

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, February 14, 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 Supervisor, Kristi Gilbert
Deputy Fire Chief, Scott McKnight
City Attorney, Ashley Driscoll (via Zoom)

Audience: Chuck & Peggy Brummel

Via Zoom: Nancy Rodriguez, Larry Bahr

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)

- No comments

PRESENTATIONS

- **Proclamation – Tree City USA**

Staff Report – Community Development Supervisor, Kristi Gilbert – To be declared a Tree City USA, Council is required to establish Arbor Day by the reading of the Proclamation. The Parks Advisory Committee proposed April 29, 2022 to be proclaimed as the first Arbor Day celebration in the City of Sutherlin. Future Arbor Day celebrations will take place on the last Friday of April each year.

Mayor Sumner read the proclamation aloud.

CONSENT AGENDA

- **January 10, 2022 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **TRT Council Representative Appointment**

Staff Report - City Recorder, Diane Harris – The Sutherlin Area Chamber of Commerce requests that a council member be appointed to serve on the Transient Room Tax (TRT) Committee. This is a 2-year appointment - term ending December 31, 2022.

- ❖ Mayor Sumner nominated Councilor Hamilton
- ❖ Councilor Boggs nominated Councilor Dagele

MOTION made by Mayor Sumner to appoint Councilor Hamilton as TRT Representative as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: Councilor Boggs

Motion carried.

- **Budget Calendar Approval**

Staff Report – Finance Director, Tami Trowbridge, presented Council with the 2022-23 FY Budget Calendar for approval.

MOTION made by Councilor Whitaker to approve 2022-23 FY Budget Calendar as presented; second by Councilor Dagele.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2022.01 – 2021-22 FY Supplemental Budget Adjustment**

Staff Report – Trowbridge – This Public Hearing is for interested parties to speak regarding this adjustment. Once the final amortization was done by DEQ, the interest only payment had increased substantially, in the amount of \$609,000.

Mayor Sumner opened the Public Hearing at 7:14 p.m.

Mayor Sumner asked if there were any public comments. *None given.*

The Public Hearing closed at 7:15 p.m.

- **Resolution 2022.01 – 2021-22 FY Supplemental Budget Adjustment**

MOTION made by Councilor Whitaker to approve Resolution No. 2022.01 – 2021-22 FY Supplemental Budget Adjustment in the amount of \$609,000 as presented; second by Councilor Hamilton.

Discussion: Councilor Groussman asked for further clarification of the adjustment and payment process. *City Manager, Jerry Gillham clarified.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2022.02 – Public Works Surplus Property**

Staff Report – Public Works Director, Aaron Swan – Public Works has items that are in need of extensive maintenance and/or no longer used. A flush truck, an equipment trailer, and a ½ ton pickup need to be surplus.

MOTION made by Councilor Boggs to approve Resolution No. 2022.02 – Public Works Surplus Property as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2022.03 – W. Duke Sewer Reimbursement District Approval**

Staff Report – Gilbert – Developer Sam Robinson, constructed over 1100 feet of sewer forcemain and over 400 feet of gravity sewer line and requested a reimbursement district. Several homes may benefit from this sewer extension at which time, each homeowner would be subject to a one-time sewer connection fee without any further costs, with the exception of city connection fees. Council was presented with three cost breakdown options:

- ❖ Option one was calculated by the lineal feet of property frontages.
- ❖ Option two was calculated by equally dividing the total project cost between the 22 property owners.
- ❖ Option three was calculated by the total square footage of each property.

An agreement between the City and Robinson has been drafted and is ready for Council's decision. The reimbursement district is good for 10 years with a renewal option for an additional 10 years.

MOTION made by Councilor Whitaker to approve Resolution No. 2022.03 – W. Duke Sewer Reimbursement District – Option 2 as presented; second by Councilor Groussman.

Discussion:

- Councilor Groussman – Are these commercial properties? *Gilbert – Residential.*
- Councilor Smalley – Have the property owners agreed to connect to sewer? *A survey was completed prior to the sewer line installation. Half of the owners were in agreement, while half were not. The property owners will not be required to connect to sewer, however, as stated in the agreement, if a property is within 300 feet of the sewer line and the resident's septic fails, they will be required to connect. Do they have the option of fixing their leach field? It depends on the severity of the repairs.*
- Councilor Groussman – Will the fee change if they choose to connect at a later time? *No.*
- Councilor Whitaker offered process clarification.
- Mayor Sumner expressed concern regarding cost compared to property size. *Gilbert responded.*

Further discussion ensued between Council and staff.

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

Opposed: None

Motion carried unanimously.

- **Public Works Backhoe Purchase Approval**

Staff Report – Swan, proposed the purchase of a John Deere 310SL Backhoe in the amount of \$127,437.27. Three quotes were solicited with Pape Machinery providing the lowest quote. \$95,000 will serve as the down payment on the backhoe, with the balance (\$32,437.27) being financed. Funds have been set aside in the Capital Improvement Fund over the last several years with the plan to replace aging equipment.

MOTION made by Councilor Groussman to approve Public Works Backhoe purchase in the amount of \$127,437.27 as presented; second by Councilor Hamilton.

Discussion:

- Mayor Sumner – What's the interest rate of the loan? Does the Capital Improvement Fund have sufficient funds to cover the entire cost without a loan? *Swan – Yes, funds are available, however, a budget adjustment would be needed. The interest rate is estimated between 1-3%.*

- Councilor Groussman – What is the service life of a backhoe? *The oldest backhoe is roughly 30 years old and is only used in the Public Works yard. The newer backhoe is about 17 years old and is used throughout town for service.*
- Councilor Smalley – How many hours are on the backhoes? *An estimated 4,000 hours are on the newer one and the older backhoe’s hour meter doesn’t work anymore.*

Further discussion ensued between Council and staff.

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Inventory/Inspect City Structural Facilities & Develop Maintenance Funding Plan**

Swan – This plan is still in process. A list is being drafted including facility heating, cooling, roofing, etc. A plan will be brought to Council in summer 2022.

- **Grant Update – Ladder Truck**

Staff Report – Deputy Fire Chief, Scott McKnight – All information is included in the staff report and he is available for questions.

- **Waite Street “Plan-of-Action” Upgrade**

Staff Report – Gilbert – After two application attempts for the Safe Routes to School Grant, ODOT staff have provided additional information needed to guide City staff through another application process - providing proposed projects with a completed design phase and environmental impact study (wetland delineation). Cost estimates will determine project feasibility for the following:

- ❖ Improving west side of Waite Street from Central Avenue to Sea Street with curbs, gutters, sidewalks, and crosswalks.
- ❖ Extending the asphalt with a fog line.
- ❖ Walking path on the east side of Waite Street from Sea Street to South Side Rd.

CITY MANAGER REPORT (verbal)

- Nothing new to report.

CITY COUNCIL COMMENT

Councilor Smalley

- Nothing to report

Councilor Groussman

- Nothing to report

Councilor Hamilton

- Nothing to report

Councilor Boggs

- Asked for information that Council can give to citizens regarding homeless camp. *Gillham – Met with a few local businesses earlier today and will debrief Council soon.*

Further discussion took place among Councilors and Gillham.

Councilor Dagel

- Agrees with Councilor Boggs and feels that citizens should be more informed.

Councilor Whitaker

- Nothing to report

Mayor Sumner

- Nothing to report

PUBLIC COMMENT (Off Agenda Items)

- No comments

ADJOURNMENT

With no further business, meeting adjourned at 7:53 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 MARCH 14, 2022