

CITY OF SUTHERLIN
City Council Meeting
Sutherlin Civic Auditorium
Monday, June 8, 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
Community Development Supervisor, Kristi Gilbert
City Planner, Jamie Chartier
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
Urban Renewal Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Via Zoom: Robert Rippy, Steve Donovan (Donovan Enterprises Inc.), Elaine Howard (Elaine Howard Consulting), Mark Garrett (Mark Garrett Land Use Consulting), Emily Brandt (i.e. Engineering);

In attendance: Blair Nash (Sutherlin Water Control District Manager), Jess Terrel

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

Flag Salute:

Roll Call: Councilor Tomlinson via Zoom

Media: None

PUBLIC COMMENT (agenda items only)

- Jess Terrell, a Sutherlin resident on North Side Road, expressed his opposition for the Tax Increment Fund (TIF) Plan (as part of the Urban Renewal Plan). He receives his water from the Water Control District (WCD) and if their prices are raised, his will too.

CONSENT AGENDA

a. May 11, 2020 minutes – Regular Meeting

MOTION made by Councilor Stone to approve Consent Agenda as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

• **Sutherlin Urban Renewal Plan**

Mayor McKnight opened the Public Hearing at 7:04 p.m.

Staff Report – Community Development Supervisor, Kristi Gilbert, stated that all information was included in the staff report and was available for questions.

Mayor McKnight asked if there were any public comments. No comments were given.
The Public Hearing closed at 7:04 p.m.

- **System Development Charges (SDC's)**

Mayor McKnight continued the Public Hearing from February 10, 2020 Public Hearing at 7:04 p.m.
Staff Report - Finance Director, Dan Wilson, gave interested parties an opportunity to speak on public record either in favor or against.

Mayor McKnight asked if there were any public comments. No comments were given.
The Public Hearing closed at 7:05 p.m.

- **Cooper Creek Estates – Plan Amendment & Zone Change (file no. 20.S002)**

Mayor McKnight opened the Public Hearing at 7:07 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 1.31 acre portion of land located at 750 and 780 South Side Road, and is described as tax lot 3400 and 3500 in section 21BA of T25S, R05W. All findings of fact and maps were included with the staff report.

- Councilor Boggs - Two residents in opposition submitted comments (included in the packet), do they live above or below the property(s) being discussed? *Chartier – Above.*
- Councilor Stone – Are they building in the summer time? *Chartier – Depends on the developer's time frame. Community Development Director, Brian Elliott – It's recommended in the Geo Tech report that building is done in the summer months or the developer has to have a sediment control plan.*
- Councilor Boggs – Are there any water issues coming from the hillside? *Elliott – Four test holes were done and no water was found.*
- Councilor Sumner – Do the neighbors have any expectations that this land won't be classified residential hillside anymore? Do the residents have a say? *Chartier – There are different zones in that area with different classifications.*

Applicants report? None

Testimony in favor? None

Testimony in opposition? None

Neutral parties who wish to speak? None

The Public Hearing closed at 7:13 p.m.

Discussion from Council: None

- **Supplemental Budget Hearing**

Mayor McKnight opened the Public Hearing at 7:14 p.m.

Staff Report – Wilson, gave interested parties a chance to ask questions.

Mayor McKnight asked if there were any public comments. No comments were given.

The Public Hearing closed at 7:15 p.m.

COUNCIL BUSINESS

- **Ordinance No. 1078 – Transportation System Plan (second reading & adoption)**

City Recorder, Diane Harris read Ordinance No. 1078 by title only: *“An Ordinance of the City of Sutherlin adopting an updated Transportation System Plan, amending the Sutherlin Comprehensive Plan, and amending the Sutherlin Development Code.”*

Staff Report – Community Development Supervisor, Kristi Gilbert, was available for questions.

MOTION made by Councilor Stone to approve Ordinance No. 1078 – Transportation System Plan (second reading & adoption) as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Sutherlin Urban Renewal Plan (first reading, title only)**

Harris read Ordinance by title only: *“An Ordinance of the City of Sutherlin making certain determinations and findings relating to and approving the Sutherlin Tax Increment Finance Plan and directing that notice of approval be published.”*

Staff Report – Urban Renewal Director, Pat Lynch, stated that all information was in the staff report and was available for questions.

MOTION made by Councilor Boggs to approve Ordinance – Sutherlin Urban Renewal Plan (first reading, title only) as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone had questions regarding the process of borrowing the money up front to start projects. **Lynch – *The up-front costs will be a loan or a line of credit and that will get projects started. City Manager, Jerry Gillham - Refer to the staff report for more information.***
- Councilor Tomlinson – This is just to adopt an Ordinance to start the process and it’s up to Council to make the decision on when and how the funds are used. **Gillham reiterated that statement and passed around a map of the Sutherlin Water Control District for council to view.** Discussion ensued between Council members, Lynch and Gillham.

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

Opposed: Councilor Stone

Motion carried.

Gillham asked Council for a second meeting on Thursday, June 11, 2020 at 4:00 in Civic Auditorium, to have a second reading and adoption of this Ordinance to keep the process moving forward. There is a 30 day waiting period from the time it’s adopted until projects can begin. Council agreed

- ❖ Councilor Stone felt Gillham had a pre-determined plan in place before it was brought to Council and wanted his statement to be on the record.

- Blair Nash, Manager of the Water Control District, spoke in opposition of the TIF plan stating the economic impact to the WCD would be an estimated \$900,000 over a period of 24 years. *(Due to technical difficulties in the zoom meeting, Nash was unable to provide testimony during the Public Hearing. Council accepted his testimony when he arrived.) Gillham – It’s not the City’s intent to negatively impact the WCD. He’d like to set a meeting time to discuss a positive plan.* Further discussion continued between Nash, Gillham and Council.
- Councilor Hamilton – Council would like to continue working with the WCD to discuss a plan that works for everyone.

- **Ordinance – Cooper Creek Estates – Plan Amendment & Zone Change Approval (first reading, title only)**

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 medium density, concurrent with a zoning map change from residential hillside (RH) to medium density residential (R-2) for property described as tax lot(s) 3400 and 3500 in section 21BA of T25S, R05W. The subject 1.31 acre property is located at 750 and 780 South Side Road and described herein.”*

Staff Report – Chartier stated that all information was in the staff report and was available for questions.

MOTION made by Councilor Hamilton to approve Ordinance – Cooper Creek Estates – Plan Amendment & Zone Change Approval (first reading, title only) as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: Councilor Sumner

Motion carried.

- **Resolution 2020.10 – Budget Appropriations Adjustment**

Staff Report – Wilson - An unanticipated increase in personnel costs due to an employee’s health care coverage differing from the one budgeted equates to a cost of \$6,000.

MOTION made by Councilor Hamilton to approve Resolution 2020.10 – Budget Appropriations Adjustment as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.11 – Supplemental Budget Adjustment**

Staff Report – Wilson - Two funds need adjustments. The Police Reserve Fund – a vehicle was purchased at the end of fiscal year 2018-19 but wasn't able to be outfitted (lights, sirens, etc.) until October 2019. This was an unanticipated expense when the budget was prepared, therefore an adjustment of \$11,000 is needed. Wastewater Operations Fund – the Wastewater Treatment Plant (WWTP) upgrade was originally scheduled for completion fall of 2019. Due to unforeseen delays, the upgrade will not be completed until June 2020. An adjustment of \$160,000 is needed.

MOTION made by Councilor Vincent to approve Resolution 2020.11 – Supplemental Budget Adjustment as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – Questioned costs? *Wilson and Elliott clarified.*
- Councilor Tomlinson – Why were there delays? *Elliott – Sub Contractors, COVID-19, and the de-chlorination that was installed at Ford's Pond. Estimated to be up and running July 15, 2020.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2020.12 – System Development Charges (SDC's)**

Staff Report – Wilson explained the SDC analysis that Steve Donovan provided at the last Council meeting. A survey was given to the public for feedback. Staff's recommendation is to adjust SDC rates to fall approximately in the middle of other comparable cities' rates. Donovan was available via Zoom to answer questions.

MOTION made by Councilor Sumner to approve Resolution 2020.12 – System Development Charges (SDC's) as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – How many building permits have been applied for? *Chartier – Ten single family dwellings and about 40 worksheets in process.* Would like to find a different revenue source. Expressed his opposition in raising SDC's. Discussion ensued among Council members.
- Councilor Tomlinson agrees with raising SDC's to continue growing the City.
- Councilor Hamilton – Several years ago the Council lowered the SDC's to get more building here, it didn't happen so they need to be raised.
- Councilor Boggs – What parks have been bought or what's been done to parks that warrants raising the Parks SDC by three times? Feels the Parks SDC should be \$1,000 rather than \$1,500.

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

Opposed: Councilors Boggs and Stone

Motion carried.

COUNCIL COMMENTS

Councilor Hamilton

- Thanked Fire, Police, City and PW for a great graduation parade.
- Thanked Melanie for the News Magazine.

Councilor Tomlinson

- Best graduation he's ever been too.

Councilor Boggs

- Exit 135 to Old Hwy 99 still needs potholes fixed.

Councilor Sumner

- None

Councilor Vincent

- Congratulated all the graduates

Councilor Stone

- Will there be a painted bike lane on Central Ave? *Swan – No, opted for a shared lane.* Who has the right-of-way? *Chief of Police, Troy Mills – They have to use a bike lane if it’s designated, if not, they can use the city street, but they have to signal.*
- There’s a big hole in the pavement at the corner of Central Ave & Myrtle Street that needs fixed.
- The manhole has dropped down in the pavement across from the Cozy Tavern.
- Will there be stop signs on the new streets (Robert-Lavern St. & Jaswant Ave.)? *Chartier – The developer is responsible for that.*
- Is water being sold at the WWTP? How much for Class A?
- Why is the flag down at the freeway? *Swan – The cable has broken. It’ll be quite costly to fix, needing to schedule a person to climb the pole and/or a lift truck to hoist it.*
- Questioned the total cost of installing the sewer line at Great Northern Trailers. *Elliott – Engineering costs were separate from the installation costs.*

Mayor McKnight

- Thanked Blackberry Festival, The Lions Club and community members for the graduation parade.

STRATEGIC PLAN UPDATE (Report in Council Packet)

- **Wastewater Extension/Reimbursement District Report**

Staff Report – Elliott was available for questions

- **Painting Community Building & Library Buildings**

Staff Report – Public Works Director, Aaron Swan was available for questions.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business meeting adjourned at 8:15 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 JULY 13, 2020