

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, December 12, 2022 – 7:00pm

COUNCIL MEMBERS:

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/HR Director, Diane Harris - *Excused*
Deputy City Recorder, Melanie Masterfield
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Zoom)

Audience: Molly & David Hammer, Jessica Batchelor (Sutherlin Area Chamber of Commerce Executive Director), Matthew Hartney, Yvonne Adams, Calvin Calvin

Via Zoom: Larry Bahr

Meeting called to order by Council President Hamilton at 7:00 p.m.

Flag Salute:

Roll Call: All present

Introduction of Media: None

****Council President Hamilton made an announcement for Zoom attendees.****

PUBLIC COMMENT (agenda items only)

- None

PRESENTATION

- **Audit Report**

Staff Report – Finance Director, Tami Trowbridge, updated Council of the final status of the annual audit for the 2022 fiscal year. After review of the Financial Report, the City earned an unqualified opinion for the financial statements, which is commonly referred to as a “clean” audit. The auditors have issued a “no reservation” opinion.

- **Sutherlin Area Chamber of Commerce Executive Director**

Jessica Batchelor introduced herself and stated her experience and background. She expressed enthusiasm for future goals, projects, and community engagement opportunities. ‘Chamber Chatter’ is a new activity happening every Wednesday at 2:00 p.m. on Facebook Live talking about events and community happenings.

CONSENT AGENDA

- **November 14, 2022 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Acceptance of Resignation & Declaring a Vacancy**

Per City Attorney, Chad Jacobs, this agenda item will be postponed until the Council meeting on January 9, 2023.

- **Resolution No. 2022.14 – Certificate of Approval – Employee Policies & Procedures Handbook**

Staff Report – Deputy City Recorder, Melanie Masterfield – Council is being asked to approve the resolution and authorize the Certificate of Approval. As a best practice, CIS suggests that all entities review their employee policies and procedures handbook every 2 to 3 years. The current handbook was approved March 2019. This review process includes CIS Legal/HR personnel review, along with multiple committee meetings with staff from various classifications/departments/representatives. The City Manager then reviews it, and the final step is Council review.

MOTION made by Councilor Whitaker to approve Resolution No. 2022.14 – Certificate of Approval – Employee Policies & Procedures Handbook as presented; second by Councilor Smalley.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2022.15 – Election Canvass of Votes**

Staff Report – Masterfield, asked Council to certify the official results of the November 8, 2022 General Election. The City officially received the results from the Douglas County Clerk’s office on December 5, 2022. The purpose for the canvass of votes is to account for every ballot cast, to ensure the validity of each vote, and include them in the election totals. Certificates of Election will be presented to the elected individuals at the January 9, 2023 City Council meeting.

MOTION made by Councilor Dagle to approve Resolution No. 2022.15 – Election Canvass of Votes as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Vehicle Purchase Approval – Water Division**

Staff Report – Public Works Director, Aaron Swan, asked Council to approve the purchase of a 2022 Chevrolet Silverado pick-up truck in the amount of \$45,769.25. The Water Treatment Division budgeted for a new pick-up truck in the 2022-2023 fiscal year. One has been located at Suburban Auto Group in Sandy, Oregon that fits the department’s needs and the auto dealership meets state purchasing requirements.

MOTION made by Mayor Sumner to approve Vehicle Purchase – Water Division in the amount of \$45,769.25 from Suburban Auto Group as presented; second by Councilor Smalley.

Discussion:

- Councilor Dagle suggested purchasing a cab and chassis for a lower price and adding a bed box. *Swan – We’ll check into that next time.*

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE (verbal)

- **Sidewalk Extension – Central Ave. from Grove Ln. to Opal St.**

Swan – The project is moving along, it’s about 75% complete. Estimated completion is the first of next year. Next year’s plan is to continue the sidewalk to Quail Run.

CITY MANAGER REPORT (verbal)

City Manager, Jerry Gillham – The Strategic Plan was developed roughly 10 years ago and needs updated. It developed the City's Vision, Mission, Purpose, Core Values/Beliefs, and Principle Goals. Staff would like to schedule an additional Council meeting in February for a workshop to re-examine the Strategic Plan.

CITY COUNCIL COMMENT

Councilor Dagle

- Recognized Duane Waller and the Blackberry Festival Committee for putting on the Timber Town Toy Land Light Parade. Encouraged everyone to attend.
- Wants more information of the types of businesses that are wanted downtown. How is growth being encouraged? *Gillham – Councilor Groussman is the SDDI (Sutherlin Downtown Development, Inc) Chair. A community survey was conducted and Oregon Mainstreet Program facilitated a community gathering. An estimated 25 different downtown oriented businesses were identified and would improve the economy of the downtown area.*

Councilor Whitaker

- Received citizen complaints regarding vehicles, trailers, motorhomes, etc. being parked in homeowner's front yards. *Gillham – During this time of homelessness, staff are electing to not force people out of their RV's due to a lack of living situation, however it's Council's decision to give staff direction. Once a system of service is in place, the situation will be dealt with.* Councilor Whitaker is referring to homeowners storing their vehicles, flat bed trailers, etc. in their front yard. *Councilor Dagle expressed disagreement.* Further discussion ensued between Gillham and Councilors.

Councilor Smalley

- The Christmas trees at Central Park look great.

Councilor Groussman

- Snow is in the forecast, is the Public Works crew ready? *Swan – We have a snowplow that was used last year and worked well. We also have a new backhoe.*
- Suggests staff be more proactive regarding abandoned/unregistered vehicles as it pertains to the City's Development Code.

Councilor Hamilton

- The Holiday tree lighting was a success and well attended.
- Thanked Adam Sarnoski of Cooper Creek Creative for building the tree display.
- Thanked Public Works crew for installing the lighted trees.
- McDonald's had a ribbon cutting for their new drive thru.
- Thanked the Lion's Club for putting up the flags.

Mayor Sumner

- Thanked Council President Hamilton for attending the tree lighting in Mayor's absence.
- Has a water source been added to Hastings Village? *Swan – Not at this point. Gillham – Waiting for direction from Wayne Ellsworth for the best location.* Water is a necessity. Further discussion ensued between Gillham and Council.
- Thanked the Police Department for their added patrol on Everett and S. State St.
- Has a lighted stop sign been ordered for that intersection? *Swan – Yes.*
- Wished everyone Happy Holidays.

PUBLIC COMMENT (Off Agenda Items)

- Yvonne Adams, a Sutherlin resident, introduced herself and expressed concern for citizens having an abundance of pets (cats) and chickens. *Mayor Sumner suggested she contact the City's Code Enforcement Officer.*

ADJOURNMENT

With no further business, meeting adjourned at 7:57 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 COUNCIL ON JANUARY 9, 2023