



**City of Sutherlin
Regular Council Meeting
Monday, July 10, 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. Sutherlin Area Chamber of Commerce Update

6. CONSENT AGENDA

- a. June 12, 2023 – Meeting Minutes

7. COUNCIL BUSINESS

- a. Resolution 2023.09 – Right-of-Way Mower Purchase – Public Works
- b. Central Park Stage Name – Council Discussion and Vote
- c. Recreational Vehicles as Temporary Living

8. REPORTS (Verbal)

- a. Ford's Pond Update

9. CITY MANAGER REPORT (Verbal)

10. CITY COUNCIL COMMENT

11. 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.]

12. ADJOURN

Join Zoom Meeting

<https://us06web.zoom.us/j/85680501445?pwd=WFNjcTV3d3pPd2svZGt3dmFBcmdzUT09>

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.

If you have a disability that requires special materials, service, or assistance, please call 541.459.2857 at least 48 hours prior to the meeting to arrange for accommodations



Call to Order & Flag Salute





ROLL CALL





INTRODUCTION OF MEDIA





PUBLIC COMMENT

Agenda Items only





PRESENTATIONS





Sutherlin Area Chamber of Commerce Update (verbal)





CONSENT AGENDA



**CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, June 12, 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
Finance Director, Tami Trowbridge
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Finance & Administrative Asst., Lindsay Priest
Public Works Director, Aaron Swan
Community Development Director, Kristi Gilbert
City Planner, Jamie Chartier
Community Development Asst., Brandi Medeiros
Community Development, Brian Elliott
Police Chief, Troy Mills
Fire Chief, Mike Lane
Library/Livability Services Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Rebecca Todd Miller, John Banducci, Kristine Godbey, Michael Hogsett, Chris Owens, Alan Woods, Molly & David Hammer, Maryanne Anderson

Via Zoom: Larry Bahr, Nancy Rodriguez

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

Flag Salute:

Roll Call: Excused – Councilor Smalley

Introduction of Media: None

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

PUBLIC COMMENT (agenda items only)

- None

City Manager, Jerry Gillham, introduced two new staff members that will be attending Council meetings. Community Development Assistant, Brandi Medeiros will be assisting Kristi Gilbert, Community Development Director; and Finance and Administrative Assistant, Lindsay Priest, will be assisting Melanie Masterfield, City Recorder. The current HR Manager/City Recorder, Diane Harris and Community Development Director, Brian Elliott will both be retiring within the next month. Gillham extended some kind words and expressed appreciation for Harris and Elliott.

PRESENTATIONS

- Homeless Youth Solution Initiative (HYSI) – *Not present.*

CONSENT AGENDA

- May 8, 2023 Minutes – Regular Meeting

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Public Hearing and Resolution 2023.04 - Supplemental Budget Adjustment 2022-23**

Staff Report – Finance Director, Tami Trowbridge – This Public Hearing is to correct Resolution 2022.13 – Supplemental Budget Adjustment. Additional funding for Urban Renewal needed to be transferred from the General Fund Contingency Fund. The resolution included in the Council packet was not the correct one. Trowbridge passed out the correct resolution.

Mayor Sumner opened the Public Hearing at 7:06 p.m.

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

The Public Hearing closed at 7:09 p.m.

- **Resolution 2023.04 – Supplemental Budget Adjustment FY 2022-23**

MOTION made by Councilor Groussman to approve Resolution 2023.04 – Supplemental Budget Adjustment 2022-23 as presented; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing and Resolution 2023.05 – State Revenue Sharing**

Staff Report – 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 7:10 p.m.

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

The Public Hearing closed at 7:12 p.m.

- **Resolution 2023.05 – Election to Receive State Revenue Sharing**

MOTION made by Councilor Whitaker to approve Resolution No. 2023.05 – Election to Receive State Revenue Sharing as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.06 – Certifying City Services**

Staff Report – Trowbridge – This is the second of two resolutions 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 these requirements.

MOTION made by Councilor Woods to approve Resolution 2023.06 – Certifying City Services as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2023.07 – Adoption of 2023-24 City Budget**

Staff Report – Trowbridge, summarized the 2023-24 City Budget that was previously approved by the budget committee on May 15, 2023 in the amount of \$34,759,889.

Mayor Sumner opened the Public Hearing at 7:15 p.m.

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

The Public Hearing closed at 7:17 p.m.

- **Resolution 2023.07 – Adoption of 2023-24 City Budget**

MOTION made by Councilor Hamilton to approve Resolution 2023.07 – Adoption of 2023-24 City Budget in the amount of \$ 34,759,889 as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.08 – Property Vacation – S. Calapooia**

Gillham and Trowbridge each announced a personal conflict of interest due to being the property owners.

Staff Report – City Planner, Jamie Chartier – There is a small portion of unimproved, county owned land that will be absorbed by the adjacent property owners.

MOTION made by Councilor Hamilton to approve Resolution 2023.08 – Property Vacation – S. Calapooia as presented; second by Councilor Woods.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Purchase Approval – Right-of-Way Mower for Public Works Maintenance**

Staff Report – Public Works Director, Aaron Swan – The current Right-of-Way mower is 30 years old and continuously has mechanical failures. This John Deere 6610M mower will meet the City's growing needs and Sourcewell meets the state purchasing requirements.

MOTION made by Councilor Hamilton to approve purchase of a John Deere 6610M Right-of-Way Mower for Public Works Maintenance in the amount of \$175,395.04 as presented; second by Councilor Groussman.

Discussion: Councilor Woods asked if other purchasing options were available. *Swan had to leave the meeting. Trowbridge – The order time frame from John Deere is one year and was in the same price range as Sourcewell, which will deliver the mower once funds are received. Fire Chief, Mike Lane, added additional information.*

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

Opposed: None

Motion carried unanimously.

- **Commission & Committee Appointments**

Staff Report – City Recorder, Diane Harris – The City received one application for the Parks Advisory Committee from Rebecca Todd Miller – term ending December 31, 2024; and one application for Planning Commission from John Banducci – term ending December 31, 2026.

Mayor Sumner invited applicants to the podium to speak on their behalf.

- Rebecca Todd Miller introduced herself and has lived in Sutherlin for a year. Wants to get involved. Currently the Vice President for Sutherlin Valley Rec. Would like to see the sports complex come to fruition.
- John Banducci introduced himself and has been a Sutherlin resident for 10 years. Expressed interest in the City moving into the future.

MOTION made by Councilor Whitaker to appoint Rebecca Todd Miller to the Parks Advisory Committee – term ending December 31, 2024; and John Banducci to Planning Commission – term ending December 31, 2026 as presented; second by Councilor Groussman.

Discussion: Councilors Dagel and Groussman expressed appreciation for our committee and commission volunteers.

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

Opposed: None

Motion carried unanimously.

CITY MANAGER REPORT (verbal)

- Nothing to report

CITY COUNCIL COMMENT

Councilor Whitaker

- It's great to see the Father's House church use the Central Park stage.
- The Parks Advisory Committee meeting was visited by Umpqua Velo Club (a bicycle club) – Interested and had suggestions to improve Hartley Park.

Councilor Groussman

- Expressed well wishes in retirement for Harris and Elliott.

Councilor Hamilton

- Expressed well wishes in retirement for Harris and Elliott.

Councilor Woods

- Thanked the committee/commission volunteers.
- Acknowledged the hard work going into summer events.

Councilor Dagel

- Expressed happiness for the Music off Central lineup.
- Feels frustrated that Council members can't have discussions outside of meetings. Dislikes following Roberts Rules of Order.

Mayor Sumner

- Central Park stage needs a name.
- Congratulated all the graduating seniors.
- Congratulated Harris and Elliott on their retirement.

- Preparedness Fair at Central Park on Thursday 1-5 p.m.

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 7:53 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Michelle Sumner, Mayor



COUNCIL BUSINESS



RESOLUTION NO. 2023.09

**A RESOLUTION CERTIFYING THE COUNCIL'S APPROVAL OF A MOWER
LEASE/PURCHASE FROM *LEASE SERVICING CENTER, INC.* ON JUNE 12,
2023.**

WHEREAS, the City of Sutherlin ("City") has a need for a new right-of-way mower and Lease Servicing Center, Inc. doing business as NCL Government Capital ("NCL") has agreed to finance such mower as previously presented to City Council in their monthly meeting of 6/12/2023; and

WHEREAS, NCL requests that such purchase/lease by the City be acknowledged by declaring approval of this lease/purchase by way of resolution; and

WHEREAS, it is agreed by both NCL and City that NCL shall finance a John Deere 6110M Standard Cab MFWD 16 X 16 Power Quad with SMF-EDBAT4 Mid-mount Slide Flail Mower from Sonsray Equipment in the amount of \$175,395.04 as described in the 6/12/2023 staff report and accompanying materials as attached as "Exhibit "A"; and

WHEREAS, this resolution, while redundant, satisfies the requirements of NCL; and

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 lease/purchase of the mower described above and within the contract as represented in Exhibit "A".

Section 2: The City Manager is hereby directed to effectuate this transaction.

PASSED BY THE CITY COUNCIL ON THIS ____ DAY OF ____, 2023

APPROVED BY THE MAYOR ON THIS ____ DAY OF ____, 2023

Michele Sumner, Mayor

ATTEST:

Melanie Masterfield, City Recorder, CMC



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2857
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Purchase Approval – Right-of-Way Mower for Public Works Maintenance				Meeting Date:	6/12/2023
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Aaron Swan, Public Works Director				City Manager Review	☒
Attachments: 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.



Central Park Stage Name





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Recreational Vehicles (RV's) as Temporary Housing				Meeting Date:	07-10-2023
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☒	Update ☐
Submitted By: Jamie Chartier, City Planner & Kristi Gilbert, Community Development Director				City Manager Review	☒
Attachments:	1) Summary of Survey Results 2) Summary of RV Open House held 5-24-2023 3) Overview of Options presented to Council 4-10-2023				

WHAT IS BEING ASKED OF COUNCIL?

This staff report is in follow-up to the public outreach conducted in response to the City Council discussion regarding the possibility of allowing recreational vehicles (RV) to be resided in as temporary housing within the city.

EXPLANATION

Staff were directed by Council at the December 12, 2022, City Council meeting to research the possibility of allowing RV's to be resided in as temporary housing within the city limits. Staff provided information to the council at the February 13, 2023 meeting and were then directed to conduct public outreach and hold workshops with the Planning Commission.

The Planning Commission held discussions at their March 21, 2023, and June 20, 2023 meetings, with a workshop conducted at the May 16, 2023 meeting. Public Outreach was conducted which included a survey (mailed to all within 97479 zip code, posted on City social media pages, website, distributed throughout the city, etc.). Approximately 657 responses were received (summary attached) and an Open House was held on May 24, 2023 with 79 citizens in attendance (summary attached).

Attached to this staff report is a summary of the survey results, May 24, 2023 Open House, and an overview of the options presented to the Planning Commission at their June 20, 2023 meeting, which was also presented to Council at their April 10, 2023 meeting. After reviewing the public outreach summaries and following additional public comments on June 20, 2023, the Planning Commission made a recommendation to City Council to adopt an Ordinance amending the Municipal Code prohibiting the occupancy in an RV on private property.

OPTIONS

Approve the Planning Commission's recommendation to adopt an Ordinance amending the Municipal Code prohibiting the occupancy of an RV on private property.

Not approve the Planning Commission's recommendation to adopt an Ordinance amending the Municipal Code prohibiting the occupancy of an RV on private property.

SUGGESTED MOTION(S)

Should you be allowed to live in an Recreational Vehicle (RV) in the City of Sutherlin – Summary of Survey Results

- 647 total responses via Survey Monkey
- 10 responses submitted directly (paper copy, survey post-card or written statement)

Question 1: Should one be able to live within an RV in the city of Sutherlin (other than in an RV Park)?

- Yes – 124
- No – 457 (Survey Monkey), 10 (submitted via alternate method)
- Other – 62
- 4 respondents skipped this question

Question 2: If yes to question 1 above, select all areas that you agree with: (153 total)

- People be allowed to live in an RV in Residential Neighborhoods – 90
- People be allowed to live in an RV in Industrial areas – 20
- People be allowed to live in an RV in Commercial areas – 10
- All zones: Residential, Industrial and Commercial (this question was added approximately one week after the survey was initial posted) – 33
- 502 respondents skipped this question

Question 3: Would you want to live next to a property that has people living in an RV?

- Yes – 135
- No – 497
- 25 respondents skipped this question

Question 4: Should RV's be required to meet certain design criteria (i.e. year, make, model, appearance, etc)?

- Yes – 353
- No – 106
- Other – 131
- 62 respondents skipped this question

Question 5: Should you be allowed to live in an RV temporarily? (Set a time limit)

- None – 321
- 14 days – 69
- 30 days – 51
- 60 days – 29
- 120 days – 12

- One year – 23
- Two years – 32
- Other – 157
- 21 respondents skipped this question

Question 6: Do you live within Sutherlin City Limits?

- Yes – 570
- No – 78
- 9 respondents skipped this question

Should you be allowed to live in an Recreational Vehicle (RV) in the City of Sutherlin – Summary of May 24, 2023 Open House

- 79 citizens were in attendance
- City Staff present: Kristi Gilbert, Community Development Director, Aaron Swan, Public Works Director, Jamie Chartier, City Planner, Brian Elliott, Community Development, Troy Mills, Sutherlin Police Chief, Brandan McGarr, Division Chief and Melanie Masterfield, Deputy City Recorder/Community Engagement Manager
- 40 people in attendance spoke (so twice)
 - In Favor: 9
 - In Opposition: 25
 - Neutral (made a statement and/or question for staff): 9

The twenty-four opposing the idea of changing the existing Sutherlin Development Code (SDC) to allow an RV to be occupied had the following statements (in summary):

- Against proposal – who will enforce all the rules and regulations that would need to be in place?
- Unsafe/Nuisance
- Allowing them to be lived in would “open a can of words” – look at other jurisdictions as examples.
- Does not want neighborhoods to bring an RV in next door, accumulation of items, not only trash, they are fire hazards, is the City setting themselves up for a class action lawsuit?
- Negatively affect a neighborhood, lower property tax, negative impact on Sutherlin
- The additional work load on city staff
- Make living in an RV enforceable and enforce it
- Sanitation – dumping the additional waste and chemicals into the city sewer system
- Laws tend to be loosening, which leads to abuse of the RV tenant and then makes it very hard for a property owner to remove
- Water restrictions with current residence, adding RV’s would utilize more water that the city already lacks
- Zoning does not allow, parking on streets which would make it hard to navigate
- Should not be complaint driven or have to leave your name, people are afraid of retaliation from their neighbor or RV occupant(s)

Summary of the nine that spoke in favor:

- Family emergencies, unexpectant situations with the only solution was to allow a family member to reside in an RV on their property

- Lack of affordable housing
- Private property should be “private property”
- People are already living here, so how can we fix it?
- Losing control of private property
- We are telling him we are discriminating against people from coming here

Some of the Neutral comments/questions where:

- Can you get a dump permit for an RV in the public sewer?
 - No per the Sutherlin Municipal Code
- Can you park on a public street?
 - No
- Have compassion
- Use water funds to hire another compliance person, the city charges enough for water
 - Water funds (or lack of) are for water maintenance, this additional use would tax the water system
- People can build an Accessory Dwelling Unit (ADA)
- Can people park an RV under a carport?
 - This does not affect or pertain to the storage of your personal RV on your property, you cannot park them in the street for more than 24 hours, nor can you currently reside in one
- How will someone know they are living in one?
 - Complaint driven, visibly connected to water and/or sewer and electrical

OPTIONS AS PRESENTED AT THE APRIL 10, 2023 CITY COUNCIL MEETING

1. Take no action, continue to not permit RV Occupancy as identified in the Sutherlin Development Code and continue the Code Enforcement process.

2. Recommend to move forward with a proposed Ordinance to amend the Sutherlin Municipal Code to prohibit the occupancy of an RV.

3. Code Enforcement – enforce the existing rules and regulations outlined within the Sutherlin Municipal Code and Sutherlin Development Code.

4. Move forward with allowing RV's to be occupied as Temporary Housing. To include:

- a. Planning Commission Workshop to discuss guidelines for RV Occupancy on Private Property
- c. City Council Workshop
- d. Resolution with attached Temporary Guidelines for RV Occupancy on Private Property

5. Legislative Amendments to our local ordinance to permit RV Occupancy on enacted, “time, place and manner” restrictions with the Sutherlin Development Code. To include:

- a. Planning Commission Workshop to discuss guidelines for RV Occupancy on Private Property
- b. Public Outreach – Open House(s), City Bulletin, Survey, etc
- c. City Council Workshop
- d. Resolution with attached Temporary Guidelines for RV Occupancy on Private Property



REPORTS





Ford's Pond Update (verbal)



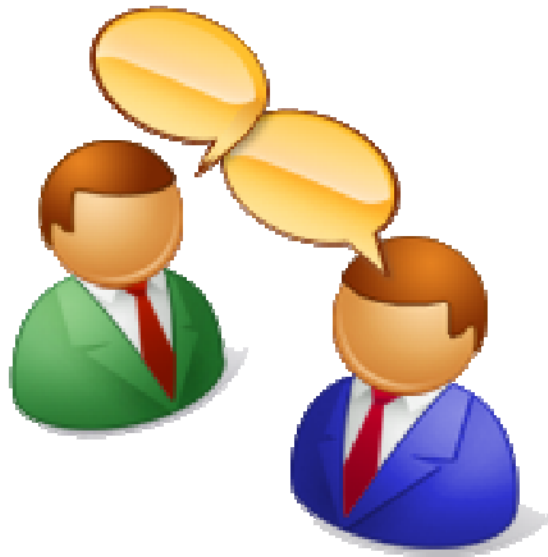


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, July 5, 2023 3:56 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 City Council Meeting
Attachments: CC JULY 10.23.pdf

Good afternoon. Attached is the agenda for the City of Sutherlin Council Meeting on July 10th at 7pm.



Melanie Masterfield, CMC
 Deputy City Recorder/Community Engagement Manager
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****

PUBLIC NOTICE – CITY OF SUTHERLIN

CITY COUNCIL MEETING

The July 10, 2023, City Council meeting will be held in Civic Auditorium at 175 E Everett 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: City Council Meeting

Time: July 10, 2023 7:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85680501445?pwd=WFNjcTV3d3pPd2svZGt3dmFBcmdzUT09>

Meeting ID: 856 8050 1445

Passcode: 242686

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