

CITY OF SUTHERLIN
Council Workshop Meeting
C. Giles Hunt Memorial Library
Monday, January 23, 2017 – 6:48pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Frank Egbert, Wayne Luzier, Forest 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
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Sergeant, Troy Mills
Police Sergeant, Justin Marquis
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Lon Dragt
Police Office Supervisor, Gayla Holley
City Attorney, Chad Jacobs

Audience: Tami Trowbridge, Pat & Bert Bales, Joe Groussman, Jim Houseman, Pamela Semas, Pat Fahey, Dennis Riggs

Meeting called to order by Mayor McKnight, at 6:48pm.

Councilor Stone voiced concerns regarding changes made to the agenda format and removal of Council Comments section. *City Manager, Jerry Gillham – Originally this meeting was a workshop only, due to a needed action from Council the regular meeting portion was added to take care of that item. If Councilors have comments they are certainly welcome to do so.*

Councilor Stone stated he would address his questions through independent emails.

WORKSHOP

• **Team Building**

Staff Report – City Manager explained the Workshop’s purpose. The Strategic Planning process has 4 principal sections: Vision, Mission, Values, and Goals. The goals are a melding of Council Priorities, Operational Initiatives and Strategic Plan. Tonight’s Workshop will provide Staff with a list of Council’s priorities. The meeting was turned over to Workshop Facilitator and Chamber President, Tami Trowbridge.

Trowbridge – This Workshop provides an opportunity to work together in an informal setting identifying Council’s future priorities. Staff/Council members were divided into three smaller groups. Each member was instructed to write at least 5 priorities on a 3x5 card that would then be transferred to flip charts by the group’s recorder. All groups would reconvene to put together Council’s list of priorities.

Councilor Stone asked if the list of previous priorities was available. *City Manager explained the Strategic Plan is still in place, these will be new priorities that will be added to the existing plan for Council to review at the February 27th Workshop.*

With Council’s input, City Manager and Trowbridge reviewed the combined flip charts and consolidated and prioritized items.

Top agreed upon goals:

- Business License & Building Safety Inspections
- Strengthen Building Development Code – Zone Restrictions
- Examine SDC Rates

- Upgrade Fire Equipment
- Evaluate Industrial Lands – County and City
- Emergency Operations Center – Public Safety Building/City Hall
- Develop Solutions for Water Storage Tank Deficiencies for New Development
- Create a Street Management Masterplan w/ Funding Options
- Develop a Plan for Improving Emergency Communications Infrastructure
- Complete Central Avenue & Downtown Improvements
- Complete a Wetland and Buildable Lands Inventory

Councilor Stone voiced concerns regarding the amount of items listed; stating items from the previous list have not been completed. **City Manager disagreed stating many of the plan’s actions are completed; however, some have been delayed due to outside agencies’ requirements.** Stone – There is not enough Staff available to be able to keep up with all items listed. **These tasks are do-able; they may spill over into another year, much like a production line.**

Councilor Vincent reiterated stating if you get 10 things done, you move forward to the next 10 items. Trowbridge asked for each Council Member’s top 3 priorities.

	Luzier	Tomlinson	Boggs	Stone	Vincent	Egbert	McKnight
Business License	*	*	*				
Building Dev. Code		*		*			
SDC Rates							
Upgrade Fire Equip			*		*		
Industrial Land						*	
EOC Public Safety			*				
Wtr. Storage Tank				*			*
Street Mgmt. Plan					*		*
Emergency Comm.				*	*		
Central Improv.	*	*				*	*
Wetland Inventory	*					*	

City Manager explained items identified during the Workshop will be added to the existing Strategic Plan and highlighted. Each Department Head will discuss Council’s priorities with their department to create specific objectives and timelines. The Strategic Plan will be hand delivered to each Councilor for enough time to review before the meeting.

• **Meeting and Agenda Restructure**

Trowbridge reported the Mayor would like to restructure the meetings/agendas for a 6-month trial period:

First meeting of the month – Business Meeting:

- Presentations
- Consent Agenda
- Council Business (Action Items)
- Special Reports

Second meeting of the month – Open Discussion/Plans & Reports:

- Agenda Confirmation
- Idea Sharing/Council Priority Progress Report/Council Comments
- Workshop – as needed
- Executive Session – as needed

Councilor Stone voiced concerns regarding the ability to accomplish things in a timely manner, due to only one business meeting a month. **City Manager – Important decisions will not be put off; they will be brought to Council at the Workshop meeting, such as what was done tonight.**

Councilor Luzier stated Public Comment was not included on tonight’s meeting agenda and should be. Trowbridge reminded Council that Mayor McKnight did ask for Public Comment even though it was not listed. It was agreed this item would be included on future agendas.

Trowbridge presented a quick review of the Council Rules and City Charter.

Quick points:

- Council needs to present unity and professionalism. This doesn’t mean all will agree; but, disagreements can be respectful and in the spirit of working toward a common goal and betterment of the City.
- Duties of meeting Chair – To keep meetings orderly.
- Council Comments – Councilors may ask questions of Staff, however Staff will not be required to provide an answer if asked during the meeting unless the question has been presented to the City Manager at least 24 hours prior to the meeting. ***City Manager – Questions can also be directed to the Department Head.***

Councilor Stone stated this practice needs to go both ways; Council sometimes gets information at the meeting rather than 24 hour prior.

Councilor Luzier didn’t feel there is a problem with bringing a question to Staff that can be answered at a later time, does not agree with putting Staff on the spot or blindsiding them at meetings.

- Staff cannot be required to spend more than 20 minutes of staff time researching/compiling information to answer questions raised by an individual Councilor.

City Manager – It is not a problem if directly related to an agenda item and for full Council to consider.

- Abstaining from a vote shall be recorded as an affirmation of the vote. If abstaining, must provide a reason. Even if a Councilor is not present at a meeting, but reads the minutes, they can still cast their vote regarding the approval of the minutes without abstaining.
- Differences between potential, actual, and perceived conflicts of interest were explained.

Councilor Stone – At each meeting the Mayor is supposed to ask if a Councilor has conflicts to declare.

Mayor McKnight felt there isn’t a need to announce that at every meeting, Councilors are adults and should know if they need to declare any types of conflicts of interest.

City Attorney, Chad Jacobs explained the different scenarios regarding conflicts of interest. Certain meetings, such as Quasi-Judicial have State Law requirements regarding the declaration of conflicts of interest. The State does not require this to be read at all Council meetings. Since this Council Rule is not being followed, would encourage Council to amend this policy.

- When attending an Executive Session, information discussed is privileged and cannot be repeated outside of the meeting.

City Manager added if a Councilor has an idea to explore, rather than picking up the phone and talking to other Councilors, ask Mayor to put it on the agenda for the entire Council to discuss, use the governance process.

ADJOURNMENT –

With no further discussion meeting was adjourned at 8:15pm.

Respectfully submitted,

Diane Harris

Diane Harris, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL FEBRUARY 13, 2017