

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, June 14, 2021 – 7:00 p.m.

COUNCIL MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, Michelle Sumner, Seth Vincent and Larry Whitaker

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Finance Director, Tami Trowbridge
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Community Development Specialist, Kristi Gilbert
Public Works Supervisor, Gary Fugate
Police Chief, Troy Mills
Fire Chief, Mike Lane
Urban Renewal Administrator, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Chuck & Peggy Brummel

Zoom: Jim Houseman

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

Flag Salute:

Roll Call: All Present

Mayor McKnight formally announced his resignation, effective at the conclusion of Executive Session, at which point Council President Sumner will continue.

Media: None

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDAS

- a. **May 10, 2021 minutes – Regular Meeting**
- b. **May 17, 2021 minutes – Mini Meeting**
- c. **IGA – Inmate Housing**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance No. 1085 – Development Code (second reading & adoption)**

City Recorder, Diane Harris, read the Ordinance by title only: *“AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING TEXT AMENDMENTS TO THE SUTHERLIN DEVELOPMENT CODE.”*

Staff Report – Community Development Specialist, Kristi Gilbert, all information was in the staff report and was available to answer questions.

MOTION made by Councilor Sumner to approve Ordinance No. 1085 – Development Code (second reading & adoption) as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2021.05 – 2020-21 FY Supplemental Budget Adjustment**

Staff Report - Finance Director, Tami Trowbridge, this public hearing is for interested parties to speak regarding proposed changes to the fiscal year 2020-21 budget. Due to a clerical error, the Valentine Street Improvements project was not eligible to be funded by Exchange Funds.

Mayor McKnight opened the Public Hearing at 7:05 p.m.

Mayor McKnight asked if there were any public comments. *None were given*

The Public Hearing closed at 7:05 p.m.

- **Resolution 2021.05 – 2020-21 FY Supplemental Budget Adjustment**

MOTION made by Councilor Whitaker to approve Resolution No. 2021.05 – 2020-21 FY Supplemental Budget as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2021.06 – State Revenue Sharing**

Staff Report – Trowbridge, this is the first of two resolutions required by the State of Oregon in order to receive funds.

Mayor McKnight opened the Public Hearing at 7:07 p.m.

Mayor McKnight asked if there were any public comments. *None were given*

The Public Hearing closed at 7:08 p.m.

- **Resolution 2021.06 – Election to Receive State Revenue Sharing**

MOTION made by Councilor Hamilton to approve Resolution No. 2021.06 – Election to Receive State Revenue Sharing as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.07 – Certifying City Services**

Staff Report – Trowbridge, this is the second of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Funds. Funding eligibility requires the City to certify that at least four of seven services are provided. The seven categories are:

- Police Protection
- Fire Protection
- Street Construction – Maintenance and Lighting
- Sanitary Sewer
- Storm Sewer
- Planning, Zoning, Sub-Division Control
- One or more utility service (ex: water)

The City meets those requirements.

MOTION made by Councilor Sumner to approve Resolution No. 2021.07 – Certifying City Services as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2021.08 – 2021-22 Budget Adoption**

Staff Report – Trowbridge, summarized the 2021-22 City Budget that was previously approved by the budget committee on May, 17, 2021 in the amount of \$36,320,838.

Mayor McKnight opened the Public Hearing at 7:11 p.m.

Mayor McKnight asked if there were any public comments. *None were given.*

The Public Hearing closed at 7:12 p.m.

- **Adoption of 2021-22 Fire Budget**

Per City Attorney, Resolution 2021.08 – Adoption of City Budget, needed to be broke down into three sections, requiring three separate votes as stated by the Oregon Government Ethics Commission.

**Mayor McKnight declared an actual conflict of interest due to his brother’s employment with the Sutherlin Fire Department and will abstain from discussion and voting.

MOTION made by Councilor Boggs to approve adoption of 2021-22 Fire Budget as presented; second by Councilor Vincent.

Discussion: None

In Favor: Councilors Boggs, Vincent, Whitaker, Hamilton, Groussman and Sumner

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **Adoption of 2020-21 Remaining City Budget**

MOTION made by Councilor Vincent to approve adoption of 2020-21 Remaining City Budget as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Adoption of Resolution 2021.08 – City Budget 2021-22**

Per local budget law, a final budget approval is required.

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

MOTION made by Councilor Sumner to approve Resolution 2021.08 – Adoption of Resolution as presented; second by Councilor Whitaker.

Discussion: None

In Favor: Councilors Boggs, Vincent, Whitaker, Hamilton, Groussman and Sumner

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **Resolution 2021.09 – IFA Amendment #1 – Nonpareil Water Treatment Plant Improvements (NPWTP)**

Staff Report – Community Development Director, Brian Elliott, Oregon Business Development Department (OBDD) requires a resolution for this amendment. IFA Amendment #1 – NPWTP Improvements, in the amount of \$1,915,792, was previously approved by Council on March 8, 2021

MOTION made by Councilor Whitaker to approve Resolution 2021.09 – IFA Amendment #1 - NPWTP as presented; second by Councilor Groussman.

Discussion:

- Councilor Groussman – Will East Ave. obtain 20 PSI with the plant improvements? ***Elliott – No.*** What can be done to improve the PSI? ***Add an additional water storage tank east of town.***
- Councilor Boggs – Is there a change in cost? ***Elliott – No changes, figures are the same as discussed at the March 8th Council meeting.***

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

Opposed: None

Motion carried unanimously.

WORKSHOP

- **Water Outside City Limits**

Staff Report – Gilbert, explained water outside city limits feasibility with a PowerPoint presentation.

Topics discussed were:

- Statewide Planning Goal 11
 - Comprehensive Plan & Urban Growth Management Agreement (UGMA)
 - Amendments to Codes
 - Amendment Timeline
 - Potential Water Service Locations
 - Number of Potential Connections to Existing Main Lines
 - Water Pressure (PSI) of Existing Lines
 - Annexation Requirements
 - Backflow Requirements
 - Curtailment
 - Charges (SDC's & Water Rates)
-
- Councilor Whitaker – Will each individual homeowner absorb the entire cost of extending the water line and hook-up? ***Elliott – Yes, for those homeowners where infrastructure isn't in place.***
 - Councilor Hamilton – If the water line parallels a residence, can they hook-up to City water? ***Elliott – For the current distribution lines, there are roughly 48 residences, outside the Urban Growth Boundary, that are eligible for service without extending the water lines. Do the water lines extend the length of Northside Rd.? No.***
 - Councilor Groussman – If this project moves forward, do we have to allow everyone the same access? ***No, it's only for existing dwellings. It would be Council's choice for hook-up locations.***
 - Councilor Boggs – Has the City been approached by citizens wanting City water hook-up? ***Gilbert – There's been a few but those residences would require the distribution line extension. Suggested holding a public meeting for citizens to learn information. We've identified those residences that have water hook-up capabilities and those that require the water line extension. Asking for Council's further direction.***
 - Mayor McKnight - Would the water rates be higher outside City limits? ***Gilbert – SDC's would remain the same, however, connection fees could be higher depending on volume of installation of lines. Water Rates would be at Council's discretion.***
 - ***City Manager, Jerry Gillham – The citizen group interested in services should organize a meeting with City staff. Doesn't want staff to be the driving force.***

Further discussion ensued between Councilors and Gilbert.

STRATEGIC PLAN UPDATE

- **Schoon Mtn Pump Replacement Tank and Sixth & Oak Pump Station**

Staff Report – Public Works Supervisor, Gary Fugate, explained that the projects are complete and satisfactory.

Councilor Boggs – What are we negotiating? ***Elliott – Working on the change orders.***

Councilor Sumner – Did we receive a discount on the Schoon Mtn Storage Tank for it being cracked? ***Elliott – The tank manufacturer gave a one year warranty (standard), Fackler Construction gave a five year warranty for their work.***

- **Street Management Masterplan w/funding Options Timeline Report**

Staff Report – Gillham, staff will be bringing Council a Street Maintenance Masterplan with funding options. Aaron Swan, Public Works Director, compiled an outline for the masterplan to include: Existing Streets that need to be continually maintained; Street Projects that will include curb, gutter, sidewalk to improve the street system; and other street projects that are put on hold. The next step is to have an engineer more precisely estimate the costs associated with these projects.

CITY MANAGER REPORT

- Nothing to report

COUNCIL COMMENTS

Councilor Boggs

- Ford's Pond is looking really good. Outstanding.
- Thanked Public Works for patching the pavement holes on Ft. McKay Rd.

Councilor Vincent

- Received a citizen complaint of incidences at Ford's Pond. *Police Chief, Troy Mills – Taken care of.*
- Asked Public Works about the E. Sixth Ave. connection from to St. John's St. to Sherwood St. were pavement meets gravel, has ruts and potholes. *Fugate – Patched with gravel June 11, 2021.*

Councilor Whitaker

- None

Councilor Hamilton

- Thanked the Lion's Club and all involved for displaying flags in observance of Memorial Day.
- Has the pothole in the street by the dog park been fixed? *Fugate – We'll take care of that on Tuesday.*
- Mayor McKnight will be missed.

Councilor Groussman

- Are we using a street sweeper that we purchased and is it on a schedule? *Fugate – Since COVID, it hasn't been on a schedule but it soon will be.*

Councilor Sumner

- Ford's Pond looks awesome.
- Thanked Jim Houseman and everyone involved.
- Asked for some extra police patrol around Central Park for some overnight camping.
- Thanked Mayor McKnight for his service.

Mayor McKnight

- Moving outside city limits so that's why he's stepping down as Mayor.
- This has been one of the best Council's Sutherlin has had.
- Thanked staff for all their hard teamwork.
- Thanked the public for support and the opportunity to serve.

PUBLIC COMMENT

- None

**Mayor announced that Council will recess into Executive Session called under ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees. Council will reconvene into regular session in approximately 30 minutes.

EXECUTIVE SESSION:

Executive Session called to order at 8:00 p.m.

Executive Session adjourned at 8:19 p.m.

****Regular Council session reconvened with Council President Sumner presiding.**

DECLARING A VACANCY

MOTION made by Councilor Hamilton to accept Mayor McKnight’s resignation and declare a vacancy; second by Councilor Whitaker.

Discussion: None

In Favor: Councilors Boggs, Vincent, Whitaker, Hamilton, Groussman and Sumner

Opposed: None

Motion carried unanimously.

NEXT STEPS

Council President Sumner informed Council of two options to fill the vacancy:

Option #1: Appoint a new Mayor this evening for the City of Sutherlin, effective upon swearing-in at July 12, 2021 Council meeting.

Option #2: Council can defer making the appointment for Mayor to a future Council meeting.

After discussion, Council unanimously chose to appoint Councilor Vincent as Mayor. Councilor Vincent accepted the nomination.

MOTION made by Councilor Hamilton to appoint Councilor Vincent as Mayor of the City of Sutherlin effective upon swearing-in at July 12, 2021 Council meeting as nominated; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

ADJOURNMENT

With no further business, meeting adjourned at 8:23 p.m.

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Michelle Sumner

Michelle Sumner, Council President

APPROVED BY COUNCIL ON JULY 12, 2021