

**CITY OF SUTHERLIN**  
**Workshop City Council Meeting**  
**Monday, January 28, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Michelle Sumner, Becky Wattles, Forrest Stone, Travis Tomlinson, Seth Vincent

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Finance Director, Dan Wilson  
Community Development Director, Brian Elliott  
Public Works Superintendent, Aaron Swan  
Police Chief, Troy Mills  
Police Sergeant, Ben Woodward  
Deputy Fire Chief, Scott McKnight  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Kaylea Simonson, Steve Major, Terry Prestianni, Tami Trowbridge, Melissa Shreeve and State Representative Cedric Hayden

Meeting called to order by Council President Boggs at 7:00pm.

**Flag Salute:**

**Roll Call:** Excused – Mayor McKnight

**Introduction of Media:** None

**PRESENTATION**

- **Sutherlin School District Update**

Sutherlin School District Superintendent, Terry Prestianni presented an update:

- Thanked the City for all of the wonderful updates and improvements around town. The blinking light by the high school is phenomenal.
- The School District will be reconfiguring the schools. There has been an influx of students, 30 at East, 60 district wide.
- The plan is to move third grade to West Intermediate and sixth grade to the Middle School.
- East Primary is at capacity and programs have been added to assist with behaviors.
- The board will make a decision in February. They are researching portable classrooms for the Middle School and will be adding another Special Ed teacher to share with the High School.
- Any questions, contact the District Office.

Questions:

- Councilor Stone - Do we still have the alternate school? *Yes, SVOA currently has about 50 students.* Why are people hesitant to move sixth grade to the Middle School? *Because it's different than what our town is used to. There is a bit of an age gap. Plans are in the schedule to help with that.*
- Councilor Tomlinson - Didn't Roseburg do this a few years ago? *Yes, around 12 years ago.*

**AGENDA CONFIRMATION**

- February 11, 2019 Agenda – City Manager, Jerry Gillham discussed what will be taking place at the February 11<sup>th</sup> meeting.

City Manager asked Council on behalf of Mayor, Todd McKnight to support his decision to cancel the March 25<sup>th</sup> Council Workshop meeting due to Spring Break. It was the consensus of Council to support his decision and therefore cancel the second meeting in March.

## **COUNCIL PRIORITY PROGRESS REPORT**

City Manager discussed the purpose of the Council Priorities. Council members and Staff have met over the past couple of weeks to discuss their team priorities and to bring a resolution to Council. (See more information under Workshop)

## **COUNCIL COMMENTS**

**Councilor Wattles:** none

**Councilor Tomlinson:** Commends the Fire Department and Emergency personnel that responded to last week's tragic accident. Was very impressed with the dedication and how the situation was handled.

**Councilor Boggs:** none

**Councilor Sumner:** none

**Councilor Vincent:** none

**Councilor Stone:**

- Has anyone gotten in touch with ODOT regarding the potholes on Calapooia near the Public Works building? Public Works Superintendent, *Aaron Swan – Have had several conversations with [Douglas County Public Works Director] Scott Adams, trying to get him motivated. We cold patched some of the potholes ourselves rather than waiting.*
- Who's in charge of the train tracks on 6<sup>th</sup> St? *Them as well; the tracks are uneven but trying to get ODOT on it. We have also put cold patch in the holes at the tracks.*
- How's the business registration going? *Chamber President, Tami Trowbridge - Gary [Dagel] and I have been going to businesses and handing out info. Have had positive responses and the word is getting out. People are bringing their completed forms back to Community Development Department. It's on the City's website. Estimating there are about 200 businesses in Sutherlin.*
- How does the information get recorded with the city? *Community Development Director, Brian Elliott – They are scanned in a shared drive that is available to all departments. Trowbridge - It's slow but they're coming in.*

## **WORKSHOP –**

- **Council Priorities 2019**

City Manager reported this resolution puts Council in charge of projects the City will be doing in 2019. The City will then build its budget around these priorities. The public will be able to view the progress of the priorities and the Strategic Plan online and will continue to be flexible as things change.

- **City/Calapooia Fire District IGA**

City Manager presented a draft of the contract to Council for informational purposes. Deputy Fire Chief, Scott McKnight has met with the Calapooia Fire District. The contract will be presented to Council in the next couple of months for approval.

## **COUNCIL BUSINESS –**

- **Ordinance No. 1070 – Repealing SMC 17.64.050 – Signs (second reading & adoption)**

City Recorder, Diane Harris read the ordinance by title only – “An ordinance of the City of Sutherlin repealing section 17.64.050 – Signs, of the Sutherlin Municipal Code”.

Staff Report – Harris explained this will remove an obsolete section of the code.

**MOTION** made by Councilor Sumner to approve Ordinance No. 1070 – Repealing SMC 17.64.050 – Signs – second reading & adoption as presented; second by Councilor Vincent.

Discussion: none

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner, Vincent and Stone.

Opposed: none

Motion Carried unanimously.

• **Resolution 2019.01 – 2019-2020 Council Priorities**

Staff Report – City Manager presented the 2019-2020 Council Priorities. If this is approved, the budget will get built and work will be prioritized for the 2019 year.

**MOTION** made by Councilor Vincent to approve Resolution 2019.01 - 2019-2020 Council Priorities as presented; second by Councilor Wattles.

Discussion: none

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner, Vincent and Stone.

Opposed: none

Motion carried unanimously.

**REPORTS –**

a. **Code Enforcement Report**

Police Chief, Troy Mills presented a report regarding three categories of concern. Excessive waste, overgrowth of vegetation and abandoned RV's. Wants to be more proactive with enforcement.

- Councilor Stone - What about the RV's that people are living in? *It's all part of it. Code Enforcement Officer [Kitty Allen] will go out and find violations and leave notices.* People are living in RV's on someone's property. *As those complaints come up, we check them out and issue a notice.* There are bushes and signage at corners where you can't see around, is this complaint driven? *So far everything is complaint driven unless an officer sees it. Then we'll file a report and get it fixed. With Allen in the office, she isn't seeing a lot of it.* For your own safety, you should notice things like when a street light is out. *We report it and then it gets fixed. Citizens can also report it through a link on the City's website.*
- Councilor Tomlinson - Will that include abandoned cars? *Yes.*
- Councilor Sumner - Would you consider adding any other code violations to the list? *Yes, these are the three top ones to focus on right now. As Allen has more time, she'll check into other code violations.*

b. **Wastewater Update**

CDD/The Dyer Partnership's and City's Engineer of Record, Steve Major presented a power point on Treatment Plant improvements.

- Installed an Influent Pump Station
- Installed a precast concrete wet well base and lid with hatches
- Electrical conduit has been installed
- SBR basin floor drains and keyways
- Completed 7 of 8 wall pours, walls are 25' high
- Sacking of the exterior SBR walls
- Completed CMU block walls of the control building
- Installed electrical conduits and vaults for new electrical system
- Installed the site sewer system

The expected completion date is set for November 2019, they are currently ahead of schedule.

**ADJOURNMENT –**

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

Approved:

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Jerry Gillham, City Manager

Respectfully submitted by,

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Melanie Masterfield, Deputy City Recorder

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Todd McKnight, Mayor