

CITY OF SUTHERLIN
City Council Meeting
Sutherlin Civic Auditorium
Monday, May 11, 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: Tami Trowbridge, Steve Donovan, Via Zoom - Joe Groussman

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

Flag Salute:

Roll Call: Seth Vincent - Excused

Media: None

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- a. **April 13, 2020 minutes – Regular Meeting**
- b. **IGA – Inmate Housing**

MOTION made by Councilor Tomlinson to approve Consent Agenda as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

- **2020-21 State Revenue Sharing**

Mayor McKnight opened the Public Hearing at 7:05pm

Finance Director, Dan Wilson – This is an opportunity for interested persons to comment regarding the use of State Revenue Sharing Funds directly related in the budget.

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

The Public Hearing closed at 7:06pm.

- **Transportation System Plan (TSP)**

Mayor McKnight opened the Public Hearing at 7:06pm
Community Development Supervisor, Kristi Gilbert, explained this is a long-range plan that sets the vision for the city's transportation system, facilities, and services to meet state, regional, and local needs for the next 20 years. The purpose of the 2020 TSP update is to address growth in Sutherlin as well as address regulatory changes that have occurred in the region since 2005.
Mayor McKnight asked if there were any public comments. No comments were given.
The Public Hearing closed at 7:11pm.

COUNCIL BUSINESS

- **A1. Resolution No. 2020.05 – Adoption of 2020-21 Fire Budget**

(Per City Attorney, Resolution No. 2020.05 – Adoption of City Budget, needed to be broke down into three sections and required three separate votes due to conflict of interest between the Mayor and the Fire Department.)

Mayor McKnight declared an actual conflict of interest due to his brother's employment with the fire department and announced that he will abstain from discussion and voting.

Staff Report – Wilson - On April 20, 2020 the Budget Committee approved the proposed budget, in the amount of \$28,332,233 as well as the Property Tax Rate of 5.6335 per \$1,000 of assessed value and the Debt Service Fund of \$62,000. ORS No. 294 requires adoption of a resolution and to levy property taxes to enact the budget for the ensuing fiscal year.

MOTION made by Councilor Sumner to approve Resolution No. 2020.05 – Adoption of 2020-21 Fire Budget as presented; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Stone, Hamilton, Tomlinson, Boggs and Sumner

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **A2. Resolution No. 2020.05 – Adoption of 2020-21 Remaining City Budget**

Wilson had no further comment.

MOTION made by Councilor Hamilton to approve Resolution No. 2020.05 – Adoption of 2020-21 Remaining City Budget as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Sumner – Is there a concern that income due to COVID will be short? *Wilson – It's unknown at this time. A large portion of the City's revenue comes from property taxes and utility fees.*

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

Opposed: Councilor Stone

Motion carried.

- **A3. Resolution No. 2020.05 – Adoption of Resolution**

Mayor McKnight declared an actual conflict of interest due to his brother's employment with the fire department and announced that he will abstain from discussion and voting.

Wilson had nothing further to add.

MOTION made by Councilor Hamilton to approve Resolution No. 2020.05 – Adoption of Resolution as presented; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Stone, Hamilton, Tomlinson, Boggs and Sumner

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **Resolution No. 2020.06 – Certifying City Services**

Staff Report – Wilson – This is the first of two resolutions required by the State in order to receive State Revenue Sharing Funds. The required Public Hearings have been held.

MOTION made by Councilor Stone to approve Resolution No. 2020.06 – Certifying City Services as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2020.07 – Election to Receive State Revenue Sharing**

Staff Report – Wilson – This is the second of two resolutions that are required by the State in order to receive State Revenue Sharing Funds.

MOTION made by Councilor Tomlinson to approve Resolution No. 2020.07 – Election to Receive State Revenue Sharing as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2020.08 – Robert-Lavern Street Right-of-Way Dedication**

Staff Report – City Planner, Jamie Chartier, asked Council to approve the Robert-Lavern Street Right-of-Way from Robinson Living Trust and Srikureja Living Trust.

MOTION made by Councilor Tomlinson to approve Resolution No. 2020.08 – Robert-Lavern Street Right-of-Way Dedication as presented; second by Councilor Boggs.

Discussion: Councilor Stone asked for clarification of map Exhibit B. *Chartier explained.*

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

Abstained: Councilor Stone due to a potential conflict of interest because he works as a building contractor in that area.

Opposed: None

Motion carried.

- **Resolution No. 2020.09 – Jaswant Avenue Right-of-Way Dedication**

Staff Report – Chartier asked Council to approve the Jaswant Avenue Right-of-Way from Robinson Living Trust and Srikureja Living Trust.

MOTION made by Councilor Boggs to approve Resolution No. 2020.09 – Jaswant Avenue Right-of-Way Dedication as presented; second by Councilor Tomlinson.

Discussion: None

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

Abstain: Councilor Stone due to a potential conflict of interest because he works as a building contractor in that area.

Opposed: None

Motion carried unanimously.

- **AFSCME Contract**

Staff Report – City Recorder, Diane Harris, asked for Council's approval of the 2020-2023 AFSCME SBA contract.

MOTION made by Councilor Tomlinson to approve AFSCME Contract as presented; second by Councilor Hamilton.

Discussion: Councilor Stone asked for clarification of the percent of COLA over the next three years. *Harris explained that it will be a 2.5% increase each year for the next three years.*

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

Opposed: Councilor Stone

Motion carried.

- **Ordinance – Transportation System Plan (first reading, title only)**

Harris read Ordinance 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 (SDC).”

Staff Report – Gilbert asked council to approve the first reading of Ordinance adopting the 2020 Transportation system Plan, Comprehensive Plan Amendment and Amendments to the Sutherlin Development Code and 136 IAMP and South Side Corridor Master Plan policies and procedures by reference.

MOTION made by Councilor Stone to approve Ordinance – Transportation System Plan and Exit 136 IAMP and South Side Corridor Master Plan policies and procedures by reference as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

WORKSHOP

- **System Development Charges (SDC)**

Wilson introduced Steve Donovan (Rates Consultant), who gave a PowerPoint presentation. Topics discussed were:

- What are SDC’s
- Date Schedule for updating SDC’s
- Capital Improvement Plans
- Current Methodology and SDC Fees
- Proposed SDC Fees
- Current SDC’s vs. Neighboring Communities

Donovan asked each Councilor their thoughts. Councilors Hamilton, Tomlinson and Sumner agree to raise SDC’s to accommodate more infrastructure throughout town. Councilor Boggs agrees that raising rates is a good idea but not to have an income. Councilor Stone agrees to raise the rates but wants to be lower than other cities. Discussion ensued between Councilors, Gillham and Donovan.

Donovan plans to bring a resolution to Council and asked for Council consensus by June 8, 2020.

COUNCIL COMMENTS

Councilor Stone

- Asked if Douglas Electric was still coming? *Gillham - Haven’t heard either way.*
- Congratulated the graduating seniors

Councilor Hamilton

- None

Councilor Tomlinson

- None

Councilor Boggs

- Hole in the road at Exit 135.
- Speed limit sign at Central Park is hidden by a tree.
- Surface road out Ft. McKay is developing some holes.
- Need more speed signs on Ft. McKay Road.
- 6th Street road needs help
- Neighbors have asked about getting the street sweeper to come around the Montclair Estates subdivision.
- What steps are being taken to open City Hall? *Gillham – We have a plan to be open by June 1st.*

Councilor Sumner

- The flower baskets look fantastic.

- Asked about weeds growing in the cracks in the pavement around the park. *Gillham – Had a plan with the high school, but that fell through since COVID19, so we need to come up with another option.*

Mayor McKnight

- Downtown flowers look great.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business meeting adjourned at 8:15pm.

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Todd McKnight

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

APPROVED BY COUNCIL ON JUNE 8, 2020