

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, March 9, 2015 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Frank Egbert, Wayne Luzier, Karen Meier, Forrest Stone, Wes Anderson
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder/HR Manager, Debbie Hamilton
Deputy City Recorder, Diane Harris
Finance Supervisor, Dan Wilson
Community Development Director, Vicki Luther
Interim Fire Chief, Rich LaBelle
Douglas County Fire District #2 Deputy Chief, Rob Bullock

Audience: Joe Groussman, Sierra Moon, Tami & Jack Trowbridge, John Stall, Beth Houseman, Denny & Pam Cameron, Bertha Egbert, Becky Bright-Jones, Pat & Bert Bales, Morgan Ironplow, Richard VanderVelden, David Huntsman, Rick & Sharon Troxel, Gayla Holley, Jensine Holley, Donna Tucker, Margie Creacey, Susan Osland, J. Lindeen Brown, Michelle Olson, Wendi Stinnett, Patti McCollum, Brian Burke Sr., Justin Peterman, Pam Semas

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

Flag Salute:

Roll Call: All present

Introduction of Media: None present

PUBLIC COMMENT (agenda items only)

- Resident/Friends of Ford's Pond (FFP) Board Member, Beth Houseman – On behalf of FFP's Board of Directors would like to thank Mayor McKnight and Councilors for considering tonight's resolution. Would also like to thank Councilor Boggs, Parks Advisory Committee and City Staff for meeting with FFP on site, listening to their vision. Without the resolution's formal parks designation and partnership with the City, FFP would not be able to successfully apply to IRS for 501(c) 3 status. The process takes up to 18 months for approval, putting them into 2017 before having the ability to actively pursue any funding as a "non-profit".

PRESENTATIONS/PROCLAMATIONS

- **American Red Cross**

American Red Cross Blood Drive Coordinator, Patty McCollum – The act of giving blood can help save up to three lives. The Police Department joined in Red Cross's "City Challenge" and has been honored with first place for most first time donors. Police Department Records Clerk, Gayla Holley and daughter Jensine, a student and Sutherlin High School, has been involved in hosting these blood drives. As a result Jensine is being considered for an American Red Cross scholarship. Sutherlin Police Department's bi-annual blood drive will be held Monday, March 23rd from 9am – 2pm, [Sutherlin Community Center], those interested in signing up can contact Gayla.

COUNCIL BUSINESS

- **Budget Committee Appointment**

Mayor McKnight - One Budget Committee seat is vacant with term ending December 31, 2016. City received five applications for the position: Rebecca Bright-Jones, David Huntsman, Denny Cameron, Joe Groussman and John Stall.

Mayor McKnight asked if any applicants in the audience would like to introduce themselves or address Council. After seeing no response, Mayor thanked those who applied, adding Council is working hard to move forward in a positive direction and seeing new people getting involved is outstanding and appreciated it.

MOTION made by Councilor Boggs to appoint John Stall to Budget Committee, term ending December 31, 2016; second by Councilor Luzier.

Discussion: Councilor Boggs - Has known Stall for several years; he has experience with multi-million dollar budgets and government.

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier and Mayor McKnight

Opposed: Councilor Stone

Motion carried.

- **Library Board Appointment**

Mayor announced one Library Board seat is vacant; term ending December 31, 2018, City has received one application from Morgan Sky Ironplow.

Mayor asked Ironplow if she would like to say anything on her behalf.

Ironplow stated she moved to the area approximately nine years ago, and wanted to get more involved in the community.

MOTION made by Councilor Boggs to appoint Morgan Ironplow to Library Board, term ending December 31, 2018; second by Councilor Meier.

Discussion: None

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Council Budget Priority Approval**

Mayor McKnight asked Council members if they would like to make a motion as a whole, rather than review each goal one at a time since they have already reviewed and discussed the priorities. It was by Consensus not to make a separate motion on each goal; however, members would like to bring some goals up for discussion.

1. **Urban Growth Boundary Swap**
2. **Mixed Use Zoning**
3. **N. Comstock Project**
4. **Central Avenue Transfer**
5. **Retain Valentine on Project List**
6. **Facility Maintenance Reserve**
7. **Toddler Play Area**

City Manager, Jerry Gillham, explained he would like to let Staff Reports stand on their own, however would like to speak specifically on Central Avenue Transfer project. CATT (Central Avenue Transfer Team) is present tonight and will provide an overall thought and concept for the project. Tonight's presentation is very preliminary, however is seeking from Council to include this project as one of the budget priorities. Process will ultimately lead to a transfer of authority and co-applicant grant with ODOT. Gillham presented CATT members: Chamber President, Tami Trowbridge and Sutherlin Downtown Development, Inc., (SDDI) President, J. Lindeen Brown.

Trowbridge stated she wanted to present the "opportunity view" to Council; this is a chance to make positive changes to city's street and streetscape. A conceptual draft, provided by i.e. Engineering [designer, Emily Overbey], was presented. ODOT would like to give up their jurisdiction from Comstock Road to the railroad tracks on Central Ave., (.8 mile), estimated cost for improvements is \$1.6 million. Grant would include portion from the railroad tracks to Mardonna Street, (.5-.6 mile), cost is estimated at \$1.6 million. Transportation Enhancement (TE) Grant, for approximately \$5 million would also be for downtown core improvements, (.8 mile). Sutherlin could get new entry, streets, ADA accessible sidewalks and new streetscapes. A proposed maintenance fund could be set aside for approximately \$400,000,

accumulating interest for possibly ten years before maintenance is needed. Estimated costs for proposed utility relocation does not appear to be as high as originally projected, due to power lines only along Central; transformers are located on side streets. A portion of the proposed way-finding signage costs could possibly be paid out of Tourism Room Tax (TRT) fund.

- Councilor Luzier – Complimented and thanked Trowbridge on her presentation.
- Councilor Anderson – Would like to confirm City’s grant match amount. ***Gillham – TE Grant requires 10%, City will actually have a 25% to match. Out of the \$1.6 million ODOT is giving the City, approximately 1.2 million would be used as part of the grant match.***
- Councilor Meier – What will this cost the City? ***This is not anticipated to cost the City any money, other than Staff time. There may be some waterline improvements and storm water upgrades. County Commissioner, [Susan] Morgan, who is on the committee that’s ranks and scores for the grant, recently contacted City Manager regarding the process. City’s chances for receiving the bi-annually offered grant are very good.***
- Councilor Anderson – When applying for the grant, will they require a preliminary engineer to put something together for a cost estimate? ***Yes.*** The worst stretch of Central Avenue is from Bi-Mart to the county line, will that be phased in? ***It would have to be considered as a future project.*** It seems each year we budget for one street project. ***Yes, depending on State Gas Tax revenue.*** If we were to focus on Central, how many years would you estimate on amount of street projects that would have to be postponed? ***If using City funds, would never be able to gather enough funds.*** How would we accomplish redoing Central? ***We would apply for more TE Grants. What money we have available, we use to preserve what we have now.*** Do we have resources to fix potholes now, noticed a large one in front of Bi-Mart? ***Yes, will get that taken care of.***
- Mayor McKnight – What is the status on crosswalks in need of repainting? ***That is a spring project and is in the works.***
- Councilor Stone – Who appraises the job, are we taking ODOT’s word regarding the cost? ***No, it will be a joint effort between our contracted engineer and theirs.***
- Mayor McKnight – What if the project is more expensive than planned, what does ODOT do? ***With what money we have, we will do as much as we can.***
- Councilor Stone – What is the cap for the TE Grant? ***Cap is based on how much this region receives. City will apply for what project will cost. If grant award is for less, City can decide to move forward, do what we can or not accept the grant.***
- Councilor Egbert – Did Staff investigate sub-base on Central? ***Public Works Operations Superintendent, Aaron Swan, investigated it for storm water purposes, and previous City Engineer, Jeff Nelson, looked at it. They stated \$1.6 million would cover those costs.***
- Councilor Meier – Will work start prior to applying for the grant? ***No, will not even take the \$1.6 million from ODOT before receiving grant, and will not be obligated to ODOT money until then.***
- Councilor Meier – At some point City will have to hire an engineer for initial scope of work for grant application process. ***This fiscal year we will hire an engineer to analyze ODOT’s numbers before proceeding with the grant.*** How much will the City spend before we figure out what we’re going to do? ***The costs will be built into the grant; estimated cost at start up would be approximately \$2,500.***

Councilor Meier requested pulling goal #4 separate for voting purposes.

Discussion continued regarding cost estimates, conceptual design for project and options concerning street width, turn lanes and sidewalks.

Councilor Meier – Questioned “bulb-out” on downtown design option. ***Bulb-outs will restrict some parking, otherwise the center turn lane and width of street will not change. Bulb-outs were introduced in the mid 90’s as a means of making downtowns pedestrian and ADA friendly.***

Councilor Luzier – This doesn’t have to be part of the design, this is just conceptual. ***Correct***

City Manager – Would like Council to consider this project, don’t come up with the reason why this can’t be done, but come together and find a way to make it happen.

Councilor Egbert – What happens to the portion between Comstock and the freeway? ***That remains within ODOT’s control as part of the IMAP (Interchange Area Master Plan).***

- Councilor Meier – Initially, when this was brought up, Council consensus was until we could have a plan for maintaining and fixing streets we have now, we did not want to take on anymore streets. ***This is why we budgeted the [maintenance] money as part of this grant.*** Would like to see in our budget we are working towards a plan to fix and maintain streets. ***That is a separate issue from this; Council didn't want to take this on unless there was a plan showing avenues to maintain Central Avenue after this project was completed. Propose budgeting \$200,000 to \$400,000, to be set aside in a trust fund for 10 - 15 years, used only for critical maintenance on Central.***
- Councilor Anderson – UGB Swap and Mixed Use Zoning cost estimates are \$8,000 each. Can this be grouped into one? ***No, they are two completely separate required state land use processes. A large portion will be spent on DLCD required processes, including the creation of a buildable lands inventory that has to be done by a third party.***
Would like to ask about the Toddler Play Area goal, appears City has already hired an engineer to design it. ***Luther – City has secured Design Engineer, Overbey, who is putting together conceptual ideas for a proposed area.***
- Councilor Meier – Are there restrictions regarding use of “free” labor on City property, or would they have to be paid?

City Attorney, Chad Jacobs – Could have volunteers do most of the work. There are some restrictions, City employees who have these duties as part of their job description cannot come out and volunteer on the weekend, we would have to pay them.

- Councilor Egbert – Would like to discuss goal #2 – Mixed Use Zoning. His concept of the mixed use is to include as much land as possible. For instance, could be advantageous to include portions of Hwy 99 S. Roseburg didn't rezone for mixed use, but added an overlay to what was already existing. The only part referenced in report is area bordered by W. Central and Oak St. ***Councilor Egbert originally mentioned the Central/Oak area at a Council meeting. Since discussion has been to include other areas, will make an attempt to include others in the equation of analysis.***

City Manager addressed Councilor Meier asking if she still wanted to pull goal #4 for a separate motion.

Councilor Meier – If we aren't going to spend money before the grant then I am good with that.

MOTION made by Councilor Luzier to approve Council budget goals as outlined; second by Councilor Boggs.

Discussion: Councilor Anderson – If the TE Grant is only available bi-annually; felt it would be wise for the City to apply this year.

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

CONSENT AGENDA

- **February 23, 2015 Minutes – Regular Meeting**

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

Discussion: None

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

ACTION ITEMS/GENERAL BUSINESS

- **Ordinance No. 1041 – Annexation/Zone Change (second reading & adoption).**

Deputy City Recorder, Diane Harris, provided second reading, title only of Ordinance No. 1041. “An ordinance declaring the annexation by consent of real property; amendment to the zone map to change the property’s zoning designation from Douglas County zoning designation or RS (Suburban Residential: and RR (Rural Residential 2 acres) to the City of Sutherlin’s current zoning of R-1 (Low Density Residential); withdrawing the property from the Calapooia Rural Fire Protection District, and directing the filing of

instruments of record with the Secretary of State, the Department of Revenue and the Douglas County Assessor.”

Staff Report – Community Development Director, Vicki Luther, summarized process regarding Planning Commission’s Public Hearing, recommendation to Council and Ordinance adoption.

MOTION made by Councilor Stone to approve second reading and adoption of Ordinance No. 1041 – Annexation/Zone Change as presented; second by Councilor Meier.

Discussion: None

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Resolution 2015.01 – Ford’s Pond Recreation/Park Designation**

Staff Report – Luther reported this is coming before Council as a recommendation from Parks Advisory Committee. FFP attended the February parks meeting and requested the formal designation be put before Council, which will allow FFP to move forward in applying for non-profit 501(c) 3 status.

- Councilor Egbert – Concerned resolution may be premature. Construction of Wastewater Treatment Plant/effluent pond has not even started; don’t know how this will all fit in together.
- Councilor Boggs – Do not feel this is premature, have participated in walk through of the pond property, it looks entirely feasible that one would not encroach on the other.
- Councilor Egbert – Would like to withhold opinion until seeing the site.

MOTION made by Councilor Luzier to approve Resolution 2015.01 – Ford’s Pond Recreation/Park Designation as presented; second by Councilor Boggs.

Discussion: Councilor Anderson – Is in favor of the park, however is concerned with the timing of it. Pond was purchase for an effluent storage pond. Process not completed for WWTP facilities; throwing another aspect into it and could potentially change the landscape of the project, and may also effect what FFP wants to do. Need to wait until there is pen to paper from DEQ, with permits stating what is allowed, engineered drawing stating no limitation due to a park.

Discussion in regards to amending resolution, still allowing FFP to move forward on non-profit status.

- ***City Manager – Resolution 2015.01 is “no harm, no foul”. It is an administrative mechanism that allows FFP to move forward with the 501(c) 3 application processes to be able to raise money and apply for grants.***
- Councilor Meier – Concerned that FFP has to put out almost \$1,000 for the process, don’t want to see them put out money and then DEQ comes in and messes it up for everyone.
- Councilor Boggs – Anything can change; have to go with what DEQ says now. Here is a group of people wanting to bear the brunt of a project, get things rolling and Council is “ham-stringing” them.
- Councilor Meier addressed Houseman and City Manager – If FFP is not breaking ground for five-years, what are their plans up until then?

City Manager – City will continue to upgrade, mow and maintain property. This spring Bonneville Power Administration is building a new road along Hwy. 138 up to the top of the hill. Will fulfill maintenance requirements this summer on dyke and culverts as part of purchase and sale agreement.

Houseman – FFP cannot do anything regarding solicitations for donations or grants until receiving non-profit status. After which, we will then work towards creating a master plan. FFP bi-laws state we are here to assist the City; provide volunteers, raise money, and provide education and promotion of the area. In response to concerns regarding costs to FFP, the board has voted and agreed we are willing to take this step to make this happen.

- Councilor Meier – So you aren’t planning to put a path in before City puts effluent into the pond? Houseman – Absolutely not, City owns the property, however would like to help get rid of some blackberries or pick up trash.
- Councilor Egbert – Would feel better about resolution allowing FFP to move forward with non-profit status but no shovels can touch the ground until something comes back to the Council.

AMENDED MOTION made by Councilor Luzier to approve Resolution 2015.01 – Ford’s Pond Recreation/Park Designation with the stipulation that no construction moving earth, on behalf of Friends of Ford’s Pond will occur without approval of City Council.

In Favor: Councilors Egbert, Boggs, Meier, Luzier and Mayor McKnight

Opposed: Councilors Anderson and Stone.

Motion carried.

REPORTS

- None

CITY MANAGER UPDATE

- A short budget overview mostly covering Council’s budget goals has been scheduled with remaining seven budget committee members. Council members are invited to attend. Meeting will be held Wednesday, March 11th at 7:00pm in the Library’s meeting room.
- Land use ordinance amendment to the development code pertaining to the marijuana issues will be brought to Council. An expedited “dual” meeting has tentatively been scheduled for Wednesday, April 1st. Planning Commission will meet at 6:00pm for Public Hearing and make recommendation to Council. The Council meeting will start at 7:00pm, a Public Hearing will be held and first reading of ordinance. State requires a 35-day notice prior to a land use hearings, therefore cannot have the meeting before April 1st.

Jacobs – Explained the process and reasons for the 35-day notice and public hearing. The moratorium expires May 1st. In order to make that deadline will have to have an emergency clause in the ordinance making it go into effect less than 30-days after it is approved by Council at the second reading. Suggested holding Planning/Council meeting on April 6th and regular meeting April 13th rather than April 1st.

Council agreed on the suggested dates, special “dual” meeting has been changed to Monday, April 6th.

- With changes in County Commission, Commissioner Boice has brought up a question of why Douglas County Industrial Board has not spent the \$900,000 for the long ago proposed “spec” building in Sutherlin. This was supposed to have been built at the industrial site years ago. These funds are lottery funds that are only to be used for economic development.

Councilor Luzier – Used to sit on the board, the majority of the people wanted to keep the money in the Roseburg area rather than outlying areas.

CITY COUNCIL COMMENTS

Councilor Anderson

- Disappointed in response to RFQ for pre-design. Speaking from a consulting engineer’s perspective, when responding to RFQ’s there is a lot of time and resources involved. Concerned that one of the reasons for the lack-luster response is City has had the same engineer for many years. With an \$18 million project we should be getting 5 or 6 responses.
- Would like to say that I’m very proud of the Sutherlin Girls Varsity Basketball team! They made it to the state tournament; they will be playing this weekend to defend their state title.

Councilor Luzier –

- Was going to say the same thing, rah, rah, Bulldogs!

Councilor Stone –

- Reason for voting no on the resolution, is we’re getting the cart before the horse. Should be designated a park, but is not what property was purchased for. With so many rules, hate to see FFP wasting time and money.

Councilor Egbert –

- None

Councilor Boggs –

- None

Councilor Meier –

- Shared same concerns Councilors Anderson and Egbert have regarding park designation, but do understand FFP point of view also. Would like to thank the people who serve on that committee; it is the people who have a vision that get things done.
- Attended Water Control District’s tour of Plat I and Cooper Creek Reservoirs. These dams are 50 years old; work will be needed on them. Dredging will be done at Plat I, however should not affect the park. Cooper Creek Dam will need work done, during the construction time the park may be closed, estimated sometime in 2017.

Mayor McKnight –

- Would also like to acknowledge Sutherlin Varsity Boys Basketball team, as league champions they lost by only 5 points, losing their chance at going to the state playoffs.

City Recorder, Debbie Hamilton, stated new City website is now up, encouraged Council and audience members to take a look at it; go to cityofsutherlin.com.

PUBLIC COMMENT –

W. Sixth Avenue Resident, Richard VanderVelden – Concerned about traffic and excessive speed on the street. Would like to see a couple of more signs, possibly speed or beware of pedestrian signs. Council suggested contacting the police department and possibly placing the electronic speed sign there also.

ADJOURNMENT –

With no further business meeting adjourned at 8:42pm.

Respectfully submitted,

Diane Harris

Diane Harris, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor