

**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, June 12, 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  
Finance Director, Tami Trowbridge  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Finance & Administrative Asst., Lindsay Priest  
Public Works Director, Aaron Swan  
Community Development Director, Kristi Gilbert  
City Planner, Jamie Chartier  
Community Development Asst., Brandi Medeiros  
Community Development, Brian Elliott  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Library/Livability Services Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Rebecca Todd Miller, John Banducci, Kristine Godbey, Michael Hogsett, Chris Owens, Alan Woods, Molly & David Hammer, Maryanne Anderson

**Via Zoom:** Larry Bahr, Nancy Rodriguez

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

**Flag Salute:**

**Roll Call:** Excused – Councilor Smalley

**Introduction of Media:** None

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

**PUBLIC COMMENT (agenda items only)**

- None

City Manager, Jerry Gillham, introduced two new staff members that will be attending Council meetings. Community Development Assistant, Brandi Medeiros will be assisting Kristi Gilbert, Community Development Director; and Finance and Administrative Assistant, Lindsay Priest, will be assisting Melanie Masterfield, City Recorder. The current HR Manager/City Recorder, Diane Harris and Community Development Director, Brian Elliott will both be retiring within the next month. Gillham extended some kind words and expressed appreciation for Harris and Elliott.

**PRESENTATIONS**

- **Homeless Youth Solution Initiative (HYSI) – *Not present.***

**CONSENT AGENDA**

- **May 8, 2023 Minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

## **COUNCIL BUSINESS**

- **Public Hearing and Resolution 2023.04 - Supplemental Budget Adjustment 2022-23**

Staff Report – Finance Director, Tami Trowbridge – This Public Hearing is to correct Resolution 2022.13 – Supplemental Budget Adjustment. Additional funding for Urban Renewal needed to be transferred from the General Fund Contingency Fund. The resolution included in the Council packet was not the correct one. Trowbridge passed out the correct resolution.

Mayor Sumner opened the Public Hearing at 7:06 p.m.

Mayor Sumner asked for public comments. *None given.*

The Public Hearing closed at 7:09 p.m.

- **Resolution 2023.04 – Supplemental Budget Adjustment FY 2022-23**

**MOTION** made by Councilor Groussman to approve Resolution 2023.04 – Supplemental Budget Adjustment 2022-23 as presented; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing and Resolution 2023.05 – State Revenue Sharing**

Staff Report – Trowbridge – This is the first of two resolutions required by the State of Oregon in order to receive funds.

Mayor Sumner opened the Public Hearing at 7:10 p.m.

Mayor Sumner asked for public comments. *None given.*

The Public Hearing closed at 7:12 p.m.

- **Resolution 2023.05 – Election to Receive State Revenue Sharing**

**MOTION** made by Councilor Whitaker to approve Resolution No. 2023.05 – Election to Receive State Revenue Sharing as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.06 – Certifying City Services**

Staff Report – Trowbridge – This is the second of two resolutions required by the State of Oregon in order to receive State Revenue Sharing Funds. Funding eligibility requires the City to certify that at least four of seven services are provided. The seven categories are:

- Police Protection
- Fire Protection
- Street Construction – Maintenance and Lighting
- Sanitary Sewer
- Storm Sewer
- Planning, Zoning, Sub-Division Control
- One or more utility services (ex: water)

The City meets these requirements.

**MOTION** made by Councilor Woods to approve Resolution 2023.06 – Certifying City Services as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Public Hearing & Resolution 2023.07 – Adoption of 2023-24 City Budget**

Staff Report – Trowbridge, summarized the 2023-24 City Budget that was previously approved by the budget committee on May 15, 2023 in the amount of \$34,759,889.

Mayor Sumner opened the Public Hearing at 7:15 p.m.

Mayor Sumner asked for public comments. *None given.*

The Public Hearing closed at 7:17 p.m.

- **Resolution 2023.07 – Adoption of 2023-24 City Budget**

**MOTION** made by Councilor Hamilton to approve Resolution 2023.07 – Adoption of 2023-24 City Budget in the amount of \$ 34,759,889 as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2023.08 – Property Vacation – S. Calapooia**

Gillham and Trowbridge each announced a personal conflict of interest due to being the property owners.

Staff Report – City Planner, Jamie Chartier – There is a small portion of unimproved, county owned land that will be absorbed by the adjacent property owners.

**MOTION** made by Councilor Hamilton to approve Resolution 2023.08 – Property Vacation – S. Calapooia as presented; second by Councilor Woods.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Purchase Approval – Right-of-Way Mower for Public Works Maintenance**

Staff Report – Public Works Director, Aaron Swan – The current Right-of-Way mower is 30 years old and continuously has mechanical failures. This John Deere 6610M mower will meet the City’s growing needs and Sourcewell meets the state purchasing requirements.

**MOTION** made by Councilor Hamilton to approve purchase of a John Deere 6610M Right-of-Way Mower for Public Works Maintenance in the amount of \$175,395.04 as presented; second by Councilor Groussman.

Discussion: Councilor Woods asked if other purchasing options were available. *Swan had to leave the meeting. Trowbridge – The order time frame from John Deere is one year and was in the same price range as Sourcewell, which will deliver the mower once funds are received. Fire Chief, Mike Lane, added additional information.*

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

Opposed: None

Motion carried unanimously.

- **Commission & Committee Appointments**

Staff Report – City Recorder, Diane Harris – The City received one application for the Parks Advisory Committee from Rebecca Todd Miller – term ending December 31, 2024; and one application for Planning Commission from John Banducci – term ending December 31, 2026.

Mayor Sumner invited applicants to the podium to speak on their behalf.

- Rebecca Todd Miller introduced herself and has lived in Sutherlin for a year. Wants to get involved. Currently the Vice President for Sutherlin Valley Rec. Would like to see the sports complex come to fruition.
- John Banducci introduced himself and has been a Sutherlin resident for 10 years. Expressed interest in the City moving into the future.

**MOTION** made by Councilor Whitaker to appoint Rebecca Todd Miller to the Parks Advisory Committee – term ending December 31, 2024; and John Banducci to Planning Commission – term ending December 31, 2026 as presented; second by Councilor Groussman.

Discussion: Councilors Dagel and Groussman expressed appreciation for our committee and commission volunteers.

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

Opposed: None

Motion carried unanimously.

**CITY MANAGER REPORT (verbal)**

- Nothing to report

**CITY COUNCIL COMMENT**

**Councilor Whitaker**

- It's great to see the Father's House church use the Central Park stage.
- The Parks Advisory Committee meeting was visited by Umpqua Velo Club (a bicycle club) – Interested and had suggestions to improve Hartley Park.

**Councilor Groussman**

- Expressed well wishes in retirement for Harris and Elliott.

**Councilor Hamilton**

- Expressed well wishes in retirement for Harris and Elliott.

**Councilor Woods**

- Thanked the committee/commission volunteers.
- Acknowledged the hard work going into summer events.

**Councilor Dagel**

- Expressed happiness for the Music off Central lineup.
- Feels frustrated that Council members can't have discussions outside of meetings. Dislikes following Roberts Rules of Order.

**Mayor Sumner**

- Central Park stage needs a name.
- Congratulated all the graduating seniors.
- Congratulated Harris and Elliott on their retirement.

- Preparedness Fair at Central Park on Thursday 1-5 p.m.

**PUBLIC COMMENT (Off Agenda Items)**

- None

**ADJOURNMENT**

With no further business, meeting adjourned at 7:53 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 JULY 10, 2023**