



**City of Sutherlin  
Regular Council Meeting  
Monday, August 16, 2021  
Civic Auditorium – 7:00 p.m.**

**AGENDA**

**Mayor Seth Vincent**  
Council President Sumner  
Councilors Boggs, Groussman, Hamilton and Whitaker

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

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. COUNCIL BUSINESS**

- a. Council Selection and Appointment

**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. July 12, 2021 Minutes – Regular Meeting

**7. COUNCIL BUSINESS (Cont.)**

- a. Water Services Outside City Limits – Further Discussion
- b. Planning Commission/Budget Committee Appointment
- c. Exit 135 Sign Improvement

**8. STRATEGIC PLAN UPDATE (Reports in Council Packet)**

- a. Inventory/Inspect all City Structural Facilities/Develop Maintenance Funding Plan
- b. Full-time Employee Added to Public Utilities Department

**9. REPORTS**

- a. Tree City USA

**10. CITY MANAGER REPORT**

**11. CITY COUNCIL COMMENT**

**12. 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.]

**13. ADJOURN**

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



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**





# **COUNCIL BUSINESS**





## City of Sutherlin

| STAFF REPORT                                                        |                                         |                                      |                                                    |                                        |                                               |
|---------------------------------------------------------------------|-----------------------------------------|--------------------------------------|----------------------------------------------------|----------------------------------------|-----------------------------------------------|
| <b>Re: Council Selection &amp; Appointment</b>                      |                                         |                                      |                                                    | Meeting Date:                          | Aug 9, 2021                                   |
| <b>Purpose:</b>                                                     | Action Item<br><input type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input checked="" type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input checked="" type="checkbox"/> |
| <b>Submitted By: Diane Harris, City Recorder/HR Manager</b>         |                                         |                                      |                                                    | City Manager Review                    | <input checked="" type="checkbox"/>           |
| <b>Attachments:</b> Applications, Resumes, and Narrative Paragraphs |                                         |                                      |                                                    |                                        |                                               |

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to review and consider applications, resumes, and narratives submitted to fill the Council vacancy declared at the July 12, 2021 City Council Meeting.

### EXPLANATION

Council provided direction regarding the advertisement for the vacant position, required submittal of an application, resume, and narrative paragraph explaining why the applicant would like to serve on Sutherlin City Council, and the deadline to submit was set for Monday, July 26<sup>th</sup> at 5:00pm. Staff received five applications/documents from Gary Dagel, Wayne Ellsworth, Shawn Smalley, Andrew Snow, and Lisa Woods. All applicants meet the resident and registered voter requirements.

### OPTIONS

Per City Attorney, Chad Jacobs, "The Council can appoint the replacement in any manner they deem best, but they may not do so by secret ballot. If using ballots, each member's vote must be recorded and included as part of the minutes. Before taking action, Council should decide as a body what process it wants to use."

Options to consider:

1. Each Councilor to be called on verbally to provide their 1<sup>st</sup> & 2<sup>nd</sup> choice, followed by a vote by ballot process until a majority vote is reached;
2. Each Councilor records their 1<sup>st</sup> and 2<sup>nd</sup> choice on a ballot that will be read after collected, the process continues until a majority vote is reached;
3. Nominations from the floor (More than one nomination can be on the floor at one time).

### SUGGESTED MOTION(S)

Motion to appoint \_\_\_\_\_ to the vacant council seat, term ending December 31, 2024.



## City of Sutherlin

### Application for Citizen Committee/Commission/Board Appointment

Name Gary Dagel Date 06/28/2021

Address [REDACTED] Phone 541-378-4434

Email garydagel@gmail.com Bus. Phone same

Length of Residency in Sutherlin 8 years Registered Voter? yes

Candidate for position on city council

Relevant background and experience planning commission, budget committee, chamber of commerce,

business... self employed for over 50 years

involvement with the community

What are your major interests or concerns in the City's programs?

Helping businesses, keeping costs down, managing growth, concern for retired citizens

Why would you like to be appointed to this position?

I don't like the way the country, and state politics are heading, we don't have that problem here in Sutherlin.

Being involved would help keeping things right.

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

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**For Office Use Only:**

Date received: July 6, 2021

Date considered:

Action by Council

Term Expires:

Reasons for joining the Sutherlin city council for your consideration.

Gary Dagel

[REDACTED]

(My short list)

I love Sutherlin it is a good place to work and live.

It is important that people get involved with their community, and I want to help. I like being involved and working with city employees.

I think I can add some perspective, especially regarding businesses and seniors.

If I am chosen to be on the council, I will be actively involved and do whatever I can to promote and make our city better.

I am concerned with what is happening with our country and state, small towns like ours may be what saves our country.

It is probably more important than ever for people with common sense and core values to step up and help.

Past government involvement

In Montana I worked with several organizations to present our concerns and interests to the city and county agencies.

I have run my own businesses for 50 years

Here in Sutherlin

Organized A street fair for the Graffiti weekend held annually for 2 years.

Organize a fun driving event for car enthusiasts held annually for 3 years.

I have been very active with the chamber of commerce including holding office of VP.

I formed a committee of businesses to successfully find an acceptable solution for the business registration for the city and the businesses .

Budget committee.

Planning commission.

Gary Dagel

July 2021

[REDACTED]



## City of Sutherlin

### Application for Citizen Committee/Commission/Board Appointment

Name Wayne Ellsworth Date 7-9-21  
Address [REDACTED] Phone 541-671-6017  
Email Stacey\_79@yahoo.com Bus. Phone 541-492-4550  
Length of Residency in Sutherlin 5 years Registered Voter? yes  
Candidate for position on City Council

Relevant background and experience Winston City Council economic development, urban renewal, Chamber. Roseburg City Council ad hoc homeless immediate needs Committee sub-committee volunteer

What are your major interests or concerns in the City's programs? Economic Development, emergency development and preparedness, Public Safety, city events, and developing infrastructure and policy to expand our housing stock.

Why would you like to be appointed to this position?

I have worked with the city of Roseburg and Winston in many aspects from policy surrounding housing, homelessness, emergency preparedness, networking, and am very excited to do it for the place I call home. This is something I would be proud to do to serve this City along with being a volunteer  
**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479 Fireman. Thank you  
\*\*\*\*\*

**For Office Use Only:**

Date received: July 12, 2021

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_

L. Wayne Ellsworth



Sutherlin, OR 97479

541-671-6017

It is my intention on becoming the next city council representative for the wonderful City of Sutherlin. I was told I needed to write a resume, so here is an attempt at that. Below you will see my work history for the last five years. The position was never supposed to be exciting. It's what I have done with it that has created some of the best, and rewarding, times I have ever had while working for an organization. I have been wanting to run for this position of city council since I moved here in May of 2016, but I figured I had to pay my dues first. I appreciate your time in reading this, and I know I will be a good fit, and a good asset for the City of Sutherlin.

Present:

July 2016 to today: Outreach Coordinator Adapt Integrated Health/SouthRiver Community Health Center.

My main objective is to promote primary care to the at-risk or homeless individuals in Douglas County (like I said, not too exciting). I am on the board of the Winston Chamber of Commerce, participate in Winston Economic Development, Winston Urban Renewal, have aided the Winston city manager, the Winston city council, the Winston police force on issues surrounding poverty, I helped develop a syringe drop box that cleaned up all publicly disposed needles, and have worked on many beautification projects along with participating and coordinating many city events. I have helped coordinate public cleanups through the Winston Area partnership and have helped coordinate compassionate camp cleanups to mitigate noticeable homeless waste. In the city of Roseburg, I have presented to the city council on homelessness, I have partnered with Roseburg PD to do compassionate camp cleanups along with well check visits. I also am the chair for HTAG, which is the homeless transitions action group, that has taken on the immediate needs associated with homelessness for the entire county. I have partnered with the city manager, city planner, city councilors, parks department, and others to develop new policies to address ordinances to create change for specific housing, especially around accessory dwelling units, and emergency or extreme weather shelters. I currently work in Roseburg, Winston, Myrtle creek, Canyonville, Days Creek, Camas valley, and Glendale to assist in many arenas, wearing many hats, to fill needs or to address gaps or policy changes surrounding poverty. I have been on leadership boards who have developed the Sobering Center, cooling centers, and warming shelters. I am also a certified FEMA emergency preparedness coordinator that has written many of the emergency preparedness protocols for Adapt Primary Care. I have helped develop recidivism programs and volunteer in the jail every week, helped create a mobile engagement center in Roseburg and Myrtle Creek for people experiencing severe poverty, and volunteer at the Roseburg Dream center and food pantries in Winston, Myrtle creek, Days Creek, Camas valley, Riddle, and Glendale. I also have established the first mobile hygiene unit with the United Way and the Ford Family Foundation that has been successful at offering hundreds of showers, access to toilets, hand washing stations, and access to local resources. At the county I am on the board of the LPSCC housing sub-committee and Behavioral health sub-committee and participate in the steering committee to establish a new low barrier shelter

and homeless engagement center. At the State level, I am on the board of the Oregon Coalition on Housing and homelessness.

2016- Present

I am a proud volunteer on your Sutherlin Fire department. My wife and I serve as engineers and are certified national registry EMT's. We also are certified in wildland fire. We have been firefighters for close to 12 years and will continue to serve. I have been the vice president of the Sutherlin Volunteer association for four years.

There is way too much information here, and there is a bunch I have left out. The point is I want to help. I have helped in many capacities, with many Douglas County cities, but I now want to focus on the place I call home. Sutherlin is wonderful; I intend on building avenues that help it grow while keeping the integrity of its goals. I would like to take the many things I have learned while watching or participating in other city governments and apply them here. Being a Yooper (a person from da upper peninsula of Michigan U Betcha) we like to get things done. I have been able to accomplish many things because of my strong work ethic, integrity, and dedication. I aim to be helpful and kind.

Thank you for your time,

L. Wayne Ellsworth



## City of Sutherlin

### Application for Citizen Committee/Commission/Board Appointment

Name Shawn Smalley Date 7/16/2021

Address [REDACTED] Phone 541-680-1818

Email stroker2fast@gmail.com Bus. Phone 541-459-8939

Length of Residency in Sutherlin 45 Registered Voter? Yes

Candidate for position on City Council

Relevant background and experience Local business owner. Born and raised in Sutherlin.

Went through Sutherlin Schools, all of my boys have gone through Sutherlin Schools.

Raised in a family business in Sutherlin. Went to College at UCC. Involved in Sutherlin PD while in high school

What are your major interests or concerns in the City's programs?

Improving downtown and bringing business to Sutherlin.

Why would you like to be appointed to this position?

Help make decisions that better our town. Keep Sutherlin heading in the right direction.

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

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**For Office Use Only:**

Date received: July 17, 2021

Date considered:

Action by Council

Term Expires:

Nov 2019 revised

## SHAWN SMALLEY – Resume and Narrative

### SKILLS

I work well with people - Problem solving skills - Business management skills - Team player -

### HOBBIES

Hunting - Fishing - Truck Enthusiast - Outdoorsman - Camping - Boating - Family BBQ's

I feel I would be a good fit for the position on the city council. I was born and raised here in Sutherlin. I have seen our city grow and overcome many different issues. I remember when our town had no police or fire service and take pride in how far we have come as a city. I feel I can help keep us moving in the right direction and I would have a lot to offer as a council member.

Thank you for the opportunity

### ***MDS, INC***

*Shawn Smalley*

*P.O. Box 795*

*Sutherlin, OR 97479*

*P 541-459-8939 F 541-459-8934*

On Sun, Aug 8, 2021 at 1:30 PM Shawn Smalley <[stroker2fast@gmail.com](mailto:stroker2fast@gmail.com)> wrote:

Shawn Smalley

367 Sunset St.

Sutherlin, OR      Cell. 541-681-1818      Email. [stroker2fast@gmail.com](mailto:stroker2fast@gmail.com)

I am a Sutherlin High School graduate and UCC graduate who is looking for a position on the city council which will enable me to help our city prosper and grow.

### EXPERIENCE

Mobile Diesel Service, INC - Owner. 1999 - Present.

Responsibilities Include.    General day to day managing of the business.

Employee relations and management.

Developing and implementing company policies.

Community relations.

With a meager beginning in 1999 my wife and I started the truck repair shop with a basis on customer service and hard work. Today the company is a true family business employing all three of my sons, my brother and my wife. Each family member has a vital roll and we continue to grow as a family business. MDS currently has 12 full time employees and plans for expansion

Smalley and Sons Construction, INC - Owner. 2014 - Present.

Responsibilities Include.    General business development.

Bidding projects.

Equipment operation.

Started in 2014 Smalley and Sons is a general contractor in Douglas County. Partnering with my oldest son, Thomas Smalley, we have grown from a small tractor company offering mowing services into a licensed contractor building

roads, preparing house pads, brush clearing and many more services. Smalley and Sons currently has 4 full time employees with plans of expansion.

#### EDUCATION

1995 - Sutherlin High School Grad.

1998 - UCC - Business Management and Tech

1999 - 2002 - Diesel Tech and Basics - Misc Schools while working at Smalley Trucking.

#### SKILLS

I work well with people - Problem solving skills -



## City of Sutherlin

### Application for Citizen Committee/Commission/Board Appointment

Name Andrew Q. Snow Date 07/20/2021

Address [REDACTED] Phone 801-860-4052

Email dsnowman00@gmail.com Bus. Phone 541-673-9070

Length of Residency in Sutherlin 1 yr Registered Voter? Yes

Candidate for position on City Council

Relevant background and experience 12 years in finance; Expert In Community Development;

Major Volunteering In Oregon - YMCA, Boys & Girls Club, Liberty House, F.B.B, United Way, S.L.F, Habitat for Humanity.

I excell as a Mentor; People Leader; Creator; Coach; Public Speaker; Consultant; Marketer; Innovator.

What are your major interests or concerns in the City's programs? Using my talent to help

the city increase engagement from the community, business development, and job growth.

Also hyper - focusing education and eliminating obstacles which could be getting in the way of our

future generations learning experience and personal growth & development.

Why would you like to be appointed to this position?

My wife and I have planted roots in Sutherlin. I want to use my expertise to elevate the city as a whole.

I would like to help the community in a bigger way, by lending my talent to the city for partnership

with larger projects to have a sustained positive impact on the incredible citizens of sutherlin.

**RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479**

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***For Office Use Only:***

Date received: July 20, 2021

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_

Nov 2019 revised

# Andrew Q. Snow

Sutherlin, OR 97479

(801) 860-4052

[dsnowman00@gmail.com](mailto:dsnowman00@gmail.com)

## Management, Sales, and Training Professional

### *Business Development/Market Development/Account Management/Sales Management*

#### Management Summary

##### **Business and Sales Development Expertise**

Extensive experience providing new business strategy and implementation services within several diverse industries. In-depth understanding of core business processes, including marketing, process planning and modeling, partner negotiations, provisioning, and strategic partner relations.

##### **Project Management and Business Acumen**

Successful record of leading teams in the development of high quality sales and customer service skills. Able to define, communicate, and fulfill any projects goals, and break complex issues into manageable parts. Demonstrated performance has resulted in a successful career and highly satisfied clients.

##### **Exemplary Accomplishments**

- Achieved BSA rank of Eagle Scout
- Founder of EG King Platinum Knights
- Star of Excellence recipient (1% producer)

##### **Community Involvement**

- Boys and Girls Club (T-3 Program)
- Chamber of Commerce, Young Pro's
- Liberty House (Committee Member)

#### Career Summary

**JP Morgan Chase Bank:** Vice President Branch Manager

07/2019 – present

**Key Bank:** V.P. Branch Manager & Client Acquisition Leader for Alaska.

05/17-07/2019

*Personal Banker*

05/16-05/17

I am currently responsible for the over-all growth of the branch in every area. Managing risk daily, educating clients on how to be more financially healthy, building lasting relationships with business owners, coi's and the rest of the community to ultimately drive revenue for the branch while having an impact. Focusing on employee engagement, and development, managing branch expenses, branch culture, and client experience. I Lead the state of Alaska as our client acquisition Sponsor, and because of my efforts the state saw a 40% year over year increase in over-all payment solutions production.

- Leading the state of Alaska in production, while teaching the rest of them how to do the same.
- Mitigating risk with a systematic understanding of all core bank processes and procedures.

**Bank of the Cascades:** Senior Relationship Manager III

02/15-05/16

**US Bank:** Personal Banker III

10/12-02/15

**West Coast Bank:** Personal Banker II

10/10-09/12

**Wells Fargo Bank:** Teller II

08/09-10/10

Exemplified leadership through motivating, and training teams in the development of high quality interpersonal and risk management skill-sets. Assisted branch and district in coaching new and current employees to be more effective in their given positions. Responsible for branch growth, small business, consumer lending, underwriting, investments, coi development, and client education. Recipient of awards for community involvement and consistency as a top 1% producer nation-wide. Built lasting business relationships and directed most of the public relations within the community to increase market share and visibility.

- Attending exclusive events with SEDCOR, Local Chamber, and other area networking groups.
- Hosting weekly team meetings with region to maintain a cohesive focus on goals and vision.

**Edgewood Home Furnishings**

05/06-07/09

*Operations & Sales Manager*

Built account base through cold calling, advertising, referrals, and creation of strong business relationships. Developed an operating service model based on knowledge of diverse industries and methodologies. Service model enabled rapid understanding of client business issues and solutions for distinct business needs.

- Developed sales and marketing strategies that highlighted competitive edge
- Streamlined operation processes, and sales training which increased net revenue by 25 percent

#### Education Summary

**Layton High School** Layton, UT  
*High School Diploma*

- Honor Roll, Artistic Legion Award
- Active member of DECA, FBLA, STEP
- HOSA Chairmen, State placer Public Speaking

**Weber State University** Ogden, UT  
*Some College Completed*

Members Of The Council,

I would love the opportunity to work with each of you on the betterment of the beautiful city in which we live. I have a wide range of talents that you will find useful which will be at your disposal. I love this community and the people living here. My wife and I have planted roots and I just met the 1 year qualifier this week. My wife was born and raised here and I really just want to help in any way I can to elevate the council with perspective and the city as a whole with good partnership. I am an expert in grass roots marketing thinking creatively to drive small business to the area which would be coupled with job growth. This will be my first major involvement in local government, I am no expert in politics, but I am ready and willing to do whatever it takes to move forward projects, and add value to whatever the council / city needs most. I have spent the last 15 years in leadership, mentoring, and coaching individuals and small businesses to success. I have a lot to offer and would greatly appreciate the councils consideration for my taking this seat. You will find my application along with my resume attached. Thank you for your time and consideration.

All the best,

-Drew



# City of Sutherlin

## Application for Citizen Committee/Commission/Board Appointment

Name Lisa L. Woods Date 07/23/2021

Address [REDACTED] Phone 541-430-9009

Email lisa@accurtecabbling.com Bus. Phone 541-440-4673

Length of Residency in Sutherlin 1 yr 6 Months Registered Voter? Yes

Candidate for position on City Concil

Relevant background and experience I'm the Current director for the UCC Small Business

Development Center. I help small business develop a plan for suces and help them through

the process. I have 20+ years of business ownership / experience. In addition, I have experience in teaching business.

What are your major interests or concerns in the City's programs? I want to help make a

difference in the community that I live in, I want to help our community to become a destination

Place, I want others to be able to see the beauty in our small town, I want to help

to bring economic development into Sutherlin, I want to see down to beautiful and thriving.

Why would you like to be appointed to this position?

I want to be apart of making sure the voices of ALL Sutherlin citizens be heard.

I want to help instuite change in a positive manner.

I want to be involved in the city that I call home, where I live, work and enjoy life.

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479  
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**For Office Use Only:**

Date received: July 23, 2021

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_

# Lisa L. Woods, M.B.A.

“ 541-430-9009 ” lisa@accuratecabling.com “Sutherlin, Oregon

## Lisa Woods MBA

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### HIGHLIGHTED QUALIFICATIONS

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- Experienced Operations Manager with proven contract negotiation ability.
- Detail-oriented, innovative, and resourceful operations manager who delivers a wide range of techniques to develop a successful solution.
- Organized, forward thinking leader with the ability to manage, lead and provide an environment for teamwork and effective communication, when planning and scheduling and fulfilling job duties, all while anticipating the needs of the operation.

### CORE COMPETENCIES/KEY STRENGTHS

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•Operations Management • Project Development  
• Project Management • Process Re-engineering  
•Relationship Management • Quality Control • Program Management  
• Customer Service • Integrity •Adaptable • Business acumen

### EDUCATION

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**MBA in Business Administration with an Emphasis in Entrepreneurship (Summa Cum Laude)**  
INDEPENDENCE UNIVERSITY | Salt Lake City, UT | 2018

**Bachelor of Business Science Business Management**  
UNIVERSITY OF PHOENIX | San Marcos, CA |2012

### PROFESSIONAL EXPERIENCE

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#### Director Small Business Development Center

Umpqua Community College Roseburg, Or  
Full Time 40 Hours/Week

January 2020- Current

- Provide overall management of the SBDC at Umpqua Community College in accordance with the established federal, state, and local guidelines.
- Provide business advising and training to small businesses and entrepreneurs in several surrounding counties.
- Supervise business advisors, an administrative assistant and student workers on a day to day basis.
- Conduct client advising sessions, performing financial, operational, and administrative analyses, prepare recommendations that result in positive economic impact.
- Provide guidance on expansion such as foreign markets and technology commercialization when needed.
- Develop and facilitate training workshops for area entrepreneurs and businesses
- Meet and/or exceed annual assigned performance metrics both individually and collectively with the business advisors to meet SBDC goals as set forth in the annual sub-recipient agreement.
- Provide budget development and management, technical and performance reporting as required by Umpqua Community College, internal audits.
- Manage client records via specified client tracking system.
- Initiate, build and maintain relationships with key stakeholders to include the SBA and its resource partners, Chambers of Commerce, economic development organizations and lenders.
- Coordinate, as appropriate, with faculty to engage students on targeted SBDC client projects.
- Keep records and submit timely reports as required by the College and the network office.
- Maintain a relevant, efficient resource and information center, collect and accurately report client data.
- Contribute to the overall success of the Umpqua Community College SBDC.

CALIFORNIA COLLEGE SAN DIEGO San Diego, CA

2016-2020

Full Time 40 Hours/Week

- Conducted job development sales activities such as employer calls and office visits.
- Meets and exceeds KPI's, daily, weekly, and modular activity goals to achieve modular employment start goals
- Maintained a 70% employment rate for all programs.
- Maintained relationship with students and graduates to ensure appropriate interaction with employers.
- Attended business functions, trade shows and professional organizations' meetings for the purposes of networking
- Maintained relationships with potential employers for graduate employment.
- Met with instructors to discuss employer needs and available openings.
- Planned and organized Advisory Board meeting, to maintain in compliance with accreditation standards.
- Provided support to help students prepare resumes, employment search strategies, and interview techniques.
- Managed final assessment of employability through grading course work.
- Maintains timely and accurate documentation and records to ensure compliance.

#### **Externship Coordinator**

CALIFORNIA COLLEGE SAN DIEGO San Diego, CA

2016-2020

40 Hours/ Week (Worked this position in conjunction with the Career Services Advisor Position)

- Contacted potential sites for the development of new student externship commitments.
- Coordinated and supervised the externship process and provided midterm review to increase extern to hire opportunity.
- Completed required documentation for tracking externship hours and student performance.
- Assessed site contracts to ensure that both student and site are abiding by the contract.
- Update and maintain affiliation contract agreement.
- Arrange and conduct externship orientation prior to Externship under.
- Serve as liaison between student, college faculty, and the organization providing the externship.
- Monitored, tracked and provided feedback to the extern regarding timesheets and evaluation forms.
- Ensured that proper administrative forms were filled out by the appropriate departments.

#### **Adjunct Business Instructor**

CALIFORNIA COLLEGE SAN DIEGO San Diego, CA

2014-2018

Part Time 25-30 Hours/Week

- Conducted assigned courses that resulted in a high level of student satisfaction and course completion.
- Provided leadership for and coordination of the operational function of the academic mission of the college including the development revision and maintenance of course curriculum.
- Assessed the effectiveness of the instructional delivery as it related to student retention.
- Maintained departmental compliance with the State, the accrediting body and the Federal regulatory agencies.
- Provided academic instruction for classes in Business Management to include the Courses listed below:

- |                                     |                               |                           |
|-------------------------------------|-------------------------------|---------------------------|
| ▪ Business Etiquette                | ▪ Business Communication      | ▪ Business Law            |
| ▪ International Business Principles | ▪ Operations Management       | ▪ Business Practices      |
| ▪ Organizational Design and Change  | ▪ Retail Marketing Principles | ▪ Marketing               |
| ▪ Intro to Human Resources          | ▪ Financial Management        | ▪ Finance                 |
| ▪ Principles of Finance             | ▪ Professional Development    | ▪ Management Principles   |
| ▪ Electronic Business Communication | ▪ Internet Commerce           | ▪ Professional Branding   |
| ▪ Personal Financial Management     | ▪ Interview Preparation       | ▪ Advertising Principles  |
| ▪ Selling and Sales Management      | ▪ Entrepreneurship            | ▪ Computerized Accounting |

#### **Co-Owner/Operator**

ACCURATE CABLING SYSTEMS Vista, CA

2007-2020

Part Time 20-30 Hours/Week

- Development of business plan
- Performed all operational support functions including establishing all business licenses, opening financial accounts, obtaining insurance, and negotiating lease contracts.
- Managed gross profit funds of 120K
- Efficiently and cost effectively resolve issues to maintain a loyal client base as well as obtain referrals for new business.
- Responsible for accounting duties including expense allocations, banking, creating operating budgets and forecasts, and contract negotiations with service providers and vendors.
- Prepared annual marketing objectives, developed, and implemented marketing plans to specifically target potential clients including the creation of flyers, advertisements and promotions.

- Maintained files and administrative records to include the financial records of the business
- Maintained errors and omissions coverage, workman's comp, bonds, and professional liability insurance.
- Researched and understood thoroughly new policies, quotes, renewals, policy changes, and audits concerning business.
- Maintains all bookkeeping, marketing, and delivering of services and products through social media, email, telephone, Skype, and in person.
- Implemented marketing ideas such as, business cards, brochures, word of mouth, social media, renting booth space at festivals that are related to the nature of my business.
- Conducted recruitment for available employment positions.

#### **Owner/Operator**

KARATE FITNESS NOW Vista, CA

2003-2016

Full Time 50 Hours/Week

- Managed the operations of a martial arts school serving residents in North County San Diego including sales, marketing, customer service, operations, and business administration.
- Managed gross profit funds of 120K
- Developed and implemented an after school program servicing 35 children.
- Established and maintained student contracts for over 85 active members.
- Hired, supervised, scheduled, trained, evaluated, and motivated instructors and support staff of 15.
- Developed curriculum and instructed age and level appropriate classes for students.
- Networked with local schools, youth programs and local business
- Nonprofit fundraising and events.
- Instructed children and adults in martial arts, self-defense, and fitness classes
- Grew and developed local B2B relationships to enhance membership benefits

#### **Casualty Adjuster and Claims Examiner**

MERCURY INSURANCE Casualty San Diego, CA

1996-2008

Full Time 40 Hours/Week

- Investigated, evaluated, negotiated and settled basic bodily injury, automobile physical damage and property damage liability claims in a timely and efficient manner as to prevent unnecessary expense to the company and policyholders.
- Utilized excellent public relations abilities and written and verbal communication skills to effectively and professionally negotiate with claimants, insured, attorneys and management.
- Managed, investigated, and resolved claims. Investigated and evaluated coverage, liability, damages, and settled claims within prescribed authority levels.
- Identified potential suspicious claims and refers to SIU and identified opportunities for third party subrogation.
- Communicated with policyholders, witnesses, and claimants in order to gather information regarding claims, referred tasks to auxiliary resources as necessary, and advised as to proper course of action.
- Responded to various written and telephone inquiries including status reports.
- Accountable for security of financial processing of claims, as well as security information contained in claims files.
- Negotiated and settled with attorneys, claimants, and/or co-defendants.
- Arranged for expert inspections involving third party or potential fraud actions as needed.
- Updated files and provided comprehensive reports as required
- Possessed basic knowledge of legal liability, general insurance policy coverage and State Tort Law.
- Determines liability (who's at fault for the damages)

### **VOLUNTEER EXPERIENCE**

---

#### **Planning Commission**

CITY OF SUTHERLIN Sutherlin, Oregon

January

2021- Present

- Actively participate in the city's planning program monthly meetings
- Review of land use matters
- Provide recommendations on new or amended provision of the comprehensive plan or Development Code

#### **Institutional Effectiveness Committee**

UMPQUA COMMUNITY COLLEGE Roseburg, Oregon

October

2020- Present

- Provide proposed actions for Continuous Improvement
- Strategic, Tactical and Operational Planning
- Proposed Budgets and Financial Analysis

- Measure Outcomes of Strategic, Tactical and Operational Planning
- Provides implementation of processes according to the Institutional Effectiveness Plan to meet accreditation

**Accounts Receivable Counting Committee Head /Director of Church Activities**

KINGDOM BUILDERS BIBLE FELLOWSHIP Vista, CA

July 2013- 2020

Volunteer

- Prepared a collection report, including a list of all checks received
- Verified that the amount written on the offering envelopes matches the contents of the envelopes and all checks are restrictively endorsed
- Signs and dates collection report verifying everything recorded is correct
- Maintains filing system and storage system for all financial records and banking records
- Sorts and separate all offerings according to category (offertory, building fund, Share Life, etc.).
- Makes every effort to ensure accuracy in the counting and recording donation amount on envelope.
- Sums up all sheets for a total mass collection.
- Identify and recruit potential volunteer workers.
- Implemented program plans by ordering needed materials, scheduling speakers, reserving space, or handling other administrative details.
- Planned and organized special events such as conferences, camps, seminars, retreats, and special events.
- Planned fundraising activities for the church

---

**SELECT PROFESSIONAL AWARDS**

Employment Bench Award – April 2018, April 2017, April 2016

Investigative Award “Super Sleuth” – October 2017

Martial Arts Hall of Fame Nominee – May 2016

90% Student Completion Rate Award – 2015

Black Belt Ranking – May 2012

Hello Mayor Vincent and Council Members,

My name is Lisa Woods. I live, work, play, and enjoy life in Sutherlin, the town that I call home. I have spent a large part of my life in the Umpqua Valley. Currently, I am the director for UCC Small Business Development Center.

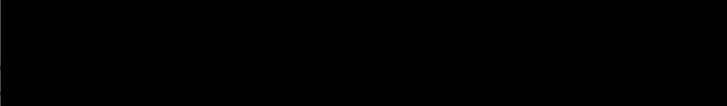
I've been married to the love of my life for 28 years; we have 3 wonderful children. My husband is owner operator of Accurate Cabling Systems. Our oldest daughter resides in Encinitas California. Our Oldest son, a 2021 Sutherlin High School graduate is serving in the United States Army at Fort Benning Georgia. Our youngest son is entering his senior year and is proud to be a Bull dog, he plans to play football, and basketball. We also have one fur baby named Django who walks with me on the 3-mile loop daily. Django and I have spent many hours at the dog park playing with his doggie friends.

The moment I moved here. I knew, I wanted to be involved in the community in a way that I could make a difference and help institute positive change. I have witnessed a community that pulls together when things are tough and celebrates when things are good. I'm passionate about business and want to see that Sutherlin has a thriving business community. I currently serve on city of Sutherlin Planning Commission.

Many of my attributes are those you would expect a city council member would have including; ethics, honesty, commitment, motivation, and business experience. If chosen to be a part of Sutherlin City Council I will work hard to help provide a fresh perspective to elevate the voice of those who reside in our town. I will I work with humility to find compromise and mutually beneficial solutions, to find the best outcome for the community.

I believe I am strong candidate for this position because of my passion for business and community. I will bring a renewed perspective with a wide range of personal and professional experiences that will contribute greatly to the growth of our city.

Sincerely,

  
Lisa L. Woods



# **PUBLIC COMMENT**





# Consent Agenda



**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Civic Auditorium**  
**Monday, July 12, 2021 – 7:00 p.m.**

**COUNCIL MEMBERS:**

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

**MAYOR APPOINTEE:** Seth Vincent

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director, Tami Trowbridge

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Supervisor, Kristi Gilbert

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

Media & Communications Coordinator, Nancy Rodriquez

City Attorney, Chad Jacobs (via Zoom)

**Audience:** Amber Vincent with children – Andrew, Ryan, Elizabeth, and Jacob; Steve & Diana Vincent, Dean & Margrette Vincent, John Beaudoin, Todd & Tracie McKnight, Matt & Kim Haeber, Lisa Woods, Gary Dagel, Len Bodeen, Robert Woldt, Andrew Snow

Meeting called to order by Council President, Michelle Sumner at 7:00 p.m.

**Flag Salute:**

**Roll Call:** All present

**Media:** None

**SWEARING-IN OF NEW MAYOR**

City Recorder, Diane Harris administered the Oath of Office to new Mayor, Seth Vincent – term ending 12/31/2022. Wife Amber was presented with flowers.

**PUBLIC COMMENT** (agenda items only)

- None

**PRESENTATIONS**

City Manager, Jerry Gillham presented outgoing Mayor, Todd McKnight with a plaque and thanked him for his service. Mayor Vincent read the plaque, “Todd McKnight, In Recognition of your Outstanding Service to the City of Sutherlin, You Truly Were ‘One of the Best’ 2015-2021.” McKnight expressed appreciation, especially thanked his wife. “We were a team and I couldn’t have done this without her.” Wife Tracie was presented with flowers. Gillham – “I’ve never had a Mayor that I’ve worked so well with and became friends with. Thank you for everything you did. You united Council and Staff as a team, we love you and appreciate everything you’ve done on behalf of the City.”

**CONSENT AGENDAS**

- a. **June 14, 2021 minutes – Regular Meeting**
- b. **Music Off Central – Liquor Liability Waiver**

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

Discussion: None

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

Opposed: None  
Motion carried unanimously.

## **COUNCIL BUSINESS**

### **• Fire Brush Engine Purchase Approval**

Staff Report – Fire Chief, Mike Lane, asked Council to approve the purchase of a 2022 Ford F-450 4x4 Crew Cab and Chassis from Gresham Ford; an aluminum flatbed mount with diamond plate boxes and tank/pump mount from Cascade Fire Equipment; and emergency lighting and radio from Wire Works, LLC. Total cost for this unit is \$87,037.64.

**MOTION** made by Councilor Hamilton to approve Fire Brush Engine purchase in the amount of \$87,037.64 as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **• Cardiac Monitor Purchase Approval**

Staff Report – Lane, asked Council to approve the purchase of a new Zoll Cardiac Monitor. He explained that the department is currently operating with some monitors that are over 20 years old and the lifespan is only 7-10 years. Cardiac Monitors are used on the majority of EMS calls. This purchase will allow each station to have a reliable monitor. Total cost for the device is \$34,247.50.

**MOTION** made by Councilor Sumner to approve Cardiac Monitor purchase in the amount of \$34,247.50 as presented; second by Councilor Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **• Declaring a Vacancy & Establishing a Process**

Staff Report – Harris, stated the City's Charter requires Council to declare a vacancy for the position previously held by Councilor Seth Vincent. He will be filling out the remainder of the outgoing Mayor's term ending December 31, 2022. Staff also requested Council's direction to establish a process for filling the vacancy.

**MOTION** made by Councilor Hamilton to approve Council Vacancy as presented; second by Councilor Whitaker.

Discussion:

- Councilor Boggs suggested advertising the vacancy for two to three weeks and hopefully fill it at the next Council meeting.
- Councilor Sumner – What has the process been in the past? *Gillham suggested that the candidate fills out an application, provides a resume, and a narrative explaining their reason for applying and experiences that will enhance the functions of City Council. Council will then receive those application packets prior to the following Council meeting to review. Each candidate is invited to attend the Council meeting and time is provided for them to speak on their behalf.*

After further discussion, Council consensus was to advertise the vacancy for two weeks.

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

Opposed: None

Motion carried unanimously.

### **• Resolution 2021.10 – Surplus of City Property**

Staff Report – Police Chief, Troy Mills, discussed surplus of three city owned vehicles that have reached the end of their useful life and no longer capable of providing services for the Sutherlin community.

**MOTION** made by Councilor Whitaker to approve Resolution 2021.10 – Surplus of City Property as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Procurement Authorization – Police Patrol Vehicle Purchase**

Staff Report – Mills requested the purchase of a 2021 Dodge Durango Pursuit Utility AWD vehicle for the Police Department. The vehicle and outfitting purchase is done through LEHR at a total cost of \$52,778.63

**MOTION** made by Councilor Boggs to approve Procurement of a Police Patrol Vehicle in the amount of \$52,778.63 as presented; second by Councilor Whitaker.

Discussion:

- Mayor Vincent – What’s the timeframe on receiving the vehicle? *Mills – Three to four months for the build.*
- Councilor Groussman – Does this cost include radio equipment? *Yes.*

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

Opposed: None

Motion carried unanimously.

### **STRATEGIC PLAN UPDATE**

- **Personnel Policy Review by CIS**

Staff Report – Harris, let staff report stand as is.

- **Central Plaza Park**

Staff Report – Gilbert, let staff report stand as is.

- **Traffic Impact Study**

Staff Report – Gilbert, let staff report stand as is.

- **Street Light Upgrade**

Staff Report – Gilbert, let staff report stand as is.

- **AED Purchase Update**

Staff Report – Lane, ordered the AED’s.

### **CITY MANAGER REPORT**

- Urban Renewal is moving forward with the line-of-credit that Council approved.
- Staff and the Urban Renewal Task Force have developed an application and process.
- Working with Oak Hills Golf Course and Urban Renewal for future building improvements.
- Concluding the purchase and sale agreement for the wetlands credits at the Industrial Park.
- The Splash Pad is a great asset and very busy.
- Staff will continue to provide a mid-month update.
  - Councilor Sumner asked if the splash pad comes on at certain hours. *Swan – Yes, 11 a.m. to 8 p.m.*

### **COUNCIL COMMENTS**

#### **Councilor Whitaker**

- Old funeral home across from Central Park needs landscape maintenance. *Gillham – The City will continue to cite business and personal property owners for fire hazard maintenance per our Municipal Code.*

#### **Councilor Hamilton**

- There’s graffiti under the overpass at exit 136 and by Burger King. *Swan – We’ll look into it.*
- Is the pothole at the Dog Park fixed? *Swan – I believe so but we’ll double check.*

- The dog park needs signage. *Councilor Whitaker – There are signs on both sides of the street, more specifically – right across the street from the entrance. Swan – There are some on Central Ave.*

**Councilor Groussman**

- There's a pothole with a cone over it at the Shell Station on Central Ave. *Swan – It's a manhole cover that faltered and it's getting fixed during the Central Ave. repair project.*

**Councilor Sumner**

- Nothing

**Councilor Boggs**

- Nothing

**Mayor Vincent**

- Thanked everyone for the opportunity to serve
- Great to see the 4<sup>th</sup> of July flags out.
- Nice to see everyone out enjoying the wonderful land we live in.

**PUBLIC COMMENT**

- Len Bodine – Introduced himself and how much he loves driving down Central Ave. and seeing the flower baskets, kids playing in the park, the holiday lights and parade, the Friday night Music Off Central, etc. He suggested extending the sidewalk on S. State Street (by SKP Park), there's a tight corner at the end with lots of foot traffic. Is the bike path and restroom area open behind Central Park, by the festival grounds? *Swan – Yes. We had to close it for a while due to vandalism but its open now.* Ford's Pond is coming along great.

**ADJOURNMENT**

With no further business, meeting adjourned at 7:34 p.m.

Approved:

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

Respectfully submitted by,

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

\_\_\_\_\_  
Seth Vincent, Mayor



# **COUNCIL BUSINESS Cont.**





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: Water Service Outside of the Urban Growth Boundary - Further Discussion</b>                                                                       |                                                    |                                      |                                         | Meeting Date:                                              | 08-16-2021                         |
| <b>Purpose:</b>                                                                                                                                          | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input checked="" type="checkbox"/>          | Update<br><input type="checkbox"/> |
| <b>Submitted By:</b> Kristi Gilbert, Community Development Specialist & Brian Elliott, Community Development Director, Aaron Swan, Public Works Director |                                                    |                                      |                                         | City Manager Review<br><input checked="" type="checkbox"/> |                                    |
| <b>Attachments:</b>                                                                                                                                      |                                                    |                                      |                                         |                                                            |                                    |

### WHAT IS BEING ASKED OF COUNCIL?

With the additional information that staff has received; staff would like to further discuss moving forward with water outside the UGB because of the additional expenses to updating our Water Management Conservation Plan (WMCP).

### EXPLANATION

With the direction of Council on June 14, 2021, staff reached out to The Dyer Partnership Engineering and Planning Inc., who was the consultant on the water masterplan and GSI Water Solutions (consultants for the WMCP), for a cost estimate to update the documents to include areas outside of our jurisdiction. Per the Oregon Health Authority, we do not need to amend or update the Water Masterplan, but we do need to update the WMCP. The cost to update the WMCP is will be approximately \$28,000. Upon completion of the WMCP, staff would then proceed with amendments to the Urban Growth Management Agreement (UGMA), Comprehensive Plan and Municipal Code. It is anticipated that staff would spend, at minimum, 100 hours on the amendments.

### OPTIONS

Staff seeks Council's direction to move forward with water outside the UGB.

### SUGGESTED MOTION(S)

N/A



## City of Sutherlin

| STAFF REPORT                                                    |                                                    |                                      |                                         |                                        |                                     |
|-----------------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| <b>Re: Planning Commission and Budget Committee Application</b> |                                                    |                                      |                                         | Meeting Date:                          | 8/16/2021                           |
| <b>Purpose:</b>                                                 | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| <b>Submitted By: Diane Harris, City Recorder/HR Manager</b>     |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| <b>Attachments:</b> Applications from Tom Maloney & Alan Woods  |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider 2 applications for 1 vacancy on the Planning Commission with the term ending December 31, 2024. Another vacancy will tentatively be open in September due to a Planning Commissioner moving out of the area in early September; however, at this time it is not officially vacant.

Council is also being asked to fill 1 of 2 vacancies on the Budget Committee, one has a term ending this year on December 31<sup>st</sup>, the other is December 31, 2022.

### EXPLANATION

Staff received an application on July 30<sup>th</sup> from Tom Maloney, who expressed interest on serving on both the Planning Commission and Budget Committee. However, if he had to choose one over the other, he would prefer to serve on the Planning Commission.

Staff received an application on August 10<sup>th</sup> from Alan Woods to fill the vacant seat on the Planning Commission. Alan's wife Lisa currently serves on the Planning Commission and has applied for the vacancy on City Council.

### OPTIONS

To appoint Tom Maloney to both the Planning Commission and Budget Committee, and appoint Alan Woods to the upcoming vacant position in September, or;

Appoint Alan Woods to the Planning Commission and Tom Maloney the Budget Committee.

### SUGGESTED MOTION(S)

Motion to appoint \_\_\_\_\_ to the Planning Commission, term ending December 31, 2024 and to appoint \_\_\_\_\_ to the Budget Committee, term ending December 31, 2021 or term ending December 31, 2022.



## City of Sutherlin

### Application for Citizen Committee/Commission/Board Appointment

Name Tom Maloney Date 7/29/21  
Address [REDACTED] Phone (541) 802-9628  
Email tommaloney78@gmail.com Bus. Phone \_\_\_\_\_  
Length of Residency in Sutherlin 11 mos Registered Voter? Yes  
Candidate for position on Planning Commission / Budget Committee  
Relevant background and experience I am currently the District Manager for Oregon Dept of Human Service in Douglas County  
What are your major interests or concerns in the City's programs? I am extremely interested in being involved in the community and collaboratively w/ others to resolve concerns and bring change  
Why would you like to be appointed to this position?  
I would love to be appointed so I can help affect change in our community

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479  
\*\*\*\*\*

**For Office Use Only:**

Date received: July 30, 2021

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_



# City of Sutherlin

## Application for Citizen Committee/Commission/Board Appointment

Name Alan Ferguson Woods Date 08/09/2021

Address [REDACTED] Phone 5414303664

Email Alan@accuratecabling.com Bus. Phone 5414303664

Length of Residency in Sutherlin 16 months Registered Voter? Yes

Candidate for position on Planning Commission

Relevant background and experience Telecommunications Speciality Contractor:

Owner/Operator for 15 years. Martial Arts School: Owner/Operator for 20 years

Education: Bachelors of Science Religion

What are your major interests or concerns in the City's programs? My interest is to bring

Relevant businesses to support the Sutherlin community that provide necessary services to all age groups,

In order to bolster and compliment the cities prestigious but aging business community.

Why would you like to be appointed to this position?

My passion is to serve. I see a city with enormous potential, filled with genuine and loving people who

Desire to live comfortably, simply, and with the freedoms to live out the American Dream. Furthermore,

I believe the passion and concern I have to see this city flourish, and be a beacon for others to emulate is an asset to the commission.

**RETURN THIS FORM TO:** City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

\*\*\*\*\*

**For Office Use Only:**

Date received: August 10, 2021

Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_

Term Expires: \_\_\_\_\_



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## City of Sutherlin

| STAFF REPORT                                                                                                   |                                                    |                                      |                                         |                                        |                                     |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| Re: Exit 135 Sign Update                                                                                       |                                                    |                                      |                                         | Meeting Date:                          | 08-16-2021                          |
| Purpose:                                                                                                       | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| Submitted By: Brian Elliott, Community Development Director & Kristi Gilbert, Community Development Supervisor |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| Attachments: Conceptual Drawing                                                                                |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

A 2021-2022 Council Priority is to update/refresh the entrance sign at Exit 135.

### EXPLANATION

Adam Sarnoski with Cooper Creek Creative, has designed a conceptual drawing for Council consideration. This sign update/refresh will match the recently refreshed city logo. It will consist of similar colors as the logo, raised lighted channel letters on a carved background on High-Density Urethane (HDU) boards, lighting to illuminate "Sutherlin" on the sign. There will also be carved HDU foam boards for the trees on each pillar. The "Land of Opportunity" will be powder coated to be reflective.

The estimated cost for the sign update is approximately \$12,000.

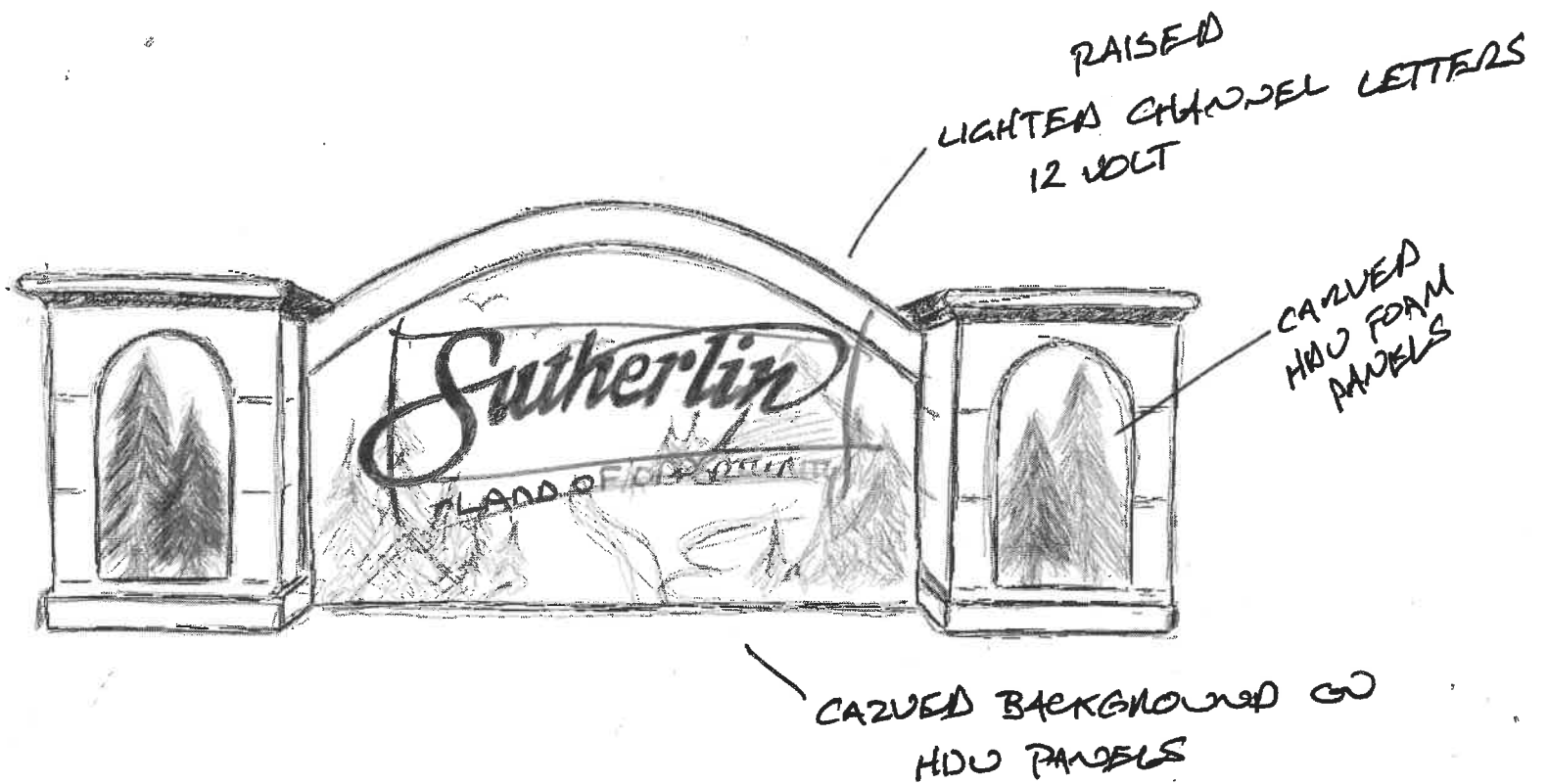
### OPTIONS

To approve the conceptual drawing and estimated budget amount.

To deny the conceptual drawing and estimated budget amount.

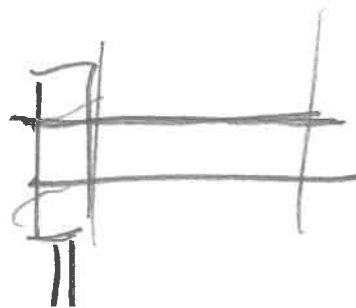
### SUGGESTED MOTION(S)

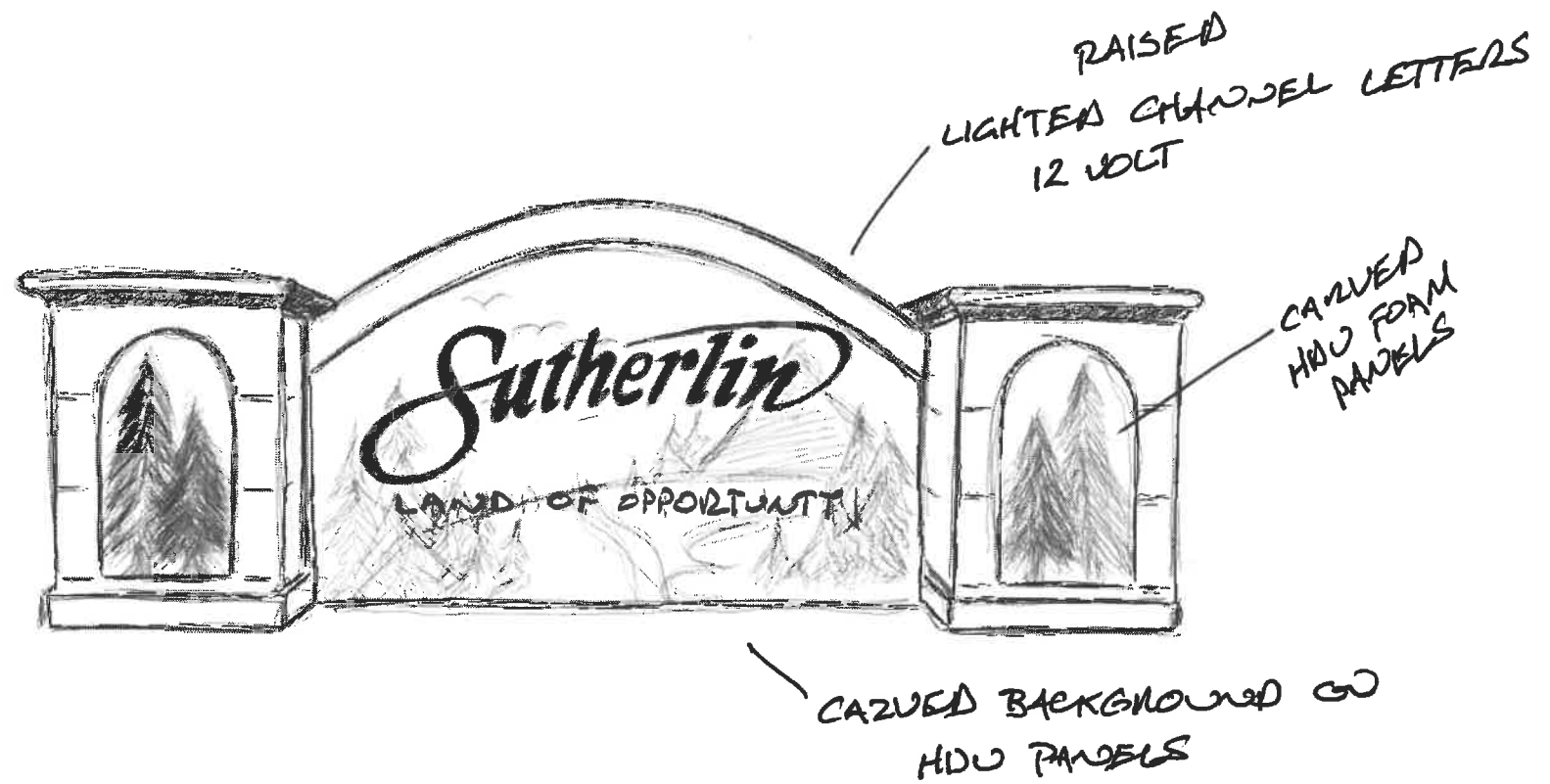
Motion to approve the conceptual drawing and estimated budget amount of \$12,000.



- PAINTED?
- CURVED LETTERS IN LOGO?

LAND OF OPPORTUNITY

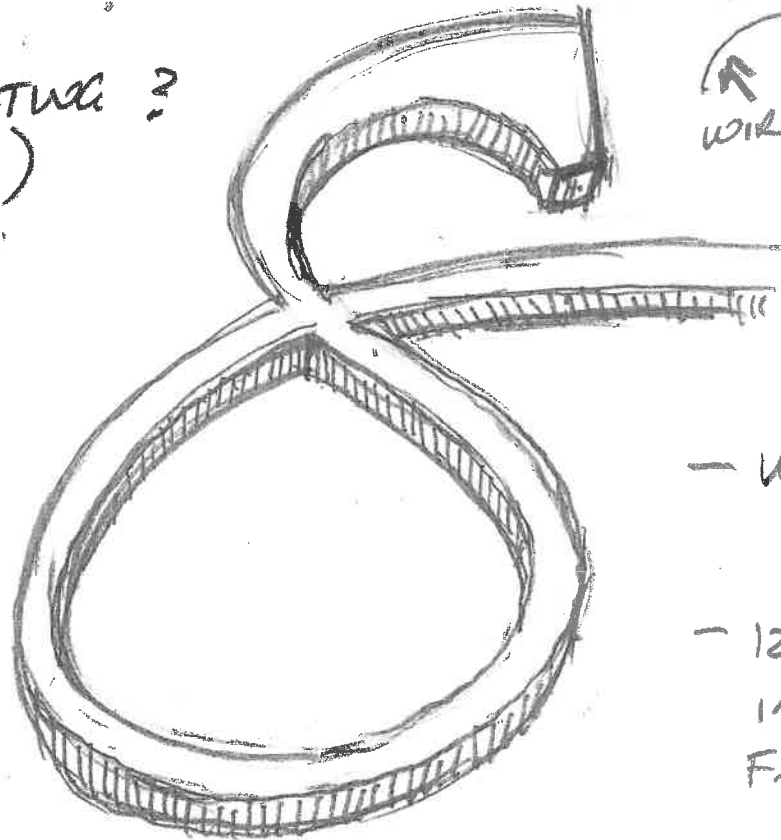




- PAINTED ?
- COMBINE LETTERS IN LOGO ?

- COMBINE LETTERS  
TO SIMPLIFY WIRING

- CORRENT LIGHTING ?  
(TOO BRIGHT ?)



↑  
WELDED  
3D LETTERING

STANDOFF  
TUBE

↑  
WIRING

CORRECT SIGN

SPACE

SPACE

LED  
PIXEL

LED  
PIXEL

LETTER FACE

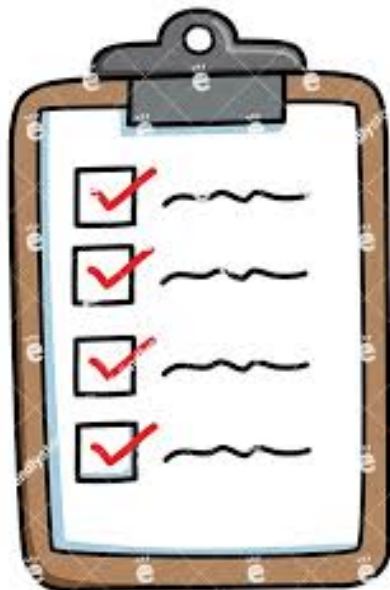
LETTER SIDES ...

- WELDED STEEL LETTERS  
ON STANDOFFS

- 12V WHITE LED PIXELS  
IN HOLLOW BEHIND LETTER  
FACE



# **STRATEGIC PLAN UPDATE**





126 E. Central Avenue  
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541-459-2856  
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## City of Sutherlin

| STAFF REPORT                                                                                                        |                                         |                                      |                                                    |                                        |                                               |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------|----------------------------------------------------|----------------------------------------|-----------------------------------------------|
| <b>Re: Strategic Plan</b> – Inventory/ Inspect All City Structural Facilities/<br>Develop Maintenance Funding Plan. |                                         |                                      |                                                    | Meeting Date:                          | 8/16/2021                                     |
| <b>Purpose:</b>                                                                                                     | Action Item<br><input type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input checked="" type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input checked="" type="checkbox"/> |
| <b>Submitted By:</b> Aaron Swan, Public Works Director                                                              |                                         |                                      |                                                    | City Manager<br>Review                 | <input checked="" type="checkbox"/>           |
| <b>Attachments:</b> None                                                                                            |                                         |                                      |                                                    |                                        |                                               |

### WHAT IS BEING ASKED OF COUNCIL?

N/A

### EXPLANATION

Staff has not been able to devote the time needed to bring this before council due to circumstances that have arose over the last several months. Staff estimates bringing the Facilities Maintenance Plan to Council in February 2022.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A



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## City of Sutherlin

| STAFF REPORT                                                                        |                                         |                                      |                                                    |                                        |                                               |
|-------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------|----------------------------------------------------|----------------------------------------|-----------------------------------------------|
| <b>Re: Strategic Plan – Full Time Employee Added to Public Utilities Department</b> |                                         |                                      |                                                    | Meeting Date:                          | 8/16/2021                                     |
| <b>Purpose:</b>                                                                     | Action Item<br><input type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input checked="" type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input checked="" type="checkbox"/> |
| <b>Submitted By:</b> Aaron Swan, Public Works Director                              |                                         |                                      |                                                    | City Manager Review                    | <input checked="" type="checkbox"/>           |
| <b>Attachments:</b> None                                                            |                                         |                                      |                                                    |                                        |                                               |

### WHAT IS BEING ASKED OF COUNCIL?

N/A

### EXPLANATION

The new Waste Water Treatment Plant required an additional full-time employee to keep in compliance with DEQ guidelines. We filled that position on July 1, 2021. He's a great fit and very capable, knowledgeable and is already fully integrated into our system and will begin his weekend schedule and on-call duties next week. Having another full-time employee frees up the staff to delve into some of the maintenance issues that were taking a back seat due to necessary prioritization.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A



# **REPORTS**





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## City of Sutherlin

| STAFF REPORT                                                                                                    |                                                    |                                      |                                         |                                        |                                     |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| Re: Tree City USA                                                                                               |                                                    |                                      |                                         | Meeting Date:                          | 08-16-2021                          |
| Purpose:                                                                                                        | Action Item<br><input checked="" type="checkbox"/> | Workshop<br><input type="checkbox"/> | Report Only<br><input type="checkbox"/> | Discussion<br><input type="checkbox"/> | Update<br><input type="checkbox"/>  |
| Submitted By: Brian Elliott, Community Development Director<br>Kristi Gilbert, Community Development Supervisor |                                                    |                                      |                                         | City Manager Review                    | <input checked="" type="checkbox"/> |
| Attachments: Tree City USA Standards                                                                            |                                                    |                                      |                                         |                                        |                                     |

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider City of Sutherlin becoming one of 3,500 communities, to become a Tree City USA, at the recommendation of the Parks Advisory Committee.

### EXPLANATION

Tree City USA is a program that has been greening up cities and towns across America since 1976. The program is an Arbor Day Foundation Program that is a great opportunity to celebrate the importance of an urban tree canopy and improve care of these vital city trees.

Trees serve a purpose in communities. Many people enjoy their shade, their beauty and wildlife that live within them. Trees are an integral part of the community's infrastructure; they are vital to the health of our community by providing clean air, clean water and psychological well-being. Our children and grandchildren will reap the benefits of the trees we plant and maintain today. Trees also have a positive impact on business in our community, by adding beauty, for more attractive businesses, bringing in more shoppers who with then bring more dollars to the community. Overall, trees provide a higher quality of life for communities.

To be declared a Tree City USA, a city must meet four core standards; by maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day. The Parks Advisory Committee will be meeting on Thursday, August 12, 2021, to discuss becoming a Tree City USA community. This will involve the commitment of the Parks Advisory Committee to be designated (appointed) as the tree board.

With the Parks Committee Meeting falling after the writing of this staff report and prior to the Council Meeting, staff will bring their verbal recommendation to the Council Meeting.

In the event the Parks Advisory Committee and City Council have favorable recommendations to proceed, staff will bring an ordinance for adoption to Council at the September, 2021 meeting.

### OPTIONS

Pending Parks Advisory Committee recommendation.

### SUGGESTED MOTION(S)

Pending Parks Advisory Committee Recommendation.

# Tree City USA Standards

To qualify as a Tree City USA community, you must meet four standards established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community\* would have a viable tree management program and that no community would be excluded because of size.

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## Four Standards for Tree City USA Recognition

### Standard 1

#### **A Tree Board or Department**

Someone must be legally responsible for the care of all trees on city- or town-owned property. By delegating tree care decisions to a professional forester, arborist, city department, citizen-led tree board or some combination, city leaders determine who will perform necessary tree work. The public will also know who is accountable for decisions that impact community trees. Often, both professional staff and an advisory tree board are established, which is a good goal for most communities.

The formation of a tree board often stems from a group of citizens. In some cases a mayor or city officials have started the process. Either way, the benefits are immense. Involving residents and business owners creates wide awareness of what trees do for the community and provides broad support for better tree care.

### Standard 2

#### **A Tree Care Ordinance**

A public tree care ordinance forms the foundation of a city's tree care program. It provides an opportunity to set good policy and back it with the force of law when necessary.

A key section of a qualifying ordinance is one that establishes the tree board or forestry department—or both—and gives one of them the responsibility for public tree care (as reflected in Standard 1). It should also assign the task of crafting and implementing a plan of work or for documenting annual tree care activities.

Qualifying ordinances will also provide clear guidance for planting, maintaining and/or removing trees from streets, parks and other public spaces as well as activities that are

required or prohibited. Beyond that, the ordinance should be flexible enough to fit the needs and circumstances of the particular community.

For tips and a checklist of important items to consider in writing or improving a tree ordinance, [see Tree City USA Bulletin #9](#).

### Standard 3

#### **A Community Forestry Program With an Annual Budget of at Least \$2 Per Capita**

City trees provide many benefits—clean air, clean water, shade and beauty to name a few—but they also require an investment to remain healthy and sustainable. By providing support at or above the \$2 per capita minimum, a community demonstrates its commitment to grow and tend these valuable public assets. Budgets and expenditures require planning and accountability, which are fundamental to the long-term health of the tree canopy and the Tree City USA program.

To meet this standard each year, the community must document at least \$2 per capita toward the planting, care and removal of city trees—and the planning efforts to make those things happen. At first this may seem like an impossible barrier to some communities. However, a little investigation usually reveals that more than this amount is already being spent on tree care. If not, this may signal serious neglect that will cost far more in the long run. In such a case, working toward Tree City USA recognition can be used to reexamine the community's budget priorities and redirect funds to properly care for its tree resources before it is too late.

### Standard 4

#### **An Arbor Day Observance and Proclamation**

An effective program for community trees would not be complete without an annual Arbor Day ceremony. Citizens join together to celebrate the benefits of community trees and the work accomplished to plant and maintain them. By passing and reciting an official Arbor Day proclamation, public officials demonstrate their support for the community tree program and complete the requirements for becoming a Tree City USA!

This is the least challenging—and probably most enjoyable—standard to meet. An Arbor Day celebration can be simple and brief or an all-day or all-week observation. It can include a tree planting event, tree care activities or an award ceremony that honors leading tree planters. For children, Arbor Day may be their only exposure to the green world or a springboard to discussions about the complex issue of environmental quality.

The benefits of Arbor Day go far beyond the shade and beauty of new trees for the next generation. Arbor Day is a golden opportunity for publicity and to educate homeowners

about proper tree care. Utility companies can join in to promote planting small trees beneath power lines or being careful when digging. Fire prevention messaging can also be worked into the event, as can conservation education about soil erosion or the need to protect wildlife habitat.



# **CITY MANAGER REPORT (verbal)**





# **COUNCIL COMMENTS**





# **PUBLIC COMMENT**





# ADJOURNMENT





# **FOR YOUR INFORMATION**



**PUBLIC NOTICE – CITY OF SUTHERLIN**

**URBAN RENEWAL AGENCY AND CITY COUNCIL MEETING**

The August 16, 2021, City of Sutherlin's Urban Renewal Agency Meeting will begin at 6:30, 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: Urban Renew Agency 6:30pm & City Council Meeting 7:00pm

Time: Aug 16, 2021 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84164950415?pwd=bXF2NzAxV2Z1NVE4WmowakJKUkc4Zz09>

Meeting ID: 841 6495 0415

Passcode: 351529

Find your local number: <https://us06web.zoom.us/j/kdFZkGgAwD>

## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Wednesday, August 11, 2021 9:54 AM  
**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 & Zoom Link  
**Attachments:** 14. 2. FYI. 8.16.21 URA & CC Zoom Public Mtg Notice with links.docx; URA AUG 16, 2021.pdf; CC AGENDA AUG 16, 2021.pdf

Good morning. I've attached agendas for Sutherlin City Council and Sutherlin Urban Renewal Agency meetings for Monday, August 16, 2021. Urban Renewal starts at 6:30, Council starts at 7:00. Also attached is the Zoom Link to be used for both meetings.



Melanie Masterfield  
Deputy City Recorder

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