

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, December 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:** None

**Via Zoom:** Kristen Mosley and Councilor Elect: Joe Groussman

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

**PRESENTATION**

- **Outgoing Councilor Presentation**

Mayor McKnight presented Councilors Tomlinson & Stone each with a plaque and expressed his appreciation for their community service and dedication.

**CONSENT AGENDA**

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

**MOTION** made by Councilor Tomlinson to approve consent agenda as presented, second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Resolution 2020.19 – Election Canvass of Votes**

Staff Report – City Recorder, Diane Harris, requested Council to approve Resolution 2020.19 - Canvass of Votes as certified by Douglas County Elections for the General Election held on Tuesday, November 3, 2020.

**MOTION** made by Councilor Boggs to approve Resolution 2020.19 – Election Canvass of Votes as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: Councilor Tomlinson

Motion carried.

- **Resolution 2020.20 – S. Calapooia Force Main Reimbursement Approval**

Staff Report – Community Development Director, Brian Elliott, provided Council with four payment options for consideration. Staff recommends option #3 which is based off of the total cost of the project (\$117,750.05), divided by the 10 lots that could benefit from this Reimbursement District. Various zoning, topography, wetlands, and size of the parcels were also taken into consideration.

**MOTION** made by Councilor Stone to *discuss* Resolution 2020.20 – S. Calapooia Force Main Reimbursement District payment options as presented; second by Councilor Boggs.

Discussion:

- Councilor Stone – Will the people get reimbursed that have already tied into that sewer line? **Elliott – No, this will only be for this phase of the project.**
- Councilor Boggs – Why is staff suggesting option #3 and everyone pays the same amount when the lots are different sizes? **Elliott – Each of the 10 lots have their own variables like zoning, topography and wetlands. Option #3 seemed most logical. He explained how staff arrived at the cost of each payment option.** Expressed concern for the property owner. Councilor Stone clarified Elliot’s explanation.
- Councilor Sumner agrees that option #3 is most fair.

**AMENDED MOTION** made by Councilor Stone to approve Resolution 2020.20 – S. Calapooia Force Main Reimbursement District, payment option #3 as presented; second by Councilor Tomlinson

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

Opposed: None

Motion carried unanimously.

- **Ordinance 1082 – Amending SMC Chapters 8 and 10 – Discarded Vehicle Impoundment & City Facility parking. Declaring an Emergency**

Harris read Ordinance by title only: *“An Ordinance of the City of Sutherlin amending chapter 8.08 Discarded Vehicle Impoundment and Disposition and chapter 10.24 Stopping, Standing and Parking, of the Sutherlin Municipal code and declaring an emergency.”*

Staff Report – Police Chief, Troy Mills, stated that all information was in the staff report and was available to answer questions.

**MOTION** made by Councilor Stone to approve Ordinance 1082 – Amending SMC Chapters 8 and 10 – Discarded Vehicle Impoundment & City Facility parking. Declaring as Emergency as presented; second by Councilor Vincent.

Discussion:

- Councilor Stone – Does this Ordinance also apply to vehicles that run? **Mills – Yes. New additions have been added to the definition such as:**
  - Vehicles not registered
  - Vehicles parked on the city street
  - Registered owner is suspended
  - Vehicle has sat over 24 hours
- Councilor Tomlinson – Can people still move their vehicle 3’ at a time to avoid being cited or towed? **Mills – No. They can’t move it within a block radius.**
- Councilor Stone – Does Sutherlin tow the vehicles and charge the owners? **Mills – That is an option. We are wanting compliance so parking tickets have been reduced from \$500 to \$100 and the police department will do their due-diligence to find the vehicle owner before towing it.**

City Manager, Jerry Gillham added - This Ordinance was brought forth by John Day (Sutherlin resident). Staff researched and found many code language changes that needed to be made.

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

Opposed: None

Motion carried unanimously.

## **REPORTS**

- Audit Report

Staff Report – Finance Director, Dan Wilson, updated Council with the final status of the annual audit for the 2020 fiscal year. This year’s audit was done virtually. The city earned an unqualified opinion (clean audit) on the City’s financial statements which means the auditors have no reservations.

## **STRATEGIC PLAN UPDATE**

- Gillham – There won’t be an update until after the January 11<sup>th</sup> meeting and Council discusses their priorities for the next two years.

## **CITY MANAGER REPORT (VERBAL)**

- At the end of every month, Council will receive a Staff Activities Report, highlighting each department’s current projects, activities and progress.

## **COUNCIL COMMENTS**

### **Councilor Tomlinson**

- Christmas tree lights are awesome.
- Thanked everyone for letting him serve on Council.

### **Councilor Boggs**

- Hope everyone has a good holiday.

### **Councilor Sumner**

- Thanked Councilors Stone and Councilor Tomlinson for their service.
- The tree display in Central Park looks really good.
- Looking forward to the Christmas light parade.
- Merry Christmas and Happy New Year.

### **Councilor Vincent**

- Wished everyone a Merry Christmas.
- Thanked Adam Sarnoski for the new Christmas tree addition in Central Park. It has brought a lot of Christmas cheer.
- Looking forward to a new year.

### **Councilor Stone**

- Is the Wastewater Treatment Plant project finished? *Swan – Not yet.*
- Thanked Public Works for patching the dip in the pavement in front of Central Park.
- Gave condolences to the Guido family for their loss of Steve Guido.
- Honored to be on Council.
- Wants the new Councilors to be aware of money that’s being spent.
- Public Safety is a big issue.
- Merry Christmas and Happy New Year.

### **Councilor Hamilton**

- The Central Park lights are fabulous. Shared the display on her FB page.
- Really concerned about Sutherlin restaurants being shut down. Asked if the city could do anything, or let them go “rogue”? *Gillham – It’s completely up to the Council.*
- Thanked Councilors Stone and Tomlinson for serving on Council with her.
- Glad Councilor Vincent is back to stay.
- Merry Christmas and Happy New Year.

**Mayor McKnight**

- The Central Park tree display is awesome.
- The Christmas tree display at Triangle Park is nice too.
- Reminded everyone of the Christmas light parade on Saturday.
- Thanked the Lions Club for having the flags out for Pearl Harbor Day (Flag Day).
- Thanked Gillham and Swan for installing the bench downtown.
- Thanked Public Works for fixing the dip in the pavement in front of Central Park.
- Happy Holidays and Happy New Year.

**PUBLIC COMMENT**

- None

**ADJOURNMENT**

With no further business, meeting adjourned at 7:35 p.m.

Approved: *Jerry Gillham*  
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Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*  
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Melanie Masterfield, Deputy City Recorder

*Todd McKnight*  
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Todd McKnight, Mayor

APPROVED BY COUNCIL ON JANUARY 11, 2021