

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, July 12, 2021 – 7:00 p.m.

COUNCIL MEMBERS:

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

MAYOR APPOINTEE: Seth Vincent

CITY STAFF: City Manager, Jerry Gillham

Finance Director, Tami Trowbridge

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Supervisor, Kristi Gilbert

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

Media & Communications Coordinator, Nancy Rodriquez

City Attorney, Chad Jacobs (via Zoom)

Audience: Amber Vincent with children – Andrew, Ryan, Elizabeth, and Jacob; Steve & Diana Vincent, Dean & Margrette Vincent, John Beaudoin, Todd & Tracie McKnight, Matt & Kim Haeber, Lisa Woods, Gary Dagel, Len Bodeen, Robert Woldt, Andrew Snow

Meeting called to order by Council President, Michelle Sumner at 7:00 p.m.

Flag Salute:

Roll Call: All present

Media: None

SWEARING-IN OF NEW MAYOR

City Recorder, Diane Harris administered the Oath of Office to new Mayor, Seth Vincent – term ending 12/31/2022. Wife Amber was presented with flowers.

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

City Manager, Jerry Gillham presented outgoing Mayor, Todd McKnight with a plaque and thanked him for his service. Mayor Vincent read the plaque, “Todd McKnight, In Recognition of your Outstanding Service to the City of Sutherlin, You Truly Were ‘One of the Best’ 2015-2021.” McKnight expressed appreciation, especially thanked his wife. “We were a team and I couldn’t have done this without her.” Wife Tracie was presented with flowers. Gillham – “I’ve never had a Mayor that I’ve worked so well with and became friends with. Thank you for everything you did. You united Council and Staff as a team, we love you and appreciate everything you’ve done on behalf of the City.”

CONSENT AGENDAS

- a. **June 14, 2021 minutes – Regular Meeting**
- b. **Music Off Central – Liquor Liability Waiver**

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

Discussion: None

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

Opposed: None
Motion carried unanimously.

COUNCIL BUSINESS

• Fire Brush Engine Purchase Approval

Staff Report – Fire Chief, Mike Lane, asked Council to approve the purchase of a 2022 Ford F-450 4x4 Crew Cab and Chassis from Gresham Ford; an aluminum flatbed mount with diamond plate boxes and tank/pump mount from Cascade Fire Equipment; and emergency lighting and radio from Wire Works, LLC. Total cost for this unit is \$87,037.64.

MOTION made by Councilor Hamilton to approve Fire Brush Engine purchase in the amount of \$87,037.64 as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

• Cardiac Monitor Purchase Approval

Staff Report – Lane, asked Council to approve the purchase of a new Zoll Cardiac Monitor. He explained that the department is currently operating with some monitors that are over 20 years old and the lifespan is only 7-10 years. Cardiac Monitors are used on the majority of EMS calls. This purchase will allow each station to have a reliable monitor. Total cost for the device is \$34,247.50.

MOTION made by Councilor Sumner to approve Cardiac Monitor purchase in the amount of \$34,247.50 as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

• Declaring a Vacancy & Establishing a Process

Staff Report – Harris, stated the City’s Charter requires Council to declare a vacancy for the position previously held by Councilor Seth Vincent. He will be filling out the remainder of the outgoing Mayor’s term ending December 31, 2022. Staff also requested Council’s direction to establish a process for filling the vacancy.

MOTION made by Councilor Hamilton to approve Council Vacancy as presented; second by Councilor Whitaker.

Discussion:

- Councilor Boggs suggested advertising the vacancy for two to three weeks and hopefully fill it at the next Council meeting.
- Councilor Sumner – What has the process been in the past? *Gillham suggested that the candidate fills out an application, provides a resume, and a narrative explaining their reason for applying and experiences that will enhance the functions of City Council. Council will then receive those application packets prior to the following Council meeting to review. Each candidate is invited to attend the Council meeting and time is provided for them to speak on their behalf.*

After further discussion, Council consensus was to advertise the vacancy for two weeks.

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

Opposed: None

Motion carried unanimously.

• Resolution 2021.10 – Surplus of City Property

Staff Report – Police Chief, Troy Mills, discussed surplus of three city owned vehicles that have reached the end of their useful life and no longer capable of providing services for the Sutherlin community.

MOTION made by Councilor Whitaker to approve Resolution 2021.10 – Surplus of City Property as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Procurement Authorization – Police Patrol Vehicle Purchase**

Staff Report – Mills requested the purchase of a 2021 Dodge Durango Pursuit Utility AWD vehicle for the Police Department. The vehicle and outfitting purchase is done through LEHR at a total cost of \$52,778.63

MOTION made by Councilor Boggs to approve Procurement of a Police Patrol Vehicle in the amount of \$52,778.63 as presented; second by Councilor Whitaker.

Discussion:

- Mayor Vincent – What’s the timeframe on receiving the vehicle? *Mills – Three to four months for the build.*

- Councilor Groussman – Does this cost include radio equipment? *Yes.*

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Personnel Policy Review by CIS**

Staff Report – Harris, let staff report stand as is.

- **Central Plaza Park**

Staff Report – Gilbert, let staff report stand as is.

- **Traffic Impact Study**

Staff Report – Gilbert, let staff report stand as is.

- **Street Light Upgrade**

Staff Report – Gilbert, let staff report stand as is.

- **AED Purchase Update**

Staff Report – Lane, ordered the AED’s.

CITY MANAGER REPORT

- Urban Renewal is moving forward with the line-of-credit that Council approved.
- Staff and the Urban Renewal Task Force have developed an application and process.
- Working with Oak Hills Golf Course and Urban Renewal for future building improvements.
- Concluding the purchase and sale agreement for the wetlands credits at the Industrial Park.
- The Splash Pad is a great asset and very busy.
- Staff will continue to provide a mid-month update.
 - Councilor Sumner asked if the splash pad comes on at certain hours. *Swan – Yes, 11 a.m. to 8 p.m.*

COUNCIL COMMENTS

Councilor Whitaker

- Old funeral home across from Central Park needs landscape maintenance. *Gillham – The City will continue to cite business and personal property owners for fire hazard maintenance per our Municipal Code.*

Councilor Hamilton

- There’s graffiti under the overpass at exit 136 and by Burger King. *Swan – We’ll look into it.*
- Is the pothole at the Dog Park fixed? *Swan – I believe so but we’ll double check.*

- The dog park needs signage. *Councilor Whitaker – There are signs on both sides of the street, more specifically – right across the street from the entrance. Swan – There are some on Central Ave.*

Councilor Groussman

- There’s a pothole with a cone over it at the Shell Station on Central Ave. *Swan – It’s a manhole cover that faltered and it’s getting fixed during the Central Ave. repair project.*

Councilor Sumner

- Nothing

Councilor Boggs

- Nothing

Mayor Vincent

- Thanked everyone for the opportunity to serve
- Great to see the 4th of July flags out.
- Nice to see everyone out enjoying the wonderful land we live in.

PUBLIC COMMENT

- Len Bodine – Introduced himself and how much he loves driving down Central Ave. and seeing the flower baskets, kids playing in the park, the holiday lights and parade, the Friday night Music Off Central, etc. He suggested extending the sidewalk on S. State Street (by SKP Park), there’s a tight corner at the end with lots of foot traffic. Is the bike path and restroom area open behind Central Park, by the festival grounds? *Swan – Yes. We had to close it for a while due to vandalism but its open now.* Ford’s Pond is coming along great.

ADJOURNMENT

With no further business, meeting adjourned at 7:34 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 AUGUST 16, 2021