

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, May 11, 2015 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Frank Egbert, Wayne Luzier, Karen Meier, Forrest Stone, Wes Anderson

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder/HR Manager, Debbie Hamilton
Deputy City Recorder, Diane Harris
Finance Supervisor, Dan Wilson
Community Development Director, Vicki Luther
Chief of Police, Kirk Sanfilippo
Interim Fire Chief, Rich LaBelle
City Planner, Carole Connell (via Skype)
City Attorney, Chad Jacobs (via Skype)

Audience: David Huntsman, John Stall, J.A. Johnson, Tami & Jack Trowbridge, Bertha Egbert, Pam & Denny Cameron, Arthur Chaput, Pam Semas, Scott Richardson, Brian Burke Sr., Mark Little, Devin Loughridge, Beth & Jim Houseman, Darwyne Eder, Floyd Van Sickle, Rick Murphy

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

Flag Salute:

Roll Call: All present

Introduction of Media: None present

PUBLIC COMMENT (agenda items only)

- Resident, Darwyne Eder – Recently purchased property associated with tonight’s Public Hearing; would like to hear what is said during the public hearing process before asking questions.

PRESENTATIONS/PROCLAMATIONS

- **Chamber of Commerce Budget**

Chamber of Commerce President, Tami Trowbridge, presented budget report through April 30, 2015, proposed 2015-16 budget, and newly produced “rack card” showing 2015 events for Sutherlin.

- Advertising budget for 2015-16 FY has been increased to allow higher profile billboards.
- Replacement/repair of logs on Visitor Center building is needed. City funds are available for portion of the repairs; Chamber will need to pay additional \$3,000 - \$5,000.
- Several events are planned for 2015, a new Street Fair event is scheduled for July 11th, this will be a collaborative effort by many city organizations and residents. Roseburg Graffiti Committee has agreed to take part in the event, as well.
- Two flag monuments have been budgeted for, will also be marketing heavily for sponsorships for additional monuments. Six monuments will be delivered in the next three weeks and displayed at Triangle Park. A “pre-party” for Flag Day is planned.

Councilor Luzier – Does Chamber require a budget *or* breakdown from the various groups requesting grant funds? *We ask for a breakdown of the request, funds are to be spent for promotion and advertising.*

Councilor Stone – Where will the street fair be located? *Have not determined that exactly, will be meeting with City Staff tomorrow for discussion.*

- Have met with various groups regarding contact information for Chamber’s website.

- A volunteer informational website called justserve.org shows volunteer opportunities available in our area, just need to enter City, State or Zip Code for information.

Councilor Luzier – Questioned the absence of the Golf Course on rack card. ***We will plan to include them on the next one. Golf Course is not a member of the Chamber, would also like to encourage them to join.***

Councilor Stone – Noticed a big increase in 2015-16 budget for Personal Services costs. ***As recommended by our accountant the position is paid as an employee as opposed to subcontractor, this amount covers the taxes. This is not a PERS position.***

CONSENT AGENDA

- **April 22, 2015 Minutes – Special Meeting**
- **April 27, 2015 Minutes – Regular Meeting**

MOTION made by Councilor Luzier to approve Consent Agenda as presented; second by Councilor Tom Boggs.

Discussion: None

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

Mayor McKnight opened Public Hearing – Plan Amendment/Zone Change at 7:17pm.

Mayor called for disclosure of any conflicts of interest, ex-parte contact or personal bias. None were reported.

- **Plan Amendment / Zone Change – Habitat for Humanity**

Staff Report – City Planner, Carole Connell, provided a summary report. Lot 600 (with existing dilapidated house) was donated to Habitat for Humanity, after which it was discovered to be zoned M-1 (Light Industrial) rather than residential. Residential is the current *use* for the three tax lot(s) in the application. Since they are zoned industrial, re-building a house on the property is not a permitted use. The neighboring property has also joined in the zone change. City Staff and Planning Commission have gone through entire process regarding the Plan Amendment and Zone Change. The Planning Commission unanimously voted to recommend Council approval of the zone change amendment to the Sutherlin Comprehensive Plan and Zone Maps. Staff has carefully looked at the City’s Comprehensive Plan and the Statewide Planning Goals, both siting three goals that may be effected by this decision: Housing, economic and public facility. There is consistency regarding the housing policy and is located in residential area; the only change will be improvement. Economic ramifications from changes for the three lots will not affect Sutherlin’s economy and jobs. Public utilities and streets are available to the property; there will be no significant changes with the rezone, therefore public facilities will not be impacted. Conflicts regarding the city and statewide goals do not exist.

- Councilor Egbert – Three additional properties exist further east on Sixth Avenue, why didn’t City include those in the rezone? ***City was not leading the application, it was Habitat for Humanity.***
- Councilor Boggs – Were those property owners aware and did they have the opportunity to change their zoning? ***Letters of notification were sent out within 100 feet of the site, they were not required to be notified according to state minimums. Notices were published and also appeared on City’s website.***
- Councilor Stone – How much area in Sutherlin has railroad spur availability? ***Those other three properties are not by the railroad.*** But they are tied into the industrial zoning.

City Manager, Jerry Gillham, responded stating they are not specifically relevant to this action tonight. City is planning to reevaluate sites regarding mixed use in the near future. Customer (Habitat for Humanity) requested change of zoning, and to make it contiguous to the connecting property was included. It was not in City’s long term best interest to move forward to seek rezoning of other properties until getting into the analysis process for mixed use zoning. We had a customer who wanted to re-build a home

in our community; we responded to their request and didn't seek out other properties along with it. Regarding industrial properties located near railroads, City currently has approximately seven or eight other sites.

Councilor Stone – City will realize property taxes from these sites? ***Yes, in addition Habitat for Humanity finds a family in need of a house; this is a good program for disadvantaged folks.***

Habitat for Humanity representative stated there will be two single family residences built on the property.

Councilor Anderson – When was the last time City did a Comprehensive Plan update? ***Approximately 1991, state does not require this any longer.***

Mayor McKnight asked for Public Testimony:

- Does applicant wish to speak? None
- Testimony in favor? None
- Testimony in opposition? None
- Neutral parties who wish to speak?
 - Darwyne Eder – What types of restrictions are associated with residential zoning? Builds race cars as a hobby, concerned if there are restrictions associated with that. ***He was referred to the Community Development Department at City Hall to get his questions answered.***
- Testimony in rebuttal? None

Closed Land Use Public Hearing at 7:41pm.

Opened Public Hearing – Supplemental Budget at 7:42pm.

- **Supplemental Budget**

Staff Report – Finance Director, Dan Wilson – When 2014-15 budget was adopted, loan terms for Ford's Pond financing were unknown. Money was set aside for the payment, however when the terms came in for the year, a full year's payment of \$145,000 was required. An adjustment is needed in the Wastewater Debt Service Fund for \$85,500; a transfer from Wastewater Operations Fund will be needed. Since budget's adjustment is more than 10%, a Supplemental Budget adjustment and hearing is required.

- Councilor Stone – Why are we \$85,000 off? Was this not determined before? ***We had no way of knowing the terms of the loan when budget was adopted. Terms are very good, interest rate is 2.67%, City also received a \$325,000 grant. This has been addressed in the 2015-16 budget.***

Mayor McKnight called for public comment. None

Public Hearing closed at 7:44pm.

ACTION ITEMS/GENERAL BUSINESS

- **Ordinance – Plan Amendment/Zone Change–Habitat for Humanity (first reading in full).**

Deputy City Recorder, Diane Harris, provided first reading in its entirety of Ordinance – Plan Amendment/Zone Change–Habitat for Humanity.

MOTION made by Councilor Meier to approve first reading of Ordinance – Plan Amendment/Zone Change–Habitat for Humanity as presented; second by Councilor Luzier.

Discussion: None

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

[Skype connection was discontinued with Connell and re-connect with City Attorney, Chad Jacobs].

- **Resolution 2015.04 – Supplemental Budget Adjustments**

MOTION made by Councilor Luzier to approve Resolution 2015.04 – Budget Adjustments as presented; second by Councilor Boggs.

Discussion: None

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Resolution 2015.05 – Budget Appropriations Adjustments**

Staff Report – Wilson explained appropriation adjustments were needed due to unanticipated expenses. These adjustments are not more than 10%, therefore supplemental budget adjustment is not required. Resolution explains the transfers needed.

Councilor Anderson – Unable to locate UTrans in budget document? *It is located in the Non-Departmental Fund and referred to as the Public Loop System. Initially this was not included in the FY 2014-15 budget, no requests were made by UTrans. They approached Council afterwards requesting the donation. Harris – UTrans will be attending the May 26th Council Meeting.*

MOTION made by Councilor Luzier to approve Resolution 2015.05 – Budget Adjustments as presented; second by Councilor Meier.

Discussion: None

In Favor: Councilors Egbert, Boggs, Meier, Anderson, Luzier, Stone and Mayor McKnight

Opposed: None

Motion carried unanimously.

REPORTS

- None

CITY MANAGER UPDATE

- Gillham – Reminded Council May 26th agenda will be heavier as explained in weekly report recently sent to Council.

CITY COUNCIL COMMENTS

Councilor Anderson –

- None

Councilor Luzier –

- None

Councilor Stone –

- Are the grounds around the flags covered in the maintenance contract with Marshall’s Landscape Maintenance? Was recently approached regarding the need for maintenance for that area. *Marshall’s will take care of that; this is part of the summer contract, which has not started yet. If needed City maintenance crew will take care of it until that time.*

Councilor Egbert –

- None

Councilor Boggs –

- None

Councilor Meier –

- At first Council meeting in June would it be possible to receive update on Red Rock Trail Phase II project? *Yes.*

Mayor McKnight –

- Would like to acknowledge the Lion’s Club for providing another successful Mother’s Day Breakfast which was well attended.

PUBLIC COMMENT –

- Bay City Ambulance of Roseburg, Mark Little – Request to be put on a Council agenda for proposal of ambulance service for the City of Sutherlin.

Councilor Anderson – What would be included in the proposal? *Services we can provide such as training to community, schools and Fire Department. We are taxed based, therefore would be able to provide*

revenue to the City. Could possibly relocate headquarters to Sutherlin, currently have 30 employees and will be able to bring business to the local communities.

Councilor Luzier – Where would you be relocating your headquarters from? **Roseburg.**

Councilor Boggs – This pitch should be made to the County Commissioners, City does not have the authority to make this decision. **According to your current contract, you do.** So according to the contract, we could take it back if we wanted to? **Correct.** Personally do not want it.

ADJOURNMENT –

With no further business meeting adjourned at 8:00pm.

Announcement –

Mayor McKnight announced a five-minute break before Council meets in Executive Session called under ORS #192.660(2) (i) – Performance Evaluations of Public Officers and Employees.

Executive Session called to order at 8:05pm.

EXECUTIVE SESSION: ORS #192.660(2) (i) – Performance Evaluations of Public Officers and Employees.

Executive Session Adjourned at 9:10pm

Respectfully submitted,

Diane Harris

Diane Harris, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY CITY COUNCIL, MAY 26, 2015