

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, February 26, 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
Community Development Specialist, Kristi Gilbert
Police Chief, Troy Mills
Master Police Officer, Jake McGarvey
Police Officer, Kyle Nelson
City Attorney, Chad Jacobs (via Skype)

Audience: Kimberly Tomlinson, Terry Prestianni, Pat Greer, Allen Peterson, Tadd Held, Gail Kuntz, Gary Dagele, Tami Trowbridge, Pamela & Duane Waller, Gayla Holley, Jim & Beth Houseman, Jeff Chase, Dian Cox, Angie McGarvey and children Bryson & Brayden

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

Flag Salute:

Roll Call: All present

Media: None

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

PRESENTATIONS

• **Officer of the Year**

Chief of Police, Troy Mills – Officers throughout the County were recognized for their extraordinary performance and dedication last Friday night at the Optimist Club’s 42nd Respect the Law Enforcement Banquet. Sutherlin Police Department’s Master Officer, Jake McGarvey, received the 2017 Officer of the Year Award. Mills spoke of McGarvey’s attributes as an officer, Sutherlin and Oakland School’s Resource Officer, and as a skilled forensic child abuse investigator. In 2017 he responded to 946 calls, 157 investigations – 40 of those felonies, 88 arrests, and conducted 61 traffic stops. Mills shared many of Officer McGarvey’s accomplishments in 2017.

Senior City Recorder, Debbie Hamilton, read the Certificate of Award on behalf of the City Council, Sutherlin Police Department, City of Sutherlin, and citizens. Meeting attendees joined in a round of applause. Chief Mills reported Sutherlin’s Police Department is the first agency in Douglas County to fully deploy a CAT (Combat Application Tourniquet). Mills shared information about a vehicle accident last year that McGarvey responded to. His quick action in using the CAT aided one of the seriously injured victims, therefore saving his life. An addition award was presented to Master Officer McGarvey. Chief Mills read a letter from the National Awards Program of the American Police Hall of Fame. McGarvey was recognized for his actions during the vehicle accident and presented the prestigious Lifesaving Award Medal. Audience joined in a round of applause. McGarvey’s will be entered into the Hall of Fame’s Museum. McGarvey expressed his appreciation for being honored and working in a great department with great people.

• **Sutherlin School District**

Sutherlin Schools Superintendent, Terry Prestianni, presented a “fact sheet” regarding Sutherlin schools’ conditions leading up to a general obligation bond measure to be placed on the May 2018 ballot. Prestianni praised Officer McGarvey for his work as the new School Resource Officer; he is doing a great job. The

school district has always been happy with the Police Department's services. He also shared appreciation for Sutherlin Fire Department's quick response at West Intermediate School's fire last Wednesday. Sutherlin's School Board passed a resolution to put a bond measure on the ballot. Prestianni explained he is here tonight to present the fact sheet, not to talk about the bond itself. School District applied and received a \$50,000 grant to do a facilities assessment and produce a long-range plan for the district. The district also applied and received a matching grant for \$4 million from Oregon School Capital Improvement matching grant program.

Prestianni shared the facilities assessment results showing the need for much repair and rebuilding:

- Structural and site deficiencies necessitating the replacement of West Intermediate School;
- ensuring safety and security at all building sites;
- complying with ADA requirements; and
- providing for future growth.

All were invited to attend the next community forum at the School District's Office, Wednesday, February 28th at 7:00pm. The proposed bond will cost \$2.13 per \$1,000 assessed property values. Prestianni provided details regarding proposed plans for the various campuses.

- **Central Avenue Storefront Improvement**

Community Development Director, Brian Elliott, summarized processes that have taken place for downtown businesses and storefront improvements. After working with several area lending institutes for financing the projects, three options were presented to businesses for funding. The best option was offered by Oregon Pacific Bank to fund up to \$50,000 for a 7-year term for prime plus ½%.

Questions:

- Are there any incentives to help businesses move forward with the funding? *After meeting and considering options, this is the best one. City could also move forward with an urban renewal process, however that takes 2 years.*
- How will the permits be processed? *Community Development Specialist, Kristi Gilbert – Same as normal, they would come into City Hall to complete a worksheet, and go to Douglas County Building Department for permits. At this point it is an opportunity for them to receive a low interest loan for the improvements.*

City Manager, Jerry Gillham, explained City is also working with Sutherlin Downtown Development, Inc. (SDDI) who has funds for the purpose in providing matching grants for storefront improvements. The suggestion for waiving permit fees is a great idea, that possibility can be pursued. The formation of an Urban Renewal District is also one of Council's priorities.

- Is this just for downtown businesses? *No, any business in town can take advantage of this; we started with the downtown area because of streetscape projects.*

AGENDA CONFIRMATION

- **March 12, 2018 Agenda**

City Manager, Jerry Gillham, stated he received confirmation from [Business Registration Committee Chair] Gary Dagele, that the committee is ready to move forward with the ordinance. He and Dagele met recently to work on ordinance revision language. The ordinance's purpose is to establish a mechanism, from a certain date moving forward, for every business that starts, expands and/or relocates. They will need to go into our Community Development Department and complete a business registration form, therefore confirming their use is located in the right zoning, etc.

COUNCIL PRIORITY PROGRESS REPORT

- **2018 – 2019 Priorities**

Staff Report – City Manager – This 2018-2019 priorities template will stay in the packet for the next couple of months, if Council would like to improve and/or add to the list to let him know so it can be added to the City's strategic plan.

COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Tomlinson –

- None.

Councilor Luzier –

- Was curious why consent agenda and/or approval of minutes are not on tonight’s agenda. *We have been approving them at the business meeting (first meeting of the month) rather than at a workshop meeting.*
- Noticed there is water running down N. Comstock, has the source been found? Concerned that area will be icy during freezing weather. *Elliot – Public Works Facilities Supervisor, Gary Fugate, looked into, will find out the answer.*

Councilor Riggs –

- None.

Councilor Vincent –

- None.

Councilor Stone –

- Is N. Comstock project completed? *At this point yes, there is a couple of minor things left, weather permitting.*

City Manager – We are also moving forward with an asphalt speed bump to be placed at the school to slow down speeding drivers.

Mayor McKnight –

- None.

COUNCIL BUSINESS

- **Ordinance No. 1060 – Urban Growth Boundary Exchange (second reading & adoption).**

Mayor McKnight asked City Recorder, Diane Harris, to read the ordinance by title only. “An ordinance declaring the amendment of the City of Sutherlin Urban Growth Boundary; amendment to the Comprehensive Plan Map; amendment to the Zoning Map; and declaring the annexation by consent of certain real property; withdrawing the properties to be annexed from the Calapooia Rural Fire Protection District, and directing the filing of instruments of record with the Secretary of State, the Department of Revenue and the Douglas County Assessor.”

Elliott expressed appreciate to all who have been involved in what was thought to be a simpler process, but took about 3 years to get to this point.

Staff Report – Gilbert – Will let the Staff Report stand as is, and will answer any questions from Council.

MOTION made by Councilor Stone to approve second reading and adoption of Ordinance No. 1060 – Urban Growth Boundary Exchange as presented; second by Councilor Luzier.

Discussion: None.

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

Opposed: None

Motion carried unanimously.

Councilor Stone – How long will this next process take? *Gilbert – Douglas County Board of Commissioners will have this before them on March 7th. Within 5 days of their hearing, it will be forwarded to Department of Land Conservation and Development, who has 120 days to review. Once we receive their confirmation, it will then be forwarded to all of the affected agencies.* Has ODOT completed their review? *Yes.*

Mayor McKnight reminded audience members, they are welcome to speak and/or ask questions at any time during the workshop.

WORKSHOP

- **Emergency Manager Update**

City Manager – Councilor Riggs has been working as a volunteer putting together an Emergency Response mechanism. He will be one of the only 3 “cert trainers” in Douglas County.

Emergency Manager, Dennis Riggs, presented a PowerPoint presentation showing the Emergency Operations Center (EOC) at the Fire Department and explained the following:

- Purpose of Emergency Manager is to facilitate a way for the Incident Commander to come into the EOC and do his job.
- Major goal is to minimize the loss of life and property during and after a disaster, and most important thing is to maintain a civil society.

- Define positions in EOC.
- Stock EOC with necessary equipment to achieve the goals.
- EOC positions have already been assigned.

Riggs explained the training processes and added that he will be spending a week in Alabama for intense training.

- Training and live exercises have been scheduled.
- To establish relationships and make connections with area agencies.

Riggs reported on equipment that has been put into place and assistance needed. Communications, a public information center, food, and housing, will all aid in keeping down the panic if a disaster strikes.

Questions:

- What happens if you are not in town when a disaster strikes? *Others are trained as well; City Manager is ICS (Incident Command System) trained, as well as, Interim Fire Chief, Doug Dawson.*

REPORTS

- None.

ADJOURNMENT –

With no further business meeting adjourned at 7:48pm.

With no further discussions, Mayor McKnight announced Council will take a 5-minute break before going into Executive Session ORS 192.660(2) (d) – Labor Negotiator Consultations – to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session called to order at 7:52pm.

Executive Session adjourned at 7:59pm.

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, MARCH 12, 2018