

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, January 8, 2018 – 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
Community Development Director, Brian Elliott
Community Development Specialist, Kristi Gilbert
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Interim Fire Chief, Doug Dawson
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Dan McCormick
City Attorney, Chad Jacobs (via Skype)
Contracted Do Co Planner, Joshua Shaklee

Audience: Jim Houseman, John McDonald, Ron Bailey, Barb Camin, Pat Fahey, Tami Trowbridge, Allison Green, Mark & Susan Rochester, Wayne Ellsworth, Dian Cox, Allen Peterson, Gary Fugate

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

City Manager, Jerry Gillham, introduced new Interim Fire Chief, Doug Dawson, and invited him to the front of the room to share some information about him.

Dawson stated there is a misconception that he and the City Manager have been friends for a long time; however they just met few days ago. He expressed appreciation for the warm welcome from Staff upon today's arrival and explained his purpose here is to help do whatever he can for the Fire Department. Anyone who would like to talk to him or ask questions is welcome to contact him. Dawson provided a history of his career experiences. Mayor McKnight and Councilors welcomed him to the City.

- **Sutherlin Sanitary Service**

Sutherlin Sanitary Service owner, Pat Fahey, provided updates regarding the new recycling program. To date there are 1656 active recycling customers in the Sutherlin area and 47 taking advantage of the on-call service. Fahey reported issues involved with the recycling program and policies to follow. Many thanks to Les Schwab for temporary use of their parking lot for recycling cart storage.

- **Central Avenue Update**

Public Works Superintendent, Aaron Swan, provided updates for Central Avenue Improvement Project:

- 25 ADA (American Disabilities Act) ramps are completed, 5 more are partially done, that is about 34% of the ramps that need to be built. Will move westward as storm work is completed.
- ODOT (Oregon Department of Transportation) portion of the street by the freeway have completed 4 ramps, with 2 more partially finished.

- Storm work is moving rapidly; north side of Central Ave. from Oak to Grant Street is complete and will continue moving westward to Robinson St.
- Entire sidewalk on south side of Central between Umpqua and Willamette Street has been removed and will be poured the next couple of days, will then move into the downtown portion of the project.

Questions:

- Is the project on schedule? *They are close to being on schedule.*
- Concerns were voiced regarding a service station being closed off over the weekend. *They tried to leave a lane open for access unfortunately it was blocked off for a couple of days.*
- All trees have been removed downtown. *City Manager – Staff will be bringing options to Council at a later date regarding placement for the new trees.*

PUBLIC HEARING

Mayor McKnight –Public Hearing is a continuation from the October 9, 2017 Urban Growth Boundary Exchange Public Hearing. In order to allow additional comments, Staff suggests continuing tonight’s hearing until the February 12th Council meeting at 7:00pm.

Community Development Director, Brian Elliott introduced Community Development Specialist, Kristi Gilbert, and Contracted Do Co Planner, Joshua Shaklee.

Shaklee – This Public Hearing’s initial continuation resulted from ODOT’s requirement that a Traffic Impact Study (TIS) be completed prior to the UGB Exchange and Annexation. Staff received the final TIS report this morning. A continuation of tonight’s Public Hearing is recommended until the February 12th Council Meeting to allow sufficient time for Staff and ODOT to review the final report.

City has received a letter from a property owner who initially participated in the UGB Exchange, but later chose not to. Concerns were raised about connecting Trails End Road to Fir Grove Lane when a public right-of-way was involved. The letter has been entered into the record.

Mayor McKnight – Does any Councilor have ex parte contact, conflicts of interest or bias to declare? None received.

- Are there any public comments in favor? None received.
- Are there any public comments in opposition? None received.
- Council discussion or questions? None received.

Mayor McKnight called for a motion to continue the Public Hearing to February 12, 2018.

MOTION made by Councilor Luzier to continue the Public Hearing until February 12, 2018 at 7:00pm; second by Councilor Riggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

CONSENT AGENDA

- **December 11, 2017 Minutes – Regular Meeting**

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

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Library Board Recommendation**

Staff Report – Library Director, Debbie Hamilton – The Sutherlin Library Board has made a recommendation asking Council to remove Board Member, David Wright, due to lack of attendance, communication, and involvement. If Council agrees to remove Wright, the Board is requesting Alternate Board Member, Rannah Williams, be appointed to fill the vacancy, term ending December 31, 2019. Wright was not present to contest the decision.

MOTION made by Councilor Luzier to remove Library Board Member, David Wright and appoint Rannah Williams to take over the term ending December 31, 2019; second by Councilor Riggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2018.01 – Surplus Property**

Staff Report – Chief of Police, Troy Mills, summarized the Staff Report and Resolution 2018.01.

MOTION made by Councilor Stone to approve Resolution No. 2018.01 – Surplus Property as presented; second by Councilor Boggs.

Discussion: Councilor Stone – Will surplus property’s revenue be put back into the reserve fund? **Finance Director, Dan Wilson – Yes.**

Councilor Boggs – Is any of this equipment viable to donate to a smaller agency? **Mills – That is an option, wanted to have the resolution approved before moving in any direction.**

Councilor Riggs – What is the Truck Vault Command Box? **Mills – It is a command box that was installed in the back of the Tahoe; due to the weight of it, airbags had to be installed, causing issues with the vehicle. He contacted Do Co Sheriff’s Dept. who provided an aluminum box that is much lighter; they were able to remove the airbags, therefore resolving the issues.**

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

Opposed: None

Motion carried unanimously.

REPORTS

- None

STRATEGIC PLAN UPDATE

- **To Continue working with Library Volunteers**

Hamilton – Staff Report stands as submitted.

- **Wetlands Update**

Elliott – Staff Report stands as submitted.

- **Emergency Operations Center**

City Manager – These are all Strategic Plan Updates; they are included in the packet for Councilors to read. If Councilors have any questions or comments, they are welcome to engage in discussion at any time.

CITY COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Tomlinson –

- Acknowledged that Starbucks has opened: hopefully this is the first of many businesses to come into town for the community to support. **City Manager – Starbucks brings in 27 jobs.**

Councilor Luzier –

- None.

Councilor Riggs –

- None.

Councilor Vincent –

- Would like to thank his wife for letting him attend the Council meeting on their anniversary!
- Excellent to see Starbucks and other potential businesses coming in.
- Nice seeing the downtown landscape street improvements. Businesses understand there will be “bumps” along the way but are excited for the finished product in the coming year.

Councilor Stone –

- Did we get the permit for the wetlands for the Wastewater Treatment Plant staging area? **Elliott – Yes, however still waiting for the final complete notice from U.S. Army Corp of Engineers.**
- How are we going to address the 2-foot buffer next to the street at the new Avery subdivision? Will that be a maintenance issue for City to deal with? **Swan – Plan is for homeowners to take care of that strip. At this point do not think it will be an issue.**

- The quarter-mile stretch on Scardi Blvd. to Culver Loop City is just a bank with no sidewalks. Would like to address something in the budget to cut that area out and put in gravel for pedestrians. **City Manager agreed this is something to look into. City had an agreement as part of that mitigation and received funds to improve that portion of the road.** Alaska Sutherland Knolls was waiting until area was developed before doing improvements to that portion. **Believe City agreed to share the cost 50/50 to put in gravel walkway for pedestrian safety, but will need to confirm that.**

Mayor McKnight –

- Would like to wish everyone a Happy New Year, looking forward to the coming year and moving forward.

PUBLIC COMMENT –

Chamber President, Tami Trowbridge, provided Chamber updates:

- Chamber would like to assist in gathering data for the proposed business registration; this will also provide an opportunity to meet with businesses face to face. Have received a sample registration form from [Business Committee Chair], Gary [Dagel]. Am planning to draft a form for Dagel and City Manager to review that meets all needs.
- Chamber’s Executive Director recruitment will start this month. A couple of emails were sent out to from our Vice President; however as an oversight, the identity of the sender did not get changed from previous Executive Director’s information, and appeared to be sent by her.
- Previous Visitor Center Coordinator, Char Hendershott, passed away recently. She is really the person to thank for having this Visitor Center; she had a vision and great passion for it. The Board would like to honor her memory; will be talking to Staff and Council in the future about ideas.
- First Citizen’s Banquet is Saturday, March 17th at the Danny Lang Center at UCC. Nomination forms will be distributed this week, information on tickets will be at end the month.
- About a year ago, Council approved specific items to be funded by TRT (Transit Room Tax). One of the items was \$5,000 to Friends of Ford’s Pond to use for matching grant money. However, they didn’t need the funds since they raised the entire \$15,000 themselves. They will be applying for grants for Ford’s Pond Phases 1 & 2, since previous money was earmarked for that, would like to confirm we can take those unspent funds and apply them to help with the new grants.

City Manager – Those funds need to be for specific purposes of promotion if wanting to use them to underfund a grant, suggest using facility funds City collects. Certain individuals in the community created that fund for promotion purposes and may not like the idea it is for a grant match. Trowbridge – Even though at the State level, it is allowable? **City has an ordinance that specifies its uses, can discuss further with our Finance Director.** Trowbridge reiterated Chamber really wants to show community support towards Friends of Ford’s Pond’s commitment for these grants.

Councilor Stone – What happened to Sutherland’s promotional CD that was produced a few years ago? Understood it could be updated as changes in the City occur. **Trowbridge – They have been distributed; however, will look it to that possibility.**

Hamilton stated she has posted it a couple of times on the City’s Website, and will repost it again.

ADJOURNMENT –

With no further business meeting adjourned at 7:48pm.

Respectfully submitted by,

Diane Harris

Diane Harris, CMC, City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, FEBRUARY 12, 2018