

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, April 13, 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/Assistant City Manager, Dan Wilson

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

Fire Chief, Mike Lane

Emergency Operations Manager, Dennis Riggs

Library Director/Urban Renewal Manager, Pat Lynch

City Attorney, Chad Jacobs (via Skype)

**Audience:** Via Zoom - Dick Shanahan, Chuck Brummel and Joe Groussman

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

- **March 9, 2020 Minutes – Regular Meeting**

**MOTION** made by Councilor Tomlinson to approve Consent Agenda; second by Councilor Hamilton

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Ordinance No 1077 – Plan Amendment & Zone Change – Allison subdivision (second reading, adoption)**

City Recorder, Diane Harris, read the 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, R-5W. The subject 1.71 acre property is located at 773 S. Comstock road and described herein.”*

Staff Report – City Planner, Jamie Chartier asked Council to approve this ordinance. All information was included with the staff report.

**MOTION** made by Councilor Hamilton to approve Ordinance No 1077 – Plan Amendment & Zone Change – Allison Subdivision; second by Councilor Tomlinson.

Discussion: Councilor Stone – Are they bonded? *Chartier – No, they are doing the work themselves. Their licensing and permits will come from the county building department.*

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

Opposed: None

Motion carried unanimously.

- **One Council Meeting Per Month**

Staff report – City Recorder, Diane Harris, asked for Council’s direction regarding the discussion of having only one meeting per month. Sutherlin’s City Charter states that at least one meeting is required per month in a place designated by council.

**MOTION** made by Councilor Vincent to approve having one Council meeting per month as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Boggs - Previous Council meetings haven’t lasted for more than an hour. Suggests only having one meeting unless something is pressing and an extra meeting is needed.
- Councilor Stone – When will we have a workshop? *Councilor Boggs and Mayor McKnight – We’ll have one if there’s something to discuss.*
- Councilor Sumner – Does this preclude us from having a second meeting? *Mayor McKnight – If a second meeting is needed, we’ll have one.*
- *City Manager, Jerry Gillham – Staff has always introduced items to Council for discussion prior to voting. That will not take place with only one monthly meeting and information will be emailed for Council consideration. It will be up to Council to inform staff if they have questions.*
- Councilor Vincent – Workshops aren’t mandatory.

Discussion continued amongst Mayor, Council and City Manager.

**AMENDED MOTION** made by Councilor Vincent to approve having one Council meeting the second Monday of every month unless otherwise deemed necessary by staff or Council; second by Councilor Tomlinson.

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

Opposed: None

Motion carried unanimously.

- **ODOT – Flexible Service Maintenance Agreement**

Staff report – Community Development Director, Brian Elliott, asked Council to approve this agreement with the State of Oregon Department of Transportation (ODOT). The City has been working under a five-year agreement which is due to expire July, 2020. ODOT requested a replacement agreement to continue to provide flexible maintenance options for the next ten years. This agreement allows both parties to submit work orders to the other requesting maintenance services on streets and right-of-ways on an “as needed” basis.

**MOTION** made by Councilor Tomlinson to approve ODOT – Flexible Service Maintenance Agreement as presented; second by Councilor Hamilton.

Discussion:

- Councilor Stone – What is being maintained? *Elliott – It’s primarily for an emergency situation.*
- Councilor Boggs – How often have they used city services? *Elliott – Twice in the last five years. Why do they want they want the agreement for ten years? Councilor Tomlinson – It’s only an agreement. If work isn’t done, there’s no cost involved.*
- *Swan – We have the choice to help them or not.*

Discussion continued amongst Council.

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

Opposed: Councilor Boggs

Motion carried.

- **Declaration of Emergency (Ratify)**

Staff report – Gillham asked Council clarified a mistake and asked Council to change a date in the staff report from June 30 to May 30. On March 17, 2020, a Declaration of Emergency was filed due to a potential exposure. The only way resources from the government can be accessed is to declare an emergency.

**MOTION** made by Councilor Tomlinson to approve and ratify the city’s Declaration of Emergency until May 30, 2020 as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – Expressed concern regarding chapters in the Municipal Code. *City Attorney, Chad Jacobs - The code is already in effect and has been for many years. During a national emergency, city codes are superseded by County, State and Government orders. The City’s Municipal Code verbiage is in place for isolated city emergencies.*
- Councilor Boggs asked for clarification of the timeline requested. *Gillham – As a City Manager, I can declare an emergency for two weeks but Council can declare an emergency for any length of time.*

Further discussion took place between Council, City Attorney and City Manager.

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

Opposed: Councilors Stone and Boggs

Motion carried.

- **Bid Award – Pavement Management 2019-2020**

Staff report – Public Works Director, Aaron Swan, informed Council that staff received two bids for the Annual Street Maintenance contract. One from Knife River and one from Umpqua Aggregate Resources. The low bidder at \$71,468.25 was Umpqua Aggregate Resources. Projects this year will be to repair/repave Umpqua Street from 1<sup>st</sup> Ave to 6<sup>th</sup> Ave and E. 6<sup>th</sup> Ave from Umpqua Street to State Street.

**MOTION** made by Councilor Stone to approve Bid Award Pavement Management 2019-2020 to Umpqua Aggregate Resources in the amount of \$71,468.25 as presented; second by Councilor Vincent.

Discussion: Councilor Vincent – What was the difference in bids? *Swan - \$34,000.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.04 – County Property Vacation**

Staff Report – Gillham asked Council to approve the transfer of county land to private ownership for purposes of business expansion. The county has agreed to relinquish ownership and complete the required legal processes with the agreeance of the City.

**MOTION** made by Councilor Tomlinson to approve Resolution 2020.04 – County Property Vacation as presented; second by Councilor Hamilton.

Discussion: Councilor Stone – Is the line being moved? *Swan – Water lines will remain the same, but the property lines will change to accommodate the vacated portion.*

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

Abstained: Councilor Vincent, due to a potential conflict of interest.

Opposed: None

Motion carried unanimously.

## **CITY COUNCIL COMMENTS**

### **Councilor Vincent**

- It’s great to live in a small town.
- Hopefully we can keep moving forward with projects.
- Appreciates our emergency services and everyone that’s working to keep us moving forward.

### **Councilor Stone**

- Congratulated the high school seniors.

**Councilor Hamilton**

- Thanked staff and Dennis Riggs (Emergency Manager) for everything they’ve done during this time.

**Councilor Tomlinson**

- None

**Councilor Boggs**

- Reminded everyone that when we go out shopping, to eat or get gas - thank the attendants.

**Councilor Sumner**

- Thanked City Manager for all the updates and quickly Declaring an Emergency.
- Thanked first responders and essential employees

**Mayor McKnight**

- Thanked City Manager and staff for great updates.
- Teachers are wanting to do a parade through town and connect with the families and students on Friday at 2:45. Getting police and fire involved to help lead the parade.

**PUBLIC COMMENT**

- EOM, Dennis Riggs – Responded further to Councilor Stone’s concerns regarding the Declaration of Emergency and reiterated the purpose and explained the verbiage in the city code. Jacobs also responded.

**ADJOURNMENT**

With no further business meeting adjourned at 7:51 p.m.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660 (2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions.

Executive Session called to order at 7:58 p.m.

Executive Session adjourned at 8:31 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 MAY 11, 2020**