

CITY OF SUTHERLIN
City Council Meeting
Sutherlin Community Center
Monday, January 11, 2021 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Debbie Hamilton, Travis Tomlinson, Forrest Stone, Michelle Sumner and Seth Vincent

COUNCILORS ELECT:

Joe Groussman and Larry Whitaker

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Finance Director, Dan Wilson
Public Works Director, Aaron Swan
PW Facilities Supervisor, Gary Fugate
PW Wastewater Supervisor, John Bachman
PW Water Supervisor, Randy Harris
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
City Planner, Jamie Chartier
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

Audience: Tami Trowbridge, Terry Brock, Gary Dagele, Linda Whitaker, Tracie & Kelsie McKnight, Morgan Leatherman, Tyler Malatore - The Dyer Partnership Engineers & Planners

Via Zoom: Sierra Moon; Jim & Beth Houseman, David Seidner, Daniel Groussman, Silvia Monas, Brandon Groussman

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 AGENDA

- **December 14, 2020 Minutes**

MOTION made by Councilor Tomlinson to approve Consent Agenda as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Oath of Office – Mayor & Council Members**
City Recorder, Diane Harris, administered Oath of Office to Mayor Elect – Todd McKnight; Councilor Elect -

Seth Vincent and New Councilor Elects – Joe Groussman & Larry Whitaker. Mayor and Councilors took their respective seats.

- **Election of Council President**

Mayor called for nominations.

- Councilor Boggs volunteered to remain Council President.
- Councilor Hamilton nominated Councilor Sumner.
- Councilor Groussman nominated Councilor Boggs.
- Councilor Boggs withdrew.

MOTION made by Councilor Hamilton to appoint Councilor Sumner as Council President – term ending December 31, 2022; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Parks Advisory Committee Chair Appointment**

Mayor called for nominations.

- Councilor Whitaker volunteered for Parks Advisory Chair.

MOTION made by Councilor Vincent to appoint Councilor Whitaker as Parks Advisory Committee Chair – term ending December 31, 2022; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Transient Room Tax (TRT) Council Representative Appointment**

Mayor called for nominations.

- Councilor Groussman nominated Councilor Boggs – he withdrew.
- Councilor Boggs nominated Councilor Vincent.

MOTION made by Councilor Boggs to appoint Councilor Vincent as Council Representative for TRT Committee – term ending December 31, 2021; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Finance Committee Appointments (2)**

Mayor called for nominations.

- Councilor Boggs nominated Councilor Groussman.
- Mayor McKnight nominated Councilor Boggs.

MOTION made by Councilor Whitaker to appoint Councilors Groussman and Boggs to the Finance Committee; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Committee Re-Appointments/Appointments**

- ❖ **Planning Commission**

Four positions are open on the Planning Commission. City received four applications for re-appointment from Chuck Brummel, Sam Robinson, Adam Sarnoski and Richard Price and two applications for new appointment from Lisa Woods and Gary Dagele; terms ending December 31, 2024.

Mayor McKnight asked if any applicants would like to speak on their behalf.

- Gary Dagele introduced himself. He expressed appreciation that the City of Sutherlin includes community citizens in decision making. He wants to support this community and be a volunteer.
- Adam Sarnoski introduced himself, stating that he loves to help out where he can.
 - Councilor Groussman – Does anyone applying have any conflicts of interest by employment or conflict of activities as it pertains to this position? *City Manager, Jerry Gillham – Sarnoski does contracted work for the city such as the holiday lighting displays. It doesn't conflict with his role on the Planning Commission.*
 - Councilor Hamilton - Sarnoski has served on the Planning Commission previously and has been a City Councilor. At meetings, opportunities are available to announce any conflicts of interest.
 - Councilor Whitaker – Is having Sam Robinson on the Commission a conflict of interest since he's a developer? *Gillham – It can create conflict so he has to excuse himself if it relates to his business.*

Discussion ensued among Councilors.

MOTION made by Councilor Boggs to re-appoint Chuck Brummel and Adam Sarnoski and appoint Lisa Woods and Gary Dagele to the Planning Commission - terms ending December 31, 2024; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

❖ **Parks Advisory Committee**

Three positions are open on the Parks Advisory Committee. City has received one application for re-appointment from Silvia Monas and one for appointment from Adam Sarnoski; terms ending December 31, 2022.

MOTION made by Councilor Sumner to re-appoint Silvia Monas and appoint Adam Sarnoski to the Parks Advisory Committee, terms ending December 31, 2022; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

• **Nonpareil Water Treatment Plant Final Design Approval (NPWTP)**

Staff Report – Community Development Director, Brian Elliott, asked Council to approve the final design for the NPWTP and introduced Tyler Malatore from The Dyer Partnership Engineers and Planners who provided a PowerPoint presentation. Topics discussed were:

- NPWTP Background – Construction and Components
- Plant Deficiencies
- Scope of Improvements
- Raw Water Pump Station and Intake Improvements
- Clarifier Improvements
- Raw Water Vault Improvements
- Filter Improvements
- Treated Water Pumps and Clearwell Improvements
- Potable Water Pump Improvements
- Chemical Feed and Instrumentation Improvements
- Backwash Basin Improvements
- Controls, SCADA and Standby Power Improvements
- Plant Site Improvements
- Project Schedule

MOTION made by Councilor Sumner to approve Nonpareil Water Treatment Plant Final Design as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

• **COVID 19 Response – Terry Brock**

Sutherlin citizen and business owner, Terry Brock, advocated for himself and local businesses. He explained that Governor Brown's Executive Orders are severely impacting the lively hood of small business everywhere. Brock has had to close his gym 4 out of the last 10 months and now he can only operate at 25% capacity. He pointed out the lack of supporting data proving gyms and restaurants as culprits in spreading COVID. Brock asked Mayor and Council members to write a letter to Governor Brown, on behalf of local businesses, asking for release of restrictions.

- Councilor Hamilton expressed her concern for the hardships that businesses have faced and feels that Council should help any way they can.
- Mayor McKnight also expressed concern and wants to support local businesses. He stated that the City does not mandate what businesses can and can't do. Restrictions are set by the State and OSHA. Mayor McKnight also spoke of the wide range of interests that the City takes in such as state funding, so there's high risk and liability that has to be considered.
- **Gillham – Numerous letters have been sent to the League of Oregon Cities (LOC) and the Governor's office, advocating for businesses to open up. They've been less than well received.**
- City Attorney, Chad Jacobs - The City has no legal authority to override the Governor's orders. There is very little, legally as a city, we can do. Some cities are however, going against the Governor's orders, passing local Ordinances and Resolutions exempting businesses from following the Governor's orders which can create legal liability. Jacobs advised against pursuing a Resolution or Ordinance. Writing a letter urging the Governor to reconsider her orders is well within the city's legal guidelines – which would be more of a political call of whether or not it could somehow hinder the City's relationship with the state or jeopardize grant funding, is something to take into consideration.
- Councilor Hamilton – How can the big box stores be open with high capacity? **Jacobs – It's how the Governor's orders were written and each individual business's interpretation of the orders.**
- Councilor Vincent agrees with writing a letter, with the help of Jacobs, to the state office and getting other cities involved.

Council deliberated.

Council Consensus is if other cities in Douglas County will join, a letter will be written to the state office.

- Mayor McKnight suggested letting the businesses know what the city is doing to support them.
- Councilor Hamilton suggested giving the businesses 2-3 months free of water and sewer charges. **Finance Director, Dan Wilson, will check into it.**

REPORTS

• 2020 System Development Charges Report (SDC)

Staff Report – Finance Director, Dan Wilson, summarized an informational report for Council. An annual account of SDC's is required by the state to show the total amount of SDC revenues collected for each system and the projects that were funded in the previous fiscal year.

CITY MANAGER REPORT (Verbal)

• Schedule an Urban Renewal Agency (URA) Meeting

Gillham discussed tonight's workshop. Wants Council to be thinking of a date and time in January to have an URA meeting.

- Mayor McKnight suggested a second Council meeting for a workshop meeting to discuss Council Priorities.
- Councilor Boggs agreed.

Council consensus was to postpone the workshop portion of the meeting until January 25, 2021 at 7 p.m. To be held at the Sutherlin Community Building.

CITY COUNCIL COMMENTS

Councilor Boggs

- None

Councilor Sumner

- None

Councilor Vincent

- Thanked the former Councilors
- Welcomed the new Councilors

Councilor Whitaker

- None

Councilor Hamilton

- Welcomed the new Councilors

- Welcomed the new commission and committee appointments

Councilor Groussman

- Non

Mayor McKnight

- Welcome the new Councilors
- Thanked the former Councilors
- Thanked the public for applying for committees
- Wished everyone a Happy New Year

WORKSHOP

- **Council Priorities**

Council consensus was to postpone the workshop portion of the meeting as stated above.

STRATEGIC PLAN UPDATE

- **Develop “Plan of Action” to Upgrade Waite St. from Central Ave. to Southside Rd.**

Staff Report – Community Development Director, Brian Elliott, stated that all information was in the staff report and was available for questions.

- **Consider Code Language – Allowing Water Services Outside City Limits**

Staff Report – Elliott, stated that staff is working on this project. All information was in the staff report and was available for questions.

- **Schoon Mtn Water Storage Tank and 6th & Oak Pump Station Improvements**

Staff Report – Elliott, explained that a Councilor had informed him of a leak in the tank. Elliott invited Malatore to explain repair procedures. Malatore - It's a 135,000 gallon steel water storage tank that was installed last summer. The contractor is submitting a repair plan which hasn't been reviewed at this point.

- Councilor Sumner – Since this is a damaged tank, will the city be refunded at all? *Malatore - The contractor requires a permanent repair that doesn't jeopardize the integrity and structure of the tank. Until a solution for the repair is identified, results can't be speculated.* The city paid full price for a brand new tank and it's damaged, the tank should be replaced.
- Councilor Vincent – How big is the leak? *Malatore – It's losing an estimated 100 gallons of water a day.*

PUBLIC COMMENT

- Gary Dagele - How long is the new Water Treatment Plant good for? *Elliott – The design is good for 20 years. The plant should last 30-40 years. The current plant is 40 years old.*

ADJOURNMENT

With no further business, meeting adjourned at 8:35 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 FEBRUARY 8, 2021