

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, August 14, 2023 – 7:00pm**

**COUNCIL MEMBERS:**

Gary Dagele, 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  
City Planner, Jamie Fugate  
Community Development Asst., Brandi Medeiros  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Michael Hogsett, Mike & Karen Meier, Pamela Flicks, Dr. Luke & Barb Herscher. Brent Huntsacker, Diane Ocumpaugh, Daniel & Wanda Langdon, Marian Delfs, Jim & Mary Dennis, Len Bodeen, Robert Feiler, Amber Gill

**Via Zoom:** Larry Bahr, Beth Houseman

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

**Flag Salute:**

**Roll Call:** Councilor Whitaker - Excused

**Introduction of Media:** None

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

**PUBLIC COMMENT** (agenda items only)

- None

**PROCLAMATION**

- **Dr. Luke Herscher**

Mayor Sumner welcomed Dr. Herscher to the podium and presented him with a proclamation. Kind words were said about all the work he's done as a Sutherlin business and community member. Applause was given. Dr. Herscher spoke in appreciation.

**CONSENT AGENDA**

- **July 10, 2023 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

## **COUNCIL BUSINESS**

- **Draft Ordinance – Regulating Occupancy of Recreational Vehicles**

Staff Report – City Planner, Jamie Fugate – Per Council request at the July 10, 2023 Council meeting, staff and the City Attorney outlined a draft ordinance that would add a new section to chapter 8 of the Sutherlin Municipal Code (SMC): 8.30 – Occupancy of Recreational Vehicles (RV’s).

Discussion:

- Mayor Sumner – Does this ordinance address family visiting from out of town? *Fugate – The current SMC prohibits any RV living regardless of duration. It is, however complaint driven.*
- Councilor Woods – Can verbiage be added to accommodate emergency situations? *Based on community outreach responses, the majority of citizens are not in favor of any RV living. City Manager, Jerry Gillham – Verbiage can be added if Council chooses. City Attorney, Chad Jacobs – State law allows for temporary RV living in emergency situations (i.e.: fire, flood, etc.) and does not need to be in the ordinance.*
- Councilor Dagal, expressed the need for flexibility and less conditions.
- Councilor Groussman, suggested that visiting family can stay at an RV park.
- Councilor Hamilton, agrees with providing a one to two week allowance for visiting family.

Further discussion ensued between council and staff.

By majority of Council members (4-2), Ordinance – Regulating the occupancy of RV’s on private property will move forward. First reading, title only will be at the September 11, 2023 City Council meeting.

❖ **Public Comment:**

- Brent Huntsaker introduced himself and expressed opposition with allowing RV living.
- Len Bodine introduced himself and spoke in favor of allowing RV living.

- **Resolution 2023.10 – Council Priorities 2023-25**

Staff Report – City Manager, Jerry Gillham – Council Priorities reside in the City’s Strategic Plan which is a two-year work program for all departments. After holding a Council Workshop in March, staff and Council members established priorities for city actions.

**MOTION** made by Councilor Hamilton to approve Resolution 2023.10 – Council Priorities 2023-25 as presented; second by Councilor Woods.

Discussion:

- Councilor Hamilton – Who takes care of the Exit 135 sign? *Public Works Director, Aaron Swan – Public Works maintains it.*
- Councilor Dagal – Are Council Priorities flexible? *Gillham – Absolutely.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.11 – Surplus Property – Police Patrol Vehicle**

Staff Report – Police Chief, Troy Mills – The Police Department has a 2017 Ford Explorer patrol vehicle that has reached the end of its useful life and no longer has the capability to provide services.

**MOTION** made by Councilor Dagal to approve Resolution 2023.11 – Surplus Property – Police Patrol Vehicle as presented; second by Councilor Groussman.

Discussion: Councilor Groussman – What happens to the vehicle? *Mills – The vehicle is stripped down to a “civilian model” and sent to auction.*

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

Opposed: None

Motion carried unanimously.

- **Contract Award – Waite Street Improvements – Engineering Design & Construction Cost Estimate**

Staff Report – Community Development Director, Kristi Gilbert – The City received five bid proposals for this contract. Civil Solutions Engineering, LLC provided the lowest bid in the amount of and not to exceed \$213,900 and has sufficient experience to complete the project. Final design will include:

- Asphalt overlay
- Partial street reconstruction
- Curb, gutter, sidewalk
- Storm drain infrastructure
- Crosswalks
- Rapid flashing beacon layout
- Retaining wall along Waite Street between E. Central Ave. and South Side Rd
- Pedestrian bridge spanning Sutherlin Creek near Red Rock Trail

**MOTION** made by Councilor Smalley to approve Contract Award to Civil Solutions Engineering, LLC in the amount of and not to exceed \$213,900 as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Hartley Park – Bicycle Path Proposal**

Staff Report – Community Development Assistant, Brandi Medeiros – LUMBR (Land of Umpqua Bike Riders) submitted a proposal for a bike park for all ages and abilities at Hartley Park. LUMBR currently maintains the trail around Cooper Creek and will maintain this new bike park as well. LUMBR has a licensed and insured contractor and works with local businesses to provide labor or services, equipment, and materials.

**MOTION** made by Councilor Hamilton to approve Bicycle Path Proposal by LUMBR as presented; second by Councilor Smalley.

Discussion:

- Mayor Sumner – Is this made of dirt? Will there be dust? - LUMBR member, Robert Feiler - It's a dirt track and the design/construction will create minimal to no dust.
- Councilor Woods – What is the city's liability? *Jacobs – The “Recreational Immunity” law would apply.*
- Mayor Sumner – What is the project time frame? *Construction can start after fire season and should be complete by spring 2024.*

Further discussion ensued.

❖ **Public Comment:**

- Julian Trujillo - Expressed excitement for having a bike park and hopes to gain bike riding knowledge.

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

Opposed: None

Motion carried unanimously.

- **Public Works WWTP Forklift – Purchase Approval**

Staff Report – Public Works Director, Aaron Swan – The current forklift needs to be rebuilt and the cost outweighs the value of the machine. The City received three quotes for comparable forklifts. Pape' Material Handling provided the lowest price for the machine specs in the amount of \$31,995.

**MOTION** made by Councilor Groussman to approve Forklift purchase from Pape' Material Handling in the amount of \$31,995 for Public Works WWTP as presented; second by Councilor Woods.

Discussion:

- Councilor Dagele – Will the tires be sufficient for gravel and concrete? *Swan – It will be driven very little on gravel.*
- Councilor Hamilton – How long will it take to receive? *A short period of time.*

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

Opposed: None

Motion carried unanimously.

**REPORTS (verbal)**

- **ARTS (All Roads Transportation Safety Program) Grant Project Update**

Gilbert – Flashing beacon installations were discussed in conjunction with ODOT back in 2020. One has been installed at the Comstock Rd. / Central Ave. intersection and two other locations have been identified – Mardonna Way & Central Ave., and the crosswalk from Abby’s Pizza to Sunrise Enterprise.

**CITY MANAGER REPORT (verbal)**

- Gillham had Swan provide an update for the Nonpareil Water Treatment Plant (NPWTP). Quality water is being produced, however it’s not enough water to sustain the city so Cooper Creek Reservoir (CCR) is still needed as our water source every couple of days. The city is still in a Level 1 Water Curtailment (voluntary water reduction) because of allotment use overage out of CCR. Next step for NPWTP is substantial completion estimated for August 30, 2023 and final completion estimated for September 29, 2023.
  - Mayor Sumner – How are the Solar Bees at Cooper Creek Reservoir doing? *Swan – Haven’t noticed a big difference yet, however the manufacturer recommends 120 days of usage prior to checking its effectiveness and it’s only been in use for around 60 days.*
  - Councilor Groussman asked for clarification of the water curtailment and usage. *Calapooia Creek is the city’s main water source. Towards the end of summer, water levels drop and CCR is the backup water source. Due to the plant shutdown for improvements, CCR has been the sole water source which has increased the allotted usage, therefore requiring the water curtailment. Even with the plant operational, there isn’t enough water flowing through Calapooia Creek during this time of year to supply the city.*

**CITY COUNCIL COMMENT**

**Councilor Groussman**

- Nothing to report

**Councilor Hamilton**

- Thanked everyone for attending Music Off Central (MOC) this year. It’s been a great season. August 17<sup>th</sup> is the last concert and starts at 6:45pm in Central Park.
- Thanked the Fire & Police Departments and the City for their help and support.

**Councilor Woods**

- Thanked Hamilton for the hard work coordinating MOC.

**Councilor Dagele**

- Thanked the Police Department office staff for returning his sister’s keys after one of the MOC concerts.

**Councilor Smalley**

- The bike park at Hartley Park will be a great addition.

**Mayor Sumner**

- Thanked Hamilton for the hard work for MOC.
- Excited to have the bike park come to Sutherlin.

**PUBLIC COMMENT (Off Agenda Items)**

- Brent Huntsaker thanked Hamilton for the MOC concert series and all of the wonderful events and projects the city is doing. There are many weeds growing in the sidewalks along Central Ave. that deter the eye appeal of Sutherlin. Expressed concerns for a potential slide in the housing development at Cooper Creek.
- Karen Meier introduced herself and thanked Hamilton for MOC. Expressed discontent for the condition of Hastings Village. *Gillham updated everyone regarding plans for the village moving forward as well as required guidelines/restrictions dictated by the 9<sup>th</sup> Circuit Court.*

Discussion ensued between Gillham and Meier.

**ADJOURNMENT**

With no further business, meeting adjourned at 8:33 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

*Debbie Hamilton*  
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Debbie Hamilton, Council President

**APPROVED BY COUNCIL PRESIDENT AND COUNCIL ON SEPTEMBER 11, 2023**