

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, January 13, 2020 – 7:00pm**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Michelle Sumner, Forrest Stone, Travis Tomlinson, Seth Vincent, Becky Wattles  
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  
City Planner, Jamie Chartier  
Police Chief, Troy Mills  
City Attorney, Chad Jacobs (via Skype)

**Audience:** Sam & Gladys Robinson, Tami Trowbridge, Nancy Anderson, Chuck & Peggy Brummel, Craig Harris, Eric Curran, Joe Groussman, Terry Brock & Lisa Blair, Gary Fugate, Adam & Nanette Haley

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

**Flag Salute:**

**Roll Call:** Councilor Boggs is excused

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**COUNCIL BUSINESS**

- **Committee & Board Re-Appointments/Appointments**

Staff Report – City Recorder, Diane Harris read a list of applicants.

❖ **Budget Committee (2 re-appointments & 1 appointment)**

The City received two applications for re-appointment from Chuck Brummel and Joe Groussman and one application for appointment from Debbie Hamilton; terms ending December 31, 2022

Mayor McKnight asked if any applicants would like to speak on their behalf. None responded.

**MOTION** made by Councilor Stone to re-appoint Chuck Brummel and Joe Groussman and new appointment for Debbie Hamilton to the Budget Committee, terms ending December 31, 2022; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

❖ **Parks Advisory Committee (1 re-appointment)**

Four positions are open on the Parks Committee. The City has received one application for re-appointment from Vicki Holland; term ending December 31, 2021.

Mayor McKnight asked if the applicant would like to speak on her behalf. Applicant was not present.

**MOTION** made by Councilor Vincent to re-appoint Vicki Holland to the Parks Advisory Board, term ending December 31, 2021; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

❖ **Library Board (3 re-appointment & 1 appointment)**

Five positions are open on the Library Board. The City has received three applications for re-appointment from Nancy Anderson, Kish Doyle and Rannah Williams; terms ending December 31, 2023. And one for appointment from Debbie Hamilton; term ending December 31, 2020.

Mayor McKnight asked if the applicants would like to speak on their behalf. None responded

**MOTION** made by Councilor Wattles to re-appoint Nancy Anderson, Kish Doyle and Rannah Williams to the Library Board, term ending December 31, 2023; and one appointment from Debbie Hamilton; term ending December 31, 2020; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**CONSENT AGENDA**

- **December 9, 2019 Minutes – Regular/Workshop Meeting**

**MOTION** made by Councilor Wattles to approve Consent Agenda; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**PUBLIC HEARING**

- **Plan Amendment & Zone Change for W Duke Road on Park Hill Lane Property**

Mayor McKnight opened the Public Hearing at 7:10 p.m.

Members of Council were asked to disclose any conflicts of interest, ex-parte contact or personal bias. None responded.

Mayor McKnight conducted the Public Hearing and City Planner, Jamie Chartier confirmed for the record that this piece of property is a 2.51 acre portion of land located south of the intersection of W. Duke Road on Park Hill Lane, and is described as T25S, R5W, S19CD, Tax Lot 1102; Property ID No. R122808, and is addressed as 0 Haley Lane. All findings of fact and maps were included with the staff report.

Testimony in favor? None

Testimony in opposition? None

Neutral parties who wish to speak? None

The Public Hearing closed at 7:11 p.m.

Discussion from Council? None

**COUNCIL BUSINESS Cont.**

- **Ordinance – Comprehensive Plan Amendment & Zone Map Amendment (first reading, title only)**

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 low density hillside to community commercial, concurrent with a zoning map change from residential hillside (RH) to community commercial (C-3) for property described as tax lot 1102 in section 19CD of T25S, R05W. The subject 2.51 acre property is located south of W Duke Road on Parkhill Lane and described herein.”*

Staff Report – Chartier stated that all the information was included in the staff report and had nothing further to add.

**MOTION** made by Councilor Stone to approve title only of Ordinance to amend the Comprehensive Plan & Zone Map change as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance No 1073 – Amending SMC 13.12.270 and 13.12.280 – Sewer Main Extension and Financing Sewer Extensions w/Emergency Clause (first reading & adoption) and Financing Reimbursement Agreement.**

Harris read Ordinance No 1073 by title only: “*An Ordinance of the City of Sutherlin amending certain subsections of sections 13.12.270 and 13.12.280 of the Sutherlin Municipal Code to clarify the process for sewer main extension reimbursements and declaring an emergency.*”

Staff requested two motions. One to approve the first reading and adoption of Ordinance No 1073 and the other to approve Financing Reimbursement Agreement between the City and Sam Robinson for Hwy 138-Duke Sanitary Sewer Improvements project.

Staff Report – City Manager, Jerry Gillham discussed the reason for the emergency clause in this Ordinance. The City, Sam Robinson and Bobbi Jo Srikureja (Sam’s niece) entered into an agreement for the sewer main extension with the intent to enact immediately.

Councilor Stone declared a potential conflict of interest and abstained from voting.

**MOTION** made by Councilor Vincent to approve first reading & adoption of Ordinance No 1073 – Amending 13.12.270 and 13.12.280 – Financing of Sewer Main Extension w/Emergency Clause as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone asked what the reimbursement schedule was. *Gillham – 20 years. City Attorney, Chad Jacobs made a point of clarification. The term is for 10 years and can be renewed for an additional 10 years.*

In Favor: Councilors Vincent, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None; Councilor Stone abstained

Motion carried unanimously.

**MOTION** made by Councilor Vincent to approve Financing Reimbursement Agreement between the City and Sam Robinson for Hwy 138 – Duke Sanitary Sewer Improvements project as presented; second by Councilor Sumner.

Discussion: Councilor Wattles asked if any interest was involved. *Jacobs – Under the existing Ordinance, interest isn’t allowed so it’s just the cost of the project.*

In Favor: Councilors Vincent, Wattles, Tomlinson, Sumner and Mayor McKnight

Opposed: None; Councilor Stone abstained

Motion carried unanimously.

- **Consulting Services for Urban Renewal Scope of Work**

Gillham – Council is being asked for approval to proceed with finalizing the scope of work and Urban Renewal Plan submitted by Elaine Howard Consulting in the amount of \$41,685 and endorsing the proposed Urban Renewal Project Development Task Force.

**MOTION** made by Councilor Wattles to approve contract agreement for Elaine Howard Consulting Services in the amount of \$41,685 as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – Is this an additional cost to the funds she’s already received? *Gillham – Yes. Once this has been adopted and formed, the City will be reimbursed from the Urban Renewal District.*

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

Opposed: None

Motion carried unanimously.

Community Development Supervisor, Kristi Gilbert added that there will be an amendment to the Municipal Code regarding Urban Renewal Agency. Staff will bring the Ordinance to the next meeting for Council's Consideration.

## **REPORTS**

- **Review Council Priorities**

Gillham presented a Power Point presentation of the Council Priorities for FY 19/20 Mid-Process Report.

- **S. Calapooia Low Pressure Force Main Extension**

Staff Report – Community Development Director, Brian Elliott updated Council on the installation of roughly 1500 linear feet of 4” Low Pressure Sanitary Sewer Force Main, located near 1111 S. Calapooia (Servpro) south to 1350 S. Calapooia (Great Northern Trailer). This will allow up to 16 residential and industrial-zoned land sites to be developable. Construction is expected to be completed by Spring/Summer 2020.

Councilor Stone – Do we have permission to bore under the railroad tracks? *Elliott – Yes, but we aren't there yet. This phase is only going up to the railroad tracks. The second phase will extend to exit 135.*

- **System Development Charge (SDC) Annual Update**

Finance Director, Dan Wilson provided a report which was in the Council packet and satisfies the requirements of ORS 223.311.

## **CITY COUNCIL COMMENTS**

### **Councilor Wattles**

- The holiday lights were beautiful and thanked all the hands that took it all down.

### **Councilor Tomlinson**

- Nothing

### **Councilor Sumner**

- Nothing

### **Councilor Vincent**

- Looking forward to the New Year.
- Thanked the community for coming together for a great holiday season. Heard many stories of people coming together and helping neighbors.

### **Councilor Stone**

- Did staff find out if there's an Ordinance regarding feeding wild turkeys? *Gillham – It's my understanding that the City doesn't have one. It's up to Council if they want one. Public Works Director, Aaron Swan thinks that ODFW prohibits it.* Mayor suggested that the complainant contact ODFW before City services are used.
- Is Knife River coming to clean up the concrete at the base of Dovetail Ln.? *Swan – They'll get to it.*
- Concerned that water is coming across Hwy 138 across from Subway. *Swan – PW cleaned out the ditches today.*
- If money is paid for a fine but the person hasn't been found guilty, what fund does that go into? *Wilson – There is a Common Agency Fund for court that all monies collected from fines go into. All funds are separate from City funds and are accounted for.* Councilor Stone's understanding is that \$1000 was donated and paid to the City but there was never a court case. He asked if that was legal. *Wilson - Not aware of any monies donated to the City that aren't accounted for. Will check into it.*

### **Mayor McKnight**

- Wished everyone a happy new year.

- Announced that Councilor Wattles will be moving out of the area and will be resigning this evening. Recognized her for her work as a Councilor.
- Put on next agenda to accept the resignation and announce a vacancy.

**STRATEGIC PLAN UPDATE**

- **Schoon Mt. Water Storage Tank and Sixth Ave & Oak St Pump Station Upgrade**

Staff Report – Elliott provided an update to Council. Improvements include Schoon Mountain Storage Tanks (2-2,000 gallon steel tanks) to be replaced with a single 135,000 gallon glass-fused-to-steel tank. Sixth & Oak Pump Station, below ground, will be replaced with a new above ground pump station. Completion estimation is November 2020.

**PUBLIC COMMENT**

- New resident, Craig Harris lives across from Ford’s Pond. Asked Council if it’s possible to get sewer service since his property is located right at the end of the City leach lines and all of his neighbors have city service. His home is located outside City limits. There are four residences (including his) that are asking for this service.

*Elliott – It’s up to City Council to authorize sewer hookups to residents outside city limits but within the Urban Growth Boundary (UGB). Some research was done about this line.*

*Swan – We weren’t aware of this line and it runs down Church Rd. After doing some research, PW crew found a 3” pressure line. It’s possible to accommodate Craig’s needs as well as the improvements that are to be made at Ford’s Pond, however, further research needs to be done due to the damaged line. Repairs will need to be made before hookups take place.*

*Stone – Would it be a stipulation to bring the residences into City limits. Elliott – He won’t be required to annex into the City. Gillham added that Council is being asked to approve the extension of the sewer line to these 4 residences if the City does all the leg work. In return, standard protocol states that the residents would sign an agreement that they’ll annex into City limits once the sewer line extension is completed.*

*Sumner – Will the line accommodate the 4 homes that surround it? Swan – Yes.*

The consensus of Council was to move forward with research regarding requested sewer line extension.

- Eric Curran is a current homeless resident and asked if Ford’s Pond is open to the public. *Elliott – Yes it is.* Curran is concerned that there are drug dealers that hang around the pond. He also asked about the dog park and where the City limits are. He wanted to make sure his camp wasn’t in City limits. *Elliott – There’s no camping allowed at Ford’s Pond or the dog park.*

**ADJOURNMENT**

With no further business meeting adjourned at 7:49 p.m.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (i) – To review and evaluate the job performance of a Chief Executive Officer, other officers, employees and staff.

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

Executive Session adjourned at 8:11 p.m.

Approved:

*Jerry Gillham*

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Jerry Gillham, City Manager

Respectfully submitted by,  
*Melanie Masterfield*

*Todd McKnight*

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Melanie Masterfield, Deputy City Recorder

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Todd McKnight, Mayor

**APPROVED BY COUNCIL ON FEBRUARY 10, 2020**