

**CITY OF SUTHERLIN**  
**City Council Workshop Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, April 22, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

**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 Specialist, Kristi Gilbert

Public Works Superintendent, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Skype)

**Audience:** Tami Trowbridge, Frank Egbert and Barbara Camin

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

**Flag Salute:**

**Roll Call:** All Present

**Media:** None

**PRESENTATION**

- **Sutherlin FFA – Conceptual Plan for City Center Park**

\*\*Due to a scheduling conflict with Sutherlin FFA, the presentation was postponed until the Council meeting on May 13, 2019.

**AGENDA CONFIRMATION**

- **May 13, 2019 Agenda**

City Manager, Jerry Gillham informed Council that Sutherlin FFA will present at the next meeting.

**PUBLIC COMMENT**

Mayor McKnight offered Frank Egbert the opportunity to speak (non-agenda item) at the beginning of the Council meeting.

Frank Egbert gave kudos to Mayor McKnight and Public Works for fixing the damaged benches due to the Central Ave construction. Also thanked Diane Harris for making his time on the Council work. He commented that Harris went above and beyond to help him. *Public Works Director, Aaron Swan clarified that the benches weren't damaged during the Central Ave project, they were damaged by other non-related instances.*

**COUNCIL PRIORITY PROGRESS REPORT**

- None

**COUNCIL COMMENTS**

**Councilor Wattles**

- Her neighbor said there's a nutria problem by Sutherlin Creek.

**Councilor Tomlinson**

- None

**Councilor Boggs**

- None

### **Councilor Sumner**

- None

### **Councilor Vincent**

- Is the splash pad a Labor Day kick off to summer? *Swan – Monday, May 13<sup>th</sup> is the kick off. If it's warm, we can do it Mother's Day weekend.* Playground fared pretty well over the winter. *Swan – The fence had the most damage.*

### **Councilor Stone**

- None

### **Mayor McKnight**

- None

## **COUNCIL BUSINESS**

- **Library Advisory Board Appointment**

Staff Report - City Recorder, Diane Harris presented an application for consideration. There are currently two vacancies on the board. One ending December 31, 2019 and the other (Alternate) ending December 31, 2022.

Applicant was unavailable to comment regarding term options. Harris will contact her for term preference.

**MOTION** made by Councilor Stone to approve Kish Doyle for Library Advisory Board Appointment; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1071 – Fire Code Amendment (second reading & adoption).**

City Recorder, Diane Harris read Ordinance No. 1071, title only. Harris – “An Ordinance of the City of Sutherlin amending chapters 15.04 & 15.06 of the Sutherlin Municipal Code to update the fire and building codes.”

Staff Report – Harris had nothing further to add. Fire Chief, Mike Lane was available for questions.

**MOTION** made by Councilor Vincent to approve second reading and adoption of Ordinance No. 1071 Fire Code Amendment as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Valentine Avenue Award Approval**

Staff Report – Community Development Director, Brian Elliott asked to award Knife River the contract for improvements to Valentine Avenue. Four bids were submitted from Prime Contractors. Knife River submitted the lowest bid (\$625,951.00) and is qualified for the construction project.

**MOTION** made by Councilor Sumner to approve Valentine Avenue Award Approval as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Stone – Is the water line included in the bid. *Elliott – Yes.*
- Vincent – How close was their bid to the next lowest? *Swan – About \$25,000*

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

Opposed: None

Motion carried unanimously.

## **WORKSHOP**

- **Everett Avenue Building**

Gillham – The idea was to get the Lot Line adjusted and the sewer system in place, then put it up for sale. At the end of July, the new pump station will be in place and the Lot Line Adjustment will be done. Since an Urban Renewal District (URD) is being formed, it will most likely include that area. Gillham's

suggestion is to hold on to it as the City's ownership at this time, wait for the URD to be formed and then allow Council to decide to add the building to the Urban Renewal agenda in terms of using it as a business incentive. Councilor Boggs – What was paid for the property and is it worth anything? *Gillham – an estimated \$160,000. Swan – Should be able to get out of it what was put into it.* Councilor Stone – When will the URD be completed? *Gillham – It's going out for bid in July.* Councilor Sumner – What's it zoned? *Elliott – Downtown Commercial.*

Council consensus was to hold onto the Everett Building for a while.

- **Sutherlin – Oakland Enterprise Zone**

Staff Report – Community Development Specialist, Kristi Gilbert is seeking approval of a resolution to adopt the Sutherlin-Oakland Enterprise Zone re-designation. This Enterprise Zone will offer property tax exemptions for new industrial business firms. With the re-designation, boundaries will remain the same. A public meeting will be held at Civic Auditorium on April 26, 2019 at 10:30am for public testimony. Councilor Stone – What are steps to get out of the adoption? *Gilbert – The resolution wouldn't be renewed.* Is Oregon Only in the Enterprise Zone? *Yes, most all of the industrial businesses are.*

*Gillham – A business can locate in the Enterprise Zone but they have to qualify to take advantage of the tax exemption. Gilbert – The zoning has to accommodate the use and that could prohibit a business from developing. Gillham – The intent is to re-classify it from industrial to mixed use zoning.*

- **Subdivision Fees & Plan Reviews**

Staff Report – Gilbert asked Council to review and discuss the potential plan review fees of Engineered Construction Plans. Councilor Stone - Are you asking for an engineer to consult over another engineer? *Elliott – The engineer review service we had was discontinued. It's our suggestion that an engineer review plans to ensure the stability of our infrastructure. Gillham – We are representing the best interests of the citizens in the community. It will only benefit Sutherlin to have a third party engineer to analyze plans, who's familiar with our Municipal Code, meet our City's standards and protect our interest.* Councilor Stone – Are you doing research for prices? *Elliott – We've reached out to a firm and fees ranged from \$300 to over \$3,000. An engineer's costs depend on each project and will be relayed to the developer to pay. Gilbert – It will hold the other engineers more accountable to submit complete plans.* Councilor Boggs – Are you charging a fee each time? *No.* Councilor Vincent questioned how the fees will be assessed. *Elliott – The fees will be charged per project, not each time the plan is reviewed.*

Council consensus was to allow Community Development to do research and report back with a proposal.

### STRATEGIC PLAN UPDATE (Reports in Council Packet)

- **Employee Policy Handbook**

Gillham spoke of the importance of having an updated Employee Handbook. Gave Harris kudos on getting this accomplished and praised her on the enormous amount of hours spent putting this together and for the amazing work she did. Councilor Stone – Do the insurance rates change since we weren't in compliance? *Harris – No.*

### REPORTS

- None

### PUBLIC COMMENT

- None

### ADJOURNMENT

With no further business meeting adjourned at 7:35pm.

Approved:

*Jerry Gillham*

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Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*

*Todd McKnight*

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Melanie Masterfield, Deputy City Recorder

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Todd McKnight, Mayor

**PASSED BY COUNCIL ON MAY 13, 2019**

