

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, October 12, 2020 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Debbie Hamilton, Forrest Stone, Michelle Sumner, Travis Tomlinson and Seth Vincent

**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

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Deputy Fire Chief, Scott McKnight

Media Specialist/Sign Language Interpreter, Nancy Rodriguez

City Attorney, Chad Jacobs (via Zoom)

**Audience:** Jolene Rodriguez

**Via Zoom:** Ronny Smith, Nicholas Dunigan and Audrey Chames from First Due

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

**Flag Salute:**

**Roll Call:** Councilor Vincent is excused

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

- **September 14, 2020 Minutes – Regular Meeting**

**MOTION** made by Councilor Hamilton to approve consent agenda as presented, second by Councilor Tomlinson

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- None

**REPORTS**

- **Emergency Preparedness**

Emergency Manager, Dennis Riggs, addressed Council with Emergency Operations Center (EOC) updates. Sutherlin Fire Department Battalion Chief, Brandan McGarr has joined forces as Deputy Emergency Manager. Riggs is using a program called “Map Your Neighborhood” to help citizens be ready for an emergency. A 12-step Emergency Preparedness pamphlet is available at his office. Block and Grid Captains have been assigned throughout the community to help during a disaster.

McGarr announced that staff will be meeting later this week for EOC assignments and training. He introduced “First Due”, a mapping, pre-plan, and community engagement software program that will be used in conjunction with Sutherlin Fire Department. Ronny Smith and Audrey Chames from First Due discussed software capabilities. Residents will have the ability to enter information into the program in subjects such as: contact info, household demographics (number of people and ages living in the residence), pets and vet info, gate codes, front door codes, utilities, functional needs of residents, floor plans, etc. This information will only be used by Sutherlin Fire Department, Sutherlin Emergency Management Office, and when needed, Sutherlin Police Department. The purpose of this program will give first responders instant knowledge of a residence in the event of a natural disaster or emergency.

- Councilor Stone – Is this just for the fire department? **McGarr – It’s for Fire and Emergency Management.** During Snowmagedon, we didn’t have phones or internet, how will this work? **The fire department uses First Net so we were still up and running. This won’t be available to the public during an emergency or disaster, this is pre-planning. Their information comes from places like: the building department, assessor’s office, tax assessor, Community Development etc.** How much does this program cost? **\$5,200 per year.** How do you get floor plans for the residences? **If they’ve been turned into the building department, tax assessor or Community Development, we’ll have access.**
- Councilor Sumner – Since this is accessible for dispatch, can the police use it as well? **Chief Mills wasn’t interested.** Why aren’t the police interested? **Police Chief, Troy Mills – This program doesn’t work with the law enforcement side of CAD.** **McGarr – We’ll give them access whenever they need it.**
- Councilor Tomlinson – Is this through Dispatch? **This isn’t through dispatch, they’ll be able to have limited access.**
- Mayor McKnight – Is there a way to help the people that don’t have computer access? **Yes, data can be entered in for them. We’d like to host some events to get community involvement.**

- **Traffic Safety Report**

Community Development Director, Brian Elliott, discussed a fatal accident that took place recently at the intersection of Hwy 138 and Dovetail Ln. ODOT is investigating the feasibility of a “no passing zone” from Church Rd to Dovetail Ln. on Hwy 138. There’s currently a “no passing zone” westbound. In the last three years, the City has worked with ODOT and the County on several projects in that area to help control speed:

- A successful Speed Zone Analysis was completed for Church Rd. and the speed was lowered from 55mph to 35mph.
  - A successful Speed Zone Analysis was completed from Fort McKay Rd. to Church Rd. on Hwy 138 and lowered the speed from 55mph to 45mph.
  - Another one was completed from Crestview St, west to Recreational Ln. The speed zone was 40mph and was reduced to 30mph and extended 500 feet. West of Recreational Ln., the speed zone was extended 500 feet and the speed was reduced from 55mph to 40mph.
  - A right turn lane was constructed at Dovetail Ln. with a street light to enhance visibility.
- Councilor Stone – There are advertisement signs blocking the view at Dovetail to turn onto Hwy 138. **Elliott – It’s ODOT’s jurisdiction.** Hwy 138 is a scenic highway and signs aren’t supposed to be posted. **Elliott – We’ll look into it.**

## **STRATEGIC PLAN UPDATE**

- None

**CITY MANAGER REPORT (VERBAL)**

- Urban Renewal is still moving forward
- A special council orientation will be held next week for the new councilors.
- A Fire Captain has been hired – starting on October 19<sup>th</sup>.
- RV camping at Cooper Creek was well received by Sutherlin Water Control District.

**CITY COUNCIL COMMENTS**

**Councilor Stone**

- Street light out on Calapooia St.
- Water Treatment Plant update? *Elliott – December 14<sup>th</sup> we'll bring the final design to Council for approval.*
- Is the Waste Water Treatment Plant completed? *Swan – We're working on it, getting close.*
- Water leak on Sunset St. *Swan – The line has been patched several times. It was last patched 3 weeks ago.*
- Ford's Pond construction update? *Elliott – Construction is on schedule.*
- Suggested that cities should write a letter of support to the forest service to encourage replantation of the fire area.

**Councilor Hamilton**

- What's happening with the RV parked at the park by the playground? *Elliott – We're working with the owners to get it removed. Gillham - Chief Mills has been working extensively on it with the city attorney and city planner to change the language in our city ordinance.*
- The city sign at exit 135 looks really bad. *Gillham – Adam Sarnoski (owner of Cooper Creek Creative) will be refurbishing it.*
- When is Backside Brewing opening up? *Gillham – Should be operational by the end of October and Swan is working with the school district to get the outside landscaped.*
- The curb needs to be painted yellow by the utility and ballot boxes in front of City Hall. *Swan – Working on it.*

**Councilor Tomlinson**

- None

**Councilor Boggs**

- The pavement is cracking at the intersection of Fort McKay and Hwy 138.

**Councilor Sumner**

- Thanked Public Works for mowing along Red Rock Trail.

**Mayor McKnight**

- None

**PUBLIC COMMENT**

- None

**ADJOURNMENT**

With no further business, meeting adjourned at 7:57 p.m.

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 NOVEMBER 9, 2020**