

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, March 28, 2016 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Wes Anderson, Wayne Luzier, Forrest Stone, Frank Egbert, Tom Boggs, Karen Meier,
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
Public Works Utilities Superintendent, Brian Elliott
Fire Chief, Charles Perdomo
Assistant Fire Chief, Lon Dragt
City Attorney, Chad Jacobs (Via Skype)
Dyer Partnership Project Engineer, Steve Major

Audience: Beth & Jim Houseman, Susan Anderson, Martha Anderson, Richard Anderson, Samantha Dragt, Larry Smith, Pam & Denny Cameron, Diane Williams, Lois Soulia, Juanita Steiner, Charlotte Lutz, Janet Ryall, Sky Ironplow, Brian Burke Sr., Richard & Ann Shorey, Jean Galleher, Janel Sorenson, Mike Matteo, Joe Coyne, Kay & Bill Howitt, Sharon Troxel, Pat & Bert Bales, Dana Foley, Judy Huntley

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)

Mayor McKnight asked audience members requesting to speak on tonight's agenda items if they would like to have a spokesperson from their group in order to streamline the process, or speak as individuals. Audience members chose to speak as individuals.

Resolution 2016.05 – Ford's Pond (Parks Grant)

- Resident and business owner, Larry Smith, spoke in support of proposed improvements to Ford's Pond. The pond was once known for its abundance supply of fish and would like to see it come back.

Resolution 2016.02 – Library District

- ❖ Comments in support of resolution to opt-in to proposed Library District allowing citizen's to vote.
 - Non-residents: Sky Ironplow, Susan Anderson, Diane Williams, Lois Soulia, Bill Howitt
 - Residents: Pat Bales, Sharon Troxel, Mike Matteo

Audience members shared their support for the library which provides many convenient benefits to the community. The proposed tax will be shared by the entire county. It is hard to measure costs and benefits by things that don't exist anymore. Concerned if the library goes away, may never get it back.

- ❖ Comments of concern for proposed rate and information that has been presented to the public:
 - Resident, Pam Cameron, understands the library adds value to the community and respects Save Our Libraries mission. Concerned with the ongoing increases in taxes and rates affecting the Sutherlin Residents. Wonders if library services can be sustainable at a lower rate than what is proposed. Feels it's time to come up with a new approach rather than continuing to ask for more money.

❖ Comments in opposition:

- Resident, Dana Foley, is not in favor of any new taxes if City opts-in. Concerned if the new library board will be accountable and use the revenue wisely. If citizen's need to use a library they can go to Roseburg.

PRESENTATIONS

- **Introduction of Assistant Fire Chief**

Fire Chief, Charles Perdomo – Introduced Sutherlin's new Assistant Fire Chief, Lon Dragt, who started his career his fire service in 1998 with the Santa Clara [Oregon] Rural Fire District. Perdomo provided a background of extensive training he brings to the department. Dragt will be instrumental in the growth and advancement of the Sutherlin Fire Department. The audience joined Council and Staff in a round of applause welcoming Dragt.

- **Proclamation – National Volunteer Appreciation Week**

Mayor McKnight, read the proclamation proclaiming the week of April 10th – 16th as the National Volunteer Appreciation Week.

- **Chamber of Commerce/Visitor Center**

Chamber President, Tami Trowbridge – presented budget report ending February 29, 2016.

Updates:

- Working on the upcoming Street Fair.
- Pursuing cost estimates for a digital sign at Visitor Center. Costs vary depending on the signs features, estimated costs are between \$21,500 and \$28,000. Will need to put together a proposal to present to the City for tourism funds. May also approach the Lion's Club.
- Working with SDDI (Sutherlin Downtown Development, Inc.) on "Oregon Main Street Program" projects. Met with the Main Street program coordinator recently who shared ideas for projects, classes, and grants that are coming available.
- Flag Walk and Woofstock events coming up in June.

Questions:

- Is SDDI now part of the Main Street Program? *Currently certified in the Junior Main Street Program. Have discussed next steps in "moving up the ladder" with the coordinator. Trowbridge added the coordinator shared top 10 things for community livability, and third or fourth on the list is having a library.*

- **Street Overlay Prioritization**

City Manager, Jerry Gillham, presented PowerPoint presentation providing a menu of streets and costs for proposed 2016-17 overlay projects requested by Council at last meeting. Eleven projects are on the list, with \$2,355,000 available for sidewalks, overlay, and Central Avenue transfer. The PowerPoint provided a running total of money available with options for Council to brainstorm regarding a list of priorities for the improvements.

Questions:

- (Audience member) Have heard Valentine Street mentioned several times at meetings, however it is not on the list. *Valentine will be budgeted for engineering next fiscal year. Money previously available for the Valentine improvements was moved over to the N. Comstock project as the match for the \$1,000,000 grant City received. We are not abandoning Valentine Avenue; will be continuing with that project hopefully this next year or the year after.*
- (Audience member) Would like to know if there are improvements planned for Mardonna Street which was mentioned at last meeting. *Public Works Operations Superintendent, Aaron Swan – Upper Mardonna improvements are on our radar. That improvement is very complicated, and will require decisions regarding the existing width of the lower portion and whether to extend that up to the upper portion and how it will affect properties along that street. Will also require storm drain improvements.*

City Manager addressed Council regarding their priorities for the improvements.

Council's questions and comments:

- Would like to know what we are going to get for the money. Improvements are estimated at a little over \$17,000 for First Avenue.
- Would like to stress the need for main artery [Central Avenue] improvements and set aside money for future maintenance. If there is money left over, could then tackle these other projects.

Discussion continued regarding the condition of various streets listed.

Swan provided an overview of the needed repairs consisting of grinds, in-lays; subgrade repair and possible storm drain connections for First Street. Seems like you're getting a lot of work for the money.

- Will there be sidewalk work on First Ave? **There will not be sidewalk work on that street.**
- Primarily, this money is for overlays and not a lot of sidewalk work? **Yes, will be stretching the pavement as far as possible. Some of these improvements do trigger ADA (American Disabilities Act) corner rebuilds.**
- State collects PUC fees to maintain roads; does City receive revenue from that? **Not directly.** Concerned with amount of logging trucks using Central Avenue, is there a fee City could charge to help maintain that road? **Would have to create an ordinance requiring companies to pay a fee.**

City Manager – What are the key components for decision making in this process? Does Council agree that all monies should not be spent and should be set aside for anticipated maintenance? Yes. What amount would that be?

- Concerned we're getting the cart before the horse, decision will be a lot easier once money is received from the State of Oregon [ODOT] and we know exactly what it will cost to do Central Avenue [Comstock to Calapooia]. **Have already costed that improvement out. Will not know the exact amount until we get into construction phase.** Why prioritize them now? **Will move through them in priority order, as the money is expended will have a running total on what is available. If a project costs more than planned, will re-adjustment the last one prioritized, will at least know what Council priority order is. Need to know these priorities in order to enter the bid process and pre-design engineering phase to fully know the depth of the cost.**

Council's priorities:

- Don't think we should say no to the top 4, but will not vote to take over Central unless it is fixed. Understand the \$1.3 million is to be set aside for Central Avenue and \$200,000 for the future maintenance.

City Manager – Will take the \$1.3 million out of the total, as well as the \$200,000, that leaves \$855,000 available. Council was in agreement.

- How much did the South Comstock project go over? **Swan - The County would need to answer that, it wasn't the City's project. City Manager – Understand that project didn't go over.**

City Manager – Council could decide that until money is received for the transfer of Authority, cannot expend any monies on these projects until we get a sense of where we are, then strategically move from one project to the next. In regards to the transfer of authority portion, [asking Councilor Anderson] would there be a savings if we ask to continue as far as we can for that money? Councilor Anderson – There could be. My priority is N. Comstock and Central. Until those are completed don't feel we should allocate those funds.

- E. Central should be a priority. What would it cost to fix potholes on some of the other streets, therefore, extending that road another year, could then overlay it later?
- If pot-holes are fixed, then street is repaired the next year would be using double the funds. Feel there is still a smaller section that can be included on the list.

City Manager – Will move forward on N. Comstock and TOA, set the money aside, as we go through this process find ways to do as much as possible on Central and still have some money to do critical pot-hole maintenance. Will plan to bring back for more definitive discussion during the budget process.

CONSENT AGENDA

- **March 14, 2016 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None
Motion carried unanimously.

ACTION ITEMS/GENERAL BUSINESS

- **Resolution 2016.05 – OPRD Parks Master Plan Grant**

Staff Report – Community Development Director, Vicki Luther – OPRD Parks Master Plan (OPRD) Grant is brought to us by Friends of Ford’s Pond (FFP). The grant is for \$66,667, the city will need to provide a 40% match of \$26,667.

- Friends of Ford’s Pond President, Jim Houseman – Resolution authorizes City Manager to apply for the OPRD grant, which is funded through the State Lottery. According to the grant coordinator, there is \$160,000 available for this year’s cycle. The anticipated master plan budget includes an “in-kind” match from FFP, City Staff, volunteer time served by Parks Advisory Committee, and any other volunteers integral through this process. FFP will also raise \$14,400 in cash by the end of this summer. The award will be issued during the August-September timeframe.

Questions and comments:

- Was there a criteria required in the grant for the “in-kind match”? *Parks Advisory Committee (PAC) asked for language to be included in the resolution relating to the definition in the grant guidelines.*
- If the grant is awarded, would the Planning Commission be involved and need to approve the master plan? *No, it would be the PAC.* As far as the Urban Growth Boundary (UGB) swap proposed for that area, is Planning Commission aware of this? *Yes, they are aware.*
- Originally Ford’s Pond was purchased for sewage storage; it was discussed at one time City would try to sell a portion of the back area to recoup money spent for the property. It appears the entire 205 acres has been included in this grant, will there be a problem in the future if City does sell that upper portion? *Houseman – This resolution does not behold the City to the 200 acres, it simply states at this point in time, this is the goal. This will all be vetted out during the planning process which involves public input, PAC, and ultimately will go to Council for final decision. It’s worth noting there is a window (until August 2020) that money can be used as a 40% match for any capital improvements Council decides to do through OPRD. This is a golden opportunity. Want to get the plan in place to maximize that benefit.*
- Do you feel the \$66,000 is enough to create the master plan? *This is not design, but a conceptual plan. Previous grant award median costs in years past have been approximately \$34,000 for a parks master plan.*

MOTION made by Councilor Stone to approve Resolution 2016.05 – OPRD Parks Master Plan Grant as presented; seconded by Councilor Luzier.

Discussion: Councilor Egbert - Last meeting there was a discussion regarding the property swap, how does that affect the City? *It doesn’t affect us, but helps solidify to the public there will not be a subdivision. Can still sell that piece of land, will not move forward if apparent it would cause harm to the ultimate end goals. It will all require Council approval.*

Councilor Anderson – Who will be taking the lead on the master plan? *City Staff, however, the consultant will be doing the plan.* It will be an RFP? *Yes.*

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

Opposed: None

Motion carried unanimously.

- **Street Overlay Prioritization**

Per discussion earlier in the meeting, no action was needed on agenda item.

- **Resolution 2016.02 – Library District**

Staff Report – City Manager, Jerry Gillham – Staff will answer any questions Council may have.

Questions and concerns:

- A library representative stated at Roseburg’s Council meeting they have hopes for those cities that have opted-out, would opt-in at a later time. If there was just a Sutherlin vote, would it just be a vote to annex in or could there be a stipulation? Could there be a contract with the Library District

stating there would always be a library in Sutherlin? *City Attorney, Chad Jacobs – It would be two separate processes; the process to annex in would be the same as the recent process to consider annexation into Fire District #2, requiring a vote in Sutherlin and a vote in the district, it would require approval in both elections to annex in. Once that occurs, the citizens of Sutherlin would be subject to the permanent tax rate of the Library District. At the same time could enter into an Inter-Government Agreement (IGA) that could provide language promising to have a branch library in Sutherlin.*

MOTION made by Councilor Luzier to approve Resolution 2016.02 – Library District as presented; seconded by Councilor Boggs.

Discussion:

- *Mayor McKnight* – Wants to thank the Council for taking the time to look at this topic as closely as they have. Many scenarios have been discussed. It may not be the purest way to find out what Sutherlin voter’s want; but a more democratic process, rather than having seven members of Council deciding for them. Only 24 responded to Citizen’s poll, which unfortunately is not enough to make a decision either way. Mayor stated he’s in support of putting this on the ballot allowing citizens to vote at election.
- *Councilor Egbert* – Have talked to a lot of people, none have been non-supportive of the library, but many have been non-supportive of the .44/\$1,000. If Council decides to support annexation into the library district and Sutherlin votes no, but the rest of the county votes yes, the citizens of Sutherlin will have to pay that tax. Cannot support the .44/\$1,000 tax.
- *Councilor Boggs* – Feel that rate is the “Cadillac” version, a rate of .25 to .30/\$1,000 would be better. Feels the Library District could do the same for less. PERS increases also need to be taken into account. Not happy with the position Council is in.
- *Councilor Meier* – This was introduced to Council at a late date, therefore, not allowing time to work out problems with the district. Concerned they are asking for \$4 million in tax revenue when the highest operating cost was \$2.6 million, and now operating with \$1.2 million. Would like to work something out and keep the library. Suggest combination of user fees and smaller tax increase. Do not want to put the citizens at the mercy of the county vote. It was mentioned that 50% of the voters are in the county; however, county taxes do not bring in as much revenue.
- *Councilor Anderson* – Feel the district needs to go back to the drawing board for something better. There is a history of Sutherlin citizen’s voting no for increases and rates for the same level of service. Therefore, need to vote no on this resolution. Don’t feel that voting no will kill the library, but open dialogue for new negotiation.
- *Councilor Stone* – Why can’t the residents pay a user fee to use this library? Have talked to several businesses in town, they support the library but not the proposed tax. If, for example there is a user fee for \$80 every 6-months, it could generate approximately \$775,000 per year. Tonight a citizen commented that using the library is free, but it is not free.
- *Councilor Egbert* – Annual cost increases for additional library district tax for area businesses are:
 - Orenco: \$2,260
 - Best Western Hartford Lodge: \$1,074
 - Guesthouse Inn & Suites: \$1,038
 - His personally [Mr. E’s]: \$266
- *Mayor McKnight* asked for clarification regarding timelines for the ballot and opting-in.
 - Library District representatives, Diane Williams and Joe Coyne: In 2011 approached Council and asking for .54/\$1,000, have pared back. Proposed tax is “up to” .44 cents, and can’t go above that amount. The library is operating on \$1.2 million; that is the amount of money that came from the general fund. They have cut that by \$500,000; as of July 1, 2016 will be operating on \$700,000. If we want to make the November election, the Board of Commissioners needs to make the decision 60 days before the November election. The petition has to be in by May.
- *Councilor Meier* – Have issues with what has been said; if city opts-out at this time you will pull everything out of the library. ***Why would we keep all of the valuable items in the building if you aren’t willing to pay for it?*** Citizens can vote as a Sutherlin body to opt-in or opt-out at a later time.

- *Mayor McKnight* – Would opting-in at a later date be acceptable to the newly formed board? ***It also depends on the basis city would be joining on, such as 1 or 2 years later.***
- *Councilor Egbert* – Let’s just say tonight Council opts-out, November vote would be for everyone else in the county. At that same election, Sutherlin has a measure on the ballot to decide on whether to be part of the district or not. If the decision is yes, Council will then approach the library board asking to be annexed in and will pay the proposed rate, are they going to tell us *no*? ***I don’t think so.***
- *Councilor Boggs* – Question why public has not given this much attention at Commissioner’s meetings. ***They have no money and the library is not high on their priority list.*** With this much interest it ought to be, those are the people that will be running for office.
- *Councilor Stone* – What are you going to do if this tax fails? ***If there are user fees, it is not a public library and would lose state funds. We don’t think you’re bad guys, we think you’re good guys trying to do what’s best for your city. We just think that is to make sure you have a library.***

In Favor: Councilors Boggs, Luzier, and Mayor McKnight

Opposed: Councilors Meier, Anderson, Stone, and Egbert

Motion failed.

REPORTS

- **WWTP Pre-Design**

Public Works Utilities Superintendent, Brian Elliott and Dyer Partnership WWTP Project Engineer, Steve Major, provided Wastewater Treatment Facility updates and answered questions.

- DEQ received 20 – 25% of pre-design December 1, 2015 for review.
- Received comments on the review March 9, 2016, which involved City Staff, Dyer Partnership and DEQ two agents. One items brought to their attention was criteria regarding “major” and “minor” facilities. A “major” facility is anything over 1 million gallons of treatment, minor is anything under that amount. There are cost savings between the major and minor classification pertaining to testing, permit fees, and assessment for storm water treatment. It would be a huge cost benefit to the City to be classified as a “minor” facility.

Councilor Anderson – By looking at the newer flow data, you were able to determine this was a minor facility. ***Correct.***

- Dyer will present final pre-design to DEQ, March 31, 2016
- April 30th is the estimated date for final letter for pre-design from DEQ.
- Final report on Value Engineering will be presented to Council on July 11th. Based on Value Engineering, will start final design July 12th.
- On schedule with disinfection system.
- Phase I of the pre-load for the SBR (Sequential Batch Reactors) is anticipated to be completed July 2016. Pre-load consists of hauling in dirt where the SBR’s will be constructed. Approximately 18,000 cubic yards of dirt is needed for the pre-load, however, to cut down on costs will be doing half of it at a time. Will bring in 9,000 cubic yards, will sit at the site for about 5-months, it will then be shifted over to the other half and sit there for another 5-months. We have the time and it won’t affect the construction schedule.

Where are you getting the dirt from? ***Ford’s Pond property.***

- Everett Lift Station improvement will require a property line adjustment with recently purchased property; construction of lift station will be during 2017-18 fiscal year.
- 12-inch force main will be designed during 2016-17 fiscal year, construction 2017-18, and completed by October of 2017.
- Recommendation is to bring construction process information back to Council in the form of a workshop. CMGC (Construction Manager and General Contractor) process and the Design Build can be discussed.

City Manager – Have newly hired employee, Mel Vatland, with a Level III Operators License gathering research and analysis to present at the workshop.

Elliott – Have contacted eight different agencies and a couple of private firms for analysis options.

Councilor Meier – Would like to hear from someone that has been involved, such as the person from Wilsonville. ***City Manager – Would like to hear from Vatland to see what he has come up with. The***

process used in Wilsonville is not going to be the same process as Sutherlin's. It would be like comparing apples to oranges.

Elliott – Wilsonville used the Design, Build, Operate process for their plant.

Major – Need to understand the actual process to determine the best choice.

After discussion suggestion was to bring back a workshop to be held prior to a Council meeting at 6:00pm.

CITY MANAGER UPDATE

- None

CITY COUNCIL COMMENTS

Councilor Anderson –

- None

Councilor Luzier –

- None

Councilor Stone –

- There was an issue with two sewers backing-up at Oak Hills subdivision, and a disconnect on who to call for service; need to know who to contact. Would like City to send letter regarding the required protocol. *City can send a letter to the subdivision's HOA (Home Owner's Association) who would be able to provide that information to its residents.*

Councilor Egbert –

- Now have 23 benches placed throughout town and 4 more are coming.

Councilor Luzier – Is there a plan for these benches? *City Manager - Don't have an approved policy.*

Luther – PAC does not have a preference for the bench placement. People are requesting placements, have left it up to Swan for the final decision. *City Manager – Do not want the public right-of-way to be overwhelmed with the benches.*

Councilor Boggs –

- None

Councilor Meier –

- None

Mayor McKnight –

- Recently attended annual Easter Egg Hunt, would like to give a special thank you to those who contributed and supported the event: Sutherlin Fire Department, Dairy Queen, Henry's Donuts, Angie's Diner, Subway, Shop Smart, American Legion Post #121, Blackberry Festival Committee, Chamber of Commerce, Lion's Club and Lion's branch clubs and numerous volunteers.

PUBLIC COMMENT –

- Resident, Denny Cameron – Would like to know if the City will be moving forward to put a question on the November ballot allowing Sutherlin citizen's to vote.

Councilor Meier – Feel we need to know what Roseburg does and what County Commissioners do in May.

ADJOURNMENT –

With no further business meeting adjourned at 9:13pm.

Respectfully submitted by,

Diane Harris

Diane Harris, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL APRIL 11, 2016