

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, September 11, 2017 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent

MAYOR: 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
Public Works Superintendent, Aaron Swan
Interim Police Chief, Troy Mills
Interim Fire Chief, Mike Lane
Deputy Fire Chief, Avery Hazzard
City Attorney, Chad Jacobs (via Skype)

Audience: Kimberly Tomlinson, Gary & Michelle Dagele, Tami Trowbridge, Jim & Beth Houseman, Rich & Ann-Marie Holloway, Colin McArthur, Kelsey Zlevor, Joan Herrmann, James Thatcher, Joe Groussman, Pam Semas, Richard Troxel, Gary Fugate, Steve Major, and Sutherlin Volunteer Firefighters: Michelle Ellsworth, Wayne Ellsworth, Nathan Gardipee, Alden Standley, Kaitlyn Smith, Ron Bailey, Allison Green, Mike Buck, Thomas Shea, Tadd Held

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

• **Ford's Pond Master Plan Update**

Community Development Director, Brian Elliott, introduced Cameron McCarthy Landscape Architecture & Planning, Colin McArthur, and Kelsey Zlevor. A Power Point slideshow was presented; McArthur provided a history of the master plan process.

Master Plan progress updates:

- Background
- Online survey results (presented by Zlevor)
 - 365 surveys completed
 - Demographics – Household size, residency, and age participates
 - Preferred Activities & Amenities
 - Potential Park Features
- Design concepts
 - Three design options to potentially include walking paths, boat access, fishing pier, paddleboard rental, restrooms, bird viewing areas, boardwalk, wetland restoration area, vehicle and pedestrian access, playground, picnic area tables and shelters.
- Next steps
 - Planning Team and Parks meetings – September 14th
 - Open House - September 28th

- Draft Master Plan – October 5th
- Final Master Plan – November 13th

McArthur stated he is really impressed with the involvement, not only from Friends of Ford’s Pond, but the entire Community, it has been a great project to be part of.

● **Wastewater Treatment Plant Bidding & Construction Schedule Update**

Dyer Partnership Engineering & Planning, Steve Major, provided schedule updates. Bidding was scheduled for this fall with potentially not having the notice to proceed until April. Two “dry seasons” are needed for construction. If contract is awarded this fall, contractors would have to add additional costs to bids since they will be unknown at time of construction. All issues have been considered for the schedule revision. Construction start date has not varied from April 16, 2018. Completion is scheduled for October 7, 2019; 1-week later than originally identified. Construction process is expected to take 18 months.

Proposed schedule:

- Bidding – February 2018
- Bid opening – March 2018
- Bid award – March 2018
- Start Construction – April 2018

Councilor Stone expressed concerns with stalling this process; City is already paying a penalty to DEQ because the project was stalled. *Elliott – DEQ did not enforce that penalty.*

Councilor Stone would like to see the site and staging area rocked in preparation for spring’s wet season. *Major – City is still waiting for DSL’s (Division of State Lands) Corps Permit (a process started in April 2017) for confirmation to construct the line to Ford’s Pond. Major explained the permit process. DEQ’s, Jon Gasik, is willing to wait to write the approval letter, once the letter is submitted City has to complete the project in 2 years. Waiting until April allows time for the permits to be in place.*

Discussion continued regarding the site, wetlands, and processes required by regulatory agencies. *Major – What agencies say on site is different than what they require when a permit is submitted. When City goes out to bid, will have all the permits and know these requirements.*

Councilor Stone – Feels we should rock the pad now City is not saving money by waiting. *Cannot do that without approval. If City adds rock before the permit process, they may require it be removed.*

Councilor Riggs – Mandatory increases are already imposed on water rates, how much will this affect our utility consumers by pushing this back? *Will not know until bids are opened, however not having the two “dry period” construction seasons will raise the costs. Historically, for a project this size, you get higher bids in the fall and lower bids in the spring.*

CONSENT AGENDA

- **August 14, 2017 Minutes – Regular Meeting**
- **August 28, 2017 Minutes – Workshop Meeting**

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

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Douglas Electric Service Agreement – Wastewater Treatment Plant**

Staff Report – Elliott – The current 800 amp service, as identified in the design, needs to be changed to 1,000 amps to handle increased electrical load. Estimated cost for installation/construction is \$37,160.10.

MOTION made by Councilor Boggs to approve Douglas Electric Service Agreement \$37,160.10 for the Wastewater Treatment Plant as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone questioned the need for the additional amps. *Elliott confirmed the needed upgrade adding that the cost is already figured in the WWTP upgrade costs.*

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

Opposed: None

Motion carried unanimously.

- **Transportation Management Growth/Transportation System Plan Grant Approval (TMG/TSP)**

Staff Report – Elliott – City applied for a TMG Grant to assist in financing the TSP update. City’s match of \$23,182 is “in-kind” and/or dollar match; it can include hours from Staff, Councilors, and community stakeholders involved in the process. Staff is seeking Council approval to accept the \$170,000 grant.

MOTION made by Councilor Luzier to approve TMG/TSP Grant for \$170,000 as presented; second by Councilor Vincent.

Discussion: Councilor Stone – Does City have to come up with the match before anything else? *No.*

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

Opposed: None

Motion carried unanimously.

REPORTS

- **Fire Services Update**

City Manager, Jerry Gillham – Finance Director, Dan Wilson, and Interim Fire Chief, Mike Lane, are present to answer data questions. Would like to review data and get direction from Council on how to move forward with hiring a Fire Chief.

Wilson – Council requested data associated with cross-training city employees for firefighting. The report provides costs associated with training, call outs, and incentive pay. A lot of the costs shown are not actual “extra” out-go for the city. These employees were paid their normal “city duty” wages however, there were being trained as firefighters instead. Some extra training was required and overtime was paid. Call-out costs depends on if the call was during normal work hours or after hours.

City Manager – Hiring and technical teams were put together for the purposes of hiring a Fire Chief. However, after almost 3-weeks the City did not receive recruitment responses. The hiring team suggested going a different direction, to slow up, not move towards hiring a Chief, but to look at various options and report back to Council. Chief Lane will assist in the process.

- Continue to rotate retired Chiefs on a 6-month rotation
- Look at other available unique/hybrid options
- Hire a Fire Chief

Councilor Stone questioned the need for training so many employees and if call-outs are tracked. *Wilson – Fire Department is keeping track of who responds.*

Councilor Tomlinson – Need to remember, we still need people to fight fires. Numbers from the analysis will help decide the best plan. Main thing is to make sure people in our City are safe, to assist our volunteers, keep everything moving, and to have a plan.

Councilor Stone – The only other plan is to have union firefighters, City cannot afford that.

Councilor Luzier recommended expanding the team to include outside input such as citizen involvement other than just Councilors.

Mayor McKnight reiterated he wanted to bring this to the whole Council first to make sure all are on board, and then move forward with possibly some town hall meetings, etc.

Lane responded to Councilor Stone’s earlier statements about having too many cross-trained employees. Even though there were costs associated with training, he is glad there are 13 employees also trained to fight fires. Councilor Stone questioned how many are not showing up to fires.

Public Works Superintendent, Aaron Swan – When employees were paged, there was a good response every time, even after work hours.

Councilor Stone – Want to know how many volunteers show up. As a contractor, when there are too many at a job site, there is chaos. Do we really need 13 paid employees showing up for a fire volunteers are also responding to and you only need 4 there?

Lane – I could never have enough people responding to a call. To be OSHA (Occupational Health & Safety Administration) & NFPA (National Fire Protection Association) compliant you need 12 to 14 at a residential fire. If there isn’t enough, we have to wait for other fire departments to respond. Will do everything possible to fight the fire.

City Manager – The hiring team suggested a third-party person be brought in to work with Chief Lane.

Mayor McKnight called resident and business owner, Gary Dagel, to the front of the room to provide a Business Registration Committee update.

Dagel – Have finished committee meetings, over 20 different business have attended the meetings and have put together some final points. A community meeting will be held at the Sutherlin Community Center, Tuesday, September 19th at 7:00pm. Dagel reported on outreach efforts for businesses to attend. Feels the committee has come to a good consensus, a simple plan and hoping for Council approval. Would like to thank Council for supporting this, this is how good government should work.

CITY COUNCIL COMMENTS

Councilor Boggs –

- Would like to acknowledge 9/11 today, a very good showing of flags are out in town.

Councilor Tomlinson –

- Newly paved side streets look good; hoping the community sees the city's improvements.

Councilor Luzier –

- N. Comstock is completed except for striping, it looks good.
- Grand Opening tonight at Central Park was great; the kids are really enjoying it.

Councilor Riggs –

- Impressed with new playground/splash pad, at first was a little skeptical, but every time I drive by there are kids enjoying it. Good job.

Councilor Vincent –

- Would like to acknowledge those who paid ultimate sacrifices on 9/11 and continue to do it for our country, it's much appreciated.
- Thanks to City Staff and the community's hard work for putting the playground/splash pad together and making the Grand Opening happen; the kids are really enjoying it.
- Would like to thank our volunteer fire services for their hard work and willingness to respond at a moment's notice.

Councilor Stone –

- When will striping be done on N. Comstock? *Swan – Tentatively scheduled for end of this week.*
- How is the UGB (Urban Growth Boundary) swap going? *Elliott – We are bringing an update to Council at September 25th workshop. What are the issues with ODOT? They are stating we need to do a Traffic Impact Study (TIS) before moving forward.*

Mayor McKnight –

- Acknowledged the flags in town on both Labor Day and 9/11. Would like to mention there were a lot of different volunteers helping the Lion's Club with the flags.
- Big thank you to Staff for tonight's special Playground/Splash Pad Grand Opening event.
- Side street repairs look great; hopefully citizens are also seeing the street improvements.

PUBLIC COMMENT –

- None.

ADJOURNMENT –

With no further business meeting adjourned at 8:03pm.

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, OCTOBER 9, 2017