

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, June 23, 2014 – 7:00PM**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Frank Egbert, Patricia Klassen, Todd McKnight, Karen Meier, Forrest Stone  
Denny Cameron

**CITY STAFF:**

City Manager, Jerry Gillham  
City Recorder/HR Manager, Debbie Hamilton  
Deputy City Recorder, Diane Harris  
Finance Supervisor, Dan Wilson  
Community Development Director, Vicki Luther  
Wastewater Division Supervisor, Brian Elliott  
Chief of Police, Kirk Sanfilippo  
Fire District #2 Chief, Greg Marlar  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Joe Groussman, Zack Mittge, Mike Parker, Brad Litchfield, Pam Cameron, Bertha Egbert, Jon Gasik, Mike Meier, Dan McCormick, Michelle Sumner, Donna Pagel, Floyd Van Sickle, Justin Marquis, Beth & Jim Houseman, Gayla Holley, Greg Henderson, Condie Valenzuela, Seth Vincent, Willie Caldwell, Susan Osland, Garrett Andrews, Jack Trowbridge, Justin Peterman, Brian Burke Sr., Tami Trowbridge, Steve Major, Russell Anderson

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** Garrett Andrews, the News Review

**PUBLIC COMMENT** (agenda items only)

City Manager, Jerry Gillham, stated attorneys representing Alaska Sutherlin Knolls Corporation (ASKC) are present and referred to the correspondence received by the City regarding the Scardi Boulevard 1,000 foot sidewalk issue and their unwillingness to pay for the improvement requested by the City.

After some discussion Mayor Cameron requested a motion from Council to require *or* delete from the requirements the construction of the 1,000 feet of sidewalk.

**MOTION** made by Councilor Boggs for City to waive the requirements for the 1,000 foot sidewalk on north side of Scardi Boulevard; second by Councilor McKnight.

Discussion: For clarification purposes, ASKC does not want to extend the sidewalks to meet proposed Galpin project access.

No problems concerning sidewalk issue, however curbs and gutters should be required on both sides of the street. Would like clarification why issue was not addressed when City took over the street in 2007.

ASKC's Attorney, Brad Litchfield, understands concerns regarding City's desire to have curbs, gutters and sidewalks, however according to City Development Code, these improvements will be made at the time of actual development. Concerned if ASKC puts in the sidewalks, curbs and gutters would then need to be "pulled out", in addition this improvement will require a substantial amount of money, ASKC is not willing to pay for the improvement twice. Future projects are good for the City and could possibly

bring in 1.5 million dollars in tax revenue every year and possibly up to 20 million in income into the city.

Councilor Stone – Concerned access to the industrial property originally started at Stearns Lane rather than Dovetail Lane, now showing access from Dovetail which will increase the amount of industrial traffic in the residential area.

MAP Engineering, Mike Parker, explained the initial plan was to extend Dovetail down to the rest of the industrial area, at that time the City also explained they would like to see a park in some undevelopable property in that area. Parker presented a plan of proposed development area showing a park located near the end of the existing sidewalk on Scardi. The industrial developer will produce a plan and traffic study to the City, issues and conditions of approval would then be discussed. During the initial approval process for the streets, the City allowed for no curbs and gutters to be installed because of unknown future development of the industrial property.

In Favor: Councilors Boggs, McKnight, Mayor Cameron

Opposed: Councilors Stone, Egbert and Meier.

Abstain: Councilor Klassen (due to potential conflict of interest)

Motion failed.

Mayor Cameron suggested another motion be made in order to resolve this issue.

**MOTION** made by Councilor Stone to require the installation of curbs and gutters on the north side of Scardi Boulevard.

Motion died due to lack of second.

City Attorney, Chad Jacobs explained there are three different portions of the road:

- 1) Portion that was already dedicated to the City where the City would like sidewalks put in
- 2) Portion subject to the current development application that is pending
- 3) Portion of the road ASKC is asking to dedicate to the City

There is no requirement for the City to accept that property, in addition if the City decides to do so, may request for a sidewalk to be placed on that first portion of the property. If no deal is struck, and nothing happens there is the potential that an appeal will come before Council, if they don't like the results of that appeal, could then appeal to Land Use Board of Appeals (LUBA). The before mentioned correspondence the City received has threatened other types of litigation. Have discussed this extensively and disagree there is a cause of action that anything can be brought against the City, because they're requesting the City to do something that it is not required, in exchange City is requesting ASKC do something they are not required to do. The real potential litigation is the appeal to Council and the appeal to LUBA, if it does get appealed to LUBA, would advise providing the record to LUBA, back out and let the developer defend the decision of the City, it's the developer's project. City will need to decide how it wants to proceed in this matter. Galpin project was approved by the Planning Commission; ASKC has appealed this decision to the Council.

Mayor Cameron suggested postponing a decision, would like to continue discussion and give Staff time to consider alternatives. Gillham stated the appeal regarding Galpin subdivision will come to Council at the July 14<sup>th</sup> meeting, will then need to rule on that issue.

Jacobs – There is an appeal regarding the Galpin development because of a condition of approval that Galpin dedicate right-of-way to the City, there is a question if Galpin had ownership of that right-of-way to be able to meet that condition of approval. The other issues related to the 1,000 ft. sidewalk portion and ASKC property won't be included within that appeal or process, it is not part of that development. City does not have to take that right-of-way from ASKC right now, however if City does decide to do that and wants to accept the agreement as is in exchange for the appeal being dropped, can do that tonight or continue to negotiate an alternative that is agreeable.

## ANNOUNCEMENTS / APPOINTMENTS

None

## PRESENTATIONS / PROCLAMATIONS

### ○ **Chamber of Commerce/Visitor Center Report**

Sutherlin Area Chamber of Commerce (SACC) and Visitor Center Executive Director, Greg Henderson, provided the following updates:

- Installation of stainless steel monuments along Central Avenue was decided due to the cost of approximately \$150,000, it was not feasible to move forward with the proposed project.
- Visitor center sign at Triangle Park will be repainted and relocated elsewhere in the park
- Two billboard signs with the City's logo and "exit 136" on them have been ordered, one will be on I-5 near Clarks Branch Road exit, the other near Wilber area along I-5.
- Reported he walked the trail around Cooper Creek, an easy walk and worth seeing
- Visited Senior Center last week
- Tourism traffic has been growing steadily
- Toured Valley View Cemetery, to be familiar with location Sutherlin family who are buried there
- Visited Mildred Kanipe Park
- Councilor Meier questioned where the new location of the visitor sign would be, current location was not the best. *Still to be determined.*
- Councilor Klassen questioned when the removal of the Christmas lights would take place at Triangle Park. *Community Development Director has been in contact with them regarding light removal, waiting for a call back.*
- Mayor Cameron asked how the volunteer recruitment and organization is going. *List has grown to about 10 people beyond those already volunteering.*
- Has Visitor Center been getting cooperation from area businesses? *Businesses in the community have been very supportive; have four new businesses on the Chamber of Commerce list, starting a marketing campaign as well.*
- How is the Transient Room Tax Advisory Committee going? *Have received applications for TRT funds, but the committee has not yet met to discuss those applications.*

## CONSENT AGENDA

- **Minutes from June 9, 2014 Regular Meeting**
- **Minutes from June 9, 2014 Workshop**

Councilor Meier requested regular meeting minutes be pulled from the Consent Agenda for discussion. Mayor Cameron asked for a motion to approve the June 9, 2014 Workshop minutes

**MOTION** made by Councilor Cameron to approve June 9, 2014 Workshop minutes as presented; second by Councilor McKnight.

Discussion: None

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

Opposed: None

Motion carried unanimously.

Councilor Meier referred to a statement regarding cost for legal fees for Mayor Cameron and Councilor Meier totaling \$4,755, however, she stated the actual total is \$3,530; other charges are listed in the \$4,755 pertaining to other Council actions. *The \$4,755 was total presented on the report, those charges were any Council related actions brought to the City Attorney.*

Would like to also address the statement regarding the violation of Council rules, it was made clear it was not a violation. *That was a statement made at the meeting and was opinion of Councilor Klassen.*

Does not like how it states, this took place without the knowledge of the full Council. *Again, stated by Councilor Klassen and was her opinion. The minutes are a reflection of what was said at the meeting unless noted otherwise.*

Mayor Cameron stated the minutes reflected what was said, however he recalls mention of an amount of approximately \$3,600 from that meeting but does not see it mentioned in the minutes. ***City Recorder, Debbie Hamilton, approached Council stating, the audio tape and minutes will be reviewed and brought back to Council at the next meeting for approval. [Please note; in the June 9th minutes on page 6, halfway down; there was mention of expenditures in the amount of \$3,680 by Councilor Meier].***

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

#### **o Ordinance – Transient Room Tax (first reading by title only)**

Staff Report – City Manager, Jerry Gillham, explained this came about in terms of needed revenue for street repairs, would an increase in Transient Room Tax (TRT) from 5% to 8%, the additional 3% will be allocate for tourism related facilities. Currently the law states a 30–70 split of TRT revenue, however original Sutherlin Municipal Code did not allow for that; this ordinance change does two things, adjusts the new language according to the current law in terms of what it’s purposes are and raises the rate 3% for tourism related facilities, other 5% will go toward the Chamber for promotion. Have discussed this issue with Sutherlin motel owners and managers, they are aware of the purpose of the increase and are supportive. Recent research shows the average rate along the I-5 corridor is 9% tax.

Councilor Egbert – Concerned with the change in wording on the proposed ordinance, specifically the omission of “for the promotion of tourism” and adding “to fund tourism promotion or tourism-related facilities” as well as omitting “five” and adding “eight” percent, would rather see the five percent stay and add additional language regarding the three percent. He is concerned with problems in the past 20 years regarding funds being used for other than tourism related promotion. ***Gillham said, it states solely to fund tourism promotion or tourism-related facilities in the Sutherlin.***

Mayor Cameron stated there have been discussions regarding the meaning of “tourism related facilities”. ***The law is fairly clear on that, it addresses the range of area to qualify as tourism related.***

Cannot just fix roads with that, has to be a particular road? ***Yes, has to be tourism related facility.***

The law is for the new or increased tax, so the 5% is set aside? ***Because the original ordinance, adopted before 2003, didn’t allow for the use of those funds for anything except promotion of tourism.***

Having a problem with the re-wording of the ordinance; appears it is including the entire 8% for promotion or tourism related facilities rather than breaking it down and concerned how this may be perceived by future Councils and the use of the funds. ***Gillham responded that a future council can change this, however structurally we have built in a system that makes it clear regarding the 3% and 5% allocations. The 5% is part of the lease agreement with the Chamber; 3% will come into the City.***

Jacobs – The language in the ordinance relating to tourism promotion and tourism related facilities is the language that exists in state law and the use of these funds. State law set up the 70-30 split of new funds, but this does not apply to Sutherlin because an ordinance was already in place stating it could only be used for tourism, the re-wording of the ordinance allows the city some flexibility and follows state law.

Councilor Stone – How much revenue will the 3% bring to the City? ***Approximately \$52,000 per year.*** Stone is concerned about the effects on city businesses and tourism. ***This is still well below current rates out there; it will bring in money to promote tourism in the City.***

Councilor Boggs - This is revenue is from all motels and RV parks in the City, will not just be taxing the two largest motels. ***Yes, and a 3% increase on a motel stay is probably less than \$2.***

Gillham suggested amending the ordinance to clarify the allocation of the 3 and 5%. An amendment to the ordinance can be added to Section 2 – Use of funds limited. Jacobs will make the necessary changes to be presented at next Council meeting for adoption.

First reading by title only was presented by Deputy City Recorder, Diane Harris.

**MOTION** made by Councilor Klassen to approve first reading of ordinance – amending sections 3.08.020 and 3.08.190 of Municipal Code to increase the amount of City’s Transient Room Tax and

conform the use of funds derived from such tax to the requirement of state law as amended; second by Councilor McKnight.

Discussion: None

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

Opposed: None

Motion carried unanimously.

Gillham requested agenda item "Fire Services Update", to be moved up on the agenda to accommodate those in attendance for that presentation.

## **REPORTS**

### **o Fire Services Update**

Staff Report – Chief of Police, Kirk Sanfilippo, presented a PowerPoint presentation update beginning with the introduction of Technical Team members in attendance; Willie Caldwell, Russell Anderson, Michelle Sumner, Dan McCormick, Brian Burke Sr. and Condie Valenzuela. PowerPoint presentation will be available on the City's website tomorrow morning for anyone to review.

Points of presentation:

- Background
- Community Forum Outcomes – Service Levels, Types of Service and How to Get There
- Fire Services Technical Team (FSTT)
  - Priorities – Mission Statement, Budget, Structure of SFD, Urgency, City Council Updates, Culture of SFD, Facility Issues, Review/Rebuild "Standard of Coverage"
  - Options – Pros and Cons

In addition to the presentation, a report submitted by FSTT member, Rance Pilley, titled "Police and Fire Consolidation – An Ineffective Use of Resources", will also be available on the City's website.

Next FSTT Meeting will be held June 25<sup>th</sup> at 6:00pm in Civic Auditorium.

Councilor Stone – Is there a breakdown of staff requirements? *Sanfilippo – Will come forward with details after FSTT member, Gene Fisher, gathers the information regarding the DPSST requirements.*

Mayor Cameron – Noticed you're asking for a five minute response time, Fire District #2's average response time was 5.36 minutes. *We aren't asking for that, the community is asking for that, however doesn't mean we will be able to provide, will need to be realistic and depends on the model that is chosen.*

Discussion continued regarding the process, participation, equipment issues, and training of volunteers; updates will be provided at each Council meeting.

FSTT leader, Michelle Sumner, announced the Citizen's Advisory Committee meeting has been scheduled for Tuesday, July 1<sup>st</sup> at 5:30pm in Civic Auditorium; the meeting is open to the public.

## **ACTION ITEMS/GENERAL BUSINESS – cont'd**

### **• Ratification – SPOA Contract Re-opener 2014-15**

Staff Report – HR Manager, Debbie Hamilton, reported through Council direction, Sutherlin Police Officers Assn., (SPOA) members were given a 3% wage increase; approval of the ratification of the SPOA Collective Bargaining Agreement is before Council tonight.

Mayor Cameron referred to Article 21: Insurance – asking for clarification regarding the deductible deposited into employee's HSA accounts specifically for medical expenses. Hamilton explained Council had approved for two years the City depositing into employee's account to cover deductible.

Councilor Boggs – Is this the last year for paying towards employee deductibles? *Hamilton – this was just approved and adopted by Council in the 2014-15 Budget.*

Understood originally this was going to end after 3 years, enabling employees to build their account up then be responsible for their own payment for deductibles. *Luther – the original approval was for a two year enrollment, first year was additional money on top of the deductible, second year was the deductible amount, did not go further after that, but can revisit it. This is still a cost savings to the City compared to the previous plan.*

Sanfilippo reminded Council this is a re-opener for the SPOA only, it will be re-opened again July 1, 2015 for negotiations.

**MOTION** made by Mayor Cameron to approve ratification of SPOA Contract re-opener 2014-15 as presented; second by Councilor McKnight.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Police Sergeant Classification Compensation**

Staff Report – Chief of Police, Kirk Sanfilippo, presented a PowerPoint presentation and distributed handouts to Council explaining the proposed compensation plan. There is a compression issue between top step Police Officer wage and Police Sergeant Salary. Presentation included Oregon cities' with like size, compensations as a comparison. Discussed issues with an analyst regarding a fair and reasonable separation between the top step Officer and Sergeant's salaries, conclusion was that normally there is between a five and twenty percent differential between those ranks. Sanfilippo put together a fair and reasonable compensation adjustment for the Sergeants, would like to revisit these wages when next ratification of SPOA contract is completed. We have currently put the recruitment of the Sergeant position on hold, makes no sense to try and recruit a Sergeant when the compensation is less than a top step officer.

The revised proposed step increase for Sergeant Compensation is as follows: Step 1 - \$5,756; Step 2 - \$5,893; Step 3 - \$6,030; Step 4 - \$6,167. The adjustment is a 2.5% increase above previous wages.

**MOTION** made by Councilor Boggs to approve Police Sergeant Classification compensation as presented; second by Councilor McKnight.

Discussion: None

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

Opposed: Mayor Cameron

Motion carried.

- **Chamber of Commerce**

Staff Report – City Manager, Jerry Gillham, explained there are two motions for Council consideration, one is the First Amended Lease Agreement, the other a Transient Room Tax agreement regarding the continuance of the 5% TRT revenues to the Chamber.

Councilor Meier - Does the Chamber plan on political activity endorsement? *Gillham – Legally they cannot participate, they are a 501C6; they can host forums but not take positions or participate. Henderson – Agreed involvement in political activities is not the intent of the Chamber.*

Mayor Cameron referred to information he had read regarding cities belonging to other chambers have been an issue because of the use of public funds when a chamber has endorsed candidates or issues. *Jacobs – Not all chambers are 501C6, some chambers form separate committees for political purposes.*

**MOTION** made by Councilor Klassen to approve First Amendment to the Commercial Lease Agreement between City of Sutherlin and Sutherlin Area Chamber of Commerce; second by Councilor Boggs.

Discussion: None

In Favor: Councilors Stone, Boggs, Egbert, Klassen, McKnight, Meier and Mayor Cameron  
Opposed: None  
Motion carried unanimously.

**MOTION** made by Councilor Klassen to approve the Tourism Services Agreement allocating 62.5% of collected Transient Room Tax monies to the Sutherlin area Chamber of Commerce for purposes of the operation and management of a tourist information center within the city limits and to provide other tourist development activities on behalf of the City of Sutherlin; second by Councilor McKnight.

Discussion: Mayor Cameron referred to the language in the proposed agreement stating “automatic renewal unless written notice of termination is given by either party at least 30 days before the end of the lease term or renewal period”, therefore would like a notice in the Council Calendar 60 days in advance to be able to make a determination regarding where SACC are with their expenses; also the \$1 yearly lease fee was originally quoted for initial trial period, would like this to come back to Council annually for discussion, Chamber may be requested to possibly pay an amount greater than that. Questioned language not included in the new lease agreement that was in the original agreement. ***Jacobs – The original terms of the lease unless they’re included in this amendment remain in full force and effect.***

Councilor Meier questioned a personal services contract listed in the Chamber’s budget, does this need to come before Council for approval? ***No, this contract is giving Chamber the authority to spend TRT Funds for the promotion of tourism; however they have to present the budget to Council regarding the expenditure of those funds for approval.***

In Favor: Councilors Stone, Boggs, Egbert, Klassen, McKnight, Meier and Mayor Cameron  
Opposed: None  
Motion carried unanimously.

- **Bid Award – Taylor Street Waterline Project**

Staff Report – Community Development Director, Vicki Luther, reported this particular project was in the 2013-14 Budget but postponed due to cash flow issues in the Water Fund, which have been resolved. This project was put out to bid, had two qualified bidders. Knife River came in with the low bid of \$97,779; engineer’s estimate was \$126,479, budgeted amount is \$130,000. This project will add approximately 1,400 feet of waterline along Taylor out to Page Avenue.

**MOTION** made by Councilor Stone to award Taylor Street Industrial Waterline Extension project to Knife River for \$97,779 allowing 10% increase for insignificant project changes; second by Councilor Klassen.

Discussion: None

In Favor: Councilors Meier, Stone, Boggs, Egbert, Klassen, McKnight and Mayor Cameron  
Opposed: None  
Motion carried unanimously.

- **Bid Award – Slurry Seal Project**

Staff Report –Luther reported the Slurry Seal Project takes in small areas on numerous streets; these areas are referenced on the maps in the Council packet. Current budget for Slurry Seal is \$70,000, had two qualified bidders, Blackline Inc., was the low bidder at \$53,900.20; Engineer’s estimate was \$61,433.63.

Councilor Stone – Questioned if a motion could be made to include the entire budgeted amount for Slurry Seal projects. ***Cost is based on unit prices, would be able to add to the project easily.***

**MOTION** made by Councilor Stone to award Slurry Seal Project to Blackline, Inc. for the budgeted amount of \$70,000; second by Councilor Boggs.

In Favor: Councilors Meier, Stone, Boggs, Egbert, Klassen, McKnight and Mayor Cameron  
Opposed: None  
Motion carried unanimously.

## **REPORTS - cont'd**

### **o City Attorney Legal Services**

Council President, Patricia Klassen, explained at the last Council meeting Councilor Boggs suggested a conclusion or remedy to the problem regarding individual Council members contacting City Attorney and issues involved. Would like to put in place a Council Rule stating, "If there is a non-personnel problem, contact the City Manager, if unsatisfied bring item to the full Council, no attorney involved. If it's a personnel problem other than the City Manager, contact the City Manager. If the personnel problem is regarding the City Manager contact the HR Manager, if unable to answer the questions, she/he will inform the remaining Councilors that the City Attorney is to be contacted for that reason. In an emergency the Mayor may contact the City Attorney for City protection only". Proposing the rule to avoid what happened at previous meeting and excessive use of the City Attorney.

Points of concern:

- A Councilor directing City Manager to go to the Human Resource Manager, who is his employee, does not make sense
- HR is responsible for all employees, regardless if it's a supervisor or not
- The way the contract is written, Council can only talk to the City Manager, cannot talk to any other personnel
- Thought this subject was settled and determined an anomaly, Council and Staff are working to try and minimize this from happening in the future
- Would like to have something in place that when there is a problem the entire Council will know what is going on
- Call a special Council meeting as a means of involving other Councilors to discuss concerns
- Meeting would have to be noticed as an executive session.
- Willing to still consider it an anomaly, if a problem arises, the first person to go to is the Mayor
- Concerned with not having the expertise to make decisions of a legal nature, in turn would need to contact the City Attorney

Will continue to have access of monthly City Attorney invoices at City Hall for Council review; this is a sufficient solution at this time.

## **CITY MANAGER UPDATE**

None

## **CITY COUNCIL COMMENTS**

**Councilor Boggs –**

- Will refer to Councilor McKnight for the report.

**Councilor Egbert –**

- Shared concerns it seems as though the Council President is a higher step than Council. According to Council Rules this position is to take over for the Mayor if he/she is unable to attend meetings.

Councilor Klassen – I don't take it that way.

Egbert - You go to meetings that we don't go to, curious why you have an elevated status?

Councilor Klassen – Only attend the Monday meeting with the Mayor and City Manager to set agenda.

Mayor Cameron – We all have to agree, we are all just Councilors, volunteering and trying to do our job.

**Councilor Klassen –**

- None

**Councilor McKnight –**

- Sutherlin High School Special Olympics Basketball Team represented Oregon and competed in the Nationals in New Jersey last week. They won all week then competed in the championship game losing my only 2 points bringing home a silver medal. Would like to bring the team to next Council meeting to receive recognition for their victory.

Mayor Cameron –Without taking away from their victory, because it is very important, but would also like to honor Sutherlin High School scholars at a Council meeting. *The district has been contacted numerous times to turn that info in to the Recorder’s office; we have a difficult time getting the information.*

**Councilor Meier –**

- None

**Councilor Stone –**

- Would like to know if there are any updates regarding the urban growth swap with a proposed annexation and land around Ford’s Pond? *Will be setting up a teleconference with Jacobs to discuss urban growth boundaries and annexations, have already sent an email to City Planner, Carol Connell for assistance. To update the rest of the Council, with the purchase of Ford’s Pond, 200 acres is currently zoned residential, when we institutionalize it, we essentially will be taking that 200 acres that is residential out of the urban growth boundary and the city limits. Looking at, if Council does not want to do anything with that land then possibly replacing those 200 acres of residential in the community.*

Mayor Cameron – It was requested that Gillham contact County Planning Director, Keith Cubic, to discuss City’s Code. *I have contacted Cubic, as well as other persons involved; have forwarded the requested City Code to him, am expecting a response any day.*

**Mayor Cameron –**

- Included in the Council Packet was a Vendor Report, with year to date information, that is phenomenal and want to make sure to thank Finance Supervisor, Dan Wilson, for this report. Concerned if this report does take a lot of time to prepare, would only need to have it every quarter or six months.

**PUBLIC COMMENT –**

None

**Staff Comment:**

City Recorder, Debbie Hamilton, announced Candidate Packets are available for those who are interested in running for Council in the November election. Three Council positions and the Mayor position will be available; announcements have been posted in the local newspaper, Facebook and City website. Please see Hamilton for packet and instructions.

**ADJOURNMENT –**

With no further business meeting adjourned at 10:07pm.

Mayor Cameron announced there will be a five-minute recess before the Workshop – Wastewater Facility Plan.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted,

\_\_\_\_\_  
Diane Harris, Deputy City Recorder

\_\_\_\_\_  
Denny Cameron, Mayor

***APPROVED BY COUNCIL JULY 14, 2014***