

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, January 13, 2014 – 7PM

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, Chad Jacobs (via Skype)
Interim Finance Director, Andy Parks
City Recorder/HR Manager, Debbie Hamilton
Deputy City Recorder, Diane Harris
Community Development Director, Vicki Luther
Police Sergeant, Joe Felix
Fire District #2 Chief, Greg Marlar

Audience: Floyd Van Sickle, Tami Trowbridge, Steve Vincent, Steve Major, Joe Matteo, Brian Burke Sr., Andy Hlavinka, Greg Henderson, Zada Wright and Pam Cameron.

Meeting called to order by Mayor Cameron at 7:00 p.m.

Flag Salute

Roll Call: All Present

Introduction of Media: None

PUBLIC COMMENT (agenda items only) None

ANNOUNCEMENTS / APPOINTMENTS

○ **Advisory Committee Appointments**

Staff Report – City Recorder/HR Manager, Debbie Hamilton, presented the slate of applicants for Budget and Parks Advisory Committees, explaining there are 5 current members seeking re-appointment, whose term ended December 31, 2013; one additional person whose application was submitted Friday afternoon after Council packet was sent. The slate of applicants reads as follows: Budget Committee - J. Albert Johnson Sr., John Lahley and Floyd Van Sickle; Parks Advisory Committee - Andrew Hlavinka, Zada Wright and Craig Hoobler.

Mayor Cameron questioned past attendance records. Council discussed Ordinance No. 1028, adopted last May regarding committee member attendance. Mayor stated all persons applying on committees should be put on notice regarding attendance rules outlined in the Ordinance.

Council discussed the following:

- Would like to make individual votes on the applicants.
- If past applicants from last year were contacted regarding available positions? *No, it was advertised.*
- Where was it advertised? *The newspaper, City website and Facebook page.*
- Suggestion to approve all submitted applicants with one vote.
- Re-advertised for the positions still available.

Hamilton will research applicants from last year and contact them regarding the open position on Budget Committee.

Mayor Cameron asked if any applicants present would like to approach Council and introduce themselves. Andrew Hlavinka informed Council he has lived in Sutherlin since 2010 and served on the Parks Committee for 2 years; enjoys being active in his community and wanted to find a way to give back. He explained his past experience working as a park ranger aid in Virginia and enjoys being a part of a project; he referred to the most recent improvements and progress made with the Red Rock Park and Path. Hlavinka stated he would like the opportunity to re-apply to the Parks Advisory Committee and “see where they can take this town”.

MOTION made by Councilor Meier to accept the slate of applicants presented to Council for Budget and Parks Advisory Committees; second by Councilor McKnight.

Discussion: None

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

Opposed: Klassen

Motion carried.

PRESENTATIONS / PROCLAMATIONS

CONSENT AGENDA

o **Minutes from December 16, 2013 Regular Meeting**

MOTION made by Councilor McKnight to approve the Consent Agenda as presented; second by Councilor Meier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

o **Supplemental Budget**

City Manager, Jerry Gillham, explained the importance of the Public Hearing and Supplemental Budget; adding, the City will be looking for funding for a parcel of land as part of the Wastewater Treatment Plant expansion. Gillham referred to the “One-Stop” meeting Staff will attend in Salem the next day and the importance of having the approved Supplemental Budget Resolution in place, prior to the meeting.

Staff Report – Interim Finance Director, Andy Parks, welcomed questions from Council regarding the Public Hearing for Supplemental Budget.

- Where is the money coming from? *As described in the Staff report, the borrowing proceeds would be the source of funding for the land acquisition.*

Parks explained Oregon Budget Law is focused on expenditures, in order to spend money, adequate appropriations need to be available. In order to give Gillham the authority to move forward with the land acquisition, City will need to have things in order for funding. Once the City has the appropriations, Council will direct City Manager move forward. Financial terms associated with the acquisition would be presented to Council to authorize Gillham to execute documents associated with the financing. These are the first steps for Council regarding the ability to acquire the property but doesn't commit the City to buy it. It provides the appropriation authority, should Council decide to move forward.

Councilor Klassen reiterated the reason for the Resolution is to change a line item in the budget to allow negotiations; this does not give the City Manager the authority to purchase the property without Council approval.

Mayor opened Public Hearing at 7:27 p.m.

Supplemental Budget concerning the increase in appropriations capital outlay.

Public comment: None received.

Any opposed: None.

Public Hearing closed at 7:28 p.m.

ACTION ITEMS/GENERAL BUSINESS

○ **Resolution No. 2014.01 – Supplemental Budget**

Staff Report - Gillham referred to the previous discussion regarding the Supplemental Budget.

MOTION made by Councilor McKnight to approve Resolution No. 2014.01 Supplemental Budget as presented; second made by Councilor Klassen.

Discussion: None

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

Opposed: None

Motion carried unanimously.

○ **Ordinance No. 1034 – Avista Franchise Agreement (second reading and adoption)**

Staff Report – City Manager, Jerry Gillham, explained a minor change in the agreement regarding additional language in Section 2.7.3. Gillham explained during the first reading of the Ordinance, a change was also presented to Council at the December 16th meeting, adding Section 2.7.3, that was mistakenly omitted. Avista Regional Business Manager, Steve Vincent, explained the course of events regarding the oversight.

Deputy City Recorder, Diane Harris, presented the second reading by title only of Ordinance No. 1034.

MOTION made by Councilor McKnight to approve second reading and adoption of Ordinance No. 1034 – Avista Franchise Agreement; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

○ **Amendment – ODOT IGA for Red Rock Path**

Staff Report – Community Development Director, Vicki Luther, explained reasons for the amendment to the ODOT IGA was because of delays regarding movement of the trail and bridge near the Scarborough property and to update and identify current project manager. Changes to the IGA are as follows:

- Agency's Project Manager has been changed from Chad Mast to Community Development Director, Vicki Luther.
- Project milestone timeline advanced to later dates.

MOTION made by Councilor Boggs to approve Amendment Number 01, Agreement No. 28221, ODOT IGA for Red Rock Path; second by Councilor McKnight.

Discussion: Mayor Cameron – Questioned if this is the first amendment to the IGA, Mast has not been the project manager for over a year. ***This is actually a request from ODOT and is a requirement.***

Amendments are supposed to be submitted within 30 days, per the contract; questioning why it is being presented to Council now. Luther explained those questions would need to be addressed to ODOT. A discussion took place regarding the amendment to the IGA and delays that have taken place because of issues with Scarborough's property.

City Attorney, Chad Jacobs, explained the City is still legally bound to the existing IGA, no matter what Council decides to do, approving the amendment doesn't change legal requirements the City must abide by, other than extending out some of the dates to accommodate the changes to the project.

Discussion continued concerning changes to the scope of work, requirements and other delays in the project that have affected the timeline. Gillham explained ODOT is still waiting for the engineer's plan; however, he would like to get through this project and not alienate ODOT, who has been very helpful regarding the project and funding.

In Favor: Councilors Stone, Boggs, Klassen and McKnight.
Opposed: Councilors Egbert, Meier and Mayor Cameron.
Motion carried.

○ **Resolution No. 2014.02 – Update Fire District #2 Annexation**

Staff Report – City Attorney, Chad Jacobs, explained this is the first step in the process; to present to voters, whether or not they want to annex into Fire District #2. Referred to state law statute, stating the City must first make a formal request to the District to propose the annexation. District’s board of directors will review the request, if accepted; they will set an election date (May election). The issue will come back to Council, who will pass a second resolution to put the measure on the ballot for consideration; Charter Amendment would be proposed as a third resolution, to decrease City’s tax rate to help offset the increase in taxes, citizens will be paying for annexing into the district.

MOTION made by Councilor McKnight to approve Resolution No. 2014.02 to Update Annexation for Fire District #2; second by Councilor Klassen.

Discussion: Councilor Stone and Meier questioned the language usage in the Resolution.

Jacobs – Changes can be made to the “whereas” clauses of the Resolution, adding any amendment should be made at tonight’s meeting and approved; to make the deadlines involved with the May ballot.

Mayor Cameron – Questioned the term “related” used in the sentence *fire protection and related services*. Jacobs explained that terminology was taken out of the IGA, and referred to emergency services such as ambulance services.

Mayor Cameron - This includes both fire and ambulance?

Douglas County Fire District #2 Chief, Greg Marlar, stated this is for fire and emergency services; it is not for ambulance services. Emergency services include first response, rescue and other emergency medical services the fire department provides.

Jacobs – Referred to the IGA agreement, stating the parties will request the County transfer the ambulance service franchise (Medcom) to the district and remove the City from further obligation they’re under. The parties will agree and the district will ask that the ambulance franchise be joined to and incorporated into the district.

In Favor: Councilors Boggs, Klassen, McKnight and Meier.
Opposed: Councilors Stone, Egbert and Mayor Cameron.
Motion carried.

○ **Sutherlin Area Chamber of Commerce Proposal**

City Manager introduced Sutherlin Area Chamber of Commerce President, Tami Trowbridge who referred to the proposal, announcing Greg Henderson has been hired, part-time, as the Executive Director, he is also employed by the Small Business Development Center at UCC, adding UCC is willing to give Henderson a north county satellite office for his functions with the Chamber. Trowbridge continued explaining detail of the proposal.

Councilor Klassen – Would like to see the Chamber board include community organizations, for instance, Blackberry Committee, Sutherlin Downtown Development, Lions Club and the Rotary Club to be part of the Chamber’s board; as voting members.

The board’s current proposal is a six month proposal, giving time to evaluate their position; then put together a concrete, long term plan. Proposed City turning over the current available balance of TRT funds, approximately \$67,000 to the Chamber to administer, adding any large maintenance issue will be brought back to Council for disbursement of funds.

Mayor Cameron - Concerned with ignoring Ad-Hoc committees restrictions regarding the funds. Trowbridge assured Council restrictions are not being ignored, will be adopting City’s current budget for the remainder of the fiscal year.

Mayor Cameron – Questioned if proposal has been discussed with Tourism Coordinator, Char Hendershott. Trowbridge confirmed she and Hendershott have discussed the proposal, adding she would like to have Hendershott stay in her current position as an employee of the Chamber; adding she is doing a terrific job and a great resource as Tourism Coordinator.

Councilor Klassen – Inquired where Chamber Office location will be. Trowbridge stated they have been discussing options for available locations or may stay where they are currently housed.

Chamber to report to Council monthly; in turn dissolving TRTAC. Councilor McKnight confirmed current committee members have expressed interest in staying involved and working with the Chamber. The next step is to draw up a formal agreement, forward to City Attorney for review; then will be brought back to Council for consideration.

MOTION made by Mayor Cameron to approve Sutherlin Area Chamber of Commerce Proposal with recommendation to have an agreement brought back to Council; second by Councilor Boggs.

Discussion: Who audits? *This will be addressed in the agreement.*

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

Opposed: None

Motion carried unanimously.

○ **Appoint Bargaining Team**

Staff Report – City Attorney, Chad Jacobs presented various options for Council consideration for labor negotiations. Normally, the City Manager takes a role in the negotiations, however, since there is a conflict of interest due to his contract agreement, other options will need to be considered. Information was provided to Council regarding costs based on the estimated 50 hours needed for negotiations. Gillham informed Council AFSCME will be negotiating a new contract; Police will be negotiating wages and benefits.

Discussion involved the following:

- Would like to have representative that is semi-local, less distance for travel.
- Suggested hiring LGPI, currently working locally with Douglas County and least expensive.
- City Staff involvement.
- Level of legal services needed with labor law background.
- Importance of hiring qualified, experienced person or entity.
- Council would like to know what realistic perimeters to consider.
- Hire LGPI for negotiations and coordinate with Interim, Parks.
- Services of Attorney at every negotiation meeting.
- Helpful to have department heads involved during negotiation, but not necessary, any proposal to be brought back to department heads for consideration.
- Would like Hamilton as HR Manager involved as lead person.
- Make clear to Council what City wants and why; Council would have a better source to draw upon.

MOTION made by Councilor Boggs to appoint LGPI and Interim Finance Director, Andy Parks, as bargaining team; second by Councilor McKnight.

Discussion: None

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

Opposed: None

Motion carried unanimously.

○ **Truck Purchase**

Staff Report – Community Development Director, explained when they went back to purchase the trucks Council approved at last meeting the price had increased. They had to go back for bids and guaranteed prices. The price

of proposed trucks cost \$477 more than the last trucks presented to Council, therefore requiring approval. Suburban Auto Group in Sandy, OR., provided the lowest bid out of five other dealerships with a price guarantee.

MOTION made by Councilor McKnight to approve purchase of two utility work trucks for Operations and Water Division from Suburban Auto Group for \$49,171 as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

- Developer “One-Stop-Shop”

City Manager deferred to next agenda item – City Manager updates for the report.

- Red Rock Trail Phase II Financials

All information not yet received for reporting purposes, will keep Council updated.

CITY MANAGER UPDATE

- **One-Stop-Shop**

Gillham reported creating one day a month for a “One-Stop” so all developers in North County can come into City Hall get there questions answered, permits reviewed and pre-development planning information. All entities have agreed to participate; the last agency to coordinate with is the Fire Marshall. The final step is to coordinate the level of service and the date to meet.

- **Finance Director Update**

Interim Finance Director, Andy Parks, presented proposed draft budget calendar for Council review. Parks added there will be a budget goal setting meeting and the setting up of fiscal policies. The calendar sets up the framework for putting the budget together.

Gillham would like Council to consider a workshop at next Council meeting regarding the information given to them. Council voiced appreciation to Interim Finance Director, Parks, regarding the calendar and starting the budget process sooner.

- **One Stop in Salem**

Gillham and Staff will be attending the “One –Stop” meeting in Salem tomorrow to put together possible funding for the land acquisition and Wastewater Treatment Plant project.

Gillham introduced Dyer Partnership owner, Steve Major, to present information regarding the alternative options discussed at a previous meeting. Major clarified some of Council’s concerns.

- **Table Top Exercise**

Gillham encouraged Council members to attend the Table Top exercise, scheduled Thursday, January 16th, from 1-2:30 p.m. in Civic Auditorium; the exercise will include State, County and City officials, working through an actual economic development process.

CITY COUNCIL COMMENTS

Councilor Boggs –

- Update regarding street repair in front of the post office. *Because of the upcoming dry weather, it’s scheduled for Wednesday, adding E. Third/Sherwood will also be repaired.*

Councilor Egbert –

- None

Councilor Klassen –

- Staff of League of Oregon Cities (LOC) asked her to assist in planning the next annual meeting. Would like to know if she will have Council approval concerning expenses connected with attending the LOC conference.

Councilor McKnight –

- None

Councilor Meier –

- Would like to take a class on government contracts, offered by LOC, February 19, 2014. Meier stated she will pay travel expenses, would like Council to pay for cost of the class - \$150.

Questioned the need for a motion or consensus by Council for approval tonight. Mayor Cameron would like more details regarding Klassen and Meier's requests prior to approval.

Councilor Meier and Klassen discussed points of consideration:

- Doesn't have a problem with Councilor Klassen representing the City at the conference, has a problem with everyone attending the conference and the expense involved.
- Importance of being a voting member at the conference for policy changes.
- Attend helpful and available classes offered at the conference.
- Represent the City and introduce businesses in Sutherlin to other legislatures.

Hamilton explained cost of the conference would be approximately \$265 for registration and lodging \$120 per night. Meier added she will attend the class and prepare a report to share with Council.

It was by Council Consensus to approve expenses for Councilor Meier to attend the LOC class for \$150.00 and Councilor Klassen to attend LOC annual conference in next fiscal year for approximately \$500.

Councilor Stone –

- Have we received anything on the Spur Rd. drawings? *Yes, we have received them, we are having them reviewed and updated, the neighbors and property owners have been contacted, there will be a meeting scheduled Wednesday with the engineer to finalize the plan.*
- Have we decided on the one-way street idea? *Property owners and neighbors did not want a one-way street.*

Mayor Cameron – In regards to future meetings for City projects, would like to be on record to be invited to these meetings. *The meeting is Wednesday, at 10:00 a.m. at City Hall in the conference room. Project Manager, Chris Berquist will be attending the meeting, Luther will be attending Staff meeting at that same time.*

- Concerned with ODOT's regulations and adding a concrete divider on Central. *(Due to Luther's loss of voice) requested Councilor Stone to email his questions to her the following day.*
- Is conduit being installed under the road when we do Comstock project? *(Will email question to Luther per request).*
- Is updated information available regarding R.H. Voss? *That will be part of a follow up report that is being worked on.*
- The P.O.W. flag is torn. *Please inform me as soon as you notice the flags are torn so the matter can be taken care of.*

Mayor Cameron –

- Questions regarding the calendar for Council. Would like the dates for finance committee review and dates to submit applications for advisory committees. Would like the information for future agenda planning.
- Unable to listen to audio recording from last meeting on the City website. *Looking into a solution, have been unable to post the audio recording since computer was switched out.*

- Public Notice was posted prior to reviewing agenda and its approval. *There was a time deadline for posting the Public Hearing.*
- Discussion regarding a copy of the ISO map. *Councilor Stone – It is an electronic copy, contacted necessary parties, informed there has been a problem statewide regarding the ISO map issues.*
- Is there a date set for discussion concerning accrual accounting? *City is already applying accrual accounting where needed, which is accepted accounting of principals within the enterprise funds and modified accrual within the governmental and debt service funds. As a CPA, that practice will not change. In relation to timing, recording of the accruals take place in most of the accounts at year end, this is typical in most governmental agencies. In the current software, this will encumber the funds, enabling Council to review expenditures in a more timely fashion. This is recommended for the “big dollars”, the five or six figure payments, the “small dollars” become a secondary and more easily tracked. Recommend working with Council on a purchasing policy.*
- Is the module not being used because it’s difficult? *Have not inquired about the reasons it has not been put in place, but it is available to use. This will address a large part of the issues Council has related to where things stand in the process, from the point of awarding a contract all the way through to the close out.*

Councilor Meier – concerned with Council not being able to review the wire transfer records in reports. *Parks - The financial statements should be complete, have been reviewing, but am not completely familiar with the software yet.*

PUBLIC COMMENT

None

Adjournment-

With no further business meeting adjourned at 10:40 pm.

Approved:

Jerry Gillham, City Manager

Respectfully submitted,

Diane Harris, Deputy City Recorder

Denny Cameron, Mayor

APPROVED BY COUNCIL THIS 27TH DAY OF JANUARY, 2014