

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, June 12, 2017 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent

**MAYOR:** 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  
Deputy Fire Chief, Avery Hazzard  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Brandi Whelchel, Tami Trowbridge, Terry Prestianni, Jean Galleher, Joe Groussman, Sharon Troxel, Michael Weil, Kristi Caviness, Amanda Friesen, Pam Semas, Beth & Jim Houseman, Adam Heberly

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, Jean Galleher – As a citizen rather than library volunteer would like to speak on proposed Intergovernmental Agreement (IGA) with Sutherlin School District. Is very supportive of the IGA, hopes both parties are comfortable with arrangement stated in Section 2) C. regarding the district’s responsibilities concerning general supervision. Galleher voiced appreciation for the district’s role in the partnership.
- Resident, Sharon Troxel, expressed appreciation to the City, Volunteers, School District, and Friends of the Library for keeping the library open and “afloat”.

**CONSENT AGENDA**

- **May 8, 2017 Minutes – Regular Meeting**
- **May 22, 2017 Minutes – Workshop**
- **Special Events Liquor Waiver – Music Off Central**

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

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

Opposed: None

Motion carried unanimously.

**PUBLIC HEARING**

- **Sutherlin Oakland Enterprise Zone Boundary Change**

Mayor McKnight opened the Public Hearing – Enterprise Zone Boundary Change at 7:07pm.

Staff Report – Community Development Director, Brian Elliott, explained Public Hearing’s purpose and the opportunities and benefits it could provide to the community.

Mayor McKnight asked if any Council member had ex parte contact, conflicts of interest or any bias to declare. None voiced.

Mayor McKnight called for public comment. None received.  
Mayor McKnight closed the public hearing at 7:09pm.

## COUNCIL BUSINESS

- **Resolution 2017.09 – Oregon Transportation Infrastructure Bank (OTIB) Loan**

Staff Report – City Manager, Jerry Gillham – This is one of seven agenda items that will have a profound positive impact to the community. Asking Council to approve the resolution authorizing the OTIB Loan for \$505,000 at the rate of 1.61% interest [discussed at previous meetings].

**MOTION** made by Councilor Luzier to approve Resolution 2017.09 – OTIB Loan for \$505,000 as presented; second by Councilor Vincent.

Discussion: Councilor Riggs provided a sample letter for Council/Staff to review asking timber companies for donations, rather than borrowing money for the project. *City Manager explained issues regarding timeframe involving the loan and receiving the donations. Is willing to give it a shot, but suggests moving forward with loan approval, if any monies are donated could then pay down the loan.*

Councilor Tomlinson agreed it would be a definite plus; however project does need to get started.

Councilor Stone questioned project costs being locked in if not paving until next year? *City Manager – Depends on bids, there may be a company that could do the entire project this year. Project Engineer, Adam Heberly, explained contract provisions regarding costs and processes involved.*

Councilor Stone – Why is the extra \$5,000 added to the loan amount? *Gillham – OTIB requires the one-time processing fee be part of the loan.* When does City receive State Gas Tax revenue? *Finance Director, Dan Wilson – Every month.* Loan agreement states the money is strictly for the project. *Gillham – Yes, for entire Central Avenue Transportation & Maintenance Project.* Could it be spent on the downtown beautification? *Yes.* It can't buy tools and equipment. *Correct, cannot be spent on physical assets such as equipment as identified in the contract.*

Councilor Tomlinson – Understood spending the entire \$500,000 wasn't intended, but was to cover overages in the project. *Gillham – Cost has been estimated at \$500,000, if less, we would return it back.*

Councilor Stone – When is the first payment due? *Wilson – First installment is in 2018.*

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

Opposed: None

Motion carried unanimously.

- **Central Avenue Engineering Sub-Contracts**

Staff Report – Gillham provided a summarized history of the Central Avenue Repair and Transformation (CART) project, outlining the six construction sections. Council has been asked to approve the engineering contracts for Tasks #1, 2, and 3.

**MOTION** made by Councilor Luzier to approve Engineering Services Task Order #1 for Central Ave. for N. State St. to (approx.) Emerald St. for \$55,218 as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone asked Heberly if he has been paid for his services yet. *Heberly – Have not been paid yet.* Council has not authorized this or known about it. *Gillham – Seeking Council authorization tonight; Council has been informed from the beginning that Heberly has been engineering this project. Gillham stressed everything Staff has done has been voted on and/or authorized by Council. This has been part of Council's priorities and discussed extensively.*

Councilor Stone voiced concerns regarding timeframes, project's negative affect on downtown businesses, and number of projects added to the initial project. *Gillham disagreed strongly stating he didn't create these projects, they presented themselves and were discussed during Council meetings. Council made the decision to move forward, giving Staff direction. Rather than turning it into a negative, this is incredibly positive for this community, forever changing the landscape to economic prosperity.*

Councilor Stone concerned that City is so far in debt and now is borrowing another \$500,000. *Gillham – The only City money being spent is for the OTIB Loan, the rest is all from other people [ODOT & County].* How are we tracking the money? *That is what we have Staff for.* What if the bids come in high? *Heberly explained Staff would evaluate the project and provide options for Council to consider. In terms of being biddable, one of the smarter moves is to extend the project date from this summer until next spring, resulting in a savings of approximately \$400,000 to \$500,000 for the City.*

Councilor Boggs reiterated that Council has been informed and given approval as the project grew.

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

**MOTION** made by Councilor Tomlinson to approve Engineering Services Task Order #2 for Central Ave. for Calapooia to State St. for \$67,375.80 as presented; second by Councilor Luzier.

Discussion: None

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

**MOTION** made by Councilor Luzier to approve Engineering Services Task Order #3 for Central Ave. – Overlay, ADA Curb Ramp & Drainage Upgrades for \$74,578 as presented; second by Councilor Vincent.

Discussion: Councilor Boggs – Why is there a difference in surveyor’s fees throughout town. *Heberly – It is determined by what is involved and needed in each block. He added they were able to input some new data into Dyer Partnership’s previous survey, saving the City approximately \$20,000.*

Councilor Stone questioned if some sections were engineered twice. *Heberly clarified stating there has been no overlapping of engineering.*

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

- **City of Sutherlin & ODOT Intergovernmental Agreement (IGA) – Central Avenue**

Staff Report – Elliott explained this project has escalated into a phenomenal project; ODOT is now extending it from Church Road to Comstock. Staff’s recommends approving the IGA in the amount of \$500,000. This will be their project, inside of ours.

**MOTION** made by Councilor Vincent to approve Intergovernmental Agreement between City of Sutherlin & Oregon Department of Transportation in the amount of \$500,000 for Central Avenue Project as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone asked for clarification regarding liability as mentioned in the contract. *Elliott – Provided clarification, in addition explained it is for a grind and inlay and will address ADA standards.* What did they say about the crosswalk [Comstock/Central]? *This is still open for discussion, the crosswalk is considered an “enhancement” rather than maintenance; therefore, is a separate fund. In order to move forward City would have to agree to participate.*

Councilor Stone would like to have a flashing light at the crosswalk for safer pedestrian/kids crossing; ODOT would like to split the cost with the City. *Heberly – The cost would be less than \$40,000.*

*Gillham – We have agreed to work with ODOT. Recently they received a letter from someone representing the City asking to include this flashing light in the project. City Staff did not contact them and wasn’t aware of this, but the idea did make sense.*

Councilor Stone – Confirmed he contacted them [ODOT] as a citizen; adding the wording in the email wasn’t correct.

Councilor Stone asked if the proposed “right-turn lane” [Dovetail Lane] needs to be done first. *Elliott – IGA with ODOT has been signed for the turn lane. This is ODOT’s project and scheduled for completion around May 2018.*

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

- **Resolution 2017.10 – Sutherlin Oakland Enterprise Zone Boundary Change**

Staff Report – Elliott – Required Public Hearing has taken place, asking for Council to approve Resolution 2017.10 Sutherlin Oakland EZ Boundary Change.

**MOTION** made by Councilor Luzier to approve Resolution 2017.10 – Sutherlin Oakland Enterprise Zone (EZ) Boundary Change as presented; second by Councilor Riggs.

Discussion: Councilor Stone – What is the benefit since it’s not in Sutherlin? *Elliott – It could benefit the county and City, we are all in this together. A development would create jobs for the area, therefore boosting the economy.* We have hundreds of acres already. *Maybe this potential site is the one; understand water and sewer is already to the property.* Councilor Stone questioned the boundary change, City already has EZ’s.

*CCD Business Development Corporation Representative, Brandi Whelchel, explained Sutherlin and Oakland are “zone sponsors” for the EZ, therefore any amendments need approval. There is a party interested in this piece of property.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2017.11 – Budget Appropriations Adjustment**

Staff Report – Finance Director, Dan Wilson – Summarized the Staff report and resolution.

**MOTION** made by Councilor Luzier to approve Resolution 2017.11 – Budget Appropriations Adjustment as presented; second by Councilor Boggs.

Discussion: Councilor Stone questioned why the adjustment wasn’t brought to Council during budget adoption. *Wilson – Numbers where included in year-end projections, waited until it was close to end of fiscal year rather than come back with another adjustment.* What is the \$28,500 for [Tourism-Motel Tax Fund]? *That is for Debt Service expenditures approved by Council for Central Park Playground, due to an oversight, it was not included as a budget adjustment until now.*

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

Opposed: Councilor Stone.

Motion carried.

- **Resolution 2017.12 – Supplemental Budget Adjustment**

Staff Report – Wilson – Main Street Program Fund will be closed out at end of this fiscal year, residual funds mainly from interest, have come in. Adjustment (\$60) will allow for the transfer to close the fund.

**MOTION** made by Councilor Stone to approve Resolution 2017.12 – Supplemental Budget Adjustment as presented; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **City of Sutherlin & Sutherlin School District Intergovernmental Agreement (IGA) – Sutherlin Library**

Staff Report – Gillham – Summarized the IGA and provided clarification regarding Galleher’s questions during public comment. City is moving forward with an IGA with the County, giving Sutherlin Library the authority to check out books. If agreed upon by all stakeholders, school district’s data system for checking books out may be used. Gillham spoke of the positive partnership and importance of this agreement. Our City Attorney is moving forward with the State Certification process for the library.

**MOTION** made by Councilor Luzier to approve Intergovernmental Agreement between City of Sutherlin and Sutherlin School District for the Sutherlin Library and acknowledging City’s approval for the District to use a portion of the library and outlining legal responsibilities to both parties as presented; second by Councilor Tomlinson.

Discussion: Councilor Luzier – Would like to compliment all involved for doing such a great job.

Prestianni reported on the districts participation with the library providing benefits for the community and student involvement.

Councilor Stone asked for clarification Section 2) B. of IGA regarding student internet access. *Prestianni – There will be two internet service lines because of high data requirements. There are also different liabilities regarding the school and public’s internet service. Both can be used.*

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

Opposed: None  
Motion carried unanimously.

- **Street Light Purchase Approval**

Staff Report – Elliott – City received three separate quotes for downtown street light replacement; Platt Electric was the lowest for \$68,250. Design for the light was selected by SDDI, Chamber of Commerce, and City Staff members.

**MOTION** made by Councilor Tomlinson to approve purchase of 25 Street Lights from Platt Electric for \$68,250 as presented; second by Councilor Luzier.

Discussion: Councilor Stone – What is the maintenance cost for these, such as if a bulb gets broke, or light is damaged, how replaceable will they be in the future? ***They are replaceable; the lights are \$2,700 each; the company that produces these is a 75-year family owned business in Eugene.*** Are we buying an extra one if one gets damaged? ***We can if directed to do so.***

Councilor Vincent – Most commercial lights are produced for a very long time, with generally a 20-30 year coating that won't rust or tarnish.

Councilor Boggs – How far down the street will the lights span? ***Basically from Front to Umpqua Street.***

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

Opposed: None

Motion carried unanimously.

- **Splash Pad Equipment Purchase Approval**

Staff Report – Elliott – In August 2016 Council approved playground equipment purchase for Central Park. Part of that improvement is a 1,000 sq. ft. Splash Pad. Have worked with three different firms and negotiated a price with Rain Drop Products, LLC, a Government Procurement Company. City has received a discount of 30% on the equipment.

**MOTION** made by Councilor Vincent to approve purchase of Splash Pad equipment from Rain Drops Products for \$57,060 as presented; second by Councilor Tomlinson.

Discussion: Councilor Luzier – What is the timeframe for completion? ***Public Works Superintendent, Aaron Swan – Around middle of July.***

Councilor Stone – What is the cost for installation? ***\$22,500.*** That is the total budgeted price? ***Correct.***

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

Opposed: None

Motion carried unanimously.

## **CITY COUNCIL COMMENTS**

**Councilor Boggs –**

- None

**Councilor Tomlinson –**

- None

**Councilor Luzier –**

- Complimented Library and all involved for what they have done, it's great!

**Councilor Riggs –**

- Council approved the OTIB Loan; suggestion was to contact timber industry to help fund street improvement projects. ***Gillham – Staff could do a letter writing campaign per Council's direction.***

Mayor McKnight suggested adding it to a future agenda for further discussion. ***We can do that.***

**Councilor Vincent –**

- Complimented City Staff for all their hard work, dedication, and moving projects forward in a rapid pace. Excellent job, thank you very much.

**Councilor Stone –**

- 6,000 ft. of curb and gutter is stated for paving project that just went out to bid, where is that? ***Heberly – Majority is from Front St. to Central Park.*** That is for the “bulb-ins”? ***Yes.*** 1,700 ft. of storm drain is also stated, is that on east end of town? ***That will be mainly on the west end of***

*town*. What size pipe? *Mostly 12-inch*. Stone thanked Heberly for engineering the project, he gets frustrated sometimes on how things are done, but knows this is going to help our City.

**Mayor McKnight –**

- Would also like to compliment Staff; this agenda gives the public an idea on how much work they have been doing and are definitely making progress.
- Would also like to thank Director of Public Safety, Kirk Sanfilippo, for diffusing and taking care of a citizen complaint that happened over the weekend. City Manager also followed up on Monday to make sure it was handled.

**PUBLIC COMMENT –**

- Chamber President, Tami Trowbridge – Complimented library group and partnership. To see the community work together like this makes me so appreciative of these volunteers. This will impact the community for years to come.

Mayor McKnight – District Superintendent, Prestianni, has even met with them during the weekend, everyone has worked hard to make this happen; their joint commitment is very much appreciated.

Councilor Boggs thanked the Chamber for their recent Wine & Beer walk event.

With no further discussions, Mayor McKnight announced Council will take a 5-minute break before going into Executive Session ORS 192.660(2) (i) – Performance Evaluations of Public Officers and Employees. Council will come back into regular session for a possible decision and adjournment of regular meeting.

Executive Session called to order at 8:31pm.

Executive Session adjourned at 9:00pm.

Mayor McKnight announced Council is back in regular session at 9:01pm.

**ADJOURNMENT –**

With no further business meeting adjourned at 9:01pm.

Approved: *Jerry Gillham*  
Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*  
Diane Harris, Deputy City Recorder

*Todd McKnight*  
Todd McKnight, Mayor

***APPROVED BY COUNCIL, JULY 10, 2017***