

**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Tuesday, May 26, 2015 – 7:00pm**

**COUNCIL MEMBERS:**

**MAYOR:** Tom Boggs, Frank Egbert, Wayne Luzier, Karen Meier, Forrest Stone, Wes Anderson  
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 Attorney, Chad Jacobs (via Skype)

**Audience:** Bertha Egbert, Mark Little, Cyndy Cain, Cobe Barnes, Pam & Denny Cameron, Floyd Van Sickle, Brian Burke Sr., Cheryl Chease, Scott Richardson, Tim Novotny, Erin Miller, Robin Hartmann, Greg Marlar

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)

- None

**PRESENTATIONS/PROCLAMATIONS**

- None

**CONSENT AGENDA**

- **May 11, 2015 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**PUBLIC HEARING**

Mayor McKnight opened Public Hearing – State Revenue Sharing at 7:01pm.

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

- **State Revenue Sharing**

Staff Report – Finance Director, Dan Wilson – This is a required Public Hearing for State Revenue Sharing to allow the public to voice their opinion on the use of State Revenue Sharing Funds.

Mayor McKnight called for public comment. None received.

Public Hearing closed at 7:02pm.

### **ACTION ITEMS/GENERAL BUSINESS**

- **Ordinance No. 1044 – Plan Amendment/Zone Change–Habitat for Humanity (second reading & adoption).**

Deputy City Recorder, Diane Harris, provided second reading, title only of Ordinance No. 1044 – Plan Amendment/Zone Change–Habitat for Humanity – “An Ordinance amending the City of Sutherlin Zoning Map and Comprehensive Plan Map from Industrial to Residential; Comprehensive Plan Amendment From L1 (Light Industrial) to R2 (Medium Density Residential). To allow for residential use of the property identified and described herein.”

Staff Report – Community Development Director, Vicki Luther, summarized process regarding the Ordinance adoption.

**MOTION** made by Councilor Luzier to approve second reading and adoption of Ordinance No. 1044 – Plan Amendment/Zone Change–Habitat for Humanity as presented; second by Councilor Meier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1045 – Authorizing Issuance of Revenue Bonds-Wastewater Upgrade (first reading & adoption, title only)**

Deputy City Recorder, Diane Harris, provided first reading and adoption, Ordinance No. 1045 – Authorizing Issuance of Revenue Bonds-Wastewater Upgrade – “An Ordinance of the City of Sutherlin, Douglas County, Oregon authorizing the issuance of Revenue Bonds to construct, upgrade, repair and expand the City’s Wastewater Treatment Facilities.”

Staff Report – Wilson stated City is seeking a loan from DEQ for the Wastewater Treatment plant upgrade, which will ultimately be backed by revenue bonds. It is necessary for Council to approve an ordinance authorizing the issuance of revenue bonds.

**MOTION** made by Councilor Meier to approve first reading and adoption of Ordinance No. 1045 – Authorizing Issuance of Revenue Bonds-Wastewater Upgrade as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2015.06 – Adoption of 2015-16 Budget**

City Manager, Jerry Gillham, suggested a proposed budget amendment before Council’s adoption. Funds have been set aside for the past few years for Sutherlin Downtown Beautification, Inc. (SDDI), formerly known as the “Downtown Beautification Committee”. SDDI has recently achieved certification through the “Main Street Program”, and is now able to use these funds for matching grants and/or specialized downtown beautification projects. \$13,160 would need to be moved from Contingency to Materials and Services (projects) and dispersed to SDDI.

- Councilor Meier – Do they know what they’re going to do with the funds? *Not aware if they have developed a long term plan yet.*
- Councilor Egbert – Concerned Council has not received any SDDI meeting minutes or information regarding the direction they’re going. *SDDI could receive the funds contingent upon approaching Council regarding use of the funds.*
- Councilor Meier agreed with the idea, adding most of these funds come from the City in some form or another. *Money has come from sale of City’s surplus items and scrap metal.*
- Councilor Boggs – Would like to hear what they have planned, as well.

Mayor McKnight suggested proposed language for the motion regarding the Main Street Fund.

- Councilor Egbert – Can't this just be left in contingency until they decide what to do with the funds? *Would be easier to do it this way, rather than bring a resolution back at a later date.*

**MOTION** made by Councilor Luzier to approve Resolution 2015.06 – Adoption of 2015-16 Budget, with amendment to Main Street Fund, transferring \$13,160 from Contingency to Materials and Services, provided SDDI presents proposed use of the funds to Council; second by Councilor Boggs.

Discussion:

- Councilor Anderson – Would this also be the time to discuss City Manager's proposed compensation? *City Attorney, Chad Jacobs – Salary can certainly be set during this budget process or at a later date with an amendment.* Could this be added to next agenda?

Mayor McKnight agreed this can be added to the next Council meeting agenda.

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

Opposed: None

Motion carried unanimously.

- **Resolution 2015.07 – Certifying City Services**

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

**MOTION** made by Councilor Boggs to approve Resolution 2015.07 – Certifying City Services as presented; second by Councilor Luzier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2015.08 – Election to Receive State Revenue Sharing**

Staff Report – Wilson – Resolution documents that Council has held the required Budget Hearings at both Budget Committee and City Council level.

**MOTION** made by Councilor Luzier to approve Resolution 2015.08 – Election to receive State Revenue Sharing as presented; second by Councilor Meier.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2015.09 – Transportation and Growth Management Grant Endorsement**

Staff Report – City Manager, Jerry Gillham – City is working with DLCD (Department of Land Conservation and Development) and ODOT (Oregon Department of Transportation) to apply for potential \$120,000 grant for lands located on west side of Interstate 5 south of Duke Avenue to Exit 135. Updates for infrastructure, streets, land use and other city-wide services would be included, providing a “snap-shot” of potential development. Additionally, lands involved in proposed UGB (Urban Growth Boundary) swap project may be included. The grant is ready to be submitted, ODOT has reviewed it; this resolution is the last required piece in this process.

- Councilor Meier – Is the grant amount for \$120,000 mentioned in the resolution? *No, resolution states Council is authorizing and supporting Staff in applying for the grant.* Would like to request the amount of \$120,000 maximum be added to the resolution.

**MOTION** made by Councilor Luzier to approve Resolution 2015.09 – Transportation and Growth Management Grant Endorsement, \$120,000 maximum; second by Councilor Meier.

Discussion:

- Councilor Stone – What would be City’s grant match amount? *Possibly \$12,000, but it could also be “in-kind” and/or cash.* Is this required before continuing with the land swap? *No it isn’t.*
- Councilor Anderson – Would like clarification regarding what City would get if awarded this grant. *There will be a suggested transportation network, location of water/wastewater assets, land use designations. Lands located near Exit 135 could be geared more for commercial/industrial use; moving north more housing or residential could be established.* Basically it would amend our Comprehensive Plan at very little cost to the City. *That is correct.*
- Councilor Egbert – Original concept for previous grant was to study the wetlands that are not buildable. If those could be removed from inventory, could possibly look at others that could be included that are buildable. *That is a different grant called Technical Assistance Grant, at some point this year City will be applying for that grant for a wetlands study.*

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

Opposed: None

Motion carried unanimously.

## REPORTS

### • **Wastewater Rate Update**

Staff Report – Wilson stated Council requested an update regarding the Wastewater Rate study. A report has been provided for review and will answer any questions from Council.

- Councilor Stone – What is the timeframe for completing the rate study? *Want to get the financing in place before finalizing the rate structure.* We don’t have to have this all in place for the financing?

City Manager – That’s why adopting Ordinance No. 1045 was so important before moving forward with the proposed rates. A resolution will follow at second meeting in June for Council to authorize City Staff to sign off on the financing. Once this is completed the interest rate will be locked in, the loan guaranteed and a better understanding of the dollar amounts needed regarding the rates can then be presented to the Rate Equity Committee.

Wilson – Received long awaited approval from EPA (Environmental Protection Agency) today.

## CITY MANAGER UPDATE

- City has released a report to media regarding a theft at City’s Public Works facility, a City truck, utility trailer and multiple items were also stolen. Sutherlin Police Department is working on the case.

## CITY COUNCIL COMMENTS

### **Councilor Anderson –**

- Would like Council to have a discussion or workshop regarding the ASA (Ambulance Service Area) that is assigned to the County. Have researched and reviewed information from City Manager and am interested on how Council would like to proceed regarding the ASA. *We have scheduled the workshop for the second meeting in June; will be holding a discussion or possible workshop regarding Red Rock Trail Phase II (RRT) updates for the first meeting in June.*

Councilor Egbert – Feel the ASA workshop should be done sooner vs. later since there is a June 2015 deadline. *Jacobs – There is no deadline, can ask for it back any time before it expires July of 2018. Obviously if Council waits until the 2018, County may be less likely to transfer it back since the ultimate decision is theirs, agree that the sooner it is done, the more sense it will make.*

Council members discussed their preference regarding the order they would like for the workshops and the issues involved, it was decided to keep the plan as is.

### **Councilor Luzier –**

- Agree ASA workshop should be held second meeting in June.

### **Councilor Stone –**

- What is the status regarding N. Comstock project? *Have not had any updates, however have been told County is moving towards an alternative funding source, have not heard of the results.*

- Concerned with increased traffic flow at intersection near Exit 136 since relocation of Goodwill, is ODOT aware of the safety issues involved? *At this stage, while there are no guarantees, ODOT has agreed to meet and work with City Staff to come up with a plan and resolve transportation issues in that area.*

**Councilor Egbert –**

- None

**Councilor Boggs –**

- Have become aware of issues involving sections of E. Central in need of repair, especially in front of Dollar General’s construction site. *Luther – City has had several complaints regarding the needed road repair at that site. Public Works Superintendent, Aaron Swan, was making contact today with the subcontractor regarding that issue.* There are also potholes developing in the pavement along that stretch of the road.

**Councilor Meier –**

- None

**Mayor McKnight –**

- Would like to acknowledge the Rotary Club for the Circus Event this last weekend. It was very well attended.

**PUBLIC COMMENT –**

- Resident and local Real Estate Agent, Bertha Egbert – On behalf of Douglas County Association of Realtors (DCAR), would like to announce the Fun-D-Raiser Golf Tournament, to be held July 24<sup>th</sup> at the Umpqua Golf Resort. This is a benefit fundraiser; DCAR has pledged \$1,000 per year for 5-years to the new Nursing and Science Building at Umpqua Community College. The balance of net proceeds will be donated to Special Olympics. Presented each member of Council a flyer and would like to encourage putting a team together and participating in the event.

**ADJOURNMENT –**

With no further business meeting adjourned at 7:36pm.

**Announcement –**

Mayor McKnight announced a five-minute break before Council meets in Executive Session called under ORS #192.660(2) (f) – Exempt Public Records

Executive Session called to order at 7:40pm.

EXECUTIVE SESSION: ORS #192.660(2) (f) – Exempt Public Records

Executive Session Adjourned at 7:59pm

Approved: Jerry Gillham  
Jerry Gillham, City Manager

Respectfully submitted,

Diane Harris  
Diane Harris, Deputy City Recorder

Todd McKnight  
Todd McKnight, Mayor

***APPROVED BY CITY COUNCIL JUNE 8, 2015***