

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, June 10, 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/Assistant 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 Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

Audience: None

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

Flag Salute:

Roll Call:

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

None

CONSENT AGENDA

- **May 13, 2019 Minutes – Regular Meeting**
- **May 28, 2019 Minutes – Workshop Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Resolution No. 2019.13 – Fee Schedule – Public Records Request & Subdivision Fees**

Staff Report – City Recorder, Diane Harris presented an updated fee schedule for approval. Current Public Records Request fees are \$25/hour, not to exceed \$45/hour and don't include IT (technical) or Attorney service fees. The new fees will state that after 30 minutes of research, costs will be associated with staff's wages/benefits and IT/attorney fees will be charged per hour.

At the Council meeting on May 28, 2019, this resolution would also implement contracted services with The Dyer Partnership Engineers and Planners, Inc. to provide engineer review services. The fees will range from \$150 to over \$3,000 depending on development and completeness of submitted plans.

MOTION made by Councilor Wattles to approve Resolution No. 2019.13 – Public Records Request & Subdivision Fees as presented; second by Councilor Sumner.

Discussion: Councilor Stone – How often do we get public records requests? *Harris – It's random.* How much does the average request cost? *The first half hour, there's no charge except for copies. It depends on what staff member is working on it. If the cost will be over \$25, the vendor is contacted and informed.*

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2019.14 – Budget Appropriations Adjustment**

Staff Report – Finance Director, Dan Wilson asked Council to consider approving this resolution to adjust appropriations for fiscal year 2018-19. The resolution is outlined for those adjustments.

MOTION made by Councilor Boggs to approve Resolution 2019.14 – Budget Appropriations Adjustment as presented; second by Councilor Tomlinson.

Discussion: Councilor Boggs – The Staff Report states four adjustments, but only three are listed? *Wilson – apologies for the mix-up. There are only three adjustments.* How much vacation time can be saved? *An employee can accrue two years.*

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

Opposed: None

Motion carried unanimously.

- **Liquor License Approval – A.M. S-Mart**

Staff Report – Chief of Police, Troy Mills received an application for off premise sales of alcoholic beverages at a new retail business in city limits at 333 E. Central Ave (the old PDQ market). The Police Department has found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

MOTION made by Councilor Vincent to approve the Liquor License for A.M. S-Mart as presented; second by Councilor Wattles.

Discussion:

- Councilor Stone – How far is the store from the school grounds? *Mills – Not sure.* Councilor Stone wanted it on record that alcohol is being sold 200 feet from school grounds.

- Councilor Sumner – Was alcohol previously sold there? Is it just changing owners? *Yes*

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

Opposed: Councilor Stone

Motion carried.

REPORTS

City Manager, Jerry Gilham asked Council to consider canceling the June 24, 2019 meeting do to no actionable agenda items. Council agreed unanimously.

CITY COUNCIL COMMENTS

Councilor Wattles

- None

Councilor Boggs

- None

Councilor Tomlinson

- None

Councilor Sumner

- The flower baskets look amazing.

Councilor Vincent

- Hasn't heard any comments from citizens. Excited to see the Valentine Street project when it's done.

Councilor Stone

- Is the Central project finished? *Public Works Director, Aaron Swan - No. What’s left to be done? A few ADA ramps need to be re-done. Waiting to hear from the engineer. Gillham – Assured Council that we will be 100% on point with construction. There may be some additional engineering costs. Community Development Director, Brian Elliott is working with Heberly Engineering and will provide a final report at the first Council meeting in July.*
- What are the projected extra sewer plant fees going to be? *Wilson - Original loan was \$18.5 million, anticipating another 1.5 million needed and is working with DEQ to get finalization.*
- Are we getting the traffic signal west of town? *Elliott - It's was discussed at the TSP meeting.*

Mayor McKnight

- None

PUBLIC COMMENT

None

ADJOURNMENT

With no further business meeting adjourned at 7:18 p.m.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (i) – Performance Evaluation of Public Officers, Employees and Staff to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.

Executive Session called to order at 7:19 p.m.

Executive Session adjourned at 7:33 p.m.

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Todd McKnight

Todd McKnight, Mayor

APPROVED BY COUNCIL ON JULY 8, 2019