

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, February 13, 2023 – 7:00pm

COUNCIL MEMBERS:

Gary Dagle, Joe Groussman, Debbie Hamilton, Shawn Smalley, Larry Whitaker, and Lisa Woods

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham
City Recorder/HR Director, Diane Harris
Deputy City Recorder, Melanie Masterfield
Finance Director, Tami Trowbridge
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
City Planner, Jamie Chartier
Police Chief, Troy Mills
Deputy Fire Chief, Scott McKnight
Public Works Supervisor, Gary Fugate
Library Director/Livability Services Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Jim & Beth Houseman, Calvin Calvin, Grant Fahey, Wayne Ellsworth

Via Zoom: Vicki Holland, Larry Bahr

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

Flag Salute:

Roll Call: Councilor Dagle – arrived at 7:10 p.m.

Introduction of Media: None

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

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **January 9, 2023 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, Woods, Whitaker and Mayor Sumner.

Opposed: None

Motion carried unanimously.

PRESENTATIONS

- **Sutherlin Sanitary Service Update**

Sutherlin Sanitary Operations Manager, Grant Fahey – During the July 2022 Council meeting, a re-evaluation of service rates was requested. Unfortunately, inflation has not decreased therefore the current rates will remain the same.

- **Service Award**

Mayor Sumner invited Deputy City Recorder, Melanie Masterfield, to the front and presented her with a “5 Years of Service” award pin. City Manager, Jerry Gillham offered kind words of appreciation.

COUNCIL BUSINESS

- **Budget Calendar Approval**

Staff Report – Finance Director, Tami Trowbridge – This year’s budget calendar follows the same schedule as in previous years.

MOTION made by Councilor Hamilton to approve FY 2023-24 Budget Calendar as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2023.01 – Supplemental Budget Adjustment FY 2022-23**

Staff Report – Trowbridge – This Public Hearing is to give interested parties an opportunity to speak regarding the proposed changes. Several unforeseen items arose after the budget was prepared including:

- ❖ Transient Room Tax receipts over budget
- ❖ Ford’s Pond Project Grants needing revised
- ❖ Wildland Protection Grants became available
- ❖ Fire Conflagration opportunities
- ❖ Vehicle Fuel and Vehicle Purchase price increases
- ❖ OCCMA membership for City Manager costs

Mayor Sumner opened the Public Hearing at 7:11 p.m.

Mayor Sumner asked for public comments. *None given.*

The Public Hearing closed at 7:11 p.m.

- **Resolution 2023.01 – Supplemental Budget Adjustment FY 2022-23**

MOTION made by Councilor Whitaker to approve Resolution 2023.01 – Supplemental Budget Adjustment as presented; second by Councilor Hamilton.

Discussion: Councilor Woods asked for an explanation of adjustments. *Trowbridge explained.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.02 – Oregon Community Paths Grant Authorization**

Staff Report – Community Development Supervisor, Kristi Gilbert – Staff is seeking authorization to apply for this grant which provides the design/engineering of a multi-use pathway system from I-5 (Exit 136) west to Church Rd. and give signing authority to the City Manager. This project will extend the sidewalk from Exit 136 to Ft. McKay Rd to Church Rd.

MOTION made by Councilor Whitaker to approve Resolution 2023.02 – Oregon Community Path Grant Authorization as presented; second by Councilor Smalley.

Discussion:

- Councilor Dagel – Is this project required? *Gilbert – This is part of our Transportation System Plan – continuing to provide sidewalks.*
- Mayor Sumner – What does the path look like? *It will be a 10 foot paved path.* Does the City have the funding for this project? *Trowbridge – Approximately \$85,000/year is allocated for sidewalk construction.*
- Councilor Groussman – How will future freeway exit designs affect this project? *ODOT is designing the path and any future exit re-configurations will more than likely be taken into account.*
- Councilor Dagel – Will Council have a say in the design? *Yes, ‘open houses’ will most likely take place as well.*
- Councilor Woods – What kind of path is this? *This will connect the east and west side for pedestrian and bicycle traffic.* Will the grant cover maintenance of the path? *This grant is for the design/engineering only. Other grants will be sought for the construction.*

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

Opposed: None
Motion carried unanimously.

- **Memorandum of Agreement (MOA) – Umpqua Heart**

Staff Report – City Manager, Jerry Gillham – In order for Umpqua Heart to qualify for funding, they must legally be given use of the land and complete authority to operate independently from local government. The City will remain a silent partner and continue providing staff support and other city-related services.

Umpqua Heart President, Wayne Ellsworth, spoke of the many successes that people living at Hastings Village have had and the outpouring community support. There are currently 26 residents.

- Councilor Whitaker – Will the tiny homes be at Hastings Village? **Ellsworth – Everything at Hastings Village is temporary. We’re looking at other properties for the tiny homes.** What’s the likelihood of receiving government funding that’s available? **There is local funding readily available.**
- Councilor Woods – Where is the 15 acres that you mentioned located? **In Roseburg, off Diamond Lake Blvd.**
- Councilor Groussman – If the property in Roseburg isn’t available, has North County been explored? **No, we’re look in the Winston/Dillard area.**
- Mayor Sumner – Is Umpqua Heart considered a Sutherlin business? **Yes. Hastings Village is for Sutherlin/Oakland residents only. To be considered a resident, they have to live in Sutherlin/Oakland for one year.** The verbiage needs to be in the MOA. Expressed concern for unhoused people in other communities coming to Sutherlin.

Further discussion ensued.

MOTION made by Councilor Hamilton to approve MOA – Umpqua Heart as amended; second by Councilor Whitaker

Discussion: None

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

Opposed: Councilors Smalley & Woods

Motion carried.

- **Vehicle Purchase Approval – Public Works Maintenance**

Staff Report – Public Works Director, Aaron Swan – A vehicle purchase was budgeted during the 2022-23 fiscal year. A 2023 ½ ton pick-up truck has been located at Dick Hannah Chevrolet in the amount of \$42,722.96. This dealership meets the state purchasing requirements.

MOTION made by Councilor Whitaker to approve 2023 ½ ton pick-up truck purchase from Dick Hannah Chevrolet in the amount of \$42,722.96 as presented; second by Councilor Smalley.

Discussion: Councilor Groussman – What is the life expectancy of the vehicle? **It depends on the vehicle. Two vehicles in the fleet are 2005 models and need to be replaced.**

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Ford’s Pond Community Park Improvement Project Update**

Community Development Director, Brian Elliott, provided a brief update, explaining: There’s roughly \$3.2M in grant funding received for project two.

Scope of Work:

- RV/Bus/Overflow parking – Roughly 26,000 square feet with seven RV/Bus spaces and 16 additional parking spaces.
- Restrooms/Pavilions – One unit will have four ADA accessible restrooms with attached pavilion and 2 additional 16’ x 20’ pavilions.
- Path – Paved 0.8 mile is complete with an additional 0.9 mile left to pave. Working to minimize wetland impact. 400 lineal feet of boardwalk will be installed, roughly 10 feet wide. The balance will be paved.
- Inclusive Play Area/Birding Observation Area/Wetland Enhancement – Ground material will be moved to another location of the pond.

Most of the play equipment has been ordered, the boardwalk is in production, the restrooms/pavilions designs have been ordered.

Construction Schedule:

- Final design – estimated completion of March 6, 2023
- Bid process – March 27 – April 27, 2023
- Bid opening – April 27, 2023
- Council consideration for approval – May 8, 2023
- Start construction – May 15, 2023
- Construction complete – end of October 2023

CITY MANAGER REPORT (verbal)

- Gillham explained the purpose of holding a Council Workshop to create Strategic Plan Goals and Council Priorities. Council agreed to hold the workshop on March 23rd in Civic Auditorium from 11:30-2 p.m. with lunch provided.
- Discussed the possibility of re-formatting the Transient Room Tax (TRT) Committee and its purpose. Councilor Hamilton volunteered to join the committee.
 - Councilor Woods – Is a plan in place regarding hotels for the expected crowd for Sutherlin Throwdown?
Gillham – Both hotel owners in Sutherlin own hotels in Roseburg which creates more opportunity.
 - Councilor Dagele expressed disappointment with the TRT Committee.

Further discussion ensued.

REPORTS

- **Recreational Vehicle (RV) Usage Update**

Staff Report – City Planner, Jamie Chartier – Research was conducted to provide Council with background information, pertaining to the Sutherlin Development Code (SDC), regarding the possibility of allowing recreational vehicles to be resided in as temporary housing within city limits. An RV is classified as a temporary structure and does not meet building codes and therefore cannot be resided in full time per the SDC. Information was researched from nine jurisdictions. An example of the City of Springfield’s plan was provided for temporary RV living. Per the City’s Municipal Code, RV’s cannot connect to and dump sewage into the City’s sewer. Council has the option to amend the Development and Municipal Codes.

- Councilor Dagele expressed disagreement with placing restrictions on people living in an RV versus no restrictions for the unhoused at Hastings Village.

Further discussion ensued.

Council consensus was to further this discussion at the Council Workshop on March 23, 2023.

CITY COUNCIL COMMENT

Councilor Smalley

- Likes the idea of the sidewalk west of town.

Councilor Groussman

- Nothing

Councilor Hamilton

- Nothing

Councilor Woods

- Excited to be here.
- Expressed concern for individuals behaving erratically around her business. ***Gillham suggested she call the police.***

Councilor Dagele

- Apologized for being late.
- Wants Sutherlin Throwdown event moving along quickly.

Councilor Whitaker

- Thanked staff for cutting the trees down at the Chapel of the Roses building on Central Ave. *Swan, staff fell the fir tree, the other one fell on its own.*

Mayor Sumner

- Nothing

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 8:44 p.m.

Mayor Sumner announced that Council 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; and ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees, to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an “open hearing”.

Executive Session called to order at 8:51 p.m.

Executive Session adjourned at 9:10 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 MARCH 13, 2023