

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, March 13, 2017 – 7:00pm**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent  
Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham  
City Recorder, Debbie Hamilton  
Deputy City Recorder, Diane Harris  
Finance Director, Dan Wilson  
Community Development Specialist, Kristi Gilbert  
Public Safety Director, Kirk Sanfilippo  
Contracted City Planner, Lisa Hawley  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Keith Cubic, Tami Trowbridge, Allen Peterson, Joe Groussman, Pam Cameron, Mike & Karen Meier, Rick Murphy, Pat & Bert Bales, Steve & Dianna Vincent, Peggy & Chuck Brummel, Pamela Semas, Ralph & Heidi Lamell, Jim Houseman, Brian Burke, Barbara Camin, Justin Marquis

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

**Flag Salute:**

Mayor McKnight announced Council Business item “Acceptance of Resignation/Declaration of Vacancy” and “Swearing in Council Member” will be moved to the beginning of the meeting.

**COUNCIL BUSINESS**

- **Acceptance of Resignation / Declaration of Vacancy**

City Recorder, Debbie Hamilton, referred to the Staff Report as presented.

**MOTION** made by Councilor Luzier to accept the resignation of Frank Egbert, declaring a vacancy and appointing Dennis Riggs to fulfill the remainder of term ending December 31, 2018; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Swearing in Council Member**

Mayor McKnight asked Dennis Riggs, to the front of the room. Hamilton administered the Oath of Office to Riggs. The audience joined Council in a round of applause welcoming Councilor Riggs.

**Roll Call:** All present

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

- **February 13, 2017 Minutes – Regular Meeting**
- **February 27, 2017 Minutes – Workshop**

**MOTION** made by Councilor Stone to approve Consent Agenda; second by Councilor Luzier.

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

Opposed: None

Motion carried unanimously.

## **PUBLIC HEARING**

Mayor McKnight explained two Legislative Public Hearings will be held tonight. Councilors were asked if they had any conflicts of interest, ex-parte contact or personal bias to disclose. None received.

### **• Supplemental Budget**

Mayor McKnight opened the Supplemental Budget Public Hearing at 7:07pm.

Staff Report – Finance Director, Dan Wilson, summarized the need for the Supplemental Budget. State Law requires a Public Hearing in order to allow those interested to speak about the proposed changes.

Mayor McKnight asked if Councilors had any questions.

- Councilor Stone asked for clarification regarding the changes.

*As noted in the Staff Report, Wilson explained the changes are due to the timing of projects and the fiscal year they affect.*

Mayor McKnight called for public comment in favor or opposition. None

With no response, Mayor McKnight closed the Public Hearing at 7:08pm.

### **• Comprehensive Plan & Development Code Amendments**

Mayor McKnight opened the Comprehensive Plan & Development Code Public Hearing at 7:08pm.

Staff Report – City Planner, Lisa Hawley, summarized the amendments and processes involved:

- Planning Commission held 3 workshops regarding the proposed amendments;
- Mailed notice of proposed amendment to the Department of Land Conservation & Development (DLCD) as required;
- Sent notice of the proposed legislative amendments to interested agencies and utility providers;
- Legal Notice was published in the News Review;
- Public Hearing was conducted by the Planning Commission;
- City Council conducted a Workshop.

Mayor McKnight asked if Councilors had any questions.

Councilor Stone questioned a paragraph [Page 2, Chapter 1.2.120 – Arterial] regarding bicycle lane requirement on arterial streets and if City has to conform to this for new Central Avenue design. *Hawley – A previously adopted definition was not incorporated into the code, therefore has now been added. It also mentions signal requirements. Cubic – Under Oregon Transportation Plan (TSP) the requirement is “where appropriate”. If there is not a warrant for a signal, no signal is required. There are several classifications regarding bike lanes, one being a “Class III” bike lane that is on the road, is designated, but not separate or specifically lined for bicycles only.*

Mayor McKnight called for public comment in favor or opposition. None.

With no response, Mayor McKnight closed the Public Hearing at 7:13pm.

## **COUNCIL BUSINESS (continued...)**

### **• Budget Committee Appointment**

Mayor McKnight – Three seats are available on the Budget Committee; City has received an application from Charles Brummel. Term ends December 31, 2019

Staff Report – Hamilton stated she had nothing to add to the already submitted Staff Report.

Mayor McKnight asked if Brummel would like to introduce himself and speak on his behalf.

Charles Brummel – Recently moved to Sutherlin, retired from banking and has served on a County and City Budget Committees. Would like to support and get to know folks in the community.

**MOTION** made by Councilor Boggs to appoint Charles Brummel to the Budget Committee, term ending December 31, 2019; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2017.02 – Supplemental Budget Adjustment**

Staff Report – Wilson – As explained during the Public Hearing, a few adjustments need to be made as outlined in the resolution and required by Oregon Budget Law.

**MOTION** made by Councilor Luzier to approve Resolution 2017.02 – Supplemental Budget Adjustment as presented; second by Councilor Boggs.

Discussion: Councilor Stone – Is the Parks Construction Fund adjustment for the [playground] equipment? *Partly, also for the Ford’s Pond Master Plan.*

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Comprehensive Plan & Development Code Amendment Approval (first reading, title only)**

Deputy City Recorder, Diane Harris, provided first reading, title only of ordinance “An ordinance adopting text amendments to the Sutherlin Comprehensive Plan and the Sutherlin Development Code”.

**MOTION** made by Councilor Luzier to approve first reading of Ordinance – Comprehensive Plan and Development Code Amendment as presented; second by Councilor Stone.

Discussion: Councilor Stone – In “Signs” section [Pg. 20, Section 3.7.180 (A) – Abandoned Signs], it’s stated the Chamber will decide how the sign will be used. Can anyone apply for use of the sign other than the Chamber, and if so, should that be stated? *Cubic – Design of the code is to coordinate through the Chamber, the promotional body. City regulates size and location of the signs; the content, because of freedom of speech act, cannot be regulated. Coordinating it through the Chamber adds an additional level for content control that City would otherwise not be able to do. Hawley – Property owner’s approval will still be required, as well.*

Councilor Tomlinson – Mixed Use District [Pg. 18, Section 2.45] allows residential and commercial in the same area? *Correct.* A “C” means a Conditional Permit has to be obtained before you can put something in that area? *Cubic – Yes. Hawley – If a person wants the Mixed Use Zone they will need to apply for a zone change in the “M-1” or “C-3” Zone to have it applied to that particular property and can proceed through permitted or conditional use process.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2017.03 - Strategic Plan Approval**

Staff Report – Gillham summarized the Resolution before Council for approval. The Strategic Plan consists of Council’s priorities as discussed during a previously held workshop.

**MOTION** made by Councilor Luzier to approve Strategic Plan as presented; second by Councilor Vincent.

Discussion: Councilor Stone – Concerned with affordability to the public; needs to be stated that Council, as a body, won’t overspend to reach the plan’s goals. *City Manager – Goal 5 recognizes “fiscally sustainable public services” and annual budget process keeps it well constrained in what city can afford.*

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

Opposed: None

Motion carried unanimously.

### **CITY COUNCIL COMMENTS**

**Councilor Boggs –**

- None

**Councilor Tomlinson –**

- None

**Councilor Luzier –**

- Complimented Chamber of Commerce for their successful First Citizen Banquet, and congratulated the winning award recipients; they make us all winners.

- Congratulations to Sutherlin Girls Basketball team's 4<sup>th</sup> straight win at State Championship.

**Councilor Riggs –**

- Thanked Council for welcoming him into this position, will do the best he can for Sutherlin.

**Councilor Vincent –**

- Congratulations to the Girls Basketball team, it's nice to see the involvement and support our community gives to the school and other programs to help these kids succeed.

**Councilor Stone –**

- Urban Growth Boundary (UGB) Swap Workshop is scheduled in October, how is that going? *Hawley – Goal is to have it completed before that time, possibly by August. Currently working with property owners, finalizing information with DLCD, and working with surveyor for legal descriptions. Have you run into any snags? Just the normal questions that come up. Would like to encourage those not wanting to be in the city limits to be in at least the UGB; and those currently in the UGB, but not in the city limits, to “piggy-back” this process. If they wish to go through the annexation now vs. later they can do so at City’s expense.* Have talked to one person located in the “heart” of that area that doesn't want to go into the UGB, how does that work? *Cubic – Change in the UGB is a legislative action, for property owners along the boundary it is fairly easy to amend and leave that property out vs. in the heart and an issue that may go before Council. There is not an adverse economic impact for going into the UGB; however there is a positive economic impact that opens up future development opportunities.*

Councilor Stone – Have encouraged them to be included in the UGB, they are worried their taxes will increase. *Cubic – The impact on taxes is the change of use, inclusion of the boundary will be a nominal impact. Annexation will change the tax structure a little bit because they would pick up the city supporting tax.*

- Congratulations to the Girls Basketball team's win at State.

**Mayor McKnight –**

- Would like to acknowledge the Chamber for their First Citizens Banquet, a lot of work goes into an event, it was a nice evening.
- Would like to encourage Council to attend High School assembly honoring the Girls Basketball team. Will let all know when that is going to take place.
- Welcomed Councilor Riggs to the Council

Council discussed the cancellation of the March 27<sup>th</sup> Workshop due to Spring Break. Councilors were polled prior to the meeting; all agreed with the cancellation except for Councilor Stone.

**PUBLIC COMMENT –**

- None

**ADJOURNMENT –**

With no further business meeting adjourned at 7:31pm.

Mayor McKnight announced a five-minute break before Executive Session called under ORS #192.660(2) (d) – Labor Negotiator Consultations to conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS #192.660(2) (e) – Real Property Transactions to deliberate with persons designated by the governing body to negotiate real property transactions.

Mayor McKnight called the Executive Session to order at 7:37pm.

Executive Session adjourned at 8:44pm.

*Jerry Gillham*

Approved:

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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*

*Todd McKnight*

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Diane Harris, Deputy City Recorder

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Todd McKnight, Mayor