

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, January 26, 2015 – 7:00pm**

**COUNCIL MEMBERS:**

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

**CITY STAFF:** City Manager, Jerry Gillham  
City Recorder/HR Manager, Debbie Hamilton  
Deputy City Recorder, Diane Harris  
Finance Supervisor, Dan Wilson  
Community Development Director, Vicki Luther  
Chief of Police, Kirk Sanfilippo  
Interim Fire Chief, Rich LaBelle  
Fire District #2 – Chief, Greg Marlar  
City Attorney, Chad Jacobs (via Skype)  
Finance Advisor, Andy Parks

**Audience:** Joe Groussman, Sierra Moon, Tami Trowbridge, Mike Meier, Pam & Denny Cameron, Bertha Egbert, Anthony Harris, Nan Isaacson & spouse, Brian Burke Sr., Jim Houseman, Justin Peterman

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** None present

**PUBLIC COMMENT** (agenda items only)

- None

**PRESENTATIONS**

- **Chamber of Commerce/Visitor Center**

Chamber President, Tami Trowbridge, presented budget report for period ending December 31, 2014.

Chamber updates:

- Transient Room Tax Advisory Committee (TRTAC) met previous week. A grant request from Best Western Hartford Lodge to fund the installation of electric car chargers was approved. Three chargers were given to them - 2 Tesla, 1 regular.
- Chamber is working with Best Western in putting together Wine Packages for their patrons.
- Sign Factory Owner, Greg [Kovach], is working on six more Flag Monuments and looking into graffiti resistant sealer for the monuments.
- Preparations are being made for the display of a monument at a local bank. Some local businesses have made contact for sponsorship.
- First Citizen's Banquet will be held February 21<sup>st</sup> at UCC's Danny Lang Center, Chamber is accepting nomination forms.

Councilor Stone – Is enough money being donated to [Calapooia Reflections] Museum? ***Yes, received a special funding request recently from the museum which TRTAC approved.***

Councilor Egbert – At the time tourism was turned over to the Chamber, there were plans to fund a Volunteer Coordinator position for the Visitor Center, has this been done? ***Still working on that, currently working on Executive Director's recruitment, after which will be working on a newly suggested idea regarding the use of a database as a resource.***

- Recently held a volunteer training program; additional training programs will be available in the future for those interested and/or unable to attend previous training.

Councilor Luzier – How is the recruitment going? *Have a few promising resumes, recruitment ends at the end of this month.*

Councilor Stone – Any updates regarding the Sutherlin Tourism DVD? *Have not been in touch with Kent Rochester; however it is on the list. Would like to show it at the First Citizen’s Banquet.*

Councilor Meier – Concerned about the DVD, have spent over \$15,000 and not using it to full potential. Does Chamber have any objections sharing it on YouTube? *Trowbridge has no objections*

## **COUNCIL BUSINESS**

- **Budget Committee Vacancy**

Mayor McKnight asked Council for discussion and direction to Staff regarding Budget Committee vacancy. Consensus to advertise for the open seat until end of February.

## **CONSENT AGENDA**

- **January 14, 2015 Minutes – Regular Meeting**

**MOTION** made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Luzier.

Discussion: None

In Favor: Councilors Anderson, Luzier, Stone, Egbert, Boggs, Meier and Mayor McKnight

Opposed: None

Motion carried unanimously.

## **ACTION ITEMS/GENERAL BUSINESS**

- **Ordinance No. 1040 – Sutherlin Sanitary Garbage Franchise Agreement (second reading and adoption, title only)**

Deputy City Recorder, Diane Harris, provided second reading of ordinance, title only. “An ordinance granting an exclusive franchise to Sutherlin Sanitary Service; describing the terms and conditions thereof, and the regulations connected therewith; and providing penalties for the violations of this ordinance”.

**MOTION** made by Councilor Stone to approve second reading and adoption of Ordinance No. 1040 – Sutherlin Sanitary Garbage Franchise Agreement as presented; second by Councilor Luzier.

Discussion: City Manager, Jerry Gillham, asked Councilor Anderson if his questions were answered regarding the agreement.

Councilor Anderson stated yes, Luther explained the increase in liability insurance from \$1 million to \$3 million required by City’s insurance carrier. Was concerned Sutherlin Sanitary’s insurance premiums would increase as a result. It was explained City no longer required a bond per the agreement, resulting in a “wash”.

In Favor: Councilors Anderson, Luzier, Stone, Egbert, Boggs, Meier and Mayor McKnight

Opposed: None

Motion carried unanimously.

## **REPORTS**

- **Fire Service Update**

Staff Report – Interim Fire Chief, Rich LaBelle, presented past two weeks Fire Services Update.

- Attended Staff and Risk Management meetings
- Prepared for and taught four classes at Firefighting Academy
- Added 2 new recruits – one is a recruit, the other a trained firefighter
- Sent contract for review to Calapooia Rural Fire District
- Met with labor attorney
- Met with Union Local #2091
- Attended Staff/Council Workshop

- Worked on comparisons for negotiations
- Worked on Standard Operating Procedures
- Borrowed additional turnouts for recruits

Councilor Stone – Are we going to be able to use our own equipment for training? ***We will have to wait until the contract is up.*** Have heard our police can't participate in the training. ***Correct, there has been an Unfair Labor Practice (ULP) filed by Local #2091, Sergeants and Chief have backed out from training.***

Councilor Anderson – What equipment are you using for training? ***We are using Oakland and Fair Oaks Fire District's Engine and equipment; turnouts have been borrowed from Albany and Scio Fire Departments. After taking over, Sutherlin Fire will order new turnouts and return the borrowed ones.***

Councilor Meier – Read City is advertising for Fire Chief. ***Have not started that process yet.*** When that process begins will you be advertising both locally and nationwide? ***Yes.***

***City Manager – A Workshop for Fire Department will be held in February to answer any and all questions, provide details and updates. If Council has questions they can be added to the already running list currently being kept. We will be accelerating quickly after February into the next phase. Having a better idea on who's going to graduate and qualify, needed budget numbers, and union ramifications in terms of the requirement to negotiate changes in the fire services.***

Councilor Stone – When is graduation for the trainees? ***Third week in March, followed by apparatus and operator training, which is two phases - driver and pumper operator, which lasts until June. Hazmat training will follow; there is still a lot of training to do.***

#### **CITY MANAGER UPDATE**

- Gillham reported as part of the Economic Opportunity Analysis, several industrial and one retail commercial sites were selected. They [FCS Group] have agreed to put together marketing materials; which include artist's rendering and economic data to use to recruit investment for the retail commercial site, cost is an additional \$10,000. Earlier in the day Staff met with the Douglas County Industrial Board, who has agreed to consider this funding request for \$5,000. The remaining \$5,000 would be paid for by the site's six landowners and the City. The economists stated there are three primary uses for that site: Outlet Mall, a Boutique Motel focused on the wine industry or a destination type resort, such as a water or theme park. Gillham referred to several examples of boutique motels and theme parks. Council, Chamber Members and the land owners are encouraged to visit them and promote the Sutherlin site.

Councilor Anderson – Where is this property located? ***Across from Taco Bell, behind Basco Logging.***

#### **CITY COUNCIL COMMENTS**

**Councilor Anderson –**

- None

**Councilor Luzier –**

- Say a prayer for the East Coast; understand they will have a tremendous amount of snow in the next few hours. Feel lucky we have had such nice weather.

**Councilor Stone –**

- Questioned if Friends of Ford's Pond and Parks Advisory Committee's future actions regarding Ford's Pond will affect what was discussed at a previous meeting regarding urban growth. ***No, Staff will be bringing a report to Council in the next few months.***
- Statement in weekly report that turbidity meter head photo cell was being replaced at Cooper Creek Water Treatment Plant (CCWTP), is this under warranty? ***Yes***
- Police activity in weekly report mentioned presentation at Knoll's Estate related to "Premise Open to the Public". ***Chief of Police, Kirk Sanfilippo – Knolls Estate's Home Owner's Association requested the presentation. We reviewed ORS sections regarding what could and could not be done by law in the development. It is not city road way, Police are limited on what they can do. You have the right to patrol though? Police can patrol for certain and specific violations, and***

*virtually all crimes that are misdemeanors and felonies. This initially started out as a towing issue on whether or not we could tow off a property, which we cannot do. PowerPoint presentation and flyers were provided to educate the board on procedures to follow.*

- Concerned with area affected by Lone Rock's logging near Cooper Creek. What type of regulations does City have regarding the water quality if affected by their operation?

Councilor Luzier – Believe there is a buffer zone, recall a discussion while serving on Council several years ago, they cannot affect the watershed.

Will it affect the trail? *Gillham – Lone Rock did state they would be staying above the trail.*

**Councilor Egbert –**

- Asked what will be on the agenda for February 2<sup>nd</sup> Workshop. *Team building, coming to an agreement of how to move forward and review of Council rules. Also asking Department Heads to inform Council what their biggest challenges are this year, and what is needed from Council to be successful, as well as Council's expectations of Staff.*
- Several years ago a fiber optic company installed fiber optic lines in the Sutherlin area. Was under the impression City was to have access to those lines.

Councilor Stone – Recall this was never brought into the city, but is in the industrial area at Knolls Estates. *Sanfilippo – Have had several dealings and discussions with area internet providers this past year. Centurylink owns the fiber optic lines and subcontracts them out. Not aware of any promise regarding City gaining dedicated lines. If there is a contract or "promise" would also like to have this information. Luther added former Finance Director, Ron Harker, was involved with a committee that met once a month, in the Eugene area. Suggest contacting him for information.*

**Councilor Boggs –**

- None

**Councilor Meier –**

- In the document [2015 Essential Tasks Snap-Shot] given to Council at last meeting, the Water Master Plan was listed as one of the tasks, thought this was just completed or is this done every year? *Not necessarily every year. There is a number of anticipated growth areas in which our master plan does not address. For example, the Duke Avenue water line, the current master plan does not address that area at all. Once a project is completed it's good to re-examine the entire system to see how the "ripple effect" goes throughout the city.*
- Another task listed is "Pavement Plan", what does this entail? *There are two pieces to that, have discussed this with Operations Manager, Aaron Swan. The principal reason for this is to use it as a guide as we start selecting streets to invest in, to get a sense of costs regarding street maintenance and ways to solve it. This will help Staff and Council; we plan to bring in someone to do an analysis of all streets. A complete evaluation was done in 2007, nothing ever came of it, concerned money will be spent for the analysis and then it sits. We have discussed that same thing; it is worth re-examining since this is eight years later. Feel we need to have a plan before we take on another big street project.*

Councilor Anderson - The City of Roseburg has a rating system for their streets. Believe it's updated every year according to priorities for the maintenance, or possibly complaints. *That is the model we are looking at, as well.*

- Engineer Contract is also mentioned as a 2015 Task. *Did not pencil out having an engineer on site. Staff sent notice out for RFP (Request for Proposal). Received counsel from Attorney, David Doughman, who suggested a new way to have an engineer is to have a "menu" of engineers on contract. We will soon have five engineers, each with unique specialty and experience.*

**Mayor McKnight –**

- Sutherlin High School is hosting the Special Olympics tournament this Saturday. Approximately 25 teams will be participating. Would like to invite those present tonight to attend the event.

**PUBLIC COMMENT** –

- Sutherlin resident, Nan Isaacson, stated she would like to address an issue of concern. Would like to see the City endorse a clean-up campaign and to meet with necessary Staff regarding requirements and procedures. Intend to talk to the seniors and community churches, would like to have a pool of volunteers.

Mayor McKnight – Asked Sanfilippo if he could put her in touch with [Code Enforcement Officer], John Hebard. *My thought is to have her meet with Hebard and [Community Development Specialist], Kristi Gilbert.*

Councilor Meier – Sutherlin Downtown Development, Inc. (SDDI) could possibly be of help, they meet the third Wednesday of the month, Abby's Pizza, at 12:00pm. They are doing the same thing, looking for volunteers to help clean up the city.

**ADJOURNMENT** –

With no further business meeting adjourned at 7:48pm.

Mayor McKnight announced a five-minute recess before the Workshop – Budget Goals & Finance Committee discussion begins.

*Jerry Gillham*

Approved:

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Jerry Gillham, City Manager

Respectfully submitted,

*Diane Harris*

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Diane Harris, Deputy City Recorder

*Todd McKnight*

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Todd McKnight, Mayor

**APPROVED BY COUNCIL FEBRUARY 9, 2015**