Study, not a rate study.*** Is this necessary? Can't we figure out our own rates? ***No, it's a very complex set of calculations. Staff isn't qualified to perform those calculations and educate Council and community members.*** I think we can come up with our own SDC Charges and not involve a consultant. ***It's in the City's best interest to have a study that is defensible and justifiable.***
- Gillham explained why a specialized system of technical analysis is required. It's also in the community's best interest for this to be done by a consulting firm.
- Councilor Tomlinson – I feel you need to have the study done to find a baseline. This study and research won't set the prices but it will show where, as a city, we need to be with our rates.
- Councilor Sumner – Do other cities in the state calculate their own SDC's? ***Gillham – None that I'm aware of. To establish SDC's, there's a methodology and process that must take place in order for them to be theoretically feasible. This was discussed previously and was decided by Council and staff that the SDC study was needed. It's in our citizen's best interest to have professionals conduct the analysis.***
- Councilor Sumner – Feels it prudent to hire a consulting firm.
- Gillham addressed Councilor Stone - Council originally agreed to have the SDC study done to establish who the proper beneficiaries are to eliminate the idea that people are being charged improperly.
- Councilor Boggs – How were the current SDC's established? Are the current SDC's not doing what they need to do? ***Gillham – Not even close, which is why it's best to have a third party do an analysis. About 90% of our Master Plan funds come from grants.***
- Councilor Vincent – How good is the SDC study? Is this for 2-5 years? ***Gillham – Generally it's a 20 year projected growth analysis.***

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

Opposed: Councilor Stone

Motion carried.

- **Procurement of Code Enforcement Vehicle**

Staff Report – Police Chief, Troy Mills requested the purchase of a new Code Enforcement vehicle. During the FY2019/2020 budget preparation, a vehicle was requested in the amount of \$30,000 as part of the Capital Improvement Plan. The vehicle will come from Power Chrysler Jeep Dodge of Newport, Oregon with a base price of \$27,566.18 for a 2019 Dodge 1500 4x4. Attachments with vehicle specs were included with the staff report.



**MOTION** made by Councilor Boggs to approve Procurement of Code Enforcement Vehicle as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone - How many miles do you put on a vehicle yearly? *Not that many, it'll last longer than a 5 year replacement. The current Dodge Caravan has 100,000 miles on it.* Can the Code Enforcement Officer (CEO) use a police vehicle? *No, because the CEO isn't a certified Police Officer.*
- Councilor Vincent – Why not purchase a car? *Based on lessons learned this last March a 4x4 vehicle would serve as a multi-use vehicle. It'll be eventually outfitted with lights and sirens, also utilized for transporting evidence to Salem for disposal, off road enforcement inspections, towing and emergency response.*

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

Opposed: None

Motion carried unanimously.

- **DEQ Loan Request for Wastewater Treatment Plant (WWTP) Upgrade**

Staff Report – Wilson discussed the current loan and asked for approval of an increase in the amount of \$1,750,000. Due to the passage of time between when the loan was secured in 2014 and the actual bidding in 2018, construction costs increased approximately 3% per year.

**MOTION** made by Councilor Vincent to approve DEQ Loan Request for WWTP Upgrade as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – The construction cost was supposed to be less than expected. *The Dyer Partnership Engineers & Planners Inc., Steve Major – The total cost of the project covers more than just the construction. It also includes the Pre-Design and the Force Main for the Everett Ave Pump Station.* Further discussion continued.
- Wilson – The estimated cost was \$18.5 million in 2014. When the project went to bid in 2018, the cost was estimated at \$20.5 million.
- Councilor Stone – Will the sewer rates be increased to account for the shortfall of the loan? *Wilson, no, the current rate structure should suffice to service the loan payment.*
- Gillham – These were estimates created in 2013 and the loan closed in 2014. Funds have been collected over the last 5 years in the form of raised rates that will cover the payment of the loan without raising rates again.
- Councilor Stone – How long is the new plant good for? *Major – It's a 20 year design. With regular maintenance, it will last beyond that.*

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

Opposed: Councilor Stone

Motion carried.

## **REPORTS**

- **Sutherlin Sanitary Update** – General Manager, Pat Fahey presented their 2018 Annual Report. A few highlights were:
  - Started curbside recycling in October of 2017.
  - The recycling market immediately crashed.
  - Sutherlin continued offering a recycling service for limited items.
  - Purchased a new Roll Off truck in 2017.
  - Purchased a new Side Loader in 2018.
  - Recently purchased property near exit 135 for a new shop/office complex and transfer station.



- Councilor Sumner – When can glass be added back to the recycling hub? **Fahey – Been trying to get it added for a while. Once a place is found that will dispose of it, we'll bring it back.**
- Mayor asked about the hours of operation. **The hours are set due to unfortunate circumstances. We'll look into extending them for more convenience.**
- Councilor Boggs asked about rate differences between the different colored carts. **Rates are charged for the green garbage carts, the blue carts are provided free for recycling.**
- Councilor Sumner asked about off road fees. **They are applied to customers whose roads aren't maintained by the city.**

- **Urban Renewal Feasibility Study**

Staff Report – City Manager Intern, Jake Boone discussed the award of a contract to a consulting service for an Urban Renewal Feasibility Study. In the 2019-2020 Strategic Plan, Council identified the exploration of an Urban Renewal District as high priority. In April of 2019, the City issued an RFP (Request for Proposal). Elaine Consulting Service applied with a cost of \$19,700 with an estimated completion date of study to be December 2019.

- Councilor Tomlinson – Has the contract already been awarded? **Boone - Yes.**
- Councilor Stone – Called all the cities listed in the study and they explained that they are using land and putting in water/sewer lines and when a business comes in, funds will be refunded. What happens when a business doesn't buy the property?
- Councilor Tomlinson – Clarified how the process works. He attended the LOC (League of Oregon Cities) Conference in 2018 and Elaine Consulting Service was teaching a class. Recommends meeting with her service to explain how the process works. Thinks the study should be done before spending the money to go forward, but doesn't think there's any property right now that this would benefit. **Gillham – will set up a meeting with the consulting firm.** Further discussion continued between Councilor Tomlinson and Councilor Stone.
- Mayor – Didn't Roseburg upgrade their downtown with Urban Renewal funds? **Gillham - Yes**

### **STRATEGIC PLAN UPDATE (Reports in Council Packet)**

City Recorder, Diane Harris presented Council with the new version of the Strategic Plan.

### **CITY COUNCIL COMMENTS**

#### **Councilor Wattles**

- None

#### **Councilor Boggs**

- Suggests looking at next year's budget to build a bigger reserve account to do some bigger projects and provide more of a revenue source.

#### **Councilor Tomlinson**

- Nice to hear that Tractor Supply opened. Good growth happening. Heard that Evergreen is opening. **Gillham announced that Evergreen Medical Center should be breaking ground in Sutherlin this next year.**

#### **Councilor Sumner**

- Valentine Street is looking great. Everyone seems happy that it's started.

#### **Councilor Vincent**

- Asked Gillham how many industrial lands the City has that are shovel ready. **Gillham - None. Hired a consultant that did a developable lands analysis.** It's nice to have Tractor Supply.

**Councilor Stone**

- Asked what shovel ready includes. *Gillham – The study includes the total cost and what is needed for that piece of land.* What kind of infrastructure will Evergreen have? *Gillham – Haven't seen a footprint, it's not to that point yet.* In the subdivision at Dovetail Ln on Scardi Blvd, there were trees planted, will they be planted on the other side of the street? *Swan – Not sure, I will look into it. The trees only had to go to the property line.* Does the City maintain it? *Swan – Adjacent to the development, yes.*

**Mayor McKnight**

- Thanked the Lion's Club for putting flags out on the 4<sup>th</sup> of July.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

With no further business meeting adjourned at 8:32p.m.

Approved: \_\_\_\_\_

Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Todd McKnight, Mayor

**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 DLCD. 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, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Todd McKnight, Mayor



# WORKSHOP







# **ELAINE HOWARD CONSULTING PRESENTATION**





# **PUBLIC COMMENT**





# ADJOURNMENT





# **FOR YOUR INFORMATION**



## Diane Harris

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**From:** Diane Harris  
**Sent:** Monday, August 05, 2019 9:09 AM  
**To:** 'Ashley KQEN News (ashley@bciradio.com)'; 'DC Commissioners'; 'Erica Welch'; 'KUGN'; 'KYLE-KQUEN'; 'News Desk (newsdesk@nrtoday.com)'; 'Register Guard'; 'Roseburg Beacon'  
**Cc:** Kristi Gilbert; Jamie Chartier; Brian Elliott; Melanie Masterfield  
**Subject:** Public Meeting notice  
**Attachments:** CC AUG 12.19 Joint Workshop.docx

Good morning,

Please see attached agenda for the August 12<sup>th</sup> joint Council & Planning Commission Workshop.

Thank you,

*Diane Harris, CMC*

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