

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, April 24, 2017 – 7:00pm**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent  
Todd McKnight

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

**Audience:** Marjorie Creacey, Pat & Bert Bales, Colin McArthur, Gayla Holley, Pat Fahey, Michael Weil, Jean Galleher, Jesse Chained, Leni Dowell, Beth & Jim Houseman, Pamela Semas, Bill Fuller, Chris Boice

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

**Flag Salute:**

**Roll Call:** Excused – Councilor Tomlinson

**PUBLIC COMMENT**

- None

**PRESENTATIONS**

- **Special Recognition**

City Recorder, Debbie Hamilton, asked owner of Sutherlin Sanitary Service, Pat Fahey, to the front of the room. A Certificate of Appreciation was read and presented to Fahey for donating 9 computers to the Sutherlin Library, as well as waste receptacles for Sutherlin's downtown enhancement.

Mayor McKnight presented the certificate and thanked Fahey; his efforts have not gone unnoticed and are very much appreciated.

**AGENDA CONFIRMATION**

- **May 8th Agenda**

City Manager, Jerry Gillham – The May 8<sup>th</sup> meeting will mostly be dominated by required budget actions and Business Registration discussions. Gillham commented on the untruths and false accusations being spread in the community and on social media about the proposed registration. Council hasn't even considered what is being rumored as part of the registration. Gillham reported on the actual discussions that have taken place per Council's direction.

Questions:

- Will there be a Town Hall meeting about Business Registration for public to attend? *Gillham – Have had several meetings for the public to attend, will also have additional discussion at the May 8<sup>th</sup> Council meeting.*

Councilor Riggs expressed concerns about mistrust and negativism posted on social media and suggested advertising for a public meeting to be held at a neutral place, so concerns and questions can be addressed.

City Manager reported he was recently approached by a person telling him the wife of the former mayor is circulating a petition with many untruths that have never been considered as part of the requirements for

the registrations by any Council member, at any time. It was by consensus of the Council to continue discussion at the May 8<sup>th</sup> meeting as a workshop rather than presenting the first reading of the ordinance.

### **COUNCIL PRIORITY PROGRESS REPORT**

City Manager, Jerry Gillham – Staff is staying on task with priorities and strategic plan implemented by previous and current Councils.

Progress Report:

- Public Works Superintendent, Aaron Swan – Met with “splash pad” representatives today to review configurations for the pad. All products have been delivered; construction start date depends on the weather.

Gillham reminded audience members workshops are meant to be of collegial and respectful dialogue between Staff, Council, and Citizens. Public is encouraged to bring their questions forward.

- (Audience member)Where will the splash pad be and what is it? ***It will be located at the play area in Central Park; it is oval in shape, about 1,000 sq. ft., and has water spouts for the children. The spouts can be activated by motion or by pushing a button.***
- How will it be maintained and/or sterilized? ***The treated water will go through a pass-through system into the sanitary sewer system, it will not be recirculated.***

June 1<sup>st</sup> was goal for completion date, due to the extremely wet winter and spring construction will need to wait until the area dries out more. Approximate construction time for the playground and splash pad is expected to take 4 to 6 weeks.

### **COUNCIL COMMENTS**

**Councilor Boggs –**

- None

**Councilor Luzier –**

- None

**Councilor Riggs –**

- None

**Councilor Vincent –**

- Excited to move forward and get projects going.

**Councilor Stone –**

- Have had problems mowing at the park due to extremely wet weather, haven't storm drains been installed there? ***Swan – Yes, have completed phases of the installations, but system needs to be extended further throughout the park.***
- Have heard several complaints about panhandling at west end of town. ***Director of Public Safety, Kirk Sanfilippo – Any concerns should be called in to the Police Department. There is no law against holding a sign, but if there is an exchange of money, both the driver and person on receiving end can be cited. Cannot block the sidewalk or impede traffic.***

Councilor Luzier – What if the business owner wants them to move? ***If they are on private property and trespassing, the business owners can “notice” them.***

- Asking for clarification regarding \$620,000 taken out of the Central Ave. project and put it into the General Construction Fund. ***Finance Director, Dan Wilson, explained the budget adjustments for the projects.*** Is this money just going into a “slush fund”? ***Not at all, would be glad to sit down and go over the budget in detail with you.***
- Heard through the grapevine this project [Central Avenue] isn't going to be completed this year. ***Gillham – As previously discussed, we'll know how much we can do when the bids come in. Council was informed in my “Weekly Points” report 2-months ago about the issues involving the project and that it may have to be done in two-seasons rather than one.***

Councilor Stone voiced concerns about various potential issues involved with the project. Gillham reported on conversations with ODOT, construction companies, and engineers. Discussion continued about competitive bids, engineering, contractors, project schedule, and the plan to hold workshops throughout. Gillham asked Councilor Stone if he could please stop the veiled statements eluding that Staff is doing something illicit or illegal.

Swan explained possible scenarios involving construction companies and the competitive bidding process, adding it is too soon to know the details yet.

- Did City receive money from the County for their portion [Central Ave.]? *Wilson – Yes, it is in the construction fund waiting for the project.*
- For the record, in his review of the budget, he felt the totals for health benefits and PERS have jumped up \$162,273, Council also authorized a 2% COLA (Cost of Living Adjustment) raise, that adds up to another \$3,700 per employee.

**Mayor McKnight –**

- None

### **PUBLIC COMMENT** (cont...)

- Resident, Pat Bales, distributed flyers announcing the May 4<sup>th</sup> Public Safety event from 5:00 to 7:00pm, the public is invited to attend and honor those in Public Safety.

### **WORKSHOP**

- **Emergency Operations Center (EOC)**

Staff Report – City Manager – As one of Council’s Priorities, a PowerPoint presentation on Emergency Response Program, as well as a video on NIMS (National Incident Management System) will be presented. Agencies can work together using a wide variety of emergency management and “Unified Command” concepts. At this stage the EOC is at the Fire Station, with City Hall as a backup site. Gillham explained command team’s responsibilities.

Questions:

- Does the City have to go through a certification process? *This emergency operations plan has already been approved and certified.*

Discussion continued regarding the ability to apply for Federal and State grants for equipment for the operation and need for community involvement. ServPro is ready to work with the City if an event takes place.

- Fahey – After any event, cleanup is always involved; his company will be there to help in any way they can.

- **Operations & Maintenance Program – STEP System Inspection**

Staff Report – Community Development Director, Brian Elliott, summarized the proposed O&M Program. Orenco has proposed a new O&M Contract that includes a \$3.50 fee increased per unit. City is in the perfect position to take over this system inspection using already trained Staff, therefore having the ability to terminate contract with Orenco. There will be huge cost savings for the City by assuming the responsibility of the 124 systems currently located in the City. Inspection of 40 units per year on a rotating tri-annual schedule is planned.

Questions and concerns:

- Concerned this will take jobs away from private sector; additional maintenance will increase significantly because of future housing developments, therefore bringing on additional equipment and costs. *Elliott – Have taken that all into consideration, information is included in the O&M Manual (in packet). Swan – City already covers costs for replacement parts.*
- There is maintenance issues, these STEP Systems should have never been allowed inside a City. *Elliott – We agree 100%, unfortunately current Staff was not involved at the time the line was installed. Because of condition/issues with that line, we cannot go to a “gravity-feed” system.*

O&M Program STEP System Inspection manual was referred to as the discussion continued.

- Is this a risk that City Staff is completely prepared to take on? *Yes, 100%. Two of our employees have a combined 35-year experience with this system and were former employees of Orenco. Other Staff members will work towards their certification, as well.*

Councilors Vincent and Luzier members spoke in support of the proposed program.

- **Improved Solid Waste Concept**

Fahey provided an overview of options regarding Solid Waste Collections and Recycling facility, asking for guidance or understanding regarding options Sutherlin Sanitary would like to put in place. Would like

to put together numbers and come back to Council & City with proposal to build a transfer/recycling/processing facility within the city.

- What size of property would you need for the facility? **Minimum of 5 acres, with City services available.**
- Do you want to start the curbside recycling pickup service immediately? **Yes, may be able to provide numbers for that service next month, and possibly start this fall.**

Fahey provided more information about the facility's costs, processes, and services involved.

- Is there a smell or pollution emitted from the facility? **Fahey explained the design criteria and processes used at the Grants Pass Facility that has worked very well.** Is there a chemical issue? **No, would like to know if Council would like to discuss a household hazardous waste facility as an option.**

Discussion continued involving hazardous waste and the importance of letting the public know that the facility would have a sealed "hard-panned" surface that does not allow hazardous waste to leach into the property or building.

Fahey announced the Hazardous Waste Event, June 3<sup>rd</sup> in Yoncalla, to get rid of paints, poisons, and other hazardous materials. He encourages the public to take advantage of this free service.

## **REPORTS**

- **Ford's Pond Community Park Master Plan Update**

Cameron McCarthy Landscape Architecture & Planning, Colin McArthur, acknowledged Friends of Ford's Pond, particularly Jim & Beth Housman, and City Staff for their work on their well-developed plan and vision. McArthur provided a project schedule, outline, overview, public outreach, and survey work plan. A Community Workshop is planned for May 24<sup>th</sup>, at Sutherlin Community Center. Flyers and notices will be sent out to the public announcing the workshop.

Gillham asked Council members if they would like input from the survey regarding the use of the surrounding hillside portion at Ford's Pond. McArthur stated a draft of the survey would be presented at the May 4<sup>th</sup> meeting. Any information City would like to include in the survey can be forwarded to Elliott. McArthur summarized the tasks involving the plan's implementation; several public workshops/outreaches are also planned. A draft master plan is scheduled to be presented at a September Council meeting and completed in November. McArthur added this is an exciting plan and is looking forward to the development.

Mayor McKnight asked Council members what they would like in the survey regarding piece of property Gillham mentioned, or if they would like to think about it. Councilors stated they will think about and get back to Staff later.

## **PUBLIC COMMENT** (cont...)

Douglas County Commissioner, Chris Boice, stated he would like to comment on items discussed at tonight's meeting and reported on some of the issues the County has been facing regarding the transfer site and fee implementation. Would also like to congratulate Staff on work done on the Emergency Management Plan, Sutherlin is ahead of most communities! Boice provided suggestions for the public to do and think about in case an emergency event takes place.

## **ADJOURNMENT** –

With no further business meeting adjourned at 9:02pm.

*Jerry Gillham*

Approved:

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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*

*Todd McKnight*

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Diane Harris, Deputy City Recorder

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Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL, MAY 8, 2017***