

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Tuesday, May 28, 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 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, Todd McKnight at 7:02pm.

Flag Salute:

Roll Call: Councilor Stone was excused

Media: None

AGENDA CONFIRMATION

- June 10, 2019 Agenda

City Manager, Jerry Gillham commented that an item may be added but the agenda is set for now.

COUNCIL PRIORITY PROGRESS REPORT

- None

COUNCIL COMMENTS

Councilor Wattles

- It's nice to drive downtown, everything looks beautiful and it gives a sense of pride. Thanked everyone.

Councilor Tomlinson

- None

Councilor Boggs

- None

Councilor Sumner

- None

Councilor Vincent

- None

Councilor Stone

- Excused

Mayor McKnight

- None

PUBLIC HEARING

- **State Revenue Sharing**

Mayor McKnight opened the Public Hearing at 7:04pm.

Finance Director, Dan Wilson – This is an opportunity for interested persons to comment regarding the use of State Revenue Sharing Funds directly related in the budget.

Mayor McKnight asked if there were any public comments. No comments were given.

The Public Hearing closed at 7:04pm.

COUNCIL BUSINESS

- **A1. Resolution No. 2019.10 – Adoption of 2019-20 Fire Budget**

(Per City Attorney, Resolution No. 2019.10 – Adoption of City Budget, needed to be broke down into three sections and required three separate votes due to conflict of interest between the Mayor and the Fire Department.)

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

Staff Report – Wilson - On April 15, 2019 the Budget Committee approved the proposed budget, in the amount of \$32,484,792 as well as the Property Tax Rate of 5.6335 per \$1,000 of assessed value and the Debt Service Fund of \$60,000. ORS No. 294 requires adoption of a resolution to enact the budget.

MOTION made by Councilor Boggs to approve Resolution No. 2019.10 – Adoption of 2019-20 Fire Budget as presented; second by Councilor Sumner.

Discussion: None

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

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **A2. Resolution No. 2019.10 – Adoption of 2019-20 Remaining City Budget**

Wilson had no further comment.

MOTION made by Councilor Sumner to approve Resolution No. 2019.10 – Adoption of 2019-20 Remaining City Budget as presented; second by Councilor Wattles.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **A3. Resolution No. 2019.10 – Adoption of Resolution**

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

Wilson had nothing further to add.

MOTION made by Councilor Vincent to approve Resolution No. 2019.10 – Adoption of Resolution as presented; second by Councilor Wattles.

Discussion: None

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

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **Resolution No. 2019.11 – Certifying City Services**

Staff Report – Wilson – This is the first of two resolutions required by the State in order to receive State Revenue Sharing Funds. The required Public Hearings have been held.

MOTION made by Councilor Sumner to approve Resolution No. 2019.11 – Certifying City Services as presented; second by Councilor Tomlinson.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2019.12 – Election to Receive State Revenue Sharing**

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

MOTION made by Councilor Tomlinson to approve Resolution No. 2019.12 – Election to Receive State Revenue Sharing as presented; second by Councilor Sumner.

Discussion: Councilor Tomlinson – Have we been receiving these funds? *Wilson – We always have. The State requires us to adopt these resolutions, certifying that we provide the required services in the city and that we elect to receive the funds.*

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

Opposed: None

Motion carried unanimously.

WORKSHOP

- **Subdivision Fee Findings**

Community Development Specialist, Kristi Gilbert asked Council to review the fee proposal for a City engineer of record to review plans of proposed projects as outlined in the Staff Report. She proposed using The Dyer Partnership Engineers and Planners, Inc. Since they only provide services to municipalities and not private sectors, it would eliminate any conflicts of interest from businesses that contract with the private sectors. Staff proposes to bill a minimum of \$150 to cover initial costs incurred in the review. Anticipated charges could range from \$150 to over \$3,000 depending on development and completeness of submitted plans.

- Councilor Tomlinson – Will the engineer cost be forwarded to the project? *Gilbert – Yes, for the service.* Does the City have to absorb the cost of man power involved? *No, application, processing and legal fees are already applied. This will be an additional review from professionals.*
- Councilor Vincent – Have we been paying for engineering fees out of pocket? *No, staff has been doing the reviews.*

- **Community Center Fees**

Deputy City Recorder, Melanie Masterfield discussed with Council that the Community Center fee schedule is 17 years old and doesn't reflect the current cost of maintenance and operations. Council was asked to look at a comparison chart of other cities that was presented and asked for direction from Council.

- Mayor McKnight asked if Council could go over the chart and report back. *Yes.*

Gillham - Implementing a fee structure that would reflect the costs of the Center. Masterfield reported to Gillham that about 80% of the users are current community groups – which is the way it was intended. We are currently paying an estimated \$19,000 annually for those community groups to use the Community Center. Raising the fees for the special interest and the for-profit groups to pay a reasonable amount would help.

- Councilor Sumner – Do other cities have rates for the non-profit organizations? *Masterfield – Of the cities that we've researched, most all of them charged half the rental price.*
- Councilor Tomlinson – That sounds reasonable to charge them half price. What percentage is the Community Center rented out for full rate? *Masterfield - Only about 20%.*

Gillham – the community groups scoop it up and that’s what it’s for. The rates are right for the private sector but we should definitely look at charging a half price rate for the groups to help offset the cost.

- Mayor asked if this will be on a future agenda. *Gillham - Yes. Thank you for your input.*

REPORTS

- **Street Management Masterplan with Funding Options**

Community Development Director, Brian Elliott updated Council. Part of the Transportation System Update (TSP) was to review and give updates on the Masterplan. The TSP update isn’t quite done yet but should be completed early of next year. *Gillham – Generally a consultant would be hired for analysis of the streets and do an estimate to bring the streets up to the City standards. Public Works Director, Aaron Swan and his crew did that for us and did a great job.*

- **Benches at Splash Park**

Elliott explained that part of the Strategic Plan was to add benches at the Splash Park area. We are waiting for next fiscal year and are looking into adding 2-4 benches.

- Councilor Sumner – Will they be inside the fence? *Yes.*
- Councilor Boggs asked if the same benches that are along central can be used at the Splash Pad. *Swan – No, they’re pretty rigid, sharp and hard. We want to get benches that are more flexible for inside the Splash Pad area.*

- **Central Park Water Features**

Swan explained that staff are looking into adding another structure to the Splash Pad. Possibly having North Star Fab build a structure. Looking to add next fiscal year.

- Mayor asked about raising the swings for the park because they’re really low for some of the older kids. *Swan – Could probably take out some links to raise them up.*

- **Public Records Request Fees**

Staff Report – HR/City Recorder, Diane Harris asked Council to consider an increase for fees associated with Public Records Request. The current rates are from 2010, which there aren’t any fees charged in excess of \$45 per hour for legal or IT services. A fee schedule was proposed and outlined in the staff report.

- Councilor Vincent - How often are records requests in need of attorney or IT services? *It varies.*
- Councilor Tomlinson thinks it’s a good idea to charge attorney fees and charge employee’s wages plus benefits. Need to make sure we’re covering our costs.
- Councilor Sumner agrees with the staff report.

Harris will bring a resolution back to Council for approval at the June 10th meeting.

ADJOURNMENT

With no further business meeting adjourned at 7:30pm.

With no further discussions, Mayor McKnight announced Council will take a 5-minute break before going into Executive Session ORS 192.660(2) (d) – Labor Negotiator Consultations – to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session called to order at 7:33pm.

Executive Session adjourned at 7:59pm.

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Todd McKnight

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor

PASSED BY COUNCIL ON JUNE 10, 2019