

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, July 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
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Chief Finance Officer, Dan Wilson
Public Works Superintendent, Aaron Swan
Community Development Director, Brian Elliott
Public Safety Director, Kirk Sanfilippo
Interim Police Chief, Troy Mills
Police Officer, Matt Barrett (exited after start of meeting – responded to call)
Police Officer, Kyle Nelson (exited after start of meeting – responded to call)
Public Safety Office Supervisor, Gayla Holley
Interim Fire Chief, Mike Lane
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Dan McCormick
City Attorney, Chad Jacobs (via Skype)

Audience: Holly Boggs, Daniel Hull, M.D., Tadd & Juanita Held, Jody Sanfilippo, Dorena Guido, Becky Wattles, Brian Sanders, Vern Munion, Kimberly Tomlinson, Shirley Forrest, Jim Houseman, Brenda & Mike Mahler, Kurt Sorenson, Wayne Ellsworth, Gary Dagel, Jeff Chase, Jensine Holley, Annette Lane, Pamela Semas, Brian Burke, Sr., Kristi Caviness, Michelle Dagel, Sue Gillham, Kurt Sorenson, Justin Marquis, Ashely Alliman, Adam Heberly, Brian & Shelly Sanders, Sarah Mills and sons Wyatt & Garrett, Bion Mills, Shirley Forrest

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

Flag Salute:

Roll Call: All present

Media: None

Mayor McKnight reported the public is welcome to comment during the workshop.

PRESENTATIONS

• **Swearing-In – Interim Police and Fire Chiefs**

Introductions and brief career and personal histories were provided for both Interims; Fire Chief, Mike Lane, and Police Chief, Troy Mills.

Public Safety Director, Kirk Sanfilippo, reported this is his last Council meeting before retiring and is honored to be swearing in both Interim Chiefs. Sanfilippo acknowledged those in attendance who played a role in the success of both Police and Fire Departments. Firefighter Code of Ethics and Oath of Office was administered to Interim Fire Chief, Lane, followed by the Police Code of Honor and Oath of Office to Interim Police Chief, Mills. Sanfilippo acknowledged previous chiefs who served on Sutherlin's Police Department, Randy Schoen, Mike Mahler, and Tom Boggs. Audience joined in a round of applause following each presentation of badges and stars presented by wives, Annette Lane, Sarah Mills and. Mills expressed appreciation for the opportunity as Interim Police Chief and congratulated Interim Chief, Lane.

• **Special Presentation – Honoring Public Safety Director's Retirement**

City Manager announced a special presentation for Sanfilippo for his retirement. Senior City Recorder, Debbie Hamilton, read the plaque's Outstanding Leadership inscription as Mayor McKnight presented it to him. Audience, Council, and Staff joined in a round of applause.

COUNCIL BUSINESS

- **Bid Award for Central Avenue**

Staff Report – Community Development Director, Brian Elliott, introduced Heberly Engineering, Adam Heberly, Guido Construction’s owner, Dorena Guido and Guido’s Field Project Manager, Vern Munion. Elliott read Central Avenue Paving Improvement Project goals and objectives; emphasizing the statement “number 1 objective is to rebuild Central from Church Road to eastern city limits” the end result of the project will not exceed the \$4,186,000 of funds available.

MOTION made by Councilor Luzier to approve Bid Award for Central Avenue to Guido Construction for \$3,496,309.98 as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone asked if Staff considered using the \$125,000 [gross receipts] from sale of Ridge View property for this project rather than proposed side street repair. ***Elliott – Option was discussed, however will be moving forward with proposed repair on 3 chosen streets as previously decided by Council. Repair will cost about \$38,000, leaving around \$60,000 available for other options.***

Councilor Stone asked for clarification regarding 1,100 feet of pavement at east end of town that is County road, but located in city limits. Heberly provided details regarding the condition of the pavement and options for the project.

Councilor Stone – This is the first I’ve heard of the project going to city limits, thought it was the other side of Bi-Mart. ***Project from Church Road to the eastern city limits has been discussed many times.***

Councilor Riggs asked Munion if they have had a project of this scope before. ***Munion responded with a yes and no and explained their experiences; they have no fear of managing a job this size.***

Councilor Stone – This approval is like having an open checkbook, what if project goes over by 5%? ***Elliott – Contingency for project is built in at 4.5%.*** Would like to see exactly what we’re doing for the money or at least a contingency spelled out before approval. ***It’s all spelled out in the bid specs/documents from Heberly and the contractor.***

Munion – Heberly and Staff will be consulted and will seek approval before moving forward if an overage occurs.

Dorena Guido reassured Council stating they are a community contractor and will do their best to keep this project in budget do not want to see the City spend any more money than required.

In Favor: Councilors Boggs, Tomlinson, Luzier, Vincent, and Mayor McKnight.

Opposed: Councilors Stone and Riggs

Motion carried.

- **Bid Award for Street Repair**

Staff Report – Public Works Superintendent, Aaron Swan summarized the Staff Report, recommendation is to award the bid to Guido Construction for \$32,380.83 for the 3 street segments:

- E. Fourth Avenue between Crown Point and Casa De Loma
- Mardonna Way (north of E. Fourth)
- W. First Avenue (westward from State Street)

MOTION made by Councilor Vincent to approve Bid Award for Street Repairs to Guido Construction for \$32,380.83 as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – Are the edges “sound” on the streets? ***Swan report that has been discussed in detail with the contractor. The process that was discussed was explained.*** Since flagging costs aren’t included, will these streets be closed? ***No, they are not really considered “through” streets, will not be difficult for motorists to get around.***

Councilor Tomlinson confirmed revenue for the project is from sale of Ridge View Property. ***Correct.***

Councilor Stone – Feels money shouldn’t be spent on this until Central Avenue is completed. ***There will be a considerable portion of that revenue remaining; Staff was directed by Council to repair streets.***

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

Opposed: None

Motion carried unanimously.

AGENDA CONFIRMATION

- **August 14, 2017 Agenda**

City Manager reported the agenda remains the same as presented.

COUNCIL PRIORITY PROGRESS REPORT

City Manager reported once a month a strategic plan benchmark calendar is provided in Council packets. The 2016 and 2017 Council Priority updates were provided. All priorities are either completed, close to completion, or processes have been started. (2016 and 2017 Council Priorities are available on the City's website in the Government Section: Vision Statement & Goals page).

COUNCIL COMMENTS

Councilor Boggs –

- None

Councilor Tomlinson –

- Central Park [playground and splash pad] is looking good.

Councilor Luzier –

- N. Comstock is a mess! But, looking forward to its completion.

Councilor Riggs –

- Will there be a Business Registration update from the business committee?

Mayor McKnight report the update will be presented later during the meeting.

Councilor Vincent –

- Happy to see all of the progress at the park, kids and citizens are very excited. Roseburg residents are already making plans for parties there; this will bring a lot of people into our community.

Councilor Stone –

- None

Mayor McKnight –

- Would like to acknowledge those involved with the Sutherlin Stampede Rodeo event, a great success with a packed house both nights.
- Would also like to acknowledge the Rodeo Parade, and special thanks to Tami and Jack Trowbridge for their work on the Mayor's Float, their help is greatly appreciated.
- Family is excited about the park! Community Relations Director, Debbie Hamilton, is doing a great job posting information on social media.

Hamilton – Recent Library State Certification post received over 8,000 hits overnight.

Councilor Riggs complimented City Manager and team for the success of the library. They took something that was a negative and in fear of closing and turned it into a positive as a State Certified Library. Audience joined in a round of applause.

PUBLIC COMMENT

• Business Registration Committee Update

Dagel provided copies the committee's progress report he compiled from interviews with many business owners. Examples of other city's applications were also presented. Has learned a lot from this process, and can see it from both City's and business owner perspectives. The report states what business owners are in support of, opposed to, as well as their suggestions for a registration. Plan is to have a general meeting the second week in August at the Community Center, for businesses to attend. Will inform Hamilton of the date once scheduled to post on City's media pages. Dagel reported the update will be posted on Sutherlin Business Registration Forum's Facebook page.

Councilor Riggs suggested information he would like to see on their Facebook page.

WORKSHOP

• Water Storage Tank Updates

Elliott provided an update on City's 10 water storage tanks, and explained some of the deficiencies and concerns involved with some tanks. Schoon Mountain has 2–12,000 gallon tanks, but does not hold enough water for current demand or future growth in that section. Staff will move forward seeking options if funding comes available for needed improvements and present to Council for approval.

Councilor Stone – Is there going to be additional fees associated with Schoon Mountain homes? ***It has been discussed, but we are not at the point of making a decision.***

Discussion continued regarding the various tank sizes and sections of the city they service. The new development slated for Scardi will require an additional tank. Elliott explained the potential location and processes involved.

REPORTS

• **Examine SDC Rates**

Assistant City Manager/Chief Finance Officer, Dan Wilson – One of Council’s priorities is to examine the current System Development Charges (SDC) rate methodology. Will be advertising for RFP (Request for Proposal) for the methodology study. Do not anticipate cost for the study to require the RFP process, however, given the technical nature and specific details will move forward with the bid process. Councilor Stone shared concerns regarding SDC rate increases that may discourage future building development in Sutherlin.

ADJOURNMENT –

With no further business meeting adjourned at 8:10pm.

Approved: *Jerry Gillham*
Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris
Diane Harris, City Recorder

Todd McKnight
Todd McKnight, Mayor

APPROVED BY COUNCIL, AUGUST 14, 2017