

CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, June 13, 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 Chief, Troy Mills
Police Officer, Jon Rausch
Fire Chief, Mike Lane
Livability Services Director/Library Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Duane Waller, Raina Rausch, Joe Wells, Tim Stringer, Allison Cleveland, Lynda Whitaker

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)

- Duane Waller (Blackberry Festival Chair) introduced himself. The group requests the Rodeo/Blackberry Festival grounds be returned to their organization to ensure its care. Expressed concern for the property's current condition and that it has been 'loaned out' without permits or insurance.
 - City Manager, Jerry Gillham – The City has tried several times previously to hand the property over to the Blackberry Festival and has no problem doing so.
 - Councilor Groussman – Council is unable to make any decision without records and information.
 - Mayor Sumner – Staff needs to discuss and research further information and will get back to you.
Gillham – Information will be presented at the next Council meeting.

PRESENTATIONS

- **Officer of the Year**

Staff Report – Police Chief, Troy Mills – This is the Roseburg Optimist Club's 46th year honoring those individuals who have gone above and beyond their everyday duties. Sutherlin Police Department honored Officer Jonathan Rausch. He was nominated by his peers for his hard work and accomplishments. Mills presented him with the Department's 'Challenge Coin' and Mayor Sumner presented him with a certificate, followed by a round of applause.

CONSENT AGENDA

- **June 13, 2022 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Public Hearing & Resolution 2022.05 – State Revenue Sharing**

Staff Report – Finance Director, Tami Trowbridge – This is the first of two resolutions required by the State of Oregon in order to receive funds.

Mayor Sumner opened the Public Hearing at 7:18 p.m.

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

The Public Hearing closed at 7:19 p.m.

- **Resolution No. 2022.05 – Election to Receive State Revenue Sharing**

MOTION made by Councilor Whitaker to approve Resolution No. 2022.05 – Election to Receive State Revenue Sharing as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2022.06 – Certifying City Services**

Staff Report – Trowbridge – This is the second of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Funds. Funding eligibility requires the City to certify that at least four of seven services are provided. The seven categories are:

- Police Protection
- Fire Protection
- Street Construction – Maintenance and Lighting
- Sanitary Sewer
- Storm Sewer
- Planning, Zoning, Sub-Division Control
- One or more utility services (ex: water)

The City meets those requirements.

MOTION made by Councilor Hamilton to approve Resolution No. 2022.06 – Certifying City Services as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2022.07 – Adoption of 2022-23 City Budget**

Staff Report – Trowbridge, summarized the 2022-23 City Budget that was previously approved by the budget committee on May 16, 2022 in the amount of \$34,121,441.

Mayor Sumner opened the Public Hearing at 7:21 p.m.

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

The Public Hearing closed at 7:23 p.m.

- **Resolution No. 2022.07 – Adoption of 2022-23 City Budget**

MOTION made by Councilor Boggs to approve Resolution No. 2022.07 – Adoption of 2022-23 City Budget in the amount of \$34,121,441 as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2022.08 – Dakota Street Extension**

Staff Report – Community Development Supervisor, Kristi Gilbert, asked Council to approve extending the property/roadway of Dakota Street north for public right-of-way. Extending the existing private roadway, north of Dakota Street will allow developments to have access and meet fire codes for ingress/egress. The existing private roadway has been surveyed and legal descriptions have been created to be deeded to the City as public right-of-way.

MOTION made by Councilor Boggs to approve Resolution No. 2022.08 – Dakota Street Extension as presented; second by Councilor Dagel.

Discussion: None

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

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Central Park Multi-Use Staging Area Completion Update**

Public Works Director, Aaron Swan – The stage will be poured on Wednesday and crews will be forming the stairs. The estimated completion date has been extended a week due to weather. The stage cover will arrive the second week in July.

- Mayor Sumner – How long will it take to erect the cover? *Swan – A representative from the company will help assemble it. Estimating 2 days since we’ve never done it before.*

- **Asphalt Crack Sealing Machine Update**

Swan – Staff and Council discussed getting a crack sealing machine. Still researching for a used machine in the right price range.

- Councilor Boggs – What streets will it be used on? *Swan – There are cracks in many of the streets including Red Rock Trail. Contractors cost for crack sealing is extremely high.*

- **Initiate In-Flow and Infiltration Prevention Program**

Swan – The City has an In-Flow and Infiltration plan in place. For the last several years, the main focus has been the new wastewater treatment plant. Swan further explained the process of In-Flow and Infiltration and the importance of having a plan.

- Councilor Groussman – How are problems addressed? *Swan – In-Flow is identified through smoke testing. Smoke is blown into a manhole and crews canvas streets in a block radius for smoke. Once identified, the City, homeowner, or business owner can then fix the problem. Infiltration is mainly discovered with the use of cameras in the sewer lines. A contractor is hired to explore the sewer lines and make repairs as needed.*
- Councilor Hamilton – Are homeowners notified if there is a problem? Swan – Yes.

CITY MANAGER REPORT (verbal)

- Nothing to report

CITY COUNCIL COMMENT

Councilor Dagle

- Asked for clarification of Ford's Pond maintenance agreement with the City. *Councilor Whitaker will respond during his comment period.*
- Vehicles are speeding on Valentine St.

Councilor Whitaker

- The City is responsible for maintaining the park area and recreational facility per verbiage in resolutions. Several volunteers have been doing most of the maintenance.
 - Councilor Boggs – Initially, the City was not able to put any resources towards maintaining Ford's Pond and it was going to be up to the volunteers.
 - Councilor Whitaker – There's too much maintenance now for the volunteers to keep up with. Suggested the need for a Public Works employee spending the majority of their time at Ford's Pond.
- Parks Advisory Committee is collaborating with Community Development to develop a park at the property behind the Fire Department. An 'Open House' will be held at the Community Building on Thursday from 5-7 p.m. for community input.

Councilor Smalley

- Nothing to report

Councilor Groussman

- Suggested a Public Works employee meet with Ford's Pond volunteers to discuss an expected scope of work. *Swan has weekly calls with Jim Houseman.*

Councilor Hamilton

- Excited about Music Off Central.
- Backside Brewery will have their beverage van in Central Park during Music Off Central.

Councilor Boggs

- Thanked Public Works for ODOT patching the holes on Fort McKay.

Mayor Sumner

- Nothing to report

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 8:00 p.m.

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Respectfully submitted by,
Melanie Masterfield

Michelle Sumner

Melanie Masterfield, Deputy City Recorder

Michelle Sumner, Mayor

APPROVED BY MAYOR AND CITY COUNCIL ON JULY 11, 2022