

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, September 24, 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
Sr. City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Community Development Director, Brian Elliott
Community Development Specialist, Kristi Gilbert
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

AUDIENCE: Kimberly Tomlinson, Gary Dagal, Becky Wattles, Chuck & Peggy Brummel, Brian Burke, Tami Trowbridge, Dian Cox

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

Flag Salute:

Roll Call: Excused – Councilor Luzier

Introduction of Media: None

PRESENTATIONS

• **Business Registration Update – Chamber of Commerce**

Chamber Vice President and Business Registration Committee Chair, Gary Dagal, provided business registration updates and reported they are now nearing the finalization process. Most businesses have been cooperative, supportive, and realize the value of the registration for their business.

- How is that information transferred to the City? *Community Development Specialist, Kristi Gilbert – Business Registration application is available on the City’s website and City Hall’s CDD. The information is saved on shared drive, and accessible to all departments.* Is it private, or can anyone access the file? *No, applications include some personal information therefore, they won’t be available to the public; however Staff can release the business’s name.*

Dagal – The form provides an option for businesses to be included on the Chamber’s directory; most businesses want to be included.

AGENDA CONFIRMATION (agenda items only)

• **October 8, 2018 Agenda**

City Manager, Jerry Gillham, provided a summary of the October 8th draft agenda. One additional item will be added regarding Council’s approval to accept a downtown property donation.

COUNCIL PRIORITY PROGRESS REPORT

• **Council Workshop Expectations**

Staff Report – City Manager, Jerry Gillham – Template has been created to start Council’s Priorities brainstorming process. Councilors are encouraged to send priorities, between now and the next meeting, to City Recorder, Diane Harris. Will be brainstorming at November’s Workshop to bring the ideas forward, set them as priorities, and assign an expectation date of completion. Idea is to have the 2-year priorities ready for implementation January 2019.

- Does that include possible funding ideas rather than charging SDC (System Development Charges) fees?

Gillham confirmed stating he encourages creativity and thought process. Last Council meeting's live streaming reached more than 2,000 people. (3,131 reached, 41 watched live, 38 comments, 5 shares, and 1,700 views). A link will be added to the City's website for citizen's input regarding their priorities, as well. Council Priorities are available on City's website (www.cityofsutherlin.com> [Government](#)> [Strategic Plan](#)> 2018-19 Council Priorities).

COUNCIL COMMENTS

Councilor Boggs –

- Were Exit 135 issues discussed at ODOT (Oregon Department of Transportation) meeting? **Public Works Director, Aaron Swan – Yes, they are looking at ways for a temporary, as well as, long term surface fix. Exit 136 improvements were also discussed.**

Councilor Tomlinson –

- Can the old [downtown] sidewalks be power-washed, and is there a plan to make that happen? **Swan – Public Works recently purchased a pressure washer with a scrubber. Community Service workers will be cleaning the old sidewalks.**
- Janelle from Motel 6 mentioned speaking to someone about their sign not lighting up since the sidewalk project was done. **Swan – Have spoken to Guido Construction on a couple of occasions, was under the impression they contacted her. Will take the next step to confirm.**
- Its great seeing businesses making building appearance improvements. The beautification project has trickled down helping city moral. Would like to thank everyone for what you have done.

Councilor Sumner –

- Noticed the flashing yellow light at Umatilla Street crosswalk; are there plans to install them at other locations? **Swan – Have looked into that, however they are quite expensive and there are regulations and legalities regarding acceptable location. Not planning it at this time.**

Councilor Vincent –

- None

Councilor Stone –

- Sidewalk project [Scardi Blvd] looks good so far, but there are some surface irregularities. **Swan – There is still a lot to do, it will look good when finished.**
- What are ODOT's plans at Exit 136? **Swan – They want to partner with the City for landscaping improvements next to overpass and on south side of the exit.** Would like to see irrigation added and making it more visually appealing in flag area for people to sit and enjoy. **That was discussed; they need to look at their funding and ongoing maintenance piece and get back to me.**
- Asked Chamber President, Tami Trowbridge, if they can look into adding an electronic sign near Triangle Park. **Trowbridge – Have found that these signs cost around \$25,000 to \$35,000. There are also concerns about that location being too distracting.** Feels it's important to have something to draw people into downtown area.

Discussion continued, Trowbridge stated Chamber would look further into the possibility.

Mayor McKnight –

- Understand City has now picked up trees/shrubs for downtown, what are the plans for that? **Swan – Will be placing them, still in there pots, on top of the grates in marked locations to get a good sense if that location is agreeable. Will then plant them.** The tree grates appear to be rusted, will they remain that way? **Swan – That's the way they are made, the rust forms a protective coating.**
- Would like to thank Staff, Council, and the public for their downtown beautification involvement. It took everyone working together to make this happen. The town really looks great.

COUNCIL BUSINESS

- **Resolution 2018.17 – Fee Schedule**

Staff Report – Community Development Director, Brian Elliott, provided a summary regarding the fee schedule resolution and processes involved.

MOTION made by Councilor Stone to approve Resolution 2018.17 – Fee Schedule as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.18 – Withdrawal of Land – Ford’s Pond**

Staff Report – Elliott reported Community Development Specialist, Kristi Gilbert, and Douglas County Planner, Joshua Shaklee, are available to answer any questions.

Gilbert – There are some final steps in order to remove properties from the Urban Growth Boundary/city limits. Resolutions 2018.18 and 2018.19 will remove approximately 200 acres from Ford’s Pond and about 100 acres from Mountain View Estates property. A Public Hearing will take place, as well as, ordinances for Council to consider in October.

- **Resolution 2018.19 – Withdrawal of Land – Mountain View Estates**

MOTION made by Councilor Stone to approve Resolution 2018.18 Withdrawal of Land – Ford’s Pond and 2018.19 – Withdrawal of Land – Mountain View Estates as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Fire Department Paving Approval**

Staff Report – Swan – Paving project for the Fire Station’s back lot was budgeted for \$40,000. Staff’s recommendation is to award the project to Umpqua Aggregate Resources for \$54,750.

MOTION made by Councilor Sumner to award Fire Stations Paving Project to Umpqua Aggregate Resources in the amount of \$54,750; second by Councilor Tomlinson.

Discussion: Gillham – We believed we could do the back lot paving for \$40,000, the cost is higher than anticipated and is likely to increase next year, but funds are available. It is in Staff’s best interest to bring this information to Council for consideration.

Councilor Stone – Drainage is mentioned in the bid, are they adding a storm drain? *Swan – Storm drain already exists; will be grading to improve the drainage.* Where is the money coming from? *The additional \$14,750 will be taken out of Parks and Facilities Maintenance Reserve.*

Councilor Boggs – Does that affect any other project if that money is used? *No, Finance Director, Dan Wilson has assured me the money is available and will not affect any other maintenance project.*

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

Opposed: None

Motion carried unanimously.

WORKSHOP

- None Scheduled.

REPORTS

Gillham ask for a confirmation regarding Chamber’s upcoming Downtown event.

Trowbridge – “Discover Downtown” event will be held October 4th from 5:30-7:00pm. Participants can enjoy the downtown’s new beautification, visit businesses, and have a chance to enter in prize drawings.

ADJOURNMENT –

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

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 OCTOBER 8, 2018