

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, September 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

Sr. City Recorder, Debbie Hamilton

City Recorder, Diane Harris

Community Development Director, Brian Elliott

City Planner, Jamie Chartier

Community Development Specialist, Kristi Gilbert

Public Works Superintendent, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Skype)

**AUDIENCE:** Ken Cunningham, Tami Trowbridge, Terry Prestianni, Becky Wattles, Melissa Shreeve, Dian Cox

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

**Flag Salute:**

**Roll Call:** Excused – Councilor Stone

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**PRESENTATIONS**

- **Sutherlin School District Update**

Sutherlin Schools Superintendent, Terry Prestianni, provided the following district updates:

- Enrollment appears to be level or slightly higher with about 1400 students.
- There are some large “bubble” classes (Kindergarten and 5<sup>th</sup> grade). East Primary is full with around 430-460 students, resulting in long lines in the cafeteria, morning and after school drop offs, etc.
- East School has added PAW (Positivity at Work) Room. A child development specialist has been hired for the program specifically designed to assist struggling students.
- A 2-day a week School Based Therapy has been added to the district, who has been working with Douglas ESD and Compass Behavioral Health to provide services for students.
- A director for Sutherlin Valley Online Academy (SVOA) has been hired. Plans are to grow the program, increase opportunities, and add to the curriculum.
- Will be adding safety fencing, 2 access gates, and cameras to the front West Intermediate.
- Graduation rates were at 87% in 2016-17; 10% above state average.
- Still struggling with attendance, will continue work on making sure students understand the importance of attendance. Have worked on standardizing the process throughout the district.
- Having discussions with Chamber; school activities are a big tourist attraction. Will work on communicating to other schools regarding lodging, restaurants, and things to do in Sutherlin.

**CONSENT AGENDA**

- **August 13, 2018 Minutes – Regular Meeting**
- **August 27, 2018 Minutes – Workshop Meeting**

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

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

Opposed: None

Motion carried unanimously.

### **COUNCIL BUSINESS**

- **Nonpareil Water Treatment Plant Sodium Hypochlorite Improvement Approval**

Staff Report – Community Development Director, Brian Elliott, explained safety, cost, and restriction issues involved with Nonpareil’s current water disinfection system using chlorine gas. Recommendation is to change to Sodium Hypochlorite system that will provide improved safety to staff, residents, and will significantly decrease costs. Staff requesting Council to award the contract to Dyer Partnership for \$29,400.

**MOTION** made by Councilor Luzier to award Sodium Hypochlorite Improvement for Nonpareil Water Treatment to Dyer Partnership in the amount of \$29,400; second by Councilor Sumner.

Discussion: Councilor Boggs – This didn’t require a bidding process? *We used our engineer of record; however, will go out to bid for the project itself; total cost is estimated at \$164,800 [includes the \$29,400]. This was also presented in the 2018-19 budget and Water Master Plan.*

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

Opposed: None

Motion carried unanimously.

### **REPORTS**

- **City Fees**

City Planner, Jamie Chartier – Last April, Staff met with Councilor Stone to review Community Development Department’s fees and discuss fees missing from the current schedule, as well as, a fair prices for fees associated with the department’s services.

- These are based on hourly rates? *We took a general hourly rate; the fees not currently on the schedule were added at that same rate for consistency across the board. Staff also compared fees from other cities around the state.*
- Is the “Commercial Site Review Fee” for those starting commercial businesses? *Using Auto Zone’s plan as an example; fees are associated with the time spent working on it and coordinating with other agencies. Current fee is \$25 (proposing \$200).*
- Proposed fee for Major Amendments states “75% of current fee”; but, current fee is \$0. *A Major Amendment Application does not exist in the current fee schedule. Chartier explained a recent situation regarding a sub-division Staff previously worked on, but a year later the customer needed an amendment. Staff had to go through the entire process again at no charge because an amendment application fee was not in place. Example: If amending a subdivision, the amendment fee will be 75% of the subdivision fee.*
- Noxious Growth – Why eliminate a “bill not paid within 30 days” fee? *Chief of Police, Troy Mills – That fee will be absorbed into the proposed \$150 per parcel fee. This has not been a big issue, but it will eliminate the need to revisit the charge every 30 days. If they don’t abide by that, then what happens? They could be fined for violations attached to the property.*
- Audio Tape fee is being removed? *Yes, we no longer provide audio (cassette) tapes.*

Gillham reported this will come back to Council in the form of a resolution at the next Council meeting.

### **STRATEGIC PLAN UPDATES**

- **Personnel Handbook Updates**

Gillham – The Personnel Handbook update has been a 2-year process for staff. This is probably the single most important risk management tool we have. Gillham explained the “stair-step” process involving multiple staff, represented employees, [CIS] attorney input, followed by City Manager’s review. Requests appointing 3 Councilors review the handbook as the last step. Suggestion is to have Councilor Sumner, and Councilor Elect, Becky Wattles be part of the review committee. After discussion it was decided the other Councilor will be determined later.

## CITY COUNCIL COMMENTS

### **Councilor Boggs –**

- Was staff able to talk to ODOT (Oregon Department of Transportation) regarding the pavement conditions at Exit 135? *Gillham – Will be meeting with them tomorrow morning.*

### **Councilor Tomlinson –**

- None

### **Councilor Luzier –**

- None

### **Councilor Sumner –**

- Concerned with the new crosswalk beeping alert's loud volume, can hear them at my house (a mile away) at various times in the middle of the night. *Public Works Director, Aaron Swan – Plan is for final adjustments to be made to the alerts, as well as, setting the signal timers on September 14<sup>th</sup>.*

### **Councilor Vincent –**

- Nice to see the Fire Department's full service up and going, they are busy with calls throughout the day, good to see them out in the community.

### **Mayor McKnight –**

- Are there still plans to add more benches around the playground by next spring? *Swan – Yes, planning to add some benches around the perimeter.*

Councilor Vincent – Appreciates City not shutting the splash pad down yet, heard Roseburg shut theirs down Labor Day.

## PUBLIC COMMENT –

- Chamber of Commerce President, Tami Trowbridge, shared the following updates:
  - Chamber has been planning an annual meeting to include a “downtown unveiling” event. Planning to start at the Rotary Room and continue with a stroll downtown. Will enjoy seeing the lights, and new shrubs and trees.

A date for the event was discussed with Council and tentatively set for October 4<sup>th</sup> between 5:30 to 7:00pm. (Final date and time to be confirmed).

- Trowbridge and [Business Committee Chair] Gary [Dagel] will be attending the next Council meeting to report on the business registration progress.
- Would like to encourage all to check out [www.visitsutherlin.com](http://www.visitsutherlin.com), new Executive Director [Melissa Shreeve] is doing some great work on the website.
- Would like to thank Council and Staff for the downtown improvement. It has been in the City Manager's heart to create a “sense of place” in the downtown for years. To finally see that come to fruition is very exciting. Trowbridge shared a story about a friend's family who visited Sutherlin, noting the changes in appearance, therefore creating the desire to live here.

## ADJOURNMENT –

With no further business meeting adjourned at 7:31pm.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (e) – Real Property Transactions to deliberate with persons designated by the governing body to negotiate real property transactions. Executive Session called to order at 7:35pm and adjourned at 7:43pm.

*Jerry Gillham*

Approved:

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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*

*Todd McKnight*

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Diane Harris, CMC, City Recorder

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Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL, OCTOBER 8, 2018***