

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 11th was a success.
- Possibility of a middle school age soccer tournament to be held Spring Break of 2020.
- Celtic Highland Games are the 4th 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 4th of July.

PUBLIC COMMENT

None

ADJOURNMENT

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

Jerry Gillham

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Todd McKnight

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

APPROVED BY COUNCIL ON AUGUST 12, 2019