

CITY OF SUTHERLIN
Workshop City Council Meeting
Sutherlin Civic Auditorium
Monday, January 27, 2020 – 7:00pm

COUNCIL MEMBERS:

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

MAYOR: Todd McKnight

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

Audience: Tami Trowbridge, Brian Burke, Sam & Gladys Robinson, Chuck & Peggy Brummel,

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

Flag Salute:

Roll Call: All Present

Introduction of Media: None

PRESENTATION

- US Census Bureau

Representatives we not present.

AGENDA CONFIRMATION

- February 10, 2020 Agenda

City Manager, Jerry Gillham informed Council that the Community Center Rates will presented as a Resolution and that staff is looking for Councils authority to enact it.

COUNCIL PRIORITY PROGRESS REPORT

Gillham discussed the Strategic Plan with Council and the importance of it. Once updated, Council will receive a hard copy.

COUNCIL COMMENTS

Councilor Tomlinson

- There's a pothole on Central Ave by State St in the new pavement. *Swan – I'm aware, the fire hydrant on the corner needed to be moved and the ditch wasn't compacted enough. Guido will fix it when weather allows.*

Councilor Boggs

- Wants to discuss having only one Council meeting a month. Mayor agreed to put it on the agenda for future discussion.

Councilor Sumner

- Commended the Sutherlin Police Department on the good relationships they build in the community and surrounding area, especially with the Child Welfare Department. It makes our city stand out and it's appreciated.

Councilor Vincent

- Excited for the New Year
- All of the new opportunities here in Sutherlin

Councilor Stone

- Concerned that some ODOT people weren't visible enough for safety purposes while cleaning a west of town. *Swan will be attending a meeting on Thursday and will let them know.*

Mayor McKnight

- None

COUNCIL BUSINESS

- **Acceptance of Resignation, Declaring a Vacancy & Establishing a Process**

Staff Report – City Recorder, Diane Harris asked Council to recognize and accept Councilor Wattles resignation, declare a vacancy and direct staff about refilling the vacant seat. The city so far has received two applications for consideration.

MOTION made by Councilor Boggs to accept Councilor Wattles Resignation, declare a vacancy & establish a process as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Sumner asked what the process is.
- Mayor commented that the application process needs to be opened to the public and advertised for two weeks.
- Councilor Boggs agreed that since it's outside of the six month window that it should be opened to the public.

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

Opposed: None

Motion Carried Unanimously.

- **Ordinance No. 1074 – Plan Amendment & Zone Change – Haley (second reading & adoption)**

Harris read 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 – Community Development Supervisor, Kristi Gilbert had nothing further to add. All information was included in the Staff Report.

MOTION made by Councilor Stone to approve Ordinance No. 1074 – Plan Amendment & Zone Change - Haley – second reading & adoption as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion Carried Unanimously.

- **Ordinance – Amending SMC 2.32.020 – Governing Body of Urban Renewal Agency (first reading, title only)**

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

Staff Report – Gilbert asked Council to approve the first reading of this Ordinance that amends Chapter 2.32.020 of the Sutherlin Municipal Code which will appoint Council as the Urban Renewal Agency.

MOTION made by Councilor Sumner to approve Ordinance – Amending SMC 2.32.020 – Governing Body of Urban Renewal Agency – first reading, title only as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone - If a new business wants to come in, do they bypass the Planning Commission? **Gilbert – No, everything will still be proposed to Council, this is for any acting decisions of the Urban Renewal and to adopt it.**
- Councilor Stone - Is the map that's circulated the correct map? **Gillham – Yes, it's including all the extensions with exit 136. This Ordinance will give Council the acting authority. Gilbert – This isn't the final adoption of the Urban Renewal, it should take place around August.**

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

Opposed: None

Motion Carried Unanimously.

- **Resolution 2020.01 – Police Surplus Property**

Staff Report – Police Chief, Troy Mills announced that a patrol vehicle and associated equipment is no longer capable of providing services for the Sutherlin community and requests that the city surplus the 2014 Dodge Charger Police Patrol Vehicle.

MOTION made by Councilor Boggs to approve Resolution 2020.01 – Police Surplus Property as presented; second by Councilor Stone.

Discussion: Councilor Stone – Is the revenue after selling the vehicle going into the police reserve? **Mills – Yes, may not be much due to having a blown engine.**

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

Opposed: None

Motion Carried Unanimously.

- **Contract Award – Nonpareil Water Treatment Plant (NWTP) Improvements – Design & Construction Management**

Staff Report – Elliott explained that two consultants responded to the Request for Proposal (RFP) but one backed out indicating they were too busy to submit one. Staff is asking Council to approve the NWTP contract award to The Dyer Partnership Engineers & Planners, Inc for engineering and construction management services in the amount of \$586,000.

MOTION made by Councilor Tomlinson to approve Contract Award to The Dyer Engineers & Planners, Inc – NWTP Improvements – Design & Construction Management in the amount of \$586,000 as presented; second by Councilor Vincent.

Discussion:

- Councilor Stone – Is this an additional cost? **Finance Director, Dan Wilson – Yes. {Total project cost is \$4,486,773 which includes the \$586,000 Engineering Services.}**
- Councilor Stone - Why is the loan for 30 years when a plant is only good for 20 years? **Elliott – It's based off the Master Plan which is a 20 year plan. Typically they last 30-40 years.**

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

Opposed: None

Motion Carried Unanimously.

REPORTS

- **Oregon 2019 Fire Code Update**

Deputy Fire Chief, Scott McKnight was available for questions. All information was provided in the Staff Report. Staff is recommending the update from the 2014 to the 2019 Oregon Fire Code under City Ordinance 1071.

- **Security Signage Update (SP)**

Police Chief, Troy Mills updated Council that six cameras are in place. Three at the Community Center, two at the rodeo grounds and one in downtown Oakland. Signs will be posted at all three locations. Eventually, cameras will be placed at the Fire Department and Public Works with signage.

- Councilor Stone – Are the cameras wireless? **Mills – They're all wired into a command center.**
- Councilor Sumner – Can you log into your phone and check them? **Yes**
- Councilor Vincent – Are you finding them useful and effective? **Very much so.**

- **Waite St. Plan-of-Action for Upgrade (SP)**

Elliott updated Council on the upgrade. Last year was unsuccessful for the Safe Routes to School grant. The next grant cycle starts in June so another application will be submitted. Have reached out to ODOT for their input on the application.

- Councilor Stone asked what ODOT has to do with Waite St. *Elliott – This grant is through ODOT. Gilbert added that Safe Routes to School has to be within 1,000 feet of a school boundary and it has to be within a Title 1 school district.*

ADJOURNMENT

With no further business, meeting adjourned at 7:29pm.

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 FEBRUARY 10, 2020