

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, October 10, 2022 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley and Larry Whitaker

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham – *Unable to attend*
Finance Director, Tami Trowbridge – *Unable to attend*
City Recorder/HR Director, Diane Harris
Deputy City Recorder, Melanie Masterfield
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Police Chief, Troy Mills
Fire Chief, Mike Lane
Library Director/Livability Services Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Lisa & Alan Woods, Michael Hogsett, Terry Prestianni, Craig Hart

Via Zoom: Larry Bahr

Meeting called to order by Mayor Sumner at 7:00 p.m.

Flag Salute:

Roll Call: Councilors Smalley & Whitaker - Excused; Councilor Groussman via Zoom

Introduction of Media: None

****Mayor made an announcement for Zoom attendees.****

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **September 12, 2022 Minutes – Regular Meeting**

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

Discussion: None

In favor: Councilors Hamilton, Boggs, Dagel, Groussman and Mayor Sumner.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Bid Award – Sidewalk Project from Grove Ln to Opal St.**

Staff Report – Public Works Director, Aaron Swan – On September 22, 2022, the City received three bids from JRT Construction, LLC in the amount of \$161,150; Cascade Civil Corp. in the amount of \$189,911; and Northwest Community Builders in the amount of \$205,290. JRT Construction, LLC submitted the lowest bid and has sufficient experience to complete this project.

MOTION made by Councilor Boggs to approve Bid Award to JRT Construction, LLC in the amount of \$161,150 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Boggs: Concerned with cost figure differences between engineers estimate and contractor bids. **Swan explained.**
- Councilor Hamilton: How early in advance had the engineer done his estimate before the contractors provided their estimate? **A couple of months can make a large difference in estimates.**
- Councilor Groussman: Were sufficient funds budgeted for this project? **This project wasn't specifically budgeted for, however funds are available in the Sidewalk and Streets Funds.**

In Favor: Councilors Hamilton, Boggs, Dagle, Groussman and Mayor Sumner.

Opposed: None

Motion carried unanimously.

- **Rescue UTV Purchase Approval**

Staff Report – Fire Chief, Mike Lane – After an internal needs assessment was conducted, Sutherlin Fire Department determined the need for a rescue Utility Terrain Vehicle (UTV) with patient transport capabilities. This UTV will be used for a variety of medical/rescue emergencies as well as response during large community events and weather response emergencies. ARPA funds are available and will be used for this purchase

MOTION made by Councilor Hamilton to approve Rescue UTV purchase in the amount of \$36,980.84 from Polaris and a trailer for \$3,199 from BMV Trailers as presented; second by Councilor Dagle.

Discussion:

- Councilor Dagle: Has there been a need for this in the past? **Lane – During large events, the fire engine can't maneuver around town easily. This can also be used during weather events for ease of mobility.**
- Mayor Sumner: How long will it take to receive the UTV? **It may take up to 240 days to receive it.**
- Councilor Dagle: Is there equipment you will need in the near future? **No, the department is still a couple of years away from needing a new fire engine.**
- Councilor Groussman: Where will the UTV be stationed and how will it be transported? **It will be stationed at the main station off State Street and kept under cover. The Type 6 Brush Engines have towing capabilities.**

In Favor: Councilors Hamilton, Boggs, Dagle, Groussman and Mayor Sumner.

Opposed: None

Motion carried unanimously.

- **Half Shell User Fees**

Staff Report – City Recorder, Diane Harris – The Parks Advisory Committee is recommending rental fees for use of the stage area. Staff further researched other cities with a half shell/stage for a list of their associated rental fees and a list attached to the staff report. Council is being asked to determine if the City should charge rental fees and discuss a fee schedule.

- Councilor Hamilton: What types of usage inquiries have been made? **Harris – Two inquiries have been political event usage and others have made general inquiries.**
- Councilor Hamilton suggested imposing a refundable deposit and having resident/non-resident rates.
- Councilor Dagle – Does the City have costs associated with having the stage/half shell? **None other than water, electricity, and staff time.**
- Councilor Boggs – What is the cost of equipment rental to raise/lower the half shell? **Swan – An estimated \$2,500 each time the dome is moved.**

Further discussion ensued between Council members.

Councilor Hamilton suggested the following rates:

Deposit: \$250

Rate – Resident: \$50/4 hours \$100/all day

Rate – Non-Resident: \$125/4 hours \$175/all day

MOTION made by Councilor Hamilton to approve implementation of Half Shell User Fees as discussed; second by Mayor Sumner.

Discussion: None

In favor: Councilors Hamilton, Boggs, Groussman and Mayor Sumner.

Opposed: Councilor Dagel

Motion carried.

- **Psilocybin Restrictions**

Staff Report – City Attorney, Chad Jacobs - Draft language for the Sutherlin Development Code amendments regarding time, place, and manner restrictions for Psilocybin was presented. Amendments to the code will be sent to Department of Land Conservation and Development, as required.

MOTION made by Councilor Boggs to initiate an application for amendments for the Sutherlin Development Code draft regarding Psilocybin Service Centers/Manufacturing Facilities as presented; second by Councilor Hamilton.

Discussion: None

In favor: Councilors Hamilton, Boggs, Dagel, Groussman and Mayor Sumner.

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Employee Handbook – Council Committee Appointment**

Harris – Staff is asking for three volunteers from Council to review the newly revised Employee Policy and Procedure Handbook. Per the Sutherlin Municipal Code 2.44.020 – Personnel System, states “personnel rules shall be adopted and amended by resolution of the common council.” Once the review is complete, staff will present a resolution to Council to adopt the “Certificate of Approval” for the 2022 Employee Policy and Procedure Handbook.

Councilors Hamilton, Smalley, and Whitaker were nominated to review the Employee Policy and Procedure Handbook. Councilor Groussman volunteered to be an alternate.

REPORTS

- **LOC Conference Update**

Councilor Groussman – This report will be postponed until next month due to audio issues.

CITY MANAGER REPORT (verbal)

- Nothing to report.

CITY COUNCIL COMMENT

Councilor Hamilton

- Everett and State Streets are wonderful.
- Retired Public Safety Officer, Gayla Holley’s celebration of life was on Saturday and had a great turn out.

Councilor Boggs

- Nothing to report.

Councilor Dagel

- Nothing to report.

Councilor Groussman

- Thanked Aaron for being a wonderful and safe driver to the League of Oregon Cities (LOC) Conference.

Mayor Sumner

- Nothing to report

PUBLIC COMMENT (Off Agenda Items)

- Sutherlin Schools Superintendent, Terry Prestianni, provided an update for the school district. Siding was replaced at East School, new playgrounds installed at East and West Schools, substantial security fencing around West School, updated camera systems, fencing around Middle and High Schools coming soon, and a new modular building was added for the Special Education department. Test scores across the nation have dropped with COVID. Staff will be focusing on student academic engagement projects.

Thanked City staff, Council, Police and Fire Departments for helping get curbs painted and speed signs installed. Appreciates the relationship between the school district and the City.

ADJOURNMENT

With no further business, meeting adjourned at 8:03 p.m.

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Michelle Sumner

Michelle Sumner, Mayor

APPROVED BY MAYOR AND COUNCIL ON NOVEMBER 14, 2022