

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, March 13, 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/HR Director, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Finance Director, Tami Trowbridge  
Public Works Director, Aaron Swan  
Community Development Director, Brian Elliott  
Community Development Supervisor, Kristi Gilbert  
Police Chief, Troy Mills  
Deputy Fire Chief, Scott McKnight  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Maryann Anderson, Kristine Godbey, Molly & David Hamner, David Family (Kyle, Makylie, Sadie & Dawson)

**Via Zoom:** Larry Bahr

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

**Flag Salute:**

**Roll Call:** All present

**Introduction of Media:** None

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

**PUBLIC COMMENT (agenda items only)**

- None

**PRESENTATIONS**

- **Officer of the Year**

Staff Report – Police Chief, Troy Mills – This year’s Roseburg Optimist Club “Respect for Law” banquet recognized Officer Kyle David for his outstanding accomplishments, professionalism, leadership, teamwork and dedication. Mayor Sumner presented Officer David with a Certificate of Accomplishment. Officer David spoke a few words of appreciation and thanked all the departments in the County for great teamwork.

**CONSENT AGENDA**

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

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Ordinance – Amending SMC Chapter 2.32 – Urban Renewal Agency; Sections 2.32.030 - Election of Officers & 2.32.060 – Quorum – Rules, Regulations, Procedures (first reading, title only)**

City Recorder, Diane Harris, read Ordinance by title only: *“An Ordinance amending chapter 2.33 – Sutherlin Urban Renewal Agency; Sections 2.32.030 – Election of Officers & 2.32.060 – Quorum – Rules, Regulations & Procedures of the Sutherlin Municipal Code.”*

Staff Report – Deputy City Recorder, Melanie Masterfield – After reviewing these chapters of the Sutherlin Municipal Code, it was determined that additional language was needed. In chapter 2.32.030 – “Length of Term” for Chair and Vice Chair positions needed clarification; and 2.32.060 – “Special Meetings” was incorrectly stated. Per Oregon Public Meeting Law, special meetings must be noticed at least 24 hours in advance, not three hours in advance. City Attorney, Chad Jacobs, has approved these changes.

**MOTION** made by Councilor Woods to approve Ordinance – Amending SMC chapter 2.32 – Urban Renewal Agency; sections 2.32.030 – Election of Officers & 2.32.060 – Quorum – Rules, Regulations & Procedures first reading, title only as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Liquor Application Approval – Pinnacle 365**

Staff Report – Mills – This application is for a ‘Off-Premises’ license for the sale of alcoholic beverages. This request is to change ownership and change the license of record. The Police Department found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

**MOTION** made by Councilor Groussman to approve Liquor Application to Pinnacle 365 as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**REPORTS (verbal)**

- **Cooper Creek RV Camping Update**

Community Development Director, Brian Elliott – Council had previously directed staff to meet with the Douglas County Parks Director to discuss the option of a dry campground at Cooper Creek Reservoir. After multiple conversations and site visits, this project is not a viable option for the County due to needing management, supervision and maintenance of the campground. The County also requires two staff members on duty anytime money is involved. The only land the County deemed developable was a ½ acre site that would fit an estimated six to eight campers. The County decided to put their time and resources into replacing the two docks at Cooper Creek Reservoir.

**CITY MANAGER REPORT (verbal)**

- **Urban Renewal Task Force Council Appointment**

City Manager, Jerry Gillham – With Tom Boggs resigning, the Task Force is in need of another Council representative to serve alongside Councilor Hamilton. Councilor Woods volunteered.

Councilor Woods was appointed to the Urban Renewal Task Force by Council consensus.

- **Citizen Concern**

Gillham acknowledged his good-humored behavior at the February 13<sup>th</sup> Council meeting regarding his discontent for the direction the Transient Room Tax (TRT) Committee is going. He outwardly apologized to TRT board member, Jim Houseman for the misunderstanding of conduct.

- **League of Oregon Cities (LOC) Presentation**

Gillham will be presenting to LOC at the April conference regarding our homelessness and potential negative economic events that may be headed our way.

**CITY COUNCIL COMMENT**

**Councilor Groussman**

- Recognized Officer David for his accomplishment of “Officer of the Year”.

**Councilor Hamilton**

- Roseburg Optimist Club “Respect for Law” banquet for “Officer of the Year” is a great program.
- Music Off Central (MOC) - August 17<sup>th</sup> entertainment will be the nation’s top Elvis Impersonator, Justin Shandor.
- *Gillham – The City committed \$25,000 last year to MOC to sign a major act using TRT funds.*

**Councilor Woods**

- Attended the Roseburg Optimist Club “Respect for Law” banquet for “Officer of the Year”, it was well attended and our Police Department is doing a really good job.
- Douglas County schools were showcasing phenomenal designs and projects at the Umpqua Valley Home and Garden Show.

**Councilor Dagel**

- Is the City responsible for the Sutherlin Dog Park maintenance? *Public Works Director, Aaron Swan - Yes.* There’s a dead tree that needs to be cut down. *We’ll check it out.*

**Whitaker**

- Nothing to report.

**Councilor Smalley**

- Congrats to our Police and Fire Departments for doing a great Job.

**Mayor Sumner**

- Thanked Sutherlin/Oakland Rotary Club and Sutherlin FFA for the trees planted along Red Rock Trail.

**PUBLIC COMMENT (Off Agenda Items)**

- Kristine Godbey – Introduced herself and asked why Council denied allowing tiny homes in Hastings Village. *Gillham – Hastings Village is too small of an area to place tiny homes. Camp management has been turned over to Umpqua Heart. The City is partnering with them and collaboratively applying for funding to potentially purchase land to build a tiny home village.*

**ADJOURNMENT**

With no further business, meeting adjourned at 7:26 p.m.

Approved: *Jerry Gillham*  
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 Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*  
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 Melanie Masterfield, Deputy City Recorder

*Michelle Sumner*  
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 Michelle Sumner, Mayor

**APPROVED BY MAYOR AND COUNCIL ON APRIL 10, 2023**