

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, January 09, 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
City Attorney, Chad Jacobs (via Skype)

Audience: Adam Heberly, Joe Groussman, Sierra Moon, Sam & Gladys Robinson, Tracie McKnight, Lexie and Kelsie McKnight, Dan McCormick, Tami Trowbridge, Michelle Sumner, Kimberly Tomlinson, Kaylea McKinney, David Gass, Mary Jean Morey, Pat & Bert Bales, Dennis Riggs, Jim & Beth Houseman, James Thatcher, John & Patricia Klassen, Gayla Holley, Mike & Karen Meier, Sean Mock, Jean Galleher, Kaitlyn Smith, Alden Standley, Amber Vincent, Ron Bailey

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

Flag Salute:

Roll Call: Excused – Councilor Egbert

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

COUNCIL BUSINESS

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

City Recorder, Debbie Hamilton, administered Oath of Office to Councilors Elect – Forrest Stone, Travis Tomlinson and Seth Vincent and Mayor Elect – Todd McKnight.

- **Recognition of Outgoing Council Members**

Hamilton read Recognition of Outgoing Council Member's plaque inscriptions to Councilors Meier and Anderson. Mayor McKnight presented the plaques, followed by a round of applause from the audience in appreciation of their service.

- **Election of Council President**

Mayor called for nominations; with no response motion made.

MOTION made by Mayor McKnight to appoint Councilor Luzier as Council President; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Parks Advisory Committee Chair Appointment**

Councilor Boggs nominated Councilor Vincent.

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Transient Room Tax Council Representative Appointment**

Councilor Boggs nominated Councilor Tomlinson.

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Committee Re-Appointments/Appointments**

- ❖ **Planning Commission**

Four positions are open on the Planning Commission. City received one application for re-appointment from Michelle Sumner and three for new appointments from Mandi Jacobs, Richard Price (former long-time Commissioner) and Sam Robinson, terms ending December 31, 2020.

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

- Robinson spoke of his desire to do everything he could to help the City.
- Sumner stated she has enjoyed serving as a Commissioner and would like to continue with some of the projects that have already started.

MOTION made by Councilor Luzier to re-appoint Michelle Sumner to Planning Commission term ending December 31, 2020; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

MOTION made by Councilor Boggs to appoint Mandi Jacobs, Richard Price and Sam Robinson to Planning Commission, term ending December 31, 2020; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- ❖ **Budget Committee**

Four positions are open on the Budget Committee. City has received one application for new appointment from Dennis Riggs; term ends December 31, 2019.

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

- Riggs expressed interest in the workings of the City and will do his best on the Budget Committee.

MOTION made by Councilor Luzier to appoint Dennis Riggs to Budget Committee, term ending December 31, 2019; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

Hamilton reported advertisement of the openings has continued with a new January 31st deadline.

❖ Parks Advisory Committee

Three positions are open on the Parks Advisory Committee. City has received three applications for re-appointments from Tim Bradley, Jake Masterfield and Rick Murphy; terms ending December 31, 2018.

MOTION made by Councilor Boggs to re-appoint Tim Bradley, Jake Masterfield and Rick Murphy to Parks Advisory Committee, terms ending December 31, 2018; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

PRESENTATIONS

• Central Avenue Update

City Manager, Jerry Gillham – Staff has been working on this process for about two years. Project schedule, details, communications plan, costs and potential streetscape improvements will be in tonight's presentation. City Manager introduced Adam Heberly of Heberly Engineering, the project's engineer. Heberly provided a Power Point presentation and stated Staff is looking for input from Council for the project. The proposed improvements were explained:

- Asphalt repairs
- Standard grind and inlay
- Curb corrections and drainage repairs
- Sidewalk repairs
- ADA (American Disabilities Act) required updates. Heberly explained the issues involved and required improvements.
- Sidewalk along the south side of Central east of the park, as well as a rapid flashing beacon to help with students crossing Central is proposed.
- "Bulb-in" of sidewalks/streets was explained; this would widen Central by moving the curb-line further into the sidewalks by 2-feet, allowing better ease when navigating out of vehicles.
- Decorative street lighting that can also have flower baskets and banners/flags hanging from them.
- Moving of power lines from overhead to underground.
- Improved push buttons for hearing and site impaired pedestrians at signal crossings.
- Replacement of existing planters and trees with new trees and grates.

Heberly presented a tentative construction schedule outlining start/completion dates and bid schedule. Project's completion is tentatively planned for end of October 2017.

City Manager explained the communications schedule. Social media to the public and hand delivering of flyers to all businesses will be used. Staff will meet with businesses, event groups, and citizens regarding the construction project. Annual flower plantings and hanging baskets will not take place this year due to the construction. City Manager reported this will be the busiest construction season in the history of Sutherlin with the Wastewater Treatment Plant Upgrade, Central Park Playground, N. Comstock, Central Avenue, ODOT's projects, Everett Avenue Force Main, Friends of Ford's Pond Park Master Plan and UGB (Urban Growth Boundary) Exchange.

Asking Council to provide direction on proposed downtown improvements. Upon that direction Staff will bring back scenarios on costs involved. Cost estimates are based on extending the project as far as Sunny Lane; however, it may be brought back to Emerald to save costs. Heberly reminded Council as the design is honed down, a more exact estimated number will be available.

Questions:

- Councilor Stone – When is N. Comstock project starting? ***Public Works Superintendent, Aaron Swan – In May, around the same time as Central Avenue project.*** Concerned Sixth Avenue will be the only route to Comstock. ***At the start some ADA improvements and storm drain work will be done on Central, it won't be blocked off. Later in the summer, paving will take place at night when traffic is at its least. There will be some congestion and frustration, however the work will be planned to insure best ease of travel.*** What is the projected time frame for Comstock's completion? ***Plan is still tentative; but, project will take place during the majority of summer.***
- Original project was from Comstock to the light [Calapooia traffic signal], now going from Comstock to Front Street for the \$1.3million. ***The \$1.3 million is actually all the way to Calapooia. Front Street is used as an approximation. Estimates are broken down into segments***

but the whole thing is getting done. From Comstock to Calapooia will be City's (TOA) money, Calapooia to State, County's money; from State eastward City's money again.

- Will County be covering the costs regarding traffic signals in their section? *Yes.*
- Is 2-foot "bulb-in" included in the County's estimate? *A portion is included but not all in terms of being fair to the County and what the numbers represent. When curbs/gutters are upgraded there are minimal costs in going back the 2-feet.* Who owns the street when we're done? *City.*

City Manager – Will be taking a Transfer of Authority agreement to Council for approval.

Heberly – There will also be cost variables depending on the choices for downtown improvements.

- Councilor Luzier – Springfield recently purchased used street lamps from San Diego. They powder coated and changed the lights over to LED; the purchase provided a huge savings for them. Springfield has a warehouse full of these light fixtures. Would like to suggest Staff contact them for more information.

Mayor McKnight asked Councilors what direction they would like Staff to go for the proposed improvements. He is in favor of Staff providing a detailed package with cost estimates.

- Councilor Boggs – Has City had any input from downtown businesses rather than Council dictating it? *City Manager – Sutherlin Downtown Development has been involved.*
- Councilor Tomlinson – Believe general consensus downtown is the "bulb-in" idea makes it more comfortable for people to get in and out of their vehicles while parked at the curb. The beautification of the downtown would get more businesses on board for upgrading their buildings, making it more appealing.
- Councilor Stone – Understand ODOT is giving grants for ADA corner upgrades, how does City go about applying for that? *Heberly – Will do some looking around, traditionally you would go through that local agency's programs.*

Mayor McKnight encouraged Council members to contact Staff anytime they have questions outside of the meetings so Staff can be prepared to discuss in more detail and possibly include the information in Council's Packet.

City Manager confirmed Staff will provide 3 different packages for Council to consider:

- Streetscape design with required ADA improvements;
- Possible sidewalks going east without streetscape improvements;
- Asphalt only as far as possible with required ADA improvements.

Information will be provided at the February 13th Council meeting.

CONSENT AGENDA

- **December 12, 2016 Minutes – Regular Meeting**

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

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

Opposed: None

Motion carried unanimously.

ACTION ITEMS/GENERAL BUSINESS

- **Resolution 2017.01 – Whistleblower Policy**

Staff Report – City Attorney, Chad Jacobs – This policy conforms to changes in State Law that occurred during the last Legislative Session. Recommendation is to adopt the resolution and update City's policy.

MOTION made by Councilor Luzier to approve Resolution 2017.01 – Whistleblower Policy as presented; second by Councilor Stone.

Discussion: Councilor Stone – What is the cost to implement this policy? *Jacobs – There will be no costs involved, it is just updating the City's handbook and notify employees of the policy.*

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

Opposed: None

Motion carried unanimously.

- **Liquor License Application – Hi-Way Haven RV Park**

Staff Report – Chief of Police, Kirk Sanfilippo – Hi-Way Haven RV Park is requesting "off-premises" sales of beer and wine in the park's office. Recommendation is to approve this application.

MOTION made by Councilor Luzier to approve Liquor License Application for Hi-Way Haven RV Park as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

• Workshop Update

City Manager, Jerry Gillham – The January 23rd Council meeting will be a workshop at the C. Giles Hunt Library. Asking if Council is willing to make an exception to meet at 6:30pm rather than 7:00pm prior to the workshop? Have been organizing this workshop for the last couple of months; however, a couple of things have come up that may need a decision. It was by Council consensus to start the next meeting at 6:30pm. Staff is also looking into live-stream meetings in the future. Citizens unable to attend will still have access allowing more community participating and understanding therefore promoting transparency.

CITY COUNCIL COMMENTS

Councilor Boggs –

- Welcomed new members to the Council.

Councilor Tomlinson –

- Glad to be part of the Council, is looking to moving forward in the future.

Councilor Luzier –

- Welcomed new Councilors and hoping to move forward and get things done in a more orderly manner in the future.

Councilor Vincent –

- Excited to be here and make sure I do it all right the first time.

Councilor Stone –

- Appreciates former Councilors, great job, would like to welcome the new Councilors, there will be a lot of decisions to be made.
- Wrecking yard located on S. Comstock was given notice about a year ago to put up a privacy fence. Nothing has been done, have been hearing complaints. Could Staff send a letter requiring fencing slats? *Elliott – Will research the issue.*
- Is there an update regarding hazardously parked wrecked trailer on side of road near City Hall? *Swan – Code Enforcement Officer took care of it, and was removed about a week ago.*
- Is the flashing beacon at crosswalk on Waite near walking path [Red Rock Trail] still happening? *Intent is to apply for Recreational Trails Grant.* Thought it was mandatory. *No, it was an option we would still like to do.*

Mayor McKnight –

- Would like to follow up with Councilors in promoting some of the items Sutherlin School Superintendent, Terry Prestianni, provided at last meeting. Feel there are some things the City can do to help with their chronic absence program. Will pass on the materials to Staff and would like to bring this forward for future discussions with Council.
- Welcomed the new members of Council and look forward to working with them.
- Would like to acknowledge the past members of Council, it is a tough and sometimes feels like a thankless job, would like to thank them for their service.

PUBLIC COMMENT –

- Resident & Library supporter, Jean Galleher – Today County Commissioners publicly stated branch libraries will be closed as of April 1st; main branch will close at the end of May. City has a Library Advisory Group consisting of 5 people. Would like to ask Council, for the next 6-months, to increase this group to include individuals from Friends of the Library and concerned citizens. Will work together bringing a plan forth to continue to have a library in Sutherlin.

City Manager – The City doesn't have a committee, but Council does appoint members to a Library Advisory Committee. If that groups wants to form up and create an agenda to keep the library here the City will certainly participate with them.

Mayor McKnight asked for clarification from Galleher regarding her request.

Galleher – We as a city need to come up with a plan if we're going to have any library at all in town.

City Manager – *The committee is an advisory group that makes recommendation but does not have any say over that Library. They are not the official Board that oversees the library's operations.*

Councilor Vincent – Friends of the Library is the group that has some say about the library and is trying to spearhead solutions and move this forward.

City Manager – *For clarification purposes the Library is not the City's, only the building is.*

Galleher confirmed for clarification purposes how the system is set up and various group's functions.

City Manager – *It is certainly the Council's call, but should be citizen driven with City working alongside as partners. Will be happy to meet with Galleher for further discussion. Citizens will need to come together to help raise funds for staffing at the library. Certainly do not see the money for that in City's general fund. The agreement, as I understood it, was to work in coordination with the foundation through the Commission and try to stay within the district footprint.*

Councilor Vincent – According to the Commissioners, everyone was set on the tax levy passing; however, when that failed everyone was left trying to figure out another solution. It sounds like the Commissioners are hoping to get something done this summer. Friends of the Library would spearhead the solutions. The City participates by keep the lights on, maintaining the building, and making the facilities available.

City Manager agreed that it needs to be driven by the Friends of the Library and Library Board.

Galleher – Do not know what the County is planning to do with all of the materials. **City Manager – *They already informed us they would give it to the City.***

Mayor McKnight – That was going to be Plan B, Plan A was to keep it as a County network.

City Manager suggested Galleher take the citizen lead and he would work with the County side and partner together. Galleher agreed.

ADJOURNMENT –

With no further business meeting adjourned at 8:28pm.

Announcement –

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

Executive Session called to order at 8:33pm.

Executive Session adjourned at 9:22pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, Deputy City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, FEBRUARY 13, 2017