

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, October 11, 2021 – 7:00 p.m.**

**COUNCIL MEMBERS:**

Tom Boggs, Joe Groussman, Debbie Hamilton, Shawn Smalley and Larry Whitaker

**MAYOR:** Michelle Sumner

**CITY STAFF:** City Manager, Jerry Gillham  
Finance Director, Tami Trowbridge  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Community Development Director, Brian Elliott  
Community Development Supervisor, Kristi Gilbert  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Urban Renewal Agency Administrator, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Gary Dagel, Jack Chostner, Jeanette Sumner, Larry Bahr

**Via Zoom:** Eileen Smalley, Ken Sumner, Jessica Hunter

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

**Flag Salute:**

**Roll Call:** Councilor Boggs - Excused

**Media:** None

**SWEARING-IN OF NEW MAYOR**

- **Oath of Office**

City Recorder, Diane Harris, administered the Oath of Office to new Mayor, Michelle Sumner – term ending December 31, 2022.

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

- **September 13, 2021 minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Councilor Appointment & Swearing-In**

Staff Report – Harris continued with councilor nominations from September 13, 2021 Council meeting. Gary Dagel and Lisa Woods have submitted applications to fill one vacancy seat on City Council – term ending December 31, 2022. Council consensus (from that meeting) was to postpone filling the vacancy to further review both candidate applications.

Mayor Sumner asked if the applicants would like to speak on their behalf.

- Lisa Woods was unable to attend due to a scheduling conflict, however, she sent a message expressing her continued interest in filling the position.
- Gary Dangel expressed further interest in joining City Council.

**MOTION** made by Councilor Hamilton to appoint Gary Dangel to City Council – term ending December 31, 2022 as nominated; second by Mayor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

Harris administered Oath of Office to Gary Dangel prior to taking his seat among the rest of the members of Council.

- **Ordinance – Tree City USA (first reading, title only)**

City Recorder, Harris, read Ordinance by title only: *“An ordinance of the City of Sutherlin adopting a “Tree City USA” tree care program for the city of Sutherlin, Oregon. To promote and protect public health, safety, and general welfare by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants on public property within the town of Sutherlin.”*

Staff Report – City Manager, Jerry Gillham, presented a draft ordinance for consideration, as directed by Council during previous City Council meeting discussions.

**MOTION** made by Councilor Whitaker to approve Ordinance – Tree City USA (first reading, title only) as presented; second by Councilor Dangel.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **STRATEGIC PLAN UPDATE**

- **Ford’s Pond Community Park Improvement Project 1 & 2A (Phase 1) Update**

Staff Report – Community Development Director, Brian Elliott – This improvement project included the infrastructure (water, sewer, storm and electric utilities), a paved parking area (39 parking spaces with four ADA parking spaces), site furnishings and 0.8 miles of the 1.7-mile perimeter path (10’ wide). These improvements are roughly 95% complete. The picnic tables and benches have been delayed due to the pandemic and are estimated to be completed by February 2022.

- Councilor Groussman – What’s the estimated time frame to complete the remainder of the path? ***Elliott – Unfortunately, there are no updates at this time.***
- Councilor Dangel – Are extensions feasible? ***Elliott – Yes.***
- Councilor Groussman – Are security cameras at Ford’s Pond? ***Police Chief, Troy Mills – Working on getting cameras installed.***

### **CITY MANAGER REPORT**

- A historic moment has occurred. For the first time in Sutherlin, we have women in both leadership roles as Mayor and Council President.
- Gillham introduced a binder containing Policies, Procedures, Risk Management and Council Priorities for Council members to review. At the November 8, 2021 Council meeting there will be a brief overview of Risk Management and Oregon Ethics Commission guidelines.
- A notice will be sent out this week to all citizens regarding the end of water restrictions, residents should be prepared for the possibility of this same curtailment happening next summer.
- Central Avenue Railroad Crossing will be repaired on October 12<sup>th</sup> from 8 a.m. to 3 p.m. ***Public Works Director, Aaron Swan – Detours will be at Calapooia Street and Front Street. West***

***bound traffic will be routed to Hastings Avenue or north to Sixth Avenue. East bound traffic will still travel Central Avenue.***

Gillham commended Swan and Elliott for persistently pursuing Pacific and Western Railroad Company to repair the Central Avenue tracks.

**COUNCIL COMMENTS**

**Councilor Groussman**

- Nothing

**Councilor Hamilton**

- Would like Council to be updated when new businesses come to Sutherlin.
- Asked for an update on exit 135 Sutherlin sign improvements? ***Elliott – It will be addressed the first part of 2022 due to supplies being back ordered. Currently, staff is focusing on the holiday light displays throughout the city.***

**Councilor Dagele**

- Thanked everyone for the opportunity to serve the community.
- Gave kudos to City Staff for being helpful, knowledgeable and friendly.

**Councilor Whitaker**

- Nothing

**Councilor Smalley**

- Congratulated new Councilor, Gary Dagele.
- Congratulated new Mayor, Michelle Sumner.

**Mayor Sumner**

- New sign at Ford's Pond is beautiful.
- Nice to see someone fixing the trail edges at Ford's Pond.
- Congrats Councilor Dagele.

**PUBLIC COMMENT**

- None

**ADJOURNMENT**

With no further business, meeting adjourned at 7:34 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, Council President

**APPROVED BY COUNCIL ON NOVEMBER 8, 2021**