

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, February 27, 2017 – 7:00pm**

**COUNCIL MEMBERS:**

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

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

**Audience:** Steve Major, Justin Marquis, Lisa Hawley, Keith Cubic, Rick & Sharon Troxel, Emily Blakely, Tami Trowbridge, Beth & Jim Houseman, Jean Galleher, Deborah Utter, Sky Ironplow, Joanie & Bill Flynn, Sean Mock, Pat & Bert Bales, Kaitlyn Smith, Alden Standley, Nancy Anderson, Austin Nale, Judith Huntley, Gayla Holley

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

**Flag Salute:**

**Roll Call:** All present

**PUBLIC COMMENT** (agenda items only)

- Mayor McKnight encouraged the public's input during the workshops. Citizens can share their ideas and/or concerns at the workshop before a decision is made later at Council's business meeting.

**PRESENTATIONS**

• **Volunteer Firefighter Introductions**

Director of Public Safety, Kirk Sanfilippo, asked newly sworn in Volunteer Firefighters, Alden Standley, Kaitlyn Smith, and Austin Nale to come forward. Sanfilippo provided a background history for each volunteer who are attending 2 ½ hours of training every Thursday night, Saturdays and Sundays. After completing and passing the course, the volunteers are scheduled to graduate April 9, 2017 with Firefighter-1 Certification. The audience joined Mayor and Council in a welcoming round of applause.

• **2016 Optimist Club Honoree**

Sanfilippo asked, Officer Kyle Nelson, to come forward. Each year the Roseburg Optimist Club hosts the Respect the Law Banquet. Area Police Departments are asked to nominate an honoree for the Officer of the Year award. Officer Kyle Nelson has been chosen as 2016's honoree. Sanfilippo provided a history, citing many of Officer Nelson's personal and professional attributes as an individual and officer. Officer Nelson has an 86% clearance record for over 100 cases, the highest rating in the department, and is the second highest for DUII arrests. Officer Nelson joined the department August 2014 after graduating from the Police Reserve Academy at UCC. Nelson is also a member of Roseburg Police Department's Emergency Response Team as a Hostage Negotiator. Sanfilippo shared many of the attributes Officer Nelson brings to the department and is proud to honor him with the award.

Officer Nelson expressed his appreciation stating, “It’s easy to be positive in a community as good as this one”. He thanked Council and the community for their support.

City Recorder, Debbie Hamilton, read the certificate on behalf of the Council, Staff, Police Department, and citizens of Sutherlin and Oakland for his outstanding job. Mayor presented the certificate to Officer Nelson which was followed by a round of applause and standing ovation.

### AGENDA CONFIRMATION

#### • **March 13<sup>th</sup> Agenda**

City Manager explained the purpose for the Agenda Confirmation. Plan is to have one meeting a month for business bringing forth items requiring Council action; the other meeting will be for workshops, allowing more open flow discussions between Council, Staff and citizens. Department Heads reviewed and explained the March 13<sup>th</sup> Agenda.

### COUNCIL COMMENTS

#### **Councilor Boggs –**

- None

#### **Councilor Tomlinson –**

- None

#### **Councilor Luzier –**

- None

#### **Councilor Egbert –**

- Recently found a Fire Inspection form dated 2002 at his place of business. Fire Department used to do periodic inspections; safety inspections are on the Strategic Plan. ***Believe the inspections are performed by a Fire Marshal that is delegated to a County agency, an independent, or a City if they have one. Sutherlin doesn’t have a Fire Marshal on staff.*** This isn’t new, Council doesn’t need to act on it, and it had been on-going in the past.

#### **Councilor Vincent –**

- None

#### **Councilor Stone –**

- Regarding the loan that was included in last meeting’s motion [OTIB loan for \$500,000] would like a consensus from Council that before that money is borrowed.

Councilor Luzier – Motion wasn’t for the loan, it was to ***apply*** for the loan, Council has to approve the loan, and it hasn’t even been presented yet. ***City Manager – Agreed, by law Council has to approve that loan agreement that will include the terms, conditions and payment schedule. Staff doesn’t have authority to sign a loan agreement. A resolution will be created; City Attorney will make sure all legal requirements are included.*** How do you know how much to borrow before it goes out to bid? ***If we don’t need the entire amount will not take it. This will be several months down the road.*** Understood each section of the project was to be voted on, however the motion lumped everything together. ***We have a handle on it, will get a bid and dollar amount; if only need \$400,000 will be asking Council to approve that amount for the loan, if it’s more we will then present a different project option.*** Already approved the project, but don’t know where the money is coming from. ***Again, coming from the OTIB loan.*** Will wait until resolution is presented, this is confusing. ***At last meeting I reported State Gas Tax revenue was around \$200,000 each year, it is actually about \$400,000, intent is to pay \$50,000 each year from that.***

City Manager explained the reasoning behind borrowing the money instead of waiting until that amount is saved up over a 10 year period, costs will be higher and street will be in worse shape.

Councilor Stone – We already have money for Central, why do we have to have that approved?

Councilor Tomlinson – What was being approved is the extra \$500,000 to finish out to city limits, the other part is already there. All Staff did was apply for the loan, but we don’t have the loan yet; until that’s done then this is a mute conversation.

The discussion continued regarding the money for the downtown and the funds available for the project.

#### **Mayor McKnight –**

- None

## WORKSHOP

City Manager – Each workshop topic will be discussed by Council and facilitated by Staff. Have been working in partnership with Jean Galleher, Sean Mock, and Sutherlin School Superintendent, Terry Prestianni on the library issues. Galleher and Mock are here to provide updates.

- **Library Update**

Library Advisory Committee Member Jean Galleher, provided updates:

- Identified volunteers, have over 90 people on contact list and 40 names of possible volunteers.
- Began discussions on what the community would like to see as a library.
- Have held 3 very well attended public meetings, another will be held in March
- Facebook page has been started by a volunteer: Sutherlin Library Futures Task Force
- Challenge is how to transition a branch community library into a volunteer library. You have to have trained volunteers. Deborah Utter, who has worked with the Douglas County Library System for many years, has graciously offered to train Sutherlin’s volunteers.
- Josephine County has transitioned to a mostly volunteer library system. They have made an offer for us to visit their library system and will share their experiences.
- April 1<sup>st</sup> coming up, goal is to continue the transition with the same hours and provide as many services as possible. This will include internet and Wi-Fi access, paid by the City.
- Current computers are owned by the County. Working with individuals and partners to be able to provide computers.
- Working on the transition for newspapers and periodicals. County will no longer provide these as of April 1<sup>st</sup>. Friends of the Library, as well as other community donations will help pay for this.

Sean Mock – Would like to acknowledge Galleher for her tireless effort on this project. Mock explained his role as a Library Advisory Board Member.

- Douglas County will be closing the libraries as of April 1<sup>st</sup>, however staff will remain until the end of April to collect books and do some minor housekeeping.
- Douglas County Futures Task Force is a board created at county level and consists of 19 members representing the different Douglas County communities. A meeting will be scheduled for this next week, date and time has not yet been established.
- The Task Force is supposed to meet for the next 10 weeks, hoping for a solution or decision by then for direction. In the meantime will be operating the library under the “Reading Room Model”, no books will be checked out, however resources are available for use in the building.

Mock thanked all of the volunteers and Galleher for all of the efforts in keeping the library open.

Questions:

- What are the plans for funding this, will you be asking for a \$50 user fee? **Mock – Have not reached that point yet, we are working on transferring to 501C-3 status in order to seek grants.**

Galleher stated it is expected that various financing option will come from the County’s Task Force.

- Are there issues involved with insurance and volunteers?

**City Manager – Have confirmed with insurance agent, as long as we take them through the proper process of background checks and training there are no issues. School District has agreed to run the background checks at no charge.**

**Hamilton - Would it help to have books in good condition donated?** Galleher explained the past practices regarding donated books and Friends of the Library’s role; the library would be able to accept donations after April 1<sup>st</sup>.

Comments from the public:

Resident and Friends of the Library Member, Sharon Troxel – In the past a library storage closet was used for storage of donated books, would like to know if they could use it again. **Request was confirmed.**

- Are donated books sold to raise funds? **Yes, they are sorted, some are used in the system and some are sold.** If donated to the Sutherlin Library, will they automatically be property of the County or Sutherlin Library? **Troxel – Normally strings are not attached to material donations. Mock – Money raised does go to Sutherlin.**

Rick Troxel – Would first like to comment on the positive vibe extending from Central Avenue to the Library to Friends of Ford’s Pond. There are citizens who are here supporting the many things going on in the City; would like to recognize *this* Council for the positive thinking and meetings, it’s fun to be involved when there is a Council like this.

Mayor McKnight thanked the volunteers stating he brags about the people in this town every chance he can. The library is going to be there because of you.

City Manager – Next step is to sign the IGA, changing locks on the library building the last day of the month. Keys will be issued to Galleher and Mock for volunteers to have access to the building.

- **Strategic Plan**

City Manager – Explained the Strategic Plan giving examples regarding the operational initiatives by Staff and Council. Dates to bring to Council are included in the Plan. Called for questions.

- Councilor Boggs – Noticed Business Licenses are slated to be discussed in 6 or 7 months, is there a way to push that up to discuss sooner? ***There is a lot of work associated with it, but can do sooner if you want.***

Mayor McKnight asked for Council consensus to move the date up to discuss as an agenda item. It was by Council consensus to bring this in as a workshop discussion in April.

- **Comprehensive Plan Code Amendment**

**Staff Report:** Douglas County Planning Director, Keith Cubic and Sutherlin City Planner, Lisa Hawley – This has been a culmination of a very long process. Public Hearing will be held at the March 13<sup>th</sup> meeting and will also have a first reading of the ordinance. Purpose of tonight’s workshop is for Council to review the amendments approved by the Planning Commission at their December 20<sup>th</sup> meeting. Any modifications made at tonight’s meeting will be incorporated into the draft. Most of the amendments are updating the code, provide consistency and clarification. There are 3 parts; miscellaneous amendments, new mixed use zoning district and proposed amendments to sign code.

Questions and comments:

- Councilor Egbert – There is a shop building by the railroad tracks used for auto repair in Heavy Industrial zone. Person renting that property would like to put in an auto sales business, but cannot because of the zoning. Will this fix that problem? ***Cubic – No, because if the use is not listed in a specific zone an interpretation cannot be made. Auto sales is not listed in M-2 [Heavy Industrial] but is in M-1 [Light Industrial].***
- Councilor Egbert – In M-2 Zone there are classifications stating certain things are not allowed; would like to change those to “C” making it “conditional” so they can be considered on a case by case basis. ***Cubic – That is a good strategy and the kind of feedback we are looking for. If there specific uses and a consensus by Council to look at that, it is a possibility.***

***Cubic explained need to look at the preservation of Heavy Industrial land for the heaviest land uses. The philosophy behind not having a “car lot” there is its “under-utilization” of the property.***

- Councilor Egbert – All the land on Taylor Street is Heavy Industrial and near the railroad tracks. Concerned that an operation such as ServePro can’t go in there, therefore eliminated. If it’s a conditional use will give some say in what is going to go there.

***Cubic – If the uses are not compatible they can be denied, if compatible approved. From what I’m hearing can change those uses from “M” to “C”.***

Discussion to review all amendments, and then get consensus from Council was decided.

Hawley and Cubic continued the review explaining the reasons for the amendments.

- Councilor Egbert – The land on Taylor is Heavy Industrial and much of it wetlands, what would City need to do to change it to Light Industrial to allow more use? ***Cubic – Would do that during review process of the Comprehensive Plan, the justification would need to be brought forward stating it can’t be used for heavy industrial for the following reasons; light industrial has less impact, and footprint and therefore, less mitigation and might be reasonable that it be changed. We should look at that. City Manager – That is in the Strategic Plan.***

It was by Council consensus to direct Staff to make modifications regarding use changes from “M” to “C” in the proposed code.

## **REPORTS**

- **Rate Equity Group Update**

Finance Director, Dan Wilson, provided a history regarding the Rate Equity Group and the decision to reduce to amount of different rates and to make them more equitable. The group recently met to discuss some issues that have been brought before Staff to consider. City has received a complaint from a

customer, as well as some concerns brought forward by Councilor Stone. The group met and decided no changes would be made to the current rate structure.

- **Wastewater Treatment Plan 60% Design Update**

Dyer Partnership, Steve Major, provided a Power Point presentation explaining updates and reasons for various changes that have taken place. Pre-design report was reviewed by the Value Engineering team; changes were made based on their recommendations. City hired a Class IV Operator/Professional Engineer, Dale Richwine, who has been part of this process to review the plans. The 60% design review committee met January 25<sup>th</sup>. Major explained the changes and updates involving materials for the Force Main, possible use of adjacent property for staging, and answered questions from Councilors.

[Councilor Boggs left the meeting at 8:53.]

- **Department Head Updated**

No updates.

**ADJOURNMENT** –

With no further business meeting adjourned at 9:10pm.

Approved: *Jerry Gillham*  
Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*  
Diane Harris, Deputy City Recorder

*Todd McKnight*  
Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL MARCH 13, 2017***