

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, May 9, 2022 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley and Larry Whitaker

MAYOR: Michelle Sumner

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
Police Chief, Troy Mills
Fire Chief, Mike Lane
Library Director/Livability Services Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Tyler Malatore (The Dyer Partnership Engineers and Planners), Edouard Glück, Tabbitha Layman

Via Zoom: Larry Bahr, Nancy Rodriguez, Eileen Smalley

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

****Mayor made an announcement for Zoom attendees.****

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

- **Nonpareil Water Treatment Plant (NPWTP) Construction Update & Wastewater Treatment Plant (WWTP) One Year Performance Report**

Community Development Director, Brian Elliott, introduced Tyler Malatore from The Dyer Partnership Engineers and Planners, whom provided a PowerPoint presentation. Topics discussed:

- Intake improvements
- Raw water pump station improvements
- Raw water flow meter and static mixer improvements
- Clarifier Improvements
- Filter Improvements
- New filter piping and electronic actuated valves
- New backwash pump
- New treated water pumps
- New backwash basins (two basins holding 151,000 gallons each)
- Electrical improvements (including new electrical room)
- New standby generator (275 kW diesel with automatic transfer switch)
- New SCADA system

The next plant shut down period will be from May 2, 2022 to June 1, 2022; focusing on the raw water pump station piping, static mixer, and flow meter.

- Mayor Sumner – Will the second shut down affect water restrictions like last year? *Malatore - There are no water shortage concerns at this point.*

WWTP Performance Report:

- Initiation of operations on April 23, 2021
- Performance evaluation submitted to DEQ in April 2022
- The plant has demonstrated the ability to perform in compliance with discharge permit.
- WWTP was issued a positive certification

CONSENT AGENDAS

- **April 11, 2022 Minutes – Regular Meeting**
- **IGA – Douglas County Inmate Housing Agreement**

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

Discussion: None

In favor: Councilors Boggs, Dagel, Whitaker, Smalley, Groussman, Hamilton and Mayor Sumner.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Bid Award – Everett and State Street Repair Project**

Public Works Director, Aaron Swan – On April 27, 2022, the City received two bids from contractors for the Everett and State Street Repair Project. One from JRT Construction, LLC in the amount of \$449,055, and one from Knife River Materials in the amount of \$633,966. JRT Construction, LLC provided the lowest bid and has sufficient experience and qualifications to complete the project.

MOTION made by Councilor Whitaker to approve Bid Award to JRT Construction, LLC in the amount of \$449,055 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Boggs questioned the large difference in bids. *Swan explained.*
- Mayor Sumner – When is the estimated start date? *Once the bid is awarded, the contractor will be ready to start in a couple of weeks.*

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

Opposed: None

Motion carried unanimously.

- **Bid Award – IT Services**

Staff Report – Finance Director, Tami Trowbridge – The last IT Service Agreement was initiated in November 2011 for a term of three (3) years with a possible three (3) year extension – which expired in 2017. In April 2022, staff advertised a Request For Proposal (RFP) for Managed IT Services. On April 25th, the City received one bid from Systech Consulting, located in Roseburg, Oregon. With excellent references, this firm has sufficient experience and qualifications to partner with the City and manage its IT systems.

MOTION made by Councilor Boggs to approve Bid Award to Systech Consulting for a term of 5 years as presented; second by Councilor Hamilton.

Discussion:

- Councilor Whitaker expressed the importance of having good cyber security.
- Councilor Groussman – Will iPad's be included in the coverage? *Trowbridge – Yes.* Does Systech Consulting install their own hardware? *Some hardware will have to be updated and/or replaced.* Asked for further clarification of other quote line items. *Trowbridge explained.*
- Councilor Hamilton – Will there be a cost savings after switching firms? *Approximately the same cost.* Suggested hiring a part time, in-house IT Service person in the future. *Trowbridge further expressed the importance of added cyber security moving forward.*

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

Opposed: None

Motion carried unanimously.

- **Parks Advisory Committee Appointment**

Staff Report – City Recorder, Diane Harris – The City received one application for the Parks Advisory Committee from Tabbitha Layman, term ending December 31, 2023.

Mayor invited the applicant to the podium to speak on her behalf.

- Tabbitha Layman introduced herself. She is a 35-year resident of Sutherlin and is raising her family here. She discussed her background experience and expressed excitement to be a part of the team.

MOTION made by Councilor Whitaker to appoint Tabbitha Layman to Parks Advisory Committee – term ending December 31, 2023 as presented; second by Councilor Groussman.

Discussion:

- Councilor Smalley gave positive comments and feels that she will do a great job.

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Sidewalks from S. Grove Ln. to Nicholas Ct. Update**

Swan provided an update on the sidewalk extension east of Sutherlin. The engineering process has started and will estimate the balance of the sidewalk extension, which will end just past Quail Run on the north and south side of Central Ave. Engineer estimates should be completed by the end of June 2022.

CITY MANAGER REPORT (verbal)

- Recognized Councilor Groussman for receiving ‘Man of the Year’ award from the First Citizen’s Banquet on April 30, 2022. In addition, several current Councilors have either received awards or have been nominated and they were commended.
- Congratulated wife, Sue Gillham, for receiving the ‘President’s Award’.
- Taking action towards businesses in downtown and the Chapel of the Roses building that are violating City Municipal Codes.
 - Councilor Dagal expressed disagreement with taking action against business owners. Prefers the buildings be occupied rather than empty. Suggested talking to the business owners first. *Gillham – Staff has tried several times to communicate and numerous letters have been sent with no response.*

Further discussion ensued between council and staff.

CITY COUNCIL COMMENT

Councilor Boggs

- Hwy 99 at exit 135 – Large potholes are developing, realizes this is county’s jurisdiction and asked Swan to contact them.

Councilor Dagal

- Congratulated Councilor Groussman for being voted ‘Man of the Year’.

Councilor Whitaker

- Nothing to report

Councilor Smalley

- Are the citizens living at the Chapel of the Roses building working with staff? *Elliott – Conversations have taken place and the four occupants were to vacate May 9, 2022 and the building locks were to be changed.*

Councilor Groussman

- Nothing to report

Councilor Hamilton

- Congratulated Councilor Groussman on becoming ‘Man of the Year’.

- Congratulated City Manager’s wife, Sue Gillham, for receiving the ‘Presidents Award’.
- Thanked the Library Director, Pat Lynch & volunteers for hosting a great Sutherlin Area Chamber of Commerce ‘AfterHours’ Open House.
- Thanked Councilor Whitaker for his time and effort for the Arbor Day Celebration.
- Thanked Mayor Sumner for speaking at the Arbor Day Celebration.

Mayor Sumner

- Sutherlin FFA Awards Banquet is May 11, 2022.
- Congratulated Councilor Whitaker for doing a great job with the Arbor Day Celebration. Citizens enjoyed it and the food trucks were great.
- Congratulated Councilor Groussman for becoming ‘Man of the Year’.

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 7:58 p.m.

Mayor Sumner announced that Council/Urban Renewal Agency Board will take a 5-minute break before meeting in executive session – ORS 192.660(2)(e) – Real Property Transactions, to deliberate with persons designated by the governing body to negotiate real property transactions.

Executive Session called to order at 8:05 p.m.

Executive Session adjourned at 8:21 p.m.

Approved: *Jerry Gillham*
 Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield
 Melanie Masterfield, Deputy City Recorder

Michelle Sumner
 Michelle Sumner, Mayor

APPROVED BY MAYOR AND CITY COUNCIL ON JUNE 13, 2022