

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, February 10, 2020 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Michelle Sumner, Forrest Stone, Travis Tomlinson and Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Finance Director, Dan Wilson
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Police Chief, Troy Mills
Deputy Fire Chief, Scott McKnight
Battalion Fire Chief, Brandon McGarr
City Attorney, Chad Jacobs (via Skype)

Audience: Tami Trowbridge, Gary Dagel, Debbie Hamilton, Joe Groussman, Brian Burke Sr., Chuck & Peggy Brummel, Tom & Peg Schaub, Ramona Lee

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

Flag Salute:

Roll Call: All Present

Introduction of Media: None

COUNCIL BUSINESS

• **Council Appointment & Swearing-In**

Staff Report – City Recorder, Diane Harris read a list of candidates for Council appointment.

Mayor McKnight asked if any of the applicants would like to speak on their behalf.

- *Chuck Brummel* introduced himself and shared his background experience and knowledge.
 - Mayor - Would you consider running once this term is up? **Unknown at this time.**
 - Councilor Sumner – What do you see needs fixed in the city? **No complaints. Moved here before the streets were paved and it looks really good. Haven't investigated anything.**

- *Brian Burke* introduced himself and shared his background experience.
 - Councilor Boggs – What are some things the city should be focusing on since you've lived here a long time? **The city is heading in the right direction but wants to get more businesses moving in town and develop the west side where the old Ray's building is. There's some prime real estate in town and thinks it could really benefit the city to get those in use.**
 - Councilor Tomlinson - How familiar are you with current projects that are happening? **Been following online and reading the packets so I'm up-to-date but unfamiliar.** Is there anything you could do to help with the development of those lands with Urban Renewal? **It's all about finding the right people, long term planning, maintaining roads, continuing to look for grants and work as a team.**
 - Mayor – Would you consider running when this term is up? **Yes.**
 - Councilor Sumner – Is there anything else you see needs to be fixed in the city? **Keep moving forward and definitely need to develop downtown.**

- *Jeremy Cornish* – Was not present.

- *Gary Dage* introduced himself and shared some of his background experience and how business friendly city staff is.
 - Mayor – Will you consider running when this term is up? *I'm not sure.*
 - Councilor Boggs – You're not with the Chamber of Commerce as an officer anymore? *No.*
 - Councilor Sumner – What do you see needs fixed in the city? *We're headed in the right direction but, improving downtown would help a lot and getting businesses that can sustain here will draw people into the city.*

- *Debbie Hamilton* introduced herself and shared some of her background experience and current group involvements.
 - Councilor Boggs – What's your connection with the library? *Appointed to the board.*
 - Mayor – Are you planning on running in the next election when your term is up? *Yes.*
 - Councilor Boggs – Is there any conflict of interest with Debbie being on the Library Board? City Attorney, Chad Jacobs – *Debbie would need to resign her seat on the Library Board and then take her seat on Council.*
 - Councilor Sumner – What do you see needs fixed in the city? *The city needs to keep forward momentum and build downtown. Code enforcement is complaint driven so would like to see more happening with that.*

Mayor thanked everyone for applying and wanting to get involved. Asked Council to choose their top pick on their ballots and give to the City Recorder to be tallied. There was a tie between Chuck Brummel and Debbie Hamilton. Council voted a second time on one of those two. Debbie Hamilton was chosen as the top pick with a vote of 4-2.

MOTION made by Councilor Sumner to appoint Debbie Hamilton to Council and fill the remainder of the term ending December 31, 2022 as presented; second by Councilor Stone.

Discussion: None

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

Opposed: None

Motion carried unanimously.

Harris swore-in Debbie Hamilton to Council and she took her seat with the other Council members.

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **January 13, 2020 Minutes – Regular Meeting**

- **January 27, 2020 Minutes – Workshop Meeting**

MOTION made by Councilor Boggs to approve Consent Agendas as presented; second by Councilor Vincent

Discussion: None

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

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

- System Development Charge (SDC) Methodology

Mayor McKnight opened the Public Hearing at 7:24p.m.

{THE LEGISLATIVE PUBLIC HEARING PURSUANT TO ORS 223.304 IS HEARBY GIVEN OF THE CITY OF SUTHERLIN'S INTENT TO CHANGE THE METHODOLOGY FOR CALCULATING SYSTEM DEVELOPMENT CHARGES (SDC's) FOR WATER, WASTEWATER, STORMWATER, TRANSPORTATION, AND PARKS SERVICES.}

Staff Report – Community Development Supervisor, Kristi Gilbert requested that this process be postponed until the Transportation System Plan (TSP) is complete in order to use the up-to-date project improvement lists.

Mayor asked members of Council if anyone wished to disclose any conflicts of interest, ex-parte contact or personal bias. None responded.

Questions from Council Members? None

Testimony in favor? None

Testimony in opposition? None

Further questions from Council Members? None

Mayor McKnight called for a motion of continuance until a date certain of May 11, 2020.

MOTION made by Councilor Boggs to continue Public Hearing of SDC Methodology until May 11, 2020; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously

Public Hearing was continued to a date certain of May 11, 2020.

COUNCIL BUSINESS Cont.

- **Ordinance 1075 – Amending SMC 2.32.020 Governing Body of Urban Renewal Agency (second reading & adoption)**

Harris read Ordinance 1075 by title only: *“An Ordinance amending chapter 2.32.020 Sutherlin Urban Renewal Agency of the Sutherlin Municipal Code.”*

Staff Report – Gilbert had nothing further to add to the staff report.

MOTION made by Councilor Vincent to approve Ordinance 1075 – Amending SMC 2.32.020 Governing Body of Urban Renewal Agency second reading & adoption as presented; second by Hamilton.

Discussion: Councilor Stone – What happens if this ordinance is passed but Urban Renewal is not formed? ***Gillham – The ordinance stays in place until another agency is formed.***

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

Opposed: None

Motion carried unanimously.

- **Ordinance – 2019 Fire Code – Amending SMC 15.04.010 and 15.04.092 (first reading, title only)**

Harris read Ordinance by title only: *“An Ordinance of the City of Sutherlin amending chapters 15.04.010 and 15.04.092 of the Sutherlin Municipal Code to update the Oregon Fire Code and Fire Systems Records Management.”*

Staff Report – Battalion Fire Chief, Brandan McGarr had nothing further to add to the staff report.

MOTION made by Councilor Sumner to approve Ordinance – 2019 Fire Code – Amending SMC 15.04.010 and 15.04.092 first reading, title only as presented; second by Councilor Tomlinson

Discussion: Councilor Stone – Is there a difference with this in regards to the paid staff and the volunteers? ***McGarr – This is strictly Fire Code in relation to building and development, nothing to do with personnel.***

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2020.02 – Community Center Rates**

Staff Report – Deputy City Recorder, Melanie Masterfield asked Council to approve the Resolution which included updated rental rates. All information was in the staff report.

MOTION made by Councilor Tomlinson to approve Resolution No. 2020.02 – Community Center Rates as presented; second by Councilor Hamilton.

Discussion:

- Gillham - The City will continue to support the historical users while being diligent in collecting rental fees for building maintenance.
- Councilor Vincent – There are some concerns regarding the working condition of the stove. *Swan – Everything works. Sometimes a pilot light may go out and need re-lit but it's functional.* It's a certified kitchen? *Swan – Yes. Gillham – He'll check into it.*

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

Opposed: Councilor Stone

Motion carried.

- **Budget Calendar**

Finance Director, Dan Wilson gave Council a verbal update on the schedule for FY2020-21. Two important dates were noted – April 13th, Gillham will present the budget message to Council and the proposed budget will be handed out. April 20th, first Budget meeting. The calendar was included in the council packet.

MOTION made by Councilor Hamilton to approve Budget Calendar as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

REPORTS

- None

CITY COUNCIL COMMENT

Councilor Tomlinson

- What's the steel plate in the road by Comstock? *Swan – It's covering fresh concrete from a fixed gas valve.*

Councilor Boggs

- None

Councilor Sumner

- None

Councilor Vincent

- Asked about discussing the Council schedule in regards to having one meeting per month. *Gillham – It will be on the April 13th agenda.*

Councilor Stone

- A Street light is out at the corner of Dakota Street. *Police Chief, Troy Mills – There's a form to fill out on the City's website.*
- Questioned the Economic Development Plan, studying the inventory of lands and who's doing the report for the wetlands. *Gillham – Already conducted the land development inventory. We've partnered with the Economic Development Partnership (EDP) and we're transitioning our industrial land inventory into the EDP.* Discussion ensued between Councilor Stone, Gillham and Gilbert.
- Asked for clarification of funding regarding the Contract Award for the Nonpareil Water Treatment Plant Improvements – Design & Construction Management from last Council meeting. *Wilson clarified total cost of the project and engineering services.*

Councilor Hamilton

- Thanked Council for appointing her and encouraged the other applicants to apply at the end of the year for Council terms as well as openings on the Budget Committee and Library Board.

Mayor McKnight

- None

STRATEGIC PLAN UPDATE (Reports in Council Packet)

- **Commercial & Industrial Development Recruitment & Retention**

Gillham added that all information was in the report.

PUBLIC COMMENT (Off Agenda Items)

- Ramona Lee lives on Plat I Rd. and Sutherlin Creek is overflowing and washing away some of her land making it dangerous for her animals. Asked Council for some help. *Gillham asked her to leave her contact information with staff and they would get her in contact with the Water Control District.*

ADJOURNMENT

With no further business, meeting adjourned at 7:55p.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 MARCH 9, 2020