

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, August 22, 2016 – 7:00pm

COUNCIL MEMBERS:

Wes Anderson, Wayne Luzier, Forrest Stone, Frank Egbert, Tom Boggs, Karen Meier,

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Debbie Hamilton
Deputy City Recorder, Diane Harris
Finance Director, Dan Wilson
Community Development Director, Vicki Luther
Community Development Director, Brian Elliott
Public Works Operations Superintendent, Aaron Swan
Police Chief, Kirk Sanfilippo
Fire Chief, Charles Perdomo
Assistant Fire Chief, Lon Dragt
City Attorney, Chad Jacobs (via Skype)

Audience: Molly Jacobsen, Scott Arensmeier, Tami Trowbridge, Berth Egbert, Dennis Riggs, Seth Vincent, Travis Tomlinson, Beth & Jim Houseman, Pam & Denny Cameron, Susan Osland, Leonard Overman, Wallace Overman, Pamela Semas, Brian Burke, Aaron Speakman

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

- **Special Presentation**

City Manager, Jerry Gillham, presented retiring Community Development Director, Vicki Luther, a plaque congratulating and acknowledging her many contributions to the City over 26 years of service. She will be missed.

- **Certificate of Appreciation**

Interim Director of Public Safety and Chief of Police, Kirk Sanfilippo, requested Wally Overman, Leonard Overman and Scott Arensmeier to the front of the room to receive Certificates of Appreciation. Sanfilippo provided a summary of events concerning a recent porch fire at 819 S. Comstock Rd. Upon Sutherlin Fire Department's arrival they found both of the Overmans and Arensmeier had extinguished the fire. If not for their quick thinking and proactive effort in putting out the fire, that structure and its surroundings may have been lost to fire spread.

Mayor McKnight read and presented certificates to the three men. The Mayor was joined in a round of applause of appreciation.

- **Chamber of Commerce/Visitor Center Report & Tourism Promotion Plan**

Chamber President, Tami Trowbridge presented budget report ending July 31, 2016 and spoke of the proposed Tourism Promotion Plan on tonight's agenda for approval. Trowbridge explained changes made

to the plan regarding the Hometown Heroes Pole Brackets. Due to lack of information this item will be tabled and not included in the plan, removing \$12,000 from the requested total.

Promotion Plan:

- Event Banners and hardware \$15,000: 24 – 2-sided banners for 12 events will hang across each end of Central Avenue.
- New website platform & support \$3,350: Existing website platform does not offer support and is difficult to work with. New website comes highly recommended and will be more user friendly, be more dynamic and will include web support.
- Wayfaring Signage & Brochures with Maps \$5,000: Better signage and brochures are needed. Would like to approach high school students in making the signs.
- Beautification \$11,030: New garbage cans and street signs are needed. Would like to model new cans similar to one located at entrance of Red Rock Trail near the park. Would like to approach the high school for this project, as well.
- Ford's Pond Contingency \$5,000: Friends of Ford's Pond was able to raise the needed grant match amount, however there may be some revenue needed for other purposes, they have requested contingency money from the Chamber.
- Total amount requested is \$39,380.

Questions:

- Could the flag emblem be placed on the garbage cans? ***Probably could, have not thought of that.*** High School students could possibly do that.
- In favor of most items on the plan, however when Tourism Fund first started the idea was to promote tourism in Sutherlin. The Ford's Pond idea isn't the type of promotion the original founders were looking at. Feel Friends of Ford's Pond needs to put on events to raise money.
- Concerned about the durability of the flags and high cost of brackets. ***If they stay up for any length of time, that could be an issue. Brackets would be available for multifaceted use.***

Trowbridge added the development of Ford's Pond offers another venue to be able to have a lot of destination type events. Discussion continued regarding ideas to spark creativity and events related to the promotion of Sutherlin.

City Manager, Jerry Gillham, confirmed with Trowbridge that she is asking Council to approve the proposed plan tonight. Yes, that is the action item. ***Suggest rather than wait until the item comes up on the agenda to vote on it after this presentation.*** Will do whatever Council decides, planning to stay for the rest of the meeting and answer any questions from Council.

- What fund will this money be coming from? ***Finance Director, Dan Wilson – This will be coming from the [Tourism Fund] Reserves.*** Where will the money for the Park are coming from? There is about \$300,000; \$180,000 is dedication for the Chamber, the remaining \$120,000 is for the Park.
- Are any area groups putting money towards their event banners? ***No, have not approached them at this time, may think of approaching these groups when banners are in need of replacing. Banner's estimated life is around 5-years.***

Possible banner placement locations and issues regarding the availability of poles were discussed. Public Works Superintendent, Aaron Swan, was questioned about placing additional poles for the banners during the Central Avenue project. Swan stated he will discuss with traffic engineer.

COUNCIL BUSINESS

- **League of Oregon Cities Voting Delegate**

Staff Report – City Manager, Jerry Gillham – League of Oregon Cities Conference [September 29th – October 1st]. Asking Council to appoint a delegate to represent the City at the Conference, Mayor McKnight will be planning to attend.

Mayor asked if an alternate needs to be named in case he is unable to attend. City Manager will be added.

MOTION made by Councilor Meier to appoint Mayor McKnight as City's voting delegate at the 2016 LOC Conference and City Manager, Jerry Gillham as alternate; second by Councilor Anderson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

CONSENT AGENDA

- **August 8, 2016 Minutes – Regular Meeting**

MOTION made by Councilor Stone to approve Consent Agenda; second by Councilor Luzier.

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

Opposed: None

Motion carried unanimously.

ACTION ITEMS/GENERAL BUSINESS

- **Ordinance– Amending SMC Section 2.08.040 – City Officials – Violation/Penalty (first reading, title only)**

Deputy City Recorder, Diane Harris, provided the first reading of Ordinance by title only. “An ordinance of the City of Sutherlin amending Section 2.08.040 of the Sutherlin Municipal Code related to penalties for City officials”.

Staff Report – Jacobs – This ordinance is one of three ordinances as part of the code clean-up being asked to consider tonight. Language in the current code is not consistent with how the City has been dealing with conflict of interest issue, or how state law deals with conflict of interest. Language changes have been made to be consistent with today’s processes.

MOTION made by Councilor Stone to approve first reading of Ordinance amending Section 2.08.040 of the Sutherlin Municipal Code – Officials Generally – Violation Penalty; second by Councilor Boggs.

Discussion: Councilor Stone – Is there no penalty any longer? *Penalty will be one of two things, either the normal disciplinary process typically used or official misconduct under state law.*

Councilor Boggs – Questioning SMC 2.08.020 – Council is responsible for the City Manager, but should not be responsible for department heads, that should be the City Manager. *That is a broader policy call; currently have before Council is a code clean-up.*

Councilor Meier – In SMC 2.08.010 Community Development Director needs to be added. *That is on our list for future updates.*

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

Opposed: Councilor Boggs

Motion carried.

- **Ordinance– Amending SMC Section 9.12.030 – Delivery of Goods to Confined Persons (first reading, title only)**

Harris provided the first reading of Ordinance by title only. “An ordinance of the City of Sutherlin amending Section 9.12.030 of the Sutherlin Municipal Code regarding Delivery of Goods to Persons Confined in City Holding Cell”.

Staff Report – Jacobs – Ordinance is another part of code clean-up. The City no longer has a jail but has a holding cell, County Jail is used instead.

MOTION made by Councilor Stone to approve first reading of Ordinance amending SMC Section 9.12.030 of the Sutherlin Municipal Code – Delivery of Goods; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance– Amending SMC Section 9.12.080(A) – Authority to Restrict Access to Certain Areas (first reading, title only)**

Harris provided the first reading of Ordinance by title only. “An ordinance of the City of Sutherlin amending Section 9.12.080(A) of the Sutherlin Municipal Code to update positions with authority to Restrict Access to Certain Areas in emergency situations”.

Staff Report – Jacobs – This is the last of the code clean-up presented tonight regarding who has authority to restricted access in emergency situations. Changes have been made regarding the authority level and who may access certain areas in emergency situations. Code currently refers to Fire Chief and we no longer have a Corporal in the Police Department therefore changing to Police Officer and Command Level Firefighter.

MOTION made by Councilor Boggs to approve first reading of Ordinance amending Section 9.12.080(A) of the Sutherlin Municipal Code – Authority to Restrict Access to Certain Areas; second by Councilor Luzier.

Discussion: What is the penalty if lines are crossed? ***It would be dependent on statutes for the offense.***

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

Opposed: None

Motion carried unanimously.

- **Wastewater Treatment Plant Final Design Contract Approval**

Staff Report – City Manager, Gillham, introduced Dyer Partnership Engineer, Aaron Speakman, whom Staff has really appreciated his expertise during this project.

Community Development Director, Brian Elliott - Contract was revised as directed by Council.

Did we push the date back? ***Yes***

Gillham reported that with the subtle changes in Community Development Department, Elliott is doing a great job; he’s included the three supervisors in on the project for their input and involvement and it’s very pleasing to see.

MOTION made by Councilor Anderson to approve Wastewater Treatment Plant Final Design contract as presented; second by Councilor Luzier.

Discussion: Does this carry over to the contractors to build. ***No, it’s strictly for the design. Gillham added we are currently looking to get an experienced, competent Project Manager.***

Will Dyer provide a bond? ***No, not typically done for design.*** Will this include support for the bid process, meeting with contractors, answering questions, etc.? ***Those are a separate task with the bid documents.***

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

Opposed: None

Motion carried unanimously.

- **Playground Funding Options**

Staff Report – Finance Director, Dan Wilson – We were asked to bring back some options for funding of the approximate \$100,000 shortfall in order to get this project going now. Currently in the process of pursuing a grant for that money so it may or may not be necessary. One option was from Umpqua Bank for \$100,000 at approximately 4% for a three-year term with a processing fee. Second option is vendor does leasing, however costs are prohibitive and finally option is an interfund loan through tourism

MOTION made by Councilor Boggs to approve Playground Funding through an interfund loan through tourism as presented; second by Councilor Anderson.

Discussion: How many other interfund loans do we have currently? ***Wilson – Only the street sweeper, we have less than two years left on it.***

Why are we using the rubber tiles in the park? ***Elliott – They are much safer for the children. Swan added they have dealt with many different materials in that area, they end up with deep troughs, drainage problems, and with sand cat use is a problem. The rubber tiles are very low maintenance will stay level and are much safer for children.***

What are they rated for length of use? ***10-15 years.***

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

Opposed: None

Motion carried unanimously.

- **Playground Equipment Contract Approval**

Staff Report – Elliott – Directed at last Council meeting to draft a contract for the playground equipment. We received a 12% discount. We actually received another piece of equipment in that price, also note a space shuttle was added for 2-5 year olds. They will be going to Grants Pass to pick up the equipment to save money but did leave the shipping fee in just in case they are short of staff. For all the play equipment it comes to \$105, 816.78. With rubber tiles for the playground, not including the splash pad brings the total needed to \$191,407.32.

MOTION made by Councilor Anderson to approve Playcraft Playground Equipment Contract as presented; second by Councilor Luzier.

Discussion: Will rubber matting go down over what's there? *No, it will be gravel base.*

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

Opposed: None

Motion carried unanimously.

- **Tourism Promotion Plan**

MOTION made by Councilor Luzier to approve the Tourism Promotion Plan for \$39,380 as amended; second by Councilor Stone.

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

- None

CITY MANAGER UPDATE

- None

CITY COUNCIL COMMENTS

Councilor Anderson –

- Would like us to reach out to Dyer Partnership to be available in answering questions and overseeing the project and some inspections.
- \$30,000 in donations for Splash Park will be coming through? *City Manager stated he feels pretty confident that will be coming through.*

Councilor Luzier –

- Thanked the Police Department for the Blackberry Barbecue, it was very good, great food.

Councilor Stone –

- Heard from people that the Blackberry Festival wasn't advertised very well.

Councilor Egbert – To use TRT monies we have to advertise outside of the area and it was.

Blackberry Committee Member, Bertha Egbert – We did extensive advertising for the event. It was on several radio stations. The News Review doesn't do the flyer any longer, and their prices are very high. She feels because it was so hot it kept people home. There were also two other venues going at that time.

Councilor Meier suggested adding their website address to their banner.

- An ODOT meeting was a while back, wondering what was said; there are potholes west of Comstock that need fixing. *Elliott – Will check into it.*
- Is Scarborough contract complete yet? *Elliott – Pretty much done however there is no closing date yet.*

Councilor Egbert –

- Questioned bill from ServPro. *Chief Sanfilippo stated that after a fire, the house was boarded up, however vagrants removed the boards and moved in. It was again cleaned and cleared out and re-boarded.*
- Does not like the 6:30 meetings, they are a problem for him. *Consensus was to do executive sessions after the meetings.*

Councilor Boggs –

- None

Councilor Meier –

- Was it decided that City would have someone look at the WWTP design at 60% and 90%? *City Manager – Yes we will have a third party do that.*

Mayor McKnight –

- The new football is done and looks wonderful.
- Blackberry Festival, thanks to everyone who withstood the heat.
- Barbecue was good, thanked the Police Department for the invite.

PUBLIC COMMENT –

- Molly Jacobson – Owns an apartment complex in town. Shared concerns with the rates for a connection. Doesn't feel it's being charged fairly. Appealing the charges.
Ms. Jacobson was encouraged to contact Finance Director, Dan Wilson, Community Development Director and the City Manager to discuss.
- Resident, Pam Cameron – Questioned if Oregon Only was still in the works? *City Manager Gillham assured that it was.* Cameron state it is the “talk of the town” that it is dead in the water. *Gillham reported that is not true; however, there is nothing he can discuss in public.*

ADJOURNMENT –

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

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, Deputy City Recorder

Todd McKnight

Todd McKnight, Mayor

Debra L. Hamilton

Debra L. Hamilton, CMC, City Recorder

APPROVED BY CITY COUNCIL SEPTEMBER 12, 2016