

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, April 11, 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

Community Development Supervisor, Kristi Gilbert

Police Captain, Kurt Sorenson

Fire Chief, Mike Lane

Library Director/Livability Services Director, Pat Lynch

City Attorney, Chad Jacobs (via Zoom)

**Audience:** Nancy & Mark Anderson, Kari Boardman, Colleen Carney, Deon Meyer, Steve Simmons

**Via Zoom:** Larry Bahr, 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

**PRESENTATION**

- **Library Recognition**

Mayor Sumner invited the library board to the podium, read the Library Proclamation and handed them a plaque of recognition for 5 years of service and over 15,000 volunteer hours worked.

- *City Manager, Jerry Gillham, expressed appreciation. The C. Giles Hunt Memorial Library was the only library in the state of Oregon that remained open during the COVID pandemic and volunteers continually provided services to our citizens.*

**CONSENT AGENDAS**

- **March 14, 2022 Minutes – Regular Meeting**
- **Music Off Central Liquor Approval**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

## **COUNCIL BUSINESS**

### **• Contract Award – Central Park Multi-Use Stage**

Staff Report – Community Development Director, Brian Elliott – On April 6, 2022, the City received 3 bids for construction from Pacific Excavation, Inc., Guido Construction, Inc., and ORR, Inc. The lowest bid was submitted from ORR, Inc. in the amount of \$321,500.00 and they have sufficient experience and qualifications to satisfactorily construct the project. Construction is estimated to begin May 9, 2022 and estimated completion is mid-July 2022.

**MOTION** made by Councilor Hamilton to award the bid to ORR, Inc. for Central Park Multi-Use Stage in the amount of \$321,500 as presented; second by Councilor Groussman.

Discussion:

- Councilor Boggs – How often will this half shell get used? *Elliott – It's unknown but it will provide multiple uses.* Will people be charged to use it? *Elliott – It's Council's discretion.* Councilor Boggs continued to express opposition.
- Mayor Sumner – Does the half shell in Roseburg charge for use? *Councilor Groussman – Donations are collected for their events. Expressed support for this project.*
- Councilor Groussman – Is there a liquidated damage clause if this project exceeds the construction time proposed? *Elliott – There's a contingency plan in the contract, but will review the documents.*

Finance Director, Tami Trowbridge – ARPA funds have an expiration date. If they aren't used, those funds must be returned.

- Councilor Dagel – Having a stage in the park will provide many possibilities for use.

Further discussion ensued between Councilors.

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

Opposed: Councilor Boggs

Motion carried.

### **• Safe Routes to Schools Grant – Waite Street**

Staff Report – Community Development Supervisor, Kristi Gilbert – Staff is seeking Council's direction whether to proceed with the engineering design and environmental impacts (wetland delineation) of the Waite Street Improvement project. Current estimate for engineering is \$189,000 and \$30,000 is estimated for wetland delineation and permitting.

**MOTION** made by Councilor Groussman to approve moving forward with Safe Routes to Schools Grant – Waite Street Improvements as presented; second by Councilor Boggs.

Discussion:

- Councilor Groussman asked for clarification of a line item on the estimation. *Elliott elaborated and explained the wetland delineation process further.* Will this be covered by grants? *Only the street improvements.*
- Councilor Dagel – How many students would be using it? *Gilbert – There are many residences surrounding the area that will benefit from these improvements.*

Gillham further explained.

- Councilor Boggs – Are there any future plans to align Waite Street and Eagle Court? *Elliott – Staff would like to, but its Councils decision.*

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

Opposed: None

Motion carried unanimously.

### **• ARPA Funds – CPI Rate Increase**

Staff Report – Finance Director, Tami Trowbridge – Staff is recommending the use of A.R.P.A. funds (American Rescue Plan Act) to help offset the high CPI (Consumer Price Index) rate for city utilities for this coming fiscal year. Per Sutherlin Municipal Code, water and sewer rates are increased annually based on the CPI rate to ensure sufficient funds for infrastructure and equipment upgrades for utility services. Last year, the rate was increased by 1.4% and the previous year increased 1.8%. This year, due to inflation, the expected rate increase is 4.4%.

ARPA funds are available to help offset the impact of the pandemic, and inflation qualifies as an impact. Staff would reduce the CPI rate to 2.2% by utilizing ARPA funds in the amount of \$120,000.

Trowbridge explained a second methodology option to Council after speaking with Mayor Sumner. Offer citizens a one-time rebate on their August utility bill and keep the 4.4% CPI rate.

**MOTION** made by Councilor Boggs to approve using ARPA Funds in the amount of \$120,000 to lower (2.2%) the CPI rate increase for our citizens as presented; second by Councilor Smalley.

Discussion:

- Councilor Groussman suggested an option that calculates the total amount of the increase, divide it and spread it out over the year.
- Councilor Boggs expressed concern for potential confusion among citizens.
- Mayor Sumner suggested including information on social media and website.
- Councilor Whitaker – Next year’s CPI could be even higher due to inflation. Doesn’t agree with offering this rebate to all utility customers.
- Councilor Hamilton – This would be a great gesture from the City.
- Mayor Sumner – This would be a great use of these funds and help our citizens.

Further discussion ensued between Councilors.

In favor: Councilors Hamilton and Smalley.

Opposed: Councilors Boggs, Dagel, Whitaker, Groussman and Mayor Sumner.

Motion failed.

- **Dakota Street Right of Way Dedication/Extension**

Staff Report – Gilbert asked Council to accept extending the property/roadway north of Dakota Street for public ROW (Right-of-Way). Due to increase of development on Dakota Street, extension of the existing private roadway will allow developments to have access and meet fire codes for ingress/egress. Small portions of property from adjacent property owners (Danoff Family Trust, Fairway Estates Homeowners Association (FEHOA), and Oak Hills Enterprises, LLC), along with the existing access, will make up a 60’ ROW extension.

**MOTION** made by Councilor Groussman to approve Dakota Street Right of Way Dedication/Extension as presented; second by Councilor Whitaker.

Discussion:

- Councilor Whitaker asked for further explanation of the project. *Gilbert explained*
- Councilor Groussman – Would this be a simple transfer of property ownership? *The area would be surveyed at the City’s cost.*
- Councilor Dagel – Have the property owners been contacted? *Yes.* What was their response? *We’ve received positive feedback from Danoff Family Trust and Oak Hills Enterprises, LLC. Fairway Estates Homeowners Association is waiting for their next board meeting. Agreement from all three is necessary for this to move forward.*
- Councilor Boggs asked the two FEHOA representatives if they needed any further information for their board presentation. Steve Simmons (FEHOA President) was invited to the podium.
- Steve Simmons expressed concerns regarding lack of information and communication being provided to them. A large concern is the amount of vehicles that will be traveling on Dakota Street and potentially parking along that stretch of road. *Gilbert suggested scheduling a meeting with Community Development to address concerns.*

Further discussion ensued between Simmons, Council and staff.

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

Opposed: None

Motion carried unanimously.

**REPORT**

Councilor Whitaker – The first annual Sutherlin Arbor Day celebration will be on April 30th. Festivities will be held in Central Park from 10-2 p.m. Events included:

- 1k, 3k, and 5k “fun run” around Central Park for all citizens.
- Oakland Singers will be performing at 11:30 and 12:30.

- The President of Oregon Small Woodlands Association will be the guest speaker.
- Mayor Sumner will provide an opening statement.
- A 20'-25' Douglas Fir tree will be planted in Central Park (near the military flag memorial).
- Sutherlin elementary schools received art projects to design (materials included) and displayed during the event and later displayed at the library. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners will receive trophies.
- 250 Douglas Fir seedlings and 240 Red Osier Dogwood plants will be given away – all donated by Roseburg Forest Service and Umpqua National Forest Service.
- Food/beverage vendors and booths will be available.
- Advertising banners and yard signs will be placed around town.

### **CITY MANAGER REPORT (verbal)**

Deputy City Recorder and Community Engagement Manager, Melanie Masterfield, introduced an improved program to engage the Sutherlin community. Accomplishments and works in progress include:

- Interacting with multiple area businesses, churches, groups, and clubs that now offer our monthly City News Bulletin to citizens – almost 400 paper copies are being distributed.
- Posting information on bulletin boards throughout town.
- Contacted the Communications Specialist for the City of Roseburg for program expansion ideas.
- Looking into implementing regular radio updates with our Mayor, City Manager, Department Heads, and committee chairs.
- Next school year, working with Sutherlin High School and the National Guard to produce a City YouTube Channel that will highlight weekly and monthly city news and information.
- An email list to receive city information has been created – currently at 624 customers and growing.
- Contact information will be noted on all utility bills.
- Working in collaboration with Division Chief/EOC Manager, Brandan McGarr, to demo programs that will encompass Emergency Operations, Fire, and Community Engagement. The program will have capabilities of distributing information via text, voice calls, email, social media, and news outlets.
- Researching the ability to add “e-news signup” feature on our website.
- The City News Bulletin for May will feature Mayor and Councilors and titles “Getting to Know Your Mayor and Councilors”. The focus will be on hobbies and interests.

### **CITY COUNCIL COMMENT**

#### **Councilor Hamilton**

- Nothing to report

#### **Councilor Boggs**

- A speed sign was installed on Fort McKay Rd.

#### **Councilor Dagle**

- Can muffler noise on vehicles be enforced? *Police Captain, Kurt Sorenson – Yes. Gillham – Police have to witness it before a person can be cited.*

#### **Councilor Whitaker**

- The Chapel of the Roses building occupants have a large BBQ in the parking lot. *Elliott – The occupants have been evicted and must vacate within 72 hours.*

#### **Councilor Smalley**

- Nothing to report

#### **Councilor Groussman**

- Asked for an update regarding Cooper Creek and an RV park. *Gilbert – Douglas County Parks owns the park; Sutherlin Water Control District owns the land. Due to a change in staff at the County, the project was put on hold. Gilbert will reach out to the new County Parks Director for further information.*

**Mayor Sumner**

- Asked for further information on the Chapel of the Roses occupants. *Elliott reiterated his response from earlier.*
  - Gilham – Numerous letters have been sent to the people residing in that building.
- Thanked Councilor Whitaker for his hard work planning the Arbor Day Celebration.

**PUBLIC COMMENT (Off Agenda Items)**

- None

**ADJOURNMENT**

With no further business, meeting adjourned at 8:33 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 MAY 9, 2022**