



**City of Sutherlin
Regular Council Meeting
Monday, October 12, 2020
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Todd McKnight
Council President Boggs
Councilors Hamilton, Stone, Sumner, Tomlinson and Vincent

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

5. CONSENT AGENDA

a. September 14, 2020 Minutes – Regular Meeting

6. COUNCIL BUSINESS

7. REPORTS

- a. Emergency Preparedness
- b. Traffic Safety Report

8. STRATEGIC PLAN UPDATE

9. CITY MANAGER REPORT (VERBAL)

10. CITY COUNCIL COMMENT

11. PUBLIC COMMENT

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

12. ADJOURN

Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





PUBLIC COMMENT

Agenda Items only





Consent Agenda



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, September 14, 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

Finance Director/Asst. City Manager, Dan Wilson

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Zoom)

Audience: Lisa Woods

Via Zoom: Joe Groussman, Chuck Brummel, Rob Rippy

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

- **August 10, 2020 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Parks Advisory Board Appointment**

Staff Report – City Recorder, Diane Harris, announced that there are two vacancies on the Parks Advisory Committee, both with terms ending December 31, 2020. The City received an application from Craig Hoobler for consideration. Craig is a Sutherlin resident and has previously served on the committee.

Mayor McKnight asked if the applicant would like to speak on his behalf. He wasn't present.

MOTION made by Councilor Vincent to approve Parks Advisory Board Appointment to Craig Hoobler - term ending December 31, 2021 as presented; second by Councilor Tomlinson

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Planning Commission Appointment**

Staff Report – Harris, announced that there is one vacant seat on the Planning Commission with a term ending December 31, 2020. The City received two applications for consideration, one from Lisa Woods - a Sutherlin resident and one from Chuck Brummel – also a Sutherlin resident and currently the Budget Committee Chair. Mayor McKnight asked if the applicants would like to speak on their behalf.

Lisa Woods – Introduced herself and is a Roseburg native. She recently moved back to Sutherlin and wants to get involved. Lisa and her husband plan on starting a business in Sutherlin.

Chuck Brummel – Introduced himself and feels dedicated to the City of Sutherlin. He wants to be a part of the team and has lots of experience.

MOTION made by Councilor Boggs to approve Planning Commission Appointment to Chuck Brummel – term ending December 31, 2020 as presented; second by Councilor Stone.

Discussion: Councilor Boggs didn't feel that Woods had lived here long enough to be settled and familiar with our community.

In Favor: Councilors Vincent, Stone, Hamilton, Boggs and Sumner

Opposed: Councilor Tomlinson and Mayor McKnight

Motion carried.

- **Liquor License Application Approval – Backside Brewing Co.**

Staff Report – Police Chief, Troy Mills, presented a liquor license for approval. The application is for Full On-Premises, Commercial license for the sale of alcoholic beverages at 105 W Central Avenue. This is a new retail business inside city limits and the individual applying for the license is Savannah McKillip. The police department has found no information that would be viewed as disqualifying by the OLCC.

MOTION made by Councilor Vincent to approve Liquor License Application – Backside Brewing Co. as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – Why is there a side door in the building? *City Manager, Jerry Gillham – Along with OLCC and the city's insurance company, the liquor application was designed to allow patron's access to Central Park Plaza with food and beverages.* There needs to be cameras installed for supervision. *Gillham – I'll suggest that to the owners. Cameras have been installed along Central Ave.*
- Councilor Tomlinson – Disagreed with businesses using the donated park for their profit and that it hadn't been discussed with Council. *Gillham – It's within my responsibility to make that agreement and they'll have 3 tables allotted for use. If problems arise, use of the park will be prohibited by patrons of the restaurant. Gillham also stated that this has previously been discussed.*
- Councilor Hamilton – This has previously been discussed and feels it's a great idea. Stressed that the point of the park was for everyone to use and it will bring people into downtown.
- Councilor Sumner – It's a great idea for people to use and it supports businesses.

Further discussion ensued among council members.

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

Opposed: Councilor Stone – Until cameras are installed.

Motion carried.

- **Proposed Strategic Plan Additions – Cooper Creek Camping Improvements & Sports Park Development**

Staff Report – City Manager, Jerry Gillham, discussed two newly proposed projects thought to increase tourism and improve livability in our community. Attached with the staff report was a Strategic Plan worksheet for both projects. The objective for camping at Cooper Creek is to evaluate the feasibility. The objective for Sutherlin Sports Park is to complete the analysis and associated work necessary for improvements.

MOTION made by Councilor Hamilton to approve the Proposed Strategic Plan Additions – Cooper Creek Camping Improvements & Sports Park Development as presented; second by Councilor Vincent.

Discussion:

- Councilor Vincent – Clarified that this proposal is giving staff the go-ahead to see if either project is viable. *Gillham – Yes.*

- Councilor Boggs – Will a specialist consultant need to be hired in order to develop Cooper Creek camp spots? **Gillham – If Sutherlin Water Control District (WCD), the County and the City agree that one is needed, then yes, but it will be brought Council for approval.**
- Councilor Hamilton – Do we still work with the County or just the WCD for the Cooper Creek project? **Gillham – The WCD owns the property, but the County maintains the park facility, so both need to be consulted.**
- Councilor Stone – Are grants available? **Gillham – The possibility of grants exists. If these projects move forward, the first step will be to look and apply for grants.**
- Councilor Vincent – Requested that all information and options are brought to Council for discussion/approval before decisions are made. **Gillham – Agreed and assured Council that city funds wouldn't be spent without Council discussion/approval.**
- Councilor Tomlinson – How does this sports park affect the sports complex being planned and funded with Urban Renewal funds? **Gillham – The principal reason for this sports park is that construction of the sports complex is at least 10 years away and there's a need for one now. This will be a usable facility for a multitude of functions.**
- Mayor McKnight – Clarified that the field was going to be improved and usable, nothing was being built.
- Councilor Stone – Did the Blackberry Festival relinquish that field for parking? **Gillham – It will look similar to Central Park and parking will be available.** Does a wetland study need to be done? **Gillham – It's already been done and the only restriction is that permanent structures won't be permitted.**

Further discussion ensued among council members.

Mayor and Council members were in agreement to allow staff to research the feasibility of both projects and report back to Council.

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Implement 10-year-Non-compliant ADA Replacement Ramp Plan** – Public Works Director, Aaron Swan, explained where the improvements will take place over the next five years. Sutherlin falls under the size threshold that would require an official 10-year plan. To keep in line with the city's Strategic Plan, a proactive 5-year plan has been outlined.
 - FY 20-21 - The last non - compliant ramp at Central Park (corner of Umatilla St. & Dean Ave.) will be fixed, phase two will be sidewalks from Pine View Mobile Home Estates to S. Grove Ln. ADA improvements will primarily be at Pear Ln. and Sunny Ln. as well as a crosswalk across Central Ave.
 - FY 21-22 – Sidewalks & ADA ramps from N. Grove Ln. to Opal St. with a crosswalk across Central Ave.
 - FY 22-23 - Sidewalks & ADA ramps on Umpqua St. from Central Ave. to First St.
 - FY 23-24 – Sidewalks & ADA ramps on S. State from Central Ave. to Everett St.
 - FY 24-25 – Sidewalks & ADA ramps on Calapooia St. from Central Ave. to Everett St.
- Councilor Stone – Will there be rapid flashing beacons at the crosswalks? **Swan – That's the goal.**

CITY MANAGER REPORT (VERBAL)

- A citizen requested the reformation of the abandoned vehicle ordinance. It currently states that after 3 days, the vehicle must be moved. The issue is how far the vehicle is required to move. Gillham asked for suggestions from Council and will also contact legal counsel.
 - Councilor Tomlinson – Do the vehicles need to be moved faster? **Gillham – Yes, but also removed from the street all together.**
 Consensus of Council is to seek legal counsel to reform the current ordinance for all city streets. Further discussion ensued between the City Manager and Council members.
- A mini workshop will be set up in the future for the new councilors (and present councilors if they so choose) to learn the City's operating procedures and policies as well as the Strategic Plan.
- Still moving forward with completing our Emergency Operations Center (EOC) remodel. The largest challenge is asbestos, so an environmental study had to be done and the county required schematics for the design. Updates on the project will be brought to council
- Backside Brewery Co. should be up and running the first of October.
- Sol De Sutherlin restaurant wants to move into the old Pat's Kozy Kitchen building. Urban Renewal funds have been offered for exterior improvements.

- Working on getting the parking lot behind the above mentioned businesses cleared out to create ample parking spaces for citizens and the potential addition of a food truck with extended outdoor seating.
- Fire Chief, Mike Lane, gave a status update on the Archie Creek Fire. It's 10% contained as of noon today and has burned an estimated 121,000 acres. 109 structures have been lost, most in the Glide, Susan Creek, Rock Creek and Bar L Ranch Rd. areas. No structures were lost on Hinkle Creek Rd. Two of Sutherlin Fire Department's task forces and the brush engine have been working the fire in Glide since Tuesday of last week as part of the State Conflagration Act. As of this evening, the evacuation levels have been lowered east of town. Plat K to Banks Creek Rd is at level 1, Banks Creek Rd to Hinkle Creek Rd. is at level 2, and Hinkle Creek Rd. to the end of Nonpareil is still level 3. Sutherlin City limits are no longer under an evacuation level but recommends still being prepared.
 - Councilor Stone – Did the fire come close to the Nonpareil Water Treatment Plant (NPWTP)? *No, the majority of the fire east of town, other than Hinkle Creek and Gassy Creek, was on Weyerhaeuser land. Another big piece of the fire was on Mt. Scott.*

CITY COUNCIL COMMENTS

Councilor Vincent

- Thanked first responders and everyone working to keep our city protected.
- Thanked the community – everyone came together and helped.

Councilor Stone

- Is the sewer plant completed? *Swan – Close, it's operational.*
- The hole in the street in front of DQ is fixed and it looks good.
- There's a hole in the street in front of Central Park.

Councilor Hamilton

- Agreed with Councilor Vincent.
- Heart goes out to all the cities that are dealing with fire.
- Thanked fire and police
- Thanked staff that helped with the Community Center – opened for evacuees.
- Acknowledged the blue light program for 'Back the Police'.

Councilor Tomlinson

- None

Councilor Boggs

- Thanks for the new pavement at exit 135.
- Are there any issues with city water due to the ash? *Swan – The NPWTP has been staying on top of it.*

Councilor Sumner

- Agreed with Councilors Vincent and Hamilton
- Appreciates everyone's hard work.

Mayor McKnight

- Thanked Jerry for giving continuous updates.
- Agreed with Councilors Vincent, Hamilton and Sumner.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business, meeting adjourned at 7:59 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor



COUNCIL BUSINESS





REPORTS





EMERGENCY PREPAREDNESS (verbal)





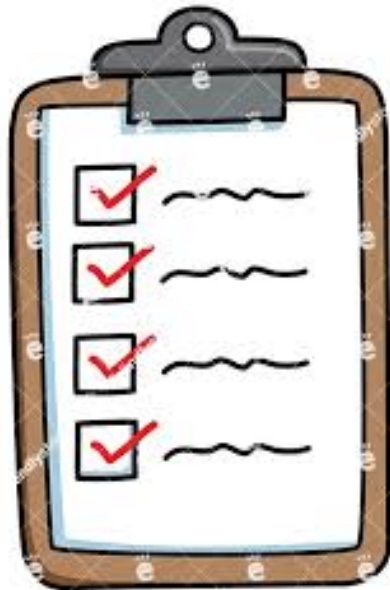
TRAFFIC SAFETY REPORT (verbal)



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STRATEGIC PLAN UPDATE



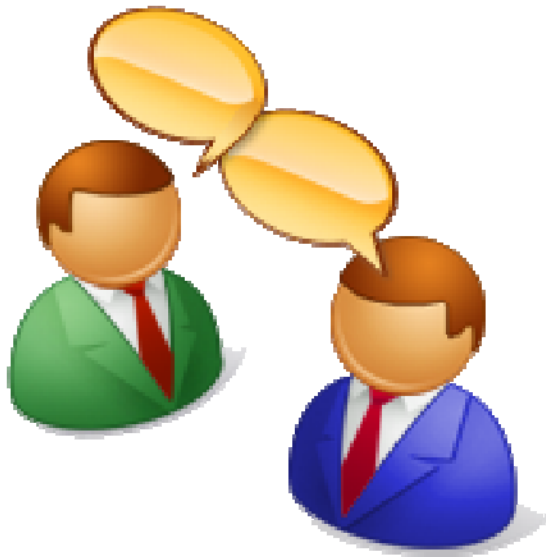


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



PUBLIC NOTICE – CITY OF SUTHERLIN CITY COUNCIL MEETING

The October 12, 2020, City Council Meeting, will be held at 7:00pm in Civic Auditorium at 175 E Everett. This meeting will be a teleconference style meeting with City Council and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings, physical distancing, and Oregon public meeting laws, a limited number of staff and city officials will be present. We encourage and welcome citizens that are able to use the video link or phone number provided, to join the meeting from your home.

Anyone wishing to comment is strongly encouraged to email comments and/or questions to Diane Harris, City Recorder, at d.harris@ci.sutherlin.or.us by 2:00pm on October 12th. The questions/comments will be read into the public record at the meeting during the Public Comment period.

If you are interested in attending the meeting via Zoom please contact me for the Zoom Meeting link information.

Thank you,

Diane Harris
City Recorder/HR Manager
City of Sutherlin
d.harris@ci.sutherlin.or.us
541-459-2856 ext. 207

Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, October 6, 2020 12:29 PM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin Council Meeting
Attachments: CC AGENDA OCT 12.20 Meeting.pdf; ZoomNotice no links.docx

Good afternoon. Attached is the Agenda and Zoom Notice for our City Council meeting on Monday, October 12, 2020.



Melanie Masterfield
Deputy City Recorder

City of Sutherlin

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