



**City of Sutherlin  
Regular Council Meeting  
Monday, January 8, 2018  
Civic Auditorium – 7:00 p.m.  
AGENDA**

**Mayor Todd McKnight**  
Council President Luzier  
Councilors Boggs, Riggs, Stone, Tomlinson, and Vincent

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

**5. PRESENTATIONS**

- a. Sutherlin Sanitary Service
- b. Central Avenue Update

**6. PUBLIC HEARING**

- a. UGB Exchange (continued from October 9<sup>th</sup> Public Hearing)

**7. CONSENT AGENDA**

- a. December 11, 2017 Minutes – Regular Meeting

**8. COUNCIL BUSINESS**

- a. Library Board Recommendation
- b. Resolution 2018.01 – Surplus Property

**9. REPORTS**

**10. STRATEGIC PLAN UPDATE**

- a. Continue working with Library Volunteers
- b. Wetlands Update
- c. Emergency Operations Center

**11. CITY COUNCIL COMMENT**

**12. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

**13. ADJOURN**

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**





# **PUBLIC COMMENT**

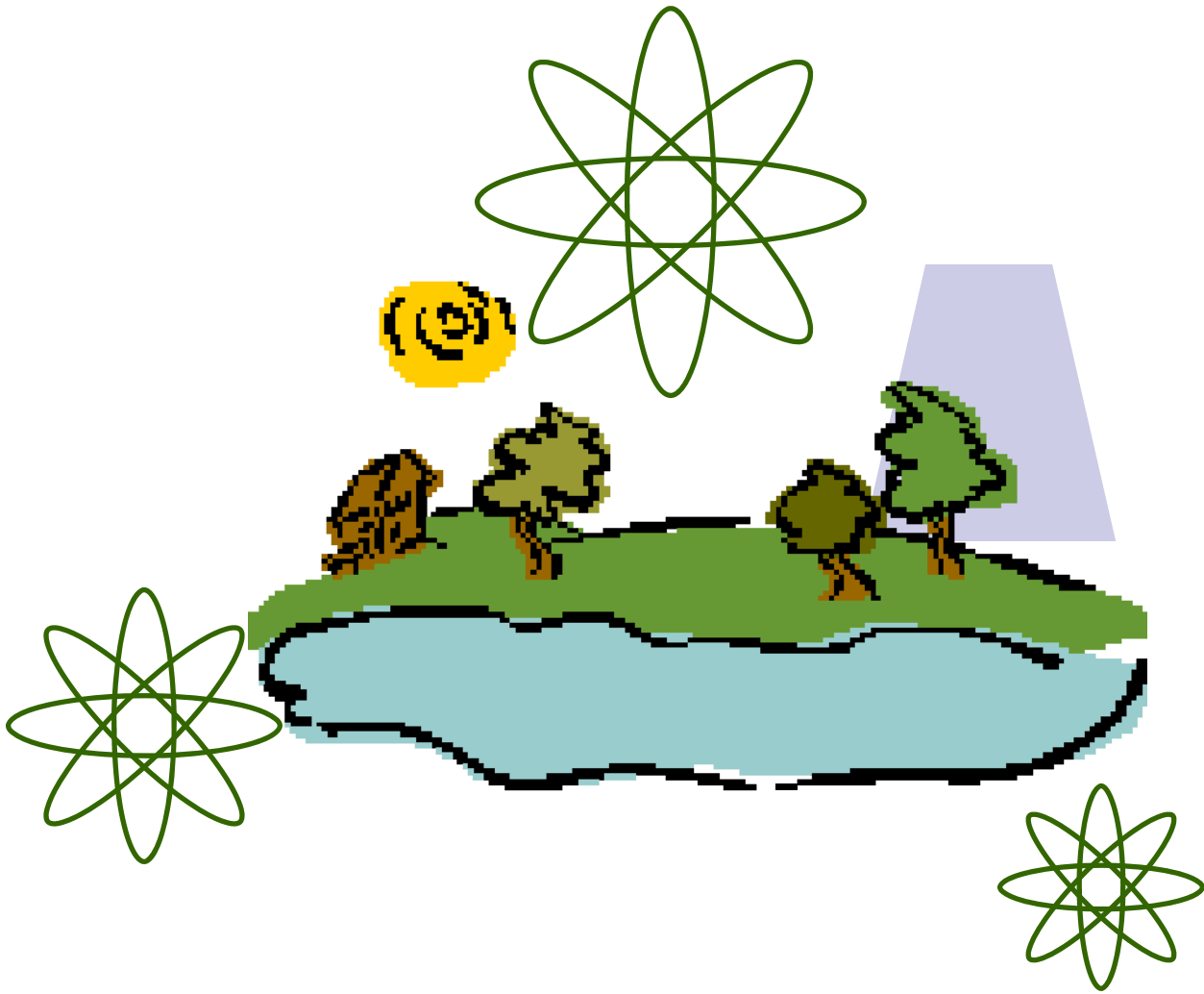
**Agenda Items only**



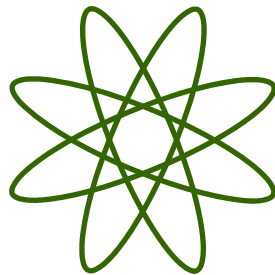


# **Presentations and/or Proclamations**





**Sutherlin Sanitary  
Service  
(verbal)**





# Central Avenue Updates

(Verbal only)





# **PUBLIC HEARING**





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Sutherlin UGB Exchange, Planning File 17-S015</b>				Meeting Date:	01/08/2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Brian Elliott, Community Development Director, Kristi Gilbert, Community Development Specialist, Joshua Shaklee, Community Services Planner				City Manager Review <input checked="" type="checkbox"/>	
<b>Attachments:</b> None					

### WHAT IS BEING ASKED OF COUNCIL?

The Council will reopen the public hearing and receive written and oral testimony from the public and affected agencies in favor and/or opposition, as well as neutral comments for the above referenced UGB exchange project.

### EXPLANATION

The Council held a workshop on September 25, 2017 followed by a public hearing on October 9, 2017. The Council continued the public hearing on October 9, 2017, to date certain of January 8, 2018, leaving the record open to allow for additional oral and written comments to include a Traffic Impact Study (TIS) to be completed per ODOT's request/demand.

Staff will provide Council with an update to the draft TIS that was received and subsequent meeting that was held with Sandow Engineering, the consulting firm, ODOT and Staff to address comments. The final TIS is estimated to be submitted to the City by January 5, 2018. To allow time for comments and/or mitigation discussions to take place, it is recommended that City Council continue the public hearing to a date certain of February 12, 2018 and allow public testimony to be given on the UGB exchange. Upon the conclusion of testimony at the February 12, 2018 public hearing, the City Council should accept new public comment, close the public hearing and deliberate to a decision. Council will then have the first reading of the ordinance adopting the UGB Exchange, Comprehensive Plan Amendment and Zoning Map Amendment and Annexations.

### OPTIONS

1. Continue the public hearing, leaving the record open, to February 12, 2018 at 7:00 p.m. at the Civic Auditorium, or
2. Not to continue the public hearing to February 12, 2018 and make a motion to approve or deny the UGB Exchange, Comprehensive Plan Amendment and Zoning Map Amendment and Annexations .

### SUGGESTED MOTION(S)

To continue the public hearing to February 12, 2018 at 7:00 p.m. at the Civic Auditorium.



# Consent Agenda



**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, December 11, 2017 – 7:00pm**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent  
Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham  
Sr. City Recorder, Debbie Hamilton  
City Recorder, Diane Harris  
Assistant CM/Finance Director, Dan Wilson  
Public Works Superintendent, Aaron Swan  
Police Chief, Troy Mills  
Police Sergeant, Vaughn Rains  
Interim Fire Chief, Mike Lane  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Richard McReynold, Keith Schwartz, Mark Libante, Jeri Standley, Dian Cox, Kelsey Zlevor, Tami Trowbridge, James Thatcher, Beth & Jim Houseman, Wendi Stinnett, Janelle & Dave Edelman, Gary Dagel, Chuck & Peggy Brummel, Duane & Pam Waller, Brian Burke, Tadd Held, Jeff Chase, Daniel Kresky, Rick Allen

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**PRESENTATIONS**

- **Special Presentation**

Police Sergeant, Vaughn Rains, introduced Employer Support for the Guard and Reserves Representative, Richard McReynold.

McReynold – The Guard and Reserves honor all employers who support, appreciate, and value military service of an employee. Certificates of Appreciation were presented to the City and Sutherlin Police Department. McReynold reported Sergeant, Vaughn Rains, nominated Chief of Police, Troy Mills, for the “Patriotic Employer Award” for his ongoing support. Chief Mills was presented the award.

Chief Mills – It is a pleasure supporting the armed forces; I was a part of it also and like to do what I can to support them.

**CONSENT AGENDA**

- **November 13, 2017 Minutes – Regular Meeting**

**MOTION** made by Councilor Luzier to approve Consent Agenda; second by Councilor Vincent.

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Ordinance – Business Registration (first reading, title only)**

Mayor McKnight asked Business Registration Committee Chair, Gary Dagel, to the front of the room to provide comment regarding the proposed Ordinance.

Dagel stated he and City Manager, Jerry Gillham, have been working together to produce this draft ordinance, however there is still one concern. Some business owners object to the need for an ordinance and feel once put into place it can be changed by another Council.

The inability to commit a future Councils on what is decided by a present Council was discussed.

Dagel suggested if changes are made in the future, business owners would like to be contacted. Council voiced support for his suggestion.

Comments and Questions:

- o Wording in Exhibit A) 5.02.005 – Purpose and Scope, D) exempting existing businesses from registering was questioned.

***City Manager, Jerry Gillham, explained the statement's intent, City already has most of existing businesses information; therefore, they wouldn't need to fill out the form.***

Dagel – The idea is for this to be voluntary, just need their contact information.

- o If this was brought into a court situation the ordinance's wording would be interpreted, not the intent. Have a problem with the wording.
- o Wording should reflect that *all* businesses should have to register.

Dagel reported a Chamber volunteer has already been contacting businesses for updates.

- o The ordinance has no “teeth” regarding *property owner's* responsibilities or contact information. Also feels the business's information shouldn't be made public unless they agree to do so.

Dagel – Proposed registration form already asks businesses if they want their information to be public.

***City Manager – The form also asks for the property owner's contact information; a separate ordinance will be created addressing their responsibilities.***

- o Councilor Tomlinson – This is a simple procedure and needs to be the same for all businesses. Agrees it is a lot of work for Staff/Chamber to fill out all of the information. It would take about 5-minutes for a business to fill out the form.
- o Exhibit A) 5.02.030 – refers to fees, even though they will not be assessed, it states failure to maintain the registration may result in penalties.

***City Manager acknowledged the oversight, stating that sentence was supposed to have been removed.***

Processes on how to acquire the information was discussed. It was decided to postpone the approval of the first reading of the ordinance pending further discussion for the processes involved.

**MOTION** made by Councilor Boggs to postpone the first reading of the ordinance until the second meeting in February, allowing time for further discussion; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

#### **• Resolution 2017.16 – Ford's Pond Parks Master Plan Adoption**

Staff Report – City Manager provided a summary of the proposed Master Plan, Cameron McCarthy Landscape Architecture & Planning's, Kelsey Zlevor, is present to answer any questions. Council is being asked to approve the Master Plan as part of the City's continuance in moving forward with the processes.

**MOTION** made by Councilor Boggs to approve Resolution 2017.16 – Ford's Pond Parks Master Plan as presented; second by Councilor Luzier.

Discussion: Councilor Stone – What is the annual cost for maintaining Ford's Pond now? ***Public Works Superintendent, Aaron Swan – Currently the property is just used as a pond, the costs are minimal, can get back to you with an answer.***

Councilor Stone asked what processes are involved when dealing with ODOT regarding the northeast end's proposed parking lot and wetland/access issues. ***City Manager – Have already consulted with ODOT, they have provided comment and support allowing access off of that road. They have required a Transportation Impact Study (TIS), as well. Community Development Director, Brian Elliott, has also met with Division of State Lands and Army Corp of Engineers. ODOT does not want any entrances onto the highway. ODOT has already formally authorized that with the City.***

Councilor Stone – After City deeds over the property to the County, will City be able to hold events there? ***Yes, City would just have to get a Temporary Use Permit. To provide clarification, City is not***

***“deeding” anything to the County, City will be retaining 5 acres to stay within the city limits, it will still be the City’s property but will be in the County’s land use system.***

In Favor: Councilors Vincent, Stone, Boggs, Tomlinson, Luzier, Riggs, and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Liquor License Permit Approval – Nellie’s Deli & Tap House**

Staff Report – Chief of Police, Troy Mills – Summarized the Staff Report with the recommendation to approve the OLCC application for Nellie’s Deli & Tap House.

**MOTION** made by Councilor Luzier to approve Nellie’s Deli & Tap House Liquor License Permit as presented; second by Councilor Boggs.

Discussion: How far is it located from school property? ***Mills – Don’t know the exact distance at this moment, but it is not readily accessible to the school.***

In Favor: Councilors Vincent, Stone, Boggs, Tomlinson, Luzier, Riggs, and Mayor McKnight

Opposed: None

Motion carried unanimously.

### **CITY COUNCIL COMMENTS**

**Councilor Boggs –**

- None.

**Councilor Tomlinson –**

- None.

**Councilor Luzier –**

- None.

**Councilor Riggs –**

- New ADA (American Disabilities Act) ramp repairs along Central Avenue look good.

**Councilor Vincent –**

- Excited to attend the light parade this weekend, a lot of people I have talked to are looking forward to the event.
- Wishing everyone a Merry Christmas.

**Councilor Stone –**

- Merry Christmas and Happy New Year to everyone
- Condolences to Mayor McKnight on the loss of his mother
- Condolences to Bill and Tracy Cagle on the loss of their son.
- What is the status of the Transportation Impact Study? ***City Manager – The first draft of the study is complete, will be bringing it to council in a month or so.***

**Mayor McKnight –**

- Would like to acknowledge Sutherlin Downtown Development and Chamber for the Christmas Tree Lighting event last weekend.
- Would also like to acknowledge Lion’s Club for the flags on Pearl Harbor Day and the Christmas Fair this last weekend.
- Expressed appreciation for all of the support at the passing of his mother, the Council and community embraced him and his family. Cannot speak enough of the Staff for all of their support and care, it is very much appreciated.
- Toyland Light Parade will be held this Saturday.

Councilor Luzier – Christmas Bazaar, at Rotary Headquarters will be this Friday and Saturday from 10-6:00pm.

### **REPORTS**

- **Wastewater Treatment Plant Update**

City Manager – Will not have a report tonight due to Elliott’s absence, however everything is on schedule.

## **STRATEGIC PLAN UPDATES**

- **N. Comstock Project Update**

Staff Report – Swan – N. Comstock is County’s jurisdiction, therefore was a county project. Cost of the project was around \$1.4 million and is about 97% complete. A small amount of work will need to take place next spring. City’s share of the project is \$200,000, and are now able to apply to ODOT for a fund transfer to the County, afterwards City will take over that section. All exchange funds go through ODOT. Councilors agreed the road looks good and is much safer now for the kids.

## **PUBLIC COMMENT –**

- Blackberry Festival Committee Member, Duane Waller – This year we gathered \$4,000 to go towards prize money for Toyland Light Parade winners. Appreciates support from the Council, City, and Community. Registration opens at 5:00pm the parade starts on Taylor Street at 7:00pm, and will take about 1½ hours to travel the 3-mile section on Central Ave.

***City Manager thanked Waller for all that he does in the community.***

- Business owner, Daniel Kresky – Thanked Councilor Boggs for his comments regarding the need for all businesses to register during the ordinance discussion. Suggested researching past practices and procedures on how businesses information was obtained before.

## **ADJOURNMENT –**

With no further business meeting adjourned at 7:50pm.

## **Announcement –**

Mayor McKnight announced a 5-minute break before going in Executive Session. ORS #192.660(2) (f) – Exempt Public Records, to consider information or records exempt by law from public inspection.

Executive Session called to order at 7:54pm.

Executive Session adjourned at 9:07pm.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Diane Harris, CMC, City Recorder

\_\_\_\_\_  
Todd McKnight, Mayor



# **COUNCIL BUSINESS**







## City of Sutherlin

STAFF REPORT					
<b>Re: Library Board Recommendation</b>				Meeting Date:	Jan 8, 2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Debbie Hamilton, Library Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments: Library Board Minutes, SMC 2.05.095 and Letter</b>					

### WHAT IS BEING ASKED OF COUNCIL?

Due to lack of attendance, communication, and involvement, the Library Board is asking to have David Wright removed from the board and declare a vacancy. SMC 2.05.095

Board is recommending and asking for Council to appoint Rannah Williams to the Board vacancy, term ending 12/31/19.

### EXPLANATION

After emails and phone calls to David Wright with no response the Library Board is asking to remove him from the Board roster. Since his initial appointment February 2016 he has only attended one meeting. Wright was sent a letter stating the recommendation of the Board and was invited to attend the Council meeting should he want to contest the Board recommendation.

If vacancy is approved, they are recommending Rannah Williams from Alternate position to the vacated position.

### OPTIONS

- 1) Approve removal of Wright from the Library Board due to lack of interest and therefore declare a vacancy.
- 2) After declared vacancy make appointment of Rannah Williams from the alternate position to vacancy on Library Board.
- 3) Declare vacancy on Library Board and advertise for applicants.

### SUGGESTED MOTION(S)

None

**CITY OF SUTHERLIN  
LIBRARY BOARD  
C. Giles Hunt Memorial Library  
Tuesday, December 12, 2017**

Meeting was called to order by Chair Rick Troxel at 4:36 pm.

**Board Members:** Present: Nancy Anderson, Carleen House, Silvia Monas, Rick Troxel,  
Brandilyn Van Dolah, Rannah Williams (Alternate)  
Excused: Gwen Best, Library Director, Debbie Hamilton  
Absent: David Wright

**Board Business:** House made a motion and Van Dolah seconded to recommend to City Council that David Wright be notified of his removal from the board due to lack of attendance and response to any communication. Recommendation to include Rannah Williams, Alternate, be named to replace him on the board.

In favor: Anderson, House, Monas, Troxel, Van Dolah

Opposed: None

Motion carried unanimously.

**Library Operations Manager Update:** Debbie Hamilton has been established as the new City of Sutherlin Library Director.

There are now four applications for the LOM position.

Chair Troxel made a motion and Williams seconded the three acting library managers be appointed to the hiring committee and meet with Director Hamilton to set up a time to interview the applicants.

In favor: Anderson, House, Monas, Troxel, Van Dolah, Williams

Opposed: None

Motion carried unanimously.

**Overview of Library Progress:** Williams reported the Volunteer meeting was well attended and went well. The plan is to have one meeting per month. She reported there is an "Office Supplies Needed List" on the counter for writing down needed supplies.

**Children's' Program Update:** Anderson reported on the "Fun Friday's" program and some ideas for future activities. Monas made a motion to buy a button making machine and supplies for approximately \$250; Williams seconded the motion.

In favor: Anderson, House, Monas, Troxel, Van Dolah, Williams

Opposed: None

Motion carried unanimously.

**School District Report:** Williams reported library volunteers and patrons will be involved in Sutherlin School District fire and lock down drills.

**Foundation Report:** Monas reported they are looking into grant information. The Board will decide whether to ask the Foundation or the Friends of the Library for funding for certain designated items.

**Regional Initiative Report:** Troxel reported that Douglas County Library Assn., met December 3<sup>rd</sup> to

work on planning. DCLA will participate in a work session with the Douglas County Commissioners on January 20, 2018, to review the Library Plan. DCLA is working on forming standard policies for member libraries.

**Social Media Update:** Van Dolah will check into possibility of a computer class for seniors. Monas is working on a newsletter and would like to have articles submitted for inclusion. Van Dolah reported progress on Facebook for the library. Director Hamilton, Van Dolah, and Chair Troxel will be designated Admin for the library Facebook page. The library will appear as C. Giles Hunt Memorial Library, Sutherlin, OR.

**Apollo Update:** Troxel said we will not be handing out the Apollo website to patrons at this time. We will not be reserving books until volunteers have training for this.

**Selection Policy:** The Selection and Collection Policy and Organization Chart were reviewed and discussed.

**Volunteer Training:** The forms filled out at the Volunteer meeting will be used to set up training sessions for volunteers. A committee needs to be set up to devise an orientation training program for new volunteers.

**Strategic Plan:** Troxel handed out copies of the Strategic Plan worksheets. Board members will read the material and identify questions and prioritize the goals as #1, #2, #3, etc. The Board will meet in the library classroom on December 28, 2017 at 2pm for a Strategic Plan Library Workshop.

The next regular meeting of the Board will be Tuesday, January 9, 2018 at 4:30 pm.

Meeting adjourned 6:33 pm.

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Carleen House, Secretary  
Sutherlin Library Board

Approved \_\_\_\_\_  
Rick Troxel, Chair  
Sutherlin Library Board

B. Citizen Advisory Committees. If the council chooses to have citizen advisory committees, it shall commission such committees by a resolution which will detail any such committee's mission, membership, terms of office, authority, officers, keeping of minutes, manner of reporting to the council, and other administrative matters. Each citizen advisory committee shall be chaired by a member of the city council who has been nominated by the mayor and approved by the city council to serve as the chair. Citizen nomination to a citizen advisory committee shall be by application to the mayor. Appointment shall occur by approval of a nomination by a vote of the city council. Citizen advisory committees shall be advisory to the council on specific matters or issues and may not operate, manage, administer or expend funds on any city program or service. The city manager shall assign city staff to each advisory committee to assist the committee with agenda notices, minutes and other administrative matters. Members of such committees shall be residents of the City; provided, that the Mayor may nominate and the Council may approve one nonresident of the City to serve on each committee.

C. Boards, Committees and Commissions. Boards, committees and commissions which are mandated by provisions of state statute shall be commissioned by ordinance of the city. The ordinance shall detail the group's mission, membership, terms of office, authority, officers, and other administrative matters. Such groups include, but are not limited to, the library board, the planning commission, the budget committee, the contract review board and other groups which may, from time to time, be required by a superior government. While the library director serves as staff for the Library Board, the city manager shall assure staff assistance is provided with preparation of agenda, meeting notices and preparation of minutes for these groups. Meetings of such boards, committees and commissions shall be recorded; audio to be posted on the City's website no later than five (5) working days after conclusion of the meeting. Written minutes of these meetings shall be made available to the public within a reasonable time following each meeting.

D. For all boards, committees and commissions serving in an advisory capacity, if a meeting duly called of the board, committee or commission fails to achieve quorum, the agenda item(s) for that meeting shall be placed on the agenda of the next regularly scheduled city council meeting. Staff may utilize Council created committees to seek input on issues that have been delegated to staff by the Council; provided, that staff informs the Council at its next regular meeting of the issue about which staff sought advice and the advice provided to staff by committee members.

E. Unless otherwise set forth in another City ordinance, the City Charter or state law, an appointed position on a City board, committee or commission becomes vacant upon: (1) the incumbent having been absent from twenty-five percent (25%) or more of the meetings of his or her board, committee or commission in any calendar year as determined on December 31 of each year by the City Recorder; (2) upon the incumbent having been absent from two consecutive meetings of his or her board, committee or commission; and (3) upon the incumbent having been absent from two meetings of his or her board, committee or commission in a calendar year without having provided advance notice of the intended absence to the City Manager, City Recorder

or presiding officer of the board, committee or commission. (Ord. 1028 § 1 (part), 2013; Ord. 1019, 2012; Ord. 1017 § 8, 2011; Ord. 1005 § 1, 2010; Ord. 946 § 1, 2003)



*Community Relations Director  
Library Director/Sr. City Recorder*  
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Fax (541) 459-9363  
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# City of Sutherlin

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January 2, 2018

David Wright  
242 Camas Court  
Sutherlin OR 97479

**RE: Library Board**

Dear David;

It was brought to my attention that your response and attendance on the Library Board has become a problem. The Board recently voted unanimously to recommend to City Council that you be removed from your Board position.

At the January 8<sup>th</sup>, 2018 City Council meeting the Board's recommendation will be given to Council for their approval. If you feel this is unsubstantiated you can attend and address Council at that time. Otherwise it is probable Council will accept the recommendation and remove you from the remainder of your term on the Board and be effective immediately per Sutherlin Municipal Code 2.05.095 (E).

We do appreciate the time you have served. If you have any questions David, please feel free to contact me.

Sincerely,

*Debbie Hamilton*

Debbie Hamilton, CMC  
Senior City Recorder  
Library & Community Relations Director



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## City of Sutherlin

STAFF REPORT					
<b>Re: Declaring Police Department Surplus of City Property – Resolution No. 2018.01</b>				Meeting Date:	Jan 8, 2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Troy A. Mills, Chief of Police				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution No. 2018.01					

### WHAT IS BEING ASKED OF COUNCIL?

The Sutherlin Police Department has four police patrol vehicles and associated equipment that are retired and/or are at the end of their useful life that are no longer capable of providing services for the Sutherlin community. It is requested that the city surplus these vehicles and associated equipment.

### EXPLANATION

The following vehicles and equipment will be listed on the resolution for surplus:

- 1) 2010, Dodge Charger Police Patrol Vehicle (800)  
Oregon License: E253513 VIN: 2B3KA43V79H508562
- 2) 2012, Dodge Charger Police Vehicle (801)  
Oregon License: E256207 VIN: 2C3CDXAG4CH305723
- 3) 2011, Dodge Charger Police Patrol Vehicle (802)  
Oregon License: E256464 VIN: 2B3CL1CG6BH600279
- 4) 2012, Dodge Charger Police Patrol Vehicle (803)  
Oregon License: E256208 VIN: 2C3CDXAG8CH305725
- 5) Miscellaneous Electronics from Patrol Vehicles
- 6) Emergency vehicle light bars
- 7) 6 - Panasonic Mobile Data Computer Laptops
- 8) Truck vault command box

### OPTIONS

N/A

### SUGGESTED MOTION(S)

- 1) Approve the Resolution 2018.01 for surplus property, or;
- 2) Not approve the Resolution 2018.01 for surplus property.

## **RESOLUTION NO. 2018.01**

### **A RESOLUTION CONCERNING CERTAIN PERSONAL PROPERTY TO BE DECLARED SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL**

#### **THE CITY COUNCIL OF SUTHERLIN FINDS THAT:**

- 1) 2009, Dodge Charger Police Patrol Vehicle (800)  
Oregon License: E246692      VIN: 2B3KA43V79H508562
  - 2) 2012, Dodge Charger Police Vehicle (801)  
Oregon License: E256207      VIN: 2C3CDXAG4CH305723
  - 3) 2011, Dodge Charger Police Patrol Vehicle (802)  
Oregon License: E256464      VIN: 2B3CL1CG6BH600279
  - 4) 2012, Dodge Charger Police Patrol Vehicle (803)  
Oregon License: E256208      VIN: 2C3CDXAG8CH305725
  - 5) Miscellaneous Electronics from Patrol Vehicles
  - 6) Emergency vehicle light bars
  - 7) 6 - Panasonic Mobile Data Computer Laptops
  - 8) Truck vault command box
- A. Equipment listed reflects equipment no longer needed for the public purpose for which it was acquired, and is therefore surplus property.
  - B. Under provisions of City Code Section 2.40, the City Manager is authorized to dispose of surplus personal property through sale by auction, by negotiated sale without competitive bids, or by donation.
  - C. Disposal of these items will be designated by City Manager.

**NOW THEREFORE, BASED UPON THE ABOVE FINDINGS, BE IT RESOLVED, by the city council of the City of Sutherlin, a Municipal Corporation of the State of Oregon, as follows**

**Section 1:** Based upon the above findings, which are hereby adopted, the personal property described above is hereby declared to be surplus personal property of the City of Sutherlin.

**Section 2:** The surplus personal property shall be disposed of by the City Manager in accordance with the provisions of City Code Section 2.40.



**PASSED BY THE CITY COUNCIL, ON THIS 8<sup>TH</sup> DAY OF JANUARY, 2018**

**APPROVED BY THE MAYOR, ON THIS 8<sup>TH</sup> DAY OF JANUARY, 2018**

**ATTEST:**

\_\_\_\_\_  
Mayor, Todd McKnight

\_\_\_\_\_  
City Recorder, Diane Harris

DRAFT



# **REPORTS**





*Strategic Plan  
Updates*



126 E. Central Avenue  
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## City of Sutherlin

STAFF REPORT					
<b>Re: Volunteer Library Services – Strategic Plan Update</b>				Meeting Date:	<b>Jan 8, 2018</b>
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Debbie Hamilton, Library Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> None					

### WHAT IS BEING ASKED OF COUNCIL?

Update Only - Strategic Plan - Volunteers for library services in Sutherlin

### EXPLANATION

We currently have a pool of just over 40 volunteers to run the library services. We have continually advertised on the City's website, as well as, City and Library Facebook pages for volunteers. The Board is astute to the need of volunteers and it is discussed at most board meetings. Our plan goal is to have the Operations Manager, once hired, come up with some ideas to get and retain more volunteers. Another goal is to have a specific training program for the volunteers so they feel confident at their tasks or assignments.

We have some great volunteers on our Library Board who have done a wonderful job with the Library. I have the utmost confidence in their abilities to keep the library up and running successfully.

### OPTIONS

None

### SUGGESTED MOTION(S)

None



## City of Sutherlin

STAFF REPORT					
<b>Re: Wetlands Update WWTP and Ford's Pond</b>				Meeting Date:	1-3-2018
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
<b>Submitted By: Brian Elliott, Community Development Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> None					

### WHAT IS BEING ASKED OF COUNCIL?

This staff report is to give City Council an update regarding wetlands and the WWTP project.

### EXPLANATION

After several months of responding and addressing concerns from the Department of State Lands (DSL) and the United States Army Corps of Engineering (USACE) we are confident that we are finally moving forward and our Joint permits will be approved in time to move forward with our WWTP improvement project. Below is a brief description of what has been accepted and completed.

Ford's Pond Recycled Water Discharge Line:

1. Wetland Delineation (WD2017-0195) accepted and complete
2. DSL Removal Fill Permit (60185-RF) complete
3. DEQ 401 Water Quality (2017-201) complete
4. SHPO Clearance (17-0972) complete
5. USACE nationwide Permit (NWP-2017-201) complete

Note: The NPDES permit removes USACE jurisdiction from Fords Pond and gives jurisdiction to DEQ. Our original permitted scope of work under the Nationwide permit has not changed and therefore our current Nationwide permit (NWP-2017-201) is adequate.

Temporary Staging Area & WWTP Improvement Structures:

1. DSL Removal Fill Permit (60634-FP) complete
2. SHPO Clearance (17-1658) complete
3. Nationwide Permit INCOMPLETE
  - a. Pending formal public comment dispute resolution
  - b. WWTP Improvements structures impact less than 1-acre of wetland and therefore no additional permit/mitigation required
    - i. Based on the National Wetlands Inventory Map and insitu soil testing

### OPTIONS

Not Applicable

### SUGGESTED MOTION(S)

None



## City of Sutherlin

STAFF REPORT					
<b>Re: Emergency Preparedness Exercise</b>				Meeting Date:	1/8/18
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
<b>Submitted By: Jerry Gillham, City Manager</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments: EOC Responsibilities, EOC Lay-Out, and ICS Form 205 (Communications)</b>					

### WHAT IS BEING ASKED OF COUNCIL?

This is a Strategic Plan update regarding 2017-2018 Council Priorities

### EXPLANATION

With the completion of the City of Sutherlin Emergency Operations Plan it is an expected progression to undertake training followed by implementing variety of specific exercises/drills to further enhance our response capabilities.

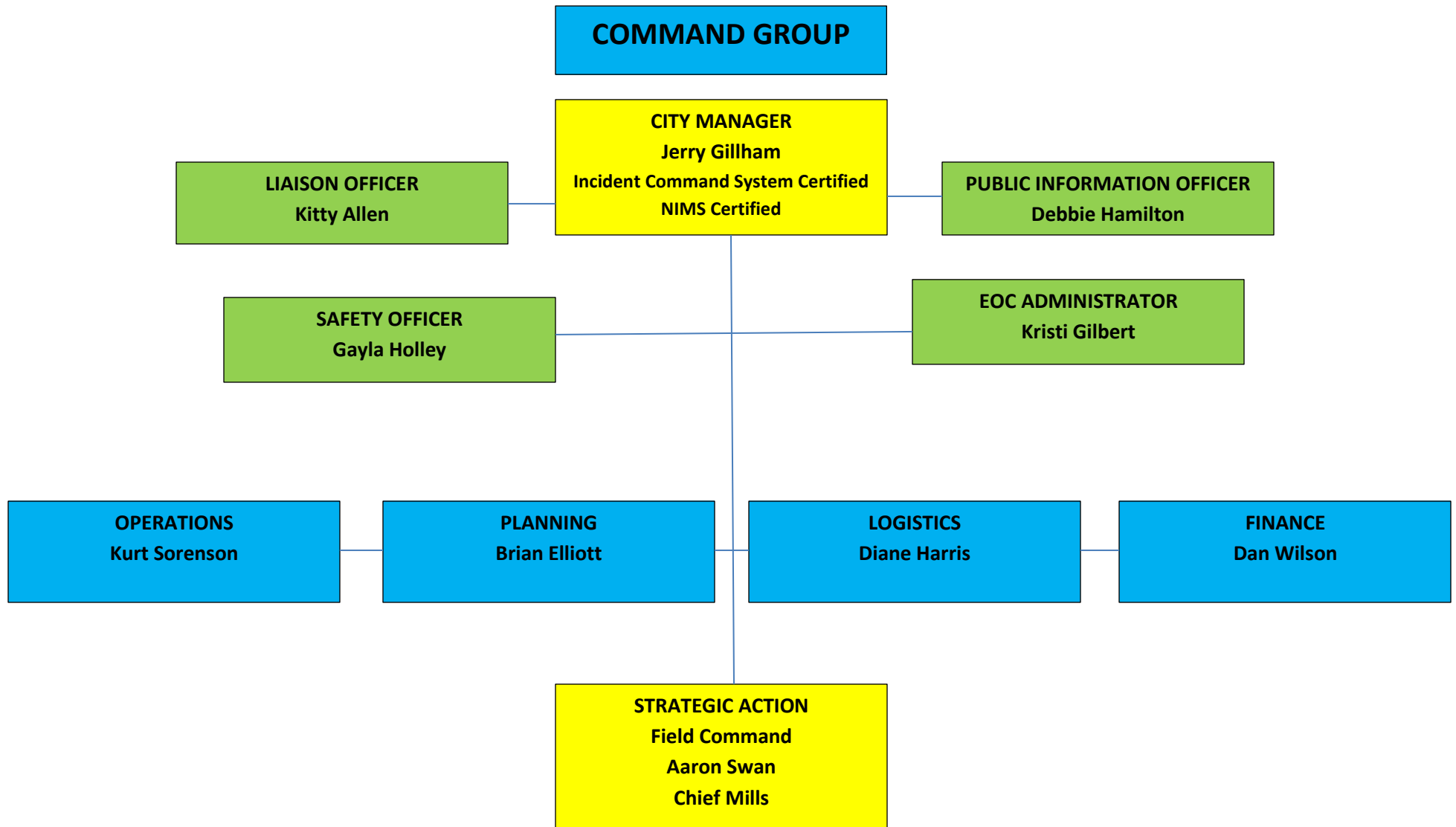
### CURRENT SITUATION

Attached to this written report are three documents that will serve us in executing an emergency table-top exercise for purposes testing our “worst case” communications and orienting staff in their assigned duties while working in the EOC. Additionally, because of the intensity of required work in emergency planning and execution, we have recruited city councilor Dennis Riggs to serve as the city’s Emergency Manager/Coordinator. He will, over time serve as the city’s liaison to Douglas County Emergency Planning and other aligned agencies, coordinate communications, train staff and plan and execute a number of emergency exercises to ensure the City of Sutherlin is well prepared to act in any emergency situation.

### SUMMARY

1. The attached ICS Form 205 explains in greater detail the purpose of our first emergency exercise planned for March of 2018.
2. Also attached is the lay-out of the EOC and staff seating assignments.
3. Updated EOC responsibilities as required by the ICS.

## City of Sutherlin Emergency Operations Center Response Flow-Chart



# City of Sutherlin

## Emergency Response Generic Job Duties

### Incident Command Group: Senior Command

#### General Responsibilities

Responsible for continuity of government, overall direction of City emergency and ongoing operations and the entirety of emergency response.

#### **Incident Commander (IC)**

**Jerry Gillham**

Responsible for all incident activities including development and implementation of strategic decisions and for approving the ordering and release of resources. Is ultimately responsible for all facets of emergency response.

#### **Deputy Incident/Field Commander (DC)**

**Chief Mills & Aaron Swan**

Responsible for keeping track of all facets of the incident and making recommendations to the IC with regard to deployment of resources and strategic response. To serve as the IC during times of absence of the appointed IC.

### Incident Command Group: Section Chiefs

#### General Responsibilities

Responsible for all emergency response activities within a specifically assigned area of responsibility. Develop, organize, plan, lead, train others and execute all procedures necessary in meeting response and recovery actions of all personnel and other support agencies assigned by Senior Command.

#### **Operations Chief (OC)**

**Kurt Sorenson**

Responsible for coordination between IC and all Operations activities. Is also responsible for the management of all operations directly applicable to the emergency response mission as established by the IC. May also serve in a dual role of overseeing a departmental function while simultaneously fulfilling the responsibilities of the OC.

#### **Planning Chief (PC)**

**Brian Elliott**

Responsible for the collection, evaluation, dissemination and use of information pertaining to the ongoing response to the emergency, developing circumstances associated with the emergency response, emergency response status, resource deployment and resource deployment status, and retraction of resources and demobilization of the incident.



**Logistics Chief (LC)****Diane Harris**

Responsible for providing facilities, personnel, specialized services, and materials in support of the incident. Participates in the development and implementation of the Incident Action Plan as finalized by the IC.

**Finance Chief (CFO)****Dan Wilson**

Responsible for all finance (CFO duties), general administration, specialized procurement, data management and records.

**Incident Command Group: Direct Support**General Responsibilities

Responsible for direct support to the Senior Command in fulfilling NIMS-established EOC technical responsibilities or operational and administrative assistance.

**Liaison Officer (LO)****Kitty Allen**

Is the point of contact for all assisting and cooperating agencies to ensure effective collaboration and mobilization of resources.

**Information Officer (IO)****Debbie Hamilton**

Responsible for the formulation and release of information about the incident to the media, the community, incident personnel, other applicable agencies, City Council, and other elected officials as deemed warranted by the IC. In addition, the PIO shall be responsible for the effective management of all communications within the IC environment.

**Safety Officer (SO)****Gayla Holley**

Responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

**EOC Administrator (OA)****Kristi Gilbert**

Responsible for operations communications, special organizational and coordinating activities and serving as a support resource to Senior Command.

## **Incident Command Group: Indirect Support**

### General Responsibilities

Responsible for direct support to assigned Section Chiefs and Direct Support Officers in fulfilling NIMS-established EOC responsibilities.

- **INFORMATION**

#### **Assistant Information Officer (AI)**

**Gayla Holley**

Responsible for fulfilling a variety of specialized duties in managing communications within the IC and serve as a support resource for the IO. To serve as the PIO in absence of the appointed PIO.

- **OPERATIONS**

#### **Key Operations Staff- Field Support (KO)**

Responsible for deployment, communications, and management of a specialized unit directly applicable to the emergency mission as established by the Senior Command through the Operations Section Chief.

- |                          |                 |
|--------------------------|-----------------|
| • Police                 | Police Sergeant |
| • Fire                   | Fire Chief      |
| • Medical                | As assigned     |
| • Public Works           | G Fugate        |
| • Strike Team/Task Force | As needed       |
| • Mutual Aid             | As needed       |

- **PLANNING**

#### **Status Check Recorder/Tech Services (SR)**

**New employee (TBD)**

To roam from one area of response to the other, ensuring that all assigned resources have arrived, are in good condition and in use, and report status to SR.

#### **Field Observation/Damage Assessment (FO)**

**Aaron Swan**

Responsible for collecting and recording information from personal observations at the incident (s), providing this information to the PC, and making recommendations for continuing response action and improvement.

- **LOGISTICS**

**Supply Unit Leader (SL)**

**Patty Cook**

Responsible for ordering all personnel, supplies, food and equipment necessary for the incident. To also be responsible for the organization, tracking and transportation of all supplies, food and equipment. To provide support service to the LC as needed.

**Facilities and Human Resources Leader (FL)**

**Jamie Chartier**

Responsible for the assignment and tracking of all personnel outside the Incident Command and Operations. To also be responsible for the procurement, layout and operation of incident facilities to include proper sleeping and sanitation, incident command, care stations, meeting space and other facilities deemed necessary by the LC.

**Mobilization & Maintenance Unit Leader (ML)**

**Gary Fugate**

Responsible for the transport of all personnel, supplies, food and equipment to each area of response. To also be responsible for all facility and equipment repair and maintenance and other specialized services as deemed necessary by the LC.

- **FINANCE**

**Procurement Unit Leader (PL)**

**Fran Gorte**

Responsible for purchasing, processing and insuring all necessary supplies, facilities and equipment are scheduled to be transported as requested by the LC or CFO. To also be responsible for administering all financial matters pertaining to purchase orders and vendor contracts.

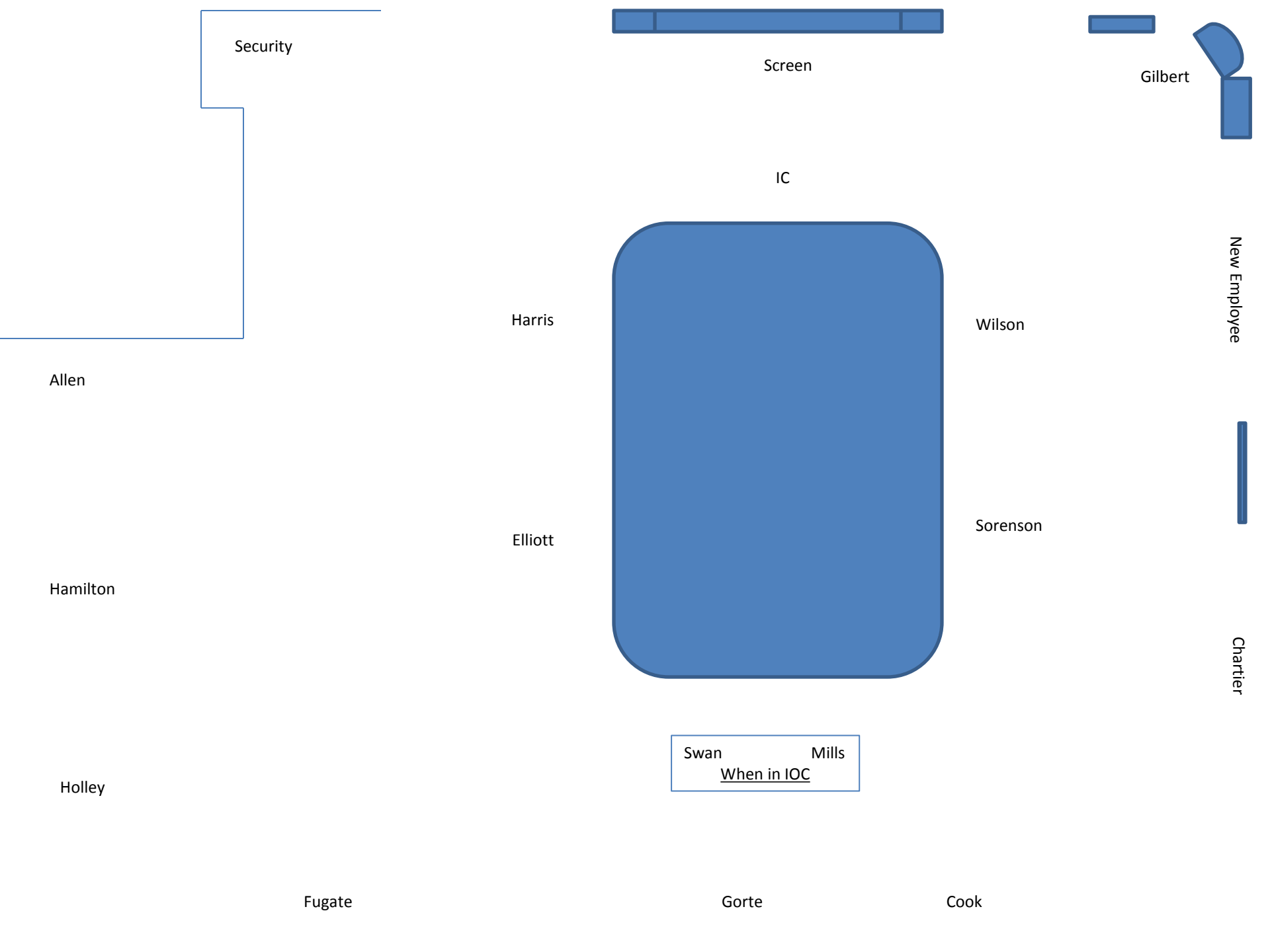
**Time Unit Leader (TL)**

**Fran Gorte**

Responsible for personnel time recording and documentation and for manning all commissary operations to include both meals and services.

## INCIDENT COMMUNICATIONS PLAN (ICS 205)

<b>1. Incident Name:</b> <b>Simplex: Sutherlin Disaster</b> <b>(Receive and Transmit in Simplex)</b>				<b>2. Date/Time Prepared:</b> Date: TBD Time: TBD				<b>3. Operational Period:</b> Date From:                      Date To: Time From:                      Time To:			
<b>4. Basic Radio Channel Use:</b>											
Zone GRP	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D or M)	Remarks	
1	3	City EES	Public Safety								
1	3	City Public Wks	Public Works								
1	3	DAR	Dial-a-Ride								
1	3	AMRON	Local Radio								
2	3	Oakland PW	Public Works								
3	3	DCSO/EOC									
3	3	ARES									
3	3	FEMA									
4		FRS	CIV FRS								
4		MURS	CIV MURS								
4		GMRS	CIV GMRS								
4		HAM & CB	CIV VOL								
<b>5. Special Instructions:</b> This is a table-top exercise for purposes of accomplishing two objectives: 1. Program radios, assign areas and test communications in these areas under a "worst-case-circumstance" in responding to an emergency, and 2. Establish the EOC, organize staff assignments and orient each individual as to their role and responsibility in the EOC in responding to an emergency and conduct the emergency exercise. <b>Exercise circumstance:</b> There is a significant earthquake impacting communications, transportation and people throughout N Douglas County. The EOC is hereby declared operative and responding to a myriad of horizontal and vertical infrastructure, local roads, schools, businesses and residences. All traditional and primary communication systems are temporarily (period unknown) down and thus, EOC is activating all secondary means of communications in order to sustain the response.											
<b>6. Prepared by (Communications Unit Chief):</b> Name: JOE GROUSSMAN      Signature: _____											
ICS 205		IAP Page _____			Date/Time: _____						





# **PUBLIC COMMENT**





# ADJOURNMENT





# **FOR YOUR INFORMATION**

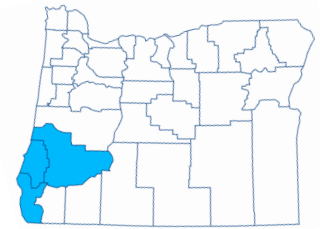




# Southwestern Oregon Economic Indicators

December 2017 (November 2017 Data)

For data or publications on Southwestern Oregon, visit us at: [QualityInfo.org](http://QualityInfo.org)

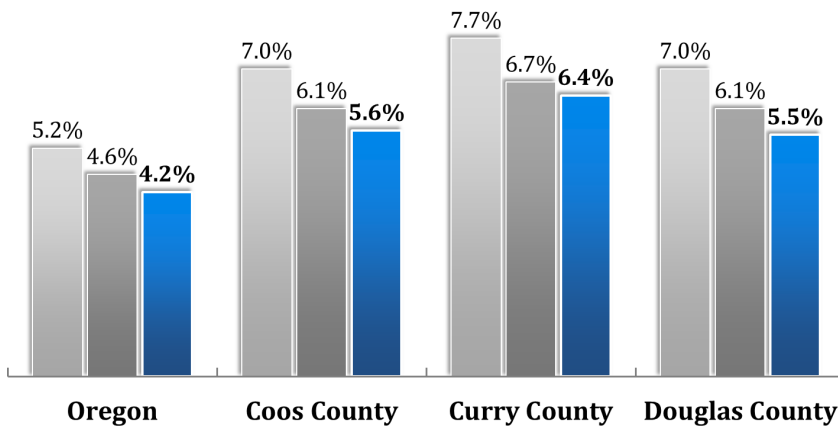


## Local and State Unemployment Rates

(Seasonally-adjusted)

Source: Oregon Employment Department, LAUS

■ November 2015 ■ November 2016 ■ November 2017

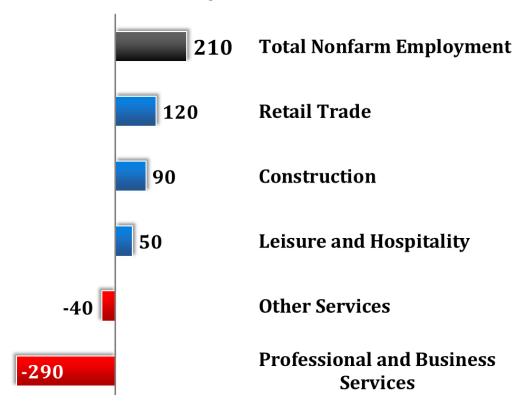


## Industry Gains and Losses

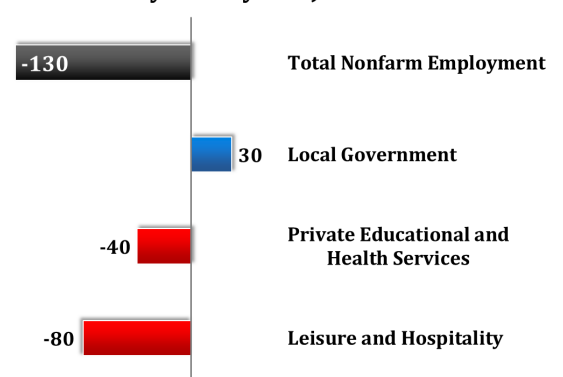
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

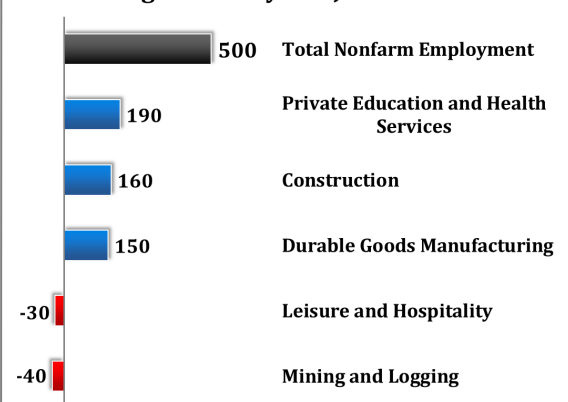
### Coos County Net Job Growth



### Curry County Net Job Growth



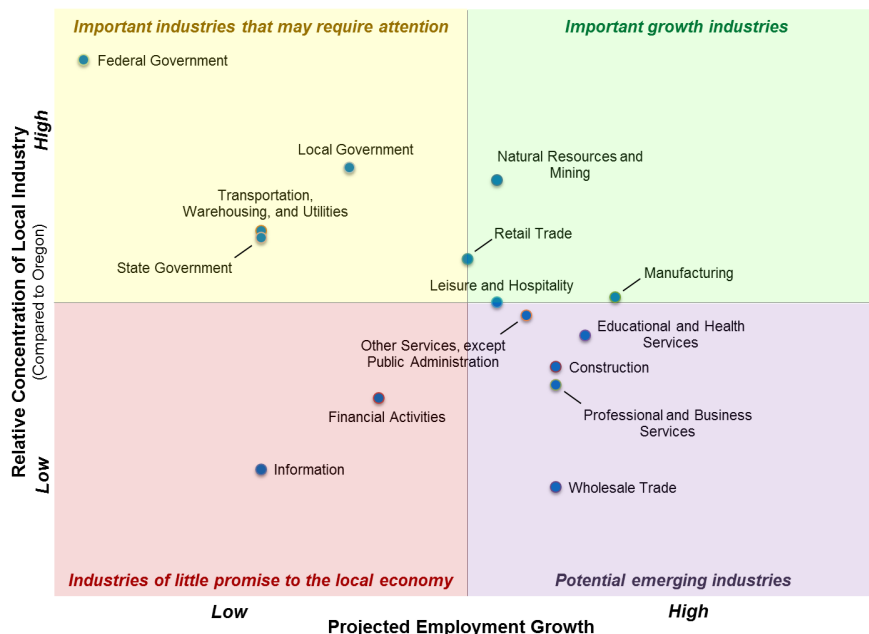
### Douglas County Net Job Growth



## Graph of the Month

Identifying the Vitality of Southwestern Oregon's Industries

Source: OED, Industry Employment Projections and QCEW



By pairing the projected growth of each industry to its local employment concentration, we can get a better sense of the vitality of these industries and their potential future economic impact. When referring to local concentration I'm really taking a look at our region's share of employment in each industry compared to the state's share employment of the same industry. Those industries with a higher regional share of employment than the state will find themselves on the upper half of the graph. Industries with a projected growth rate higher than Southwestern Oregon's overall projected growth rate of seven percent will find themselves on the right half of the graph.

Kale Donnelly | Workforce Analyst | E-mail: [Kale.Donnelly@oregon.gov](mailto:Kale.Donnelly@oregon.gov) | Phone: (541) 530-0605

## Diane Harris

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**From:** Diane Harris  
**Sent:** Thursday, January 04, 2018 8:23 AM  
**To:** 'Ashley KQEN News (ashley@bciradio.com)'; 'DC Commissioners'; KUGN; 'KYLE-KQUEN'; News Desk (newsdesk@nrtoday.com); 'Register Guard'; Roseburg Beacon; 'Vera Westbrook (vwestbrook@nrtoday.com)'  
**Subject:** Public Meeting Notice  
**Attachments:** CC JAN 08.18 Meeting.pdf

Good morning,

Please see attached agenda for the City of Sutherlin's January 8<sup>th</sup> Council meeting.

Thank you,

*Diane Harris, CMC*  
City Recorder/HR Manager  
City of Sutherlin  
126 E Central  
Sutherlin, OR 97479  
(541) 459-2856 ext 207  
[d.harris@ci.sutherlin.or.us](mailto:d.harris@ci.sutherlin.or.us)