

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, August 26, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director/Asst. City Manager, Dan Wilson  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Community Development Director, Brian Elliott  
Community Development Specialist, Kristi Gilbert  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Battalion Fire Chief, Brandon McGarr  
Battalion Fire Chief, Avery Hazzard  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Terry Prestianni, Tracy Martz, Chuck & Peggy Brummel

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

**Flag Salute:**

**Roll Call:** All Present

**Media:** None

**PRESENTATIONS**

• **Visitor Center Executive Director**

Sutherlin Area Chamber of Commerce Board Member, Terry Prestianni introduced Tracy Martz. She's been in the position since July 8<sup>th</sup>. Tracy worked for the OSU Extension Service for 8 years as the 4-H and Horticulture agent. For the last seven years, she's been focusing on her family. Her husband is the Middle School Principal, Jon Martz. Tracy said she feels this position fits in with experience she's had in the past with OSU with Volunteer Management and promoting programs. She's been involved in board meetings, Chamber activities, meeting people and businesses. The Country Concert was a big success. She's working with the visitor center and recruiting more volunteers. Wednesday will be a ribbon cutting ceremony for Bobo's Hidden Treasures. Talked about upcoming meetings, breakfasts and mixers. October 3<sup>rd</sup> is the annual membership meeting.

**AGENDA CONFIRMATION**

• **September 9, 2019 Agenda**

City Manager, Jerry Gillham discussed the update that will be given on the Valentine Ave Improvement project and a Flush Truck purchase for the Public Works dept.

**COUNCIL BUSINESS**

• **IGA – Douglas County Inmate Housing Agreement**

Staff Report – Police Chief, Troy Mills asked Council to approve the 15<sup>th</sup> extension for the Inmate Housing Agreement for FY 2019/2020. Currently the City has an Intergovernmental Agreement (IGA) with Douglas County for housing inmates. An extension of the contract would be in effect for another fiscal year through June 30, 2020 and the daily housing cost of \$89.64 per prisoner would remain the same. By contracting with the County, it saves the City from providing a jail and personnel as well as other associated costs.

**MOTION** made by Councilor Boggs to approve IGA – Douglas County Inmate Housing Agreement as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **LOC Voting Delegate Appointment**

Staff Report – City Recorder, Diane Harris asked Council to appoint a voting delegate and an alternate delegate for this year’s League of Oregon Cities (LOC) Conference. Councilors Tomlinson and Wattles along with Mayor McKnight will be in attendance at the conference.

**MOTION** made by Councilor Sumner to appoint Councilor Wattles as LOC Voting Delegate and Mayor McKnight as Alternate Delegate; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **COUNCIL PRIORITY PROGRESS REPORT**

Gillham had nothing to report.

### **COUNCIL COMMENTS**

#### **Councilor Wattles**

- Someone is selling rugs along Central by hanging them on the fence. Can they do that?  
*Community Development Director, Brian Elliott – We’ll look into it.*

#### **Councilor Tomlinson**

- Thanked everyone that was involved with the concert, especially the City and Sutherlin Chamber.

#### **Councilor Boggs**

- Had a complaint of construction happening at 10pm at the Golf Course. *Elliott – That issue has been resolved.*

#### **Councilor Sumner**

- What’s happening with the Business Registry? *Community Development Specialist, Kristi Gilbert – The Business Registrations are for new businesses and those are collected at the time of approval. Everyone is encouraged to fill one out. The Sutherlin Chamber was working on collecting information. Will check with Chamber President, Tami Trowbridge. Gillham – the agreement was that the Chamber would make a list of all the existing businesses with the pertinent information needed for the registry. From here forward, every new business will complete a registry.*

#### **Councilor Vincent**

- Nothing

#### **Councilor Stone**

- Congratulated the Sutherlin FFA students for the awards they earned with their landscaping display at the Douglas County Fair.
- Are we still adding to the Visit Sutherlin video that Sutherlin Chamber had done about 5 or 6 years ago? *Gillham - Will get with Chamber to see where that is and add to it.*
- Gave kudos to Bev Applegate who passed recently at 102 ½ years old and was the founder of the Sutherlin Food Pantry.
- Asked about getting a traffic signal at the west end of town by the freeway. *Elliott – Its development driven and it’s not meeting the requirement for a light per ODOT with the traffic study they’ve done.*
- Why is the speed limit reduction sign being stretched out 138 to Church Rd and Dovetail? *Elliott – Concerns were initiated by the Golf Course and the RV Park. They requested a speed zone analysis.* Discussion continued.
- Who paid for the asphalt at Calapooia Fire House? *Fire Chief, Mike Lane – Calapooia Fire Department.*

- The cracks on Dovetail Ln are getting worse, need to be looked at. *Public Works Director, Aaron Swan - Will look into it.*
- Has Guido Construction started their repair work? *Elliott – Middle of September.*
- Heard complaints about the construction up Forest Heights. *Elliott – Community Development is working with the Code Enforcement Officer, Kitty Allen. Many of the issues have been addressed. It's an on-going weekly matter that's being dealt with.* Discussion of issues continued.
- Is the county going to be paving at 135 and can they fix the pot hole near Calapooia? *Swan – They are supposed to be paving at Exit 135 this summer.*

#### **Mayor McKnight**

- Gave kudos to the concert and thanked volunteers. Everyone seemed to enjoy themselves.

#### **WORKSHOP**

- **Water Services Outside City Limit Code Review**

Staff Report – Elliott updated Council with procedures for allowing water service to residents outside of City limits and the Urban Growth boundary (UGB). In 2010, a Council appointed Water Committee discussed this possibility and decided to wait until the Cooper Creek Water Treatment Plant (CCWTP) was completed. In 2014, the CCWTP was completed and the City now has the capacity to reconsider providing water services to those areas. Staff will move forward but it could take 12-24 months.

- Councilor Stone – Is Union Gap moving into Oakland's sewer system? *Gilbert – There hasn't been any further discussion at this time.*

- **Community Center Rates**

Staff Report – Deputy City Recorder, Melanie Masterfield asked Council to consider updating the current Community Center rental fee schedule. As stated in the staff report, the current rates were approved in 2002 and don't support the maintenance and operational costs of the building.

- Councilor Stone asked about the discounts. *Masterfield - A discount has always been offered before based on the length of time the building is rented.*
- Councilor Tomlinson suggested have a 4 hour minimum on the rental schedule. Agrees with charging the Fee Waiver Applicants ½ price and we should raise the hourly rate. *Gillham stated that for some of the groups, they only rent the meeting room for 2 hours so having 4 hour minimum doesn't seem reasonable.* Councilor suggested raising the hourly rates additionally. Suggested a multi-day event. Discussion continued between Councilor Stone and Tomlinson.
- Mayor commented that many of the groups that are use the Center and benefiting Sutherlin so he wants to be mindful of that.
- Councilor Stone asked what the hard costs are. *Masterfield – The fiscal analysis shows the average annual cost of the Community Center.* What groups are renting it? *All types.* Worries that if we raise the rates, no one will rent it.
- Councilor Vincent asked if there was any damage that takes place from people that use the Community Building. *Swan – There isn't a lot of damage, just normal wear and tear.* *Masterfield – Supplies will disappear.* *Gillham reiterated that it's Council's decision what to charge for rates.*
- Mayor asked if the non-profits had any restrictions. *Masterfield – No, they can use it as much as or whenever they want.* *Gillham commented that it has actually become a hindrance.*
- *Gillham wanted clarification on what Council wanted the hourly rates to be.* Discussion ensued.
- Councilor Tomlinson – Add an additional \$20 per hour to the rental fees and a 4 hour minimum for a multi-day event and ½ price rate for the non-profit organizations. Also suggested raising the kitchen fee additionally.
- Councilor Boggs asked if the deposit was a cleaning fee. *Masterfield – It's a cleaning fee and key deposit.* Should raise the deposit to \$150.
- Councilor Vincent feels it's important that the Community Center costs are covered but also making it available for community members to use. Agrees with non-profits paying a ½ price rate.
- Gillham asked for clarification that Council was in agreement with charging \$150 for a deposit. Council agreed.
- *Harris – How do you feel about the "No Call, No Show"?* Council discussed that raising the deposit should help with that and to have a 48 hour cancellation policy. *Gillham added a change in procedure in that the building isn't reserved without an application and deposit.*

- Mayor asked if Council was all in agreement. Council unanimously agreed.

## **STRATEGIC PLAN UPDATE**

- **Fire Services West-Side Responses**

Staff Report – Fire Chief, Mike Lane updated Council on the status of Fire Department responses to the Calapooia Fire District area and the west side of Sutherlin. The Fire Department uses the Calapooia Station to provide housing for the scholarship students and some resident volunteers. Between April 1<sup>st</sup> and August 8, 2019, Sutherlin Fire Department #2 (Calapooia) responded either alone or with the main station 169 times, 58 of which were in Calapooia Fire District.

Lane also presented researched information regarding the purchase of a new fire engine. The FD currently owns two fire engines. The life span of a Fire Engine is 20-25 years. One of the engines is 26 years old and needs to be moved to reserve mode. Sutherlin FD requested bids from three companies with HME having the best offer for warranty, cost and locality of warranty work. A Federal Bid process (which is sponsored by the state and approved by the City’s attorney) was used so an RFP was not warranted. Gillham stated that a contract would be drawn up and brought back to Council for approval.

**MOTION** made by Councilor Sumner to approve the purchase of a fire engine from HME in the amount of \$433,470 plus \$35,000 for equipment as presented; second by Councilor Vincent.

Discussion:

- Councilor Vincent – Is HME comparable to our current engines? *Lane – Yes.*
- Councilor Stone – How many miles are being put on the engines for medical assists? *65-70% of calls are medical assist, an estimate of 4,000-5,000 annually.* How many miles are on the engines? *The life of a fire engine is measured by hours of use versus miles.*
- Mayor – Will you bring all the information back to the next meeting? *Gillham – Yes. City staff needs approval to purchase it because it’ll take 6-8 months to receive the new engine.*
- Councilor Stone – How is this funded? *Funds are available in the Equipment Reserve Fund.*
- Councilor Boggs questioned the extra \$35,000 for equipment. *Lane - Since this will be an additional engine for the fleet, new equipment must be purchased to outfit it.*

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

Opposed: None

Motion carried unanimously.

## **REPORTS**

- **Urban Renewal – Next Steps**

Staff Report – Elliott updated and discussed the scope of work. A proposed Urban Renewal Boundary (URB) map was handed out to Staff and Council and asked for thoughts and direction. Elliott discussed the legend and details of the URB on the map and answered questions. Map and legend are available to view at City Hall.

## **ADJOURNMENT**

With no further business meeting adjourned at 8:28 pm.

Approved: *Jerry Gillham*

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Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*

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Melanie Masterfield, Deputy City Recorder

*Todd McKnight*

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Todd McKnight, Mayor

**APPROVED BY COUNCIL ON SEPTEMBER 9, 2019**