

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, February 8, 2021 – 7:00pm

COUNCIL MEMBERS:

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

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
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Police Chief, Troy Mills
Deputy Fire Chief, Scott McKnight
Emergency Operations Manager, Dennis Riggs
Library Director/Urban Renewal Manager, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Len Bodeen

Via Zoom: Grant Fahey (Sutherlin Sanitary Service), Jim Houseman

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDAS

- **January 11, 2021 Minutes – Regular Meeting**

- **January 25, 2021 Minutes - Workshop Meeting**

MOTION made by Councilor Boggs to approve Consent Agendas as presented; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Planning Commission Appointment**

Staff Report – City Recorder, Diane Harris, the City has received two applications to fill one vacancy on Planning Commission, term ending December 31, 2022. Elaina Swanson moved out of the area and can no longer serve on the Commission. Staff is resubmitting two applications from the January 11th meeting for consideration - from Richard Price and Sam Robinson. Both have previously served on this commission.

MOTION made by Councilor Hamilton to appoint Richard Price to Planning Commission - term ending December 31, 2022 as nominated; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.01 – Sutherlin Sanitary Service Fees**

Staff Report – Finance Director, Dan Wilson, asked Council to approve Sutherlin Sanitary rate adjustment. Ordinance No. 1040 requires any changes in service fees be adopted by Resolution. Introduced Grant Fahey with Sutherlin Sanitary Service (via zoom) to answer any questions.

MOTION made by Councilor Vincent to approve Resolution 2021.01 – Sutherlin Sanitary Service Fees; second by Councilor Groussman.

Discussion:

- Councilor Sumner – When will customers be notified of the rate increase? ***Fahey – Once the new rates are approved, notices will be sent to customers. New rates will be effective April 1, 2021.***
- Councilor Groussman – Doesn't the County Landfill's new rates start on April 1st? ***Yes.***
- Councilor Vincent – Once the new sanitation facility/transfer site is developed, will the City of Sutherlin's rates be stabilized since material transferring will be done independently? ***That's yet to be determined but it's being discussed.***
- Councilor Groussman – Will the customer notices explain the reason for the rate increase? ***Yes.***
- Councilor Sumner – Are the off-road rates increasing? ***No, they won't be affected.*** Can a letter be sent to customers in addition to the note on billing statements so customers receive two notifications? ***Absolutely, one can be sent next week.***
- Councilor Boggs – Is the recycle center allowing glass? ***Not yet, according to Gabe Forester at the County Landfill, they are taking in small amounts at a time to avoid an influx.***

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.02 – 2021-2022 Council Priorities**

Staff Report – City Manager, Jerry Gillham, suggested that Council Priorities be discussed further before a Resolution is approved. Each Councilor had an opportunity to ask questions. Mayor McKnight instructed Council to email department heads directly with more specific questions.

- Councilor Whitaker:
 - No questions yet.
- Councilor Vincent:
 - Suggested to new Councilors that when questions arise, go directly to that department, staff is very helpful.
- Councilor Boggs:
 - City Hall Remodel – Remembering the flood of 1996 and the volume of water in town, suggested looking for a different place, higher in elevation to place the Emergency Operations Center (EOC) in case of flooding.
 - ❖ ***Councilor Hamilton - City Hall never flooded during 1996.***
 - ❖ ***Gillham – Analysis has been done, City Hall will be a safe location and fully operational, however an alternative site is set on Sixth Ave. at Family Church.***
- Councilor Sumner:
 - Requested plans for the City Hall remodel. ***Community Development Director, Brian Elliott - Will send a copy to Council.***
 - Traffic Impact Study (TIS) – Dakota Street and Industrial Park – Is this being done to get a traffic signal? ***Elliott – Will identify if needed and its development driven.***
 - Safe Routes to School Grant – Why has the plan been reduced to only have a sidewalk and curb on one side of the street? ***Elliott – The east side of Waite Street (from Southside Rd. to Central Ave.) is predominantly wetlands, so by reducing the project to the west side only, will reduce the request of the grant, and can strengthen our chances of qualifying for it. A flashing beacon will be installed at the intersection of Sea St. and possibly Central Ave.***
- Councilor Groussman:
 - Advance Life Support Monitors & AED's – Deputy Chief McKnight answered questions prior to the meeting. The Fire Department's current Cardiac Monitor is 21 years old, they have a life

expectancy of 17 years. 70 % of calls are medical assistance. **McKnight – We need one Cardiac Monitor and one Auto Pulse CPR Device.**

- Central Avenue Sidewalk Extension – Asked for clarification of project boundary lines and engineering costs. **Elliott explained.**
- **Councilor Hamilton:**
 - Dog Park Maintenance Agreement – Does the Sutherlin Dog Park Committee maintain all of Hartley Park as well? **Elliott - The committee will be responsible for maintaining the dog park, Public Works will help maintain with mowing, trees, etc. including Hartley Park.**
 - Exit 135 Sign Remodel – Is Adam Sarnoski (Cooper Creek Creative) remodeling the sign? **Gillham – Yes, he’s working on a new design with the new logo. Elliott – Two conceptual drawings will be brought to Council for approval.**
 - All Routes Transportation Safety (ARTS) grant – Comstock Rd. and Terrace Lane are at opposite ends of town, how will a flashing beacon cover both? **Elliott – Those two intersections are possibilities to have a flashing beacon at both.**
 - Waite Street/Central Ave. Intersection Alignment - How will the streets align? **Elliott – (Passed out a map). Staff’s suggestion is to realign Eagle Court and the Post Office west, to align with Waite St. This project would be included in the five-year Capital Improvement Plan for Streets.**

Gillham – Once Council Priorities are identified and the Strategic Plan is revamped, a Resolution will be brought to Council for approval at the March 8th meeting.

- **Budget Calendar**

Staff Report – Finance Director, Dan Wilson, presented the City’s Budget Calendar for approval; first meeting is April 19, 2021.

MOTION made by Councilor Hamilton to approve Budget Calendar as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Schoon Mtn Pump Station (Pump Replacement)**

Staff Report – Community Development Director, Brian Elliott, requested the purchase of two 30hp pumps for the Schoon Mtn. Pump Station (pump replacement) in the amount of \$40,702.00. Replacing these pumps was part of the 2020/21 Strategic Plan due to pump age.

MOTION made by Councilor Vincent to approve Schoon Mtn. Pump Station (Pump Replacement) as presented; second by Councilor Groussman.

Discussion:

- Councilor Sumner – Why is there such a cost difference? **Elliott – Originally, the entire skid was being replaced (\$250,000), but after discussion, the pumps are what needed to be replaced.**

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE (Reports in Council Packet)

- **Sidewalks from Silver Glen to Quail Run and Central Avenue**

Staff Report – Elliott, stated that all information was in the Staff Report and was available for questions.

- **Evaluate Industrial Lands – County and City**

Staff Report – Elliott, stated that all information was in the Staff Report and was available for questions.

- Councilor Vincent – How fast is Sutherlin Sanitary ready to move? **Elliott – They are ready to go.**

CITY MANAGER REPORT (Verbal)

- Urban Renewal Agency – Task Force meeting on Wednesday, February 10, 2021.
- Backside Brewing in Sutherlin is now open for business – good things are happening.

- Councilor Whitaker – When will Sol De Sutherlin open at their new location? *Gillham – I haven't heard. Councilor Hamilton responded – They're waiting for liquor license from OLCC, hopefully in two weeks.*

CITY COUNCIL COMMENT

Councilor Whitaker

- None

Councilor Hamilton

- Backside Brewing is very nice with delicious food.
- Happy Birthday Mayor McKnight – yesterday.

Councilor Groussman

- What's the City's responsibility for litter and animal waste at Ford's Pond? *Elliott –Volunteers of Friends of Ford's Pond are responsible. Councilor Hamilton – There are signs posted. Suggested more volunteers. Councilor Whitaker – Four full time volunteers patrol the area regularly - he and his wife frequent the area, there hasn't been an abundance of litter, but there is animal waste. Feels it's kept pretty clean.*

Councilor Sumner

- Adding garbage cans on Central Ave? *Swan – Conversation took place with Sutherlin High School to have trash receptacles built. Gillham – We'll work with Sutherlin Downtown Development, Inc. (SDDI) and use some Urban Renewal funds to get garbage cans added to downtown.*
- Appreciates the skid strips on the walking bridges on Red Rock Trail.

Councilor Boggs

- None

Councilor Vincent

- Great to have Backside Brewing open.
- Received a concerned citizen letter regarding the deteriorating road condition on E Sixth Ave. between St. John St. and Arvilla Way and spoke with Swan, Elliott and Gillham to devise a plan.
- Looking forward to projects and improvements, especially with Ford's Pond.
- Ready for a new year.

Mayor McKnight

- None

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 7:45 p.m.

Approved: *Jerry Gillham*

 Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

 Melanie Masterfield, Deputy City Recorder

Todd McKnight

 Todd McKnight, Mayor

APPROVED BY COUNCIL ON MARCH 8, 2021