

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, September 9, 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/Assistant 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 Captain, Kurt Sorenson

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Skype)

Audience: Chuck and Peggy Brummel, Tami Trowbridge, Tom Schaur and Len Bodeen

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

Flag Salute:

Roll Call: Councilor Wattles was excused

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

- Sutherlin Downtown Survey Results – Power Point

Community Development Specialist, Kristi Gilbert presented the results of a citywide survey covering several categories:

- What business categories would people like to see more of? **Top 3 responses were:**
Dining & beverage options
Shopping
Entertainment
- What type of downtown “look and feel” is appealing? **Top 3 responses were:**
Timber Town
Existing facades with standardized colors
Other
- What areas does downtown need help? **Among several responses were:**
Active and involved businesses that are open and not closed all the time.
Unique retail businesses that will cause people to come here, spend money, stay the night or move here to raise a family.
- Most liked about downtown? **Among several responses were:**
Small town feel, cleanliness, new lights, trees, hanging flower baskets, friendly feel.
- Least liked about downtown? **Among Several responses were:**
Lack of dining options, lack of parking, rundown buildings, not much open in the evening, lack of diversified businesses, no entertainment, outdated and empty store fronts.
- What are the survey takers connections with downtown? **Top 2 responses were:**
47% Sutherlin resident – not in downtown and 38% responses said they were property owners – not in downtown.

Council continued discussion regarding the results.

City Manager, Jerry Gillham announced that Council was given this power point about a week ago and it would be posted on the City's website.

CONSENT AGENDAS

- **August 12, 2019 Minutes – Workshop Joint Meeting w/Planning Commission**
- **August 26, 2019 Minutes – Workshop Meeting**

Deputy City Recorder, Melanie Masterfield added an amendment to the August 26th minutes. A portion of Council's discussion and comments regarding the Community Center rates were previously omitted from the minutes and an updated set was handed out to Council for approval.

MOTION made by Councilor Stone to approve Consent Agendas as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **PW – Flush Truck Purchase**

Staff Report – Public Works Director, Aaron Swan asked Council to approve the purchase of a Flush Truck for the total price of \$423,067.81. Swan explained the truck, manufactured by Sewer Equipment Company of America, is sold by SWS Equipment Inc. The current truck is 20 years old and maintenance cost are becoming substantial. A bid was put out to several businesses and this company provided the only truck that fit the needed parameters.

MOTION made by Councilor Stone to approve PW – Flush Truck Purchase as presented; second by Councilor Sumner.

Discussion:

- Councilor Boggs - Where is the truck being built? *Swan – It's being built back east. The company that sells the trucks is in Spokane, Washington and a maintenance shop is located in Sherwood, Oregon.* Is the \$6,000 freight charge because it's coming from back east? *Yes.* It's coming with 800' of hose? *Yes, trying to get 1000' of hose added for the price. There are areas that we need that length. The current truck has 750' and at times it's too short.*
- Councilor Vincent added that the cost of freight coincides with what is being shipped. How did this truck's price compare to the other trucks you bid? *It was the most expensive truck but it was the only one that fit the needed parameters.*
- Councilor Tomlinson – How many years can we get out of this new truck? *I don't see a reason why this one won't last 20 years also.*
- Councilor Stone – What do you think a resale value is on the current truck? *We could potentially put it in an auction, it needs some major engine work so it may only be worth about \$25,000.*
- Councilor Vincent – What's the build time? *Should be ready first of the year.*
- Councilor Stone – How much is being financed? *Finance Director, Dan Wilson – None. With what funding there is in the reserve account and transferring funds from accounts like streets, water, wastewater and parks (that will also use the truck), it won't need to be financed.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2019.16 – Community Center Rental Fees**

Staff Report – Deputy City Recorder, Melanie Masterfield asked for approval of Resolution 2019.16 that implemented the increased Community Center rates per Council's request at the August 26th workshop meeting. Updates are as follows:

- Hourly rates were increased an additional \$20 from the proposed rate schedule
- The kitchen fee was increased for the 4 hour and all day block.

- The refundable deposit was increased from \$100 to \$150
- Language was added to the Resolution stating that all applicants are required to pay a deposit.
- Language added changing the reservation procedure to a deposit and completed application are required in order to reserve the Center.
- Language added to require a mandatory 48 hour cancellation policy to receive deposit refund.

MOTION made by Councilor Sumner to approve Resolution 2019.16 - Community Center Rental Fees as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – Is the deposit refundable? ***Yes as long as the requirements are met.***
- Mayor agrees with raising the rental rates but is concerned with charging the non-profit organizations. He sees them as community groups that are doing things for the community and helping our town in some way. It's understandable trying to re-coop some cost of the operations but there's a reason it's a Community Building. ***Language was added to the resolution that the City Manager has the authority to either partially or fully waive any and all fees for those groups.***
- Councilor Vincent had asked for the annual revenue analysis and how many days a year the building was rented by nonprofits earlier in the day. ***A fiscal analysis report was handed out and the average revenue over the last 6 years was \$7,286.67. The building was rented by nonprofits 211 days out of 365. Also the amount of revenue that would've been collected was \$17,887.***
- Councilor Tomlinson – Is the \$7,286.67 the annual income? ***Gillham – Yes.***
- Councilor Boggs – Are the nonprofit groups all local or are they coming from elsewhere? ***Masterfield – The groups encompass Douglas County but the majority are Sutherlin groups.*** Agrees with waiving rental fees for Sutherlin groups, but out of town groups should pay a fee.
- Councilor Vincent did a comparison chart with other cities and thinks we are raising the rates too high to start with. He thinks a steady increase would be more reasonable. Asked if anyone knew what the Danny Lang Center rented for. ***Gillham – Tami Trowbridge may know.***
- Sutherlin Area Chamber of Commerce President, Tami Trowbridge – For a 7 hour block of time was a \$700 base fee. There is also a multitude of things you could add like a projection screen or media capabilities.
- Councilor Vincent agrees that Council needs to discuss these rates and bring them up to date but disagrees with the very large increase in the first step. The rates need to be stair stepped. Agrees with Mayor that we need to find a way to help the local groups that provide for our community. Agrees with charging a lowered rate for non-local groups. Suggested that Council spend more time discussing and researching potential impact. Thinks the community could be educated in that we want the building to last for a long time and for maintenance, there are costs involved.
- Councilor Stone – Why couldn't this be affected by the COLA (Cost of Living Allowance)? ***Gillham – That's a Council decision. We as a staff are happy to do whatever Council decides. It seems logical to say that this is a community center for a reason and recognize the cost of maintenance and upkeep and plan the budget accordingly to support it.***
- Councilor Tomlinson – It makes sense if you don't want to charge non-profits but need to raise the rates for the people that are renting it.
- Councilor Sumner – The rates still need to be raised to cover some of the cost. Just because it's a community center and it's for the community to use, doesn't mean it's free. Agrees with offering the local no-profits a discounted rate. Doesn't agree with free use. Likes the idea of raising it in small increments every year.
- Councilor Stone – How many people are in the non-profits? Are they big groups, small groups? ***Masterfield - It varies.*** Suggested using the Library for some meetings. ***Gillham - The Library is tied with the online school, SVOA and isn't available.***
- Councilor Vincent feels that everyone should chip in. Suggested a certain number of days free per month for the groups. ***Masterfield – On the comparison chart presented in May of like size cities and nearby cities, they either charged the fee waiver applicants a half price or limited the amount of use they had to make it available to other community members.***
- Councilor Vincent stated that Drain offers a local and non-local price list.
- Mayor asked Council if they wanted to spend some time talking with nonprofits in town to get their input. Council disagreed.
- Councilor Vincent thinks that Council needs to look into prices a little more.

- Councilor Tomlinson suggested offering a 2 year plan. Keep the non-profits free of charge. Raise the rates from the first proposed schedule and reevaluate in two years. Feels that community members need to have the same rental opportunities as the non-profits.
- Councilor Vincent – Do the non-profits fill the calendar on January 1st? *City Recorder, Diane Harris – Periodically. It's throughout the year.* Suggested letting them only book out six months in advance.
- Councilor Tomlinson added that the major weekends are most likely what's being used by non-profits. And those are times when community members will want to use it as well. Suggested blocking out dates, holidays etc.
- Councilor Sumner - Those holiday weekends could have a fee.
- Councilor Vincent agrees with Councilor Tomlinson and suggests looking at the historical groups that benefit the community.
- City Attorney, Chad Jacobs added that Sutherlin Municipal Code section 12.37.110 – Waiver of rental fees states that “A private nonprofit association or corporation which is located in the city or which provides services with the city; During the 12 months prior to the application, members have performed more than 40 volunteer hours of services that benefit the city or the citizens of the city as documented on the application for waiver of fees; The city, at its discretion, may waive the rental fee for the premises and personality if requirements are met.”
- Councilor Vincent – Does the City have a reservation calendar for the last four years? Wants to see the key groups that really benefit the community. Need to check into the non-profits meeting the qualifications.
- Gillham clarified that Mayor will gather information from Council and City Staff will inventory non-profits and put them into categories of local, non-local and historical groups and we'll bring that back to Council in October or November.

Councilor Sumner made an amended motion to table Resolution 2019.16 to a future date and for Council to gather further information; second by Councilor Tomlinson. Council voted in favor unanimously.

- **IGA – Douglas County Communications Service**

Staff Report – Police Captain, Kurt Sorenson asked Council to approve a three year Douglas County Communications Service Agreement for FY 2019/2022. Sutherlin contracts with Douglas County Communications for emergency and routine police communications services on a 24 hour basis. Total cost for service is \$101,245.25. Included services are:

- 24 hour radio communications
- Written recorded logging
- Radio paging services
- Liaison work with other communications system users
- New contract will cover Dispatching fees and Radio Maintenance fees

MOTION made by Councilor Tomlinson to approve IGA – Douglas County Communications Service as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – Is this service on a variable rate? *Yes.*
- Councilor Sumner – How's the communication service? *We're happy with the services we're receiving.*

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

Opposed: None

Motion carried unanimously.

REPORTS

- Gillham stated that he's coordinating with other cities in Douglas County to form a team to work with the County in changing the communications agreement for the future. Will keep Mayor and Council updated.

STRATEGIC PLAN UPDATE

• Valentine Project Update

Staff Report – Swan reported on updates for the Valentine Project. Paving of sidewalks will be finished this week. Water services are switched over but the water main isn’t finished. The crew is moving right along, working quickly and making good progress. Estimated to be finished by the first of October.

CITY COUNCIL COMMENTS

Councilor Boggs

- None

Councilor Tomlinson

- None

Councilor Sumner

- Valentine Ave is looking great.

Councilor Vincent

- None

Councilor Stone

- Asked when the road will be paved by the City Maintenance Shop. *Swan – Haven’t heard anything.*

Mayor McKnight

- None

PUBLIC COMMENT

- Community resident Len Bodeen commented that he and his wife have lived in the area for a long time and they used to think that Sutherlin was an ugly little town. Central Ave has changed so much and he really enjoys driving through town and appreciates all the efforts that have been done to improve Sutherlin. Some thoughts he had that our town is lacking are places to park and thinks that would create a more inviting feel. One of the busier streets is south State Street, has a lot of foot traffic and he’d like to see that area improved with sidewalks. He had further questions and comments that he spoke with staff and Council after the meeting.

ADJOURNMENT

With no further business meeting adjourned at 8:00pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Todd McKnight

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

APPROVED BY COUNCIL ON OCTOBER 14, 2019