

City Council

Mayor
Brian Dalton

Council President
LaVonne Wilson

Councilor
Jim Brown

Councilor
Jim Fairchild

Councilor
Kelly Gabliks

Councilor
Beth Jones

Councilor
Jackie Lawson

Councilor
Kevin Marshall

Councilor
Murray Stewart

Councilor
Ken Woods, Jr.

City Staff

City Manager
Ron Foggin

City Attorney
Lane Shetterly

Community Development/
Operations Director
Jason Locke

Finance Director
Cecilia Ward

Fire Chief
Bill Hahn

Interim Chief of Police
Tom Simpson

Engineering Director
Fred Braun

City Recorder
Emily Gagner

Recording Secretary
Jeremy Teal

Dallas City Council Agenda

Mayor Brian Dalton, Presiding

Monday, October 7

7:00 pm

Dallas City Hall

187 SE Court St.

Dallas, OR 97338

All persons addressing the Council will please use the table at the front of the Council. All testimony is electronically recorded. If you wish to speak on any agenda item, please sign in on the provided card.

AGENDA ITEM	RECOMMENDED ACTION
1. ROLL CALL	
2. PLEDGE OF ALLEGIANCE	
3. INTRODUCTION OF NEW EMPLOYEE	
4. COMMENTS FROM AUDIENCE This time is provided for citizens to comment on municipal issues and any agenda items other than public hearings. The Mayor may place time restrictions on comments. Please supply 14 copies of the material brought to the meeting for distribution.	
5. PUBLIC HEARINGS Public comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.	
6. CONSENT AGENDA The following items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.	
a. Approve minutes of September 16, 2013 City Council Meeting	PG . 3
b. Recommend OLCC approve change of ownership application for Corby's Place	PG . 6
c. Endorse reappointing Ken Woods, Jr. as our representative to the Mid-Willamette Valley Area Commission on Transportation	PG . 13
d. Dallas Area Chamber of Commerce Winterfest Approval	PG . 14
7. ITEMS REMOVED FROM CONSENT AGENDA	
8. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS	
a. League of Oregon Cities Conference update	Discussion
b. General comments from Councilors and Mayor	



Our Vision

Our vision is to foster an environment in which Dallas residents can take advantage of a vital, growing, and diversified community that provides a high quality of life.

Our Mission

The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient, and accountable service delivery.

Our Motto

Commitment to the Community.
 People Serving People.

City Hall

Dallas City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Manager's Office, 503-831-3502 or TDD 503-623-7355.

- c. Report of the September 23 Building and Grounds Committee meeting (Fairchild) PG. 15
- d. Report of the September 23 Administrative Committee meeting (Fairchild) PG. 18

9. REPORTS FROM CITY MANAGER AND STAFF

- a. Public Safety Levy – Greg Hansen
- c. Other

Information

10. RESOLUTIONS

11. FIRST READING OF ORDINANCE

12. SECOND READING OF ORDINANCE

13. OTHER BUSINESS

14. ADJOURNMENT

Prior to the Council meeting, there will be a workshop. The topic is Active Shooter training.

Following the Council meeting, there will be a meeting of the Urban Renewal Agency Board of Directors.

1 The Dallas City Council met in regular session on Monday, September 16, 2013, at 7:00 p.m. in
2 the Council Chambers of City Hall with Mayor Brian Dalton presiding.

3 **ROLL CALL AND PLEDGE OF ALLEGIANCE**

4 Council members present: Councilor Jim Brown, Councilor Jim Fairchild, Councilor Kelly
5 Gabliks, Councilor Beth Jones, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor
6 Murray Stewart, Council President LaVonne Wilson, and Councilor Ken Woods, Jr.

7 Also present were: City Manager Ron Foggin, City Attorney Lane Shetterly, Police Chief John
8 Teague, Fire Chief Bill Hahn, City Recorder Emily Gagner, and Recording Secretary Jeremy
9 Teal.

10 Mayor Dalton led the Pledge of Allegiance.

11 **COMMENTS FROM THE AUDIENCE**

12 Mayor Dalton asked the audience members to limit their speeches to five minutes.

13 Mike Harris, 796 SW Mill St, Dallas, commented that he and his wife moved to Dallas a year
14 ago. He noted they picked Dallas because of the friendly people and the hometown feel. He
15 thanked everyone for being so friendly and inviting.

16 Chief Teague stated this was his last Council meeting and thanked the Council for their support
17 over the years. He commented that Dallas was a great place to raise kids and have them be safe.
18 He noted that Dallas felt poised to capture the population growth that was coming.

19 **PUBLIC HEARINGS**

20 **CONSENT AGENDA**

21 It was moved by Councilor Marshall *to approve the Consent Agenda as presented*. The motion
22 was duly seconded and carried unanimously.

23 Items approved by the Consent Agenda: a) the September 3, 2013, City Council meeting
24 minutes, b) Temporary OLCC Application for Rogue Ales for Beyond the Harvest festival at Old
25 Mill Feed.

26 **ITEMS REMOVED FROM THE CONSENT AGENDA**

27 There were none.

28 **REPORTS OR COMMENTS FROM THE MAYOR AND COUNCIL MEMBERS**

29 Councilor Fairchild gave everyone an agenda from the National League of Cities Community and
30 Economic Development Steering Committee. He noted this committee dealt with how the NLC
31 lobbies at the national level.

32 Council President Wilson thanked the staff for the watershed tour. She thanked Mr. Braun and
33 Insituform working on the sewer pipe cleaning and repair by Ceres Gleann.

34 Councilor Brown reported there was a water main break on Douglas Street and the water was
35 back on an hour and a half later. He noted there was no rust or anything in the water when it came
36 back on.

37 Councilor Lawson commented that she attended the Chamber Luncheon and it covered the
38 upcoming Public Safety Levy. She noted that it was an important issue and beneficial for people
39 to listen and educate themselves on the levy.

40 **REPORTS FROM CITY MANAGER AND STAFF**

41 **AUGUST FINANCIAL**

1 Mr. Foggin reported that August financial statement was looking good with every department and
2 every fund tracking well. He noted the Finance Department was over slightly on their budget due
3 to paying all the memberships the City was a part of.

4 Councilor Fairchild asked about the Aquatic Center's anticipated revenues. Councilor Brown
5 commented that costs were down. Mr. Foggin reported the Aquatic Center was tracking ahead by
6 approximately 5% revenue. He noted that just over 31% had been collected. He stated it was
7 typical just coming out of summer.

8 CHARTER FRANCHISE MEETING UPDATE

9 Mr. Foggin noted that he was unable to attend the Charter Franchise meeting, but Ms. Gagner
10 could field questions regarding the meeting. Ms. Gagner noted that Councilor Brown and
11 Councilor Stewart attended the meeting and stated the information covered in the staff report was
12 given by Charter at the meeting.

13 Mr. Foggin advised that part of the franchise agreement with Charter stated the City could hold a
14 public meeting annually. He noted the City had received a few complaints, but the meeting wasn't
15 well attended. He stated that the City would hold the meeting every year to get people in the habit
16 of attending. He commented that Mike Holland attended and Charter was able to answers his
17 questions.

18 OTHER

19 Mr. Foggin advised that the City had a franchise agreement with NW Natural and they based the
20 percentage of the franchise fee on state averages. He noted that the new statewide average was
21 5.94%, raising the Dallas percentage from 5% to 5.94%. He commented that would automatically
22 be charged to the citizens and remitted it to the City.

23 Mr. Foggin reported the 800/900 blocks of Main Street project was underway and the
24 groundbreaking went well. He advised that a few buildings had foundation issues that would need
25 to be dealt with. He stated that with these issues being found he would like to revisit the building
26 maintenance ordinance. He noted that after talking with the building inspectors and the
27 Engineering Department it would be critical to pass an ordinance.

28 Mr. Foggin thanked everyone that came on the watershed tour. He noted that another one was
29 planned for those who were unable to attend the first tour.

30 RESOLUTIONS

31 FIRST READING OF ORDINANCE

32 SECOND READING OF ORDINANCE

33 OTHER BUSINESS

34 Mayor Dalton stated the Polk County Board of Commissioners was requesting a letter of support
35 from the City Council for the upcoming Public Safety Levy that would be on the ballot in
36 November. Mr. Shetterly advised that no City resources or staff time could be used to endorse the
37 levy. He stated that the Council could write a letter and endorse it if they wished.

38 Councilor Brown asked if there was any reason the Council should be opposed to it. He noted that
39 we should all benefit from it. Chief Teague stated that there was no reason to oppose it, unless
40 one didn't want more police on the roads. He noted it would fill two positions at the District
41 Attorney's office and it was a benefit to everyone.

42 Mr. Foggin advised that the County spoke at the Chamber luncheon and explained where the
43 money would be used and why it was important. He noted that the only opposition could be the
44 property taxes going up \$.60 per \$1,000 for four years and would ratchet up after the first year.
45 He stated it would put more deputies on the road and increase prosecution and jail services. He
46 indicated that the Council should learn and understand what the levy covered and why we would
47 benefit from it.

48 Councilor Lawson stated she would prefer to have someone come and explain the levy to the
49 Council. She noted that she would like to know where the money would go. Mr. Foggin indicated

- 1 that the County wouldn't be able to answer that because the budget committee was not scheduled
- 2 to meet and decide how the funds were spent until after the election.
- 3 Mr. Shetterly stated that the County could come give factual information and the staff could give
- 4 factual information, but staff couldn't advocate for the levy.
- 5 Mayor Dalton stated the fourth leg of the levy was the community corrections and the rehab of the
- 6 criminals. He noted this levy would continue to help support that.
- 7 There being no further business, the meeting adjourned at 7:25 p.m.

Read and approved this _____ day of _____ 2013.

Mayor

ATTEST:

City Manager

DRAFT

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 5 b	Topic: OLCC Application (Corby's Place)
Prepared By: Jeremy Teal	Meeting Date: October 7, 2013	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

With approval of the consent agenda, the Council would be recommending to the OLCC to grant the request for an annual license for Corby's Place.

BACKGROUND:

Tonya Sutton, owner of Corby's Place has submitted an OLCC Application as she will be taking ownership of the previously named Tilted Bar.

Staff has reviewed the OLCC application and there are no items of concern.

FISCAL IMPACT:

None

ATTACHMENTS:

OLCC Application for Corby's Place



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: OLCC

Date: 9-27-13

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① TSRR, LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): Corbys Place

3. Business Location: 962 Main St. Dallas, Polk OR 97338
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-831-0189
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: The Roundup of Oregon, LLC Type of License: FOP

8. Former Business Name: Tilted Bar

9. Will you have a manager? Yes No Name: Tonya Sutton
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Dallas, Polk
(name of city or county)

11. Contact person for this application: Tonya Sutton _____
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Tonya Sutton, Member Date 9-26-13 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: TSRR, LLC Year Filed: 2013
Trade Name (dba): Corby's Place
Business Location Address: 962 Main St.
City: Dallas ZIP Code: 97338

List Members of LLC:

Percentage of Membership Interest:

1. <u>Tonya Sutton</u> (managing member)	<u>100%</u>
2. _____ (members)	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Tonya R Sutton DOB: 4-25-72

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: Tonya Sutton Member Date: 9-26-13
(name) (title)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name Corby's Place 2. City Dallas
 3. Name Sutton Tonya Renee
 (Last) (First) (Middle)
 4. Other names used (maiden, other) N/A
 5. *SSN [REDACTED] 6. Place of Birth [REDACTED] 7. DOB [REDACTED] 8. Sex M F
 (State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: _____

9. Driver License or State ID # [REDACTED] 10. State [REDACTED]
 11. Residence Address [REDACTED]
 (number and street) (city) (state) (zip code)
 12. Mailing Address (if different) [REDACTED]
 (number and street) (city) (state) (zip code)
 13. Contact Phone [REDACTED] 14. E-Mail address (optional) _____
 15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: _____
 16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No
 17. List all states, other than Oregon, where you have lived during the past ten years:
Georgia
 18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
 If unsure, explain. You may include the information on a separate sheet.

 19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name Corby's Place 21. City Dallas

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: *James [unclear]* Date: 9-25-13



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: TSRR, LLC Phone: 503-831-0189

Trade Name (dba): Corby's Place

Business Location Address: 962 Main St.

City: Dallas ZIP Code: 97338

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>7:00 AM</u>	to	<u>2:30 AM</u>
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

Outdoor Area Hours:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

Food service Hours: _____ to _____

Alcohol service Hours: _____ to _____

Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

Live Music Karaoke

Recorded Music Coin-operated Games

DJ Music Video Lottery Machines

Dancing Social Gaming

Nude Entertainers Pool Tables

Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	<u>8</u>	to	<u>12</u>
Saturday	<u>8</u>	to	<u>12</u>

SEATING COUNT

Restaurant: _____ Outdoor: _____

* Lounge: 37 Other (explain): _____

Banquet: _____ Total Seating: 54 *

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

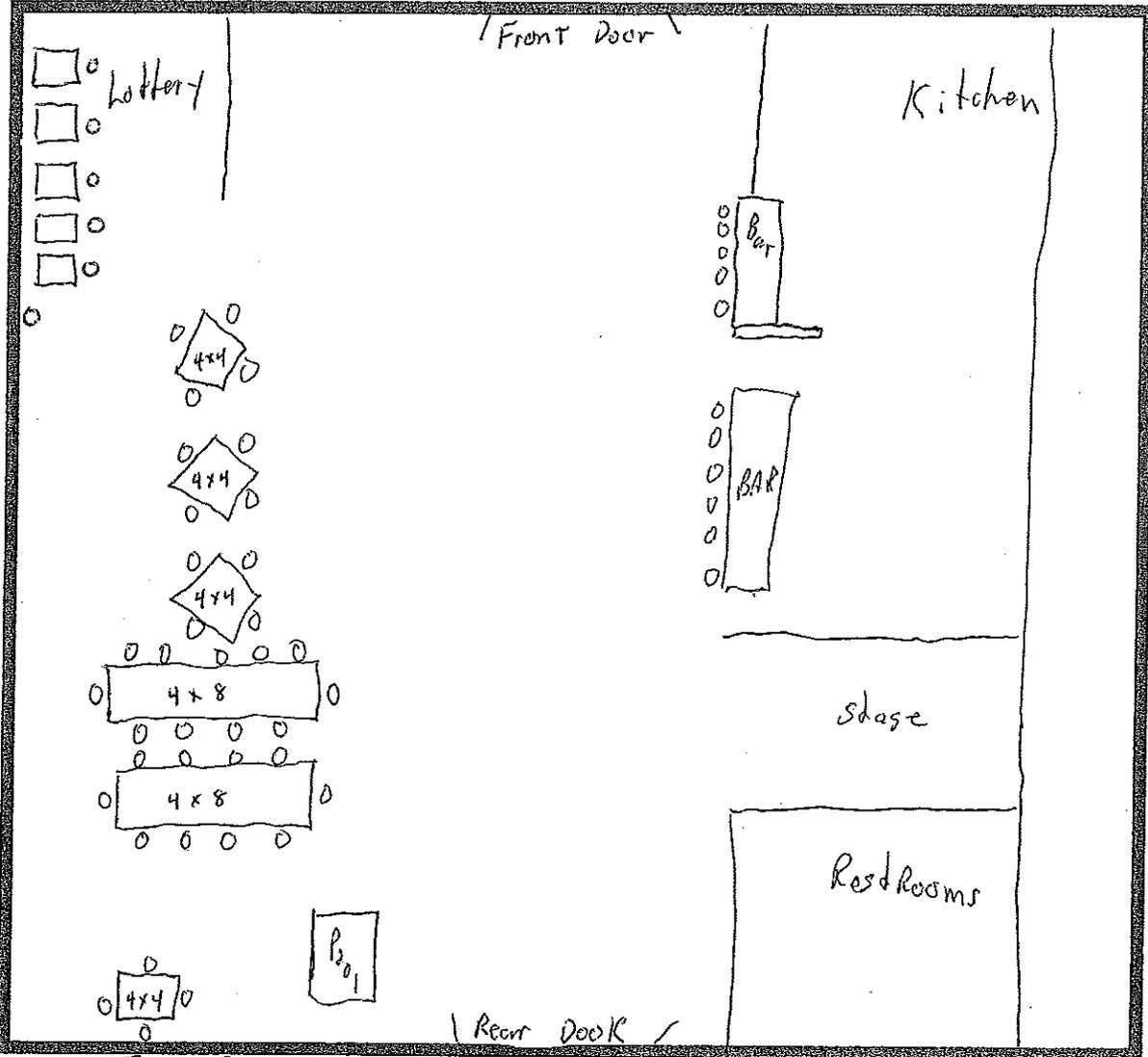
Applicant Signature: James Dean Menard Date: 9-26-13

1-800-452-OLCC (6522)
www.oregon.gov/olcc



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



TSRR, LLS
 Applicant Name
 Corby's Place
 Trade Name (dba):
 Dallas 97338
 City and ZIP Code

.....OLCC USE ONLY.....
 MINOR POSTING ASSIGNMENT(S)
 #1 No MINORS
 Date: _____ Initials: _____

1-800-452-OLCC (6522)
 www.oregon.gov/olcc

(rev. 09/12)

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 5 c	Topic: Endorse reappointing Ken Woods, Jr. as our representative to MWACT
Prepared By: Emily Gagner	Meeting Date: October 7, 2013	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

With approval of the Consent Agenda, the Council will be endorsing the reappointment of Ken Woods, Jr. as our representative to MWACT.

BACKGROUND:

Councilor Woods has served on MWACT for many years and is currently their chair. His term expires at the end of December 2013. He has indicated a willingness to serve another term.

Ken's position on MWACT has helped the City of Dallas receive funding for street projects in the past and his continuation with that body will doubtless benefit us in the future.

FISCAL IMPACT:

None

ATTACHMENTS:

None



October 2, 2013

Ron Foggin, City Manager
City of Dallas
187 SE Court Street
Dallas, OR 97338

Dear Mr. Foggin,

I would like to request approval to hold Dallas Winterfest in our downtown on Friday, December 6th. As in years past, we would like to start our setup at 10am, with the public invited to the area from 5pm-8pm.

This annual event continues to be something that people look forward to with cookies, cocoa, vendors, caroling and/or live performances, and of course Santa's arrival to light the tree!

We would like permission to work with city staff for items including;

- Closing parking stalls around the courthouse lawn from 10am to 10pm.
- A police escort for Santa and his entourage. We would work with the Police Department in determining the best location to start from, and would want the escort to bring the vehicles to the Courthouse Lawn at approximately 6:30PM.
- Participation from the Fire Department in having vehicles on display – we know that Breakfast with Santa will not be held this year, so we hope that this is a good way for the Fire Department to connect with those that attend.

The Dallas Fire Department, DC Electric and other volunteer partners plan to install the lights on the trees on the Courthouse Lawn, as well as all of the decorations around town, the weekend of November 23rd – 24th.

We appreciate the continued support of the City in our effort to host events for our community. Please let me know if you have any questions, concerns or recommendations.

Thank you for your continued support!

Sincerely,

A handwritten signature in black ink that reads "Chelsea".

Chelsea Pope
Executive Director

cc: Mayor Dalton and City Councilors
Greg Hansen, Polk County Manager

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Members Present: Jim Fairchild, Chair; Jim Brown, and Kevin Marshall. Excused: Kelly Gabliks and Murray Stewart

Also Present: Mayor Brian Dalton, City Attorney Teresa Ozias, Council President LaVonne Wilson, Community Development/Operations Director Jason Locke, Finance Director Cecilia Ward, City Recorder Emily Gagner, and Recording Secretary Jeremy Teal.

Chair Fairchild called the meeting to order at 5:01 p.m.

COMMUNITY DEVELOPMENT/OPERATIONS DIRECTOR’S REPORT

Mr. Locke reported the 800/900 blocks of Main Street Urban Renewal project was well underway and the ground breaking the previous Friday went well. He noted the Aquatic Center was on non summer hours and closed in the afternoons Monday through Thursday. He commented that three swim teams would use the facility during the fall. He advised that the Urban Renewal Agency (URA) budgeted \$40,000 for façade grants and after two months of pushing the 75% match there were no applications. He stated that building owners from the 600 and 700 blocks of Main Street were interested and the URA was looking to expand the parameters of the agreement. He commented that he would like to see that money put to work and improve the buildings.

Chair Fairchild asked what the money could be used on. Mr. Locke outlined the 75% match covered the painting, signage, façade repair, and enhancement. He noted the 50% match covered exterior lighting.

Chair Fairchild asked about the foundation issues on the downtown buildings and asked if that money could be used to repair that. Mr. Locke advised that the City wanted to stay out of the structural aspect of the buildings and the money wouldn’t cover any of those costs. He noted that the City would help, just not monetarily.

Councilor Brown suggested the City purchase sign holders and ask the building owners to come up with their own sign with a designer. Mr. Locke commented that could be considered if there were funds remaining, but noted that he would like to utilize the funds in the 600 and 700 blocks of Main Street.

Councilor Brown asked how many businesses were interested in the 600 and 700 blocks. Mr. Locke stated there were two building owners interested. Councilor Brown asked what the match was on the 75%. Mr. Locke stated \$4,000.

Councilor Marshall asked if the money could be used for canopies and awnings. Mr. Locke stated that it could, but it would only be a 50% match up to \$4,000.

Councilor Brown stated that he had received complaints about the white sidewalks on Jefferson Street and asked about the plan for Main Street sidewalks. Mr. Locke reported that the contractor would use a different mixture for concrete on the sidewalks.

Chair Fairchild asked if a sign could be designed for the Library to show the other businesses the possibilities for signage. Mr. Locke stated that was a possibility. Councilor Brown stated it could be the prototype for the other businesses.

1 Chair Fairchild noted that he was in favor of using the money on the other blocks.

2 Councilor Brown asked if all the businesses had been notified. Mr. Locke reported that all the businesses
3 had been notified and the City had pushed the money at them and there were no takers. He commented the
4 struggle was the history and getting people on board. He noted that people were interested and want to get
5 moving in the 600 and 700 blocks of Main Street.

6 **OTHER**

7 Councilor Fairchild stated the he would like to look at the foreclosed homes around Dallas and bring it to the
8 committee and decide what the City could possibly do.

9 **ADJOURNMENT**

10 There was no other business and the meeting was adjourned at 5:14 p.m.



Building & Grounds Committee

AMENDED AGENDA

**Monday,
September 23,
2013**

5:00 PM

**Council
Chambers,
Dallas City Hall,
187 SE Court St,
Dallas, OR
97338**

1. Call to Order
2. Community Development/Operations
Director's Report
3. Other
4. Adjournment

Chair Murray Stewart
Jim Brown
Jim Fairchild
Kelly Gabliks
Kevin Marshall

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2
3 Members Present: Chair Jim Fairchild, Jim Brown, and Kevin Marshall. Excused: Kelly Gabliks and Murray
4 Stewart.

5 Also Present: Mayor Brian Dalton, City Attorney Teresa Ozias, Council President LaVonne Wilson,
6 Community Development/Operations Director Jason Locke, Finance Director Cecilia Ward, City
7 Recorder Emily Gagner, and Recording Secretary Jeremy Teal.

8 Chair Fairchild called the meeting to order at 5:14 p.m.

9 **72 HOUR PARKING ORDINANCE**

10 Mr. Locke reported that the City had a 72 hour parking limit on streets, not including the timed parking
11 areas, and cars that were parked for 72 hours or more were considered “stored.” He noted that violation
12 complaints came from neighbors, the street sweeper operator contacting the Code Enforcement or were
13 picked up during regular patrolling. He stated the process was to mark the tires to see if there was
14 movement, or to contact the owner, or issue a \$20 parking ticket. He commented that the City Manager
15 had been dealing with a citizen who was suggesting some changes to the ordinance. He noted the first
16 suggestion from the citizen was that registered vehicles with current insurance should be left alone and
17 could park as long as necessary, and the second would be to revise the time limit from 72 hours to two
18 weeks. He advised that he researched other cities’ parking restrictions and discovered that Salem allowed
19 5 days, Monmouth allowed 7 days, Corvallis allowed 48 hours, and Dallas, Independence, and Silverton
20 allowed 72 hours. He stated the committee could leave the ordinance as it currently was, or recommend an
21 ordinance change to the Council. He noted that the process was based on complaints from neighbors and
22 the City didn’t have the resources to check on parking on a regular basis.

23 Councilor Marshall asked if a citizen could allow the car to sit once they got a \$20 ticket. Mr. Locke
24 stated they would get another ticket, adding once the City knew that person was doing it we would check
25 more often. Councilor Brown noted that five days would be reasonable, and 72 hours was semi-
26 reasonable, but he commented that he noticed a lot of cars that didn’t move in 72 hours. Mr. Locke
27 pointed out that the City didn’t have the resources to get to all of those. Councilor Brown stated he liked
28 the ordinance and cleanliness of the street. Mr. Locke commented that parking on the street impaired
29 street sweeping.

30 Chair Fairchild asked if the City Manager could issue an exception to the owner. Councilor Brown men-
31 tioned a permit that was available that would allow for two week parking. Mr. Locke noted that was for
32 RVs on private property, not the street.

33 Councilor Brown asked if someone could notify the City about possibly parking longer than the allotted
34 time. Mr. Locke stated that parking wasn’t the issue, but it was citizens trying to store vehicles on the
35 street. He noted that the biggest problems were abandoned vehicles, vehicles that had been there for a long
36 time, or citizens that knew the rule and just moved the vehicle around to avoid citations.

37 Chair Fairchild asked for the consensus of the committee. Councilor Brown stated it was a good
38 ordinance and had served the City well and he would prefer to leave the ordinance as was. Councilor
39 Marshall noted that he would prefer to leave it. He commented that possibly a longer time allotment for
40 people on vacation would be better. He stated he was concerned about neighbors calling and alerting the
41 City the minute the 72 hours was up. Mr. Locke reported that the City wouldn’t respond to those calls
42 unless it was observed by the Code Enforcement Officer. Chair Fairchild stated that the concensus of the
43 committee was to leave the ordinance without changes.

1 **CITIZEN COMMITTEES**

2 Ms. Gagner reported that an issue had been brought up a few times to staff that the same people were
3 serving on several committees. She noted the City had nine committees and a few members were on
4 multiple committees.

5 Chair Fairchild asked if there were multiple councilors on committees. Ms. Gagner stated she counted
6 citizen members only and took the Councilors out of the equation. She commented that she researched
7 other cities and about half have requirements and half don't.

8 Chair Fairchild noted that it could be recommended when choosing committees to look at the other
9 committees and decide on members. Ms. Gagner indicated when new committee members were brought
10 to the Council for appointment, information about committees those people were serving on could be
11 included.

12 Councilor Brown indicated he would like to see that information when deciding on new committee
13 members. Ms. Gagner advised that the staff reports would now include that information. Councilor Brown
14 stated another issue might be one person holding multiple chairmanships.

15 **FINANCE DIRECTOR'S REPORT**

16 Ms. Ward reported that Xpress Bill Pay was running well and that the City had 773 Xpress Bill Pay
17 customers, with 280 requesting paperless billing and 199 using auto pay. She noted the auditors would be
18 at the City in early October for their field work.

19 **HR MANAGER'S REPORT**

20 Ms. Gagner reported that the Fire Chief position closed with 23 applications, 8 from Oregon, and the
21 remainder from across the US. She noted that the applications would be reviewed and interviews would be
22 held October 18. She noted that full-time paramedic interviews would be the following week for an
23 internal position.

24 **OTHER**

25 Chair Fairchild noted that the City Manager wasn't happy with the current evaluation system for that
26 position. He commented that he and Council President Wilson would look at the system and would im-
27 plement any changes next year.

28 Council President Wilson stated it would be a Council policy and would be what the Council wanted to
29 see. Ms. Gagner stated that she brought up to Council President Wilson the fact that the City Manager
30 evaluation process was significantly different from other City employees. She noted that the employee
31 evaluation had changed to allow a lot more input from the employee and it was goal oriented. Council
32 President Wilson stated it was worth the opportunity to look at the policy. Councilor Brown agreed that it
33 should be Human Resources and Council driven and indicated he liked goal-driven evaluations.

34 **ADJOURNMENT**

35 There was no other business and the meeting was adjourned at 5:40 p.m.



Administrative Committee

AGENDA

**Monday,
September 23,
2013**

5:00 PM

**Council
Chambers,
Dallas City Hall,
187 SE Court St,
Dallas, OR
97338**

1. Call to Order
2. 72-hour parking ordinance PG. 2
3. Citizen committees PG. 9
4. Finance Director's report
5. HR Manager's report
6. Other
7. Adjournment

Chair Jim Fairchild
Jim Brown
Kelly Gabliks
Kevin Marshall
Murray Stewart



Community Development Department

Memo

To: Administrative Committee
From: Jason Locke, Community Development/Operations Director 
Date: September 23, 2013
Re: 72-hour parking

Currently, the Dallas City Code allows vehicles to be parked on the street for up to 72 hours. After 72 hours, the vehicle is considered to be "stored" if it remains in substantially the same position. Section 6.320(C) of the Dallas City Code identifies and prohibits the storage of the vehicle on any street, alley, or public way.

When a situation of this nature occurs, Code Enforcement will usually attempt to contact the owner of the vehicle and explain the 72-hour rule. In most cases, that resolves the issue. If no response occurs, the vehicle is tagged with a warning placard, which states that the vehicle is subject to citation if it is not moved by a date certain. And finally, if there is no response to the warning tag, a \$20 parking citation is issued.

There has been a request to the City Manager that the Committee consider a proposal to revise the 72-hour parking rule. The request comes from Ryan Copple, a resident of Dallas who had received a warning notice for exceeding the 72-hour parking rule.

Mr. Copple is proposing that either:

- 1) Vehicles that are insured, have valid tags, or don't look abandoned be exempted from the 72-hour parking rule. This would essentially mean that a registered vehicle that is insured (we would have no way of knowing that) and does not "look abandoned" could park on any street without any time limitation (except where there are posted time limits), or,

2) The time limit be revised from 72 hours (3 days) to 14 days.

Staff has done some research regarding this issue, and other jurisdictions regulate parking as follows:

Independence, Dallas, Silverton – 72 hours

Salem – 5 days

Monmouth – 7 days

Corvallis – 48 hours

Action: The Committee can recommend that the time limit remain as is, in which case no further City action would be required, or the Committee can recommend to the full Council that the time limit be revised to something different.

Attachment: email from Ryan Cople



JASON LOCKE <jason.locke@dallasor.gov>

Fwd: Ordinance 6.320

1 message

RON FOGGIN <rwfoggin@dallasor.gov>
To: JASON LOCKE <JASON.LOCKE@dallasor.gov>

Wed, Sep 18, 2013 at 10:34 AM



----- Forwarded message -----

From: **Ryan C** <phantomyster@hotmail.com>
Date: Fri, Aug 9, 2013 at 12:21 PM
Subject: Ordinance 6.320
To: "rwfoggin@dallasor.gov" <rwfoggin@dallasor.gov>

Ryan Copple

1960 SE Gregory Dr
Dallas, OR 97338

August 9, 2013

To the Office of the City manager of Dallas Oregon

Dear Mr. Ron Foggin:

Thank you for taking the time to listen to me on August 9, 2013.

What can be done to where I don't have to move my car an inch or two every week? This is the first I had heard of this ordinance and never had a problem at my previous address on 9th street here in Dallas. Most people I have talked to think it was for only derelict vehicles that don't move for days, expired tags, and not running. I thought the same thing. I do drive my car that is legal to drive the roads but seem to be illegal to park it in front of my home for more than 72 hours. I have three and a half day weekends and at times take my truck to work. I feel that I should not have to burn fuel to move it a couple inches so as not to be considered illegally parked. There is no other place to park

my car except for maybe the neighbors driveway or in front of their homes. If houses nowadays were not built on graveyard plot sized lots with alleys added, then there would be a place to park off the street. When said ordinance was made, most homes had alleys, and bigger lots. I also have mailboxes to say away from so I cannot move much at all when parking. I have frequently been visited by the code enforcement officer and don't have the time for this. I have been told stories about a couple of people who let the citation be written then to have them thrown out. So I would like to propose a change to this ordinance. I have attached three versions of the ordinance 6.320 The first is how it now reads. The second and third is how I propose it should read with my words typed in red.

Sincerely,

Ryan L Copple

6.320 Additional Prohibitions.

(1) No person shall park a motor vehicle, motor home, utility trailer, house or vacation trailer, tractor, implement of husbandry, article of machinery, boat, camper, or canopy or any parts thereof, upon any street, alley, or public way for:

(a) The display of the vehicle or equipment for sale or trade.

(b) The servicing or repair of the vehicle or equipment unless servicing or repairs are necessitated by an emergency situation.

(c) The storage of the vehicle or equipment.

(2) With reference to subparagraph (c) of this section, a motor vehicle, motor home, utility trailer, house or vacation trailer, tractor, implement of husbandry, article of machinery, boat, camper, or canopy or any part shall be conclusively determined to have been parked for "storage" if it is permitted to remain in substantially the same position for a continuous period of 72 hours or more.

(3) No person shall park a motor vehicle, motor home, utility trailer, house or vacation trailer,

tractor, implement of husbandry, article of machinery, boat, camper, or canopy or any parts thereof, upon any parking strip or between a sidewalk and the street curb.

(4) No person shall park or permit the parking of more than two covered 'inoperable motor vehicles,' as defined in section 5.584(3)(a), on their property unless the motor vehicles, or their covers, are not visible from outside the boundary lines of the property upon which they are parked.

(5) No person shall park or permit the parking of an operable motor vehicle on private property for more than 30 consecutive days unless the motor vehicle is parked on a paved or graveled driveway or storage pad and is entirely covered with a cover that is specifically designed, constructed and intended solely for the covering of a motor vehicle or the motor vehicle, or its cover, is not visible from outside the boundary lines of the property upon which it is parked.

[Section 6.320(3) (5) added by Ordinance No. 1571, passed August 2, 1999.]

Proposal #1

6.320 Additional Prohibitions.

(1) No person shall park a motor vehicle, motor home, utility trailer, house or vacation trailer, tractor, implement of husbandry, article of machinery, boat, camper, or canopy or any parts thereof, upon any street, alley, or public way for:

(a) The display of the vehicle or equipment for sale or trade.

(b) The servicing or repair of the vehicle or equipment unless servicing or repairs are necessitated by an emergency situation.

(c) The storage of the vehicle or equipment.

(2) With reference to subparagraph (c) of this section, a motor vehicle that is uninsured, expired tags, and looks abandoned, motor home, utility trailer, house or vacation trailer, tractor, implement of husbandry, article of machinery, boat, camper, or canopy or any part shall be conclusively determined to have been parked for 'storage' if it is permitted to remain in substantially the same position for a continuous period of 72 hours or more.

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[Section 6.320(3) (5) added by Ordinance No. 1571, passed August 2, 1999.]

Or proposal #2

6.320 Additional Prohibitions.

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(a) The display of the vehicle or equipment for sale or trade.

(b) The servicing or repair of the vehicle or equipment unless servicing or repairs are necessitated by an emergency situation.

(c) The storage of the vehicle or equipment.

(2) With reference to subparagraph (c) of this section, a motor vehicle, motor home, utility trailer, house or vacation trailer, tractor, implement of husbandry, article of machinery, boat, camper, or canopy or any part shall be conclusively determined to have been parked for "storage" if it is permitted to remain in substantially the same position for a continuous period of 14 days or more.

(3) No person shall park a motor vehicle, motor home, utility trailer, house or vacation trailer, tractor, implement of husbandry, article of machinery, boat, camper, or canopy or any parts thereof, upon any parking strip or between a sidewalk and the street curb.

(4) No person shall park or permit the parking of more than two covered 'inoperable motor vehicles,' as defined in section 5.584(3)(a), on their property unless the motor vehicles, or their covers, are not visible from outside the boundary lines of the property upon which they are parked.

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[Section 6.320(3) (5) added by Ordinance No. 1571, passed August 2, 1999.]

Sent from Windows Mail

4 attachments

 Image609.png
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DALLAS CITY COUNCIL

ADMINISTRATIVE SUBCOMMITTEE REPORT

TO: COUNCIL ADMINISTRATIVE SUBCOMMITTEE

<i>City of Dallas</i>	Agenda Item No. 3	Topic: Citizen Committees Discussion
Prepared By: Emily Gagner	Meeting Date: September 23, 2013	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

BACKGROUND:

As you are aware, the City has a number of citizen committees. Staff has received a few comments recently from citizens that they have noticed the same people seem to be members of all the committees and so they feel these committees aren't representative of the general populous.

In response, I did a little digging. What I found was of the 9 committees we have, five people are members of 2 of those committees each. One person is on 3 committees and chair of one. Another person is on 4 committees and chair of two.

I don't know if this issue is of concern to the Committee/Council, but wanted to bring it to your attention. If the Committee/Council so desired, we could adopt rules for appointment to committees giving preference to people who are not currently serving on another committee, or any other rules the Committee/Council would like to adopt.