



**City of Sutherlin  
Regular Council Meeting  
Monday, October 11, 2021  
Civic Auditorium – 7:00 p.m.**

**AGENDA**

**Mayor Michelle Sumner**  
Council President Hamilton  
Councilors Boggs, Groussman, Smalley and Whitaker

**1. CALL TO ORDER / FLAG SALUTE**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. SWEARING-IN OF NEW MAYOR**

**5. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

**6. CONSENT AGENDA**

- a. September 13, 2021 Minutes – Regular Meeting

**7. COUNCIL BUSINESS**

- a. Councilor Appointment & Swearing-In
- b. Ordinance – Tree City USA (first reading, title only)

**8. STRATEGIC PLAN UPDATE**

- a. Ford's Pond Community Park Improvement Project 1 & 2A (Phase 1) Update

**9. CITY MANAGER REPORT**

- a. Council Orientation

**10. CITY COUNCIL COMMENT**

**11. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

**12. ADJOURN**

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*



# **Call to Order & Flag Salute**





# ROLL CALL





# Introduction Of Media





# **Swearing-In New Mayor**





# City of Sutherlin

*Administration*  
126 E. Central Avenue  
Sutherlin, OR 97479  
(541) 459-2856  
Fax (541) 459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## **OATH OF OFFICE**

*State of Oregon*

*County of Douglas*

*City of Sutherlin*

*ss. City of Sutherlin*

*I, Michelle Sumner, do solemnly swear, that I will support the Constitution of the United States, the State of Oregon, and the Charter of the City of Sutherlin; all Federal and State Laws, and Ordinances of the City of Sutherlin, and that I will, to the best of my ability, faithfully perform the duties of Mayor during my continuance therein, so help me God.*

\_\_\_\_\_  
*Michelle Sumner*

*Subscribed and sworn to before me this 11<sup>th</sup> day of October, 2021.*

\_\_\_\_\_  
*Diane Harris, CMC*  
*City Recorder*  
*City of Sutherlin*

*Notary for Douglas County, State of Oregon*





# **PUBLIC COMMENT**

## **Agenda Items only**





# Consent Agenda





**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, September 13, 2021 – 7:00 p.m.**

**COUNCIL MEMBERS:**

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

**MAYOR:** Seth Vincent

**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  
Urban Renewal Agency Administrator, Pat Lynch  
Media & Communications Coordinator, Nancy Rodriguez (via Zoom)  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Lisa Woods, Gary Dagel, Christy Smalley

**Via Zoom:** Council President, Michelle Sumner; Amber Vincent; Eileen Smalley

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

**Flag Salute:**

**Roll Call:** All present

**Media:** None

**PRESENTATION**

- **New Council Member Swearing-In**

City Recorder, Diane Harris administered the Oath of Office to new Councilor, Shawn Smalley – term ending 12/31/2024. Wife Christy was presented with flowers.

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

- **August 16, 2021 minutes – Regular Meeting**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Planning Commission Appointment**

Staff Report – Harris - Staff received an application from Tom Maloney for consideration to fill one vacancy on the Planning Commission, term ending December 31, 2022.

**MOTION** made by Councilor Whitaker to appoint Tom Maloney to Planning Commission – term ending December 31, 2022 as presented; second by Councilor Groussman.

Discussion:

- Councilor Boggs – Does Planning Commission require a year of residency for eligibility? **Harris – No.**

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

Opposed: None

Motion carried unanimously.

- **Bid Award – Emergency Operations Center/City Hall Remodel**

Staff Report – Community Development Director, Brian Elliott - Three contractors showed interest in the project – Kevin Kennedy Construction, Zerbach Construction and Guion Randol Construction. One bid proposal was received from Kevin Kennedy Construction in the amount of \$84,750.00 for the City Hall Remodel, including an Emergency Operations Center. They have sufficient experience and qualifications to satisfactorily construct the project with an estimated completion time of December 2021.

**MOTION** made by Councilor Whitaker to approve Bid Award to Kevin Kennedy Construction for Emergency Operations Center/City Hall Remodel in the amount of \$84,750.00 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Whitaker – Is budget funding available for this project? **Finance Director, Tami Trowbridge - Yes.**
- Councilor Groussman – Is electrical included in this bid? **Elliott – Yes and if awarded, the City will receive a more detailed contract.** Replacing fluorescent lights with LED lights, will that affect radio frequency? **Elliott – We'll make sure it's addressed.**
- Mayor Vincent asked City Manager, Jerry Gillham to give a brief-over view of this project for the new Councilors. **Gillham – To provide City Hall with an up-to-date emergency response center that can function solely on it's own during an emergency, equipped with communication services as well as provide accommodations for staff and volunteers to rest and prepare meals. The City learned a lot from Snowmageddon in 2019 and making preparations for the future in the event another emergency occurs, will make Sutherlin better positioned to adequately respond.**
- Councilor Sumner – Are references available for this company? **Gillham – Kevin Kennedy Construction has done several projects for the City including the Police Department. Bidding requirements were fulfilled when staff reached out to several contractors that showed interested.**

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.11 – Land & Water Conservation Fund Grant Application Approval – Ford's Pond**

Staff Report – Elliott - Funds from this grant will be used to develop projects 2B/C consisting of the design, construction of the inclusive playground, RV/overflow parking area, sidewalks, landscaping, pavilion, site furnishings, and signage. This project is located in the southeast corner of the park, abutting Church Rd. Local matching funds available are \$370,000 and total estimated cost is \$740,000.

**MOTION** made by Councilor Hamilton to approve Resolution 2021.11 – Land & Water Conservation Fund Grant Application Approval – Ford's Pond as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution 2021.12 – Supplemental Budget Adjustment Fiscal Year 2021-22 (less than 10%)**

Staff Report – Finance Director, Tami Trowbridge - Two General Fund – Non-Departmental budget adjustments are being requested, along with two General Fund – Finance Department budget adjustments.

Adjustments as follows:

- General Fund – Non-Departmental: *The City's computers are operating on three different versions of Office. An adjustment of \$10,000 (software and labor) is needed to bring all City computers up to Office 2019.*

- General Fund – Non-Departmental: Due to the City’s backup server failing in July, our IT Contractor has requested the purchase of a new Server in the amount of \$22,000 (hardware and labor).
- General Fund – Finance Department: Caselle is a program widely used throughout the office and currently, there aren’t enough user licenses to operate the program efficiently without access issues. Staff is requesting the purchase of two more Caselle licenses in the amount of \$5,000.
- General Fund – Finance Department: On-site Caselle program training is necessary for new finance staff, to have a better grasp of the accounting system. Therefore, an adjustment is needed in the amount of \$7,500.

These budget adjustments do not change these categories over budget by 10%.

**MOTION** made by Councilor Whitaker to approve Resolution 2021.12 – Supplemental Budget Adjustment Fiscal Year 2021-22 as presented; second by Mayor Vincent.

Discussion:

- Councilor Whitaker – Does Caselle’s program licenses expire? **Trowbridge – No, an annual fee is paid for use.**
- Councilor Groussman – How many users for each license? **Trowbridge – One.**

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

Opposed: None

Motion carried unanimously.

• **Tree City USA Discussion**

Staff Report – Gillham wanted to continue discussion from August 16, 2021 Council meeting. This program is an ongoing community improvement initiative and requires the City to reapply each year in order to sustain membership by way of a Council adopted ordinance. One requirement is investing time and funds equal to \$17,000 (or \$2 per citizen) of tree growth improvements within the community, annually. Staff/Volunteer time and equipment costs (tree maintenance) for example, qualify towards meeting that requirement along with other components.

- Councilor Boggs – How does the City benefit from being a Tree City USA? **Councilor Whitaker -**
  - **Trees provide environmental services such as: cleaning the air, trees absorb carbon dioxide and provide oxygen, provide shade, and storm water runoff can be reduced by tree canopies.**
  - **The City will have a “tree guide” that will include: detailed information about the best trees for the area, tree care, tree dynamics, etc.**
- Councilor Boggs – Are these City owned trees? **Councilor Whitaker – Yes, this would not regulate trees on private property, however, the City could provide recommendations to businesses and personal property owners interested in planting trees on their property.**
- Councilor Groussman – If Sutherlin becomes a Tree City USA, how will it be advertised? **Councilor Whitaker – Tree City USA has a website and the City of Sutherlin will be listed on their advertisements as well as all City social media.**

Mayor Vincent asked for Council direction. Further discussion ensued.

Council consensus was to move forward, having staff bring an ordinance to Council for approval.

• **Axon Body Camera Contract Renewal Approval**

Staff Report – Police Chief, Troy Mills - This contract is a continuation of the 2014 Axon contract that expires in November 2021. This assurance program covers digital media storage, replacement of cameras and equipment due to damage, loss, or malfunction. The new contract will be effective 2021-2026 in the amount of \$52,920.

**MOTION** made by Councilor Groussman to approve Axon Body Camera Contract Renewal Approval in the amount of \$52,920 as presented; second by Councilor Boggs.

Discussion:

- Mayor Vincent – What would the Police Department be like without cameras? **Mills – These cameras help gather evidence, holds all parties accountable for their actions, and reduces liability.**

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

Opposed: None

Motion carried unanimously.

## STRATEGIC PLAN UPDATE

- **Implement 10-year Non-Compliant ADA Replacement Ramp Plan & Sidewalks from Silver Glen to Grove Lane and Central Avenue**

Staff Report – Public Works Director, Aaron Swan - The sidewalk connectivity from Silver Glenn to Grove Lane and Central Avenue has been completed. Next year, sidewalk connectivity will be from Grove Lane to Nicholas Ct at which time that section will be brought to current ADA standards. The City is continuing to replace non-compliant and non-existing ADA ramps every year. The ADA ramps on West Everett Avenue and State Street are being engineered now and the project is scheduled for this fiscal year.

- **Community Center Building – Caulk and Paint Exterior**

Staff Report – Swan, the Community Center building caulking and painting is scheduled to be completed this fall.

## CITY MANAGER REPORT

- W Duke Rd from Parkhill Lane to Plat M Rd will be paved with a five foot walking strip on the north side of W Duke Rd.

## COUNCIL COMMENTS

### **Councilor Smalley**

- Glad to be here and anxious to help.

### **Councilor Groussman**

- Asked Police Chief Mills if the area at the corner of W Sixth Avenue and N State Street for transient use has been helpful. *Mills – It's been used for brief stays.*

### **Councilor Sumner**

- Thanked Mayor Vincent for his time and dedication to City Council and wished him luck in his new adventure.

### **Councilor Boggs**

- Welcomed Councilor Smalley.
- Wished Mayor Vincent good luck.

### **Councilor Hamilton**

- Welcomed Councilor Smalley.
- Wished Mayor Vincent and family good luck.
- Having trouble accessing the City's website. *Harris – We'll check into it.*

### **Councilor Whitaker**

- The business west of town (old Gerretson's building) seems to be a full time garage sale.
- Dead tree removal at Chapel of Roses? *Swan – It's in the City's Right-of-Way, it'll be removed.*

### **Mayor Vincent**

- Expressed appreciation to City Staff, Council and the community.
- Looking forward to new adventures.
- Glad to have Councilor Smalley.
- Glad to see the flags displayed on Saturday in remembrance of September 11<sup>th</sup>.

## PUBLIC COMMENT

- None

**\*\* Council President, Michelle Sumner, continued the Council meeting.\*\***

## DECLARING A VACANCY FOR MAYOR & ESTABLISHING A PROCESS

Staff Report – Harris - The City Charter requires Council to declare a vacancy for the position previously held by Mayor Seth Vincent, term ending December 31, 2022. Staff also requested Council's direction to establish a process for filling the vacancy.

**MOTION** made by Councilor Whitaker to approve Mayor Vacancy and accept Mayor’s resignation as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **MAYOR NOMINATION & APPOINTMENT**

**MOTION** made by Councilor Whitaker to appoint Councilor Sumner as Mayor – term ending December 31, 2022, as presented; second by Councilor Hamilton.

**AMENDED MOTION** made by Councilor Whitaker to appoint Councilor Sumner as Mayor – term ending December 31, 2022, effective October 11, 2021 upon swearing-in as presented; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **COUNCIL PRESIDENT APPOINTMENT**

**MOTION** made by Mayor Appointee Sumner to appoint Councilor Hamilton as Council President - term ending December 31, 2022, effective October 11, 2021 upon Mayor Sumner swearing-in as presented; second by Councilor Smalley.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **DECLARING A COUNCIL VACANCY & DETERMINE NEXT STEPS**

Mayor Appointee, Michelle Sumner formally resigned from her seat as Council President due to her newly appointed position as Mayor effective October 11, 2021 upon swearing-in.

**MOTION** made by Councilor Boggs to approve Council Vacancy, effective October 11, 2021 upon swearing-in and appoint a new Councilor as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **COUNCIL VACANCY APPOINTMENT**

Staff Report – Harris presented two candidates for consideration that had applied for Council vacancy on August 16, 2021 – term ending December 31, 2022. Gary Dagele & Lisa Woods.

**MOTION** made by Councilor Boggs to appoint Lisa Woods as Councilor - term ending December 31, 2022 as nominated; second by Councilor Whitaker.

Mayor appointee Sumner invited the candidates to the podium.

- ❖ Gary Dagele introduced himself, described his background experience, and how he could contribute to City Council.

- ❖ Lisa Woods introduced herself, explained her background, and how her experience could benefit the City.

**MOTION** made by Councilor Hamilton to appoint Gary Dagele as Councilor, term ending December 31, 2021 as nominated; second by Councilor Whitaker.

Councilor Boggs withdrew his motion; Councilor Hamilton withdrew her motion. (Two motions cannot be on the floor at the same time per Robert’s Rules of Order and City Attorney, Chad Jacobs)

**MOTION** made by Councilor Whitaker to consider both candidates for Council by using the ballot process; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

First round of voting resulted in a tie, Lisa Woods – 3 votes; Gary Dangel – 3 votes:

Councilor Smalley – Lisa Woods

Councilor Groussman – Lisa Woods

Mayor Appointee Sumner – Lisa Woods

Councilor Boggs – Gary Dangel

Councilor Hamilton – Gary Dangel

Councilor Whitaker – Gary Dangel

Council members deliberated and asked the candidates further questions.

**MOTION** made by Councilor Whitaker to appoint Gary Dangel as Councilor – term ending December 31, 2021 as nominated; second by Councilor Hamilton.

Discussion: None

In Favor: Councilors Hamilton, Whitaker and Mayor Appointee Sumner

Opposed: Councilors Smalley, Groussman and Boggs

Motion failed.

Mayor Appointee Sumner asked Council if any of them would like to change their vote. No Council response was given. City Attorney, Chad Jacobs, suggested the option of tabling Council appointment until the October 11, 2021 meeting.

**MOTION** made by Councilor Boggs to table Council Appointment until the October 11, 2021 meeting; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**ADJOURNMENT**

With no further business, meeting adjourned at 8:39 p.m.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

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

\_\_\_\_\_  
Michelle Sumner, Council President





# COUNCIL BUSINESS





# City of Sutherlin

STAFF REPORT					
<b>Re: City Councilor Appointment</b>				Meeting Date:	10/11/2021
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Diane Harris, City Recorder				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> None					

## WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider filling a vacancy on the council with a term ending December 31, 2022.

## EXPLANATION

During the September 13<sup>th</sup> City Council Meeting, Council Members officially declared a vacancy after Councilor Michelle Sumner was appointed as Mayor. The Mayor and Councilors considered applications from Gary Dagele and Lisa Woods to fill that vacancy. The results of all votes, (once by ballot and once by motion) ended in a 3 to 3 tie. A motion was made to table the decision until the October 11<sup>th</sup> meeting.

## OPTIONS

To fill the vacancy with the effective date of October 11<sup>th</sup> and proceed directly to the Oath of Office; or

Fill the vacancy effective October 11<sup>th</sup> and administer the Oath of Office at the November 8<sup>th</sup> Council meeting; or

Fill the vacancy, effective November 8<sup>th</sup> and administer the Oath of Office at that meeting.

## SUGGESTED MOTION(S)

Motion to appoint \_\_\_\_\_ as City Councilor, effective \_\_\_\_\_ with a term ending December 31, 2022.





# City of Sutherlin

STAFF REPORT					
<b>Re: Tree City USA Ordinance</b>				Meeting Date:	10/11/2021
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Jerry Gillham, City Manager</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>	Enactment Notice, Staff's simplified Draft Ordinance & Councilor Whitaker's original Ordinance				

## WHAT IS BEING ASKED OF COUNCIL?

To consider adopting an ordinance to qualify as a "Tree City USA"

## EXPLANATION

Attached is a simplified ordinance for council consideration in deciding whether to seek "Tree City USA" status with the National Arbor Day Foundation.

We believe that this "more-basic" draft would be a good first-time beginning. Therefore, should the program be an overwhelming positive benefit, we can expand upon this "simplified" version as we go into another year.

## OPTIONS

1. Move to approve the first reading, by title only of the Ordinance, a prerequisite for becoming a "Tree City USA" through the National Arbor Day Foundation.
2. Move to amend Ordinance.... for becoming a "Tree City USA" through the National Arbor Day Foundation.
3. Move to not seek a Tree City USA award at this time.

## SUGGESTED MOTION(S)

See above



From the Office of the  
City Recorder & Human Resources Manager  
Diane Harris

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*City of Sutherlin*

# NOTICE OF ORDINANCE ENACTMENT

## ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING A “TREE CITY USA” TREE CARE PROGRAM FOR THE CIY 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.**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR COUNCIL MEETING OF**

**FIRST READING: MONDAY, OCTOBER 11, 2021 @ 7PM**

**SECOND READING (if first reading approved): MONDAY,  
NOVEMBER 8, 2021 @ 7PM**

**CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City’s expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor’s Center and the City’s website ([www.cityofsutherlin.com](http://www.cityofsutherlin.com)).

Posted this day, October 4, 2021

By Diane Harris  
City Recorder

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING A “TREE CITY” 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.**

**The City Council of the City of Sutherlin ordains as follows:**

**Section 1. Purpose**

To enhance the quality of life and the present and future health, safety, and welfare of all citizens, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein delegates the authority and responsibility for managing public trees, creates a Tree Advisory Board, establishes practices governing the planting and care of trees on public property, and makes provision for the emergency removal of trees on private property under certain conditions.

**Section 2. Definitions.**

As used in this Article, the following words and phrases shall have the meanings indicated:

*Damage* – any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

*Nuisance* – any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety and welfare.

*Parkway* – the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

*Public property* – all grounds and rights-of-way (ROWs) owned or maintained by the City.

*Public tree* – any tree or woody vegetation on city-owned or city-maintained property or rights-of-way.

*Top or Topping* – the non-standard practice of cutting back of limbs to stubs within a tree’s crown to such a degree so as to remove the normal canopy and disfigure the tree.

### **Section 3. Authority and power.**

- (a) *Delegation of authority and responsibility.* The Director of the Public Works Department and/or his designee, hereinafter referred to as the “Director”, shall have full authority and responsibility to plant, prune, maintain and remove trees and woody plants growing in or upon all municipal streets, rights-of-ways, city parks, and other public property. This shall include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (b) *Coordination among city departments.* All city departments will coordinate as necessary with the Director and will provide services as required to ensure compliance with this Ordinance as it relates to streets, alleys, rights-of-way, drainage, easements and other public properties not under direct jurisdiction of the Director.
- (c) *Interference.* No person shall hinder, prevent, delay, or interfere with the Director or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

### **Section 4. Tree advisory board.**

The City Council hereby creates a “Tree Advisory Board,” hereinafter referred to as the “Board.” The City Council appoints the Parks Citizen Advisory Committee, as the Board. Members appointed to the Parks Citizen Advisory Committee, by City Council, will simultaneously serve as the Board member.

- (a) *Membership.* The Board shall consist of seven members approved by City Council, as appointed to the Parks Citizen Advisory Committee. Members of the Board will serve without compensation.
- (b) *Term of office.* Board members shall be appointed for two-year staggered terms. If a vacancy shall occur during the term of any member, a successor shall be appointed by City Council.
- (c) *Officers.* The Board shall annually select one of the members to serve as chair, may appoint a second member to serve as vice-chair, and may appoint a third member to serve as secretary.
- (d) *Meetings.* The Board shall meet a minimum of three times each year. All meetings shall be open to the public. The Board chair may schedule additional meetings as needed.
- (e) *Duties.* The Board shall act in an advisory capacity to the Director and shall:
  - (1) Coordinate and promote Arbor Day activities;
  - (2) Review and update a five-year plan to plant and maintain trees on city property;
  - (3) Support public awareness and education programs relating to trees;
  - (4) Review city department concerns relating to tree care;
  - (5) Submit an annual report of its activities to the city council;
  - (6) Assist with the annual application to renew the Tree City USA designation;
  - (7) Develop of a list of recommended trees for planting on city property, and a list of prohibited species; and
  - (8) Other duties that may be assigned by City Council.

### **Section 5. Tree planting and care standards.**

- (a) *Standards.* All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.
- (b) *Requirements of franchise utility companies.* The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (c) *Preferred species list.* The Director shall maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Trees from this approved list may be planted without special permission; other species may be planted with written approval from the Director.
- (d) *Planting distances.* The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within ten (10) feet of a fire hydrant.
- (e) *Planting trees under electric utility lines.* Only trees listed as Ornamental trees on the official city tree species list may be planted under or within fifteen (15) lateral feet of any overhead utility wire.
- (f) *Protection of public trees during construction.* Any person, firm, corporation, or city department performing construction near any public tree must employ appropriate measures to protect the tree, including, but not limited to, placing barriers around the tree to prevent damage.

### **Section 6. Prohibition against harming public trees.**

- (a) It shall be unlawful for any person, firm or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director.
- (b) It shall be unlawful for any person, firm or corporation to attach any cable, wire or signs or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director.

### **Section 7. Adjacent owner responsibility.**

- (a) The owner of land adjacent to any city street or highway, when acting within the provisions of this Ordinance, may plant and maintain trees in the adjacent parkway area. Property owners are responsible for the reasonable and routine maintenance of trees and other landscaping in the adjacent parkway area.
- (b) No property owner shall allow a tree, or other plant growing on his or her property or within the adjacent parkway to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the Director shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

### **Section 8. Certain trees declared a nuisance.**

- (a) Any tree, or limb thereof, on private property determined by the Director to have contracted a lethal, communicable disease or insect; to be dead or dying; to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a

nuisance and the City may require its treatment or removal.

- (b) Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The City may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the Director within the written notification period.

**Section 9. Violations and penalty.**

Any person, firm or corporation violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense.

**Section 10. Appeals.**

Appeals to decisions by the Director, the Tree Advisory Board, or penalties imposed after violations of this ordinance, shall be heard by City Council.

**PASSED BY THE CITY COUNCIL, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021**

**APPROVED BY THE MAYOR, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021**

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

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder, CMC

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING A “TREE CITY” 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.**

The city of Sutherlin ordains as follows:

**Section 1. Purpose.**

- A. To guide the planting and maintenance of landscaping materials.
- B. To enhance the appearance of the city, provide areas for outdoor recreation and to:
  - 1. Provide shade and windbreaks where appropriate to conserve energy in building and site development;
  - 2. Buffer and screen conflicting land uses;
  - 3. Provide for vegetation of streetscapes within the commercial, industrial and interchange development zones;
  - 4. Provide for the landscaping of parking areas to facilitate vehicular movement and break up large areas of impervious surface;
  - 5. Promote public safety through appropriate design principles.
- C. To prevent or reduce erosion potential on steep terrain by providing appropriate landscape materials.

**Section 2. Definitions.**

*"Brushing"* means an allowed practice of removing ground cover, shrubs and vegetation not defined as a tree to create better visibility on a site for purposes of public safety, surveying or marketing.

*"Caliper"* means the diameter of a tree trunk, applied only to new or replacement nursery-grown trees, measured six inches above the ground for up to and including four-inch caliper size trees and 12 inches above the ground for larger sizes.

*"Clearing"* means the direct and indirect removal of trees, including topping and limbing, from any public or private undeveloped, partially developed, or developed lot, public lands, public right-of-way, or utility easement. This shall also include any destructive or inappropriate activity applied to a tree that will result in its death or effectively destroy the functionality.

*"Critical Root Zone"* is the area where the tree's roots are located and is the area surrounding a tree measured at a radial distance from the trunk equal to one foot for every one-inch diameter of tree.

*"DBH"* means diameter at breast height.

*"Ground Cover"* means any living plant material normally terrestrial, growing low to the ground,

Other small trees less than four inches in DBH and not defined as a tree, all of which are intended to stabilize soils and protect erosion.

*"Hazard Tree"* means any tree determined by an arborist to have a structural defect, combination of defects, or disease, resulting in the loss of a major structural component of that tree in a manner that will cause damage or prevent emergency access.

*"Pruning"* means cutting back of limbs larger than one and one-half inches in diameter.

*"Tree"* means any woody plant characterized by one main stem or trunk and many branches, or multi-stemmed trunks which have a diameter individually or cumulatively of four inches DBH or larger.

*"Tree Board"* means the Parks Advisory Committee.

*"Tree topping"* is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

*"Vegetation"* means any and all organic plant life growing at, below or above the soil surface.

### **Section 3. General Provisions.**

Landscaping shall be designed, developed and maintained to satisfy the specific functional and aesthetic objectives appropriate to the development, considering the following:

1. Type, variety, scale and number of plants used;
2. Placement and spacing of plants;
3. Size and location of landscaped areas;
4. Contouring, shaping and preparation of landscaped areas;
5. Use and placement of non-plant elements within the landscaping;
6. Use of root barrier planting techniques to prevent root infiltration of utility lines and limit possible surface cover damage.

The landscape design shall incorporate existing significant trees and vegetation preserved on the site. The placement of trees is subject to the site development review process. Tree placement shall not interfere with utility poles, light standards, power lines, utility services, visual clearance areas, or sidewalk access.

### **Section 4. Duties and Responsibilities**

It shall be the responsibility of the Tree Board (PAC) to study, investigate, council, and develop and/or update-annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City Council and, upon their acceptance and approval, shall constitute the official comprehensive city tree plan for the city of Sutherlin. The Board, when requested by the City Council, shall consider, investigate, make finding, report and recommend upon any special matter of within the scope of its work.



## **Section 5. Screening and Buffering.**

- A. Screening shall be used to eliminate or reduce the visual impacts of the following uses:
1. Commercial and Industrial uses when abutting residential uses.
  2. Industrial uses when abutting commercial uses.
  3. Service areas and facilities, including garbage and waste disposal containers, recycling bins, and loading areas.
  4. Outdoor storage areas.
  5. At and above-grade electrical and mechanical equipment, such as transformers, heat pumps, and air conditioners.
  6. Any other use or use as required by this ordinance.
- B. Screening may be accomplished by the use of sight-obscuring plant materials (generally evergreens), earth berms, walls, fences, building parapets, building placement or other design techniques.
- C. Buffering shall be used to mitigate adverse visual impacts, dust, noise or pollution, and to provide for compatibility between dissimilar adjoining uses. Where buffering is determined to be necessary, one of the following buffering alternatives shall be employed:
1. Planting area: Width not less than 15 feet, planted with the following materials
    - a) At least 1 row of deciduous or evergreen trees staggered and spaced not more than 15 feet apart.
    - b) At least 1 row of evergreen shrubs which will grow to form a continuous hedge at least 5 feet in height within 1 year of planting.
    - c) Lawn, low-growing evergreen shrubs or evergreen ground cover covering the balance of the area.
  2. Berm Plus Planting Area: Width not less than 10 feet, developed in accordance with the following standards:
    - a) Berm form should not slope more than 40 percent (1:2.5) on the side away from the area screened from view. The slope for the other side (screened area) may vary.
    - b) A dense evergreen hedge shall be located so as to effectively buffer the proposed use.
  3. Wall Plus Planting Area: Width must not be less than 5 feet developed in accordance with the following standards:
    - a) A masonry wall or fence not less than 5 feet in height.
    - b) Lawn, low-growing evergreen shrubs, and evergreen ground cover covering the balance of the area.
  4. Other methods which produce an adequate buffer considering the nature of the impacts to be mitigated as approved by the planning commission.

## **Section 6. Street Tree Species to be Planted**

A list of approved Street Trees will be available at city hall or from City Hall.

### **Section 7. Spacing, and Minimum Installation Size**

The spacing of street trees by mature tree size shall be no greater than 20 feet apart unless otherwise authorized. Street trees shall be a minimum caliper of 2 inches when measured at 4 feet in height at the time of installation.

### **Section 8. Public Tree Care**

The city shall have the right to plant, prune, maintain, and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The City Tree Board may remove, or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest. This Section does not prohibit the planting of Street Trees by adjacent property owners providing that the selection and location of said trees is in accordance with this ordinance.

### **Section 9. Tree Topping**

It shall be unlawful as a normal practice for any person, firm, or city department to top any Street Tree, Park Tree, or other tree on public property. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the City Tree Board.

### **Section 10. Pruning, Corner Clearance**

Trees can be planted in a clear vision area, so long as branches are trimmed at least 8 feet from the ground. No sight-obscuring plantings exceeding 48 inches in height shall be located within any required clear-vision area.

### **Section 11. Dead or Disease Tree Removal on Private Property**

The City shall have the right to cause the removal of any dead or diseased trees on private property within the city when such trees are a potential threat (such as blight or disease) to street trees within the city. Removal shall be done by owners, at their own expense, within sixty days after the date of service of notice. In the event of failure of owners to comply with such provisions, the City shall have the authority to remove such trees and charge the cost of removal to the owner, including a lien against the owner's property.

### **Section 12. Removal of Stumps**

All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

### **Section 13. Interference with City Tree Board**

It shall be unlawful for any person to prevent, delay or interfere with the City Tree Board, or any of its agents, while engaging in and about the planting, cultivating, mulching, pruning, spraying, or removing of any street or park trees, as authorized in this ordinance.

**Section 14. Authorization to Prune Trees**

It shall be unlawful for any person or firm to engage in the pruning, treating, or removing of street and park trees within the city other than by the City or their assigned agent or written authorization from city administrator or designee. In the event of failure to comply with such provisions, the City shall impose a fine up to \$500 for each tree impacted or affected.

**Section 15. Appeals**

Review by the City Council shall have the right to review the conduct, acts and decisions of the City Tree Board. Any person may appeal from any ruling or order of the City Tree Board to the City Council who may hear the matter and make final decision.

**Section 16. Penalty**

Any person violating any provision of this ordinance shall be, upon conviction or a plea of guilty, may be subject to a fine.

**PASSED BY THE CITY COUNCIL, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021**

**APPROVED BY THE MAYOR, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021**

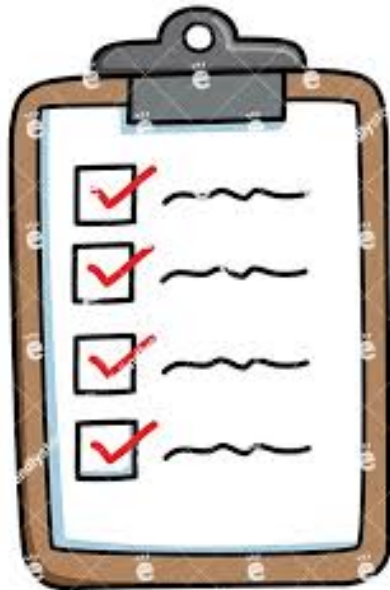
\_\_\_\_\_  
Michelle Sumner, Mayor

ATTEST:

\_\_\_\_\_  
Diane Harris, City Recorder, CMC



# STRATEGIC PLAN UPDATE





126 E. Central Avenue  
 Sutherlin, OR 97479  
 541-459-2856  
 Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

# City of Sutherlin

STAFF REPORT					
<b>Re: Ford's Pond Community Park Improvement Project 1 &amp; 2A (Phase 1) Update</b>				Meeting Date:	10/11/2021
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
<b>Submitted By: Brian Elliott, Community Development Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>					

## WHAT IS BEING ASKED OF COUNCIL?

N/A

## EXPLANATION

Identified in the 2019/2020 Strategic Plan was the Ford's Pond Community Park Improvements. This staff report is to give City Council an update regarding the Construction at Ford's Pond Project 1 & 2 (Phase 1). This improvement 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 75% complete.

## OPTIONS

N/A

## SUGGESTED MOTION(S)

N/A



# **CITY MANAGER REPORT (verbal)**



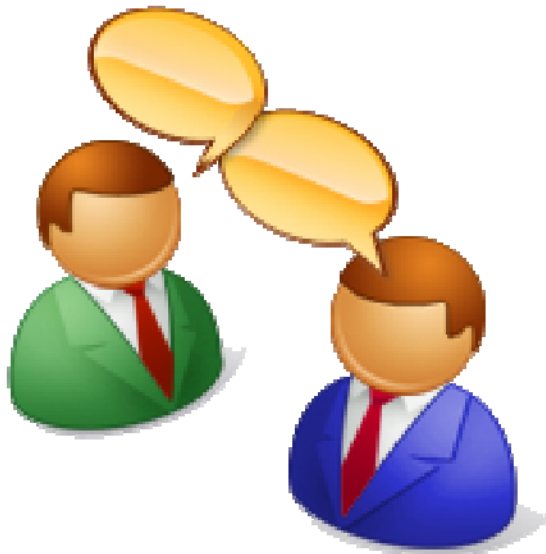


# COUNCIL ORIENTATION





# COUNCIL COMMENTS







# **PUBLIC COMMENT**





# ADJOURNMENT





# FOR YOUR INFORMATION



## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
<b>JAN 2021</b>				
01/11/21	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	✓
01/11/21	CDD/PW-Water	Schoon Mtn Water Storage Tank and Sixth & Oak Pump Station improvements	Report to Council	✓
01/11/21	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council - <b>Update provided during workshop</b>	✓
<b>FEB 2021</b>				
02/08/21	Finance	WWTP Reporting Compliance & ARRA Reporting	Final Report to present to Council	✓
02/08/21	CDD/PW-Transportation	Complete sidewalks from Silver Glen to Quail Run and Central Avenue	Report to Council	✓
02/08/21	CDD - Planning	Evaluate Industrial Lands - County and City	Establish a methodology and timeline,	✓
<b>MAR 2021</b>				
03/08/21	CDD/PW-Facilities/Parks	Ford's Pond recreational improvements	Report to Council	✓
03/08/21	CDD/PW-Water	NonP WTP modernization improvements	Bid, funding approval to Council	✓
<b>APR 2021</b>				
04/12/21	Police	Facility Security	Report to Council	✓
<b>MAY 2021</b>				
05/10/21	Admin	Begin CBA agreements - SPOA	Present to Council	✓
05/10/21	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	✓
05/17/21	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv. Proj. 1 (Phase 2) & Proj 1A & 2A	Contract award for design, present to Council	✓
<b>JUN 2021</b>				
06/14/21	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv Proj 1 & 2 (Phase 1) design	Contract award for design, present to Council	✓
06/14/21	CDD/PW-Transportation	Street Management Plan-Establish methodology and timeline	Report to Council	✓
06/14/21	CDD/PW-Water	Consider new code language allowing for water services outside city limits	Council Workshop	✓
06/14/21	CDD/PW-Water	Schoon Mt Pump Station (pump replace)	Report to Council	✓
06/14/21	CDD/PW-Water	Schoon Mt Tank and Sixth & Oak Pump Station improvements	Report to Council	✓
<b>JUL 2021</b>				
07/12/21	Admin	Personnel Policy Review by CIS	Report to Council	✓
07/12/21	CDD/PW-Facilities/Parks	Complete Central Plaza Park	Report to Council	✓
07/12/21	CDD/PW-Transportation	Traffic Impact Study (TIS) - Dakota St and Industrial Park	Report to Council	✓
07/12/21	CDD/PW-Water	Consider new code language allowing for water services outside city limits	Ordinance for approval- <b>Further discussion to be held 8/16/21 mtg.</b>	✓
07/12/21	CDD - Dev	Street Light Upgrade	Report to Council	✓
07/12/21	Fire	Increase Fire Reserve Funds for outdated equipment replacement	Report to Council-Action Item	✓
07/12/21	Fire	Replacement of Advance Life Support Cardiac Monitors & AED's	Report to Council-Action Item	✓

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 9/24/21

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
<b>AUG 2021</b>				
<del>8/9/21</del> 8/16/21	CDD/PW- Facilities/Parks	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council - <b>Update to be provided Feb 2022</b>	✓
<del>8/9/21</del> 8/16/21	CDD/PW- Wastewater	Add one full-time employee (FTE) to Public Utility Department	Report to Council	✓
<del>8/9/21</del> 8/16/21	CDD/PW- Transportation	Update and refresh Exit 135 sign	Present final design to council	✓
<b>SEP 2021</b>				
09/13/21	CDD/PW- Facilities/Parks	Community Center Building - caulk and paint exterior	Report to Council	✓
09/13/21	CDD/PW- Transportation	Implement 10-year non-compliant ADA replacement ramp plan	Report to Council	✓
09/13/21	CDD/PW- Transportation	Complete sidewalks from Silver Glen to Grove Lane and Central Ave.	Report to Council	✓
<b>OCT 2021</b>				
10/11/21	CDD/PW- Facilities/Parks	Ford's Pond Comm. Park Improv. Proj 1 & 2A (Phase 1) Completion	Report to Council after completion	✓
<b>NOV 2021</b>				
11/08/21	CDD/PW- Transportation	Traffic Impact Study (TIS) - Dakota St and Industrial Park	Report ODOT's response to Council	
<b>DEC 2021</b>				
12/13/21	Finance	Earn a "clean audit"	Report to Council	
12/13/21	CDD/PW- Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-Complete Design	Report to Council	
12/13/21	CDD/PW- Transportation	Replace all old street signs so they match the new street sign design	Report to Council	
12/13/21	Police	Recruitment and retention - incorporate new ways, ideas, and concepts to make dept more appealing to qualified candidates	Report to Council	
12/13/21	Police	Technology continues to advance and so do criminals. Continue to integrate technology to assist law enforcement	Report to Council	
12/13/21	Police	Continue to expand facility security systems and incorporate a command center software	Report to Council	
12/13/21	Fire	Continue to seek outside funding, grants or opportunities for updating equipment	Report to Council	
12/13/21	Emergency Operations	Remodel of City Hall to create an Emergency Operations Room	Report to Council	
12/13/21	Emergency Operations	Finish installation of second EOC	Report to Council	
12/13/21	Emergency Operations	Continue to recruit and hold monthly exercises with MYN volunteers	Report to Council	
12/13/21	Emergency Operations	Increase CERT participation with exercises and activities	Report to Council	

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
<b>JAN 2022</b>				
01/10/22	Finance	Create a street management master plan with funding options	Report new plan and options (Workshop)	
01/10/22	CDD/PW-Facilities/Parks	Complete Sidewalks from Grove Ln to Nicholas Ct	Bid Award, present to Council	
01/10/22	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	
01/10/22	CDD/PW-Transportation	Update and refresh Exit 135 sign - complete construction	Report to Council	
<b>FEB 2022</b>				
02/14/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-Award Contract	Present to Council for contract award	
02/14/22	CDD/PW-Facilities/Parks	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council	
02/14/22	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv. Proj. 1 (Phase 2) & Proj 2A/2B (Phase 2)	Construction bid award, present to Council	
02/14/22	Fire	Replace 1992 Pierce Ladder Truck pending Grant award	Report to Council	
<b>MAR 2022</b>				
<b>APR 2022</b>				
<b>MAY 2022</b>				
5/9/2022	CDD/PW-Wastewater	Wastewater Treatment Plant one-year performance report	Report to Council	
<b>JUN 2022</b>				
06/13/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-complete construction	Report to Council	
06/13/22	CDD/PW-Transportation	Purchase Asphalt Crack Sealing Machine	Report to Council	
06/13/22	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	
<b>JUL 2022</b>				
<b>AUG 2022</b>				
08/08/22	CDD/PW-Water	Nonpareil WTP modernization improvements	Report to Council after completed	
<b>SEP 2022</b>				
09/12/22	CDD/PW-Facilities/Parks	Complete Sidewalks from Grove Ln to Nicholas Ct	Report to Council	
<b>OCT 2022</b>				
10/10/22	Finance	Long-term Budget forecast	Report to Council	
<b>NOV 2022</b>				
<b>JAN 2023</b>				
01/09/23	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv. Proj. 1 (Phase 2) & Proj 2A/2B (Phase 2)	Completion - Report to Council	
<b>MAY 2023</b>				
5/8/2023	Admin	CBA Agreement - AFSCME	Bring to Council for decision	

**PUBLIC NOTICE – CITY OF SUTHERLIN**

**URBAN RENEWAL AGENCY AND CITY COUNCIL MEETING**

The October 11, 2021 City of Sutherlin’s Urban Renewal Agency Meeting will begin at 6:45, followed by the City Council Meeting at 7:00pm, in the Civic Auditorium located at 175 E Everett. This meeting will be a teleconference style meeting with City Council and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure, or for those that are otherwise unable to attend. We encourage and welcome citizens that are able to use the link provided, to join the meeting from your home. City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: Oct 11, 2021 06:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86268775297?pwd=MIRCWE01QnA3NXRtdXdLQmNpYTdUdz09>

Meeting ID: 862 6877 5297

Passcode: 502971

One tap mobile

+12532158782,,86268775297#,,,,\*502971# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 862 6877 5297

Passcode: 502971

Find your local number: <https://us06web.zoom.us/j/86268775297?pwd=MIRCWE01QnA3NXRtdXdLQmNpYTdUdz09>

## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Tuesday, October 5, 2021 3:24 PM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** City of Sutherlin Council & Urban Renewal Agendas  
**Attachments:** CC AGENDA OCT 11, 2021.pdf; 10.11.21 URA AGENDA.pdf

Good afternoon. Attached are the Sutherlin City Council and Urban Renewal Agency Agendas for Monday, October 11, 2021. Urban Renewal will begin at 6:45pm with Council following at 7:00pm.



Melanie Masterfield  
Deputy City Recorder

**City of Sutherlin**  
**126 E Central Ave**  
**Sutherlin, OR 97479**  
**541-459-2856**  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)