CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, May 7, 2012

I. WORKSHOP: Walk-through of 2101 Fifth Street

II. WORKSHOP: Personnel and Property Negotiations

III. CALL TO ORDER

Mayor Weber called to order the regular meeting of the **Tillamook City Council** at **7:05 p.m.** on **Monday, May 7, 2012** in **City Hall at 210 Laurel Avenue in Tillamook, Oregon** and lead the Pledge of Allegiance.

IV. ROLL CALL

City Recorder Donowho conducted a roll call. The following persons were present:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Cheryl Davy
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Staff Present:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

V. AGENDA

The posted agenda for the meeting of May 7, 2012 is attached and by this reference is made a part of the record.

VI. ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED: (Copies attached)

a) Special Batch Reports for A/P 05/04/2012 and 05/07/2012 (Exhibit A)
b) Healthcare Coverage Plan Rate Savings Outline (Exhibit B)
c) Tsunami Evacuation Drill Update (Exhibit C)
d) Summary of Beautification Committee meeting (Exhibit D)
e) Tillamook County Quilt Trail Letter re: TRT funds (Exhibit E)
f) Letter regarding TRT funds from Dan Biggs of EDC (Exhibit F)
g) Latimer Quilt and Textile Center Letter re: TRT funds (Exhibit G)
h) Email from Tilda Jones of TBHEID re: TRT funds (Exhibit H)

VII. MINUTES

Council minutes for the meeting of April 16, 2012 were included in Council packets. **Councilor Sandusky moved to approve the minutes for April 16, 2012 as submitted. Councilor Davy seconded. The minutes were approved as submitted unanimously by Council seated.**

VIII. PROCLAMATION

Letter Carrier Annual Food Drive: May 12, 2012--**Mayor Weber** noted that this is the 17th year the community has participated in this food drive. She read the proclamation and asked that each citizen consider helping care for those less fortunate and add one thing to their shopping cart each shopping trip for donation.

IX. PRESENTATIONS

Beautification Award--Mayor Weber presented an award to Darlene Benfield in Ward 1. **Councilor Martin** nominated the Benfield home and stated that it has a very well-maintained yard that continually adds to the beautification of the neighborhood. As the recipient of the April award, Mrs. Benfield will receive up to $100 off of her water and sewer bill.

X. CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items: None

XI. PUBLIC HEARINGS

a) **TURA Plan Amendment—Mayor Weber** opened the hearing at 7:12 p.m. **City Manager Wyntergreen** began with a staff report, noting that this hearing is to address an amendment to the original plan that TURA adopted, changing the boundaries and increasing their ability to borrow money for the program. He introduced **Elaine Howard**, a consultant for TURA working on the plan amendment. **Howard** described her work with TURA and the plan amendment. In 2006, the original indebtedness amount did not include the inflation that would occur over the lifetime of the program. The statute for urban renewal was amended in 2009 allowing the Agencies around the state to increase their indebtedness maximum to allow for inflation. **Councilor Henson** asked how the Agency came to decide on additions and deletions to the district. **TURA Chairman Don Hurd** stated they were looking at where they could do some good for the community in conjunction with various funding opportunities. **Mayor Weber** asked for testimony for or against the plans.

Councilor Sandusky noted that he is on the Urban Renewal Board as an appointed member. He explained that the process has been worked and changed numerous times with the ultimate idea of doing some good in the City. **Sandusky** believes this amendment will allow TURA to make improvements to help with the City's projects in the future. **Mayor Weber** asked for any other information received. **City Recorder Donowho** stated nothing else had been received. **Councilor Forster** thanked Elaine Howard for her help. **Mayor Weber** thanked the TURA board and Elaine Howard for their hard work and closed the hearing at 7:33p.m.

b) **TRT Program—Mayor Weber** opened the hearing for the TRT grant program changes at 7:34 p.m.. **City Manager Wyntergreen** began with a staff report summarizing how the TRT grant program has worked thus far: as an ad-hoc program, not mandated by ordinance or resolution, without rules or guidelines. Both the Finance Committee and Chamber of Commerce have proposed alternatives to the existing grant program. **Wyntergreen** added that comments have been received from the Latimer Quilt and Textile Center to retain the program; TBHEID proposed that TRT be eliminated; Economic Development requested the program be retained. **Mayor Weber** called for testimony for or against any proposed changes to the TRT grant program.

- **Norm Myers** of 2nd and Fir in Tillamook suggested the City take the TRT fund percentage allocation back to legislation and ask for a 50/50 split. The area needs the funds in order make a better tourist attraction.
- **Gary Albright** from the Pioneer Museum at 2106 2nd stated he could identify with both sides. The museum has benefited from the grants provided through this program. He encouraged the proposal for accumulation in order to do something bigger with the money received. Albright asked that if the Council chooses not to fund individuals, then he would recommend using the tourism dollars toward the Scenic Railroad.
- **Justin Aufdermauer** from the Chamber of Commerce noted he had spoken with many citizens regarding the funds in question and maintains that marketing is important. He has been in conference with the Finance Committee, Mayor and City Manager regarding usage of the funds and believes the Chamber could utilize the funds to promote tourism year-round. He outlined some of the success related to recent Chamber promotion and recommended that the Council consider putting more "heads in beds."
- **Terry Fladstol** spoke on behalf of Tillamook County Quilt Trail stating that they would not have been able to get the program off the ground without the City funding. The money is used toward the design of bringing tourism to Tillamook. The Quilt Trail program is a testimony to how much the grant program has helped bring tourism to the Tillamook area. Their recommendation would be to keep from an absolute "either/or" but utilize a program that will continue to help fund tourism as well as reach some larger goals.
- **Heidi Luquette** from Farmer's Market addressed the Council regarding the Market's letter requesting funds from the City. As a type of welcoming committee for the City, the Market is a great tourist draw. Whether through grants or other arrangements, the Market would like to partner with the City and move forward together.

- **Carla Albright** representing the Bay City Arts Center has been a recipient of the grant for several events and workshops. The Arts Center operates on a miniscule budget, and the grants from the City help keep their programs running..
- **Linda Machuta** spoke on behalf of the Latimer Quilt and Textile Center. She thanked the Council for the support to the Center over the years. Visitor counts have increased 27% since 2009—showing them that the TRT grant money has been a big factor in operating. The TRT funds received are strictly for advertising and tourism promotion. She hopes the TRT funds will continue. Having recently purchased the property from the Pioneer Museum, the Center now has a mortgage to pay as well. She thanked the Council for the support they have given previously.

Mayor Weber called for any more testimony. She thanked everyone for their input and noted the Council will begin budget deliberations tomorrow night. The information will impact the decisions for sure. **Mayor Weber** asked the Council for comments. None were made. She closed the hearing at 8:02 p.m.

XII. NEW BUSINESS

a.) **Economic Opportunity Analysis Consultant Recommendation—City Manager Wyntergreen** shared that the Council received the $25K grant for conducting an economic opportunity analysis subject to state regulations. It is a precursor that can lead to changes in economic development, marketing, and more. The study will include more than the City, ranging from the area south of Bay City to Cape Lookout. ECO Northwest was the consultant firm chosen through the interview process. Discussion regarding the scope and purpose of the analysis followed. **Councilor Sandusky moved to adopt the screening committee's recommendation and direct the City Manager to contract with ECO Northwest for the economic Opportunity Analysis. Councilor Henson seconded. The motion carried unanimously by Council seated. Councilor Davy** asked if this was in line with the Associations' Committee idea. **Wyntergreen** noted that the AC will be used as the sounding board for a reality test.

b.) **Consent to sign Ash Street and Second Street Vacation Request—City Manager Wyntergreen** noted that the Adventist Health proposal to purchase the City Shops was contingent on vacation of the block between Ash and Birch. The application will come at a future meeting; however, this consent is the City applying in conjunction with the Hospital for the vacation. **Councilor Sandusky moved to authorize the Mayor sign the consent forms for the vacation as presented. Councilor Henson seconded. Councilor Davy** noted she is disappointed in the view the City will have on Third Street and hopes that the landscaping will improve the façade. **Councilor Henson** confirmed they are required by the planning commission to landscape. **Mayor Weber** suggested the Planning Commission consider the aesthetics in the rules. **Motion carried unanimously by Council seated.**

c.) **Beautification Committee Recommendation for Showcase—City Manager Wyntergreen** relayed the recommendation from the Beautification Committee regarding an additional opportunity for showcasing floral arrangements in town. Funding for an additional project is available. **Councilor Sandusky** asked for clarification regarding the vision of where the floral arrangement will go. **Mayor Weber** talked about the old fountain at Sue H. Elmore Park, that it could be turned into a flower garden as well as the two pots in front of the Transportation District that are in need of some help. After discussion regarding cost and maintenance, a motion was made as follows: **Councilor Henson moved to ask Hidden Acres to plant and maintain a floral display at Sue H. Elmore Park and in the two pots at the Transportation District, not to exceed a cost of $1000.00. Councilor Sandusky seconded. Councilor Forster addressed the drainage and maintenance of the new planters. Motion carried five-to-one (5-1), opposing vote cast by Councilor Forster.**

d.) **Public Works Recommendation to Place a Four-Way Stop at the Intersection of Fourth and Laurel—City Manager Wyntergreen** relayed the original recommendation for the 4-way stop from the Public Works Committee. After much discussion regarding the safety issues, setbacks, vision impairment of the intersection, and emergency vehicle passage, the item was sent back to the Committee with the following motion: **Councilor Harris moved to send the issue back to Public Works Committee for further discussion and research with the Fire District. Councilor Martin seconded. Motion carried unanimously by Council seated.**

e.) **Budget Committee Membership—City Manager Wyntergreen** clarified that budget law allows the committee to operate on less than a full membership. The quorum numbers are adjusted according to the number of members. No

new applications have been received. It was decided that if any volunteers come forward before the meeting to hold an emergency meeting to appoint new members.

XIII. LEGISLATIVE

ORDINANCE #1267-- AN ORDINANCE MAKING CERTAIN DETERMINATION AND FINDINGS RELATED TO AND APPROVING THE THIRD AMENDMENT (SUBSTANTIAL) TO THE TILLAMOOK URBAN RENWAL PLAN —**City Manager Wyntergreen** said that if the first reading is passed tonight, he would start the survey process necessary for completion. **Councilor Sandusky moved for the first reading of Ordinance #1267—An Ordinance Making Certain Determination and Findings Related to and Approving the Third Amendment (Substantial) to the Tillamook Urban Renewal Plan by title only. Councilor Davy seconded. The motion carried unanimously by Council seated. City Recorder Donowho** gave the first reading of Ordinance #1267 by title only. **Wyntergreen** noted the County is scheduled to address the amendment on it Wednesday, May 9, 2012.

XIV. COUNCIL CONCERNS--None

XV. MONTHLY REPORTS

a) **Police Chief—Councilor Forster** noted item #2 of Chief Wright's report regarding candidate testing—there were 44 people in the pool (largest pool to date) and candidates were charged for the written test. It was a great group of people, and five individuals were interviewed, two of which are already certified police officers.

b) **City Planner—City Manager Wyntergreen** noted that negotiations for building permit fees will be opened with the County.

c) **Public Works Director Report—City Manager Wyntergreen** added that Third Street project has a pre-construction meeting on Thursday. Bids came back and were under the engineer's initial estimate.

d) **Mayor**—Mayor Weber reviewed many activities in the past few weeks: the tree planting at Carnahan Park in memory of Lloyd Fish, the official 250year designation as a Tree City was received. There are changes in the City Hall lobby—a Sister City Display and Tree City information are now prominent. The Goodspeed Park Grand Opening included a tree planting and ribbon cutting for the playground equipment. The Governor did not come to Tillamook—he went to Washington D.C. instead. The opening of the rest stop south of town went well—she recommended a drive through. The Mayor reminded the Council to watch their neighborhoods for more beautification awards. Wards 1 & 2 will have a tsunami drill on May 23, 2012. Budget meetings start May 8, 2012. She also attended meetings in Astoria and Garibaldi. She noted the interesting visit from Mary DiCarlo regarding Tour des Trees. The Mayor was able to give a quick tour of Tillamook and DiCarlo was impressed. The Personnel Committee met this morning and has an item to add to the agenda.

XVI. **OPEN ENROLLMENT DEADLINE—COVERAGE CHANGE REQUEST—City Manager Wyntergreen** noted that Open Enrollment is approaching quickly for the City to respond to CIS regarding which healthcare plan they would like to utilize for the employees. The plans available and savings to the City were discussed at the Personnel Committee meeting. Staff is recommending that the Council approve a move to the Co-Pay Plan C with Regence Blue Cross Blue Shield. **Councilor Forster moved to add the CIS coverage plan switch on the agenda. Councilor Sandusky seconded. The motion passed unanimously by Council seated.**

Councilor Forster moved to approve the change of insurance plan to the Co-Pay C plan with CIS. Councilor Sandusky seconded. Councilor Davy would like would like more time to think about and discuss the plans for the following year's health plan. The motion passed unanimously by Council seated.

XVII. COMMITTEE REPORTS

a) **Beautification—Councilor Henson** talked about a good meeting regarding the flower basket watering bid and the new parameters this year. The deadline for bids will be May 17, 20102 p.m. The item previously discussed for Hidden Acres to showcase their work was also discussed. He outlined all of the items discussed and reminded the public to keep their lawns mowed.

b) **Public Works Committee—Councilor Harris** reported that the Committee discussed the four-way intersection for Fourth and Laurel. Revenue possibilities for the Sewer Plant are being brainstormed. Complete ideas will be presented over the next few months with numbers and concepts. **Harris** reported that Public Works Director Sullivan shared information regarding the hire coming on board in May and that he comes with a great deal of experience and skill.

XVIII. AUTHORIZATION TO PAY BILLS

The Finance Committee had reviewed the current bills prepared for payment. A copy of the voucher register is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills approved by the Committee. Councilor Sandusky seconded. Motion carried unanimously by Council seated.** Bills were paid in the following total amount:

GENERAL CHECKING ACCOUNT

Special Batch 05/01/12	**Check #32177**	**$**	**409.00**
Special Batch 05/04/12	**Check #32248**	**$**	**3,620.00**
A/P Batch 05/04/12	**Checks #32178-32247**	**$**	**72,857.21**
Special Batch 05/07/12	**Checks #32249**	**$**	**24.45**

XIX. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:59 p.m.**

Minutes approved by:

Suzanne Weber May 30, 2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 5/30/12

Abigail Donowho, City Recorder Date