

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Library Meeting Room
Monday, August 27, 2018 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

Assistant CM, Finance Director, Dan Wilson
Sr. City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
Deputy Fire Chief, Scott McKnight
Battalion Chief, Brandan McGarr
City Attorney, Chad Jacobs (via cell phone)

AUDIENCE: Becky Wattles and Melissa Shreeve

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

AGENDA CONFIRMATION (agenda items only)

- **September 10, 2018 Agenda**

City Manager, Jerry Gillham – Bulk of discussion will be re-establishing and setting new city fees.

COUNCIL PRIORITY PROGRESS REPORT

- None

COUNCIL COMMENTS

Councilor Boggs –

- Exit #135 has big pot holes, is that ODOT's (Oregon Department of Transportation) jurisdiction?
Swan – Yes, will contact them.

Councilor Tomlinson –

- None

Councilor Luzier –

- None

Councilor Sumner –

- Are there plans for more garbage cans along Central Avenue? Businesses located further east towards railroad tracks are in need of them. *Gillham – Yes, planning to meet with Chamber.*

Councilor Vincent –

- What is the status of Council Chamber remodeling project? *Public Works Director, Aaron Swan – Civic Auditorium should be ready for the next Council Meeting.*
- Everyone is excited for Central Avenue and downtown project to be completed.

Councilor Stone –

- Is there an update regarding ODOT fixing holes discussed at previous meeting? *Swan – They have identified the areas needing fixed.*

- Is it possible to ask Blackberry Committee about adding portable restrooms throughout town during their festival? *Swan – Can contact them*
- Concerned about ongoing “garage sale” at business in the old Gerretsen’s building [Comstock and Central], is a permit required? *Community Development Director, Brian Elliott – No a permit is not required, outdoor sales are allowed in that zone. Is a special permit needed for one that size? Will look into it.*
- Everything looks good downtown.
- Was in an auto accident recently, would like to thank the emergency crews for their quick response.

Mayor McKnight –

- Want to acknowledge the Police Department’s well-attended first annual Ice Cream Social and Back to School Bash. A dunk tank was featured, giving a chance for kids to dunk Police personnel, and a lot of free school supplies were handed out to the kids.

COUNCIL BUSINESS

- **Ordinance No. 1064 – 2017 Water Master Plan (Second reading & adoption)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin adopting the 2017 Water Master Plan.

Staff Report – Elliott – No changes from last meeting’s first reading.

MOTION made by Councilor Stone to approve second reading and adoption of Ordinance No. 1064 – 2017 Water Master Plan as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.14 – Water Management & Conservation Plan**

Staff Report – Elliott – This plan is part of the 2017 Water Master Plan; however it is also a stand-alone plan. It will be updated in 10 years, as opposed to the required 20-year update for the Water Master Plan.

MOTION made by Councilor Luzier to approve Resolution 2018.14 – Water Management and Conservation Plan as presented; second by Councilor Sumner.

Discussion: What does this entail? *Elliott explained the information included in the attachment regarding curtailments, future implementations, water rights, bench marks to reach, and processes involved.*

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1065 – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements (second reading & adoption)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin amending section 5.08.040(E) of the Sutherlin Municipal Code establishing street vendor insurance policy requirements in the amount as described by resolution”.

Staff Report – City Attorney, Chad Jacobs – This is a continuation of the ordinances voted on at last Council meeting. Insurance limits will be set by resolution rather than in the code itself.

MOTION made by Councilor Stone to approve the second reading and adoption of Ordinance No. 1065 – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements as presented; second by Councilor Luzier.

Discussion: Will this ordinance deal with the outdoor sale issue (discussed earlier in meeting)? *Gillham – No, if we required them to have a permit, it may apply.*

Boggs – Is that because it is on their property? *No, the zoning allows it, but if this isn’t the natural course of his business and the property is used for something secondary, will have to find that out.*

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1066 – Amending SMC 5.12.170 – Taxicab & Limousine Insurance Policy Requirements (second reading & adoption)**

Mayor McKnight asked Harris to read the ordinance by title only.

Harris – “An ordinance of the City of Sutherlin amending section 5.12.170 of the Sutherlin Municipal Code establishing taxicab and limousine insurance policy requirements in the amount as described by resolution”.

Staff Report to stand on its own.

MOTION made by Councilor Sumner to approve second reading and adoption of Ordinance No. 1066 – Amending SMC 5.08.040 – Street Vendor Insurance Policy Requirements as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.15 – Establishing Insurance Liability Limits**

Staff Report – Jacobs – Resolution is to establish insurance liability limits. Staff is proposing a limit of \$3 million as a baseline. City Manager would be allowed to modify this amount as necessary.

MOTION made by Councilor Luzier to approve Resolution 2018.15 – Establishing Insurance Liability Limits as presented; second by Councilor Vincent.

Discussion: Councilor Tomlinson – Is this for street vendors or all events? *Resolution states it is for street vendors, taxicab, limousine, and City facility use.* Tomlinson voiced concerns, feels it should be for one amount, no matter what and not a sliding scale. *Gillham – It depends on the event; staff will continue to consult insurance agent, Craig Zolezzi, and/or CIS, to establish liability risk and coverage needed.* Everyone has different events and insurances, whoever writes the policy will set the rate; there are far too many options, feels it’s leaning one way. *Gillham assured Council and stated if City does what Tomlinson is suggesting, everyone would be required to have \$3 million liability coverage.*

Councilor Vincent – If a \$3 million policy costs \$500 for a low risk 1-day event, they can appeal to the City Manager, if they don’t agree they have the right to appeal to Council.

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

Opposed: None

Motion carried unanimously.

- **League of Oregon Cities Voting Delegate**

Staff Report – Harris – The LOC’s annual Conference is coming up, City needs to appoint a voting delegate.

MOTION made by Councilor Boggs to appoint Councilor Tomlinson as voting delegate and Mayor McKnight as alternate for the 2018 Conference; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Vehicle Purchase Approval – Public Works**

Staff Report – Swan explained purchase options for two new trucks for Water and Wastewater Treatment Divisions. One truck is available at Clint Newell Motors for state bid price of \$27,900, and about \$1,800 more due to some upgrades. Bruce Chevrolet’s state bid price is \$26,085.15. Truck at Clint Newell is

available now. Other option is to purchase both trucks from Bruce Chevrolet with a 12 week waiting time for delivery.

MOTION made by Councilor Tomlinson to approve purchase of one vehicle from Bruce Chevrolet for \$26,085.15 and one from Clint Newell for \$27,900 for Public Works Water and Wastewater Divisions as presented; second by Councilor Vincent.

Discussion: Councilor Sumner – Is there any room to bargain when going out to bid? *Swan – Staff approaches businesses asking for their best state bid price, which is substantially lower than what private citizens have to pay.*

Councilor Tomlinson – How far under budget is this? *\$35,000 has been budgeted for each truck; however, still have to outfit the trucks, cost for both trucks will total close to \$60,000.*

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

Opposed: None

Motion carried unanimously.

WORKSHOP

- City Fees discussion has been moved to the September 10th meeting.

REPORTS

- **Fire Services Update**

Sutherlin Fire Chief, Mike Lane provided a Fire Services Update:

- Brought in part-time Deputy Chief, Scott McKnight mid-June. He was instrumental in coordinating the Fire Assessment Center for hiring our third full-time Battalion Chief.
- Brandan McGarr, was hired as the new Battalion Chief, his start date was August 16th.
- Reclassified the 2 Deputy Chiefs, Avery Hazzard and Dan McCormick to Battalion Chiefs.
- The 3 Battalion Chiefs will start as shift commanders September 1st, and will be responsible for their overall shift operation, the station, calls, and supervision of students and volunteers that respond.
- Task performance for aerial operators will be held August 28th. Upon successful completion should have 4 certified truck operators.
- Have 14 volunteer firefighters, down from 16, 2 have not been participating and will receive a letter.
- Implementing a shift calendar, have posted it to encourage volunteers to come when available.
- Still have 11 cross-trained City employees; expanding training beyond basic Firefighter 1 level to apparatus operators and drivers.
- Have 6 firefighter/paramedic students signed up as Cooperative Work Experience/Scholarship Interns, with 1 on the waiting list. 2 students will be assigned to each shift. Sutherlin historically had a superb student program with up to 15 to 20 students. Feel this program will grow back to being the premier program in the county.
- September 1st is a great day for the City of Sutherlin. We are moving from a “fire only” model to a “full service” Fire Department. When someone calls 911 we will be there.
- Have had discussions with Fire District #2, who provides levels of service for Calapooia Fire District. In an effort for FD2 and City to realize a better level of service, will be adding each other to the “run cards” so dispatch center knows who responds to what call. Have added FD2’s engine back to our run cards for second alarm. There will be no changes to the first alarm cards that includes local Fire Districts. FD2’s level of service in some areas lack water availability, therefore we have added Sutherlin’s water tender to their run card.
- With the Fire Station being staffed 24/7, will have the ability to control the response time out of the station, feels we can improve the time by 5 to 5½ minutes.
 - Do you expect a constant turnover with students? *Yes, have every intention of getting into our local high schools and recruiting and directing students to the program.*
- Sutherlin is recruiting students for the UCC Fire Science program, however feels it should be the other way around. The more we can work with UCC, the better the program will be. Students will not be living at the station full-time, but will stay when working their shift (10 per month required). City will be providing the UCC scholarships.

- Have you heard anything from ISO (Insurance Services Office) and Sutherlin’s new rate?
Have not heard from them yet. If allowed, would like to hold them off for a while, giving us more time to be further along with our station’s operations.
- Battalion Chiefs are scheduled to attend business inspection training in September. After completion will begin implementing commercial business inspections again.

Gillham – If it wasn’t for Mayor McKnight and Councilors Tomlinson and Vincent meeting with me and letting me know they would like to explore other options for the Fire Department, it wouldn’t be at the level it is now. Their leadership and action pressed me into making something happen, they were the catalysts.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (i) – Performance Evaluation of Public Officers, Employees and Staff.

ADJOURNMENT –

With no further business meeting adjourned at 7:49pm.

Approved: *Jerry Gillham*
Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris
Diane Harris, CMC, City Recorder

Todd McKnight
Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, SEPTEMBER 10, 2018