

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, January 25, 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
Public Works Operations Superintendent, Aaron Swan
Chief of Police, Kirk Sanfilippo
Fire Chief, Charles Perdomo
City Attorney, Chad Jacobs (via Skype)

Audience: Bertha Egbert, Pam & Denny Cameron, Floyd Van Sickle, Tadd Held, Tami Trowbridge, John Bachman, Bert & Pat Bales, Linda & Bill Lee, Gary Fugate, Pamela Semas, Jim Houseman, Brian Burke, Sr.

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)

- None

PRESENTATIONS

- **Chamber of Commerce/Visitor Center**

Chamber President, Tami Trowbridge, presented budget report ending December 31, 2015.

Updates:

- Working on First Citizen's Banquet [February 20, 2016].
- 2016 event rack cards are now available, have also advertised in Oregon Events magazine.
- Working on joint project with City Staff to create first annual news magazine, highlighting Fire & Police services, City's Water Treatment and Wastewater facilities, Red Rock Trail, parks, and Ford's Pond. Proposed projects on the horizon will also be featured: new disc golf course plan, Oregon-Only Development, Sutherlin Youth Center and Sutherlin High School's new turf field. 10,000 copies will be available to the public. Goal is to have it available at First Citizen's Banquet.

Questions and Comments:

- Suggest adding pictures of the newly refurbished Rochester Covered Bridge to the magazine, it looks really nice. ***Will drive there and take pictures.***
- What are the possibilities of placing an LED sign at the Visitor's Center to promote area events? ***Would be wonderful, generally they are very expensive but could pursue getting quotes. Believe City applied for a grant at one time for an LED sign to be placed at the site.***

City Manager, Jerry Gillham – At that time the cost of a 6 x 9 sign was approximately \$35,000.

- Several owners of businesses located at west end of town recently shared thoughts of support for proposed jurisdictional transfer with ODOT [Central Avenue]. They stated it would be a nice change to contact the City rather than ODOT to put something in front of their business.

CONSENT AGENDA

- **January 11, 2015 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

ACTION ITEMS/GENERAL BUSINESS

- **AFSCME On-Call MOU Agreement**

Staff Report – Public Works Operations Superintendent, Aaron Swan – Proposal is to reinstate the On-Call Program for Public Works Operations employees at the rate of \$25 per shift.

MOTION made by Councilor Luzier to AFSCME On-Call MOU Agreement as presented; seconded by Councilor Boggs.

Discussion: Councilor Boggs asked for clarification regarding the shift rates stating coverage would be for 2 shifts during the week and 3 on weekends at \$25 per shift? **Correct, the on-call shift runs from end of work day on Friday until beginning of work day the following Friday.**

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

Opposed: None

Motion carried unanimously.

- **Transfer of Authority Agreement**

Mayor McKnight explained TOA discussion will be taken off of tonight's agenda. Will turn over to City Manager for explanation and further discuss proposed resolution.

Gillham – City is currently negotiating with ODOT to request more funds. Proposing to receive additional \$500,000 if ODOT can come up with it on top of the already agreed upon \$1.9 million. Resolution can be approved tonight or can wait until next meeting to see if ODOT has the additional funds available. Originally they were going to award the City \$1 million for the N. Comstock project. However, City then received a grant for that project. Gillham explained he asked ODOT if they would be willing to give \$500,000 more. They are currently working on that possibility.

Questions and Concerns:

- Request TOA and Resolution 2016.03 decision to be moved to next meeting's agenda.
- Would like Council to continue discussion on finance portion of proposed resolution.
- Would like clarification concerning the existing traffic signal [Calapooia/Central], if that will be replaced and if bike lanes will be required as part of the plan. **Gillham – These issues have been looked at by Engineer, Adam Heberly, Swan and me. A new stoplight is not warranted or needed at this time. At some point in the future, city may be responsible for that. However, ODOT has a program for financing new traffic signals.**

Swan – There are no requirements for bike lane paths, but have budgeted for ADA (American Disabilities Act) required ramps at corners.

- What about the portion of Central between Calapooia and State Street that is County's jurisdiction? **Gillham – As N. Comstock project is being built, plan is to discuss with County their role in helping us upgrade that block of Central as we do the downtown project. Do we know if we own the sidewalks? Good question, we will need to confirm that.**
- Understand E. Central is in worse condition than downtown? **Yes, the road itself is.** Then why put funds toward the downtown rather than a project with more need? **Originally the intent was if awarded the Transportation Enhancement (TE) Grant could continue with street-scape improvements. As mentioned in Staff Report, it is Council's decision what to do with those funds and to provide Staff direction.**

- If TOA is approved at next Council meeting, when would City receive the funds? *Gillham – anticipating in next 60 days.* When would project start? *Swan – 2017 at the earliest; engineering and bid processes will take at least a year.*
- Should City also have discussion with County since they will also be setting their budget? *Yes, will need to have discussion in next 30 to 60 days.*

Consensus of Council is to wait until next meeting to discuss proposed TOA and Resolution 2016.03.

- Prefer money go into a special reserve fund for specific purposes and requiring Council approval.
- Resolution 2016.03; Section 1, directs money into Central Avenue Improvements, Future Street Maintenance and Central Downtown Improvement line items. *Gillham – Understood Council wanted to make sure money for TOA was to be spent only on transportation and have \$300,000 in fund for future street maintenance. Other \$300,000 is for grant match for TE Grant along with the \$500,000 ODOT may give City. This can be changed to whatever Council wants.*
- Would like to see entire \$600,000 for Central Avenue improvements all the way out to city limits.
- Would like a reserve fund set up for maintenance on portion City will be taking back. Concerned with infrastructure problems and potential increase in future costs if maintenance is not done. A priority list was developed in 2013 for street maintenance plan, three years later that has not been done, cannot keep ignoring the problem. *Swan – In the last two years we have spent approximately \$330,000 on street maintenance projects for overlays, pavement preservation, and slurry seals. We have a list of streets that will be addressed in 2016; work has been done to bring streets up to standards.* Requesting Staff update the list created in 2010 by Dyer Partnership showing what has been accomplished, is remaining, and has gotten worse. *Would be happy to provide that update.*
- Taylor Street is rapidly deteriorating and in need of maintenance. *E. Central is definitely on our radar and Taylor is on the list.*
- What is Council's thoughts regarding the TOA and keeping the money for the structural pavement of Central Avenue? The \$300,000 would be for street maintenance, anything above and beyond will go to Central's improvements; it doesn't have to be downtown.
- Need to have two reserve funds; one for maintenance and other for Central Avenue projects.

Gillham – Resolution can be brought at next Council meeting for approval, or could wait until the money is received.

Finance Director, Dan Wilson – Suggest resolution be brought back when we are certain of the amount City receives from ODOT.

Gillham – Can create the reserve funds for what money we have, if they come up with additional funds, will then know where to put it.

- **Resolution 2016.03 – Designation of Transfer of Authority Funds**

Resolution to be brought to Council for decision at future meeting.

- **OLCC Liquor License Applications**

- **Vapor Krave, LLC**

Staff Report – Chief of Police, Kirk Sanfilippo – Liquor License has been requested by Vapor Krave, LLC. for beer and wine “limited on-premises sales”. Police Department has checked, there is no reason liquor license should not be approved. Have done a site visit of facility and met with manager of the establishment. The business sells E-Cigarettes, oils for the cigarettes and food.

Fusion French Quarter restaurant has also applied for a “limited on-premises sales” liquor license. Police Department has checked, there is no reason to not recommend approval of the license. Have also done a site visit, it is a clean and nice facility.

MOTION made by Councilor Boggs to approve OLCC Liquor License Applications for Vapor Krave, LLC. as presented; seconded by Councilor Luzier.

Discussion: None

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

Opposed: Councilors Anderson and Meier

Motion carried.

MOTION made by Councilor Luzier to approve OLCC Liquor License Application for Fusion French Quarter as presented; seconded by Councilor Boggs.

Discussion: None

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

Opposed: Councilor Anderson

Motion carried.

REPORTS

- None

CITY MANAGER UPDATE

- None

CITY COUNCIL COMMENTS

Councilor Anderson –

- Concerned about a vacant house located in his neighborhood. Neighbors have complained about its condition, windows are broken out and vagrants are entering the home. Concerned about wellbeing of neighborhood children and activities that may be taking place at the home. Would like to see a code addressing the securing of buildings with these issues, such as placing plywood over the windows. Roseburg's ordinance has been shared by Sutherlin's Code Enforcement Officer, John Hebard. Would like to see something similar for Sutherlin.

Councilor Luzier – If City doesn't have a strong ordinance addressing these issues, what is the liability for boarding up someone's house? ***Jacobs – City would need an ordinance in place before taking that sort of action and would not have a right to go on the property without owner's permission.***

Sanfilippo shared a history of enforcement and compliance issues regarding the residence, adding there are other residences in the city with similar problems.

Consensus of Council is for Staff to bring examples to next meeting for discussion and provide Roseburg's code for review.

Councilor Luzier –

- None

Councilor Stone –

- Recently received disturbing information rating 10 worst cities in Oregon for looking for jobs: Roseburg - #1; Winston - #3; Green - #4, and Sutherlin - #10.

Councilor Egbert –

- What is the status of lift assists? ***Bay City's Ambulance Administrative Supervisor, Brian Burk Sr. – Had 2 lift assists in December, and 2 in January, no medical was needed. Longest response time was 22 minutes.***

Councilor Boggs – Are you getting some "push-back" from dispatch? ***Can only speculate; have received 4 calls total since December 1st.*** Have you received calls deemed medical? ***We have not, have been screened by Douglas County dispatch, they are only giving us the lift assist calls.***

- Regarding the repair of the fire equipment, has there been a total cost established and are we planning to pursue this? ***Sanfilippo – Have a list that is not yet completed. Have met with Fire District #2 Chief, Greg Marlar, and Deputy Assistant Chief, Rob Bullock. We offered to either sit and talk or just turn the list over to our legal counsel. They would like to sit and talk to us when the list is close to being done. Would like to wait to present a list to Council that is complete.*** Should there be concerns about waiting too long, then not being able to pursue it? ***Jacobs – This would be a contract claim, typically statute of limitations is 6 years.***

Councilor Anderson asked for clarification regarding the list. ***There are issues with apparatus maintenance, infrastructure issues (leaking roof), absence of maintenance on heating systems and issues involved, emergency generator has not received maintenance for years, therefore a lot of work had to be done to it.***

Councilor Meier – What about actual things missing? *We think there are things missing; however there was not a complete comprehensive list created when original take-over occurred.*

Councilor Stone – Aren't there records of the purchases? *Fire Chief, Charles Perdomo, has found files of some items that are in question; however will need to pull up archives of purchases to make comparisons of what City owned when transfer occurred, it's very time consuming.*

Councilor Boggs –

- None

Councilor Meier –

- It was mentioned at last meeting City had a consultant hired who will provide a report for the “design build” of the Wastewater Treatment Plant Facility. *We were to receive the report last week. Will plan on comparing “apples to apples” regarding other treatment plants and an analysis to see how other projects match up to ours. Will do what is best to save money.* It was suggested that City really needs to start going in the direction needed for the build. *Cannot do that until pre-design is completed and that is in process right now. There is a short timeline when pre-design is finished; a choice will have to be made on the best route to take. Will plan on bringing in a third party engineer to analyze the findings and make recommendations.*

Mayor McKnight –

- Annual Special Olympics Tournament will be held this weekend at the Sutherlin High School, all are invited to attend.

PUBLIC COMMENT –

- Resident, Bert Bales – Shared recent experience of his vehicle running of the road and receiving assistance from Sutherlin Fire Department and Police Department. Council should be proud of all agencies that responded; they all acted very professional.
- Resident, Pam Cameron – Would like to know if it's possible to return to having City Manager's weekly report available in Council packet or at meeting. Since only Councilor's are privy to this, it leaves the impression information is not being shared with the public. *Gillham – Have never put my weekly report in the packet. City Recorder, Debbie Hamilton – At times there is confidential information for Council only in the report.*

Cameron shared concerns regarding statements made during last meeting by members of Council regarding information that is presented that they don't understand, as well as, accusations that were made and responses between the members of Council.

ADJOURNMENT –

With no further business meeting adjourned at 8:09pm.

Respectfully submitted,

Diane Harris

Diane Harris, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL FEBRUARY 8, 2016