

**CITY OF SUTHERLIN**  
**Regular/Workshop City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, November 13, 2018 – 6:30pm**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent  
Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham  
Assistant CM/Finance Director, Dan Wilson  
Sr. City Recorder, Debbie Hamilton  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Community Development Director, Brian Elliott  
City Planner, Jamie Chartier  
Community Development Specialist, Kristi Gilbert  
Public Works Director, Aaron Swan  
Facilities Division Supervisor, Gary Fugate  
Water Division Supervisor, Randy Harris  
Wastewater Division Supervisor, John Bachman  
Police Captain, Kurt Sorenson  
Fire Chief, Mike Lane  
Deputy Fire Chief, Scott McKnight

**AUDIENCE:** Tami Trowbridge, Pat Lynch, Melissa Shreeve, Sandi Smick, Sandy Moulton

Meeting called to order by Mayor McKnight at 6:30pm.

**Flag Salute:**

**Roll Call:** Excused – Councilor Stone

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

After receiving no public comment requests for agenda items only, Mayor McKnight informed members of the audience they are invited to comment during the workshop.

**SPECIAL PRESENTATION**

In recognition of over 25-years of service, Mayor McKnight presented Senior City Recorder, Debbie Hamilton, with her 25-year pin. Mayor stated his father was the Mayor 25 years ago when Hamilton was hired and now he is Mayor when she retires. Hamilton's many roles while working at the City was shared.

Hamilton – It's been a great 25-years working for the City. After her November 30th retirement date, Hamilton will continue working on a contracted part-time basis managing the City's social media websites and monthly newsletters.

City Manager, Jerry Gillham, introduced 2 recently hired employees, part-time Deputy Fire Chief, Scott McKnight, and Melanie Masterfield, who will be promoted from Accounting Clerk to Deputy City Recorder, December 1<sup>st</sup>.

**CONSENT AGENDA**

- **October 8, 2018 Minutes – Regular Meeting**

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

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

Opposed: None

Motion carried unanimously.

## **PUBLIC HEARING**

- **Withdrawal of Territory**

Mayor McKnight opened the Public Hearing at 6:35pm for the withdrawal of 202+ and 100+ acre parcels of land from the City of Sutherlin boundaries.

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

Staff Report – Community Development Specialist, Kristi Gilbert, deferred to the Staff Report.

- 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.*

Mayor McKnight closed the Public Hearing at 6:37pm.

## **COUNCIL BUSINESS**

- **Ordinance No. 1067 – Withdrawal of Territory – Ford’s Pond Property (second reading & adoption)**

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

Harris – “An ordinance providing for the withdrawal of a 202+ acre parcel of land known as the Ford’s Pond property from the City of Sutherlin boundaries by consent of the real property owners, and directing the filing of instruments of record with the Secretary of State, the Department of Revenue, and the Douglas County Assessor.”

Staff Report – No additional information added.

**MOTION** made by Councilor Luzier to approve second reading and adoption of Ordinance No. 1067 for the withdrawal of 202+ acre parcel known as Ford’s Pond Property from the City of Sutherlin boundaries; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1068 – Withdrawal of Territory – Mountain View Estates (second reading & adoption)**

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

Harris – “An ordinance providing for the withdrawal of a 100+ acre parcel of land from the City of Sutherlin boundaries by consent of the real property owners, and directing the filing of instruments of record with the Secretary of State, the Department of Revenue and the Douglas County Assessor.”

Staff Report – No additional information added.

**MOTION** made by Councilor Sumner to approve second reading and adoption of Ordinance No. 1068 for the withdrawal of 100+ acre parcel of Mountain View Estates Property from the City of Sutherlin boundaries; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

## **WORKSHOP**

- **Council Priorities and Initiatives**

City Manager, Jerry Gillham, explained the Council Priority Workshop processes, explaining 2 key concerns he has heard from Council Members:

- What are we doing to look long-term at the ramifications of a number of things and how can the Council be more included proactively?

In response to their concerns, 3 Council/Staff working committees consisting of 2 Councilors & the Mayor will be created tonight for Community Development/Public Works, Finance, and Human Resources.

Gillham explained there are 3 drivers of action in this process:

- Those that are required;
- important objectives; and
- policy directives.

Councilor Boggs suggested slowing the process down and feels in the last year and a half, staff has accomplished a huge amount and Council needs to step back and allow them to work on things they've had to push aside while working on some major projects.

Gillham assured Councilors, this process will allow them to make the decision to not create any priorities this year and only work on smaller projects.

Facilitator, Pat Lynch, explained the purpose of this process is to get more immediate feedback from Councilors regarding their priorities. Public Safety: Police, Fire, and EOC (Emergency Operations Center) will make their presentations at the December 10<sup>th</sup> meeting. Council members dispersed into the various designated areas to meet with Staff at 7:02.

Groups reconvened at 7:40pm.

Lynch asked Council members to establish the preferred groups they would like to work with:

- Finance – Councilor Sumner and incoming Councilor Becky Wattles
- Community Development/Public Works – Councilors Boggs and Tomlinson
- Human Resources – Councilors Vincent and Stone

The established committees met to discuss Councilor's preferred priorities.

Groups reconvened at 8:10pm to report on the following top priorities.

- Human Resources:
  - Continue updating Sutherlin's Municipal Code;
  - To complete AFSCME union required classification and compensation survey prior to 2019 COLA (Cost of Living Adjustment) increase;
  - Review of Employee Policy Handbook before final approval.
- Finance Department:
  - Funding strategies for street maintenance;
  - System Development Charge (SDC) review for methodology and funding;
  - Urban Renewal feasibility study.
- CDD – Planning/Engineering/Economic Development:
  - Urban Renew District and trailer parks (create a district base on IAMP (Interchange Area Management Plan) Boundaries);
  - Commercial and Industrial Development recruitment and retention (large and small);
  - Contract with engineering firm for Plan Review/Subdivisions;
  - Street inventory and funding options – part of the TSP (Transportation System Plan) update.
- Public Works/CDD – Transportation/Streets:
  - Complete TSP;
  - Implement a 10-year non-compliance ADA (American Disability Act) ramp plan;
  - Duke Street extension;
  - Explore options to re-designate segment of highway 138 to address sidewalk and bicycle facility's needs; rural to urban
- Public Works – Parks:
  - Add more benches around Central Park playground/splash pad;
  - Install larger signage and security cameras (in process);
  - Repair and replace deteriorated sidewalks at Central Park;
  - Repair, replace and bring ADA Ramps up to current compliance standards;
  - Amphitheatre behind Fire Station.
- Public Works – Facilities:
  - Long term facility upgrades and replacements.
- Utilities – Water/Wastewater:
  - Nonpareil WTP (Water Treatment Plant) upgrade;
  - Potential water services outside city limits;

- Cooper Creek WTP intake and transmission line improvements;
- Upon WWTP (Wastewater Treatment Plant) completion, implement an aggressive Inflow & Infiltration program.
- Direction on future of City owned property at 271 E. Everett.

Gillham – Staff will build templates showing priorities, timelines and expectations. The committees will meet, edit and review for Council’s approval by the end of January. Will ultimately build next years’ budget around those priorities.

**PUBLIC COMMENT** –

None.

**ADJOURNMENT** –

With no further business meeting adjourned at 8:13pm.

Approved:

*Jerry Gillham*

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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*

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Diane Harris, CMC, City Recorder

*Todd McKnight*

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Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL DECEMBER 10, 2018***