

**CITY OF SUTHERLIN**  
**Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, August 24, 2015 – 7:44pm**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Frank Egbert, Wayne Luzier, Karen Meier, Forest Stone, Wes Anderson  
Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham  
Deputy City Recorder, Diane Harris  
Community Development Director, Vicki Luther  
Finance Director, Dan Wilson  
Public Works Operations Supervisor, Aaron Swan  
Public Works Utilities Supervisor, Brian Elliott  
Chief of Police, Kirk Sanfilippo  
Interim Fire Chief, Rich LaBelle  
City Attorney, Chad Jacobs (via Skype)

**AUDIENCE:** Robert Woldt, Patricia Klassen, Donna Pagel, Robin Gentry, Bertha Egbert, Pam & Denny Cameron, Tami & Jack Trowbridge, Mike Meier, Duke Leonard, Pat & Bert Bales, Justin Peterman, Taryn Murphy, Dan W. Clark, Floyd Van Sickle

Workshop called to order by Mayor McKnight at 7:44pm.

Roll Call: Excused – Councilor Anderson

**WORKSHOP**

• **Agenda Outline**

1. Status Report on Council Priorities
2. Discussion of Council Priorities
3. Identify three elements of our agreed upon “Moving Forward” actions that have gone well. Why have they gone well?
4. Identify three elements of our agreed upon “Moving Forward” actions that have not gone well. Why have they not gone well?
5. What specific actions do we need to do to improve our teamwork and collegial relationships?

• **Council Team Building**

City Manager, Jerry Gillham – Explained the Workshop is a 6-month review of goals, priorities and issues that were discussed during February “Team Building” Workshop. Interim Fire Chief, Rich LaBelle, will be facilitating the Workshop in an “After Action Review” (AAR) format, which is associated with the process implemented to Fire Fighters after incidents and responses. Agenda outline and status report was made available to Councilors for review the week prior to the Workshop. Unanticipated Opportunities and Issues were also included in the outline, explaining that these items caused Staff to pause on some of the initial priorities and focus energy on the unanticipated. Gillham noted one item that should be included, but was not listed under Opportunities is the County’s “virtual building”, though positive, will also require additional Staff time. Gillham explained LaBelle’s facilitation experience also comes from working for the State of Oregon’s Incident Management Team.

LaBelle reported before beginning the workshop he would like to thank Council for the opportunity this last year serving as Interim Fire Chief. He reported earlier that day, at 4:46pm there was a structure fire at E. Second Avenue and State Street. A total of 23 firefighters and personnel responded: Sutherlin Fire Department – 10, Oakland Fire District – 5, Fair Oaks Fire District – 4, and Sutherlin Police Department –

4. LaBelle shared that he is very proud of what they did and couldn't have asked for better. Council has done a very good thing for this community.

LaBelle – Tonight's discussion will encompass February 2<sup>nd</sup> to present timeframe. Anything prior will not be part of the discussion. Goals and priorities should be revisited again in six-months to discuss any changes and updates needed, whether positive or negative. A review of the 10 AAR ground rules and agenda outline was presented. LaBelle explained tonight's discussion will end on a positive note, therefore, will begin with agenda item #4.

**4. Identify three elements of our agreed-upon "Moving Forward" actions that have not gone well. Why have they not gone so well?**

Council reviewed status of the 9 Goals and Priorities established at the February 2<sup>nd</sup> Workshop.

Questions and comments:

- Goal #2's status states there may be less money available for the Central Avenue transformation project. *City Manager – That is an unknown at this time; we are pre-supposing there will not be as much available as previously stated. City may have to apply for less. If applying for less, City will take less of Central Avenue back? We will do less on Central. However, will not know until after November or possibly not until the grant is awarded.*
- **What didn't go well?**
  - City didn't receive funding for the projects on list; however, also had no control over that. Priorities 1, 2, 3 and 5 are based on funding.
- **What has hindered the funding process, how can we change or improve in next six months?**
  - Council is unable to control that aspect.
  - City had its portion for the funding, however the "folks on the other side of the table" ran out of money.

*Gillham – The only project money is not available for is the N. Comstock project. All others are still in the "hopper" for consideration. Still waiting for deadlines and dates to apply. CCD's (Coos, Curry, Douglas Business Development Corporation) Grant Writer [Margaret Barber] is currently researching grants for the toddler play area project.*

- **If City does not receive grants or extra funding, will these projects still be considered as top priorities for Council?**
  - It depends on the project, Central Avenue is too large a project without funding; however, the toddler playground would probably be do-able.
  - Need to revisit once City knows if a grant will or will not be awarded.
  - Cost to the City will be the determining factor, also if the project could be budgeted for or have money set aside over time.
  - How long will Goal #9, regarding the Wastewater Treatment Plant need to be left on the list once that project is started?

*At that point it will probably come off as a priority because it is in process. After 6-months need to re-evaluate the priorities and make a decision on whether to keep them or focus on something else. From Staff's point of view, it's very nice to be able to say "these are the Council's priorities, where does my Staff time plug into those priorities"? If Council changes those priorities that will make a big difference according to Staff.*

- Goal #8 regarding the start-up of a new predominantly Volunteer "fire only" Department should be removed from the list since that has been completed.
- Should remain on the list, now the Fire Department needs to be maintained. May want to change the priority concerning that.
- Will be able to plan and budget over the next three years needs necessary for the Fire Department.

- It was mentioned City is using a grant writer from CCD; do we need to focus on a grant writer that may specialize in, for instance play areas? *Personally, don't feel there is anybody better for us than CCD's grant writer, who we have on a 1-year operation contract.*
- Had discussed with City Recorder, Debbie Hamilton, who plans to contact other cities regarding their processes in funding similar projects.
- Rotary Club recently had a grand opening for handicap play area at River Forks Park, would suggest contacting Georgia Stiles who was instrumental in making in the project.
- Goal #6 – Facilities Reserve Maintenance Fund, states Finance Director needs to meet with Public Works Operations Superintendent, Aaron Swan, has that happened? *Finance Director, Dan Wilson, explained previous Finance Director created a spreadsheet outlining all items needing to be replaced over specified periods of time. This schedule is still being used, however needs to be updated. Some of those items have been replaced. Will meet with Swan to confirm any changes or updates.*

**1. Identify three elements of our agreed upon “Moving Forward” actions that have gone well. Why have they gone well?**

- **What does Council feel has gone well and why?**
  - Fire Department went well, due to dedicated Fire Fighters as well as LaBelle's focus on putting a good team together.
  - Priorities on the list are moving forward, time is spent on them to make it happen. Keep focus on goals and not go off on other things, by the end of the year will be able see accomplishments.
- **Do you feel Staff is looking at the Council priorities and using them? Did that go well?**
  - Believe it has.
  - Have no reason to doubt Staff regarding the priorities.
  - Good that there is a vision and a plan for a toddler park.

***Is there an opportunity to involve the community regarding the toddler park?***

- Suggest having a plan or model available to present to groups regarding the proposed plans.
- Many organizations are 501-C3, they can set up funds for accepting donations; donation can be used for tax write-offs.

- **Unanticipated Opportunities and Issues**

These items have come up in the last 6-months and have taken Staff's time away from Council's priorities:

**Opportunities:**

- UCC Auto-Diesel-Welding Trade School
- Exit 136 Tourism Destination
- DLCDC TA Grant for wetlands or infrastructure

**Issues:**

- ASA #3 6/30 deadline
- Sign ordinance
- Fire/Ambulance calls for service
- Marijuana Ordinance
- DEQ financing/Federal regulations-delay

LaBelle reported the Goals & Priorities portion of the Workshop has been completed. Would like Councilors to go around the table and comment during the “Team Building” portion of the workshop.

**5. What specific actions do we need to do to improve our teamwork and collegial relationships?**

Mayor McKnight –

- Councilor Comments has improved greatly. Feel they are positive, benefit the audience and are productive.

- Forwarding questions in advance that require more in depth answers from Staff has gone well.
- Over-all, Council is much more friendly, have more productive Council meetings, attitudes and time limits are in-check, and keeping positive relationships through debate has gone well.

***Would like to use an example: Councilor Meier has a question and talks to a Department Head and/or City Manager. Response is then sent to the remainder of the Council. How is that working? Is that information getting out?***

- How do we know if we aren't getting it?

***Gillham – There isn't any way, when you ask a small question, that Staff will be able to keep up with this collective forward to all Council. Believe the purpose of the process is that any question asked that would come before Council, and is of policy nature, Staff will distribute the answer. However, if they receive a phone call regarding when the street sweeper is sweeping your street, that would not be sent to the entire Council.***

- Staff needs to use their time constructively, cannot send response to every Councilor for every question.

Councilor Luzier –

- Do not have any complaints regarding receiving information, if feel like I'm not getting the right information, I will go to City Hall and ask.

***Does rest of the Council feel they are getting information needed? If not, how can we fix it?***

Councilor Egbert –

- Do not feel like I'm getting all information, feel there is a communication gap and am on the low end of it. ***How can Staff help with this issue?*** I don't know.

Mayor McKnight referred to a recent incident where a lot of effort was put into helping Councilor Egbert get questions and concerns answered. However, Councilor Egbert changed his mind the next day.

- Things go out to other Councilors in emails, I don't do email so I'm out in left field. Council Rules states the Recorder will send information to anyone that requests it. ***Does that happen, do you get it?*** Sometimes not in a timely manner, sometimes not at all. The rest of the Council has information that I don't have. ***So communications needs to be something to work on, not just Council to Council but also Staff to Council.***

Councilor Meier –

- City Charter states the guidelines on how Council communicates with Staff. Need to be very careful when communicating with City Manager or Department Heads. Rather than being accused of micromanaging, feel it's easier to ask while at a Council meeting. ***Does there need to be a better policy to identify methods of asking the question and procedures to follow, based upon legal advice.*** Probably. ***Possibly be able to refer to a list that outlines what is acceptable to ask of Staff or City Manager?*** Yes.

Councilor Boggs –

- Understand this process was already agreed upon during the last workshop. Either you talk to the City Manager or Department Head, if they couldn't provide an answer; Councilor would be able to contact City Attorney, if it was a legal question.

***LaBelle referred to previous Workshop's minutes stating, "Contact the City Manager or Department Head to have questions answered. The City Manager supports contacting department heads that may be able to directly answer questions. It is important to keep City Manager apprised of that conversation".***

***City Manager – Believe the summary of the discussion was that a Councilor would direct a question to City Manager; who would then provide an answer or present the question to Staff. The answer would be sent to the entire Council. From my observations, this is where I'm confused with Councilor Egbert's concerns. Felt we have followed through very well. The only time that was not done when a Councilor posed a question regarding a legal issue which was attorney client privilege that could not be sent via email. Feel the only issue was missed was an invitation sent out by email for a BBQ during Blackberry Festival that was not faxed to Councilor Egbert. Gillham explained the process currently in***

*use, adding there is a small chance, during a busy day that something may be missed, affecting the outcome of that process.*

Councilor Stone –

- Usually contact City Manager and ask questions, which he will direct to Staff, after which Staff will make contact. ***That communication is working for you?*** Yes, that is the only way City Manager would be apprised of the conversation. If I contact Staff directly they may not let him know of the conversation.

Councilor Luzier –

- Would like to revisit Councilor Egbert’s concerns. On the agenda outlined listed under “Council submitted Workshop Topics” it states “Time and money spent delivering packet/faxing of items to Councilor Egbert”. I submitted that for the workshop, it was not meant to be derogatory but to find a better way to assist with his problem regarding information not received. In addition could possibly cut the cost and time spent faxing, putting the binder together and delivering it. Is there a program City can purchase that would solve this problem? ***City Manager – Currently looking at technology that has a hyperlink, when an email is sent, it would automatically send a fax to him. City’s IT person will be on site tomorrow and Wilson will be discussing this with him.*** That could possibly solve that problem? ***Yes, it could.***
- If this program is less money than what it costs for Councilor Egbert to get his information, then believe City needs to move forward with it.

Councilor Egbert – Directed question to Deputy City Recorder, asking if she has to create a binder anyway. ***One additional binder is created for City Hall’s front office for citizens to have access to.*** Was previously told that you have to create one for yourself anyway. ***I do have one that my meeting documents are inserted into.*** Councilors mention different things that am unaware of, some of it has no realm on the Council, but some is pertinent information, feel I’m missing those discussions.

With no further comments LaBelle ended the Workshop, extending a thank you to Council for giving him the opportunity this past year as Interim Fire Chief.

**ADJOURNMENT** –

With no further business the meeting adjourned at 8:38pm.

**Announcement** –

Mayor McKnight announced a 5-minute break before going into Executive Session. ORS 192.660(2) (f) – Exempt Public Records, to consider information of records exempt by law from public inspection.

Executive Session called to order at 8:43pm.

Executive Session –ORS #192.660(2) (f) Exempt Public Records.

Executive Session adjourned at 9:55pm.

Approved: Jerry Gillham  
Jerry Gillham, City Manager

Respectfully submitted,

Diane Harris

Diane Harris, Deputy City Recorder

Todd McKnight

Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL SEPTEMBER 14, 2015***