

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, May 13, 2024 – 7:00pm**

**COUNCIL MEMBERS:**

Gary Dagele, Joe Grossman, 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  
Fire Chief, Mike Lane  
Livability Services Director/Library Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

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

**Flag Salute:**

**Roll Call:** Councilor Hamilton - Excused

**Introduction of Media:** Scott Carroll with The News Review

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

**PUBLIC COMMENT** (agenda items only)

- None

**SPECIAL PRESENTATION**

- **Quilt Of Valor Acknowledgement** – City Manager, Jerry Gillham, was recognized for receiving the Quilt Of Valor and thanked for his service.

**CONSENT AGENDAS**

- **April 8, 2024 Minutes – Regular Meeting**
- **Music Off Central – Liquor Application Approval**

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

Discussion: None

In favor: Councilors Whitaker, Smalley, Grossman, Dagele and Mayor Sumner

Opposed: Councilor Woods

Motion carried.

**COUNCIL BUSINESS**

- **Public Hearing & Ordinance – Plan Amendment/Zone Change (first reading, title only)**

Staff Report – City Planner, Jamie Fugate – First public hearing was held on March 19, 2024. No parties were declared, and no written or oral testimony was received. The public hearing was followed by a unanimous vote from the Planning Commission to recommend approval of the requested plan amendment/zone change.

Mayor Sumner opened Public Hearing at 7:12 p.m.  
Mayor Sumner asked for public comment. *None*  
Mayor Sumner closed Public Hearing at 7:12 p.m.

- **Ordinance – Plan Amendment/Zone Change (first reading, title only)**

City Recorder read Ordinance by title only: “An ordinance amending the City Of Sutherlin comprehensive plan map and zoning map to amend the comprehensive plan map from community commercial to high density, concurrent with a zoning map change from community commercial (C-3) to multifamily residential (R-3) on a 0.13+ acre portion of the 0.26 acre subject property, described a portion of tax lot 400 in section 16CC of T25S, R05W. The subject property is located at 628 E Central Avenue and described herein.”

**MOTION** made by Councilor Dagle to approve Ordinance – Plan Amendment/Zone Change (first reading, title only) as presented; second by Councilor Groussman.

Discussion:

- Councilor Dagle – Are the utilities set up to handle multi-family dwellings? *Swan – Yes.*

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

Opposed: None

Motion carried unanimously.

- **2024-2027 SPOA Contract Approval**

Staff Report – Police Chief, Troy Mills – A new three-year contract is ready for approval. Changes include:

- ❖ 5% increase per year for three years.
- ❖ Steps 1-7 of SPOA Compensation plan - 5% market adjustment, bargaining employees only.
- ❖ Addition of Juneteenth holiday.
- ❖ Re-wording section 20.3 - Incentive Pay, for clarification purpose.
- ❖ Language changes to reflect current legal precedent.

**MOTION** made by Councilor Smalley to approve 2024-2027 SPOA Contract Approval as presented; second by Councilor Woods.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2024.10 – Douglas County Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP)**

Staff Report – Community Development Director, Kristi Gilbert – Every 5 years there is an update to the Natural Hazard Mitigation Plan. FEMA has accepted the revised NHMP.

**MOTION** made by Councilor Groussman to approve Resolution 2024.10 – Douglas County Multi-Jurisdictional Natural Hazard Mitigation Plan as presented; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2024.11 – USDA Compost and Food Waste Reduction Pilot Project**

Staff Report – Community Development Assistant, Brandi Medeiros – May of 2023, Council authorized the City to apply for a USDA Compost and Food Waste Reduction Pilot Project Grant. The city has been selected to receive the award.

**MOTION** made by Councilor Whitaker to approve Resolution 2024.11 – USDA Compost and Food Waste Reduction Pilot Project as presented; second by Councilor Woods.

Discussion:

- Councilor Woods – If there are no City match funds required for the grant but there is a nonfederal match fund, where are those funds coming from? *Medeiros - Those are match funds that will be achieved through Source One Serenity – the program behind this project.*
- Councilor Groussman – How does the waste get from the residents to the facility? *Source One Serenity is working with commercial facilities on the details.*
- Councilor Woods – What are the benefits to the City by accepting the grant? *Reducing food waste from landfills and utilizing it as compost. One Source Serenity works with military personnel dealing with PTSD.*
- Councilor Groussman – Does this give us recognition? *There will be a press release.*

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

Opposed: Councilor Dagele

Motion carried.

- **Resolution 2024.12 – Urban Renewal Minor Amendment**

Staff Report – Gilbert – Council is asked to consider an amendment to the Urban Renewal/TIF Plan. This amendment includes public buildings, Fire Department #1 (main station on State Street), and Police Department, into the TIF plan for downtown improvements.

**MOTION** made by Councilor Woods to approve Resolution 2024.12 – Urban Renewal Minor Amendment as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**CITY MANAGER REPORT (verbal)**

- Jerry Gillham - A local realtor, would like to be appointed to the Workforce Housing Task Force. He brings great knowledge and experience that can help this project move forward.
  - Jacob Gilman – Local real estate agent for about 10 years. Born and raised in Sutherlin, would like to help the community thrive. Feels it’s important that affordable housing is available.

**MOTION** made by Mayor Sumner to appoint Jacob Gilman to the Workforce Housing Task Force; seconded by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Hastings Village Update** – Dana Foley – Hastings Village Manager, provided an update.
  - 33 residents – 2 with full time jobs, 3 with part-time/temp work status, 1 self-employed.
  - Orchard Knolls Apartments has accepted a veteran to move into the Roseburg VA apartments.
  - Two shelters are open for new residents.
  - 8 A-Frame shelters are in place.
  - Oakland Sutherlin Pantry brings food to the residents.
  - ADAPT & HIV Alliance come out weekly to provide services.
  - St. Vincent De Paul provides hot meals weekly for pickup.
  - Installing a privacy fence on the west side is being discussed.

**CITY COUNCIL COMMENT**

**Councilor Smalley**

- Hastings Village is looking good and thanked Dana Foley for his hard work.

**Councilor Groussman**

- Agreed with Councilor Smalley.

**Councilor Woods**

- Thanked Dana Foley for his work at Hastings Village.
- Congratulations to Councilor Hamilton for receiving ‘Woman of the Year’ award at the First Citizens Banquet on May 5, 2024.

**Councilor Dagele**

- No Comment

**Councilor Whitaker**

- No Comment

**Mayor Sumner**

- Congratulated Councilor Hamilton for receiving ‘Woman of the Year’ award at the First Citizens Banquet on May 5, 2024.

**PUBLIC COMMENT (Off Agenda Items)**

- Kim Eder - Asked if test results for the Oak Terrace land for the Workforce Housing development, were available yet. *Gilbert – Nothing has been received and the timeline is currently unknown.* How are donations being accepted at Hastings Village. *Public Works Director, Aaron Swan – There is on-site manager, no dumping signs are posted, and there are police cameras. The quantity of items being dumped at Hastings Village has decreased.*
- Michael Swearingen – Expressed concern with pedestrian crossings in the City, particularly the one located by Abby’s Pizza and Dollar Tree. He’s requesting cameras, stop lights, etc. to make people stop. The sidewalk next to Abby’s Pizza is angled and doesn’t seem ADA approved. Concerned an accident could happen. *Mayor Sumner – We could ask Sutherlin Police to do more patrols on Central Avenue and watch for traffic/pedestrians. The extra presence could help.*

**ADJOURNMENT**

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

Approved:

*Jerry Gillham*

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Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*

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Melanie Masterfield, City Recorder, CMC

*Michelle Sumner*

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Michelle Sumner, Mayor

**APPROVED BY MAYOR AND COUNCIL ON JUNE 10, 2024**