

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, August 14, 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  
Senior City Recorder, Debbie Hamilton  
City Recorder, Diane Harris  
Assistant CM/Finance Director, Dan Wilson  
Community Development Director, Brian Elliott  
Interim Police Chief, Troy Mills  
Interim Fire Chief, Mike Lane  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Nancy Anderson, Carleen House, Jean Galleher, Gary Dagele, Pamela Semas, Rannah Williams, Silvia Monas, Chuck & Reg Brummel, Beth Houseman, Kristi Caviness, Brian Burke, Tami Trowbridge, James Parmenter

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

**Flag Salute:**

**Roll Call:** Excused – Councilor Vincent

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

- **July 10, 2017 Minutes – Regular Meeting**
- **July 24, 2017 Minutes – Workshop Meeting**

**MOTION** made by Councilor Luzier to approve Consent Agenda; second by Councilor Boggs.

In Favor: Councilors Boggs, Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Intergovernmental Agreement with Oakland for Police Service Contract - Police**

Staff Report – Interim Police Chief, Troy Mills – Current agreement allows for an extension to be approved by both Councils before current agreement’s expiration. Oakland City Council expressed interest in renewing the police services IGA for another 5 years beginning June 30, 2018 through June 30, 2023. Minor changes were made to improve the wording. Oakland Council has already approved it.

**MOTION** made by Councilor Boggs to approve IGA with Oakland for Police Service Contract as presented; second by Councilor Luzier.

Discussion: Councilor Luzier – What was Oakland Council’s vote? *Mills – It passed unanimously.*

Councilor Tomlinson – How much does Oakland pay for the service? *Finance Director, Dan Wilson – Approximately \$206,000 per year, with annual increases per specific Consumer Pricing Index (CPI).*

Councilor Stone – Did not see CPI increase mentioned. *Wilson – It is stated in the [original] contract.*

Discussion continued regarding initial contract involving provisions for a Police car but discontinued about 5 years ago since Oakland's decision to stay with Sutherlin's Police service.

Councilor Stone expressed concerns regarding added mileage put on cars driving to Oakland each day.

Councilor Boggs explained the agreement's history; adding that annual CPI covers associated expenses.

In Favor: Councilors Boggs, Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Ordinance – Library Board (first reading, title only)**

Staff Report – City Manager, Jerry Gillham – Explained purposes for increasing the Library Board from 5 to 7 members. The Library is now the City's to manage and operate to stay within State Certification. There are now 63 volunteers; there are some items City is working on requiring more involvement from the board. Having 2 additional seats provides more diversity. They will serve as an advisory committee to the Council.

Mayor McKnight requested City Recorder, Diane Harris, to read the ordinance by title only.

Harris – “An ordinance amending Section 2.16.020 of the Sutherlin Municipal Code to permit seven members to serve on the City's Library Board.”

**MOTION** made by Councilor Luzier to approve first reading of Ordinance – Library Board as presented; second by Councilor Boggs.

Discussion: Councilor Boggs questioned why 7 members is better than 5. *City Manager provided points to consider:*

- *More involvement from people actively volunteering allowing for a more broader and comprehensive say;*
- *If there is only 5 members and 2 don't attend a meeting, the decision making can be put in jeopardy in terms of being advisory to Council;*
- *Library Volunteers requested this in hopes of being more involved.*

Councilor Stone – So the Library Board is going to overrule Council? *No, it's much like any advisory board, Council makes the ultimate decision. We don't want to run it as “staff” and tell them what to do. We want them to come to us to say “this is what we need from staff” to make the library operate better. It's teamwork on staff's side and collaboration on Council's side.*

In Favor: Councilors Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: Councilor Boggs

Motion carried.

- **Library Board Appointment**

Staff Report – Harris – Currently 2 seats are vacant on the library board, after the second reading and adoption of the ordinance (August 28<sup>th</sup>), 2 more seats will be available. City has received 5 applications, for 4 seats. The 2 current vacant seats have terms ending December 31, 2018; the additional (proposed) seat's terms end December 31, 2019 and December 31, 2020, effective upon enactment of the ordinance.

Mayor McKnight asked if applicants would like to come to the front of the room and address Council.

- Silvia Monas – Has been a volunteer at the library since City re-opened it. Monas spoke of the positive attributes in the community associated with the library, and would like to continue being involved as an advisory board member.
- Carleen House – Has been involved since City re-opened the library. Patrons constantly voicing appreciation for the library's continuance has been a very positive experience. It has been a collaborative community cooperation, and is proud to be part of it.
- Nancy Anderson – Have been involved with organizing the Children's library programs, am proud to be a part of it. A research student from University of Oregon stated Sutherlin, per capita, has more volunteers than any city in the Douglas County. We are doing an amazing job.
- Rannah Williams – Started working at the library with Jean Galleher as a volunteer coordinator in June. Appreciates support from the City and especially the volunteers. Have some concerns regarding the library's future. With Galleher leaving the area will need someone that is aware of all of the library's workings, coordinating volunteers, and having access to information. Am

looking forward to serving on the board to help find solutions for these concerns. Do we need a paid person or possibly a management team? These are things to consider.

Harris read a statement, requested by applicant Rick Troxel, who was unable to attend the meeting. Troxel shared his background and active involvement with the library as a volunteer, as well as a member of the Library Futures Task Force. Troxel expressed desire to serve on the board and appreciates Council's consideration.

Mayor McKnight stated Council members have expressed interest in also having an additional person appointed as an "alternate" to the Library Board. [An amendment to the proposed ordinance will be presented at next meeting].

**MOTION** made by Councilor Riggs to accept all applications and adding one alternate member to the Library Board; second by Councilor Tomlinson.

Discussion: Mayor McKnight asked if an applicant would be willing to be the "alternate" member. Rannah Williams offered to serve as the alternate.

Appointments:

- Silvia Monas and Carleen House (current vacancies) terms ending December 31, 2018;
- Nancy Anderson term ending December 31, 2019, effective on ordinance enactment date;
- Richard Troxel to term ending December 31, 2020, effective on ordinance enactment date;
- Rannah Williams as "alternate" board member; [term ending December 31, 2018], effective on ordinance enactment date.

In Favor: Councilors Boggs, Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Vehicle Purchase Approval – Public Utilities**

Staff Report – Community Development Director, Brian Elliott – Staff is seeking approval to purchase a 2018 Chevrolet Silverado 4WD (4-wheel drive) Crew Cab for the Public Works Utilities Department for \$29,650.

**MOTION** made by Councilor Luzier to approve Public Utilities vehicle purchase of a Chevrolet Silverado 4WD Crew Cab for \$29,650 as presented; second by Councilor Stone.

Discussion: Mayor McKnight – How many 4WDs does the City have, is there more than one already? ***Yes, this is replacing a 2000, ½ ton, short-bed 2WD.*** How many 4WD are needed? ***If you need them, you need them; right now there are 2 vehicles at the utilities department that are not 4WD.***

Councilor Tomlinson asked what is wrong with the other truck, stating he is not supportive of the purchase for budget reasons, why purchase it now? ***The odometer on the truck that is being replaced stopped working in 2014 at around 100,000 miles and has a continual history of maintenance.***

***City Manager – Adding a vehicle was approved during the budget process.***

Councilor Stone – What else will need to be done to the truck after purchase? ***Will need to add a radio, decals, and a light. The expense will be split between Water and Wastewater Budgets.***

In Favor: Councilors Boggs, Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **City & ODOT (Oregon Department of Transportation) Intergovernmental Agreement – Dovetail Right-Turn-Lane Approval**

Staff Report – Elliott summarized the cooperative agreement between City and ODOT for the right-turn-lane at Dovetail Lane for an estimated \$115,000. This was supposed to have been approved in 2007-2009 for phase II of Knolls Estates development.

**MOTION** made by Councilor Boggs to approve IGA with ODOT for Dovetail right-turn-lane for estimated cost of \$115,000 as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – Who will be putting this in? ***This is ODOT's project; they will be engineering, designing, and constructing it. Do not know who will be doing that work; ODOT will put***

*it out to bid. One of ODOT's requirements is the right-turn-lane needs to be in before certification of occupancies are given to new developments. They will be breaking ground August 15<sup>th</sup>.*

Councilor Boggs – This is an ODOT project but City is paying for it? *No, this is a City project, but went through ODOT to get a cost reduction.* If it goes over \$115,000 City will pay that as well? *Correct, \$150,000 has been budgeted for that project.*

Councilor Stone – That includes moving the power poles? *After several meetings it was concluded moving the power poles was not required.*

In Favor: Councilors Boggs, Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Water Master Plan Approval and Water Management & Conservation Plan Update (WMP and WM&CP)**

Staff Report – Elliott introduced Dyer Partnership Engineering & Planners, Inc., James Parmenter, who is present tonight to answer any questions. In October of 2016 City entered into a contract with Dyer to update the WMP and WM&CP. Staff is seeking Council's approval for the WMP.

**MOTION** made by Councilor Boggs to approve Water Master Plan as presented; second by Councilor Luzier.

Discussion: Councilor Stone – What is the population you are figuring on? *Parmenter – Population for 2036 has been estimated at 11,362.* We don't have any new lots, just filling in lots approved as far back as 20-years ago. Concerned with adding more water supply, our population hasn't changed that much. *With the projection, UGB swap, and updated buildable land inventory, there is that potential.* Is it mandatory we replace the [reservoir] tanks right away? *Schoon Mt. and the 6<sup>th</sup> & Oak Ave. pump station are high priorities.* Nothing is planned for water tank above the golf course? *There are several that need to be addressed, but as far as priorities, the two mentioned are the main concern.*

Councilor Boggs – How many proposed developments are above the golf course? *Avery/Galpin is planning 76 homes, to be built in 3 phases [23 in Phase I] and an estimated 50 are planned by Alaska Sutherland Knolls development.* The tanks up there will be able to service those? *Yes, infrastructure is there for an additional tank if needed.*

Councilor Stone – Concerned if we can't find funding for these tanks, approval of this master plan states we need to add them. *This plan will be a guide for the City's water system infrastructure for the next 20-years. Staff has been proactive in moving forward per this plan.*

In Favor: Councilors Boggs, Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: None

Motion carried unanimously.

Elliott – Now that the WMP is approved; next step is approval from Oregon Health Authority (OHA) and approval from Oregon Water and Resource Department (OWRD) for the WM&CP. Once completed Dyer will submit a final plan to the City, Staff will then bring an ordinance to Council repealing Ordinance 969 and pass a resolution for approval of 2017 WMP.

### **CITY COUNCIL COMMENTS**

**Councilor Boggs –**

- None

**Councilor Tomlinson –**

- Person living near the park reported people are in the park after dark throwing rocks at equipment. Suggests increasing the police patrolling for that time.
- When will we get the Splash Pad? *Will have water available this Wednesday, with temporary pods, but may not have above ground fixtures in. The equipment we have been waiting for is supposed to arrive next Monday or Tuesday.*

**Councilor Luzier –**

- Concerned with N. Comstock paving project, one layer of paving is down, however the manholes stick up above ground making it difficult to drive on the street, and there are no flaggers present, concerned about the liability involved. *Elliott – The project will hopefully be completed by the*

*middle of September, in the meantime they will be putting cold patch around the manholes. Flagging issues were supposed to have improved, however I will talk to them again.*

**Councilor Riggs –**

- The owner of Metzler Computers reported his planter was removed, said he would have moved it himself if he'd had advanced notice. **Elliott – SDDI (Sutherlin Downtown Development, Inc.) requested removal of the planters. It was our understanding all barrels were owned by the City.** He said he purchased his own. **Will check into that.**

**Councilor Stone –**

- Have received calls about Sutherlin Sanitary Service's rates. Thought if customers decided not to have a garbage pickup they wouldn't be charged for that week. How will they keep track of that? The rates are unclear regarding recycling vs. garbage pickup. Would be nice to get the public involved so they understand it better.

Discussion continued regarding the interpretation of the rates for recycling and "on-call" service as presented by Sutherlin Sanitary Service owner, Pat Fahey, at a previous Council meeting. **City Manager suggested asking Fahey to attend the next Council meeting to answer questions.**

**Mayor McKnight –**

- Have visited Central Park's new playground frequently with my family and it's packed every time, it is great to see so many enjoying it.

Councilor Stone – How are we monitoring the park? Have been told some kids are playing rough with the equipment and there are some bolts sticking up creating a potential hazard. Does City have surveillance cameras there to monitor the activities? **Elliott – Believe there is a surveillance camera there, but has limited abilities. Mills – In the past had 24/7 access to that camera, but will look into that.** Have also heard there were beer bottles lying around; suggest having signs posted stating restrictions.

**PUBLIC COMMENT –**

- Chamber of Commerce Executive Director, Pam Semas – Would like to invite everyone to visit the Chamber's new website [www.visitsutherlin.com](http://www.visitsutherlin.com). It is very easy to navigate, great for tourism, well organized, and has a lot of information. Each Chamber member has the ability to create their own log-in and password to add information, updates, and pictures in their own directory. We now have the ability to accept credit cards online. Memberships can be paid online, as well as events such as for the Hot Rod Fun Run on September 16<sup>th</sup>; they can register for the event and pay at the same time.

**ADJOURNMENT –**

With no further business meeting adjourned at 7:55pm.

*Jerry Gillham*

Approved:

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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*

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Diane Harris, City Recorder

*Todd McKnight*

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Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL, SEPTEMBER 11, 2017***