

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, November 13, 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, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Community Development Specialist, Kristi Gilbert
Police Chief, Troy Mills
Interim Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

Audience: Sharon & Rick Troxel, Daniel Kresky, Stephanie & Andrew Taylor, Joe Groussman, Beth & Jim Houseman, Terry Prestianni, Tadd Held, Peggy & Chuck Brummel, Kelsey Zlevor, Larry Gilbert, Sierra Moon, Floyd Van Sickle, Gary Dage, Matt Hunter, Margie Creacey, Pam & Duane Waller, Gail Kuntz, Jim McAllister, Wendi Stinnett, Dian Cox, Pamela Semas, Allison Green, Janel Sorenson, Kenny Allen

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

Flag Salute:

Roll Call: Excused – Councilor Stone

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

• **Audit Report**

Staff Report – Finance Director, Dan Wilson, introduced Pauly, Rogers, and Co., Auditor, Kenny Allen. Allen explained the audit’s purpose and reported City received an “un-modified opinion”, the highest level that can be received for an audit.

New requirements for this and next year:

- GASB (Government Accounting Standards Board) adopted by the City this year.
- City will be required to disclose tax abatement involved with through the County.
- New accounting standard for next year – OPEB (Oregon Pension Employer Benefit). Cities are required to recognize liability when retirees are allowed to buy back into City’s insurance plan.

City Manager, Jerry Gillham, reported Wilson has done a great job as Finance Director. The City’s finances are as healthy as he can ever remember.

• **Ford’s Pond Parks Master Plan**

Staff Report – Community Development Director, Brian Elliott, introduced Friends of Ford’s Pond, Jim Houseman, and Cameron McCarthy’s Landscape Architecture & Planning representatives, Larry Gilbert & Kelsey Zlevor, who will be presenting the final draft of Ford’s Pond Community Park Master Plan. Staff will bring the final plan back to Council for adoption at the December 11th meeting.

Gilbert expressed appreciation for the opportunity working with Staff and the community on this exciting new component for this area. Zlevor provided a history of the processes involved.

Presentation highlights:

- Analysis, design phase, documentation, and information provided by the community.

- Proposed park amenities.
- Construction cost estimates and development process “soft” costs were explained.
- Project is not seeking any funding from the City or Council.
- Potential revenue, funding sources, and grant opportunities was presented. Estimated total cost for the project – \$3,987,100.

Gilbert reported this facility is fairly unique; there’s nothing like it in this part of Oregon. Staff, Community, and Friends of Ford’s Pond have worked hard in moving this forward.

City Manager acknowledged Jim Houseman and his wife, Beth, for their involvement, if not for them, it would not be at the point it is today.

Houseman explained this could take 10-20 years before full implementation; there is not enough grant money for it to happen overnight.

- **Central Avenue and Downtown Improvements**

Staff Report – Both City Manager and Public Works Superintendent, Aaron Swan, provided Central Avenue and Downtown Improvement project updates.

Swan – Central Avenue Improvement updates:

- ADA ramps are being replaced on east Central from Opal St. to Nicholas Ct. Five are completed and another ten (spanning to Sherwood St.) have been removed and ready to be poured.
- Work preparations are being done by several construction companies from Comstock working east; storm work will start next week.
- Public Works Staff has started tree removal along downtown Central.

Councilor Luzier – When are remaining trees scheduled for removal? ***Swan - Within the next few weeks.***

- New LED street lights and tree grates/frames have arrived; trees are being shaped now and will be delivered next fall.

City Manager – Downtown improvements.

- A store-front improvement program has been discussed with 5 interested downtown businesses. Have been working with Sutherlin Downtown Development, Coos Curry Douglas Economic Development, Business Oregon, and Oregon Pacific Bank, for this one-time small business loan program to improve their storefronts.
- Design concepts featuring proposed downtown improvements.
- New development inquiries have quadrupled from the previous year.
- New businesses coming into the area: Evergreen Family Medicine, AutoZone, Starbucks, and R & S Auto Restoration.

Gillham also included a snapshot of the new residential and public projects currently in process.

- **Sutherlin School District**

Sutherlin School District Superintendent, Terry Prestianni, provided District updates:

- Facility updates are one of the School Board’s top priorities.
- District has done a great job maintaining facilities; however they are getting old.
- East School Bond passed around 1998, will be paid off May 2018.
- Grants are available for many of the upgrades; districts are ranked by priority. Out of 197 districts, Sutherlin is ranked at 71. District is looking at many options.
- District has applied and now in a pool and eligible for a matching grant for \$4 million dollars.

Prestianni explained the requirements involved with the application.

- District applied for and received 2 grants, one for facilities assessment the other for long-range facilities plan. Completed Facilities Assessment was received by the District today.
- Next community input meeting will be held at Sutherlin High School, November 21st at 7:00pm.
- Agriculture Department has 6 drones to fly over facilities for video presentations.

Prestianni can be reached at the School District Office and is happy to answer any questions.

CONSENT AGENDA

- **October 9, 2017 Minutes – Regular Meeting**

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

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Fire Station Concrete & Asphalt Paving Projects**

Staff Report – Swan reported 2 bid awards are before Council tonight. Bids were solicited for both projects; low bidder for asphalt portion was Knife River for \$65,066 and Dustin Firch Construction for \$32,000 for the concrete portion.

Councilor Vincent – When will these projects be done? *Swan – Asphalt plant is closed, but will re-open mid-December. If weather window permits, project will be done then, if not it will be next spring.*

MOTION made by Councilor Luzier to award Fire Station’s Asphalt Paving Project to Knife River for \$65,066 as presented; second by Councilor Boggs.

Discussion: Councilor Tomlinson – Is this already in the budget? *Wilson – Yes.*

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

Opposed: None

Motion carried unanimously.

Swan explained the need for having a concrete rather than asphalt in front of the Fire Station’s bays.

MOTION made by Councilor Vincent to award Fire Station’s Concrete Project to Dustin Firch Construction for \$32,000 as presented; second by Councilor Tomlinson.

Discussion: Councilor Riggs – Total of both projects is around \$97,000; is this covered in the budget? *Swan – Yes, \$120,000 has been budgeted for this year’s improvements and Staff will be asking for paving to be done in the back of the facility for next budget year.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2017.15 – 2016 Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP)**

Staff Report – Elliott summarized the Staff Report and proposed resolution; the resolution’s adoption will also enable the City to remain eligible to receive grants for disaster mitigation.

MOTION made by Councilor Luzier to approve Resolution 2017.15 – 2016 Multi-Jurisdictional Natural Hazard Mitigation Plan as presented; second by Councilor Riggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

City Manager explained Councilor Riggs has been instrumental in pushing us towards being on point for emergency preparedness.

CITY COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Tomlinson –

- Would like to revisit tree replacement project for the downtown area. Suggests having something decorative instead of trees. The downtown area is open, storefronts are more visible. *Swan – The new trees will be smaller in diameter and taller, hopefully this will remove the visual obstruction. Tree grates has already been purchased.*

Councilor Vincent – Do we know what the “stem” length is on the trees? *Elliott – Width is 10 to 15 feet and stem height is 30 to 70 feet. Trees can be pruned to whatever is needed.* With 10 to 15 foot pruned stems, storefronts would be visible.

Mayor McKnight expressed the need for a grooming plan so all trees are kept uniform. *Elliott – Trees are now being groomed as recommended, agrees downtown is more open without them.*

Councilor Tomlinson suggested planting tulips in the grates.

Councilor Luzier –

- None.

Councilor Riggs –

- Likes the idea of planting tulips.

Councilor Vincent –

- Would like to thank the Lion’s Club for the flags on Veteran’s Day, excellent to see.
- Thank you to the Fire Department for passing out bags of Halloween treats they were a focal point for the kids. Their presence helps kids be comfortable with public safety officers, an excellent part of the community.
- Beautiful to see downtown more open. Agrees with planting tulips.

Mayor McKnight –

- Would also like to thank the Lion’s Club for the flags on Veteran’s Day.
- Appreciates the Fire Department for their candy delivery in the neighborhoods, kids loved it.
- Wishing everyone a Happy Thanksgiving.

PUBLIC COMMENT –

- *Business Owner and resident, Daniel Kresky* - Concerned there is nothing on the freeway (Exit 136) directing people to the downtown area. Feels the plan for storefront improvement is awesome, but need a plan to draw in business there. Is there any way to use improvement funds for signage directing people to downtown shopping?

Councilor Luzier – This is a good project to take to Chamber, who can then approach Council for funding. **City Manager – Chamber is actually working on that right now.**

Councilor Tomlinson reiterated Chamber has been discussing additional signage. Agrees people frequent the exit’s immediate area, but it’s hard to pull them into downtown. Feels this is something business owners need to work on, as well. Chamber is trying to do whatever they can to promote tourism.

- *Blackberry Festival Committee Member, Duane Waller* – Annual Timber Town Toyland Light Parade will be held Saturday, December 16th at 7:00pm, starting at Comstock and ending at the Community Building. Sutherlin Library suggested this year’s theme “Storybook Christmas”.
- *Chamber of Commerce Executive Director, Pam Semas* –
 - Saturday, November 25th will be “Shop Small Businesses” event. The Rotary Event Center will be unveiling their window display “Winter Wonderland” featuring Councilor and Mrs. Luzier’s extensive train collection.
 - The annual Tree Lighting ceremony at the Visitors Center will be held Sunday, November 26th from 4:30 to 5:30.
 - First annual Timber Town Christmas Bazaar will be held at the Rotary Event Center December 8th, 9th, 15th and 16th. Local vendors, music, festivities, raffles, etc. will be featured.

ADJOURNMENT –

With no further business meeting adjourned at 8:17pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, CMC, City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, DECEMBER 11, 2017