

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, March 12, 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
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Municipal Court Clerk, Trissie Penland
City Attorney, Chad Jacobs (via Skype)

Audience: Collin & Peggy Frazier, Joe Groussman, Tami Trowbridge, Gary Dagle, Gail Kuntz, Tadd Held, JoAnn Rochester, Pamela & Duane Waller, Mark Rochester, Dan McKinney, Sean Ramsey, Daniel Kresky, Danielle Ramos, Brian Burke, Dian Cox

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

Flag Salute:

Roll Call: Excused – Councilor Tomlinson

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- Business owner and resident, Daniel Kresky – This revised business registration process is the best have seen so far. However, the ordinance refers to current businesses, but [Exhibit A], Registration of Business, Section 5.020.020 (A) states “this ordinance only applies to newly arriving businesses”. The purpose is for the public and City to know what businesses are existing, and then to exempt all of those businesses, is kind of an oxymoron.

City Manager, Jerry Gillham, explained current businesses are not being excluded. This has been a dual partnership between City and Chamber of Commerce from the beginning. Chamber is taking care of the data base for all existing businesses. Therefore, this ordinance specifically applies to new businesses.

Councilor Boggs agreed with Kresky’s concerns; hoping his questions will be answered at tonight’s meeting.

CONSENT AGENDA

- **February 12, 2018 Minutes – Regular Meeting**
- **February 26, 2018 Minutes – Workshop Meeting**
- **Sutherlin Police Officers’ Association Agreement**
- **Liquor License Approval – Sutherlin Liquor & Smoke Shoppe**

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

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

Discussion: Councilor Stone asked what the total cost of SPOA Agreement [2% each year, for 3 years] would be. *City Manager – Amount is not available at this moment; Staff will get back with that total. (Finance Director, Dan Wilson, is out of town attending a conference).*

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Pro Tem Judge Approval**

Staff Report – Municipal Court Clerk, Trissie Penland, referred to the Staff Report explaining the purpose for the approval.

MOTION made by Councilor Boggs to approve pro tem Judge as presented; second by Councilor Riggs.
Discussion: Councilor Stone – Will Judge Johnson’s wages decrease if pro tem judge fills in for him? *Don’t believe so; will create a new line item in next budget for the pro tem.*
In Favor: Councilors Luzier, Riggs, Vincent, Stone, Boggs, and Mayor McKnight.
Opposed: None
Motion carried unanimously.

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

Mayor McKnight asked City Recorder, Diane Harris, to read the ordinance by title only. “An ordinance of the City of Sutherlin adding Chapter 5.02 to the Municipal Code to provide a process for business registration.”

Staff Report – City Manager, Jerry Gillham, announced Business Committee Chair, Gary Dagele, is available to provide comments and answer questions. City Manager explained the ordinance’s four components:

1. Council agreed Chamber would build a data base, and complete applications for current businesses;
2. All *new* business registrations will be managed by Community Development Department (CDD);
3. Public Safety will have contact information;
4. To ensure all new businesses, upon completing their registration with CDD, will confirm they are located in the proper zoning.

Dagele provided a summary of processes in working with committee members and area businesses. The committee’s main concern was to not cause problems for new businesses coming into our community and have contact information that will help in keeping all businesses up to date and informed.

MOTION made by Councilor Luzier to approve first reading, title only, of Ordinance – Business Registration as presented; second by Councilor Vincent.

Discussion:

- Councilor Luzier – Will CDD receive the same data base list as the Chamber? *Dagele – Yes, and Fire and Police Departments. A business directory for Chamber and community can also be created.*
- Councilor Stone – What about the businesses that aren’t located in the correct zone? *Dagele – They aren’t exempt from the problem, they will still go through the process with the City. We have several businesses that aren’t in the right zone. Perhaps some businesses are grandfathered in, that would be up to the City to respond to.*
- Councilor Boggs confirmed home-based businesses are exempt from this process. *Dagele – Correct, registration is for commercial properties. Are you confident City has records of all businesses in town for registering? Chamber will register for them. Exhibit A, Section 5.02.040 (A) – states updated contact information must be provided within 90 days of assumption of ownership; why 90 and not 30 days? Dagele explained the committees reasoning for the 90 day limit to allow time for various situations.*

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

Opposed: Councilor Stone

Motion carried unanimously.

- **Resolution 2018.04 – Loan Refinance (Refunding Bonds)**

Staff Report – City Manager, Jerry Gillham – Summarized Staff Report, explaining State of Oregon put together a collective bond refinance to allow certain cities to participate. This refinance’s our existing bond, saving \$60,000 with no fees charged to the City.

MOTION made by Councilor Luzier to approve first reading, title only, of Ordinance – Business Registration as presented; second by Councilor Stone.

Discussion: Councilor Stone – Is this for 15-years? *Yes. When would this go into effect? Unfortunately, Dan is not present to answer that question, but would assume it begins at start of this next fiscal year.* Am wondering if we can negotiate a 13 rather than 15-year contract. *We have to abide by their terms, it’s all for one and one for all.*

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

Opposed: None

Motion carried unanimously.

- **Planning Commission Appointment**

Staff Report – Harris explained Planning Commission has two vacancies. City received an application from Collin Frazier, who has previously served on the Planning Commission.

Mayor McKnight asked Frazier if he would like to fill the December 31, 2020 or 2018 term. Frazier responded he would be willing to fill the vacancy with the 2020 term ending date.

MOTION made by Councilor Boggs to appoint Collin Frazier to the Planning Commission, term ending December 31, 2020 as presented; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

- **City Water Rights Update**

Staff Report – Brian Elliott provided a summary of accomplishments in the securing of City’s water rights. The Water Master Plan and Water Management & Conservation Plan will be brought to Council for approval at the March 26th meeting. City has 5 water rights, 3 of those are certified with an authorized date of completion. The two that don’t have authorized dates of completion are due for review in 10/1/2026 and 10/1/2050. Elliott explained the issues involved, options, and benchmarks City will need to meet. All steps are completed *to date* for securing these rights; but there are steps to be taken in the future to keep them secure. Staff is creating a process to ensure tasks are carried out by any future staff in meeting those benchmarks.

City Manager – Staff and [Water Rights] Attorney, Adam Sussman, has done a terrific job in the securing of these rights. Discussion continued about specific rights, their locations, and requirements that City must continually move forward throughout the years showing proof in order to continue securing those rights.

STRATEGIC PLAN UPDATE

- **Prioritize Street Overlay Projects**

Staff Report – Public Works Superintendent, Aaron Swan, reported for the last couple of years, all “overlay” monies has been put towards the Central Avenue project. This next fiscal year, will budget for the side-street grind/overlay and inlay projects. A priority list of streets has been created for Councils consideration, if Council has additional input regarding street priorities, to let him know. Swan provided a list and explained the conditions of the following streets:

Overlay Program

- Umpqua Street – from Central to Sixth Ave
- E. First – from Umatilla to Willamette
- E. Sixth Ave – from State to Umpqua
- Both W. First and W. Second off of Branton Street

Questions:

- Are you still planning on Valentine Avenue project? ***Yes, Valentine will be completely rebuilt. Will start engineering this fiscal year (2017-18), and complete that in 2018, and go out to bid January of 2019; project will start during the 2019 construction season.***
- Can Council members email you names of the streets for the list? ***Yes.***

Slurry Seal Program:

- Will include roads that are showing wear and in need of the seal to extend surface life.

- **Create Street Management Master Plan with Funding Options**

Staff Report – Elliott – In August of 2017, City was awarded a grant for approximately \$170,000 from ODOT to update the Transportation System Plan (TSP). ODOT also informed the City that next fiscal year (2018-19), an additional \$50,000 (approximate) will be given to help with that grant and TSP update. The TSP will also identify the Street Management Master Plan and is scheduled for completion by July 2019, proposed plan is tentatively scheduled to be presented to Council for adoption in December 2019.

Questions:

- Will City have to match the grant? ***No, it is 100% ODOT.***

CITY COUNCIL COMMENTS

Councilor Boggs –

- None.

Councilor Luzier –

- Happy to report the speed bump has been installed on N. Comstock and would like to thank Staff.

Councilor Riggs –

- None.

Councilor Vincent –

- None.

Councilor Stone –

- Is asphalt still scheduled in July for Central Avenue? *Swan – That is correct.*

Mayor McKnight –

- When will Council be presented with options regarding tree placement for downtown? *It will be presented during March 26th Workshop meeting.*

PUBLIC COMMENT –

- Dagele – Would also like to comment on the speed bump, I like it. Need one at the top of the hill, so there's a "finish line" when they go up!
- Sutherlin business owner, Jerry Risk – Expressed his "sincere and utmost gratitude" for everyone currently sitting on this Council, as well as those who have and will serve in the future. Spoke of concerns with social media, the nonsense stated on it, and his refusal to comment to it. Concerns were expressed regarding the great division in this country and the importance of respecting other's opinions, beliefs, and the need to carry out discussions in a civil manner. Risk addressed Council, commending them for loving their community and looking at moving the ball forward.
- Kresky reminded Council he brought up a concern at previous meeting suggesting a permanent sign be put up saying something like "shopping or city center – 1 mile" directing people into downtown. Realizes there are smaller groups that deal with this, however, Council has the final say. Believes the current Sutherlin sign [Exit 135] does nothing to promote tourism into downtown.

ADJOURNMENT –

With no further business meeting adjourned at 7:42pm.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, CMC, City Recorder

Todd McKnight, Mayor