

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, October 9, 2017 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
Community Development Specialist, Kristi Gilbert
Public Works Superintendent, Aaron Swan
Interim Police Chief, Troy Mills
Interim Fire Chief, Mike Lane
Contracted Do Co Planner, Joshua Shaklee
City Attorney, Chad Jacobs (via Skype)

Audience: Keith Cubic, Allen & Gale Peterson, Jim & Beth Houseman, Jeff Chase, Pamela Semas, Gary & Michelle Dagele, John McDonald, Mark Koch, Jerry Freamon, Tadd Held

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

- **Business Registration Committee Update**

Business Registration Committee Chair, Gary Dagele, provided the Committee's list of criteria on what they felt was acceptable, not acceptable, and for new and existing businesses.

Questions:

- How will the word get out to businesses in making sure they follow through with registering? ***Chamber Board volunteered to contact businesses.***
- Chamber will then report back to Council? ***Correct.***
- Will a link be added on City's website for registrations? ***Yes, believe the City will want this available.***
- What if a person is occupying a commercial building but doesn't have a business? ***Feels it is important to also have their contact information for public safety purposes.***
- Would like clarification on statement "Allow existing businesses to continue without changing the rules"? ***Our thought is it would be adding a rule by making existing businesses register.*** Regardless if it's an old or new business, whole point of registering is to have contact information for public safety personnel. ***This is a general statement; no one seems opposed to registering.***
- Concerned about "no background checks"; City doesn't necessarily receive information from other government agencies, feels some businesses should have them. ***The thought is City doesn't need that information; that process has already gone through the state or other agencies.***
- At what stage will public safety receive registration information? ***Would like to update as it's collected, City should be involved along the way.***
- Suggested adding "type of business" to the form.

- How much will Staff be affected regarding time and costs? ***Community Development Director, Brian Elliott - Each situation is unique, this proposed process will ultimately save time and is a huge step in the right direction. Would like to suggest adding a signature line on form for Staff to sign, also include “industrial” where “commercial” is mentioned.***
- Feels it’s important to have an ordinance making the property owner accountable in case business owner is out of compliance. Property owner to be responsible for informing the City that a business is going into their building.

Council members thanked Dagele and the committee for all of their hard work putting this together.

City Manager, Jerry Gillham – Staff will put together an ordinance and coordinate with Chamber and Committee making sure it meets their expectations. Will present to Council in next couple of months.

PUBLIC HEARING

- **Urban Growth Boundary**

Mayor McKnight opened the Public Hearing at 7:31pm.

Staff Report – Elliott explained Public Hearing’s purpose, opportunities, and the benefits it could provide to the community. Douglas County Planning Director, Keith Cubic, Douglas County Planning Manager and City’s contracted Planner, Joshua Shaklee, and Community Development Specialist, Kristi Gilbert were in attendance to present the staff report and answer questions.

City Recorder, Diane Harris, was given Exhibits 1 through 14 for the record by Shaklee before explaining the Urban Growth Boundary (UGB) exchange project:

- City is taking an area out of the UGB and exchanging it for a proportionate area.
- Exchange involves approximately 479 acres; 302 acres (2 properties) to be moved out of the UGB. One being 202 acres at Ford’s Pond (5 acres will remain in city UGB for future park facilities) and 128 acre parcel off State Street (28 acres will remain and 100 acres removed).
- In exchange 177 acres will be added to the UGB from area southwest of Exit 136.
- Purpose of the exchange is to facilitate more concentrated development in the UGB, allowing better utilization of city services and more orderly expansion for future services.
- 39 properties (150 acres) will annex into the UGB and are subject to zone changes and comprehensive plan designations.
- Staff report addresses all applicable standards and provisions from Sutherlin Develop. Code, OR Revised Statutes, OR Admin. Rules, consistent with Statewide Planning Goals, City and County Comp. Plan.
- One property owner requested not being annexed.
- The record reflects both Sutherlin and County Planning Commissions heard and made recommendations to City Council to approve the actions with 3 conditions:
 1. To complete a TIS (Traffic Impact Study) prior to issuance of any changes.
 2. City to host Q & A Session to answer any questions (session was held September 19th).
 3. Additional properties, 1814 & 1818 Trails End Lane, to be included in UGB amendment, annexation, and zone changes.

Purpose of the TIS is to address any impacts from the changes; as a result the exchange project will be delayed several months. City has contracted with Sandau Engineering to complete the study.

1st reading of ordinance adopting UGB exchange will be presented at January 8th Council meeting. After the 2nd reading and adoption the proposal will be sent to Land Conservation and Development.

Mayor McKnight asked if any Council member had ex parte contact, conflicts of interest or bias to declare. None voiced.

Mayor McKnight called for public comment. None received.

Questions:

- What was the public’s general consensus at the Q & A Session? ***Quite a few property owners attended; many with questions for clarification purposes.***
- Property that did not want annexation, therefore creating an island was questioned. ***Cubic – If islands are created they are phased in over time. This particular location is a peninsula rather than island and attached to county unincorporated area. There is no preclusion in State Law to prohibit either action.***

- UGB ends at Trails End Lane and not at the road just past that with only 2 homes on it? *Gilbert – You are running into different zoning issues; the exchange process is a simplified version (zoning for like zoning). When you have to incorporate commercial zones they aren't the same.*
- Is changing the zoning difficult? *It will have to go through plan amendment and zone change processes. Gilbert explained the processes involved.*

City Manager confirmed a motion is needed for the hearing's continuance. *Cubic – Since this is a legal procedure a motion is needed to continue the Public Hearing to a date certain.*

MOTION made by Councilor Luzier to continue Public Hearing to Monday, January 8, 2018, at 7:00pm in Civic Auditorium; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

CONSENT AGENDA

- **September 11, 2017 Minutes – Regular Meeting**
- **September 25, 2017 Minutes – Workshop Meeting**

MOTION made by Councilor Boggs to approve Consent Agenda; second by Councilor Riggs.

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Resolution 2017.14 – Technical Assistant Grant Approval**

Staff Report – Elliott summarized the Staff Report and proposed resolution.

MOTION made by Councilor Luzier to approve Resolution 2017.14 – Technical Assistant Grant as presented; second by Councilor Stone.

Discussion: Councilor Boggs – How much is the grant? *Elliott – Between \$55,000 and \$75,000 with in-kind and/or cash match from City. Exact amount will be determined during grant process.*

Cubic – Part of the grant requirements from DLCD (Division of Land Conservation Department) includes a governing body letter of support with the application. Typically the exact amount isn't stipulate but suggestion is to match up to 50% for a better opportunity. These are competitive grants.

City Manager – Grant is importance in moving forward with UGB and Comprehensive Plan changes.

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

Opposed: None

Motion carried unanimously.

- **Downtown Tree Grate & Frame Purchase Approval**

Staff Report – Elliott – Summarized the Staff Report and request for Council approval. Brick planters will be removed and replaced with a more ADA (American Disabilities Act) compliant in-ground tree grates.

MOTION made by Councilor Luzier to approve purchase of tree grates/frames for \$52,389.68 as presented; second by Councilor Vincent.

Discussion: Councilor Tomlinson – Is this in the budget or in addition to? *This is already in the budget.*

Councilor Stone – Why is there a difference in the amount of grates vs. frames? *Public Works Superintendent, Aaron Swan – City currently has some frames installed without grates.*

Councilor Tomlinson – New trees will replace the old? *Yes, a picture of the trees is on City's website.*

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

Opposed: None

Motion carried unanimously.

REPORTS

• **Library Operations Update**

City Manager – The new Library Board held their first meeting, it was very positive. In partnership with the School District, City has agreed to try and help fund a temporary, part-time, staff person (Library Operations Manager – LOM) until the board can get their private non-profit going and fundraise to pay for this position. The intent is to transfer this job and operations over to this new entity. This is for only 1-year; Staff will bring Council a budget adjustment for around \$15,000 to pay for proportionate costs. Library Board knows City is moving forward, however did not feel comfortable making a commitment without Council's acceptance. It is our hope Council will be supportive in order to keep the library going. Questions:

- Is there a chance of reimbursement? *City Manager – There is a possibility, however, no guarantees, the Board is very motivated to have a system in place. School District's staff person will oversee and assist the LOM. City has advertised and received applications for the position. Library Board will interview and make recommendations to Council on who to hire.*

• **League of Oregon Cities Conference**

Mayor McKnight, Councilors Vincent and Riggs, and City Manager attended the annual LOC conference. City Manager provided a brief report explaining its importance in having the ability to bring up talking points and build relationships with key people that impact the city. History involving DEQ's water standard requirements and costs involved was shared by City Manager who reported by paying attention, advocating, and participating, the city saved approximately \$5 million regarding those requirements.

- Councilor Vincent – Great learning process, attended training, spoke other city's councilors, Q & A session was very educational, appreciate being able to attend.
- Councilor Riggs – Attended a class on Emergency Preparedness, learned a lot and came back with ideas to share with Staff who is currently working on this project.

CITY COUNCIL COMMENTS

Councilor Boggs –

- None

Councilor Tomlinson –

- None.

Councilor Luzier –

- None.

Councilor Riggs –

- Is there an update regarding Metzler Computer's planter taken during the sidewalk cleanup project? *Swan – Stopped by his business to discuss the issue, however he was not there. Do not have the planter, most were old and damaged, but would like to discuss a possible replacement for him.* He is now present at the business Wednesday through Friday.

Councilor Vincent –

- Would like to thank those responsible for the flags in the community.
- Splash Park has been great, kids are sad to see it closed until next summer, but it's all good.

Councilor Stone –

- Would like to thank staff for replacing the stickers on Sutherlin sign at Exit 135.
- The North Comstock project started about 6 years ago, and is now completed and looks good.
- Would like reiterate having an ordinance brought to Council regarding commercial & industrial property owners being accountable for businesses that lease/rent their property.
- Acknowledged the recent tragic event in Las Vegas, our citizens certainly know what that is like.

Mayor McKnight –

- Would like to thank Community Relations Director, Debbie Hamilton, for all of the project updates on Facebook and keeping the public informed.

PUBLIC COMMENT –

- Jeff Chase reported a citizen recently spoke to him about drainage issues at 500-block on E Central. She said ditches are not being maintained, this year drainage issues have been the worst

she's seen. *City Manager questioned if that is actually Sutherlin Water Control District's jurisdiction. Swan – Ditches have been maintained every year in the past; however this year they were not. Understand where the area is, however feels that it will not be a big concern.*

ADJOURNMENT –

With no further business meeting adjourned at 8:10pm.

Mayor McKnight announced Council will take a 5-minute break before going into Executive Session ORS 192.660(2) (i) – Performance Evaluations of Public Officers and Employees.

Executive Session called to order at 8:16pm.

Executive Session adjourned at 8:29pm.

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris

Diane Harris, City Recorder

Todd McKnight

Todd McKnight, Mayor

APPROVED BY COUNCIL, NOVEMBER 13, 2017