



**City of Sutherlin  
Regular Council Meeting  
Monday, February 11, 2019  
Civic Auditorium – 7:00 p.m.  
AGENDA**

**Mayor Todd McKnight**  
Council President Boggs  
Councilors Stone, Sumner, Tomlinson, Vincent, and Wattles

- 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. Budget Calendar
- b. SDDI Update

**6. CONSENT AGENDA**

- a. January 14, 2019 Minutes – Regular Meeting
- b. January 28, 2019 Minutes – Workshop Meeting

**7. COUNCIL BUSINESS**

- a. Budget Committee Appointments
- b. Resolution 2019.02 – Supplemental Budget Adjustment – Police Vehicle

**8. REPORTS**

**9. CITY COUNCIL COMMENT**

**10. 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.]

**11. 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.*

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**





# **PUBLIC COMMENT**

**Agenda Items only**





# **Presentations and/or Proclamations**





# Budget Calendar



## Budget Calendar (Fiscal Year 2019-20)

Event	Attendees	Planned Date(s)	Latest Date
Estimate current year-end revenue and expenditures	Dept Heads	Feb 15	Feb 22
Update CIP	City Mgr, Dept heads	Mar 15	Apr 5
Requested budget prepared and provided to finance	Dept heads	Mar 15	Apr 6
Dept meetings with City Manager and Finance	Dept heads, staff, City Mgr	Week of Mar 25	Apr 26
Budget narratives completed	Dept heads	Apr 1	Apr 26
Update year-end revenue and expenditure estimates	Dept heads	Monthly	Monthly
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
Provide proposed budget (ORS 294.408) and budget message to budget committee	Mayor, City Council, City Mgr, Budget Committee	Apr 8	May 13
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, City Mgr, Dept heads	Apr 15	May 13
Additional budget committee meetings (ORS 294.428)	Budget Committee, City Mgr, Dept heads	Apr 16, Apr 17	Week of May 27
Budget committee approves budget (ORS 294.428)	Budget Committee	Apr 17	May 29
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	May 13	Jun 24
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor and Department of Revenue (ORS 294.458)	Finance	Jul 15	Jul 15





# **SUTHERLIN DOWNTOWN DEVELOPMENT INCORPORATED UPDATE**





SUTHERLIN DOWNTOWN  
DEVELOPMENT, INC.  
**2019 GRAND PLAN!**  
EVENTS & OPPORTUNITIES

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**THURSDAY, FEB. 21, 2019**

**7:00 P.M. – REFRESHMENTS TO BE SERVED**

**SUTHERLIN COMMUNITY CENTER  
150 S WILLAMETTE ST.  
SUTHERLIN, OR 97479**

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SDDI volunteers proudly present: Hometown Hero Banner Program, Music Off-Central, and Downtown Sutherlin Beautification/Hanging Flower Baskets

Please come share your ideas, your support, and your commitment to continuing these community programs! Meet the Board members!

For more information, please contact J Lindeen Brown @ 541-643-8581.



## THANK YOU FOR SPONSORING A 2018 HANGING BASKET!

BECAUSE YOU SPONSORED A BASKET LAST YEAR,  
SDDI'S GIVING YOU PREFERENCE FOR 2019.  
PLEASE SIGNUP AND PAY BEFORE MARCH 1<sup>ST</sup>!

THE COST REMAINS AT \$125 EACH; 10% DISCOUNT  
FOR BUYING TWO OR MORE (E.G., TWO=\$237.50,  
THREE=\$325, ETC).

OUR 25 LIGHTPOLES WILL HAVE TWO BASKETS  
PER POLE THIS YEAR! DOUBLE THE BEAUTY! THE  
BANNERS WITH YOUR COMPANY NAME WILL BE  
BIGGER AND BETTER THAN 2018!

PLEASE MAIL YOUR TAX DEDUCTIBLE CHECK TO  
SDDI, PO BOX 461, SUTHERLIN, OR 97479 ALONG  
WITH HOW YOU WANT TO BE LISTED ON THE  
BANNERS.

THANKS SO MUCH,  
SUTHERLIN DOWNTOWN DEVELOPMENT, INC.



# Consent Agenda



**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, January 14, 2018 – 7:00pm**

**COUNCIL MEMBERS:**

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

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Finance Director, Dan Wilson  
Public Works Superintendent, Aaron Swan  
Community Development Director, Brian Elliott  
City Planner, Jamie Chartier  
Police Chief, Troy Mills  
Community Relations, Debbie Hamilton  
City Attorney, Chad Jacobs (via Skype)

**Audience:** William & Linda Lee, Norm & Barb Davidson, Jim Houseman, Carleen House, Megan Bradley, Kiera Bartley, Stan McKnight, Tami Trowbridge, Dian Cox, Chuck Brummel, Silva Monas, Tracie McKnight, Lexie & Kelsie McKnight and Richard Hunt

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

**Flag Salute:**

**Roll Call:**

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**COUNCIL BUSINESS**

- **Oath of Office – Mayor & Council Members**

City Recorder, Diane Harris, administered Oath of Office to Mayor Elect – Todd McKnight and Councilors Elect - Michelle Sumner, Tom Boggs and New Elect – Becky Wattles.

- **Election of Council President**

Mayor called for nominations. Councilor Tomlinson nominated Councilor Boggs for Council President.

**MOTION** made by Councilor Tomlinson to appoint Councilor Boggs as Council President; second by Councilor Wattles.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Parks Advisory Committee Chair Appointment**

Councilor Tomlinson nominated Councilor Vincent for Parks Advisory Chair.

**MOTION** made by Councilor Tomlinson to appoint Councilor Vincent as Parks Advisory Committee Chair; second by Councilor Wattles.

Discussion: None

In Favor: Councilors Stone, Wattles, Tomlinson, Boggs, Sumner, Vincent and Mayor McKnight  
Opposed: None  
Motion carried unanimously.

- **Transient Room Tax Council Representative Appointment**

Councilor Boggs nominated Councilor Tomlinson for TRT Council Representative

**MOTION** made by Councilor Boggs to appoint Councilor Tomlinson as Council Representative for TRT Committee; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Committee Re-Appointments/Appointments**

- ❖ **Planning Commission**

The City received two applications for re-appointment from William Lee and Elaina Swanson and one for new appointment from Norman Davidson, terms ending December 31, 2022.

Mayor McKnight asked if any applicants in the audience would like to speak on their behalf.

- William Lee introduced himself. He's been on the commission for the last several years. He's enjoyed working with the knowledgeable staff and would like to give it another shot.
- Norm Davidson introduced himself. He's from Southern California where he was on the planning commission, he's a retired Fire Marshall and has experience with inspections and planning work. He looks forward to serving the City of Sutherlin.

**MOTION** made by Councilor Stone to re-appoint William Lee and Elaina Swanson and appoint Norman Davidson to Planning Commission terms ending December 31, 2022; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- ❖ **Library Board**

Five positions are open on the Library Board. City has received three applications for re-appointment from Carleen House, Silva Monas and Gwendolyn Best; terms ending December 31, 2022.

Mayor McKnight asked if any applicants in the audience would like to speak on their behalf.

- Silva Monas introduced herself and comments that the Library is getting a lot done and making progress.
- Carleen House introduced herself. She's been on the board almost two years. It just keeps getting better and a lot of people deserve credit. The City has been behind us. The community has great comments and a wonderful bunch of volunteers that really make it run smoothly.

**MOTION** made by Councilor Stone to re-appoint Carleen House, Silva Monas and Gwendolyn Best to Library Board, term ending December 31, 2022; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- ❖ **Parks Advisory Committee**

Three positions are open on the Parks Advisory Committee. City has received one application for re-appointment from Jake Masterfield; term ending December 31, 2020.

Mayor McKnight asked if the applicant would like to speak on his behalf.

- Masterfield was unable to attend.

**MOTION** made by Councilor Stone to re-appoint Jake Masterfield to Parks Advisory Committee, term ending December 31, 2020; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **CONSENT AGENDA**

- **December 10, 2018 Minutes – Regular Meeting**

**MOTION** made by Councilor Boggs to approve Consent Agenda; second by Councilor Tomlinson.

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

Opposed: None

Motion carried unanimously.

### **COUNCIL BUSINESS Cont.**

- **Ordinance No. 1069 Street Vacation – Ault Court (second reading & adoption)**

Harris read Ordinance 1069 by title only, “An Ordinance vacating the entire Ault Court right-of-way (approximately 50 feet wide, 240± in length), located South of Glen Avenue in the City of Sutherlin, Oregon.”

Staff Report – City Planner, Jamie Chartier recommends Council approve the second reading and adoption of Ordinance No. 1069 adopting vacation of “Ault Court” unimproved right-of-way.

**MOTION** made by Councilor Sumner to approve Ordinance No 1069 Street Vacation – Ault Court as presented; second by Councilor Stone.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Repealing SMC 17.64.050 – Signs (first reading, title only)**

Harris read Ordinance by title only “An Ordinance of the City of Sutherlin Repealing Section 17.64.050 – Signs, of the Sutherlin Municipal Code.”

Staff Report – City Recorder, Diane Harris asked Council to repeal Sutherlin Municipal Code Section 17.64.050 – Signs. Explained purpose of repealing the section from the municipal code.

**MOTION** made by Councilor Stone to approve Ordinance – Repealing SMC 17.64.050 – Signs – first reading, title only as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone confirmed that this was done in 2007. The downtown signs were different than the rest in the community. Does this change any of that? ***Chartier, no it's not changing anything that the ordinance states for the sign code.***

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

Opposed: None

Motion carried unanimously.

- **Purchase of One (1) Sutherlin Police Department Patrol Vehicle**

Staff Report – Police Chief, Troy Mills requested City Council to approve the purchase of one police patrol vehicle and equipment for the Police Department. Due to recent repairs and costs associated with the patrol vehicle #805, earlier than scheduled funding is being requested. The vehicle is out of service due to repairs exceeding \$8,000. This vehicle has above average maintenance needs. New vehicle, 2019 Dodge Durango Pursuit Utility AWD build and delivery will take approximately 8 months. Total cost of vehicle is \$43,789.66 which includes price of vehicle and outfitting.



**MOTION** made by Councilor Sumner to approve the purchase of one (1) Sutherlin Police Department Patrol Vehicle and equipment as presented; second by Councilor Wattles.

Discussion: Council Boggs asked why he's going with a Dodge when they've used Ford? *The next delivery date of a Ford is the mid to end of 2021. They stopped building the Ford Police Interceptor vehicles in mid 2019. Motor changes are being made so they won't be released until 2021.* Councilor Vincent asked about performance downgrades with the Dodge? *They are both pursuit rated.* Councilor Stone, don't they come with a V-6? *No, these do not.* Councilor Tomlinson asked Dan Wilson if we are in a position to do this out of the blue, ahead of schedule. *Wilson, we have the money in the fund, it hasn't been appropriated for the year. If approved, will provide a budget adjustment to show the funds.* Councilor Stone, are we taking it out of reserve and putting it back? *It was going to be budgeted next year so the money will just be moved ahead a few months.* Councilor Vincent, so the motor in #805 has to be tore down and repaired? *Mills, yes but it's at the end of its life anyway. We don't like to go over 100,000 miles on them due to becoming a breakdown issue.*

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

Opposed: None

Motion carried unanimously.

## **REPORTS**

- **Review of Council Workshop**

City Manager, Jerry Gillham – The January 28<sup>th</sup> Council meeting will be a workshop. He explained that each council member is on a sub-committee. Council will be contacted by staff to schedule a meeting to go over Council Priorities. The 43 priorities will be adopted at the next meeting for the 2019 year. The rest of the Strategic Plan will continue on and the details on each priority will be on the website.

## **CITY COUNCIL COMMENTS**

**Councilor Wattles** – Noticed that Exit 135 has been paved, but there are other potholes that didn't get fixed. Over time, they will become a problem. *Swan, working on the overall bigger picture. There are some pavement issues. Still working with ODOT.*

**Councilor Tomlinson** – Central Food Mart down by Fox Den is a decent little store, we should try to keep it nice and clean to keep it going.

**Councilor Boggs** – Welcome new Councilor. Took care of Exit 135.

**Councilor Sumner** – The sidewalk on the South side of the park is fixed. It looks awesome! Is there plan to replace the garbage cans along Central? *Swan, yes – I think the high school is still working on it. Gillham, I don't think the high school is. Myself and Tami Trowbridge will be brainstorming options.*

**Councilor Vincent** – Concerns brought to his attention about Fords Pond about the enforcement of the leash laws. There is signage. Should the city be concerned liability wise? There's been a few altercations between people and dogs. Is this something we can enforce? *Gillham, I believe our liabilities are covered. Been looking into it. City is aware and doing the best we can. Police Department doesn't have the resources to manage that.*

*City Attorney, Chad Jacobs, generally no. Liability point of view, we are safe.*

**Councilor Stone** – Are we still putting pressure on ODOT for the light (traffic signal)? *Swan, yes we are.*

**Mayor McKnight** – Wish everyone a Happy New Year and welcome Becky, good to have you up here. Hope everybody has a great year. Looking forward to the upcoming year.

## **PUBLIC COMMENT** –

- Mason Wattles, 222 S Grove Ln, inquiring about the light. Councilor Stone replied, want to get a light (traffic signal) on the West side of the freeway for about 7 years now.



**ADJOURNMENT** –

With no further business meeting adjourned at 7:32pm.

Approved:

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

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

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

DRAFT

**CITY OF SUTHERLIN**  
**Workshop City Council Meeting**  
**Monday, January 28, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

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

**MAYOR:** Todd McKnight

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

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Finance Director, Dan Wilson

Community Development Director, Brian Elliott

Public Works Superintendent, Aaron Swan

Police Chief, Troy Mills

Police Sergeant, Ben Woodward

Deputy Fire Chief, Scott McKnight

City Attorney, Chad Jacobs (via Skype)

**Audience:** Kaylea Simonson, Steve Major, Terry Prestianni, Tami Trowbridge, Melissa Shreeve and State Representative Cedric Hayden

Meeting called to order by Council President Boggs at 7:00pm.

**Flag Salute:**

**Roll Call:** Excused – Mayor McKnight

**Introduction of Media:** None

**PRESENTATION**

- **Sutherlin School District Update**

Sutherlin School District Superintendent, Terry Prestianni presented an update:

- Thanked the City for all of the wonderful updates and improvements around town. The blinking light by the high school is phenomenal.
- The School District will be reconfiguring the schools. There has been an influx of students, 30 at East, 60 district wide.
- The plan is to move third grade to West Intermediate and sixth grade to the Middle School.
- East Primary is at capacity and programs have been added to assist with behaviors.
- The board will make a decision in February. They are researching portable classrooms for the Middle School and will be adding another Special Ed teacher to share with the High School.
- Any questions, contact the District Office.

Questions:

- Councilor Stone - Do we still have the alternate school? **Yes, SVOA currently has about 50 students.** Why are people hesitant to move sixth grade to the Middle School? **Because it's different than what our town is used to. There is a bit of an age gap. Plans are in the schedule to help with that.**
- Councilor Tomlinson - Didn't Roseburg do this a few years ago? **Yes, around 12 years ago.**

**AGENDA CONFIRMATION**

- February 11, 2019 Agenda – City Manager, Jerry Gillham discussed what will be taking place at the February 11<sup>th</sup> meeting.

City Manager asked Council on behalf of Mayor, Todd McKnight to support his decision to cancel the March 25<sup>th</sup> Council Workshop meeting due to Spring Break. It was the consensus of Council to support his decision and therefore cancel the second meeting in March.

**COUNCIL PRIORITY PROGRESS REPORT**

City Manager discussed the purpose of the Council Priorities. Council members and Staff have met over the past couple of weeks to discuss their team priorities and to bring a resolution to Council. (See more information under Workshop)

## **COUNCIL COMMENTS**

**Councilor Wattles:** none

**Councilor Tomlinson:** Commends the Fire Department and Emergency personnel that responded to last week's tragic accident. Was very impressed with the dedication and how the situation was handled.

**Councilor Boggs:** none

**Councilor Sumner:** none

**Councilor Vincent:** none

**Councilor Stone:**

- Has anyone gotten in touch with ODOT regarding the potholes on Calapooia near the Public Works building? Public Works Superintendent, *Aaron Swan – Have had several conversations with [Douglas County Public Works Director] Scott Adams, trying to get him motivated. We cold patched some of the potholes ourselves rather than waiting.*
- Who's in charge of the train tracks on 6<sup>th</sup> St? *Them as well; the tracks are uneven but trying to get ODOT on it. We have also put cold patch in the holes at the tracks.*
- How's the business registration going? *Chamber President, Tami Trowbridge - Gary [Dagel] and I have been going to businesses and handing out info. Have had positive responses and the word is getting out. People are bringing their completed forms back to Community Development Department. It's on the City's website. Estimating there are about 200 businesses in Sutherlin.*
- How does the information get recorded with the city? *Community Development Director, Brian Elliott – They are scanned in a shared drive that is available to all departments. Trowbridge - It's slow but they're coming in.*

## **WORKSHOP –**

- **Council Priorities 2019**

City Manager reported this resolution puts Council in charge of projects the City will be doing in 2019. The City will then build its budget around these priorities. The public will be able to view the progress of the priorities and the Strategic Plan online and will continue to be flexible as things change.

- **City/Calapooia Fire District IGA**

City Manager presented a draft of the contract to Council for informational purposes. Deputy Fire Chief, Scott McKnight has met with the Calapooia Fire District. The contract will be presented to Council in the next couple of months for approval.

## **COUNCIL BUSINESS –**

- **Ordinance No. 1070 – Repealing SMC 17.64.050 – Signs (second reading & adoption)**

City Recorder, Diane Harris read the ordinance by title only – “An ordinance of the City of Sutherlin repealing section 17.64.050 – Signs, of the Sutherlin Municipal Code”.

Staff Report – Harris explained this will remove an obsolete section of the code.

**MOTION** made by Councilor Sumner to approve Ordinance No. 1070 – Repealing SMC 17.64.050 – Signs – second reading & adoption as presented; second by Councilor Vincent.

Discussion: none

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

Opposed: none

Motion Carried unanimously.

- **Resolution 2019.01 – 2019-2020 Council Priorities**

Staff Report – City Manager presented the 2019-2020 Council Priorities. If this is approved, the budget will get built and work will be prioritized for the 2019 year.

**MOTION** made by Councilor Vincent to approve Resolution 2019.01 - 2019-2020 Council Priorities as presented; second by Councilor Wattles.

Discussion: none

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

Opposed: none

Motion carried unanimously.

## **REPORTS –**

### **a. Code Enforcement Report**

Police Chief, Troy Mills presented a report regarding three categories of concern. Excessive waste, overgrowth of vegetation and abandoned RV's. Wants to be more proactive with enforcement.

- Councilor Stone - What about the RV's that people are living in? *It's all part of it. Code Enforcement Officer [Kitty Allen] will go out and find violations and leave notices. People are living in RV's on someone's property. As those complaints come up, we check them out and issue a notice.* There are bushes and signage at corners where you can't see around, is this complaint driven? *So far everything is complaint driven unless an officer sees it. Then we'll file a report and get it fixed. With Allen in the office, she isn't seeing a lot of it.* For your own safety, you should notice things like when a street light is out. *We report it and then it gets fixed. Citizens can also report it through a link on the City's website.*
- Councilor Tomlinson - Will that include abandoned cars? *Yes.*
- Councilor Sumner - Would you consider adding any other code violations to the list? *Yes, these are the three top ones to focus on right now. As Allen has more time, she'll check into other code violations.*

### **b. Wastewater Update**

CDD/The Dyer Partnership's and City's Engineer of Record, Steve Major presented a power point on Treatment Plant improvements.

- Installed an Influent Pump Station
- Installed a precast concrete wet well base and lid with hatches
- Electrical conduit has been installed
- SBR basin floor drains and keyways
- Completed 7 of 8 wall pours, walls are 25' high
- Sacking of the exterior SBR walls
- Completed CMU block walls of the control building
- Installed electrical conduits and vaults for new electrical system
- Installed the site sewer system

The expected completion date is set for November 2019, they are currently ahead of schedule.

## **ADJOURNMENT –**

With no further business meeting adjourned at 7:48pm.

Approved:

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

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

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



# **COUNCIL BUSINESS**





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: COMMISSION/BOARD/COMMITTEE APPOINTMENTS</b>				Meeting Date:	<b>Feb 11, 2019</b>
<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:</b> Diane Harris, City Recorder				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Budget Committee Applications					

### WHAT IS BEING ASKED OF COUNCIL?

To fill vacancies on Budget Committee. (Vacancies have been advertised on City's website and Facebook page.)

### EXPLANATION

**Budget Committee** – There are 4 vacancies on the Budget Committee. These are 3-year appointments with one terms ending December 31, 2019 and 3 terms ending December 31, 2021. City has received 2 applications from Larry Whitaker and Tom Spelgatti

### OPTIONS

To appoint applicants to the open seats as specified

### SUGGESTED MOTION(S)

MOTION to appointed Larry Whitaker and Tom Spelgatti to 3-year terms ending December 31, 2021 to the Budget Committee.



# City of Sutherlin

## Application for Citizen Committee/Commission/Board Appointment

Name LARRY WHITAKER Date 1-29-19

Address [REDACTED] Phone 541-643-2967

Email oldwhit13@yahoo.com Bus. Phone \_\_\_\_\_

Length of Residency in Sutherlin 2 yrs Registered Voter? Yes

Candidate for position on BUDGET COMMITTEE

Relevant background and experience 29 YEARS BUSINESS OWNER  
12 years ADMINISTRATIVE PASTOR - FAMILY CHURCH

What are your major interests or concerns in the City's programs? GROWTH  
with SUSTAINABILITY WITHIN BUDGET

Why would you like to be appointed to this position?  
I HAVE EXPERTISE to offer with time  
AVAILABLE

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479  
\*\*\*\*\*

### For Office Use Only:

Date received: 1/30/2019

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_

Nov 2016 revised



## City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Tom Spelgatti Date 1-28-2019

Address [REDACTED] Phone 541-430-7859

Email tomspelgatti@gmail.com Bus. Phone \_\_\_\_\_

Length of Residency in Sutherlin 21 yrs. Registered Voter? yes

Candidate for position on Budget Committee

Relevant background and experience Fire Service for 35 yrs., Sutherlin Park and Rec.

What are your major interests or concerns in the City's programs? \_\_\_\_\_

I want to make sure we use our tax dollars efficiently. I have no concerns at this time.

Why would you like to be appointed to this position?

As the city continues to grow and expand, I would like to be involved in how the city operates efficiently.

The city manager asked me to apply.

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479  
\*\*\*\*\*

**For Office Use Only:**

Date received: 1/30/2019

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_

Nov 2016 revised





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us)

## City of Sutherlin

STAFF REPORT					
Re: Supplemental budget adjustment for fiscal year 2018-19				Meeting Date:	02/11/19
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Staff Report and Resolution No. 2019.02					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution No. 2019.02 to adopt the Supplemental Budget for fiscal year 2018-19 as described herein.

### EXPLANATION

During the budget process for fiscal year 2018-19 it was not anticipated that a new police vehicle would be needed until the following fiscal year (2019-20). Due to significant unanticipated repairs needed on the vehicle to be replaced next fiscal year, a new vehicle is now needed. Due to this change, a budget adjustment in the amount of \$45,000, is needed to properly account for this change and keep the City in compliance with Oregon Budget Law. This purchase was approved by City Council at the January 14, 2019 meeting.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

Move that Resolution No. 2019.02 be adopted as presented.

**RESOLUTION NO. 2019.02**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, AMENDING THE 2018-2019 BUDGET AND AMENDING RESOLUTION 2018.06.**

**The City Council of Sutherlin finds that:**

- A. That ORS 294.471 provides the procedures for public governing bodies to adopt supplemental budgets when estimated expenditures differ by less than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget.

During the budget process for fiscal year 2018-19 it was not anticipated that a new police vehicle would be needed until the following fiscal year (2019-20). Due to significant unanticipated repairs needed on the vehicle to be replaced next fiscal year, a new vehicle is now needed. Therefore an adjustment is needed; \$45,000.

**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. That the budget for the City of Sutherlin for the fiscal year 2018 - 2019, which was adopted by the City Council on May 14, 2018 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>Police Reserve Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
Capital Outlay	\$45,000	\$120,000
Contingency	<u>(\$45,000)</u>	\$48,200
	<u><u>\$0</u></u>	

**PASSED BY THE CITY COUNCIL, ON THIS 11<sup>TH</sup> DAY OF FEBRUARY, 2019**

**APPROVED BY THE MAYOR ON THIS 11<sup>TH</sup> DAY OF FEBRUARY, 2019**

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Todd McKnight, Mayor

**ATTEST:**

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Diane Harris, City Recorder, CMC



# REPORTS





# **COUNCIL COMMENTS**





# **PUBLIC COMMENT**





# ADJOURNMENT





# **FOR YOUR INFORMATION**

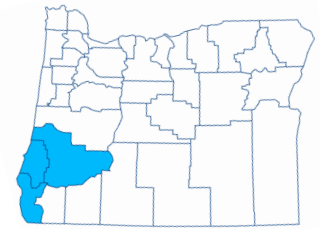




# Southwestern Oregon Economic Indicators

January 2019 (December 2018 Data)

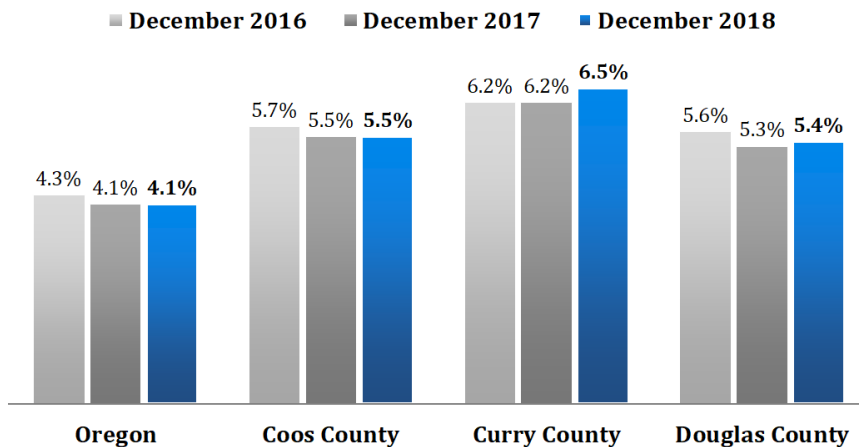
For data or publications on Southwestern Oregon, visit us at: [QualityInfo.org](http://QualityInfo.org)



## Local and State Unemployment Rates

(Seasonally-adjusted)

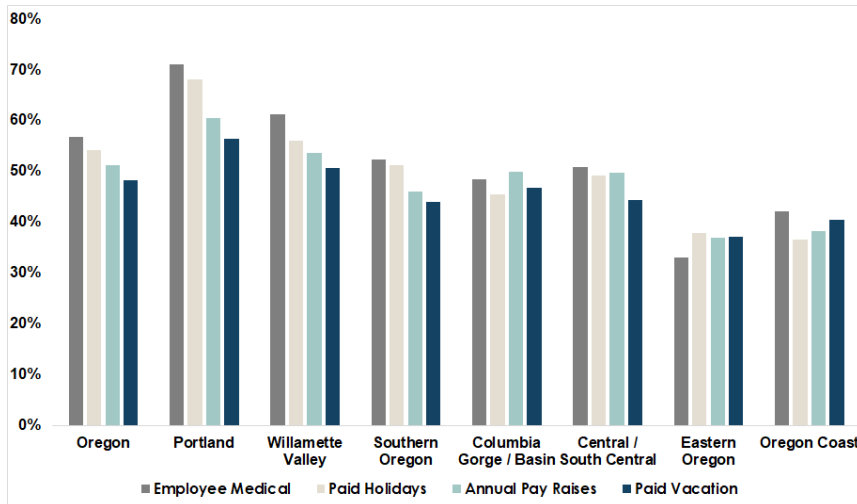
Source: Oregon Employment Department, LAUS



## Graph of the Month

Share of Employers Offering Benefits Lower along the Coast

Source: Oregon Employment Department



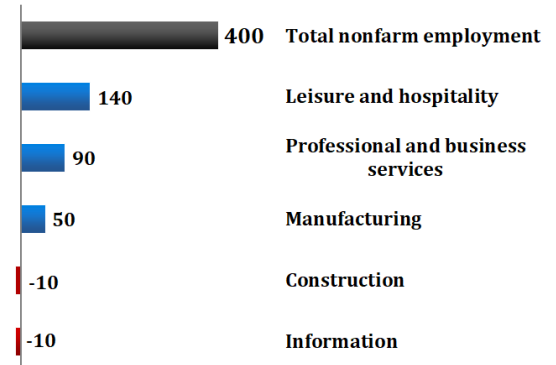
A recent report by the Oregon Employment Department revealed that three-fourths (75%) of Oregon private employers offer at least one type of benefit to employees. The share of employers offering benefits varied greatly by region and type of benefit. The Oregon Coast, which includes Coos, Curry, and part of Douglas County, ranked 6th out of 7 regions in share of employers offering medical benefits (42%), annual pay raises (38%), and paid vacation time (41%). It ranked last in the share of employers offering paid holidays (37%) to workers. In a tight labor market, offering competitive benefits to employees can be a good way for employers to attract and retain talent. Click [here](#) to read the full report.

## Industry Gains and Losses

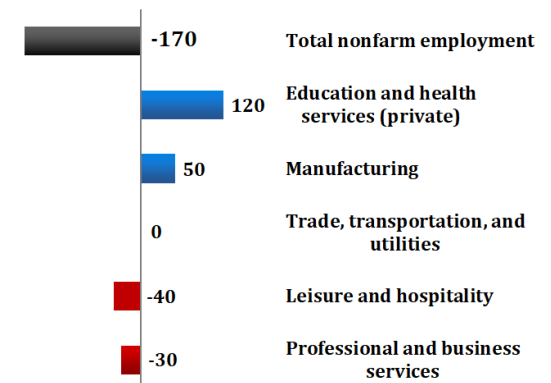
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

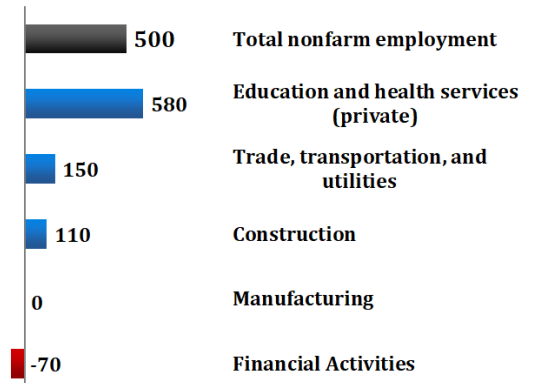
### Coos County Net Job Growth



### Curry County Net Job Growth



### Douglas County Net Job Growth



SACC Budget vs Actual  
Tourism - Motel Tax Fund  
Through January 31, 2019

	<b>BUDGET:</b>	<b>ACTUAL:</b>
<b>Receipts from City</b>	<b>115,625.00</b>	80,964.53
<b>Receipts from Street Fair</b>		
Total Revenue		80,964.53
<b>Expenditures:</b>		
<b>Personnel:</b>	<b>49,860.00</b>	26,521.00
<b>Mat'l &amp; Services:</b>		
Advertising	22,000.00	11,753.76
Building Maint. & Services	1,500.00	588.90
Furnishings & Equipment	750.00	
Memberships	500.00	125.00
Office Supplies	500.00	204.98
Postage	250.00	
Telephone	1,500.00	504.88
Tour. Promotion-Music...	600.00	660.00
Tour. Event - Museum	250.00	
Tour. Event - Blackberry	6,000.00	6,000.00
Tour. Event - Hot Rod Run	2,500.00	
Events - Other	11,000.00	
Tour. Flag Proj Dev.	6,400.00	
Travel & Training	800.00	
Utilities	1,200.00	738.57
<b>Total Mat'l &amp; Services</b>	<b>55,750.00</b>	20,576.09
<b>General Admin:</b>	<b>8,660.00</b>	1,043.00
Totals	1,355.00	32,824.44
Carry-over Discretionary Funds	22,581.72	8,071.40
Tourism Promo Plan - Carry Frwd	18,741.50	

## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Wednesday, February 6, 2019 9:01 AM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com); Vera Westbrook (vwestbrook@nrtoday.com)  
**Subject:** City of Sutherlin Council Meeting  
**Attachments:** CC FEB 11.19 Meeting.docx

Good morning. Please see the attached agenda for the City of Sutherlin Council meeting for Monday, February 11, 2019. Thank you



Melanie Masterfield  
Deputy City Recorder  
City of Sutherlin  
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Sutherlin, OR 97479  
541-459-2856  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)