

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, October 8, 2018 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham

Assistant CM/Finance Director, Dan Wilson

Sr. City Recorder, Debbie Hamilton

City Recorder, Diane Harris

Community Development Director, Brian Elliott

Community Development Specialist, Kristi Gilbert

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Skype)

**AUDIENCE:** Danielle Ramos, Becky Wattles, Beth & Jim Houseman, Melissa Shreeve, Dian Cox, Peggy & Chuck Brummel

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

**CONSENT AGENDA**

- **September 10, 2018 Minutes – Regular Meeting**
- **September 24, 2018 Minutes – Workshop Meeting**

**MOTION** made by Councilor Sumner to approve the Consent Agenda as presented; second by Councilor Vincent.

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

Opposed: None

Motion carried unanimously.

**PUBLIC HEARING**

- **Withdrawal of Territory**

Mayor McKnight opened the Public Hearing at 7:02pm for the withdrawal of 202+ and 100+ acre parcels of land from the City of Sutherlin boundaries by consent of the real property owners.

- Do any members of Council wish to disclose any conflicts of interest, ex-parte contact, or personal bias? *None received.*

Staff Report – Community Development Specialist, Kristi Gilbert – This Public Hearing is one of the concluding steps to withdrawal territory known as Ford's Pond and (Schoon) Mountain View Estates properties. The Public Hearing's required ORS 222.460 processes were reported.

- Are there any testimonies in favor? *None received.*
- Are there any testimonies in opposition? *None received.*
- Are there any neutral parties who wish to speak? *None received.*
- Are there any additional comments from staff? *None received.*
- Are there any questions or comments from Council? *None received.*

Mayor McKnight closed the Public Hearing at 7:04pm.

## **COUNCIL BUSINESS**

- **Ordinance – Withdrawal of Territory – Ford’s Pond Property (first reading, title only)**

Mayor McKnight asked City Recorder, Diane Harris, to read the ordinance by title only.

Harris – “An ordinance providing for the withdrawal of a 202+ acre parcel of land known as the Ford’s Pond property from the City of Sutherlin boundaries by consent of the real property owners, and directing the filing of instruments of record with the Secretary of State, the Department of Revenue and the Douglas County Assessor.”

Staff Report – No additional information added.

**MOTION** made by Councilor Stone to approve first reading, title only of ordinance for the withdrawal of 202+ acre parcel known as Ford’s Pond Property from the City of Sutherlin boundaries; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Withdrawal of Territory – Mountain View Estates (first reading, title only)**

Mayor McKnight asked Harris, to read the ordinance by title only.

Harris – “An ordinance providing for the withdrawal of a 100+ acre parcel of land from the City of Sutherlin boundaries by consent of the real property owners, and directing the filing of instruments of record with the Secretary of State, the Department of Revenue and the Douglas County Assessor.”

Staff Report – No additional information added.

**MOTION** made by Councilor Stone to approve first reading, title only of ordinance for the withdrawal of 100+ acre parcel of Mountain View Estates Property from the City of Sutherlin boundaries; second by Councilor Sumner.

Discussion: Councilor Stone – Does this reduce the reservoir size needed on Schoon Mountain? *Elliott – No.*

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2018.20 – Downtown Property Donation**

Staff Report – City Manager, Jerry Gillham – The intended purpose for the donated property is for a “pocket park” within the downtown, creating a sense of place, as well as, allowing access to and from the back alley.

**MOTION** made by Councilor Luzier to adopt Resolution No. 2018.20 accepting land donated by Young’s Management Co. for purposes of improving Sutherlin’s downtown; second by Councilor Tomlinson.

Discussion: Councilor Stone expressed concerns regarding the property’s removal from the tax rolls and the ongoing upkeep. Feels a person only needs to walk around one building to access the alley. Would rather see the adjacent restaurant take it over for outdoor seating, City should not own this piece of property. The property is valued at \$20,000.

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

Opposed: Councilor Stone.

Motion carried unanimously.

- **Resolution No. 2018.21 – Safe Routes to School Grant**

Staff Report – Gilbert – ODOT (Oregon Department of Transportation) is accepting applications for the Safe Routes to School Grant. After working closely with Sutherlin School District, Waite Street was chosen for the project to include bike lanes, sidewalks, and street widening to accommodate those uses. So far 140 grant applications have been submitted and only \$10 million is available. City would like the opportunity to apply. The required 20% match will come out of Street Improvement Funds. Deadline is Monday, October 15<sup>th</sup>.

**MOTION** made by Councilor Stone to adopt Resolution No. 2018.21 in support of Safe Routes to School Grant application; second by Councilor Sumner.

Discussion: Councilor Stone – How far would the improvements span? ***From Central Avenue to Southside Road, will also be proposing flashing beacon/crosswalks.*** Can that be incorporated with the walking path [Red Rock Trail]? ***Yes, that could be a possibility.***

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

Opposed: None

Motion carried unanimously.

- **Ford's Pond Appraisal Funding**

Staff Report – Community Development Director, Brian Elliott, introduced Friends of Ford's Pond (FOFP) President, Jim Houseman. An updated appraisal is necessary for the opportunity to apply for the Oregon Parks and Recreation Grant. City could be in the position to receive up to \$208,000 in 2019 and 2020, with matching grant dollars at a 40% ratio. Staff reached out to 3 firms for the appraisal, only Duncan and Brown responded; estimated cost for the appraisal is \$8,500. FOFP has committed \$2,000 towards the appraisal. Staff also reached out for a consensus from the Parks Advisory Committee to move forward. City is seeking approval to move forward using Parks Construction Funds for the remaining balance.

**MOTION** made by Councilor Vincent to approve using Park Construction Funds in the amount of \$6,500 to help finance the updated Ford's Pond appraisal as presented; second by Councilor Luzier.

Discussion: Councilor Luzier – Why couldn't this come out of Tourism Funds instead of Parks? ***Finance Director, Dan Wilson – Believe that would be acceptable; either fund has an adequate amount available. This is not a budgeted line item, therefore will require resolution approval for a budget adjustment.***

Councilor Stone – How will the 40% match be funded? ***Maximum amount to apply for is \$750,000; City and FOFP are seeking an estimated \$520,000, the 40% match is \$208,000.*** Where is the \$208,000 coming from? ***Gillham – Ford's Pond purchase and appraisal costs can be credited towards the match.***

Councilor Sumner – What is the best fund to use [for the appraisal]? ***Wilson – There is about \$30,000 in Parks Construction Fund and around \$50,000 in the Tourism Fund.***

***Gillham expressed his opinion stating that Parks Construction Fund is money expected to build facilities, feels Councilor Luzier's suggestion to use Tourism Funds is a better match for the intended purpose.***

Councilor Tomlinson – Does that fit into the TRT (Transit Room Tax) criterion? Realize Ford's Pond will be a tourist destination upon completion, however, can we use that fund at this time?

***City Attorney, Chad Jacobs – Suggests Council approve Staff recommendation to move forward with the appraisal. A budget adjustment will be brought to Council; can then work with Staff to determine the best fund to use.***

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

Opposed: None

Motion carried unanimously.

## **REPORTS**

Gillham provided updates:

- The renaming of Triangle Park was discussed at a previous meeting. Chamber has suggested renaming the Visitor Center "Char Hendershott Memorial Visitor Center" rather than renaming the park. Would like to bring a resolution back after the first of the year and hold a dedication event at the center.

A brief history was provided for Councilors unfamiliar with Hendershott.

- Due to lack of agenda items and Mayor's concurrence, the October 22<sup>nd</sup> meeting has been cancelled.
- Tuesday, November 13<sup>th</sup> meeting will be a workshop. Would like to begin at 6:30pm in Civic Auditorium, Library Operations Director, Patrick Lynch will help facilitate.
- Final Council Meeting of the year will be December 10, 2018.

## **CITY COUNCIL COMMENTS**

**Councilor Boggs –**

- None

**Councilor Tomlinson –**

- Every week, notice something new in town getting painted and cleaned up. This is a good sign of what we've been doing with the city and streets, would like to keep the spirit up and keep moving forward.

**Councilor Luzier –**

- When will the new trees and shrubs be planted? *Elliott – Should be next week.*

**Councilor Sumner –**

- Trees, bushes, and [flag monument] rocks look outstanding; citizens also share how good they look.
- Is there a possibility of having crosswalk signs and a crosswalk at the Post Office? Drivers don't seem to want to stop since nothing is there. *Elliott – We can look into that.*

**Councilor Vincent –**

- It is so nice, when traveling through town at 5:30am, to have a blinking yellow turn signal (Central and Calapooia) allowing you to turn when no one is coming.
- Thank you to Staff and all involved during Central's projects, it looks great downtown.
- Had a great walk at Chamber's downtown event, those instrumental with the downtown project were acknowledged during the event.
- Looking forward to having the new Christmas ornamental lights to replace the well-used snowflakes!

**Councilor Stone –**

- Talked to businesses near Triangle Park regarding a potential flashing reader board sign. The opinion is that the park is far enough away from the businesses and busy traffic without being distracting.
- Concerned deer may damage the new trees along Dovetail/Scardi without anything to protect them.
- Downtown business owner expressed concerns about a tree designated for planting in front of her business. *Staff has already talked to her.*

**Mayor McKnight –**

- Would like to acknowledge the Chamber for their very nice downtown event involving other downtown businesses. A lot of work goes into it and it's much appreciated.

**PUBLIC COMMENT –**

- Resident, business owner, and Chamber Member, Danielle Ramos, spoke of concerns regarding residents/downtown business owners parking on Central during peak business hours, taking parking away from customers. Ramos provided alternative solutions to a business owner who continually parks downtown, however he has not receptive. She contacted Sutherlin Police Department, as well as, researched Sutherlin's Municipal Code that only states parking is allowed for 10 consecutive hours.

Councilor Boggs – What type of recommendation would you and other business owners like to see? *In Roseburg, for instance, residents, business owners, and employees are not allowed to park downtown during peak hours.* Would you like Council to consider a parking ordinance regarding a time limit?

Councilor Tomlinson – There is a parking lot behind the gym. *Is that public?* Yes.

Gillham – This can be a Council priority; can also work with Ramos and SDDI for an ordinance amendment.

Councilor Sumner – Has a two-hour limit ever been considered for downtown?

Discussion continued regarding enforcement issues involved with time limits and other communities parking enforcements.

Ramos – Would like to also bring up the possibility of having handicap parking downtown, as well.

**ADJOURNMENT –**

With no further business meeting adjourned at 7:36pm.

*Jerry Gillham*

Approved:

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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*

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Diane Harris, CMC, City Recorder

*Todd McKnight*

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Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL, TUESDAY, NOVEMBER 13, 2018***