

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, May 8, 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  
Fire Chief, Mike Lane  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Chad Ledbetter, Brandan Anderson, Eugene & Terri Zuiches, Sheri Esterbrook, Kristine Godbey, Jason Reeves, Grant Fahey, Chris Owens, Maryanne Anderson, Elena Lininger, Heidi Gamboa, Wayne Ellsworth, Gail Kuntz, Bruce & Joan Conner, Jeneen Hartley, Robert Moczowski, Josh Gomez, Valerie Sheppard, Danny Vallatton

**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

**CONSENT AGENDAS**

- **April 10, 2023 Minutes – Regular Meeting**
- **IGA – Douglas County – Inmate Housing Agreement**
- **Music Off Central (MOC) – Liquor Application Approval**

**MOTION** made by Hamilton to approve Consent Agendas as presented; second by Councilor Whitaker

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Bid Award – Ford’s Pond Project #2 Construction**

Staff Report – Community Development Director, Brian Elliott – The City received two bids on April 26, 2023, one from Knife River Materials and one from JRT Construction, LLC, whom submitted the lowest bid in the amount of \$1,884,038.16, and is qualified to complete this project. Project includes:

- ❖ ADA accessible path completion (0.9 miles)
- ❖ Wetland enhancement

- ❖ 4 ADA accessible gender neutral restrooms
- ❖ 3 Pavilions
- ❖ Inclusive playground
- ❖ RV/Overflow parking area
- ❖ Sidewalks
- ❖ Landscaping
- ❖ Site furnishings
- ❖ Security cameras
- ❖ Signage

**MOTION** made by Councilor Whitaker to approve Bid Award to JRT Construction, LLC in the amount of \$1,884,038 for construction of Ford’s Pond Project #2 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Woods asked for further clarification of bid estimates. *Elliott explained.*
- Councilor Dagal – How much of this project is covered by grants? *Finance Director, Tami Trowbridge – An estimated 90%.*

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

Opposed: None

Motion carried unanimously.

- **Bid Award – Terrace Lane Improvement Project**

Staff Report – Public Works Director, Aaron Swan – The City received two bids on April 13, 2023. Knife River Materials submitted the lowest bid in the amount of \$199,199, well under the engineer’s estimate, and is qualified to complete this project.

**MOTION** made by Councilor Hamilton to approve Bid Award to Knife River Materials in the amount of \$199,199 as presented; second by Councilor Whitaker.

Discussion:

- Councilor Woods asked where Terrace Lane is located. *Swan replied.* When will construction begin? *No exact date at this time but must be completed before June 30, 2023*

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

Opposed: None

Motion carried unanimously.

- **Purchase Approval – Type 1 Fire Engine**

Staff Report – Fire Chief, Mike Lane – The current 1993 fire engine needs to be replaced. A replacement has been budgeted for the 2025-2026 fiscal year however, HME has a two year build time. Placing an order now will get it into production to receive in 2025. Most of the equipment from the old engine will be reused. Cost of the new engine is \$670,000 with an additional \$35,000 for outfitting.

**MOTION** made by Councilor Woods to approve purchase of a 2025 Type 1 Fire Engine from HME in the amount of \$670,000 with an additional \$35,000 for outfitting as presented; second by Councilor Whitaker.

Discussion:

- Councilor Groussman – What will be done with the old fire engine? *Lane – There isn’t much need for an old engine so they are usually donated to smaller fire stations.*
- Councilor Woods – What happens if the price of the fire engine drops? *The contract will be re-negotiated.*

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.03 – Food Waste Reduction**

Staff Report – Community Development Supervisor, Kristi Gilbert – The City was approached by Source One Serenity to seek interest in a partnership to apply for a US Department of Agriculture (USDA) grant for a Compost and Food Waste Reduction Pilot Project. Projects will span two years with a start date of December 1, 2023. This project consists of Sutherlin Sanitary Service collecting commercial food waste and transferring it to a

worm digest composting facility in Glide called Healterra. Elena Lininger with Source One Serenity provided details pertaining to this process.

**MOTION** made by Councilor Woods to approve Resolution 2023.03 – Food Waste Reduction as presented; second by Councilor Groussman.

Discussion:

- Councilor Whitaker – Does this cost the city money? *Lininger – Working through this program, there is no cost to the city.*
- Councilor Dagal – Will this program be mandatory for businesses to participate? *No.*
- Councilor Groussman – What happens to the compost? *It is sold to the public. City parks could receive it at no cost depending on quantity & availability.*
- Councilor Whitaker – What do the veterans do? *This program is operated by veterans.*
- Councilor Hamilton – What happens after the two year pilot project? *The City and Sutherlin Sanitary Service will determine feasibility.*

Further discussion ensued.

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

Opposed: None

Motion carried unanimously.

### **CITY MANAGER REPORT (verbal)**

- City Manager, Jerry Gillham, provided clarification for the Recreational Vehicle (RV) living survey that is being conducted until May 12<sup>th</sup>. The survey is pertaining to people living in RV's on private property.
- Entering a joint partnership with Sutherlin Area Chamber of Commerce to reform the Transient Room Tax (TRT) committee. Two Councilors have been selected to participate as members of the committee.

### **CITY COUNCIL COMMENT**

#### **Councilor Dagal**

- Asked Gillham to clarify “we” when speaking regarding homelessness. *Gillham – “We” is referring to Umpqua Heart.*
- Best wishes for Gillham's wife.

#### **Councilor Whitaker**

- Nothing

#### **Councilor Smalley**

- Excited for Ford's Pond moving forward. Many people are enjoying the park. Good job.

#### **Councilor Groussman**

- Ford's Pond will bring a lot of recognition to the City.

#### **Councilor Hamilton**

- Best wishes for Gillham's wife.
- Thanked staff for helping with Music Off Central (MOC).
- Encouraged everyone to like the Facebook page for MOC.

#### **Councilor Woods**

- Nothing

#### **Mayor Sumner**

- First ‘Coffee with the Mayor’ was on Saturday. Great conversations.
- FFA Banquet dinner is coming up.

### **PUBLIC COMMENT (Off Agenda Items)**

- Eugene Zuchies introduced himself and encouraged the Mayor and Council to re-consider flying the American Flag, hanging at the freeway, upside down to signify that the country is in dire distress.

- Terri Zuchies introduced herself and expressed the importance of hanging the flag upside down.

Council consensus was to refrain from participating in this movement.

**ADJOURNMENT**

With no further business, meeting adjourned at 8:02 p.m.

**ANNOUNCEMENT**

Mayor Sumner announced that Council will take a 5-minute break before meeting in executive session – ORS 192.660(2)(d) – Labor Negotiator Consultations, to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session called to order at 8:07 p.m.

Executive Session adjourned at 8:27 p.m.

Approved: *Jerry Gillham*  
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Jerry Gillham, City Manager

Respectfully submitted by,

*Melanie Masterfield*  
\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

*Michelle Sumner*  
\_\_\_\_\_  
Michelle Sumner, Mayor

**APPROVED BY MAYOR AND COUNCIL ON JUNE 12, 2023**