

CITY OF SUTHERLIN
Regular/Workshop City Council Meeting
Sutherlin Civic Auditorium
Monday, December 9, 2019 – 7:00 p.m.

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent, Becky Wattles
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
Community Development Specialist, Kristi Gilbert
City Planner, Jamie Chartier
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
Battalion Chief, Avery Hazzard
City Attorney, Chad Jacobs (via Skype)

AUDIENCE: Elaine Howard, Gary Fugate, Sam & Gladys Robinson, Dan McCormick, Joe Groussman, The Dyer Partnership Engineer - Jamie Norrington, Tami Trowbridge, Brandon McGarr, Terry Prestianni, Boy Scout members, Terry Brock & Lisa Blair, Adam & Nanette Haley, Gary Fugate, Eugene Regan, CPA - Chris O'Dell with Pauly, Rogers & Co., Sutherlin Fire Students – John Tranter & Justin Standley.

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

Flag Salute:

Roll Call: Councilor Boggs - excused

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

- **Audit Report**

Staff Report – Finance Director, Dan Wilson presented CPA, Chris O'Dell with Pauly, Rogers and Co. to discuss the City's audit. An unmodified opinion was earned on the City's financial statements which is commonly referred to as a "clean" audit; meaning that the auditors have issued an opinion that is with no reservations. Audit highlights discussed:

- Audit Opinion Letter
- State minimum standards for audits
- Qualitative Aspects of Accounting Practices
- Difficulties Encountered in Performing the Audit
- Corrected and Uncorrected Misstatements
- Disagreements with Management
- Supplementary Information within Documents Containing Audited Financial Statements
- Other Information in Documents Containing Audited Financial Statements
- The financial affairs have been professionally conducted

For further audit information, refer to the City's website www.cityofsutherlin.com

- **Urban Renewal Feasibility (UR)**

Elaine Howard with Elaine Howard Consulting presented a power point presentation on Urban Renewal.

Areas of discussion included:

- Feasibility Study Purpose
- A map showing the entire UR Boundary
- Blight Findings
- Growth Assumptions and Timeframe
- Maximum Indebtedness: Tax Increment Finance projections
- Impacts on Taxing Districts
- How a Plan is Adopted
- Next Steps for forming an Urban Renewal Agency.

For further information, refer to the City's website www.cityofsutherlin.com

Councilor Stone asked for clarification regarding tax percentages. Discussion ensued between Councilor Stone, Elaine Howard and Dan Wilson.

- **Wastewater Treatment Plant Improvement Report (WWTP)**

Jamie Norrington from The Dyer Partnership Engineers & Planners presented a power point presentation of the WWTP. Areas of discussion were:

- Slides of miscellaneous site work;
- Influent Screening Facility;
- Influent Pump Station;
- Headwork Structure;
- SBR Basins;
- Tertiary Filters;
- UV Disinfection;
- Control Building;
- Existing Operations Building;
- Existing Filter Building;
- Storage Building;
- Everett Avenue Pump Station;
- Aerial Pump Station view;
- Major Remaining Items;
- Degree of Completion.

For further information, refer to the City's website www.cityofsutherlin.com

Councilor Stone asked about the ability to fill water trucks from this plant. Discussion ensued between Councilor Stone and Jamie Norrington.

CONSENT AGENDA

- **November 12, 2019 Minutes – Regular/Workshop Meeting**

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

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

Discussion: None

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Parks Advisory Committee Appointment**

Staff Report - City Recorder, Diane Harris asked Council to consider Terry Brock's application for the Parks Advisory Board, term ending December 31, 2020.

MOTION made by Councilor Stone to approve Parks Advisory Committee Appointment to Terry Brock, term ending December 31, 2020 as presented; second by Councilor Wattles.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Contract Award – Emergency Operations Grant**

City Manager, Jerry Gillham discussed the awarded \$32,000 grant for a mobile generator.

MOTION made by Councilor Stone to approve Contract Award – Emergency Management Grant in the amount of \$32,000 as presented; second by Councilor Sumner.

Discussion: Council members questioned hookup capabilities and adequate size. Gillham assured Council that this generator is designed to be a mobile unit. Permanent generators will be installed at City Hall and the Community Center. This extra unit was received through grant funding.

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

Opposed: None

Motion carried unanimously.

WORKSHOP

- **Right of Way Dedication – West Duke**

Staff Report – City Planner, Jamie Chartier asked Council to consider accepting two Right-of-Ways from local developer, Sam Robinson. Two 60' Right-of-Ways have been constructed to City standards by Robinson. One is located south of West Duke Road, approximately 570.75' in length. The other is located off Fir Grove Lane, east from Fir Grove Lane approximately 402.72' in length. Council agreed, a resolution will be brought back to Council for final approval.

STRATEGIC PLAN UPDATE

- **Street Sign Replacement**

Public Works Director, Aaron Swan updated Council regarding street sign replacements on Central Ave and intersecting streets. Signs were purchased with the help of Sutherlin Area Chamber of Commerce. The project started at the railroad tracks, working east of town and will be installed over the next couple of weeks. Next year, signs will be budgeted to do west of the railroad tracks along with intersecting streets.

- **Volunteer Firefighters & UCC Student Updates**

Staff Report – Fire Chief, Mike Lane updated Council. The Fire Department is constantly looking for volunteers and the number of members always fluctuates. We currently have 17 volunteers. The student program is moving along with two moving onto career jobs and unfortunately two students have been injured while off duty so we have 4 UCC Scholarship students at this time. Asked Council to consider adding 3 more scholarship student positions to the next budget year at an estimated cost of \$24,000. Happy to announce that Sutherlin Fire Department is still an ISO Class 3.

COUNCIL COMMENTS

Councilor Wattles

- Thanked everyone involved with the tree lighting at the park.

Gillham added a special thank you to Councilor Vincent, Adam Sarnoski and Tami & Jack Trowbridge for all their hard work with the holiday light display.

Councilor Tomlinson

- Wants to add a future agenda item of the potential to allow Utility Vehicles (UTV) on city streets.
Staff will do research and report back to Council.

Councilor Sumner

- Thanked everyone that helped put on the Central Park tree lighting event.

Councilor Vincent

- Central Park is beautiful; can't take all the credit, it was a team effort.
- Thanked emergency response for all they do.

Councilor Stone

- Is there a city ordinance against feeding wild turkeys? *Staff didn't think so, but will look into.*
- Possibility of limiting realtor signs all over town, they look terrible. *Gillham – Can work with the city attorney to create an ordinance if needed.*
- Streets aren't getting swept. *Swan – They've been out sweeping, will try to get out west a bit more.*
- Asked about the concrete spill clean-up at Dovetail. *Swan – Knife River will take care of it.*
- Asked for clarification on the Tourism - Motel Tax fund breakdown that was included in the packet. *Wilson clarified.*
- The City looks good with the Central Park lights. Asked if the Triangle Park tree was getting lit. *Swan – No, the tree was heavily damaged during snowmageddon. Gillham – Lights will be added to west end of town next year and another tree will be added to Central Park so one will be moved from the park to the Visitor Center.*

Mayor McKnight

- Received lots of positive comments about the new street signs.
- Thanked everyone for the new holiday lights at the park and wished everyone a happy holiday.

PUBLIC COMMENT

- Chamber President, Tami Trowbridge wanted to thank the City and Adam Sarnoski for making the Central Park holiday light event happen. Congratulated Dan Wilson on a good audit.
- Sam Robinson thanked Council for what they do all year long and thanked Community Development for all their help.

ADJOURNMENT

With no further business, meeting adjourned at 8:18 p.m.

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY COUNCIL ON JANUARY 13, 2020