

CITY OF SUTHERLIN
Regular/Workshop City Council Meeting
Sutherlin Civic Auditorium
Monday, December 10, 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

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

Battalion Chiefs, Avery Hazzard, Brandan McGarr & Dan McCormick

Community Relations, Debbie Hamilton

City Planner, Jamie Chartier

Deputy Fire Chief, Scott McKnight

Police Captain, Kurt Sorenson

City Attorney, Chad Jacobs (via Skype)

AUDIENCE: Jeri Standley, Dian Cox, Beth & Jim Houseman, Becky Wattles, Melissa Shreeve, Brian Burke, Sonia Krissie, Volunteer Firefighters, Jenna Shiver, Katie Bailey, Brandon Collier, Bryson Belloir, Tadd Held, Wayne Ellsworth, Mike Buck & Allison Green, Emergency Operations Manager, Dennis Riggs

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

- **Audit Report**

Staff Report – Finance Director, Dan Wilson, introduced the City’s lead auditor, Chris O’Dell from Pauly Rodgers & Co PC. O’Dell explained the purpose of the audit is to form an opinion on financial statements to ensure compliance with generally accepted accounting principles and look at Oregon Municipal Audit Law and related administrative rules. His findings were as follows:

- There weren’t any miss-statements.
- A clean opinion (unmodified opinion) was given which is the highest opinion one can receive.
- Safe Minimum Standards, there were no exceptions or issues reported.
- No new accounting statement policies.
- Accounting estimates, none out of the ordinary.

The ability to view the documentation electronically made the audit faster and smoother.

- **Outgoing Councilor Plaque Presentation – Wayne Luzier**

Senior City Recorder, Debbie Hamilton presented Councilor Wayne Luzier with a plaque of appreciation and dedication for his service from 2015 to 2018.

CONSENT AGENDA

- **November 13, 2018 Minutes – Regular Meeting and Workshop**

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

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

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

• **Ordinance – Street Vacation**

Mayor McKnight opened the Public Hearing at 7:08pm. Stephanie Wansley submitted a petition requesting vacation of the entire platted “Ault Court” right-of-way, located south of Glen Avenue. If approved, the second reading will be held Monday, January 14, 2019 at 7pm.

- Do any members of Council wish to disclose any conflicts of interest, ex-parte contact, or personal bias? *None received.*

Staff Report – City Planner, Jamie Chartier – This is an unimproved street that was platted in 1974, they are willing to replat it, just not develop it.

- Are there any testimonies in favor? *None received.*
- Are there any testimonies in opposition? *None received.*
- Are there any neutral parties who wish to speak? *None received.*
- Are there any additional comments from staff? *None received.*
- Are there any questions or comments from Council? *None received*

Councilor Stone asked if there will be any zoning changes. ***Chartier - No, zoning will remain the same.***

Mayor McKnight closed the Public Hearing at 7:10pm.

COUNCIL BUSINESS

➤ **Ordinance – Street Vacation – First Reading Title Only of Vacation of “Ault Court” Unimproved Right-of-Way**

Mayor McKnight asked City Recorder, Diane Harris, to read the ordinance by title only.

Harris – “An ordinance vacating the entire Ault Court right-of-way (approximately 50 feet wide, 240± feet in length), located south of Glen Avenue in the City of Sutherlin, Oregon.”

Staff Report – No additional information added.

MOTION made by Councilor Stone to approve first reading of “Vacation of Ault Court”: located south of Glen Avenue; second by Councilor Luzier.

Discussion: Councilor Stone asked about access to property and utility availability. ***Chartier - They will follow up with a replat application and replatting into two parcels. One being a flag lot, the other having access easement over the flag lot and utilities are available.***

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

Opposed: None

Motion carried unanimously.

➤ **Resolution No. 2018.22 – Supplemental Budget Adjustment – Ford’s Pond Appraisal**

Staff Report – Finance Director, Dan Wilson - On October 8, 2018, there was a proposal made for an appraisal of Ford’s Pond for future grants. Council wishes to move forward with it. It was not planned for and therefore not put in the budget, so an adjustment is requested. We have discussed with our city attorney and determined that tourism funds are appropriate for this purpose so the adjustment is in the tourism fund.

MOTION made by Councilor Sumner to approve Resolution No. 2018.22, Supplemental Budget Adjustment – Ford’s Pond Appraisal; second by Councilor Vincent.

Discussion: Councilor Boggs asked about the cost of the appraisal. ***It’s approximately \$8,500.*** Why is the adjustment for \$10,000? ***We want to make sure there’s enough to cover the appraisal.***

Councilor Stone asked about the \$2,000 [Friends of Ford’s Pond] is putting in making the total \$12,000. ***We have to have the spending authority for the whole amount. Actual amount spent will be less the \$2,000.***

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

Opposed: None

Motion carried unanimously.

➤ **Resolution No. 2018.23 - IFA Loan Approval and Safe Drinking Water Grant**

Staff Report – Community Development Director, Brian Elliott - This resolution gives the City Manager the authority to execute the financing documents. On May 19, 2018 an application was submitted to Business Oregon for funding opportunities for the Schoon Mountain tanks and the 6th and Oak pump station improvements. On Aug 6, 2018 the city was notified from Business Oregon that the application was successful. The loan consists of \$387,990 and a grant for \$447,990. The interest rate on the loan will be 1% for a max of 30 years.

MOTION made by Councilor Luzier to approve Resolution No. 2018.23, IFA Loan Approval and Safe Drinking Water Grant; second by Councilor Sumner

Discussion: Councilor Stone questioned why the loan rate said 3.11%? *Elliott - as long as we adhere to the contract and do not default, the interest rate will be 1%*. Is there an early payoff penalty? *Wilson - no there is not*. Will this affect the current utility rates? *Wilson - no it won't. The annual payment would run around \$15,000 a year which isn't enough of an increase to raise water rates.*

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

Opposed: None

Motion carried unanimously.

• **Resolution No. 2018.24 – Election Canvass**

Staff Report – Harris – Council is being asked to acknowledge and approve the 2018 election results. Re-elected members are, Mayor Todd McKnight, Councilor Tom Boggs, Councilor Michelle Sumner and new Councilor elect, Becky Wattles. If approved, certificates will be given to councilors after the meeting.

MOTION made by Councilor Luzier to approve Resolution No. 2018.24, Election Canvass; second by Councilor Tomlinson

Discussion: None

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

Opposed: None

Motion carried unanimously.

• **Liquor License Approval – Central Foodmart**

Staff Report – Police Captain, Kurt Sorenson - Central Foodmart has made a request for off premise sales of alcoholic beverages. The Sutherlin Police Department has found no information that would be considered disqualifying according to the OLCC.

MOTION made by Councilor Luzier to approve Liquor License for Central Foodmart as presented; second by Councilor Stone

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

• **Presentations and Council Priorities presented by Public Safety**

Fire Report:

Staff Report – Fire Chief Mike Lane and Deputy Fire Chief Scott McKnight. Chief Lane presented stats from January to November 2018 and Council Priorities.

Tasks accomplished:

- One full time fire fighter on duty at all times, 24/7, as of September 1, 2018;
- Continuing recruitment;
- Acquired a student interim program through UCC;
- Four individuals are now certified to operate the ladder trucks

Continuing to enhance firefighter training to include higher levels for the more experienced staff and volunteers. The three Battalion Chiefs were able to attend a leadership course, free of charge. As of September 2018, response times, which include lights and sirens, average 4-5 minutes to arrive on scene. 75-

80% of calls are EMS. Chief's goal is to have 90% of emergency calls in under a 5 minute response time and feels confident that they can accomplish this. Chief Lane would like to submit a proposal to incorporate the Calapooia Fire Station with Sutherlin Fire Department. His purpose would be to:

- Provide Fire & EMS first response to Calapooia Fire District
- There would be a staffed Fire Station on the West side of the railroad tracks
- The station would provide housing for Fire Science Students
- A second station could improve Sutherlin's ISO rating

The Sutherlin Fire Station currently doesn't have room to house volunteers and students unless they're on shift. He's hoping to enlarge the program to house more students.

Questions:

- How will the Calapooia Station be staffed? *It won't be fully staffed 24/7, but the fire students will be living there and while one will be on shift at all times, they will respond to calls as Sutherlin Fire Dept Volunteers.*
- What would happen to the staff at Calapooia? *Calapooia is occasionally staffed with two students and one resident volunteer. Bay City has an ambulance stationed there. There is no apparatus, but Fire Dist 2 is leasing an engine from Winston that's currently housed there. Chief Lane would like to keep those students as Sutherlin Volunteers.*
- How large is the Calapooia district? *It ranges from an area near Cole Road to Ft McKay and Marvin Hill out Hwy 138. This could provide a higher and quicker level of service than District 2.*
- What is the contract for that station? *\$35,000 per year.*
- Would Sutherlin assume that \$35,000? *Basically. He compared it to - Fire District 2 being the landlord and Sutherlin FD the tenants.*

A proposal will be presented to FD 2 for consideration. His goal is to report back to Council with his findings. City Manager added that they would like to do this on a trial basis for feasibility purposes.

Council Priorities:

- Enhance training to increase service levels of fire response & EMS
- Research options to provide coverage for the absence of career staff (vacation, sick leave)
- Explore all options for replacement of the ladder truck, brush engines and fire engines.

Police Report:

Staff Report – Police Chief Troy Mills - Department Update and Council Priorities.

Chief Mills hopes to be fully staffed by April. The department is currently down two officers due to lack of qualified candidates. Mills goal is to enhance recruitment by exploring new ways, ideas and concepts to make the dept more appealing to qualified applicants. He wants to integrate into school career development days, such as the reserve academies. Over the last year the SPD has installed city wide security cameras. The department's mission is to maintain the great relationships they have throughout the community and establish new partnerships to achieve a safer community.

To achieve this:

- First annual ice cream social and free school supplies;
- Shop with a cop;
- Coffee with a cop;
- Participation with UCC in the reserve academy, providing school training lectures

Councilor Sumner asked if Mills is trying to fill both vacancies in December. *Yes, ORPAT and written testing is being held on the 29th, then will follow up with Oral Boards.*

Council Priorities:

- Recruitment and Retention
- Facility Security
- Community Outreach/Events
- K9 Program
- Update City Ordinances

EOM Report:

Staff Report – Emergency Operations Manager, Dennis Riggs reported on accomplishments since April some of which include:

- Solidified EOC personnel positions

- Acquired 10 new ICS Training Certificates
- Created MOU's with both private and public sectors within Sutherlin for Alternate EOC and Evacuation Centers
- Identified Evacuation Routes approved by the City Manager
- Identified two facilities for EOC – (Sutherlin Civic Center for Primary, Family Church Event Center for Secondary)
- Equipping EOC with radio equipment, Resource Tracking Software and Weather Station

Riggs will be meeting with the school district and some churches to establish more evacuation centers.

Council Priorities:

- Develop a Neighborhood Map program and identify Block Captains within the identified city grid layout.
- Organize a Sutherlin Preparedness Fair for next fall (Central Park)
- Organize a city wide Evacuation Drill for October

Councilor Stone asked if we actually had any buildings in Sutherlin that would withstand an earthquake. ***The churches and the schools would be temporary shelters. Those locations were chosen because they are above the flood plain. Gillham - we don't have any earthquake certified buildings. City Hall will be our primary emergency operations center. The technology is here.*** Are we just focusing on water damage or are we looking into fire damage like Paradise? ***Riggs, we are trying to get prepared for any disaster, worst case scenario. He sees Sutherlin as an Island and being self-sufficient as much as possible.***

COUCILOR COMMENTS –

Councilor Boggs –

- Downtown looks really nice;
- Why aren't there Christmas lights on the west end of town? ***Swan – The poles with plug-ins were removed during the Central Ave project.***
- What's happening with the pothole repair at Exit 135? ***Swan - Attempted to make contact with ODOT several times and has been unsuccessful.***

Councilor Tomlinson –

- None

Councilor Luzier –

- Christmas tree lights look really nice. Recently witnessed the timing of the tree lights coming on, it was very cool.

Councilor Sumner –

- Thanks everyone for the lights and how the town looks and is even getting compliments from people from out of town.
- Wants to thank the Fire Department, they are doing a fabulous job. It's improved from a year ago and the response times have improved as well.
- Thanked the Police Department for the wonderful job they're doing and their response times and
- Happy Holidays.

Councilor Vincent –

- Town, sidewalks and streets coming into the holiday season look phenomenal. Thank you to city staff
- People are excited to see the fire department running through town often and
- Elderly are happy to have several people come to their aid.

Councilor Stone –

- Congrats to Luzier on retirement of service as City Councilor.
- Can the street sweeper run down Dakota street, it looks really dirty? ***Swan - Will have that done.***
- Are we still bugging ODOT on the traffic signal at west end of town? The interchange by the freeway where we had our first wreck last month.
- Asked if street lights were going to get fixed that have been out for several years. One is by B & D Express Lube. ***Elliott - You can go onto the city's website and fill out a form and it gets sent to Pacific Power.*** Thought we were getting together with the police dept to monitor those?
- Questioned the price of SDC's and asked how much revenue is coming in from new construction? Has the city done research on how much we have increased our tax revenue? He wants a report on the benefit of the SDC's and the increase of cost. The older homes haven't contributed to the SDC

charges. *Wilson - The new ones haven't hit the tax rolls yet and a report will be presented as soon as we have that information.*

Gillham questioned his concerns and stated on average, we get about \$1,500 to \$1,800 per home for taxes, public safety consumes 88% of that \$1,800 and the rest goes to covering the core cost of serving citizens through administration, community development and parks, not sure where there would be money to subsidize infrastructure without SDC's.

- Right now the city doesn't put in sidewalks, streets and water lines, the developers do that, why are new constructions having to pay fees on those that are going to older communities? *Elliott - On Schoon Mtn., there are 34 undeveloped lots and water is available.*
- What about 6th and Oak? *Elliott - It's a pump station that is being replaced. It's below ground in a confined space. Due to some issues, it's going to be above ground.*
- We need to come up with a way to raise revenue without raising the prices too much or contractors will stop building. *Elliott - SDC's do help with infrastructure, they need to be adjusted.*
- Merry Christmas.

Mayor McKnight -

- Thanked Chamber and everyone for the tree lighting ceremony, and for the Lions putting out flags on the 7th.
- Thank the Blackberry Festival for the light parade.
- Can we get some "no parking" signs at the Community Center so when groups are setting up for events, people don't park there.
- Happy Holidays and a Happy New Year.

PUBLIC COMMENT –

None.

ADJOURNMENT –

With no further business meeting adjourned at 8:23pm.

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, JANUARY 14, 2019