

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, April 23, 2018 – 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
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
City Planner, Jamie Chartier
Community Development Specialist, Kristi Gilbert
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
City Attorney, Ashley Driscoll (via Skype)

Audience: Brian Burke, Melissa Shreeve

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

Flag Salute:

Roll Call: Excused – Councilor Boggs

Media: None

AGENDA CONFIRMATION

• **May 14, 2018 Agenda**

City Manager, Jerry Gillham – If the Fire Services Working Group (FSWG) has recommendations, they will be presented at Council’s May 14th meeting. If a model is decided on a resolution will be brought to Council for adoption. Would like this to be in place before budget is adopted, but if the FSWG doesn’t have a recommendation yet, it will be deferred to the next meeting. Rest of the agenda is built around the budget and first reading of the Water Master Plan ordinance.

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

COUNCIL PRIORITY PROGRESS REPORT

City Manager stated Staff is on task, Community Development Director, Brian Elliott, will be providing updates during the workshop.

COUNCIL COMMENTS

Councilor Tomlinson –

- Downtown is looking good with the new lights, looking forward to seeing them lit up.

Councilor Luzier –

- Agreed with Tomlinson and asked how many lights are planned. *Elliott – There will be 25 lights. Community Relations, Debbie Hamilton – Have received great comments on Facebook.*

Councilor Riggs –

- Really nice job on the new ADA (American Disabilities Act) ramps on the sidewalks.

Councilor Vincent –

- It appears the swings on west end of playground are very low to the ground, making it difficult for some kids to use, asking if Public Works crew can check on possibility of adjusting them.
- Keep up the good work downtown, excited to see the finished project later this year.

Councilor Stone –

- Why weren’t Fire Services’ options brought to Council before the budget meeting? *Gillham – Staff intended to have a meeting earlier, however Chief Lane was not back into town until first*

week of April. It was important having him present to attend. Would rather not adopt the budget until after hearing group's recommendations. Feel they've already made their recommendation, hiring 2 firefighters was already approved by the Budget Committee.

Councilor Tomlinson explained that is Chief Lane's proposal, and has nothing to do with FSWG.

Gillham agreed, stating if FSWG doesn't agree with Lane's conceptual plan, can amend the budget accordingly. Did not feel good about FSWG making recommendations without Chief Lane.

- Public Safety statistics show Fire Department had 24 calls last month, only 1 was for a fire. Budget shows \$100,000 (amount budgeted for Fire Department for 1 month), had only 1 fire and now wanting to hire 2 more employees? Should have come to Council before being included in the budget. *Gillham understood Councilor Stone's concerns; Chief Lane is proposing a different model that will restore 100% of previous services not being provided to the citizens.* Would like to see the system get built up, equipment needs replacing, hiring employees will make it more difficult to set that money aside. *Gillham reminded Stone this discussion is scheduled to be on the next agenda.* Feels he's outnumbered, would like a level playing field for all to decide.

Councilor Tomlinson reminded Stone the plan is not known yet; need to wait until FSWG meets and presents options to Council. It was included in the budget in case the proposal went through, if it doesn't it will be removed or not spent.

- Received a call from a local business owner who had items stolen. He tried contacting the Police Department [when closed], was unable to reach anyone and had to contact dispatch instead. He was upset he did not receive response from the police in a timely matter. Would like to understand the protocol for answering calls. *Chief Mills – Don't know the specific circumstances; however, will get together with you later for more information. Mills explained calls are based on priorities.* Do we have a lot of crime here? *Yes.* Why? I saw there were 700 calls last month. *Sutherlin has 2 main thoroughfares (I-5 and Hwy 138) bringing in a lot of calls, we also assist other agencies.*

Mayor McKnight –

- Chaperoned Sutherlin's prom last weekend, want to acknowledge School Resource Officer, Jake McGarvey's presence, he interacted with the kids and it was good spending time working with him at the event. It's much appreciated.

COUNCIL BUSINESS

- **Ordinance No. 1063 – Judges Pro Tem (second reading & adoption).**

Mayor asked City Recorder, Diane Harris, to read Ordinance No. 1063, title only. Harris – “An Ordinance adding section 2.20.180 to the Sutherlin Municipal Code to create the positions of Municipal Court Judges Pro Tem.”

Staff Report – City Attorney, Ashely Driscoll – Nothing to add to the Staff Report.

MOTION made by Councilor Stone to approve second reading and adoption of Ordinance No. 1063 – Judges Pro Tem as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried.

WORKSHOP

- **Planning/Community Development Fees**

Staff Report – Community Development Director, Brian Elliott, introduced Community Development Specialist, Kristi Gilbert, and City Planner, Jamie Chartier. Purpose for the workshop is to review current and proposed land use fees. Staff has also obtained information regarding other cities' fees for a comparison. Scenarios was explained regarding purposes for the fees and CDD's numerous responsibilities with land use processes. All of which lead to the betterment of the community.

Gilbert reported on recent land use processes that required a lot of staff time (sometimes days/weeks), mailings, public notices, legal counsel and costs associated. Currently City charges a minimal or no fee at all for some applications. Gilbert stated the department will always go above and beyond to help the client. Some applications, such as for sub-divisions require a large number of staff hours working the developer. Unfortunately, there have been instances when the developer comes back with a major amendment, costing more staff time with minimal or no fees associated.

Gillham – CDD is getting an onslaught of demand and needs to be staffed appropriately to provide services. Recommendation is to consider Budget Committee’s concerns about growing labor costs and find ways to get reimbursement for the fair proportionate share of planning costs for developments.

Previously, when contracted with Douglas County, they did all of the notices and mailings. CDD will now be responsible for those fees and processes.

Councilor Tomlinson agreed costs should be put on developers, suggests City try and recover some costs without discouraging people from coming into town. Suggests Staff research previous and current fiscal years’ applications, look at time involved and costs associated, therefore providing a basis for the fees.

Councilor Luzier – Understand where CDD is coming from, don’t want to overcharge, suggest starting out small, keep track, don’t want to price ourselves out of it, but at least pay for the paperwork.

Councilor Stone – There should be certain fees, if developers make major changes they should be charged. Discussion continued regarding high SDC fees paid by new business developments. Gilbert explained the new infrastructure that comes with these new developments, using the example of sewer SDC’s only costing \$128.50 that go very far in any development.

Elliott asked for direction from Council and if it’s appropriate to work with Councilor Stone for input. It was by Council’s consensus for Staff to move forward and bring back proposals. Suggested if County has a fee for a process, then City should be charging for that process, as well and/or can use them as a baseline.

- **Water Master Plan**

Staff Report – Gilbert summarized the Water Master Plan (WMP) and Water Management & Conservation Plan (WM&CP). Staff will be bringing an ordinance to Council for adoption of the WMP and resolution to adopt WM&CP. Elliott reported Dyer Partnership did the WMP and Adam Sussman did the water rights; that’s why the documents are separate. These will be standalone documents but will also be as one.

STRATEGIC PLAN UPDATE (Reports in Council Packet)

- **Employee Handbook Update**

Gillham – This is part of the Strategic Plan. Will be asking a few Councilors, in the near future to be a part of this process before adopting updated policies in the Employee Handbook.

REPORTS

- Chamber of Commerce, Executive Director, Melissa Shreeve, introduced herself, stating she brings strength to the community. Her goal is to work with current Chamber Members and to grow the membership. Enjoys being here and will be meeting lot of new people. Would like to invite all to the Visitor Center for a Meet & Greet event Monday, April 30th, from 12 to 4pm, will then move to the Community Center for wine and hors d’oeuvres from 5:30 to 7pm.

Councilor Stone asked if Chamber is working on the business registration list. *Shreeve stated that is on the list.* Suggested when going out to meet the businesses that may be a good time to register them.

ADJOURNMENT –

With no further business meeting adjourned at 7:51pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, CMC, City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, MAY 14, 2018