

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, February 22, 2016 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Frank Egbert, Wayne Luzier, Karen Meier, Forrest Stone, Wes Anderson

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham

City Recorder/HR Manager, Debbie Hamilton

Deputy City Recorder, Diane Harris

Finance Director, Dan Wilson

Community Development Director, Vicki Luther

Community Development Specialist, Kristi Gilbert

City Planner, Lisa Hawley

Public Works Operations Superintendent, Aaron Swan

Public Works Utilities Superintendent, Brian Elliott

Chief of Police, Kirk Sanfilippo

Fire Chief, Charles Perdomo

City Attorney, Chad Jacobs (via Skype)

**Audience:** Bertha Egbert, Deborah Utter, Tami Trowbridge, Lois Soulia, Ann & Richard Shorey, Pat & Bert Bales, Beth & Jim Houseman, Brian Burke Sr., Pamela Semas, Mike Carlson, David Wright

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)

- Douglas County Library Foundation Board Member, Ann Shorey, voiced her support for the Douglas County Library System. Shorey provided a summary of last meeting's presentation. A tax of .44 cents per \$1,000 assessed property value will be proposed to support the district. Shorey is in favor of this being placed on the ballot and giving citizen a voice to vote.
- Resident, Pat Bales – City owns the building, County owns the books; if they and the librarians are removed what will happen next? This needs to be decided by the will of the people, why vote for another tax, why is the library necessary in today's world? These are questions Councilors will be asked many times before this is over. Bales is supportive of the library and feels libraries are the key to knowledge.

**PRESENTATIONS**

- **Chamber of Commerce/Visitor Center**

Chamber President, Tami Trowbridge, presented budget report ending January 31, 2015 and copies of the new "Sutherlin News Magazine". 10,000 copies have been printed and will be hand delivered to all residences in Sutherlin; magazines are also being delivered to other Oregon chambers.

Updates:

- Moving into event season, currently working on the Graffiti Street Fair.
- Erecting a digital reader board at the Visitor's Center was suggested at previous meeting by Councilor Stone who made reference to the sign at Smitty's, however, a sign that would support more information is preferred.

Councilor Stone – The digital sign in Drain may be what is needed. *Will get in touch with them, find out where they got it and costs involved.*

Councilor Boggs – Ian Black [Sutherlin Drug] is possibly seeking to get rid of his sign, can contact him. *I will do that.*

- **Council Priority Updates**

Staff Report – City Manager, Jerry Gillham – Provided a Power Point presentation regarding Council’s priorities and Economic Development involving “Oregon Only”, University of Oregon (UofO) and Staff’s involvement. Unfortunately, UofO’s proposals were not specifically geared for private sector. They wanted Council to adopt policies that were more “green” and energy efficient, although they had good ideas they were not the same match for what “Oregon Only” needed. Projects presented to UofO have now been directed back for Staff to take over.

**Sutherlin Concept Plan for the City and Oregon Only:**

- **Assessment in creating an Urban Renewal District**
  - Will assess feasibility and benefits for economic development.
- **Mixed Use Zoning**
  - Proposed UGB (Urban Growth Boundary) Exchange. Working towards exchanging Ford’s Pond (outdoor recreation and effluent storage pond) out of the UGB and city limits. Plan is to re-orient growth between Exit 135 & 136, next to the freeway, providing developmental land for the future.
- **Stearns Lane Industrial Lands**
  - Economic Development recruitment is planned for this site.
- **Ford’s Pond**
  - To create a master plan, go through review process, approval of Park Advisory Committee, and Council adoption.

**Council Priority Updates:**

- **North Comstock Project**
  - City applied and received a grant for \$1 million; intent is to complete the N. Comstock project in late 2016 or early 2017.
- **Mixed Use Zone**
  - Re-zone land to provide a multitude of various co-habitations.
- **Toddler Playground**
  - Community Development Director, Vicki Luther, is currently working on an OPRD Parks Grant for the revision of Central Park, hoping to have a “kiddie” park and water feature.
- **UGB Exchange**
  - Planner, Lisa Hawley, is working on this land use process. Intent is to bring if not all, but at least portion of these lands into the UGB and city limits. Would like to integrate a master plan and potentially bring a side road in to connect city interchanges.
- **Valentine Street Project**
  - Valentine Street is in need of upgrades; plan is to budget monies next fiscal year to begin pre-engineering for the project.
- **Central Avenue TOA (Transfer of Authority)**
  - Council has been discussing and considering this agreement; road surfaces are owned by ODOT, City will not take jurisdiction until it is brought up to city standards. Negotiations have taken place in order to make this attractive for the City. ODOT has agreed to give the City \$2,150,000. Two separate reserve funds have been created and approved by Council specifically for surfaces and future maintenances.
- **Central Avenue TE (Transportation Enhancement) Improvements**
  - Grant is for the second portion of Central Avenue. As long as future maintenance on Central is not sacrificed, intent is to continually improve Central. Staff has applied for a \$1 million TE Grant for streetscape improvements spanning east from the railroad tracks to Umatilla Street. Intent is to use additional funds from ODOT as City’s grant match for.
- **Street & Facility Funds**

- As mentioned before funds have been created, intent is to look at both street and City assets and recognize future needs.

**Continued Economic Develop Projects:**

- **Oregon Only**
  - Oregon Only is working with various property owners regarding all proposed project sites. The property owner of previous Rays Market site is interested in working with Oregon Only as well, unfortunately is currently in the process of litigation with previous lessors. Since there is a pending lawsuit with the former company, owner is unable to fulfill any other property transaction until the litigation is settled.
- **UCC Potential Site**
  - Trade School campus has been proposed at industrial site. However, due to tragic activities that took place at UCC and the fact they have had two different Interim Presidents, they have asked that this project be put on hold until a permanent president is in place. This project is planned to move forward sometime in the future.
- **Urban Renewal Assessment**
  - City to assess possible Urban Renewal District (URD) to span from Umatilla Street west to the Oregon Only site. Have not actively moved forward with this. URD's can be very complex and difficult due to the number of assessments required in the process. Council approval will be required.
- **Industrial Site**
  - Two separate businesses (from Roseburg and California) are interested in the old Georgia Pacific site and are currently working with CCD Business Development Corporation.
- **Stearns Lane Target Market Recruitment**
  - Community Development Specialist, Kristi Gilbert is the point of contact for Economic Development projects. There is a business currently looking at this site, which would be a major employer.
- **Ford's Pond Master Plan**
  - Plans are to have future events at the site, would like to bring back Timber Days to celebrate the timber industry as part of Oregon Only's theme. This master plan process has not started yet.
- **Flags, Benches & Thematic Signs**
  - Chamber and City are working together on the on-going flag monuments and thematic signs projects. Blackberry Committee is responsible for benches placed throughout town.
- **Downtown Themed Intersections**
  - Plans are to improve thematic or way-finding signage throughout town.
- **Umpqua Golf Resort**
  - Proposed 18-hole Disc Golf course is moving forward; new prospective owners are expecting to close on the purchase of the course around the first part of March.

Staff is available tonight to answer any questions Council may have. [No questions were asked].

**CONSENT AGENDA**

- **February 8, 2015 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**ACTION ITEMS/GENERAL BUSINESS**

- **Resolution 2016.02 – Douglas County Library District**

Staff Report – City Manager – Have forwarded questions on Council's behalf to City Attorney, Chad Jacobs, regarding the proposed DC Library District, would like him to respond to them at this time.

**Jacobs – What’s being asked of Council tonight is to pass a resolution providing support to a petition that would go before the County Commission for the formation of a library district. A library district is a separate legal entity; it would have its own tax base, responsibilities and elected board.**

Questions:

- What happens if Council agrees to support this petition and Sutherlin voter’s vote against it? **When this goes before the voters it will be district-wide election.**
- Is this a Sutherlin “only” vote or can the rest of the county overrule the local citizen decision? **There could certainly be a majority of citizens voting for it county-wide, if Sutherlin citizens voted against it, the district would still form.**
- How does the proposed tax rate affect the city, especially if the cents [.44] per \$1,000 is not enough to fund the new district? **The answer is two-fold: First, it has no impact on City; it’s a separate legal entity, City would not be responsible for the districts debts or funding. However, the permanent tax rate the district has could affect the City in two ways.**
  1. **Compression - If the tax rate for all taxing districts gets too high, certain taxing districts get reduced. The first tax that gets reduced is the local option levy. Compression may become an issue within Sutherlin, the fact there’s another taxing district with another tax rate could influence the amount of that compression and how it affects taxes City brings in.**
  2. **Tax rate – If the tax rate is not enough to fund the operations of the district, decisions will have to be made on how it provides services. City would not have a say if the district decides not to have a branch library here. If the City doesn’t include itself within the district [opt-out], then it will never have a branch in Sutherlin.**
- The City of Sutherlin owns the building, how does a vote impact this relationship. **It doesn’t really impact the relationship at all. The building is owned by the city and under an Intergovernmental Agreement (IGA) with the County. The library gets to use the building. Understand there is a 30-day termination clause in the agreement. The City can provide notice to terminate the agreement and then re-negotiate with the district. The district could choose not to agree and decide not to have a branch within the city.**

**The question before the Council is whether or not you should support the petition that would go before the County Commissioners, who will then hold a public hearing, assuming they want to have the formation of the district they will then call an election.**

Questions and Concerns:

- What is the time-frame for that process? **It depends on when they [Save Our Libraries] present the petition to the commissioners and the processes involved. The election has to occur during a May or November election. When would the district then form, would it be the following year after the election? According to State Law, the County Commissioners have to declare the formation of the district within 30-days after the vote is certified. It would probably be formed within 60-days of the vote.**
- When does the lease agreement [IGA] with the County expire? **Have not seen the agreement; don’t know if there is an actual expiration date.**
- What if it passes and they [district] says they don’t want to have a branch in Sutherlin? **Gillham – They understand if they are formed, they have to sit down and re-negotiate; current contract is with the County.**
- If they don’t get the funds or are unable to afford the library they could close it. **That’s correct; it’s completely up to them how they run the district.**
- If the district decided to move the library out of Sutherlin, the citizen’s would still have to pay the .44 per \$1,000? **Correct, if City is part of the district.**
- Why didn’t the County look into raising rates to keep the library open.
- Cannot increase the taxes to the citizen’s. **What they could do is pass a local option levy, however, that only has a 5-year time limit, would have to go back to the voters again after 5-years. Formation of a district has a permanent rate.**

Save Our Libraries Committee Member, Lois Soulia - Questions regarding the possible shut down by the district is not what we are planning, we are trying to keep the libraries open. They are valuable and the system works very well. The County will not give any money to the library as of 2018.

Council questions:

- Why are you estimating 46.5 full-time employees when the library is currently operating with 24? ***It has become increasingly difficult, due to budget cuts, to find employees. Property taxes have never paid for library funding.*** If you can get by with 24 full-time employees, why ask the citizens for such a big increase, but continue to try and get by with less? ***Have had so many cuts, hours open to the public are not available, do not have enough people to run the libraries.*** Do you have volunteers? ***We have a lot of volunteers that work at the libraries.***
- What will the district do when PERS goes through the roof like they say? Would you have to close the buildings down? ***We wouldn't close the building, as that belongs to the cities, but we would have to close down the service. Don't foresee that happening.***
- Recently attended a PERS meeting; in 2017 and 2018 PERS will jump 20% per session. This is a worry. ***Yes, we would then have to make cuts, but hope that doesn't happen.***
- Would be more comfortable with this if proposing 25 to 30-cents per \$1,000. The 44 cent per \$1,000 proposal looks like the "Cadillac" model. ***In 2011 when looking at having to do without funding from the Federal Government, we were then proposing 50 cents per \$1,000. District pulled back and skinned the budget down. If you don't have the library open enough hours you lose people, wanted to provide a service that people could use. People in Sutherlin community use this library a lot.***
- Does each library have the equivalent of full-time six employees? ***No, each library has a librarian; most don't have any other employees.***

Discussion continued regarding the services provided and employees needed to provide them.

- What is the time frame district needs to present this to Commissioners? ***Asking them to put the measure on the November ballot.***
- Concerned the public is not involved as much as they need to be. Trying to gauge what the time line would be for getting information out to the public and bring it back to Council for decision. ***Probably at the end of March. Have some cities that have already opted-in.***

Mayor McKnight – Are there any suggestions on how to reach out to the citizens? ***Gillham – Can add a paragraph to our monthly utility bills, direct the public on where to find materials to better education them on the issue.*** Would like to get feedback from citizens and have them report back to City Hall with a yes or no response. Want to support the library but also understand Council's concerns.

***Soulia – District plans to educate the public if successful in placing this on the ballot.***

- Unfortunately, we will be stuck with what the rest of the county wants. Not sure if our citizens really want that.
- Can an explanation be put on the water bill with a "vote yes or no"? ***Finance Director, Dan Wilson – Yes, can possibly insert a flyer or print on the back of the payment stub so they can return it with their payment.***

Discussion continued regarding wordage and importance of providing information for citizen feedback.

***Jacobs – Staff needs clarification on actual deadline from the County Counsel, Friday is the deadline to for placing something on the May ballot. Have the ability to place an advisory measure on that ballot if Council held a special meeting, before Friday, to approve a title and advisory measure asking citizen's whether or not Council should pass this resolution. Obviously results won't be available until after the May election, however if Commission is willing to wait, it would provide that information for Council.***

- It wouldn't actually be a vote, but would provide a number regarding citizen's opinion. ***Not sure if that will be in time for the November ballot, but could certainly try.***

***Jacobs – August is the deadline for the November ballot. We could contact County Counsel's office tomorrow; find out the absolute deadline City would have to pass resolution for November ballot.***

***City Manager – Would like to speak out against that, feel that is a little over the top. Can get a survey put together for the utility bills without expending a lot of money, time and Staff resources.***

***Jacobs – Other option is to not join now, but wait until the district is formed, then request annexation into it.***

Resident, Bertha Egbert – The water bills don't go out to all citizens, such as people who live in apartments and manufactured home parks. Need to figure out how to reach those people, as well.

***City Manager – Currently trying to get a snapshot at this time.***

Resident, Mike Carlson – There are a lot of available polling websites for the public. They could go to the library and take that online poll through the City’s website.

- In favor of allowing voters to vote on the advisory measure in May. It won’t cost anything to put on the ballot.

Mayor – Are there costs involved?

**Jacobs – *Would not cost to put this on the ballot, but there would be costs regarding Staff time, Attorney fees for drafting the title and for the special meeting.***

- Would like to try the water bill process, if it doesn’t reach enough people could perhaps do the poll on the City’s website.
- Would it be possible to insert a flyer into the new Sutherlin News Magazine before they are distributed? **Visitor’s Center Executive Director, Pamela Semas – *High School students will be distributing them, however do not have a definitive date for that distribution at this time.***

Soulia – Would you like our committee to form a message or would you like to do that yourselves?

**City Manager confirmed the district could form, if City was excluded would not be paying the 44 cents per \$1,000 at that time, then City could request annexation in the district. Would potentially have a period of time the library would not be operating here, but would have time to hear from the voters.**

Mayor confirmed Council’s consensus to do the survey on the water bills and bring results back to Council by the end of March. Councilors agreed.

- What will the survey say, “Are you in favor of formulating a library district at 44-cents per \$1,000; since the County has elected to close down the libraries in 2018”?

Resident, Pam Cameron – If you put this out for a survey, please remember you’re going to have to provide enough information for people to understand the money will go to the district and they will make the decision whether or not to continue to have services here.

**City Manager – *In addition, they are presuming free rent for a building the City owns, which I don’t see that happening.***

Soulia – Save Our Libraries meeting is this Thursday, and will ask for suggestions for the survey message.

## **REPORTS**

- Next meeting’s agenda will have numerous action items for Council to consider.

## **CITY MANAGER UPDATE**

- None

## **CITY COUNCIL COMMENTS**

**Councilor Anderson –**

- None

**Councilor Luzier –**

- None

**Councilor Stone –**

- None

**Councilor Egbert –**

- Wish we could have had dialogue that we had tonight regarding the library two months ago so we would be better able to make a decision.

**Councilor Boggs –**

- None

**Councilor Meier –**

- None

**Mayor McKnight –**

- Great Chamber sponsored First Citizen’s Banquet; it was a very nice event, keep up the good work.

**PUBLIC COMMENT** –

- Resident, Mike Carlson – Would like to share various ideas regarding the town.
  - When the restructuring and paving of Central Avenue takes place would like consideration regarding the crosswalks which are not vibrant enough, maybe make those easier to see, possibly have flashing lights.
  - What is the timeframe for proposed UGB exchange? ***We will report that back to Council in the near future.*** Have some very helpful suggestions regarding Exit 135 & 136 and collaboration with ODOT and bettering that whole area.

**ADJOURNMENT** –

With no further business meeting adjourned at 8:34pm.

Respectfully submitted,

*Diane Harris*

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Diane Harris, Deputy City Recorder

Approved:

*Jerry Gillham*

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Jerry Gillham, City Manager

*Todd McKnight*

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Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL MARCH 14, 2016***