

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Library Meeting Room
Monday, July 23, 2018 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

Audience: Steve Major, Jim Houseman, Richard Vander Velden, Chuck & Peggy Brummel, and Dian Cox

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

Flag Salute:

Roll Call: Excused – Councilors Luzier & Vincent

Media: None

AGENDA CONFIRMATION

- **August 13, 2018**

City Manager, Jerry Gillham, summarized the August 13th meeting's draft Agenda.

PUBLIC COMMENT

Mayor McKnight reported the public is welcome to comment during the workshop.

COUNCIL PRIORITY PROGRESS REPORT

Gillham – News Review is publishing a story on Sutherlin City Council's top 5 priorities. All 51 of the priorities are available on the City's website.

COUNCIL COMMENTS

Councilor Boggs –

- Is it possible to contact the railroad about fixing the street at the W. Sixth Avenue crossing? **Public Works Director, Aaron Swan – Will contact them.**
- Is lighting available at all of the new crosswalks on Central? Concerned about visibility and pedestrian's safety when crossing. **Swan – Will check on that.**

Mayor McKnight – Are there crosswalk location requirements? **Community Development Director, Brian Elliott – Must be at least 155 feet from the tracks. Gillham – Some locations are citizen driven.**

Councilor Tomlinson –

- New streets and striping looks good, but noticed street lights are on all day. **Elliott –Staff is working on the programming issues.**
- Blackberry Festival is coming up, hoping there are a lot of entries since Central have been fixed.

Councilor Sumner –

- Would like to compliment the City; Central Park looks outstanding, it's clean and well-manicured.
- A couple crosswalks have no signs and can reflectors be added for better visibility? **Swan – Crosswalks have a reflective coating; however, can look into other options. Signage is planned for each crosswalk.**

Councilor Stone –

- When Central was under ODOT’s jurisdiction, all crosswalks had to be lighted or flashing. *Elliott – Will look into verifying that.*
- Has a decision been made about graveling a walking path up on Dovetail Lane [Scardi Blvd]? *Swan – Have looked at it and would like to move forward, it is more extensive than perceived.* Concerned about pedestrian’s safety.
- There is a newly planted tree on the corner [Scardi Blvd. & Pebble Creek Street intersection] concerned about a visibility issue in the future.
- As a future goal would like to have signal lights on west side of freeway. How can we get ODOT to consider it? At times that intersection is impossible to cross. Would also like to plan for traffic lights at Waite St. and Comstock in the future. *Elliott – Traffic impact study showed the traffic count does not meet the criteria for traffic lights. ODOT’s position is there has to be a fatality to get a light any other way.* Are there any other traffic stop options, don’t want a fatality to happen in order to fix this. *Can reach out to ODOT again to discuss this issue.*

Councilor Boggs – Has the timing at signal lights changed? *Swan – During construction they were put on timers, ODOT will have the sensors back online soon.*

- Shouldn’t ODOT have fixed the hole in the pavement west of Starbucks during their construction project? *Gillham – Staff will reach out and make sure they fix it.*
- Landscaped area east of freeway near flags needs a maintenance plan. *Swan – Will look into it.*
- Did UGB get finalized? *Elliott – It’s finalized through DLCD, still working with Dept. of Revenue.* Can building construction start? *Need to get through this step first; Staff is also meeting with Douglas County Planning this week.*
- Recent events at Ford’s Pond looked successful.

Mayor McKnight –

- Will there be a rodeo parade this year? *No, they decided not to do one this year.*
- Are there plans to acknowledge LDS Church members for all of the work they did in town? *Gillham – Yes, planning a special presentation at next Council meeting. Last Saturday they painting trim on City Hall, weeded along Central from one end to the other, removed carpet from Civic Auditorium, and cleaned/weeded along Red Rock Trail.*
- Central Avenue has a lot of road wear from the heavy trucks; would like to have a discussion in the future to consider asking the trucking companies to assist in paying for road use. Not saying that we will do it, but would like to look into it.

PUBLIC COMMENT

- Resident & President of Friends of Ford’s Pond, Jim Houseman – Recent event at Ford’s Pond called Blue Zones Project Umpqua had 75 participants. Would like to express a warm appreciation for the excellent job by City Staff, Public Works Crew, and Planning in preparation for the event, and Sutherlin Septic for their porta-potty donations. The new parking lot is great and getting a lot of use.

Councilor Stone – What is being done about fire protection at the pond? *Houseman – Have mowed a 10 foot wide path around the pond, and 1-mile long strip along the hillside. Swan – Fire Department’s brush truck can traverse through that area as well.*

- Resident and County Commissioner candidate, Richard Vander Velden – Have a question regarding School District’s plan to build an elementary school in the spillway/flood plain. Has Council or anyone looked at alternative build sites? *Gillham – Have had several meetings to identify risk, will do emergency preparations, and meet with Planning Staff to look at alternative sites. Elliott – City is also working with Sutherlin Water Control District, they are raising money for a grant match to seek funding to bring the damn up to a 9.0 seismic.*

CONSENT AGENDA

- **June 11, 2018 Minutes – Regular Meeting**
- **June 25, 2018 Minutes – Workshop**

MOTION made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Sumner.

In favor: Councilors Sumner, Stone, Boggs, Tomlinson, and Mayor McKnight

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Meterreaders, LLC Services Contract Approval**

Staff Report – Swan explained processes and reasons for the agreement with Meterreaders, LLC manual meter reading services. Cost will be .82 cents per meter read or approximately \$2,500 per month.

MOTION made by Councilor Boggs to approve services contract with Meter Readers, LLC as presented; second by Councilor Stone.

Discussion: Councilor Stone – How many days does it take to read the meters? *Swan – 2 meter readers take about 3 days.* \$2,500 per month for 2 guys spending 3 days reading meters? *Back when Public Works was manually reading meters, there was a crew of 9 on staff. With a present crew of 6, it would really cut into the work load. When Automatic Meter Reads (AMR) was implemented in 2002 there was still 9 on staff. AMR system initially cost around \$700,000, and are now obsolete and breaking down at an alarming rate. Replacement cost is about \$700,000, if financed for 20-years at 1% interest, payments would be about \$3,200 a month. In reality, those AMR's will not last through the end of the note.* Have you been trying to replace them? *Yes, until we realized we couldn't any more.* Do you have to replace the whole meter? *No, that is not the problem; the AMR radio transmitter is what's going bad.*

Gillham – There is too much risk involved with spending City's resources on a new system at this time. Recommend agreeing to a 1-year contract and see where technology is going.

A discussion was held regarding the work load vs. costs and amount of days it used to take for staff to manually input meter reads. Suggestion to hire a part-time person to read meters did not seem feasible.

What budget will this be out of? *Finance Director, Dan Wilson – Water budget; increases in that line item was explained during the last budget process.*

Councilor Sumner – What are other City's doing in this same situation. *Swan – Not sure, but some large cities are using this manual service.*

Mayor McKnight – Will revisit this every year. *Correct.*

In Favor: Councilors Sumner, Stone, Boggs, Tomlinson, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **Police In-Car Radio Repeater Purchase Approval**

Staff Report – Chief of Police, Troy Mills – Procurement of 7 In-Car Radio Repeaters was approved during the budget process. Their cost has increased since initially quoted, putting the purchase over budget. Proposal is to purchase 6 instead, coming in slightly under budget. Chief's vehicle will not be equipped with one.

MOTION made by Councilor Tomlinson to approve purchase of 6 Futurecom In-Car Radio Repeaters for \$37,594 as presented; second by Councilor Sumner.

Discussion: Councilor Stone – What is the maintenance on these? *Mills – Tech support maintenance is covered through Day Wireless and they have a 5-year warranty.* Will they have to be upgraded every year? *Average life span and technology is about 5-years.* How far do they reach? *Have tested the demo for a month, so far they're range has not failed. Current radios are always losing communications in Sutherlin and Oakland's dead areas. Demo was able to transport to dispatch from everywhere.*

Councilor Boggs confirmed difference in cost and suggested purchasing 7 repeaters. All cars should have them installed, it's a safety issue.

Councilor Sumner – As Chief, do you cover big events in town and back up other officers? *Yes, all the time.* Feels it's ridiculous to not have one in your car.

AMENDED MOTION made by Councilor Sumner to approve purchase of 7 Futurecom In-Car Radio Repeaters for \$43,515.37; second by Councilor Boggs.

Discussion: Stone – Will this come out of the reserve fund? *Wilson – Yes, will do a budget adjustment.*

In Favor: Councilors Sumner, Stone, Boggs, Tomlinson, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **Police In-Car Camera Purchase Approval**

Staff Report – Mills summarized the Staff Report requesting 7 In-Car Camera systems as approved during the budget process. These would replace the previous outdated system.

MOTION made by Councilor Tomlinson to approve purchase of Axon In-Car Cameras for as presented; second by Councilor Sumner.

Discussion: Councilor Stone – What type of camera is this? *Currently have same system, it syncs into evidence.com, where all digital evidence is kept.* What is the 5-year payment summary. *The first year costs \$29,818, dropping to \$10,352 the following years, with total replacement at 2 ½ and 5-year mark.*

In Favor: Councilors Sumner, Stone, Boggs, Tomlinson, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

WORKSHOP

• City Facilities Security

Staff Report – Mills provided a PowerPoint presentation showing aerial views of City facilities. For the price of a security system, protection will be available most importantly for citizens, City's assets, and help with criminal activity convictions. Details regarding various locations were presented and issues explained. Mills shared criteria to be considered regarding useful security systems. Staff is working with vendors on costs and applications.

- Are you looking at systems that give the ability to log-in and view live? *Looking at everything; would like a system with ability to add to in the future rather replacing with brand new one.*
- When officers are on break or doing paperwork, do they go to these parks and sit, providing a presence while working on reports? *They don't, looking down at a computer and concentrating on paper work makes them very vulnerable. It's best for them to go back to the office, without distractions, do their paperwork, and go back out on the road. Rodeo grounds bathroom is monitored, officers can log-in and watch it live on the records room TV and listen to conversations.*

Swan – We have had cameras in the past but, they were low quality. However, a few people involved in criminal activity were caught. It's important to have a good camera with good clarity.

- Have seen some negative comments on City's Facebook regarding activities going on at Central Park. *Mills – There will be large signs posted stating "you are on camera"; they are there for the citizen's protection.*

STRATEGIC PLAN UPDATES

• Maintenance Software Upgrade

Staff Report – Elliott – This is maintenance software for ArcMaps Geographic Information System (GIS) mapping. Software has been purchase and installed. Staff is collecting data on distribution system, and transmission and fire lines; once completed, will migrate to the collection system. This will be an ongoing process as new housing goes up and systems are replaced.

REPORTS

• Wastewater Treatment Plant Improvement Project Update

Dyer Partnership and Project Engineer, Steve Major, provided a PowerPoint presentation showing WTP Improvement Project construction phase between May 29th – June 30th. Updates were provided on-site prep, staging areas, SBR (Sequential Batch Reactor), and site work.

- There are signs for DEQ at the site, why doesn't the contractor have a sign? *DEQ signs are a requirement, but it's up to the contractor if he wants signs.*

Major – Have had a month of construction, they [Tapani] have submitted tons of submittals and approvals up front, once they started moving dirt, they moved fast.

- Do they have a waiver for hours of construction; they can't start until 7:00am. *Elliott – It's outside city's jurisdiction, County allows 6:00am start time. Major – Hours are specified in the contract. Can hear them working all night long. Major – Don't believe it's all night but, will find out what their typical working hours are.*

• Central Avenue Update

Elliott – Mainline paving is completed and striping is almost complete. Guido Construction has the big items done, but requesting a 30-day extension to do final small items and complete preliminary punch.

- Is this on budget? *Right now we're on budget; meeting tomorrow to go through quantities, etc.*

- Who is responsible for the push buttons on the crosswalks? *We're working with ODOT to get that program corrected.*
- Are the overhead streetlights going to remain? *Yes, they and the signal lights will stay.*
- Are we working with the County about the road work needed at bridge on Calapooia Street? *Swan –They wanted us to take that over, City didn't want to, the bridge is going to be a big cost, have shelved it for now so we can concentrate on Central.* Would like to see them pave from the alley to the bridge; it needs to be on their list. *Will make some phone calls.*

ADJOURNMENT –

With no further business meeting adjourned at 8:12.

Approved: *Jerry Gillham*
Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris
Diane Harris, CMC, City Recorder

Todd McKnight
Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, AUGUST 13, 2018