



**City of Sutherlin
Regular Council Meeting
Monday, September 13, 2021
Civic Auditorium – 7:00 p.m.**

AGENDA

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**

- 4. PRESENTATIONS**
 - a. New Council Member Swearing-In

- 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. August 16, 2021 Minutes – Regular Meeting

- 7. COUNCIL BUSINESS**
 - a. Planning Commission Appointment
 - b. Bid Award – Emergency Operations Center
 - c. Resolution 2021.11 – Land & Water Conservation Fund Grant – Ford's Pond
 - d. Resolution 2021.12 – Supplemental Budget Adjustment (less than 10%)
 - e. Tree City USA Discussion
 - f. Axon Body Camera Contract Renewal Approval

- 8. STRATEGIC PLAN UPDATE**
 - a. Implement 10-year Non-compliant ADA Replacement Ramp Plan
 - b. Sidewalks from Silver Glen to Grove Lane and Central Avenue
 - c. Community Center Building – Caulk and Paint Exterior

- 9. CITY MANAGER REPORT**

- 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. DECLARE A VACANCY & DETERMINE NEXT STEPS**

- 13. 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







Introduction Of Media





PUBLIC COMMENT

Agenda Items only





Presentations and/or Proclamations





Councilor Appointee Swearing-In





City of Sutherlin

Administration
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856
Fax (541) 459-9363
www.cityofsutherlin.com

OATH OF OFFICE

State of Oregon

County of Douglas

ss. City of Sutherlin

City of Sutherlin

*I, **Shawn Smalley**, 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 **City Councilor** during my continuance therein, so help me God.*

Shawn Smalley

Subscribed and sworn to before me this 13th day of September, 2021.

*Diane Harris, CMC
City Recorder
City of Sutherlin*

Notary for Douglas County, State of Oregon





CONSENT AGENDA



CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, August 16, 2021 – 7:00 p.m.

COUNCIL MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, 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
Deputy Fire Chief, Scott McKnight
Urban Renewal Administrator, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Shawn Smalley, Lisa Woods, Gary Dage, Barbara Camin

Via Zoom: Wayne Ellsworth

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

Flag Salute:

Roll Call: All present

Media: None

COUNCIL BUSINESS

• **Council Selection & Appointment**

Staff Report – City Recorder, Diane Harris, asked Council to review and consider four applications, resumes, and narratives submitted to fill the Council vacancy. Andrew Snow withdrew his application.

Applicants to be considered:

- Gary Dage
- Wayne Ellsworth
- Shawn Smalley
- Lisa Woods

Mayor Vincent invited each candidate to the podium to introduce themselves.

Gary Dage introduced himself and explained his areas of interest within the city, and expressed concerns he had among the senior citizen community.

- Councilor Sumner – What policy changes would you support to revitalize downtown? *Downtown re-development taking place helps. As a local business owner, he'd like to see more businesses by the freeway where there's more traffic. Feels that local businesses aren't supported enough by local citizens so he'd like to see that change.*
- Boggs – What's your current business? *A manufacturing business making parts for Model A Hot Rods. Are you still active with Sutherlin Area Chamber of Commerce? No.*

Wayne Ellsworth introduced himself (via Zoom) and described his background knowledge and experience. Expressed interest in Sutherlin's potential to be more than what it is.

- Councilor Sumner – What policy changes would you support to revitalize downtown? *Businesses need to be open and more businesses open in the evenings. Sutherlin needs less second hand stores.*
- Councilor Whitaker – Since you're involved in so much, how would you find time for City Council? *Many groups and functions were previous involvement and referenced to various cities within the County, is during work hours.*

Shawn Smalley introduced himself and related his experience to being a lifelong Sutherlin resident and business owner. He pointed out his strengths and weaknesses as they relate to being a Councilor.

- Councilor Sumner – What policy changes would you support to revitalize downtown? *Without researching policies and supporting information, he wouldn't make any changes.*
- Mayor Vincent – Would you consider running in the next election? *Not sure, I'll let you know in 3 ½ years.*
- Councilor Groussman – As a business owner, what changes would you like to see? *He doesn't see the need for changes at this point, he has a successful business and staff was great to work with.*

Lisa Woods introduced herself and expressed how much she loves Sutherlin. She believes Sutherlin has lots of potential and explained her background experience and knowledge.

- Councilor Sumner – What policy changes would you support to revitalize downtown? *The Urban Revitalization is happening and a great start; beautifying downtown and getting small businesses open to bring in economic development; the freeway area needs more development to draw people in.*
- Councilor Vincent – Would you consider running in the next election. *Yes.*

During the first round of voting, each Councilor wrote their first and second choice on a ballot and turned them into the recorder. Harris announced the results:

Round One Voting:

Councilor Hamilton – 1st Shawn Smalley; 2nd Lisa Woods
 Councilor Groussman – 1st Lisa Woods; 2nd Shawn Smalley
 Councilor Sumner – 1st Lisa Woods; 2nd Shawn Smalley
 Councilor Boggs – 1st Shawn Smalley; 2nd Gary Dagel
 Councilor Whitaker – 1st Lisa Woods; 2nd Wayne Ellsworth
 Mayor Vincent – 1st Shawn Smalley; 2nd Lisa Woods

Shawn Smalley and Lisa Woods each had five votes for first/second choice; Gary Dagel had one vote; and Wayne Ellsworth had one vote.

A second round of ballot voting took place for Councilors to choose between Shawn Smalley and Lisa Woods.

Round Two Voting:

Councilor Hamilton – Shawn Smalley
 Councilor Groussman – Lisa Woods
 Councilor Sumner – Lisa Woods
 Councilor Boggs – Shawn Smalley
 Councilor Whitaker – Lisa Woods
 Mayor Vincent – Shawn Smalley

Results: A tie with each candidate receiving three votes. City Attorney, Chad Jacobs offered further direction for Council to select a candidate.

Mayor Vincent invited the two candidates back to the podium for further discussion and questions.

Shawn Smalley

- Councilor Sumner – Why would you make the best candidate? *He's lived here his entire life, his family's business has been here for 50 years, and his business has been operating for over 20*

years. Has raised his family and they've all graduated from Sutherlin High School. Wants to help make decisions for businesses and the City, moving forward into the future.

- Councilor Whitaker – What is your business? *Mobile Diesel Service.*
- Councilor Boggs – What's the other business you have? *Smalley & Sons Construction, is a contracting business with dirt moving equipment.*

Lisa Woods

Thanked Council for another opportunity to prove why she's the best candidate. She's visited many other cities and sees how Sutherlin can be better. She and her husband both have businesses here.

- Councilor Whitaker – What was meant by your statement regarding all citizens' voices should be heard? *Everyone deserves equity and equality, and every citizen in Sutherlin should have a voice. Wants to help businesses and families grow in Sutherlin.*

Councilor Groussman suggested that candidates not chosen, should not give up and continue to be involved.

City Manager, Jerry Gillham voiced his appreciation for all the candidates and the experience they had to offer.

A third round of ballot voting took place.

Round Three Voting:

Councilor Hamilton – Shawn Smalley
Councilor Groussman – Lisa Woods
Councilor Sumner – Shawn Smalley
Councilor Boggs – Shawn Smalley
Councilor Whitaker – Shawn Smalley
Mayor Vincent – Shawn Smalley

Results: Shawn Smalley received five votes and Lisa Woods received one vote.

MOTION made by Councilor Whitaker to appoint Shawn Smalley as Councilor Elect, term ending December 31, 2024 as nominated; second by Councilor Hamilton.

Discussion: None

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

Opposed: None

Motion carried unanimously.

Mayor Vincent thanked all the candidates for applying and willing to step up to serve their community.

**** Official swearing-in ceremony will take place at September 13, 2021 Council meeting.**

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

a. July 12, 2021 minutes – Regular Meeting

MOTION made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS Cont.

- **Water Outside City Limits – Further Discussion**

Staff Report – Community Development Director, Brian Elliott, asked to postpone further discussion regarding moving forward with this project this until October 2023 due to Nonpareil Water Treatment Plant (NPWTP) construction schedule. The Oregon Health Authority requires a Water Management Conservation Plan (WMCP) update costing approximately \$28,000. Upon completion, staff would proceed with amendments to the Urban Growth Management Agreement (UGMA), Comprehensive Plan and Municipal Code. Staff anticipates spending a minimum of 100 hours to make the amendments.

MOTION made by Councilor Sumner to postpone further discussion of Water Outside City Limits until October 2023 as presented; second by Councilor Boggs.

Discussion:

- Councilor Whitaker wanted clarification regarding water outside city limits meant. *Elliott clarified.*
- Mayor Vincent asked for clarification of staff hours needed to make the amendments. *Staff hours would be spent over time.*
- Councilor Sumner – Will next year's NPWTP construction be started earlier in the year to prevent a repeat of this year? *No, this construction phase will take longer to complete.*
- Councilor Whitaker – Why can't you start construction earlier than scheduled? *Later in the year, there are more organics in the water at Cooper Creek which makes it difficult for the plant to process. Scheduled construction will be taking place throughout winter.*
- Councilor Hamilton – Several homeowners on Northside Rd. will be disappointed.

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

Opposed: Councilor Hamilton

Motion carried.

- **Planning Commission/Budget Committee Appointment**

Staff Report – Harris presented Council with two applications to fill one vacancy on Planning Commission – term ending December 31, 2024; and one application to fill one vacancy on the Budget Committee – term ending December 31, 2022. Tom Maloney applied for both Planning Commission and Budget Committee; Alan Woods applied for Planning Commission.

MOTION made by Councilor Hamilton to appoint Tom Maloney to Planning Commission – term ending December 31, 2024 and to Budget Committee – term ending December 31, 2022 as nominated; second by Councilor Boggs.

Discussion:

- Councilor Boggs questioned the length of time Tom Maloney has lived in Sutherlin. *Harris – For committees and commissions, there's no minimum length of residency required.*

Councilor Boggs withdrew second. No other seconds were given

Motion failed due to lack of second.

MOTION made by Councilor Groussman to appoint Alan Woods to Planning Commission – term ending December 31, 2024 and Tom Maloney to the Budget Committee – term ending December 31, 2022; second by Councilor Whitaker.

Discussion:

- Councilor Hamilton – Can husband (Alan Woods) and wife (Lisa Woods) serve on the same commission? *City Attorney, Chad Jacobs – It's not prohibited as long as public meeting laws are not violated.*
- Councilor Boggs expressed concern having husband and wife on the same commission.

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

Opposed: Councilors Hamilton and Sumner

Motion carried.

- **Exit 135 Sign Improvement**

Staff Report – Elliott explained that Adam Sarnoski of Cooper Creek Creative, designed a conceptual drawing for the Exit 135 sign update. The sign will exhibit the new city logo, consist of similar colors as the logo, have raised lighted channel letters carved on a background, lighting to illuminate "Sutherlin", trees carved into the background, and "Land of Opportunity" will be powder coated to be reflective. Estimated cost for this project is approximately \$12,000.

MOTION made by Councilor Whitaker to approve Exit 135 Sign conceptual drawing and budget estimate of \$12,000 as presented; second by Councilor Sumner.

Discussion:

- Councilor Boggs questioned material being used for parts of the sign. *Elliott explained the durability.*
- Councilor Sumner – How is this being funded? *Gillham – Funds have been budgeted from the Transient Room Tax Fund.*
- Gary Dagele – Why is Sutherlin called “Land of Opportunity” and not “City of Flags”? *Gillham – We changed our logo and meme three years ago.*
- Councilor Groussman – Since “Sutherlin” will be lighted in a continuous line, what happens if one light goes out? *Gillham – The whole word goes out, but it’s easily repaired.*
- Councilor Hamilton – Will the main part of the sign material be the same as the current one? *Elliott – Yes. Can a coating be put on it to help keep it clean? We’ll check into it.*

Mayor Vincent declared an actual conflict of interest due to his direct contact with Sarnoski for this build and abstained from voting.

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

Abstained: Mayor Vincent

Opposed: None

Motion carried.

STRATEGIC PLAN UPDATE

- **Inventory/Inspect all City Structural Facilities/Develop Maintenance Funding Plan**

Staff Report – Public Works Director, Aaron Swan, staff hasn’t been able to devote the time needed to bring a report to Council due to unforeseen circumstances over the last few months. Staff estimates bringing this Plan to Council in February 2022.

- **Full-Time Employee Added to Public Utilities Department**

Staff Report – Swan explained that to meet DEQ requirements with the Wastewater Treatment Plant, another full time employee needed to be hired. It normally takes about six months to fully integrate a new member, but he’s a great fit, very capable, and working out really well.

REPORTS

- **Tree City USA**

Staff Report – Elliott explained the Tree City USA program and asked for Council’s consideration. This program was brought forth at the recommendation of the Parks Advisory Committee with Councilor Whitaker. Tree City USA is an Arbor Day Foundation Program that celebrates the importance of an urban tree canopy and improve care of vital city trees. Four core standards must be met annually to be declared a Tree City USA – Maintain a tree board or department, having a community tree ordinance, spending at least \$2.00 per capita on urban forestry (estimated at \$17,000), and celebrating Arbor Day.

- Mayor Vincent – What does becoming a Tree City USA do for our community? *Councilor Whitaker – It brings people to Sutherlin; there’s 76 cities in Oregon registered as a Tree City USA. It shows we care about our town, trees are planted, and we’re helping the environment. Oregon and Washington colleges designed a tree guide including tree information (i.e. how big a specific tree will get, how much water it needs, how much shade it’ll provide, etc).*
- Councilor Sumner – Becoming a Tree City USA makes Sutherlin a better place to live by providing shade, oxygen, and beauty.
- Councilor Boggs asked for clarification of what \$2.00 per capita means. *Elliott – Per capita means, per person in Sutherlin. Is the \$17,000 expense, annually? Councilor Whitaker – Yes, however, no additional city funds will be expended. This amount can be reached in-kind by including staff time spent and on-going city expenses (i.e. tree landscaping and the Oak Savannah at Ford’s Pond).*

Council consensus was to move forward with this program.

CITY MANAGER REPORT (verbal)

- New iPads will be ordered for Council due to old technology.

COUNCIL COMMENTS

Councilor Hamilton

- Has the pot hole on Sixth Avenue near the dog park been fixed? *Swan – Yes, it was cold patched.*

Councilor Groussman

- None

Councilor Sumner

- Welcomed Councilor Elect, Shawn Smalley.
- Loves the Tree City USA idea and is willing to help with the program.

Councilor Boggs

- The railroad crossing rails are loose on Central Avenue. *Swan – Both Elliott and myself have left the railroad company several messages.*

Councilor Whitaker

- There's a dead tree at the Chapel of Roses that needs to come down. *Elliott – We'll look into it.*

Mayor Vincent

- Thanked all the candidates that applied for the Council vacancy.
- Thanked staff for all their hard work through this drought situation.
- Looking forward to activities happening this month.
- Sutherlin Country Music Concert is the end of this month.
- Blackberry Festival is this weekend.
- Asked everyone to be safe while out and about.

PUBLIC COMMENT

- Barbara Camin introduced herself and asked how water usage is monitored during this drought time. *Swan – Unfortunately, there isn't a way of policing the water restrictions. Staff is hoping that citizens will do their due diligence.*

ADJOURNMENT

With no further business, meeting adjourned at 8:32 p.m.

Approved:

Jerry Gillham, City Manager

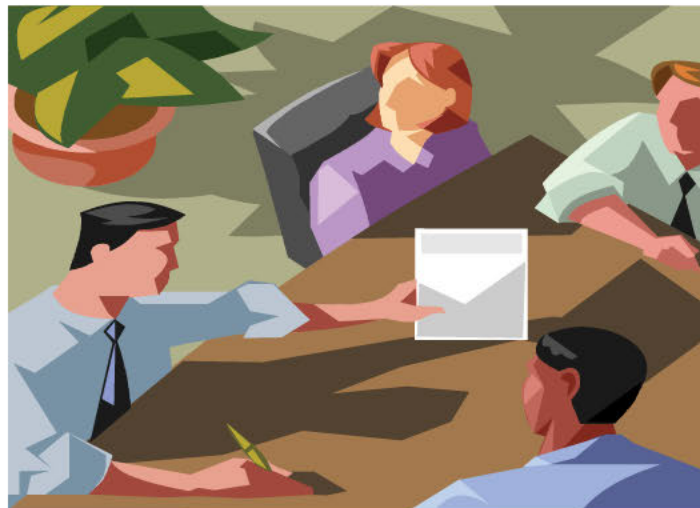
Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Seth Vincent, Mayor



COUNCIL BUSINESS





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Planning Commission Appointment				Meeting Date:	9/13/2021
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Diane Harris, City Recorder/HR Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Application from Tom Maloney					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider an application for 1 vacancy on the Planning Commission with the term ending December 31, 2022. This position officially became vacant September 1st due to the resignation of Planning Commissioner, William Lee, who is moving out of the area.

EXPLANATION

Staff received an application from Tom Maloney to fill that vacancy.

OPTIONS

To appoint or not appoint Tom Maloney to the Planning Commission

SUGGESTED MOTION(S)

Motion to appoint Tom Maloney to the Planning Commission, 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: _____

Nov 2019 revised



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Bid Award – Emergency Operation Center				Meeting Date:	09/13/2021
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Kevin Kennedy Construction Bid Proposal, Floor Plan Drawings, Proposed Drawing					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to award the contract to Kevin Kennedy Construction in the amount of \$84,750.00 for the remodel of City Hall's break room, storage room, janitor's room and the conference room.

EXPLANATION

Part of the 2020/2021 Strategic Plan and Council Priorities was to remodel City Hall to create an Emergency Operations Room.

Kevin Kennedy Construction, Zerbach Construction and Guion Randol Construction all were interested in the project. The only bid proposal received was from Kevin Kennedy Construction. Kevin Kennedy Construction has sufficient experience and qualifications to satisfactorily construct the project.

Construction is expected to be completed by the end of December 2021.

OPTIONS

See below

SUGGESTED MOTION(S)

Motion to award, as presented in the amount of \$84,750.00 to Kevin Kennedy Construction.

Motion not to award, as presented in the amount of \$84,750.00 to Kevin Kennedy Construction.

Proposal

Page 8 of pages

oct 175590
KEVIN KENNEDY CONSTRUCTION
 10580 N. Myrtle Rd.
 Myrtle Creek, OR. 97457
 541-817-6877

PROPOSAL SUBMITTED TO: City of Sutherlin	JOB NAME Conference room & Kitchen remodel	JOB #
ADDRESS	JOB LOCATION	
	DATE 8/11/21	DATE OF PLANS
PHONE #	FAX #	ARCHITECT

We hereby submit specifications and estimates for: **City hall office remodel. Job to comply with plan issued by Brian Elliot. All work to comply with county & state building codes.**

Job Includes: Overseeing & scheduling of hazematt removal done by First Strike @ City of Sutherlin expense.

Job Includes: Saw cut & removal of concrete to accommodate new plumbing & electrical locations & patch concrete back.

Job includes: Plumbing, Electrical, Heating & air, framing, drywall, painting, flooring (to match), doors & trims, cabinets & counter tops.

Jobsite to be kept clean on day to day basis & dust control kept in place during construction.

Job Excludes: I.T. or Security, hazematt removal, additional insulation.

Plans & permit and appliances

IR Price is agreed upon a more detail contract will be provided

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of: **\$84,750.00**

\$ Eighty four thousand seven hundred fifty dollars Dollars

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be accepted only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
 submitted

Note - This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Date of Acceptance

Signature

City Hall Remodel

May 10, 2021

Break Room

1. Replace exterior entry door with a RH swing metal solid core 3/0 with lever hardware
2. Electrical for dish washer
3. Electrical for garbage disposal
4. Electrical to oven range/microwave
5. Electrical to refrigerator
6. Electrical TV/cable/USB wall mount
7. Commercial grade linoleum match storage room and utility room
8. 5 outlets
9. Kitchen cabinets (Alder wood) with laminate counter tops-36" base with 42" top cabinets. Base and Top is estimated at 17 lineal feet each
10. 36" pocket door solid core
11. 7-16" X 48" LED lights fixtures
12. 1-lighted exit sign
13. Conduit to be installed through existing cinder blocks
14. Plumbing to be installed to sink
15. Fur out cinder block walls, install sheetrock on all walls

Janitor Room

1. 1- LED ceiling light
2. 2- outlets
3. Utility sink and 36" cabinet with mirrored medicine cabinet
4. Plumbing for Utility sink
5. 5 - 16"X84"and 5- 16" X 72" adjustable White melamine shelving
6. Commercial grade linoleum to match break room and storage room
7. Fur out cinder block walls, install sheetrock on all walls
8. New Hot Water Heater 52 gallon

Conference Room

1. 10 - outlets
2. 7- TV outlets/cable/network/USB connections for wall mount
3. 1 - electrical with DFS outlet for a camera
4. 7 - network connections
5. 1 - Power strip/network connections, main server access, USB, 2- phone connections, HDMI cable from main TV to conference table, 24 port Ethernet switch RJ45, Ethernet box with switch, all TV's must be able to be linked to each other, 2" conduit is required to conference table

6. 6 - 16" X 48" LED light fixtures
7. Carpet to match current carpet
8. Replace attic ladder 2' X 4'
9. 2" X 8" bracing/backing for all wall mounted TV's
10. Install 3/0 half lite with one way glass RH swing
11. Fur out cinder block walls, install sheetrock on all walls

Storage

1. 2- LED ceiling light
2. Commercial grade linoleum match break room and utility room
3. Three outlets
4. Remove 2 fluorescence light fixtures
5. Add estimated 8' X 7' drop ceiling to match current drop ceiling
6. Extend ducting approximately 7'
7. Install 3/0 RH swing Hollow core interior door
8. Nine foot ceiling
9. Fur out cinder block walls, install sheetrock on all walls

Work Stations

1. One outlet
2. One network connections
3. One 3/0 pocket door
4. Replace water damaged carpet where needed
5. Replace all windows with Muti-layered Laminated Glass
 - a. Three 3'4" X 4'0" OX slider – one way glass
 - b. Three 2' 8" X 3' 8" OX slider – one way glass
 - c. Three 3' 8" X 5' 0" Fixed - clear

Additional Comments

- All walls in remodel to be sheet rocked
 - paint and caulk only in work stations, no sheetrock except storage room addition
- Ceiling and walls to be textured
- Paint/caulk entire remodeled area
 - Walls and ceiling one coat of primer latex paint
 - Walls and ceiling one coat of semi-gloss paint latex paint
- Doors/Trim
 - 1-coat trim oil base primer
 - 2 coats of Simi gloss oil base finish
- Construction Management/Coordination with First Strike for complete Asbestos Abatement and Disposal services. City is responsible for the payment of services for First Strike.

- Heating system - Forces Air during Construction, precaution will need to be taken to eliminate ducting system blowing dust from construction into other office spaces.
- Abandon Old plumbing installation of new plumbing, plumbing will need to be cut into concrete slab flooring
- Plumbing for new kitchen and utility sink
- Abandon old electrical per building code

[illegible]

Ⓑ REMOVE EXISTING FURRING and DRYWALL at CEILING, EXPOSING EXISTING TIMBER JOISTS and TONGUE and GROOVE CEILING

MARK	SIZE	MATERIAL	TYPE	FRAME	HARDWARE	REMARKS
		EXISTING TO REMAIN FIBERGLASS WOOD STEEL — INSULATED ALUMINUM GLASS — TEMPERED PER MANUFACTURER EXISTING TO REMAIN HOLLOW CORE SOLID CORE PATIO SLIDER CLOSET BI-PASS TO LIT. FRENCH DOOR BI-FOLD MIRROR POCKET INSULATED	EXISTING TO REMAIN WOOD — MILLWORK STEEL MANUFACTURER SUPPLIED NO FRAME, GYP. BD. EXISTING TO REMAIN HANDLE SET LOCKSET PASSAGE PRIVACY DOOR VIEWER METAL THRESHOLD WEATHERSTRIPPING MANUFACTURER SUPPLIED DEADBOLT DOOR STOP VACUUM INDICATOR DOUBLE ACTION SPRING HINGE PUSH PLATE			
01	3'-0" x 6'-8" x 1-3/4"	●		●		D
02	3'-0" x 6'-8" x 1-3/4"	●	●			D
03	3'-0" x 6'-8" x 1-3/4"		●			D
04	3'-0" x 6'-8" x 1-3/4"		●	●		D
05	2'-6" x 6'-8" x 1-3/4"	●	●	●	●	D

01

07

TABLE

PROPOSED
BREAK ROOM

06

DEEP REFRIG

OVEN
RANGE
MICRO

DEEP SINK

PROPOSED
JANITOR

03

05

04

02

01

SOFA

01

07

T.V.

PROPOSED
CONFERENCE

TABLE

08

07

T.V.

T.V.

T.V.

05

03

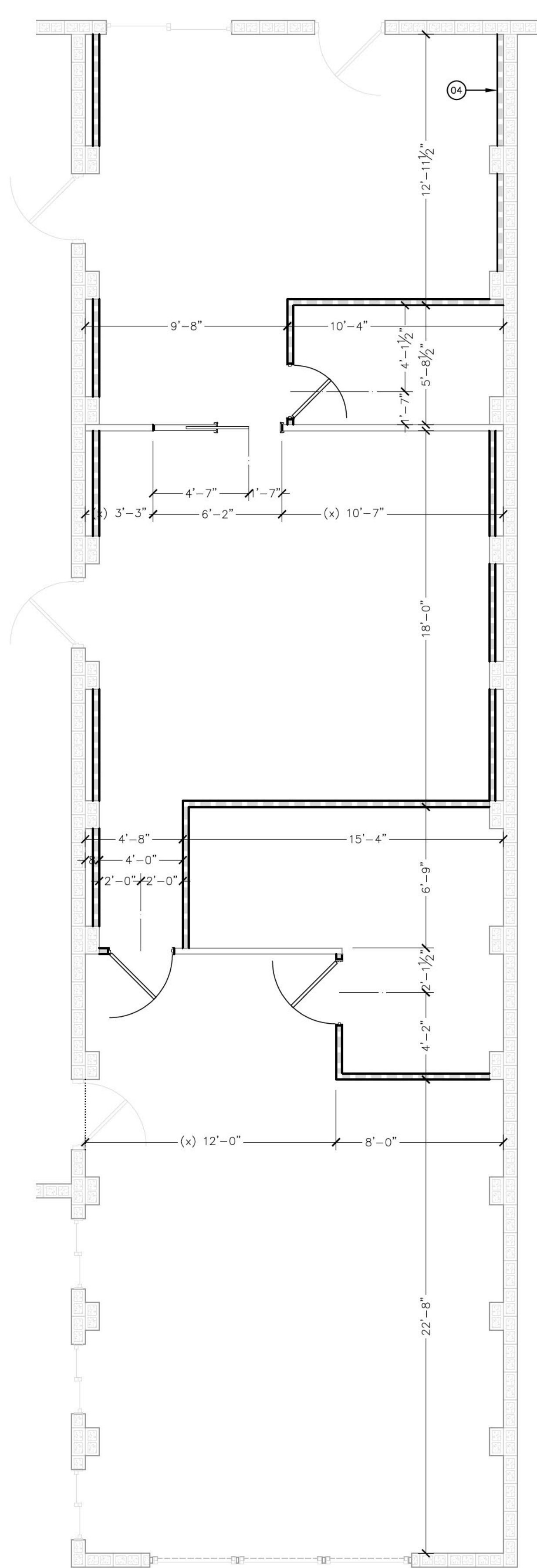
02

PROPOSED
STORAGE

01

EXISTING
WORK STATIONS

SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"

AREA (PROPOSED):	
OFFICE:	1,535 SQ. FT.
TOTAL:	1,535 SQ. FT.

----- EXISTING WALL FRAMING TO REMAIN

===== 2x4 WOOD STUDS at 24" O.C.

- A. FRAMING MEMBERS ARE AS FOLLOWS:
 - PLATES #2 DOUGLAS FIR
 - BLOCKING #2 DOUGLAS FIR
 - STUDS #2 DOUGLAS FIR
- B. CONNECTORS:
 - SIMPSON or EQUAL
- C. NAILS:
 - FRAMING 16d
- D. EXIT SIGN TO BE INTERNALLY or EXTERNALLY ILLUMINATED
- E. EXIT SIGN TO REMAIN ON ILLUMINATED FOR 90 MINUTES AFTER LOSS OF PRIMARY POWER
- F. EGRESS ILLUMINATION - MINIMUM 1 FOOT CANDLE at FLOOR
- G. EMERGENCY ILLUMINATION TO BE PROVIDED FOR NOT LESS THAN 90 MINUTES

01. REPAIR ALL VOIDS IN EXISTING DRYWALL... PATCH TO MATCH
02. IN-FILL ALL OPENINGS IN EXISTING WOOD FRAMED WALL... PATCH TO MATCH
03. (6) SHELVES, EQ. SPACED FROM FLOOR-to-CEILING
04. PROVIDE 2x4 FLOORING AT EXISTING CMU WALL FOR PROPOSED PLUMBING
05. REPLACE EXISTING ATILE ACCESS LADDER
06. COMMERCIAL GRADE LINOLEUM
07. SHEET INTERIOR WALL FRAMING w/ PLYWOOD PRIOR TO DRYWALL INSTALLATION, AT ALL WALLS THAT DENOTE A T.V. LOCATION
08. SAWCUT EXISTING CONCRETE FLOOR AND INSTALL 2" CONDUIT BETWEEN CENTER OF TABLE AND MAIN T.V.



BUGLIN' HEIGHTS
DRAFTING and DESIGN, INC.

903 Hawkview Lane
Oakland, Oregon 97462

(541) 643-4998

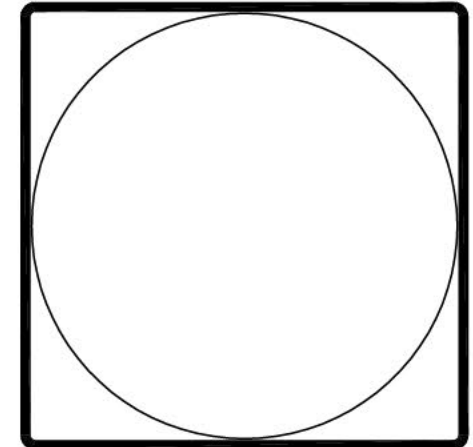
(541) 459-4998

[illegible]

Tenant Improvement

Sutherland Planning Department

126 E. Central Avenue — Sutherlin, Oregon 97479



Job No: **20-026**

Date: **Feb 8 2021**

Scale: **As Shown**

Drawn: **GFadness**

Checked: **GFadness**

Sheet Identification:

FLOOR PLAN





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Resolution 2021.11 - Authorizing The City Of Sutherlin To Apply For The Land And Water Conservation Fund From The Oregon Parks And Recreation Department - To Develop Projects 2b/C And Delegating Signing Authority To The City Manager				Meeting Date:	09-13-2021
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2021.11					

WHAT IS BEING ASKED OF COUNCIL?

To approve Resolution 2021.11 - Authorizing City of Sutherlin to apply for The Land and Water Conservation Fund from the Oregon Parks and Recreational Department and delegating signing authority to the City Manager.

EXPLANATION

In efforts to fulfill the developments of the Ford's Pond Master Plan, City Staff and Friends of Ford's Pond continue their partnership to pursue funding opportunities. If successful, Funds will be used to develop projects 2B/C. Project 2B/C consists of the design, construction of the inclusive playground, RV/overflow parking area, sidewalks, landscaping, pavilion, site furnishings, and signage. Project 2B/C is located in the southeast corner of the park, abutting Church Road and residential neighborhoods to the east.

City of Sutherlin, in partnership with the Friends of Ford's Pond has available local matching funds (\$370,000), total estimated cost for projects 2B/C is \$740,000.

The Parks Advisory Committee supports applying for additional funding for Ford's Pond Community Park and Trail Improvements.

OPTIONS

Approve Resolution 2021.11 - Authorizing the City of Sutherlin to apply for the Land and Water Conservation Fund from the Oregon Parks and Recreational Department and delegating signing authority to the City Manager.

Not approve Resolution 2021.11 - Authorizing the City of Sutherlin to apply for the Land and Water Conservation Fund from the Oregon Parks and Recreational Department and delegating signing authority to the City Manager.

SUGGESTED MOTION(S)

Approve Resolution 2021.11 - Authorizing the City of Sutherlin to apply for the Land and Water Conservation Fund from the Oregon Parks and Recreational Department and delegating signing authority to the City Manager.

RESOLUTION NO. 2021.11

A RESOLUTION AUTHORIZING THE CITY OF SUTHERLIN TO APPLY FOR THE LAND AND WATER CONSERVATION FUND, FROM THE OREGON PARKS AND RECREATION DEPARTMENT TO DEVELOP PROJECTS 2B/C (INCLUSIVE PLAYGROUND, RV/OVERFLOW PARKING, AND SIDEWALKS) AND DELEGATING AUTHORITY TO THE CITY MANAGER TO SIGN THE APPLICATION

WHEREAS, the Oregon Parks and Recreation Department (OPRD) is accepting applications for the Land and Water Conservation Fund (LWCF); and

WHEREAS, the City of Sutherlin desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

WHEREAS, the Sutherlin City Council has identified improvements at Ford's Pond Community Park as a high priority need in Sutherlin; and

WHEREAS, Projects 2B/C are located in the southeast corner of the park, abutting Church Road and residential neighborhoods to the east. The projects include the design and construction of the inclusive playground, RV/overflow parking area, sidewalks, landscaping, pavilion, site furnishings, and signage; and

WHEREAS, The City of Sutherlin recognizes the unique value of the Ford's Pond site, both as a natural and community asset. The inclusive playground will meet community assessed needs and protect the natural environment. Program elements include protecting and restoring natural resources; providing improved public access; appropriate infrastructure such as parking, sidewalks, signage, education, and Universal Access to recreation in the park. Ford's Pond has a rich natural history that is highly visible on-site and from the stunning views from around the pond. The position of the property and connections into the community provide unique opportunities for public access and outdoor recreation. This project establishes the shared vision for developing Ford's Pond as a place where residents and visitors can enjoy healthy, outdoor activities and serve as a demonstration of what citizens and small cities can achieve by working in partnership; and

WHEREAS, the City of Sutherlin, in partnership with the Friends of Ford's Pond has available local matching funds (\$370,000) to fulfill its share of obligation related to this grant application should the grant funds be awarded; and in accordance to the Matching Requirement definition in Section 1.11 of the OPRD LWCF Manual: The Project Sponsor

match may include local budgeted funds, local agency labor or equipment, other eligible grants, donated funds, the value of private donated property, equipment, materials, labor, and pre-agreement planning costs, or any combination thereof; and

WHEREAS, the City of Sutherlin has estimated that annual maintenance costs will be \$15,100 and will dedicate adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED by the Sutherlin City Council as follows:

- Section 1:** The Sutherlin City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for development of Projects 2B/C at Ford's Pond Community Park.
- Section 2:** This Resolution shall be effective following its adoption by the Sutherlin City Council.

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2021

APPROVED BY THE MAYOR, ON THIS ____ DAY OF ____, 2021

Seth Vincent, Mayor

ATTEST:

Diane Harris, CMC, City Recorder



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.ci.sutherlin.or.us

City of Sutherlin

STAFF REPORT					
Re: Supplemental Budget Adjustment for Fiscal Year 2021-22				Meeting Date:	09/13/21
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2021.12					

WHAT IS BEING ASKED OF COUNCIL?

Approve Resolution 2021.12 – Supplemental Budget Adjustment for fiscal year 2021-22 as described herein.

EXPLANATION

At the time the Budget was prepared, I was not aware that Computer Equipment Replacement had not been addressed in recent years, except as absolutely necessary. The goal with this budget adjustment is to bring all City computers up to the same version of Office, as well as replace our Network Server.

Also at the time the Budget was prepared, staff was on rotating COVID schedules and therefore the 11 Caselle licenses were sufficient. Once all staff was back full-time, there were access issues. Again at Budget time, the complexity of a municipal accounting system was not known. Given finance department's staff changes and the complexity of the software, this training is very necessary to ensure ongoing compliance and understanding.

This Budget Adjustment does not change any of these categories over budget by 10% or more. See attached worksheet for budget adjustments.

OPTIONS

Approve Resolution 2021.12 – Supplemental Budget Adjustment for fiscal year 2021-22.

Deny Resolution 2021.12 – Supplemental Budget Adjustment for fiscal year 2021-22.

SUGGESTED MOTION(S)

Approve Resolution 2021.12 – Supplemental Budget Adjustment for fiscal year 2021-22.

RESOLUTION NO. 2021.12

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET ADJUSTMENT, AMENDING THE 2021-2022 BUDGET.

The City Council of Sutherlin finds that:

- A.** That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budgets when estimated expenditures differ by ten percent or less from the expenditures in the budget as most recently amended prior to the supplemental budget.
- B.** The procedure includes the municipal corporation providing notice at least 5 days prior to the regular meeting where the supplemental budget resolution will be adopted.
- C.** Public notice has been provided as required by ORS 294.473
- D.** Due to unforeseen events at the time of adoption, fiscal year 2021-22 budget requires adjustment including but not limited to the following:
 - a.** General Fund: Non-Dept
 - i.** At the time the budget was prepared, staff was unaware of the state of the computer situation at the City. There are 3 different versions of Office currently being used across the city offices. We have ascertained the cost of bringing all computers up to the same platform (Software and Labor). Therefore, an adjustment is needed to appropriate an additional \$10,000 to bring all City Computers up to Office 2019.
 - ii.** At the time the budget was prepared, there were several equipment upgrades that had been mentioned to the prior finance director, but not moved forward. Our IT contractor has requested that we purchase a New Server (our backup system failed in July.) and use our current one for a backup. Therefore, an adjustment is needed to appropriate an additional \$22,000 for the Hardware and Labor to set up a New Server.
 - b.** General Fund: Finance
 - i.** At the time the budget was prepared, staff was on their rotating COVID schedules. Once all staff was back in office 5 days/week, they were experiencing times when all of the Caselle licenses were in use, and would not be allowed to log on. It is necessary for staff to be allowed to work efficiently to purchase 2 additional licenses. Therefore, an adjustment is needed to appropriate an additional \$5,000.
 - ii.** Due to new finance staff, On-site Caselle Training is necessary to have a good grasp of the accounting system. Therefore, an adjustment is needed to appropriate an additional \$7,500.

NOW, THEREFORE, based upon the above findings,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a
municipal Corporation of the State of Oregon, as follows:**

Section 1. That the budget for the City of Sutherlin for the fiscal year 2021 - 2022, which was adopted by the City Council on May 17, 2021 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

General Fund-Non-Dept:	Adjustment	As Amended
Appropriations:		
Office Machine Maintenance	\$ 10,000	\$ 75,000
Capital Outlay	<u>\$ 22,000</u>	<u>\$ 22,000</u>
TOTAL	\$ 32,000	\$ 97,000
General Fund-Finance:	Adjustment	As Amended
Appropriations:		
Software Maintenance/Support	\$ 5,000	\$ 25,000
Training	<u>\$ 7,500</u>	<u>\$ 10,000</u>
TOTAL	\$ 12,500	\$ 35,000

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2021

APPROVED BY THE MAYOR ON THIS ____ DAY OF ____, 2021

Seth Vincent, Mayor

ATTEST:

Diane Harris, CMC, City Recorder



City of Sutherlin

STAFF REPORT					
Re: Tree City USA Ordinance				Meeting Date:	9/13/2021
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jerry Gillham, City Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments:	Draft Ordinance by Councilor Whitaker, Sample Tree Ordinance and Take Pride in a Greener Community Brochure				

WHAT IS BEING ASKED OF COUNCIL?

Consider directing staff to bring back an ordinance in order to become a "Tree City USA"

EXPLANATION

Please refer to the following attachments described above and the link that provides a comprehensive description of the program. In particular, examine: "**Become a Tree City USA**" Community" on the web site:

<https://www.arborday.org/programs/treecityusa/> (press control and then left click to access link)

This program is an ongoing community improvement initiative and as such, requires the city to reapply each year in order to sustain membership by way of a council adopted ordinance.

OPTIONS

1. Move to direct city staff to bring back an ordinance that would qualify the City of Sutherlin to apply for an award as a "Tree City USA"
2. Move to delay any decision pending more information and education to be brought back by city staff
3. Move to not seek a Tree City USA award at this time

SUGGESTED MOTION(S)

None

AN ORDINANCE 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 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, or 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 determine 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 question coming 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 are 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:

Ordinance No.

- 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

Seth Vincent, Mayor

ATTEST:

Diane Harris, City Recorder, CM

Ordinance No.

**SAMPLE MUNICIPAL TREE
ORDINANCE – WITH TREE BOARD**

Be it ordained by the City Council of the City of:

(City) _____
(State) _____

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 _____ 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."

- (a) **Membership.** The Board shall consist of seven members approved by City Council. Members of the Board will serve without compensation.
- (b) **Term of office.** Board members shall be appointed for three-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 four 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 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.



Tree City USA[®]

Take Pride in a Greener Community

You have seen the signs along the road and perhaps a Tree City USA flag flying at city hall in other communities. Towns and cities that have received their Tree City USA recognition take pride in this distinction. And the people who live there enjoy the valuable benefits of having a greener, healthier community.

Tree City USA is a national recognition program that began in 1976 and is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and National Association of State Foresters. By meeting four fundamental standards, an incorporated municipality of any size can qualify.

Applying for the Tree City USA award is easy and the recognition is outstanding. There are now thousands of communities that proudly receive roadside signs, fly the flag of Tree City USA and – knowing the value of participation – renew their application every year.

Whether you are a business leader, a community official, or simply a citizen with an interest in trees, you are invited to visit arborday.org/TreeCityUSA for more information and to apply for recognition on behalf of your community.

“Tree City USA is a great way to get the community involved in green space. A community that feels involved will take better care of their environment.”

— Alison Litchby, Fort Smith, AR

Why Your City Should be a Tree City USA Community

“With emphasis today on the environment, residents need to know the importance of trees and the importance of the care of those trees.”

— Bernard Whitely, Velda Village Hills, MO

WHY YOUR CITY SHOULD BE A TREE CITY USA COMMUNITY

The Tree City USA program provides direction, assistance, and national recognition to your community. It's the framework for a healthy, sustainable urban forestry program in your town. By becoming a Tree City USA your community is ensuring that its trees will benefit your community in many ways:

Reduce costs for energy, stormwater management, and erosion control. Trees yield three to five times their cost in overall benefits to the city.

Cut energy consumption by up to 25 percent. Studies indicate that as few as three additional trees planted around each building in the United States could save \$2 billion annually in energy costs.

Boost property values across your community. Properly placed trees can increase property values from 7 – 20 percent. Buildings in wooded areas rent more quickly and tenants stay longer.

Build stronger ties to your neighborhood and community. Trees and green spaces directly correlate to greater connections to neighbors.

Honor your community and demonstrate your commitment to a healthier environment through Arbor Day celebrations and Tree City USA recognition.

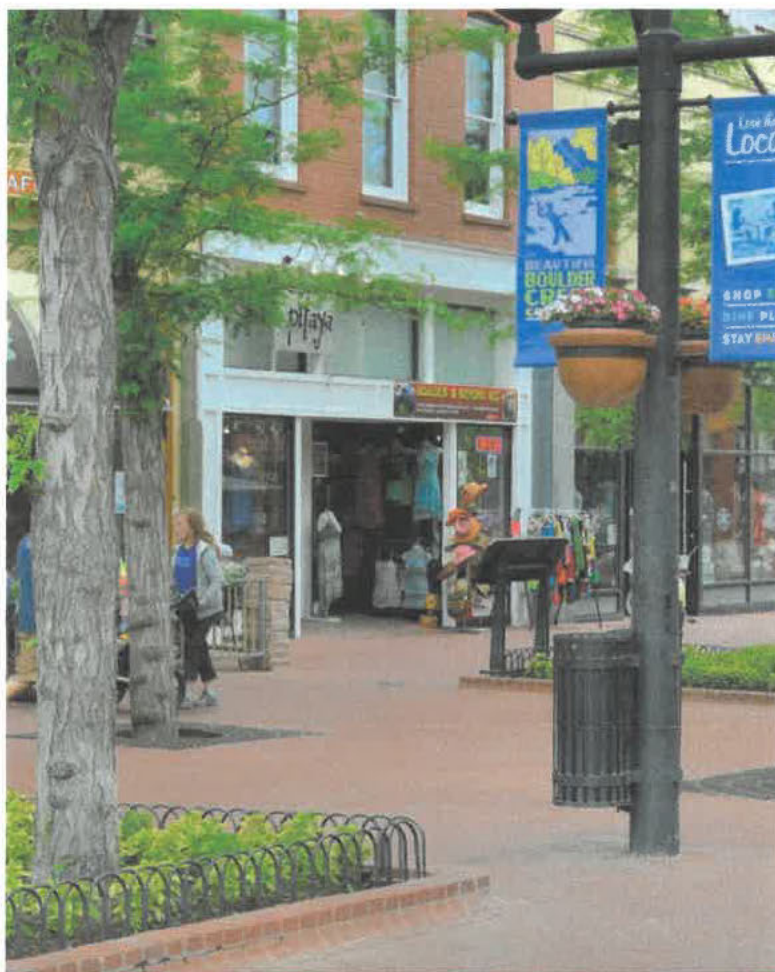
Use the framework for action provided by the four core standards as a way to begin caring for city trees. Some communities regularly enhance urban forest management through improved ordinances, innovative programs, and increased emphasis on planting and care.

Educate people living in your city about the value of trees and the importance of sustainable tree management. Annual participation as a Tree City USA community provides this opportunity and makes it easier to engage individuals and organizations through the city. Tree City USA status can also create a strong working relationship with your state forestry agency and other groups.

Increase community pride. Participation in the Tree

City USA program helps residents feel good about the place they live and work. Annual recognition shows visitors and prospective residents that trees, conservation, and the environment are important to your community.

Gain publicity with recognition materials. Tree boards, parks departments, public works officials, and volunteers are recognized for the valuable work they provide to the community. Many communities share their Tree City USA recognition across city departments and with elected officials, students, and business leaders.



Why Community Trees are Important

Trees along our streets and in parks have been treasured since the earliest days of settlement. Unmatched beauty, and cooling shade are still important, but there is more.

ENVIRONMENTAL SERVICES

A modest investment in community trees has a big payback. Studies show that for every dollar invested, there is often a four or five dollar annual return in environmental services, not to mention that green infrastructure is the only part of a city's infrastructure that actually appreciates in value over time.

- Trees clean the air, absorbing pollutants that trigger asthma attacks and other health problems.
- Trees absorb carbon dioxide and provide life-giving oxygen.
- Shade from trees cools the urban landscape.
- Water vapor given off through transpiration adds to the cooling influence of trees.
- Stormwater runoff can be reduced by tree canopies by as much as 65 percent, reducing flooding and the need for expensive facilities.



TREE CITY USA®

The Four Standards

These are the simple but important requirements for becoming eligible to be named a Tree City USA.

1. A tree board or department
2. A tree care ordinance
3. A community forestry program with an annual budget of at least \$2 per capita
4. An Arbor Day proclamation and observance

FINANCIAL BENEFITS

Much depends on the nature of the neighborhood, but real estate professionals report that houses with adjoining healthy trees and pleasant landscaping can contribute as much as 20 percent to the property value.

- In some cases, a single tree has raised the value by 9 percent compared to similar houses without such tree.
- Scientists with the U.S. Forest Service report that a tree planted today on the west side of a house can reduce energy bills by 3 percent in only five years and by 12 percent annually in 15 years.

PUBLIC HEALTH BENEFITS

Research has consistently shown the positive impact trees have on people, including worker satisfaction, students' ability to concentrate, faster healing time for hospital patients, and lower blood pressure among senior citizens. Their presence has even been found to reduce crime by providing inviting places that promote positive social interaction.

In summary, the growing volume of research says that trees:

- facilitate mental restoration.
- reduce depression, anger, anxiety, mental fatigue, and stress.
- focus attention and improve concentration.
- encourage healthful, outdoor activity for the young and old.



Fundamental Components of Tree City USA

The benefits enjoyed by communities that receive Tree City USA recognition usually include a more organized and effective approach to the care of their trees. In fact, that is exactly what the four standards are intended to encourage – a systematic, continuous tree care program.

STANDARD 1: A TREE BOARD OR DEPARTMENT

Larger cities usually have a department or other government official that is responsible for tree care. These communities meet Standard 1. The benefit of Tree City USA recognition will enhance recognition of the department's efforts and perhaps even help at budget time.

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

City ordinances reflect the values of a community. That is, they speak about what its residents believe are worth protecting to create or maintain their quality of life and an en-

vironment that is both safe and pleasant. Trees are certainly worthy of this formal attention for the common good.

A public tree care ordinance encourages beautification, air cooling and purification, noise abatement, property value enhancement, and all the other attributes of trees in cities of all sizes. It also enables city government to prevent and control destructive insects and diseases, avoid unnecessary costs and liability from hazardous trees and tree-related accidents, and protect residents from unscrupulous or careless operators.

Length of the ordinance does not matter. It should be kept simple, clear, and tailored to the needs of your community. A tree ordinance is an important tool for proper tree care — delegating authority to a board or department and establishing protection and regulation for public trees. There are plenty of models and help available to create a tree ordinance. For more information, see Tree City USA Bulletin No. 9 or visit arborday.org/bulletins and navigate to the resources for Bulletin No. 9. But above all, remember that the ordinance is modified to serve in your situation.

STANDARD 3: A COMMUNITY FORESTRY PROGRAM WITH AN ANNUAL BUDGET OF AT LEAST \$2 PER CAPITA

As pointed out earlier, most communities probably already spend at least \$2 per capita. Also, community trees — when cared for — can actually save money. A managed program can ensure benefits that surely outweigh costs. It does require dollars to plant and keep trees in healthy condition, but this should not be a barrier to becoming a Tree City USA. Even the smallest communities have found ways to raise needed funds:

- City budget (always a high priority).
- Local donations, often through adopt-a-tree or memorial tree programs.
- Including trees as part of public works or downtown revitalization projects that receive state or federal money.
- Assistance from the utility company.
- A donor-established trust with principal used for trees.
- Federal grants, often passed through to communities from the state forester's office.
- State funds from special license plates or tax return checkoffs.
- Tree donations from local nurseries or retail outlets, especially in late autumn.

Tree City USA Bulletin 34 and its supplemental resource library at arborday.org/bulletins provide additional ideas.

The importance of this tree-planting holiday provides an excellent opportunity to educate about trees and tree care.

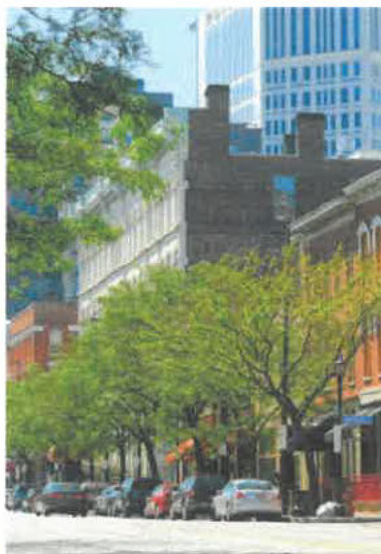
STANDARD 4: AN ARBOR DAY PROCLAMATION AND OBSERVANCE

Arbor Day began in 1872 as the idea of founder J. Sterling Morton, a Nebraska farmer and newspaper editor. Since then it has spread to every state in the nation and many countries overseas. Most importantly, it has been the initial inspiration for generations of children who grew into adults who love trees and care about the environment.

The importance of this tree-planting holiday provides an excellent opportunity to educate about trees and tree care. It also creates pride within the community and can help garner public support for the city's entire urban forestry program.

Part of the fun of Arbor Day is creating something that will be enjoyed by the whole community. Here are some of the ways Tree City USA communities are making the celebration memorable. More help is available at arborday.org/celebrate.

- Involving school children, Scouts, church groups.
- Combining with an art and craft festival.
- Sponsoring contests for young people and adults (art, crafts, essays, best landscaping, etc.).
- A "Tree of the Year" contest.
- Presentations by celebrities.
- Honoring individuals who have made important contributions.
- Theatrical or musical performances.
- Food from nature-cooking demonstrations.
- And, of course — planting trees!



Myths and Truths about Tree City USA

Many communities fail to take advantage of Tree City USA recognition because of misconceptions about the program. Here are the perceived obstacles and the facts.

MYTH: We don't know much about trees ...

TRUTH: If this is true, it is a very good reason to pursue Tree City USA status! There is plenty of assistance available and a network of people who are passionate about the role trees play in every community. Help will be provided in forming a tree board if that's what you need. Materials are available to help you plan an Arbor Day celebration. Even a suggested proclamation for the mayor to read will be sent. You can be sure that you will learn and grow, and your entire community will benefit from it.

MYTH: We can't afford it ...

TRUTH: We think you can. First of all, there are no application or membership fees. Even the award materials are complimentary. Other services are part of what your state forestry department contributes. As for the \$2 per capita required, you are probably already spending this much on tree care. For example, in even the smallest of cities, if an employee removes a tree that fell during a storm or that appears dangerous, labor and equipment costs count. And if volunteers help plant trees, their time and expenses can count, too. Of course, the goal of this standard is to have community tree care be part of the local budget, but even without that, most communities already meet this standard.

MYTH: People in our community view trees as a frill or nice to have, but that's about all ...

TRUTH: This is probably because they don't understand that trees not only lend beauty to our communities, they provide benefits such as cleaner air and water, lower energy costs, stormwater retention, and a host of others. There are also numerous proven public health and economic benefits. Living in a Tree City USA community usually instills a sense of pride among the residents and opens opportunities for education about the benefits of a healthy tree canopy. With a little understanding, trees become viewed not as a frill but as a necessary and profitable part of the city infrastructure.

MYTH: Another ordinance just means more restrictions and more bureaucracy ...

TRUTH: A tree ordinance is needed for systematic and continuous care of your community's public trees – and public safety. However, there is no single ordinance that fits every community. Some might be lengthy and detailed, but others are very short. The ordinance should fit the needs of the community.



MYTH: Our community is too small ...

TRUTH: If there was genius in the founding of the Tree City USA program, it was in the requirement that qualifying expenditures are on a per capita basis. This provides a level playing field for communities ranging from New York City with its population of more than 8 million people to Sibley, North Dakota, and its 28 residents.

“The real advantage to the designation is it speaks to the rest of the world about who you are as a community and what you value in your world.”

— Steve Ayers, Camp Verde, AZ

MYTH: We lack leadership ...

TRUTH: This thought may be the number one obstacle to achieving Tree City USA recognition. On the other hand, it takes only one motivated individual to get the ball rolling. Maybe that person is you. Whoever starts the Tree City USA process usually finds that there actually is support from others. It may be the mayor, a council member, a park staffer, or someone else affiliated with the city. Or, it may be another resident or two who share the desire to move forward. In searching for supportive individuals, you might start with other organizations such as a Garden Club, civic group, business associations, or just a group of friends. Kindred spirits are out there.

MYTH: No one here wants the responsibility of taking care of trees ...

TRUTH: Ouch! This attitude can hurt in more ways than one. Not only can citizens be injured, it is also a plaintiff lawyer's dream. Cities have the responsibility for public safety. Tree City USA standards help communities be more aware not only of the duty of care owed to citizens and visitors, but how to make conditions safer down the road.

MYTH: There is no Arbor Day celebration (or proclamation) in our community ...

TRUTH: Arbor Day is one of the nation's oldest celebrations. The first one was in 1872 and the idea spread quickly to all states in the nation. If your community doesn't have an Arbor Day celebration of some kind, it's time to start. Countless numbers of adults can trace their earliest memories of stewardship to an Arbor Day celebration at school. Ways to celebrate can be as simple as a brief ceremony and planting a new tree near city hall, the library, a home for the elderly, or some other public or private building. For ideas and a copy of a proclamation that can be read at the ceremony, see the Celebrate Arbor Day section online at arborday.org/celebrate.

HOW TO EARN TREE CITY USA RECOGNITION

1. Get Your Community Interested
— Find Allies and Partners
2. Contact Your State Urban and
Community Forestry Coordinator
3. Work Together to Fulfill the Four
Tree City USA Standards
4. Celebrate Arbor Day!
5. Submit your Application

Communities that receive Tree City USA recognition receive support that helps make the celebration easy to plan and conduct. Here is some of what you will receive in your first year:

- Two road signs.
- A 4' x 6' Tree City USA flag.
- Beautiful wall plaque.



With a bit of organizing, virtually any community — large or small — can qualify for Tree City USA recognition. The end result will be safer community trees, better informed citizens, and a higher quality of life for residents and businesses.

It's Time to Get Recognized

“Becoming a Tree City USA is a way to make your community stand out. It shows you're dedicated to the management of your urban forest and strive to provide a beautiful landscape to the residents you serve.”

—Mike Fraider, Alsip, IL



TREE CITY USA®: *Your Community Is Ready*

As the first step in helping your town or city become a Tree City USA community, an important person for you to contact is the urban and community forestry coordinator in your state forester's office.

Visit arborday.org/coordinators for your contact's information and a directory list of all states.

Your state coordinator is the resource for beginning your Tree City USA application. He or she will have answers to your questions and will be more than happy to help your community become a Tree City USA.



How to Apply

Simplicity is one of the principles of the Tree City USA application and annual recertification process. Experience has shown that getting started as a Tree City USA often results from a single individual or a small group taking the lead. Here is all you have to do:

A Talk with the person in your community currently responsible for trees (city forester, park superintendent, public works director, etc.). Also discuss with your mayor, city manager, city clerk, a key council person, or whomever else in your city government should be informed and whose support you will need.

B Go to portal.arborday.org. The Tree City USA application can easily be completed online.

C The application is normally completed by the city forester or other person responsible for trees, or the tree board chair. Once your application is submitted, it's reviewed at a state level and then it will be reviewed by the Arbor Day Foundation at a national level. To learn more about applying and your state's deadlines visit arborday.org/treecityusa.



Arbor Day Foundation
100 Arbor Avenue • Nebraska City, NE 68410

arborday.org



50091001



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Axon Technology Assurance Plan (TAP) contract 2021/2026				Meeting Date:	September 13, 2021
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Troy Mills, Chief of Police				City Manager Review	<input type="checkbox"/>
Attachments: Axon Body Camera Quote					

WHAT IS BEING ASKED OF COUNCIL?

During the budget preparation and presentation for FY21/22 the Sutherlin Police Department requested \$57,500 in funds to continue the Axon Body Camera assurance plan for another 5 years. This report is to comply with Sutherlin Municipal Code Ordinance 2.36.030, and request that this procurement be approved so there is no lapse in contract and digital media evidence storage.

EXPLANATION

The new contract is a continuation of the 2014 Axon (formally Taser International) contract which will expire in November of 2021. It is an assurance program that covers digital media storage, replacement of cameras and equipment due to damage, loss, or malfunction. It also has a built-in maintenance schedule which means all cameras and equipment are replaced at the 2.5 year and 5-year contract mark. This contract also includes the integration of any new technology that is release during the contract time period as well as all video evidence storage, maintenance, and redaction software. The 2021-2026 will include a yearly payment of \$10,584.00 (1,989.00 per year increase from the 2016 contract). The total for this new 5-year contract will be \$52920.00.

OPTIONS

N/A

SUGGESTED MOTION(S)

- 1) Approve the Axon TAP contract and related services as presented, or;
- 2) Not approve the procurement of the Axon TAP contract and related services.

Q-288656-44258.997MS

Issued: 03/03/2021

Quote Expiration: 03/31/2021

Account Number: 116126

Payment Terms: Net 30
Delivery Method: Fedex - Ground

prise, Inc.
h St.
Arizona 85255
s
) 978-2737

Sutherlin Police Dept. - OR
126 E Central Avenue
Sutherlin, OR 97479
US

BILL TO

Sutherlin Police Dept. - OR
126 E Central Avenue
Sutherlin, OR 97479
US

SALES REPRESENTATIVE

Mike Schmidt
Phone: (480) 502-6279
Email: mschmidt@axon.com
Fax:

PRIMARY CONTACT

Troy Mills
Phone: 1-541-459-2211
Email: t.mills@ci.sutherlin.or.us

TAP Refresh #08943

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK		15	522.00	0.00	0.00
74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2		2	1,563.00	0.00	0.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK		15	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM		15	0.00	0.00	0.00
87054	TECH ASSURANCE PLAN 6-BAY BODY 2 DOCK WARRANTY	60	2	0.00	0.00	0.00
87064	TECH ASSURANCE PLAN BODY 2 CAMERA WARRANTY	60	15	0.00	0.00	0.00
Subtotal						0.00
Estimated Shipping						0.00
Estimated Tax						0.00
Total						0.00

Year 1

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	550	0.00	0.00	0.00

Q-288656-44258.997MS

1

48

Protect Life.

Year 1 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages (Continued)						
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	14	0.00	0.00	0.00
73840	EVIDENCE.COM BASIC ACCESS LICENSE	60	14	0.00	0.00	0.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	6	0.00	0.00	0.00
73746	PROFESSIONAL EVIDENCE.COM LICENSE	60	2	0.00	0.00	0.00
Hardware						
87065	TECH ASSURANCE PLAN BODY 2 CAMERA PAYMENT	12	15	252.00	252.00	3,780.00
87055	TECH ASSURANCE PLAN 6-BAY BODY 2 DOCK PAYMENT	12	2	354.00	354.00	708.00
Other						
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	550	4.80	4.80	2,640.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	14	180.00	180.00	2,520.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	468.00	936.00
					Subtotal	10,584.00
					Estimated Tax	0.00
					Total	10,584.00

Year 2

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87055	TECH ASSURANCE PLAN 6-BAY BODY 2 DOCK PAYMENT	12	2	354.00	354.00	708.00
87065	TECH ASSURANCE PLAN BODY 2 CAMERA PAYMENT	12	15	252.00	252.00	3,780.00
Other						
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	468.00	936.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	14	180.00	180.00	2,520.00
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	550	4.80	4.80	2,640.00
					Subtotal	10,584.00
					Estimated Tax	0.00
					Total	10,584.00

Year 3

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87055	TECH ASSURANCE PLAN 6-BAY BODY 2 DOCK PAYMENT	12	2	354.00	354.00	708.00
87065	TECH ASSURANCE PLAN BODY 2 CAMERA PAYMENT	12	15	252.00	252.00	3,780.00
Other						
73689	MULTI-BAY BWC DOCK 1ST REFRESH		2	0.00	0.00	0.00
73309	AXON CAMERA REFRESH ONE		15	0.00	0.00	0.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	468.00	936.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	14	180.00	180.00	2,520.00
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	550	4.80	4.80	2,640.00
					Subtotal	10,584.00
					Estimated Tax	0.00
					Total	10,584.00

Year 4

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87055	TECH ASSURANCE PLAN 6-BAY BODY 2 DOCK PAYMENT	12	2	354.00	354.00	708.00
87065	TECH ASSURANCE PLAN BODY 2 CAMERA PAYMENT	12	15	252.00	252.00	3,780.00
Other						
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	468.00	936.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	14	180.00	180.00	2,520.00
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	550	4.80	4.80	2,640.00
					Subtotal	10,584.00
					Estimated Tax	0.00
					Total	10,584.00

Year 5

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
87055	TECH ASSURANCE PLAN 6-BAY BODY 2 DOCK PAYMENT	12	2	354.00	354.00	708.00
87065	TECH ASSURANCE PLAN BODY 2 CAMERA PAYMENT	12	15	252.00	252.00	3,780.00
Other						
73688	MULTI-BAY BWC DOCK 2ND REFRESH		2	0.00	0.00	0.00
73310	AXON CAMERA REFRESH TWO		15	0.00	0.00	0.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	2	468.00	468.00	936.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	14	180.00	180.00	2,520.00
73831	10 GB EVIDENCE.COM A-LA-CART STORAGE PAYMENT	12	550	4.80	4.80	2,640.00
Subtotal						10,584.00
Estimated Tax						0.00
Total						10,584.00
Grand Total						52,920.00

Discounts (USD)

Quote Expiration: 03/31/2021

List Amount	63,876.00
Discounts	10,956.00
Total	52,920.00

**Total excludes applicable taxes*

Summary of Payments

Payment	Amount (USD)
TAP Refresh #08943	0.00
Year 1	10,584.00
Year 2	10,584.00
Year 3	10,584.00
Year 4	10,584.00
Year 5	10,584.00
Grand Total	52,920.00

Notes

100% discounted body-worn camera and docking station hardware contained in Year 1 reflects a TAP replacement for hardware purchased under existing contract #8943. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Tax is subject to change at order processing with valid exemption.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature:	_____	Date:	_____
Name (Print):	_____	Title:	_____
PO# (Or write N/A):	_____		

Please sign and email to Mike Schmidt at mschmidt@axon.com or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

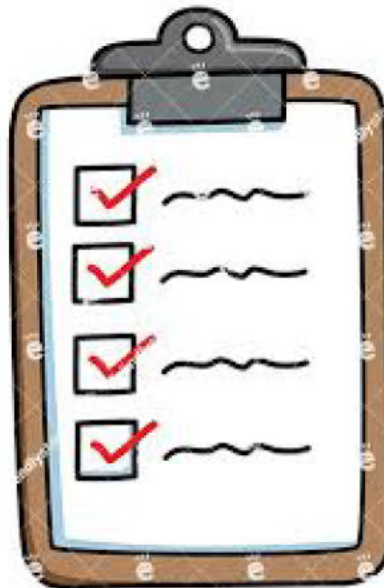
The trademarks referenced above are the property of their respective owners.

Axon Internal Use Only

		SFDC Contract #:
		Order Type:
		RMA #:
		Address Used:
		SO #:
Review 1	Review 2	
Comments:		



STRATEGIC PLAN UPDATE





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: 10-Year Non-Compliant ADA Replacement Ramp Plan & Sidewalks from Silver Glen to Grove Lane and Central Avenue				Meeting Date:	9/13/2021
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Public Works Director, Aaron Swan				City Manager Review	<input type="checkbox"/>
Attachments: None					

WHAT IS BEING ASKED OF COUNCIL?

EXPLANATION

The sidewalk project from Silver Glenn to Grove Lane and Central Avenue has been completed.

The City is continuing to replace non-compliant and non-existing ADA ramps every year. The ramps on W Everett and State St. are being engineered now and that project is scheduled for this fiscal year.

Next year, the sidewalk connectivity project at the east end of Central Avenue will continue from Grove Lane to Nicholas Ct. at which time that section will be brought to current ADA standards.

OPTIONS

SUGGESTED MOTION(S)



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Community Center Building – Calk and Paint Exterior				Meeting Date:	9/13/2021
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Public Works Director, Aaron Swan				City Manager Review	<input type="checkbox"/>
Attachments: None					

WHAT IS BEING ASKED OF COUNCIL?

EXPLANATION

The Community Center building caulking and painting project is scheduled to be completed this fall.

OPTIONS

SUGGESTED MOTION(S)

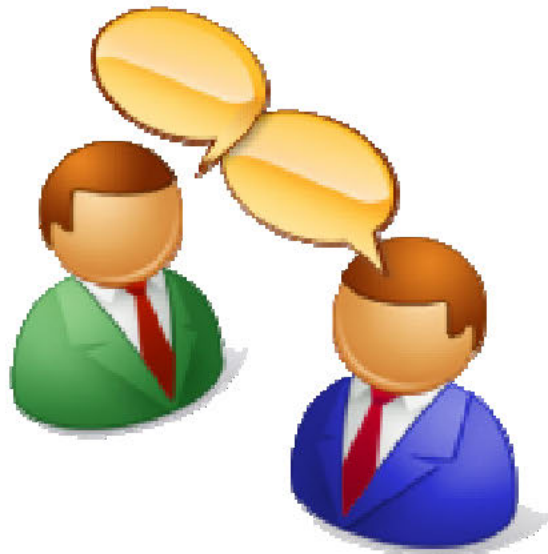


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





DECLARE A VACANCY





City of Sutherlin

STAFF REPORT					
Re: Declare a Vacancy & Determine Next Steps				Meeting Date:	9/13/2021
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
Submitted By: Diane Harris, City Recorder/HR Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Applications, Resumes, and Narrative Paragraphs					

WHAT IS BEING ASKED OF COUNCIL?

As stated in Sutherlin's City Charter, Council is required to declare a vacancy before appointment to fill that position. Council is being asked to declare a vacancy for Mayor upon the resignation of Mayor Vincent and thus, appoint another member of council into this vacant position.

In summary, Council, from this action forward, will need to then fill the vacancy if a council member is appointed to Mayor. However, this new council appointment can be filled in this meeting considering the council applicants from the previous meeting in which you selected one of four; or council can establish another announcement and make appointment at a future council meeting.

EXPLANATION

After declaring the vacancy for the Mayor's seat by a majority of council members, Council can then decide which existing council member to fill the position. If that appointment results in a councilor seat vacancy, and after that vacancy is declared; does Council want to consider applications (remaining applications belong to Gary Dagel and Lisa Woods) submitted at the August 16th meeting to determine appointment for that open position?

- If yes: hold another session of discussion regarding applicants and proceed to appointing one of the two remaining candidates from your previous council appointment on 8/16/2021.
- If no: provide direction to staff on how you wish to proceed with considering additional applicants.

OPTIONS

N/A

SUGGESTED MOTION(S)

Motion to Declare a Vacancy for Mayor position, term ending December 31, 2022

Motion to appoint _____ as Mayor to the term ending December 31, 2022



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 comminison, buget committie, chamber of commerce,

business... self employed for over 50 years

involment with the community

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

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

Why would you like to be appointed to this position?

I dont like the way the country, and state politics are heading, we dont 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

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 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 Council

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

Development Center. I help small business develop a plan for success 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

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

HIGHLIGHTED QUALIFICATIONS

- 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

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

EDUCATION

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

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



ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
JAN 2021				
01/11/21	CDD/PW-	Develop "Plan-of-Action" for upgrading Waite St	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 - Update provided during workshop	✓
FEB 2021				
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,	✓
MAR 2021				
03/08/21	CDD/PW-Facilities/Parks	Ford's Pond recreational improvements	Report to Council	✓
03/08/21	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Bid process, funding approval and present to Council	✓
APR 2021				
04/12/21	Police	Facility Security	Report to Council	✓
MAY 2021				
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 & 2B	Contract award for design, present to Council	✓
JUN 2021				
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 replacement)	Report to Council	✓
06/14/21	CDD/PW-Water	Schoon Mt Tank and Sixth & Oak Pump Station improvements	Report to Council	✓
JUL 2021				
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- Further discussion to be held 8/16/21 mtg.	✓
07/12/21	CDD - Development	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 8/26/21

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
AUG 2021				
8/9/21 8/16/21	CDD/PW- Facilities/Parks	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council - Update to be provided Feb 2022	✓
8/9/21 8/16/21	CDD/PW- Wastewater	Add one full-time employee (FTE) to Public Utility Department	Report to Council	✓
8/9/21 8/16/21	CDD/PW- Transportation	Update and refresh Exit 135 sign	Present final design to council	✓
SEP 2021				
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	✓
OCT 2021				
10/11/21	CDD/PW- Facilities/Parks	Identify/upgrade ADA accessability and sidewalk around Central Park	Report to Council after construction completed	
10/11/21	CDD/PW- Facilities/Parks	Ford's Pond Comm. Park Improv. Proj 1 & 2A (Phase 1) Completion	Report to Council after completion	
10/11/21	Finance	Long term Budget forecast	Report to Council	
NOV 2021				
DEC 2021				
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	Re-designate section of Hwy 138 resulting in new sidewalks and bicycle access needs may qualify for state/federal funding	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	

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

Revised 8/26/21

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
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	
JAN 2022				
01/10/22	Finance	Create a street management master plan with funding options	Report new plan and options (Workshop)	
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	
FEB 2022				
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	
MAR 2022				
APR 2022				
MAY 2022				
5/9/2022	CDD/PW-Wastewater	Wastewater Treatment Plant one-year performance report	Report to Council	
JUN 2022				
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	
JUL 2022				
AUG 2022				
08/08/22	CDD/PW-Water	Nonpareil WTP modernization improvements	Report to Council after completed	
SEP 2022				
OCT 2022				
NOV 2022				

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

Revised 8/26/21

PUBLIC NOTICE – CITY OF SUTHERLIN

URBAN RENEWAL AGENCY AND CITY COUNCIL MEETING

The September 13, 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: Sep 13, 2021 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83295580861?pwd=N1FKNU1ja09OMjczME9pekkrZ1Zhdz09>

Meeting ID: 832 9558 0861

Passcode: 170584

One tap mobile

+17207072699,,83295580861#,,,,*170584# US (Denver)

+12532158782,,83295580861#,,,,*170584# US (Tacoma)

Meeting ID: 832 9558 0861

Passcode: 170584

Find your local number: <https://us06web.zoom.us/j/83295580861?pwd=N1FKNU1ja09OMjczME9pekkrZ1Zhdz09>

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, September 8, 2021 11:39 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 Meeting Agenda and Zoom Link
Attachments: CC AGENDA SEPT 13, 2021.pdf; 14. 3. FYI. 9.13.21 URA & CC Zoom Public Mtg Notice with links.docx

Good morning. Attached is the agenda and Zoom Link for our City Council meeting on Monday, September 13, 2021 at 7:00 p.m.



Melanie Masterfield
Deputy City Recorder

City of Sutherlin
126 E Central Ave
Sutherlin, OR 97479
541-459-2856
m.masterfield@ci.sutherlin.or.us