

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, March 9, 2020 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Debbie Hamilton, Forrest Stone, Michelle Sumner, Travis Tomlinson and Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
City Planner, Jamie Chartier
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Deputy Fire Chief, Scott McKnight
City Attorney, Chad Jacobs (via Skype)

Audience: Tami Trowbridge, Jim & Beth Houseman, State Representative Cedric Hayden, Gary Dagele, Dick Shanahan, Geoffrey Faraghan, David Dougherty, Jesten Brenner, Larry & Lynda Whitaker, Tyler Molatore, Gary Fugate

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

- **February 10, 2020 Minutes – Regular Meeting**
- **February 24, 2020 Minutes – Workshop Meeting**

MOTION made by Councilor Tomlinson to approve consent agendas as presented, second by Councilor Stone.

Discussion: None

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

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

- **Plan Amendment & Zone Change and 20-Lot Subdivision on S. Comstock Road**

Mayor McKnight opened the Public Hearing at 7:04 p.m.

Members of Council were asked to disclose any conflicts of interest, ex-parte contact or personal bias. None Mayor McKnight conducted the Public Hearing and City Planner, Jamie Chartier confirmed for the record that this piece of property is a 1.71 acre portion of land located on S. Comstock Road, and is described as T25S, R5W, S19AC, Tax Lot 5800; Property ID No. R22360, and is addressed as 773 S. Comstock Road. All findings of fact and maps were included with the staff report.

Testimony in favor? None

Testimony in opposition? None

Neutral parties who wish to speak? None

The Public Hearing closed at 7:05 p.m.

Discussion from Council?

- Councilor Tomlinson asked for clarification of the type of dwellings that will be built. *Chartier clarified that they will be a townhouse style, one 4-plex and two 8-plexes.*
- Councilor Stone – Is there a garage on each dwelling? *Yes.* Will landscaping be done along the street? *Yes*
- Councilor Sumner – Will the house numbers be visible? *They will be numbered but it wasn't a condition for approval on the location of the address numbers on the dwellings.*
- Councilor Hamilton – Is this near another dwelling? What will be done for privacy? *Yes, and there will be perimeter fencing.*
- Councilor Vincent – Will the street be wide enough for emergency services. *Chartier – It will be a normal size street.*

COUNCIL BUSINESS

- **Budget Committee Appointment**

Staff Report – City Recorder, Diane Harris informed Council of two vacancies on the Budget Committee. Staff received an application from Gary Dagele with term ending December 31, 2022 for consideration.

MOTION made by Councilor Hamilton to approve Budget Committee Appointment to Gary Dagele; term ending December 31, 2022 as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Plan Amendment & Zone Change – Allison Subdivision (first reading, title only)**

Harris read Ordinance by title only: *“An ordinance amending the City of Sutherlin comprehensive plan map and zoning map to amend the comprehensive plan map from medium density to high density, concurrent with a zoning map change from medium density residential (R-2) to multi-family residential (R-3) for property described as tax lot 5800 in section 19AC of T25S, R05W. The subject 1.71 acre property is located at 773 S Comstock Road and described herein.”*

Staff Report – Chartier stated that all information was provided in the staff report.

MOTION made by Councilor Stone to approve Ordinance – Plan Amendment & Zone Change – Allison Subdivision as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone asked if the water lines would be big enough to accommodate 20 homes. *Public Works Director, Aaron Swan – Yes.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.03 – Authorizing the City of Sutherlin to apply for the Land and Water Conservation Fund, Local Government Grant and Recreational Trails Programs from the Oregon parks and Recreation Department Grants**

Staff Report – Elliott explained to Council that in efforts to fulfill the developments of the Ford's Pond Master Plan, staff and Friends of Ford's Pond continue their partnership to pursue funding opportunities. If successful, funds will be used to develop projects such as a 1.7 mile ADA accessible paved path encircling the pond, parking, restrooms, site furnishings, lighting, natural playground and landscaping.

MOTION made by Councilor Tomlinson to approve Resolution 2020.03 – Authorizing the City of Sutherlin to apply for grants and funding from the sources listed above as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

- **Ford's Pond Community Park & Trail Improvements – Final Design**

Staff Report – Elliott introduced the design team, Tyler Molatore and Jesten Brenner from The Dyer Partnership Engineers & Planners, Inc.; and David Dougherty from DLA Design. They presented a power point presentation of the scope of work, schedule and maps (which are available to view on the city’s website).

Scope:

- Parking lot with wayfinding signs and seating
- Connection path
- Pond perimeter path
- Food truck accommodations
- Landscaping
- Site utilities (water, sewer, storm water, electrical, lighting)

Schedule:

- Started Design Nov 2019
- Complete Design Mar 2020
- Bid Process Apr-May 2020
- Construction May-Jun 2020
- Complete Construction Oct 2020

➤ Councilor Stone – Is the path wide enough for an emergency vehicle? *Dougherty - It’s wide enough for a city vehicle but the area surrounding the path will be clear so it’s possible to get an emergency vehicle on the path but that’s not what it was designed for.* How will the path continue through the wetlands? *The wetlands will need to be mitigated.* Where will the water come from to irrigate the landscaping? *Molatore - It will be tied into city water.* Can we tap into the pond for irrigation? *Elliott - Not at this time because the area is minimal. Later on once the landscaping grows, that option can be looked into.*

● **Ford’s Pond Community Park Sponsorship Plan**

Staff Report – Elliott followed up from last Council meeting’s discussion regarding the Sponsorship Plan. Staff in partnership with Friends of Ford’s Pond request the establishment of alternate revenue streams that will increase the city’s ability to deliver services.

● **Wetlands Consultant Update**

Staff Report – Community Development Director, Brian Elliott informed Council that a contract has been awarded to the Land and Water Environmental Services, Inc. in the amount of \$12,300. Staff reached out to three consultants and based on experience and historic knowledge of the subject property, suggests using this company for services.

➤ Councilor Stone – Where’s the mitigation for Roseburg Forest Products? *Elliott - The available property is the old mill site in Dixonville. The City will be negotiating with RFP to purchase their mitigated credits to use at the airport industrial lands.*

CITY COUNCIL COMMENTS

Councilor Hamilton

- Thanked Tami Trowbridge and Tracy Martz for a wonderful First Citizen’s Banquet. Congratulated all the winners that were honored.
- Asked how necessary it was to have the police and fire monthly reports. *Other Council members spoke that they liked reading the stats.*

Councilor Tomlinson

- None

Councilor Boggs

- Asked Gillham regarding an email from a citizen wanting to permanently park their motorhome on the street by the tennis courts at Central Park. (During Blackberry Festival, that side of the street is designated for vendors) *Gillham - Left it in the President of the Blackberry Festival, Duane Waller’s hands with the understanding that the city will support the Blackberry Festival.*

Councilor Sumner

- None

Councilor Vincent

- Shout out to Sutherlin Area Chamber of Commerce for a great dinner, nice to see citizens honored.
- Thanked our citizens for the selfless hard work they do to make our town a wonderful place to live and raise a family.

Councilor Stone

- Congratulated Sutherlin High School Girls Basketball team for getting second place at the State Championship over the last weekend.
- There’s a light bulb out behind Civic. *Light bulb was replaced, however we are having an electrician look at the issue.*
- What’s the city/emergency management team doing to prepare for the Corona Virus? *Gillham – Staff has posted a press release with instructions on our website and Facebook. We’ve also ordered 2,000 masks for staff and citizens to come get, but we’re not sure when or if they’ll come. Spoke with ServePro today and they are a certified disinfecting entity and will provide services at the Community Center when needed. We’re being as pro-active as we can at this point.*

Mayor McKnight

- Sutherlin Area Chamber of Commerce dinner was excellent, congratulations to all the winners.
- Thanked the volunteers in our community.
- Reminded everyone of only one meeting this month.

STRATEGIC PLAN UPDATE

- **Identify & Upgrade ADA Accessibility around Central Park**

Swan – Once the sidewalks and ramps on Central Ave were completed, it was apparent that the Central Park wasn’t in compliance so those are being done. There’s one ramp left.

- Councilor Stone – Is Guido done with all the road work? *Guido has completed their list but there’s still one more walk through.*
- Councilor Tomlinson – Will the pothole be fixed? *Yes*

PUBLIC COMMENT

- **Jim Houseman, President of Friends of Ford’s Pond** – Announced that Friends of Ford’s Pond will be having a “Meet the Match, Build the Path” fundraiser at Triple Oak Wine Vault on April 4, 2020 and invited City Council and Staff.
- **State Representative, Cedric Hayden** – Made comments from the audience.

ADJOURNMENT

With no further business meeting adjourned at 7:40 p.m.

Mayor McKnight announced that Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (d) – Labor Negotiator Consultations, to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session called to order at 7:45 p.m.

Executive Session adjourned at 8:02 p.m.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Todd McKnight

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

APPROVED BY COUNCIL ON APRIL 13, 2020

