

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, June 25, 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
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
City Attorney, Chad Jacobs (via Skype)

Audience: Kimberly Tomlinson, Emily Blakely, Dian Cox

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

Flag Salute:

Roll Call: All present

Media: None

AGENDA CONFIRMATION

• **July 9th Agenda**

City Manager, Jerry Gillham – No agenda items are scheduled for the July 9th meeting. Staff recommends cancellation of the meeting; however, it is Council’s decision.

Mayor McKnight asked for Councilors thoughts; it was by consensus to cancel the meeting. Gillham stated if anything important requiring a legislative policy decision comes up, Council will be notified.

PUBLIC COMMENT

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

- Citizens, Emily Blakely – The improvements around the city are remarkable. Crews are working hard. Lions Club appreciates the flag poles, many citizens like the light poles and automatic watering system for hanging baskets. The new colorful playground and splash pad is enjoyed by many. Blakely thanked the City for all of the work that has been done, it’s huge.

Mayor McKnight expressed appreciation for Blakely’s positive feedback.

COUNCIL PRIORITY PROGRESS REPORT

• **Council Priorities 2018-19**

Gillham summarized the Council Priority process. Language has been added for citizens to understand, see why it exists, and how it may impact them. The priorities are available on the front page of the City’s website and embedded in the strategic plan.

COUNCIL COMMENTS

Councilor Boggs –

- Great job on the street paving.
- Would like to thank Chief Mills for the excellent job acknowledging his troops.

Councilor Tomlinson –

- None

Councilor Luzier –

- Streets and light posts look great.

Councilor Sumner –

- Are there plans to pave up both Calapooia and State Street? **Public Works Superintendent, Aaron Swan – Paving will continue from Central Avenue, south on Calapooia to the alley and State Street will just be the approaches.**

Councilor Vincent –

- Streets look really good.
- Congratulations to Woofstock on their successful event.
- Things are moving forward. Excellent jobs by the crews and Staff’s management of these projects. Understands how difficult it can be with having many irons in the fire.

Councilor Stone –

- AutoZone, who is now open, looks great.
- Received a complaint regarding kids riding scooters down playground’s slides; are the police monitoring that all of time? **Mills – As much as possible.**
- Does Douglas County have the ICE (Immigration Customs Enforcement) Detainee program like Springfield? **No.**
- After 8 years of complaining, the pothole at Central and Calapooia intersection is finally patched, realize that wasn’t City’s jurisdiction before. **Swan – You are very welcome!**
- Glad the Urban Growth Boundary swap is finalized, things are starting to happen as a result.

Gillham responded to questions regarding the park/splash pad. Staff is working on initial strategy for new surveillance systems in the park and other facilities.

- What type of signage is at the park? **Swan – Have 2 signs stating “no wheeled devices allowed”.**

Mayor McKnight – Are there plans to place more “Under Surveillance” signs? **Gillham – Yes, that is part of the plan.**

Mayor McKnight –

- Have heard many compliments around the community on the paving and how “smooth” it is.

Councilor Boggs asked if ODOT is doing their portion of the project differently? **Swan – It is separate; ODOT chose their paving limits with the engineer. They decided not to pave the portion of the westbound lane [near interchange] since it was paved around 4 years ago.**

COUNCIL BUSINESS

- **Liquor License Approval – Fox Den**

Staff Report – Police Chief Mills – Fox Den, LLC. has submitted a Liquor License Application for their new business location at 145 Myrtle Street. No disqualifying information was presented, recommendation is to approve their application for on premises sale of alcoholic beverages.

MOTION made by Councilor Luzier to approve Fox Den’s Liquor License Application as presented; second by Councilor Stone.

Discussion: Councilor Stone – Is this were the smoke shop [Vapor Crave] was? **Mills – Yes.**

Councilor Boggs – Are they moving their existing business to the new one? **This is a new business; they will keep their existing location [east side of town] as well.**

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1061 – Sprint Franchise Agreement (second reading & adoption)**

Mayor McKnight asked City Recorder, Diane Harris, to read Ordinance No. 1061, title only “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 – Nothing has changed since the first reading.

MOTION made by Councilor Stone to approve Ordinance No. 1061 – Sprint Franchise Agreement as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None
Motion carried unanimously.

- **Resolution No. 2018.11 – Public Works Department Surplus Property**

Staff Report – Public Works Superintendent, Aaron Swan – Department has 3 pickups and a grasshopper mower to declare as surplus property for to the next I-5 Auction. They are all pretty old and beat up and the department has been fortunate enough to replace them.

MOTION made by Councilor Luzier to approve Resolution No. 2018.11 – Public Works Department Surplus Property as presented; second by Councilor Sumner.

Discussion: Councilor Stone – Will the revenue go back into a reserve fund? *Wilson – Correct.*

Councilor Tomlinson – Has City considered another option of selling these items ourselves rather than at an auction and paying the auction fees? Could possibly make more money instead of earning \$500 and giving the auctioneer \$300. *Swan – This has been our practice to surplus the items for auction. It would be very time consuming to sell ourselves.* Suggest taking them to a local car lot on consignment and asking for bluebook price, the pickups are still worth something. *Swan explained the conditions of the items for surplus, the '01 GMC is the only vehicle they may do better selling outright rather than at auction.* Maybe need to take a look at that, see what the value is. *Gillham – Staff has done this analysis many times. For government, it is not a matter of just putting it up for sale, there are selling requirements. Selling outright would require City Attorney involvement, and staff time managing and overseeing it. Essentially we have to put it out to bid. This only occurs every other year, and total fiscal ramifications to the budget may be around \$2,000.*

Swan – Will find out what the auction rate is. Councilor Stone – Believe their fee is 10%.

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2018.12 – Supplemental Budget Adjustment**

Staff Report – Wilson – The paving schedule was moved up a month, therefore expenses will be coming out this current fiscal year rather than next, as budgeted. The bulk of the paving will be done in June amounting to around \$1million. Therefore, a budget adjustment is needed; whatever isn't spent will roll back into next fiscal year's budget.

MOTION made by Councilor Vincent to approve Resolution No. 2018.12 – Supplemental Budget Adjustment as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – How are we doing on that project's budget? *Wilson – We're on track.* Have there been a lot of change orders? *Swan – No there haven't.*

Councilor Sumner – The money that is being used is from next year's budget? *Yes.* So it would have been spent anyway. *Correct, it's the timing of it that is the factor.*

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2018.13 – Douglas County Transit District Formation**

Staff Report – Harris explained City received the proposed resolution from Douglas County regarding the formation of Douglas County Transit District. County Commissioner's request resolutions are adopted by July 5th, to allow time for the election of Transit District Board members to be on the November 2018 ballot. The formation of the district is of no cost to cities, but a shift in governance from Commissioner's control to the Transit District's board.

MOTION made by Councilor Stone to approve Resolution No. 2018.13 – Douglas County Transit District Formation as presented; second by Councilor Boggs.

Discussion: Councilor Stone – How will this work? It sounds like this is federal and state funded. *Gillham – Yes, federal government is the principal funder, much like our Dial-A-Ride program.* What are the ramifications down the road, if they run out of money, is City committed to helping fund it? *No.*

Councilor Luzier – Makes me nervous when the county says it’s not going to cost the cities anything. Feel it needs a closer look to make sure cities are not going to be asked to kick in money to keep this going. Why is the county getting rid of it? *Gillham – The County are over-seers and a pass-through for federal funds, if approved it will be managed by a Transit District Board. Funding stays the same.*

Councilor Boggs – What is the process in choosing the board, will they be handpicked or elected. *City Attorney, Chad Jacobs – If district is formed, in November an election will be held for Board Directors.*

Councilor Tomlinson spoke concerns comparing Eugene’s Transit District and issues involved with residents being taxed, is there a chance this could turn out that way? *Gillham – Don’t believe the Douglas County Transit District has the same taxing authority as Lane County.*

Jacobs – This is basically creating a separate government entity dealing with transportation issues. If wanting to impose a property tax, it has to go before the vote of the people. By the city consenting to this, the city will be a part of that district, if there is a vote regarding property taxes, the resident of Sutherlin would have a say.

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

Opposed: Councilor Tomlinson.

Motion carried.

WORKSHOP

- **Raise Funds to Pave Red Rock Road**

Staff Report – Gillham – Will let the Staff Report stand on its own, still moving forward with some sort of plan in the future.

- **Wastewater Construction Schedule**

Staff Report – Community Development Director, Brian Elliott – Received a Wastewater Critical Path Construction Schedule from Tapani (included in packet). This gives Council an idea on what will be taking place in the next 18 months. Weekly progress meetings are being held; every three months Dyer Partnership to attend Council Meetings to provide updates, their first they appearance will be July 23rd.

REPORTS

- **Central Avenue Paving Update**

Staff Report – Swan provided project updates. Paving has gone well, have moved from Church Road to Willamette Street. Tonight will continue to just past Opal Street on the north side going east, and tomorrow night do the south side. They are now past the tough intersections and closures; however, there will still be some congestion

Comments:

- Loose gravel was left on Dovetail Lane, not sure if city is supposed to sweep that off. *Swan – Will send the street sweeper out to take care of it in the next day or so.*

ADJOURNMENT –

With no further business meeting adjourned at 7:34pm.

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, JULY 23, 2018