



**City of Sutherlin  
Regular Council Meeting  
Monday, May 8, 2017  
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 FFA Recognition
- b. Library Report
- c. Proclamation – Emergency Medical Services Week
- d. Business Registration Discussion
  - Public Safety Talking Points
  - Land Use Applicability Talking Points

**6. CONSENT AGENDA**

- a. April 10, 2017 Minutes – Regular Meeting
- b. April 10, 2017 Minutes – Workshop
- c. April 24, 2017 Minutes – Workshop

**7. PUBLIC HEARING**

- a. State Revenue Sharing

**8. COUNCIL BUSINESS**

- a. Resolution 2017.05 – Adoption of 2017 – 2018 Budget
- b. Resolution 2017.06 – Certifying City Services
- c. Resolution 2017.07 – Election to Receive State Revenue Sharing
- d. Resolution 2017.08 – Transportation System Plan Grant Authorization

**9. COUNCIL COMMENTS**

**10. REPORT**

- a. SBR Pre-load Update

**11. 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.]

**12. 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**





## **FFA PUBLIC SPEAKING COMPETITION**

State Extemporaneous Public Speaking & State Advanced Parliamentary Procedure – Mackenzie Price

State Prepared Public Speaking & State Advanced Parliamentary Procedure – Lee Wesenberg

State Advanced Parliamentary Procedure – Cassidy Leatherwood, Esten Harrington, Madelyn Higgins, and Tristan Vincent

State Beginning Parliamentary Procedure – Regan Leatherwood, Nolan Carson, Grace Matteo, Hailey Boehm, Sydnee Tilley, and Zach Lor

“All were first in their respective events. This degree of performance is unprecedented at the state level” – Ag Instructor, Wes Crawford.



# **LIBRARY UPDATES**







# ***Proclamation***

## **Emergency Medical Services Week**

**May 21 – 27, 2017**

**WHEREAS**, emergency medical services are a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, the emergency medical services system consists of physicians, nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week; now

**NOW THEREFORE**, I, Todd McKnight, Mayor of the City of Sutherlin, Oregon, in recognition of this event do hereby proclaim the week of May 21-27, 2017, as

### **EMERGENCY MEDICAL SERVICES WEEK**

***With the theme, “EMS Strong - Always in Service”, I encourage the community to observe this week with appropriate programs, ceremonies and activities.***

Dated: This 8<sup>th</sup> day of May, 2017

[Redacted Signature]

Todd McKnight, Mayor  
City of Sutherlin

Attest:

[Redacted Signature]

Debra L. Hamilton, City Recorder



# **BUSINESS REGISTRATION DISCUSSION**





# A Quality of Life Initiative

## City of Sutherlin Business Registration

- What We Do
  - Generally Accepted Purpose
    - Concept
  - Policy Statement
- Sutherlin Context: Essential Purpose

# What We Do: 3 Observations

- 1. Many would be surprised to learn that the greatest contribution to the health and safety of the nation over the past 150 years was made, not by federal and state governments, doctors, or hospitals, but by local government.**
- 2. Cities have thrived most when they have attracted newcomers hoping to find better conditions for themselves and their families and when they have improved conditions for already settled residents. Critical here are not only safe and accessible businesses and associated services, schools, roads, and basic forms of transport, which depend on the government, but also a host of other benefits—special events, sports leagues, church festivals—that can be experienced at the neighborhood, community, and family levels.**



# What We Do II

**3.** While many of the forces that shape our lives today are global in nature, it is at the local government level that many of the policies and programs that most directly affect our wellbeing are made. Public health, emergency services, social services, housing, land-use planning, parks, waste management and public transportation are only some of the areas that are under local government control.

# Generally Accepted Purpose

1. **Business licenses** are permits issued by government agencies that allow individuals or companies to conduct **business** within the government's geographical jurisdiction.
2. *A legal document that grants you the right to operate a business in your city.*
3. Although some business owners think that licensing and permit fees are ways for the government to wring even more money from the business sector, most of these programs are intended to protect the general public. In most cities, policies are set up to control business locations--to keep people from operating an auto-repair business next door to a school, or to keep people from running certain types of businesses affecting people in their homes. For example, most local governments forbid certain things from being manufactured near neighborhoods and in the central city core, such as fireworks, drugs, poisons, explosives and medical products.
4. Business permits regulate safety, structure and appearance of the business community. They act as proof that your business follows certain laws and ordinances.



# Concept

The idea of a business registration currently under consideration and outlined by city council is a completely different program from any other city in Oregon. City council was clear from the beginning that a business registration program would NOT be for the purposes of regulating businesses or to raise money for the General Fund. Instead, there are two essential purposes council felt was in the best interest of our community.

# Policy Statement

Any eventual ordinance enacted will be to provide a mechanism for the protection, health and quality of life of the community by ensuring that all existing and newly arriving businesses in the City of Sutherlin are known to our Public Safety response teams for the essential protection of life and property and to guarantee that all newly arriving businesses locate to properly zoned land and structures and further, making sure the business operations within the building structure are legally compliant and “safe-to-the-public.”



# 2 Essential Purposes

- PUBLIC SAFETY

- Background checks
- Fire & Life safety
- Emergency Services contact and call back list

- COMMUNITY DEVELOPMENT

- Zoning Verification (Permitted/Not-Permitted Uses) establishing a better business model
- Less compliance issues to deal with after the fact creating budget savings on staff resources and legal council
- Contact information for emergency utility (water/sewer/gas/power/etc.) main breaks
- Contact information for emergencies created by storm events or weather conditions

# CERTIFICATE

The name of Your business

Serial number of logo design the logo

*This certificate attests that the logo design was purchased by the buyer is exclusive.*

*Logo copyright belong to the buyer.*

*the buyer will be able to use the logo to all his commercial needs.*

# SAMPLE

*Shiraz A.*  
[www.designsonline-logo.com](http://www.designsonline-logo.com)

DIRECTOR





## CITY OF SUTHERLIN BUSINESS REGISTRATION APPLICATION

Complete where applicable and return to the City of Sutherlin, City Recorder's Office, 126 E. Central, Sutherlin, OR, 97479, with registration fee in the amount of \$\_\_\_\_\_.

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

### PERSONAL INFORMATION

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

### BUSINESS INFORMATION

NAME OF BUSINESS \_\_\_\_\_

OREGON ASSUMED BUSINESS NAME (if different) \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER \_\_\_\_\_

BUSINESS TYPE:

☐ SOLE PROPRIETORSHIP

☐ LLC

☐ CORPORATION

☐ S CORP ☐ LLP

☐ OTHER

PHYSICAL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

ON-SITE MANAGER/EMERGENCY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

ALTERNATE EMERGENCY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

TYPE OF BUSINESS OR GOODS / WARES / MERCHANDISE / SERVICES TO BE SOLD: \_\_\_\_\_

DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? \_\_\_\_\_

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Office use only:**

Paid: \_\_\_\_\_

Data entry date: \_\_\_\_\_

Building and Structures:

☐ Fire

☐ Structure

☐ Health

**Please attached inspection results and recommendations**

Zoning:

☐ Approved

☐ Denied

Additional Action: \_\_\_\_\_

# SUMMARY Q & A

The solution to both of these and hundreds others is to have a uncomplicated business registration system whereby every new business seeking to set up shop in Sutherlin must first come to city hall and complete a business registration form. This is a time where our city staff can assist in the move by verifying the proper zoning, building safety, emergency contact and in fact, use the time to develop a relationship in which we serve as a resource for a wide variety of business development issues and opportunities such as connecting them to the Business Oregon program, Small Business Development Center, Coos Curry Douglas Economic Development and local services.



## CITY OF SUTHERLIN BUSINESS REGISTRATION APPLICATION

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

### PERSONAL INFORMATION

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

### BUSINESS INFORMATION

NAME OF BUSINESS \_\_\_\_\_

OREGON ASSUMED BUSINESS NAME (if different) \_\_\_\_\_

#### BUSINESS TYPE:

☐ SOLE PROPRIETORSHIP   ☐ LLC   ☐ CORPORATION   ☐ S CORP   ☐ LLC   ☐ OTHER

PHYSICAL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ON-SITE MANAGER/EMERGENCY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ALTERNATE EMERGENCY CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER \_\_\_\_\_

TYPE OF BUSINESS OR GOODS / WARES / MERCHANDISE / SERVICES TO BE SOLD: \_\_\_\_\_

DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? \_\_\_\_\_

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

#### Office use only:

Paid: \_\_\_\_\_

Data entry date: \_\_\_\_\_

#### Building and Structures:

☐ Fire   ☐ Structure   ☐ Health   **Please attach inspection results and recommendations**

#### Zoning:

☐ Approved   ☐ Denied

Additional Action: \_\_\_\_\_



# Consent Agenda





**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, April 10, 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  
City Recorder, Debbie Hamilton  
Deputy City Recorder, Diane Harris  
Finance Director, Dan Wilson  
Community Development Director, Brian Elliott  
Public Works Superintendent, Aaron Swan  
Public Safety Director, Kirk Sanfilippo  
Lieutenant, Justin Marquis  
Deputy Fire Chief, Avery Hazzard  
Deputy Fire Chief, Dan McCormick  
Contracted City Planner, Lisa Hawley  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Chuck Brummel, Bill Lee, Michelle Sumner, Becky Bright-Jones, Wendy Schultz, Becky Wattles, Floyd Van Sickle, Lisa Childs, Dennis & Rhonda Wright, Tami Trowbridge, Terry Prestianni, Jerry Risk, Brian Burke, Kimberly Tomlinson, Mandi Jacobs, Nolan Ramsey, Nicole Rodriguez, Pamela Semas, Connie Luzier, Len Bodeen, Bert & Pat Bales, Gary Fugate,

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)

- Sutherlin School Superintendent, Terry Prestianni – School District, City, and Library Volunteers are working in partnership to keep the library open as a reading room. A thank you to [Sutherlin Sanitary Service owner], Pat Fahey, for donating 9 computers. IT work has been contributed by the school. Would like to propose use of a portion of that library for the “Sutherlin Valley Online Academy”. Prestianni spoke of potential plans involving additional staff, hours, and services at the library.

City Manager, Jerry Gillham, reported asking Prestianni to attend tonight’s meeting to get a consensus from Council to move forward with an IGA with the School District. Prestianni needs to report Council’s decision to the School Board. Council members were in agreement to move forward.

**PRESENTATIONS**

Staff Report – City Recorder, Debbie Hamilton, read three Proclamations.

- **Proclamation – Sutherlin Girls Basketball Recognition**

High School representatives were not in attendance; Mayor McKnight provided copies of the Proclamation to Prestianni to give to Coaches and Players.

- **Proclamation – Volunteer Appreciation Week**

Hamilton read the Volunteer Appreciation Week Proclamation.

- **Proclamation – Child Abuse Prevention Month**

Hamilton read the Child Abuse Prevention Month Proclamation. [Copy of Proclamation went to representative of BP Media Solutions].

### **CONSENT AGENDA**

- **March 13, 2017 Minutes – Regular Meeting**
- **IGA – Douglas County Communications – Fire & Police**
- **IGA – Douglas County Inmates**

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

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

Opposed: None

Motion carried unanimously.

### **COUNCIL BUSINESS**

- **Budget Committee Appointment**

Staff Report – Hamilton reported that Budget Committee Member, Dale Counts, resigned late last week for health reasons; three seats are now available rather than two as presented in the packet. City has received applications from Becky Wattles, Joe Groussman, Lisa Childs, Wendy Schulze, and Floyd Van Sickle. Terms end December 31, 2019. Groussman wanted to attend the meeting however, is out of town. Council was in agreement to fill the third vacancy at tonight's meeting.

Mayor McKnight asked if applicants would like to introduce themselves.

- Resident, Wendy Schulze - Has been a resident for almost 21 years. She provided a history of budget experience and that she enjoys being involved in the community.
- Resident, Becky Wattles – Has lived in Sutherlin for 23 years, and involved in banking for 22. Feels in order to be an educated citizen, one needs to be involved.
- Resident, Lisa Childs – Has been a resident for 10 years. Would like to be educated on how the budget works and bring Sutherlin into the 21<sup>st</sup> century. Have ideas to help accomplish goals and improve the quality of life in Sutherlin. Would like to examine the budget in detail.
- Resident, Floyd Van Sickle – Has been a resident for 11 years. Previously served on the Budget Committee.

**MOTION** made by Councilor Luzier to appoint Becky Wattles, Wendy Schulze and Joe Groussman to the Budget Committee, term ending December 31, 2019; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1058 – Comprehensive Plan & Development Code Amendment Approval (second reading & adoption)**

Deputy City Recorder, Diane Harris, provided second reading, title only, of Ordinance No. 1058: "An ordinance adopting text amendments to the Sutherlin Comprehensive Plan and Sutherlin Development Code".

Staff Report – City Planner, Lisa Hawley – Asked Council if they had any questions regarding the information presented in the Council Packet. No questions were asked.

**MOTION** made by Councilor Boggs to approve second reading and adoption of Ordinance No. 1058 – Comprehensive Plan and Development Code Amendment as presented; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.



- **AFSCME Contract and MOU Approval**

Staff Report – City Manager, Jerry Gillham – There are 2 pieces to this approval. One is the renewal of a 3-year agreement with AFSCME, the other a MOU – a living document that can be amended and changed in the future if needed. Hamilton will answer any questions on the contract. Public Safety Director, Kirk Sanfilippo will address questions on the MOU.

Sanfilippo provided a history regarding the structure of the Fire Department and its volunteer program. The program currently consists of 11 Volunteer Firefighters, need for the city is greater than that, especially during business hours Monday thru Friday when most of these volunteers work, many from out of town. A cross-training model has been presented to Council consisting of both Police and City Staff to train as Firefighters. Sanfilippo referred to Page 2, of the MOU regarding costs to the city in relation to the cross-trainings incentive program. Total projected costs for volunteers and cross-trained certified Staff that is \$550,000. Sanfilippo explained proposed budget allowing \$265,000 to be put in reserves. This model has been projected out to 2036, and gives the ability to add these reserves every year and cover capital infrastructure costs. At any time, if 20-30 more volunteers join, will be able to start eliminating the cross trained staff members, providing a savings to the City. Recommend approving this MOU as we enter into this next fire season.

Questions:

- This includes the 2% [COLA-Cost of Living Adjustment] increase? *These would be the current costs effective July 1, 2017.*
- We are agreeing to both contract and MOU in one motion? *City Manager – The motions can be separated.*

Councilor Tomlinson suggested two separate motions be made. Council was in agreement.

**MOTION** made by Councilor Stone to approve AFSCME Contract as presented; second by Councilor Riggs.

Discussion: Councilor Stone – Have been on Council for 6-years, between the COLA and step raises costs have increased 3% a year. Realize City is in a sustainable position and this can be afforded, but feel there has to be a cap somewhere. Cannot approve this proposal tonight. There are multiple costs to consider.

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

Opposed: Councilors Stone and Riggs

Motion carried.

**MOTION** made by Councilor Luzier to approve MOU as presented; second by Councilor Vincent.

Discussion: Councilor Tomlinson – Would like to receive a follow-up report periodically regarding how many of the cross-trained volunteers participate in fires and would like a totally transparent budget on exact spending? *Sanfilippo agreed this could be provided.*

Mayor McKnight – As updates are provided would like to have an open workshop for public to attend and get the same information. *Agreed.*

In Favor: Councilors Boggs, Luzier, Vincent and Mayor McKnight

Opposed: Councilors Stone, Tomlinson, and Riggs

Motion carried.

- **Resolution No. 2017.04 – Surplus Property**

Staff Report – Director of Public Safety, Kirk Sanfilippo – Surplus items listed are old and antiquated,

**MOTION** made by Councilor Stone to approve Resolution No. 2017.04 – Surplus Property as presented; second by Councilor Riggs.

Discussion: Councilor Stone – Would like Departments with the surplus items to receive the revenue from sold items. *Finance Director, Dan Wilson – Surplus money will go back into the fund it was purchased from.*

Councilor Riggs – Two ambulances are listed; are there are no plans to keep them if we decided to bring back an ambulance service? Will we have to purchase new ones? *Sanfilippo – Both ambulances are very high in miles and unreliable.*

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

Opposed: None  
Motion carried unanimously.

### **CITY COUNCIL COMMENTS**

#### **Councilor Boggs –**

- Concerned with the patch job on Central due to Force Main project, will that be fixed? *Public Works Superintendent, Aaron Swan – That has been discussed; they are going grind it out and resurface that area.*

#### **Councilor Tomlinson –**

- There are a lot of rumors out on the internet and community. Would like to encourage those who have questions to contact the City Manager or staff to find out the real answers.

#### **Councilor Luzier –**

- None

#### **Councilor Riggs –**

- None

#### **Councilor Vincent –**

- None

#### **Councilor Stone –**

- None

#### **Mayor McKnight –**

- Announced Councilor Tomlinson's Birthday, all in attendance joined in singing Happy Birthday.
- Would like Council to recognize Fahey at a future meeting for his contributions to the Library, as well as garbage cans he donated to the downtown.

### **PUBLIC COMMENT –**

- Resident, Len Bodeen – Spoke of concerns regarding a neighbor who has requested a hardship variance to allow a family member to live in a camp trailer on their property. The request has been denied by Community Development Department in alignment with City's Development Code. Adjoining neighbors have signed a petition in support of the request. Would like Council to consider this request.

### **ADJOURNMENT –**

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

Mayor McKnight announced a five-minute break before going into the Business Registration & Building Safety Inspections Workshop.

Approved: \_\_\_\_\_

Jerry Gillham, City Manager

Respectfully submitted by,

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

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

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, April 10, 2017 – 8:00pm**

**COUNCIL MEMBERS:**

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

**CITY STAFF:** City Manager, Jerry Gillham  
City Recorder, Debbie Hamilton  
Deputy City Recorder, Diane Harris  
Finance Director, Dan Wilson  
Public Works Superintendent, Aaron Swan  
Community Development Director, Brian Elliott  
Public Safety Director, Kirk Sanfilippo  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Dennis Wright, Jerry Risk, Kimberly Tomlinson, Mandi Jacobs, Lisa Childs, Connie Luzier, Seth Vincent Family, Nolan Ramsey (Nolin's Barbershop), Gayla Holley, Pamela Semas, Tami Trowbridge

Workshop called to order by Mayor McKnight at 8:00pm.

**WORKSHOP**

- **Business Licenses & Building Safety Inspections**

City Manager, Jerry Gillham, provided an overview of the PowerPoint presentation. Comments from audience members are welcome.

- City does not have a mechanism to insure businesses are properly located in buildings or on property resulting in operations in un-safe buildings or improper land-use zones.
- City is not doing this as a money-maker, but to ensure applicants comply with City, State, and Federal laws.
- Out of 10 cities in Douglas County, 3 do not have business registrations/licenses.
- Registration would provide contact information in case emergencies or issues arise.
- Would not include non-profit, churches, or home based businesses such as babysitting.
- This would provide information for Public Safety Department, i.e. if chemicals/flammables are being used or stored at the site.
- Registration provides businesses with an, "I am an approved business in this city" recognition.

The pros & cons, possible fees, and regulations for a proposed ordinance was discussed.

- Chamber President, Tami Trowbridge – Is in support of a business registration that provides the opportunity for inspection and compliance with zoning regulations. Not trying to keep people out, but making sure they are located in the proper areas within the city. Trowbridge provided information regarding fees and regulations in other Oregon cities. Appreciates Staff and Council's efforts putting together something that is not restrictive but deals with issues City has been facing.

Questions:

- Councilor Boggs – Do you see any resistance from businesses if asked to fill out a registry?  
*Trowbridge – They understand the reasons and don't mind filling information out. This is not for oversight of the business; it's a public safety & quality of life issue. The absence of a registration/license is not bringing people here in droves now; don't believe having one is going to be any more of a deterrent.*

Councilor Tomlinson cited reasons regarding the importance of having some sort of registration and fee: not to be intrusive or expensive, but it would show that the business is not a fly-by-night operation.

- Umpqua Plaza Carwash owner, Jerry Risk – Agrees with Trowbridge and Councilor Tomlinson. No business likes to pay more than they have to, but any business that is legitimate would not have a

problem paying a nominal fee. It's for the common good. Sutherlin has some wonderful opportunities with the repaving of Central Avenue, can get our ducks in a row and hopefully attract and maintain more businesses.

- Councilor Tomlinson asked Risk what he thought was a fair price to charge for an annual registration fee. ***Risk – Feel \$50 per year is not unreasonable. We all fear the overstepping of government; needs to be written into the ordinance it will not to exceed a certain amount.***
- Councilor Stone – What about the salon down the street with 5 hairdressers? Are we going to charge each stylist \$50 per year?
- Councilor Tomlinson – His understanding is the registration would be for retail, commercial, and industrial businesses. The salon owner would pay the fee, whether they charge that back to the individual stylist is up to them.
- Councilor Boggs – Need to know what is happening in each building and if there are public safety concerns.

Council's direction for proposed draft ordinance:

- Should be for retail, commercial, and industrial businesses.
- Need Public Safety Department's input.
- Community Development Dept. input on zoning/code requirements.
- How will this be monitored and have a yearly renewal?
- Who would be grandfathered in, would it be based on the amount of years in business?  
Example: 10 years in business – 2 years no fee?

Councilor Tomlinson suggested research regarding amount of revenue fees would bring in: If \$10, \$25 or \$50 x number of businesses = \$\$\$. If it's an outrageous number need to reduce the fee.

- Explain reasons for fees in the ordinance.
- Cap limit on fee amount.
- Radio Days Museum owner & 10-year resident, Dennis Wright, asked what City's checklist or procedure will be and what its looking for.

Councilor Tomlinson outlined a possible process starting at City Hall. Business will fill out the registration form to include contact, location information, and diagram of building. City will then know the layout of the building, business operation, and if storage of flammable materials are present that the Fire Department needs to know about.

- Resident, Brian Burke asked for clarification regarding registration of in-home businesses, such as selling Avon. ***That is not a "brick & mortar" business, registration would not be required.***
- Resident, Becky Wattles – Important to make clear City is not preventing businesses from coming to Sutherlin. Background and criminal checks will not be a part of this process. There are a lot of misconceptions going around.

#### **ADJOURNMENT** –

With no further business meeting adjourned at 8:41pm.

Approved: \_\_\_\_\_

Jerry Gillham, City Manager

Respectfully submitted by,

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

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

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, April 24, 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  
City Recorder, Debbie Hamilton  
Finance Director, Dan Wilson  
Public Works Superintendent, Aaron Swan  
Community Development Director, Brian Elliott  
Public Safety Director, Kirk Sanfilippo  
Deputy Fire Chief, Avery Hazzard  
Deputy Fire Chief, Dan McCormick  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Marjorie Creacey, Pat & Bert Bales, Colin McArthur, Gayla Holley, Pat Fahey, Michael Weil, Jean Galleher, Jesse Chained, Leni Dowell, Beth & Jim Houseman, Pamela Semas, Bill Fuller, Chris Boice

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

**Flag Salute:**

**Roll Call:** Excused – Councilor Tomlinson

**PUBLIC COMMENT**

- None

**PRESENTATIONS**

- **Special Recognition**

City Recorder, Debbie Hamilton, asked owner of Sutherlin Sanitary Service, Pat Fahey, to the front of the room. A Certificate of Appreciation was read and presented to Fahey for donating 9 computers to the Sutherlin Library, as well as waste receptacles for Sutherlin's downtown enhancement.

Mayor McKnight presented the certificate and thanked Fahey; his efforts have not gone unnoticed and are very much appreciated.

**AGENDA CONFIRMATION**

- **May 8th Agenda**

City Manager, Jerry Gillham – The May 8<sup>th</sup> meeting will mostly be dominated by required budget actions and Business Registration discussions. Gillham commented on the untruths and false accusations being spread in the community and on social media about the proposed registration. Council hasn't even considered what is being rumored as part of the registration. Gillham reported on the actual discussions that have taken place per Council's direction.

Questions:

- Will there be a Town Hall meeting about Business Registration for public to attend? *Gillham – Have had several meetings for the public to attend, will also have additional discussion at the May 8<sup>th</sup> Council meeting.*

Councilor Riggs expressed concerns about mistrust and negativism posted on social media and suggested advertising for a public meeting to be held at a neutral place, so concerns and questions can be addressed.

City Manager reported he was recently approached by a person telling him the wife of the former mayor is circulating a petition with many untruths that have never been considered as part of the requirements for



the registrations by any Council member, at any time. It was by consensus of the Council to continue discussion at the May 8<sup>th</sup> meeting as a workshop rather than presenting the first reading of the ordinance.

### **COUNCIL PRIORITY PROGRESS REPORT**

City Manager, Jerry Gillham – Staff is staying on task with priorities and strategic plan implemented by previous and current Councils.

Progress Report:

- Public Works Superintendent, Aaron Swan – Met with “splash pad” representatives today to review configurations for the pad. All products have been delivered; construction start date depends on the weather.

Gillham reminded audience members workshops are meant to be of collegial and respectful dialogue between Staff, Council, and Citizens. Public is encouraged to bring their questions forward.

- (Audience member)Where will the splash pad be and what is it? ***It will be located at the play area in Central Park; it is oval in shape, about 1,000 sq. ft., and has water spouts for the children. The spouts can be activated by motion or by pushing a button.***
- How will it be maintained and/or sterilized? ***The treated water will go through a pass-through system into the sanitary sewer system, it will not be recirculated.***

June 1<sup>st</sup> was goal for completion date, due to the extremely wet winter and spring construction will need to wait until the area dries out more. Approximate construction time for the playground and splash pad is expected to take 4 to 6 weeks.

### **COUNCIL COMMENTS**

**Councilor Boggs –**

- None

**Councilor Luzier –**

- None

**Councilor Riggs –**

- None

**Councilor Vincent –**

- Excited to move forward and get projects going.

**Councilor Stone –**

- Have had problems mowing at the park due to extremely wet weather, haven't storm drains been installed there? ***Swan – Yes, have completed phases of the installations, but system needs to be extended further throughout the park.***
- Have heard several complaints about panhandling at west end of town. ***Director of Public Safety, Kirk Sanfilippo – Any concerns should be called in to the Police Department. There is no law against holding a sign, but if there is an exchange of money, both the driver and person on receiving end can be cited. Cannot block the sidewalk or impede traffic.***

Councilor Luzier – What if the business owner wants them to move? ***If they are on private property and trespassing, the business owners can “notice” them.***

- Asking for clarification regarding \$620,000 taken out of the Central Ave. project and put it into the General Construction Fund. ***Finance Director, Dan Wilson, explained the budget adjustments for the projects. Is this money just going into a “slush fund”? Not at all, would be glad to sit down and go over the budget in detail with you.***
- Heard through the grapevine this project [Central Avenue] isn't going to be completed this year. ***Gillham – As previously discussed, we'll know how much we can do when the bids come in. Council was informed in my “Weekly Points” report 2-months ago about the issues involving the project and that it may have to be done in two-seasons rather than one.***

Councilor Stone voiced concerns about various potential issues involved with the project. Gillham reported on conversations with ODOT, construction companies, and engineers. Discussion continued about competitive bids, engineering, contractors, project schedule, and the plan to hold workshops throughout. Gillham asked Councilor Stone if he could please stop the veiled statements eluding that Staff is doing something illicit or illegal.

Swan explained possible scenarios involving construction companies and the competitive bidding process, adding it is too soon to know the details yet.

- Did City receive money from the County for their portion [Central Ave.]? **Wilson – Yes, it is in the construction fund waiting for the project.**
- For the record, in his review of the budget, he felt the totals for health benefits and PERS have jumped up \$162,273, Council also authorized a 2% COLA (Cost of Living Adjustment) raise, that adds up to another \$3,700 per employee.

**Mayor McKnight –**

- None

#### **PUBLIC COMMENT** (cont...)

- Resident, Pat Bales, distributed flyers announcing the May 4<sup>th</sup> Public Safety event from 5:00 to 7:00pm, the public is invited to attend and honor those in Public Safety.

#### **WORKSHOP**

- **Emergency Operations Center (EOC)**

Staff Report – City Manager – As one of Council's Priorities, a PowerPoint presentation on Emergency Response Program, as well as a video on NIMS (National Incident Management System) will be presented. Agencies can work together using a wide variety of emergency management and "Unified Command" concepts. At this stage the EOC is at the Fire Station, with City Hall as a backup site. Gillham explained command team's responsibilities.

Questions:

- Does the City have to go through a certification process? ***This emergency operations plan has already been approved and certified.***

Discussion continued regarding the ability to apply for Federal and State grants for equipment for the operation and need for community involvement. ServPro is ready to work with the City if an event takes place.

- Fahey – After any event, cleanup is always involved; his company will be there to help in any way they can.

- **Operations & Maintenance Program – STEP System Inspection**

Staff Report – Community Development Director, Brian Elliott, summarized the proposed O&M Program. Orenco has proposed a new O&M Contract that includes a \$3.50 fee increased per unit. City is in the perfect position to take over this system inspection using already trained Staff, therefore having the ability to terminate contract with Orenco. There will be huge cost savings for the City by assuming the responsibility of the 124 systems currently located in the City. Inspection of 40 units per year on a rotating tri-annual schedule is planned.

Questions and concerns:

- Concerned this will take jobs away from private sector; additional maintenance will increase significantly because of future housing developments, therefore bringing on additional equipment and costs. ***Elliott – Have taken that all into consideration, information is included in the O&M Manual (in packet). Swan – City already covers costs for replacement parts.***
- There is maintenance issues, these STEP Systems should have never been allowed inside a City. ***Elliott – We agree 100%, unfortunately current Staff was not involved at the time the line was installed. Because of condition/issues with that line, we cannot go to a "gravity-feed" system.***

O&M Program STEP System Inspection manual was referred to as the discussion continued.

- Is this a risk that City Staff is completely prepared to take on? ***Yes, 100%. Two of our employees have a combined 35-year experience with this system and were former employees of Orenco. Other Staff members will work towards their certification, as well.***

Councilors Vincent and Luzier members spoke in support of the proposed program.

- **Improved Solid Waste Concept**

Fahey provided an overview of options regarding Solid Waste Collections and Recycling facility, asking for guidance or understanding regarding options Sutherlin Sanitary would like to put in place. Would like

to put together numbers and come back to Council & City with proposal to build a transfer/recycling/processing facility within the city.

- What size of property would you need for the facility? ***Minimum of 5 acres, with City services available.***
- Do you want to start the curbside recycling pickup service immediately? ***Yes, may be able to provide numbers for that service next month, and possibly start this fall.***

Fahey provided more information about the facility's costs, processes, and services involved.

- Is there a smell or pollution emitted from the facility? ***Fahey explained the design criteria and processes used at the Grants Pass Facility that has worked very well.*** Is there a chemical issue? ***No, would like to know if Council would like to discuss a household hazardous waste facility as an option.***

Discussion continued involving hazardous waste and the importance of letting the public know that the facility would have a sealed "hard-panned" surface that does not allow hazardous waste to leach into the property or building.

Fahey announced the Hazardous Waste Event, June 3<sup>rd</sup> in Yoncalla, to get rid of paints, poisons, and other hazardous materials. He encourages the public to take advantage of this free service.

## **REPORTS**

### **• Ford's Pond Community Park Master Plan Update**

Cameron McCarthy Landscape Architecture & Planning, Colin McArthur, acknowledged Friends of Ford's Pond, particularly Jim & Beth Housman, and City Staff for their work on their well-developed plan and vision. McArthur provided a project schedule, outline, overview, public outreach, and survey work plan. A Community Workshop is planned for May 24<sup>th</sup>, at Sutherlin Community Center. Flyers and notices will be sent out to the public announcing the workshop.

Gillham asked Council members if they would like input from the survey regarding the use of the surrounding hillside portion at Ford's Pond. McArthur stated a draft of the survey would be presented at the May 4<sup>th</sup> meeting. Any information City would like to include in the survey can be forwarded to Elliott. McArthur summarized the tasks involving the plan's implementation; several public workshops/outreaches are also planned. A draft master plan is scheduled to be presented at a September Council meeting and completed in November. McArthur added this is an exciting plan and is looking forward to the development.

Mayor McKnight asked Council members what they would like in the survey regarding piece of property Gillham mentioned, or if they would like to think about it. Councilors stated they will think about and get back to Staff later.

## **PUBLIC COMMENT** (cont...)

Douglas County Commissioner, Chris Boice, stated he would like to comment on items discussed at tonight's meeting and reported on some of the issues the County has been facing regarding the transfer site and fee implementation. Would also like to congratulate Staff on work done on the Emergency Management Plan, Sutherlin is ahead of most communities! Boice provided suggestions for the public to do and think about in case an emergency event takes place.

## **ADJOURNMENT** –

With no further business meeting adjourned at 9:02pm.

Approved: \_\_\_\_\_

Jerry Gillham, City Manager

Respectfully submitted by,

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

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





# **PUBLIC HEARING**

## **State Revenue Sharing**



A public meeting of the Sutherlin City Council will be held on May 8, 2017 at 7:00 pm at Council Chambers, 175 E Everett Ave, Sutherlin, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the City of Sutherlin Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 126 E Central Ave, between the hours of 8:00 a.m. and 5:00 p.m. or online at [www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Dan Wilson

Telephone: 541-459-2856

Email: [d.wilson@ci.sutherlin.or.us](mailto:d.wilson@ci.sutherlin.or.us)**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Next Year 2017-2018
Beginning Fund Balance/Net Working Capital	3,901,457	7,162,340	7,820,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	4,505,114	4,629,020	4,994,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	1,040,037	1,439,107	1,520,678
Revenue from Bonds and Other Debt	488,975	1,693,500	5,160,000
Interfund Transfers / Internal Service Reimbursements	3,437,250	4,109,700	6,132,100
All Other Resources Except Current Year Property Taxes	224,762	184,315	219,271
Current Year Property Taxes Estimated to be Received	2,606,777	2,689,000	2,752,000
<b>Total Resources</b>	<b>16,204,372</b>	<b>21,906,982</b>	<b>28,598,049</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	3,563,669	4,185,708	4,527,912
Materials and Services	2,556,522	2,747,730	2,961,955
Capital Outlay	871,240	3,552,000	9,608,500
Debt Service	734,682	753,765	790,655
Interfund Transfers	3,437,250	4,109,700	6,132,100
Contingencies	0	4,920,534	3,002,535
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	5,041,009	1,637,545	1,574,392
<b>Total Requirements</b>	<b>16,204,372</b>	<b>21,906,982</b>	<b>28,598,049</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
Administration	736,556	785,529	776,428
FTE	7.0	7.0	7.0
Municipal Court	139,651	169,488	161,852
FTE	1.0	1.0	1.0
Police	1,923,186	2,211,066	2,451,593
FTE	16.0	16.0	16.0
Fire	830,102	1,362,670	1,662,643
FTE	3.0	3.0	3.0
Community Development/Parks & Facilities	807,209	1,336,852	1,219,762
FTE	3.0	3.0	3.0
Dial-A-Ride	146,650	139,932	140,693
FTE	0.0	0.0	0.0
Public Works - Operations	1,328,726	1,565,100	1,627,100
FTE	13.0	13.0	13.0
Streets	1,118,496	3,567,825	6,445,630
FTE	0.0	0.0	0.0
Water	3,729,975	3,879,475	4,669,671
FTE	0.0	0.0	0.0
Wastewater	3,159,316	4,853,285	7,678,520
FTE	0.0	0.0	0.0
Tourism	391,258	437,700	353,000
FTE	0.0	0.0	0.0
Non-Departmental/Non-Program	1,893,247	1,598,060	1,411,157
FTE	0.0	0.0	0.0
<b>Total Requirements</b>	<b>16,204,372</b>	<b>21,906,982</b>	<b>28,598,049</b>
<b>Total FTE</b>	<b>43.0</b>	<b>43.0</b>	<b>43.0</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

State and Federal funding for wastewater treatment plant improvements. State and County funding for street maintenance.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-2017	Rate or Amount Approved Next Year 2017-2018
Permanent Rate Levy (rate limit 5.6335 per \$1,000)	5.6335	5.6335	5.6335
Local Option Levy	0	0	0
Levy For General Obligation Bonds	55,000	55,000	60,000

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$390,000	\$0
Other Bonds	\$6,986,116	\$0
Other Borrowings	\$4,581,223	\$5,160,000
<b>Total</b>	<b>\$11,957,339</b>	<b>\$5,160,000</b>

**NOTICE OF PUBLIC HEARING BEFORE THE SUTHERLIN BUDGET COMMITTEE ON PROPOSED USES OF  
STATE REVENUE SHARING FUNDS**

NOTICE IS HEREBY GIVEN that the Sutherlin Budget Committee will hold a public hearing on proposed uses of State Revenue Sharing Funds for the fiscal year July 1, 2017 through June 30, 2018. The hearing will take place on the 8<sup>th</sup> of May, 2017 at 7:00pm at Council Chambers, 175 E Everett Ave. The purpose of the hearing is to discuss with interested persons the proposed uses of State Revenue Sharing Funds by the City of Sutherlin. A copy of the approved budget, which contains the proposed uses of State Revenue Sharing Funds, may be inspected or obtained at 126 E Central Ave between the hours of 8:00am and 5:00pm beginning May 1, 2017.



# **COUNCIL BUSINESS**







## City of Sutherlin

STAFF REPORT					
<b>Re: Budget adoption, and levying property taxes for fiscal year 2017-18</b>				Meeting Date:	May 8, 2017
<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: Dan Wilson, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution 2016.05 – Adoption of 2017-18 Budget					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to adopt the budget for fiscal year 2017-18 as approved by the Budget Committee and levy property taxes for operating purposes and as approved by voters for general obligation bonded debt.

### EXPLANATION

The Budget Committee approved the budget in the amount of \$28,598,049 April 17, 2017. Oregon Revised Statutes (Oregon Budget Law ORS 294) requires the Council to adopt the budget by resolution and to levy property taxes to enact the budget for the ensuing fiscal year.

### OPTIONS

The Council may amend the budget of each fund, in an amount not to exceed 10% of the approved appropriations of each fund.

### SUGGESTED MOTION(S)

Move that Resolution 2017.05 be adopted as presented (or as amended).

## RESOLUTION NO. 2017.05

### A RESOLUTION ADOPTING THE 2017-2018 BUDGET AND MAKING APPROPRIATIONS

#### BE IT RESOLVED BY THE CITY OF SUTHERLIN AS FOLLOWS:

Section 1. The City Council of the City of Sutherlin hereby adopts the budget for fiscal year 2017-2018 in the sum of \$28,598,049 now on file at City Hall, 126 E. Central Ave., Sutherlin, Oregon.

Section 2. That for the fiscal year beginning July 1, 2017, the amounts for the purposes shown below are hereby appropriated:

#### GENERAL FUND

Mayor & City Council	\$ 4,000
City Attorney	68,500
City Manager's Office	139,892
City Recorder/Human Resources	204,306
Finance	359,730
Municipal Court	161,852
Parks/Facilities	373,370
Community Development	366,442
Police	2,215,593
Fire	1,137,843
Non-Departmental	284,000
Contingency	200,000
Unappropriated	927,157
Total	<u>\$ 6,442,685</u>

#### POLICE RESERVE FUND

Capital Outlay	\$ 186,000
Contingency	50,000
Total	<u>\$ 236,000</u>

#### FIRE RESERVE

Capital Outlay	\$ 160,500
Contingency	364,300
Total	<u>\$ 524,800</u>

**PARKS/FACILITIES RESERVE**

Capital Outlay	\$	208,000
Contingency		25,000
Total	\$	<b>233,000</b>

**STATE GAS TAX FUND**

Materials and Services	\$	156,000
Capital Outlay		50,000
Transfers		626,900
Contingency		15,900
Total	\$	<b>848,800</b>

**BICYCLE/FOOTPATH FUND**

Contingency	\$	15,030
Total	\$	<b>15,030</b>

**DIAL-A-RIDE FUND**

Materials and Services	\$	113,750
Transfers		18,200
Contingency		8,743
Total	\$	<b>140,693</b>

**TOURISM-MOTEL TAX FUND**

Materials and Services	\$	110,025
Transfers		44,500
Debt Service		33,830
Contingency		164,645
Total	\$	<b>353,000</b>

**LIBRARY G.O. BOND FUND**

Debt Service	\$	58,260
Reserved for Debt Service		19,940
Total	\$	<b>78,200</b>

**STREET CONSTRUCTION FUND**

Capital Outlay	\$	3,750,000
Contingency		24,800
Total	\$	<b>3,774,800</b>

**STREET SDC FUND**

Transfers	\$	150,000
Contingency		236,000
Total	\$	<b>386,000</b>

**PARKS CONSTRUCTION FUND**

Capital Outlay	\$ 135,000
Contingency	33,750
Total	<b>\$ 168,750</b>

**CENTRAL AVENUE RESERVE**

Transfers	\$ 1,167,000
Total	<b>\$ 1,167,000</b>

**STREET MAINTENANCE RESERVE**

Transfers	\$ 254,000
Total	<b>\$ 254,000</b>

**WATER OPERATIONS FUND**

Materials and Services	\$ 439,250
Capital Outlay	1,000
Transfers	1,856,400
Contingency	53,191
Total	<b>\$ 2,349,841</b>

**WATER CONSTRUCTION FUND**

Capital Outlay	\$ 953,000
Contingency	384,500
Total	<b>\$ 1,337,500</b>

**WATER RESERVE FUND**

Capital Outlay	\$ 17,000
Contingency	309,830
Total	<b>\$ 326,830</b>

**WATER DEBT SERVICE FUND**

Debt Service	\$ 409,505
Contingency	8,220
Reserved for Debt Service	237,775
Total	<b>\$ 655,500</b>

**WASTEWATER OPERATIONS FUND**

Materials and Services	\$ 647,850
Capital Outlay	1,000
Transfers	1,329,100
Contingency	239,550
Total	<b>\$ 2,217,500</b>



**STEP SURCHARGE FUND**

Materials and Services	\$ 15,000
Contingency	26,200
Total	<b>\$ 41,200</b>

**WASTEWATER CONSTRUCTION FUND**

Capital Outlay	\$ 4,005,000
Contingency	662,000
Total	<b>\$ 4,667,000</b>

**WASTEWATER RESERVE FUND**

Capital Outlay	\$ 17,000
Contingency	82,500
Total	<b>\$ 99,500</b>

**WASTEWATER DEBT SERVICE FUND**

Debt Service	\$ 263,800
Reserved for Debt Service	389,520
Total	<b>\$ 653,320</b>

**PUBLIC WORKS OPERATIONS FUND**

Personnel Services	\$ 1,204,464
Materials and Services	79,000
Transfers	125,000
Contingency	20,536
Total	<b>\$ 1,429,000</b>

**PUBLIC WORKS OPERATIONS RESERVE FUND**

Capital Outlay	\$ 95,000
Debt Service	25,260
Contingency	77,840
Total	<b>\$ 198,100</b>

**SUMMARY**

Personnel Services	\$ 4,527,912
Materials and Services	2,961,955
Capital Outlay	9,608,500
Transfers	6,132,100
Debt Service	790,655
Contingency	3,002,535
Reserved for Debt Service	647,235
Unappropriated	927,157
Total	<b>\$ 28,598,049</b>

Section 3. That the Finance Director shall certify to the County Clerk and County Assessor the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted herewith.

Section 4. That the City Council for the City of Sutherlin hereby imposes the taxes provided for in the adopted budget:

At the rate of \$5.6335 per \$1,000 of assessed value for general operations; and  
In the amount of \$60,000 for bonds;

and that these taxes are hereby imposed and categorized for tax year 2017-18 upon the assessed value of all taxable property within the district as follows:

Subject to Measure 5 Limitation as General Government, General Fund permanent tax rate \$5.6335/\$1,000 of assessed value, and

Excluded from Limitation, Debt Service Fund \$60,000.00.

**PASSED BY THE CITY COUNCIL, ON THIS 8<sup>TH</sup> DAY OF MAY, 2017**

**APPROVED BY THE MAYOR, ON THIS 8<sup>TH</sup> DAY OF MAY, 2017**

---

Mayor, Todd McKnight

**ATTEST:**

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City Recorder, Debra L. Hamilton, CMC



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: Resolution 2017.06 A Resolution Certifying City Services for Receipt of State Revenue Sharing Funds</b>				Meeting Date:	May 8, 2017
<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: Dan Wilson, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution 2017.06 – Certifying City Services					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to Certify City Services for the purpose of receiving State Revenue Sharing Funds.

### EXPLANATION

This is the first of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Fund. After holding a public hearing on the use of State Revenue Sharing Funds the City needs to adopt this resolution.

### OPTIONS

### SUGGESTED MOTION(S)

Move that Resolution 2017.06 be adopted as presented.

**RESOLUTION NO. 2017.06**

**A RESOLUTION CERTIFYING CITY SERVICES FOR RECEIPT OF STATE  
REVENUE SHARING FUNDS**

**WHEREAS**, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

and

**WHEREAS**, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

**BE IT RESOLVED**, that the City of Sutherlin hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760

Police protection  
Fire protection  
Street construction, maintenance, and lighting  
Sanitary sewer  
Water utility  
Storm sewers  
Planning, zoning, and subdivision control

**PASSED BY THE CITY COUNCIL, ON THIS 8<sup>th</sup> DAY OF MAY, 2017**

**APPROVED BY THE MAYOR, ON THIS 8<sup>th</sup> DAY OF MAY, 2017**

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

**ATTEST:**

\_\_\_\_\_  
City Recorder, Debra L. Hamilton, CMC



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: Resolution 2017.07 A Resolution Declaring the City's Election to Receive State Revenues</b>				Meeting Date:	May 8, 2017
<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: Dan Wilson, Finance Director</b>				City Manager Review	<input type="checkbox"/>
<b>Attachments:</b> Resolution 2017.07 – Election to Receive State Revenue Sharing					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to elect to receive State Revenues.

### EXPLANATION

This is the second of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Fund. After holding a public hearing on the use of State Revenue Sharing Funds the City needs to adopt this resolution.

### OPTIONS

### SUGGESTED MOTION(S)

Move that Resolution 2017.07 be adopted as presented.

**RESOLUTION NO. 2017.07**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE  
REVENUES**

The City of Sutherlin ordains as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2017-2018.

**PASSED BY THE CITY COUNCIL, ON THIS 8<sup>th</sup> DAY OF MAY, 2017**

**APPROVED BY THE MAYOR, ON THIS 8<sup>th</sup> DAY OF MAY, 2017**

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

**ATTEST:**

\_\_\_\_\_  
City Recorder, Debra L. Hamilton, CMC

I certify that a public hearing before the Budget Committee was held on April 17, 2017 and a public hearing before the City Council was held on May 8, 2017, giving citizens an opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
City Recorder, Debra L. Hamilton, CMC





## City of Sutherlin

STAFF REPORT					
<b>Re: Resolution to support a Transportation &amp; Growth Management Program Grant</b>				Meeting Date:	05/08/2017
<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: Brian Elliott, Community Development</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution 2017.08 – Transportation and Growth Management Grant Authorization					

### WHAT IS BEING ASKED OF COUNCIL?

Authorization for the City of Sutherlin to apply for a Transportation and Growth Management (TGM) Program Grant.

### EXPLANATION

The City's Transportation System Plan (TSP) was last updated in 2005. The City has grown significantly and continues to grow annually, leaving our TSP outdated. The TGM Program Grant would help develop and update the City's TSP providing an increase of opportunities for walking, biking and transit; or reduce reliance on the state highway for local travel needs.

### OPTIONS

Approve Resolution 2017.08 in support of TGM Grant Application.  
Not approve Resolution 2017.08 in support of TGM Grant Application.

### SUGGESTED MOTION(S)

To approve Resolution 2017.08 in support of TGM Grant Application.

## **RESOLUTION NO. 2017.08**

### **A RESOLUTION SUPPORTING A TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM GRANT APPLICATION BEING SUBMITTED BY THE CITY OF SUTHERLIN TO THE STATE OF OREGON FOR A TRANSPORTATION SYSTEM PLAN (TSP) UPDATE**

**WHEREAS,** TSP preparation and adoption, including analysis to determine transportation needs, and planning for such elements as local street networks, bikes and pedestrians, safety including safe routes to school, transit, and freight, and

**WHEREAS,** TSP updates, in whole or part, to address new needs, comply with new state or federal regulations, maintain consistency with a regional transportation plan, plan for areas newly brought into the UGB, or make the transportation system more resilient to the impacts of natural hazards, and

**WHEREAS,** TSP implementation, such as streetscape plans, cost estimate refinement, capital improvement and other funding plans, and land use regulations required by the Transportation Planning Rule; and

**WHEREAS,** TSP refinement, such as corridor plans, multimodal safety plans, or other planning to implement Oregon statewide modal and topic plans; and

**WHEREAS,** Other innovative transportation-related projects that are consistent with TGM objectives;

#### **NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SUTHERLIN AS FOLLOWS:**

- Section 1:** Projects resulting in land use decisions, combining land use planning with supportive transportation facility planning inside an Urban Growth Boundary (UGB) include preparation and adoption of transportation concept plans for areas brought into a UGB.
- Section 2:** The City of Sutherlin is the second largest city in Douglas County, with an increase in population each year. As the City boundaries continue to expand, a revised TSP becomes a vital component of future projects.
- Section 3:** The State's Transportation and Growth Management Program provides competitive grants that may be used for the transportation and land use planning that is a necessary prerequisite to the construction of streets within the City's jurisdiction. To improve the City's chance of obtaining a TGM grant, the City intends to support the grant application with a limited in-kind or cash match, as required, in an amount to be determined.
- Section 4:** This Resolution shall be effective following its adoption by the City of Sutherlin City Council.

**PASSED BY THE CITY COUNCIL, ON THIS 8<sup>TH</sup> DAY OF MAY, 2017**

**APPROVED BY THE MAYOR, ON THIS 8<sup>TH</sup> DAY OF MAY, 2017**

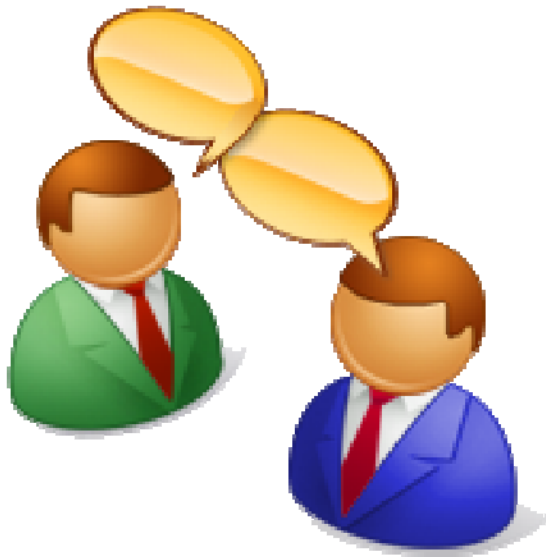
\_\_\_\_\_  
Mayor, Todd McKnight

**ATTEST:**

\_\_\_\_\_  
City Recorder, Debra L. Hamilton, CMC



# **COUNCIL COMMENTS**





# **REPORTS**





## City of Sutherlin

STAFF REPORT					
Re: Change Order Wastewater System Sequential Batch Reactor (SBR) Preload Improvements				Meeting Date: 5-8-2017	
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director				City Manager Review <input checked="" type="checkbox"/>	
Attachments:					

### WHAT IS BEING ASKED OF COUNCIL?

To inform City Council of change order #1 in the amount of, \$75,000 for the haul away of the surcharge material (8,500 cubic yards) to Ford's Pond and change order #2 in the amount of, \$4,400 for the relocation of the block retaining wall to the Public Works Shop.

### EXPLANATION

On June 13, 2016 City Council approved the contract to GreenSuns Incorporated for the WWTP SBR Surcharge in the amount of \$273,351.00.

The project is complete, and with final payment, we will be \$129,076.77 under the contract amount. Reason being, we did not have to use barrow pit number 2 or construct the haul road to barrow pit number 2.

Either now or later, the SBR Surcharge material will need to be hauled away to Ford's Pond. Removal of the surcharge material now, will give the construction contractor approximately two more weeks in September for construction.

**With the change orders we will still be under the original contract by \$49,676.77.**

### OPTIONS

Not Applicable

### SUGGESTED MOTION(S)

None



# **PUBLIC COMMENT**







# ADJOURNMENT





# **FOR YOUR INFORMATION**



## Diane Harris

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**From:** Diane Harris  
**Sent:** Wednesday, May 03, 2017 9:56 AM  
**To:** April Ehrlich; Ashley KQEN News (ashley@bciradio.com); DC Commissioners; Douglas County News; KUGN; KYLE-KQUEN; News Desk (newsdesk@nrtoday.com); Register Guard; Roseburg Beacon; Vera Westbrook (vwestbrook@nrtoday.com)  
**Subject:** PUBLIC MEETING NOTICE  
**Attachments:** CC MAY 8.17 Meeting.pdf

Good morning!

Please see attached agenda for the May 8<sup>th</sup> Sutherlin City Council Meeting!

Thank you,



*Diane Harris*

Deputy City Recorder  
City of Sutherlin  
126 E Central Ave  
Sutherlin, OR 97479  
(541)-459-2856  
[d.harris@ci.sutherlin.or.us](mailto:d.harris@ci.sutherlin.or.us)