CITY OF TILLAMOOK

City Hall, 210 Laurel Avenue

City Council Meeting Minutes

Monday, May 21, 2012

I. CALL TO ORDER

Mayor Weber called to order the regular meeting of the **Tillamook City Council** at **7:00 p.m.** on **Monday, May 21, 2012** in **City Hall at 210 Laurel Avenue in Tillamook, Oregon**.

II. ROLL CALL

Court Clerk Lynda Casey 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
Arley Sullivan, Public Works Director
Lynda Casey, Court Clerk (for City Recorder)

III. AGENDA

The posted agenda for the meeting of May 21, 2012 is attached and by this reference is made a part of the record.

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

a) Flower Basket Watering Bid (Exhibit A)
b) Memo from City Manager regarding the City Storm Drainage Outfall and Easement Issues (Exhibit B)
c) City Recorder Monthly Report (Exhibit C)
d) Update on Farmer's Market Separation from TRA (Exhibit D)
e) Memo to Council from Mayor and Council President (Exhibit E)
f) Postponement Request from TRA for Street Closure Agenda Item (Exhibit F)
g) Photo of downtown storefront—RoxieZ Body Art (Exhibit G)
h) Latimer Quilt and Fiber Festival Advertisement Bookmark (Exhibit H)

V. MINUTES

Council minutes for May 7, 2012 Regular City Council Meeting and May 8, 2012 Special Emergency City Council Meeting were provided in Council Packets. **Councilor Davy moved to approve the minutes for May 7, 2012 and May 8, 2012 as submitted. Councilor Forster seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

VI. NEW BUSINESS

a) **Tillamook Farmer's Market Request for Street Closures**—After discussion with **Market Manager Wyntergreen,** the Council will entertain a resolution for the request street closure at the next Council meeting.

b) **TRA Request for Street Closure**—Decision on the request brought by TRA Board Chairperson Sue Miller was postponed until the next Council meeting.

c) **City/County IGA for Justice Court to Perform as Municipal Court**—After discussion with Justice Court Judge Lemery and Municipal Court Clerk Casey, **Councilor Sandusky moved to approve the Intergovernmental Agreement for Tillamook County Justice Court to perform as the City Municipal Court. Councilor Davy seconded. Motion carried unanimously by Council seated.**

d) **City/TURA IGA for Administrative Services**—After review of the changes to the IGA between the Tillamook Urban Renewal Agency and the City, **Councilor Forster moved to approve the IGA with TURA for Administrative Services. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

e) **Safeway Demolition Bid Award**—City Staff recommended that the bids received for the demolition of Safeway property be rejected due to bidding irregularities. After discussion, **Councilor Sandusky moved to accept the staff recommendation to reject all bids received and re-start the bidding process for the demolition. Councilor Harris seconded. Motion carried unanimously by Council seated.** A new call for bids will commence immediately.

f) **Right-of-Way Use Permits—City Manager Wyntergreen** presented the Right-of-Way Use Permit process to the Council as laid out by City Planner Mattison. Discussion regarding the proposed changes followed. **Wyntergreen** will return to the next meeting with a resolution for the Council that includes all changes discussed.

g) **Storm Drain Master Plan—Public Works Director Sullivan** presented the updated Storm Drain Master Plan, noting that Ordinance number 1204 purposed to adopt the original plan, dated October *2004 and any subsequent amendments*. After discussion with Council, **City Manager Wyntergreen** the plan amendment be deferred until the June 18th meeting to allow time for the Holden Creek Group to review and weigh in on the changes.

h) **Notice of Intent for Transportation Grant—City Manager Wyntergreen** proposed that the City apply, in conjunction with TURA, for a transportation grant offered though the Oregon Bicycle and Pedestrian Program and Transportation Enhancement Program. The pre-application is due by June 6, 2012, and if accepted, the full application will be due in December of 2012. The Council reached a consensus for the City to file as a co-applicant with TURA for the grant.

i) **Performance Compensation for City Manager—Councilor Davy moved to approve a one-time $5000 performance compensation bonus for City Manager Wyntergreen, payable before the end of the fiscal year. Councilor Forster seconded. Motion carried unanimously by Council seated.**

j) **Additional Item to Add to Agenda—Councilor Forster moved to place the flower basket watering bid award on the agenda. Councilor Harris seconded. Motion carried unanimously by Council seated.**

k) **Annual Flower Basket Watering Bid Award—Mayor Weber** noted that only one bid was received from Lonnie Jenck for the placement, watering, care, and removal of flower baskets in the downtown area. **Councilor Henson moved to accept the watering bid from Lonnie Jenck for $9000.00, including the new parameters of placement and removal of the baskets. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

VII. COUNCIL CONCERNS

a) **Councilor Martin** announced that AARP will be having a 55-Alive class and encouraged all individuals 55 and older to attend as the class extends a possibility of lower insurance premiums for attending. **Martin** also brought up concerns regarding the Tillamook Police department answering calls outside of the City limits. Discussion followed.

b) **Councilor Davy** noted that she is working with Chamber Director Justin Aufdermauer on store fronts in the downtown district. She thanked the business owners for their participation.

c) **Councilor Henson** expressed concern with pale-colored façades on Main Street and inquired about the color palate that was originally discussed for the downtown area. **Wyntergreen** noted that colors are not enforceable at this time due to the language of the ordinance. It could be time for the Council to look at a design standard process for the downtown area. **Henson** also stated that he is largely in support of keeping the Downtown Resource Aid position for code enforcement. He would appreciate further research into the budget for funding in order to keep the position.

Mayor Weber will have both the Finance and Personnel Committees look at the current budget for funds (if any) to save the position. **Mayor Weber** noted she will look into the TLC building purchase as a source of revenue generation after other options are looked into.

VIII. MONTHLY REPORTS

a) **City Manager—City Manager Wyntergreen** reported that the Goodwill project made it through the Planning Department and work is to begin this summer. There will be a Tsunami drill on May 23. 2012 at 1:00 p.m. A Supervisor's meeting is scheduled for May 24, 2012 to discuss expenditures.

b) **City Recorder—City Recorder Donowho's** monthly report was sent by email and included in delivery of Council Packets.

c) **Mayor—Mayor Weber** announced that Latimer Quilt and Textile Center's bi-annual quilt show will be on May 26th and 27th. She received letters of appreciate from the fourth graders at t eh Nazarene Church—they have requested two things: 1. A Dairy Queen in Tillamook, and 2. A water park. The City clean-up day, "Company's Coming," is scheduled for June 2, 2012. The **Mayor** asked that everyone exercise patience as they are driving and encounter the construction on Third Street. Another positive note was all motel rooms were full this past weekend. The Stakeholder meeting for the Highway 6 project will be on June 7, 2012 at TBCC from 5:00-7:00 p.m.

IX. COMMITTEE REPORTS

Mayor Weber

a) **Associations Committee—~~Councilor Davy~~** reported the Associations Committee and again noted the upcoming City Clean-Up and the work being done in conjunction with store owners downtown. The next meeting will be held on June 12, 2012 at 5:30 p.m. in City Hall.

X. 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

BATCH TYPE	DATE	CHECK RANGE	AMOUNT PAID
Special Batch	5/10/2012	32250-32252	$ 598,541.92
Special Batch	5/18/2012	32293	$ 77.00
A/P Batch	5/18/2012	32253-32292	$ 65,816.67
Special Batch	5/21/2012	32294	$ 400.00

XI. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **9:15 p.m.**

Minutes approved by:

Suzanne Weber June 4, 2012

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho 6/4/12

Abigail Donowho, City Recorder Date