

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, June 11, 2018 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

Assistant CM, Finance Director, Dan Wilson
Sr. City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

AUDIENCE: Adam Sarnoski, Elainna Swanson, Tim Moyer, Brian Burke, Tami Trowbridge

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)

- None

CONSENT AGENDA

- **May 14, 2018 Minutes – Regular Meeting**

MOTION made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Luzier.
In Favor: Councilors Boggs, Tomlinson, Luzier, Sumner, Vincent, Stone, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Planning Commission Appointments**

City Recorder, Diane Harris – There are 2 vacancies on the Planning Commission with terms ending December 31, 2018 and December 31, 2020. City received applications from Adam Sarnoski and Elainna Swanson. Mayor McKnight asked Sarnoski and Swanson if they would like to come forward and speak to Council. Both declined.

MOTION made by Councilor Boggs to appoint Elainna Swanson to term ending December 31, 2018 and Adam Sarnoski to term ending December 31, 2020; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Sprint Franchise Agreement (first reading, title only)**

Mayor McKnight asked Harris, to read the draft ordinance by title only.

Harris – “An ordinance granting to Sprint Communications Company L.P., a Delaware Limited Partnership, a non-exclusive franchise to use the public rights-of-way to provide for the placement of non-cable telecommunications facilities, subject to certain conditions and duties as specified”.

Staff Report – Finance Director, Dan Wilson, summarized one of the City’s smaller franchise agreements. A lot of the right-of-ways in the previous [30 year] agreement were actually in the county rather than city limits. Therefore, reducing the revenue to a lesser amount.

MOTION made by Councilor Luzier to approve first reading, title only of Ordinance – Sprint Franchise Agreement; second by Councilor Stone.

Discussion: Councilor Stone – Have the rates increased and how long is this agreement for? *Wilson – This is a ten year agreement, the rates, based on linear feet, stay the same.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.09 – Budget Appropriations Adjustment**

Staff Report – Wilson explained this annual adjustment makes sure City is in compliance with State Budget Law. Wilson explained reasons for the necessary adjustments.

MOTION made by Councilor Luzier to approve Resolution 2018.09 – Budget Appropriations Adjustments as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – Will the \$34,500 adjustment be on top of current year’s personnel services? *Yes, but as stated in the report it is due to both the restructuring of departments and pending retirements. The reduced Douglas County Planning Services Contract provided some savings. How much was that? Around \$24,000 this year.*

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

Opposed: Councilor Stone.

Motion carried.

- **Resolution 2018.10 – Supplemental Budget Adjustment**

Staff Report – Wilson explained reasons for the supplemental budget adjustments are partially due to residual funds remaining after closing out Central Avenue and Street Maintenance Reserve Funds.

MOTION made by Councilor Sumner to approve Resolution 2018.10 – Supplemental Budget Adjustments as presented; second by Councilor Stone.

Discussion: Councilor Stone – This is going back into the Construction Fund rather than Reserve Maintenance Fund? *Correct, for the Central Avenue project and includes accrued interest. 2018-19 Budget reflects what is needed to meet the project’s obligations.* Usually it isn’t done that way.

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

Opposed: Councilor Stone

Motion carried.

COUNCIL DISCUSSION

- **Visitor Center’s Triangle Park Memorial Name**

City Manager attended a recent event where renaming of the Visitor Center’s Triangle Park was discussed. It was suggested to rename the park in memory of the late Char Hendershott, who served as the Tourism Coordinator for several years. It wouldn’t be what it is without Hendershott; she was the foundation and rock for the Visitor’s Center. City Manager explained wanting to pass this idea on to Council for consideration and would like to include Chamber President, Tami Trowbridge, input regarding the suggestion.

Trowbridge reported on the many things Hendershott did for the Visitor Center when City took over several years before the Chamber began operating it. Hendershott took on much needed improvements, moved forward and reached out to communities and resources. We would like to honor all she has done.

Councilor Luzier supported the idea asking Trowbridge and the Chamber to put a proposal and presentation together for Council with suggested names.

Mayor McKnight suggested adding the presentation to a future agenda.

City Manager stated he and Trowbridge will work together; a resolution will be created regarding the renaming of the Park. Trowbridge agreed to bring back a proposal for Council to consider.

REPORTS/PRESENTATIONS

• Central Avenue Update

Community Development Director, Brian Elliott, presented Central Avenue's paving schedule and maps, reminding Councilors unforeseen issues could alter the schedule:

- ❖ There will be 7 shifts, 12 hours each, from 7pm to 7am.
- ❖ Phase I will begin Sunday, June 17th from Church Rd. to Comstock Rd. It is anticipated to take 2 shifts to complete.
- ❖ Phase 2 will start from Comstock to Umpqua St. taking 3 shifts.
- ❖ Phase 3 will start from Umpqua St. to Opal St. taking 2 shifts.

Elliott explained they are hoping to fulfill this very aggressive schedule.

- ❖ Exit 136 will only be closed during Phase 1, detours will be provided. Elliott explained traffic control processes. Estimated time for the grind and inlay is 7 days, followed by around 10 days for "approach" work.

Questions:

- Will all of this be completed by 4th of July? *Elliott – The grind and inlay will be completed by then if all goes well.* So maybe around the 15th of July? *Swan – A lot of other things have to happen after approaches are finished; several weeks of work still have to be done before final completion.*
- Councilor Stone asked who does the trenching (sic) inspections (various areas in the street that have been dug out and refilled). *Swan – Project Engineer, Adam Heberly, determined areas in need of asphalt/concrete repair and compaction. Any area showing depressions were tested and are in the process of being fixed.* What happens if we do have a failure once this is completed? *We are doing all that we can to ensure there aren't any problems.*
- What are the green highlighted areas on the map? *That shows the truck turnaround routes.*
- Is anyone double checking ADA ramps making sure they meet exact specifications? Concerned if a few years from now someone with a wheelchair has a problem, can they come back on the City if they find it didn't meet specifications? Are we holding the contractor accountable? *Elliott – There are 80 ADA ramps in City's portion of the project. He referred to the handout showing specifications and how many certified and calibrated measurements are taken to make sure all ramps are correct before approval. Right now, 3 need to be repaired before paving starts, and several need minor repairs before approval.* *Swan – The engineer and contractor both check the work to make sure they are in compliance.*
- If they are out of compliance 5 years from now is it the City's liability? *Probably, however if you don't start a new pavement/sidewalk project it doesn't trigger the fix. It is hard to tell, as the industry changes, if they will be in compliance or not.*
- That is one of the reasons we are able to go east as far as possible with the paving, it is not mandated that a sidewalk/ADA ramp be put in, therefore maximizing our dollar. *Correct.*

CITY COUNCIL COMMENTS

Councilor Boggs –

- Looking forward to the "washboard abs" being taken care of on Central.

Councilor Tomlinson –

- All the work looks good downtown.
- A suggestion was brought to my attention about having lighting ceremony before the new street lights are turned on possibly at project's completion.

Trowbridge – Chamber has discussed that as well, annual meeting is around the first part of August and thought it would be a great time to do a downtown unveiling, would love to make it a community event.

Mayor asked Councilors if they were in support of the idea and would like to see Chamber move forward. All were in support.

Councilor Luzier –

- Would like to compliment Swan and Elliott for their hard work. For such a huge project it is going very well, I think it's great.
- The street lights look fantastic.

Councilor Sumner –

- None

Councilor Vincent –

- None

Councilor Stone –

- Concerned the lights poles/flower baskets could be hit by vehicles causing damage to the pole (referred to issue with Roseburg’s poles). *Swan – Feels the baskets/lights are set back far enough to not cause problems.*

Mayor McKnight –

- Kudos to staff! When project issues were presented to them, they were quick to respond, fixing and taking care of any problems.

PUBLIC COMMENT –

- Douglas County Celtic Society Representative, Timothy Moyer – The annual Highland games, previously held in Winston, will now be held at Henry Winery in Umpqua. The date for the event has changed to the 4th weekend in August (25th & 26th) and will no longer compete with the Blackberry Festival. This will also bring increased tourism to the Sutherlin area.
 - Where does the furthest Clan travel from? *Possibly Portland and Northern California.*

This new location allows for more space for the event therefore, drawing in professional Highland athletes to participate. Moyer provided event flyers.

ADJOURNMENT –

With no further business meeting adjourned at 7:39pm.

Respectfully submitted by,

Diane Harris

Diane Harris, CMC, City Recorder

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, JULY 23, 2018