

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, October 28, 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  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Deputy Fire Chief, Scott McKnight  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Terry Brock, Dan Bartram, Chuck & Peggy Brummel, Silvia Monas, Tom & Peg Schaub

Meeting called to order by Mayor, Todd McKnight at 7:00 p.m.

**Flag Salute:**

**Roll Call:** All present

**Media:** None

**AGENDA CONFIRMATION**

- November 12, 2019 Agenda

City Manager, Jerry Gillham reminded Council that there is only one meeting in November so there will be several agenda items.

**COUNCIL PRIORITY PROGRESS REPORT**

- None

**COUNCIL COMMENTS**

**Councilor Wattles**

- None

**Councilor Tomlinson**

- None

**Councilor Boggs**

- The Wilbur overpass at exit 135 needs work. *Public Works Director, Aaron Swan – Will get ahold of ODOT.*

**Councilor Sumner**

- When will the railroad crossing on 99 be fixed? *Swan – Will check with ODOT.*

**Councilor Vincent**

- Thanked the downtown businesses for the trick-or-treating event on Saturday.

**Councilor Stone**

- Are grants available to get a trail alongside Church road at Ford's Pond? There's no shoulder and people are walking in the street. *Gillham – Yes, we're working on it. Grants have already been received. We're still in the planning phase.*
- Knife River spilled concrete on the road at the end of Dovetail. *Swan – Will check it out.*
- Is the City logo getting changed? *Gillham, yes.* What's the cost to get that changed? *Gillham – The new logo will be a gradual change. Public Safety will remain the same. Eventually there will be new logos on the Public Works vehicles.*

**Mayor McKnight**

- Thanked the downtown businesses for a great trick-or-treating event.

- Lions Club did a great job with their Annual Halloween Carnival at West Intermediate School.

## COUNCIL BUSINESS

- **Parks Advisory Committee Appointment**

Staff Report – City Recorder, Diane Harris presented a recommendation for new appointment. There are currently two vacancies on the Parks Advisory Committee, both with terms ending December 31, 2020.

Mayor offered the appointee a chance to speak. She declined.

**MOTION** made by Councilor Stone to approve appointment of Silvia Monas to the Parks Advisory Committee, term ending December 31, 2020 as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Second Hand Dealers (first reading, title only)**

City Recorder, Diane Harris read the Ordinance by title only: “An Ordinance repealing and replacing Sutherlin Municipal Code chapter 5.24 – Used Merchandise Dealers with a new chapter 5.24 regulating second hand property dealers.”

Staff Report – Police Chief, Troy Mills asked Council to approve the first reading. The new ordinance requires secondhand dealers, within city limits, to subscribe to an electronic secondhand reporting system. The system is free to use and includes free onsite training for employees. Sutherlin Police Department has this system already implemented. The purpose is to regulate certain business activities that present a higher risk of being used by criminals to dispose of stolen property.

**MOTION** made by Councilor Vincent to approve Ordinance – Repealing and Replacing Sutherlin Municipal Code Chapter 5.24 – Used Merchandise Dealers as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Sumner – Does the seven day hold also apply to items under \$100? *Mills - The requirement is seven days but if it's from an estate sale for example, it doesn't apply.* Does it apply to the thrift stores? *No, this only pertains to pawn shops.*
- Councilor Stone – The title says secondhand stores, does it apply to St. Vincent De Paul and the other thrift stores? *No, only pawn shops.*
- Councilor Wattles - Verbiage in the ordinance states that stores with a 501-C3 were exempt.

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

Opposed: None

Motion carried unanimously.

## WORKSHOP

- **Fire Department Backfill Relief Position**

Staff Report – Deputy Fire Chief, Scott McKnight asked Council to consider budgeting for a paid relief staff member. Sutherlin Fire Department provides full emergency services to Sutherlin residents which includes Fire, Emergency, Medical and Public Assists.

Gillham added – Creating a new position will provide the administrative and records support that's needed and be fully qualified to respond to emergency situations at a level comparable to our Battalion Chief's abilities.

- Councilor Boggs asked for clarification of Fire Staff rankings. *McKnight – There is one Fire Chief, one Deputy Fire Chief and three Battalion Chiefs. The new person would be a Lieutenant.*

- **10 Year Non-Compliant ADA Replacement Ramp Plan**

Public Works Director, Aaron Swan informed Council about four non-compliant ramps at the park that are being worked on and a few on Central that didn't get done with the Central Ave. project. In the

following years, the outer lying streets will get done. Some on Umpqua St. and Everett St. to name a couple.

- Councilor Stone – Which ramps didn't get done on Central Ave.? *Swan – On the south side of Central Ave. from Beecroft out east of town, the ramps aren't ADA compliant.*

## STRATEGIC PLAN UPDATE

- **Community Center and Library Building Painting Projects**

Staff Report – Swan explained that funds were budgeted this fiscal year but due to weather, bids were put on hold. Collecting bids now and projects will take place this next spring as weather permits.

- **Police Recruitment and Retention**

Staff Report – Police Chief, Troy Mills and Gillham explained what the next steps are. The Police Department is fully staffed and operating at 100% for the first time in about four years. We're looking at innovation, technology and organizational leadership structure. We'll continue to keep Council informed.

- Councilor Sumner – Updates on the K9 program? *Mills – We're fully staffed but not every officer is on the road yet, two are in training. It will take time to find an officer that is willing to take on a K-9 project, but we're still working on it.*

- **System Development Charges (SDC) Update**

Gillham updated Council. After speaking with consultants and the Transportation System Plan (TSP) group, the TSP won't be done soon enough to develop SDC calculations. Capital projects need to be put in the system first so SDC updates will be delayed until the TSP is done and adopted by Council. Next April we should be able to proceed.

## REPORTS

- **Urban Renewal Progress Update**

Gillham informed Council of the economic data received from the economists and potential revenues. The tax increment revenues that could be generated from a period of 25 to 30 years is \$31 - \$89 million for possible economic development projects. Discussion continued.

## PUBLIC COMMENT

- The Body Shop owner, Terry Brock spoke of potential projects. With the amount of development taking place west of town, nothing is taking place east of town. The streets are great but the buildings are in need of repair and traffic doesn't stop at those businesses. Asked the City and Council for consideration of building potential on the east side of town.
  - Councilor Stone – Are all the downtown businesses a part of SDDI? *Gillham – Not all but many are involved. Met with every business/property owner on the block from the liquor store to the old bank. They're all on board with the Urban Renewal project.*
  - Brock – Business owners are different than tenants and both need to be in agreement. Concerned that some will not be a part of the improvements. With the help of the City, Council, rules and regulations we can help make downtown better.
  - Councilor Tomlinson clarified that Urban Renewal is to bring in new business and development, SDDI and Main Street are to revamp old buildings. Discussion continued.

## ADJOURN

With no further business, Mayor adjourned meeting at 7:38 p.m.

Approved: *Jerry Gillham*

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

*Todd McKnight*

\_\_\_\_\_  
Todd McKnight, Mayor

**APPROVED BY COUNCIL ON NOVEMBER 12, 2019**