

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, August 16, 2021 – 7:00 p.m.

COUNCIL MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, Michelle Sumner and Larry Whitaker

MAYOR: Seth Vincent

CITY STAFF: City Manager, Jerry Gillham
Finance Director, Tami Trowbridge
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Deputy Fire Chief, Scott McKnight
Urban Renewal Administrator, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Shawn Smalley, Lisa Woods, Gary Dagele, Barbara Camin

Via Zoom: Wayne Ellsworth

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

Flag Salute:

Roll Call: All present

Media: None

COUNCIL BUSINESS

• **Council Selection & Appointment**

Staff Report – City Recorder, Diane Harris, asked Council to review and consider four applications, resumes, and narratives submitted to fill the Council vacancy. Andrew Snow withdrew his application. Applicants to be considered:

- Gary Dagele
- Wayne Ellsworth
- Shawn Smalley
- Lisa Woods

Mayor Vincent invited each candidate to the podium to introduce themselves.

Gary Dagele introduced himself and explained his areas of interest within the city, and expressed concerns he had among the senior citizen community.

- Councilor Sumner – What policy changes would you support to revitalize downtown? ***Downtown re-development taking place helps. As a local business owner, he'd like to see more businesses by the freeway where there's more traffic. Feels that local businesses aren't supported enough by local citizens so he'd like to see that change.***
- Boggs – What's your current business? ***A manufacturing business making parts for Model A Hot Rods.*** Are you still active with Sutherlin Area Chamber of Commerce? ***No.***

Wayne Ellsworth introduced himself (via Zoom) and described his background knowledge and experience. Expressed interest in Sutherlin's potential to be more than what it is.

- Councilor Sumner – What policy changes would you support to revitalize downtown? ***Businesses need to be open and more businesses open in the evenings. Sutherlin needs less second hand stores.***
- Councilor Whitaker – Since you're involved in so much, how would you find time for City Council? ***Many groups and functions were previous involvement and referenced to various cities within the County, is during work hours.***

Shawn Smalley introduced himself and related his experience to being a lifelong Sutherlin resident and business owner. He pointed out his strengths and weaknesses as they relate to being a Councilor.

- Councilor Sumner – What policy changes would you support to revitalize downtown? ***Without researching policies and supporting information, he wouldn't make any changes.***
- Mayor Vincent – Would you consider running in the next election? ***Not sure, I'll let you know in 3 ½ years.***
- Councilor Groussman – As a business owner, what changes would you like to see? ***He doesn't see the need for changes at this point, he has a successful business and staff was great to work with.***

Lisa Woods introduced herself and expressed how much she loves Sutherlin. She believes Sutherlin has lots of potential and explained her background experience and knowledge.

- Councilor Sumner – What policy changes would you support to revitalize downtown? ***The Urban Revitalization is happening and a great start; beautifying downtown and getting small businesses open to bring in economic development; the freeway area needs more development to draw people in.***
- Councilor Vincent – Would you consider running in the next election. ***Yes.***

During the first round of voting, each Councilor wrote their first and second choice on a ballot and turned them into the recorder. Harris announced the results:

Round One Voting:

- Councilor Hamilton – 1st Shawn Smalley; 2nd Lisa Woods
- Councilor Groussman – 1st Lisa Woods; 2nd Shawn Smalley
- Councilor Sumner – 1st Lisa Woods; 2nd Shawn Smalley
- Councilor Boggs – 1st Shawn Smalley; 2nd Gary Dagle
- Councilor Whitaker – 1st Lisa Woods; 2nd Wayne Ellsworth
- Mayor Vincent – 1st Shawn Smalley; 2nd Lisa Woods

Shawn Smalley and Lisa Woods each had five votes for first/second choice; Gary Dagle had one vote; and Wayne Ellsworth had one vote.

A second round of ballot voting took place for Councilors to choose between Shawn Smalley and Lisa Woods.

Round Two Voting:

- Councilor Hamilton – Shawn Smalley
- Councilor Groussman – Lisa Woods
- Councilor Sumner – Lisa Woods
- Councilor Boggs – Shawn Smalley
- Councilor Whitaker – Lisa Woods
- Mayor Vincent – Shawn Smalley

Results: A tie with each candidate receiving three votes. City Attorney, Chad Jacobs offered further direction for Council to select a candidate.

Mayor Vincent invited the two candidates back to the podium for further discussion and questions.

Shawn Smalley

- Councilor Sumner – Why would you make the best candidate? ***He's lived here his entire life, his family's business has been here for 50 years, and his business has been operating for over 20***

years. Has raised his family and they've all graduated from Sutherlin High School. Wants to help make decisions for businesses and the City, moving forward into the future.

- Councilor Whitaker – What is your business? *Mobile Diesel Service.*
- Councilor Boggs – What's the other business you have? *Smalley & Sons Construction, is a contracting business with dirt moving equipment.*

Lisa Woods

Thanked Council for another opportunity to prove why she's the best candidate. She's visited many other cities and sees how Sutherlin can be better. She and her husband both have businesses here.

- Councilor Whitaker – What was meant by your statement regarding all citizens' voices should be heard? *Everyone deserves equity and equality, and every citizen in Sutherlin should have a voice. Wants to help businesses and families grow in Sutherlin.*

Councilor Groussman suggested that candidates not chosen, should not give up and continue to be involved.

City Manager, Jerry Gillham voiced his appreciation for all the candidates and the experience they had to offer.

A third round of ballot voting took place.

Round Three Voting:

- Councilor Hamilton – Shawn Smalley
- Councilor Groussman – Lisa Woods
- Councilor Sumner – Shawn Smalley
- Councilor Boggs – Shawn Smalley
- Councilor Whitaker – Shawn Smalley
- Mayor Vincent – Shawn Smalley

Results: Shawn Smalley received five votes and Lisa Woods received one vote.

MOTION made by Councilor Whitaker to appoint Shawn Smalley as Councilor Elect, term ending December 31, 2024 as nominated; second by Councilor Hamilton.

Discussion: None

In Favor: Councilors Hamilton, Groussman, Sumner, Boggs, Whitaker and Mayor Vincent

Opposed: None

Motion carried unanimously.

Mayor Vincent thanked all the candidates for applying and willing to step up to serve their community.

** Official swearing-in ceremony will take place at September 13, 2021 Council meeting.

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

a. July 12, 2021 minutes – Regular Meeting

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

Discussion: None

In Favor: Councilors Hamilton, Groussman, Sumner, Boggs, Whitaker and Mayor Vincent

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS Cont.

- **Water Outside City Limits – Further Discussion**

Staff Report – Community Development Director, Brian Elliott, asked to postpone further discussion regarding moving forward with this project this until October 2023 due to Nonpareil Water Treatment Plant (NPWTP) construction schedule. The Oregon Health Authority requires a Water Management Conservation Plan (WMCP) update costing approximately \$28,000. Upon completion, staff would proceed with amendments to the Urban Growth Management Agreement (UGMA), Comprehensive Plan and Municipal Code. Staff anticipates spending a minimum of 100 hours to make the amendments.

MOTION made by Councilor Sumner to postpone further discussion of Water Outside City Limits until October 2023 as presented; second by Councilor Boggs.

Discussion:

- Councilor Whitaker wanted clarification regarding water outside city limits meant. ***Elliott clarified.***
- Mayor Vincent asked for clarification of staff hours needed to make the amendments. ***Staff hours would be spent over time.***
- Councilor Sumner – Will next year’s NPWTP construction be started earlier in the year to prevent a repeat of this year? ***No, this construction phase will take longer to complete.***
- Councilor Whitaker – Why can’t you start construction earlier than scheduled? ***Later in the year, there are more organics in the water at Cooper Creek which makes it difficult for the plant to process. Scheduled construction will be taking place throughout winter.***
- Councilor Hamilton – Several homeowners on Northside Rd. will be disappointed.

In Favor: Councilors Groussman, Sumner, Boggs, Whitaker and Mayor Vincent

Opposed: Councilor Hamilton

Motion carried.

- **Planning Commission/Budget Committee Appointment**

Staff Report – Harris presented Council with two applications to fill one vacancy on Planning Commission – term ending December 31, 2024; and one application to fill one vacancy on the Budget Committee – term ending December 31, 2022. Tom Maloney applied for both Planning Commission and Budget Committee; Alan Woods applied for Planning Commission.

MOTION made by Councilor Hamilton to appoint Tom Maloney to Planning Commission – term ending December 31, 2024 and to Budget Committee – term ending December 31, 2022 as nominated; second by Councilor Boggs.

Discussion:

- Councilor Boggs questioned the length of time Tom Maloney has lived in Sutherlin. ***Harris – For committees and commissions, there’s no minimum length of residency required.***

Councilor Boggs withdrew second. No other seconds were given

Motion failed due to lack of second.

MOTION made by Councilor Groussman to appoint Alan Woods to Planning Commission – term ending December 31, 2024 and Tom Maloney to the Budget Committee – term ending December 31, 2022; second by Councilor Whitaker.

Discussion:

- Councilor Hamilton – Can husband (Alan Woods) and wife (Lisa Woods) serve on the same commission? ***City Attorney, Chad Jacobs – It’s not prohibited as long as public meeting laws are not violated.***
- Councilor Boggs expressed concern having husband and wife on the same commission.

In Favor: Councilors Groussman, Boggs, Whitaker and Mayor Vincent

Opposed: Councilors Hamilton and Sumner

Motion carried.

- **Exit 135 Sign Improvement**

Staff Report – Elliott explained that Adam Sarnoski of Cooper Creek Creative, designed a conceptual drawing for the Exit 135 sign update. The sign will exhibit the new city logo, consist of similar colors as the logo, have raised lighted channel letters carved on a background, lighting to illuminate “Sutherlin”, trees carved into the background, and “Land of Opportunity” will be powder coated to be reflective. Estimated cost for this project is approximately \$12,000.

MOTION made by Councilor Whitaker to approve Exit 135 Sign conceptual drawing and budget estimate of \$12,000 as presented; second by Councilor Sumner.

Discussion:

- Councilor Boggs questioned material being used for parts of the sign. *Elliott explained the durability.*
- Councilor Sumner – How is this being funded? *Gillham – Funds have been budgeted from the Transient Room Tax Fund.*
- Gary Dagele – Why is Sutherlin called “Land of Opportunity” and not “City of Flags”? *Gillham – We changed our logo and meme three years ago.*
- Councilor Groussman – Since “Sutherlin” will be lighted in a continuous line, what happens if one light goes out? *Gillham – The whole word goes out, but it’s easily repaired.*
- Councilor Hamilton – Will the main part of the sign material be the same as the current one? *Elliott – Yes.* Can a coating be put on it to help keep it clean? *We’ll check into it.*

Mayor Vincent declared an actual conflict of interest due to his direct contact with Sarnoski for this build and abstained from voting.

In Favor: Councilors Hamilton, Groussman, Sumner, Boggs and Whitaker.

Abstained: Mayor Vincent

Opposed: None

Motion carried.

STRATEGIC PLAN UPDATE

- **Inventory/Inspect all City Structural Facilities/Develop Maintenance Funding Plan**

Staff Report – Public Works Director, Aaron Swan, staff hasn’t been able to devote the time needed to bring a report to Council due to unforeseen circumstances over the last few months. Staff estimates bringing this Plan to Council in February 2022.

- **Full-Time Employee Added to Public Utilities Department**

Staff Report – Swan explained that to meet DEQ requirements with the Wastewater Treatment Plant, another full time employee needed to be hired. It normally takes about six months to fully integrate a new member, but he’s a great fit, very capable, and working out really well.

REPORTS

- **Tree City USA**

Staff Report – Elliott explained the Tree City USA program and asked for Council’s consideration. This program was brought forth at the recommendation of the Parks Advisory Committee with Councilor Whitaker. Tree City USA is an Arbor Day Foundation Program that celebrates the importance of an urban tree canopy and improve care of vital city trees. Four core standards must be met annually to be declared a Tree City USA – Maintain a tree board or department, having a community tree ordinance, spending at least \$2.00 per capita on urban forestry (estimated at \$17,000), and celebrating Arbor Day.

- Mayor Vincent – What does becoming a Tree City USA do for our community? *Councilor Whitaker – It brings people to Sutherlin; there’s 76 cities in Oregon registered as a Tree City USA. It shows we care about our town, trees are planted, and we’re helping the environment. Oregon and Washington colleges designed a tree guide including tree information (i.e. how big a specific tree will get, how much water it needs, how much shade it’ll provide, etc).*
- Councilor Sumner – Becoming a Tree City USA makes Sutherlin a better place to live by providing shade, oxygen, and beauty.
- Councilor Boggs asked for clarification of what \$2.00 per capita means. *Elliott – Per capita means, per person in Sutherlin.* Is the \$17,000 expense, annually? *Councilor Whitaker – Yes, however, no additional city funds will be expended. This amount can be reached in-kind by including staff time spent and on-going city expenses (i.e. tree landscaping and the Oak Savannah at Ford’s Pond).*

Council consensus was to move forward with this program.

CITY MANAGER REPORT (verbal)

- New iPads will be ordered for Council due to old technology.

COUNCIL COMMENTS

Councilor Hamilton

- Has the pot hole on Sixth Avenue near the dog park been fixed? *Swan – Yes, it was cold patched.*

Councilor Groussman

- None

Councilor Sumner

- Welcomed Councilor Elect, Shawn Smalley.
- Loves the Tree City USA idea and is willing to help with the program.

Councilor Boggs

- The railroad crossing rails are loose on Central Avenue. *Swan – Both Elliott and myself have left the railroad company several messages.*

Councilor Whitaker

- There’s a dead tree at the Chapel of Roses that needs to come down. *Elliott – We’ll look into it.*

Mayor Vincent

- Thanked all the candidates that applied for the Council vacancy.
- Thanked staff for all their hard work through this drought situation.
- Looking forward to activities happening this month.
- Sutherlin Country Music Concert is the end of this month.
- Blackberry Festival is this weekend.
- Asked everyone to be safe while out and about.

PUBLIC COMMENT

- Barbara Camin introduced herself and asked how water usage is monitored during this drought time. *Swan – Unfortunately, there isn’t a way of policing the water restrictions. Staff is hoping that citizens will do their due diligence.*

ADJOURNMENT

With no further business, meeting adjourned at 8:32 p.m.

Approved: *Jerry Gillham*

 Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

 Melanie Masterfield, Deputy City Recorder

Seth Vincent

 Seth Vincent, Mayor

APPROVED BY COUNCIL ON SEPTEMBER 13, 2021