

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, December 11, 2017 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Sr. City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Police Sergeant, Vaughn Rains
Interim Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

Audience: Richard McReynold, Keith Schwartz, Mark Libante, Jeri Standley, Dian Cox, Kelsey Zlevor, Tami Trowbridge, James Thatcher, Beth & Jim Houseman, Wendi Stinnett, Janelle & Dave Edelman, Gary Dagel, Chuck & Peggy Brummel, Duane & Pam Waller, Brian Burke, Tadd Held, Jeff Chase, Daniel Kresky, Rick Allen

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

- **Special Presentation**

Police Sergeant, Vaughn Rains, introduced Employer Support for the Guard and Reserves Representative, Richard McReynold.

McReynold – The Guard and Reserves honor all employers who support, appreciate, and value military service of an employee. Certificates of Appreciation were presented to the City and Sutherlin Police Department. McReynold reported Sergeant, Vaughn Rains, nominated Chief of Police, Troy Mills, for the “Patriotic Employer Award” for his ongoing support. Chief Mills was presented the award.

Chief Mills – It is a pleasure supporting the armed forces; I was a part of it also and like to do what I can to support them.

CONSENT AGENDA

- **November 13, 2017 Minutes – Regular Meeting**

MOTION made by Councilor Luzier to approve Consent Agenda; second by Councilor Vincent.

In Favor: Councilors Vincent, Stone, Boggs, Tomlinson, Luzier, Riggs, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance – Business Registration (first reading, title only)**

Mayor McKnight asked Business Registration Committee Chair, Gary Dagel, to the front of the room to provide comment regarding the proposed Ordinance.

Dagel stated he and City Manager, Jerry Gillham, have been working together to produce this draft ordinance, however there is still one concern. Some business owners object to the need for an ordinance and feel once put into place it can be changed by another Council.

The inability to commit a future Councils on what is decided by a present Council was discussed.

Dagel suggested if changes are made in the future, business owners would like to be contacted. Council voiced support for his suggestion.

Comments and Questions:

- Wording in Exhibit A) 5.02.005 – Purpose and Scope, D) exempting existing businesses from registering was questioned.

City Manager, Jerry Gillham, explained the statement's intent, City already has most of existing businesses information; therefore, they wouldn't need to fill out the form.

Dagel – The idea is for this to be voluntary, just need their contact information.

- If this was brought into a court situation the ordinance's wording would be interpreted, not the intent. Have a problem with the wording.
- Wording should reflect that *all* businesses should have to register.

Dagel reported a Chamber volunteer has already been contacting businesses for updates.

- The ordinance has no “teeth” regarding *property owner's* responsibilities or contact information. Also feels the business's information shouldn't be made public unless they agree to do so.

Dagel – Proposed registration form already asks businesses if they want their information to be public.

City Manager – The form also asks for the property owner's contact information; a separate ordinance will be created addressing their responsibilities.

- Councilor Tomlinson – This is a simple procedure and needs to be the same for all businesses. Agrees it is a lot of work for Staff/Chamber to fill out all of the information. It would take about 5-minutes for a business to fill out the form.
- Exhibit A) 5.02.030 – refers to fees, even though they will not be assessed, it states failure to maintain the registration may result in penalties.

City Manager acknowledged the oversight, stating that sentence was supposed to have been removed.

Processes on how to acquire the information was discussed. It was decided to postpone the approval of the first reading of the ordinance pending further discussion for the processes involved.

MOTION made by Councilor Boggs to postpone the first reading of the ordinance until the second meeting in February, allowing time for further discussion; second by Councilor Luzier.

Discussion: None

In Favor: Councilors Vincent, Stone, Boggs, Tomlinson, Luzier, Riggs, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **Resolution 2017.16 – Ford's Pond Parks Master Plan Adoption**

Staff Report – City Manager provided a summary of the proposed Master Plan, Cameron McCarthy Landscape Architecture & Planning's, Kelsey Zlevor, is present to answer any questions. Council is being asked to approve the Master Plan as part of the City's continuance in moving forward with the processes.

MOTION made by Councilor Boggs to approve Resolution 2017.16 – Ford's Pond Parks Master Plan as presented; second by Councilor Luzier.

Discussion: Councilor Stone – What is the annual cost for maintaining Ford's Pond now? ***Public Works Superintendent, Aaron Swan – Currently the property is just used as a pond, the costs are minimal, can get back to you with an answer.***

Councilor Stone asked what processes are involved when dealing with ODOT regarding the northeast end's proposed parking lot and wetland/access issues. ***City Manager – Have already consulted with ODOT, they have provided comment and support allowing access off of that road. They have required a Transportation Impact Study (TIS), as well. Community Development Director, Brian Elliott, has also met with Division of State Lands and Army Corp of Engineers. ODOT does not want any entrances onto the highway. ODOT has already formally authorized that with the City.***

Councilor Stone – After City deeds over the property to the County, will City be able to hold events there? ***Yes, City would just have to get a Temporary Use Permit. To provide clarification, City is not***

“deeding” anything to the County, City will be retaining 5 acres to stay within the city limits, it will still be the City’s property but will be in the County’s land use system.

In Favor: Councilors Vincent, Stone, Boggs, Tomlinson, Luzier, Riggs, and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Liquor License Permit Approval – Nellie’s Deli & Tap House**

Staff Report – Chief of Police, Troy Mills – Summarized the Staff Report with the recommendation to approve the OLCC application for Nellie’s Deli & Tap House.

MOTION made by Councilor Luzier to approve Nellie’s Deli & Tap House Liquor License Permit as presented; second by Councilor Boggs.

Discussion: How far is it located from school property? ***Mills – Don’t know the exact distance at this moment, but it is not readily accessible to the school.***

In Favor: Councilors Vincent, Stone, Boggs, Tomlinson, Luzier, Riggs, and Mayor McKnight

Opposed: None

Motion carried unanimously.

CITY COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Tomlinson –

- None.

Councilor Luzier –

- None.

Councilor Riggs –

- New ADA (American Disabilities Act) ramp repairs along Central Avenue look good.

Councilor Vincent –

- Excited to attend the light parade this weekend, a lot of people I have talked to are looking forward to the event.
- Wishing everyone a Merry Christmas.

Councilor Stone –

- Merry Christmas and Happy New Year to everyone
- Condolences to Mayor McKnight on the loss of his mother
- Condolences to Bill and Tracy Cagle on the loss of their son.
- What is the status of the Transportation Impact Study? ***City Manager – The first draft of the study is complete, will be bringing it to council in a month or so.***

Mayor McKnight –

- Would like to acknowledge Sutherlin Downtown Development and Chamber for the Christmas Tree Lighting event last weekend.
- Would also like to acknowledge Lion’s Club for the flags on Pearl Harbor Day and the Christmas Fair this last weekend.
- Expressed appreciation for all of the support at the passing of his mother, the Council and community embraced him and his family. Cannot speak enough of the Staff for all of their support and care, it is very much appreciated.
- Toyland Light Parade will be held this Saturday.

Councilor Luzier – Christmas Bazaar, at Rotary Headquarters will be this Friday and Saturday from 10-6:00pm.

REPORTS

- **Wastewater Treatment Plant Update**

City Manager – Will not have a report tonight due to Elliott’s absence, however everything is on schedule.

STRATEGIC PLAN UPDATES

• **N. Comstock Project Update**

Staff Report – Swan – N. Comstock is County’s jurisdiction, therefore was a county project. Cost of the project was around \$1.4 million and is about 97% complete. A small amount of work will need to take place next spring. City’s share of the project is \$200,000, and are now able to apply to ODOT for a fund transfer to the County, afterwards City will take over that section. All exchange funds go through ODOT. Councilors agreed the road looks good and is much safer now for the kids.

PUBLIC COMMENT –

➤ Blackberry Festival Committee Member, Duane Waller – This year we gathered \$4,000 to go towards prize money for Toyland Light Parade winners. Appreciates support from the Council, City, and Community. Registration opens at 5:00pm the parade starts on Taylor Street at 7:00pm, and will take about 1½ hours to travel the 3-mile section on Central Ave.

City Manager thanked Waller for all that he does in the community.

➤ Business owner, Daniel Kresky – Thanked Councilor Boggs for his comments regarding the need for all businesses to register during the ordinance discussion. Suggested researching past practices and procedures on how businesses information was obtained before.

ADJOURNMENT –

With no further business meeting adjourned at 7:50pm.

Announcement –

Mayor McKnight announced a 5-minute break before going in Executive Session. ORS #192.660(2) (f) – Exempt Public Records, to consider information or records exempt by law from public inspection.

Executive Session called to order at 7:54pm.

Executive Session adjourned at 9:07pm.

Approved: *Jerry Gillham*
Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris
Diane Harris, CMC, City Recorder

Todd McKnight
Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, JANUARY 8, 2018