



**City of Sutherlin
Council Meeting
Monday, November 13, 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 Response Team & Umpqua Heart Progress Update

6. CONSENT AGENDA

- a. October 9, 2023 – Meeting Minutes

7. COUNCIL BUSINESS

- a. Seismic Contract Award
- b. Liquor Application Approval – Center Market #45

8. REPORTS

- a. LOC Conference Report
- b. Ford's Pond Construction Update – Community Development Director
 - Friends of Ford's Pond President, Jim Houseman

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

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.

EXECUTIVE SESSION - ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees

Join Zoom Meeting

<https://us06web.zoom.us/j/83187147969?pwd=xNNxUkceOJpWVdIoMiMFoVGvzb8u9h.1>

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





Homeless Response Team & Umpqua Heart Progress Update





CONSENT AGENDA



CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, October 9, 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, Melanie Masterfield
Finance Director, Tami Trowbridge
Finance & Administrative Asst., Lindsay Priest
Public Works Director, Aaron Swan
Community Development Director, Kristi Gilbert
Police Chief, Troy Mills
Police Captain, Kurt Sorenson
Fire Division Chief, Brandan McGarr
City Attorney, Chad Jacobs (via Zoom)

Audience: Kristine Godbey, Carolyn Barnett, Melva Bratton, Mike & Karen Meier, Chris Owen, Maryanne Anderson, Dianne Good, Bob & Karen Moczowski, Tadd Held, Sheri Esterbrook, Danielle Vallotten, Valerie Shepherd, Bruce Pettengill, Kerry Miller, George Bonney, Shawn New, Thane McCareley

Via Zoom: Brian Dunsing, Peter Duncan, Pat Lynch, Larry Bahr, Courtney, Austin

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

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

PUBLIC COMMENT (agenda items only)

- Karen Meier introduced herself and felt that more information should have been included in the minutes regarding the Hastings Village update during the Council meeting on September 11, 2023.

CONSENT AGENDA

- **September 11, 2023 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance 1093 – Regulating Occupancy of Recreational Vehicle (second reading & adoption)**

City Recorder read ordinance by title only: *"An Ordinance of the City of Sutherlin adding a new chapter 8.30 to the Sutherlin Municipal Code – regulating the occupancy of recreational vehicles."*

Staff Report – Community Development Director, Kristi Gilbert, let the staff report stand.

MOTION made by Councilor Groussman to approve Ordinance 1093 – Regulating Occupancy of Recreational Vehicles (second reading & adoption) as presented; second by Councilor Whitaker.

Discussion: Councilor Dagel voiced his dislike for this Ordinance.

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

Opposed: None

Abstained: Councilor Dagel – Due to a conflict of interest.

Motion carried.

- **Public Hearing & Resolution 2023.13 – Supplemental Budget Adjustment**

Staff Report – Finance Director, Tami Trowbridge -This budget adjustment is needed due to cost inflation on current projects and adding additional funds to the Urban Renewal Fund for future projects. Instead of seeking outside funding sources (at an additional cost) for Urban Renewal, funds are available in the Enterprise and General Funds to provide short term loans that will be reimbursed. Reserve Fund funds are earmarked for infrastructure. No operational funds will be expended.

- Parking lot improvements behind Backside Brewing, the Body Shop and Sol De Sutherlin (\$250k)
- Water Control District impact reimbursement (\$25k)
- Downtown improvements, including façade grants (275k)
- Remaining work on the old bank building renovation (\$60k)
- Independent audit (\$10k)
- Administrative support (\$24k)

These total more than \$550,000, however reimbursements are still being received from the Mainstreet Grant program.

- Councilor Woods asked for clarification of funds for the old bank building renovation. ***Trowbridge explained.***
- Councilor Groussman asked for clarification of the partnership with the school district for a digital sign. ***City Manager, Jerry Gillham – In partnership with the Sutherlin School District, Sutherlin Area Chamber of Commerce and the City, utilizing Transient Lodging Tax (TLT) funds to install a new digital sign to replace the one installed at Central Park.***

Mayor Sumner opened the Public Hearing at 7:17 p.m.

Mayor Sumner asked for public comment.

- Shawn New introduced himself and advocated his dislike for putting another homeless camp in town. ***Mayor Sumner – There will not be another homeless camp in town. This public comment is for budget adjustments for Urban Renewal funds.***
- Karen Meier questioned comments previously stated regarding buying property for a tiny home village for homeless individuals. ***Gillham – The exploration of land and the use of Urban Renewal funds to create affordable housing will be available to all community members, not just homeless individuals.***
- Bruce Pettengill introduced himself and spoke against using reserve funds for anything other than the intended use. ***Trowbridge – These are short term loans that will be reimbursed. These are not for permanent distribution. Reserve funds are specifically for infrastructure, equipment, and vehicles. Public Works Director, Aaron Swan, explained further details of the water treatment plant.***

Mayor Sumner closed the Public Hearing at 7:25 p.m.

- **Resolution 2023.13 – Supplemental Budget Adjustment**

MOTION made by Councilor Whitaker to approve Resolution 2023.13 – Supplemental Budget Adjustment as presented; second by Councilor Hamilton.

Discussion: Councilor Groussman reiterated that these funds are being used for short term loans and will be reimbursed with interest.

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

Opposed: None

Motion carried unanimously.

REPORTS (verbal)

- **Solar Bees Update**

Public Works Director, Aaron Swan – The Solar Bee mixers have been in use since June 2023 at Cooper Creek Reservoir to combat the high manganese levels which make the water more difficult and costly to treat. Manganese levels are down roughly a third from normal this time of year. The six month trial lease ends in December 2023 at which time purchasing is an option.

- Councilor Hamilton – Is there an estimate of cost savings? ***Swan – Not at this time. The Cooper Creek plant has only been run a few times to check the manganese levels.***

Further discussion ensued.

CITY MANAGER REPORT (verbal)

- Sutherlin's Homeless Response Team and the Umpqua Heart board will be presenting information and answering questions at the November 13, 2023 City Council meeting.

CITY COUNCIL COMMENT

Councilor Woods

- Nothing to report.

Councilor Dagel

- When Gillham says "we" when speaking about Hastings Village, who is being referred to? ***Gillham – The City's Homeless Response Team and Umpqua Heart.***
- Having a haunted house at his property on October 31, 2023 from 7-9:30 p.m.

Councilor Whitaker

- Nothing to report.

Councilor Smalley

- Encouraged community members to attend Council meetings to be better informed and involved, and to call City Hall when questions arise instead of spreading rumors.

Councilor Groussman

- Agreed with Councilor Smalley.

Councilor Hamilton

- Thanked Thomas Smalley and family for the Oregon Truck Show on Saturday. A great venue for October.

Mayor Sumner

- Oregon Truck Show was a great event.
- Good turnout on Saturday at 'Coffee with the Mayor'
- Community members have suggested installing a fence at the end of Hawthorne St. to keep homeless individuals from walking through the neighborhood at night. ***Swan – The possibility can be researched.***
 - Further discussion ensued between Gillham and audience members.

PUBLIC COMMENT (Off Agenda Items)

- Carolyn Barnett introduced herself and expressed concerns for people riding their bicycles on sidewalks.
- Karen Meier referred to the Memorandum of Agreement (MOA) between the City and Umpqua Heart and questioned the lack of property lease agreement as stated in the MOA. ***Gillham – A lease is not warranted until steady funding is being received to aid in combating homelessness. Discussion ensued further.***
- Thane McCareley introduced himself and informed Council of the speed dangers on N. State St. He strongly pointed out the need for a speed limit sign and crosswalk at the intersection of N. State St. and Second Ave. due to the volume of people crossing the street. ***Swan – Staff can look into it.***

ADJOURNMENT

With no further business, meeting adjourned at 7:55 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, City Recorder, CMC

Michelle Sumner, Mayor



COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: Seismic Contract Award – Engineering, Architectural, and Construction Management Services for Seismic Rehabilitation of Sutherlin Fire Station #1 and Sutherlin Police Department				Meeting Date:	11-13-2023
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

The City Council is being asked to award two contracts to ZCS Engineering & Architecture in the amount of and not to exceed \$354,700 and in the amount of and not to exceed \$357,300, for the Engineering, Architectural, and Construction Management Services for Seismic Rehabilitation of the Sutherlin Fire Station #1 and Sutherlin Police Department.

EXPLANATION

The city was awarded seismic grants, for the Seismic Rehabilitation of the Sutherlin Fire Station #1, in the amount of \$2,492,700 and for the Seismic Rehabilitation of the Sutherlin Police Department, in the amount of \$2,479,180.

The city advertised for Requests for Proposals (RFP) to provide Engineering, Architectural, and Construction Management Services for Seismic Rehabilitation of the Sutherlin Fire Station #1 and Sutherlin Police Department. An invitation for RFP's was published on September 6, 2023, and September 8, 2023. The city received two proposals in response to the invitation by the October 11, 2023, deadline.

The scope of work for the seismic improvements will consist of Engineering, Architectural, and Construction Management Services for the Seismic Rehabilitation of Fire Station #1 and Police Station.

OPTIONS

Award the two contracts to ZCS Engineering & Architecture in the amount of and not to exceed \$354,700 and in the amount of and not to exceed \$357,300, for the Engineering, Architectural, and Construction Management Services for the Seismic Rehabilitation of Fire Station #1 and Police Station.

Not award the two contracts to ZCS Engineering & Architecture in the amount of and not to exceed \$354,700 and in the amount of and not to exceed \$357,300, for the Engineering, Architectural, and Construction Management Services for the Seismic Rehabilitation of Fire Station #1 and Police Station.

SUGGESTED MOTION(S)

Award the contract to ZCS Engineering & Architecture in the amount of and not to exceed \$354,700 and in the amount of and not to exceed \$357,300, for the Engineering, Architectural, and Construction Management Services for the Seismic Rehabilitation of Fire Station #1 and Police Station.



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City of Sutherlin

STAFF REPORT					
Re: Center Market #45 (Formerly Smitty's) – 1367 W Central Avenue, Sutherlin				Meeting Date:	11/13/2023
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kurt Sorenson, Captain				City Manager Review	☒
Attachments: OLCC Liquor License Application					

WHAT IS BEING ASKED OF COUNCIL?

Jasman and Jascreet INC has made application, under the requirements of the Oregon Liquor Control Commission (OLCC), for “Change in Ownership” for “Off-Premises” and “Limited On-Premises licenses for the sale of alcoholic beverages at Center Marker #45. This request is to change ownership and completely change the license of record of a licensed business within the City of Sutherlin. The individual applying for the license is Sarbjit Kaur.

EXPLANATION

The police department has found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

OPTIONS

- 1) Provide OLCC a recommendation that this license be approved and granted.
- 2) Provide OLCC a recommendation that this license not be approved or granted.

SUGGESTED MOTION(S)

N/A

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:
JASMAN AND JASREET INC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):
CENTER MARKET # 45

Premises street address (The physical location of the business and where the liquor license will be posted):
1367 WEST CENTRAL AVE

City:
SUTHERLIN

Zip Code:
97479

County:
DOUGLAS

Business phone number:
541-459-4270

Business email:
s1kaur@yahoo.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065(1)):
1230 WEST CENTRAL AVE

City:
SUTHERLIN

State:
OR

Zip Code:
97479

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- ☐ Make changes regarding this license/application on my behalf.
- ☐ Sign application forms regarding this license/application on my behalf.
- ☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:



REPORTS





LOC Conference Report





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

City of Sutherlin

STAFF REPORT					
Re: Ford's Pond Community Park & Trail Improvements, Phase II Project				Meeting Date:	11-13-2023
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Kristi Gilbert, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide an update to the City Council on the construction status of Ford's Pond Community Park & Trail Improvements, Phase II Project.

EXPLANATION

The construction of the Ford's Pond Community Park & Trail Improvements, Phase II project has made great progress this summer. With the contractors beginning work on June 5, 2023, improvements to date include; excavating, grading, construction of the pavilions, restrooms, ADA access ramps, sidewalks, concrete seating area, raised planters, installation of Boulder Scramble, logs and log stack, fishing pier, lake boat, beaver ford, two embankment slides, Oodle swing, We-Go-Round, talking tubes, musical instruments, Pump-N-Play & concrete stone, bottle filling station, and wetland mitigation (removal of the blackberry islands).

During the construction of the pavilions and restrooms, the existing infrastructure had to be disconnected in order to install the necessary water and sewer tie-ins for the additional irrigation systems, plumbing of the restrooms, and electrical. This resulted in the need for manual watering of the landscaping. During this time, we had high temperatures in the triple digits, and unfortunately, we experienced landscaping failures. The utilities have since been installed with the existing water and power back on and landscaping is now back on track.

It has not gone unnoticed that construction has recently slowed. We have experienced multiple delays which have had an impact on the contractor's construction schedule. The delays include receipt of play equipment and back ordered components to the play equipment, receipt of the Nationwide 42 Wetlands Permit from the Army Corp of Engineers to conduct work within the wetlands, and grade design discrepancies.

Not only did we experience the delay in receiving the play equipment, but a few pieces were received with powder coating deficiencies. We are extremely thankful to our local powder coating company, Double R Powder Coating, who expedited repairs which allowed the contractor to move forward with the installation of those items that were originally received flawed.

Slope and grading issues were identified affecting the all-inclusive ADA requirements. As the city continues to work with the Architect, Engineer, and Contractors to resolve these issues, this delay ultimately impacted the timing of the play surface installation. The temperatures must remain above 50 degrees at night with dry weather for the installed surface to cure properly and be warrantied. With the early rains and dropping temperatures, the play surface installation had to be rescheduled.

Prior to those early rains, however, the contractors were successful in the wetland mitigation of the removal of the blackberry islands.

During the winter construction, the playground site will remain closed to the public with signs and barricades around the playground. City staff will open the two northern restrooms (restrooms closest to the entrance of the path) and remove the outhouses. The restrooms will be on timers and will be maintained by city staff.

With our focus on keeping the project moving forward, the contractor will continue to work where they can throughout the winter. We recognize a majority of the remaining work will be delayed with the anticipation of re-commencing construction in the Spring 2024 and project completion by July 2024.

OPTIONS

N/A

SUGGESTED MOTION(S)

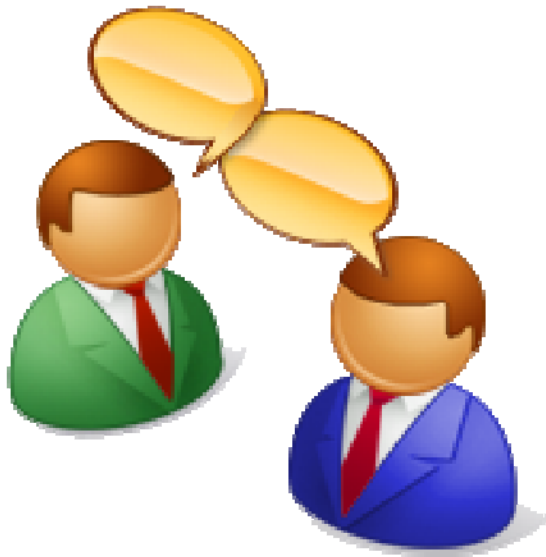


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



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

The November 13, 2023, Urban Renewal Agency & City Council meetings will be held in Civic Auditorium at 175 E Everett beginning at 6:45 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: November 13, 2023 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83187147969?pwd=xNNxUkceOJpWVdloMiMFoVGvzb8u9h.1>

Meeting ID: 831 8714 7969

Passcode: 572676

Find your local number: <https://us06web.zoom.us/u/kdtXlhI2g>

Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, November 7, 2023 2:50 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 Urban Renewal & City Council Agendas
Attachments: 0. Agenda.pdf; 0. Agenda.pdf

Good afternoon. Please see the attached agendas for Monday, November 13, 2023.



Melanie Masterfield, CMC
City Recorder/Community Engagement Manager
m.masterfield@ci.sutherlin.or.us
City of Sutherlin
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Sutherlin, OR. 97479
541.459.2857 x 208

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