

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, June 26, 2017 – 7:00pm

COUNCIL MEMBERS:

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

CITY STAFF: 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
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Dan McCormick
City Attorney, Chad Jacobs (via Skype)

Audience: Steven Gerber, Tami Trowbridge, Avery Hazzard, Wayne & Michelle Ellsworth, Heidi Barry, Tadd Held, Gary Dagel, Grant Fahey, Pat Fahey, Allison Green, Jim & Beth Houseman, Jesse Chovinard, Pamela Semas, Kristi Caviness, Brian Burke, Gary Fugate

Meeting called to order by Council President, Wayne Luzier at 7:00pm.

Flag Salute:

Roll Call: Excused – Mayor McKnight

Media: None

Council President Luzier reported there will be a public comment period at the end of the meeting.

COUNCIL BUSINESS

• **Public Safety Department Vehicle Purchase**

Staff Report – Public Safety Director, Kirk Sanfilippo – Four police vehicles were approved during the budget process. State bid price for 3 vehicles, fully outfitted, is \$45,491 each, remaining vehicle will be \$43,590 (without light bar); total cost \$180,063.

MOTION made by Councilor Boggs to approve purchase of four police vehicles as presented; second by Councilor Stone.

Discussion: Councilor Riggs – Can the current vehicle equipment be reused on the new vehicles to provide a cost savings? *Chief Sanfilippo explained differences in car models and age of the equipment, therefore unable to reuse the equipment.*

Councilor Vincent – Will vehicles stay with City’s current look – black car/white door? *Cars will be all black; there is an additional \$1,000 per car to paint the doors white.*

Councilor Stone – Will they be 2017 or 2018 models? *Depends on availability at time of order.*

Councilor Vincent – How do the officers like the “Interceptor” model? *Feedback is totally positive.*

Councilor Riggs – Will we be looking at purchasing 4 new cars, 5-years from now? *Sanfilippo explained the process/criteria regarding car replacement and past practices. Will try to phase the future purchases to 2, rather than 4 at once.*

Councilor Riggs spoke in concern about all of the costs associated with the numerous projects City involved is with. *Money is put into a reserve each year in anticipation of vehicle replacement.*

In Favor: Councilors Riggs, Vincent, Stone, Boggs, Tomlinson, & Council President Luzier

Opposed: None

Motion carried unanimously.

- **Charter Franchise Agreement Approval**

Staff Report – Finance Director, Dan Wilson – Franchise agreement is basically the same, revenue rate will stay at 5%, agreement has changed from a 15 to 10-year term.

Wilson introduced Charter representative, Steven Gerber, who is available to answer any questions.

MOTION made by Councilor Riggs to approve Charter Franchise agreement as presented; second by Councilor Vincent.

Discussion: Council President Luzier – Why has it changed to 10-year term? *Its standard practice, there are so many changes in technology on both sides, can evaluate more frequently.*

Councilor Tomlinson – What is the annual revenue? *Last year’s revenue was a little over \$60,000.*

Councilor Stone – When is it audited? *Gerber – Every 3 years. Wilson – All of the franchise agreements are up for audit upon City’s request.*

In Favor: Councilors Riggs, Vincent, Stone, Boggs, Tomlinson, and Council President Luzier

Opposed: None

Motion carried unanimously.

AGENDA CONFIRMATION

- **July 10, 2017 Agenda**

Wilson – Agenda is in Council’s packet, will take any questions or comments.

Councilor Riggs reminded Council and Staff a letter writing campaign to lumber companies was suggested at the last meeting, would like to move forward with that.

COUNCIL PRIORITY PROGRESS REPORT

- None

COUNCIL COMMENTS

Councilor Boggs –

- None

Councilor Luzier –

- None

Councilor Riggs –

- None

Councilor Vincent –

- None

Councilor Stone –

- Any updates on asphalt repair [Central Avenue Force Main site]? *Public Works Superintendent, Aaron Swan – A standard grind and asphalt replacement is scheduled for later this week.*

WORKSHOP

- **Sutherlin Sanitary Service Update**

Sutherlin Sanitary Service owner, Pat Fahey, provided proposed changes including new curbside 65-gallon recycle carts. DEQ’s (Department of Environmental Quality) recycling regulations was explained. A history was provided regarding processes used, requirements (DEQ), and costs associated. Council approval is required for new rates associated with the changes. Fahey stated if approved at the next meeting, implementation can take place late September/early October. Fahey reported an offer has been made on property for a future transfer station in Sutherlin. Discussion continued on the recycling program.

Questions:

- What do you classify as the “recycles”; Paper, cardboard, and glass? *Yes, plastics, metals (tin cans), however glass will not be included, but will be accepted at recycling depot on Calapooia.*

Garbage carts for downtown, donated by Sutherlin Sanitary, have been ordered and will be delivered in about 6 weeks.

- **Fire Department Discussion**

Sanfilippo reported plans are to have a self-sustaining Fire Department with a Fire Chief on Staff. Police Chief will oversee the Police Department, rather than as a Director of Public Safety overseeing both

departments. Would like to hear Council's input on what they would like to see in a Fire Chief before starting the recruitment process.

Sanfilippo stated Mayor McKnight provided input earlier today:

- Community oriented.
- Experience with recruiting volunteers.
- Embraces concept of working with both paid staff and volunteers.
- Will associate with all local departments, attend Fire Chief's meetings, and build relationships with other departments.
- Works well with City Department Heads as City team rather than Fire Department only.
- To not forget Police Officers and Public Works teams are all part of a larger team.
- Invested in the community.

Council input:

- Personable, approachable, and flexible.
- DPSST (Department of Public Safety Standards and Training) minimum standards and certifications.
- High education and leadership certifications.
- What is the time frame for the hiring process? *Is up to the City Manager, however have suggested recruitment process start by the second week in July.*
- Looking for someone flexible.
- Willing to accept change and able to be transformational.

Council President Luzier suggested if Councilors need more time for input to contact Sanfilippo by the end of the week.

- Have volunteers been asked for their input? *Not yet, that will be part of the next process.*

Councilor Tomlinson questioned the monthly stat reports Council was supposed to receive on the cross-trained volunteers (who shows up on calls, cost to the city, etc.), would like to request those numbers. *Sanfilippo stated his understanding was this was to be a 6-month report and scheduled it on his calendar accordingly, after the executive session in which it was discussed. A meeting with Staff has been scheduled for July 7th to lay out the report's format, and available for review in August (6-month mark).* Discussion continued regarding the report. Council President Luzier suggested verifying the 6-month understanding and wait until after the July 7th meeting before making any further decisions.

REPORTS

• 14" Sanitary Sewer Forcemain

Community Development Director, Brian Elliott – The MAO (Mutual Agreement Order) with DEQ addressing Sanitary Sewer Overflows (SSO) that is caused by high weather events was in place. The 14" Force Main for the Everett Avenue Lift Station to address the issue is complete and ahead of schedule. City received a letter from Dyer Partnership stating the installation was completed. City will now submit a letter to DEQ stating we have complied and met the MAO contract schedule with DEQ.

• Street Maintenance Project Discussion

Public Works Superintendent, Aaron Swan – Council directed Staff to present some side streets in need of repair using the (approx.) \$100,000 received from the recent sale of Ridge View property. Swan provided details on the conditions of the following streets and repairs needed:

- East Fourth Avenue between Crown Point and Casa De Loma.
- Mardonna Way – starting at intersection of Mardonna and E Fourth, heading north.
- W First Avenue, just off State Street.

Questions:

- Is goal to do all three projects? *Yes, sent out for 3 bids, highest bid was approximately \$73,400 from Knife River Construction, Guido Construction's bid was less than half of Knife River's.*
- Do you have another project to add to that? *Yes, have 3 additional street sections that may work. Knife River is known for their quality; Guido may be a little bit more of a "wildcard". Since these are side-streets, suggestion is to go with Guido. Can stretch the dollar further with good results.*
- Who is going to be quality control? *Swan – I will be.*
- Are you looking for Council consensus? *Yes, would like to move ahead; will bring Council a package with actual totals before moving forward.*

- Would like to go with Guido, costs less and gives them a chance to show what they can do. A major street may bring a little concern, but side streets don't have an enormous amount of traffic.
- What fund did the Ridge View repair project initially come out of? ***Wilson confirmed Ridge View repairs came out of the Street Fund.***

Swan reported on the additional streets for Council to consider:

- E Sixth Avenue between State and Umpqua Street,
- Lower Umpqua Street,
- Upper Terrace Street.

If Council has other suggestions can contact him within the next week. Swan explained if there is money left over can put it towards pothole repair throughout the season.

- **Contract & Project Management System**

Elliott – Concerns about project's quality control was voiced at last Council meeting. Staff wants to ensure Council a lot of thought has been put into a Project Management Plan. Key personnel will have specific responsibilities; a 3-ring binder has been created for each project. The management system will allow each project to move forward smoothly and efficiently. Swan will be the City's representative for the projects, working along with City Engineer.

- **Construction Management Tasks #1, 2 & 3**

Elliott – Will be presenting three Central Avenue Construction contracts for Council to consider at the July 10th Council meeting. Fees will mirror the engineering fees presented at last Council meeting.

PUBLIC COMMENT

- Resident, Heidi Barry, shared an incident involving her 19-year old daughter earlier in the afternoon. Her daughter was attempting to cross Central Avenue at the crosswalk near the Post Office when a car went out of control and drove onto the sidewalk while trying to avoid running into the car in front of then and the pedestrian. Barry spoke of her concerns and Police Department's role in the mishap.
- Resident & business owner, Gary Dage, provided an update on the newly formed Business Committee. A Facebook page "Sutherlin Business Registration Forum" has been created. Looking for input from as many area businesses as possible. Met with a lot of the City's Staff, received good input, and is very impressed with them.

Council President Luzier – What are your plans for moving forward? ***Would like to move forward after the Street Fair event, and schedule a committee meeting at the Sutherlin Community Center at some time for public to attend. Will be able to update Council after the meeting.***

ADJOURNMENT –

With no further business meeting adjourned at 8:12pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, Deputy City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY COUNCIL, JULY 10, 2017