

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, September 11, 2023 – 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  
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  
Library Director/Livability Services Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Michael Hogsett, Wayne Ellsworth, Rodney Gott, Dani Vallotton, Maryanne Anderson, Chris Owens, Tom & Peg Schaub, Jim & Beth Houseman, Dane Zahner, Kristine Godbey, Kerry Miller, George Bonney

**Via Zoom:** Michelle Ellsworth, Kevin Butcher, Karen Meier, Catherine Paul

Meeting called to order by Council President Hamilton at 7:00 p.m.

**Flag Salute:**

**Roll Call:** Mayor Sumner – Excused; Councilor Smalley – Zoom; Councilor Woods - Absent

**Introduction of Media:** None

**\*\*Council President Hamilton made an announcement for Zoom attendees\*\***

**PUBLIC COMMENT (agenda items only)**

- Beth Houseman introduced herself and spoke in support of Ordinance – Regulating Occupancy of Recreational Vehicles and expressed concerns with complaint driven code enforcement.
- Jim Houseman introduced himself and expressed support of both Ordinances on the agenda.

**CONSENT AGENDA**

- **August 14, 2023 Minutes – Regular Meeting**

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

Discussion: None

In favor: Councilors Hamilton, Dagle, Whitaker, Smalley and Groussman

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **LOC Voting Delegate**

Staff Report – City Recorder, Melanie Masterfield – The League of Oregon Cities (LOC) annual conference is October 12-14. A voting delegate is appointed to represent Sutherlin at their board meeting during the conference.

**MOTION** made by Councilor Hamilton to appoint Mayor Sumner as LOC Voting Delegate and Councilor Woods as alternate voting delegate as nominated; second by Councilor Groussman.

Discussion: None

In Favor: Councilors Hamilton, Dagele, Whitaker, Smalley and Groussman

Opposed: None

Motion carried unanimously.

- **Ordinance – Regulating Occupancy of Recreational Vehicles (first reading, title only)**

City Recorder read Ordinance by title: *“An Ordinance of the City of Sutherlin adding a new chapter 8.30 to the Sutherlin Municipal Code regulating the occupancy of recreational vehicles.”*

Staff Report – City Planner, Jamie Fugate, let the staff report stand.

**MOTION** made by Councilor Groussman to approve Ordinance – Regulating Occupancy of Recreational Vehicles (first reading, title only) as presented; second by Councilor Whitaker.

Discussion: None

In Favor: Councilors Hamilton, Whitaker, Smalley and Groussman

Opposed: None

Abstained: Councilor Dagele – Due to conflict of interest

Motion carried.

- **Ordinance 1092 – Amending Sutherlin Municipal Code (SMC) Chapters 8.08 & 10.24 – Abandoned, hazardous, neglected or discarded vehicle regulation, impoundment and disposition and declaring an emergency.**

City Recorder read Ordinance 1092: *“An Ordinance of the City of Sutherlin repealing and replacing chapter 8.08; amending sections of title 10.24.100 and 10.40.010; and repealing 10.40.020 of the Sutherlin Municipal Code and declaring an emergency.”*

Staff Report – Police Chief, Troy Mills – Amendments to SMC chapters 8.08 and 10.24 are necessary to address hazardous vehicles, vehicle compliance, and removal of vehicles from all city owned property. Declaring an emergency will expedite the timeliness in which this process is enforced.

**MOTION** made by Councilor Groussman to approve Ordinance 1092 – Amending Sutherlin Municipal Code Chapters 8.08 & 10.24 and declaring an emergency as presented; second by Councilor Whitaker.

Discussion:

- Councilor Dagele asked for an explanation of this ordinance. *Mills explained state law and provided clarification. City Manager, Jerry Gillham described the purpose of declaring an emergency.*

- Councilor Groussman read chapter 8.08.020 – Declaration of Public Nuisance aloud.

In Favor: Councilors Hamilton, Whitaker, Smalley and Groussman

Opposed: Councilor Dagele

Motion carried.

- **Resolution 2023.12 – Public Works Surplus Property**

Staff Report – Public Works Director, Aaron Swan – Public Works has an old backhoe and a generator that are no longer used.

**MOTION** made by Councilor Whitaker to approve Resolution 2023.12 – Public Works Surplus Property as presented; second by Councilor Dagele.

Discussion: None

In Favor: Councilors Hamilton, Dagele, Whitaker, Smalley and Groussman

Opposed: None

Motion carried unanimously.

- **Planning Commission Appointment**

Staff Report – Masterfield – The city received one application from Thomas Schaub to fill one vacancy on the Planning Commission and he meets the residency requirements to become a committee member. Term ends December 31, 2024.

Council President Hamilton invited applicant to speak on his behalf.

- Thomas Schaub introduced himself and summarized his background information.
  - Councilor Groussman questioned his opposition to growth. *Schaub – Opposed to growth if not geared toward safety.*

**MOTION** made by Councilor Hamilton to appoint Thomas Schaub to Planning Commission – term ending December 31, 2024 as presented; second by Councilor Groussman.

Discussion: None

In Favor: Councilors Hamilton, Dagel, Whitaker, Smalley and Groussman

Opposed: None

Motion carried unanimously.

**CITY MANAGER REPORT (verbal)**

- Gillham introduced President of Umpqua Heart, Wayne Ellsworth, whom provided an update regarding Hastings Village and homelessness. A ‘reset’ at the homeless camp to clean up the site is set to take place on Wednesday. City Attorney, Chad Jacobs, explained the term ‘low barrier’ in regards to Hastings Village.
- The city’s Media and Communications Coordinator, Nancy Rodriguez, provided a social media outreach update.

**CITY COUNCIL COMMENT**

**Councilor Hamilton**

- Thanked Lions Club for flags on Labor Day.
- Challenge of the Hero’s event on September 28. Police Department will be at Dakota Street Pizza; Fire Department will be at Nellie’s Deli.

**Councilor Dagel**

- Nothing to report

**Councilor Whitaker**

- Nothing to report

**Councilor Smalley**

- Nothing to report

**Councilor Groussman**

- Appreciates the efforts of Great Northern Trailers for their work on the storage containers for Hastings Village.

**PUBLIC COMMENT (Off Agenda Items)**

- None

**ADJOURNMENT**

With no further business, meeting adjourned at 8:12 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 MAYOR AND COUNCIL ON OCTOBER 9, 2023**