

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, December 11, 2023 – 7:00pm**

**COUNCIL MEMBERS:**

Gary Dagal, 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  
Public Works Supervisor, Gary Fugate  
Community Development Director, Kristi Gilbert  
City Planner, Jamie Fugate  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Livability Services Director/Library Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Gail Kuntz, Anita & Brent Hunsaker, Bruce Pettengill, Bob Moczowski, Chris Hunter, Sheri Esterbrook, Bobbie Joe Srikureja, Adam & Nanette Haley, Jim Smalley, Chris Owens, Willie Caldwell, Dar Yarbrough, Jamie Yraguen

**Via Zoom:** Austin S, Dan Withers, Karen Meier, Larry Bahr, Wayne Kittelson, Scott Corroll, Anna, Jeanne

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

**Flag Salute:**

**Roll Call:** Excused – Councilor Whitaker

**Introduction of Media:** None

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

**PUBLIC COMMENT (agenda items only)**

- City Council and staff heard testimony regarding consideration of a roundabout vs a stop light at Dakota Street from Jim Smalley and Jaime Yraguen. Kittelson & Associates asked for more time to give the city a presentation on a proposed plan.
- Bruce Pettengill spoke in opposition of burning ban regulations.
- Sheri Esterbrook expressed discontent for the city paying for tiny homes for the homeless community.

**PRESENTATIONS**

• **Audit Report**

Staff Report – Finance Director, Tami Trowbridge, provided an annual audit update for the 2022-2023 fiscal year. After review of the Financial Report, the City earned an unqualified opinion for the financial statements, which is commonly referred to as a “clean” audit. The auditors have issued a “no reservation” opinion. No action is needed from Council.

• **SDC Annual Report**

Staff Report - Trowbridge provided an annual accounting report for System Development Charges (SDC). No projects were funded out of SDCs this year.

- **Urban Renewal Activities Report**

Community Development Director, Kristi Gilbert, presented a power point presentation covering Urban Renewal completed projects to date and plans moving forward. These projects include Fords Pond, Redevelopment of Central Avenue from Church down to eastern city limits, Christmas lights down Central Ave. and in Central Park, and the Splash Pad at Central Park.-

- **ODOT Exit 138 – Dakota Street Proposal**

Gilbert - Some nearby business owners and community members have expressed a need for a traffic signal at the Dakota Street intersection. Recently, there has been interest in a roundabout instead. ODOT has approved a traffic signal which can be implemented in the next couple of years; a roundabout could take an estimated 30 years before construction begins.

The estimated current cost of a roundabout is \$8-\$10 million vs \$2 million for a traffic signal.

- Chris Hunter from ODOT was present to answer questions. The traffic signal is approved for five years.
  - Councilor Hamilton – What is the benefit of a roundabout? **Hunter – Roundabouts are safer; there are fewer conflict points because of less stopping and no cross traffic; and provide natural combing of traffic.**
  - City Manager, Jerry Gillham - Installing a signal would not prohibit the city from moving forward with options for Park Hill Lane landowners, right? **Hunter – No unless safety or operational issues arise. The signal won't trigger cutting Park Hill Lane off from the freeway onramp or cause access restrictions.**
  - Councilor Woods – Which is better long term in terms of maintenance, a traffic signal, or roundabout? **Hunter – Roundabouts need some maintenance, pavement, and landscaping, while the traffic signal is fairly maintenance free.**
  - Councilor Groussman – How much land would a roundabout take? What businesses would be affected? **Hunter - The project could shift South; however, a retaining wall may be warranted. A two-lane roundabout is suggested to accommodate freight trucks. A layout study has not been conducted to know what businesses would be affected.** Is any of the proposed land for a roundabout, wetlands? Public Works Director, Aaron Swan - **Yes, both North and South. Hunter – The entire ditch on the North side is wetlands.**

#### CONSENT AGENDA

- **November 13, 2023 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

#### PUBLIC HEARING

- **Plan Amendment and Zone Change – Fir Grove Properties**

Mayor Sumner opened the Public Hearing at 7:40 p.m.

Staff Report – City Planner, Jamie Fugate - This public hearing is to hear testimony from parties in favor and/or opposition, as well as neutral comments for the above referenced application.

Mayor Sumner called for any public comment. **None given.**

Mayor Sumner closed the Public Hearing at 7:41 p.m.

#### COUNCIL BUSINESS

- **Ordinance – Plan Amendment and Zone Change – Fir Grove Properties (first reading, title only)**

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 – Fugate asked Council to consider approving the first reading of Ordinance - Plan Amendment and Zone Change – Fir Grove Properties. This ordinance would formally approve the plan map and zoning map amendment requested by the property owners.

**MOTION** made by Councilor Hamilton to approve Ordinance – Plan Amendment and Zone Change – Fir Grove Properties (first reading, title only) as presented; second by Councilor Smalley.

Discussion:

- Councilor Groussman asked why this needed to be an ordinance? ***Gilbert – This is an amendment to the comprehensive plan map.***

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Amending SMC Ch. 8.26 – Regulating Outdoor Burning (first reading, title only)**

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 – Fire Chief, Mike Lane, explained verbiage changes needed in SMC chapter 8.26 that regulates outdoor burning in the City of Sutherlin. Sutherlin Fire Department follows restrictions mandated from Douglas Forest Protection Agency (DFPA) Outdoor burning is not banned, only during fire season, however trash burning and burning in burn barrels is banned year-round in city limits.

**MOTION** made by Councilor Woods to approve Ordinance – Amending SMC Ch. 8.26 – Regulating Outdoor Burning (first reading, title only) as presented; second by Councilor Dagle.

Discussion:

- Mayor, Michelle Sumner - What is this amendment changing? ***Lane - Verbiage clarification and cleanup.*** In

Favor: Councilors Smalley, Groussman, Hamilton, Woods, Dagle and Mayor Sumner

Opposed: None

Motion carried unanimously.

- **Resolution 2023.14 – Fire Apparatus Acceptance**

Staff Report – Lane, The Fire Department applied for a grant for a type 3 Heavy Brush Fire Engine and was awarded the equipment in 2022. Contract conditions stipulate that the contract be approved by Resolution. Once the agreement is executed, estimated delivery will be early 2024.

**MOTION** made by Councilor Hamilton to approve Resolution 2023.14 – Fire Apparatus Acceptance as presented; second by Councilor Woods.

Discussion:

- Mayor, Sumner - Is this new equipment? ***Lane – Yes.*** After the three-year use term will it be returned or can the contract be renewed? ***The program will be re-evaluated at that time.*** In Favor: Councilors Smalley, Groussman, Hamilton, Woods, Dagle and Mayor Sumner

Opposed: None

Motion carried unanimously.

### **REPORTS/DISCUSSIONS (verbal)**

- **Housing & Homeless Task Force**

Livability Services Director, Pat Lynch, provided answers to questions asked by community members during the November 13, 2023 city council meeting.

- Gillham suggested Council consider directing City staff to create a short-term task force or working group.

- Councilor Groussman – How many tenants are at Hastings Village? ***Lynch – 31 tenants as of the last information the city has received.***

- Councilor Hamilton asked Lynch to reiterate stipulations of Hastings Village pertaining to “out of towners”. ***Gillham – With the City Attorney’s assistance, rules have been put in place for individuals coming from out of town, be permitted to stay in the camp for one night. Lynch – Umpqua Heart helps those individuals get services in their own community.***

**CITY MANAGER REPORT (verbal)**

Gillham explained the Avista franchise agreement with Council. The City and Avista have a ten-year contract that is up for renewal. This is a 5% Franchise Agreement for the next ten years.

**CITY COUNCIL COMMENT**

**Councilor Smalley**

- Likes the idea of a taskforce to help the homeless.
- Thanked Public Works crew for the Christmas lights in Central Park.

**Councilor Groussman**

- Wishing everyone a Merry Christmas and Happy New Year.

**Councilor Hamilton**

- Thanked Public Works crew for lights and in Central Park.
- Agrees with Councilor Smalley that a task force would be good and get the public involved.
- Merry Christmas.

**Councilor Woods**

- Echoed Councilors Smalley and Hamilton to get a task force together and encouraged everyone to get involved.
- Timber Town Toy Land Electric Light parade happening this Saturday December 16, 2023.

**Councilor Dagel**

- Disappointed - He asked in June for Council to get together and discuss the homeless situation and it hasn't happened.

**Mayor Sumner**

- Thanked the audience for their input.
- A task force is a great idea, and we will be moving forward with that.
- Invited the community to the Timber Town Toy Land Electric Light Parade on Saturday.

**PUBLIC COMMENT (Off Agenda Items)**

- Sheri Esterbrook spoke about Hastings Village and reiterated discontent for the camp being in her neighborhood and how it affects those living on Hawthorne St., Eddy St., and Johnson St.
- Jaime Yraguen feels strongly that a roundabout at Dakota Street will add beautiful aesthetics to the area.

**ADJOURNMENT**

With no further business, meeting adjourned at 8:14 p.m.

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie MasterfieldMichelle Sumner*

Melanie Masterfield, City Recorder, CM Michelle Sumner, Mayor

**APPROVED BY MAYOR AND COUNCIL ON JANUARY 8, 2024**