

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, March 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, Tami Trowbridge
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Police Chief, Troy Mills
Deputy Fire Chief, Scott McKnight
Library Director/UR Administrator, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Tyler Malatore, Lynda Whitaker

Via Zoom: Jim Houseman, Rachel Anglin

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

**Mayor asked the new Finance Director to introduce herself. Tami Trowbridge expressed great excitement to join the City's team. "I'm learning a lot and appreciate the opportunity."

CONSENT AGENDA

- **February 8, 2021 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Liquor License Approval – Driftwood Market**

Staff Report – Police Chief, Troy Mills, explained that new owners of Driftwood Market have applied with OLCC for their 90-day, off-premises liquor license. This application gives the business authority to sell beverages "to-go". No disqualifying information was found and recommends this license be approved.

MOTION made by Councilor Hamilton to approve Liquor License – Driftwood Market as presented; second by Councilor Vincent.

Discussion:

- Councilor Groussman – Did Driftwood Market carry liquor previously? *Mills – I'm unfamiliar with what was sold by the previous owners. This license is authorizing a 90-day, off-premises license to allow patrons to leave with an open container.*
- Councilor Sumner asked for clarification of open container. *Mills – For example, patrons can walk out with an open glass of wine.*

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

Opposed: None

Motion carried unanimously.

- **Liquor License Approval – Cignos Italian**

Staff Report – Mills, reported that a new business, Cignos Italian (formerly Pedotti's) has applied with OLCC for their limited on-premises liquor license. No disqualifying information was found and recommends this license be approved.

MOTION made by Councilor Vincent to approve Liquor License – Cignos Italian as presented; second by Councilor Whitaker.

Discussion:

- Councilor Whitaker stated that his understanding was that only restaurants could sell drinks to-go with a meal purchase. Driftwood Market isn't a restaurant. *Mills – OLCC does the investigations and hands out the liquor licenses, the Police Department's role is to approve or not approve.*
- Councilor Hamilton – This business is listed as new, but it's an existing establishment.
- Councilor Vincent – This is a new business with a new name.

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

Opposed: None

Motion carried unanimously.

- **Parks Advisory Committee Appointments**

Staff Report – City Recorder, Diane Harris, announced two vacancies on the Parks Advisory Committee. The City received two applications for appointment from Lynda Whitaker and Crystal Cunningham. One term ends December 31, 2021; the other term ends December 31, 2022.

Mayor asked if applicants would like to speak on their behalf. None responded.

Councilor Boggs asked Lynda Whitaker which term she prefers. She chose term ending December 31, 2022.

MOTION made by Councilor Boggs to approve Parks Advisory Committee Appointments to Lynda Whitaker – term ending December 31, 2022 and to Crystal Cunningham – term ending December 31, 2021 as presented; second by Councilor Vincent.

Discussion:

- Councilor Sumner – Does the city code reference spouses serving on committees together? *Harris – No.*

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

Opposed: None

Motion carried unanimously.

- **Budget Committee Appointment**

Staff Report – Harris, announced three vacancies on the Budget Committee. The City received one application for appointment from Rachel Anglin. One term ends December 31, 2021, the other term ends December 31, 2022.

Mayor asked if the applicant would like to speak on her behalf and which term she prefers. She chose term ending December 31, 2022.

MOTION made by Councilor Sumner to approve Budget Committee Appointment to Rachel Anglin – term ending December 31, 2022 as presented; second by Councilor Vincent.

Discussion:

- Councilor Boggs – How long has she lived in Sutherlin currently? *Anglin – Consecutively for the last two years.*

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

Opposed: None

Motion carried unanimously.

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

Staff Report – City Manager, Jerry Gillham, explained that establishing Council Priorities is vital in strategic planning, organization and efficiency in any city organization.

MOTION made by Councilor Hamilton to approve Resolution 2021.02 – Council Priorities 2021-2022 as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Nonpareil Water Treatment Plant (NPWTP) Funding Amendment**

Staff Report – Community Development Director, Brian Elliott, asked for Council’s approval to amend the Safe Drinking Water Revolving Loan Fund in the amount of \$1,915,792. The original funding package was \$3,937,773 however, due to an expanded project scope to improve system performance and COVID, cost of materials have increased substantially. Three bids were received on February 24, 2021 with Stettler Supply & Construction submitting the lowest bid in the amount of \$4,810,485. This amendment won’t cause a need to raise City water rates if approved.

MOTION made by Councilor Sumner to approve NPWTP Funding Amendment in the amount of \$1,915,792 as presented; second by Councilor Vincent.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Bid Approval – Nonpareil Water Treatment Plant (NPWTP) Modernization Improvements**

Staff Report – Elliott, informed Council that on February 24, 2021, the city received three bid offers for the NPWTP improvements. One from Pacific Excavation, Inc. in the amount of \$4,927,000 and the other from McClure and Sons, Inc. in the amount of \$5,395,310. Stettler Supply & Construction submitted the lowest bid in the amount of \$4,810,485, and has sufficient experience and qualifications to construct the project. This project will be funded through the Safe Drinking Water Revolving Loan Fund and Water Construction Funds.

MOTION made by Councilor Vincent to approve Bid Award – NPWTP Modernization Improvements to Stettler Supply & Construction in the amount of \$4,810,485 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Groussman – How soon can this project start? *Elliott – They’re located in Salem, Oregon. The notice to proceed will be issued at the end of March with estimated completion in June 2022.*
- Councilor Vincent – Does City Staff have any hesitation with using this company? *No, we’ve used Stettler Supply & Construction on a previous project and had no issues.*
- Councilor Groussman – Is there a liquidation clause if the project isn’t completed in a reasonable amount of time? *Yes, liquidated damages are included in the contract documents.*

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

Opposed: None

Motion carried unanimously.

- **Bid Approval – Central Avenue Sidewalk Extension**

Staff Report – Elliott, informed Council that on February 24, 2021, the City received three bid offers for the sidewalk extension project from Wildwood Ln. to the existing sidewalk, west of Grove Ln. One from Brown Contracting in the amount of \$118,881 and one from Pacific Excavation in the amount of \$131,302. Guido Construction submitted the lowest bid in the amount of \$98,609. This project is funded through the Street/Sidewalk/Drainage Fund. Estimated completion is May 2021.

MOTION made by Councilor Groussman to approve Bid Award – Central Avenue Sidewalk Extension to Guido Construction Inc. in the amount of \$98,609 as presented; second by Councilor Vincent.

Discussion:

- Councilor Hamilton – Is this part of the Central Ave project that wasn't completed? *Elliott - No, available funds were exhausted on that project. Funding has been budgeted to continue the sidewalks throughout Central Ave. in stages. Guido does good concrete work, staff has no concerns.* Were the repairs completed from the Central Ave. project? *Yes, the city's ADA ramps have been corrected.*
- Councilor Sumner expressed concerns using this company. *Public Works Director, Aaron Swan – They completed the first section of this sidewalk continuation in a timely manner and did a good job.*
- *Gillham – Central Ave. was an extremely large project for them. This is a smaller project and they are good at what they do.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.03 – Urban Renewal (UR) \$1 Million Line of Credit Approval**

Staff Report – Library Director/UR Administrator, Pat Lynch, stated this Line of Credit is needed for the implementation of pilot projects previously approved by the UR Agency, Council and UR Task Force. These funds will be managed by the UR Task Force and allocated as follows:

- \$350,000 – Central Avenue Storefront Improvement Grants and parking lot purchase with improvements.
- \$350,000 – Sutherlin Industrial Park wetlands water credit purchase and consultant fees.
- \$300,000 – Exit 136 enhancements.

MOTION made by Councilor Sumner to approve Resolution 2021.03 – UR \$1 Million Line of Credit as presented; second by Councilor Vincent.

Discussion:

- Councilor Groussman asked for more clarification of how this Line of Credit will fund. Is it revolving? *Lynch – If that request is made, it would first go through the Task Force Committee, then brought to the UR Agency Board and lastly to City Council for approval. Gillham – It's not a revolving Line of Credit without approval.*

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE (Reports in Council Packet)

- **Ford's Pond Recreational Improvements**

Staff Report – Elliott, updated Council on the construction – Project 1 and Project 2A (Phase 1). \$760,000 of improvements have begun:

- Parking
- Sidewalks
- Utilities
- Signage
- Security Lighting
- Benches
- Paving for the first half of the path

Work is scheduled to be completed in early summer 2021. The City has opened a temporary parking area off Hwy 138W, on the north side of the pond for community access.

On March 5, 2021, the Oregon State Marine Board notified Staff that they have an engineer to design and provide a cost estimate for Project 3. The Oregon State Marine Board Grant was finalized today and we'll be notified in May if the application was recommended and in June if it's successful. The north side of Ford's Pond improvements will consist of a launch ramp, ADA compliance, dock, gravel parking and a single vault toilet with ADA concrete parking.

- *Gillham thanked the Friends of Ford's Pond group for participating in seeing these improvements through.*

CITY MANAGER REPORT (Verbal)

- Will provide Council with a mid-month report for March.

CITY COUNCIL COMMENT

Councilor Groussman

- None

Councilor Sumner

- Suggested extending sidewalks at the end of S. State St. past the curve. *Swan – We can add it to the project list, unfortunately sidewalk funds have been expended, and it will have to be included in a future budget.*

Councilor Boggs

- None

Councilor Vincent

- Concerned about Central Ave. deteriorating between Umpqua St. and State St. *Swan – We have a plan to fix those failing areas this summer when the amount of unexpected increased log truck traffic has hopefully subsided.*

Councilor Whitaker

- None

Councilor Hamilton

- Happy Birthday to Councilor Vincent.
- Happy Birthday to Brian Elliott.
- The Battle of the Badges blood donation event was a success.
- Has a credit been given to small businesses to help with COVID restrictions? *Gillham – We are working with those that have been negatively impacted, but a specific program wasn't created. If Council consensus is to offer three months free water and sewer charges due to COVID restrictions, the City can put that in place as long as Council understands the economic impact that will have.* The idea was to offer it to the small businesses.
 - Councilor Vincent's understanding was that the City would work with those that are delinquent or impacted due to COVID restrictions on a case by case basis. *Gillham – There are several programs that are available to help citizens and businesses. The City has done its due diligence to aid those in need as best we can. We can include a notice in the next billing cycle and in the next news bulletin to contact the City for help.*
 - Councilor Sumner – Wants to help businesses in Sutherlin but agrees with not offering assistance to everyone. *Gillham – When businesses and individuals contact us, staff works with them.*
 - Councilor Groussman – Doesn't feel that those that are habitually delinquent should benefit from this.
 - Councilor Whitaker – Feels that the City has already been doing its due diligence.
- **Mayor McKnight**
A formal letter was drafted to send to the Oregon Governor regarding business closures during COVID. *Gillham will send the letter to all Council before sending to the Governor.*

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 7:46 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 APRIL 12, 2021