

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, September 13, 2021 – 7:00 p.m.

COUNCIL MEMBERS:

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

MAYOR: Seth Vincent

CITY STAFF: City Manager, Jerry Gillham

Finance Director, Tami Trowbridge

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Urban Renewal Agency Administrator, Pat Lynch

Media & Communications Coordinator, Nancy Rodriguez (via Zoom)

City Attorney, Chad Jacobs (via Zoom)

Audience: Lisa Woods, Gary Dagele, Christy Smalley

Via Zoom: Council President, Michelle Sumner; Amber Vincent; Eileen Smalley

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

Flag Salute:

Roll Call: All present

Media: None

PRESENTATION

- **New Council Member Swearing-In**

City Recorder, Diane Harris administered the Oath of Office to new Councilor, Shawn Smalley – term ending 12/31/2024. Wife Christy was presented with flowers.

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **August 16, 2021 minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Planning Commission Appointment**

Staff Report – Harris - Staff received an application from Tom Maloney for consideration to fill one vacancy on the Planning Commission, term ending December 31, 2022.

MOTION made by Councilor Whitaker to appoint Tom Maloney to Planning Commission – term ending December 31, 2022 as presented; second by Councilor Groussman.

Discussion:

- Councilor Boggs – Does Planning Commission require a year of residency for eligibility? *Harris – No.*

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

Opposed: None

Motion carried unanimously.

- **Bid Award – Emergency Operations Center/City Hall Remodel**

Staff Report – Community Development Director, Brian Elliott - Three contractors showed interest in the project – Kevin Kennedy Construction, Zerbach Construction and Guion Randol Construction. One bid proposal was received from Kevin Kennedy Construction in the amount of \$84,750.00 for the City Hall Remodel, including an Emergency Operations Center. They have sufficient experience and qualifications to satisfactorily construct the project with an estimated completion time of December 2021.

MOTION made by Councilor Whitaker to approve Bid Award to Kevin Kennedy Construction for Emergency Operations Center/City Hall Remodel in the amount of \$84,750.00 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Whitaker – Is budget funding available for this project? *Finance Director, Tami Trowbridge - Yes.*
- Councilor Groussman – Is electrical included in this bid? *Elliott – Yes and if awarded, the City will receive a more detailed contract.* Replacing fluorescent lights with LED lights, will that affect radio frequency? *Elliott – We'll make sure it's addressed.*
- Mayor Vincent asked City Manager, Jerry Gillham to give a brief-over view of this project for the new Councilors. *Gillham – To provide City Hall with an up-to-date emergency response center that can function solely on it's own during an emergency, equipped with communication services as well as provide accommodations for staff and volunteers to rest and prepare meals. The City learned a lot from Snowmageddon in 2019 and making preparations for the future in the event another emergency occurs, will make Sutherlin better positioned to adequately respond.*
- Councilor Sumner – Are references available for this company? *Gillham – Kevin Kennedy Construction has done several projects for the City including the Police Department. Bidding requirements were fulfilled when staff reached out to several contractors that showed interested.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.11 – Land & Water Conservation Fund Grant Application Approval – Ford's Pond**

Staff Report – Elliott - Funds from this grant will be used to develop projects 2B/C consisting of the design, construction of the inclusive playground, RV/overflow parking area, sidewalks, landscaping, pavilion, site furnishings, and signage. This project is located in the southeast corner of the park, abutting Church Rd. Local matching funds available are \$370,000 and total estimated cost is \$740,000.

MOTION made by Councilor Hamilton to approve Resolution 2021.11 – Land & Water Conservation Fund Grant Application Approval – Ford's Pond as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.12 – Supplemental Budget Adjustment Fiscal Year 2021-22 (less than 10%)**

Staff Report – Finance Director, Tami Trowbridge - Two General Fund – Non-Departmental budget adjustments are being requested, along with two General Fund – Finance Department budget adjustments.

Adjustments as follows:

- *General Fund – Non-Departmental: The City's computers are operating on three different versions of Office. An adjustment of \$10,000 (software and labor) is needed to bring all City computers up to Office 2019.*

- General Fund – Non-Departmental: Due to the City’s backup server failing in July, our IT Contractor has requested the purchase of a new Server in the amount of \$22,000 (hardware and labor).
- General Fund – Finance Department: Caselle is a program widely used throughout the office and currently, there aren’t enough user licenses to operate the program efficiently without access issues. Staff is requesting the purchase of two more Caselle licenses in the amount of \$5,000.
- General Fund – Finance Department: On-site Caselle program training is necessary for new finance staff, to have a better grasp of the accounting system. Therefore, an adjustment is needed in the amount of \$7,500.

These budget adjustments do not change these categories over budget by 10%.

MOTION made by Councilor Whitaker to approve Resolution 2021.12 – Supplemental Budget Adjustment Fiscal Year 2021-22 as presented; second by Mayor Vincent.

Discussion:

- Councilor Whitaker – Does Caselle’s program licenses expire? **Trowbridge – No, an annual fee is paid for use.**
- Councilor Groussman – How many users for each license? **Trowbridge – One.**

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

Opposed: None

Motion carried unanimously.

• **Tree City USA Discussion**

Staff Report – Gillham wanted to continue discussion from August 16, 2021 Council meeting. This program is an ongoing community improvement initiative and requires the City to reapply each year in order to sustain membership by way of a Council adopted ordinance. One requirement is investing time and funds equal to \$17,000 (or \$2 per citizen) of tree growth improvements within the community, annually. Staff/Volunteer time and equipment costs (tree maintenance) for example, qualify towards meeting that requirement along with other components.

- Councilor Boggs – How does the City benefit from being a Tree City USA? **Councilor Whitaker -**
 - **Trees provide environmental services such as: cleaning the air, trees absorb carbon dioxide and provide oxygen, provide shade, and storm water runoff can be reduced by tree canopies.**
 - **The City will have a “tree guide” that will include: detailed information about the best trees for the area, tree care, tree dynamics, etc.**
- Councilor Boggs – Are these City owned trees? **Councilor Whitaker – Yes, this would not regulate trees on private property, however, the City could provide recommendations to businesses and personal property owners interested in planting trees on their property.**
- Councilor Groussman – If Sutherlin becomes a Tree City USA, how will it be advertised? **Councilor Whitaker – Tree City USA has a website and the City of Sutherlin will be listed on their advertisements as well as all City social media.**

Mayor Vincent asked for Council direction. Further discussion ensued.

Council consensus was to move forward, having staff bring an ordinance to Council for approval.

• **Axon Body Camera Contract Renewal Approval**

Staff Report – Police Chief, Troy Mills - This contract is a continuation of the 2014 Axon contract that expires in November 2021. This assurance program covers digital media storage, replacement of cameras and equipment due to damage, loss, or malfunction. The new contract will be effective 2021-2026 in the amount of \$52,920.

MOTION made by Councilor Groussman to approve Axon Body Camera Contract Renewal Approval in the amount of \$52,920 as presented; second by Councilor Boggs.

Discussion:

- Mayor Vincent – What would the Police Department be like without cameras? **Mills – These cameras help gather evidence, holds all parties accountable for their actions, and reduces liability.**

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Implement 10-year Non-Compliant ADA Replacement Ramp Plan & Sidewalks from Silver Glen to Grove Lane and Central Avenue**

Staff Report – Public Works Director, Aaron Swan - The sidewalk connectivity from Silver Glenn to Grove Lane and Central Avenue has been completed. Next year, sidewalk connectivity will be from Grove Lane to Nicholas Ct at which time that section will be brought to current ADA standards. The City is continuing to replace non-compliant and non-existing ADA ramps every year. The ADA ramps on West Everett Avenue and State Street are being engineered now and the project is scheduled for this fiscal year.

- **Community Center Building – Caulk and Paint Exterior**

Staff Report – Swan, the Community Center building caulking and painting is scheduled to be completed this fall.

CITY MANAGER REPORT

- W Duke Rd from Parkhill Lane to Plat M Rd will be paved with a five foot walking strip on the north side of W Duke Rd.

COUNCIL COMMENTS

Councilor Smalley

- Glad to be here and anxious to help.

Councilor Groussman

- Asked Police Chief Mills if the area at the corner of W Sixth Avenue and N State Street for transient use has been helpful. *Mills – It's been used for brief stays.*

Councilor Sumner

- Thanked Mayor Vincent for his time and dedication to City Council and wished him luck in his new adventure.

Councilor Boggs

- Welcomed Councilor Smalley.
- Wished Mayor Vincent good luck.

Councilor Hamilton

- Welcomed Councilor Smalley.
- Wished Mayor Vincent and family good luck.
- Having trouble accessing the City's website. *Harris – We'll check into it.*

Councilor Whitaker

- The business west of town (old Gerretson's building) seems to be a full time garage sale.
- Dead tree removal at Chapel of Roses? *Swan – It's in the City's Right-of-Way, it'll be removed.*

Mayor Vincent

- Expressed appreciation to City Staff, Council and the community.
- Looking forward to new adventures.
- Glad to have Councilor Smalley.
- Glad to see the flags displayed on Saturday in remembrance of September 11th.

PUBLIC COMMENT

- None

**** Council President, Michelle Sumner, continued the Council meeting.****

DECLARING A VACANCY FOR MAYOR & ESTABLISHING A PROCESS

Staff Report – Harris - The City Charter requires Council to declare a vacancy for the position previously held by Mayor Seth Vincent, term ending December 31, 2022. Staff also requested Council's direction to establish a process for filling the vacancy.

MOTION made by Councilor Whitaker to approve Mayor Vacancy and accept Mayor’s resignation as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

MAYOR NOMINATION & APPOINTMENT

MOTION made by Councilor Whitaker to appoint Councilor Sumner as Mayor – term ending December 31, 2022, as presented; second by Councilor Hamilton.

AMENDED MOTION made by Councilor Whitaker to appoint Councilor Sumner as Mayor – term ending December 31, 2022, effective October 11, 2021 upon swearing-in as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL PRESIDENT APPOINTMENT

MOTION made by Mayor Appointee Sumner to appoint Councilor Hamilton as Council President - term ending December 31, 2022, effective October 11, 2021 upon Mayor Sumner swearing-in as presented; second by Councilor Smalley.

Discussion: None

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

Opposed: None

Motion carried unanimously.

DECLARING A COUNCIL VACANCY & DETERMINE NEXT STEPS

Mayor Appointee, Michelle Sumner formally resigned from her seat as Council President due to her newly appointed position as Mayor effective October 11, 2021 upon swearing-in.

MOTION made by Councilor Boggs to approve Council Vacancy, effective October 11, 2021 upon swearing-in and appoint a new Councilor as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL VACANCY APPOINTMENT

Staff Report – Harris presented two candidates for consideration that had applied for Council vacancy on August 16, 2021 – term ending December 31, 2022. Gary Dagele & Lisa Woods.

MOTION made by Councilor Boggs to appoint Lisa Woods as Councilor - term ending December 31, 2022 as nominated; second by Councilor Whitaker.

Mayor appointee Sumner invited the candidates to the podium.

- ❖ Gary Dagele introduced himself, described his background experience, and how he could contribute to City Council.

- ❖ Lisa Woods introduced herself, explained her background, and how her experience could benefit the City.

MOTION made by Councilor Hamilton to appoint Gary Dagele as Councilor, term ending December 31, 2021 as nominated; second by Councilor Whitaker.

Councilor Boggs withdrew his motion; Councilor Hamilton withdrew her motion. (Two motions cannot be on the floor at the same time per Robert’s Rules of Order and City Attorney, Chad Jacobs)

MOTION made by Councilor Whitaker to consider both candidates for Council by using the ballot process; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

First round of voting resulted in a tie, Lisa Woods – 3 votes; Gary Dagal – 3 votes:

Councilor Smalley – Lisa Woods

Councilor Groussman – Lisa Woods

Mayor Appointee Sumner – Lisa Woods

Councilor Boggs – Gary Dagal

Councilor Hamilton – Gary Dagal

Councilor Whitaker – Gary Dagal

Council members deliberated and asked the candidates further questions.

MOTION made by Councilor Whitaker to appoint Gary Dagal as Councilor – term ending December 31, 2021 as nominated; second by Councilor Hamilton.

Discussion: None

In Favor: Councilors Hamilton, Whitaker and Mayor Appointee Sumner

Opposed: Councilors Smalley, Groussman and Boggs

Motion failed.

Mayor Appointee Sumner asked Council if any of them would like to change their vote. No Council response was given. City Attorney, Chad Jacobs, suggested the option of tabling Council appointment until the October 11, 2021 meeting.

MOTION made by Councilor Boggs to table Council Appointment until the October 11, 2021 meeting; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

ADJOURNMENT

With no further business, meeting adjourned at 8:39 p.m.

Respectfully submitted by,

Melanie Masterfield

Melanie Masterfield, Deputy City Recorder

Approved:

Jerry Gillham

Jerry Gillham, City Manager

Michelle Sumner

Michelle Sumner, Council President

APPROVED BY COUNCIL ON OCTOBER 11, 2021