

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, February 13, 2017 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Frank Egbert, Wayne Luzier, 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
Public Works Superintendent, Aaron Swan
Community Development Director, Brian Elliott
Public Safety Director, Kirk Sanfilippo
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Lon Dragt
Deputy Fire Chief, Dan McCormick
City Attorney, Chad Jacobs (via Skype)

Audience: Adam Heberly, Jo Barnes, Tami Trowbridge, Joe Groussman, Pat & Bert Bales, Terry Prestianni, Beth & Jim Houseman, John & Joan Herrmann, Rick & Sharon Troxel, James Thatcher, Pamela Semas, Gayla Holley, Trudy Delp, Jacob Gilman, Alicia Gilman, Duane Waller, Ginny & Mike Ragans, Sue Gillham, Mary Kim, Dana Foley, Justin Marquis

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)

- Resident, Dana Foley, spoke of concerns as a resident and commercial building owner (old Vera's) regarding Central's conditions. Feels proposed sidewalk modifications will not bring businesses in and is a waste of money. Wants to see the money go into paving as much of Central as possible.
- Resident, Joe Groussman – Spoke in favor of proposed downtown beautification project. Referred to recent work done in Coos Bay/N. Bend area and its benefits. Feels having a "bulb-in" curb along Central will reduce risks associated with trucks and other vehicles passing parked cars that are being exited or entered along the street.

PRESENTATIONS

• **Sutherlin School District**

Sutherlin School Superintendent, Terry Prestianni –

- Thanked Sutherlin Police Department for assistance in recent threat situations. Police were stationed at every school during those times; their help was phenomenal.
- Thanked the City for getting a School Resource Officer back in schools.
- Met with City Manager regarding the future of Sutherlin Library. The School District, to some extent, may be able to have a hand in keeping the library open. Is looking forward to working on a solution in partnership with the City.
- Third annual Veteran's Visitation Day will take place Thursday, February 16th at Sutherlin High School. The all-day event was organized by the High School and Middle School counselors and will start with a ceremony at 9:00am. 37 Veteran's, 9 from World War II, will be present. Every Social Studies class will attend and meet the Veteran's throughout the day.

• **Calapooia Reflections Museum**

Calapooia Reflections Museum Representative, Jo Barnes, referred to a letter she submitted to Council (see packet). Feels the museum is a vital part of Sutherlin and needs to continue.

Questions:

- What is it you're looking for? *Would like some financial help, grant money is not available to pay utility bills except for C. Giles Hunt, in which an application has been submitted. Would like City to be involved helping support the museum.*
- Are you requesting funds for one month or year? *Barnes – Even a month would be appreciated.*
- Is there a budget you could present to Council? *Barnes – Yes, a budget was presented to tourism for a fund request.*
- Would this need to be discussed during budget preparation? *City Manager – Funds are available in Council's budget; otherwise do not know what department they could be taken from. Another option is to request funds during the budget process from the Budget Committee.*
- Is money available in the TRT (Transient Room Tax) fund? *Finance Director, Dan Wilson – That money has been spoken for this year.*

Mayor McKnight thanked Barnes for her presentation and stated a decision will not be made tonight, however can submit a budget and present it to the Budget Committee for a decision.

- **Chamber of Commerce/Visitor Center**

Chamber President, Tami Trowbridge, presented Chamber/Visitor Center updates:

- New owner of Sutherlin Sanitary Service, Pat Fahey, has stepped up and solved the garbage can issue [discussed at October 10th and November 14th, 2016 meetings]. Fahey will donate 2 dozen cans to be distributed in Sutherlin, Oakland and Glide areas; a portion of those will go to Sutherlin.
- Have been thinking of an art project for the large surface on Exit 136's underpass and have reached out to ODOT regarding their policies. They have the following requirements:
 - Request needs to come from the local governing body;
 - Public input is needed on what the artwork would look like;
 - The artwork has to have local cultural or historic significance.
- Chamber, TRT Committee, and many downtown businesses are supportive of the proposed "Downtown Enhancement Project". Agree Central is in need of as much paving as it can get. City Staff has been working on options; if there is an option to get it all, that would be great. Strategy to leave it alone because there are no funds hasn't been helping the businesses either.

CONSENT AGENDA

- **January 9, 2017 Minutes – Regular Meeting**
- **January 23, 2017 Minutes – Regular Meeting**
- **January 23, 2017 Minutes – Workshop**
- **Budget Committee Appointment**

Councilor Egbert – Is there still openings on the Budget Committee. *City Recorder, Debbie Hamilton – Two seats are available.*

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

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

City Manager asked Mayor McKnight if "Procurement of SCBA's" agenda item could be moved ahead of the "Finance Committee Appointment", citing reasons for the request.

Director of Public Safety, Kirk Sanfilippo – Prior to discussing the agenda item would like to introduce Fire Department's new Deputy Fire Chief, Dan McCormick. Sanfilippo provided a brief history on McCormick who has lived in the area since 1974 and has been a Volunteer Firefighter since 1989.

McCormick shared his appreciation for the opportunity to be able to serve the community full-time, to make a difference, and rely on his experience to train others.

- **Procurement of Scott SCBA Air Packs, Cylinders & Face Pieces**

Staff Report – Deputy Fire Chief, Avery Hazzard, summarized a history regarding the FEMA Grant submitted and awarded to the Sutherlin Fire Department for \$162,058 with a City match amount of 5% -

\$8,102. After the Request for Proposal (RFP) process, a quote was received from Cascade Fire Equipment Company for \$162,108. Council approval is required to move forward with the purchase.

MOTION made by Councilor Boggs to approve purchase of Scott SCBA Air Packs, Cylinders and Face Pieces from Cascade Fire Equipment Co. for \$162,108 as presented; second by Councilor Stone.

Discussion: Councilor Stone – The packs have to be tested every year for around \$1,200; does this also include packs that have not been used? **Hazzard – Yes, all systems have to be tested to meet NFPA (National Fire Protection Association) standards.**

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

Opposed: None

Motion carried unanimously.

- **Finance Committee Appointment**

Staff Report – Finance Director, Dan Wilson, reported during an earlier discussion, newly elected Councilor Vincent stated his willingness to serve on the committee.

Councilor Vincent – Have given this some thought, have since signed on as Chair for Park Advisory Committee (PAC) and would like to step away from the Finance Committee appointment at this time.

Councilor Tomlinson agreed to be part of the committee after discussing his concerns due the inability to attend the committee’s daytime meetings because of his work schedule. Wilson stated meeting times can be adjusted, and/or communications can be done via phone and emails.

It was by Mayor McKnight and Council’s consensus to appoint Councilor Tomlinson to the Finance Committee.

- **Contract Award – Ford’s Pond Community Park Master Plan**

Staff Report – Community Development Director, Brian Elliott, thanked individuals who helped during the selection process: PAC Chair & City Councilor, Seth Vincent; PAC Member, Vicki Holland; Friends of Ford’s Pond (FOFP) members, John Rosenberger, Jim & Beth Houseman; CDD Specialist, & Kristi Gilbert. Cameron McCarthy Landscape Architecture & Planning have been selected through the RFP process to create the Ford’s Pond Community Park Master Plan for \$49,600.

MOTION made by Councilor Luzier to award Ford’s Pond Community Park Master Plan Contract to Cameron McCarthy Landscape Architecture & Planning for \$49,600; second by Councilor Vincent.

Discussion: Councilor Stone voiced concerns regarding what they will create and City’s limited budget. **Elliott – They are aware we are on a budget and will be presenting 3 different design plans. In addition there will be 2 public outreach meetings for public involvement.**

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

Opposed: None

Motion carried unanimously.

- **Calapooia to State Transfer of Authority Agreement – Douglas County**

Staff Report – City Manager, Jerry Gillham, explained this is a two-piece Transfer of Authority (TOA) the first is “housekeeping”. Since 1970 the portion of Central from State St. to the city limits has been under control of the City however neither the City nor County can locate the final executable contract. This will help resolve this issue. The second piece is the block located between Calapooia and State St. the City has negotiated with the County to take over for \$651,302.

MOTION made by Councilor Stone to approve Transfer of Authority Agreement with Douglas County for \$651,302; second by Councilor Luzier.

Discussion: Councilor Stone – 1970 document refers to city limits line as being the street just past Bi-Mart; but, that is not the current location. **City Manager – The intent was to go to the city limits. It is nearly impossible to argue legally that we haven’t been maintaining to there.** Does this need to be resurveyed and have a legal document redone? **That will take place when the final agreement is executed.**

Councilor Egbert – Will it say “to city limits” or to a street and then further if they move? **From here forward if the city limits were to move then that portion of street will still stay in the County and City would work with them for funding to upgrade that portion that comes into the city.**

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

Opposed: None
Motion carried unanimously.

- **Central Avenue Funding Priorities**

Staff Report – City Manager – Heberly Engineering, Adam Heberly; Public Works Superintendent, Aaron Swan; Elliott, Wilson, and myself have looked at all of the various options and costs for the Central Avenue project. We believe the best option is to do everything and go for the loan from Oregon Transportation Infrastructure Bank (OTIB), therefore, paving all the way to the city limits with a 20-year surface. This is a once in a lifetime opportunity; being able to take advantage of the funds available and the loan is incredible. This will benefit drivers, pedestrians, and open ADA accessibility from the railroad tracks to Bi-Mart. Sidewalks will be opened up by taking out planter boxes and adding ground level grates around trees. Loan can be paid back from Gas Tax Revenue and does not have to start paying for 5-years.

MOTION made by Councilor Luzier to approve funding priorities for Central Avenue Project to include authorization for City Manager to apply for OTIB Loan for \$500,000 in support of this project as presented; second by Councilor Tomlinson.

Discussion: City Manager – City has pre-qualified for this loan with an interest rate of around 2.2 – 2.5%. Councilor Egbert – How much are we looking to borrow? ***\$500,000; can use \$50,000 of collected gas tax revenue each year and pay off in about 10-years.***

Councilor Vincent – What is the offset in cost savings when borrowing \$500,000 now vs. 5-years from now? Believe just the cost of company’s mobility will be a savings rather than doing a stand-alone project. Discussion continued regarding the project, City Manager added that ODOT will be repaving from Ft. McKay Road all the way to Comstock around that time. City will take it from Comstock, all the way to city limits, with the additional OTIB loan amount.

Heberly – The main high-points of doing it now vs. waiting is as time goes on the road will deteriorate, creating more expensive asphalt repairs. Additionally city will not have the opportunity to utilize the high quantity of asphalt, therefore the cost per ton will be higher, and the mobilization, by having everyone there to continue all the way out to city limits, will be a cost savings.

Councilor Stone shared concerns and asked if City was paying for the engineering on ODOT’s portion. ***ODOT will fully reimburse the City for those expenses.*** Is ODOT adding sidewalks to their project? ***They will be addressing the ADA at the sidewalks from the overpass to Comstock.***

Councilor Stone questioned the paving repair estimated costs due to the condition of the street also stating he didn’t like waiting 5-years to make payments on the loan. ***That is just an option.*** Stone cited the many projects that currently carry debt for the City. How are we fixing all of these streets if all of our money is paying for this loan? ***It won’t be all of the money, will use a portion the gas tax revenue, with some left over for street maintenance funding.*** Concerned with the large costs involved, am supportive of paving Central all the way down but feels there are too many unknowns with the project.

Discussion continued regarding paving and mobilization costs.

Councilor Stone – You’re asking to paralyze the city, when the construction starts I won’t come downtown except to this meeting. ***City Manager – Cannot disagree with you more, that is the kind of attitude that kills communities that say “we don’t want new growth”. To say you don’t want to do that because it’s going to create some temporary disruption of traffic is a horrible reason not to do it.*** It’s not just that, it’s the extra costs, agree we need to cut the curbs back 2-feet, but people are going to drive through town whether it’s “beautified” or not. \$288,000 can go a long way on some other projects.

Discussion continued regarding how the mobilization fee is charged and what is involved.

Mayor McKnight – Are the plans still to pave at night? ***Swan confirmed paving will be done at night and clarified the process to answer some of Councilor Stones ongoing concerns.***

Councilor Egbert – What are we getting for the \$288,000 downtown project? ***Swan – New tree grates, trees, 2-foot bulb-in and street lights. City Manager – The street lights will have underground electricity, light adjusting control panel, plumbing for water and flag stands.***

Is City paying for the cross-walk controls? ***That is included in County’s costs.***

Discussion continued regarding the pros and cons of the downtown beautification, past issues and concerns regarding the continual lack of parking available.

Swan – We are hoping this project will help with many of these concerns.

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

Opposed: Councilors Egbert and Stone.

Motion carried.

REPORTS

- City Manager reported copies of the Strategic Plan are available and will be distributed to Councilors after the meeting for their review. Strategic Plan will be part of a workshop [next meeting]; the intent of the workshop is to have open dialogue between Staff, Council and Citizens.
- Want to put a halt to ordering any new benches, need to have policy direction from Council before putting anymore in. Project has grown so much that discussion is needed on how to move forward.

Councilor Egbert – 6 more benches have been ordered. *Will deal with those 6, but don't order any more. Do not want to kill this project, the benches are wonderful, we just need to have a discussion.*

CITY COUNCIL COMMENT

Councilor Boggs –

- None

Councilor Tomlinson –

- None

Councilor Luzier –

- Would like to wish all of the ladies Happy Valentine's Day.

Councilor Egbert –

- During the last Workshop meeting, Trowbridge provided a summary of the Council Rules. I found one regarding tourism. Egbert read a portion from the Sutherlin Municipal Code 3.08.190 [Use of funds limited] adopted in 2011. Feels Tourism or person in charge of tourism should have this information on these rules.

Councilor Stone –

- Would like public to know he is not against beautifying downtown, however concerned with spending all of the money and going into debt. It's hard to believe all this can be done for that amount of money. Do not want to see the businesses shut down because of the construction.

Mayor McKnight –

- None

PUBLIC COMMENT –

- Resident, Pat Bales – This year's Public Safety event will take place May 4th, any help would be greatly appreciated.
Have located most of the benches throughout town for the map. The benches are an important and unique thing for the City.
- Resident, Joe Groussman – Would like to make Staff aware of issues regarding ADA ramps with cobblestones. Have noticed that weeds grow in between them and would like Staff to consider this issue and not have cobblestones on the ramps.
Have become aware that Sutherlin is divided, and the continual negative comments regarding many of the projects in the City. Would like to refer to the Vision Statements on the wall supporting the future of Sutherlin, making note specifically of several that pertains.

ADJOURNMENT –

With no further business meeting adjourned at 8:12pm.

Approved: Jerry Gillham
Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris
Diane Harris, Deputy City Recorder

Todd McKnight
Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, MARCH 13, 2017