

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, January 8, 2024 – 7:00pm**

**COUNCIL MEMBERS:**

Gary Dagle, 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 - *Excused*  
Finance & Administrative Asst., Lindsay Priest  
Public Works Director, Aaron Swan  
Community Development Director, Kristi Gilbert  
City Planner, Jamie Fugate  
Police Chief, Troy Mills - *Excused*  
Deputy Fire Chief, Scott McKnight  
Livability Services Director/Library Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Maryanne Anderson, Kristine Godby, Jan Turley, Jeanie Owen, Wayne Ellsworth, Theresa Call, Gail Kuntz, Sheri Esterbrook, Linda Zumwalt, John Banducci, Robert Moczowski, Chris Owens, Brent & Anita Hunsaker, Sherrie Rasmussen, Barbara Camin, Gene Coufal, Jim Smalley, Willie Caldwell, Grant Fahey, Nancy Anderson, Deon Meyer, Steve Simmons, Chris Hunter, Mary Dennis, Dian Cox, Terry Brock, Valerie Shepherd

**Via Zoom:** Karen Moczowski, Karen Meier, Larry Bahr, Brian Dunsing, Peter Duncan, Scott Carroll, Crystal Cunningham, Anna, Eileen Smalley

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

**Flag Salute:**

**Roll Call:** Councilors Smalley & Groussman via Zoom

**Introduction of Media:** None

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

**PUBLIC COMMENT (agenda items only)**

- John Banducci – Spoke in favor of a traffic signal vs a roundabout at the Dakota Street intersection.
- Jim Smalley - Encouraged Council to consider holding a workshop for Kittelson & Associates to present information in favor of a roundabout.
- Steve Simmons - Expressed concern for an immediate need for a traffic signal at Dakota Street.

**PRESENTATIONS**

- **Sutherlin Sanitary Rates**
  - Grant Fahey from Sutherlin Sanitary gave supporting reasons for a rate increase.
    - ❖ Increased equipment cost.
    - ❖ Pay increases to match current rates in the industry.
    - ❖ Oregon Family Leave Act has created the need for three additional employees for shift coverage.
      - Councilor Woods – Is there a backup plan if the rate increase is not approved? *We may be able to get by with hiring two people.*
      - Mayor Sumner – Are you asking all your service areas for an 8% rate increase? *Yes.* Mayor Sumner proposed a free dump day, free pick-up day once a year, or free large item pick up day twice a year. *Yes, options can be explored. The franchise agreement can be amended with the City.*

- Councilor Hamilton - When was the last rate increase? *About 16 months ago.*
- Mayor Sumner – What percent was the last rate increase? *About 7 or 8%.*
- Councilor Dagele – What will the actual increase be? *About \$1.50 for a 35-gallon trash can.*

**CONSENT AGENDA**

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

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Ordinance No. 1094 – Amending SMC Chapter 8.26 – Regulating Outdoor Burning (second reading & adoption)**

City Recorder, Melanie Masterfield, read Ordinance by title only: *“An ordinance of the City of Sutherlin amending chapter 8.26 of the Sutherlin municipal code – regulating outdoor burning.”*

Staff Report – Deputy Fire Chief, Scott McKnight – Let the staff report stand and was available for questions.

**MOTION** made by Councilor Hamilton to approve Ordinance No. 1094 – Amending SMC Ch. 8.26 – Regulating Outdoor Burning (second reading & adoption) as presented; second by Councilor Woods.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1095 – Plan Amendment and Zone Change – Fir Grove Properties (second reading & adoption)**

City Recorder, Melanie Masterfield, 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 low density hillside to medium density, concurrent with a zoning map change from (RH) residential hillside to (R-2) medium density residential. Property described as tax lot(s) 201, 300, and 400 in section 19C of T25S, R05W, W.M. The subject 3.81-acre property is located at 842; 880; 940 Fir Grove Land and described herein.”*

Staff Report – City Planner, Jamie Fugate – Stipulated the staff report on record and was available for questions.

**MOTION** made by Councilor Witaker to approve Ordinance No. 1095 – Plan Amendment and Zone Change – Fir Grove Properties (second reading & adoption) as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Board & Committee Appointments and Re-appointments**

Staff Report – Masterfield – There are four vacancies on the Library Advisory Board and three vacancies on the Parks Advisory Board. The City received two applications for re-appointment on the Library Advisory Board from Kish Doyle and Nancy Anderson. Both terms end December 31, 2027. The City also received two applications for re-appointment on the Parks Advisory Board from Tabbitha Layman and Craig Hoobler. Both terms end December 31, 2025.

Mayor Sumner invited applicants to speak on their behalf.

- Nancy Anderson introduced herself and spoke about her personal experience being a part of the Sutherlin Library.

**MOTION** made by Councilor Dagele to appoint Kish Doyle and Nancy Anderson to the Library Advisory Board, terms ending December 31, 2027; and appoint Tabbitha Layman and Craig Hoobler to the Parks Advisory Committee, terms ending December 31, 2025; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2024.01 - Sutherlin Sanitary Rates**

Staff Report – City Manager, Jerry Gillham – Staff did not feel it was their role to provide a recommendation for this Resolution. This is Council's decision to approve, amend, or not approve a rate increase.

**MOTION** made by Councilor Woods to approve Resolution 2024.01 – Sutherlin Sanitary Rates contingent upon offering Sutherlin customers one of the options discussed during the presentation; second by Mayor Sumner.

Gillham asked for Council direction to move forward with adding verbiage in the franchise agreement. **Council unanimously agreed.**

Discussion: Further discussion ensued between Council and Fahey.

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

Opposed: None

Motion carried unanimously.

## **REPORTS**

- **Kittelson Update – Dakota Street Intersection**

Staff Report – Community Development Director, Kristi Gilbert – Local business and property owners requested Council postpone any decisions to allow Kittelson & Associates to present their final interchange design study for a roundabout at the Dakota Street intersection. Chris Hunter from ODOT was available for questions. He reiterated that a traffic signal is approved for installation and can happen soon vs a roundabout that will take an estimated 20-30 years.

- Councilor Dagele questioned why a roundabout is a topic of discussion.
- Councilor Hamilton does not agree with moving forward with a roundabout presentation.
- Councilor Woods – What is the cost of installation for a traffic signal? **Hunter – An estimated \$1.5-2 million.**
- Councilor Groussman pointed out the concern of wetlands. Suggested moving the traffic signal to a different location. **Hunter – The amount of traffic at that location qualifies for a traffic signal. Gilbert – A traffic signal causes less of an impact on surrounding businesses.**
- Councilor Smalley – Agrees that the intersection needs traffic control. Supports hearing a presentation for a roundabout.

Further discussion ensued.

Council consensus is to move forward with a traffic signal and will plan a workshop to listen to Kittelson & Associates presentation.

## **WORKSHOP**

- **Housing & Homeless Task Force**

Gillham discussed during City Manager Report.

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

- Gillham - City staff along with Mayor Sumner and Council Woods are looking at developing a 'Workforce Housing' development with multiple agencies to provide affordable housing for workers in Sutherlin. This would be available to all Sutherlin residents including individuals who have graduated out of the homeless camp. Staff would like community members to also be a part of this task force. Council consensus is to move forward with this plan.
- Livability Services Director, Pat Lynch – Sutherlin's current vacancy rate is 1.5%. Workforce Housing and the Housing & Homeless Task Force will be instrumental in making this successful and building our community.
  - Councilor Whitaker – Where will the funds come from to build this? **Lynch - The state has declared housing an emergency, and there are state and federal programs available for Workforce Housing.**

## **CITY COUNCIL COMMENT**

### **Councilor Groussman**

- Nothing to report.

### **Councilor Hamilton**

- Nothing to report.

**Councilor Woods**

- Volunteer positions are available on committees with the City for those wanting to get involved.

**Councilor Dagle**

- The uncleanliness of Hastings Village needs to be addressed.
- Ford’s Pond was packed on New Year’s Day. It will be a great asset to the City.

**Councilor Whitaker**

- Nothing to report.

**Councilor Smalley**

- Agrees with Sutherlin Sanitary rate increase but doesn’t agree with asking them for something in return.

**Mayor Sumner**

- Happy New Year
- Coffee with the Mayor is now at Backside Outpost, come join. First Saturday every month 10-11:30am

**PUBLIC COMMENT (Off Agenda Items)**

- Karen Meier – When will Hastings Village be cleaned up? *Public Works Director, Aaron Swan – Equipment cannot be brought in until around May when the ground dries out.*

Gillham discussed new rules and regulations for Hastings Village while continuing to negotiate terms with Umpqua Heart.

Umpqua Heart Board Member, Wayne Ellsworth – The contained housing units are providing a step up for the individuals who are engaging in programs to work towards getting out of homelessness. There are not enough staff working these support services to provide more help for individuals.

\*\*Mayor announced that Council will recess into Executive Session called under ORS 192.660(2)(e) – Real Property Transactions – To deliberate with persons designated by the governing body to negotiate real property transactions. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

**ADJOURNMENT**

With no further business, meeting adjourned at 8:23 p.m.

**EXECUTIVE SESSION:**

Executive Session called to order at 8:29 p.m.

Executive Session adjourned at 8:54 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 FEBRUARY 12, 2024**