

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, April 8, 2019 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

Finance Director/Assistant City Manager, Dan Wilson

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Community Development Specialist, Kristi Gilbert

City Planner, Jamie Chartier

Public Works Superintendent, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

Deputy Fire Chief, Scott McKnight

Battalion Fire Chief, Brandon McGarr

Battalion Fire Chief, Avery Hazzard

Battalion Fire Chief, Dan McCormick

Emergency Operations Manager, Dennis Riggs

City Attorney, Chad Jacobs (via Skype)

Audience: Tami Trowbridge, Melissa Shreeve, Jim Houseman, Joe Groussman, Tom Spelgatti, Larry Whitaker, Brent Knapp, Brian Burke Sr, Mark Hendershot and Firefighter Volunteers: Mike Buck, Wayne Ellsworth, Kaysandra Maunu, Bandon Collier, Alex Kennedy, John Tranter, Nathan Averett, Bryson Belloir, Michelle Ellsworth, Curt Richardson and Jack Spencer

Meeting called to order by Mayor McKnight at 7:00pm.

Flag Salute:

Roll Call: Councilor Tomlinson was excused

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

PRESENTATIONS

- Volunteer Firefighter Acknowledgement -

Deputy Fire Chief, Scott McKnight and Mayor presented the Sutherlin Fire Department Volunteer Firefighters with certificates of appreciation. Applause was given.

- Snow Storm Responders Acknowledgement –

Emergency Operations Manager (EOM), Dennis Riggs verbally recognized Police, Fire and Public Works for their efforts during the storm.

- Storm After Action Report –

City Manager, Jerry Gillham with the help of Riggs, reported information gathered after the storm. Riggs introduced a program that he plans to get started throughout Sutherlin, called Get Ready Neighborhood. With the combined effort of Gillham, a power point was provided to show eight plans of action to be done in the event of another disaster.

- Establish communications
- Ensure adequate fuel supply for all city vehicles
- A more efficient Warming Center with community group involvement
- Upgrade City Hall to be an emergency response facility
- Install generators at our emergency response facilities
- Purchase a snow plow attachment for PW vehicle
- Establish an employee family area
- Purchase and hold “on hand” specialized resources

Councilor Stone - Why didn't Red Cross come help? *Riggs - Red Cross was contacted and their response was, they advised their people to stay off the roads and that we were on our own. After the second day, they did bring some cots and blankets. How did they make it to Elkton? They waited until the roads were clear.*

CONSENT AGENDA

- **March 11, 2019 Minutes – Regular Meeting**

MOTION made by Councilor Boggs to approve Consent Agenda; second by Councilor Stone.

Discussion: None

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner, Vincent, Stone and Mayor McKnight.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance – Fire Code Amendment (First reading, title only)**

City Recorder, Diane Harris read the ordinance by title only - “An ordinance of the City of Sutherlin amending chapters 15.04 and 15.06 of the Sutherlin Municipal Code to update the fire and building codes.”

Staff Report – Harris and Battalion Fire Chief Brandon McGarr addressed Council on the purpose for this amendment which is to bring Sutherlin Fire Department up to the latest edition of the Oregon Fire Code (OFC), the 2014 edition.

MOTION made by Councilor Sumner to approve Ordinance – Fire Code Amendment (First reading, title only) as presented; second by Councilor Wattles.

Discussion: Councilor Stone - What's the cost to the public? *McGarr - sections 15.04.010 - Adoption of Fire Code, 15.04.092 – Fire Records Management and 15.06.010 – Adoption of Building Codes, will have no cost to the public. However, section 15.04.094 – Fire Key Box System will have costs associated with the system as well as 15.04.096 – Locks on Gates and Barriers. What about electronic key box systems? Sutherlin doesn't use any electronic systems due to the large cost involved. Do we have a Fire Inspector? Sutherlin has five staff that are certified.*

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner, Vincent, Stone and Mayor McKnight.

Opposed: None

Motion carried unanimously.

Gillham added that he was thankful and appreciative for McGarr's hard work and for the Fire Department as well.

- **Resolution 2019.03 – Houde Subdivision Easement Removal**

Staff Report – Community Development Specialist, Kristi Gilbert asked Council for approval authorizing the City Manager to sign, on Council's behalf, the easement termination located on the west side of N. Comstock.

MOTION made by Councilor Stone to approve Houde Subdivision Easement Removal as presented; second by Councilor Vincent.

Discussion: None

In Favor: Councilors Wattles, Tomlinson, Boggs, Sumner, Vincent, Stone and Mayor McKnight.

Opposed: None

Motion carried unanimously.

REPORTS

• Visitor Center Dedication -

Sutherlin Area Chamber of Commerce President, Tami Trowbridge presented the idea of the City renaming the Visitor Center in honor of Char Hendershot. Char managed the Visitors Center from 2006-2014. She rallied volunteers and set up a large wall display of information including maps and brochures. The Sutherlin Visitors Center became the first ever, in the area, to partner with a local winery on billboard advertising. She was a visionary. Possible renaming ideas are: The Char Hendershot Memorial Park; The Char Hendershot Memorial Visitor Center or a plaque with her name on it. The Chamber will fund the project.

- Mayor, will options of what will be displayed be submitted? ***Trowbridge, yes, I will drop some recommendations by City Hall.***

*Note: Mark Hendershot arrived at the meeting approximately 7:45 after this discussion was held. He spoke in support and was thankful for his late wife being honored with the dedication.

• Marijuana Tax Feasibility -

Staff Report – City Planner, Jamie Chartier opened discussion regarding the possibility of allowing dispensaries in Sutherlin City limits.

Mayor asked if Gillham and Stone would like to add information.

- Gillham expressed some information that he had found and asked if Councilor Stone would look into it. He stated that the revenue should be dedicated to specific causes, should dispensaries be allowed. Gillham asked City Attorney, Chad Jacobs for possible scenarios:
 - An advisory measure could be sent to the ballot. It wouldn't be binding, would be a yes or no question. The answer would reveal if this should be pursued later down the road.
 - Under state law, Council has the right to repeal the existing ban on marijuana facilities within the city, in which case it wouldn't go back to the voters.
 - Under state law, the Council can propose an opt-in measure to the voters which would repeal the prohibition, but must take place at a statewide general election, which won't occur until November 2020.
- Councilor Stone - It's been legalized by the state and we shouldn't discriminate against businesses. The dispensaries are nice buildings and the city would get an influx of travelers that would spend money while they're here. There's no crime associated with dispensaries, it's in the streets. Asked Police Chief, Troy Mills to find statistics regarding theft from a dispensary. ***Mills - Will look into it.*** There are a lot of people here in town that are growing it in their back yards.
- Councilor Sumner - Is there a projected amount of tax revenue and what would additional costs be to maintain public safety? What would we do with the funding? ***Chartier - With the state law, it has to be 1,000 feet from a public school plus meet the measures the City has set. There were only two sites feasible for a dispensary, one at exit 135 and the other on the west side of I-5.*** Can we look at other cities with the same population? ***Gillham - Yes.*** It's very important to get more education before it's put on the ballot.
- Mayor - What is the cost for the advisory vote to go out on the general election? ***Gillham - The November election doesn't cost, but will check into it. Jacobs responded about how the tax revenue would work and where the building could go in the City. There are two types of revenue: The Local Tax and a Shared State Revenue. Information can be found by the State based on Sutherlin's population. The State says we can impose a 2-3% tax on the sales. Gillham responded and said that the staff will do research.*** Concerns were voiced for the citizens that already voted against it and wants to stress that the funds are specifically dedicated. The agreement of the Council is that more information is needed.
- Boggs - Agrees that more information is needed. Feels the possibility of establishing some businesses here and earning some revenue from them couldn't hurt.
- Vincent - Wants more information from all aspects to educate Council and the community. This definitely needs to go before the voters. This discussion is split between two different types of people in this community and Council's job is to educate them with facts and figures.

Gillham emphasized that city staff will do nothing to improperly influence Council on the decision making process.

STRATEGIC PLAN UPDATE

- **Central Park Improvements – Holiday Lighting Display**

Gillham discussed the plans to do a new and improved holiday lighting display at Central Park. Adam Sarnoski (designed the Christmas Tree lights on the poles) is on board along with Community Event Planner, Andrew Calvert, to design a dramatic extension to the holiday lighting that takes place at the Visitor Center.

- Councilor Stone, is this done by donations or is the city paying for it. **Gillham - It's a combination of both. The goal is to have downtown decorated from the Visitors Center to Central Park.**

CITY COUNCIL COMMENTS

Councilor Wattles

- None

Councilor Boggs

- Is the access road to Dawn Rey Park private all the way to the street? **Swan - Yes it is.** It really needs to be graded.

Councilor Sumner

- Thanked all of the firefighters for their achievements.

Councilor Vincent

- Thanked all of the emergency responders during the snow storm.

Councilor Stone

- Did we get a fire district map of Calapooia Fire District? **Gillham - Yes in my office. (Gillham brought one to him after the meeting)**
- Are we still pressing ODOT for a traffic signal on the West side of the freeway? **Elliott - Yes.**
- The \$120,000 in the budget for Court revenue, is that from tickets? **Wilson - Yes, it's from Municipal Court.**

Mayor McKnight

- Shout out to the budget committee members and thanked them for serving on the board.

PUBLIC COMMENT

- None

ADJOURNMENT

With no further business meeting adjourned at 8:01pm.

Approved: Jerry Gillham
Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield
Melanie Masterfield, Deputy City Recorder

Todd McKnight
Todd McKnight, Mayor

PASSED BY COUNCIL ON MAY 13, 2019