

CITY OF SUTHERLIN
Regular City Council Meeting
Civic Auditorium – 7pm
Monday, March 11, 2013

COUNCIL MEMBERS:

Tom Boggs, Frank Egbert, Patricia Klassen, Todd McKnight, Karen Meier, and
Forrest Stone

MAYOR: Denny Cameron

CITY STAFF: City Manager, Jerry Gillham
City Attorney, Pete Shepherd
City Recorder, Vicki Luther
Community Development Director, Dan Huff
Police Chief, Kirk Sanfilippo
District #2, Doug Branch

Audience: Mike Meier, Bertha Egbert, Pam Cameron, Dwayne Gettys, Tracy Van Dolah,
Jack Van Dolah, Tim Bradley, Brian Burke, Greg Henderson, Trudy Standley, Joseph Moore,
Rick Murphy, Earl Pennington, Dan McCormick, John Klassen, Bette Hart, Gilbert Daniels,
Barry Smith

Meeting called to order by Mayor, Denny Cameron.

Flag Salute

Roll Call: All present.

Intro of

Media: None present.

PUBLIC COMMENT: (agenda items only)

None

ANNOUNCEMENTS / APPOINTMENTS

None

PRESENTATIONS / PROCLAMATIONS

Strategic Plan Flow Chart

Staff report – City Manager, Jerry Gillham

Referred to a flow chart included in the council packet. Staff is in the process of integrating all Council priorities in a departmental “objectives-to-action”. Each departmental work-plan will be spread onto a large poster board which will be displayed and examined by City Council members at an upcoming workshop. City Council will have an opportunity to edit, prioritize, add to, or extract objectives at that time. Gillham noted that other than consolidation of the same objective from multiple council members, no council priority has been removed from any departmental work-plan. A visual demonstration of the draft product which is slated to be posted to the city website was provided for Council review. The strategic plan will be organized by the eight core department functions to include goals, objectives, actions, and due dates. The strategic plan will be like a contract with the community.

Discussion points/questions:

- Will the cost of some of the identified projects even be feasible to have on the list?
Some projects noted in the priority list will need to be postponed if cost is prohibitive but, if identified, should remain on the list for future consideration.

This will be a living document which should be reviewed and updated on a regular basis; annually or more often as needed.

- Concern that not everything made it to the list. ***If staff has missed anything it can always be inserted during the upcoming workshop; that would be the time to make any amendments.***

CONSENT AGENDA

February 25, 2013 Minutes of Regular Meeting

MOTION made by Councilor Stone, seconded by Councilor Klassen to approve the Consent Agenda as submitted.

In Favor: Councilors McKnight, Meier, Stone, Boggs, Egbert, Klassen, and Mayor Cameron

Opposed: None

Motion carried unanimously.

ACTION ITEMS

Ordinance No. 1025 – Utility Account Liens (second reading and adoption)

Second Reading – by title, presented by City Recorder.

MOTION made by Councilor McKnight, seconded by Councilor Meier, to approve the second reading and adoption of Ordinance No. 1025.

DISCUSSION: None

In Favor: Councilors McKnight, Meier, Stone, Boggs, Klassen, and Mayor Cameron

Opposed: Councilor Egbert

Motion carried.

IGA with Douglas County – Comstock Road Improvements

Staff Report – Community Development Director, Dan Huff

This project comes forward as an Oregon Department of Transportation (ODOT) Flex Fund Grant where Douglas County is the lead agency because Comstock Road is a County Road. The City of Sutherlin is a co-sponsor due to the importance of this street within the City's transportation network. Total project cost is estimated to be \$2,398,611, with \$1,690,000 of it in grant award. Douglas County's cost is estimated to be \$500,611 while the City of Sutherlin will be responsible for \$208,000. Although this project was funded within the 2012-13 budget it has been postponed until the 2013-14 fiscal year. The largest part of the city's cost is for the storm drainage improvements which will allow for the wider, six-foot sidewalks. Douglas County will be looking for the City of Sutherlin to take over ownership of Comstock once the improvements are completed. The reconstruction will run from Page Ave to West School with sidewalks on both sides, street bike paths, and asphalt resurfacing.

Discussion Points/Questions:

- It is unknown yet how many water meters will need to be relocated. The City will bear the cost of any necessary alterations of water and/or sewer services, while the other utilities will bear the cost of any necessary changes for the services they provide. Most of any utility relocation will likely take place on the north end.
- Property owners will not be assessed for any part of this project.
- What is a 30% Plan? ***This is a measurement of the progress taking place in the project process; means one calls are completed, survey of property lines have been done, and the elevations of the street have been identified.***
- Planning Commission hasn't been part of this since this project was previously identified and adopted as part of the City's Transportation Plan.
- Storm drainage improvements are not identified within the IGA since it is a standard requirement for these types of projects.
- The Federal storm drainage process requires some treatment which will result in some open drainage, landscaped, but above ground. These components will be placed throughout the project. Storm drainage water will be taken to Taylor Road.

- Will oil separators be installed? **Yes**
- Will the road be complete reconstruction to City standards? **Yes**
- Will the landscaping include trees or replanting of trees removed to allow for the construction? ***Some trees will be planted in association with the storm drainage work; actual replanting of trees removed for construction purposes will not take place.***
- Will everyone along Comstock have ample room for off-street parking? ***Yes, everyone should be able to get in and out of the properties once the construction has been completed.***
- Will the money for this project in our current budget be rolled over to next year? ***Some of those funds have been used to offset costs with the recent Ridgeview repair work.***

MOTION by Councilor Boggs, second by Councilor McKnight, authorizing the City Manager to sign the Comstock Road Intergovernmental Agreement with Douglas County.

Discussion: None

In Favor: Councilors McKnight, Meier, Stone, Boggs, Egbert, Klassen, and Mayor Cameron

Opposed: None

Motion carried unanimously.

Fire Service Options –

Staff Report: City Manager, Jerry Gillham

Referred to written report submitted as part of the agenda packet. At the direction of Council Gillham proposed a matrix to be used when researching the cost of fire service options. He has established an interview team (himself, Ron Harker, and Kirk Sanfilippo) who plan to visit several agencies throughout the state to compare the different models of services being provided. Gillham asked Council if they wished to have a representative as a member of the interview team. Councilor Boggs and Mayor Cameron both volunteered to accompany the team through their interview process. Since it appears the team will be making a couple of trips Boggs and Cameron could split their time. Researching municipal paid department will be added to the list of models.

DIRECTION FROM COUNCIL: City Manager, Gillham, to confirm interview dates and will notify Mayor Cameron and Councilor Boggs to get them scheduled to participate in the process.

City Attorney Search -

Staff Report – City Manager, Jerry Gillham

Gillham requested Council provide him direction in their desired search methodology in recruiting a new City Attorney. As was previously reported, our attorney firm has notified the City of their decision to withdraw from local government law. It was noted today is the last day Pete Shepherd will serve as our City Attorney. However, Harrang Long has agreed to continue provision of legal services to the City of Sutherlin through another of their attorneys, Jeff Matthews, until such time as the City Council finds a replacement. Although the City has had a few attorneys express interest in serving in this position and RFP could bring in more options. The downside is an RFP will take much longer and will be more costly; it is up to Council.

City Attorney, Pete Shepherd, reminded Council the city attorney works directly for council and is hired by council. He felt it would be beneficial for Council to hold a workshop to develop what characteristics they may be looking for in a future attorney. Shepherd also recommended an RFP process even though there would be a delay and considerable staff time involved. Through this process he recommended screening all applicants down to a top three who would all go before the entirety of the Council for interview. If Council would like Harrang Long to assist in the recruitment process they would be happy to do so.

Discussion/Questions

- Councilor Klassen reported there is an attorney, Chad Jacobs, who used to work for League of Oregon Cities, who may be interested in working for Sutherlin. Klassen had firsthand knowledge and believes he would be a good fit; requested Council meet with him and for consideration. City Attorney, Pete Shepherd, reported he know Jacobs, has worked with him in the past, and has high opinion of him.
- How have we recruited in the past? **City Recorder reported we do not have a history of hiring through the RFP process and have been with Harrang Long for many years now.**
- If we were to bring Jacobs in for consideration do we even know if his fees will fit into our current budget? **Unknown at this time; fees have not been discussed.**

Mayor Cameron felt that even though the attorney works for Council, they actually interact more with staff, who would therefore have a better perspective as to what we actually need. He requested City Manager develop a questionnaire which Council will review and amend as they see fit.

DIRECTION FROM COUNCIL: City Manager to develop a questionnaire that could be used in interview and will invite Mr. Jacobs to come in to meet Council members and staff. In the mean time City Manager will move forward in developing an RFP process.

REPORTS

None

CITY MANAGER UPDATE

None

CITY COUNCIL COMMENTS

Councilor Boggs – No business

Councilor Egbert – No business

Councilor Klassen –

- Reported spending some time with the Police Chief and officers this past Thursday. One of the officers stepped up to make sure it was known how much they all appreciate working under Chief Sanfilippo leadership. She wanted Sanfilippo and everyone in the audience to know just how important he is to the City and to the Police Department.

Councilor McKnight -

- Questioned City Manager if a meeting has been scheduled yet with Scott Cameron. **No, not yet; expect to get that set up soon.**

Councilor Meier –

- Recently attended Capitol Day in Salem; there are many issues on the table; encouraged everyone to stay abreast as to what is going on and to write to their legislature to express personal opinions. Much of what they talked about has been reported in the monthly LOC magazine. **City Manager will scan and email some of the information handed out at this event.**

Councilor Stone –

- Asked for an update on the ISO rating system. **A formal request has been made to the ISO (Insurance Service Organization) with no response back as yet. It was**

reported by someone in Fair Oaks area they are rated as an 8. We are currently rated as a 4 and are likely to have a cushion between 3-7 before an increase would be seen in our insurance rates.

- Referred to the February 25th meeting when Pam Cameron took the heat for a posting on a Facebook page when that page is actually administered by a whole group of people, not just her. Would like the administrators of that page all listed publically in our minutes. Stone reported Duane Waller is also part of that group; feels they should all take responsibility for what has been posted.

Mayor Cameron –

- Has asked on several occasions for a storm drainage report; not yet received. Did the smoke testing actually result in improvement to the storm drainage system? **Finding these leaks is a benefit to the wastewater system, not the storm drainage system.**
- Noticed a report final implementation the electronic purchase order module with training finishing up on March 5th at Public Works Operations. Is that all in place and functioning as expected? **Yes**
- Thanked City Recorder for her report on training she recently attended.

PUBLIC COMMENT -

Pam Cameron –

- Thanked Councilor Stone for addressing the Facebook issue. Cameron reported there are actually five administrators to that page. She did not provide those names as she was not sure the others would want their name publicized.
- Reported the Facebook page mentioned is to provide community information and create a positive impact; there should not be any future posts such as the one that has been in question.
- Invited everyone to eat at Dakota Street Pizza tomorrow, March 12th. 50% of all food sales from those customers (eating in) who present a “Woofstock” fund-raiser flyer will help to fund that event. These flyers will not be available at Dakota Street itself; anyone wishing to get a flyer can download it from the Facebook page, contact Pam or Denny, or will also be handed out by Clyde Blakely across the street from the restaurant.

Adjournment-

With no further business the meeting was adjourned at 8:25 PM.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted,

Vicki Luther, MMC
City Recorder

Denny Cameron, Mayor

APPROVED BY COUNCIL MARCH 25, 2013