



**City of Sutherlin  
Council Meeting  
Monday, June 12, 2023  
Civic Auditorium – 7:00 p.m.**

**AGENDA**

**Mayor Michelle Sumner**  
Council President Hamilton  
Councilors Dagel, Groussman, Smalley, Whitaker and Woods

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

**5. PRESENTATION**

- a. Homeless Youth Solution Initiative (HYSI)

**6. CONSENT AGENDA**

- a. May 8, 2023 – Meeting Minutes

**7. COUNCIL BUSINESS**

- a. Public Hearing – Supplemental Budget Adjustment
- b. Resolution No. 2023.04 – Supplemental Budget Adjustment FY 2022-2023
- c. Public Hearing – State Revenue Sharing
- d. Resolution No. 2023.05 – Election to Receive State Revenue Sharing
- e. Resolution No. 2023.06 – Certifying City Services
- f. Public Hearing – Adoption of 2023-2024 Budget
- g. Resolution No. 2023.07 – Adoption of 2023-2024 City Budget
- h. Resolution No. 2023.08 – Property Vacation – S. Calapooia
- i. Right-of-Way Mower – Purchase Approval
- j. Committee & Commission Appointments

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*

**8. CITY MANAGER REPORT**

**9. COUNCIL COMMENTS**

**10. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

**11. ADJOURN**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/84087552838?pwd=Z3lpdVcFh3MWloM3huTGpFUjRkUT09>



# **Call to Order & Flag Salute**





# ROLL CALL





# **INTRODUCTION OF MEDIA**





# **PUBLIC COMMENT**

## **Agenda Items only**





# **PRESENTATIONS**





# **Homeless Youth Solution Initiative (HYSI)**





# CONSENT AGENDA





**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, May 8, 2023 – 7:00pm**

**COUNCIL MEMBERS:**

Gary Dagel, 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  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Chad Ledbetter, Brandan Anderson, Eugene & Terri Zuiches, Sheri Esterbrook, Kristine Godbey, Jason Reeves, Grant Fahey, Chris Owens, Maryanne Anderson, Elena Lininger, Heidi Gamboa, Wayne Ellsworth, Gail Kuntz, Bruce & Joan Conner, Jeneen Hartley, Robert Moczowski, Josh Gomez, Valerie Sheppard, Danny Vallatton

**Via Zoom:** 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)

- None

**CONSENT AGENDAS**

- **April 10, 2023 Minutes – Regular Meeting**
- **IGA – Douglas County – Inmate Housing Agreement**
- **Music Off Central (MOC) – Liquor Application Approval**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Bid Award – Ford's Pond Project #2 Construction**

Staff Report – Community Development Director, Brian Elliott – The City received two bids on April 26, 2023, one from Knife River Materials and one from JRT Construction, LLC, whom submitted the lowest bid in the amount of \$1,884,038.16, and is qualified to complete this project. Project includes:

- ❖ ADA accessible path completion (0.9 miles)
- ❖ Wetland enhancement

- ❖ 4 ADA accessible gender neutral restrooms
- ❖ 3 Pavilions
- ❖ Inclusive playground
- ❖ RV/Overflow parking area
- ❖ Sidewalks
- ❖ Landscaping
- ❖ Site furnishings
- ❖ Security cameras
- ❖ Signage

**MOTION** made by Councilor Whitaker to approve Bid Award to JRT Construction, LLC in the amount of \$1,884,038 for construction of Ford's Pond Project #2 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Woods asked for further clarification of bid estimates. *Elliott explained.*
- Councilor Dagel – How much of this project is covered by grants? *Finance Director, Tami Trowbridge – An estimated 90%.*

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

Opposed: None

Motion carried unanimously.

- **Bid Award – Terrace Lane Improvement Project**

Staff Report – Public Works Director, Aaron Swan – The City received two bids on April 13, 2023. Knife River Materials submitted the lowest bid in the amount of \$199,199, well under the engineer's estimate, and is qualified to complete this project.

**MOTION** made by Councilor Hamilton to approve Bid Award to Knife River Materials in the amount of \$199,199 as presented; second by Councilor Whitaker.

Discussion:

- Councilor Woods asked where Terrace Lane is located. *Swan replied.* When will construction begin? *No exact date at this time but must be completed before June 30, 2023*

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

Opposed: None

Motion carried unanimously.

- **Purchase Approval – Type 1 Fire Engine**

Staff Report – Fire Chief, Mike Lane – The current 1993 fire engine needs to be replaced. A replacement has been budgeted for the 2025-2026 fiscal year however, HME has a two year build time. Placing an order now will get it into production to receive in 2025. Most of the equipment from the old engine will be reused. Cost of the new engine is \$670,000 with an additional \$35,000 for outfitting.

**MOTION** made by Councilor Woods to approve purchase of a 2025 Type 1 Fire Engine from HME in the amount of \$670,000 with an additional \$35,000 for outfitting as presented; second by Councilor Whitaker.

Discussion:

- Councilor Groussman – What will be done with the old fire engine? *Lane – There isn't much need for an old engine so they are usually donated to smaller fire stations.*
- Councilor Woods – What happens if the price of the fire engine drops? *The contract will be re-negotiated.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.03 – Food Waste Reduction**

Staff Report – Community Development Supervisor, Kristi Gilbert – The City was approached by Source One Serenity to seek interest in a partnership to apply for a US Department of Agriculture (USDA) grant for a Compost and Food Waste Reduction Pilot Project. Projects will span two years with a start date of December 1, 2023. This project consists of Sutherlin Sanitary Service collecting commercial food waste and transferring it to a

worm digest composting facility in Glide called Healterra. Elena Lininger with Source One Serenity provided details pertaining to this process.

**MOTION** made by Councilor Woods to approve Resolution 2023.03 – Food Waste Reduction as presented; second by Councilor Groussman.

Discussion:

- Councilor Whitaker – Does this cost the city money? *Lininger – Working through this program, there is no cost to the city.*
- Councilor Dagle – Will this program be mandatory for businesses to participate? *No.*
- Councilor Groussman – What happens to the compost? *It is sold to the public. City parks could receive it at no cost depending on quantity & availability.*
- Councilor Whitaker – What do the veterans do? *This program is operated by veterans.*
- Councilor Hamilton – What happens after the two year pilot project? *The City and Sutherlin Sanitary Service will determine feasibility.*

Further discussion ensued.

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

Opposed: None

Motion carried unanimously.

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

- City Manager, Jerry Gillham, provided clarification for the Recreational Vehicle (RV) living survey that is being conducted until May 12<sup>th</sup>. The survey is pertaining to people living in RV's on private property.
- Entering a joint partnership with Sutherlin Area Chamber of Commerce to reform the Transient Room Tax (TRT) committee. Two Councilors have been selected to participate as members of the committee.

### **CITY COUNCIL COMMENT**

#### **Councilor Dagle**

- Asked Gillham to clarify “we” when speaking regarding homelessness. *Gillham – “We” is referring to Umpqua Heart.*
- Best wishes for Gillham's wife.

#### **Councilor Whitaker**

- Nothing

#### **Councilor Smalley**

- Excited for Ford's Pond moving forward. Many people are enjoying the park. Good job.

#### **Councilor Groussman**

- Ford's Pond will bring a lot of recognition to the City.

#### **Councilor Hamilton**

- Best wishes for Gillham's wife.
- Thanked staff for helping with Music Off Central (MOC).
- Encouraged everyone to like the Facebook page for MOC.

#### **Councilor Woods**

- Nothing

#### **Mayor Sumner**

- First ‘Coffee with the Mayor’ was on Saturday. Great conversations.
- FFA Banquet dinner is coming up.

### **PUBLIC COMMENT (Off Agenda Items)**

- Eugene Zuchies introduced himself and encouraged the Mayor and Council to re-consider flying the American Flag, hanging at the freeway, upside down to signify that the country is in dire distress.

- Terri Zuchies introduced herself and expressed the importance of hanging the flag upside down.

Council consensus was to refrain from participating in this movement.

#### **ADJOURNMENT**

With no further business, meeting adjourned at 8:02 p.m.

#### **ANNOUNCEMENT**

Mayor Sumner announced that Council will take a 5-minute break before meeting in executive session – ORS 192.660(2)(d) – Labor Negotiator Consultations, to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session called to order at 8:07 p.m.

Executive Session adjourned at 8:27 p.m.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Michelle Sumner, Mayor



# **COUNCIL BUSINESS**





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us)

## City of Sutherlin

STAFF REPORT					
Re: Public Hearing for Supplemental Budget Adjustment				Meeting Date:	06/12/2023
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2023.04					

### WHAT IS BEING ASKED OF COUNCIL?

This is a public hearing for Resolution 2023.04 for interested parties to speak regarding the proposed changes to the fiscal year 2022-23 budget. After the hearing, Council is being asked to consider approving Resolution 2023.04 to adopt the Supplemental Budget Adjustment for fiscal year 2022-23 as described herein.

### EXPLANATION

This is to correct Resolution 2022-13 Supplemental Budget Adjustment. The additional funding for Urban Renewal needed to come from other funds' contingency instead of the General Fund Contingency, and to do that, there needs to be a transfer from those funds. No additional funds were spent than were originally approved.

### OPTIONS

After the Public Hearing, to either adopt Resolution 2023.04 Supplemental Budget Adjustment or to not adopt Resolution 2023.04 Supplemental Budget Adjustment

### SUGGESTED MOTION(S)

After considering any public comment, move that Resolution 2023.04-Supplemental Budget Adjustment be adopted as presented.

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Sutherlin for the current fiscal year will be held at Civic Auditorium (175 E Everett Ave).

The hearing will take place on June 12, 2023 at 7:00 PM.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 5, 2023 at City Hall between the hours of 9:00 AM and 5:00 PM, or on the City website, [www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us).

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: WasteWater Reserve Fund

Resource	Amount	Requirement	Amount
1 _____	_____	1 Contingency	(100,000.00)
2 _____	_____	2 Transfers Out-Gen'l Fund Loan	100,000.00
<b>Revised Total Fund Resources</b>	<b>_____</b>	<b>Revised Total Fund Requirements</b>	<b>243,800.00</b>

#### FUND: Water Reserve Fund

Resource	Amount	Requirement	Amount
1 _____	_____	1 Contingency	(240,000.00)
2 _____	_____	2 Transfers Out-Gen'l Fund Loan	240,000.00
<b>Revised Total Fund Resources</b>	<b>_____</b>	<b>Revised Total Fund Requirements</b>	<b>344,300.00</b>

#### FUND: General Fund, Non-Dept.

Resource	Amount	Requirement	Amount
1 Transfer In- WasteWater Reserve	100,000.00	1 Contingency	340,000.00
2 Transfer In- Water Reserve	240,000.00	2 _____	_____
<b>Revised Total Fund Resources</b>	<b>9,632,036.00</b>	<b>Revised Total Fund Requirements</b>	<b>9,632,036.00</b>

#### Comments:

This Adjustment is necessary because of the General fund Loan to Urban Renewal. At the time the budget was prepared, the additional opportunities for Urban Renewal were unforeseeable. Due to the Agency decisions to move forward with a property purchase and Mainstreet Grant, additional funds were needed. Contingency Funds were not sufficient for this Loan. This Adjustment is needed to correct Contingency for the prior supplemental budget resolution.

## **RESOLUTION NO. 2023.04**

### **A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET ADJUSTMENT, AMENDING THE 2022-2023 BUDGET.**

#### **The City Council of Sutherlin finds that:**

- A.** That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budget adjustments when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget.
- B.** The procedure includes the municipal corporation providing notice of a supplemental budget adjustment hearing and holding a public hearing on the supplemental budget adjustment prior to adopting a resolution to change the budget by more than ten percent.
- C.** Public notice has been provided as required by ORS 294.473 and a public hearing related to the supplemental budget adjustment was held on June 12, 2023, and
- D.** Due to unforeseen events at the time of adoption, and an error in identifying Contingency as the funding source for these events, fiscal year 2022-23 budget requires adjustment including but not limited to the following:
  - a.** Tourism-Motel Tax Fund:
    - i.** At the time the budget was prepared for FY21-22, the TRT Revenue was very conservatively projected given the major reduction that was a by-product of the COVID-19 pandemic. Actual Receipts exceeded budgetary amounts by almost 50%. The agreement with the Chamber calls for the City to distribute 62.5% of the receipts to them. This adjustment is necessary to fulfill the terms of our agreement.
  - b.** Parks Construction:
    - i.** At the time the budget was prepared for FY22-23, we were using existing cost estimates and proposed grant amounts. In the interim, there have been significant price increases, and amendments to the grants. A budget adjustment is necessary to accommodate these changes.
  - c.** General Fund – Fire Dept:
    - i.** At the time the budget was prepared, the amounts for Wages and Overtime were accurate based on standard shifts. Grant opportunities for Wildland Protection came available later, as did the opportunities for Conflagration response. These additional expenses are completely covered by the corresponding resources, but an adjustment is necessary. The Fire Equipment purchase was approved by Council earlier this year and the adjustment for the Fuel line Item is a product of increased Diesel costs.



- d. General Fund – Police Dept:
  - i. At the time the budget was prepared, the amounts for Salaries & Wages were accurate based on standard shifts. There was a Retroactive pay issue that came up and was resolved during the course of this fiscal year which was unforeseeable. Also, the adjustment for Gas & Lubricants is a byproduct of increased fuel prices. Therefore a budget adjustment is necessary.
- e. General Fund – City Manager’s Office:
  - i. At the time the budget was prepared, the Materials and Supplies budget was accurate. During the first 6 months of this fiscal year, Jerry has been appointed to the OCCMA board which could involve extra travel for him. He has also initiated a Douglas County City Manager’s Coalition and Sutherlin is hosting the meetings. A budget adjustment is necessary to accommodate these opportunities.
- f. Enterprise Fund-Water Reserve:
  - i. At the time the budget was prepared, the projected cost of a replacement pickup for the Water Department was budgeted for. When a vehicle was finally located, the cost was 14.5% more than budgeted. Council approved the purchase but a budget adjustment was necessary.

**NOW, THEREFORE, based upon the above findings,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a municipal Corporation of the State of Oregon, as follows:**

Section 1. That the budget for the City of Sutherlin for the fiscal year 2022 - 2023, which was adopted by the City Council on June 13, 2022 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

Tourism-Motel Tax Fund:	Adjustment	As Amended
<b>Requirement</b>		
Tourism Promotion	<u>\$ 50,380</u>	<u>\$ 166,005</u>
Parks Construction Fund:	Adjustment	As Amended
<b>Resource</b>		
Intergovernmental Grants	<u>\$ 550,000</u>	<u>\$ 1,100,000</u>
<b>Requirement</b>		
Park Project-Ford’s Pond	<u>\$ 550,000</u>	<u>\$ 1,000,000</u>
General Fund-Fire Dept:	Adjustment	As Amended
<b>Resource (Intergovernmental)</b>		
Protection Grants & Conflag.	<u>\$ 145,025</u>	<u>\$ 723,711</u>

**Requirement**

Wages & OT-Personnel	\$ 137,300	\$ 1,053,150
Gas & Lubricants	\$ 3,500	\$ 17,500
Fire Equipment	\$ 45,000	\$ 45,000
Transfer to Fire Reserve	<u>\$ 23,620</u>	<u>\$ 188,620</u>
Total Amended	\$ 209,420	\$ 1,668,570

## General Fund-Police Dept:

## Adjustment

## As Amended

**Requirement**

Salaries & Wages-Personnel	\$ 44,100	\$ 2,280,600
Gas & Lubricants	<u>\$ 2,500</u>	<u>\$ 40,500</u>
Total Amended	\$ 46,600	\$ 2,849,200

## General Fund-City Manager's Office:

## Adjustment

## As Amended

**Requirement**

Meeting Expense	\$ 500	\$ 1,000
Office Supplies	\$ 450	\$ 750
Travel Expense	<u>\$ 1,500</u>	<u>\$ 3,500</u>
Total Amended	\$ 2,450	\$ 169,300

## Enterprise Fund-Water Reserve:

## Adjustment

## As Amended

**Requirement**

Vehicles	<u>\$ 6,000</u>	<u>\$ 46,000</u>
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**PASSED BY THE CITY COUNCIL, ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023**

\_\_\_\_\_  
Michelle Sumner, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder, CMC



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2857  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
Re: Public Hearing for the City's Election to Receive State Revenues				Meeting Date:	06/12/2023
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Public Hearing Notice & Resolution 2023.05					

### WHAT IS BEING ASKED OF COUNCIL?

This is a public hearing for Resolution 2023.05 for interested parties to speak regarding the City's Election to Receive State Shared Revenues for fiscal year 2023-24. After the hearing, Council is being asked to consider approving Resolution 2023.05.

### EXPLANATION

This is the second of 2 required public hearings on the City's Election to Receive State Shared Revenues. Cities and Counties that levy property taxes are eligible for periodic distributions from monies raised from state taxes on Motor Vehicle Fuels, Tobacco Products and Alcoholic Beverages. These distributions from the state of Oregon are based on formula established by the state. The rules governing these distributions are part of Oregon Revised Statutes. For fiscal year 2023-2024 these revenues are projected to be \$115,000.

### OPTIONS

After the Public Hearing, either adopt Resolution 2023.05 City Election to Receive State Revenues or not adopt Resolution 2023.05 City Election to Receive State Revenues.

### SUGGESTED MOTION(S)

After considering any public comment, move that Resolution 2023.05 City Election to Receive State Revenues for fiscal year 2023-2024.

## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the Sutherlin City Council will be held on June 12, 2023 at 7:00 pm at Council Chambers, 175 E Everett Ave, Sutherlin, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the City of Sutherlin Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 126 E Central, Sutherlin OR between the hours of 9:00 am and 5:00 pm or online at [www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Tami Trowbridge

Telephone: 541-459-2856

Email: [t.trowbridge@ci.sutherlin.or.us](mailto:t.trowbridge@ci.sutherlin.or.us)

## FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2021-2022	Adopted Budget This Year 2022-2023	Approved Budget Next Year 2023-2024
Beginning Fund Balance/Net Working Capital	11,304,134	11,405,700	11,646,670
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	6,717,838	6,455,525	7,220,625
Federal, State and all Other Grants, Gifts, Allocations and Donations	2,575,548	2,847,186	5,430,066
Revenue from Bonds and Other Debt	2,549,913	3,770,000	770,000
Interfund Transfers / Internal Service Reimbursements	5,690,300	5,945,300	5,766,400
All Other Resources Except Current Year Property Taxes	128,913	212,930	441,328
Current Year Property Taxes Estimated to be Received	3,309,071	3,484,800	3,484,800
<b>Total Resources</b>	<b>32,275,716</b>	<b>34,121,441</b>	<b>34,759,889</b>

## FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	5,596,570	6,118,240	6,536,560
Materials and Services	2,552,666	3,391,575	3,737,400
Capital Outlay	4,096,685	7,041,200	6,139,954
Debt Service	1,511,711	1,897,380	1,639,043
Interfund Transfers	5,690,300	5,945,300	5,766,400
Contingencies	0	6,679,694	8,894,396
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	12,827,783	3,048,052	2,046,136
<b>Total Requirements</b>	<b>32,275,716</b>	<b>34,121,441</b>	<b>34,759,889</b>

## FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \*

Name of Organizational Unit or Program FTE for that unit or program			
Administration	894,512	987,520	1,030,465
FTE	7.0	7.0	7.0
Municipal Court	188,604	223,900	239,400
FTE	1.0	1.0	1.0
Police	3,027,254	3,299,600	3,542,766
FTE	17.0	17.0	17.0
Fire	1,965,694	2,066,550	2,376,260
FTE	5.0	5.0	5.0
Community Development/Parks & Facilities	2,050,157	2,447,830	4,878,351
FTE	4.0	4.0	4.0
Dial-A-Ride	0	0	0
FTE	0.0	0.0	0.0
Public Works - Operations	2,079,753	2,120,320	2,226,420
FTE	13.0	14.0	14.0
Streets	2,061,143	2,396,000	2,162,960
FTE	0.0	0.0	0.0
Water	7,948,199	9,481,100	7,372,500
FTE	0.0	0.0	0.0
Wastewater	7,142,888	8,159,300	8,874,800
FTE	0.0	0.0	0.0
Tourism	485,116	458,100	598,500
FTE	0.0	0.0	0.0
Non-Departmental/Non-Program	4,432,395	2,481,221	1,457,466
FTE	0.0	0.0	0.0
<b>Total Requirements</b>	<b>32,275,716</b>	<b>34,121,441</b>	<b>34,759,889</b>
<b>Total FTE</b>	<b>47.0</b>	<b>48.0</b>	<b>48.0</b>

## STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

State funding for water treatment, storage, and distribution improvements. State funding for park improvements.

## PROPERTY TAX LEVIES

	Rate or Amount Imposed 2021-2022	Rate or Amount Imposed This Year 2022-2023	Rate or Amount Approved Next Year 2023-2024
Permanent Rate Levy (rate limit 5.6335 per \$1,000)	5.6335	5.6335	5.6335
Local Option Levy	0	0	0
Levy For General Obligation Bonds	62,000	66,000	66,000

## STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$115,000	\$0
Other Bonds	\$4,790,610	\$0
Other Borrowings	\$22,101,877	\$4,304,000
<b>Total</b>	<b>\$27,007,487</b>	<b>\$4,304,000</b>

**RESOLUTION NO. 2023.05**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

**WHEREAS**, the Budget Committee of the City of Sutherlin has elected to receive State Revenues and approved a proposed budget which includes those revenues for the fiscal year commencing July 1, 2023; and

**WHEREAS**, at a meeting of the City Council of the City of Sutherlin held on June 12, 2023, a public hearing on State Shared Revenues was held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City:

**NOW, THEREFORE, IT IS HEREBY RESOLVED by The City of Sutherlin as follows:**

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2023-2024.

**PASSED BY THE CITY COUNCIL, ON THIS 12<sup>th</sup> DAY OF JUNE, 2023**

**APPROVED BY THE MAYOR ON THIS 12<sup>th</sup> DAY OF JUNE, 2023**

\_\_\_\_\_  
Michelle Sumner, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder, CMC

I certify that a public hearing before the Budget Committee was held on May 15, 2023 and a public hearing before the City Council was held on June 12, 2023, giving citizens an opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
Diane Harris, City Recorder, CMC



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Resolution 2023.06 - Certifying City Services for Receipt of State Revenue Sharing Funds</b>				Meeting Date:	06/12/2023
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Tami Trowbridge, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution 2023.06					

### WHAT IS BEING ASKED OF COUNCIL?

Approve Resolution 2023.06 - Certifying City Services for the purpose of receiving State Revenue Sharing Funds.

### EXPLANATION

This is the second of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Funds. After holding a public hearing on the use of State Revenue Sharing, the City needs to adopt this resolution certifying that the City of Sutherlin provides at least four of the seven qualifying municipal services as listed in the Resolution.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

Move that Resolution 2023.06 be adopted as presented to continue to receive State Revenue Sharing Funds.

**RESOLUTION NO. 2023.06**

**A RESOLUTION CERTIFYING CITY SERVICES FOR RECEIPT OF STATE  
REVENUE SHARING FUNDS**

**WHEREAS**, ORS 221.760 provides as follows:

**Section 1.** The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

and

**WHEREAS**, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Sutherlin hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760

Police protection  
Fire protection  
Street construction, maintenance, and lighting  
Sanitary sewer  
Water utility  
Storm sewers  
Planning, zoning, and subdivision control

**PASSED BY THE CITY COUNCIL, ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2023**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2023**

**ATTEST:**

\_\_\_\_\_  
Michelle Sumner, Mayor

\_\_\_\_\_  
+  
Diane Harris, City Recorder, CMC





## City of Sutherlin

STAFF REPORT					
<b>Re: Budget Adoption, Levying Property Taxes for FY 2023-24</b>				Meeting Date:	06/12/2023
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Tami Trowbridge, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution 2023.07					

### WHAT IS BEING ASKED OF COUNCIL?

After holding a public hearing, consider approving the resolution to adopt the budget for fiscal year 2023-24 as approved by the Budget Committee and levy property taxes for operating purposes and as approved by voters for general obligation bonded debt.

### EXPLANATION

The Budget Committee approved the budget in the amount of \$34,759,889 on May 15, 2023. Oregon Revised Statutes (Oregon Budget Law ORS 294) requires the Council to adopt the budget by resolution and to levy property taxes to enact the budget for the ensuing fiscal year.

### OPTIONS

- (1) Adopt the Approved Budget as presented, or
- (2) Recommend revisions to the Approved Budget. Council may amend the budget of each fund, in an amount not to exceed 10% of the approved appropriations of each fund prior to adoption.
- (3) Schedule Budget adoption for another meeting prior to July 1, 2023.

### SUGGESTED MOTION(S)

Move that Resolution 2023.07 be adopted as presented (or as amended).

## RESOLUTION NO. 2023.07

### A RESOLUTION ADOPTING THE 2023-2024 BUDGET AND MAKING APPROPRIATIONS

**WHEREAS**, the Budget Committee of the City of Sutherlin has approved a proposed budget for the fiscal year commencing July 1, 2023; and

**WHEREAS**, at a meeting of the City Council of the City of Sutherlin held on June 12, 2023, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City:

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY The City of Sutherlin as follows:**

**Section 1.** After public hearing conducted on June 12, 2023, the City Council of the City of Sutherlin hereby adopts the budget for fiscal year 2023-2024 in the sum of \$34,759,889 now on file at City Hall, 126 E. Central Ave., Sutherlin, Oregon.

**Section 2.** That for the fiscal year beginning July 1, 2023, the amounts for the purposes shown below are hereby appropriated:

#### GENERAL FUND

Mayor & City Council	\$	5,550
City Attorney		36,900
City Manager's Office		183,150
City Recorder/Comm Engagement		202,115
Finance		602,750
Municipal Court		239,400
Parks/Facilities		564,570
Community Development		519,150
Police		2,962,700
Fire		1,552,640
Non-Departmental		457,460
Contingency		200,000
Unappropriated		<u>800,006</u>
Total	\$	<b>8,326,391</b>

#### POLICE RESERVE FUND

Capital Outlay	\$	292,804
Contingency		<u>287,262</u>
Total	\$	<b>580,066</b>

#### FIRE RESERVE

Capital Outlay	\$	13,000
Contingency		<u>810,620</u>
Total	\$	<b>823,620</b>

PARKS/FACILITIES RESERVE

Capital Outlay	\$	1,125,000
Contingency		<u>194,251</u>
Total	\$	<b>1,319,251</b>

PARKS CONSTRUCTION FUND

Capital Outlay	\$	2,375,000
Contingency		<u>6,800</u>
Total	\$	<b>2,381,800</b>

TOURISM-MOTEL TAX FUND

Materials and Services	\$	144,500
Transfers		54,900
Contingency		<u>399,100</u>
Total	\$	<b>598,500</b>

LIBRARY BOARD FUND

Materials and Services	\$	26,400
Contingency		<u>680</u>
Total	\$	<b>27,080</b>

LIBRARY G.O. BOND FUND

Debt Service	\$	60,750
Reserved for Debt Service		<u>5,750</u>
Total	\$	<b>66,500</b>

STATE GAS TAX FUND

Materials and Services	\$	202,000
Capital Outlay		400,000
Debt Service		54,900
Transfers		550,800
Contingency		<u>34,060</u>
Total	\$	<b>1,241,760</b>

BICYCLE/FOOTPATH FUND

Contingency	\$	<u>35,075</u>
Total	\$	<b>35,075</b>

STREET CONSTRUCTION FUND

Capital Outlay	\$	230,000
Contingency	\$	<u>77,125</u>
Total	\$	<b>307,125</b>

STREET SDC FUND

Contingency	\$	<u>579,000</u>
Total	\$	<b>579,000</b>

WATER OPERATIONS FUND

Materials and Services	\$	588,100
Capital Outlay		0
Transfers		1,985,900
Contingency		<u>519,700</u>
Total	\$	<b>3,093,700</b>

WATER CONSTRUCTION FUND

Capital Outlay	\$	1,502,650
Contingency		<u>1,504,350</u>
Total	\$	<b>3,007,000</b>

WATER RESERVE FUND

Contingency	\$	<u>312,000</u>
Total	\$	<b>312,000</b>

WATER DEBT SERVICE FUND

Debt Service	\$	419,903
Contingency		187,427
Reserved for Debt Service		<u>352,470</u>
Total	\$	<b>959,800</b>

WASTEWATER OPERATIONS FUND

Materials and Services	\$	808,600
Transfers		2,463,400
Contingency		<u>2,246,200</u>
Total	\$	<b>5,518,200</b>

STEP SURCHARGE FUND

Materials and Services	\$	25,000
Contingency		<u>86,200</u>
Total	\$	<b>111,200</b>

WASTEWATER CONSTRUCTION FUND

Capital Outlay	\$	65,000
Contingency		<u>839,500</u>
Total	\$	<b>904,500</b>

WASTEWATER RESERVE FUND

Capital Outlay	\$ 35,000
Contingency	<u>314,500</u>
Total	\$ <b>349,500</b>

WASTEWATER DEBT SERVICE FUND

Debt Service	\$ 1,103,490
Reserved for Debt Service	<u>887,910</u>
Total	\$ <b>1,991,400</b>

PUBLIC WORKS OPERATIONS FUND

Personnel Services	\$ 1,771,700
Materials and Services	97,675
Transfers	50,000
Contingency	<u>88,725</u>
Total	\$ <b>2,008,100</b>

PUBLIC WORKS OPERATIONS RESERVE FUND

Capital Outlay	\$ 46,500
Contingency	<u>171,820</u>
Total	\$ <b>218,320</b>

SUMMARY

Personnel Services	\$ 6,536,560
Materials and Services	3,737,400
Capital Outlay	6,139,954
Transfers	5,766,400
Debt Service	1,639,043
Contingency	8,894,396
Reserved for Debt Service	1,246,130
Unappropriated	<u>800,006</u>
Total	\$ <b><u>34,759,889</u></b>

**Section 3.**

That the Finance Director shall certify to the County Clerk and County Assessor the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted herewith.

**Section 4.**

That the City Council for the City of Sutherlin hereby imposes the taxes provided for in the adopted budget:

At the rate of \$5.6335 per \$1,000 of assessed value for general operations; and in the amount of \$66,000 for bonds; and

That these taxes are hereby imposed and categorized for tax year 2023-24 upon the assessed value of all taxable property within the district as follows:

Subject to Measure 5 Limitation as General Government, General Fund permanent tax rate \$5.6335/\$1,000 of assessed value, and

Excluded from Limitation, Debt Service Fund \$66,000.00.

**PASSED BY THE CITY COUNCIL, ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2023**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2023**

\_\_\_\_\_  
Michelle Sumner, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder, CMC



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: City Concurrence of Findings for County Land Vacation</b>				Meeting Date:	06-12-2023
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Jamie Chartier, City Planner &amp; Kristi Gilbert, Community Development Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>	1) Resolution 2023.08 2) Preliminary County Order Ref. No. 2023-0551 3) Assessor Maps 4) Exhibit Map				

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve the vacation of varied width, unimproved county owned land that is located outside the existing platted public right-of-way of S. Calapooia Street to adjacent property owners.

### EXPLANATION

Douglas County owns subject property described as Tax Lot 101, in Section 29B, T25S, R5W, W.M.; Property ID Number. R125222 and additional property, varied in width within the platted right-of-way of S. Calapooia Street, see attached, Assessor maps and Exhibit map. The adjacent property owner(s) and Douglas County have come to an agreement and have initiated the legal Road Vacation process, per ORS 368.361(3) which stipulates that the local government (Sutherlin) must concur with this vacation. The required preliminary county order (Ref. No. 2023-0551) also attached therefore, is provided in response to the ORS stipulation. Therefore, staff requests that council approve Resolution No. 2023.08.

### OPTIONS

1. Amend and approve Resolution No. 2023.08 – Property Vacation as amended.
2. Not approve Resolution No. 2023.08 – Property Vacation.
3. Approve Resolution No. 2023.08 – Property Vacation as presented.

### SUGGESTED MOTION(S)

Approve Resolution No. 2023.08 – Property Vacation as presented.

**RESOLUTION NO. 2023.08**

**A RESOLUTION CONCURRING WITH FINDINGS BY DOUGLAS COUNTY  
CONCERNING THE VACATION OF CERTAIN LAND IN SUTHERLIN**

**WHEREAS**, the City of Sutherlin (“City”) has been working in partnership with Douglas County (“County”) in transferring ownership of land from the County to private ownership; and

**WHEREAS**, ORS 368.361 (3) stipulates that City must acknowledge and declare the “certain land” as unserviceable for use by City; and

**WHEREAS**, it is agreed by both County and City that the highest and best use of this portion of “certain land” is to return to private ownership; and

**WHEREAS**, this transfer of “certain land” will become a part of taxable lots to benefit all parties concerned and is therefore in the public interest to vacate this “certain land”; and

**WHEREAS**, in accord with ORS 368.361 (3) City hereby concurs with the findings established by County as described in Exhibit “A”;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Sutherlin as follows:

**Section 1:** The City Council hereby accepts and approves the recommendation of the Douglas County as described in Exhibit “A”.

**Section 2:** The City Manager is directed to effectuate this property vacation according to ORS 368.361 (3) and as described in Exhibit “A” of this resolution.

---

Michele Sumner, Mayor

ATTEST:

---

Diane Harris, City Recorder, CMC



Douglas County Official Records  
Douglas County Clerk  
Commissioners' Journals

2023-0551

APPLY DATE FILED STAMP BELOW  
DOUGLAS COUNTY OREGON  
FILED

**CCJ FILING COVER SHEET**

Submitted by:

Name : Josh Heacock  
Department : Public Works Engineering  
Phone : 541 957 - 4788

MAY 16 2023

DOUGLAS COUNTY CLERK

1. Record in the Deed Records? ☐ Yes or ☒ No

2. Please select where this document should be filed by checking the box to the left of the document type  
(REQUIRED; CHOOSE ONLY ONE):

<input type="checkbox"/> Administrative Matters (includes Board of Commissioner Administrative Matters) 1000	<input type="checkbox"/> Information Technology Department 12000
<input type="checkbox"/> Animal/Dog Control 8000	<input type="checkbox"/> Justice of the Peace 32000
<input type="checkbox"/> Assessor 6000	<input type="checkbox"/> Land Department 16000
<input type="checkbox"/> Auditor 5000	<input type="checkbox"/> Land Use Matters (Private Owned) 33000
<input type="checkbox"/> Board of Commissioners – Regular Meetings 1001	<input type="checkbox"/> Library 18000
<input type="checkbox"/> Board of Commissioners – Special Meetings 1002	<input type="checkbox"/> Management and Finance (includes Purchasing) 35000
<input type="checkbox"/> BOPTA 7000	<input type="checkbox"/> Miscellaneous 31000
<input type="checkbox"/> Budget 9000	<input type="checkbox"/> Ordinances 2000
<input type="checkbox"/> County Building Facilities 17000	<input type="checkbox"/> Parks (Including Salmon Harbor) 48000
<input type="checkbox"/> County Clerk 11000	<input checked="" type="checkbox"/> Public Works/Road Department 37000
<input type="checkbox"/> Elections 19000	<input type="checkbox"/> Sewerage Systems 43000
<input type="checkbox"/> Environmental Health 4000	<input type="checkbox"/> Sheriff 25000
<input type="checkbox"/> Fairgrounds 13000	<input type="checkbox"/> Sheriff Special Services 26000
<input type="checkbox"/> Franchises 21000	<input type="checkbox"/> Special Districts 50000
<input type="checkbox"/> General Services (includes Fleet) 53000	<input type="checkbox"/> Streets 41000
<input type="checkbox"/> Health & Social Services 15000	<input type="checkbox"/> Taxes, Tax Collector 40000
<input type="checkbox"/> Housing Authority 47000	<input type="checkbox"/> Water Resources 46000
<input type="checkbox"/> Human Resources (includes insurance policy, related matters) 10000	<input type="checkbox"/> Youth Services 60000
<input type="checkbox"/> Improvement Liens 39000	<input type="checkbox"/> OTHER _____ Index Number

3. Document Type (REQUIRED; CHOOSE ONLY ONE):

<input type="checkbox"/> Abstract 010	<input type="checkbox"/> Advertising 020	<input type="checkbox"/> Affidavit 030	<input type="checkbox"/> Amendment 035	<input type="checkbox"/> Annexation 040
<input type="checkbox"/> Application 045	<input type="checkbox"/> Appointments 050	<input type="checkbox"/> Appropriation 060	<input type="checkbox"/> Bid & Proposals 080	<input type="checkbox"/> Bonds 090
<input type="checkbox"/> Certificates 110	<input type="checkbox"/> Classifications 120	<input type="checkbox"/> Contracts/Agree 130	<input type="checkbox"/> Deeds 150	<input type="checkbox"/> Easements 170
<input type="checkbox"/> Exchange 180	<input type="checkbox"/> Fund Transfer 200	<input type="checkbox"/> Grants/Related 205	<input type="checkbox"/> Hearing Notice 210	<input type="checkbox"/> Insurance Policies 230
<input type="checkbox"/> Leases 280	<input type="checkbox"/> Minutes 300	<input type="checkbox"/> Ordinances 340	<input type="checkbox"/> Order of Sale 350	<input type="checkbox"/> Permits, Licenses 360
<input type="checkbox"/> Petitions 365	<input type="checkbox"/> Planning 370	<input type="checkbox"/> Report/Findings 410	<input type="checkbox"/> Resolutions 420	<input checked="" type="checkbox"/> Vacations 500
<input type="checkbox"/> Warrants/Checks 520	<input type="checkbox"/> Zone Change 550			

4. Date of Minutes: \_\_\_\_\_ 5. Contract & Extension # OR Grant OR Ordinance#: \_\_\_\_\_

6. Name(s) to be Indexed (INDICATE ALL THE NAMES TO BE INDEXED) – USE ADDITIONAL SHEET IF NECESSARY  
Example: Road Name, Names of Grantor/Grantee, Park Name, Company Names, Committee Name, District Name, etc.

a. Amended Preliminary Order \_\_\_\_\_ b. S. Calapooia \_\_\_\_\_  
c. Vacation \_\_\_\_\_ d. Trowbridge \_\_\_\_\_  
e. Murphy \_\_\_\_\_ f. Gillham, Nielsen \_\_\_\_\_

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, OREGON

IN THE MATTER OF THE VACATION OF )	<b>**AMENDED**</b>
A PORTION OF OLD RIGHT OF WAY FOR )	PRELIMINARY ORDER
S. CALAPOOIA, COUNTY ROAD NO. 388 )	APPROVING
AND A PORTION OF TAX LOT 101 IN )	VACATION OF PROPERTY
SECTION 29, TOWNSHIP 25 SOUTH, )	WITHOUT HEARING
RANGE 5 WEST, W.M., DOUGLAS )	
COUNTY OREGON )	

This matter comes before the Board of Commissioners upon a petition of Jack Trowbridge, Tami R. Trowbridge, James Patrick Murphy, Garold A. Gillham, Sueann Gillham, Jerald G. Nielsen, and Barbara E. Nielsen for vacation of the public property described in the attached Exhibit "A"

THE BOARD OF COMMISSIONERS FINDS:

All of the owners of 100% of the property abutting the property proposed to be vacated have signed the petition and approve of the vacation; and

The County Road Official has filed a written report with the Board pursuant to ORS 368.346; and

It would be in the public interest to vacate the property as requested in the petition subject to the following conditions:

A 25-foot wide access and utility easement shall be granted by Tami Trowbridge along the easterly property line of Property ID No. R53713 (Tax Lot 400 of Section 29B, T25S, R5W, W.M.) to serve three otherwise landlocked adjacent units of land: Property ID No. R53678 (Tax Lot 300 of Section 29, T25S, R5W, W.M.), Property ID No. R149533 (Tax Lot 301 of Section 29, T25S, R5W, W.M.), and Property ID No. R53727 and No. R53685 (Tax Lot 400 of Section 29, T25S, R5W, W.M.). A 60-foot wide access and utility easement shall be granted by Tami Trowbridge to serve an otherwise landlocked adjacent unit of land: Property ID No. R53727 and No. R53685 (Tax Lot 400 of Section 29, T25S, R5W, W.M.). Said 60-foot easement being the northwesterly extension of the existing 60-foot wide easement as depicted on M33-53, Survey Records of Douglas County, Oregon. Said 60-foot easement should extend to the easterly boundary of above said 25-foot easement along easterly property line of Property ID No. 53713.

An assessment of special benefits for the value of the property to be vacated in the sum of \$1,200 shall be paid to Douglas County Public Works Department by petitioners Jack Trowbridge, Tami R. Trowbridge, James Patrick Murphy, Garold A. Gillham, Sueann Gillham, Jerald G. Nielsen, and Barbara E. Nielsen prior to the Board of Commissioners authorizing vacation of the property and vesting title in the petitioners.


The City of Sutherlin, pursuant to ORS 368.361(3) shall by resolution or order concur in the findings of this Preliminary Order.

THEREFORE, IT IS HEREBY ORDERED that upon performance or fulfillment of the above stated conditions the property described in this order will be vacated, except that any existing utilities or owners of drainage facilities located within said property will have unrestricted access to service, maintain, upgrade or replace their facilities. Title to the vacated property will vest in petitioners James Patrick Murphy, Tami R. Trowbridge, Jerald G. & Barbara E. Nielsen, and Garold A. & Sueann Gillham as shown in Exhibit "B". That portion of vacated property vesting in the petitioners will attach to their abutting properties and will not become separate parcels.

IT IS FURTHER ORDERED that if the above stated conditions are not performed or fulfilled within 6 months of the date of this **Amended Order**, an order denying vacation will be entered.


The County Road Official shall notify the Board of Commissioners whether the conditions are performed or fulfilled within the time allowed.

BOARD OF COUNTY COMMISSIONERS  
OF DOUGLAS COUNTY

By   
Tom Kress, Liaison Commissioner to  
Public Works, authority to sign granted by  
order of the Board of County Commissioners  
dated July 22, 2019

Date \_\_\_\_\_

REVIEWED AS TO FORM

By   
Office of County Legal Counsel  
Date May 15, 2023

### Exhibit "A"

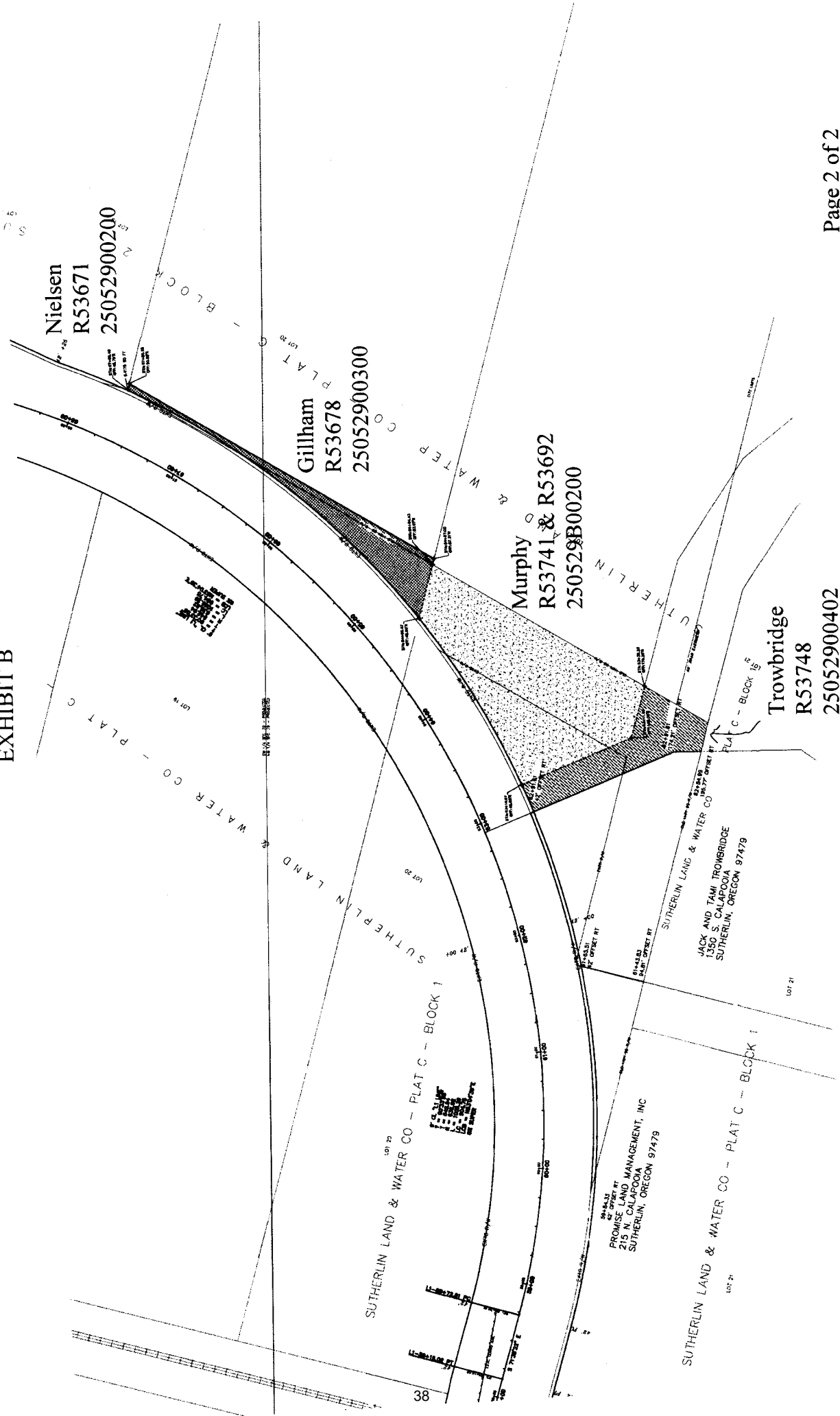
A parcel of land in the NW¼ of Section 29, Township 25 South, Range 5 West, W.M., Douglas County, Oregon and being a portion of the old right-of-way for South Calapooia St. County Road No. 388 dedicated in Plat C, Sutherlin Land and Water Co. in Volume 3, Page 11, Subdivision Records of Douglas County, Oregon and being a portion of the County Property described as Parcel #2 in that certain Instrument No. 2004-016471 of the Deed Records of Douglas County, Oregon and being a portion of the 5.19 ft. wide strip dedicated for right of way on Land Partition Plat No. 2022-0024B, Survey Records of Douglas County, Oregon and being more particularly described as follows:

All that portion of the above described property lying southerly of a line parallel with and distant southerly 45.00 feet, measured at right angles, from the Engineer's centerline of the relocated South Calapooia St. County Road No. 388 described in above said Instrument No. 2004-16471 and lying easterly of the northerly extension of the most-northeasterly line of a parcel of land described in that certain Instrument No. 2019-008867 of the Deed Records of Douglas County, Oregon and lying northeasterly of a straight line extending southeasterly from and perpendicular to the centerline of said relocated South Calapooia St. County Road No. 388 at centerline Station L<sup>1</sup>-62+91.61 and lying southwesterly of a straight line extending southeasterly from and perpendicular to the centerline of said relocated South Calapooia St. County Road No. 388 at centerline Station L<sup>1</sup>-68+25

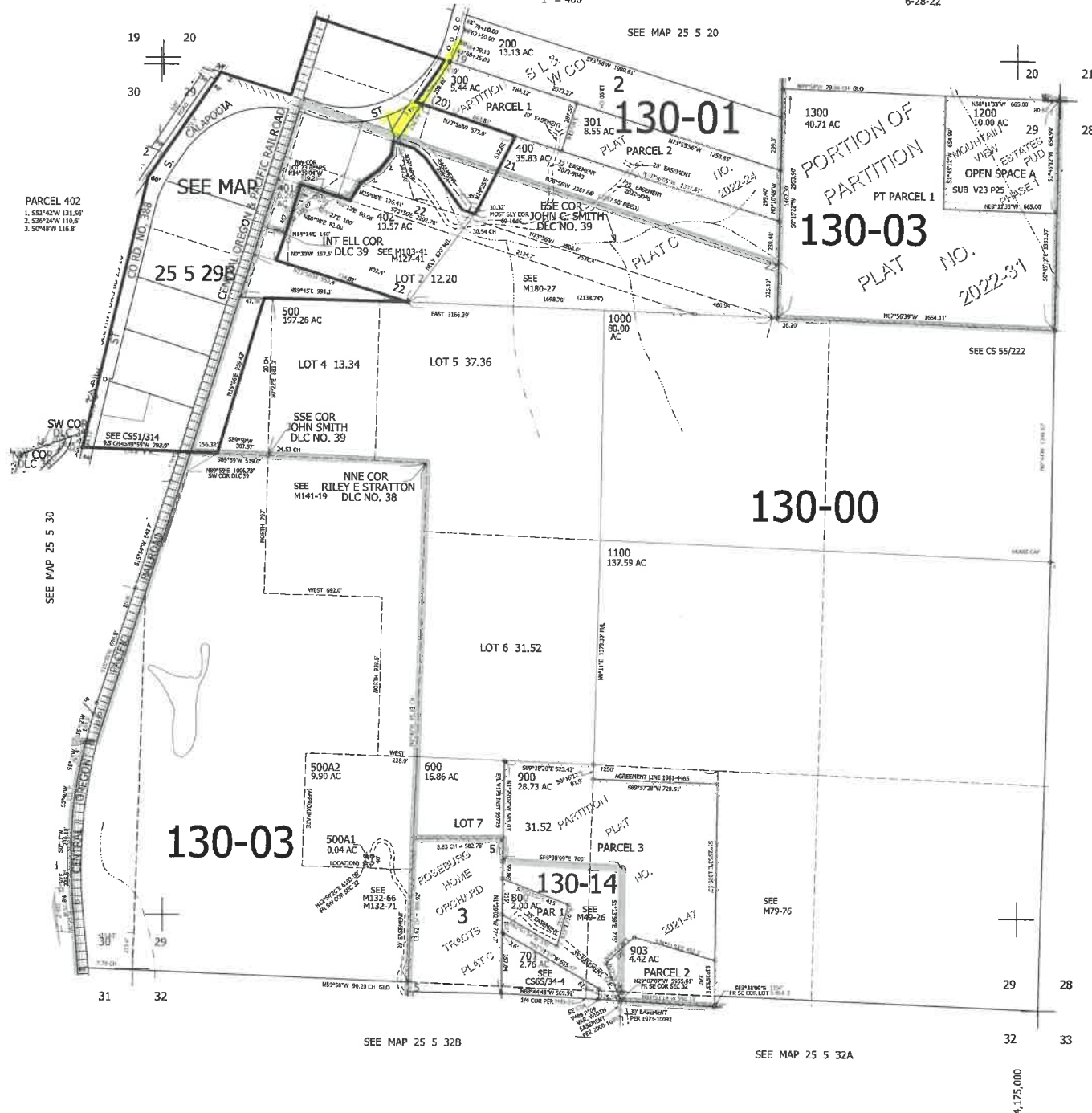
Page 1 of 2

40)

$\frac{1}{2} \times \frac{1}{2}$



25 5 29  
& INDEX  
SUTHERLIN



CANCELLED NOS  
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SEE MAP 25 5 28

630,000

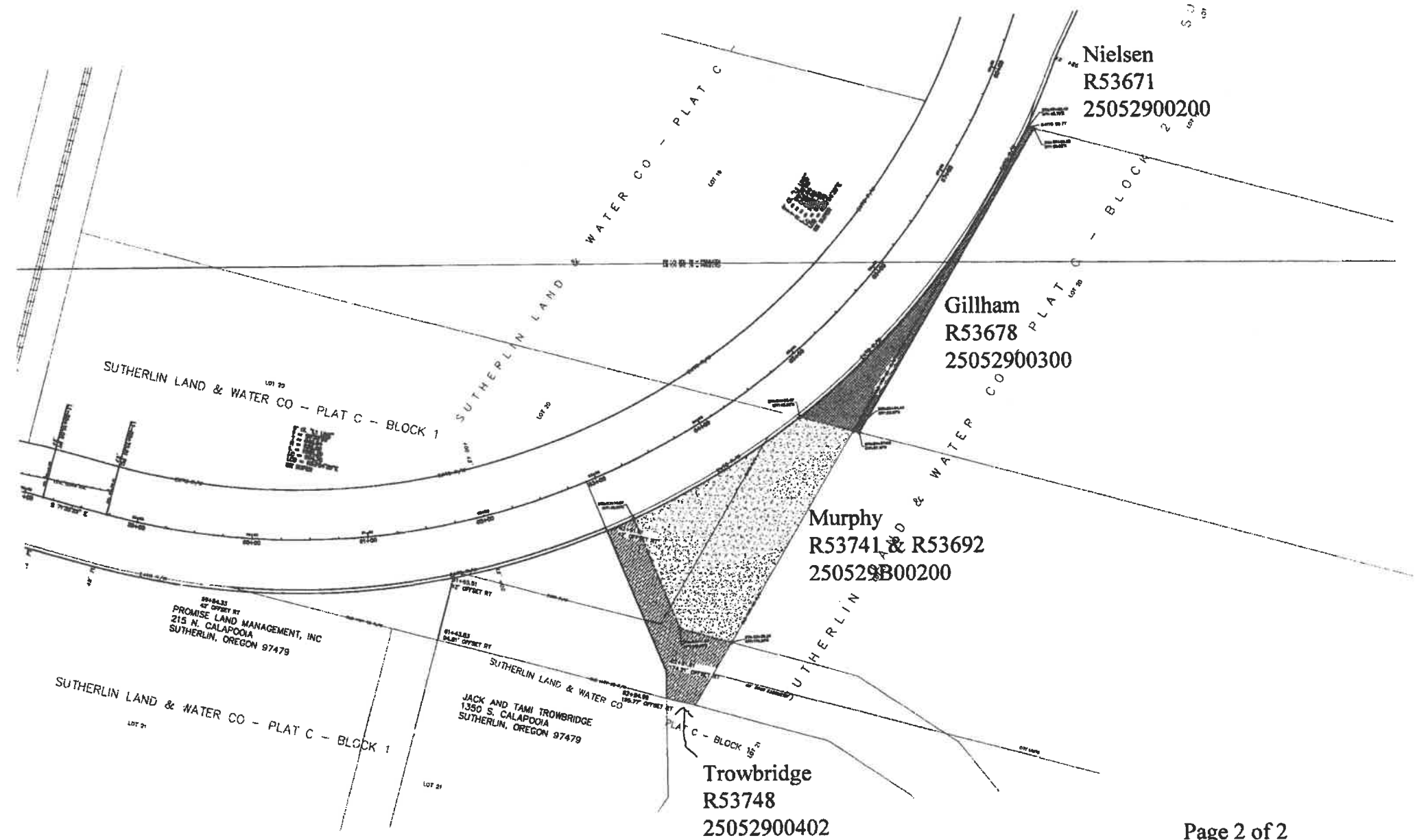
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& INDEX  
SUTHERLIN

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500A1 300 501  
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25 5 29B  
SUTHERLIN







126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2857  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Purchase Approval – Right-of-Way Mower for Public Works Maintenance</b>				Meeting Date:	6/12/2023
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Aaron Swan, Public Works Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Cost estimate					

### WHAT IS BEING ASKED OF COUNCIL?

Approve the purchase of a new John Deere 6610M Right-of-Way mower for Public Works Maintenance in the amount of \$175,395.04 from Sourcewell.

### EXPLANATION

Our current ROW mower is 30 years old and breaks down regularly during busy times. Often we're waiting on parts for weeks. Mowing is a task that needs to be done in a timely manner and it's been a problem for the last several years.

The new mower is the ODOT style double 8 foot flail mower with a John Deere carrier. This is a Sourcewell purchase so it meets our state purchasing requirements.

The price is \$175,395.04. In our chosen finance plan, we would pay \$50,000 down and \$37,364.86 per year for 4 years.

### OPTIONS

Approve the purchase of a new John Deere 6610M mower in the amount of \$175,395.04 from Sourcewell.

Don't approve the purchase of a new John Deere 6610M mower in the amount of \$175,395.04 from Sourcewell.

### SUGGESTED MOTION(S)

Approve the purchase of a new John Deere 6610M mower in the amount of \$175,395.04 from Sourcewell.



May 19, 2023

City of Sutherlin

**Re: Municipal Lease/Purchase Financing Proposal**

Dear Sir or Madam:

Lease Servicing Center, Inc. dba NCL Government Capital ("NCL") is pleased to propose to the City of Sutherlin the following tax-exempt Lease/purchase transaction as outlined below. Under this transaction, the City of Sutherlin would enter into a municipal Lease/purchase agreement with NCL for the purpose of acquiring a New JD 6610M and Tiger Mower. This transaction is subject to formal review and approval by both the Lessor and Lessee.

**LESSEE:** City of Sutherlin

**LESSOR:** Lease Servicing Center, Inc. dba NCL Government Capital & it's assigns

**EQUIPMENT:** New JD 6610M and Tiger Mower

**EQUIPMENT COST:** \$175,395.04

**DOWN-PAYMENT:** (\$50,000)

**AMOUNT FINANCED:** \$125,395.04

**TERM:** 4 Years 5 Years 6 Years

**ANNUAL LEASE PAYMENTS:** \$37,364.86 \$30,585.18 \$26,073.89

**FIRST PAYMENT DUE:** 12 Months from Lease Commencement

**PURCHASE OPTION:** \$1.00

**PRICING:** The Rates and Payments outlined above are locked, provided this proposal is accepted by the Lessee by May 31, 2023 and the transaction closes/funds prior to July 01, 2023. After these days, the final Rate and Payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.

**DOCUMENTATION FEE:** \$500 paid to Lessor at closing

**DOCUMENTATION:**

Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of lessee.

**TITLE / INSURANCE:**

Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

**TAX STATUS:**

This transaction must be designated as Tax-Exempt under Section 103 of the IRS code of 1986 as amended.

**SOURCEWELL CONTRACT:  
#011620-NCL**

NCL has been competitively bid and awarded a contract through Sourcewell (Formerly NJPA). **NCL's Sourcewell Contract # is 011620-NCL.**

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (866) 763-7600. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Matt Geiselhart - (866) 763-7600

[mgeiselhart@lscfinancial.com](mailto:mgeiselhart@lscfinancial.com)

**ACCEPTANCE**

As a duly authorized agent of the City of Sutherlin, I hereby accept the terms of this proposal as outlined above and intend to close this financing with NCL, subject to final approval.

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOUR OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
Re: Commission & Committee Appointments				Meeting Date:	June 12, 2023
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: City Recorder, Diane Harris				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Parks Advisory Committee and Planning Commission Applications					

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider filling a vacancy on the Parks Advisory Committee and the Planning Commission.

### EXPLANATION

**Parks Advisory Committee** – There is 1 vacancy on the Parks Advisory Committee with a term ending December 31, 2024.

The City received an application from Rebecca Todd Miller who resides outside of the city limits. Sutherlin Municipal Code allows for 1 seat on the committee to be “at large” per approval from the Mayor and Council. There are no other members on the Parks Advisory Committee that live outside of the city limits.

**Planning Commission** – There are 2 vacancies on the Planning Commission, 1 term ends December 31, 2024 and the other ends December 31, 2026.

The City received an application from John Banducci who has been a resident of the City for 10 years.

### OPTIONS

See suggested motions.

### SUGGESTED MOTION(S)

Motion to appoint Rebecca Todd Miller to the Parks Advisory Committee, term ending December 31, 2024.

Motion to appoint John Banducci to the Planning Commission, term ending December 31, 2026.



# City of Sutherlin

## Application for Citizen Committee/Commission/Board Appointment

Name Rebecca Todd Miller Date 5-23-23  
Address [REDACTED] Phone 541-530-2427  
Email beccuh@gmail.com Bus. Phone 541-673-7000  
Length of Residency in Sutherlin 14 MOS Registered Voter? yes  
Candidate for position on Parks Committee

Relevant background and experience Vice President of  
Sutherlin Valley Rec, Previous positions on  
non profits

What are your major interests or concerns in the City's programs? I am interested  
in supporting a system that has been in place  
for a while and to grow with the  
community,

Why would you like to be appointed to this position?

I have young kids and I would like to  
be a part of the community- this seems like  
the best place to serve,

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

\*\*\*\*\*

### For Office Use Only:

Date received: \_\_\_\_\_

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_





# City of Sutherlin

## Application for Citizen Committee/Commission/Board Appointment

Name John Banducci Date 6-6-23

Address [REDACTED] Phone 541-863-9997

Email JDBAND@HOTMAIL.COM Bus. Phone -

Length of Residency in Sutherlin 10 years Registered Voter? yes

Candidate for position on city Planning Com.

Relevant background and experience Technical Director

38 years Roseburg Forest Products, in charge  
of maintenance of Natural Gas line - Portland Board  
Plant

What are your major interests or concerns in the City's programs? Land

Interested in helping our City move forward -  
We are growing - Great people in our  
City Government -

Why would you like to be appointed to this position?

help to make sure all that happens  
is done in a legal manner -

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479  
\*\*\*\*\*

### For Office Use Only:

Date received: June 6, 2023

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_



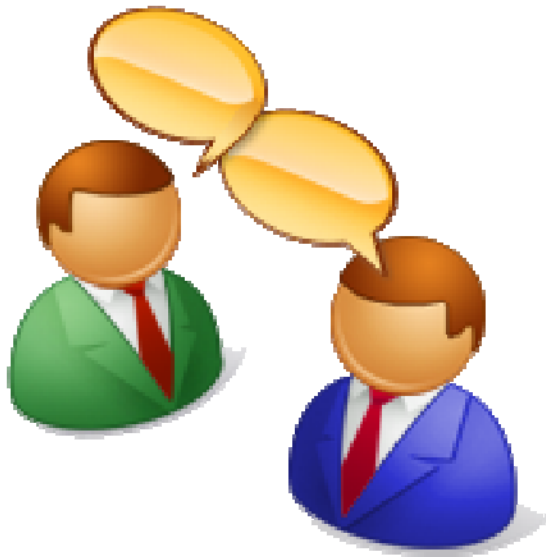
# **CITY MANAGER REPORT (verbal)**







# **COUNCIL COMMENTS**





# **PUBLIC COMMENT**





# ADJOURNMENT





# **FOR YOUR INFORMATION**



**PUBLIC NOTICE – CITY OF SUTHERLIN**  
**URBAN RENEWAL AGENCY & CITY COUNCIL MEETINGS**

The June 12, 2023, Urban Renewal Meeting, will begin at 6:30 p.m. in Civic Auditorium at 175 E Everett. The City Council meeting will follow at 7:00 p.m. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: Urban Renewal Agency & City Council Meetings

Time: June 12, 2023 6:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84087552838?pwd=Z3lpaDlVcFh3MWloM3huTGpFUjRkUT09>

Meeting ID: 840 8755 2838

Passcode: 921846

Find your local number: <https://us06web.zoom.us/u/kcD0sMOetU>

## Melanie Masterfield

---

**From:** Melanie Masterfield  
**Sent:** Wednesday, June 7, 2023 1:40 PM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** Sutherlin URA & City Council Meeting Agendas  
**Attachments:** URA Agenda 6.12.23.pdf; CC JUNE 12, 2023 AGENDA.pdf

Good afternoon. Attached are the agendas for Urban Renewal and City Council for June 12, 2023.



**Melanie Masterfield, CMC**  
*Deputy City Recorder/Community Engagement Manager*  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)  
City of Sutherlin  
126 E Central Ave.  
Sutherlin, OR. 97479  
541.459.2857 x 208

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**\*\*DO NOT REPLY ALL\*\***