

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, December 12, 2016 – 7:00pm**

**COUNCIL MEMBERS:**

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

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

**Audience:** Bertha Egbert, Joe Groussman, Terry Prestianni, Brad Heaton, Pam & Denny Cameron,  
Sharon Elliott, Mike Meier, Beth & Jim Houseman, Seth Vincent, Pamela Semas, Jean  
Hige, Bruce Boone, Dennis Riggs, Pat & Bert Bales, Carol Swesso, Travis Tomlinson,  
Rick DeYoung, Mike Carlson

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**PRESENTATIONS**

- **Lion's Club Tribute**

Mayor McKnight requested all Lions Club members to come to the front of the room. When finding out it was the Lions Club's 70<sup>th</sup> Birthday he wanted to recognize and commend the club's service for their outstanding dedication to the community. The Lion's Club has always been around in the community, appreciates what they have done for so many years.

City Recorder, Debbie Hamilton, read the certificate acknowledging the Club's 70<sup>th</sup> Birthday and contributions to Sutherlin. Mayor McKnight presented the certificate to the club followed by the audience's round of applause.

Lion's Club President, Sharon Elliott, expressed appreciation for the recognition, adding they are all very proud to belong to the organization.

Lion's Club Member, Bruce Boone - It is an honor to serve in this wonderful community.

- **Sutherlin School Superintendent, Terry Prestianni**

School District Updates:

- State Report Card rating has been published; out of 9 grade level and education academic testing categories, Sutherlin ranked above the state average in 7 of those categories.
- When ranked against "like" districts, Sutherlin ranked above 8 out of 9 categories.
- Sutherlin's graduation rate is below the state average, but above "like" districts.

Prestianni provided a pamphlet for city leaders regarding the reduction chronic absences equating to missing 10% or more of a school year.

- Sutherlin School District has approximately 1,350 students, 20% of them (270 students) are chronically absent, each missing 17 days in a school year.

Prestiani spoke of the systematic measure of attendance the school district is following.

- When a student is absent the parent receives a phone call, after 5 absences a letter is sent to parents, after 8 absences another letter is sent to parents, after 10 absences a letter is delivered to the parents by a Police Officer.

Would like to create a culture where it is unacceptable to miss school.

*Councilor Stone – What schools are having the most attendance problems? It varies from year to year, however typically the Middle School and High School. Prestiani spoke of the importance of offering a curriculum that students will want to be involved in. A lot of the problem stems from the parents and is not the schools fault. Discussion continued regarding the issues involved.*

### **CONSENT AGENDA**

- **November 14, 2016 Minutes – Regular Meeting**
- **Liquor License Approval – Yummy House**

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

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

Opposed: None

Motion carried unanimously.

### **ACTION ITEMS/GENERAL BUSINESS**

- **Ordinance No. 1057 – Vacant Residential Property Registration (second reading & adoption)**

Deputy City Recorder, Diane Harris, provided second reading, title only of Ordinance No. 1057: “An ordinance adding a new chapter 8.28 to the Sutherlin Municipal Code implementing a vacant residential property registration”.

Staff Report – Sanfilippo – There are no changes to the ordinance for its second reading; will answer any questions Council may have.

*Councilor Stone – Are you having trouble locating the mortgage holders? Yes. How much money or time will be spent tracking them down? Hoping with this registration will not have to spend that time anymore. Currently working on two houses needing abatement and cleanup. County Building Department has been very helpful and is in the process of condemning one of them. Staff is looking at a variety of avenues to save time and expenses.*

*City Manager, Jerry Gillham – Chief Sanfilippo has done incredible work. City has been reimbursed entirely for homes that have been abated so far. Ordinance will help increase this success rate.*

**MOTION** made by Councilor Boggs to approve second reading and adoption of Ordinance No. 1057 – Vacant Residential Property Registration as presented; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2016.22 – Election Canvass Report**

Staff Report – Hamilton summarized the Canvass Report which includes the election reports for Mayor, Councilors, and Measures.

City Manager – This is a routine process for Council to approve.

**MOTION** made by Councilor Luzier to approve Resolution No. 2016.22 – Election Canvass Report as presented; second by Councilor Stone.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Vehicle Purchase Approval – Public Works**

Staff Report – Public Works Superintendent, Aaron Swan – Purchase was approved during the Budget process for 2016-17 fiscal year. Cost of the truck is at or below State bid price.

**MOTION** made by Councilor Boggs to approve purchase of 2017 Chevy Silverado Crew Cab for \$44,072 for Public Works Operations as presented; second by Councilor Stone.

Discussion: None

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

Opposed: None

Motion carried unanimously.

## **REPORTS**

- City Manager, Finance Director, Councilor Meier, and Councilor elect Vincent attended Friends of the Library meeting along with County Commissioner, Chris Boice and District Library Director [Harold Hayes]. Meeting was informative and positive, library will continue until the end of this fiscal year, June 30<sup>th</sup>. There seemed to be agreement to stay with a district-wide concept through a non-profit. Local community's principal role would be to staff and manage the library in some manner. Some are looking to the City as the problem solver, but City is just the landlord. Will work with the local library folks; however, City will not expend additional funds above what is already being spent for the utilities, maintenance, and mortgage.

*Councilor Meier* – Commissioner Boice felt its City's responsibility to staff the library, whether it is with paid staff or volunteers. ***City Manager – During a previous meeting with Boice, it was made clear City would not get into that arena. Will not open the General Fund for potential increases causing City to cut services to other things.***

*Councilor Anderson* – The proposed Planning Committee group will be spearheaded by the Friends of the Library? ***That is correct.***

*Mayor McKnight* – Have met with Commissioner Boice twice, understanding was that all Friends of the Library is one group, however it is broken down into the different cities. Boice would like to keep it as a County system. There are a lot of details to work through; Mayor doesn't want City to get into the business of funding the Library's employees.

Discussion continued regarding County's desire to control the Library District, but not spend any money. To be part of the National Library Network the library system must be defined as "Public Library". County has to be the manager; otherwise the network will not exist, therefore affecting grants, state funding, and network benefits.

## **DEPARTMENT HEAD UPDATE**

**Community Development Director, Brian Elliott –**

- SBR (Sequential Batch Reactor) Preload's Phase I is completed, will begin Phase II in March or earlier, weather permitting.
- With the help of Friends of Ford's Pond members, Jim and Beth Houseman, Staff has put together the RFP (Request for Proposal) for Ford's Pond Park Master Plan. Pre-proposal submittal meeting will take place December 13<sup>th</sup>; proposal packets are due January 31, 2017; will approach Council in February for contract approval.

*Councilor Stone* – Has well monitoring been done to see how deep down the water is [at Wastewater Plant site]? ***No.*** When will that take place? ***Geo-tech's recommendation is that it isn't necessary.*** Will that affect the builder's bid? ***He doesn't believe that will create any extra work.***

*Councilor Meier* questioned an article in the paper regarding the Wastewater Treatment Plant (WWTP) schedule. ***Elliott – That information is not with me tonight, but we are on track, will email it to Councilors tomorrow.***

**Public Works Superintendent, Aaron Swan –**

- Staff and Dyer Partnership to meet this week to review 60% plans for WWTP.
- Moving forward with the plans for 2017 Central Avenue paving improvements.
- Public Works Maintenance crew has been busy; have put in a lot of new construction services, and busy with ditch maintenance.

*Mayor McKnight* – Have been asked when new playground equipment and Splash Park will be installed. **Will have all equipment in by March and start as soon as things dry out.** How long will that take to complete? **Approximately 45 to 60 days.**

*Councilor Stone* – During next budget process would like something brought to Council for consensus regarding sidewalk improvements for S. State Street. There is a lot of traffic on that road and no sidewalks, and is a safety concern. *Hamilton* – **There are sidewalks on the east side.** *Swan* – **Will look into it.**

**Finance Director, Dan Wilson** –

- Year end and preliminary budget work being done, budget calendar will be presented in January.

**City Recorder, Debbie Hamilton** –

- Looking at closing out 2016 and getting ready for 2017.
- Have advertised openings this past month and a half for Planning Commission, Parks Advisory Committee and Budget Committee. Applications are available on City's website or can be picked up at City Hall; they are due by December 30<sup>th</sup> at 5:00pm.

*Councilor Stone* – Noticed that City's insurance is making a big jump, will there be adjustments in the budget for that? *Wilson* – **Which insurance?** Mostly the medical insurance. **Insurance did not increase very much, but there is an increase in PERS. Will be happy to discuss your concerns anytime.**

**Interim Director of Public Safety and Chief of Police, Kirk Sanfilippo** –

- Ashley Alliman graduated from the Police Academy last Friday. She and Bryce Sanman are our most recent graduates; have 2 to 3 months remaining of field training. Police Department will then be back up to full staff.
- Appreciate Prestianni reaching out to discuss School Resource Officer returning in January and how the schools and Police Department can better work together in the future.
- Have briefed Officers on Part I of the 21<sup>st</sup> Century Task Force Report. Will cover Part II in January. As recommended per Task Force Report, have purchased combat application tourniquets for each officer. Department will absorb the cost totaling approximately \$1,700.
- Will be looking into purchasing outer vests for officers next budget year. Vests are worn on the outside of a uniform and hold items carried on gun belts allowing greater latitude of equipment being positioned on a police officer.
- Will also be looking at vests that provide better bullet protection.
- Applying for a State Homeland Security Grant to improve radio coverage in the Sutherlin and Oakland areas. City Manager assisting with the grant for emergency generator to back up Police/City Hall Buildings.
- RFP has been sent out for SCBA's (Self Contained Breathing Apparatus) based on the grant Fire Department received this year. RFP is posted, will go out for procurement after January 5, 2017.
- Firefighter Volunteer appreciation dinner was held at Tolly's last Saturday night.
- Fire Volunteer's shopped for toys at Bi-Mart using donated money. Will be distributing purchased and donated toys December 17<sup>th</sup> at Sutherlin High School, with students assisting. Volunteers will deliver food and gifts for kids December 19<sup>th</sup> to 9 families, 5 seniors will be recipients of food.
- Police and Fire Departments will be attending the Timber Town Toyland Light Parade Saturday evening.
- Dr. Daniel Hull is on board as Fire Department's Medical Director.
- Would like to thank Council for supporting both Fire and Police Departments this past year.

*Councilor Stone* – What is the protocol for fueling vehicles at the time of emergency? **Right now there is no protocol.** Are there gas stations with emergency backup generators? **Not that I'm aware of.**

*Councilor Boggs* – Has there been thoughts about putting a reserve tank at Public Works Shop for emergencies? **Yes, that has been discussed.**

## **CITY COUNCIL COMMENTS**

**Councilor Anderson** –

- Thanked everyone for the last two years, have learned a lot and will value this education for the rest of my life, it was a pleasure to serve.

**Councilor Luzier** –

- Merry Christmas and very happy and prosperous New Year.

**Councilor Stone –**

- Thanked Council members, have gone through some rough times over the years.
- At one time a list of 122 items was presented for Council to do. One of the items that stood out was to look for student volunteers for committees or input on what they would like to see the City do. Would like to revisit that if possible.
- Wishing everyone a Merry Christmas.

**Councilor Egbert –**

- Has property purchased for Everett Street Pump Station been divided and still planning to sell it? *Yes, would like to move forward after the first of the year, will approach the current tenant first to see if interested.*
- Wishing everyone a Merry Christmas.

**Councilor Boggs –**

- Wishing everyone a Merry Christmas.

**Councilor Meier –**

- Appreciated working with everyone here, even though there have been arguments, have respect for everyone on the Council.
- Wishing everyone a Merry Christmas

**Mayor McKnight –**

- Recently spoke to Douglas County Deputy and Inmate Work Crew Manager, Fragoso. The work crews have been working on projects in other cities, would like to include Sutherlin. Will provide Elliott with contact information.
- Acknowledged Sutherlin Rotary for the great job lighting the train.
- Acknowledged Chamber of Commerce for their outstanding tree lighting ceremony.
- Wishing everyone Happy Holidays.

**PUBLIC COMMENT –**

- None

**ADJOURNMENT –**

With no further business meeting adjourned at 8:08pm.

Approved: *Jerry Gillham*  
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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*  
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Diane Harris, Deputy City Recorder

*Todd McKnight*  
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Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL JANUARY 9, 2017***