

City of Springfield
Work Session Meeting

MINUTES OF THE WORK SESSION MEETING OF
THE SPRINGFIELD CITY COUNCIL HELD
MONDAY, OCTOBER 13, 2008

The City of Springfield Council met in a work session in the Library Meeting Room, 225 Fifth Street, Springfield, Oregon, on Monday, October 13, 2008 at 5:30 p.m., with Mayor Leiken presiding.

ATTENDANCE

Present were Mayor Leiken and Councilors Lundberg, Wylie, Ballew, Ralston, Woodrow, and Pishioneri. Also present were City Manager Gino Grimaldi, Assistant City Manager Jeff Towery, City Attorney Joe Leahy, City Recorder Amy Sowa and members of the staff.

1. Joint City Council/Museum Board of Directors Meeting.

Debra Gruell, Executive Director from the Museum was present. Present from the Museum Board were Board Chair Jack Gischel and Board Members James Yarnall and Patty Sage. The Board Members provided information on their occupation and what they hoped to accomplish on the Board.

Development Services Director Bill Grile presented the staff report on this item. The City of Springfield and the Springfield Museum Board of Directors are in the fifth year of a Management Agreement relationship. This year the Budget Committee increased the annual base funding for the Museum from \$35,000 to \$45,000 with an additional one-time support of \$12,000 for special events at the Museum. The Museum Board was also awarded \$3,000 through the Room Tax grant process.

The Management Agreement defines the relationship between the City and Museum Board, assigning the Board responsibilities to manage and operate the Museum and act as trustee for the historical collection, which is a City-owned asset.

Section 4.9 of the Management Agreement states "*Manager shall report to the City Council on the activities of the Manager in the management of the Facility not less than annually. Manager agrees to provide this report to the City on or before December 31 of each year. Manager shall report at such other times upon request by the City Council...*" The Springfield Museum Board of Directors welcomes this opportunity to present a summary of its activities from the past year. This summary is listed as Attachment 3 and dated October 1, 2008.

Ms. Gruell referred to Attachment 3 in the agenda packet. She noted that having the Farmer's Market in the Museum parking lot had been an advantage in bringing people to the Springfield Museum. She explained the Passport Program for school age children and said that 1000 students had come through the Museum this year. Ms. Sage was assisting with the Trunk Program which would take historical objects and lessons out to the schools. They would be using \$12,000 from their funds for the Trunk Program.

Ms. Gruell gave an update on the Vault Project, including the grant money received for that project. They were continuing on with that project and it should be complete in the next month.

Because of the additional space in the vault area, the Gift Shop had gotten smaller. The Museum had an obligation with the City to make sure everything was categorized and in the computer by 2013. She felt that project should be done even sooner, but because they worked with volunteers, it was sometimes difficult to determine.

Mr. Gruell said the Garden Tour event occurred a few weeks ago and was a great success. The event brought in about \$7000. An exhibit would be opening the first of November, called Dancing Hands, a juried show. There were many participants from Oregon and Washington, and this was the first juried fiber art show in this part of Oregon. They hoped it would happen again next year. There would be a November 14 reception for this art show. She noted that the Wine Fest was scheduled for December 6 from 2:00-5:00pm. It would be a one-day event, with two seatings at a cost of \$35 per person. The Haunted Museum was scheduled for Friday, October 17 with the Ghostly Docents. They had partnered with the high schools and the students had been very creative and a big help. The Toastmasters Association would be present reading The Tale of the Headless Horseman. This was a free event. The School District had sent out the invitations to all teachers and students. She invited the Mayor and Council to come by during this event.

Museum Board Chair Jack Gischel recalled former Museum Director Kathy Jensen and the progress made at the Museum under her leadership. He noted a couple of other directors following Ms. Jensen. He felt that Ms. Gruell was doing an outstanding job for the Museum. Mr. Gischel discussed some of the many volunteers that had served on the Board that were vital to a lot of things the Museum did during those transition years. He talked about how years ago he and Tom Wurtz would go out to organizations with pictures to bring the history to the community.

Mr. Gischel said he felt strongly about having history in the gallery. With Ms. Gruell, the Museum had exhibits on World War II, the 1940's, the 1950's, and a toy show. Next year, they were considering a war toy show in April. He discussed the Legends shows they had held including Mayors, Women Who Had Made a Difference, and others. There would be another Legends event in the coming year.

Mr. Gischel said one emphasis on the Board of Directors was to raise money. To do that, they needed to attract visitors to the Museum, new members, and new exhibitors. Ms. Gruell had done an excellent job in working with the schools. Historically, the Museum had schools involved in the Museum, but not to the extent they were now. They wanted to make the Museum a valuable part of downtown and all of Springfield. He noted that when he served on the Historic Commission, they often focused on downtown, but Springfield went beyond downtown. The Museum was more than just downtown, but should be out in the whole community and area. They would like the Museum to be on equal terms as Emerald Arts, the Wildish Theater, the Library and the schools.

Mr. Gischel discussed the Trash and Treasure event and noted that it was very successful. He discussed the help they had received regarding this event from Mr. Leahy. They would most likely hold this event again next year with some improvements. The Museum was always looking for new ideas, including a calendar. He discussed the Springfield Cruz and said they may look for a different location for giving out the rootbeer floats due to space constraints. He thanked the Council for their support and said the Museum hoped to keep moving forward.

Ms. Gruell discussed the Museum budget. The gift shop sales were now by consignment, rather than the Museum purchasing products to sell. She reported on donations and sponsorships.

Donations were not listed in sponsorship. The numbers were up in every event. Three hundred people from around the state attended an exhibit of Romanian costumes. The Professor who had brought the costumes had a concern about the security of the costumes at the Museum because of their high value, but once he came to visit the Museum, was no longer concerned. The Museum was very excited to have this opportunity and for people from Eugene to be able to come over to see what was going on. At this time, all events were free. There was also no charge for children for the tours. The number of children attending the Museum did not bring in revenue, but meant the Museum was reaching out to the community. They did charge for the special events hoping to capture some of the money they had to spend for the other exhibits. She noted that the grant for the vault did not show in the budget because it was the type of grant that required you to first spend the money and they receive reimbursement of funds.

Discussion was held regarding the grant expenses.

Councilor Wylie said there was nothing in the budget under Resource Center donations.

Ms. Gruell said that was money given by the City to work on the Resource Center. No additional funds were donated. Part of the vault grant money was being used for the Resource Center.

Mayor Leiken asked Ms. Sage and Mr. Yarnall to share with the Council.

Ms. Sage said she was excited to bring school projects to the community. She had worked on the log cabin at Dorris Ranch and she was able to get some historical items donated to the Museum.

Mr. Yarnall said times were tough, but it became increasingly important to hang on to our values and our past was valuable. He was interested in building on the Museum's base of membership and participation.

Councilor Ralston asked how much memberships cost.

Ms. Gruell said there were different levels of \$25, \$50 and \$100.

Councilor Ralston said they were down substantially in membership.

Ms. Gruell said that was correct. The data on members was quite old and they were now trying to attract some new members with families. They were dependent on members of the retirement community to work at the Museum. They had a conscious focus on getting new members.

Councilor Ralston asked what the benefits were for members.

Ms. Gruell said there were some discounts for different events.

Mayor Leiken said last year the amount in fundraising was zero and this year it was \$1563. He asked what that was.

Ms. Gruell said the Chocolate Wine and Valentine event in February brought in some funds.

Mayor Leiken said a prominent family in Eugene had purchased the Simpson's couch and wanted to donate it to somewhere in Springfield. Springfield received worldwide press from the

Simpson's' contest. Portland native Matt Groening, creator of The Simpson's, may have a foundation and he suggested the Museum check into that to see if they might be willing to give an annual donation. The family with the couch had contacted the Mayor on numerous occasions about locating that couch. He asked if there was a place in the Museum for this couch. He said he would help contact Mr. Groening about a foundation.

Mr. Yarnall said that was a great idea. He responded to Councilor Ralston's question about membership. There were a number of new board members with new ideas. The membership rate had been tiered, and the Board may want to look at adjusting those membership fees during these economic difficulties. The Board was open to that issue.

Councilor Ballew suggested a student rate and a gratuity for people to have their picture taken on the Simpson's couch.

Councilor Lundberg said the TEAM Springfield newsletter came out quarterly and could be a venue to promote membership of the Museum. It could include information about membership benefits.

Mr. Gischel said several years ago the Board gave free memberships to the Mayor, City Council and City Manager. He asked if they would be interested in having that done again.

Councilor Pishioneri referred to the Museum contract, Page 2, Section 2, last sentence of paragraph 3: "Manager shall accept no donations for Manager". He asked for clarification. He also referred to Section 3, paragraph 2: "The City will continue the parking pass program for the docents and issue four parking passes for use of the volunteers". He asked if that was redundant.

Discussion was held regarding the parking pass program. Mr. Leahy said he would be conducting further review of the contract to incorporate updates and clarification for next year.

Mayor Leiken asked if the Museum was on the City's MySpace page.

Councilor Woodrow asked for an answer to Councilor Pishioneri's first question on donations and how that may relate to the Simpson's couch.

Mr. Grile said the intent was that the Manager would not accept donations on behalf of the Museum. Donations belonged to the City and became City assets. That section raised a good question that needed to be clarified. He spoke of accession and de-accession. Everything the Museum took in didn't merit being in the permanent collection.

Councilor Woodrow asked where the surplus funding would go. That needed clarification.

Mr. Leahy said he would be adding a definition of accession policy. He would sit with Ms. Gruell to discuss that and identify criteria.

Mayor Leiken asked Ms. Gruell to describe the upcoming Wine Fest Event.

Mr. Gruell said it would be a fundraiser. The Museum would have their license to host the event. The cost was \$35 per person, seating would be kept at about 35-40 people at each setting. A

gentleman would be doing a lecture and they would guide people through the different wines and foods.

Mayor Leiken said if they had success the first time, they may want to raise the fee to \$100.

Ms. Gruell said a few years ago she had been involved in putting together a wine fest in Indiana that had continued to grow. They decided to start small here to see how it went.

Councilor Ballew asked how many people they needed to attend to break even.

Ms. Gruell said one seating of 35-40 people.

The members of the Museum Board left the table. 6:20pm

2. Street Fund Finances.

Assistant Public Works Director Len Goodwin presented the staff report on this item. For the past several years, staff have briefed the Council on the decline in Street Operating Fund reserves resulting from stagnation of local and state fuel taxes, and the loss of County payments supported by revenues under the Secure Rural Schools Act of 2000.

On May 27, the Council received a report from a Mayoral Task Force recommending that the City implement a Street Preservation Fee, to impose a charge on all Springfield users of the system, like a utility charge. When the FY 2009 budget was adopted, Council agreed to defer transfers from the operating fund to the Capital Fund, as a way of providing one more year to develop a solution. At that time staff was directed to fully explore the suggested Street Preservation Fee and report back to the Council, including in that report other possible alternatives and a discussion of how the Council might choose to move ahead.

Staff will discuss the issues surrounding implementation of a Street Preservation Fee and offer three options on how to proceed:

1. Seek public input on either a Preservation Fee or fuel tax increase in anticipation of Council action before the winter recess.
2. Reduce Street Fund Capital spending by \$500,000, immediately.
3. Direct staff to begin implementing either a Preservation Fee or a \$0.02 fuel tax increase.

Mr. Goodwin said there was a marked reduction in fuel tax receipts over the last year at both the State and local level. He explained. With that reduction, the State revenues would be \$200,000-\$300,000 below budget. The City did cut their budget last year, but the reductions were causing additional shortfalls. There was some spending the City was not able to avoid, such as wire theft. Staff was looking at solutions to address that issue. Most incidents were not covered by insurance because we had a \$10,000 deductible, and the losses were generally around \$7000.

Mr. Goodwin said the County had benefited from partial authorization from Secure Rural Schools over the next four years, but they may not be able to allocate any of that money to the cities. With the total of the reductions noted, the City faced a \$1M hole that they needed to try to

fill in the budget. The most appropriate solution at this time was to put on hold the \$659,000 of capital spending that was budgeted for this year. This action, with Council's concurrence, could move forward on an as-needed basis. That would be the short-term measure, but did not include cutting services at this time. Once they began to cut services, it took time to build that back up, and staff would prefer not to go with that option. If there was not another source of revenue by the time they began working on next year's budget, staff's recommendation would be for substantial service reductions. The delay or deferral of capital projects for a year was only a one-time solution and didn't solve the problem. Staff believed they could make this work for one year as there were some streets that were at the margin of restoration work and could wait one more year. Staff did not feel they could put off those projects for two years. Whether or not to pursue another revenue source was up to the Council.

Mayor Leiken asked for a list of \$659,000 in projects.

Mr. Goodwin said he could provide that to him now. The list was for the Street Fund only. SDCs were used for other projects, but these were only for preservation. He outlined the breakdown of those funds.

Mayor Leiken thanked Mr. Goodwin and the staff. He said when it came to street funds and budgeting, staff did great work. Because of current economic issues nationally and globally, he would not recommend asking citizens for additional revenue. The City needed to cut back for awhile which may mean holding off on some of these projects. The City needed to set an example for the citizens. He noted that he had talked to Paul Romaine today, mentioned tonight's meeting and noted some of his thoughts. He told Mr. Romaine that if the legislature did not come up with something to assist, Council would need to go out to ask for more dollars in 2009. He asked Mr. Romaine to work with the cities regarding legislature. It was not fair for cities to be put in a position to piecemeal funding. He noted the value of our streets. Businesses were deferring during these economic times, and the City needed to do the same. Other mayors were sending the same message to the legislature. It was disappointing to have to ask for more funding. He noted the increase the City needed to pay to Springfield Utility Board (SUB).

Councilor Woodrow asked how much the City paid SUB to collect for wastewater and stormwater.

Mr. Goodwin said for the local side it was about \$350,000 – \$400,000.

Councilor Woodrow said Fire and Life Safety (F&LS) did billing for numerous areas throughout the State. He asked if it would be worthwhile for F&LS to collect for stormwater and wastewater and if it would pencil out to less than paying SUB.

Mr. Goodwin said that question had been raised in the past. SUB has employees that read the meters and had indicated that they would continue to charge for that service even if they did not do the billing. The last time this was discussed with SUB in 2003, SUB indicated the charge to access that data would be nearly as much as the City paid them to do the billing.

Councilor Woodrow said the Street Fund Committee, which he was a part of, was unanimous about initiating a fee rather than an additional gas tax. There were a number of citizens on the committee that were impacted by a gas tax. The committee was willing to go out to the public

and explain their position. He would support the fee from that standpoint if needed. He agreed, however, to put it off for now with the current economic conditions.

Councilor Ballew discussed the amount of funds the current gas tax generated, which was about \$1M. Preservation used less than half of those funds. She asked what happened to the rest of those funds.

Mr. Goodwin said it went into street reserves for fund preservation. The City had funds left from years prior. All that money went to preservation and maintenance. The reserves had been exhausted. He said the City had been overspending over the last three or four years because of need. Last year there were no funds carried over.

Councilor Ballew said the County assessor had the ability to send out tax bills. She asked if they had been approached about billing for the City.

Mr. Goodwin said they had not been approached.

Councilor Ballew said part of the difficulty in billing for utilities was the need to have a database with all residents and occupants.

Mr. Goodwin said the Finance Director had estimated the cost of internal billing several years ago and it was too high.

Discussion was held regarding billing with the Assessor's office versus SUB.

Councilor Ballew said things were not getting better. Even though the task force recommended the transportation fee, she felt it made more sense to implement a two-cent gas tax.

Mr. Grimaldi said staff would like to get the public sentiment between now and December.

Mayor Leiken asked if staff could provide information about the increase in cost for materials, supplies, etc. over the last five years.

Mr. Goodwin said the cost of asphalt last year was about \$400/ton. This year the cost was \$650-\$700/ton, and it was expected that next year it would cost \$1000/ton. When B Street was paved, the City used concrete because it was a longer lasting product. Currently, concrete is less expensive up front than asphalt, but both are expensive.

Councilor Ralston said given the current financial situation, the Mayor's recommendation was wise. It was irresponsible not to maintain our investment. Sooner or later, something would need to be done, but meanwhile the City needed to be honest with the public, including the media, and get their input. If the City did something now, he would recommend a two-cent gas tax.

Councilor Wylie said she agreed with the Mayor, but she hated to see some of those projects not get started. She agreed the City needed to let the public know and get them in the conversation about the choices.

Mayor Leiken said the City needed to communicate with the public how prudent Springfield had been with our funds. Comparing our streets to other communities, we had good streets in

Springfield thanks to staff. A positive selling point could be that our backlog was much less than other communities.

Councilor Lundberg said streets were a core service and we did have good streets. She was fine with putting things aside for a year because our streets could handle it. She was never a supporter of a preservation fee. She was supportive of a gas tax because the tax went right to the road, but was fine holding off until next year.

Councilor Pishioneri said he would like to see a combination of getting citizen input on a transportation fee or fuel tax, and looking at cutting projects that weren't critical to traveling safety of the public and of the roads. He referred to the next topic on the Bob Straub Parkway intersection. Some projects could be dropped off the list this year, but not all of them.

Councilor Woodrow said the recommendation from the Task Force was that the maintenance fee would be dedicated to street preservation and maintenance.

Mayor Leiken said next week was the last task force meeting before presenting to the Governor. They were going to look at a Statewide Transportation Utility Commission to keep the gas tax in place. That fuel tax would then come directly to counties and cities. That may not get through one session of the legislature. The City would probably need to bring some type of tax or fee to the citizens before that got through the legislature.

Councilor Ralston said if something did go through at the State level, the City could pull back.

Mayor Leiken agreed.

Councilor Ballew said she was going to a Federal Forest Payment meeting tomorrow. There would be a presentation on State anticipated revenue and things didn't look too good. She wasn't sure the City could rely on the State for any funding.

Mr. Goodwin recounted his understanding of Council direction to look at projects as they came forward for discussion to determine whether or not to proceed, but not to cut all projects at once.

Mayor Leiken said that made sense. He also wanted to remind staff that Council would most likely not recommend any new fees or charges until next year. In the meantime, prior to the December break, the City needed to educate the citizen, with emphasis that the public owns this great asset of our streets.

Mr. Goodwin said when staff starts their budget preparation in December, it would be very difficult to put together a credible budget without adding service reductions. Council could change those when it came to them if the revenue situation was different. He gave a few examples of possible reductions.

Councilor Ballew said eventually the City would need to increase revenue to stabilize the budget. Expenditures could only be suppressed so much.

Councilor Wylie noted the impacts of Hynix leaving and the sewer repair that was needed throughout our community. She asked about the increase in those fees.

Mr. Goodwin said the Metropolitan Wastewater Management Commission (MWMC) had considered an increase.

Public Works Director Susie Smith said the increase from MWMC would be seven percent this year, eleven percent the next year and six percent for the following three years. The local rate increase would be eight to ten percent next year.

Councilor Wylie would like to look at the collection of things that would be put on citizens including rates, fees, and levies. She would like to see the total cost for an average citizen.

Mr. Goodwin said there was a delicate balance of cost on development and users in regard to wastewater and stormwater and street services. Staff would be talking to Council soon about significant increases of costs through system development charges (SDCs). That would also be part of that equation.

3. Bob Straub Parkway at Mt. Vernon Road Safety.

Traffic Engineer Brian Barnett presented the staff report on this item. Staff has reviewed the signal warrant analysis completed by Lane County, observed the intersection during peak traffic flows, and concludes that vehicles are safely and efficiently moving through the intersection and that reserve capacity is high. As a result, consideration of pedestrian and cyclist movement is the focus of this report.

Most vehicles (85%) on Bob Straub Parkway are traveling at or below 45 MPH when measured 500 feet north of the intersection. Pedestrians and cyclists are crossing about 95 feet of roadway from east to west sides of the Parkway. They are waiting approximately 60 to 120 seconds to find a gap in traffic they are comfortable using to cross Bob Straub Parkway. Drivers do not stop for pedestrians or cyclists waiting to cross, in violation of law.

Staff recommends installation of a pedestrian/cyclist actuated warning beacon (Options 13) with a new raised median at the intersection (Options 13C). The beacon will be flashing only when a pedestrian/cyclist is preparing to cross and will continue for a period of time to allow time for the crossing. Intermittent flashing rather than continual flashing of the beacon enhances the driver's awareness of imminent pedestrian/cyclist crossing and will increase driver yielding rates. If coupled with police enforcement yielding rates will improve more. Installing a raised median will break the crossing into two separate decisions and actions. Pedestrians and cyclists will be able to find a gap in traffic flowing in one direction, make the crossing to the median and look for a gap in traffic flowing in the opposite direction. This simplifies the decision making process and provides a shorter distance to cross. Cost is estimated as \$30,000 to \$40,000.

Additional more costly options staff recommends are installation of a HAWK signal (Option 14) at an estimated cost of \$100,000 to \$150,000, or installation of a roundabout (Option 15) at an estimated cost of less than \$300,000.

Funds can be made available by canceling capital projects. Please reference agenda item STREET FUND FINANCES for detailed discussion of the implications of canceling capital projects. Projects, in roughly the preferred order of use for BSP/Mt. Vernon Rd. are the signal at 14th and E Streets (\$46,000), Pioneer Parkway Lighting (\$75,000), the Pioneer Parkway overlay (\$145,884), and the FY 2009 Street Seal and overlay program (\$248,229) could be canceled and

used to pay for the Street Fund deficit and/or Options 13 and 13C at Bob Straub Parkway and Mt. Vernon Road intersection.

Mr. Barnett said staff recommendation was to pursue with Lane County a street activated signal and a raised street median. The cost would be between \$30,000 and \$40,000. He noted the projects that were listed as potential sources of funding. He described other locations that had the pedestrian activated signal and the advantage of this type of signal and the raised median. He referred to the other options.

Councilor Pishioneri said the activated signal on Olympic worked well. He was in favor of Option #13 and #13C, with a combination of both. He felt the refuge worked well. He was not in favor of putting another actuator on the median as he felt it could cause another hazard. Eliminating the signal at 14th and E Streets would allow funding of this option. He felt it was more warranted at that location than at 14th.

Councilor Woodrow thanked Mr. Barnett for his work. He still wanted to advocate for a traffic light at some point. At this point, pedestrian safety was most important and he liked the recommendation of Option #13 and #13C. He would like to try to get the County to pay. He felt the same issues were faced at 14th and E and wasn't sure that should go away. He referred to other projects that could be taken out, including \$75,000 for Pioneer Parkway.

Mr. Barnett said the \$75,000 was to build funding for future lighting on the Parkway.

Councilor Ballew said she would strongly object to removing the 14th and E Street project because she didn't want to take away from the needs at that location. The lighting project might be a possibility. The City didn't have money to do everything, but she would object to taking away things that had been promised.

Councilor Ralston asked about the street lights at the BSP intersection.

Mr. Barnett said there were two City lights somewhat near the intersection, and there were no poles nearby to add lights.

Councilor Woodrow said those lights did provide a fair amount of light at the intersection.

Councilor Wylie said she favored Option #13 and possibly Option #13c. She asked how they put in a beacon if there was no light.

Mr. Barnett said the beacon would be solar powered.

Councilor Lundberg said she agreed with Option #13 and #13c. Looking at this intersection, it would someday need a traffic light. She said there was a difference between the 14th and E Street intersection and the BSP intersection. There was no other outlet for the homes in that area other than the BSP intersection. She discussed the lighting issues on Pioneer Parkway and the need for those lights. She felt that if the City had already agreed to do something, we shouldn't take that away. She hoped the County would step up to do a light at some point.

Councilor Pishioneri asked if there had been any reported vehicle pedestrian accidents at 14th and E Streets since the signal had gone out.

Mr. Barnett said none that he knew of.

Councilor Ralston said he didn't feel the intersection at 14th and E Street was an issue.

Councilor Woodrow asked which part of Pioneer Parkway was scheduled for the overlay.

Mr. Barnett said it was roughly from the Plaza to the roundabout. The funds for that project were match money for federal funds.

Councilor Woodrow asked if an overlay had been done on Pioneer Parkway a few years ago.

Discussion was held regarding the last time an overlay was done on that road.

Maintenance Manager Brian Conlon said the City did street slurry several years ago on Pioneer Parkway from Q Street to Harlow Road in concert with the County.

Councilor Woodrow said he would even support a roundabout at Mt. Vernon and BSP.

Mr. Barnett said to accomplish this project staff would first need to get approval from the County, which could be difficult. He would move forward to pursue Options #13 and #13C.

Councilor Lundberg said it was important to remind people that the BSP was a County road and the costs should be at least shared.

ADJOURNMENT

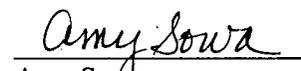
The meeting was adjourned at 7:18 pm.

Minutes Recorder – Amy Sowa



Sidney W. Leiken
Mayor

Attest:



Amy Sowa
City Recorder