

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, March 11, 2019 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Community Development Specialist, Kristi Gilbert
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Police Officer, Matt Barrett
Police Sergeant, Ben Woodward
Police Officer, Seth Fox
Public Safety Office Supervisor, Gayla Holley
Deputy Fire Chief, Scott McKnight
Battalion Chief, Brandon McGarr
City Attorney, Chad Jacobs (via Skype)

Audience: Dennis Riggs, J Lindeen Brown, Tami Trowbridge, Jim Houseman, Rita Barrett, Melissa Shreeve and David Terry

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

Flag Salute:

Roll Call:

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

PRESENTATION

- **Officer of the Year**

Staff Report – Police Chief, Troy Mills stated that The Roseburg Optimist Club holds the “Respect for Law Banquet” to honor law enforcement. Sutherlin Police Department honored Officer Matt Barrett with the Officer of the Year award. He was nominated by his peers for his hard work and accomplishments. Mayor McKnight presented him with the certificate, followed by a round of applause. Officer Barrett spoke about how he couldn’t have done it without his team.

CONSENT AGENDA

- **February 11, 2019 Minutes – Regular Meeting**

MOTION made by Councilor Stone to approve consent agenda as presented, second by Councilor Vincent.

Discussion: none

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

Opposed: none

Motion carried unanimously.

COUNCIL BUSINESS

- **Liquor License Approval – Center Market**

Staff Report – Chief Mills presented an approval request for a new business establishment, The Center Market. The police department found no information that would be viewed as disqualifying by OLCC.

MOTION made by Councilor Boggs to approve Liquor License Approval as presented; second by Councilor Tomlinson.

Discussion: none

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

Opposed: none

Motion carried unanimously.

- **Resolution No 2019.04 – Clover Leaf Right-of-Way Dedication**

Staff Report – Community Development Specialist, Kristi Gilbert summarized information regarding the extension of Clover Leaf. Property owners constructed a 50' wide street that meets all city standards and the city will take ownership.

MOTION made by Councilor Sumner to approve Resolution No 2019.04 – Clover Leaf Right-of-Way Dedication as presented; second by Councilor Stone.

Discussion: none

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

Opposed: none

Motion carried unanimously.

- **Resolution No 2019.06 – Surplus Property – Dial-a-Ride Van**

Staff Report – Public Safety Office Supervisor, Gayla Holley requested that the City surplus this vehicle. It has been retired due to mechanical functions and is no longer capable of providing services.

MOTION made by Councilor Stone to approve Resolution No 2019.06 – Surplus Property – Dial-a-Ride Van as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone- Does the city own this vehicle? *Yes. The City owns it and Dial - A - Ride pays for it. Revenue from the sale goes back to the general fund.*
- Councilor Boggs- Is it broke down? *Yes, the rear suspension is out, the air compressor runs continuously and the vehicle has had multiple breakdowns. It's no longer safe for riders or the driver.*

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

Opposed: none

Motion carried unanimously.

- **Resolution 2019.07 – Grant Authorization – Ford's Pond SE Community Park**

Staff Report – Community Development Director, Brian Elliott proposed a funding source for this project. A grant opportunity from the Oregon Parks and Recreation Department is available for the further development of the SE corner of Ford's Pond.

MOTION made by Councilor Vincent to approve Resolution 2019.07 – Grant Authorization – Ford's Pond SE Community Park as presented; second by Councilor Sumner.

Discussion: Councilor Stone- Is this development part of the City Park Master Plan? *Yes*

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

Opposed: none

Motion carried unanimously.

- **Resolution 2019.08 – Grant Authorization – Red Rock Trail Extension**

Staff Report – Elliott asked for approval to apply for a grant offered through Oregon Parks and Recreation Department. Details were explained for the third and final phase of the Red Rock Trail Extension project. Being proposed is the connectivity from the existing trail at State Street to Calapooia Street.

MOTION made by Councilor Stone to approve Resolution 2019.08 – Grant Authorization – Red Rock Trail Extension as presented; second by Councilor Wattles.

Discussion:

- Councilor Stone- Do we own this property? *No, we are currently working with property owner, Carson. There is a concern about propane tanks near the proposed trail site. Are the tanks too close? The concern is if the trail is put there, it could present a safety issue.*
- Councilor Wattles- After the improvements are made, can Carson close public access to the trail? *The City would get a lease for a specified amount of time. Ex: 25 years.*

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

Opposed: none

Motion carried unanimously.

- **City & Calapooia Fire District Agreement**

Staff Report – Deputy Fire Chief, Scott McKnight summarized the final agreement with Council. The intent is for Calapooia Fire District to turn operations over to the City of Sutherlin Fire Department. This will provide two response facilities, one on either side of the railroad tracks.

MOTION made by Councilor Sumner to approve the City & Calapooia Fire District Agreement as presented; second by Councilor Tomlinson.

Discussion:

Councilor Boggs:

- Is the facility being used for housing? *Yes, we will house students and volunteers.*
- Are we sharing it with Bay City Ambulance? *Yes, although they will rent two bays from Calapooia Fire District, they won't be part of the fire station.*

Councilor Stone:

- Who pays the power bill? *Sutherlin FD will.*
- Do they have any equipment? *No.*
- Will having two stations hurt our ISO rating? *No, it will help our rating by having more coverage on the west side of the tracks. Calapooia Fire District will be viewed separately.*
- If you're out of the area, how are emergency needs met? *We haven't missed any calls, we handle them as they come and if we can't, we'll look to Fire District 2 or Oakland FD to help.*
- Will our response times be affected? *No.*
- Who pays the insurance? *Calapooia Fire District will pay theirs, Sutherlin will pay ours.*
- Is the City responsible for maintenance and upkeep? *No, this is like a renter/landlord agreement. City Manager, Jerry Gillham - they are making improvements such as new carpet and paint, etc.*
- How is the staff getting divided? *Volunteers and students will be housed there. Paid staff will be at the main fire house.*
- Will the volunteers and students be capable of handling calls? *Yes.*
- Wants a map of the coverage area. *Will try, it's pretty big.*

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

Opposed: none

Motion carried unanimously.

- **Contract Approval – Design & Construction: Schoon Mtn Storage Tank and 6th & Oak Pump Station**

Staff Report – Elliott reported that staff interviewed three firms that responded to the Request for Proposal (RFP) and requests approval to award the contract to The Dyer Partnership Engineers and Planners, Inc for engineering services for the design and construction of the potable water storage tank and improvements to the pump station.

MOTION made by Councilor Stone to approve the Design & Construction Contract for Schoon Mtn Storage Tank and 6th & Oak Pump Station as presented; second by Councilor Wattles.

Discussion: Councilor Stone, what was the bid? *It was an RFP so there wasn't a bid from contractors.* In the strategic plan, is this the pump that's getting replaced? *This contract covers the Schoon Mtn Storage Tank. In the strategic plan is the Schoon Mtn pump station.*

In Favor: Councilor Boggs, Sumner, Vincent, Stone, Wattles, Tomlinson and Mayor McKnight

Opposed: none

Motion carried unanimously.

REPORTS

• 2019 Council Priorities – Strategic Plan

Staff Report – City Manager presented the completed Strategic Plan to Council showing them how to navigate the City's website to find it and to see up to date progress. Each department has its own plan list and contact information for that specific department.

• Fire Code Amendment

Staff Report – City Recorder, Diane Harris brought to Council a proposed amendment to the Fire Code. The code currently recognizes the 2004 edition and needs to be updated to the 2014 edition of the Oregon Fire Code. The City Attorney will be reviewing the proposed changes and Staff will be presenting an ordinance before Council at the next meeting. Some amendments and adding language will be made. Councilor Stone, is it all verbal changes? *No, Battalion Chief Brandon McGarr is proposing other changes to the code.*

CITY COUNCIL COMMENTS

Councilor Wattles

- It's nice to drive through town and see progress being made on the storm cleanup. There's a huge pothole on Calapooia by the Public Works shop. *Public Works Superintendent, Aaron Swan – The County patched it today.*

Councilor Tomlinson

- None

Councilor Boggs

- Heard good responses pertaining to how the City handled the snow storm. Does the city have a plan for improving next time? *Gillham, the city will put a report together and present to Council at the April 8th meeting.*

Councilor Sumner

- Has also heard good things, including public works help with shoveling snow on the sidewalks around town. Would like to see an After Action Report. How we can work on getting outside help and putting together an emergency plan?

Councilor Vincent

- It's excellent to live in a community where people look after their neighbors. City staff did a good job.

Councilor Stone

- Several people by the golf course were concerned about lack of services (power, phone, internet, emergency) during the snow storm. The fire station wasn't cleared of snow so people couldn't get there. *Swan, I made the decision not to scrape the parking lot due to the new pavement.*
- How do we get emergency services to the golf course area and get people out? *Swan, emergency services could've gone up there but unfortunately, they were unaware of any problems.*
- The city doesn't have a snowplow. *No.* Councilor Boggs, that area has a Home Owners Association and they should be checking on those people. *Gillham, working with Dennis to put together a plan and recommendations so we're prepared for next time and will report back.*

- Don't we have a contract with the county to plow roads? *Gillham, yes but they were very overwhelmed with their work load due to the storm.*
- Did the city ask for the cell tower? *Gillham, no, the Fire Department is part of program that gives them priority for emergency calls.*
- Asked to have the possibility of having marijuana store sales inside city limits put on a future agenda for possible city revenue. *Gillham, after doing some research, asked Councilor Stone to look into it and ask Council for consideration.*
- Can the city look into building accessory dwellings on private property, like Tiny Homes? *Gilbert, we cannot permit the "Tiny Homes, they're not considered an inhabitable structure and they are not built to our building code. We have always been able to build accessory dwellings. It's considered a second dwelling and we don't regulate how it's used. How is it permitted? Need to fill out a planning worksheet. Same building and lot requirements still apply. City requires utilities that are tied into current utilities.*

Councilor Tomlinson- Are there stipulations or can anyone build one? *Development standards still apply.*

Mayor McKnight

- Thanked staff for updates during the storm outage and for doing a good job.

PUBLIC COMMENT –

President of SDDI and Sutherlin business owner, J Lindeen Brown.

- Was concerned at the condition of the streets due to the snow storm.
- Was unaware the city doesn't have a snow plow.
- Her clients were concerned about getting stuck in front of her business and around town.
- Acknowledged and thanked Public Works Superintendent, Aaron Swan and crew for shoveling snow around her business.
- Suggested a phone tree may help get the word out if people need help.
- Would like to see the city get a little better organized for next time.
- Looks forward to being part of the solution.
- Suggested having basic snow removal procedures in place would be helpful.

David Terry, lives in Roseburg and brings his dog to the dog park.

- He loves it! There is a phenomenal group of dog park people there.
- There's a tree that probably needs to come down
- There's is a foxtail problem.
- People that frequent there have the resources to help the park along.
- People rave about it online so maybe a public notice about it or a placard would be great.
- Has met people that are traveling through and stop to use it.
- The natural drainage at the entrance is a low spot and could use some concrete.
- Gave the city a hearty thank you. The park is a true asset and gets a lot of use. *Gillham suggested that he get in touch with CDD, Brian Elliott and PWS, Aaron Swan.*

ADJOURNMENT –

With no further business meeting adjourned at 8:03pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Todd McKnight

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

PASSED BY COUNCIL ON APRIL 8, 2019