

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, December 20, 2021 – 7:00 p.m.

COUNCIL MEMBERS:

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

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham
Finance Director, Tami Trowbridge
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
City Planner, Jamie Chartier
Public Works Director, Aaron Swan
Public Works Wastewater Supervisor, John Bachman
Police Chief, Troy Mills
City Attorney, Chad Jacobs (via Zoom)

Audience: David Dougherty from Dougherty Landscape Architects (DLA), Wayne & Michelle Ellsworth, David Long

Via Zoom: Jim Houseman, Karlee Carlson, Catherine Paul, Eileen Smalley, Leigh Greco, Larry Bahr, Brandan McGarr, Kimetha Stallings

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

Flag Salute:

Roll Call: Councilor Groussman attended via Zoom

Media: None

**Mayor announced procedures for Zoom attendees.

PUBLIC COMMENT (agenda items only)

- None

ANNOUNCEMENT – Homeless Response

City Manager, Jerry Gillham, provided an overview of the homelessness plan of action. Council was provided with a Homeless Transitional Conceptual Plan.

Livability Services Director and City Liaison, Pat Lynch, explained his role in the program and is tasked with locating funding opportunities starting at the federal level.

- Councilor Whitaker - The public doesn't understand the guidelines and regulations the City is required to follow. *Lynch – Once we have a clear direction, the public definitely needs to be informed.*

Adapt Homeless Outreach Coordinator and Homeless Transition Action Group (HTAG) Representative, Wayne Ellsworth, works with multiple agencies to provide services and resources to campers currently residing at the transitional camp.

- Councilor Whitaker – What's the success rate of transitioning people into housing? *Ellsworth – About one per month. The COVID pandemic slowed the processes down significantly.*
- Mayor Sumner – Any ideas on a site location? *Ellsworth - Not yet, but centrally located within Douglas County and large enough to implement all the plan models.*

Gillham reiterated the want and need to move forward with this plan.

- Councilor Hamilton – Are grants available? *Lynch – Yes, however it's a complicated process.* The camp seems to be kept clean. *Ellsworth – Camp residents have been tasked with duties within the camp to help keep order and cleanliness.*

PRESENTATION

• Audit Report

Staff Report – Finance Director, Tami Trowbridge, presented a final annual audit update for fiscal year 2021. The City earned an unqualified opinion, meaning a “clean” audit from the audit team at Pauly Rogers and Co., P.C. A brief overview was given specifically addressing some budget adjustments.

- Councilor Hamilton commended Trowbridge on a job well done.

• Ford's Pond Project – 60% Design

Staff Report – Community Development Director, Brian Elliott, introduced David Dougherty from Dougherty Landscape Architects (DLA), who provided a power point presentation. Scope of work consists of:

- ❖ ADA accessible restrooms
- ❖ 600' of connectivity sidewalk
- ❖ Inclusive playground (design only) with two (age-appropriate area's)
- ❖ Three shaded picnic pavilions with water, electricity and concrete pads for portable grills
- ❖ Site furnishings
- ❖ Landscaping
- ❖ Birding observation area
- ❖ Interpretive panels & security panels
- ❖ Benches
- ❖ 0.9 miles of ADA-accessible, 10-foot-wide asphalt path
- Councilor Hamilton – Can water features be added? *Dougherty – It's not in the current plans but certainly can be added later.*
- Ellsworth – Will there be drinking fountains and benches? *Yes.*
- Councilor Groussman asked about park lighting. *Elliott – The parking area and restrooms will be lighted but the playground and pavilion areas will only be open from dawn to dusk.*
- Councilor Boggs – What are the pavilion sizes? *20' x 16'*. What's the cost? *\$75,000.*
- Councilor Dagal expressed concern of design excessiveness for a “natural nature area”. The maintenance area seems quite extensive for city staff to maintain. *Elliott – We're trying to keep maintenance minimal. Dougherty reiterated that ADA accessibility is required, which comes with specific guidelines and higher costs.*

CONSENT AGENDA

• November 8, 2021 minutes – Regular Meeting

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

• Ordinance No. 1087 – Clark Property Management LLC – Plan Amendment & Zone Change (second reading & adoption)

City Recorder, Diane Harris read Ordinance by title only: “An Ordinance amending the City of Sutherlin comprehensive plan map and zoning map to amend the comprehensive plan map from community commercial and low density to high density, concurrent with a zoning map change from community commercial (C-3) and low density residential (R-1) to multifamily residential (R-3) for property described

as tax lot 323 in section 19B of T25S, R05W. The subject 3.75 acre property is located at 0 Dakota Street and described herein.”

Staff Report – City Planner, Jamie Chartier - This Ordinance formally approves the plan map and zoning map amendment requested by the property owner. The application received recommendation for approval from the Planning Commission on September 21, 2021. A public hearing and first reading was held before City Council on November 8, 2021.

MOTION made by Councilor Whitaker to approve Ordinance No. 1087 – Clark Property Management LLC – Plan Amendment & Zone Change, second reading and adoption as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Budget Committee Appointment**

Staff Report – Harris - There are two vacancies on the Budget Committee, one term ending December 31, 2021, and the other term ending December 31, 2022. Staff has received one application from Jeneen Hartley, whom resides outside of city limits. However, per Sutherlin Municipal Code 2.05.095 (B) – Council may approve one nonresident of the City to serve on each committee. There are currently no Budget Committee members that reside outside the city limits. The applicant was unable to attend, a brief statement written by the applicant was read on her behalf.

MOTION made by Councilor Hamilton to appoint Jeneen Hartley to Budget Committee – term ending December 31, 2022 as presented; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Central Park Multi-Use Staging Area (discussion & direction)**

Staff Report – Elliott - Part of the 2021/2022 Strategic Plan and Council Priorities was to move forward with the Central Park Multi-Use Staging area. The original cost for construction was an estimated \$225,000. Due to a significant materials cost increase, the project will cost an estimated \$508,496. American Rescue Plan Act (ARPA) is funding the project. The staging area will be located in the northeast corner of Central Park. Staff is asking for Council’s direction on moving forward with this project.

- Councilor Dagle – Have other options been discussed? *Elliott – City staff and engineers determined that this design option best meets all community needs.*
- Mayor Sumner asked for detailed information regarding the project. *Elliott explained.*
- Councilor Dagle – Can a corporate sponsor help offset cost? *At Council’s direction.*
- Councilor Smalley – Can ARPA funds be used? *Trowbridge – ARPA funds are already being used for this project. Funds are still available to use for the balance if Council chooses.*
- Councilor Hamilton – Can the project be postponed until material costs decrease? *Elliott – Staff and engineers don’t anticipate that happening any time soon. There’s a higher risk for costs to increase.*
- Councilor Groussman – Is Central Park the optimal place for the staging area?

Discussion further ensued between Council and staff.

Council majority consensus is to move forward with the project and have staff present a contract at the next Council meeting.

STRATEGIC PLAN UPDATE

- **Replacement of Old Street Sign Project**

Staff Report – Public Works Director, Aaron Swan, the pilot program to upgrade the street signs from State Street, east to the edge of town was put on hold during the Central Avenue improvement project.

Due to the City logo changing, new price quotes are needed. The sign program will resume this upcoming year.

- Mayor Sumner - Will street signs to the North and South be replaced? *Swan – At this time they will only be replaced along Central Avenue.*
- Councilor Hamilton suggested not including the city logo on the street signs to decrease cost. *Swan – It's Council's decision.*

- **Police Department Recruitment & Retention, New Technology, & Facility Security Update**

Staff Report – Police Chief, Troy Mills provided Council with updates regarding these Strategic Plan items.

- ❖ *Recruitment & Retention:* The Police Department continues their community outreach, assisting Umpqua Community College's Police Reserve Academy, and has implemented new concepts in order to keep qualified employees. Employment bonus offers have been added for successful longevity
- ❖ *Facility Security:* This will be an ongoing endeavor. As technology changes, populations grow, and City assets expand, the City will have to keep up with those changes. 22 cameras have been installed at ten different sites throughout Sutherlin and Oakland. Six to nine additional cameras are currently being installed at three new locations within Sutherlin and should be operational by spring.
- ❖ *Technology:* A speed safety sign was purchased for our roadways and has proven to decrease vehicle speed. It provides data such as vehicle speed and volume. Also researching the use of lighted stop signs. The City has many 4-way intersections where the stop signs blend into the background and not visible to drivers.

- **Fire Equipment Funding Update**

Staff Report – Gillham stated that all information was included in the staff report. Four grants have been applied for this year:

- ❖ OSFM Wildland Urban Interface Grant – Wildland Equipment: Successful
- ❖ National Volunteer Fire Council/Anheuser-Busch Drinking Water Grant: Successful
- ❖ DEQ Exhaust Grant: In process
- ❖ AFG – Ladder Truck: In process

- **Remodel of City Hall Emergency Operations Center Update**

Staff Report – Elliott, after recent events, the City is being proactive and preparing for the future. Remodeling City Hall conference room and kitchen/break room to accommodate the City's Emergency Operation Center (EOC) is the next step in preparation. Construction started in August 2021 and is expected to be completed by December 20, 2021.

CITY MANAGER REPORT (verbal)

- **Pacific Northwest Clean Water Association Award**

City Manager, Jerry Gillham, explained the process behind achieving a new wastewater treatment plant. Mayor Sumner presented Public Works Wastewater Supervisor, John Bachman with an award. Bachman thanked his team for their effort.

COUNCIL COMMENTS

Councilor Dagel

- Would like to see a newspaper produced within the city.

Councilor Whitaker

- Nothing

Councilor Smalley

- Thanked David Dougherty from DLA for his presentation.

Councilor Groussman

- Nothing

Councilor Hamilton

- Nothing

Councilor Boggs

- Nothing

Mayor Sumner

- Thanked the Sutherlin Area Chamber of Commerce for hosting the tree lighting ceremony in Central Park. It was a great turn out.
- Thanked Dagele Street Rods and Sutherlin Auto Care for donating refreshments during the tree lighting.
- The light parade was outstanding.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business, meeting adjourned at 8:45 p.m.

Mayor Sumner announced that Council will take a 5-minute break before meeting in Executive Session - ORS 192.660 (2) (i) – Performance Evaluation of Public Officers and Employees, to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.

Executive Session called to order at 8:50 p.m.

Executive Session adjourned at 9:00 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 COUNCIL ON JANUARY 10, 2022